UNIVERSITY OF WARWICK

Quality Enhancement Working Group

There will be a meeting of the Quality Enhancement Working Group at 10am on Thursday 12 February 2009 in **Argent Court, Room AC 0.3**.

Note: Questions on agendum items or apologies for this meeting should be directed to the Secretary of the Working Group, Julian Moss, ext 22707, email julian.moss@warwick.ac.uk, or the Assistant Secretary, Jenny Bradfield, ext 74464, email j.bradfield@warwick.ac.uk

J F Baldwin
Registrar

Please note the different venue; the Teaching Grid is no longer available for Committee meetings. This meeting will be held in Argent Court, Room AC 0.3. Papers for the meeting are also available online at:
https://files.warwick.ac.uk/tqcomm/browse/QEWG/12_February_2009/

AGENDA

1.   Constitution and Membership

     TO REPORT:

     That Dr David Lamburn will chair the Group in the spring and summer terms 2008-09.

2.   Minutes of the Previous Meeting

     TO CONSIDER:

     The minutes of the meeting of the Group held on Thursday 27 November 2008 (previously circulated and available on the Governance website at http://www2.warwick.ac.uk/services/gov/atoz/qualityenhancement/minutes/qewg_min_271108.pdf

3.   Matters Arising

     (a)   Teaching and Learning Enhancement Fund (minute 13(b)/08-09 refers)

           TO REPORT:

           That at the meeting of the Group held on 27 November 2008 it was reported that two projects were supported in the second round of bids to the TALEF in October 2008 and that subject to the outcome of discussions with the applicants, three further projects were likely to be supported.

           TO RECEIVE:

           An oral report from the Secretary.

(b)   <u>Teaching and Learning Event</u> (minute 10/08-09 refers)

TO REPORT:

That the Committee at its meeting on 15 October 2008 <u>considered</u> the minutes of the e-Learning Showcase Day review meeting held on 30 June 2008, paper QEWG 7/08-09, and <u>resolved</u> that consideration be given to broadening the scope of future showcase days to include the full range of teaching and learning issues, instead of only e-learning.

TO CONSIDER:

An oral report from the Chair.

4.   <u>Chair's Business</u>

5.   <u>Teaching and Learning Forums</u>

TO CONSIDER:

Reports from the Chairs of the Faculty Teaching and Learning Forums on recent and planned activities.

6.   <u>Teaching Spaces of the Future</u>

TO CONSIDER:

An oral report from Mr Antony Brewerton, Head of Academic Support, Library, on the Teaching Spaces of the Future event, which took place in the Teaching Grid on 9 December 2009.

7.   <u>Institutional Audit</u> (minute 14/08-09 refers)

TO REPORT:

That the University has received the first draft of the Institutional Audit report from QAA and is invited to suggest corrections of errors of fact, noting that:

(a)   the University's draft response will be considered by the Steering Committee on 9 February in advance of being submitted to QAA by the deadline of 13 February;
(b)   QAA will provide the final report on 13 March and the University will be invited to submit by 27 March a brief statement (500 words maximum) on developments since the audit visit, to accompany the final report;
(c)   the final report and the University's statement will be published by QAA on 10 April.

TO CONSIDER:

The draft report of the University's Institutional Audit with covering note from the secretariat, paper AQSC 34/08-09 (<u>copy attached</u>), together with a first draft of a possible statement to accompany the final report, paper AQSC 36/08-09 (<u>copy attached</u>), noting that papers AQSC 34 and 36/08-09 were considered by the Academic Quality and Standards Committee on 29 January 2009.

TO RECEIVE:

Draft suggested corrections of errors of fact, paper AQSC 35/08-09 (copy attached), noting that the suggested corrections were considered by the Academic Quality and Standards Committee on 29 January 2009, and that the version of the report with tracked changes is not circulated here but is available online at http://www2.warwick.ac.uk/services/quality/categories/institutionalaudit/outline/draftreportresponse/qaa_audit_report_with_corrections_jan_09.pdf [*members of the Group will need to be signed in to view the report*]

8. Joint and Cross-Departmental Courses (minute 13/08-09 refers)

TO REPORT:

(a) That the Committee at its meeting on 27 November 2008 received paper AQSC 9/08-09 [report from the BUGS/AQSC Working Group on Joint and Multi-Disciplinary Degrees], together with an oral report from the Chair on the next meeting of the BUGS/AQSC Working Group.

(b) That BUGS/AQSC Working Group at its meeting on 11 December 2008 considered:

(i) Draft good practice guide for the management of joint and cross-departmental degree courses, prepared by the Chair;

(ii) A paper prepared by the Students' Union Education Officer, Student Consultation on Joint Degree Management, including notes from the Joint Degree Form held on 27 November 2008, notes from emails from those students unable to attend the forum on 27 November 2008 and extracts from SSLC minutes for the Autumn term 2008/09 concerning Joint Degree issues;

(iii) Draft guidance on SSLC arrangements for students taking joint or cross-departmental courses, prepared by the Assistant Registrar (Teaching Quality) in consultation with the SSLC Coordinators;

resolved that the draft Good Practice Guide and the Guidance for SSLCs be approved, subject to the amendments noted at the meeting, and recommended (to the Academic Quality and Standards Committee) that following consideration of the drafts by the Committee, the draft Good Practice Guide and the Guidance for SSLCs be circulated to Heads of Department and Faculty Boards for comment.

TO CONSIDER:

(c) Draft 'Undergraduate Joint and Cross-Departmental Courses: A Good Practice Guide', paper QEWG 23/08-09 (copy attached), noting that additional guidance will be added concerning the application of Seymour credit to students on joint or cross-departmental honours degree courses.

(d) Draft guidance on SSLC arrangements for students on joint or cross-departmental courses, paper QEWG 24/08-09 (copy attached).

9. Learning and Teaching Strategy

TO REPORT:

That the Academic Quality and Standards Committee at its meeting on 29 January 2009 considered the University's Learning and Teaching Strategy, paper AQSC 6/07-08 (revised 5), together with a report from the Chair and Secretariat, paper AQSC 31/08-09, and resolved:

(a)   That, subject to the amendments noted at the meeting, paper AQSC 31/08-09 be approved and the projects set out in section 3 of the paper be prioritised.

(b)   That the Chair of the Committee and the Chair of the Quality Enhancement Working Group discuss how QEWG could encourage departments to engage with the Learning and Teaching Strategy and progress the priority projects outlined in paper AQSC 31/08-09.

(c)   That the Principles within the Learning and Teaching Strategy be revised to include appropriate statements on the University's commitment to providing feedback to students on assessed work, and support for student learning.

(d)   That, once the University's Institutional Audit report has been published by QAA, consideration be given to including, within the introduction to and/or commentary accompanying the Learning and Teaching Strategy, appropriate wording to reflect the recommendations outlined in the Institutional Audit report and the University's response.

and recommended (to the University Senior Tutor):

That consideration be given to methods to further highlight to students their obligations in relation to the Personal Tutor System, as set out in the Personal Tutor Guidelines.

(Draft unconfirmed AQSC minute 42/08-09)

TO CONSIDER:

(e)   The University's Learning and Teaching Strategy, paper AQSC 6/07-08 (revised 5), together with a report from the Chair and Secretariat of the Academic Quality and Standards Committee, paper AQSC 31/08-09 (revised) (copies attached).

(f)   An oral report from the Chair concerning the role of the Group in taking forward priority projects relating to the Learning and Teaching Strategy.

10. WATE 2008-09

TO REPORT:

(a)   That nominations for Warwick Awards for Teaching Excellence have been invited, that the deadline for submission of stage 1 nominations

is 20 February 2009 and that further information is available at
http://www2.warwick.ac.uk/services/ldc/funding/wate/

(b)   That stage 1 nominations and submissions from shortlisted candidates for Warwick Awards for Teaching Excellence will be considered by a Selection Board chaired by the Pro-Vice-Chancellor (Teaching & Learning and International Affairs).

(c)   That the following have been invited to join the Selection Board:

- Dr David Lamburn (Chair, QEWG)
- The Chairs of the Faculty Teaching and Learning Forums, or their nominees
- Ms Sue Bennett (Director, LDC)
- Mr Mohammed Surve (Education Officer)
- Ms Sumaiya Khaku (Chair, Students' Union Academic Forum)

(d)   That the final decisions of the Selection Board will be reported at the meeting of the Group to be held on 12 May 2009.

11.   <u>Any Other Business</u>

12.   <u>Date of Next Meeting</u>

        TO REPORT:

        That the next meeting of the Group will be held at 10am on Tuesday 12 May 2009 in the Council Chamber, University House.

JDM, JB 05.02.09
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