

UNIVERSITY OF WARWICK

Quality Enhancement Working Group

There will be a meeting of the Quality Enhancement Working Group at 10.30am on Friday 16 November in the Council Chamber, first floor University House.

Note: Questions on agenda 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

C E Charlton
University Secretary

AGENDA

1. Terms of Reference, Constitution and Membership

TO CONSIDER:

The Terms of Reference, Constitution and Membership of the Group for 2007-08, paper QEWG 1/07-08 (copy attached).

2. Minutes of the Previous Meeting

TO CONSIDER:

The minutes of the meeting of the Group held on 11 June 2007 (copy attached).

3. Matters Arising

(a) Funding for teaching and learning projects (minute 28(b)/06-07 refers)

TO REPORT:

- (i) That at the meeting of the Group on 11 June 2007 it was resolved that the Secretariat draw up guidelines for a combined TQEF/EIF fund as soon as possible and discuss with the Pro-Vice-Chancellor (Teaching and Learning) the desirability of introducing a rolling application/approval process for small-value bids alongside fixed deadlines for larger-value bids, including the possibility of establishing a sub-group of the Committee to consider small-value bids;
- (ii) That at its meeting on 22 October 2007 the e-Learning Steering Group resolved that the proposed mechanism for allocating TQEF funding in 2007-09 to support teaching and learning projects with an e-learning focus be approved as set out in paper EL 2/07-08, subject to the amendments noted at the meeting.

TO RECEIVE:

Guidelines for allocating TQEF funding in 2007-09, paper EL 2/07-08 (revised) (copy attached), noting that:

- (iii) further funds will not be allocated from the Education Innovation Fund;
- (iv) TQEF funding for 2007-09 will be allocated on a competitive basis to teaching and learning projects with an e-learning focus, which address one of the key aims of the University Strategy.

(b) e-Learning Showcase Day (minute 28(a)/06-07 refers)

TO RECEIVE:

- (i) A report from Ms Rachel Davis, Learning Grid and Teaching Grid Manager, on the e-Learning Showcase day, paper QEWG 4/07-08 (copy attached);
- (ii) An oral report from the Assistant Secretary on preparations for a second e-Learning Showcase event.

(c) Times Higher Education Awards (minute 36/06-07 refers)

TO REPORT:

That the University has been shortlisted for Awards in the following categories, and that the winners will be announced on 29 November 2007:

- (i) Business Initiative of the Year [for Concurrent Thinking];
- (ii) Outstanding Contribution to Sustainable Development;
- (iii) Excellence and Innovation in the Arts.

4. Chair's Business

5. Centre for Student Development and Enterprise

TO CONSIDER:

An oral report from Mr Sean Russell, Director, Student Development and Diversity, on the activities of CSDE.

6. Learning and Development Centre

TO CONSIDER:

An oral report from Ms Sue Bennett, Director, Learning and Development Centre, on the activities of the Centre.

7. Employability Strategy

TO CONSIDER:

A draft Employability Strategy prepared by Ms Roberta Wooldridge Smith, Director of Careers and Employability, paper QEWG 2/07-08 (copy attached).

8. Reading Lists (minute 33/06-07 refers)

TO CONSIDER:

A report from Mr Antony Brewerton, Head of Academic Support, Library, paper QEWG 3/07-08 (copy attached).

9. Strategic Overview of Enhancement Activities

TO CONSIDER:

An oral report from the Chair concerning strategic overview of enhancement activities and mechanisms for disseminating good practice.

10. QAA Institutional Audit

TO REPORT:

That the University's next QAA Institutional Audit is to take place during the Autumn Term 2008.

TO CONSIDER:

A report from the Secretary outlining the timescale of and preparations for Institutional Audit, paper AQSC 7/07-08 (copy attached).

11. Learning, Teaching and Assessment Enhancement Strategy

A draft of the University's new Learning, Teaching and Assessment Enhancement Strategy, paper AQSC 6/07-08 (revised) (to follow), noting that this draft will be sent to Heads of Department and Faculty Boards for consultation.

12. Any other business

13. Next meeting

TO REPORT:

That the next meeting of the Group will be held in the Spring Term 2008 on a date to be decided.