

UNIVERSITY OF WARWICK

Quality Enhancement Working Group

There will be a meeting of the Quality Enhancement Working Group at 2.00pm on Tuesday 17 May 2005 in Committee Room 1.2, 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 74464, email [julian.moss@warwick.ac.uk](mailto:julian.moss@warwick.ac.uk)**

C E Charlton  
University Secretary

AGENDA

1. Minutes of the Previous Meeting

TO CONSIDER:

The Minutes of the meeting held on 28 January 2005 (previously circulated).

2. Matters Arising

3. Chair's Business

4. Centres for Excellence in Teaching and Learning (Minute 11/04-05 refers)

TO REPORT:

That a Steering Group and a Management Committee will be established for each of Warwick's CETLs, to include members from academic departments, the Academic Office/Academic Registrar's Office, a representative of the other CETL, and others as appropriate.

5. Teaching Quality Enhancement & Professional Standards Funding (Minute 14/04-05 refers)

TO REPORT:

That the group assessing bids for TQEF & Professional Standards Funding at its meeting held on 10 March 2005 resolved to fund the following project, subject to minor clarifications in a small number of areas, subsequently supplied and approved by the Chair of the group:

- (a) Dr Ken Flint, Biological Sciences, "Development of web-based assessment for basic Chemistry", £3,250

and to refer the following bids back to the proposing departments for clarification or refinement ahead of resubmission:

- (b) Dr Michael Hammond, Institute of Education, "Supporting student teachers through personal ownership of portable computers" (bid for £24,250)

- (c) Dr Charlotte Klonk, History of Art, "Arts Faculty and History of Art Visual Image E-learning Project" (bid for £92,000)
- (d) Dr Loredana Polezzi, Italian, "Integration of e-Learning practices in teaching and learning in the Modern Languages disciplines" (bid for £42,307)
- (e) Dr Trevor Hawkes, Mathematics, "Computer-Aided Assessment in the Science Faculty" (bid for £20,000)

6. Distribution of UKeU Dividend

TO REPORT:

- (a) That the Steering Committee at its meeting held on 18 April 2005 had decided to allocate the University's dividend from the winding-up of the UK eUniversities project to the following four projects:
 

(i)	Warwick Medical School	to support the implementation of the WMS e-Learning Strategy	£179,000
(ii)	Department of History	to support the development of an MA in History to be delivered primarily via the internet	£30,000
(iii)	Library	to digitise the Marandet collection of French plays	£45,000
(iv)	IT Services	to support the teaching of mathematics across a number of departments	£90,000
- (b) That the decision to award funding to the projects listed in (a) had been taken at short notice and built on bids previously submitted to other sources of funding within the University.
- (c) That the e-Learning Steering Group at its meeting held on 6 May 2005 resolved that the Steering Group and Chairs of Faculty IT Committees through the e-Learning Strategy maintain an awareness of the range of projects being developed across the University to assist in responses to any similar short-notice calls for bids for funding.  
(Minute 24/04-05 [unconfirmed])

7. Warwick Awards for Teaching Excellence

TO RECEIVE:

A report detailing the winners of the Warwick Awards for Teaching Excellence 2004-05, paper QEWG 10/04-05 (to be tabled).

8. Teaching Enhancement Awards

TO RECEIVE:

- (a) Guidance for Applicants for Teaching Enhancement Awards, paper QEWG 5/04-05 (copy attached);

- (b) Teaching Enhancement Awards: Process and Actions, prepared by Dr J Dempster, Deputy Director, Centre for Academic Practice, paper QEWG 8/04-05 (copy attached);
- (c) Teaching Enhancement Awards: Guidelines for Case Study Reviewers, paper QEWG 9/04-05 (copy attached).

TO CONSIDER:

- (d) Applications for Teaching Enhancement Awards from:
  - (i) Richard Smith, Senior Lecture, CELTE, applying for a type B award: Integration and Evaluation, paper QEWG 6/04-05 (copy attached);
  - (ii) Andrew Martin, Senior Lecturer, Warwick Business School, applying for a type B award: Integration and Evaluation, paper QEWG 7/04-05 (copy attached).
- (e) Arrangements for assessing future applications for Teaching Enhancement Awards.

9. Learning and Teaching Strategy (Minute 15/04-05 refers)

- (a) Progress on updating the Strategy

TO REPORT:

That work continues on drafting an updated Learning and Teaching Strategy, and that a draft of the updated Strategy will be circulated to members of the Working Group for comment later in the term.

- (b) Distance Learning in the University

TO REPORT:

- (i) That the Collaborative, Flexible and Distributed Learning Sub-Committee is currently carrying out a survey of the extent of Distributed Learning (including Distance Learning) in the University's courses.
- (ii) That the e-Learning Steering Group at its meeting held on 6 May 2005 resolved that the e-Learning Advisor Team carry out a survey to investigate the appetite in departments for developing new Distance Learning courses, consulting with the Centre for Academic Practice in developing the questions to be asked; it being noted that Distance Learning is broader than electronically-mediated teaching and learning methods, that potential interest may be in blended DL/face-to-face delivery as well as in "pure" Distance Learning, and that a key question would be the willingness of departments to incur the necessary set-up costs.

(Minute 26/04-05 [unconfirmed])

10. Any Other Business
11. Date and Time of Next Meeting

TO REPORT:

That the next meeting of the Quality Enhancement Working Group will be held during the Autumn Term 2005.

JDM 10.05.05  
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