

UNIVERSITY OF WARWICK

Quality Enhancement Working Group

There will be a meeting of the Quality Enhancement Working Group at **10am** on **Thursday 6 May** in **CMR 1.1**, first floor University House.

**Questions on agendum items or apologies for this meeting should be directed to the Secretary of the Group, Katharine Gray (x22707, email [k.gray@warwick.ac.uk](mailto:k.gray@warwick.ac.uk)) or the Assistant Secretary, Jenny Hughes, (x74464, email [jenny.hughes@warwick.ac.uk](mailto:jenny.hughes@warwick.ac.uk))**

J F Baldwin  
Registrar

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AGENDA

1. Minutes of the Previous Meeting

TO CONSIDER:

The minutes of the meeting of the Group held on 9 February 2010, previously circulated and available online at <http://www2.warwick.ac.uk/services/gov/atoz/qualityenhancement/minutes>

2. Matters Arising

- (a) Institute for Advanced Teaching and Learning (minute 4/09-10 (a) refers)

TO REPORT:

- (i) That, at its meeting on 8 March 2010, the Steering Committee considered proposals from the Pro-Vice-Chancellor (Student Experience), the Deputy Registrar and the Academic Registrar to establish an Institute for Advanced Teaching and Learning (SC.244/09-10) and resolved that the Committee endorse the broad rationale and principles for the creation of an Institute for Advanced Teaching and Learning at Warwick, it being noted that financial case had been submitted to the Financial Plan Sub-Committee for its consideration.
- (ii) That the business case for the Institute for Advanced Teaching and Learning would be considered by the Financial Plan Sub-Committee at its meeting on 18 May 2010.

- (b) CSDE/SU Mentoring Project (minute 40/08-09 refers)

TO REPORT:

That the Group at its meeting on 12 May 2009 considered a report from Mr Mo Surve, Students' Union Education Officer, and Mr Sean Russell, Director of Student Development and Diversity, concerning

Student Mentoring, paper QEWG 32/08-09, along with additional recommendations, paper QEWG 33/08-09 (tabled), noting:

- (a) That the report was a product of extensive research conducted by CSDE and was part of a larger project which has also provided a comprehensive website.
- (b) That whilst the recommendations will be of primary importance to the undergraduate cohort, work is underway in the Graduate School Skills Programme to offer similar mentoring opportunities to the postgraduate cohort.
- (c) That the report highlights different approaches to mentoring already in existence across the University.
- (d) That proposed training would be provided by the Students' Union and could be recognised through Warwick Advantage.

and resolved that the report be considered early in the Autumn term by SSLCs and in due course by Faculty Teaching and Learning Forums if appropriate.

TO CONSIDER:

An oral report from Miss Sumaiya Khaku, Students' Union Education Officer, on the responses received from SSLCs.

- (b) Teaching & Learning Event (minutes 24(b)/08-09, 34(c)/08-09 and 04/09-10 refer)

TO REPORT:

That at its meeting on 9 February 2010 the Working Group considered the timing of a possible Teaching & Learning Event for 2009-10 and the possible themes for the event, noting that, at its meeting held on 12 February 2009, resolved that the themes for the event should strongly tie in with the University Strategy and the Learning and Teaching Strategy and might include assessment, feedback on assessment, good academic practice and plagiarism, e-learning, innovative learning spaces, and research-led and research-informed teaching and learning, with the selection of themes to be informed by consultation with the chairs of the Faculty Teaching and Learning forums. The Working Group resolved:

- (v) That if the proposal for an Institute of Advanced Teaching and Learning is approved, a launch event and the Teaching and Learning event could be combined;
- (vi) That a paper on the proposed Teaching and Learning event be brought to the next meeting of the Group and the Director of the Reinvention Centre and the Director of the CAPITAL Centre be consulted about provisional plans.

TO CONSIDER:

Proposals for a Teaching and Learning Showcase Event from the Head of Academic Services in the Library and the Interim Learning and Development Manager – Academic, Learning and Development Centre, paper QEWG.8/09-10 (copy attached).

- (e) WATE awards 2009-10 (minute 5(a)/09-10 refers)

TO REPORT:

That the following members of staff had been shortlisted as finalists for WATE Awards:

Dr Peter Corvi, Warwick Business School  
Mr Jonathan Heron, English/Capital Centre  
Caroline Jones, History of Art  
Dr Cath Lambert, Sociology/Reinvention Centre  
Ms Ruth Leary, Centre for Cultural Policy Studies  
Dr Michael McMahon, Economics  
Dr Paul Prescott, English/Capital Centre  
Dr Paul Taylor, Chemistry/Reinvention Centre  
Mr George Ttoouli, English & Comparative Literary Studies  
Dr Nicholas Whybrow, Theatre Performance and Cultural Policy Studies

- (f) Joint Degrees – feedback from SSLCs (minute 8 (i)/09-10 refers):

TO REPORT:

That at its previous meeting on 9 February 2010, the Group considered draft 'Undergraduate Joint and Cross-Departmental Courses: A Good Practice Guide', paper QEWG 23/08-09 (revised 2), draft guidance on SSLC arrangements for students on joint or cross-departmental courses, paper QEWG 24/08-09, and a covering paper from the Assistant Secretary concerning feedback from departments, paper QEWG 5/09-10, and resolved:

- (g) That the draft 'Undergraduate Joint and Cross-Departmental Courses: A Good Practice Guide' be approved as set out in paper QEWG 23/08-09 (revised 2), subject to the amendments noted at the meeting, noting that the Group was of the view that even where responsibility for management of joint courses is divided equally between departments, one of the departments should be designated as the 'home' department to ensure that students have a clear point of contact when queries or issues need to be resolved.
- (h) That the draft guidance on SSLC arrangements for students on joint or cross-departmental courses be approved as set out in paper QEWG 24/08-09.
- (i) That the draft 'Undergraduate Joint and Cross-Departmental Courses: A Good Practice Guide', paper QEWG 23/08-09 (revised 2) and draft guidance on SSLC arrangements for

students on joint or cross-departmental courses, paper QEWG 24/08-09, be circulated to SSLC representatives for comment, with a view to the Group considering final versions of the Good Practice Guide and SSLC guidance at its meeting in the summer term and recommending them for approval to the Academic Quality and Standards Committee, for implementation at the beginning of the academic year 2010-11.

TO CONSIDER:

A report from the Assistant Registrar (Teaching Quality) on responses received from the SSLCs, paper QEWG.9/09-10 (copy attached)

- (g) Teaching Enhancement and Student Success Fund (minute 5/09-10(b)(iv) refers)

TO REPORT:

- (i) That, at its meeting on 9 February 2010, the Working Group had resolved that the secretariat confirm with the Deputy Academic Registrar if recipients of HEFCE's Teaching Enhancement and Student Success Fund in 2009/10 will be required to provide a report on the use of the TESS funds.
- (iii) That, when recipients of TESS funds under the competitive process were originally notified of the success of their application, they were also informed that they would be contacted in June 2010 to invite them to report back on their project.
- (h) Symposium on Social Learning Space (minute 9/09-10 refers)

TO RECEIVE:

An oral report on the Symposium on Social Learning Space from the Director of the Reinvention Centre.

3. Chair's business
4. Personal tutor guidelines

TO REPORT:

That, at its meeting on 9 February 2010, the Working Group considered an update from the University Senior Tutor on the progress of implementing the revised Personal Tutor Guidelines (Paper QEWG.6/09-10) and resolved that the University Senior Tutor be invited to report on the implementation of the revised Personal Tutor Guidelines at the next meeting of the Group (minute 8/09-10 (f) refers).

TO CONSIDER:

A updated report from the University Senior Tutor on the progress of implementing the revised Personal Tutor Guidelines, paper QEWG.10/09-10 (copy attached).

5. King's-Warwick project

TO RECEIVE:

An update report from the Senior Assistant Registrar (Teaching Quality), paper QEWG.11/09-10 (copy attached)

6. Library Update

TO CONSIDER:

A report from Antony Brewerton, Head of Academic Services in the Library, on the management of the Teaching Grid and the Learning Grid and reading lists, paper QEWG.12/09-10 (copy attached).

7. Teaching and Learning Forums

Reports from the Chair's of the Teaching and Learning Forums on recent and planned activities, including the minutes of the Social Studies Teaching and Learning Forum, paper QEWG.13/09-10 (copy attached).

8. Any Other Business

KG, 29/04/10

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