

UNIVERSITY OF WARWICK

Quality Enhancement Working Group

There will be a meeting of the Quality Enhancement Working Group at 2.15pm on Tuesday 27 May 2008 in the Teaching Grid, Library.

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

J F Baldwin
Registrar

AGENDA

1. Minutes of the Previous Meeting

TO CONSIDER:

The minutes of the meeting of the Group held on Thursday 1 May 2008 (previously circulated and available on the Governance website at: <http://www2.warwick.ac.uk/services/gov/atoz/qualityenhancement/minutes/>).

2. Matters Arising

(a) Warwick Awards for Teaching Excellence (minute 32/07-08 refers)

TO REPORT:

- (i) That the Chair, acting on behalf of the Group, approved a method for considering final stage submissions for WATE as set out in paper QEWG 50/07-08 (copy attached).
- (ii) That the members of the sub-group established to consider final stage submissions for WATE were:
 - Professor Karen O'Brien, Chair, and Chair of the Board of Undergraduate Studies;
 - Representing the Faculty of Science: Dr Ken Flint, Biological Sciences, Chair of the Science Faculty Teaching and Learning Forum;
 - Representing the Faculty of Arts: Dr Zahra Newby, Classics, on behalf of Dr Sean Allan, Chair of the Arts Faculty Teaching and Learning Forum;
 - Representing the Faculty of Social Studies: Dr Fergus MacKay, on behalf of Professor Christina Hughes, Chair of the Social Studies Faculty Teaching and Learning Forum;
 - Representing the Faculty of Medicine: Professor Ed Peile, NTFS winner, on behalf of Dr Neil Johnson, Chair of the Medicine Faculty Teaching and Learning Forum;
 - Professor Carol Rutter, NTFS nominee, Director, CAPITAL Centre;
 - Mr Peter Ptashko, Education Officer & Deputy President, Students' Union;

- Ms Sue Bennett, Director, Learning and Development Centre;
 - Mr Manus Conaghan, Learning & Development Adviser, Learning and Development Centre.
- (iii) That members of the sub-group had been asked to score the 14 submissions in accordance with the criteria set out in paper QEWG 51/07-08 (copy attached) [Members of QEWG are asked to treat the names of the 14 nominees as confidential pending a final decision as to successful award winners].
- (iv) That other members of QEWG had been invited to score submissions if they would have time to consider all of them.

TO CONSIDER:

Recommendations from the sub-group regarding the 14 submissions for WATE awards, paper QEWG 52/07-08 (to follow).

- (b) Times Higher Education awards (minute 31(a)/07-08 refers)

TO REPORT:

That the Group at its meeting on 1 May 2008 considered ideas for possible nominees for the following categories in the THE Awards 2008:

- Excellence and Innovation in the Arts
- Widening Participation Initiative of the Year
- Outstanding ICT Initiative of the Year
- Outstanding Employer Engagement Initiative
- Outstanding Support for Disabled Students
- Entrepreneurial University of the Year
- University of the Year

and resolved that the Secretary discuss with the relevant colleagues a range of possible nominations identified at the meeting.

TO RECEIVE:

An oral report from the Secretary.

- (c) Completion reports on funded projects (minute 35/07-08 refers)

TO REPORT:

That at its meeting held on 1 May 2008 the Group considered:

- (i) Presentation by Dr Alexandra Cristea, Co-ordinator of the Intelligent and Adaptive Systems Research Group, Department of Computer Science, noting that further information is available from the group's website:
<http://www2.warwick.ac.uk/fac/sci/dcs/research/ias/>;

- (ii) An oral report by Dr Jane Kidd, Warwick Medical School on the TQEF and Pathfinder-funded project 'From Knowing to Performing';
- (iii) Completion reports on the funded projects listed in paper QEWG 42/07-08, together with a summary of comments received from Dr K Astbury (French Studies, Chair of the Faculty of Arts IT Committee, and funding recipient), paper QEWG 48/07-08;

and resolved:

- (iv) That completion reports on the funded projects listed in paper QEWG 42/07-08 be approved as set out in papers QEWG 14-39 and 43-48/07-08;
- (v) That the Chair prepare a summary of key points arising from the Group's consideration of the completion reports, this summary to be considered by the Group at its next meeting;
- (vi) That a number of points made in discussion be noted:
 - (A) That the restrictions governing the period in which particular funding streams may be allocated and spent can sometimes militate against planning within departments, and that medium-term stability in the availability of funding streams would be welcomed;
 - (B) That continuing attention should be paid to methods of incentivising involvement in teaching and learning enhancements;
 - (C) That, depending on the future availability of funding, consideration be given to providing follow-on funding to some projects;
 - (D) The importance of e-Lab's e-learning advisor team to developing e-learning at the University be reiterated, and consideration be given through the appropriate channels to the possible expansion of this team;
 - (E) That the development of the Teaching Grid as a physical space and nascent virtual community of interest be welcomed, as one method of disseminating and embedding innovative practice across the University.

TO CONSIDER:

A summary prepared by the Chair of key points arising from the Group's consideration of completion reports on the funded projects listed in paper QEWG 42/07-08, paper QEWG 53/07-08 (copy attached).

- (d) Funding for Teaching and Learning Projects (minute 36/07-08 refers)

TO REPORT:

That a number of University committees and working groups, including the [Quality Enhancement Working] Group, had considered a paper drafted by the Pro-Vice-Chancellor (Teaching & Learning and International Affairs) and the Senior Assistant Registrar (Teaching Quality) concerning possible criteria for a new teaching and learning enhancement fund, paper QEWG 41/07-08, and had made a number of recommendations, as set out in paper QEWG 54/07-08 (copy attached).

TO RECEIVE:

Proposed guidelines for a Teaching and Learning Enhancement Fund for 2008-09, paper QEWG 55/07-08 (copy attached).

- (e) Joint and multidisciplinary degrees (minute 34/07-08 refers)

TO REPORT:

That at its meeting held on 1 May 2008 the Group considered proposed guidance for academic departments on the management of joint degrees and methods of enhancing the experience of joint degree students, paper QEWG 40/07-08, noting:

- (i) That the term “joint degrees” was here intended to cover courses delivered by more than one department, which may be termed, *inter alia*, joint degrees, multi-disciplinary degrees, “and” degrees or “with” degrees;
- (ii) That the term “joint degrees” was here intended to cover only courses taught wholly by the University and not collaborative courses with external partner organisations;

and resolved:

- (iii) That a number of other issues be noted, including the importance of joint degree student representation on Student-Staff Liaison Committees;
- (iv) That paper QEWG 40/07-08 and full notes of the discussion be passed to Mr Stephen Lamb, Senior Tutor, to inform his developmental work on the personal tutor system;
- (v) That the Teaching Quality section of the Academic Office investigate support mechanisms in place at other universities for joint degree students;
- (vi) That the Teaching Quality section of the Academic Office investigate with appropriate colleagues what data may be available to carry out analyses of student satisfaction and degree results to compare joint degree students with those on single-subject courses;

and recommended (to the Board of Undergraduate Studies):

That the Board consider Proposed guidance for academic departments on the management of joint degrees and methods of enhancing the experience of joint degree students, paper QEWG 40/07-08, with a view to developing the draft guidance further.

TO RECEIVE:

Oral reports from the Chair and from the Secretary on further developments concerning the Proposed guidance for academic departments on the management of joint degrees and methods of enhancing the experience of joint degree students.

3. Chair's Business

4. Faculty Teaching and Learning Forums

TO CONSIDER:

Oral reports from the Chairs of the Faculty Teaching and Learning Forums on recent teaching and learning-related Faculty activities.

5. Higher Education Academy Subject Centres

TO CONSIDER:

Oral reports from the Chair and from Dr Sarah Richardson, Subject Director for History, HEA Subject Centre for History, Classics and Archaeology, and Professor Julian Webb, Director, UK Centre for Legal Education, concerning opportunities for establishing closer links between the University and Higher Education Academy Subject Centres.

6. QAA Institutional Audit (minute 33/07-08 refers)

TO CONSIDER:

Extracts from a first draft of the Institutional Briefing Paper, paper QEWG 56/07-08 (to follow).

7. Any other business

8. Next meeting

TO REPORT:

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