

UNIVERSITY OF WARWICK

Minutes of the meeting of the Quality Enhancement Working Group
held on Monday 13 November 2006

Present: Professor Michael Whitby (Chair); Ms Anne Bell, Ms Sue Bennett, Dr Jay Dempster, Dr Sue Law, Ms Cleo Longworth, Dr Mike Neary, Dr Paul O'Hare

Apologies: Dr Zoe Radnor, Dr Carol Rutter, Dr Paul Taylor

In attendance: Ms Jenny Bradfield, Dr Julian Moss

1/06-07 Terms of Reference, Constitution and Membership

RECEIVED:

The Terms of Reference and Membership of the Working Group for 2006-07, paper QEWG 1/06-07.

2/06-07 Minutes of the Previous Meeting

RESOLVED:

That the Minutes of the meeting held on 31 May 2006 be approved.

3/06-07 Matters Arising

Reading Lists (minute 21b/05-06 referred)

RECEIVED:

An oral update from the Secretary on progress with the Reading List project, noting that a workflow model would shortly be developed by Subject Librarians working with Departmental Administrators before and then piloted from the summer term 2007 with a small number of departments.

RESOLVED:

- (a) That it be noted that the Library would prefer to invest in the electronic provision of material where it was feasible and affordable.
- (b) That it be noted that as plans were developed for the refurbishment of parts of the Library building from the summer of 2007 consideration would be given to the possible expansion of a reference-only section as an alternative to the short loan collection.

4/06-07 Chair's Business

REPORTED:

- (a) That the Chair had attended the three-day training course for new auditors for QAA Institutional Audit.
- (b) That quality enhancement played an increasingly important role in the QAA Institutional Audit process.

5/06-07

Teaching Enhancement Awards

RECEIVED:

Summary of the Teaching Enhancement Awards scheme for 2006-07, paper QEWG 2/06-07, noting that Guidelines are also available on the CAPD website:

<http://www2.warwick.ac.uk/services/cap/funding/teawards/>

CONSIDERED:

- (a) Applications received from the following members of staff for an Enhancing Practice Award (EPA):
 - (i) Dr Evor Hines and Dr Daciana Iliescu, 'Exploring Equality and Diversity in Engineering (EqDiE)', paper QEWG 3/06-07;

RESOLVED:

That the application for an Enhancing Practice Award from Dr Hines and Dr Iliescu be approved in principle as set out in paper QEWG 3/06-07, subject to the following:

- (A) That the bidders discuss their project with the Pro-Vice-Chancellor with responsibility for equality and diversity issues to ensure its fit with University policies;
 - (B) That the bidders provide assurances that appropriate support is in place to assist any student or member of staff who is distressed by the discussion of diversity or equality issues.
- (ii) Ms Claire Nicholls and Mr Richard Parker, 'TRaOLAH: Teaching Resources Available On-Line for Art History', paper QEWG 4/06-07;

RESOLVED:

That the application for an Enhancing Practice Award from Ms Nicholls and Mr Parker be approved as set out in paper QEWG 4/06-07 and supported with £3,000.

- (iii) Dr Magnus Richardson and Dr Mark Wall, 'Computer-Based Biology Practicals', paper QEWG 5/06-07;

RESOLVED:

- (A) That the Secretariat check that it is permissible to pay students from this funding stream;
 - (B) That the Secretariat seek further information from Dr Richardson and Dr Wall regarding the intended use of the laptop;
 - (C) That, depending on these clarifications, that a sum of money be awarded to support Dr Richardson and Dr Wall's project as set out in paper QEWG 5/06-07, it being noted that the Department of Biological Sciences would be asked at least to contribute to the cost of the laptop.
- (b) Applications received from the following members of staff for a Disseminating Practice Award (DPA):

- (i) Mr Matthew Costa, 'A randomised trial of group discussion versus lectures in orthopaedic undergraduate teaching', paper QEWG 6/06-07;

RESOLVED:

That the application from Mr Costa not be supported in the absence of a supporting statement from the Head of Medical Education, Professor E Peile.

- (ii) Professor Alison Rodger, 'Introduction to Science Communication', paper QEWG 7/06-07;

RESOLVED:

- (A) That the application from Professor Rodger not be supported in its current form, but that Professor Rodger be advised to re-work the project with a view to re-submitting it for an Enhancing Practice Award, or to other funding streams, noting that it could link usefully with Skills programmes for postgraduate students offered through the Centre for Student Development and Enterprise;
- (B) That the Chair discuss with Professor Rodger other initiatives in the University concerning the public understanding of science.

- (c) Future use of money currently allocated to Teaching Enhancement Award scheme;

RESOLVED:

That the Chair take forward discussions with Ms Bennett and Rachel Maunder (Centre for Academic and Professional

Development) and Dr Neary on how best to distribute the money remaining in the Teaching Enhancement Award funding stream after these awards in order to promote and enable staff development, it being noted that there is a risk of the number of different funding streams diluting attention.

6/06-07 Education Innovation Fund (minute 23/05-06 referred)

REPORTED:

- (a) That one further project outstanding from the second round of bids to the EIF at the time of the last meeting is being supported:

Roberta Wooldridge Smith (Careers Service): *Employment Certificate*, £38,725

- (b) That the following projects submitted in the third round of the Education Innovation Fund were allocated money:

- (i) Dr Peter Ferdinand (PAIS), *The Intervention in Kosovo: an On-line Role-Playing Simulation for Students Taking PO 107*, £4,450
- (ii) Mr Michael Hulse (English & Comparative Literary Studies/Warwick Writing Programme), *The Warwick Quarterly of Contemporary Literature*, £25,000
- (iii) Dr Stephen Jarvis (Computer Science) and Dr Trevor Hawkes (Mathematics), *Exploring Educational Uses of Wikis*, £22,500
- (iv) Dr Carol Rutter (Capital Centre), *Jacobean Drama Project* [website and e-learning materials], £32,000

RECEIVED:

An oral report from the Chair on funding available for distribution through the Education Innovation Fund during 2006-07 and subsequent years, noting that around £250k was likely to be available during 2006-07, and that once the amount available was finalised, Heads of Department and others would be invited to submit bids.

RESOLVED:

That a number of ideas discussed at the meeting be borne in mind during the revision of the guidelines for bidders.

7/06-07 Learning and Teaching Strategy

RECEIVED:

An update on the development of the University's Learning and Teaching Strategy, noting that the formation of a group to consider what makes a Warwick education and the pedagogical experience of studying and teaching at Warwick distinctive would be reflected in the draft of the Learning and Teaching Strategy.

CONSIDERED:

A good practice guide published by HEFCE, 'Embedding Learning and Teaching Strategies', paper QEWG 8/06-07, also available on the HEFCE website: http://www.hefce.ac.uk/pubs/hefce/2006/06_35/

RESOLVED:

- (a) That the University's quality assurance and enhancement processes, including Annual Course Review and Strategic Departmental Review, be reviewed to ensure they prompt departments to reflect on their level of engagement with the Higher Education Academy Subject Centres, Subject Benchmark Statements, Professional Statutory and Regulatory Body requirements, and other elements of the national quality assurance and enhancement framework.
- (b) That further reflection be devoted to maximising the impact of HEA Subject Centres hosted at or closely connected with the University on the institution as a whole.

8/06-07 Assessment

RECEIVED:

Notes of a special meeting of the Heads of Department Forum held on May 2006 to consider issues around assessment, paper QEWG 9/06-07, also available on the Governance website at <http://www2.warwick.ac.uk/insite/info/gov/atoz/hodforum/>

RESOLVED:

That on the basis of the budget and brief to be drawn up by Dr Neary the Chair and Secretariat commission a survey of assessment practice at Warwick in the context of assessment practice elsewhere.

9/06-07 e-learning Pathfinder (minute 25b/05-06 referred)

RECEIVED:

- (a) The bid submitted to the Higher Education Academy and approved under their Pathfinder programme and supported with funding of £170,000, paper EL 8/06-07;
- (b) The workpackages project plan submitted to the HEA and awaiting formal approval, paper EL 9/06-07.

10/06-07 TQEF funding (minute 27/05-06 referred)

REPORTED:

That the following projects had been awarded funding from the TQEF e-learning challenge fund (2005-06 monies) since the last meeting of the Group:

- (a) Mr Rodney Edmondson (Warwick HRI), *Scoping Study of e-learning for R*, £5,458
- (b) Dr Ken Flint (Biological Sciences), *Development of Web-based assessment for basic Chemistry – Final Phase*, £3,250
- (c) Dr Michael Hammond (Education), *Networked Learning for PGR students*, £10,000
- (d) Dr Trevor Hawkes (Mathematics), *CAA in the Faculty of Science (phase 2)*, £19,500
- (e) Mr Michael Hulse (English and Comparative Literary Studies), *Digitisation of Warwick Writing Programme materials*, £9,292
- (f) Dr Rob Johnson (History), *WHISkRs (Warwick History Interactive Skills for Researchers)*, £1,500
- (g) Professor Tony McFarlane (History), *On-line History MA development project*, £20,000

RECEIVED:

The action plan agreed with HEFCE for allocating TQEF monies during the period 2006-09, paper EL 4/06-07.

CONSIDERED:

Guidelines for departments intending to bid for support from the combined TQEF/Pathfinder e-learning challenge fund, paper EL 5/06-07 (revised).

RESOLVED:

That members of the Group send suggestions for further amendments to the Guidelines for departments to the Secretary by Friday 17 November.

11/06-07

Centres for Excellence in Learning and Teaching

- (a) HEFCE evaluation

RECEIVED:

HEFCE Guidelines on evaluating CETLs, paper QEWG 10/06-07.

- (b) Reinvention Centre

RECEIVED:

An update on the activities of the Reinvention Centre from the Director of the Reinvention Centre, noting:

- (i) That the recent HEA conference at the University organised with the Reinvention Centre and the Centre for Academic and Professional Development on the Undergraduate Research Scholarship Scheme had been a success;

- (ii) That the new teaching room at Westwood was now open;
- (iii) That proposals were being developed for the possible refurbishment of Café Westwood to complement the Reinvention teaching room;
- (iv) That Oxford Brookes University had launched its equivalent of the Undergraduate Research Scholarship Scheme;
- (v) That the redevelopment of learning space as part of the Reinvention Centre's activities at Oxford Brookes University had begun.

12/06-07 National Teaching Fellowship Scheme

REPORTED:

- (a) That Mr David Morley was awarded a National Teaching Fellowship in the 2006 round of awards;
- (b) That a bid was submitted to the institutional project strand of the National Teaching Fellowship Scheme for 'Mathematics Unlimited – a flexible and responsive approach to diagnostic testing', led by Dr Trevor Hawkes, paper QEWG 11/06-07.

13/06-07 Next meeting

REPORTED:

That the next meeting of the Group would be held on a date to be determined during the Spring Term 2007.

RESOLVED:

That the next meeting of the Group be held in the Reinvention Centre's teaching space at Westwood.