

UNIVERSITY OF WARWICK

Minutes of the meeting of the Quality Enhancement Working Group  
held on Wednesday 15 February 2006

Present: Professor M Whitby (in the Chair), Ms A Bell, Dr J Dempster, Mr B Duggan, Dr D Law, Professor A McFarlane, Dr M Neary, Dr P O'Hare, Dr P Taylor, Dr Z Radnor

Apologies: Ms S Law, Dr C Rutter

In attendance: Dr J Moss, Mr D Wallis

9/05-06 Minutes of the previous meeting

RESOLVED:

That the Minutes of the meeting held on 2 November 2005 be approved.

10/05-06 Matters Arising

Centres for Excellence in Teaching and Learning (minute 3/05-06 referred)

REPORTED:

- (a) That the University's CETLs were successful in their bids to the HEFCE for additional capital funds;
- (b) That the CAPITAL Centre's award of £350,000 would go towards the creation of a Writers' Room on the Warwick campus and to secure a workshop space in the Shakespeare Institute, owned by the University of Birmingham in Stratford-upon-Avon;
- (c) That a Memorandum of Understanding for collaboration with the University of Birmingham was presently being negotiated;
- (d) That the formal launch of the CAPITAL Centre would take place in the Swan Theatre, Stratford-upon-Avon on 23 February;
- (e) That the Reinvention Centre's additional capital of £140,000 would go towards the creation of a Reinvention Studio on the Westwood campus, a joint project with the School of Law and the Department of Sociology.

11/05-06 Education Innovation Fund

REPORTED:

- (a) That following the first round of bids awards had been made to eight projects as set out in paper AQSC 78/05-06;

- (b) That the Guidelines for Applicants and the Application Form had been amended slightly and re-published on the Teaching Quality website ([www.warwick.ac.uk/go/teachinginnovation](http://www.warwick.ac.uk/go/teachinginnovation)) for the second round of bids, with a deadline of 3 March for Expressions of Interest (to be followed by full applications by 17 March).

CONSIDERED:

The process by which panel members' comments are sought and communicated to applicants at the expression of interest stage.

RESOLVED:

- (c) That the Teaching Quality team remind departments of the benefits of a submission of an expression of interest in advance of the final deadline;
- (d) That a process for sharing panel member comments on the expression of interest prior to their return to applicants be devised and implemented;
- (e) That a review of EIF processes be undertaken following the second round of awards;
- (f) That the Teaching Quality team forward applications with an international dimension to the International Office for any comments on potential overseas partner organisations;
- (g) That applications received which are resubmissions taking into account feedback on an earlier full application be considered by the final assessment panel without the necessity of an expression of interest, while reapplications which feature substantially reworked projects be treated as an expression of interest;
- (h) That consideration be given to publishing case studies based on successful EIF-funded projects in *Forum* as part of the dissemination/publicity strategy.

12/05-06

Learning and teaching strategy (minute 5/05-06 referred)

REPORTED:

- (a) That a draft statement of principles for the next iteration of the Learning and Teaching Strategy had been prepared and comments invited through publicity on Insite and in direct communication with Departments;
- (b) That comments could be submitted via an Insite Forum (<http://www2.warwick.ac.uk/insite/forum/>);

- (c) That an open consultation event would take place immediately following the meeting of the Committee.

CONSIDERED:

- (d) The draft statement of principles, paper AQSC 70/05-06;
- (e) Ways in which academic staff engagement with the Strategy could be bolstered.

RESOLVED:

- (f) That the balance of the Strategy should be modified slightly to give greater weight to the support and development of academic staff;
- (g) That the Strategy should state clearly that it applies to all groups of students;
- (h) That further thought should be given to the case for identifying Assessment as a separate element in the Strategy, it being noted that some Universities intended to submit Teaching, Learning and Assessment strategies to the Funding Council;
- (i) That the Strategy should contain fewer examples in the main text, with an appendix to the Strategy being used to map and monitor achievement in particular areas, it being noted that this would have positive demonstration effects and help to refresh the Strategy as it unfolded;
- (j) That further consideration be given to identifying departmental and/or Faculty champions or teaching leaders to encourage engagement with and implementation of the Strategy;
- (k) That a number of other points noted at the meeting be borne in mind during the drafting of the Strategy, along with those made elsewhere in the consultation process, including at the lunch event (notes attached).

13/05-06 e-learn strategy and benchmarking

REPORTED:

That the University had been selected as one of twelve pilot institutions in the Higher Education Academy's e-learning benchmarking scheme, with further information available at: <http://www.heacademy.ac.uk/benchmarking.htm>.

RECEIVED:

An oral report from the Chair on the Benchmarking exercise.

CONSIDERED:

The draft Institutional Review Document from the consultants, the Observatory on Borderless Higher Education, paper QEWG 10/05-06.

RESOLVED:

That members of the Group would give the exercise their support as requested.

14/05-06 Outcomes from Institutional Audit

REPORTED:

- (a) That the Quality Assurance Agency had produced a number of reports drawing lessons from the first 70 Institutional Audits as part of its 'Outcomes from Institutional Audit' series;
- (b) That the Committee, at its meeting on 2 November 2005, had resolved to consider further publications in this series where appropriate.

CONSIDERED:

- (c) The QAA report 'Outcomes from Institutional Audit – Assessment of Students', paper QEWG 8/05-06;
- (d) The QAA report 'Outcomes from Institutional Audit – Learning support resources, including virtual learning environments', paper QEWG 9/05-06.

RESOLVED:

That the intention to reconvene the Assessment Conventions Working Group be supported.

15/05-06 Teaching Enhancement Awards

REPORTED:

That two applications for Teaching Enhancement Awards had been received by the deadline and that these applications have been distributed to committee members for adjudication with responses requested by 13 February.

RECEIVED:

An oral report from the Assistant Secretary on the outcome of the correspondence exercise.

RESOLVED:

To confirm the awards to both applicants.

16/05-06 Teaching Quality Enhancement Funds

REPORTED:

That a number of applications had been received for TQEF monies and that the panel considering these bids would next meet on 28 February.

17/05-06 Teaching Grid

REPORTED (by Ms A Bell):

That the Library was now looking to develop mechanisms to involve users in the design of the Teaching Grid.

RESOLVED:

That the Secretariat suggest to Chairs of Faculty that the Teaching Grid be included in topics for discussion at Faculty Lunches in the Summer Term.

18/05-06 Reading Lists

REPORTED (by Ms A Bell):

That the Library had completed an investigation into reading lists on a large number of modules for 2004-05.

RESOLVED:

That the Group take ownership of the issue, to identify good practice and opportunities for work to enhance the quality of learning and teaching across the University.

19/05-06 Date and time of next meeting

RESOLVED:

That the Secretariat contact members with a suggested date and time for the next meeting.