

UNIVERSITY OF WARWICK

Quality Enhancement Working Group

**Minutes of the meeting of the Quality Enhancement Working Group  
held on Wednesday 15 October 2008**

Present: Professor Karen O'Brien (Chair), Dr Seán Allan, Mr Antony Brewerton, Mr Manus Conaghan, Ms Jan Cooper, Mr John Dale, Dr Amanda Dowd, Dr Ken Flint, Dr Karen Ford, Ms Gill Frigerio, Professor Christina Hughes, Dr David Lamburn, Professor Anthony McFarlane, Mr Sean Russell, Professor Carol Rutter, Mr Mohammed Surve, Dr Paul Taylor

Apologies: Mr Jose Arroyo, Ms Sue Bennett, Professor Neil Johnson, Professor Jackie Labbe, Dr Fergus McKay, Dr Paul O'Hare, Dr Martin Skinner

In attendance: Ms Jenny Bradfield, Dr Julian Moss, Ms Emma King (for item 8/08-09)

1/08-09 Terms of Reference, Constitution and Membership

RECEIVED:

The Terms of Reference, Constitution and Membership of the Group for 2008-09, paper QEWG 1/08-09.

2/08-09 Minutes of the Previous Meeting

RESOLVED:

That the minutes of the meeting of the Group held on Tuesday 27 May 2008, available on the Governance website at [http://www2.warwick.ac.uk/services/gov/atoz/qualityenhancement/minutes/qewg\\_mins\\_sum\\_2\\_08.pdf](http://www2.warwick.ac.uk/services/gov/atoz/qualityenhancement/minutes/qewg_mins_sum_2_08.pdf), be approved.

3/08-09 Freedom of Information: Publication Scheme (Senate minute 148/03-04 and Steering Committee minute 89/07-08 referred)

REPORTED:

That the Steering Committee at its meeting on 29 October 2007 considered a paper outlining how the Freedom of Information Act 2000 applies to the publication of minutes of University bodies together with the University Publication Scheme adopted by the Steering Committee in December 2003, paper SC 60/07-08, and resolved that a standard item be included on the agenda of the first meeting of each University Committee at the start of each academic year to inform new members and to remind continuing members of the University policy on the publication of minutes.

RECEIVED:

Paper SC 60/07-08, noting that all non-reserved minutes and agenda of the Group are published on the University's Governance website at <http://www2.warwick.ac.uk/services/gov/atoz/qualityenhancement/minutes/>.

4/08-09

Matters arising

- (a) Reading Lists (QEWG minute 5/07-08 and AQSC minute 78/07-08 referred)

REPORTED:

That the Academic Quality and Standards Committee at its meeting on 27 February 2008 considered the recommendation of the Group that the practice within some departments of nominating a member of academic staff to coordinate the submission of reading lists to the Library be adopted by all departments and resolved:

- (i) That the Library invite departments to nominate one or more members of academic staff to coordinate the submission of reading lists to the Library;
- (ii) That the Library develop the mechanism for actioning reading lists to incorporate feedback to academic staff on the lists they have submitted.

CONSIDERED:

A report from Mr Antony Brewerton, Head of Academic Support, Library, on progress on the reading list project, paper QEWG 14/08-09.

RESOLVED:

That Mr Brewerton bring a further update on progress to the Group following the LibQUAL+ survey, due to take place in November 2008.

- (b) Warwick Awards for Teaching Excellence (minute 40(a)/07-08 referred)

REPORTED:

That the winners and commendees in the 2007-08 Warwick Awards for Teaching Excellence were:

Winners

Tony Howard, English/CAPITAL Centre

Robert O'Toole, Arts Faculty/elab

Peter Abrahams, Warwick Medical School

Seán Allan, German

Paul Raffield, Law

Ann Jackson, Warwick Medical School (Butterworth Award for Early Career Teacher)

Commendees

Adrian Stokes, Warwick Medical School

Dave Wood, Maths  
John Davey, Biological Sciences  
Nadine Holdsworth, Theatre Studies  
Susan Bridgewater, Warwick Business School  
James Covington, Engineering  
Zachary Estes, Psychology

Lifetime Achievement Award

Salvador Ortiz-Carboneres, Language Centre

(c) Funded projects

(i) Evaluation reports (minute 40(c)/07-08 refers)

CONSIDERED:

Evaluation reports received in respect of the following projects funded by the Education Innovation Fund:

- (A) Katherine Astbury (French), *French Theatre of the Revolution and the First Empire*, paper QEWG 2/08-09;

RESOLVED:

That the report from Dr Astbury be approved as set out in paper QEWG 2/08-09.

- (B) Stephen Butterfill (Philosophy), *Report tool: an online system for undergraduate student module reports*, paper QEWG 3/08-09;

RESOLVED:

That the report from Dr Butterfill be approved as set out in paper QEWG 3/08-09.

RECOMMENDED (to the e-Learning Steering Group):

That consideration be given to the desirability of building on Dr Butterfill's work to develop a report writing tool which would be available across the University.

- (C) David Nye and Jennifer Smyth (Comparative American Studies), *Online Archive of the Americas*, paper QEWG 4/08-09;

RESOLVED:

That the report from Ms Smyth be approved as set out in paper QEWG 4/08-09.

- (D) Dr P Mizen and Dr C Wolkowitz (Sociology) *Developing Student Learning through Visually Driven Investigation*, paper QEWG 8/08-09.

RESOLVED:

That the report from Drs Mizen and Wolkowitz be approved as set out in paper QEWG 8/08-09.

- (ii) Teaching and Learning Enhancement Fund (minute 40(d)/07-08 referred)

REPORTED:

- (A) That the following projects were supported in the first round of bids to the TALEF in July 2008:
- (1) Shaheen Sardar Ali (Law), *Teaching and Learning of Islamic Law: developing innovative curriculum, methodology and materials for a distinctive teaching and learning experience*, £15,000;
  - (2) Lee Reilly (Chemistry), *e-Tutorials for Chemistry*, £2,500;
  - (3) Zhiyan Guo (Language Centre), *Developing an Online Chinese Learning Environment*, £5,000;
  - (4) Sean Russell (CSDE), *Student Mentoring and Buddying Project*, £5,000;
  - (5) Ken Flint (Biological Sciences), *Mature and International Students – transition into University*, £2,900;
  - (6) Richard Smith (Centre for Applied Linguistics), *Building an alumni community of practice by means of vodcasts and online news and support*, £5,000;
  - (7) Nicholas Monk (CAPITAL Centre), *Performing Shakespeare's Venice*, £4,000.
- (B) That the deadline for expressions of interest for the second round of funding for projects exceeding £5,000 was 16 September 2008, that two expressions of interest had been received and that by the deadline for full bids and bids for

smaller projects (£5,000 or less) on 13 October 2008 eight bids had been received.

- (d) Joint and multi-disciplinary degrees (minute 40(e)/07-08 referred)

CONSIDERED:

An oral report from the Chair on ongoing work to examine management arrangements on undergraduate courses delivered by more than one department, noting that a Working Group set up under the aegis of the Board of Undergraduate Studies and the Academic Quality and Standards Committee was due to meet on 17 October 2008.

RECOMMENDED (to the BUGS/AQSC Working Group on Joint and Multi-disciplinary degrees):

- (i) That the term “cross-departmental degrees” be considered as a description of the courses concerned;
- (ii) That the Working Group consider what implications their recommendations may hold for other sources of guidance and advice, including Student-Staff Liaison Committee guidance, Personal Tutor guidance;
- (iii) That the Working Group consider whether further work would be necessary on cross-departmental taught postgraduate courses.

5/08-09 Chair's Business

REPORTED (by the Chair):

- (a) That the Senate at its meeting on 2 July 2008 had resolved to adopt the new Learning and Teaching Strategy;
- (b) That the new Learning and Teaching Strategy along with a draft implementation plan would be considered at a future meeting of the Group.

6/08-09 CETL Evaluation

REPORTED:

That the Pro-Vice-Chancellor (Teaching & Learning and International Affairs) had started an evaluation of the University's two Centres for Excellence in Teaching and Learning, the CAPITAL Centre and the Reinvention Centre, paper SC 15/08-09.

CONSIDERED:

- (a) Interim Self-evaluation report prepared by the CAPITAL Centre in summer 2007 for HEFCE, paper QEWG 9/08-09, noting that

the appendices were available at  
[http://www2.warwick.ac.uk/fac/cross\\_fac/capital/about/hefce/](http://www2.warwick.ac.uk/fac/cross_fac/capital/about/hefce/);

- (b) Interim Self-evaluation report prepared by the Reinvention Centre in summer 2007 for HEFCE, paper QEWG 10/08-09;
- (c) Executive Summary of a review of the CETL initiative by the Centre for the Study of Education and Training (Lancaster University) for HEFCE, paper QEWG 11/08-09, noting that the full report was available at  
[http://www.hefce.ac.uk/pubs/rereports/2008/rd08\\_08/](http://www.hefce.ac.uk/pubs/rereports/2008/rd08_08/).
- (d) Updates from the CAPITAL Centre and the Reinvention Centre on recent activities, paper QEWG 16/08-09 (tabled);
- (e) An oral report from Professor Carol Rutter, Director, CAPITAL Centre and Dr Paul Taylor, Director, Reinvention Centre, on the achievements and plans of the two Centres.

RESOLVED:

That the Group consider a paper from the CETLs concerning proposals for continuing the Centres' work in the area of spaces for learning and teaching at a future meeting.

RECOMMENDED (to the Pro-Vice-Chancellor [Teaching & Learning and International Affairs]):

That the evaluation of the CETLs make use of a range of criteria for assessing success, impact and influence, including:

- width and depth of impact on students and staff
- national and international visibility
- impact on the prosecution of pedagogical research
- impact on research-teaching links
- impact on staff development activities
- level of synergy between the two Centres.

7/08-09

QAA Institutional Audit

RECEIVED:

The Quality Enhancement section of the final version of the University's Institutional Briefing Paper, paper QEWG 5/08-09, noting that the full document and supporting evidence was available at  
<http://www2.warwick.ac.uk/services/quality/categories/institutionalaudit/outline/keydocs/>

CONSIDERED:

An oral report from the Chair and Secretary on the Institutional audit Briefing visit which took place from 7-9 October.

8/08-09 Review and Evaluation of the Learning Grid

CONSIDERED:

A report from Ms Emma King, Teaching Grid and Learning Grid Manager, on the ongoing review and evaluation of the Learning Grid, paper QEWG 6/08-09.

RESOLVED:

- (a) That Ms King consider widening the remit of future evaluations to cover the use of learning and teaching space across the University;
- (b) That Ms King be invited to future meetings of the Group to join in discussions of the use of learning and teaching space.
- (c) That the Secretariat pass on to the Student Admissions and Recruitment Office comments about the place of the Learning Grid in University Open Days.

9/08-09 Teaching and Learning Forums

CONSIDERED:

Reports from the chairs/convenors of the Faculty Teaching and Learning Forums:

- (a) Agenda for the meeting of the Arts Learning and Teaching Forum to be held on 22 October 2008, paper QEWG 12/08-09;
- (b) An oral report from Ms Jan Cooper, Warwick Medical School on recent and future activities of the Medicine Teaching and Learning Forum and notes of the meeting of the Medicine Faculty Development Group held on 26 June 2008, paper QEWG 15/08-09 (tabled);
- (c) An oral report from Dr Ken Flint, convenor of the Science Teaching and Learning Forum concerning the two meetings of the forum to be held during the autumn term 2008;
- (d) Minutes of the meeting of the Social Studies Teaching and Learning Forum held on 10 June 2008, paper QEWG 13/08-09.

10/08-09 Review of e-Learning Showcase Day March 2008

CONSIDERED:

The minutes of the e-Learning Showcase Day review meeting held on 30 June 2008, paper QEWG 7/08-09.

RESOLVED:

That consideration be given to broadening the scope of future showcase days to include the full range of teaching and learning issues, instead of only e-learning.

11/08-09

Next meeting

REPORTED:

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

JDM/JB, 20.10.08

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