

UNIVERSITY OF WARWICK

Minutes of the meeting of the Quality Enhancement Working Group  
held on Wednesday 31 May 2006

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

Apologies: Dr M Neary, Dr Z Radnor, Dr C Rutter

In attendance: Miss H Kinnear, Dr J Moss

20/05-06 Minutes of the Previous Meeting

RESOLVED:

That the Minutes of the meeting held on 15 February 2006 be approved.

21/05-06 Matters Arising

(a) Centres for Excellence in Teaching and Learning (minute 10/05-06 referred)

RECEIVED:

- (i) An update on negotiations with the University of Birmingham concerning the refurbishment of space in the Shakespeare Institute and alternative uses of the grant;
- (ii) An update on progress on converting Surfers Bar into The Reinvention Centre at Westwood.

RESOLVED:

- (iii) That it be noted that negotiations with the University of Birmingham failed to reach satisfactory conclusion, consequently the refurbishment of space in the Shakespeare Institute had not gone ahead, but fortunately the Royal Shakespeare Company had found alternative space.
  - (iv) That it be noted that the Director of the Capital Centre had written to HEFCE to apply for permission to re-allocate the CELTE funding to further refurbishment works in Millburn House.
  - (v) That it be noted that the conversion of the Surfers Bar had reached tender stage and was still on schedule.
- (b) Reading Lists (minute 18/05-06 referred)

REPORTED:

That the Academic Quality and Standards Committee at its meeting on 11 May 2006 considered a report from Mr H Williams, Head of Academic Support, Library, on the outcomes of an audit of reading lists across the University, paper AQSC 102/05-06 (copy attached), and resolved:

- (i) That a standardised procedure be developed and implemented to improve the consistency and preparation of reading lists;
- (ii) That the Library investigate the possibility of a reading list web page with e-lab, to include guidance on good practice and a template to ease the transmission of reading lists to the Library in a timely fashion;
- (iii) That the Library send e-mail reminders to all members of academic staff asking them to submit new / amended reading lists and that an early deadline should be set, ideally a date prior to academic staff leaving the campus after the summer term;
- (iv) That the Library report to Heads of Department where members of academic staff have not submitted reading lists by the deadline and that SSLCs be encouraged to identify modules for which reading lists are lacking;
- (v) That departments send prospective students information referring to course material costs in their summer mailings, but this information should not be published in the Prospectus;
- (vi) That the Secretariat work with those sections of the Academic Registrar's Office and the Academic Office responsible for the University Prospectus and the Warwick Undergraduate Aid Programme and other support schemes to ensure it is clear to applicants that as students they will be expected to buy books and other material;
- (vii) That Heads of Department consider what limits on the costs of books and other material are appropriate for students in their subject.

RESOLVED:

- (viii) That the Committee supported the recommendations and proposals made by the Academic Quality and Standards Committee;
- (ix) That it be noted that the Reading List Report coincided with the Library's priority to improve communication flow with departments.

22/05-06 Chair's Business

Financial Planning Round

REPORTED:

That the University Financial Planning process was leading to a tightening of budgets.

RESOLVED:

That the Chair with the full support of the Group continue to stress the strategic importance of teaching and learning for the University and hence the importance of maintaining funds currently available for teaching enhancement and innovation to the greatest possible extent.

23/05-06 Education Innovation Fund (minute 12/05-06 referred)

REPORTED:

- (a) That sixteen full bids were received in the second round of EIF bids with the following ten awarded funding:
- (i) Vilmos Fulop, Biological Sciences, *Stereoscopic Visualisation System for Biological Macromolecules*, £34,520
  - (ii) Christoph Hoerl, Philosophy, *Report Tool: an online system for undergraduate student module reports*, £1,500
  - (iii) Christoph Hoerl, Philosophy, *Computer-assisted learning in Starting Logic*, £4,000
  - (iv) Kay Sanderson, Warwick Skills Programme, *Recipes for Academic Success*, £2,000
  - (v) Katherine Astbury, French, *French Theatre of the Revolution and the First Empire*, £10,000
  - (vi) Jamie Darwen, Warwick Volunteers, *Warwick Advice Support Centre*, amount to be confirmed
  - (vii) Gillian Hundt, School of Health and Social Studies, *Ways of Learning from the Voices of Experience – Equality and Diversity in Society*, £32,000
  - (viii) Evor Hines, Engineering, *PDAtric Care: Mobile Learning for Doctors*, amount to be confirmed
  - (ix) Brian Duggan, Students' Union, *SSLC System*, £7,000
  - (x) Jay Dempster, CAP, *Supporting Lecturers' Innovation in Curriculum Enhancement*, amount to be confirmed
- (b) That two further bids from the second round were still under consideration and might be approved subject to modifications.

- (c) That the panel assessing bids resolved to encourage bids from academic departments in the third round, with bids in the area of assessment particularly welcome.
- (d) That the Teaching Quality team had discussed publicity with the Communications Office.

CONSIDERED:

The processes of providing feedback on Expressions of Interest and assessing full bids with a view to recommending any changes ahead of the next academic year, informed by the current guidelines, paper QEWG 11/05-06, and the current application form, paper QEWG 12/05-06.

RESOLVED:

- (e) That bids to the EIF which centrally involve students should be encouraged, although not to the exclusion of other bids;
- (f) That advice be given to applicants that they provide clear, detailed information on how monies awarded will be deployed;
- (g) That applications from groups of departments/centres should have support of all relevant senior members of staff to ensure dissemination of information and adequate communication, with each relevant head of department/centre required to sign off the bid;
- (h) That the Secretariat redraft the guidelines to take into account these issues and any others arising from the third round of applications, ahead of the fourth round.

24/05-06 Learning and teaching strategy (minute 5/05-06 referred)

RECEIVED:

An update on progress with drafting the University's Learning and Teaching Strategy for 2006-09.

RESOLVED:

That the revised Learning and Teaching Strategy be drafted by early September for circulation to departments for consultation before commencement of the Autumn Term, October 2006, with formal approval to follow through the normal committee processes.

25/05-06 e-Learning (minute 13/05-06 referred)

- (a) e-Learning Benchmarking

REPORTED:

- (i) That an Institutional Review Document was submitted to the Observatory on Borderless Higher Education as part of the e-Learning Benchmarking project, which was distributed to members of the e-Learning Steering Group as paper EL 26/05-06 for the meeting of that group held on 5 May 2006 and was available on request from the Teaching Quality team (as a pdf or in hard copy);
- (ii) That the Workshop Report was received on 30 May ahead of the Benchmarking Workshop to be held on 8-9 June.

(b) Higher Education Academy Pathfinder scheme

REPORTED:

- (i) That the University had been invited to bid for up to £170,000 in the Higher Education Academy's e-learning Pathfinder scheme, paper EL 39/05-06;
- (ii) That a synopsis of the bid, paper QEWG 13/05-06 was submitted to the Higher Education Academy ahead of their deadline of 26 May;
- (iii) That the deadline for submission of the full bid was 16 June.

RESOLVED:

That the synopsis of the bid and a draft of the full bid be circulated to members of the Group for comment.

(c) Interactions

RECEIVED:

An oral report from Dr J Dempster on a planned special edition of *Interactions* published by the Centre for Academic Practice devoted to e-learning.

REPORTED:

That *Interactions* henceforth will be a Learning and Teaching Journal, rather than just focusing on e-Learning.

RESOLVED:

- (i) That the Vice-Chancellor be asked to write the foreword, if he declines the Chair will contribute the foreword;

- (ii) That members of the Committee read the articles and write 'book reviews' for publication on the website and for publicity purposes.

26/05-06 Teaching Enhancement Awards

REPORTED:

That the Chair had taken action on behalf of the Group since the last meeting and approved Teaching Enhancement Awards for the following applicants:

- (a) Tony Ingram, Warwick Manufacturing Group  
(b) Catherine Zara, Centre for Lifelong Learning

CONSIDERED:

- (c) An application for a Teaching Enhancement Award from Dr C Wolkowitz and Dr P Mizen (Department of Sociology), paper QEWG 14/05-06, along with the current criteria for awards, paper QEWG 16/05-06;  
(d) A proposal from the Centre for Academic Practice for a revised process for Teaching Enhancement Awards, paper QEWG 15/05-06.

RESOLVED:

- (e) To approve the application for a Teaching Enhancement Award from Dr C Wolkowitz and Dr P Mizen (Department of Sociology) as set out in paper QEWG 14/05-06;  
(f) To approve the revised process for Teaching Enhancement Awards, as set out in paper QEWG 15/05-06, and that it be noted that this is a valuable contribution to the proposal for creating a coherent trajectory across internal funding awards.

27/05-06 Teaching Quality Enhancement Funding

REPORTED:

- (a) That the University would receive from HEFCE Teaching Quality Enhancement Funding of £433,022 per year for each of the three years 2006-07, 2007-08 and 2008-09, with funding in 2008-09 provisional and dependent on the Treasury's next Comprehensive Spending Review;  
(b) That HEFCE had rolled up into TQEF some funds previously separate (e.g. for volunteering), and identified four strategic priority areas for the funding:
  - ensuring that teaching is informed and enriched by research

[Warwick receives no allocation here; we are expected to support teaching with research from existing funds]

- supporting continuing professional development activity, enabling staff to meet agreed national teaching standards [recently launched by the HE Academy] and building a record of attainment against these standards
- broadening the learning experience through support for student volunteering [Warwick's allocation from the HE Active Community Fund is £63,163 p.a.]
- supporting success and progression for students with diverse needs [which could include Widening Participation and retention issues]

Funding allocated to Warwick for Supporting Professional Standards and Institutional Learning & Teaching Strategies is £369,859 p.a.

- (c) The following allocations had been proposed for inclusion in the current 5-year Financial Plan:

<i>all amounts £000s</i>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	
Volunteers	95	97	100	
Skills	100	60	30	
Induction	31	48	50	
PDP, blogs	35	36.5	37	
URSS	32	34	45	
CAP	40	41.5	43	awards 20, 21, 31; CAP 12, 13, 14 to develop WELA, support training for PG/PT teachers
HEA subs	20	21	23	
Challenge Fund (T&L)	0	95	105	
e-learning	80	0	0	
<b>TOTAL</b>	<b>433</b>	<b>433</b>	<b>433</b>	

28/05-06 Warwick Awards for Teaching Excellence

REPORTED:

- (a) That the winners of Warwick Awards for Teaching Excellence for 2006 were:
- Jeremy Smith (Economics)
  - Anne Barnes (Institute of Education)
  - Sarah Richardson (History)
  - Mark Newton (Physics; student nominee)
- (b) That the winner of the early career Butterworth Award would be announced shortly.

29/05-06 Celebratory event for innovative practice

CONSIDERED:

An oral report from Dr J Dempster on a proposed collaborative event between the Centre for Academic Practice and the Communications Office to celebrate innovative practice in teaching and learning at the University.

RESOLVED:

- (a) That plans for the event to celebrate excellence in teaching be welcomed;
- (b) That a number of suggestions made at the meeting be borne in mind during the development of this and similar subsequent events;
- (c) That the Secretariat consult with Chairs of Faculties and the University Secretary to consider a proposal that Faculty Lunches could be a vehicle for celebrating excellence in Teaching and Learning.

30/05-06 Date and time of next meeting

REPORTED:

That the next meeting of the Group will be held during the Autumn Term 2006 on a date to be confirmed in the University Committee Timetable.