UNIVERSITY OF WARWICK

Quality Enhancement Working Group

Minutes of the meeting of the Quality Enhancement Working Group
held on Thursday 12 February 2009

Present: Dr David Lamburn (Chair), Ms Sue Bennett, Mr Antony Brewerton, Mr
              Manus Conaghan, Mr John Dale, Dr Amanda Dowd, Professor Neil
              Johnson, Professor Tony McFarlane, Dr Paul O'Hare, Dr Martin
              Skinner, Mr Mo Surve, Dr Paul Taylor

Apologies: Dr Seán Allan, Mr Jose Arroyo, Dr Ken Flint, Ms Gill Frigerio,
              Professor Christina Hughes, Professor Jackie Labbe, Dr Fergus
              McKay, Mr Sean Russell, Professor Carol Rutter

In attendance: Ms Jenny Bradfield, Dr Julian Moss

22/08-09   Constitution and Membership

              REPORTED:

              That Dr David Lamburn will chair the Group in the spring and summer
              terms 2008-09 during Professor Karen O'Brien's study leave.

23/08-09   Minutes of the Previous Meeting

              RESOLVED:

              That the minutes of the meeting of the Group held on Thursday 27
              November 2008 be approved.

24/08-09   Matters Arising

              (a)   Teaching and Learning Enhancement Fund (minute 13(b)/08-
                      09 referred)

                      REPORTED:

                      That at the meeting of the Group held on 27 November 2008 it
                      was reported that two projects were supported in the second
                      round of bids to the TALEF in October 2008 and that subject to
                      the outcome of discussions with the applicants, three further
                      projects were likely to be supported.

                      RECEIVED:

                      An oral report from the Assistant Secretary, noting that:
                      (i)   one project was still under consideration following
                              further discussions;
                      (ii)   the following two outstanding project bids had been
                              approved:

- Jan Cooper, Warwick Medical School, 'A pilot study exploring the use of web based tools to facilitate synchronous off-campus student participation in group tutorials', £4,794;
- Richard Napier, Warwick HRI, 'Supporting and embedding e-Learning Development at Warwick HRI, £3,792.

(iii) the CAPITAL Centre had decided not to use the grant allocated to them to support their project 'Performing Shakespeare's Venice [summer school]', but were developing the project on a different funding basis.

(iv) the Pro-Vice-Chancellor (Teaching & Learning and International Affairs) was considering alternative uses for the small amount of funding currently unallocated from the Teaching and Learning Enhancement Fund, with insufficient funds remaining to permit a further round of bidding from departments.

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

That the allocation of remaining funds from the Teaching and Learning Enhancement Fund to support the Undergraduate Research Scholarship Scheme be considered, noting the significant increase in applications to URSS during 2009.

(b) Teaching and Learning Event (minute 10/08-09 referred)

REPORTED:

That the Committee at its meeting on 15 October 2008 considered the minutes of the e-Learning Showcase Day review meeting held on 30 June 2008, paper QEWG 7/08-09, and 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.

CONSIDERED:

Possible models and dates for a Teaching and Learning event similar to the e-Learning Showcase Day but with broader coverage.

RESOLVED:

(i) That a Teaching and Learning event Working Group be set up to take forward plans for a cross-University Teaching and Learning showcase/conference, to be convened by staff from the Teaching Grid and the Teaching Quality section;

(ii) That the Teaching and Learning event be held in the Teaching Grid and surrounding areas of the Library, possibly including the Wolfson Research Exchange, either during the week commencing 6 July (the week

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before summer degree congregations) or the week commencing 28 September (the week before the start of the autumn term), with the decision to be informed by consultation with potential attendees and presenters, and with due consideration of the needs of Library users;

(iii) That the themes for the event, which should strongly tie in with the University Strategy and the Learning and Teaching Strategy might include assessment, feedback on assessment, good academic practice and plagiarism, e-learning, innovative learning spaces, and research-led and research-informed teaching and learning, with the selection of themes to be informed by consultation with the chairs of the Faculty Teaching and Learning forums;

(iv) That the event Working Group consider whether external speakers be invited to give presentations at the event.

25/08-09   Chair's Business

Priorities for Quality Enhancement Working Group

REPORTED (by the Chair):

That the Group's primary focus would now be on the implementation of the Learning and Teaching Strategy.

26/08-09   Teaching and Learning Forums

CONSIDERED:

Reports on recent and planned activities of the Faculty Teaching and Learning Forums, noting that:

(a) The Faculty of Medicine Teaching and Learning Forum was being established as a joint Medical School-NHS group and would be considering the effective use of technology, and assessment and feedback issues in its first two meetings;

(b) The Faculty of Arts Teaching and Learning Forum had considered a number of issues at a recent meeting, as set out in a written report from Dr Seán Allan, paper QEWG 25/08-09 (tabled);

(c) That the Teaching and Learning Forums in the Faculties of Science and Social Studies would be meeting later in the term.

27/08-09   Teaching Spaces of the Future

CONSIDERED:

An oral report from Mr Antony Brewerton, Head of Academic Support, Library, on the Teaching Spaces of the Future event, which took place in the Teaching Grid on 9 December 2009, noting that a range of materials related to the event were available on the Teaching Grid website at www2.warwick.ac.uk/services/library/teachinggrid/communities/futureteachingspaces/
and that further resources would be made available later in the term.

28/08-09   Institutional Audit (minute 14/08-09 referred)

REPORTED:

That the University has received the first draft of the Institutional Audit report from QAA and is invited to suggest corrections of errors of fact, noting that:

(a)   the University's draft response was considered by the Steering Committee on 9 February in advance of being submitted to QAA by the deadline of 13 February;
(b)   QAA would provide the final report on 13 March and the University would be invited to submit by 27 March a brief statement (500 words maximum) on developments since the audit visit, to accompany the final report;
(c)   the final report and the University's statement would be published by QAA on 10 April.

RECEIVED:

Draft suggested corrections of errors of fact, paper AQSC 35/08-09, noting that the suggested corrections were considered by the Academic Quality and Standards Committee on 29 January 2009, and that the version of the report with tracked changes was not circulated to the Working Group but was available online at http://www2.warwick.ac.uk/services/quality/categories/institutionalaudit/outline/draftreportresponse/qaa_audit_report_with_corrections_jan_09.pdf

CONSIDERED:

The draft report of the University's Institutional Audit with covering note from the secretariat, paper AQSC 34/08-09, together with a first draft of a possible statement to accompany the final report, paper AQSC 36/08-09, noting that papers AQSC 34 and 36/08-09 were considered by the Academic Quality and Standards Committee on 29 January 2009.

RESOLVED:

That, in finalising the statement to accompany the final version of the Institutional Audit report when published on the QAA website, consideration be given to a number of points:

(d)   that the University's approach to developing e-learning continues to be scholarly and academic, to ensure an appropriate match of technology to pedagogy;

(e)   that the University's approach to teaching and learning development is dynamic and organic, and appropriately encourages initiatives from departments rather than imposing uniform models across all departments.

29/08-09   Joint and Cross-Departmental Courses (minute 13/08-09 referred)

REPORTED:

(a)   That the Committee at its meeting on 27 November 2008 received paper AQSC 9/08-09 [report from the BUGS/AQSC Working Group on Joint and Multi-Disciplinary Degrees], together with an oral report from the Chair on the next meeting of the BUGS/AQSC Working Group.

(b)   That BUGS/AQSC Working Group at its meeting on 11 December 2008 considered:

(i)   Draft good practice guide for the management of joint and cross-departmental degree courses, prepared by the Chair;

(ii)   A paper prepared by the Students' Union Education Officer, Student Consultation on Joint Degree Management, including notes from the Joint Degree Form held on 27 November 2008, notes from emails from those students unable to attend the forum on 27 November 2008 and extracts from SSLC minutes for the Autumn term 2008/09 concerning Joint Degree issues;

(iii)   Draft guidance on SSLC arrangements for students taking joint or cross-departmental courses, prepared by the Assistant Registrar (Teaching Quality) in consultation with the SSLC Coordinators;

resolved that the draft Good Practice Guide and the Guidance for SSLCs be approved, subject to the amendments noted at the meeting, and recommended (to the Academic Quality and Standards Committee) that following consideration of the drafts by the Committee, the draft Good Practice Guide and the Guidance for SSLCs be circulated to Heads of Department and Faculty Boards for comment.

CONSIDERED:

(c)   Draft 'Undergraduate Joint and Cross-Departmental Courses: A Good Practice Guide', paper QEWG 23/08-09, noting that additional guidance would be added concerning the application of Seymour credit to students on joint or cross-departmental honours degree courses.

(d)   Draft guidance on SSLC arrangements for students on joint or cross-departmental courses, paper QEWG 24/08-09.

RESOLVED:

That the Students' Union Education Officer be invited to consider instituting an annual meeting of students on joint honours and cross-departmental courses.

RECOMMENDED (to the Academic Quality and Standards Committee):

(e)   That the draft 'Undergraduate Joint and Cross-Departmental Courses: A Good Practice Guide', paper QEWG 23/08-09, be sent to departments for consultation, subject to the addition of guidance on the need to liaise with the Examinations Office concerning the summer exam timetable;

(f)   That the draft guidance on SSLC arrangements for students on joint or cross-departmental courses, paper QEWG 24/08-09, be sent to departments and SSLC convenors for consultation.

30/08-09   Learning and Teaching Strategy

REPORTED:

That the Academic Quality and Standards Committee at its meeting on 29 January 2009 considered the University's Learning and Teaching Strategy, paper AQSC 6/07-08 (revised 5), together with a report from the Chair and Secretariat, paper AQSC 31/08-09, and resolved:

(a)   That, subject to the amendments noted at the meeting, paper AQSC 31/08-09 be approved and the projects set out in section 3 of the paper be prioritised.

(b)   That the Chair of the Committee and the Chair of the Quality Enhancement Working Group discuss how QEWG could encourage departments to engage with the Learning and Teaching Strategy and progress the priority projects outlined in paper AQSC 31/08-09.

(c)   That the Principles within the Learning and Teaching Strategy be revised to include appropriate statements on the University's commitment to providing feedback to students on assessed work, and support for student learning.

(d)   That, once the University's Institutional Audit report has been published by QAA, consideration be given to including, within the introduction to and/or commentary accompanying the Learning and Teaching Strategy, appropriate wording to reflect the recommendations outlined in the Institutional Audit report and the University's response.

and recommended (to the University Senior Tutor):

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That consideration be given to methods to further highlight to students their obligations in relation to the Personal Tutor System, as set out in the Personal Tutor Guidelines.

(AQSC minute 42/08-09)

CONSIDERED:

(e)   The University's Learning and Teaching Strategy, paper AQSC 6/07-08 (revised 5), together with a report from the Chair and Secretariat of the Academic Quality and Standards Committee, paper AQSC 31/08-09 (revised);

(f)   An oral report from the Chair concerning the role of the Group in taking forward priority projects relating to the Learning and Teaching Strategy, especially in the areas of assessment, and reviewing curricula with regard to breadth and depth of study, including opportunities for students to study modules outside their main subject areas.

RESOLVED:

(g)   That consideration be given to the development of measurable targets against which progress towards the implementation of the Learning and Teaching Strategy might be mapped;

(h)   That the Faculty Teaching and Learning Forums be invited to consider the Learning and Teaching Strategy and ways of implementing it within departments;

(i)   That members of the Group discuss the Learning and Teaching Strategy with colleagues in their departments;

(j)   That Student-Staff Liaison Committees be invited to consider the Learning and Teaching Strategy with a view to enhancing student engagement;

(k)   That consideration be given to mechanisms for facilitating and encouraging the sharing of expertise and learning resources across the University where similar module content is currently delivered independently in different departments;

(l)   That Faculty Undergraduate and Graduate Studies Committees be invited to consider the Learning and Teaching Strategy and in due course its impact as reflected in proposals for new and revised modules, in particular changes to the breadth and stretch of curricula and to methods of assessment;

(m)   That the secretariat consider with the Deputy Registrar's Office how departmental engagement with the Learning and Teaching Strategy might be reflected in the Strategic Departmental Review process.

31/08-09   <u>WATE 2008-09</u>

REPORTED:

(a)   That nominations for Warwick Awards for Teaching Excellence had been invited, that the deadline for submission of stage 1 nominations was 20 February 2009 and that further information was available at
http://www2.warwick.ac.uk/services/ldc/funding/wate/

(b)   That stage 1 nominations and submissions from shortlisted candidates for Warwick Awards for Teaching Excellence would be considered by a Selection Board chaired by the Pro-Vice-Chancellor (Teaching & Learning and International Affairs).

(c)   That the following had been invited to join the Selection Board:

- Dr David Lamburn (Chair, QEWG)
- The Chairs of the Faculty Teaching and Learning Forums, or their nominees
- Ms Sue Bennett (Director, LDC)
- Mr Mohammed Surve (Education Officer)
- Ms Sumaiya Khaku (Chair, Students' Union Academic Forum)

(d)   That the final decisions of the Selection Board would be reported at the meeting of the Group to be held on 12 May 2009.

32/08-09   <u>Date of Next Meeting</u>

REPORTED:

That the next meeting of the Group would be held at 10am on Tuesday 12 May 2009 in the Council Chamber, University House.