

UNIVERSITY OF WARWICK

Minutes of the meeting of the Quality Enhancement Working Group
held on Monday 11 June 2007

Present: Dr Mike Neary (in the Chair, other than item 32(b)/06-07), Dr Paul O'Hare (in the Chair for item 32(b)/06-07), Dr Jay Dempster, Ms Cleo Longworth, Dr Paul Taylor

Apologies: Ms Anne Bell, Ms Sue Bennett, Prof Carol Rutter, Dr Zoe Radnor, Professor Michael Whitby

In attendance: Ms Jenny Bradfield, Mr Manus Conaghan, Dr Julian Moss

27/06-07 Minutes of the Previous Meeting

RESOLVED:

That the Minutes of the meeting held on 26 February be approved.

28/06-07 Matters arising

(a) e-learning showcase day (minute 24/06-07 referred)

RECEIVED:

A report from Dr Jay Dempster on final preparations for the e-learning showcase day.

RESOLVED:

That Ms Rachel Edwards, Learning Grid, and Ms Jenny Delasalle, Library, be thanked for their excellent work in coordinating preparations for the day.

(b) Funding for teaching and learning projects (minute 22/06-07 referred)

REPORTED:

That the e-Learning Steering Group at its meeting on 11 May 2007 recommended:

- (i) That it be made clear in the guidelines for the combined fund that both speculative or innovative projects and less innovative enhancement projects could be funded;
- (ii) That further consideration be given to the introduction of a rolling application/approval process for small-value bids alongside fixed deadlines for larger-value bids;
- (iii) That further consideration be given to possible opportunities to broker combined bids from a number of department with similar objectives.

CONSIDERED:

The desirability of introducing a rolling application/approval process for small-value bids alongside fixed deadlines for larger-value bids.

RESOLVED:

That the Secretariat draw up guidelines for the combined fund as soon as possible and discuss with the Pro Vice-Chancellor (Teaching and Learning) the desirability of introducing a rolling application/approval process for small-value bids alongside fixed deadlines for larger-value bids, including the possibility of establishing a sub-group of the Committee to consider small-value bids.

29/06-07 Warwick Awards for Teaching Excellence (minute 16/06-07 referred)

CONSIDERED:

A covering paper outlining the Warwick Awards for Teaching Excellence scheme, QEWG 23/06-07, along with full submissions from eleven nominees for Warwick Awards for Teaching Excellence in 2007:

- (a) Dr K Astbury, paper QEWG 24/06-07;
- (b) Dr A Gerritsen, paper QEWG 25/06-07;
- (c) Dr A Hopkins, paper QEWG 26/06-07;
- (d) Dr J Kidd, paper QEWG 27/06-07;
- (e) Dr A-M Kramer, paper QEWG 28/06-07;
- (f) Dr M Micallef, paper QEWG 29/06-07;
- (g) Ms A Quinn, paper QEWG 30/06-07;
- (h) Prof C Chillington Rutter, paper QEWG 31/06-07;
- (i) Ms K Shivlock, paper QEWG 32/06-07;
- (j) Dr K Wade, paper QEWG 33/06-07;
- (k) Dr H Wheatley, paper QEWG 34/06-07.

RESOLVED:

That the following five nominees receive a Warwick Award for Teaching Excellence:

- (l) Dr K Astbury;
- (m) Dr J Kidd;
- (n) Dr M Micallef;
- (o) Prof C Chillington Rutter;
- (p) Dr K Wade (in the category of Butterworth Award for Early Career Teacher).

That the following six nominees receive a commendation under the Warwick Awards for Teaching Excellence scheme:

- (q) Dr A Gerritsen;
- (r) Dr A Hopkins;
- (s) Dr A-M Kramer;
- (t) Ms A Quinn;

- (u) Ms K Shivlock;
- (v) Dr H Wheatley.

30/06-07 Undergraduate Research Scholarship Scheme

RECEIVED:

A list of the projects being supported as part of the Undergraduate Research Scholarship Scheme (URSS) in 2007, paper QEWG 35/06-07, it being noted that there had been a 100% increase in applications and awards made as compared to the previous year.

31/06-07 Warwick's Future (minute 19/06-07 referred)

CONSIDERED:

The latest draft of the report by Professor M Whitby, Pro Vice-Chancellor (Teaching and Learning), originally commissioned to investigate the distinctiveness of learning and teaching at Warwick, paper QEWG 36/06-07.

RESOLVED:

That the Working Group welcome the report.

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

That further consideration be given to:

- (a) the points raised by the Working Group invited by Professor Whitby to discuss the report;
- (b) consulting more widely within the University and possibly with alumni on the report, taking into account representation on the Working Group;
- (c) the relationship between the report and ongoing work on the University's future strategy.

32/06-07 Centres for Excellence in Learning and Teaching: Evaluation (minute 15(a)/06-07 referred)

CONSIDERED:

- (a) Draft Self-Evaluation of the Capital Centre, paper QEWG 37/06-07.
- (b) Covering memo, paper QEWG 20/06-07, and draft Self-Evaluation of the Reinvention Centre, paper QEWG 21/06-07.

RESOLVED:

That the draft Self-Evaluation of the Capital Centre and the draft Self-Evaluation of the Reinvention Centre be approved as set out in papers QEWG 37/06-07 and 21/06-07 respectively, and that when finalising the reports, those responsible for writing them take into account a number of detailed suggestions made at the meeting.

33/06-07 Reading Lists (minute 3/06-07 referred)

RECEIVED:

An update from Ms Jenny Bradfield, Assistant Registrar (Teaching Quality) on the Library's Reading List project, paper QEWG 22/06-07.

34/06-07 'Learning from America' conference

RECEIVED:

A report from Dr Jay Dempster on the Learning from America conference held on 17 May at the University of Leicester, paper QEWG 38/06-07.

35/06-07 E-Learning evaluation

RECEIVED:

A report from Dr Jay Dempster on an evaluation of the University's e-learning initiatives and support, paper QEWG 39/06-07.

36/06-07 THES awards 2007

REPORTED:

That the deadline for applications for Times Higher Education Supplement Awards 2007 was 29 June 2007 and that the Director of Communications was coordinating the submission of applications.

37/06-07 Membership

RESOLVED:

- (a) That Ms Cleo Longworth be thanked for her contribution to the work of the Working Group during her period of office.
- (b) That Dr Mike Neary be thanked for his contribution to the work of the Working Group and congratulated on his appointment to a Chair at the University of Lincoln.

38/06-07 Next meeting

REPORTED:

That the next meeting of the Group would be held in the Autumn Term 2007 on a date to be decided.