

UNIVERSITY OF WARWICK

Quality Enhancement Working Group

Minutes of the meeting of the Quality Enhancement Working Group
held on Tuesday 12 May 2009

Present: Dr David Lamburn (Chair), Dr Seán Allan, Mr Jose Arroyo, Ms Sue Bennett, Mr Antony Brewerton, Mr Manus Conaghan, Mr John Dale, Dr Amanda Dowd, Ms Gill Frigerio, Dr Paul O'Hare, Professor Christina Hughes, Mr Sean Russell, Professor Carol Rutter, Mr Mo Surve, Dr Paul Taylor

Apologies: Dr Ken Flint, Professor Neil Johnson, Professor Jackie Labbe, Professor Tony McFarlane, Dr Martin Skinner

In attendance: Dr Laura Meadows, Dr Julian Moss

33/08-09 Minutes of the Previous Meeting

RESOLVED:

That the minutes of the meeting of the Group held on Thursday 12 February 2009 be approved.

34/08-09 Matters Arising

- (a) Warwick Awards for Teaching Excellence (WATE) (minute 31/08-09 referred)

REPORTED:

That nominations of ten finalists had proceeded to the second stage of the WATE process:

- Professor Tim Bugg, Chemistry
- Ms Jan Cooper, Warwick Medical School
- Ms Sara Hattersley, Centre for Lifelong Learning
- Ms Teresa MacKinnon, Language Centre
- Professor Julie Macpherson, Chemistry
- Dr Nick Monk, CAPITAL Centre
- Dr Jim Robinson, Physics
- Dr Vasilios Stavros, Chemistry
- Mr Gary Watt, Law
- Dr Joe Winston, Institute of Education

- (b) QAA Institutional Audit (minute 28/08-09 referred)

REPORTED:

That QAA had published the final report on the University's Institutional audit.

www.qaa.ac.uk/reviews/reports/instReports.asp?ukprn=10007163

- (c) Teaching and Learning Event (minute 24/08-09 referred)

REPORTED:

That a Teaching and Learning Event would be scheduled for the week commencing 28 September 2009 and that Library representatives would establish a working group to plan the event.

35/08-09

Chair's Business

(a) CETLs

REPORTED:

That a proposal was being drafted which proposed the merging of the CAPITAL Centre and the Reinvention Centre from 2010, with the planned new Centre placing both teaching and learning and the student experience at the forefront of its proposed activities.

(b) Teaching and Learning Strategy/University Strategy

REPORTED:

That the inaugural meeting of the University Strategy teaching and learning Board had taken place in April 2009.

(c) Assessment

CONSIDERED:

The desirability of drafting of a Good Practice Guide on Assessment.

RESOLVED:

That a working group be formed to draft a Good Practice Guide on Assessment, incorporating the current Good Practice guide on Providing Feedback to Students on assessment, to include members from academic departments, Learning Development Centre, Faculty Teaching and Learning forums and the Students' Union, it being noted that the Guide should cover assessment of undergraduate, taught postgraduate and research postgraduate students and articulate with existing policies and guidelines.

36/0809

Faculty Teaching and Learning Forums

REPORTED:

(a) That the Science Teaching and learning Forum had not met since the last QEWG meeting.

(b) That the first meeting of the Medicine teaching and Learning forum in its new format was due to take place later in the summer term.

- (c) There will be a Faculty Festival of Social Sciences between 15-19 June, which will look at a range of methods to enhance the student learning experience.
- (d) The Arts Teaching and Learning Forum had not met since the last QEWG meeting, although 'employability' is programmed for discussion in Week 6.

37/0809 E-learning support

REPORTED:

That the e-Learning Steering Group, at its meeting on 7 May 2009, considered models for the continuation of the IT Services e-learning support service.

RESOLVED:

That a memo from the Group to the Director of IT Services and the Pro Vice-Chancellor (Teaching and Learning) be drafted, underlining the importance of appropriate continuing support for e-learning.

38/08-09 King's-Warwick Project

REPORTED:

That HEFCE have awarded King's College London and Warwick £544,000 from its Strategic Development Fund to support a project concerned with the development of the undergraduate curriculum, paper QEWG 26/08-09, noting that both institutions will benefit from all collated research and activities.

39/08-09 Funded projects: completion reports

RESOLVED:

- (a) That reports on the following projects funded by TQEF, EIF, EEL or similar funding streams be approved:
 - (i) Ms D Biggerstaff, Facilitating Online Peer-Interaction and Student-Led Support: Developing Academic E-Communities Among Student Populations, paper QEWG 27/08-09;
 - (ii) Professors D G Chetwynd and T Huang, Intercontinental Robotics, paper QEWG 28/08-09;
 - (iii) Dr L Polezzi, Three-year degrees in Italian with integrated residence abroad, paper QEWG 29/08-09;
 - (iv) Dr L Polezzi et al, Integration of e-learning practices in teaching and learning in the Modern Languages disciplines, paper QEWG 30/08-09;
 - (v) Dr S Butterfill, Computer-assisted learning in *Starting Logic*, paper QEWG 31/08-09.
- (b) That summaries of these reports be included in the Teaching

Grid's Warwick Innovative teaching database, which would be launched in autumn 2009.

40/08-09 CSDE/SU Mentoring Project

CONSIDERED:

A report from Mr Mo Surve, Students' Union Education Officer, and Mr Sean Russell, Director of Student Development and Diversity, concerning Student Mentoring, paper QEWG 32/08-09, along with additional recommendations, paper QEWG 33/08-09 (tabled), noting:

- (a) That the report was a product of extensive research conducted by CSDE and was part of a larger project which has also provided a comprehensive website.
- (b) That whilst the recommendations will be of primary importance to the undergraduate cohort, work is underway in the Graduate School Skills Programme to offer similar mentoring opportunities to the postgraduate cohort.
- (c) That the report highlights different approaches to mentoring already in existence across the University.
- (d) That proposed training would be provided by the Students' Union and could be recognised through Warwick Advantage.

RESOLVED:

That the report be considered early in the Autumn term by SSLCs and in due course by Faculty Teaching and Learning Forums if appropriate.

41/08/09 Membership of the Group

RESOLVED:

- (a) That Mr Mo Surve be thanked for his positive and constructive contribution to the work of the Group as Students' Union Education Officer.
- (b) That Dr Julian Moss be thanked for his service to the Group over a number of years.

42/08-09 Date of Next Meeting

REPORTED:

That the date of the next meeting, to be held during the autumn term 2009, would be finalised in due course and published in the University Committee Timetable.