

UNIVERSITY OF WARWICK

Quality Enhancement Working Group

Minutes of the meeting of the Quality Enhancement Working Group
held on Tuesday 9 February 2010

Present: Dr D Lamburn (Chair), Ms S Bennett, Mr M Conaghan, Mr J Dale, Ms S Khaku, Dr R Leng, Professor C Rutter, Dr P Taylor, Dr T White

Apologies: Mr A Brewerton, Dr K Flint

In attendance: Ms L Hayton, Ms J Hughes

1/09-10 Terms of Reference, Constitution and Membership

RESOLVED:

That the Terms of Reference, Constitution and Membership of the Working Group for 2009-10 be approved as set out in paper QEWG 1/09-10, noting that the secretariat would be confirming with the Medical School which Committee or Group was equivalent to the Faculty Teaching and Learning Forum and that an amendment to the Terms of Reference, Constitution and Membership may be proposed at a future meeting.

2/09-10 Minutes of the Previous Meeting

RESOLVED:

That the minutes of the meeting held on Tuesday 12 May 2009 be approved.

3/09-10 Freedom of Information

REPORTED:

- (a) 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.
- (b) That all non-reserved minutes and agenda of the Working Group are published on the University's Governance website at: <http://www2.warwick.ac.uk/services/gov/atoz/aqsc/minutes/> .
- (c) That copies of paper SC 60/07-08 were available from the Secretary on request.

4/09-10 Matters Arising

- (a) CETLs (minute 35(a)/08-09 referred)

REPORTED:

That the University's senior management team was considering a proposal from the two CETLs, the Reinvention Centre and the CAPITAL Centre, to establish an Institute of Advanced Teaching and Learning that would be a parallel to the Institute of Advanced Study.

RESOLVED:

That the Group supported the proposal to establish an Institute of Advanced Teaching and Learning.

- (b) Teaching & Learning Event (minutes 24(b)/08-09 and 34(c)/08-09 referred)

REPORTED:

- (i) That at the meeting of the Working Group held on 12 May 2009 it was 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.
- (ii) That it had not been possible to identify a source of funding to support the event.
- (iii) That the Pro-Vice-Chancellor (Student Experience) was considering possible sources of funding to support an event in 2009-10.
- (iv) That the Library would be resuming discussions about the event following a period of restructuring.

CONSIDERED:

The timing of a possible Teaching & Learning Event for 2009-10 and the possible themes for the event, noting that the Working Group at its meeting held on 12 February 2009 resolved that the themes for the event should strongly tie in with the University Strategy and the Learning and Teaching Strategy and 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.

RESOLVED:

- (v) That if the proposal for an Institute of Advanced Teaching and Learning is approved, a launch event and the Teaching and Learning event could be combined;

- (vi) That a paper on the proposed Teaching and Learning event be brought to the next meeting of the Group and the Director of the Reinvention Centre and the Director of the CAPITAL Centre be consulted about provisional plans.
- (c) Assessment (minute 35(c)/08-09 referred)

REPORTED:

- (i) That the Working Group at its meeting held on 12 May 2009 considered the desirability of drafting a Good Practice Guide on Assessment, and 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.
- (ii) That the working group would be convened during the spring term.
- (iii) That the Academic Quality and Standards Committee, at it's meeting on 4 February 2010, reported:
 - (A) That the Chair and six other University representatives, including members of academic staff from each of the four Faculties, had attended a workshop on assessment feedback, hosted at Aston University and facilitated by the Assessment Standards Knowledge Exchange Centre for Excellence in Teaching and Learning.
 - (B) That the group had developed a proposal for trialling new approaches at Warwick, covering both undergraduate and taught postgraduate provision, and would be involving student representatives in further discussions.
 - (C) That the group would report to a future meeting of the Committee.

(unconfirmed AQSC minute 43(c)/09-10 referred)

RESOLVED:

- (iv) That a working group be convened to draft a Good Practice Guide on Assessment and that progress be reported at the next meeting of the Group;
- (v) That the working group would need to coordinate it's activities with those of the Aston Group

(a) WATE awards 2009-10

REPORTED:

- (i) That a Warwick Awards for Teaching Excellence (WATE) Board, made up of members of the Working Group plus the Pro-Vice-Chancellor (Student Experience) would be considering WATE nominations during the spring and summer terms.
- (ii) That the WATE results would be reported at the next meeting of the Group.

(b) Review of constitution, membership and terms of reference

REPORTED:

That at the meeting of the Academic Quality and Standards Committee held on 4 February 2010 it was reported that the Chair would be establishing a working group to consider the future role, terms of reference, constitution and membership of the Committee and its sub-committees, with a view to recommendations for 2010-11 being submitted for consideration in the summer term 2009-10, noting that the review would take account of:

- (i) the emerging recommendations of the Constitutional Advisory Group (paper S.8/08-10, the 'Harris Report') and advice from the Deputy Registrar's Office;
- (ii) discussions already underway within the e-Learning Steering Group, the Quality Enhancement Working Group, and the Collaborative, Flexible and Distributed Learning Sub-Committee;
- (iii) the role and remit of other relevant University committees, including the Boards of Graduate and Undergraduate Studies, and a possible new Student Experience Committee.

(unconfirmed AQSC minute 42/09-10 refers)

RESOLVED:

- (iv) That the recommendations of the AQSC working group be considered at a future meeting of the Group;
- (v) That members of the Quality Enhancement Working Group were of the view that QEWG was a valuable forum for more detailed discussion of quality enhancement issues and initiatives.
- (vi) That the secretariat confirm with the Deputy Academic Registrar if recipients of HEFCE's Teaching Enhancement and Student Success Fund in 2009-10 will be required to provide a report on use of the TESS funds.

(vi)

(c) QAA Auditor nominations

REPORTED:

That Chair had been appointed as a QAA Auditor for a term of two years.

6/09-10 Teaching and Learning Forums

REPORTED:

- (a) That the Science Faculty Teaching and Learning Forum had not yet met for 2009-10.
- (b) That the Medicine Faculty, in December 2009, had ran a half-day event on professionalism and student experience.
- (c) That the Social Sciences Faculty Teaching and Learning Forum would meet again on 9 February 2010 and would consider the barriers to interdisciplinary teaching.
- (d) That the Arts Faculty Teaching and Learning Forum had considered the results of a Feedback and Assessment questionnaire completed by departments across the Arts Faculty, the results of which were available online at http://blogs.warwick.ac.uk/artsteachlearn/entry/feedback_and_aessment/ .

CONSIDERED:

The minutes of the meeting of 3 November 2009 of the Social Sciences Faculty Teaching and Learning Forum, paper QEWG 4/09-10 and the minutes of the meeting of 25 November 2009 of the Arts Faculty Teaching and Learning Forum, paper QEWG 7/09-10 (tabled at the meeting).

RESOLVED:

That the results of the Arts Faculty Teaching and Learning Forum questionnaire on Feedback and Assessment be considered by the working group convened to draft a Good Practice Guide on Assessment.

7/09-10 Learning & Teaching Strategy and King's Warwick project (AQSC minutes 8/09-10 and 24/09-10 referred)

REPORTED:

- (a) That the Academic Quality and Standards Committee at its meeting on 3 November 2009 considered a report from the Chair and Secretary on teaching and learning policy issues, considered by the Steering Committee at its meeting on 2 November 2009, paper SC.44/09-10, including an update on the King's-Warwick project.

- (b) That the Academic Quality and Standards Committee at its meeting on 25 November 2009 considered a discussion paper drafted by the Chair concerning progress on the implementation of the Learning and Teaching Strategy 2008-11, paper AQSC 29/09-10, and resolved:
- (i) That initiatives within the Learning & Teaching Strategy should continue to be progressed to maintain the profile of learning and teaching at Warwick.
 - (ii) That the Pro Vice-Chancellor (Student Experience) be encouraged to continue discussions with the University's senior management team to identify funding to support teaching and learning initiatives in 2010-11, noting that HEFCE funding for the King's-Warwick pilot project was for 2009-10 only and that funding from HEFCE beyond the pilot project may be unlikely.
 - (iii) That it be noted that the Pro Vice-Chancellor (Student Experience) intended to review the Learning and Teaching Strategy in the summer term in light of the initial outcomes of the King's-Warwick project, with a view to agreeing priorities for 2010-11.

CONSIDERED:

- (c) An update on the King's-Warwick project, paper SC SC.44/09-10 [Extract], noting that:
- (i) it was proposed that an item would be placed on Insite during the spring term, to highlight the recently launched King's-Warwick project activities and forthcoming events linked to the project;
 - (vi) the Working Group would be invited to consider at its meeting in the summer term the initial findings arising from the King's-Warwick project.
- (d) A discussion paper drafted by the [former] Chair of the Academic Quality and Standards Committee concerning progress on the implementation of the Learning and Teaching Strategy 2008-11, paper AQSC 29/09-10.
- (e) In addition to assessment, possible areas of focus for future meetings of the Working Group linked to the Learning and Teaching Strategy.
- (f) Oral updates from members participating in the King's-Warwick project.

RESOLVED:

That the initial findings from the King's-Warwick project be considered by the Working Group in the summer term and that these findings be used to identify areas of focus for future meetings of the Working Group linked to the Learning and Teaching Strategy 2008-11.

REPORTED:

- (a) That, following the Quality Assurance Agency Institutional Audit visit in November 2008, the QAA made the following recommendations to the University:

“The audit team recommends that the University consider further action in some areas.

Recommendations for action that the audit team considers advisable:

- to review its management of joint honours courses, including the application of additional credit to such courses.

Recommendations for action that the audit team considers desirable:

- to review the operation at departmental level of the new central guidelines on personal tutoring with a view to enhancing consistency of implementation.”

CONSIDERED:

- (b) Extracts from the Annex to the QAA Institutional Audit Report, providing further background to the recommendations arising from the Audit visit, paper QEWG 2/09-10.
- (c) A report from the Secretary concerning progress on implementing the recommendations, paper QEWG 3/09-10.
- (d) Draft ‘Undergraduate Joint and Cross-Departmental Courses: A Good Practice Guide’, paper QEWG 23/08-09 (revised 2), draft guidance on SSLC arrangements for students on joint or cross-departmental courses, paper QEWG 24/08-09, and a covering paper from the Assistant Secretary concerning feedback from departments, paper QEWG 5/09-10.
- (e) An update from the University Senior Tutor on the progress of implementing the revised Personal Tutor Guidelines, paper QEWG 6/09-10 (tabled at the meeting).

RESOLVED:

- (f) That the University Senior Tutor be invited to report on the implementation of the revised Personal Tutor Guidelines at the next meeting of the Group.
- (g) That the draft ‘Undergraduate Joint and Cross-Departmental Courses: A Good Practice Guide’ be approved as set out in paper QEWG 23/08-09 (revised 2), subject to the amendments noted at the meeting, noting that the Group was of the view that even where responsibility for management of joint courses is

divided equally between departments, one of the departments should be designated as the 'home' department to ensure that students have a clear point of contact when queries or issues need to be resolved.

- (h) That the draft guidance on SSLC arrangements for students on joint or cross-departmental courses be approved as set out in paper QEWG 24/08-09.
- (i) That the draft 'Undergraduate Joint and Cross-Departmental Courses: A Good Practice Guide', paper QEWG 23/08-09 (revised 2) and draft guidance on SSLC arrangements for students on joint or cross-departmental courses, paper QEWG 24/08-09, be circulated to SSLC representatives for comment, with a view to the Group considering final versions of the Good Practice Guide and SSLC guidance at its meeting in the summer term and recommending them for approval to the Academic Quality and Standards Committee, for implementation at the beginning of the academic year 2010-11.
- (j) That in the view of the Working Group, the resolution of the Sub-Faculty of Science that each department examine student handbooks and ensure that the information on the use of the Seymour Formula is clear (SFS minute 5/09-10 refers) did not go far enough in addressing the QAA recommendation that it was advisable that the University review the application of additional credit to joint honours courses.
- (k) That the AQSC Assessment Conventions Working Group be invited to consider consistency across the University in the ability of students to take extra credit and the rules applying to such credit.

9/09-10 Symposium on Social Learning Space

REPORTED:

That the Reinvention Centre, on Monday 29 March 2010, would be hosting 'The Fifth Symposium on Social Learning Space: Knowledge Spaces' which addressed themes relevant to the King's-Warwick project.

RESOLVED:

That the Director of the Reinvention Centre consider putting an item about the event on Insite.

10/09-10 Next meeting

REPORTED:

That the next meeting of the Group would be held at 10am on Thursday 6 May in CMR 1.1, first floor University House.