

UNIVERSITY OF WARWICK

Quality Enhancement Working Group

**Minutes of the meeting of the Quality Enhancement Working Group  
held on Tuesday 27 May 2008**

Present: Professor Karen O'Brien (Chair); Mr José Arroyo, Ms Sue Bennett, Mr Antony Brewerton, Mr Manus Conaghan, Dr Ken Flint, Professor Jackie Labbé, Dr Cath Lambert (*vice* Dr Paul Taylor), Dr David Lamburn, Dr Fergus McKay, Dr Paul O'Hare, Mr Peter Ptashko, Mr Sean Russell, Professor Carol Rutter, Dr Martin Skinner

Apologies: Dr Seán Allan, Mr John Dale, Dr Amanda Dowd, Ms Gill Frigerio, Professor Christina Hughes, Dr Neil Johnson, Professor Anthony McFarlane, Dr Paul Taylor

In attendance: Ms Jenny Bradfield, Dr Julian Moss; Dr Sarah Richardson and Professor Julian Webb (for item 42/07-08)

39/07-08 Minutes of the previous meeting

RESOLVED:

That the minutes of the meeting of the Group held on Thursday 1 May 2008 be approved.

40/07-08 Matters Arising

(a) Warwick Awards for Teaching Excellence (minute 32/07-08 referred)

REPORTED:

- (i) That the Chair, acting on behalf of the Group, approved a method for considering final stage submissions for WATE as set out in paper QEWG 50/07-08.
- (ii) That the members of the sub-group established to consider final stage submissions for WATE were:
  - Professor Karen O'Brien, Chair, and Chair of the Board of Undergraduate Studies;
  - Representing the Faculty of Science: Dr Ken Flint, Biological Sciences, Chair of the Science Faculty Teaching and Learning Forum;
  - Representing the Faculty of Arts: Dr Zahra Newby, Classics, on behalf of Dr Sean Allan, Chair of the Arts Faculty Teaching and Learning Forum;
  - Representing the Faculty of Social Studies: Dr Fergus MacKay, on behalf of Professor Christina Hughes, Chair of the Social Studies Faculty Teaching and Learning Forum;
  - Representing the Faculty of Medicine: Professor Ed Peile, NTFS winner, on behalf of Dr Neil Johnson,

Chair of the Medicine Faculty Teaching and Learning Forum;

- Professor Carol Rutter, NTFS nominee, Director, CAPITAL Centre;
- Mr Peter Ptashko, Education Officer & Deputy President, Students' Union;
- Ms Sue Bennett, Director, Learning and Development Centre;
- Mr Manus Conaghan, Learning & Development Adviser, Learning and Development Centre.

(iii) That members of the sub-group had been asked to score the 14 submissions in accordance with the criteria set out in paper QEWG 51/07-08.

(iv) That other members of QEWG had been invited to score submissions if they had time to consider all of them.

#### CONSIDERED:

Recommendations from the sub-group regarding the 14 submissions for WATE awards, paper QEWG 52/07-08 (tabled).

#### RESOLVED:

(v) That the recommendations of the sub-group concerning the award of a Warwick Award for Teaching Excellence to the six candidates noted at the meeting and the award of a commendation to the eight candidates noted at the meeting be approved, subject to confirmation of the winner of the Butterworth Award for Early Career Teacher, to be awarded to the highest scoring candidate within the first six years of his or her teaching career.

(vi) That the candidate who would shortly retire from the University be granted a special commendation in recognition of lifetime achievement, 'a Lifetime Achievement Award', that this candidate be invited to receive the award at the summer Degree Congregation, and that the category of Lifetime Achievement Award be available for award in future years to candidates who are nearing the end of their careers and who have made significant contributions to teaching and learning at the University.

(vii) That the final list of WATE winners (including the winner of the Butterworth Award for Early Career Teacher) and commendees be circulated to members of the Group and to those members of the sub-group established to consider final stage submissions for WATE who are not also members of the [Quality Enhancement Working] Group.

(b) Times Higher Education awards (minute 31(a)/07-08 referred)

REPORTED:

(i) That the Group at its meeting on 1 May 2008 considered ideas for possible nominees for the following categories in the THE Awards 2008:

- Excellence and Innovation in the Arts
- Widening Participation Initiative of the Year
- Outstanding ICT Initiative of the Year
- Outstanding Employer Engagement Initiative
- Outstanding Support for Disabled Students
- Entrepreneurial University of the Year
- University of the Year

and resolved that the Secretary discuss with the relevant colleagues a range of possible nominations identified at the meeting.

(ii) That discussions were ongoing regarding a range of possible nominations.

(c) Completion reports on funded projects (minute 35/07-08 referred)

REPORTED:

(i) That at its meeting held on 1 May 2008 the Group considered:

- (A) Presentation by Dr Alexandra Cristea, Co-ordinator of the Intelligent and Adaptive Systems Research Group, Department of Computer Science, noting that further information was available from the group's website:  
<http://www2.warwick.ac.uk/fac/sci/dcs/research/ias/>;
- (B) An oral report by Dr Jane Kidd, Warwick Medical School on the TQEF and Pathfinder-funded project 'From Knowing to Performing';
- (C) Completion reports on the funded projects listed in paper QEWG 42/07-08, together with a summary of comments received from Dr K Astbury (French Studies, Chair of the Faculty of Arts IT Committee, and funding recipient), paper QEWG 48/07-08;

and resolved:

- (D) That completion reports on the funded projects listed in paper QEWG 42/07-08 be approved as set out in papers QEWG 14-39 and 43-48/07-08;

- (E) That the Chair prepare a summary of key points arising from the Group's consideration of the completion reports, this summary to be considered by the Group at its next meeting;
- (F) That a number of points made in discussion be noted:
  - (1) That the restrictions governing the period in which particular funding streams may be allocated and spent can sometimes militate against planning within departments, and that medium-term stability in the availability of funding streams would be welcomed;
  - (2) That continuing attention should be paid to methods of incentivising involvement in teaching and learning enhancements;
  - (3) That, depending on the future availability of funding, consideration be given to providing follow-on funding to some projects;
  - (4) The importance of e-Lab's e-learning advisor team to developing e-learning at the University be reiterated, and consideration be given through the appropriate channels to the possible expansion of this team;
  - (5) That the development of the Teaching Grid as a physical space and nascent virtual community of interest be welcomed, as one method of disseminating and embedding innovative practice across the University.
- (ii) That the e-Learning Steering Group at its meeting held on 9 May 2008 considered completion reports on the funded projects listed in paper EL 15/07-08, noting that the reports were considered by the Quality Enhancement Working Group at its meeting on 1 May 2008, together with a number of additional reports on projects that did not have an element of e-learning or technology-enhanced learning, and resolved:
  - (A) That the completion reports on the funded projects listed in paper EL 15/07-08 be approved.
  - (B) That it be noted that:

- (1) a number Faculties and departments, including the Faculty of Medicine and the departments of History and Maths, had completed a number of funded projects, but funded activities in other Faculties and departments had been more dispersed.
  - (2) some departments, particularly in the Faculty of Science, were highly active in developing e-learning initiatives, supported by departmental funding, rather than through bids submitted to central challenge funds.
- (C) That Faculty IT Committees, Mr John Dale (Head of e-Learning and Web Development, IT Services) and Mr Antony Brewerton (Head of Academic Support, Library) consider mechanisms to support departments that do not currently incorporate a significant level of e-learning within their teaching and learning, noting that such mechanisms may include:
- (1) dissemination events targeted at particular departments or groups of departments;
  - (2) 'problem clinics' to discuss common issues encountered by members of academic staff when developing e-learning initiatives;
  - (3) a series of lunchtime dissemination seminars to be hosted in the Teaching Grid.
- (D) That the views of the Group be considered at the meeting to be held later in the summer term to discuss the e-Learning Showcase Day held on 10 March 2008 and future dissemination events ([eLSG] minute 24(b)/07-08 refers).  
(unconfirmed eLSG minute 29/07-08)

**CONSIDERED:**

A summary prepared by the Chair of key points arising from the Group's consideration of completion reports on the funded projects listed in paper QEWG 42/07-08, paper QEWG 53/07-08, together with the minutes of the e-Learning Steering Group held on 9 May 2008 (unconfirmed eLSG minute 29/07-08 referred).

**RESOLVED:**

- (iii) That the summary prepared by the Chair of key points arising from the Group's consideration of completion reports on the funded projects listed in paper QEWG 42/07-08 be approved as set out in paper QEWG 53/07-08, subject to the following amendment (additions underlined, deletions ~~struck through~~):

***Other Recommendations***

Staff incentives – one suggested as earlier qualifying eligibility for sabbatical leave entitlement for staff undertaking large projects that may impact on research time (eg ~~a sabbatical entitlement after six terms, instead of seven~~ staff to be eligible for one term of sabbatical leave in respect of every five terms of service, rather than six).

- (iv) That key points arising from completion reports on funded projects continue to inform future funding streams for teaching and learning-related projects.
- (d) Funding for Teaching and Learning Projects (minute 36/07-08 referred)

REPORTED:

That a number of University committees and working groups, including the [Quality Enhancement Working] Group, had considered a paper drafted by the Pro-Vice-Chancellor (Teaching & Learning and International Affairs) and the Senior Assistant Registrar (Teaching Quality) concerning possible criteria for a new teaching and learning enhancement fund, paper QEWG 41/07-08, and had made a number of recommendations, as set out in paper QEWG 54/07-08.

CONSIDERED:

Proposed guidelines for a Teaching and Learning Enhancement Fund for 2008-09, paper QEWG 55/07-08.

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

- (i) That desirable criterion (e) include examples of mechanisms for engaging students as active partners in the project development process;
- (ii) That, within section 4, applicants be encouraged to discuss the project with students (eg through the SSLC system);
- (iii) That the deadline for submission of expressions of interest in the first round be amended to 23 June 2008, and that the deadline for submission of full bids in the first round be amended to 7 July 2008, noting that members of the Teaching and Learning Enhancement Fund Selection Board invited to consider expressions

of interest would be required to provide comments within one week or less;

- (iv) That the application form encourage applicants to seek funding from the Higher Education Academy or other external sources;
  - (v) That for future funding streams for teaching and learning-related projects, consideration be given to mechanisms for further encouraging engagement with students in the development and delivery of projects.
- (e) Joint and multidisciplinary degrees (minute 34/07-08 referred)

REPORTED:

That at its meeting held on 1 May 2008 the Group considered proposed guidance for academic departments on the management of joint degrees and methods of enhancing the experience of joint degree students, paper QEWG 40/07-08, noting:

- (i) That the term “joint degrees” was here intended to cover courses delivered by more than one department, which may be termed, *inter alia*, joint degrees, multi-disciplinary degrees, “and” degrees or “with” degrees;
- (ii) That the term “joint degrees” was here intended to cover only courses taught wholly by the University and not collaborative courses with external partner organisations;

and resolved:

- (iii) That a number of other issues be noted, including the importance of joint degree student representation on Student-Staff Liaison Committees;
- (iv) That paper QEWG 40/07-08 and full notes of the discussion be passed to Mr Stephen Lamb, Senior Tutor, to inform his developmental work on the personal tutor system;
- (v) That the Teaching Quality section of the Academic Office investigate support mechanisms in place at other universities for joint degree students;
- (vi) That the Teaching Quality section of the Academic Office investigate with appropriate colleagues what data may be available to carry out analyses of student satisfaction and degree results to compare joint degree students with those on single-subject courses;

and recommended (to the Board of Undergraduate Studies):

That the Board consider Proposed guidance for academic departments on the management of joint degrees and methods of enhancing the experience of joint degree students, paper QEWG 40/07-08, with a view to developing the draft guidance further.

RECEIVED:

Oral reports from the Chair and from the Secretary on further developments concerning the Proposed guidance for academic departments on the management of joint degrees and methods of enhancing the experience of joint degree students, noting that:

- (vii) the Proposed guidance was being considered by the Senior Tutor and would be considered by the Board of Undergraduate Studies at its meeting to be held on 4 June 2008;
- (viii) the Teaching Quality section had carried out a preliminary analysis of completion data for joint degree students and students on single-subject courses and would report to a future meeting of the Group.

RESOLVED:

That further work connected to the Proposed guidance for academic departments on the management of joint degrees and methods of enhancing the experience of joint degree students include consideration of qualifications held by joint degree students and students on single-subject courses on entry to the University.

41/07-08 Faculty Teaching and Learning Forums

CONSIDERED:

- (a) Oral report from the Chair of the Science Faculty Teaching and Learning Forum on the first meeting of the Forum.
- (b) Oral reports from the Chair and from Dr Paul O'Hare on the first meeting of the Faculty of Medicine Teaching and Learning Forum.
- (c) A report from Dr Seán Allan on the first meeting of the Faculty of Arts Teaching and Learning Forum, paper QEWG 57/07-08.
- (d) A report from Professor Christina Hughes on the first meeting of the Faculty of Social Studies Teaching and Learning Forum, paper QEWG 58/07-08 (tabled).

RESOLVED:

- (e) That the reports from the Chairs of the Faculty Teaching and Learning Forums and the work of the Forums be welcomed.
- (f) That it be noted that the Faculty Teaching and Learning Forums provided a positive, informal forum for discussion and



sharing of ideas and good practice and that this was facilitated by hosting Forum discussions in the Teaching Grid.

42/07-08 Higher Education Academy Subject Centres

CONSIDERED:

Oral reports from the Chair and from Dr Sarah Richardson, Subject Director for History, HEA Subject Centre for History, Classics and Archaeology, and Professor Julian Webb, Director, UK Centre for Legal Education, concerning opportunities for establishing closer links between the University and Higher Education Academy Subject Centres.

RESOLVED:

That mechanisms for encouraging departments and Faculties to further engage with Higher Education Academy Subject Centres be considered at a future meeting of the Group, noting that such mechanisms may include dissemination of information through and hosting of events in the Teaching Grid.

43/07-08 QAA Institutional Audit (minute 33/07-08 referred)

CONSIDERED:

Extract from a first draft of the Institutional Briefing Paper, paper QEWG 56/07-08.

RESOLVED:

- (a) That members of the Group send comments to the Chair on the extract from the draft Institutional Briefing Paper, paper QEWG 56/07-08.
- (b) That members consider further the adoption of a formal definition of 'quality enhancement' to capture the meaning of quality enhancement within the University's context.

44/07-08 Membership

RESOLVED:

That Mr Peter Ptashko (Education Officer & Deputy President, Students' Union) be thanked for his contribution to the work of the Group during his period of office.

45/07-08 Next meeting

REPORTED:

That the next meeting of the Group would be held in the autumn term 2008 on a date to be decided.