

UNIVERSITY OF WARWICK

Minutes of the meeting of the Quality Enhancement Working Group
held on 17 May 2005.

Present: Professor M Whitby (in the Chair), Dr P Blackmore, Dr P O'Hare, Dr P Taylor

Apologies: Dr J Dempster, Professor J Masson, Professor A McFarlane, Mr K Mohaddes

In attendance: Mrs S Law, Dr J Moss

17/04-05 Minutes

RESOLVED:

That the Minutes of the meeting held on 28 January 2005 be approved.

18/04-05 Centres for Excellence in Teaching and Learning (Minute 11/04-05 referred)

REPORTED:

- (a) That a Steering Group and a Management Committee would be established for each of Warwick's CETLs, to include members from academic departments, the Academic Office/Academic Registrar's Office, a representative of the other CETL, and others as appropriate.
- (b) That the Capital Centre will be located in Millburn House on the Warwick Science Park.

19/04-05 Teaching Quality Enhancement & Professional Standards Funding (Minute 14/04-05 referred)

REPORTED:

That the group assessing bids for TQEF & Professional Standards Funding at its meeting held on 10 March 2005 resolved to fund the following project, subject to minor clarifications in a small number of areas, subsequently supplied and approved by the Chair of the group:

- (a) Dr Ken Flint, Biological Sciences, "Development of web-based assessment for basic Chemistry", £3,250;

and to refer the following bids back to the proposing departments for clarification or refinement ahead of resubmission:

- (b) Dr Michael Hammond, Institute of Education, "Supporting student teachers through personal ownership of portable computers" (bid for £24,250);

- (c) Dr Charlotte Klonk, History of Art, "Arts Faculty and History of Art Visual Image E-learning Project" (bid for £92,000);
- (d) Dr Loredana Polezzi, Italian, "Integration of e-Learning practices in teaching and learning in the Modern Languages disciplines" (bid for £42,307);
- (e) Dr Trevor Hawkes, Mathematics, "Computer-Aided Assessment in the Science Faculty" (bid for £20,000).

20/04-05

Distribution of UKeU Dividend

REPORTED:

- (a) That the Steering Committee at its meeting held on 18 April 2005 had decided to allocate the University's dividend from the winding-up of the UK eUniversities project to the following four projects:

(i)	Warwick Medical School	to support the implementation of the WMS e-Learning Strategy	£179,000
(ii)	Department of History	to support the development of an MA in History to be delivered primarily via the internet	£30,000
(iii)	Library	to digitise the Marandet collection of French plays	£45,000
(iv)	IT Services	to support the teaching of mathematics across a number of departments	£90,000

- (b) That the decision to award funding to the projects listed in (a) had been taken at short notice and built on bids previously submitted to other sources of funding within the University.

- (c) That the e-Learning Steering Group at its meeting held on 6 May 2005 resolved that the Steering Group and Chairs of Faculty IT Committees through the e-Learning Strategy maintain an awareness of the range of projects being developed across the University to assist in responses to any similar short-notice calls for bids for funding.

(Minute 24/04-05 [unconfirmed])

21/04-05

Warwick Awards for Teaching Excellence

RECEIVED:

A report detailing the winners of the Warwick Awards for Teaching Excellence 2004-05, paper QEWG 10/04-05 (tabled).

RESOLVED:

- (a) That the Centre for Academic Practice maintain a public list of previous and current nominees for and winners of Warwick Awards for Teaching Excellence and ILTHE/HE Academy National Teaching Fellowships;
- (b) That the Centre for Academic Practice publicise future nominees for and winners of Warwick Awards for Teaching Excellence and HE Academy National Teaching Fellowships.

22/04-05

Teaching Enhancement Awards

RECEIVED:

- (a) Guidance for Applicants for Teaching Enhancement Awards, paper QEWG 5/04-05;
- (b) Teaching Enhancement Awards: Process and Actions, prepared by Dr J Dempster, Deputy Director, Centre for Academic Practice, paper QEWG 8/04-05;
- (c) Teaching Enhancement Awards: Guidelines for Case Study Reviewers, paper QEWG 9/04-05.

CONSIDERED:

- (d) Applications for Teaching Enhancement Awards from:
 - (i) Richard Smith, Senior Lecture, CELTE, applying for a type B award: Integration and Evaluation, paper QEWG 6/04-05;

RESOLVED:

That the application not be approved at this stage, but that a revised submission with greater emphasis on PDP be prepared by Mr Smith and submitted for consideration by Professor Whitby, it being noted that such a resubmitted application may be approved by Chair's Action.

- (ii) Andrew Martin, Senior Lecturer, Warwick Business School, applying for a type B award: Integration and Evaluation, paper QEWG 7/04-05.

RESOLVED:

That the application not be approved at this stage, but that following clarification of the identity of the Case Study reviewers by the Centre for Academic Practice and the validity of the criticisms of ITS, the application be reconsidered by Professor Whitby, it being noted that it may be approved by Chair's Action.

- (e) Arrangements for assessing future applications for Teaching Enhancement Awards.

RESOLVED:

- (i) That for future applications for Teaching Enhancement Awards the paperwork brought to the Working Group identify the Case Study reviewers;
- (ii) That clarification be sought from the Centre for Academic Practice of the membership of the Teaching Enhancement Award panel which reviews Case Studies;
- (iii) That the Centre for Academic Practice particularly encourage applications for Teaching Enhancement Awards from departments which have participated in Personal Development Planning pilot schemes.

23/04-05 Learning and Teaching Strategy (Minute 15/04-05 referred)

- (a) Progress on updating the Strategy

REPORTED:

That work was continuing on drafting an updated Learning and Teaching Strategy, and that a draft of the updated Strategy would be circulated to members of the Working Group for comment later in the term.

- (b) Distance Learning in the University

REPORTED:

- (i) That the Collaborative, Flexible and Distributed Learning Sub-Committee was currently carrying out a survey of the extent of Distributed Learning (including Distance Learning) in the University's courses.
- (ii) That the e-Learning Steering Group at its meeting held on 6 May 2005 resolved that the e-Learning Advisor Team carry out a survey to investigate the appetite in departments for developing new Distance Learning courses, consulting with the Centre for Academic Practice in developing the questions to be asked; it being noted that Distance Learning is broader than electronically-mediated teaching and learning methods, that potential interest may be in blended DL/face-to-face delivery as well as in "pure" Distance Learning, and that a key question would be the willingness of departments to incur the necessary set-up costs.

(Minute 26/04-05 [unconfirmed])

24/04-05 Quality Enhancement

CONSIDERED:

The future development of the Working Group's activities.

RESOLVED:

- (a) That Dr Blackmore and Mrs Law develop a list of issues that could usefully form the focus of the Working Group's action;
- (b) That a short survey be developed asking teaching staff across the institution to identify which of the issues identified by Dr Blackmore and Mrs Law they see as priorities in teaching enhancement;
- (c) That consideration be given to addressing a small number of enhancement themes or issues across the University over successive periods of twelve or eighteen months;
- (d) That further members of the Working Group be sought from amongst enthusiastic teachers across the institution, possibly including previous winners of Warwick Awards for Teaching Excellence.

25/04-05 Date and Time of Next Meeting

REPORTED:

That the next meeting of the Quality Enhancement Working Group would be held during the Autumn Term 2005.

JDM 25.05.05
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