UNIVERSITY OF WARWICK

Minutes of the meeting of the Quality Enhancement Working Group held on
21 October 2004

Present: Professor M Whitby (in the Chair), Dr P Blackmore, Dr S Hill, Dr P Taylor, Mr K
             Mohaddes

Apologies: Professor J Masson, Dr P O'Hare.

In attendance: Dr J Dempster, Ms S Law, Mr J Moss, Ms R Wooldridge Smith

1/04-05   Terms of Reference

            CONSIDERED:

            The Terms of Reference of the Quality Enhancement Working Group, paper QEWG
            1/04-05.

            RESOLVED:

            (a)   That it be noted that the recent restructuring of the committee system which
                    had led to amendments to the Terms of Reference of the Academic Quality
                    and Standards Committee should enable that body to dedicate a greater
                    proportion of its time to consideration to quality enhancement matters;

            (b)   That it be noted that the Group's expectation was that it would consider
                    matters relating to quality enhancement at an operational level.

            RECOMMENDED (to the Academic Quality & Standards Committee):

            (c)   That the Terms of Reference of the Working Group be amended to remove
                    section (a) since it was the Group's expectation that the AQSC would
                    henceforth take a holistic view of quality enhancement activities undertaken in
                    the University as reflected in that Committee's revised Terms of Reference;

            (d)   That section (d) be amended as follows, (additions underlined, deletions
                    struck through:

                            "To oversee current and proposed foster the development of Quality
                            Enhancement projects in line with undertaken in the Centre for
                            Academic Practice, in the first instance those relating to research-
                            based learning and the development of approaches to evaluation
                            institutional priorities."

2/04-05   Constitution & Membership

            CONSIDERED:

            (a)   The Constitution and Membership of the Group, paper QEWG 2/04-05;

            (b)   The election/nomination of academic staff members to the Group annually.

            RESOLVED:

(c) That Faculty Chairs be asked to nominate a representative to serve on the Group annually;

(d) That the Group await the outcome of discussions at the Senate on the future of the Academic Staff Development & Appraisal Committee before determining whether it would be appropriate for a representative of the Committee to serve on the Group;

(e) That The Librarian be invited to serve on the Group.

3/04-05   Minutes

RESOLVED:

That the Minutes of the meeting held on 16 June 2004 be approved.

4/04-05   Matters Arising

(a) FDTL 5 (Minute 17/03-04 referred)

REPORTED:

That the Stage 2 bid from the Department of Politics and International Studies, led by Dr Philippa Sherrington, submitted for funding from Phase 5 of the Fund for the Development of Teaching and Learning had been successful and that the bid lead by the Centre for Academic Practice had been unsuccessful.

(b) Accredited Provision, Centre for Academic Practice (Minute 16/03-04 referred)

RECEIVED:

An oral report from Dr P Blackmore on the MA and Postgraduate Award in Post-Compulsory Education; noting that a viable cohort for the MA had been recruited for 2005 and that Andrew Castley, who would lead the PGA in succession to Glynis Cousin, had been seeking further departmental involvement in the PGA programme.

5/04-05   Centres for Excellence in Teaching and Learning (Minute 5/03-04 (b) referred)

CONSIDERED:

Draft Stage 2 bids for the Reinvention Centre, paper QEWG 3/04-05 and the CAPITAL Centre, paper QEWG 4/04-05; it being noted that the submission deadline for bids was 29 October and that feedback from the Group would be particularly welcomed by bidders.

RESOLVED:

(a) That section D of both draft bids be more closely aligned with the criteria provided in the HEFCE guidance;

(b)   That the authors of the CAPITAL bid be encouraged to draw more heavily on stage 1 feedback as in the case of the Reinvention bid;

(c)   That internal inconsistencies identified in the draft Reinvention bid be forwarded by Dr Taylor to Dr Neary and that material used at the start of section D of the bid, which had already been used in earlier sections, be removed;

(d)   That it be noted that members of the Group were keen for research-based learning work underway in a number of departments as a result of the URSS scheme funded through the Learning & Teaching Strategy to continue and that the initial focus in the bid on the Department of Sociology, should not impede the progress of existing work in other departments.

6/04-05   Teaching Quality Enhancement & Professional Standards Funding

REPORTED:

That a bid had been submitted by the University to the HEFCE for an extension to existing Teaching Quality Enhancement Funding for 2005-06 and for funding for Professional Standards work for 2004-05 and 2005-06.

CONSIDERED:

(a)   The bid to the HEFCE, paper EL 4/04-05;

(b)   Means of administering the challenge funds intended to be awarded to departments for e-Learning projects on a competitive basis; monitoring the progress of projects and carrying out appropriate evaluation, informed by papers prepared by Mr J Dale, e-Lab, paper EL 5/04-05 and Dr J Dempster, paper EL 11/04-05.

(c)   Feedback from the HEFCE, paper EL 12/04-05 and the requested re-framing of the activity targets for an updated plan required by HEFCE by 1 December 2004.

RESOLVED:

(d)   That it be noted that it had been agreed at an earlier meeting of the e-Learning Steering Group that the Chair and Secretary would work to combine documents EL 5 and 11/04-05 to produce a set of criteria by which departmental e-Learning bids would be judged;

(e)   That a Group similar to that which had formerly administered the TDF funds be established to adjudicate on bids, with representation from academic departments, the Library, e-Lab and CAP;

(f)   That enquirers seeking funding for innovations not relating to e-Learning projects be encouraged to seek departmental support.

7/04-05   Institutional Audit (Minute 13/03-04 referred)

REPORTED:

That at its meeting held on 16 June, the Group <u>considered</u> the draft report from the QAA on the University's Institutional Audit with particular reference to paragraphs 197 & 198 concerning the University's approach to quality enhancement (paper QEWG 14/03-04) and the University's response to the draft report (paper AQSC 102/03-04) and <u>resolved</u> that the Committee consider further the statements relating to the University's approach to quality enhancement after release of the final report.

CONSIDER:

The University's final Institutional Audit report, available online at http://www2.warwick.ac.uk/insite/info/quality/

RESOLVED:

That the Group review the University's Learning and Teaching Strategy during the calendar year 2005 to analyse current progress and identify future priorities, as a guide for internal decision-making and in preparation for the potential announcement of any further tranche of TQEF funding from 2006-07.

8/04-05   <u>Warwick e-Learning Award</u>

RECEIVED:

An oral report from Dr J Dempster on the Warwick e-Learning Award.

RESOLVED:

(a)   That it be noted that recruitment was underway for the 2005 cohort;

(b)   That it was hoped that the e-Orientation Week due to take place during w/c 6 December would lead to further enrolments;

(c)   That in view of the expectation that staff involved in departmental e-Learning projects awarded TQEF funding might well subsequently enrol on the Award, consideration be given to structural issues and resource implications;

(d)   That CAP remain vigilant to any potential for the Award to be offered outside the University on an income generating basis.

9/04-05   <u>Next Meeting</u>

RESOLVED:

That dates for the meetings of the Group to be held in the Spring and Summer Terms be identified, each meeting to take place following the meeting of the e-Learning Steering Group and prior to the week 8 meeting of the AQSC.

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