

UNIVERSITY OF WARWICK

Quality Enhancement Working Group

Minutes of the meeting of the Quality Enhancement Working Group
held on 6 May 2010

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

Apologies: Dr K Flint, Professor C Rutter

In attendance: Ms K Gray, Ms J Hughes, Dr S Lamb (for item 13)

11/09-10 Minutes of the Previous Meeting

RESOLVED:

That the minutes of the meeting held on 9 February 2010 be approved, subject to Professor Thistlethwaite being included in the list members present.

12/09-10 Matters Arising

- (a) Institute for Advanced Teaching and Learning (minute 4/09-10 (a) referred)

REPORTED:

- (i) That, at its meeting on 8 March 2010, the Steering Committee considered proposals from the Pro-Vice-Chancellor (Student Experience), the Deputy Registrar and the Academic Registrar to establish an Institute for Advanced Teaching and Learning (SC.244/09-10) and resolved that the Committee endorse the broad rationale and principles for the creation of an Institute for Advanced Teaching and Learning at Warwick, it being noted that financial case had been submitted to the Financial Plan Sub-Committee for its consideration.
- (ii) That the business case for the Institute for Advanced Teaching and Learning would be considered by the Financial Plan Sub-Committee at its meeting on 18 May 2010.
- (iii) That the business case would include proposals for the distribution of the Institute's budget across different activities.
- (iv) That the Director of the Reinvention Centre was considering how to get input from academic departments into the strategic development of the proposal to establish an Institute.

RESOLVED:

That the Group supported in principle the proposal for a study leave scheme to facilitate the development of teaching related projects and

innovation in teaching and learning, noting that staff and departments would need to be clear of the benefits of the scheme in order for it to be supported more widely across the University, given that study leave has previously been used for research.

(b) CSDE/SU Student Mentoring Project (minute 40/08-09 referred)

REPORTED:

That the Group at its meeting on 12 May 2009 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.

and 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.

CONSIDERED:

An oral report from Miss Sumaiya Khaku, Students' Union Education Officer, on the responses received from SSLCs and the Faculty Forums, it being noted:

- (i) That few responses had been received from SSLC representatives.
- (ii) That there was a general consensus that a student-led scheme was preferable.
- (iii) That the Faculty of Science Forum expressed a preference for an informal existing scheme; the Faculty of Arts Forum felt that if a University wide scheme were to be introduced, it should be led by students; The Faculty of Social Science Forum felt that there should be the option to opt out of a University led scheme.

- (iv) That Student Careers and Skills could provide training and briefings for mentors, which could be supported by the Students' Union, but would not have the capacity to run such a University-wide scheme.

RESOLVED:

That the Faculty Teaching and Learning Forums be asked to consider whether they would support a University wide student mentoring scheme.

- (c) Teaching and Learning Event (minutes 24(b)/08-09, 34(c)/08-09 and 04/09-10 referred)

REPORTED:

That, at its meeting on 9 February 2010 the Working Group 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. The Working Group 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.

CONSIDERED:

Proposals for a Teaching and Learning Showcase Event from the Head of Academic Services in the Library and the Interim Learning and Development Manager – Academic, Learning and Development Centre, as set out in paper QEWG.8/09-10.

RESOLVED:

- (i) That the proposals be supported and that the secretariat discuss funding for the event with the Pro-Vice-Chancellor (Student Experience) and with the Head of Academic Services (Library).
- (ii) That WATE and NTFS nominees and winners be invited to showcase their achievements in teaching and learning, noting that NTFS winners from other institutions could also be invited.

(iii) That the event be held in the first week of the summer vacation, which would dovetail with events being held in the last week of term by the Reinvention Centre and would potentially allow for the involvement of some students, it being noted that it would be preferable for future events to be held in termtime wherever possible.

(d) WATE Awards

REPORTED:

That the following members of staff had been shortlisted as finalists for WATE Awards:

Dr Peter Corvi, Warwick Business School
Mr Jonathan Heron, English/Capital Centre
Caroline Jones, Centre for Lifelong Learning
Dr Cath Lambert, Sociology/Reinvention Centre
Ms Ruth Leary, Centre for Cultural Policy Studies
Dr Michael McMahon, Economics
Dr Paul Prescott, English/Capital Centre
Dr Paul Taylor, Chemistry/Reinvention Centre
Mr George Ttoouli, English & Comparative Literary Studies
Dr Nicholas Whybrow, Theatre Performance and Cultural Policy Studies

(e) Joint Degrees – Feedback from SSLCs (minute 8(i)/09-10 referred)

REPORTED:

That at its previous meeting on 9 February 2010, the Group considered 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, and resolved:

(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.

CONSIDERED:

A report from the Assistant Registrar (Teaching Quality) on responses received from the SSLCs as set out in paper QEWG.9/09-10

RECOMMENDED (to the AQSC):

- (i) That the 'Undergraduate Joint and Cross-Departmental Courses: A Good Practice Guide', as set out in QEWG 9/09-10 Appendix 2, be approved for implementation in 2010-11, subject to the amendment proposed in the paper being made.
- (ii) That the 'Student-Staff Liaison Committee Arrangements for Students on Joint or Cross-Departmental Courses', as set out in QEWG 9/10-11, Appendix 3, be approved for implementation and inclusion in the SSLC Handbook for 2010-11.
- (iii) That the Students' Union be invited to consult with students at the end of the spring term 2010-11 with a view to assessing the early impacts of the Good Practice Guide/SSLC Guidance, it being noted:
 - (A) That the results of this consultation could be considered by AQSC in the summer term 2010-11 and any recommendations discussed with Course Directors at the annual meeting anticipated in the Good Practice Guide.
 - (B) That proportionality would need to be applied in the application of the Good Practice Guide, given that the numbers of students on joint and cross-departmental courses would be low in some departments.
- (f) Teaching Enhancement and Student Success Fund (minute 5/09-10 (b)(iv) referred)

REPORTED:

- (i) That, at its meeting on 9 February 2010, the Working Group had resolved 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 the use of the TESS funds.

- (ii) That, when recipients of TESS funds under the competitive process were originally notified of the success of their application, they were also informed that they would be contacted in June 2010 to invite them to report back on their project.

RESOLVED:

That the reports on the use of TESS funds be brought to the next meeting of the Working Group for consideration, together with reports on the use of Teaching and Learning Enhancement Fund allocations from 2008-09.

- (g) Symposium on Social Learning Space (minute 9/09-10 referred)

RECEIVED:

An oral report on the Symposium on Social Learning Space from the Director of the Reinvention Centre, noting that it had been a informative event, attended by colleagues from across the EU

13/09-10 Personal Tutor Guidelines

REPORTED:

That, at its meeting on 9 February 2010, the Working Group considered an update from the University Senior Tutor on the progress of implementing the revised Personal Tutor Guidelines (Paper QEWG.6/09-10) and resolved 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 (minute 8/09-10 (f) refers).

CONSIDERED:

An updated report from the University Senior Tutor on the progress of implementing the revised Personal Tutor Guidelines as set out in paper QEWG.10/09-10

RESOLVED:

- (a) That the Senior Tutor may wish to consider the introduction of training for departmental senior tutors.
- (b) That there was a need to ensure that briefing sessions were aimed at existing staff as well as new staff.
- (c) That the issue of continuity for students be addressed and in particular that departments be requested to publish lists of Personal Tutors and their tutees on departmental websites, and that Personal Tutors be encouraged to keep paper records of meetings with their tutees on file.

- (d) That the proposal that an event be held which brought together departmental senior tutors and students to explore expectations of the personal tutoring system, be supported.
- (e) That the Senior Tutor comment on the policy on Personal Tutors for students on joint degrees, as set out in the draft 'Undergraduate Joint and Cross-Departmental Courses: A Good Practice Guide'.
- (f) That it be noted that the Senior Tutor would be bringing forward proposed amendments to the Personal Tutor Guidelines following further consultation with Faculty Boards.

14/09-10 King's Warwick project

RECEIVED:

An update report from the Senior Assistant Registrar (Teaching Quality), as set out in paper QEWG.11/09-10.

CONSIDERED:

A request from Kings that a list of suggested individuals to be invited to the Festival of Learning be provided.

RESOLVED:

That the issue be referred to the Group of Project Leaders and other stakeholders in the Project meeting on 1 June 2010 to discuss the outcomes of the Project.

15/09-10 Library Update

CONSIDERED:

A report from Antony Brewerton, Head of Academic Services in the Library, on the management of the Teaching Grid and the Learning Grid and reading lists, as set out in paper QEWG.12/09-10, it being noted that a key issue was how to promote the use of the Teaching Grid beyond the early adopters, and to ensure that staff understood that the role of the facility was not just to promote technology in teaching and learning but also generic innovation.

RESOLVED:

- (a) That the Teaching Grid Steering Group be requested to consider revisiting the decision that students not be permitted to use the Teaching Grid, noting that there may be benefits in inviting students to participate in specific events in the facility.
- (b) That the role of the Learning and Development Centre in the Teaching and Learning Grids be reviewed.
- (c) That the Institute for Advanced Teaching and Learning could be instrumental in promoting the Warwick Innovative Teaching Database.

16/09-10 Teaching and Learning Forums

REPORTED:

- (a) That the Teaching and Learning Forum of the Faculty of Science had been unable to meet.
- (b) That the Teaching and Learning Forum of the Faculty of Medicine was developing proposals for teaching and learning activities.
- (c) That the last meeting of the Teaching and Learning Forum of the Faculty of Arts had focused on 'Creativity in the Professions' and the next, to be held in the summer term, would focus on Student Support Services.

CONSIDERED:

The minutes of the Social Studies Teaching and Learning Forum, (paper QEWG.13/09-10), it being noted that the next meeting of the Forum would be likely to focus on outreach.

RESOLVED:

That a representative from the Learning and Development Centre be invited to attend the Faculty Teaching and Learning Forums.

17/09-10 Next meeting

REPORTED:

That the next meeting of the Group would be held in the Autumn Term 2010/11, on a date to be confirmed.