

UNIVERSITY OF WARWICK

Quality Enhancement Working Group

**Minutes of the meeting of the Quality Enhancement Working Group
held on Thursday 21 February 2008**

Present: Professor Karen O'Brien (Chair); Mr José Arroyo, Ms Sue Bennett, Mr Antony Brewerton, Mr Manus Conaghan, Mr John Dale, Dr Amanda Dowd, Professor Christina Hughes, Dr David Lamburn, Professor Anthony McFarlane, Dr Fergus McKay, Dr Paul O'Hare, Mr Peter Ptashko, Dr Martin Skinner, Dr Paul Taylor, Ms Roberta Wooldridge Smith

Apologies: Dr Seán Allan, Dr Ken Flint, Professor Jackie Labbé, Mr Sean Russell, Professor Carol Rutter

In attendance: Ms Jenny Bradfield, Dr Julian Moss; Ms Rachel Davis (for item 27/07-08)

23/07-08 Minutes of the previous meeting

RESOLVED:

That the minutes of the meeting of the Group held on 14 January 2008 be approved.

24/07-08 Matters arising

(a) Funding for teaching and learning projects (minute 14(b)/07-08 referred)

RECEIVED:

An oral report from the Secretary, noting that discussions were continuing regarding the re-establishment of a University fund to support departmental and Faculty teaching and learning enhancement projects.

(b) Times Higher Awards 2008 (minute 3(c)/07-08 referred)

REPORTED:

That the call for entries to the Times Higher Awards 2008, along with the criteria for the awards, would be published in March.

(c) Employability Strategy (minute 17/07-08 and AQSC minute 59/07-08 referred)

REPORTED:

(i) That the Working Group at its meeting on 14 January 2008 recommended to the Academic Quality and Standards Committee that the draft Employability

Strategy be approved as set out in paper QEWG 2/0-08;

- (ii) That the Academic Quality and Standards Committee at its meeting on 1 February resolved that the Director of the Careers Centre revise the draft Employability Strategy along the lines discussed at the meeting and re-present the revised version at the next meeting of the Committee [AQSC].

25/07-08 Strategic Overview of Enhancement Activities (minute 19/07-08 referred)

CONSIDERED:

A report from the Chair on strategic overview of enhancement activities and mechanisms for disseminating good practice, paper QEWG 10/07-08.

RESOLVED:

- (a) That the report from the Chair on strategic overview of enhancement activities and mechanisms for disseminating good practice be welcomed;
- (b) That the report form the basis of a searchable database of teaching and learning enhancement projects and interests, available through the University website and possibly hosted on the Teaching Grid website, using links to existing information and consistent tags or other meta-data as appropriate, noting the benefit of ease of updating and expanding afforded by dynamic webpages;
- (c) That consideration be given to appropriate methods of showcasing teaching and learning enhancement projects to external visitors to the University website, including potential students, as well as to current students;
- (d) That the report be circulated to members of the Group to enable easy onward transmission to other colleagues.

26/07-08 QAA Institutional Audit (minute 20/07-08 referred)

CONSIDERED:

A summary of the ongoing preparations for the QAA Institutional Audit taking place in the Autumn Term 2008-09, paper QEWG 11/07-08.

RESOLVED:

- (a) That the plan of preparations for the QAA Institutional Audit be approved as set out in paper QEWG 11/07-08.
- (b) That an early draft of the Audit briefing paper be considered at a future meeting of the Group.

27/07-08

Teaching Grid

CONSIDERED:

An oral report from the Teaching Grid Manager, Rachel Davis, on plans for the opening, ongoing work and evaluation of the new Teaching Grid, noting:

- (a) the Teaching Grid would open on 3 March, with the e-Learning Showcase Day taking place on 10 March and departmental inductions extending over a number of weeks;
- (b) the different flexible spaces in the Teaching Grid, including the experimental teaching space, the consultation area and the social discussion area, and the range of furniture, equipment and resources available for use;
- (c) initial staffing levels and the ethos of support in the Teaching Grid, including the creation of communities of practice, links between academic and teaching staff in different departments and faculties, and referrals on to central service departments and agencies which are in a position to assist with teaching and learning development;
- (d) that ongoing evaluation through a range of mechanisms will inform the evolution of the Teaching Grid as a space and a service, with a Working Group established to meet quarterly and review progress.

RESOLVED:

That plans for the opening, ongoing work and evaluation of the new Teaching Grid be welcomed, and that the following points be noted in its operations and evolution:

- (e) That the tension between whole-Grid bookings and drop-in availability would need to be managed carefully;
- (f) That the Teaching Grid could be an appropriate space to host events for Faculty enhancement groups;
- (g) That the Teaching Grid could be an appropriate space to host events involving or organised by external visitors, including colleagues from the Higher Education Academy and the subject centres;

28/07-08

Warwick Awards for Teaching Excellence

RECEIVED:

- (a) Overview paper from the Learning and Development Centre summarising the process for considering nominations for Warwick Awards for Teaching Excellence and including a grid

setting out the nominations received for 2008, paper QEWG 12/07-08;

- (b) Copies of the nominations received.

CONSIDERED:

Stage one nominations for Warwick Awards for Teaching Excellence for 26 colleagues, as summarised in paper QEWG 12/07-08.

RESOLVED:

- (c) That a number of named individuals be invited to submit full statements in the final stage of the Warwick Awards for Teaching Excellence scheme;
- (d) That a number of points made during discussion be borne in mind during future revisions to the process of nominations for Warwick Awards for Teaching Excellence, including the desirability of further support for student nominators or the inclusion of a staff supporting statement for student nominations, the possibility of requiring information from students for staff and self-nominations, and the appropriate amount of detail to be sought from all nominators.

29/07-08 Next meeting

REPORTED:

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

JDM/JB, 27.02.08

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