

UNIVERSITY OF WARWICK

Minutes of the meeting of the Quality Enhancement Working Group
held on Monday 26 February 2007

Present: Professor Michael Whitby (Chair), Ms Anne Bell, Ms Sue Bennett,
Dr Jay Dempster, Ms Cleo Longworth, Dr Mike Neary, Dr Paul Taylor

Apologies: Dr Paul O'Hare, Dr Zoe Radnor

In attendance: Ms Jenny Bradfield, Mr Manus Conaghan (for item 16/06-07),
Dr Julian Moss

14/06-07 Minutes of the Previous Meeting

RESOLVED:

That the Minutes of the meeting held on 13 November 2006 be approved.

15/06-07 Matters Arising

(a) Centres for Excellence in Teaching and Learning: Two-Year Evaluation (minute 11(a)/06-07 referred)

REPORTED:

- (i) That HEFCE required each Centre for Excellence in Teaching and Learning to carry out a self-evaluation by the end of July;
- (ii) That it was planned to consider drafts of the evaluations at this Group's meeting in the summer term.

(b) National Teaching Fellowship Scheme: Project Strand (minute 12(b)/06-07 referred)

REPORTED:

- (i) That the project bid led by Dr Trevor Hawkes submitted to the institutional project strand of the National Teaching Fellowship Scheme had not been selected to proceed to the second round;
- (ii) That a bid involving the Centre for Education and Industry in collaboration with the Department of Chemistry, the Royal College of Music and the University of Central England Birmingham is proceeding to the second round.

16/06-07

Warwick Awards for Teaching Excellence

RECEIVED:

- (a) Overview paper from the Centre for Academic and Professional Development summarising the process for considering nominations for Warwick Awards for Teaching Excellence, paper QEWG 17/06-07(a), including the criteria for stage one nominations at Appendix 2 and the criteria that would be used in assessing submissions from finalists at Appendix 3;
- (b) A grid setting out the stage one nominations received for Warwick Awards for Teaching Excellence, paper QEWG 17/06-07(b).

CONSIDERED:

Stage one nominations for Warwick Awards for Teaching Excellence for eighteen colleagues, paper QEWG 17/06-07(c).

RESOLVED:

- (c) That the 11 nominees noted at the meeting proceed to the final round;
- (d) That in respect of the two nominees noted at the meeting, the Chair discuss their nominations with the relevant Head of Department, Ms Cleo Longworth and Mr Manus Conaghan and consider on behalf of the Group if their nominations should proceed to the final round;
- (e) That it be noted that in advance of next year's round of nominations, the Centre for Academic and Professional Development would be developing separate guidance for students wishing to nominate a candidate for an Award;
- (f) That given the high standard of nominations received, a survey of departments be conducted to establish if departmental awards are available to recognise teaching excellence at a departmental level.

17/06-07

Chair's Action

Teaching Enhancement Awards (minute 5/06-07 referred)

REPORTED:

- (a) That the Chair had taken action on behalf of the Group since its last meeting to approve the granting of an Enhancing Practice Award to Dr Evor Hines and Dr Daciana Iliescu for their project 'Exploring Equality and Diversity in Education', the award being £2,945, following satisfactory clarifications of a number of points raised at the last meeting of the Group;

- (b) That the Chair had taken action on behalf of the Group since its last meeting to approve the granting of an Enhancing Practice Award to Dr Magnus Richardson and Dr Mark Wall for their project 'Computer-Based Biology Practicals', the award being £1,342, following satisfactory clarifications of a number of points raised at the last meeting of the Group;
- (c) That the Chair had taken action on behalf of the Group since its last meeting to approve the granting of an Enhancing Practice Award to Professor Alison Rodger for her project 'Introduction to Science Communication', the award being £3,000, following satisfactory clarifications of a number of points raised at the last meeting of the Group;
- (d) That the Chair had taken action on behalf of the Group since its last meeting to resolve that a Disseminating Practice Award not be made to Mr Matthew Costa for his project 'A randomised trial of group discussion versus lectures in orthopaedic undergraduate teaching'.

18/06-07 Chair's Business

Leitch Review of Skills

REPORTED:

- (a) That the Chair and Dr Russell Moseley (Director, Centre for Lifelong Learning) had attended a number of meetings related to the Leitch Review of Skills and associated issues concerning employer engagement, it being noted that the University considers ensuring students enhance their employability to be a key part of its mission;
- (b) That the University was further considering the most effective mechanisms for the continued delivery of skills-based training to students.

19/06-07 Warwick's Future and the Distinctiveness of a Warwick Education

REPORTED:

That the Chair continued to be involved in discussions concerning the development of the University's future strategy and was taking forward connected discussions of the distinctiveness of a Warwick education.

20/06-07 Education Innovation Fund

RECEIVED:

An oral report from the Secretary on the recent fourth and the ongoing fifth rounds of bidding to the Education Innovation Fund.

RESOLVED:

That the Secretary circulate to members of the Group a list of the funds allocated in the fourth and fifth rounds of bidding to the Education Innovation Fund once these are finalised.

21/06-07 Embedding E-Learning Challenge Fund (minute 10/06-07 referred)

RECEIVED:

An oral report from the Secretary on the allocation of money from the Embedding E-Learning Challenge Fund.

RESOLVED:

That the Secretary circulate to members of the Group a list of the funds allocated from the Embedding E-Learning Challenge Fund once finalised.

22/06-07 QE Funding streams 2007-08 and 2008-09

REPORTED:

- (a) That £95,000 had been allocated to a TQEF Teaching and Learning Challenge Fund for 2007-08, and that £105,000 had been allocated to a TQEF Teaching and Learning Challenge Fund for 2008-09 (subject to confirmation in HM Treasury's Comprehensive Spending Review), as noted in paper QEWG 14/06-07), and that this T&L Challenge Fund will replace this year's Embedding E-Learning (EEL) Challenge Fund, whose guidelines were as set out in paper QEWG 15/06-07;
- (b) That substantial money remained from the original allocation to the Vice-Chancellor's Education Innovation Fund, which currently operated according to guidelines set out in paper QEWG 16/06-07.

CONSIDERED:

Methods of allocating TQEF and EIF monies during 2007-08 and 2008-09.

RESOLVED:

- (a) That for 2007-08 and 2008-09 TQEF and EIF monies be combined as a single fund, and that the objectives of the combined fund be clearly defined;
- (b) That applications to the combined fund continue to be in accordance with fixed deadlines, it being noted that applicants should be given as much notice as possible of the deadline for each round of bidding;

- (c) That two bidding rounds operate in 2007-08 with the deadlines fixed for the end of the Autumn Term 2007 and the end of the Spring Term 2008;
- (d) That the Secretariat prepare a progress report on the projects funded by EIF and TQEF monies for consideration by the Group.

23/06-07 Visit from Nagoya University, Japan

CONSIDERED:

A report from Ms Sue Bennett, Director, Centre for Academic and Professional Development, on the recent visit to the University by three colleagues from Nagoya University, Japan, paper QEWG 12/06-07, it being noted that Dr Michaela Borg (Academic Adviser, CAPD) would be conducting a follow-up visit to Nagoya University.

24/06-07 e-learning showcase day

RECEIVED:

An outline of an e-learning showcase day, planned to take place in the Learning Grid towards the end of the summer term 2007, paper QEWG 13/06-07.

25/06-07 Possible visit from QAA Chief Executive

CONSIDERED:

An offer to visit the University from Mr Peter Williams, Chief Executive, QAA, to discuss quality assurance and enhancement issues with this Group or another appropriate forum.

RESOLVED:

That a visit from Mr Peter Williams would be welcome and that further consideration be given to the potential format and date of the event.

26/06-07 Next meeting

REPORTED:

That the date and time of the next meeting of the Group would be decided in due course.