

SCONUL WORKING GROUP ON QUALITY ASSURANCE

Minutes of Meeting held on 15th May 2001 at the SCONUL Secretariat

Present:

Jeremy Atkinson – University of Glamorgan (Chair)
Michael L. Breaks – Heriot-Watt University (Secretary)
Julie Howell – University of North London
Ann Mathie – Cheltenham & Gloucester College of Higher Education
Scott Robertson – University College Chichester
Keith Webster – School of Oriental & African Studies

Apologies:

Elizabeth Heaps (University of York), Howard Nicholson (University of Bath), Alison Allden (University of Warwick), Nik Pollard (Kingston University) and Ian Winkworth (University of Northumbria)

1. The Working Group expressed their thanks to Howard Nicholson, Nik Pollard and Ian Winkworth for their contribution to the Group.

2. **Previous Minutes of Meeting**

The minutes of the previous meeting dated 12th October 2000 were approved.

3. **Actions**

1. Michael Breaks to contact Elizabeth Heaps regarding liaison with ILT.
2. Scott Robertson to complete the Aide Memoire for the evaluation of learning resources support for Initial Teaching Training.
4. Was on the Agenda.
5. Was on the Agenda.
6. This had been done and a number of new members had joined the Working Group.
7. It was agreed to take no further action regarding Media Services.
8. On the Agenda.
9. On the Agenda.

4. **Matters Arising**

Item 12 previous minutes

It was agreed to invite Bill Simpson, Trinity College Dublin, to a future meeting to increase liaison with CONUL.

Item 13 previous minutes

The Working Group would revisit the practice of pulling together a volume of working papers on institutions' practices for handling QAA visits, when the new procedures were in place.

5. **Action Plan 2001**

This was tabled and endorsed by the meeting.

SCONUL WORKING GROUP ON QUALITY ASSURANCE

6. Review of Previous Activities of the Group

Jeremy Atkinson provided a brief history of the SCONUL Quality Working Group; on its expansion to include a representative of UCISA; and on how it had established useful channels of communication with QAA and its predecessor bodies.

7. QAA Matters

- a) Draft 1 of the Aide Memoire for Assessors Evaluating Learning Resources had been prepared by Nik Pollard. The draft was agreed and Jeremy Atkinson would finalise the text. The Aide Memoire had been sent to QA, where it had been well received as a helpful contribution, and was in use as part of the training of Assessors, which is undertaken by HESDA.

The Working Group would keep the Aide Memoire under review.

- b) Jeremy Atkinson had met with Nicola Channon on 30th April. The first set of Benchmarking had been completed and the second set was now out for consultation.

In England the Continuation Audit would continue until December 2001 and then be replaced by Institutional Review. The Secretary of State had indicated that in England and Wales he wished the QAA to implement sampling as part of a 'light touch' approach, but it was not clear how this would be applied by QAA.

8. Scottish Quality Matters

Michael Breaks reported that a number of Scottish Universities had been visited by QAA panels – in all cases there was a concentration on process. How effectively were the communications – both formal and informal – between the academic departments and the Library (in both directions). Need to show minutes of meetings and other supporting materials to support statements about communication. One Team had visited the Library, others had not, but in general there was no discussion of Library stock issues. In general, learning resources did not appear to be high on the agenda of the QAA Teams.

9. English Quality Matters

Subject visits were still continuing in England, with the new process to be in place from January 2002.

10. Welsh Quality Matters

The new process would begin from January 2002.

11. SCONUL Web Site

The web weaver for the Quality web site is Wayne Morris at University of Glamorgan. It was agreed that Michael Breaks would supply content for the site – Membership Details, Minutes, Aide Memoires - and that the site would not be password protected. 'Useful Links' to other relevant sites would also be investigated.

12. Mailing List

The SCONUL office would establish a mailing list for the Group:

LIS-SCONUL-QUALITY@JISCMAIL.AC.UK

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13. Date of Next Meeting

This would be in October 2001 and Jeremy Atkinson would e-mail the Group with possible dates.

Actions Agreed at this Meeting

1. Michael Breaks to write to Howard Nicholson, Ian Winkworth and Nik Pollard to thank them for their contribution to the Working Group.
2. Jeremy Atkinson to finalise text of Aide Memoire for QAA.
3. Scott Robertson to finalise text of Aide Memoire for Initial Teacher Training.
4. Jeremy Atkinson would continue liaison with Nicola Channon at the QAA.
5. Michael Breaks to liaise with SCONUL office regarding publication of QAA Aide Memoire as a SCONUL Publication.
6. SCONUL office to set up a mailing list for the Group.
7. Michael Breaks to develop Quality website with Wayne Morris.
8. Jeremy Atkinson to update SCONUL and UCISA members on quality matters.