

SCONUL WORKING GROUP ON QUALITY ASSURANCE

Minutes of Meeting held on 20 April 2007 at the SCONUL Secretariat

Present:

Scott Robertson - University of Chichester (Chair)
Michael Breaks - Heriot-Watt University (Secretary)
Ann Mathie – University of Gloucestershire
Helen Fletcher – Buckinghamshire Chilterns University College (UCISA)
Charlotte Jarvis – University of Birmingham
Keith Buckman – Royal Holloway College (SCHOMS)

1. **Minutes of the Previous Meeting**

The minutes of the previous meeting dated 27 September 2006 were approved as a correct record.

2. **Membership**

Scott Robertson is the new Chair of the Working Group. Following the resignation of Jeremy Atkinson, the Group lacks a representative from Wales and the Chair has contacted WHELP to seek a Welsh representative but no-one has yet volunteered. This will be pursued.

Action: Scott Robertson

3. **National Student Survey (NSS)**

It was confirmed that, following a review, the National Student Survey is continuing with the same Learning Resources questions. It was confirmed that the Group would monitor the operation of the NSS on behalf of SCONUL and, liaising with UCISA and SCHOMS, would seek to influence HEFCE to make the Survey more effective. The Chair would liaise with the Chair of the Working Group of Performance Improvement, of which Charlotte Jarvis was now a member.

Action: Scott Robertson

4. **Internal Quality Processes**

Institutions operate a range of internal quality processes and it was agreed that a useful service for the membership would be for the Group to collect information on the variety of these processes. Helen Fletcher will prepare and send a draft circular to the Group for comment before circulation to the wider membership.

Action: Helen Fletcher

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5. QAA Developments

The Chair had met with Rachael Maher, the new contact in QAA. The new round of institutional audits was starting with small specialist institutions in England including University College Falmouth. It was agreed that the Chair would obtain a report from Falmouth for circulation to the membership and try to identify and contact other colleges being audited to obtain further reports. The new focus is on the students' viewpoint and on how Learning Resources can be confident that they are enhancing the student learning. It was agreed that the QAA did not appear to be fully aware of the role of the library in supporting e-learning and the Group should prepare advice and examples for QAA Auditors.

Action: Scott Robertson and Helen Fletcher

In the light of QAA's new focus, there is a need to review the existing SCONUL guidance to members.

Action: Scott Robertson

6. Welsh Quality Matters

It was reported that institutional reviews, based on an enhanced-centred approach, are being undertaken in Wales.

7. Scottish Quality Matters

The Scottish Funding Council is undertaking a review of quality assurance and enhancement of learning and teaching in Scotland's colleges and universities, chaired by a vice-president of the NUS. It is due to report by September 2007.

8. SCHOMS

Keith Buckman reported that SCHOMS had recently completed VFM for Print Project which is available at: www.lboro.ac.uk/mediaservices/ex/schoms/printing/index.html

9. Web Site

The Group's web site is now managed by Lindsay Da Silva, University of Chichester

10. Action Plan

The updated Action Plan was circulated and agreed.(attached)

11. Date of Next Meeting

The next meeting will be held in September/October and the Secretary will circulate for dates nearer the time.

Action: Michael Breaks