

## SCONUL/UCISA WORKING GROUP ON QUALITY ASSURANCE

Minutes of Meeting held on 26 November 2004 at the SCONUL Secretariat

- Present:** Jeremy Atkinson - University of Glamorgan (Chair)  
Michael Breaks - Heriot-Watt University (Secretary)  
Scott Robertson - University College Chichester  
Brian Clifford - University of Leeds  
Ann Mathie – University of Gloucestershire
- Apologies:** Cathryn Gallacher – University of Bristol  
Helen Fletcher - Buckinghamshire Chilterns University College (UCISA)  
Biddy Fisher – Sheffield Hallam University
- Copies:** Wayne Morris - University of Glamorgan

### 1. Apologies

Helen Fletcher, Buckinghamshire Chilterns University College (UCISA)  
Biddy Fisher, Sheffield Hallam University  
Cathryn Gallagher, University of Bristol

### 2. Minutes of the Previous Meeting

The minutes of the previous meeting dated 22 June 2004 were approved as a correct record.

### 3. Matters Arising from the Minutes

5. The revised *SCONUL Guidelines for QAA Institutional Audit* has been placed on the SCONUL web site.
6. Jeremy Atkinson has e-mailed lis-SCONUL requesting additional institutional self-assessment documents and reflective post-audit views.
9. Quality Assurance of NHS-funded HE programmes – To be followed up at a future meeting.
14. HE Quality Assurance Overseas – This will form an agenda item of a future meeting.

### 4. QAA Developments

Jeremy Atkinson reported that he had not met with Nicola Channon since the last meeting. He reported that the QAA were reviewing and revising various sections of the Code of Practice. The first sections to be revised are: Postgraduate Research Programmes; Collaborative Provision and Flexible and Distributed Learning; External Examining.

The QAA had commissioned an external evaluation of institutional audit and were evaluating internally their own procedures. He understood that some input from SCONUL by Easter 2005 would be helpful to the QAA and our response would be likely to focus on the key role of Learning Resources in supporting learning and teaching. Jeremy Atkinson would prepare a draft response, after seeking input from SCONUL and UCISA members.

**Action: Jeremy Atkinson**

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### 5. SCONUL Strategic Plan

Jeremy Atkinson reported that the Executive Board is reviewing the role and performance of the Advisory Committees and how they contribute to the Vision, Mission and Aims of SCONUL. He had emphasised that there is a continuing need for a Quality Group as the 'Quality Regime' is constantly changing and its importance to an institution will change depending on the auditing cycle. He had advised the Executive Board that the Working Group's two 'killer applications' were the good personal links it has to the QAA and the services to members via the web site.

### 6. Feedback on Institutional Audit

Brain Clifford reported on the institutional audit of Leeds University which had produced some positive comments on Learning Resources. The Library had contributed to the SED and had been able to comment on the full document. He stressed the need for Learning Resources to be involved in all subject reviews which then contribute to the full institutional audit. Reports on Leeds and Gloucester's experiences will be added to the web site.

**Action: Brian Clifford/  
Ann Mathie**

### 7. Scottish Quality Matters

Michael Breaks reported on the Scottish Quality Enhancement approach which was based on quality enhancement across the sector. The two themes for 2003 were Assessment and Responding to Student Need and for 2004 Employability and Flexible Delivery. A broader and more long-term approach is being developed beyond 2005 based on a more global set of issues and themes that might be most usefully addressed over a five-year period. This structure is supported by a cycle of Institutional Audit.

### 8. Welsh Quality Matters

Jeremy Atkinson noted the censure on the quality regimes of the University of Wales. A new six-year cycle of Institutional Review is in place. Institutions with reviews scheduled in the later half of the first six year cycle are required to submit a progress report on how they have addressed the findings of previous reviews. There is no programme of subject reviews.

### 9. SCONUL Web Site

(i) It was agreed that Jeremy Atkinson and Michael Breaks would chase Welsh and Scottish members respectively for reports to be added to the web site.

**Action: Jeremy Atkinson/  
Michael Breaks**

(ii) It would be useful to link directly from the web site to the reports of individual audits on the QAA web site.

**Action: Michael Breaks**

### 10. Date of Next Meeting

This would be in May 2005 – date to be confirmed.

**Action: Michael Breaks**