

SCONUL WORKING GROUP ON QUALITY ASSURANCE

Minutes of Meeting held on 22 November 2007 at the SCONUL Secretariat

Present:

Scott Robertson - University of Chichester (Chair)
Michael Breaks - Heriot-Watt University (Secretary)
Keith Buckman – Royal Holloway College (SCHOMS)

Apologies:

Ann Mathie – University of Gloucestershire
Helen Fletcher – Buckinghamshire Chilterns University College (UCISA)
Charlotte Jarvis – University of Birmingham

Copies:

Lindsay Da Silva – University of Chichester

1. **Minutes of the Previous Meeting**

The minutes of the previous meeting dated 20 April 2007 were approved as a correct record.

2. **Membership**

SR confirmed that Paul Jeorrett, User Services Manager at NEWI had joined the Working Group to represent Welsh members.

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

SR reported that he had held some discussion with the Chair of the Performance Improvement Advisory Committee and it has been agreed that reports of audits will also appear on the VAMP web site. There is a need to work with the PI Committee to explore how to make the statements referring to libraries in the National Student Survey more appropriate and meaningful, perhaps with the addition of optional additional questions.

Action: Scott Robertson

4. **Internal Quality Processes**

SR reported that there had been limited progress and HF will be asked to draft a SCONUL circular for the next meeting.

Action: Scott Robertson and Helen Fletcher

5. **SCONUL Guidelines for QAA Institutional Audit**

The SCONUL Guidelines for QAA Institutional Audit in England and Wales had been provided to QAA and some amendments had been made in the light of their advice and the revised document is on the SCONUL web site. There is a need to promote the Guidelines with the SCONUL membership through Focus or through an email.

Attempts to elicit more accounts from members of their experience of QAA Audit had not been successful as most Librarians had not been directly involved. The account from Chichester was now listed on the web site.

Action: Scott Robertson

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6. QAA Developments

SR had met with Rachel Maher and the notes of the meeting were circulated. It was suggested that all members of the Group joined the QAA news mailing list – qaa-news@jiscmail.ac.uk –

Action: ALL

7. Welsh Quality Matters

NEWI and Lampeter had been reviewed recently and it was hoped to obtain feedback from both institutions.

Action: Paul Jeorrett

8. Scottish Quality Matters

The Scottish Funding Council had recently issued The Report of the Joint Quality Review Group on new arrangements for quality assurance and enhancement of learning and teaching in Scotland's colleges and universities for consultation and SCURL would be formally responding to this. The SCURL response would be provided to the Working Group.

Action: Michael Breaks

9. Revised Action Plan

Remit: The addition of working with SCHOMS was noted.

Section 2: MB would contact Cath O'Donovan to discuss how mechanisms could be developed to work more closely with the CILIP/SCONUL Health Strategy Group.

Section 4: All members were requested to provide possible links with relevant professional body websites.

Section 5: The Working Group would actively engage with CHELSA (Committee of Higher Education Libraries in South Africa) to support them in their development of a quality agenda and supportive statistics.

Section 7: The SCHOMS Report on Managing Print and Copying in Higher Education was noted.

Action: Scott Robertson

10. Cost Planning

The costs attached to the Group are travel and meetings with QAA. It was noted that the Executive Board was receptive to requests for consultancy/project funding if these furthered SCONUL's priorities.

11. Date of Next Meeting

The next meeting will be held in April 2008, the Secretary will circulate for dates nearer the time.

Action: Michael Breaks