

## SCONUL Working Group on Quality Assurance

Minute of the meeting held on 23 October 2009

at the SCONUL Secretariat

### Present:

Scott Robertson – University of Chichester (Chair)  
Gordon Hunt – University of the West of Scotland (Secretary)  
Ann Mathie – University of Gloucestershire  
Carole Pickaver – University of Kent

### Apologies:

Paul Jeorrett – Glyndwr University

<b>1</b>	<b>Membership</b>	
1.1	The Chair recorded thanks to Michael Breaks for his service to the Group and welcomed Gordon Hunt as the new Scottish representative and Secretary. Thanks were also recorded to Sonia Mills for her assistance with the minutes during Michael's tenure.	
1.2	The Chair noted that this was his last meeting and that Carole Pickaver would take over as Chair from the next meeting.	
1.3	It was noted that the Group did not have a UCISA representative but that minutes and papers would be forwarded to the UCISA Executive Secretary, Peter Tinson.	Action: GH
1.4	No apologies had been received from the SCHOMS rep. GH would ensure that they received minutes, papers and invites to future meetings.	Action: GH
<b>2</b>	<b>Minutes of the previous meeting – 29 May 2009</b>	
2.1	The minutes were approved as a correct record with one minor spelling correction.	
<b>3</b>	<b>Matters arising</b>	
3.1	Minute 2 (29 May 2009): The SCONUL Executive had accepted Carol Pickaver's nomination as Chair.	
<b>4</b>	<b>Action plan</b>	
4.1	The Chair introduced the updated Action Plan.	
4.2	It was noted with thanks that Stuart Brownrigg (University of Kent) would take over the maintenance of the website.	
4.3	It was agreed to repeat the survey on internal quality processes in the hope of obtaining more examples of practice. Carole Pickaver would chase those institutions who have been through audit to submit their reports.	Action: CP/GH
4.4	Carole Pickaver would pick up the issue of adding information	Action:

	to the QA tab on the Performance Portal from the Chair.	CP
4.5	It was agreed that a 'tidied-up' version of the updated action plan would be put onto the web pages and the Group approved this as the current version.	Action: SR/CP
<b>5</b>	<b>CILIP</b>	
5.1	It was noted that Paul Jeorrett had set up a Foundation Degree in Librarianship at Glyndwr University and would be meeting with CILIP about accreditation. Paul would be asked to report back to the Group on progress.	Action: PJ
<b>6</b>	<b>QAA developments</b>	
6.1	A report from the Chair on QAA developments is appended to the minutes.	
<b>7</b>	<b>Welsh quality matters</b>	
7.1	Owing to Paul Jeorrett's absence there was no report at this meeting.	
<b>8</b>	<b>Scottish quality matters</b>	
8.1	Owing to Michael Breaks' retirement there had been little progress on guidelines for library engagement with ELIR in Scotland. Gordon Hunt confirmed that this would be an item on future SCURL agendas and that he would make contact with appropriate individuals in the QAA and SFC to progress the creation of guidelines.	Action: GH
<b>9</b>	<b>NSS and WGPI</b>	
9.1	It was agreed that Ann Mathie would be the Group's representative on the Joint Working Group on the NSS. Carole Pickaver would inform the Secretary of the SCONUL Working Group on Performance Information. The Group would send thoughts on the questionnaire wording to Ann. The aim of the Joint Working Group was to influence the wording of the Library Resources section of the 2010-11 NSS.	Action: CP/All
<b>10</b>	<b>SCONUL/UCISA/SCHOMS register of contacts</b>	
10.1	It was agreed that a register of contacts was desirable and that this would need to be made available to all partners. This would be discussed with the SCONUL Secretariat.	Action: CP/GH
<b>11</b>	<b>International activity</b>	
11.1	Carole Pickaver would pursue potential links with IFLA.	Action: CP
<b>12</b>	<b>AOCB</b>	

12.1	It was noted that the Group's annual report was due by the end of November. The Chair would draft this and circulate for comments.	Action: SR
12.2	It was agreed that additional members for the Group would be sought and that individuals from deputy level should be encouraged to participate to assist with succession planning.	Action: CP/GH
12.3	Carole Pickaver thanked Scott Robertson for his 15 years of service to the Group and wished him well for the future. This was enthusiastically endorsed by all members of the Group.	
<b>13</b>	<b>Date of next meeting</b>	
	Members would be circulated for dates for the Group's meetings in 2010.	Action: GH