A meeting of the Quality Forum was held on Tuesday 12th February at 10.00 am.

**Present:** Dr L McLellan (Convener), Ms Rachel Doherty (DUSA), Ms PM Elliott, Dr J Hughes, Ms H Marr, Dr C Normand, Dr A Reeves, Dr D Walker, Dr L Walsh, Ms V White, Dr W Whitfield.

**Apologies:** Professor D Coates, Mr I Kennedy, Dr K Petrie.

**In Attendance:** Dr M Glover.

1. **Minutes**

**Resolved:** to approve the minutes of the meeting of the Quality Forum meeting of 29th October 2012 & ELIR Working Group Meeting 4th December 2012.

2. **Matters Arising**

**Meeting of 4th December 2012: AOB – Promotion of ELIR**

The Forum noted that a number of opportunities to engage with staff on ELIR and quality issues were imminent – including Academic Council, College Boards, through a special edition of Highlighter as well as the workshops. Members of the Forum suggested other ways of communicating progress that might be helpful – including blogs, Hermes messages, social media and eContact.

3. **ELIR Workshops**

**Feedback from Workshop 1**

The Convener outlined the approach taken at Workshop 1 on 24th January. Participants were grouped by College with a separate group for SASS staff. Each group was then asked to consider (i) how the University has developed since the last Review and (ii) the methods that we use to measure quality and performance.

The Forum noted that a range of issues were identified by the workshop participants. It was acknowledged that some of these (the teaching environment, for example) will be explored as part of the planned quality review of student support. Other issues both positive (i.e. student satisfaction) and negative (i.e. staffing, communication and
timetabling) will form the basis of future activity feeding into the production of the reflective analysis.

The Forum also noted that notes from the Workshop will be distributed in due course.

**Planning for Workshop 2**

Forum decided that the main item for the next workshop should be quality enhancement with respect to the student experience and learning & teaching issues. The workshop would be based around college groups with student and SASS representatives in each group.

Forum also agreed that the questions to be addressed at the workshop should be sent out to participants in advance of the meeting.

4. **Review of Student Support Environment Update**

The Forum noted that unit heads across the student support services have been consulted on the terms of the review and agreement reached that an “all in one” approach be taken. The Forum also noted that the next step would be to identify a project lead and to produce a detailed timetable.

5. **Evaluation of Student Feedback (NSS) Project Update**

The Forum noted that the project was progressing well and that a report will be made to the Learning & Teaching Committee in March 2013.

6. **Quality Enhancement (formerly QAF) Website update**

The Forum noted that Web Development had provided support for the migration and redesign of the QAF website – to be re-launched as the Quality Enhancement Framework (QEF) website.

7. **Any Other Business**

The Forum noted that nominations had now closed for the DUSA Executive Elections to be held on 6-8th March 2013.

8. **Dates of Next Meetings**

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<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>ELIR Workshop 2</td>
<td>26th February 2013</td>
<td>2-4pm</td>
<td>Carnelley CB24B</td>
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<tr>
<td>Quality Forum</td>
<td>29th April 2013</td>
<td>10am-12noon</td>
<td>River Room 3</td>
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