

UNIVERSITY OF WARWICK

**e-Learning Steering Group**

Minutes of the meeting of the e-Learning Steering Group of the Information Policy and Strategy Committee and the Academic Quality and Standards Committee held on Monday 20 February 2012

Present: Professor A Caesar (Chair), Mr M Conaghan, Dr D Davies, , Professor M Pigott, Mr S Ruston, Professor D Singer, Professor J Smith, Ms M Stott, Dr D Wood

Apologies: Mr A Brewerton, Dr M Joy, Dr J Robinson, Professor S Shapiro,

In attendance: Ms K Gray, Mr R McIntyre, Mr M Roberts

8/11-12 Minutes

RESOLVED:

That the minutes of the meeting held on 28 November 2011 (previously circulated, and available on the Governance website at: <http://go.warwick.ac.uk/committees/e-learning/minutes/> be approved.

9/11-12 E-Learning Advisory Service Annual Report 2010/11 (minute 5/11-12 referred)

REPORTED:

(a) That, at its meeting on 28 November 2011, the Group received the annual report on the work of the E-Learning Advisory Service 2010/11 alongside priorities for 2011/12, and resolved that an overview report on e-learning projects across the University be brought to the next meeting of the Committee.

(by the Head of Service Development, IT Services):

(b) That, given the range and diversity of e-learning projects being taken forward across the University, both led by the E-Learning Advisory Service and departments, it had not yet been possible to bring forward an overview report for the Steering Group.

RESOLVED:

That an overview report be brought to the next meeting of the Committee at its meeting.

10/11-12

E-learning Planning (minute 4/11-12 referred)

REPORTED:

That, at its meeting on 28 November 2011, the Group considered a presentation by the Head of Service Development, IT Services on planning of e-learning developments, and resolved (*inter alia*) that a report on the outcomes of Mr R O'Toole's [e-learning advisor] review of departmental developments be brought to the next meeting of the Committee.

CONSIDERED:

A presentation from Mr R O'Toole, e-learning advisor on an initial survey on departmental engagement with e-learning developments (Paper ELSG 5/11-12) noting:

- (a) That the survey had covered institutional provision of software; technology used by staff and students (sometimes not provided by the institution); service and staff development.
- (b) That Ms E King of the Learning and Development Centre was developing an E-learning Network to exchange expertise in this area.
- (c) That the survey had demonstrated the diversity in engagement with and perceived usefulness of e-learning solutions between departments.
- (d) That a future survey of this nature might consider pedagogical drivers as well as technological drivers.

RESOLVED:

That IT Services and the Learning and Development Centre develop proposals for undertaking a wider online survey with the outcomes being brought back to the Steering Group at a future meeting.

11/11-12

Institutional Review of Teaching and Learning

CONSIDERED:

The thematic report on e-learning arising from the Institutional Review of Teaching and Learning which took place during November 2011 (paper TLR 82/11-12).

REPORTED: (by the Chair)

- (a) That the key service providers would be invited to submit a paper on the key themes to be considered in the Faculty engagements, of which e-learning and the introduction of a Virtual Learning Environment would be one.

(by Dr Davies):

- (b) That there were a wide range of e-learning activities offered by Warwick Medical School that the thematic report did not reflect.

RESOLVED:

That the report and the recommendations contained therein be noted.

12/11-12

Virtual Learning Environment (VLE)

CONSIDERED:

A proposal from the Director of IT Services to seek investment in a Virtual Learning Environment at the University (paper ELSG 4/11-12).

REPORTED: (by the Director of IT Services)

- (a) That there were differing perceptions as to what a VLE might provide, including a system to support student administration, a means to enhance students' learning and audio-visual equipment.
- (b) That there was a balance to be struck between consistency of provision and flexibility.
- (c) That it was anticipated that initially Sitebuilder would continue to operate alongside a VLE, recognising that departments would move at differing paces in implementation.
- (d) That consideration had to be given to the option of undertaking a home-grown development for a local community which was responsive to its needs and the option of implementing a development for a much wider community which would therefore be less bespoke but which would benefit from being informed by that wider community.
- (e) That the decision as to which was preferable for the University would be informed by the speed of implementation.

(by the Learning and Development Manager):

- (f) That it would be necessary to reflect on pedagogical considerations before implementing e-learning solutions;

(by the Students' Union Education Officer):

- (g) That students had expectations which would be formed by their experiences at other institutions.

(by Dr Wood):

- (h) That there was a considerable amount of functionality in Sitebuilder that would be found in a VLE but that it was dispersed.

(by Dr Davies):

- (i) That some core functionality was missing from Sitebuilder, an example being a repository.
- (j) That the proposal focused on the development as an IT development rather than an academic development.
- (k) That, should the proposal be approved, consideration would need to be given to how the project should be taken forward and how academic departments would be involved.

(by Professor Pigott):

- (l) That it would be preferable to have a unified approach to VLE provision.

RESOLVED:

- (a) That the proposal to introduce a VLE be supported.
- (b) That the JISC report 'Tangible Benefits of E-Learning' be circulated to members.

13/11-12

Next meeting

REPORTED:

That the next meeting of the Group will be held at **9am on Thursday 3 May 2012** in the Council Chamber, University House.