

UNIVERSITY OF WARWICK

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 Friday 26 January 2007

Present: Dr David Davies (in the Chair), Dr Kate Astbury, Mr Antony Brewerton,  
Mr John Dale, Dr Jay Dempster, Dr Keith Leppard

Apologies: Professor Michael Whitby, Ms Anne Bell, Ms Cleo Longworth,  
Professor Alan Neal, Professor Donald Singer

In attendance: Ms Jenny Bradfield, Mr Steve Carpenter, Dr Trevor Hawkes (for item  
17/06-07), Mr Daryl Hindmarsh, Dr Julian Moss

15/06-07 Minutes

RESOLVED:

That the minutes of the meeting held on 24 October 2006 be  
approved.

16/06-07 Matters arising

(a) JISC (minute 9/06-07 referred)

REPORTED:

That a bid had been submitted to the JISC Learners' Experience of E-learning programme for an Institutional Studies project in partnership with the University of Northumbria entitled 'Students' Blended Learning User Patterns', and that the outcome of the bid would most likely be known in February.

RECEIVED:

A copy of the cover sheet accompanying the bid, paper EL22/06-07 (tabled).

CONSIDERED:

The availability within the University of precedent bids to support those applying for both internal and external funding.

RESOLVED:

That the Secretariat discuss with Research Support Services the existing resources available to those applying for both internal and external funding, and report to the next meeting of the Group.

- (b) TQEF/Pathfinder: Embedding E-Learning Challenge Fund  
(minute 7/06-07 referred)

RECEIVED:

An oral report from the Secretary on the ongoing bidding process to the EEL Challenge Fund, noting that:

- (i) nine expressions of interest had been received, and that each of the nine potential applicants had been invited to submit a full bid;
- (ii) the number of bids received had been less than in previous years.

CONSIDERED:

The reasons for the low submission rate and the desirability of replacing the current system with a rolling bid process, which may encourage a greater number of applications.

RECOMMENDED (to the Quality Enhancement Working Group):

- (iii) That arrangements for funding streams available in 2007-08 be agreed this term, if possible.
  - (iv) That for 2007-08 consideration be given to the possibility of replacing the existing process of bidding rounds with fixed deadlines, with a rolling bid system.
- (c) IPR and e-learning materials (minute 12/06-07 referred)

RECEIVED:

An oral report from the Assistant Secretary on ongoing discussions around IPR and e-learning materials, noting in particular that:

- (i) the University did not currently have an institution-wide policy on IPR;
- (ii) any discussion of IPR and e-learning materials would need to take into account wider discussions within the University.

- (d) e-learning benchmarking (JISC/HEA) (minute 10/06-07 referred)

CONSIDERED:

The self-evaluation results from all five institutions in the benchmarking sub-group, paper EL 7/06-07 (tabled).

RESOLVED:

- (i) That the self-assessment questions and the results of the benchmarking exercise be considered further, including by Faculty IT Committees, in conjunction with the forthcoming international e-learning benchmarking exercise, as set out in minute 19/06-07.
- (ii) That the Secretariat provide Chairs of Faculty IT Committees with copies of the self-assessment questions and the results of the benchmarking exercise.

17/06-07 TQEF funding progress report and Computer-Aided Assessment

RECEIVED:

A survey of Science departments' CAA Needs Analysis presented by Dr Trevor Hawkes, paper EL 17/06-07, noting in particular that:

- (a) there was high demand within Science departments for support to introduce CAA;
- (b) although the project was sustainable within departments in the long-term, further funding would be required in the short-term to aid continued implementation of CAA across departments;
- (c) a more flexible approach to booking computer suites for large scale invigilated CAA tests would be essential.

CONSIDERED:

Interim Evaluation of Phase 1 of the TQEF-funded CAA Project in the Faculty of Science, prepared by Dr Jay Dempster, paper EL 16/06-07.

RECOMMENDED:

- (d) To the Information Policy and Strategy Committee

That IT Services be asked to consider developing a policy for booking spaces for invigilated CAA tests.

- (e) To the Space Management Group

That the potentially competing needs of providing bookable space for large-scale CAA tests, and the desirability of creating multiuse spaces, be considered further.

18/06-07 Apple: iTunesU Europe (minute 5b/06-07 referred)

CONSIDERED:

- (a) An oral report from Dr David Davies on discussions with Apple Computer;

- (b) Potential benefits and challenges that may result from ongoing discussions with Apple.

RESOLVED:

- (c) That discussions with Apple continue on the following basis:
  - (i) Dr Davies develop and consult within the University (including with members of the Group) on a formal proposal to put to Apple, to include areas where Apple kit or expertise might be beneficial to the University and extend the range or quality of opportunities;
  - (ii) the University should not be tied into an onerous arrangement with Apple;
  - (iii) the issues discussed at the meeting need further consideration, including the need to ensure that Apple products would be compatible with the University's existing systems and processes, and that adequate support, whether provided by Apple or Warwick staff, would be essential for any users;
  - (iv) the benefits and costs of involvement in iTunesU Europe would need to be made more explicit;
- (d) That, subject to satisfactory outcomes in these further discussions, the Group supports the allocation of around £25,000 from Pathfinder/Embedding E-Learning funds to support the development of collaboration, to be used to buy kit on special terms.
- (e) That Dr Davies report to the next meeting of the Group on developments with Apple.

19/06-07 International e-learning benchmarking (minute 5a/06-07 referred)

CONSIDERED:

An update on an invitation to participate in an international e-learning benchmarking exercise organised by the Observatory on Borderless Higher Education (OBHE) and WCET (formerly the Western Conference for Educational Technology) and provisionally entitled 'The Evolving Academic e-Learning Endeavour: the impact of using technology in learning and teaching', paper EL 18/06-07, along with a draft of the substantive questions in the Institutional Review Document prepared by the Observatory on Borderless Higher Education, paper EL 19/06-07.

RESOLVED:

That the University participate in the international e-learning benchmarking exercise organised by OBHE and WCET.

- 20/06-07 HE Academy/JISC Pathfinder programme: Departmental Impact Analysis
- CONSIDERED:
- A paper from Dr Jay Dempster, Centre for Academic and Professional Development, on a departmental impact analysis of e-learning projects, paper EL 20/06-07.
- RESOLVED:
- That the Pathfinder Management Group consider paper EL 20/06-07.
- 21/06-07 e-learning advisors report
- CONSIDERED:
- An oral report from Mr John Dale updating the Group on the recent activities of the e-Learning Advisor Team.
- 22/06-07 Report from the Arts IT Committee
- RECEIVED:
- The minutes of the most recent meeting of the Arts IT Committee, paper EL 21/06-07 (tabled).
- 23/06-07 E-lab
- CONSIDERED:
- An oral report from Mr John Dale on discussions concerning the future structure of the IT Services and E-lab websites.
- 24/06-07 Next meeting
- REPORTED:
- That the next meeting of the Group would take place at 10am on Friday 11 May 2007 in the Council Chamber, University House.