

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 6 May 2005**

Present: Professor M Whitby (Chair), Professor M Allen, Ms A Bell, Ms D Biggerstaff, Mr S Brydges, Mr J Dale, Ms R Gilmore, Mr K Mohaddes, Mr G Lewis, Dr L Polezzi, Professor D Singer

Apologies: Dr J Dempster, Dr M Crawford, Prof A Neal, Prof A Stuart, Mr H Williams

In attendance: Dr J Moss

23/04-05 **Minutes of the Last Meeting**

RESOLVED:

That the Minutes of the meeting of the e-Learning Steering Group held on 19 January 2005 be approved.

24/04-05 **Chair's Business**

REPORTED:

(a) That the Steering Committee at its meeting held on 18 April 2005 resolved to allocate the University's dividend from the winding-up of the UK eUniversities project to the following four projects, it being noted that the precise allocations of money were still to be finalised:

- |       |                        |                                                                                           |           |
|-------|------------------------|-------------------------------------------------------------------------------------------|-----------|
| (i)   | Warwick Medical School | to support the implementation of the WMS e-Learning Strategy                              | ~£180,000 |
| (ii)  | Department of History  | to support the development of an MA in History to be delivered primarily via the internet | ~£30,000  |
| (iii) | Library                | to digitise the Marandet collection of French plays                                       | ~£40,000  |
| (iv)  | IT Services            | to support the teaching of mathematics across a number of departments                     | ~£90,000  |

(b) That the decision to award funding to the projects listed in (a) above had been taken at short notice and built on bids previously submitted to other sources of funding within the University.

RESOLVED:

That the Steering Group and Chairs of Faculty IT Committees through the e-Learning Strategy maintain an awareness of the range of projects being developed across the University to assist in responses to any similar short-notice calls for bids for funding.

25/04-05

Teaching Quality Enhancement & Professional Standards Funding  
(Minute 16/04-05 referred)

REPORTED:

That the group assessing bids for TQEF & Professional Standards Funding at its meeting held on 10 March 2005 resolved to fund the following project, subject to minor clarifications in a small number of areas, subsequently supplied and approved by the Chair of the group:

- (a) Dr Ken Flint, Biological Sciences, "Development of web-based assessment for basic Chemistry", £3,250

and to refer the following bids back to the proposing departments for clarification or refinement ahead of resubmission:

- (b) Dr Michael Hammond, Institute of Education, "Supporting student teachers through personal ownership of portable computers" (bid for £24,250)
- (c) Dr Charlotte Klouk, History of Art, "Arts Faculty and History of Art Visual Image E-learning Project" (bid for £92,000)
- (d) Dr Loredana Polezzi, Italian, "Integration of e-Learning practices in teaching and learning in the Modern Languages disciplines" (bid for £42,307)
- (e) Dr Trevor Hawkes, Mathematics, "Computer-Aided Assessment in the Science Faculty" (bid for £20,000)

RESOLVED:

- (f) That it be noted that Chairs of Faculty IT Committees, e-Learning Advisors and others who are in a position to offer guidance to potential bidders now have a clearer picture of the sorts of activities that may receive funding within the deliberately broad criteria;
- (g) That while there is a potential overlap between the TQEF and UKeU projects concerning the teaching of mathematics, the TQEF-funded project is more about generating tools, the UKeU-funded project more about developing content;
- (h) That the Chair in consultation with the Centre for Academic Practice review the TQEF&PS application process to identify any improvements or clarifications which could usefully be introduced.

(a) Progress on updating the Strategy

REPORTED:

That work was continuing on drafting an updated Learning and Teaching Strategy, and that a draft of the updated Strategy would be circulated to members of the Steering Group for comment later in the term.

(b) Distance Learning in the University

REPORTED:

That the Collaborative, Flexible and Distributed Learning Sub-Committee was currently carrying out a survey of the extent of Distributed Learning (including Distance Learning) in the University's courses.

CONSIDERED:

- (i) The desirability of asking the e-Learning Advisor Team to investigate the appetite in departments for developing new Distance Learning courses;

RESOVLED:

That the e-Learning Advisor Team carry out a survey to investigate the appetite in departments for developing new Distance Learning courses, consulting with the Centre for Academic Practice in developing the questions to be asked; it being noted that Distance Learning is broader than electronically-mediated teaching and learning methods, that potential interest may be in blended DL/face-to-face delivery as well as in "pure" Distance Learning , and that a key question would be the willingness of departments to incur the necessary set-up costs.

- (ii) The desirability of setting as a strategic goal the extension of the University's portfolio of Distance Learning courses.

RESOLVED:

That the desirability of setting as a strategic goal the extension of the University's portfolio of Distance Learning courses be discussed further in the light of the results of the survey referred to in (a) above.

27/04-05 Warwick e-Learning Award (Minute 17/04-05 referred)

CONSIDERED:

A report prepared by Dr J Dempster, Centre for Academic Practice, summarising the initial project proposals of current participants on the Warwick e-Learning Award, paper EL 18/04-05 (tabled).

RESOLVED:

That it be noted:

- (a) That of the ten participants registered on the Warwick e-Learning Award in 2004, two had already submitted successfully and four were expected to submit their work within the next few months;
- (b) That the eight participants registered in 2005 constituted a viable group, it being noted that cohorts above twelve could not be comfortably accommodated.

28/04-05 e-Learning Orientation Event (Minute 17/04-05 referred)

CONSIDERED:

A report prepared by Dr J Dempster, Centre for Academic Practice, summarising feedback from participants on the e-Orientation Event which took place on 11 & 12 April 2005, paper EL 19/04-05 (tabled).

RESOLVED:

- (a) That it be noted that although there had been fewer participants than anticipated, the event was successful;
- (b) That the progress of three participants on to the Warwick e-Learning Award be noted;
- (c) That the extremely high staff-participant ratio at the event be noted.

29/04-05 e-Learning Advisors

CONSIDERED:

A report from Mr J Dale, e-Lab, on the work and progress of the e-Learning Advisor team, paper EL 14/04-05.

RESOLVED:

That the likely inclusion of Tablet PCs in the Student Purchase Scheme from 2005-06 or 2006-07 be noted.

30/04-05 Plagiarism

CONSIDERED:

- (a) A report from Mr J Dale, e-Lab and the e-Learning Advisors on the use of the Plagiarism Detection Service, paper EL 15/04-05;
- (b) A proposal to develop a range of institutional policies and guidance on the prevention and detection of plagiarism, as set out in paper EL 15/04-05;
- (c) A recommendation to roll out the JISC PDS facility across the institution in time for the Autumn Term 2005, following the road map set out in paper EL 15/04-05.

RESOLVED:

- (d) That Faculty IT Committees disseminate the information in these papers to academic departments;
- (e) That ELAT is not an appropriate place for academic guidance on plagiarism;
- (f) That e-Lab and CAP draw up Guidelines setting out good practice in the area of training to avoid plagiarism, for consideration by the Academic Quality and Standards Committee at its meeting to be held on 8 June 2005;
- (g) That academic departments wishing to use the JISC PDS facility consider the practicalities including the electronic submission of assessed work and the necessity of informing students that their work may be submitted to the facility.

RECOMMENDED (to the Academic Quality and Standards Committee):

That an appropriate institutional location with responsibility for developing and reviewing guidance and policy on plagiarism be identified, it being noted that the primary responsibility for educating students about plagiarism, and detecting it, lies with academic departments.

31/04-05 Draft e-Learning Strategy for the Medical School

CONSIDERED:

A draft of the Medical School's e-Learning Strategy, paper EL 16/04-05, it being noted that:

- (a) The Strategy had not been finalised within the Medical School;
- (b) The Strategy was influenced by, and was acting as a stimulus to, ongoing debates around curriculum developments that

were being anticipated in moves towards independence from Leicester;

- (c) The Medical School was not seeking formal approval for the Strategy at this stage, but was keen to receive feedback from the Steering Group.

RESOLVED:

- (d) That the development of the draft e-Learning Strategy for the Medical School be welcomed;
- (e) That the change in emphasis from the dissemination of printed material via the internet (e-publishing) to greater engagement with encouraging and facilitating active learning (e-learning) be welcomed;
- (f) That the positive evaluation of Sitebuilder compared with the VLE in use at the University of Leicester Medical School be noted;
- (g) That the importance of e-Learning in developing the Medical School's CPD courses be noted;
- (h) That members of the Steering Group forward any further comments on the draft Strategy to the Medical School by 20 May;
- (i) That when finalised the Strategy be disseminated widely within the University as an example of good practice;
- (j) That the Chair of the Steering Group contact the Chairs of Faculty IT Committees to suggest that these Committees consider developing local e-Learning Strategies at a level that suits their local circumstances;
- (k) That the considerable contribution of Mr S Brydges to the development of the Medical School's Strategy be commended.

32/04-05 HEFCE e-Learning Strategy

CONSIDERED:

The HEFCE's Ten-Year e-Learning Strategy, paper EL 17/04-05.

33/04-05 Date of the Next Meeting

REPORTED:

That the next meeting of the e-Learning Steering Group would be held during the Autumn Term 2005.