

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 13 October 2005

Present: Professor M Whitby (Chair), Dr Mark Childs (CAP, standing in for Dr J Dempster), Ms Chris Coe (e-Learning Advisor), Mr Brian Duggan, Mr John Dale, Dr Keith Leppard, Dr Loredana Polezzi, Mr Hywel Williams

Apologies: Ms D Biggerstaff, Dr J Dempster, Dr J Moss

In attendance: Ms R Gilmore, Mr D Wallis

1/05-06 Terms of Reference, Constitution and Membership

CONSIDERED:

The Terms of Reference, Constitution and Membership of the e-Learning Steering Group, paper EL 1/05-06.

RESOLVED:

That Heads of Department be asked for suitable nominations for academic members of the committee.

2/05-06 Minutes of the Previous Meeting

RESOLVED:

That the Minutes of the meeting of the e-Learning Steering Group held on 6 May 2005 be approved.

3/05-06 Matters Arising

Distance Learning in the University (Minute 26(b)/04-05 referred)

REPORTED:

- (a) That the Steering Group at its meeting on 6 May 2005 resolved 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.

- (b) That the e-Learning Advisor Team were continuing their work on the survey during the Autumn Term.

4/05-06

Chair's Business

RECEIVED:

A letter from the Higher Education Academy, inviting the University to submit an expression of interest for a benchmarking exercise in e-learning, paper EL 10/05-06 (tabled).

RESOLVED:

That the University respond positively to the invitation by submitting an expression of interest.

5/05-6

Teaching Quality Enhancement & Professional Standards Funding

REPORTED:

That the group assessing bids for TQEF & Professional Standards Funding at its meeting held on 19 July 2005 resolved:

- (a) To fund the following projects, subject to minor clarifications in a small number of areas, subsequently supplied and approved by the Chair of the group:
- (i) Dr Hilary Nesi, Centre for English Language Teacher Education, *The development of an on-line grammar resource for international students at Warwick University*: £18,000 (£9,000 from TQEF&PS funds; £9,000 from Computer-Aided Assessment Funds);
  - (ii) Dr Loredana Polezzi, Department of Italian, *Integration of e-learning practices in teaching and learning in the Modern Languages disciplines*: £17,000;
  - (iii) Mrs Carol Davies, Warwick Medical School, *Development of web-based "blended learning" resources for part-time postgraduate CPD students taking the module "Understanding Research and Critical Appraisal in Health Care*: £17,000.
- (b) To refer the following bid back to the proposing department for clarification or refinement ahead of resubmission:
- Dr Sarah Richardson, Department of History, *e-resources and e-learning in the Department of History and School of Comparative American Studies*.

RECEIVED:

- (c) A report from the Centre for Academic Practice on supporting e-Learning Challenge Fund projects, paper EL 11/05-06 (tabled).

6/05-06 Warwick e-Learning Award and e-Learning Orientation Week

CONSIDERED:

- (a) A report on the Warwick e-Learning Award, paper EL 2/05-06;
- (b) A summary of participants in the Warwick e-Learning Award and their projects, paper EL 3/05-06.

RESOLVED:

That the Centre for Academic Practice give consideration to the possibility of providing further specialist versions of the WELA along the lines planned for the Library-WELA.

7/05-06 Working Groups on e-Pedagogy

CONSIDERED:

The Minutes of the meeting of the Working Group on e-Pedagogy held on 28 April 2005, paper EL 4/05-06.

RESOLVED:

That particular items raised by the group would be considered as part of the review of the e-learning strategy.

8/05-06 e-Learning Advisors

CONSIDERED:

- (a) A report from Mr J Dale, e-Lab, on the work and progress of the e-Learning Advisor team, paper EL 5/05-06.
- (b) A report from Dr Les Warrington, Warwick Manufacturing Group, on recent developments in the delivery of the MSc in Engineering Enterprise Excellence, paper EL 6/05-06.

RESOLVED:

- (c) That all recipients of the dividend from the winding up of the e-University be asked for a brief report on progress made and monies spent for the next meeting of the committee;
- (d) That it be noted that the Warwick Teaching Certificate had had a positive impact on teaching developments in Warwick Manufacturing Group and that paper EL 6/05-06 be sent to the Acting Director of the Centre for Academic Practice to highlight this positive impact.

9/05-06 Electronic Submission of Coursework

CONSIDERED:

A paper from Mr J Dale, e-Lab, on electronic submission of coursework, paper EL 7/05-06.

RECOMMENDED (to the Academic Quality and Standards Committee):

That e-Lab continue to explore issues around the electronic submission of coursework along the lines addressed in the paper, it being noted that while there are quality assurance issues to be addressed these do not at present appear insurmountable.

10/05-06

e-Learning Strategy

CONSIDERED:

A proposed methodology for the mid-term review of the University's e-Learning Strategy, paper EL 8/05-06, informed by the current e-Learning Strategy, paper EL 9/05-06.

RESOLVED:

- (a) That there be direct consultation with departments with feedback to be provided wherever possible through the Faculty IT Committees in time for the next meeting of the e-Learning Strategy Group;
- (b) That there be the widest possible consultation with service providers, including the Library, IT services and e-lab and with students through the relevant SSLCs;
- (c) That the consultation consist of a structured series of questions;
- (d) That it be noted that good progress had been made against many of the specific targets, but that there were some areas where progress had not been as rapid as had been anticipated.

11/05-06

Date of the Next Meeting

REPORTED:

That the next meeting of the e-Learning Steering Group would be held at 2.00pm on Wednesday 18 January 2006.