

UNIVERSITY OF WARWICK

e-Learning Steering Group

There will be a meeting of the e-Learning Steering Group of the Information Policy and Strategy Committee and the Academic Quality and Standards Committee at 2pm on Monday 28 January 2008 in the Council Chamber, first floor, University House.

Note: Questions on agenda items or apologies for this meeting should be directed to the Secretary of the Group, Julian Moss, ext 22707, email julian.moss@warwick.ac.uk, or the Assistant Secretary, Jenny Bradfield, ext 74464, email j.bradfield@warwick.ac.uk.

C E Charlton
University Secretary

AGENDA

1. Minutes

TO CONSIDER:

The minutes of the meeting held on 22 October 2007 (previously circulated and available on the Governance website at <http://www2.warwick.ac.uk/services/gov/atoz/e-learning/minutes/>

2. Matters arising

3. Progress of Group recommendations

TO REPORT:

That the Academic Quality and Standards Committee at its meeting on 21 November 2007 resolved that consideration of the 'Impact evaluation of e-learning initiatives at Warwick University' prepared by Ms Terry Wareham, Fourstones Evaluation and Consultancy for HE, paper EL 4/07-08 be deferred until the next meeting of the Committee, to be held on 1 February 2008.

4. Chair's business

5. International e-Learning Benchmarking (minute 3(b)/07-08 refers)

TO REPORT:

- (a) That the Group at its meeting on 22 October 2007 received a report from Dr David Davies, Warwick Medical School, and the Senior Assistant Registrar (Teaching Quality) concerning the International e-Learning Benchmarking Exercise, paper EL 3/07-08, and resolved:
- (i) That paper EL 3/07-08 be considered at the next meeting of the Group;
 - (ii) That the ratings noted at the meeting for the Good Practice statements in section 2 of paper EL 3/07-08 be submitted by the Senior Assistant Registrar (Teaching Quality) to the seminar organisers (WCET) by Thursday 25 October.

- (b) That the ratings noted at the meeting for the Good Practice statements in section 2 of paper EL 3/07-08 were submitted by the Senior Assistant Registrar (Teaching Quality) to the seminar organisers (WCET) by Thursday 25 October, but that consolidated ratings from other participants had not yet been received.

TO CONSIDER:

A report from Dr David Davies, Warwick Medical School, and the Senior Assistant Registrar (Teaching Quality) concerning the International e-Learning Benchmarking Exercise, paper EL 3/07-08 (included in papers for previous meeting; extra copy available on request from the Secretary/Assistant Secretary).

6. IPR in e-learning materials (minute 16(c)/06-07 refers)

TO CONSIDER:

- (a) The Introduction and Executive Summary of a development pack concerning intellectual property rights in e-learning materials *Managing IPR in Digital Learning Materials: A Development Pack for Institutional Repositories* prepared by John Casey, Jackie Proven & David Dripps as part of the JISC-funded TrustDR project (Trust in Digital Repositories), paper EL 12/07-08 (copy attached), noting that further information is available on the project website: <http://trustdr.ulster.ac.uk/outputs.php>
- (b) An oral report from the Assistant Secretary on continuing discussions within the University concerning the development of revised IPR policies.

7. TQEF awards

TO REPORT:

- (a) That the following projects were supported in the first round of bids for TQEF money in December 2007:
- (i) Drs Mark Wall and Kevin Moffat, Biological Sciences, *Active learning with computerised Physiology practicals*, £15,000;
 - (ii) Drs Lee Reilly, Scott Turner and Guy Clarkson, Chemistry, *Videos to enhance the student experience of laboratory classes*, at least £3,600;
 - (iii) Dr Lee Reilly, Dr Trevor Hawkes, Mr Steve Carpenter, Ms Natasha Nakariakova, Chemistry/Mathematics/e-Lab, *Screen capture to enhance students' problem solving*, £3,450;
 - (iv) Dr Lee Reilly, Dr Scott Turner, Ms Natasha Nakariakova, Chemistry/e-Lab, *Conversion of mathematics questions from Percpetion 3 into QuizBuilder format*, at least £1,500;

- (v) Mr Robert O'Toole, e-Lab, *Warwick Podcasts Competition 2*, £5,000;
 - (vi) Mr Robert O'Toole, e-Lab, *The Arts E-Squad*, £5,000;
 - (vii) Dr Simon Gilson, Dr Jeremy Ahearne, Professor Rob Burns, Professor Erica Carter, Italian/French/German, *Transnational audio-visual and virtual cultures: creating a learning environment for modern foreign languages – Phase 1*, £4992;
 - (viii) Professor Donald Singer, Dr Andrew Marsh, Dr Paul Squires, Warwick Medical School/Chemistry/Biological Sciences, *Developing embedded self-assessment e-Learning resources within undergraduate and postgraduate educational programmes*, £14,306;
- (b) That a number of other projects may receive funding, depending on ongoing discussions between the Chair and Secretary and lead bidders;
 - (c) That a number of expressions of interest had been received for the second round of bids;
 - (d) That the deadline for full bids is 4 February 2008.

8. ELAT activities

TO CONSIDER:

An oral report from Mr J Dale, Head of e-Learning and Web Development, IT Services, on the recent activities of the E-Learning Advisor Team.

9. e-Learning Showcase Day

TO REPORT:

That the next e-Learning Showcase Day will be held on Monday 10 March in the Teaching Grid and associated areas on the second floor of the Library, and that more information will be published on insite in due course.

10. QAA Institutional Audit

TO REPORT:

That the University's QAA Institutional Audit will take place during the autumn term 2008 as follows:

- Briefing Visit 7-9 October
- Audit Visit 10-14 November

TO RECEIVE:

An oral report from the Secretary on preparations for Institutional Audit.

11. Any other business

12. Next meeting

TO REPORT:

That the next meeting of the Group will take place at 10am on Friday 9 May 2008 in the Council Chamber, University House.

JDM/JB, 22.01.08

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