

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 9am on Friday 9 May 2008 in the Council Chamber, University House.

Note: Questions on agenda items or apologies for this meeting should be directed to the Secretary of the Committee, Jenny Bradfield, ext 74464, e-mail j.bradfield@warwick.ac.uk or the Assistant Secretary, Helen Hutchings, ext 50239, e-mail h.hutchings@warwick.ac.uk

J F Baldwin
Registrar

AGENDA

1. Minutes

TO CONSIDER:

The minutes of the meeting held on 28 January 2008 (copy attached).

2. Matters arising

(a) Remit of the e-Learning Steering Group (minute 20/07-08 refers)

TO REPORT:

(i) That at its meeting held on 28 January 2008 the Group considered possible alternative methods for considering some items of business considered by the Group and resolved:

- A That the Group strongly supported the continuing existence of a forum for the discussion of strategic issues related to technology-enhanced learning (TEL) involving expert practitioners, with a view to sharing good practice and innovation, and helping to set priorities in TEL for the University;
- B That consideration be given to broadening membership of the Group or inviting wider attendance at discussions preceding Group meetings;
- C That Dr Davies initiate a discussion by email of future plans for the Group;
- D That the Chair be invited to discuss the place of the Group in the University's governance structures with the Deputy Registrar.

(ii) That the Deputy Registrar is initiating a review of the University's governance structures, that the Chair and the

Secretary will be considering the remit of the Group later in the summer term, and that views from members of the Group would be welcome, particularly as to the most effective forum for the discussion of strategic issues related to technology-enhanced learning (TEL) involving expert practitioners, with a view to sharing good practice and innovation, and helping to set priorities in TEL for the University.

(b) Computer-aided assessment (minute 12/07-08 refers)

TO REPORT:

- (i) That at the meeting of the Group held on 28 January 2008 it was reported that the Information Policy and Strategy Committee at its meeting on 13 November 2007 considered a report from Dr K. Leppard (paper IPSC.8/07-08) on computer-aided summative assessment, which indicated that for more widespread use of summative assessment the University needs to consider construction of a purpose-built facility in its planned teaching space development, recommended that the Academic Quality and Standards Committee make a policy decision whether or not to pursue [computer-aided] summative assessment at the University level and what is the appropriate route to obtain finances, and recommended to Faculty Boards that each of the Faculty Board Committees issue a statement regarding whether they give their full support to the requirement for delivering summative assessment and the extent to which it might be used.

(IPSC minute 9(a)/07-08)

- (ii) That the recommendation of the Information Policy and Strategy Committee will be considered by Faculty Boards later in the summer term and that the issue will then be considered by the Academic Quality and Standards Committee.

(c) HE Academy/JISC Pathfinder programme: Departmental Impact Analysis (minute 13/07-08 and AQSC minute 62/07-08 refer)

TO REPORT:

That the Academic Quality and Standards Committee at its meeting held on 1 February 2008 considered paper EL 4/07-08 and resolved that the recommendation from the [e-Learning Steering] Group that the University should consider how developments in teaching and learning, including e-learning, can be better incentivized for staff through appropriate rewards and recognition be addressed through a number of mechanisms, including Warwick Awards for Teaching Excellence, the new Annual Review process and the proposed T&L Enhancement Fund.

- (d) IPR in e-learning materials (minute 15/07-08 refers)

TO REPORT:

That at its meeting held on 28 January 2008 the Group considered:

- (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, noting that further information is available on the project website: <http://trustdr.ulster.ac.uk/outputs.php>;
- (b) an oral report from the Secretary on continuing discussions within the University concerning the development of revised IPR policies.

and resolved that the Secretary raise a number of issues identified by the Group with the Deputy Registrar, the University Legal Advisor and other relevant colleagues.

TO RECEIVE:

Draft Regulations covering Intellectual Property Rights, paper EL 16/07-08 (copy attached) noting that any comments should be directed to Mr Clayton Jones (University Compliance Officer) and that the Regulations are being considered by a number of University Committees.

3. Chair's business

4. ELAT activities

TO CONSIDER:

A report from Mr John Dale (Head of e-Learning and Web Development, IT Services) on recent activities of the E-Learning Advisor Team, paper EL 13/07-08 (copy attached).

5. Usage data versus privacy in the VLE (minute 13/06-07 refers)

TO REPORT:

- (a) That at its meeting held on 24 October 2006 the Group considered a report from Mr John Dale considering issues around privacy and usage data in the VLE, paper EL 15/06-07, and resolved:
- (i) That the following points be noted:
- A Privacy is important and should not be disregarded;
- B In some circumstances academic and tutorial benefits could be derived from usage data and

tracking/identifying the usage of particular items (eg learning resources, module webpages etc) by particular students or other users;

- C Any change to tracking usage would be a significant move from the current situation;
 - D The operators of many commercial websites track user activity in line with published terms and conditions and with the implicit or explicit agreement of users.
- (ii) That there was no enthusiasm amongst the Group for filtering web access.
 - (iii) That Mr Dale take forward work investigating the potential benefits of collecting and utilising usage data in a constructive manner and considering issues of user privacy, in consultation with Ms Longworth [then Education Officer & Deputy President, Students' Union].
 - (iv) That any draft policy developed by Mr Dale in consultation with Ms Longworth be discussed more widely with the student body before being brought forward for consideration at a future meeting of the Information Policy and Strategy Committee.
- (b) That at its meeting held on 14 November 2006 the Information Policy and Strategy Committee considered a discussion paper from the Head of e-Learning and Web Development on User tracking versus privacy in the VLE (paper IPSC 6/06-07) and resolved that no capabilities be added to the Warwick VLE to provide analysis of identified user activity.
 - (c) That the E-Learning Advisor Team had recently received a number of enquiries from members of academic staff expressing an interest in utilising usage data.

TO CONSIDER:

Paper EL 15/06-07 (copy attached), together with an oral report from Mr John Dale.

6. International e-Learning Benchmarking (minute 14/07-08 refers)

TO CONSIDER:

The final report on the International e-Learning Benchmarking Exercise, prepared by The Observatory on Borderless Higher Education and WCET, paper EL 14/07-08 (copy attached).

7. TQEF awards

TO REPORT:

- (a) That the following projects were supported in the second round of bids for TQEF money in February 2008:

- (i) Meurig Beynon, Steve Russ, Mike Joy and Jane Sinclair (Computer Science), *Implementing a next-generation web-based environment for computer science teaching*, £3,750;
 - (ii) Simon Gilson, Jeremy Ahearne, Rob Burns and Erica Carter (Italian, French, German), *Transnational audio-visual and virtual cultures: creating a learning environment for MFL: phase 2*, £5,625;
 - (iii) Elaine Goodall, Fergus McKay and Sara Hattersley (Centre for Lifelong Learning), *Flexible Study post-16 Teacher Training Qualifications*, £13,500;
 - (iv) Catherine Zara (Centre for Lifelong Learning), *Developing an e-learning component of the Open Studies Programme*, £5,000;
 - (v) Steve Ranford and Anne Wilson (Centre for Student Development and Enterprise), *Reflection Pods Pilot*, £4,379;
 - (vi) Jamie Darwen and Steve Ranford (Warwick Volunteers, Centre for Student Development and Enterprise), *Online Opportunity Management System*, £3,022.
- (b) That a number of other projects may receive funding, depending on ongoing discussions between the Chair and Secretary and lead bidders;
 - (c) That two expressions of interest have been received for the third round of bids;
 - (d) That the deadline for full bids is 19 May 2008.

8. Completion reports on funded projects

TO CONSIDER:

Completion reports on the funded projects listed in paper EL 15/07-08 (copy attached), noting that these reports were considered by the Quality Enhancement Working Group at its meeting on 1 May 2008, together with a number of additional reports on projects that did not have an element of e-learning or technology-enhanced learning.

9. Funding for teaching and learning projects (minute 16(f)/07-08, AQSC minute 76(a)/07-08 and QEWG minute 24(a)/07-08 refer)

TO REPORT:

- (a) That the Quality Enhancement Working Group received at its meeting on 21 February 2008 an oral report from the Secretary, noting that discussions were continuing regarding the re-establishment of a University fund to support departmental and Faculty teaching and learning enhancement projects;

- (b) That it was reported at the meeting of the Academic Quality and Standards Committee on 27 February 2008 that the Chair [of AQSC] had been involved in positive discussions concerning the establishment of a teaching and learning enhancement fund along the lines set out in paper AQSC 36/07-08 (revised), noting that it was currently planned to issue a call for bids during the summer term.

TO CONSIDER:

A paper drafted by the Chair and Dr Julian Moss (Senior Assistant Registrar (Teaching Quality)) concerning possible criteria for a new teaching and learning enhancement fund, paper QEWG 41/07-08 (copy attached).

10. Any Other Business
11. Next meeting

TO REPORT:

That the date and time of the next meeting of the Group will be decided in due course.