

UNIVERSITY OF WARWICK

**e-Learning Steering Group**

There will be a meeting of the e-Learning Steering Group at 9am on Thursday 13 May 2010 in the Council Chamber, University House.

**Questions on agenda items or apologies for this meeting should be directed to the Secretary to the Group, Katharine Gray, x22707, email [k.gray@warwick.ac.uk](mailto:k.gray@warwick.ac.uk) or the Assistant Secretary, Jenny Hughes, x74464, email [jenny.hughes@warwick.ac.uk](mailto:jenny.hughes@warwick.ac.uk)**

J F Baldwin  
Registrar

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AGENDA

1. Minutes

TO CONSIDER:

The minutes of the meeting held on Monday 1 February 2010 (previously circulated and available on the Governance website at [www.warwick.ac.uk/services/gov/atoz/e-learning/minutes/](http://www.warwick.ac.uk/services/gov/atoz/e-learning/minutes/)).

2. Matters arising

(a) Role of the e-Learning Steering Group (minute 12/09-10 refers)

TO REPORT:

That the Group at its meeting on 1 February 2010 considered a report from the meeting held on 18 January 2010 of the Sub-Group established to consider the future terms of reference and membership of the e-Learning Steering Group, paper EL 4/09-10, and resolved:

- (i) That in the view of the Group, Warwick should be at the forefront of e-learning and technology enhanced learning and that this would require the Group to take on a more proactive role, which would necessitate additional administrative support that could not be provided through a traditional committee secretariat model.
- (ii) That the proposals set out in paper EL 4/09-10 be approved subject to the amendments noted at the meeting, and that the revised version of paper EL 4/09-10 be circulated to members of the Group for comment.
- (iii) That the final version of paper EL 4/09-10 be submitted for consideration by the Information Policy and Strategy Committee, and the working group to be established by the Pro Vice-Chancellor (Student Experience) to consider the future role, terms of reference, constitution and membership of the Academic Quality and Standards Committee and its sub-committees.

TO RECEIVE:

- (iv) Paper EL 4/09-10 (revised) (copy attached), noting that the paper will be considered by the Information Policy and Strategy Committee at its next meeting;
  - (v) An oral report from the Secretary concerning the meeting held on 10 May 2010 of the working group established by the Pro Vice-Chancellor (Student Experience) to consider the future role, terms of reference, constitution and membership of the Academic Quality and Standards Committee and its sub-committees.
- (b) Universities and Colleges Information Systems Association Study (minute 14/09-10 refers)

TO REPORT:

That at the meeting of the Group held on 1 February 2010 it was reported that the University had been invited to respond to a survey coordinated by the Universities and Colleges Information Systems Association which aimed to identify the 'current picture and trends in UK higher education institutions with regard to the use of technology enhanced learning', and resolved that Dr David Davies and Mr John Dale complete the survey on behalf of the Group and submit the response to the Universities and Colleges Information Systems Association.

TO RECEIVE:

The completed UCISA questionnaire, paper EL 5/09-10 (copy attached).

- (c) Open access to educational resources (minute 11(b)/09-10 refers)

TO REPORT:

That the Group at its meeting on 1 February 2010 resolved (*inter alia*) that Dr David Davies convene a further meeting with the Chair and the University Librarian to discuss approaches across the University to access to educational resources and to consider if further guidance for departments should be developed.

TO RECEIVE:

An oral report from Dr David Davies.

3. Chair's business

4. Assessed work

- (a) Online submission of assessed work (minute 11(a)/09-10 refers)

TO CONSIDER:

A report from the Director of IT Services, the Head of Service Delivery (Academic & Enterprise Services), IT Services, and the Assistant Secretary, paper EL 6/09-10 (copy attached).

- (b) Feedback on assessed work: Sitebuilder

TO CONSIDER:

An oral report from Dr David Davies.

5. Any Other Business

6. Next meeting

TO REPORT:

That the next meeting of the Group will be held in the autumn term 2010-11 on a date to be confirmed.