

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 Wednesday 18 January 2006

Present: Professor M Whitby (Chair), Mr B Duggan, Mr J Dale, Dr K Leppard, Mr G Lewis (CAP, standing in for Dr J Dempster), Ms M McKerchar (Department of History) (for item 14(b)/05-06), Professor A Neal, Mr H Williams;

Apologies: Ms D Biggerstaff, Dr J Dempster, Dr L Polezzi

In attendance: Ms R Gilmore, Dr J Moss, Mr D Wallis

12/05-06 Minutes of the Previous Meeting

RESOLVED:

That the Minutes of the meeting of the e-Learning Steering Group held on 13 October 2005 be approved.

13/05-06 Matters Arising

Electronic submission of coursework (minute 9/05-06 referred)

REPORTED:

That the Academic Quality and Standards Committee, at its meeting on 16 November 2005 considered a paper from Mr J Dale, e-Lab, on the electronic submission of coursework, paper EL7/05-06, and resolved:

- (a) that electronic submission of coursework be supported in principle, with issues referred to the Committee as they arise;
- (b) that it be noted that anonymous marking and plagiarism were two key issues to be borne in mind;
- (c) that advice be taken by e-Lab from Alan Hume in the School of Engineering, who has substantial experience in running a similar system.

14/05-06 Chair's Business

(a) WebCT

REPORTED:

That representatives of WebCT would be visiting the University on 24 February to meet the Chair.

RESOLVED:

That, subject to availability, Mr J Dale join the Chair in talking to representatives of WebCT.

(b) Online MA in History

CONSIDERED:

Three areas arising from the development on the online MA in History: central service charges, unsupported software, and copyright and IPR.

RESOLVED:

- (i) That the Chair discuss with the Finance Office the level of central service charges included in the Distance Learning variant that are appropriate for a course delivered wholly via e-learning;
- (ii) That those developing the online MA in History further discuss the possible purchase or development of a chat tool to facilitate synchronous electronic communication with IT Services and e-Lab, it being noted that a previous trial by e-Lab of a chat tool was not continued due to its limited take-up;
- (iii) That the Teaching Quality team discuss with the Legal Advisor in the University Secretary's Office questions of the ownership of intellectual property rights arising from the authoring and delivery of lectures to be recorded and delivered to students on the course.
- (iv) That the team developing the MA discuss with the Librarian the use of images in electronic course materials in terms of copyright licensing.

15/05-06 Education Innovation Fund

REPORTED:

- (a) That the Steering Committee at its meeting of 17 October 2005 approved an Education Innovation Fund of £1 million and invited applications;
- (b) that 28 applications were received for the first round, which closed on 12 December 2005;
- (c) that Guidelines for Applicants are presently being revised and the next deadline for applications is 17 March 2006, with initial expressions of interest to be received by 3 March 2006 at the latest;
- (d) that the following projects with an e-learning dimension attracted funding:

- (i) Sean Allan, German: Intermedial approaches to the learning of (foreign) languages and cultures: Podcasting and M-Learning, £6,000;
- (ii) David Nye, CAS: Online Visual Archive of the Americas, £8,000;
- (iii) Phil Mizen, Sociology: Developing student learning through visually driven investigation, £6,000;
- (iv) Derek Chetwynd, WMG, Intercontinental Robotics, £20,000.

16/05-06 Review of the e-learning strategy (minute EL10/05-06 referred)

REPORTED:

That a Memorandum seeking views on the e-learning strategy, paper EL12/05-06, had been distributed on 20 October, 2005, but that little feedback had since been received due to the timing of Faculty IT Committee meetings.

RESOLVED:

- (a) That Chairs of Faculty IT Committees continue to collate feedback and forward it to the Secretariat;
- (b) That the Secretariat prompt Heads of Department who have yet to express any views to do so via their Faculty IT Committee;
- (c) That, based on the views of the University community thus collected, the Chair and Secretariat propose amendments to the Strategy, in parallel with the ongoing development of a new University Learning and Teaching Strategy.

17/05-06 e-learning benchmarking pilot (minute EL 4/05-06 referred)

REPORTED:

- (a) That the University's expression of interest to the e-learning benchmark pilot was submitted by the deadline of 30 November 2005, paper EL 13/05-06, and that the University had been selected as one of 12 pilot institutions, paper EL 14/05-06.
- (b) That the consultants linked to the University were from the Association of Commonwealth Universities/ Observatory on Borderless Higher Education.

RECEIVED:

- (c) Presentation slides taken from the HEA Town Meeting on 9 November 2005, paper EL 15/05-06;
- (d) FAQs on Benchmarking and Pathfinder from the HEA web-site on the exercise

<http://www.heacademy.ac.uk/benchmarking.htm>), paper EL 16/05-06;

- (e) a draft presentation to be delivered at the launch meeting on 20 January 2006 at the Royal Society by the Chair, Mr J Dale, Mr G Lewis (taking the place of Dr J Dempster) and Mr D Wallis, paper EL 17/05-06, plus details of the event and the consultants, paper EL 18/05-06;
- (f) responses from four other institutions in the pilot phase outlining their intended approaches to the benchmarking exercise, paper EL 25/05-06 (tabled).

CONSIDERED:

The University's intended approach to the benchmark pilot, including expectations of what would be gained from the process and how the University would relate to the consultants.

RESOLVED:

That the University maintain an open approach to the exercise, with a willingness to share our experience, for example in developing in-house tools rather than purchasing a commercial VLE and in the Warwick e-Learning Awards, and an expectation of learning how the University's experience compares with that of other institutions.

18/05-06 Marandet Digitisation project

RECEIVED:

A report on progress of the Library Marandet Digitisation project by Mr H Williams, paper EL 19/05-06.

19/05-06 e-Learning advisors' report

RECEIVED:

An update on the activities of the e-Learning advisor team, paper EL 21/05-06.

RESOLVED:

- (a) That e-Lab's construction of a catalogue of their projects be welcomed;
- (b) That it be noted that e-Lab were investigating scenario and contingency planning in the area of Computer-Aided Assessment to develop capacity in this important area of work.

20/05-06 Distance Learning Survey

CONSIDERED:

A report on the Distance Learning survey conducted by e-Lab, paper EL 22/05-06.

RESOLVED:

- (a) That the report be referred to the Collaborative, Flexible and Distributed Learning Sub-Committee for further consideration.
- (b) That views on the future development of Distance Learning in the University be sought from a number of departments identified by the survey as experienced or interested in Distance Learning, to include Chemistry, Engineering, English & Comparative Literary Studies, History, Law, Physics, Sociology, Warwick Business School, and Warwick Medical School, with the Collaborative, Flexible and Distributed Learning Sub-Committee invited to consider nominating interested members.

21/05-06 TQEF & Professional Standards Funding

REPORTED:

- (a) That the group assessing bids for TQEF & Professional Standards Funding at its meeting held on 19 July 2005 resolved during October to fund the following project:  
  
*Dr Sarah Richardson, Department of History, e-resources and e-learning in the Department of History and School of Comparative American Studies, £20,250.*
- (b) That further TQEF & Professional Standards funds remained available for distribution through the challenge fund as follows:  
  

for e-learning projects:	£41,000
for resource-based learning:	£15,000
for plagiarism prevention/detection:	£13,000
for computer-aided assessment:	£0
- (c) That the next deadline for bids was 1 February 2006.

22/05-06 Centre for Academic Practice: Awards and Funding

RECEIVED:

A summary of awards and funding made and received by the Centre for Academic Practice in relation to e-learning, paper EL 20/05-06.

23/05-06 Next Meeting

REPORTED:

That the next meeting of the e-Learning Steering Group would be held at 10am on Friday 5 May 2006 in CMR 1.1.

DW/jdm 26.01.06  
Quality\committees\e-learning\minutes 05-06\eLSG minutes 18.01.06