

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 Monday 26 October 2009

Present: Professor Ann Caesar (Chair), Mr Anthony Brewton, Mr John Dale, Dr David Davies, Mr Dr Cathia Jenainati, Ms Sumaiya Khaku, Dr Keith Leppard, Professor Alan Neal, Professor Donald Singer

Apologies: Ms Anne Bell, Mr Manus Conaghan, Professor Alan Neal, Dr Rudolf Roemer, Dr Jeremy Smith

In attendance: Ms Lucy Hayton, Ms Jenny Hughes, Mr Michael Roberts

1/09-10 Minutes

RESOLVED:

That the minutes of the meeting held on 7 May 2009 be approved.

2/09-10 Freedom of Information: Publication Scheme (Senate minute 148/03-04 and Steering Committee minute 89/07-08 referred)

REPORTED:

That the Steering Committee at its meeting on 29 October 2007 considered a paper outlining how the Freedom of Information Act 2000 applies to the publication of minutes of University bodies together with the University Publication Scheme adopted by the Steering Committee in December 2003, paper SC 60/07-08, and resolved that a standard item be included on the agenda of the first meeting of each University Committee at the start of each academic year to inform new members and to remind continuing members of the University policy on the publication of minutes.

RECEIVED:

Paper SC 60/07-08, noting that all non-reserved minutes and agenda of the Group are published on the University's Governance website at <http://www2.warwick.ac.uk/services/gov/atoz/e-learning/minutes/>

3/09-10 Matters arising

Computer-aided assessment (minute 4(c)/08-09 referred)

REPORTED:

- (a) That the Group at its meeting on 26 January 2009 recommended to IT Services that consideration be given to allowing departments or the Examinations Office to book larger IT workspaces for computer-aided assessment.

- (b) That if requests to book larger IT workspaces for computer-aided assessment are received, they will be referred to Mr John Dale, Head of Service Delivery (Academic and Enterprise Services), ITS, who will consider them in the context of other requests for use of IT workspaces, noting that departments had previously been permitted to book workspaces for computer-aided assessment.

4/09-10

Support for e-learning (minute 13/09-10 referred)

REPORTED:

That at its meeting on 7 May 2009 the Group considered models for supporting e-learning in 2009-10 and beyond and resolved that, in the light of discussion at the meeting, the Director of ITS liaise with Chairs of the Faculty IT Committees to gather feedback from academic departments and colleagues on services provided by the e-Learning Advisor Team, in order to inform further consideration of models for supporting e-learning in 2009-10 and beyond.

CONSIDERED:

An oral update from the Director of IT Services, noting that from 2009-10 onwards, support for e-learning provided by the IT Services e-Learning Advisor Team to academic departments would be delivered on the following basis:

- (a) e-Learning Advisors would work across all four Faculties.
- (b) IT Services intended to develop e-learning support into a self-financing service that would respond to demand from departments.
- (c) IT Services intended to subsidise the service at 50% until December 2010 and 25% thereafter.
- (d) the e-Learning Advisor Team was developing a number of funding models, including linking activities to external funding streams (for example through JISC-funded projects) and offering a subscription service to one or more academic departments.

RESOLVED:

- (e) That the proposal from the Director of IT Services to review the service model in 18 months time be welcomed, and that the Director of IT Services provide regular reports to the Group on the implementation of the service model.
- (f) That IT Services be encouraged to develop a subscription model for the e-Learning Advisor Team, indicating the types of service a subscription would cover.
- (g) That the dissemination of good practice continued to be strategically important and that the Teaching Grid be encouraged to develop a series of lunchtime seminars, working

with the e-Learning Advisor Team and the Learning and Development Centre, noting that the Teaching Grid would also shortly be launching the Warwick Innovative Teaching database, a searchable resource to showcase innovative teaching practice, including through the use of technology.

5/09-10 Role of the e-Learning Steering Group (minutes 4(a)/08-09 and 12/08-09 referred)

REPORTED:

(a) That at its meeting on 26 January 2009 the Group:

- (i) considered the possible inclusion within future discussions on the remit of the Group consideration of:
- alternative mechanisms for discussing strategic issues connected to technology-enhanced learning and sharing good practice;
 - potential overlap between the remit of the Group and the remit of other existing University Committees and working groups;
 - the establishment of a wider interest group for technology-enhanced learning, outside of the formal committee structure;

noting that any future proposals would need to be considered by the Academic Quality and Standards Committee and the Information Policy and Strategy Committee;

- (ii) considered the most appropriate forum for a group of interested staff to consider strategic issues related to e-learning, which might be the e-Learning Steering Group, a possible new ITS Service Board for e-Learning, the Quality Enhancement Working Group, some other group, or some combination;
- (iii) resolved that the e-Learning Steering Group continue in its current form, reviewing its terms of reference in due course to ensure it continues to provide a forum for strategic discussion of e-learning issues; and
- (iv) recommended (to the Director of IT Services) that IT Services not establish a separate Service Board for e-learning, and that the Head of Service Delivery (Academic & Enterprise Services), IT Services, consider with the secretariat whether any changes to the terms of reference or constitution of the e-Learning Steering Group would be desirable to enable it to fulfil a role equivalent to that of a Service Board for e-learning, in addition to its existing terms of reference.

(b) That at the meeting of the Group held on 7 May 2009 it was reported:

- (i) That the Director of IT Services, the Head of Academic and Enterprise Services, IT Services, and the [former] Secretary discussed possible changes to the Terms of Reference of the Group, to enable it to fulfil the function of Service Board for e-learning;
- (ii) That a paper outlining proposed changes was not presented for discussion at this meeting, pending possible changes in the model for supporting e-learning at the University.

RECEIVED:

HEFCE's revised strategy for technology-enhanced learning, paper EL 2/09-10, *Enhancing learning and teaching through the use of technology: a revised approach to HEFCE's strategy for e-learning*.

CONSIDERED:

- (c) An oral report from the Director of IT Services concerning the role and mode of operation of other IT Service Boards, noting that:
 - (i) a typical Service Board comprises users, customers and representatives of the relevant ITS service team;
 - (ii) a typical agenda includes:
 - overview of the service
 - update/report on incidents (trends, volumes, response and resolution times)
 - review of relevant service metrics
 - review/consideration of current and proposed improvement projects
 - resource monitoring, prioritisation and allocation
 - (iii) the delivery of e-learning support does not fit within the typical Service Board model and many aspects of the support service were unlikely to be measurable through quantitative data.
- (d) If it was necessary for the Group to continue to function as a formal University Committee, or if e-learning strategy and policy could be discussed more effectively through other means, including:
 - (i) assumption by the Group of the role of a Service Board for e-learning, with a possible review of the Group's membership, to include, for example, additional members of academic staff from each Faculty, additional student members, and/or additional members from IT Services;
 - (ii) the possibility of holding in advance of each Group/Service Board meeting an open-invitation forum to discuss a key strategic topic for e-learning;
 - (iii) reviewing the terms of reference and membership of other formal University Committees that may be

relevant to e-learning, including the Quality Enhancement Working Group.

RESOLVED:

- (e) That a cross-University group with academic membership was an important forum for discussion of specialist e-learning issues and dissemination of good practice.
- (f) That the remit of the Group in relation to the remit of other University Committees and Working Groups should be reviewed, and that the most appropriate route for progressing the Group's recommendations should be considered further.
- (g) That the Group should not assume the role of a standard IT Service Board, but should develop appropriate mechanisms for reviewing the e-learning support services provided by IT Services to academic departments.
- (h) That a sub-group with the following membership consider the future terms of reference and membership of the Group and report to the next meeting:

The Chair of each Faculty IT Committee (or nominee)
The Director of IT Services
The Head of Service Delivery (Academic and Enterprise Services), ITS
Secretariat: Teaching Quality
- (i) That in considering the future terms of reference of the Group, the sub-group consider the following possible aspects of the Group's role:
 - (i) to advise on e-learning policy and strategy;
 - (ii) to make recommendations on funding priorities;
 - (iii) to review e-learning support services provided by IT Services.
- (j) That in considering the future membership of the Group, the sub-group consider recommending that a representative from Warwick Business School be invited to join the Group.

6/09-10

Online submission of assessed work

REPORTED:

- (a) That the Academic Quality and Standards Committee at its meeting on 25 February 2009 resolved that Dr R Moseley, Chair of the Collaborative, Flexible and Distributed Learning Sub-Committee, convene a Working Group to share experience and develop good practice guidelines for the online submission of students' assessed work, the Group to include members of CFDLSC and others with relevant experience and expertise.

(AQSC minute 59/08-09 referred)

- (b) That an Online Submission Working Group had been convened by Dr Adrian Stokes, Warwick Medical School, and that the first meeting of the Group was held on 22 September 2009.

CONSIDERED:

The minutes of the meeting of the Online Submission Working Group held on 22 September 2009, paper EL 3/09-10, noting that:

- (c) The minutes represented work in progress and further discussions would take place before the Working Group formulated recommendations for consideration by the Academic Quality and Standards Committee.
- (d) Members were invited to contact Dr Adrian Stokes with any comments on the Working Group's initial findings.

RESOLVED:

- (e) That the central issues for consideration were:
 - (i) should University-wide guidelines be agreed in relation to the online submission of students' assessed work, and if so, what should the guidelines contain;
 - (ii) should a University-wide system be developed to support online submission;
 - (iii) if a University-wide system were to be developed, how could this best be supported, for example through development of a bespoke in house system, or through a third party system;
 - (iv) if a third party system were to be used, should work first be submitted to a University-owned depository.

RECOMMENDED (to the Chair of the Online Submission Working Group):

That a small research group be commissioned to investigate in detail possible models for University-wide support for online submission of students' assessed work, and that the Chair of the Online Submission Working Group discuss possible membership of the research group with the Director of IT Services, noting that possible members might include relevant IT Service manager(s) and analysts and a small number of representatives of academic departments

7/09-10

Web-groups

CONSIDERED:

An oral report from Professor Donald Singer concerning issues arising from the creation of new enrolment records for students following courses not linked to the timing of the standard academic year and the resulting implications for webgroups and access to online resources.

RESOLVED:

That the Secretary facilitate further discussion between the Academic Office, IT Services and Professor Singer.

8/09-10

Open access to educational resources

REPORTED (by Dr David Davies):

That information on the University's policy on open access to educational resources was required for a questionnaire to be completed as part of a JISC-funded project being undertaken within the Medical School.

REPORTED (by the Secretary):

That the University's policy on open access to educational resources would be an item for discussion at the next meeting of the Group.

RESOLVED:

That Professor Davis arrange to meet with the Chair and the University Librarian to discuss the answers to the questionnaire, noting that the submission date preceded the next meeting of the Group.

9/09-10

Next meeting

REPORTED:

That the next meeting of the Group would be held at **2pm on Monday 1 February 2010** in the Council Chamber, University House.

JH/LH, 6.11.09

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