

UNIVERSITY OF WARWICK

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 28 January 2008

Present: Dr David Davies (in the Chair), Mr Antony Brewerton, Mr Steve Brydges, Dr Keith Leppard, Professor Alan Neal, Mr Peter Ptashko

Apologies: Dr Sean Allan, Ms Sue Bennett, Ms Jenny Bradfield, Mr John Dale, Professor Donald Singer, Professor Michael Whitby

In attendance: Dr Julian Moss

11/07-08 Minutes of the previous meeting

RESOLVED:

That the minutes of the meeting held on 22 October 2007 be approved, subject to the addition of Professor Alan Neal to the list of apologies.

12/07-08 Matters arising

(a) Computer-aided assessment (minute 3(e)/07-08 referred)

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.

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

(b) JISC survey (minute 6/07-08 referred)

REPORTED:

That the Information Policy and Strategy Committee at its meeting on 13 November 2007 considered the issue of social networking and resolved that Mr P Ptashko produce a paper on Social Networking for the next IPSC meeting.

(unconfirmed IPSC minute 13/07-08)

13/07-08 Progress of Group recommendations

REPORTED:

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.

14/07-08 International e-Learning Benchmarking (minute 3(b)/07-08 referred)

REPORTED:

- (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.

CONSIDERED:

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.

RESOLVED:

- (a) That it be noted that participants in the International e-Learning Benchmarking seminar had identified the E-Learning Advisor Team as an example of good practice in providing e-learning support.
- (b) That the Group welcomed plans for the imminent opening of the Teaching Grid, located on the second floor of the Library.

15/07-08 IPR in e-learning materials (minute 16(c)/06-07 referred)

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.

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.

16/07-08 TQEF awards

REPORTED:

- (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 Perception 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 was 4 February 2008.

RESOLVED:

- (e) That consideration be given to permitting greater flexibility about the size of award from the current TQEF challenge fund;
- (f) That the Secretary relay a number of points made in discussion to the Chair of the Group to be borne in mind should the Education Innovation Fund be re-established.

17/07-08 ELAT activities

CONSIDERED:

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

18/07-08 e-Learning Showcase Day

REPORTED:

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.

19/07-08 QAA Institutional Audit

REPORTED:

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

RECEIVED:

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

20/07-08 Remit of the e-Learning Steering Group

CONSIDERED:

Possible alternative methods for considering some items of business considered by the Group.

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.

21/07-08 Next meeting

REPORTED:

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