

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 Friday 9 May 2008

Present: Professor Michael Whitby (in the Chair), Mr Antony Brewerton, Mr Manus Conaghan, Mr John Dale, Dr Keith Leppard, Professor Alan Neal, Mr Peter Ptashko, Dr Rudolf Roemer, Professor Donald Singer

Apologies: Dr Sean Allan, Dr David Davies,

In attendance: Ms Jenny Bradfield, Mr Steve Carpenter, Ms Helen Hutchings, Mr Michael Roberts

22/07-08 Minutes of the previous meeting

RESOLVED:

That the minutes of the meeting held on 28 January 2008 be approved.

23/07-08 Matters arising

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

REPORTED:

(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 was initiating a review of the University's governance structures, that the Chair and the Secretary would 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 referred)

REPORTED:

- (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 would be considered by Faculty Boards later in the summer term and that the issue would 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 referred)

REPORTED:

- (i) 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.

- (ii) That the Chair, Mr J Dale and Dr J Moss (Senior Assistant Registrar {Teaching Quality}) would be attending the final HEA/JISC Pathfinder programme event in June.
- (d) IPR in e-learning materials (minute 15/07-08 referred)

REPORTED:

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

- (i) 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 was available on the project website:
<http://trustdr.ulster.ac.uk/outputs.php>;
- (ii) 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.

RECEIVED:

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

RESOLVED

- (iii) That the Chair clarify with the University Compliance Officer the proposed operation of section 2 of the Draft Regulations, paper EL 16/07-08, concerning ownership by the University of copyright in course materials created by members of staff during the course of their employment, noting that any proposal to prohibit staff from continuing to use course materials they have created, after they have left the University's employment, was likely to be unworkable in practice,

and noting that if such a prohibition was not intended, the Regulations should make this clear.

- (iv) That the Chair consult with other Russell Group institutions to establish if there is a common approach to ownership of intellectual property rights in course materials, including a common approach to the use of materials by members of staff who have left the institution's employment.

24/07-08 Chair's business

- (a) Blackboard

REPORTED

That the Chair would be attending a Blackboard event in Manchester on 13 May 2008 to discuss new initiatives in the HE sector and would report to a future meeting of the Committee.

- (b) E-Learning Showcase (minute 18/07-08 referred)

REPORTED:

That a meeting would be held later in the summer term to evaluate feedback from the e-Learning Showcase Day held on 10 March 2008 in the Teaching Grid and to consider future dissemination events.

RESOLVED

- (i) That thanks be expressed to the Library for hosting the e-Learning Showcase Day, and to those involved in organising the event.
- (ii) That when considering future dissemination events, consideration be given to appropriate mechanisms for encouraging participation from all academic departments, and that consideration be given to the benefits of University-, Faculty- and Department-wide events.

25/07-08 ELAT activities

CONSIDERED:

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.

RESOLVED

That the report be welcomed, that the positive impact of the TQEF-funded 'Arts E-squad' be noted and that other Faculties be encouraged to consider the desirability of developing similar projects.

REPORTED:

- (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.
(IPSC minute 9/06-07)
- (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.

CONSIDERED:

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

RESOLVED:

- (d) That, in light of the increased interest amongst members of academic staff in utilising usage data to enhance teaching and learning, it was desirable to consider further the potential implications and benefits of enabling such usage.
- (e) That user privacy is important and that in advance of further consideration of any possible change in policy to enable usage data to be used for teaching and learning-related purposes:
 - (i) the University's current policy on collecting and using usage data be clarified, noting that the University has a legitimate interest in protecting the security of its IT system;
 - (ii) Faculty IT Committees consider the possible benefits to teaching and learning that may be derived from usage data, and report to a future meeting of the Group;
 - (iii) Mr John Dale consult with colleagues in other institutions on practice in relation to the collection and use of usage data for teaching and learning-related purposes, and report to a future meeting of the Group.
- (f) That, following this further work, the Group consider at a future meeting the desirability of recommending to the Information Policy and Strategy Committee any change to current policy on using usage data for teaching and learning-related purposes, noting that students would need to be consulted on any such recommendation.

RECOMMENDED (to the Information Policy and Strategy Committee):

That the University's current policy on collecting and using usage data be clarified.

27/07-08 International e-Learning Benchmarking (minute 14/07-08 referred)

CONSIDERED:

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.

RESOLVED:

That it be noted that opportunities for further international e-learning benchmarking may develop through the University's collaborative relationship with Boston University.

28/07/08 TQEF awards

REPORTED:

- (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 had been received for the third round of bids;
- (d) That the deadline for full bids was 19 May 2008.

RESOLVED:

That it be noted that if there were remaining funds a further round of bids would take place in October.

29/07-08 Completion reports on funded projects

CONSIDERED:

Completion reports on the funded projects listed in paper EL 15/07-08, noting that the 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.

RESOLVED:

- (a) That the completion reports on the funded projects listed in paper EL 15/07-08 be approved.
- (b) That it be noted that:
 - (i) a number Faculties and departments, including the Faculty of Medicine and the departments of History and Maths, had completed a number of funded projects, but funded activities in other Faculties and departments had been more dispersed.
 - (ii) some departments, particularly in the Faculty of Science, were highly active in developing e-learning initiatives, supported by departmental funding, rather than through bids submitted to central challenge funds.
- (c) That Faculty IT Committees, Mr John Dale (Head of e-Learning and Web Development, IT Services) and Mr Antony Brewerton (Head of Academic Support, Library) consider mechanisms to support departments that do not currently incorporate a significant level of e-learning within their teaching and learning, noting that such mechanisms may include:
 - (i) dissemination events targeted at particular departments or groups of departments;
 - (ii) 'problem clinics' to discuss common issues encountered by members of academic staff when developing e-learning initiatives;
 - (iii) a series of lunchtime dissemination seminars to be hosted in the Teaching Grid.
- (d) That the views of the Group be considered at the meeting to be held later in the summer term to discuss the e-Learning Showcase Day held on 10 March 2008 and future dissemination events (minute 24(b)/07-08 refers).

30/07-08

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

- (a) 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.

- (b) That the Quality Enhancement Working Group at its meeting on 1 May 2008 considered a paper drafted by the Chair [of QEWG] and the Secretary in conjunction with the Pro-Vice-Chancellor (Teaching & Learning and International Affairs) concerning possible criteria for a new teaching and learning enhancement fund, paper QEWG 41/07-08, and recommended (to the Pro-Vice-Chancellor {Teaching & Learning and International Affairs}):
- (i) That an upper limit of £20,000 be established for awards from the new Teaching and Learning Enhancement Fund;
 - (ii) That the guidelines and criteria make particular reference to links between research and teaching and projects which advance research-led/research-informed teaching, noting the importance of such practice in the University Strategy;
 - (iii) That the guidelines and criteria reinforce experience with recent funding mechanisms that small-scale or less expensive projects can be very successful;
 - (iv) That chairs/convenors of Faculty teaching and learning groups should play a central role in considering bids to the fund;
 - (v) That proposals for projects to pilot self-standing modules likely to be of interest to students across the University be welcomed, in line with University Strategy;
 - (vi) That proposals for projects to explore and develop existing understandings of international perspective in the curriculum be welcomed, in line with University Strategy;
 - (vii) That proposals for projects developing the University's use of innovative teaching spaces be welcomed, in line with University Strategy;
 - (viii) That the proposed essential criterion concerning the reporting and dissemination of projects include reference to the planned database of good practice to be hosted by the Teaching Grid.

CONSIDERED:

- (c) 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;
- (d) The recommendations of 1 May 2008 of the Quality Enhancement Working Group concerning the possible criteria

for a new teaching and learning enhancement fund set out in paper QEWG 41/07-08.

RECOMMENDED (to the Pro-Vice-Chancellor {Teaching & Learning and International Affairs}):

That, in addition to the recommendations of 1 May 2008 of the Quality Enhancement Working Group concerning possible criteria for a new teaching and learning enhancement fund set out in paper QEWG 41/07-08 (QEWG minute 36/07-08 referred), the following be considered:

- (e) That the proposed essential criterion concerning the reporting and dissemination of projects include a requirement that project outputs are disseminated outside of the applicant's department to the wider University, for example through the planned database of good practice to be hosted by the Teaching Grid, or through seminars or other events organised in conjunction with the Teaching Grid or others within the University;
- (f) That the proposed desirable criteria include projects which evaluate the pedagogic benefits of different methods of teaching and learning, including e-learning/technology enhanced learning;
- (g) That the guidelines or application documentation for the fund encourage applicants to identify clearly the issue(s) they intend to address or explore through the project and to set out how they propose to do so;
- (h) That the guidelines or application documentation for the fund encourage applicants to consider within the project evaluation report the extent to which the project provided a solution to the issue(s) identified in the original application, or the success of the project in exploring the issue(s) identified;
- (i) That the Group supported proposals for a lighter-touch single-round process for smaller bids.

31/07-08 Next meeting

REPORTED:

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