

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 Friday 11 May 2007

Present: Dr David Davies (in the Chair), Mr John Dale, Dr Jay Dempster, Ms Cleo Longworth

Apologies: Dr Kate Astbury, Mr Antony Brewerton, Dr Keith Leppard, Professor Alan Neal, Professor Michael Whitby

In attendance: Miss Jenny Bradfield, Mr Robert O'Toole, Mr Graham Lewis (for item 28/06-07), Dr Julian Moss

25/06-07 Minutes

RESOLVED:

That the minutes of the meeting held on 26 January 2007 be approved.

26/06-07 Matters arising

(a) JISC (minute 16/06-07(a) referred)

REPORTED:

- (i) That the bid submitted to the JISC Learners' Experience of E-learning programme for an Institutional Studies project in partnership with the University of Northumbria entitled 'Students' Blended Learning User Patterns' had been successful, and that the two year project would run from March 2007 to February 2009.
- (ii) That discussions between the Secretariat and Research Support Services concerning the existing resources available to those applying for funding were ongoing.

(b) TQEF/Pathfinder: Embedding E-Learning Challenge Fund (minute 16/06-07(b) referred)

REPORTED:

That at the meeting of the Quality Enhancement Working Group on 26 February 2007 it was reported:

- (i) that £95,000 had been allocated to a TQEF Teaching and Learning Challenge Fund for 2007-08, and that £105,000 had been allocated to a TQEF Teaching and Learning Challenge Fund for 2008-09 (subject to

confirmation in HM Treasury's Comprehensive Spending Review), as noted in paper QEWG 14/06-07), and that this T&L Challenge Fund would replace this year's Embedding E-Learning (EEL) Challenge Fund, whose guidelines were as set out in paper QEWG 15/06-07;

- (ii) that some money remained from the original allocation to the Vice-Chancellor's Education Innovation Fund, which currently operated according to guidelines set out in paper QEWG 16/06-07;

and resolved:

- (iii) that for 2007-08 and 2008-09 TQEF and EIF monies be combined as a single fund, and that the objectives of the combined fund be clearly defined;
- (iv) that applications to the combined fund continue to be in accordance with fixed deadlines, it being noted that applicants should be given as much notice as possible of the deadline for each round of bidding;
- (v) that two bidding rounds operate in 2007-08 with the deadlines fixed for the end of the Autumn Term 2007 and the end of the Spring Term 2008.

RECEIVED:

- (vi) A summary, paper EL 23/06-07, (tabled), of:
  - (A) the funds allocated to e-learning-related projects in the fourth and fifth rounds of bidding to the Education Innovation Fund; and
  - (B) the funds allocated from the Embedding E-Learning Challenge Fund.

RECOMMENDED (to the Quality Enhancement Working Group):

- (vii) That it be made clear in the guidelines for the combined fund that both speculative or innovative projects and less innovative enhancement projects;
  - (viii) That further consideration be given to the introduction of a rolling application/approval process for small-value bids alongside fixed deadlines for larger-value bids;
  - (ix) That further consideration be given to possible opportunities to broker combined bids from a number of department with similar objectives.
- (c) Apple: iTunesU Europe (minute 18/06-07 referred)

RECEIVED:

An oral update from Dr David Davies, noting that:

- (i) it now appeared unlikely that iTunesU Europe would be launched in the near future;
- (ii) an invitation for reduced-cost attendance at the Apple Annual Developers Conference was being discussed with Apple.

27/06-07

Chair's business

REPORTED:

That Professor Diana Laurillard, Institute of Education, London, had raised in outline with Pro-Vice-Chancellors of Russell Group universities the possibility of developing a shared multi-institution repository for e-learning objects and resources.

RESOLVED:

- (a) That the following points be noted:
  - (i) That where externally funded projects have required the sharing of e-learning objects and resources this has tended to be an additional task of limited value;
  - (ii) That it may be preferable to maintain and develop e-learning objects and resources within institutional networks and servers, and allow remote authenticated access where desirable and appropriate, aided by high-quality meta-data to allow searching;
- (b) That consultation with staff and students be carried out before any proposal for a multi-institutional repository be taken forward, to establish levels of enthusiasm for sharing content produced within the University and for using resources produced elsewhere.

28/06-07

Higher Education Academy e-learning Research Observatory

RECEIVED:

A copy of an expression of interest submitted to the Higher Education Academy e-learning Research Observatory, entitled 'Student Inspired Development of Learning Experiences', paper EL 24/06-07.

CONSIDERED:

A report from Mr Mark Childs and Mr Graham Lewis, Centre for Academic and Professional Development, on the use of wiki software to develop the expression of interest, paper EL 25/06-07.

RESOLVED:

- (a) That the following points be noted:
- (i) That the introduction of wikis to teaching or research contexts frequently requires a significant cultural change, but can also be an opportunity to introduce such a change;
  - (ii) That different wiki platforms have various advantages and disadvantages;
  - (iii) That wiki-based projects at the University had met with varying levels of success, from the highly effective to the ignored, with students in some departments which had introduced wikis on particular modules preferring to use non-University social networking web-based applications to support their studies.
- (b) That it remained important to learn from departments' experiences in using wikis and similar applications.

29/06-07 JISC Capital Programme (Circular 01/07, April 2007)

RECEIVED:

JISC Capital Programme Circular 01/07, April 2007, paper EL 26/06-07, noting that proposals for funding must be submitted by 21 June 2007.

REPORTED:

That the Library was likely to submit a bid against the Repository strand of the JISC Capital Programme.

RESOLVED:

That Dr Davies draw the JISC Capital Programme and JISC circular 01/07 to the attention of Chairs of Faculty IT Committees.

30/06-07 HE Academy/JISC Pathfinder programme: Departmental Impact Analysis (minute 20/06-07 referred)

CONSIDERED:

- (a) A paper prepared by Dr Jay Dempster, Centre for Academic and Professional Development, on further activity on a departmental impact analysis of e-learning projects, paper EL 27/06-07 (tabled).
- (b) A report from Mr John Dale, e-Lab and Library Research Innovation Unit, on a proposed survey of e-learning activities within academic departments, paper EL 28/06-07.

RESOLVED:

- (c) That a survey of current e-learning at the University and departmental impact analysis be carried out as proposed by Dr Jay Dempster in paper EL 27/06-07, noting a number of suggestions made at the meeting.
- (d) That members of the Group forward any further comments or suggestions regarding the survey and departmental impact analysis to Dr Dempster.
- (e) That for the time being the potential benefits of collecting and analysing usage data for forum usage and quizbuilder usage did not justify this activity.

31/06-07 Computer aided assessment

CONSIDERED:

A report from Mr J Dale on issues related to computer aided assessment and teaching, paper EL 29/06-07.

RESOLVED:

- (a) That the Group fully support Mr Dale's work to arrange appropriate support for Perception software and related servers
- (b) The Mr Dale and the Secretariat discuss the provision of space that could be configured for use in computer-based summative assessment tasks with the Space Management and Timetabling section.

32/06-07 e-Learning advisors' report

CONSIDERED:

A report from Mr J Dale updating the Group on recent e-learning activities, paper EL 30/06-07.

RESOLVED:

That thanks be expressed to Ms Rachel Edwards, Ms Jenny Delesalle and all other members of staff who contributed to the organisation and promotion of the forthcoming e-learning showcase day.

33/06-07 International e-learning benchmarking (minute 19/06-07 referred)

CONSIDERED:

The draft institutional review document, paper EL 31/06-07 (tabled), together with a covering paper prepared by the Secretary, paper EL 32/06-07 (tabled).

RESOLVED:

- (a) That the section of the Institutional Review Document concerning drivers for e-learning be circulated to a number of specific individuals identified in the meeting;
- (b) That members of the Group pass any comments on the Institutional Review Document to the Secretary.

34/06-07 Warwick Medical School: e-Learning Benchmarking

REPORTED:

That the HEA Subject Centre for Medicine, Dentistry and Veterinary Medicine, MEDEV, had invited Warwick Medical School to participate in a subject-specific e-learning benchmarking exercise.

35/06-07 Membership

RESOLVED:

That Ms Cleo Longworth be thanked for her contribution to the work of the Group during her year as Students' Union Education Officer.

36/06-07 Next meeting

REPORTED:

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