

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 1 February 2010

Present: Professor Ann Caesar (Chair), Mr Anthony Brewton, Mr John Dale, Dr David Davies, Dr Keith Leppard, Dr Rudolf Roemer, Professor Donald Singer, Dr Jeremy Smith

Apologies: Dr Kate Astbury, Ms Anne Bell, Mr Manus Conaghan, Ms Sumaiya Khaku, Professor Alan Neal

In attendance: Ms Jenny Hughes, Mr Michael Roberts

10/09-10 Minutes

RESOLVED:

That the minutes of the meeting held on 26 October 009 be approved

11/09-10 Matters arising

(a) Online submission of assessed work (minute 6/09-10 referred)

REPORTED:

(i) That the Group at its meeting on 26 October 2009:

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

- (1) 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;
- (2) Members were invited to contact Dr Adrian Stokes with any comments on the Working Group's initial findings

(B) resolved that the central issues for consideration were:

- (1) should University-wide guidelines be agreed in relation to the online submission of students' assessed work, and if so, what should the guidelines contain;
- (2) should a University-wide system be developed to support online submission;

- (3) 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;
 - (4) if a third party system were to be used, should work first be submitted to a University-owned depository.
- (C) recommended to the Chair of the Online Submission 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 included relevant IT Service manager(s) and analysts and a small number of representatives of academic departments
- (ii) That the Collaborative, Flexible and Distributed Learning Sub-Committee at its meeting on the 19 November 2009 considered the minutes of the meeting of the Online Submission Working Group held on 22 September 2009, paper EL 3/09-10, together with the resolutions and recommendations of the e-Learning Steering Group and recommended to the Academic Quality and Standards Committee and the e-Learning Steering Group:
- (A) That in future the Online Submission Working Group report to the e-Learning Steering Group, noting that online submission had implications for all courses and not just collaborative courses, and that the membership of the Online Submission Working Group would ensure that collaborative elements continued to be taken into account as appropriate.
 - (B) That in addition to the issues for consideration raised by the e-Learning Steering Group, the Online Submission Working Group focus on the pedagogic rationale for an online system.
(CFDLSC minute 11/09-10 referred)

CONSIDERED:

- (iii) The recommendations of the Collaborative, Flexible and Distributed Learning Sub-Committee;
- (iv) An oral update from the Secretary, noting that the convenor of the Online Submission Working Group, Dr Adrian Stokes, would be leaving the University during the spring term.

RESOLVED:

That in future the issue of online submission be considered by the e-Learning Steering Group and that a separate Online Submission Working Group would no longer be required.

- (b) Open access to educational resources (minute 8/09-10 refers)

REPORTED:

- (i) That at the meeting of the Group held on 26 October 2009:

(A) it was 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 and 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;

(B) the Group resolved that Dr David Davies 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.

- (ii) That at the meeting of the Information Policy and Strategy Committee held on 18 November 2009 it was reported:

(A) (by the Librarian) that discussions were taking place in different areas of the University regarding the creation of Open Education Resources (OERs) and that the Teaching Quality section had advised that the University consider an institutional-level approach to OERs to ensure consistency and awareness;

(B) (by Dr D Davies) that OERs had been raised at the e-Learning Steering Group and would be progressed with a measured and sensitive discussion as any policy would potentially impact on academics' freedom to produce resources; and

(C) that an informal meeting with colleagues engaged in OERs would be held in early December to discuss the practical arrangements of current projects and to consider whether there was a necessity for a University-wide policy.

RECEIVED:

An oral update from Dr David Davies.

RESOLVED:

That Dr David Davies convene a further meeting with the Chair and the University Librarian to discuss approaches across the University to access to educational resources and to consider if further guidance for departments should be developed.

12/09-10 Role of the e-Learning Steering Group

CONSIDERED:

A report from the meeting held on 18 January 2010 of the Sub-Group established to consider the future terms of reference and membership of the e-Learning Steering Group, paper EL 4/09-10.

RESOLVED:

- (a) That in the view of the Group, Warwick should be at the forefront of e-learning and technology enhanced learning and that this would require the Group to take on a more proactive role, which would necessitate additional administrative support that could not be provided through a traditional committee secretariat model.
- (b) That the proposals set out in paper EL 4/09-10 be approved subject to the amendments noted at the meeting, and that the revised version of paper EL 4/09-10 be circulated to members of the Group for comment.
- (c) That the final version of paper EL 4/09-10 be submitted for consideration by the Information Policy and Strategy Committee, and the working group to be established by the Pro Vice-Chancellor (Student Experience) to consider the future role, terms of reference, constitution and membership of the Academic Quality and Standards Committee and its sub-committees.

13/09-10 Strategic Framework for IT activity

REPORTED:

That at the meeting of the Information Policy and Strategy Committee held on 18 November 2009:

- (a) the Committee considered a paper from the Director of IT Services outlining a broad strategic framework for IT activity at the University, paper IPSC.8/09-10;
- (b) it was reported (by the Director of IT Services) that the framework aimed to continue core services and develop a range of highly differentiating services with a view to these driven by the wider University community in the longer term, reported (by the Chair) that opportunities for potential external funding were being explored, and reported (by Professor Nandakumar) that the University advised businesses on how to

use differentiating technologies, but consideration should be given on how to benefit from these developments internally;

- (c) the Committee resolved that the Strategic Framework as set out in IPSC.8/09-10 be endorsed by IPSC and be circulated by Faculty IT Committees, Faculty Boards and the e-Learning Steering Group, noting that detailed proposals on a project-by-project basis would be considered by IPSC.

(IPSC minute 8/09-10 referred)

CONSIDERED:

A paper from the Director of IT Services outlining a broad strategic framework for IT activity at the University, paper IPSC.8/09-10.

RESOLVED:

- (d) That the Group welcomed the strategic framework for IT activity as set out in paper IPSC.8/09-10.
- (e) That the Group should play a role suggesting e-learning and/or technology enhanced learning initiatives which could be put forward for possible development by IT Services.

14/09-10 Universities and Colleges Information Systems Association Study

REPORTED:

That the University had been invited to respond to a survey coordinated by the Universities and Colleges Information Systems Association which aimed to identify the 'current picture and trends in UK higher education institutions with regard to the use of technology enhanced learning'.

RESOLVED:

That Dr David Davies and Mr John Dale complete the survey on behalf of the Group and submit the response to the Universities and Colleges Information Systems Association.

15/09-10 Next meeting

That the next meeting of the Group would be held at 9am on Thursday 13 May 2010 in the Council Chamber, University House.