

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 January 2009

Present: Professor Michael Whitby (Chair); Mr Antony Brewerton, Mr Manus Conaghan, Mr John Dale, Dr Cathia Jenainati, Dr Keith Leppard, Professor Alan Neal, Dr Rudolf Roemer, Professor Donald Singer

Apologies: Dr David Davies, Dr Jeremy Smith, Mr Mo Surve

In attendance: Ms Jenny Bradfield, Dr Julian Moss

1/08-09 Terms of Reference, Constitution and Membership

RESOLVED:

That the Terms of Reference, Constitution and Membership of the e-Learning Steering Group be approved as set out in paper EL 1/08-09, subject to the amendments that Dr Katheine Astbury is on leave in the spring and summer terms 2008-09 and replaced by Dr Cathia Jenainati as Chair of the Arts Faculty IT Committee, that Dr Julian Moss is the Secretary to the Group, and that Ms Jenny Bradfield is Assistant Secretary to the Group.

2/08-09 Minutes

RESOLVED:

That the minutes of the meeting held on Friday 9 May 2008 be approved.

3/08-09 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/>.

Matters arising

- (a) Remit of the e-Learning Steering Group (minute 23(a)/07-08 referred)

## REPORTED:

- (i) That at the meeting of the Group held on 9 May 2008 it was reported 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.
- (ii) That the governance review is ongoing and that the remit of the Group will be considered at a future meeting.
- (iii) That IT Services were instituting Service Boards for each major service they delivered

## CONSIDERED:

- (iv) 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.
- (v) The most appropriate form for a group of interested staff to consider strategic issues related to e-learning, be that 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.

## 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.

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) HE Academy/JISC Pathfinder programme (minute 23(c)/07-08 referred)

REPORTED:

That the Chair, Mr John Dale and Dr Julian Moss (Senior Assistant Registrar {Teaching Quality}) attended the final HEA/JISC Pathfinder programme event in June.

CONSIDERED:

The End of Programme Review report produced by the Higher Education Academy, 'Challenges and Realisations from the Higher Education Academy/JISC Benchmarking and Pathfinder Programme', paper EL 2/08-09.

RESOLVED:

That the University had benefited from its participation in the HEA/JISC e-learning Benchmarking and Pathfinder programmes.

- (c) Computer-aided Assessment (minute 23(b)/07-08 and AQSC minute 122(c)/07-08 referred)

RECEIVED:

An extract from the minutes of the meeting of the Academic Quality and Standards Committee held on 12 June 2008, paper EL 3/08-09 noting in particular the resolution of the Committee:

That Dr K Leppard be invited to identify universities where the issues identified in relation to computer-aided assessment [CAA] for summative purposes have been successfully addressed, and seek information and advice from them on good practice which may be transferable to Warwick.

AQSC minute 122(c)/07-08

CONSIDERED:

An oral report from Dr K Leppard concerning computer-aided summative assessment and practice at other universities, noting that:

- (i) a survey carried out by Ms Natasha Nakariakova, e-Lab, indicated that other universities were encountering similar difficulties in using CAA methods for summative purposes;
- (ii) the introduction of CAA for summative purposes would require investment in equipment and the transformation of existing learning spaces or IT clusters to allow fair and reliable CAA;

RESOLVED:

- (iii) That the Group endorses in principle the development of facilities and purchase of equipment to allow for large-scale computer-aided summative assessment, noting that this could not be a priority for investment in the current economic climate;
- (iv) That Dr Leppard work with colleagues in academic departments and e-Lab to identify examinations which might pilot computer-aided summative assessment methods and serve as case studies, to inform institutional decision-making on CAA policies and the future design on learning spaces and IT clusters.

RECOMMENDED (to IT Services)

That consideration be given to allowing departments or the Examinations Office to book larger IT workspaces for computer-aided assessment.

- (d) Learning and Teaching Strategy (minute 8/07-08 and Senate minute 93(b)/07-08 referred)

CONSIDERED:

The University's Learning and Teaching Strategy, paper AQSC 6/07-08 (revised 5), together with an oral report from the Chair, noting that the Strategy was approved by the Senate at its meeting on 2 July 2008 and is also available online at: [http://www2.warwick.ac.uk/services/quality/categories/enhancement\\_funding/learningteachingstrategy/](http://www2.warwick.ac.uk/services/quality/categories/enhancement_funding/learningteachingstrategy/)

RESOLVED:

That a number of projects in the Learning and Teaching Strategy would require e-learning support, including those in the areas of curriculum breadth and "spine" modules, and internationalisation.

- (e) IPR in e-learning materials (minute 23(d)/07-08 referred)

REPORTED:

- (i) That the Group at its meeting on 9 May 2008 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, and resolved:

- (A) 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.
  - (B) 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.
- (ii) That the Chair has consulted with other institutions and the Assistant Secretary has consulted with the University Compliance Officer and the University Legal Advisor, noting that:
- (A) practice in other institutions varies, but there is a general view that an institution cannot realistically prevent members of staff from continuing to use course materials once they have left the institution's employment (although re-use of a comprehensive set of materials produced to support a particular module is felt to be inappropriate);
  - (B) the University's Intellectual Property Regulations provide for the University to retain ownership of copyright in course materials created by members of staff during the course of their employment, and this provision is reflected in terms and conditions of employment;
  - (C) a key aim of this provision is to ensure that a member of staff who has developed course materials cannot attempt to prevent the University from continuing to use them once he or she has left the University's employment;
  - (D) the University Legal Advisor is considering the development of guidance to accompany the

Intellectual Property Regulations to provide further information on their implementation.

(f) QAA Institutional Audit (minute 19/07-08 referred)

RECEIVED:

Oral reports from the Chair and Secretary on the University's Institutional Audit, which took place on 10-14 November 2008.

REPORTED:

- (i) That the University would challenge the conclusions in the draft audit report from QAA that the implementation of new learning technologies was "slow and not uniform", noting that the University has a strong record of implementing new technologies with considerable alacrity;
- (ii) That the University would challenge the suggestion in the draft audit report that the University does not have a virtual learning environment, noting that although the University does not operate a commercial VLE, there are considerable advantages to the in-house development of its own tools.

(g) Usage data versus privacy in the VLE (minute 26/07-08 referred)

RECEIVED:

Extracts from the minutes of the meeting of the Group held on 8 May 2008 and the meeting of the Information Policy and Strategy Committee held on 11 November 2008, paper EL 6/08-09.

CONSIDERED:

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, informed by an oral report from Mr John Dale, IT Services.

RESOLVED:

That the following points be noted:

- (i) the technical infrastructure is in place to gather usage data, but is currently not activated;
- (ii) the technical infrastructure could be developed relatively quickly to allow the gathering of usage data selectively, covering, for example, only those pages or sets of pages where there was educational benefit to collecting and analysing data, with an appropriate method of indicating to users which pages were included;

- (iii) it would be important for users to be able to access easily usage data held about them, partly to reassure them that such data holdings did not compromise their privacy, and partly to assist students in reflecting on their own progress.

RECOMMENDED (to the Information Policy and Strategy Committee):

That the availability of usage data for pages on the University website connected to students' courses would serve as an important pedagogic tool and therefore that the University's current policy should be changed to allow the collection of website usage data for pedagogic purposes when appropriate.

5/08-09 Report from the Head of e-Learning and Web Development

CONSIDERED:

- (a) An oral report from Mr John Dale (Head of e-Learning and Web Development, IT Services) on recent activities of the E-Learning Advisor Team and noting in particular the recent launch of the University's channel on iTunesU.
- (b) An oral report from Mr Dale on the University's membership of the Association of Learning Technology, together with a briefing note prepared by the Association of Learning Technology, paper EL 4/08-09.

RESOLVED:

That the University not renew its subscription to the Association of Learning Technology.

6/08-09 Review of e-Learning Showcase Day March 2008

REPORTED:

That the Quality Enhancement Working Group at its meeting on 15 October 2008 considered the minutes of the e-Learning Showcase Day review meeting held on 30 June 2008, paper QEWG 7/08-09, and resolved that consideration be given to broadening the scope of future showcase days to include the full range of teaching and learning issues, instead of only e-learning.

CONSIDERED:

The minutes of the e-Learning Showcase Day review meeting held on 30 June 2008, paper QEWG 7/08-09, together with the resolution of the Quality Enhancement Working Group.

RESOLVED:

That the Learning and Development Centre, the Library and Teaching Grid and e-Lab be encouraged to consider a range of methods for capturing and exploiting the enthusiasm and ideas of colleagues

across the University on teaching and learning issues, likely to include further e-learning lunches, Windows on Warwick sessions, cross-faculty presentations, conferences, seminars and other methods.

7/08-09

Enhancement funding

- (a) Evaluation reports (minute 29/07-08 and QEWG minute 4(c)/08-09 referred)

REPORTED:

That the Quality Enhancement Working Group at its meeting on 15 October 2008 considered evaluation reports received in respect of the following projects funded by the Education Innovation Fund:

- (i) Katherine Astbury (French), *French Theatre of the Revolution and the First Empire*, paper QEWG 2/08-09;
- (ii) Stephen Butterfill (Philosophy), *Report tool: an online system for undergraduate student module reports*, paper QEWG 3/08-09;
- (iii) David Nye and Jennifer Smyth (Comparative American Studies), *Online Archive of the Americas*, paper QEWG 4/08-09;
- (iv) Dr P Mizen and Dr C Wolkowitz (Sociology) *Developing Student Learning through Visually Driven Investigation*, paper QEWG 8/08-09;

resolved that the reports by approved and recommended to the [e-Learning Steering] Group that consideration be given to the desirability of building on Dr Butterfill's work to develop a report writing tool which would be available across the University.

CONSIDERED:

Evaluation reports received in respect of the projects funded by the Education Innovation Fund, papers QEWG 2-4 and 8/08-09, together with the recommendation of the Quality Enhancement Working Group.

RESOLVED:

That the evaluation reports received in respect of the projects funded by the Education Innovation Fund be approved as set out in papers QEWG 2-4 and 8/08-09.

- (b) Teaching Quality Enhancement Fund Awards (minute 28/07/08 referred)

REPORTED:

That the following projects with an e-learning element were supported in the third round of bids for TQEF money in June 2008:

- (i) Antony Brewerton (Library), *Warwick Innovative Teaching (WIT) Community*, £10,026;
- (ii) Elizabeth Clarke, David Lines (English and Comparative Literary Studies, Renaissance Studies), *Happy 400<sup>th</sup> Birthday Hester Pulter: Producing a Collaborative Edition of Hester Pulter's Poetry for the University Curriculum*, £9,200;
- (iii) Thea Gibbs, James Mears, Stephanie Redding (Careers Centre), *Enhancing interactive career planning resources*, £8,460;
- (iv) Vinod Patel, Steve Brydges (WMS, ITS/e-Lab), *Safescribe*, £5,000;
- (v) Claude Tregoat, Françoise Mathers (Language Centre), *Integration of e-learning in teaching and learning of Advanced Business French*, £5,000;
- (vi) Catherine Zara et al (Centre for Lifelong Learning), *Embedding the e-learning component of the Open Studies Certificate Programme*, £5,200;
- (vii) Catherine Fenn (WMS), *Creating a pilot repository using SiteBuilder for the management of Learning Objects*, £3,517;
- (viii) Peter Abrahams, Steve Brydges (WMS, ITS/e-Lab) *RARITY (Repurposing Anatomical Images for Teaching Year 1)*, £4,800;
- (ix) Jim Davis (Theatre Studies) *The Broadview Anthology of Nineteenth-Century British Performance*, £2,916;
- (x) Christine Coe, Sean Breslin (ITS/e-Lab, PAIS), *Facilitating Learning and Guidance Support (Student Support for Academics in the Faculty of Social Studies)*, £2,300.

That the following projects that have an e-learning element were supported in the fourth round of bids for TQEF money in October 2008:

- (xi) Cathy Hampton (French) *Rationalisation of the first-year electronic learning environment and development of undergraduate e-learning resources* £4,200;
- (xii) Natasha Nakariakova (ITS/eLab) *eAssessment Squad – Student support for academics involved in eAssessment across the University* £2,700.

- (c) Teaching and Learning Enhancement Fund (minute 30/07-08 and QEWG minute 13(b)/08-09 referred)

REPORTED:

- (i) That the final guidelines for the TALEF were available at [http://www2.warwick.ac.uk/services/quality/categories/enhancement\\_funding/talef0809/](http://www2.warwick.ac.uk/services/quality/categories/enhancement_funding/talef0809/)
- (ii) That bids were invited in the first round of funding in July 2008 and that the deadline for submission of bids in the second round was 13 October 2008.
- (iii) That the following projects with an e-learning element were supported in the first round of bids in July 2008:
- (A) Shaheen Sardar Ali (Law), *Teaching and Learning of Islamic Law: developing innovative curriculum, methodology and materials for a distinctive teaching and learning experience*, £15,000;
  - (B) Lee Reilly (Chemistry), *e-Tutorials for Chemistry*, £2,500;
  - (C) Zhiyan Guo (Language Centre), *Developing an Online Chinese Learning Environment*, £5,000;
  - (D) Sean Russell (CSDE), *Student Mentoring and Buddying Project*, £5,000;
  - (E) Ken Flint (Biological Sciences), *Mature and International Students – transition into University*, £2,900;
  - (F) Richard Smith (Centre for Applied Linguistics), *Building an alumni community of practice by means of vodcasts and online news and support*, £5,000;
  - (G) Tim Kelly (Centre for Applied Linguistics), *The Warwick Academic English Campus (WAEC) – Supporting international Students and Staff*, £9,925;
  - (H) Nicholas Monk (CAPITAL Centre), *Performing Shakespeare’s Venice*, £4,000;
  - (I) Elizabeth Robery (Language Centre), *Providing effective online feedback to students completing weekly web-based self-assessment tests*, £2,000.
- (iv) That the following projects that have an e-learning element were supported in the second round of bids in October 2008:

- (A) Geraldine Hartshorne and Silvester Czanner (Warwick Medical School) *Initial Steps towards educational modelling of Human Embryos*, £1,240;
- (B) Jan Cooper (Institute of Clinical Education, WMS), *A pilot study exploring the use of web based tools to facilitate synchronous off-campus student participation in group tutorials*, £4,831;
- (C) Richard Napier (Warwick HRI), *Support and Embed E-learning Development at Warwick HRI – SEED@WHRI*, £3,729.
- (v) That subject to the outcome of discussions with the applicants, a further project was likely to be supported.
- (vi) That the Chair of the TALEF Selection Board took action on behalf of the Board to approve the award of £27,000 to the following project: Tom Abbott (Communications Office), *Digital Press*, £27,000.
- (vii) That there will be insufficient funds to support a further round of bids for TALEF funding and that the TALEF Selection Board at its meeting on 17 October 2008 recommended that any remaining funds should be distributed elsewhere to support teaching and learning enhancement, for example, the Teaching and Learning forums.

8/08-09

JISC Open Educational Resources Programme: Call for Projects

REPORTED:

- (a) That the Joint Information Systems Committee (JISC) and the Higher Education Academy was inviting institutions, subject area consortia and individuals to submit funding proposals for projects to release existing learning resources under a suitable license for open use and repurposing.
- (b) That proposals were invited in the following areas:
- Institutional: resources released across an entire institution (funds of £1.5 million are available, with up to £250,000 per project)
  - Individual: resources released by individual academic staff (funds of £200,000 are available up to £20,000 per project)
  - Subject: resources released by departments, faculties and schools within a variety of institutions, supported by Academy Subject Centres and Professional Bodies or subject associations. Bids under the subject strand must be led by an Academy Subject Centre (funds of £3 million are available, with up to £250,000 per project).

- (c) That the deadline for submission of proposals was 4 March 2009 and that further information is available at [http://www.jisc.ac.uk/fundingopportunities/funding\\_calls/2008/12/grant1408.aspx](http://www.jisc.ac.uk/fundingopportunities/funding_calls/2008/12/grant1408.aspx)

9/08-09

Use of social networking sites on Library computers

REPORTED:

- (a) That a number of SSLC representatives had suggested to the Students' Union Education Officer that the use social networking sites on computers in the Library and ITS open-access computer clusters should be prohibited or prevented;
- (b) That it would be technically possible to block access to particular websites on particular computers or in nominated clusters;
- (c) That some higher education institutions had encountered problems in preventing access to particular websites;
- (d) That a number of departments at the University, including the Library, use Facebook as a regular channel of communication.

RESOLVED:

- (e) That the Group would in principle support the prevention of access to nominated websites from some computers or in some zones or clusters in the Library or ITS open-access clusters, and/or the designation of particular computers, zones or clusters for the use of particular software;
- (f) That any formal proposal to block access to particular sites be informed by wide consultation with the student body;
- (g) That the Student's Union pursue discussions with the Library and IT Services on this issue.

10/08-09

Next meeting

REPORTED:

That the next meeting of the Committee would be held at 9am on Thursday 7 May 2009 in the Council Chamber, University House.