

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 28 November 2011

Present: Professor A Caesar (Chair), Professor M Piggott, Professor S Shapiro, Ms M Stott, Dr D Wood

Apologies: Mr A Brewerton, Dr D Davies, Dr J Robinson, Professor J Smith

In attendance: Ms K Gray, Mr R McIntyre, Mr M Roberts

1/11-12 Constitution, Membership, Terms of Reference

CONSIDERED:

The terms of reference, constitution and membership of the Group for 2011-12, (paper EL 1/11-12).

RESOLVED

- (a) That the Committee's terms of reference, constitution and membership for 2011/12 be approved.
- (b) That a schedule of e-learning projects be brought to the next meeting of the Committee.

2/11-12 Minutes

RESOLVED:

That the minutes of the meeting held on 5 May 2011 be approved.

3/11-12 Freedom of Information: Publication Scheme (Senate minute 148/03-04 and Steering Committee minute 89/07-08 refer)

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/>

4/11-12 E-Learning Planning

CONSIDERED:

A presentation by the Head of Service Development, IT Services on planning of e-learning developments (Paper ELSG.4/11-12).

REPORTED (by the Head of Service Development, IT Services):

- (a) That two of the key issues in planning e-learning developments were: how to allocate resources for supporting technical developments in teaching and learning and how to support the Teaching and Learning Strategy.

(by the Chair):

- (b) That there was an imbalance between those departments which had the resources to progress their own technical developments and those which did not.

(by Professor Shapiro):

- (c) That there was a lack of clarity over decision making on technical developments and how to get support.
- (d) That there was a need in taking forward developments to balance the following: differences in capability due to funding; consistency in provision and the desire to innovate; investment in long-term provision and the rapid development of technologies.

(by the Director of IT Services):

- (e) That there were two issues on which inequity of support in departments was experienced: applied IT and commodities, noting that, while there might be an argument for standardising a minimum level of infrastructure support through central services, this might not be welcomed by all departments, particularly where needs were specialised.
- (f) That further consideration could be given to the creation of a fund to support innovative technological developments.
- (g) That the prioritisation of projects to address the burning issues as set out in the presentation did not necessarily mean that resources would not then be available to support more experimental developments.

(by Dr Wood):

- (h) That, while ease of use was identified as a potential criterion for prioritisation of projects, there would be some members of staff who liked to have the opportunity to undertake some development work themselves.

(by Professor Pigott):

- (i) That there was a strong need for training for staff in digital media and lens media, noting that students' technical skills were often more advanced than those of academic staff.

RESOLVED:

- (j) That the presentation be circulated to all Steering Group members with a view to consulting particularly on the list of burning issues, to ensure it is complete and approved by the Steering Group.
- (k) That a report on the outcomes of Mr R O'Toole's review of departmental developments be brought to the next meeting of the Committee.

5/11-12 E-Learning Advisory Service Annual Report 2010/11

RECEIVED:

The annual report on the work of the E-Learning Advisory Service 2010/11 alongside priorities for 2011/12 (Paper ELSG.2/11-12).

RESOLVED:

That an over report on e-learning projects across the University be brought to the next meeting of the Committee.

6/11-12 Assignment Management Update

RECEIVED:

A progress report on the assignment management and feedback project (Paper ELSG.3/11-12).

7/11-12 Next meeting

REPORTED:

That the next meeting of the Group will be held at 2pm on Friday 27 January 2012 in the Council Chamber, University House.