UNIVERSITY OF WARWICK

e-Learning Steering Group

There will be a meeting of the e-Learning Steering Group of the Information Policy and Strategy Committee at 2.00pm on Thursday 14 October 2004 in room CMR 1.1, University House.

C E Charlton
University Secretary

AGENDA

1.   Terms of Reference

      TO CONSIDER:

      (a)   The Terms of Reference of the e-Learning Steering Group, paper
             EL 1/04-05 (copy attached).

      (b)   The desirability of instituting a joint reporting structure to the IPSC and
             the AQSC.

2.   Constitution and Membership

      TO CONSIDER:

      The Constitution and Membership of the Committee, particularly in the light of
      any change recommended under 1 (b), above, paper EL 2/04-05 (copy
      attached); it being noted that consideration should also be given to the
      question of the annual election of academic staff members of the Group.

3.   Minutes

      TO CONSIDER:

      The Minutes of the meeting of the e-Learning Steering Group held on 29 April
      2004 (copy attached).

4.   Chair's Business

5.   Faculty e-Learning Advisors

      TO REPORT:

      That, at its meeting held on 29 April, the Group resolved that the e-Learning
      Advisors be invited to provide an interim report at the Autumn Term meeting
      of the Group in preparation for the evaluation of their work due to take place
      at the end of the Autumn Term, noting that the Faculty IT Committees would
      be asked to provide feedback on the role of the e-Learning Advisors prior to
      the evaluation.

      TO CONSIDER:

A report from the e-Learning Advisors on current projects, future priorities and their role, paper EL 3/04-05 (copy attached), incorporating information requested by the Committee relating to the take-up of SiteBuilder and use of VLE tools.

6. Teaching Quality Enhancement & Professional Standards Funding

    TO REPORT:

    That a bid has been submitted by the University to the HEFCE for an extension to existing Teaching Quality Enhancement Funding for 2005-06 and for funding for Professional Standards work for 2004-05 and 2005-06.

    TO CONSIDER:

    (a) The bid to the HEFCE, paper EL 4/04-05 (copy attached);

    (b) Means of administering the challenge funds intended to be awarded to departments for e-Learning projects on a competitive basis; monitoring the progress of projects and carrying out appropriate evaluation, informed by papers prepared by Mr J Dale, e-Lab, paper EL 5/04-05, (copy attached) and Dr J Dempster, paper EL 11/04-05, (copy attached).

7. e-Learning Orientation Week

    TO CONSIDER:

    A paper prepared by Dr J Dempster, CAP, on plans for a proposed e-Learning orientation week to be held during 2004-05, paper EL 6/04-05 (copy attached).

8. Millennium Library Management System

    TO CONSIDER:

    An update from Robin Green, Library, on developments with Millennium, the Library Management System.

9. Working Groups on e-Pedagogy and IT Infrastructure

    TO CONSIDER:

    (a) An oral report from Dr J Dempster, Centre for Academic Practice, on behalf of the Working Group on e-Pedagogy.

    (b) A report from Mr J Dale, e-Lab, on behalf of the Web Architecture Advisory Group, paper EL 7/03-04 (copy attached).

10. Refurbishment of Centrally-Timetabled Teaching Rooms

    TO RECEIVE:

An oral report from Dr G Carden, Acting Assistant Registrar (Accommodation & Timetabling) on the refurbishment of teaching facilities involving the renewal or upgrading of IT facilities carried out over the summer vacation 2004.

11. Warwick's e-Learning Strategy

   TO CONSIDER:

   A brief paper setting out views on Warwick's e-Learning Strategy from the University of Bath, paper EL 8/04-05 (copy attached).

12. HEFCE and DfES e-Learning Strategies

   TO RECEIVE:

   Feedback from the HEFCE and the DfES on progress with their respective e-Learning strategies, papers EL 9 and 10/03-04 respectively, (copies attached).

13. Any Other Business

14. Date of the Next Meeting

   TO REPORT:

   That the next meeting of the e-Learning Steering Group will be held on 19 January 2005.