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 and the Academic Quality and Standards Committee at 2.00pm on Wednesday 19 January 2005 in the Council Chamber, University House.

C E Charlton
<u>University Secretary</u>

AGENDA

1. <u>Minutes</u>

    TO CONSIDER:

    The Minutes of the meeting of the e-Learning Steering Group held on 14 October 2004 (previously circulated).

2. <u>Matters Arising</u>

    <u>Constitution and Membership</u> (Minute 2/04-05 refers)

    TO REPORT:

    (a)   That Professor D Singer has joined the Steering Group in his capacity as Chair of the Faculty of Medicine IT Committee.

    (b)   That, when the appointment is confirmed, the new Director of the Centre for Scientific Computing will join the Steering Group.

3. <u>Chair's Business</u>

4. <u>Teaching Quality Enhancement & Professional Standards Funding</u>
    (Minute 6/04-05 refers)

    TO REPORT:

    (a)   That at the meeting held on 14 October 2004 the Steering Group <u>resolved</u> *inter alia* that a sub-group update the proposed HEFCE Activity Plan for TQEF and PS funding; that a single set of criteria for the internal award of be developed and that a subset of the Steering Group be set up to evaluate bids and decide on awards.

    (b)   That a TQEF e-Project Committee has been established to evaluate bids with the following membership:

Professor M Whitby	Pro-Vice-Chancellor, Chair
Dr L Polezzi	Chair, Faculty of Arts IT Committee
Professor D Singer	Chair, Faculty of Medicine IT Committee
tbc	Chair, Faculty of Science IT Committee
Professor A Neal	Chair, Faculty of Social Studies IT Committee
tbc	Library
Mr J Dale	e-Lab

Dr J Dempster   Centre for Academic Practice
Mr K Mohaddes   Students' Union

Secretary: Dr J Moss

TO RECEIVE:

(c)   Information pack circulated to Chairs of Departments in November
        including an updated activity plan incorporating SMART targets,
        Guidelines for Applicants for funding, including Selection Criteria and
        Application Form, paper EL 11/04-05 (copy attached).

5.   e-Learning Orientation Week (Minute 7/04-05 refers)

       TO CONSIDER:

       A report from Dr J Dempster on arrangements for the first e-Learning
       Orientation Week, delayed from December 2004.

6.   Modern Languages e-Learning Project

       TO REPORT:

       That at its meeting held on 12 November 2004 the Information Policy and
       Strategy Committee considered the bid submitted to the e-Learning Steering
       Group by the Chair of the Department of Italian on behalf of the Modern
       Language Departments for resources to develop e-Learning facilities (paper
       EL 8/03-04) and resolved that the Chair of the Department of Italian be asked
       to consider bidding to the Teaching Quality Enhancement Fund and/or the
       Academic Resourcing Committee for funds for the project. (Minute 12/04-05)

7.   Learning and Teaching Strategy

       TO REPORT:

       That at its meeting held on 21 October 2004 the Quality Enhancement
       Working Group resolved to review the University's Learning and Teaching
       Strategy during the calendar year 2005 to analyse current progress and
       identify future priorities, as a guide for internal decision-making and in
       preparation for the potential announcement of any further tranche of TQEF
       funding from 2006-07.

       TO CONSIDER:

       The University's Learning and Teaching Strategy (available online at:
       www2.warwick.ac.uk/services/cap/about/ltstrategy/) with a view to identifying
       issues, priorities and initiatives for possible inclusion in the revised Strategy.

8.   <u>Working Group on IT Infrastructure</u>

TO CONSIDER:

A report from Mr J Dale, e-Lab, on behalf of the Web Architecture Advisory Group, paper EL 12/04-05 (<u>copy attached</u>).

9.   <u>e-Learning Advisors</u>

TO CONSIDER:

An oral report from Mr J Dale, e-Lab, on the work and progress of the e-Learning Advisor team.

10.   <u>Any Other Business</u>

11.   <u>Date of the Next Meeting</u>

TO REPORT:

That the next meeting of the e-Learning Steering Group will be held on Friday 6 May 2005 at 10.00am in Committee Room 1.1, University House.