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 19 January 2005

Present: Professor M Whitby (Chair), Professor M Allen, Ms D Biggerstaff, Mr J
                  Dale, Dr J Dempster, Mr K Mohaddes, Mr R O'Toole, Dr L Polezzi, Mr H
                  Williams

Apologies: Dr P Blackmore, Dr M Crawford, Mr R Green, Professor D Singer,
                  Professor L Wilcocks

In attendance: Dr J Moss, Ms R Wooldridge Smith

14/04-05   Minutes

             RESOLVED:

             That the Minutes of the meeting of the e-Learning Steering Group held on 14
             October 2004 be approved.

15/04-05   Matters Arising

             Constitution and Membership (Minute 2/04-05 referred)

             REPORTED:

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

             (b)   That Professor A Stuart would join the Steering Group in his capacity as
                     the new Director of the Centre for Scientific Computing.

             (c)   That Professor M Allen continue his membership of the Group in his
                     capacity as Chair of the Faculty of Science IT Committee.

             RESOLVED:

             (d)   That Ms D Biggerstaff, Medical School, join the Steering Group.

             (e)   That it be noted that Professor C Clark (History) and not Dr L Polezzi
                     (Italian) was Chair of the Faculty of Arts IT Committee but that Dr
                     Polezzi continue to act as suggested, it being noted that the secretariat
                     would brief Professor Clark accordingly.

16/04-05   Teaching Quality Enhancement & Professional Standards Funding
             (Minute 6/04-05 referred)

             REPORTED:

(a)   That at the meeting held on 14 October 2004 the Steering Group resolved *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 had been established to evaluate bids with the following membership:

Professor M Whitby	Pro-Vice-Chancellor, Chair
Dr L Polezzi	Faculty of Arts IT Committee member
Professor D Singer	Chair, Faculty of Medicine IT Committee
Prof M Allen	Chair, Faculty of Science IT Committee
Professor A Neal	Chair, Faculty of Social Studies IT Committee
Mr H WIlliams	Library
Mr J Dale	e-Lab
Dr J Dempster	Centre for Academic Practice
Mr K Mohaddes	Students' Union

Secretary: Dr J Moss

RECEIVED:

(c)   The 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.

17/04-05   e-Learning Orientation Event (Minute 7/04-05 referred)

CONSIDERED:

(a)   An oral report from Dr J Dempster on arrangements for the first e-Learning Orientation Week, delayed from December 2004.

(b)   e-Orientation Event Plan prepared by Mr G Lewis, paper EL 13/04-05 (tabled).

RESOLVED:

That it be noted:

(c)   That the Centre for Academic Practice was seeking nominations from departments for participants in the event and was confident of securing at least the minimum number of participants required;

(d)   That follow-on enrolments onto the WELA programme remained an aim of the Orientation Week;

(e)   That Phase 3, the Evaluation and Embedding exercise, need not necessarily last a whole day, but that the aims of this exercise could be achieved through other methods.

18/04-05   Modern Languages e-Learning Project

REPORTED:

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)

RECEIVED:

An oral report from Dr L Polezzi on progress on the project, it being noted that a bid for TQEF funding was being prepared involving the three language departments, the Language Centre, the Centre for Academic Practice and e-Lab, and that the question of the Centre's role in updating locally-timetabled rooms might continue to benefit from wider discussion.

19/04-05   Learning and Teaching Strategy

REPORTED:

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.

CONSIDERED:

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.

RESOLVED:

That a number of suggestions be noted for possible inclusion in the revised Strategy, as listed in a separate document (attached).

20/04-05   Working Group on IT Infrastructure

CONSIDERED:

A report from Mr J Dale, e-Lab, on behalf of the Web Architecture Advisory Group, paper EL 12/04-05.

21/04-05   e-Learning Advisors

CONSIDERED:

A report from Mr J Dale, e-Lab, paper EL 12/04-05 on the work and progress of the e-Learning Advisor team.

RESOLVED:

That it be noted:

(a)   That the previously suggested refocusing of the e-Learning Advisors
        away from personalised responses to requests from individual
        colleagues towards a more strategic role was now taking place;

(b)   That the e-Learning Advisors were developing a small but significant
        pool of new equipment, such as tablet PCs, document visualisers etc.,
        which was being made available for loan to academic colleagues for
        evaluation and which would be advertised more widely;

(c)   Use of the Warwick Blog system was developing satisfactorily;

(d)   The e-Learning Advisors were beginning a qualitative evaluation of
        module information available on the web for a sample of modules with a
        view to establishing widely applicable guidance on good practice; would
        welcome feedback on the questions in the evaluation questionnaire, and
        would ensure appropriate liaison with the e-Pedagogy Group.

22/04-05   Date of the Next Meeting

             REPORTED:

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