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 Wednesday 1 May 2013

Present: Professor A Caesar (Chair), Mr A Brewerton, Dr K Hooper, Dr M Joy, Dr S Richardson, Dr J Robinson, Professor J Smith, Mr R Stannard, Mrs M Stott, Ms A Thomas, Dr D Wood

Apologies: Mr M Conaghan, Dr D Davies, Mr J Entwistle, Professor M Knights, Professor D Singer

In attendance: Ms K Gray, Mr R Irving (for item 17/12-13), Mrs E Little (for item 17/12-13), Mr R McIntyre, Mr K Punter (for item 17/12-13).

15/12-13   Minutes

             RESOLVED:

             That the minutes of the meeting held on 17 January 2013 (previously circulated, and available on the Governance website at: http://www2.warwick.ac.uk/services/gov/atoz/e-learning/minutes), be approved.

16/12-13   Matters Arising

             (a)   Report on the Implementation of Moodle (minute 9/12-13 referred)

                     REPORTED:

                     That, at its meeting on 17 January 2013, the Group received an update report on the implementation of Moodle by Dr Davies, Chair of the Moodle Service Delivery Group (Paper EL.3/12-13), and it was reported (by Dr Davies):

                     (i)   That the Moodle Service Delivery Group had met for the first time on 16 January 2013.

                     (ii)   That discussions were ongoing between ITS and the Library on the development of repositories which were important for the implementation of Moodle and other applications.

                     (iii)   That the Steering Group may wish to consider in the future whether it wished to encourage more actively take-up of Moodle, but that in this initial stage it was advisable not to progress implementation too rapidly to ensure that the development can be appropriately supported.

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, and the Group <u>resolved</u> that a regular report be brought to the Steering Group on implementation.

RECEIVED:

An oral report from the Head of Service Development, IT Services, updating the Group on the implementation of Moodle, noting that:

(iv)   The implementation was progressing well at present, and that there was a large amount of interest from departments in making use of the system in future, with may already making use of the service on some modules;

(v)   A number of different versions of Moodle were currently available as departments come online at different times;

(vi)   Work was continuing with the external provider of Moodle to ensure that the transition from one academic year to the next is effectively managed, and that appropriate system backup solutions are in place.

17/12-13   <u>Futurelearn (minute 9/12-13 referred)</u>

REPORTED:

That, at its meeting on 17 January 2013, it was <u>reported</u> (by Dr Davies) to the Group, that Futurelearn had been established as a company and that the Open University would be providing the underpinning technology to support the initiative, and it was <u>resolved</u> that the Head of Digital and Online Communications be invited to the next meeting of the Committee to give a presentation on Futurelearn

CONSIDERED:

A presentation from the Head of Digital and Online Communications on Futurelearn, noting that:

(a)   The Dean of Warwick Business School had been appointed as the academic lead on the project on behalf of the University;

(b)   The project was still in its early stages, with decisions yet to be taken on the delivery platform, but that work was commencing on considering the key strategic questions as outlined in the presentation;

(c)   The team working on Futurelearn were reaching out to the academic community to identify those with a willingness to input content and ideas.

RESOLVED:

That a copy of the presentation (paper EL 10/12-13) be circulated to members of the Group following the meeting.

18/12-13   <u>Academic Technology Support Team</u>

CONSIDERED:

An update report from the Service Owner (Academic Technology Support), IT Services on the current priorities of the Academic Technology Support Team (paper EL 7/12-13), noting that:

(a)   The team has a wide range of activities it is currently involved with, and that a refresh of the strategy for e-learning activity, together with direction from the Group, will help to direct resource appropriately in future;

(b)   In order to efficiently direct resource to meet the needs of the academy, there is a need to carefully balance the time spent reacting to support requests with the need to proactively drive forward new approaches and technologies.

19/12-13   <u>Report on the Implementation of the Student Assignment Management System (minute 11/12-13 referred</u>

REPORTED:

That, at its meeting on 17 January 2013, the Group <u>received</u> a report on the implementation of the Student Assignment Management System (paper EL 4/12-13), and it was <u>reported</u> (by the Head of Service Development, IT Services), *inter alia*, that the current focus of the development of the Student Assignment Management System (SAMS) was on reporting of turnaround times and the marking cycle.

RECEIVED:

An update report on the implementation of the Student Assignment Management System (SAMS) (paper EL 4/12-13 (revised)), noting that overall adoption amongst departments had been high given the lack of a firm mandate to make use of the technology, but that the system would need to integrate well with Moodle in future if the service is to maximise utility to departments.

20/12-13   <u>Institute of Advanced Teaching and Learning</u>

RECEIVED:

A paper from the Academic Manager, IATL, setting out Technology Enhanced Learning projects, current and complete, funded by IATL (paper EL 8/12-13), noting that further detail and reports on each of the projects can be found online at: <u>http://www2.warwick.ac.uk/fac/cross_fac/iatl/funding/fundedprojects/</u>

RESOLVED:

That the Institute for Advanced Teaching and Learning be asked to provide further information on how the outcomes of each project are disseminated throughout the wider University.

21/12-13   Technology Enhanced Learning Forum

RECEIVED:

Notes from the Spring 2013 meeting of the Technology Enhanced Learning Forum (paper EL 9/12-13), noting that the notes are also available online at:
http://www2.warwick.ac.uk/services/ldc/telforum/meetings/spring2013/