UNIVERSITY OF WARWICK

e-Learning Steering Group

<u>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 14 November 2012</u>

Present: Professor A Caesar (Chair), Mr M Conaghan, Mr J Entwistle, Dr M
             Joy, Dr J Robinson, Professor D Singer, Mr R Stannard, Ms M Stott

Apologies: Mr A Brewerton, Dr D Davies, Professor M Knights, Professor J
             Smith, Dr D Wood

In attendance: Ms K Gray, Mr R McIntyre

1/12-13   <u>Constitution, Membership, Terms of Reference</u>

             CONSIDERED:

             The terms of reference, constitution and membership of the Group for
             2012-13 as set out in paper EL 1/12-13.

             RESOLVED:

             That the terms of reference be amended as follows (additions
             <u>underlined</u>, deletions ~~struck through~~):

                  (vi)   to <u>advise on the dissemination</u> ~~disseminate~~ good
                           practice in e-learning and technology supported
                           learning.

2/12-13   <u>Minutes</u>

             RESOLVED:

             That the minutes of the meeting held on 3 May 2012 be approved.

3/12-13   <u>Freedom of Information: Publication Scheme</u> (Senate minute 148/03-
             04 and Steering Committee minute 89/07-08 referred)

             REPORTED:

             That the Steering Committee at its meeting on 29 October 2007
             <u>considered</u> 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
             <u>resolved</u> 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/

4/12-13 Evolution of the Virtual Learning Environment

RECEIVED:

An update report on the evolution of the VLE (Paper IPSC.3/12-13).

REPORTED: (by the Head of Service Development, ITS)

(a) That Moodle had been selected as the VLE platform and that it was being hosted externally.

(b) That additional investment had been made in the e-Learning team to expand it from three to seven members of staff to support both technology led teaching and research developments.

(c) That the e-learning Service Owner had been appointed.

(d) That the Departments of Chemistry and Life Sciences were piloting the implementation of Moodle.

(e) That take up would be optional at department or course level.

(f) That the student administration system, Tabula, was also being rolled out and the student assignment management system would form an element of this.

(g) That an operational team constituted of those involved in the implementation of Moodle had been established and would report regularly to the E-Learning Steering Group.

(h) That it had been recognised that there was some confusion over what was now available and whether any systems were being mandated, and work was being undertaken to address communications on these issues.

(i) That good examples of initiatives would be welcome to highlight the possibilities of the platform to new users.

(j) That the SSLC in Life Sciences had been positive about the introduction of Moodle.

(by Mr Stannard):

(k) That the Centre for Applied Linguistics (CAL) had made training videos on technology-led learning available to staff which had proved very popular.

(by Mr Conaghan):

(l)   That the Learning and Development Centre could host the CAL
        online videos.

(m)   That developments could be highlighted through the Teaching
        and Learning Showcase events.

5/12-13   Operation of the E-Learning Steering Group

            REPORTED:

            (a)   That at its meeting on 3 May 2012 the Group considered a
                    mapping of the Steering Group's terms of reference against
                    agenda items (paper EL.7/11-12) and it was reported:

                    (i)   That, in order to provide benchmarking against other
                            institutions, views could be sought from recent staff hires
                            and postgraduate students.

                    (ii)   That it was important that developments were informed
                            primarily by pedagogical considerations, not by the
                            availability of technology, and that a forum for discussion
                            of pedagogical issues was needed.

                    (iii)   That it would be valuable to evaluate formally new
                            technologies for wider dissemination across the
                            University.

                    (iv)   That the Group should have responsibility for ensuring
                            that dissemination of projects takes place, but not for
                            undertaking that dissemination.

                    (v)   That input from the E-Learning Network Group would be
                            valuable.

                    And the Group resolved:

                    (vi)   That the Secretary convene a small group to consider
                            revised terms of reference for the E-Learning Steering
                            Group and how these might be operationalized.

                    (vii)   That the Group's terms of reference be amended to
                            include its role as a steering group for major learning
                            technology developments.

            (by the Chair):

            (b)   That seed funding for projects was available from IATL and
                    Faculty Chairs.

            (c)   That extensive information on initiatives and projects was
                    available and that a synthesis would need to be provided.

CONSIDERED:

A report on the operationalization of the Group's terms of reference (Paper ELSG.2/12-13).

RESOLVED:

(a)   That Mr Conaghan would explore further the potential development of an IATL funded project on engagement and barriers to engagement with technology-led learning.

(b)   That potential sources of EU funding would be explored.

(c)   That a presentation on the survey of technology capability would be prepared for a future meeting of the Group, to include Mr Stannard, Mr Conaghan and Mr Entwistle.

(d)   That reports to the Group include an evaluation of the effectiveness of developments to inform its role in advising on the dissemination of good practice.

(e)   That the proposals set out in paper ELSG.2/12-13 be approved.

6/12-13   Learning and Teaching Strategy

RECEIVED:

The Learning and Teaching Strategy approved by the Senate at its meeting on 3 October 2012 (Paper AQSC.70(rev3)/11-12).