

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 2pm on Monday 22 October 2007 in the Council Chamber, University House.

Note: Questions on agenda items or apologies for this meeting should be directed to the Secretary of the Group, Julian Moss, ext 22707, email julian.moss@warwick.ac.uk, or the Assistant Secretary, Jenny Bradfield, ext 74464, email j.bradfield@warwick.ac.uk.

C E Charlton
University Secretary

AGENDA

1. Terms of Reference, Constitution and Membership

TO CONSIDER:

A proposed amendment to the Terms of Reference, Constitution and Membership of the e-Learning Steering Group, paper EL 1/07-08 (copy attached), additions underlined, deletions ~~struck through~~.

2. Minutes

TO CONSIDER:

The minutes of the meeting held on 11 May 2007 (previously circulated and available on the Governance website at <http://www2.warwick.ac.uk/services/gov/atoz/e-learning/minutes/>).

3. Matters Arising

- (a) TQEF/Pathfinder: Embedding E-Learning Challenge Fund (minute 26(b)/06-07 refers)

TO REPORT:

That at the meeting of the Quality Enhancement Working Group on 11 June 2007 it was resolved that the Secretariat draw up guidelines for a combined TQEF/EIF fund as soon as possible and discuss with the Pro Vice-Chancellor (Teaching and Learning) the desirability of introducing a rolling application/approval process for small-value bids alongside fixed deadlines for larger-value bids, including the possibility of establishing a sub-group of the Committee to consider small-value bids.

TO CONSIDER:

- (i) A proposed mechanism for allocating TQEF funding in 2007-08 to support teaching and learning projects with an e-learning focus, paper EL 2/07-08 (copy attached);
 - (ii) the desirability of introducing different processes for considering small-value and larger-value bids;
 - (iii) the desirability of introducing a rolling bid process, either for small-value or larger-value bids, or both;
 - (iv) the desirability of allowing central service departments to bid for funding;
 - (v) the appropriate body to decide on awards.
- (b) International e-Learning Benchmarking (minute 33/06-07 refers)

TO RECEIVE:

A report from Dr D Davies, Warwick Medical School, and the Senior Assistant Registrar (Teaching Quality) concerning the International e-Learning Benchmarking Exercise, paper EL 3/07-08 (copy attached).

TO CONSIDER:

- (i) The Good Practice statements in section 2 of the report, with a view to providing a rating for each for submission to the seminar organisers (WCET) by Thursday 25 October;
 - (ii) Whether there are issues raised in the Good Practice statements, or ideas garnered from the seminar or from other papers to be considered by the Group, which merit further investigation and discussion at this stage, within the University and/or in consultation with other benchmarking institutions.
- (c) JISC Capital Programme (Circular 01/07, April 2007) (minute 29/06-07 refers)

TO REPORT:

That the bid submitted by the Library against the Repository strand of the JISC Capital Programme was successful, that a Repository project was now underway and that Ms J Delasalle, Research and Innovation Unit, Library, has been seconded to coordinate the project.

- (d) HE Academy/JISC Pathfinder programme: Departmental Impact Analysis (minute 30/06-07 refers)

TO CONSIDER:

An 'Impact evaluation of e-learning initiatives at Warwick University' prepared by Ms Terry Wareham, Fourstones Evaluation and Consultancy for HE, paper EL 4/07-08 (copy attached).

- (e) Computer aided assessment (minute 31/06-07 refers)

TO REPORT:

That the Secretariat and Mr J Dale met with the Space Management and Timetabling section on 18 October to discuss the provision of space that could be configured for use in computer-based summative assessment tasks and would report to a future meeting of the Group.

TO CONSIDER:

A paper prepared by Dr K Leppard, Chair of the Faculty of Science IT Committee, concerning the future provision of facilities for e-assessment, paper EL 11/07-08 (to follow).

4. Chair's Business

5. Pathfinder Reports

TO RECEIVE:

The following evaluation reports submitted to the Higher Education Academy by the Secretary in respect of the Pathfinder Project:

- (a) Pathfinder Project Completion Report, including a final financial statement, intended for internal HEA use only, paper EL 5/07-08 (copy attached);
- (b) 'Warwick's Pathfinder Journey', an outward-facing project report intended for the HE sector, paper EL 6/07-08 (copy attached);
- (c) Two Briefing Papers supplementing the main project reports and providing specific examples of Pathfinder activities and experiences, papers EL 7/07-08 and EL 8/07-08 (copies attached).

6. JISC survey

TO CONSIDER:

An Ipsos MORI Student Expectations Study commissioned by the Joint Information Systems Committee, together with a Briefing Paper accompanying the Study and a covering paper prepared by Mr G Bennett, Administrative Officer, Campus Affairs, paper EL 9/07-08 (copy attached).

7. e-Learning Advisors' Report

TO RECEIVE:

An oral report from Mr J Dale updating the Group on recent e-learning activities.

8. e-Learning at Warwick: the Future

TO CONSIDER:

- (a) The University Strategy [please bring a copy of the Strategy with you. An electronic copy can be obtained from the Assistant Secretary, j.bradfield@warwick.ac.uk];
- (b) A draft of the University's Learning, Teaching and Assessment Enhancement Strategy, paper EL 10/07-08 (to follow), noting that a separate e-Learning Strategy is not proposed;
- (c) The future direction of e-Learning at Warwick.

9. Any Other Business

10. Next meeting

TO REPORT:

That the next meeting of the Group will take place at 2pm on Monday 28 January 2007 in the Council Chamber, first floor University House.