UNIVERSITY OF WARWICK

e-Learning Steering Group

There will be a meeting of the e-Learning Steering Group at 2pm on Monday 26 October 2009 in the Council Chamber, University House.

Questions on agendum items or apologies for this meeting should be directed to the Secretary of the Group, Jenny Hughes, (x74464, email jenny.hughes@warwick.ac.uk), or the Assistant Secretary, Lucy Hayton (x22707, email l.hayton@warwick.ac.uk)

J F Baldwin
Registrar

AGENDA

1.   Constitution, Membership, Terms of Reference

      TO CONSIDER:

      The Terms of reference, constitution and membership of the Group for 2009-10, paper EL 1/09-10 (copy attached).

2.   Minutes

      TO CONSIDER:

      The minutes of the meeting held on 7 May 2009 (copy attached and available on the Governance website at http://www2.warwick.ac.uk/services/gov/atoz/e-learning/minutes/elsg_min_may_2009.pdf)

3.   Freedom of Information: Publication Scheme (Senate minute 148/03-04 and Steering Committee minute 89/07-08 refer)

      TO REPORT:

      That the Steering Committee at its meeting on 29 October 2007 considered 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 resolved 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.

      TO RECEIVE:

      Paper SC 60/07-08 (copy attached), 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. <u>Matters arising</u>

   <u>Computer-aided assessment</u> (minute 4(c)/08-09 refers)

   TO REPORT:

   (a) That the Group at its meeting on 26 January 2009 <u>recommended</u> to IT Services that consideration be given to allowing departments or the Examinations Office to book larger IT workspaces for computer-aided assessment.

   (b) That if requests to book larger IT workspaces for computer-aided assessment are received, they will be referred to Mr John Dale, Head of Service Delivery (Academic and Enterprise Services), ITS, who will consider them in the context of other requests for use of IT workspaces, noting that departments have previously been permitted to book workspaces for computer-aided assessment.

5. <u>Chair's business</u>

6. <u>Support for e-learning</u>

   TO REPORT:

   That at its meeting on 7 May 2009 the Group <u>considered</u> models for supporting e-learning in 2009-10 and beyond and <u>resolved</u> that, in the light of discussion at the meeting, the Director of ITS liaise with Chairs of the Faculty IT Committees to gather feedback from academic departments and colleagues on services provided by the e-Learning Advisor Team, in order to inform further consideration of models for supporting e-learning in 2009-10 and beyond.

   TO RECEIVE:

   An oral update from the Director of IT Services.

7. <u>Role of the e-Learning Steering Group</u>

   TO REPORT:

   (a) That at its meeting on 26 January 2009 the Group:

       (i) <u>considered</u> the possible inclusion within future discussions on the remit of the Group consideration of:

           • alternative mechanisms for discussing strategic issues connected to technology-enhanced learning and sharing good practice;
           • potential overlap between the remit of the Group and the remit of other existing University Committees and working groups;
           • the establishment of a wider interest group for technology-enhanced learning, outside of the formal committee structure;

noting that any future proposals would need to be considered by the Academic Quality and Standards Committee and the Information Policy and Strategy Committee;

(ii) considered the most appropriate forum for a group of interested staff to consider strategic issues related to e-learning, be that the e-Learning Steering Group, a possible new ITS Service Board for e-Learning, the Quality Enhancement Working Group, some other group, or some combination;

(iii) resolved that the e-Learning Steering Group continue in its current form, reviewing its terms of reference in due course to ensure it continues to provide a forum for strategic discussion of e-learning issues; and

(iv) recommended (to the Director of IT Services) that IT Services not establish a separate Service Board for e-learning, and that the Head of Service Delivery (Academic & Enterprise Services), IT Services, consider with the secretariat whether any changes to the terms of reference or constitution of the e-Learning Steering Group would be desirable to enable it to fulfil a role equivalent to that of a Service Board for e-learning, in addition to its existing terms of reference.

(b) That at the meeting of the Group held on 7 May 2009 it was reported:

(i) That the Director of IT Services, the Head of Academic and Enterprise Services, IT Services, and the [former] Secretary discussed possible changes to the Terms of Reference of the Group, to enable it to fulfil the function of Service Board for e-learning;

(ii) That a paper outlining proposed changes was not presented for discussion at this meeting, pending possible changes in the model for supporting e-learning at the University.

TO RECEIVE:

HEFCE's revised strategy for technology-enhanced learning, paper EL 2/09-10, *Enhancing learning and teaching through the use of technology: a revised approach to HEFCE's strategy for e-learning*, (copy attached).

TO CONSIDER:

(c) An oral report from the Director of IT Services concerning the role and mode of operation of other IT Service Boards, noting that a typical Service Board comprises users, customers and representatives of the relevant ITS service team, and that a typical agenda includes:

- overview of the service
- update/report on incidents (trends, volumes, response and resolution times)
- review of relevant service metrics
- review/consideration of current and proposed improvement projects

- resource monitoring, prioritisation and allocation

(e)   If it is necessary for the Group to continue to function as a formal University Committee, or if e-learning strategy and policy can be discussed more effectively through other means, including:

- assumption by the Group of the role of a Service Board for e-learning, with a possible review of the Group's membership, to include, for example, additional members of academic staff from each Faculty, additional student members, and/or additional members from IT services;
- the possibility of holding in advance of each Group/Service Board meeting an open-invitation forum to discuss a key strategic topic for e-learning;
- reviewing the terms of reference and membership of other formal University Committees that may be relevant to e-learning, including the Quality Enhancement Working Group.

8.   <u>Online submission of assessed work</u>

TO REPORT:

(a)   That the Academic Quality and Standards Committee at its meeting on 25 February 2009 <u>resolved</u> that Dr R Moseley, Chair of the Collaborative, Flexible and Distributed Learning Sub-Committee, convene a Working Group to share experience and develop good practice guidelines for the online submission of students' assessed work, the Group to include members of CFDLSC and others with relevant experience and expertise.

(b)   That an Online Submission Working Group has been convened by Dr Adrian Stokes, Warwick Medical School, and that the first meeting of the Group was held on 22 September 2009.

TO RECEIVE:

The minutes of the meeting of the Online Submission Working Group held on 22 September 2009, paper EL 3/09-10 (<u>copy attached</u>), noting that:

(c)   The minutes represent work in progress and further discussions will take place before the Working Group formulates recommendations for consideration by the Academic Quality and Standards Committee.

(d)   Members are invited to contact Dr Adrian Stokes with any comments on the Working Group's initial findings.

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

10.   <u>Next meeting</u>

TO REPORT:

That the next meeting of the Group will be held at **2pm on Monday 1 February 2010** in the Council Chamber, University House.