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 10am on **Tuesday 24 October** 2006 in **CMR 0.3 (off the café)**, ground floor, University House.

Note: Questions on agendum 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.

C E Charlton
University Secretary

AGENDA

1.   Terms of Reference, Constitution and Membership

        TO CONSIDER:

        The Terms of Reference, Constitution and Membership of the e-Learning Steering Group, paper EL 1/06-07 (copy attached).

2.   Minutes

        TO CONSIDER:

        The minutes of the meeting held on 5 May 2006 (copy attached and available on the Governance website at http://www2.warwick.ac.uk/insite/info/gov/atoz/e-learning/minutes/)

3.   Matters arising

        Vice-Chancellor's Education Innovation Fund (minute 28/05-06 refers)

        TO REPORT:

        That the following bids with an e-learning component were approved in the second and third rounds of bidding to the Vice-Chancellor's Education Innovation Fund:

        (a)   Dr Kate Astbury (French Studies), *French Theatre of the Revolution and the First Empire* [digitisation project], £10,000
        (b)   Mr Brian Duggan (Students' Union), *SSLC Portal*, £7,000
        (c)   Dr Peter Ferdinand (PAIS), *The Intervention in Kosovo: an On-line Role-Playing Simulation for Students Taking PO 107*, £4,450
        (d)   Professor Vilmos Fulop (Biological Sciences), *Stereoscopic Visualisation System for Biological Macromolecules*, £34,520
        (e)   Dr Evor Hines (Engineering), *PDAtric Care: Mobile Learning for Doctors*, £28,700
        (f)   Dr Christoph Hoerl (Philosophy), *Report Tool: an online system for undergraduate student module reports*, £1,500

(g) Dr Christoph Hoerl (Philosophy), *Computer assisted-learning in Starting Logic*, £4,000

(h) Dr Stephen Jarvis (Computer Science) and Dr Trevor Hawks (Mathematics), *Exploring Educational Uses of Wikis*, £22,500

(i) Dr Carol Rutter (Capital Centre), *Jacobean Drama Project* [website and e-learning materials], £32,000

4. Chair's Action

TQEF funding (Minute 27/05-06 refers)

TO REPORT:

That the Chair had taken action on behalf of the Group since its last meeting to approve the award of TQEF funding to the following projects:

(a) Mr Rodney Edmondson (Warwick HRI), *Scoping Study of e-learning for R*, £5,458

(b) Dr Ken Flint (Biological Sciences), *Development of Web-based assessment for basic Chemistry – Final Phase*, £3,250

(c) Dr Michael Hammond (Education), *Networked Learning for PGR students*, £10,000

(d) Dr Trevor Hawkes (Mathematics), *CAA in the Faculty of Science (phase 2)*, £19,500

(e) Mr Michael Hulse (English and Comparative Literary Studies), *Digitisation of Warwick Writing Programme materials*, £9,292

(f) Dr Rob Johnson (History), *WHISkRs (Warwick History Interactive Skills for Researchers)*, £1,500

(g) Professor Tony McFarlane (History), *On-line History MA development project*, £20,000

5. Chair's Business

International e-learning benchmarking

TO RECEIVE:

An update on an invitation to participate in an international e-learning benchmarking exercise organised by the Observatory on Borderless Higher Education (OBHE) and WCET (formerly the Western Conference for Educational Technology) and provisionally entitled 'The Evolving Academic e-Learning Endeavour: the impact of using technology in learning and teaching'.

6. JISC

TO RECEIVE:

(a) A call for proposals from JISC as set out in extracts from JISC circular 4/06, paper EL 2/06-07 (copy attached), which includes e-learning as project headings.

(b) A handout prepared by Sarah Davies, JISC Programme Manager e-learning, to support a presentation given to the Higher Education Academy/JISC Pathfinder project launch meeting held in York on 3-4

October 2006, outlining the current shape of the JISC e-learning programme, paper EL 3/06-07 (copy attached)

7. TQEF funding 2006-09

TO RECEIVE:

The action plan agreed with HEFCE for allocating TQEF monies during the period 2006-09, paper EL 4/06-07 (copy attached), noting in particular the e-learning challenge fund.

TO CONSIDER:

Draft guidelines for departments intending to bid for support from the TQEF e-learning challenge fund, paper EL 5/06-07 (to follow).

8. e-learning benchmarking (JISC/HEA) (minute 29/05-06 refers)

TO CONSIDER:

(a) The penultimate product of the facilitated phase of the e-learning benchmarking process, the self-assessment against statements of good practice agreed amongst our sub-group, paper EL 6/06-07 (copy attached).

(b) The anonymised results from all five institutions in the benchmarking sub-group, paper EL 7/06-07 (to follow).

9. Higher Education Academy Pathfinder programme

TO RECEIVE:

(a) The bid submitted to the Higher Education Academy and approved under their Pathfinder programme, paper EL 8/06-07 (copy attached);

(b) The workpackages project plan submitted to the HEA and awaiting approval, paper EL 9/06-07 (copy attached).

TO CONSIDER:

(c) A report from Dr J Dempster on the Pathfinder launch event that took place in York on 3-4 October 2006, paper EL 10/06-07 (to follow);

(d) Methods for allowing the Group to carry out a formal steering role for the Pathfinder programme at the University;

(e) The formal appointment of a management group to oversee the implementation of the programme, to consist of Professor Michael Whitby, Dr Jay Dempster, Mr John Dale and Dr Julian Moss;

10. e-learning advisors report

    TO CONSIDER:

    A report from Mr J Dale updating the Group on the recent activities of the e-Learning Advisor Team, paper EL 11/06-07 (to follow).

11. CAP report

    TO CONSIDER:

    An oral report from Dr J Dempster updating the Group on e-learning activities and awards in the Centre for Academic Practice.

12. IPR and e-learning materials

    TO CONSIDER:

    (a) Report from HEFCE *Intellectual property rights in e-learning programmes*, paper EL 12/06-07 (copy attached), noting that the whole report including appendices is available from the HEFCE website at www.hefce.ac.uk/pubs/hefce/2006/06_20/

    (b) E-mail message from Mr John Casey, Learning Materials Manager and TrustDR JISC Project Manager at UHI Millennium Institute introducing the first phase of a project examining the management of IPR in e-learning materials, paper EL 13/06-07 (copy attached), along with a print-out of the home page of the project website, http://trustdr.ulster.ac.uk/work_in_progress.php, paper EL 14/06-07 (copy attached).

13. Any Other Business

14. Next meeting

    TO REPORT:

    That the next meeting of the Group will take place at 10am on Friday 26 January 2007 in the Council Chamber, University House.