

UNIVERSITY OF WARWICK

e-Learning Steering Group

There will be a meeting of the e-Learning Steering Group at 2pm on Monday 25 October 2010 in the Council Chamber, University House.

Questions on agenda items or apologies for this meeting should be directed to the Secretary of the Group, Katharine Gray (x22707, email K.Gray@warwick.ac.uk) or the Assistant Secretary, Rory McIntyre (x74464, email R.J.McIntyre@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 2010-09, paper EL 1/10-11 (copy attached).

2. Minutes

TO CONSIDER:

The minutes of the meeting held on 13 May 2010 (copy attached and available on the Governance website at <http://www2.warwick.ac.uk/services/gov/atoz/e-learning/minutes/>

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. Online submission of assessed work (minute 19/09-10 refers)

TO REPORT:

That, at its meeting on 13 May 2010 the Group considered a report from the Director of IT Services, the Head of Service Delivery (Academic & Enterprise Services), IT Services, and the Assistant Secretary (paper EL 6/09-10) and resolved (*inter alia*):

That IT Services establish a project group, reporting to the e-Learning Steering Group, to consider and make recommendations for guidelines on the online submission of assessed work, and options for developing a University system for online submission; that the project group be chaired by Professor Donald Singer; and that possible members of the group include an e-Learning Advisor; the eAssessment Service Owner; other IT personnel as required; a representative from the Academic Office; a small number of additional members of academic/departmental administrative staff; and student representation.

TO CONSIDER:

A presentation by the Director of IT Services to include:

- (a) The current capabilities of departments against the spectrum of e-learning activities
- (b) Options on methods to develop institutional and/or departmental capability
- (c) Consideration of how our objective might inform approaches for introducing new/enhanced capability and what our objective should be

5. Any Other Business

6. Next meeting

TO REPORT:

That the next meeting of the Group will be held at **2pm on Tuesday 25 January 2011** in the Council Chamber, University House.