

UNIVERSITY OF WARWICK

e-Learning Steering Group

There will be a meeting of the e-Learning Steering Group at 3pm on Monday 28 November 2011 in AC0.3, Argent Court.

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 2011-12, paper EL 1/11-12 (copy attached).

2. Minutes

TO CONSIDER:

The minutes of the meeting held on 5 May 2011 (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. E-Learning Planning

TO CONSIDER:

A presentation by the Head of Service Development, IT Services on planning of e-learning developments.

5. E-Learning Advisory Service Annual Report 2010/11

TO RECEIVE:

The annual report on the work of the E-Learning Advisory Service 2010/11 alongside priorities for 2011/12 (Paper ELSG.2/11-12, copy attached).

6. Assignment Management Update

TO RECEIVE:

A progress report on the assignment management and feedback project (Paper ELSG.3/11-12, copy attached).

7. Any Other Business

8. Next meeting

TO REPORT:

That the next meeting of the Group will be held at **2pm on Tuesday 24 January 2012** in CMR 1.1, University House.