UNIVERSITY OF WARWICK

e-Learning Steering Group

There will be a meeting of the e-Learning Steering Group at 10am on <u>Wednesday 14 November 2012</u> in the Council Chamber, University House.

Questions on agendum items or apologies for this meeting should be directed to the Secretary of the Group, Katharine Gray (x22707, email <u>K.Gray@warwick.ac.uk</u>) or the Assistant Secretary, Rory McIntyre (x74464, email <u>R.J.McIntyre@warwick.ac.uk</u>)

Mr K Sloan
<u>Registrar</u>

A G E N D A

1. <u>Constitution, Membership, Terms of Reference</u>

    TO CONSIDER:

    The terms of reference, constitution and membership of the Group for 2012-13, paper EL 1/12-13 (<u>copy attached</u>).

2. <u>Minutes</u>

    TO CONSIDER:

    The minutes of the meeting held on 3 May 2012 (previously circulated, and available on the Governance website at:
    <u>http://www2.warwick.ac.uk/services/gov/atoz/e-learning/minutes</u>

3. <u>Freedom of Information: Publication Scheme</u> (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 <u>considered</u> 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 <u>resolved</u> 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 (<u>copy attached</u>), noting that all non-reserved minutes and agenda of the Group are published on the University's Governance website at
    <u>http://www2.warwick.ac.uk/services/gov/atoz/e-learning/minutes/</u>

4.   Evolution of the Virtual Learning Environment

     TO RECEIVE:

     (a)   An update report on the evolution of the VLE (Paper IPSC.3/12-13,
           copy attached).

     (b)   An oral report from the Director of IT Services on the prospective role
           of the E-Learning Steering Group in the governance of the projects.

5.   Operation of the E-Learning Steering Group

     TO REPORT:

     That at its meeting on 3 May 2012 the Group considered a mapping of the
     Steering Group's terms of reference against agenda items (paper EL.7/11-12)
     and it was reported:

     (a)   That, in order to provide benchmarking against other institutions,
           views could be sought from recent staff hires and postgraduate
           students.

     (b)   That it was important that developments were informed primarily by
           pedagogical considerations, not by the availability of technology, and
           that a forum for discussion of pedagogical issues was needed.

     (c)   That it would be valuable to evaluate formally new technologies for
           wider dissemination across the University.

     (d)   That the Group should have responsibility for ensuring that
           dissemination of projects takes place, but not for undertaking that
           dissemination.

     (e)   That input from the E-Learning Network Group would be valuable.

     And the Group resolved:

     (f)   That the Secretary convene a small group to consider revised terms of
           reference for the E-Learning Steering Group and how these might be
           operationalized.

     (g)   That the Group's terms of reference be amended to include its role as
           a steering group for major learning technology developments.

     TO CONSIDER:

     A report on the operationalization of the Group's terms of reference (Paper
     ELSG.2/12-13, copy attached).

6.   <u>Learning and Teaching Strategy</u>

   TO RECEIVE:

   The Learning and Teaching Strategy approved by the Senate at its meeting on 3 October 2012 (Paper AQSC.70(rev3)/11-12, <u>copy attached</u>).

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