UNIVERSITY OF WARWICK

e-Learning Steering Group

There will be a meeting of the e-Learning Steering Group at **9.15am** on Thursday 5 May 2011 in the Council Chamber, University House.

Questions on agendum items or apologies for this meeting should be directed to the Secretary of the Group, Christina Edgar (x22707, email C.L.Edgar@warwick.ac.uk) or the Assistant Secretary, Rory McIntyre (x74464, email R.J.McIntyre@warwick.ac.uk)

J F Baldwin
Registrar

A G E N D A

1. Constitution, Membership, Terms of Reference (minute EL 1/10-11 refers)

    TO RECEIVE:

    Updated terms of reference, constitution and membership of the Group for 2010-11 (paper EL 1/10-11 (revised), copy attached).

2. Minutes of the last meeting

    TO CONSIDER:

    The minutes of the meeting held on 25 October 2010 (copy attached), noting that the Spring term meeting of the Group scheduled on 25 January 2011 had been cancelled.

    Note: The minutes are also available on the Governance website at http://www2.warwick.ac.uk/services/gov/atoz/e-learning/minutes/

3. Online submission of assessed work (minutes 4/10-11 and 19/09-10 refer)

    TO REPORT:

    (a) 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.

(b)   That, at its meeting on 25 October 2010, the Group <u>considered</u> a presentation by the Director of IT Services including:

(i)   The current capabilities of departments against the spectrum of e-learning activities;

(ii)   Options on methods to develop institutional and/or departmental capability;

(iii)   Consideration of how our objective might inform approaches for introducing new/enhanced capability and what our objective should be;

and <u>resolved:</u>

(iv)   That the Director of IT Services begin to formulate a proposal for the implementation of an incremental IT solution with discrete phases of activity, noting that this was the preferred option of members of the Group present, and that, within this broad framework, online submission was felt to be an area of highest priority, it being noted that further consideration may need to be given as to whether a minimum level of capability at departmental level be set;

(v)   That the presentation be circulated to members of the Group not present in order to seek additional input;

(vi)   That, in considering how existing and new IT solutions might be interfaced to implement a joined-up solution encompassing all aspects of the online submission of assessed work, careful consideration should be given to the means by which the accuracy of existing data can be assured by all stakeholders.

TO RECEIVE:

An oral update from the Director of IT Services on progress toward a University system for online submission.

4.   <u>Encryption (minute 5/10-11 refers)</u>

TO REPORT:

That, at its meeting on 25 October 2010, it was <u>reported</u> to the Group that IT services have completed the evaluation phase of a straightforward, user friendly system for the encrypted transmission of e-mails, and would be seeking approval and resources, via IPSC, to move on to implementation.

TO RECEIVE:

An oral update from the Director of IT Services.

5.   UCISA "Top Concerns" Survey 2010/11

TO RECEIVE:

The results of the Universities and Colleges Information Systems Association (UCISA) 2010/11 survey of IT Directors and Professionals' Top Concerns (paper EL 2/10-11, copy attached).

6.   e-learning and the University Strategy

TO REPORT:

That the refreshed University strategy had now been published (available online at http://go.warwick.ac.uk/strategy) and incorporates objectives relevant to the work of the Group, in particular in identifying opportunities to be in the technological vanguard in the use of advanced technology;

TO CONSIDER:

Whether, and how, the refreshed Strategy should affect the priorities of the Group in the future, considering in particular how the Group can best ensure that it sufficiently meets its primary functions as set out in the revised terms of reference.

7.   Any Other Business

8.   Next meeting

TO REPORT:

That the next meeting of the Group will be held in the Autumn term 2011/12 on a date to be confirmed.