UNIVERSITY OF WARWICK

Minutes of the meeting of the e-Learning Steering Group of the Information Policy
and Strategy Committee and the Academic Quality and Standards Committee
held on Friday 5 May 2006

Present: Professor M Whitby (Chair), Mr B Duggan, Mr J Dale,
                     Dr J Labbe, Dr K Leppard, Professor D Singer,
                     Mr H Williams

Apologies: Ms D Biggerstaff, Dr J Dempster, Professor A Neal,
                     Dr L Polezzi

In attendance: Mr S Carpenter, Ms H Kinnear, Dr J Moss

24/05-06   Minutes of the Previous Meeting

            RESOLVED:

            That the Minutes of the meeting of the e-Learning Steering Group held
            on 18 January 2006 be approved.

25/05-06   Matters Arising

            (a)   e-Learning course costs (Minute 14b(i)/05-06 referred)

                     REPORTED:

                     That the Chair had agreed with the Finance Office that it would
                     be appropriate for the service charge for an entirely on-line
                     course be approximately two-thirds of the service charge for a
                     distance learning course.

            (b)   Distance Learning Survey (Minute 20/05-06 referred)

                     REPORTED:

                     That the Collaborative, Flexible and Distributed Learning Sub-
                     Commitee had not met during the Spring Term and had yet to
                     consider the report on the survey considered at the last
                     meeting of the Group.

26/05-06   Chair's Business

            WebCT (Minute 14(a)/05-06 referred)

            REPORTED:

            That representatives from WebCT would be visiting the University on
            19 May to lead an informal lunchtime seminar including a presentation
            of their recent developments.

RESOLVED:

That the Group keep abreast of WebCT and Blackboard developments.

27/05-06   TQEF & Professional Standards Funding

REPORTED:

(a)   That five bids had been received in the last application round for TQEF challenge funds, and that all five were likely to be funded, subject to some clarifications, with the level of funding for some of the projects still under consideration;

(b)   There was still £32,000 remaining of the TQEF funding for 2005-06;

(c)   That TQEF funding allocations for 2006-09 had been announced by HEFCE, with the University set to receive £433,022 per year.

RESOLVED:

(d)   That it be proposed that a proportion of the TQEF funding for 2006-09 be set aside as a challenge fund to support learning and teaching projects, including e-learning;

(e)   That ideas for projects/funding streams for TQEF 2006-09 be submitted to Teaching Quality in due course.

28/05-06   Education Innovation Fund

REPORTED:

(a)   The second round of bidding to the Vice-Chancellor's Education Innovation Fund was likely to lead to around £150,000 of awards, with a few projects requiring clarification before the outcomes could be officially announced.

(b)   That more bids from academic departments would be welcomed by the EIF panel, and that projects addressing assessment issues would be particularly welcomed.

29/05-06   e-Learning Benchmarking Exercise

(a)   Pilot Phase

CONSIDERED:

The Institutional Review Document (IRD) sent to the Observatory on Borderless Higher Education as part of the e-Learning Benchmarking project, paper EL 26/05-06.

RESOLVED:

(i) That the IRD be e-mailed to Chairs of Faculty IT Committees for dissemination amongst committee members;

(ii) That staff be directed to Section D in the first instance, as this was the part of the document where feedback would be most valuable;

(iii) That any comments be passed to the Teaching Quality team by 21st June, which is the date of the dissemination event to be held in London.

(b) Pathfinder Phase

CONSIDERED:

An Invitation to Tender to the Pathfinder Programme from the Higher Education Academy, paper EL 39/05-06,

RESOLVED:

(i) That a small group be set up to identify a suitable project and oversee the drafting of tender documents ahead of the deadlines for outline applications of 26 May and for full applications of 16 June;

(ii) That the application be referred to the Steering Committee ahead of submission to ensure that matching funding of up to £170,000 can be secured.

30/05-06   Review of the e-learning strategy (Minute 16/05-06 referred)

CONSIDERED:

Further responses to the consultation exercise received from the following departments:

(a) Biological Sciences, paper EL 27/05-06;
(b) Centre for Academic Practice, paper EL 28/05-06;
(c) Chemistry, paper EL 29/05-06;
(d) Economics, paper EL 30/05-06;
(e) French Studies, paper EL 31/05-06;
(f) History, paper EL 32/05-06;
(g) History of Art, paper EL 33/05-06;
(h) Library, paper EL 34/05-06;
(i) Mathematics Institute, paper EL 35/05-06;
(j) Faculty of Science, paper EL 36/05-06.

RESOLVED:

That a number of issues raised in the responses be taken into account in any redrafting of the e-Learning Strategy, depending on the

outcomes of the e-Learning Benchmarking exercise and consequent decisions on how best to develop e-learning across the University.

31/05-06   e-Learning advisors' report

RECEIVED:

An update on the activities of the e-Learning Advisor Team from Mr J Dale, paper EL 37/05-06.

RESOLVED:

That Mr J Dale investigate the use of on-line module assessment and feedback methods used across the University and prepare a report for the next meeting of the Group.

32/05-06   Marandet Digitisation project

CONSIDERED:

A report on progress of the Library Marandet Digitisation project from Mr H Williams, paper EL 38/05-06.

RESOLVED:

That Mr H Williams investigate the cost of in-house digitisation provision with a view to bidding for JISC Capital Programme funds.

33/05-06   Higher Education Academy and Times Higher Education Supplement: e-Tutor of the Year Award

RECEIVED:

Nomination guidelines and deadline for THES e-tutor of the Year Award, paper EL 40/05-06 (tabled).

RESOLVED:

(a)   That the Chair approach a small number of potential nominees and work with them and others to submit any entries ahead of the deadline (9 June);

(b)   That the Chair ensure that this process for identifying nominees matches the process for identifying nominees for other THES awards.

34/05-06   Date of the Next Meeting

REPORTED:

That the next meeting of the Group would be held during the Autumn Term 2006 on a date to be confirmed.