

UNIVERSITY OF WARWICK

e-Learning Steering Group

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 Thursday 13 May 2010

Present: Professor Ann Caesar (Chair), Dr Kate Astbury, Mr John Dale, Dr David Davies, Ms Sumaiya Khaku, Dr Keith Leppard, Dr Rudolf Roemer, Professor Donald Singer

Apologies: Ms Anne Bell, Mr Anthony Brewton, Mr Manus Conaghan, Professor Alan Neal, Dr Jeremy Smith

In attendance: Ms Katharine Gray, Ms Jenny Hughes, Mr Michael Roberts

16/09-10 Minutes

RESOLVED:

That the minutes of the meeting held on Monday 1 February 2010 be approved.

17/09-10 Matters arising

(a) Role of the e-Learning Steering Group (minute 12/09-10 referred)

REPORTED:

That the Group at its meeting on 1 February 2010 considered a report from the meeting held on 18 January 2010 of the Sub-Group established to consider the future terms of reference and membership of the e-Learning Steering Group, paper EL 4/09-10, and resolved:

- (i) That in the view of the Group, Warwick should be at the forefront of e-learning and technology enhanced learning and that this would require the Group to take on a more proactive role, which would necessitate additional administrative support that could not be provided through a traditional committee secretariat model.
- (ii) That the proposals set out in paper EL 4/09-10 be approved subject to the amendments noted at the meeting, and that the revised version of paper EL 4/09-10 be circulated to members of the Group for comment.
- (iii) That the final version of paper EL 4/09-10 be submitted for consideration by the Information Policy and Strategy Committee, and the working group to be established by the Pro Vice-Chancellor (Student Experience) to consider the future role, terms of reference, constitution

and membership of the Academic Quality and Standards Committee and its sub-committees.

RECEIVED:

- (iv) Paper EL 4/09-10 (revised), noting that the paper would be considered by the Information Policy and Strategy Committee at its next meeting;
 - (v) An oral report from the Secretary concerning the meeting held on 10 May 2010 of the working group established by the Pro Vice-Chancellor (Student Experience) to consider the future role, terms of reference, constitution and membership of the Academic Quality and Standards Committee and its sub-committees, noting that the working group was of the view that the further consideration needed to be given to the link between the e-Learning Steering Group and the Quality Enhancement Working Group.
- (b) Universities and Colleges Information Systems Association Study (minute 14/09-10 referred)

REPORTED:

- (i) That at the meeting of the Group held on 1 February 2010 it was reported that the University had been invited to respond to a survey coordinated by the Universities and Colleges Information Systems Association which aimed to identify the 'current picture and trends in UK higher education institutions with regard to the use of technology enhanced learning', and resolved that Dr David Davies and Mr John Dale complete the survey on behalf of the Group and submit the response to the Universities and Colleges Information Systems Association.
- (ii) (By Dr David Davis) that the questionnaire response would contribute, on an anonymous basis, to a publicly available study report.

RECEIVED:

The completed UCISA questionnaire, paper EL 5/09-10.

- (c) Open access to educational resources (minute 11(b)/09-10 referred)

REPORTED:

That the Group at its meeting on 1 February 2010 resolved (*inter alia*) that Dr David Davies convene a further meeting with the Chair and the University Librarian to discuss approaches across the University to access to educational resources and to

consider if further guidance for departments should be developed.

RECEIVED:

An oral report from Dr David Davies, noting that it had been agreed that the Deputy Librarian and Dr Davies would establish in the summer vacation a small group of interested members to consider sector recommendations from JISC, following an evaluation by JISC of recent pilot projects.

18/09-10

Chair's business

Institute for Advanced Teaching and Learning

RECEIVED:

An oral report from the Chair on plans to establish an Institute for Advanced Teaching and Learning, noting that the Institute would be established in the near future and that views would be sought from members of the Group on the role of the Institute in relation to e-learning.

19/09-10

Online submission of assessed work (minute 11(a)/09-10 referred)

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.

RESOLVED:

- (a) That the Group noted that a large number of departments had developed online submission systems, using bespoke systems and/or Sitebuilder functionality.
- (b) That a significant proportion of support provided by the e-Learning Advisor Team to academic departments concerned the development of online submission systems.
- (c) That members of the Group expressed a range of views in relation to the possible pedagogic and administrative benefits of online submission of assessed work, noting that:
 - (i) Possible pedagogic benefits included improved timeliness and quality of feedback; support for markers wishing to provide similar elements of feedback to more than one student; the ability of markers to more easily map assessment feedback against learning outcomes and marking criteria; plagiarism detection and formative feedback on good academic practice;
 - (ii) Possible administrative benefits included improved efficiency in terms of submission, processing, marking and provision of feedback on assessed work;

- (iii) The possible benefits of online submission could only be realised if the system worked effectively and efficiently and did not increase workloads for markers;
 - (iv) In light of disciplinary differences, departments and individual markers were likely to use online submission systems in different ways and a University system would need to accommodate different levels of usage (for example, some departments may wish to use a University interface for some, or all, of the following: online submission and acknowledgment of receipt of work; plagiarism detection; provision of feedback etc).
- (d) That the University should investigate options for developing an online system for the submission of assessed work, and that the use of such a system should be optional for departments and accommodate different levels of usage.
- (e) That University-wide guidelines should be developed in relation to the online submission of assessed work, and that core principles (for example, concerning the implications for students of a system failure) should apply to all departments, regardless of whether a centrally-developed or bespoke system is used by the department.
- (f) 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.

20/09-10 Next meeting

REPORTED:

That the next meeting of the Group would be held in the autumn term 2010-11 on a date to be confirmed.