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 Tuesday 24 October 2006

Present: Professor Michael Whitby (Chair), Dr Kate Astbury, Mr John Dale, Dr
                David Davies, Dr Jay Dempster, Dr Keith Leppard, Ms Cleo
                Longworth, Mr Richard Parker

Apologies: Ms Anne Bell, Professor Alan Neal, Professor Donald Singer,
                Professor Andrew Stuart

In attendance: Dr Julian Moss, Ms Natasha Nakariakova

1/06-07   Terms of Reference, Constitution and Membership

                RECEIVED:

                The Terms of Reference, Constitution and Membership of the e-
                Learning Steering Group, paper EL 1/06-07.

2/06-07   Minutes

                RESOLVED:

                That the minutes of the meeting held on 5 May 2006 be approved.

3/06-07   Matters arising

                (a)   Vice-Chancellor's Education Innovation Fund (minute 28/05-06
                        referred)

                        REPORTED:

                        That the following bids with an e-learning component were
                        approved in the second and third rounds of bidding to the Vice-
                        Chancellor's Education Innovation Fund:

                        (i)   Dr Kate Astbury (French Studies), *French Theatre of
                                the Revolution and the First Empire* [digitisation
                                project], £10,000
                        (ii)   Mr Brian Duggan (Students' Union), *SSLC Portal*,
                                £7,000
                        (iii)   Dr Peter Ferdinand (PAIS), *The Intervention in Kosovo:
                                an On-line Role-Playing Simulation for Students Taking
                                PO 107*, £4,450
                        (iv)   Professor Vilmos Fulop (Biological Sciences),
                                *Stereoscopic Visualisation System for Biological
                                Macromolecules*, £34,520
                        (v)   Dr Evor Hines (Engineering), *PDAtric Care: Mobile
                                Learning for Doctors*, £28,700

(vi)   Dr Christoph Hoerl (Philosophy), *Report Tool: an online system for undergraduate student module reports*, £1,500

(vii)   Dr Christoph Hoerl (Philosophy), *Computer assisted-learning in Starting Logic*, £4,000

(viii)   Dr Stephen Jarvis (Computer Science) and Dr Trevor Hawks (Mathematics), *Exploring Educational Uses of Wikis*, £22,500

(ix)   Dr Carol Rutter (Capital Centre), *Jacobean Drama Project* [website and e-learning materials], £32,000

(b)   Marandet digitisation (minute 32/05-06 referred)

REPORTED:

That in the light of cost estimates the digitisation of plays from the Marandet archive had been carried out by external contractors.

(c)   e-Tutor of the Year (minute 33/05-06 referred)

REPORTED:

That the University had not nominated anyone for the e-Tutor of the Year award run by the Higher Education Academy and the Times Higher Education Supplement.

RESOLVED:

That members of the Group consider any possible nominees for the next competition, with nominations expected to be due in June 2007.

4/06-07   Chair's Action

(a)   TQEF funding (minute 27/05-06 referred)

REPORTED:

That the Chair had taken action on behalf of the Group since its last meeting to approve the award of TQEF funding to the following projects:

(i)   Mr Rodney Edmondson (Warwick HRI), *Scoping Study of e-learning for R*, £5,458

(ii)   Dr Ken Flint (Biological Sciences), *Development of Web-based assessment for basic Chemistry – Final Phase*, £3,250

(iii)   Dr Michael Hammond (Education), *Networked Learning for PGR students*, £10,000

(iv)   Dr Trevor Hawkes (Mathematics), *CAA in the Faculty of Science (phase 2)*, £19,500

(v)   Mr Michael Hulse (English and Comparative Literary Studies), *Digitisation of Warwick Writing Programme materials*, £9,292

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<table>
<tr><td>(vi)</td><td>Dr Rob Johnson (History), *WHISkRs (Warwick History Interactive Skills for Researchers)*, £1,500</td></tr>
<tr><td>(vii)</td><td>Professor Tony McFarlane (History), *On-line History MA development project*, £20,000</td></tr>
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(b)   Other Teaching and Learning funding

REPORTED:

(i)   That £17,700 had been allocated to supplement the Modern Languages e-learning project to upgrade facilities in seminar rooms;

(ii)   That £10,000 had been allocated to the purchase of further personal response system (PRS) kit for use in the Ramphal lecture theatre.

5/06-07   Chair's Business

(a)   International e-learning benchmarking

RECEIVED:

An update on an invitation to participate in an international e-learning benchmarking exercise organised by the Observatory on Borderless Higher Education (OBHE) and WCET (formerly the Western Conference for Educational Technology) and provisionally entitled 'The Evolving Academic e-Learning Endeavour: the impact of using technology in learning and teaching', noting that the timescale had slipped with the exercise likely to take place during the Spring Term 2007.

(b)   Apple: iTunes U Europe

REPORTED:

That the Director of Communications is leading discussions with Apple about the possibility of the University becoming part of the first wave of UK HEIs participating in the launch of iTunes U Europe.

6/06-07   Higher Education Academy Pathfinder programme

RECEIVED:

(a)   The bid submitted to the Higher Education Academy and approved under their Pathfinder programme, paper EL 8/06-07;

(b)   The workpackages project plan submitted to the HEA and awaiting approval, paper EL 9/06-07.

CONSIDERED:

(c)   A report from Dr Jay Dempster and Dr Julian Moss on the Pathfinder launch event that took place in York on 3-4 October 2006, paper EL 10/06-07;

(d)   Methods for allowing the Group to carry out a formal steering role for the Pathfinder programme at the University;

(e)   The formal appointment of a management group to oversee the implementation of the programme, to consist of Professor Michael Whitby, Dr Jay Dempster, Mr John Dale and Dr Julian Moss;

RESOLVED:

(f)   That the Secretary monitor the extent of blogging on the e-learning Pathfinder blog (blogs.warwick.ac.uk/elbench) and encourage those involved in Pathfinder activities to contribute, in particular ensuring that at least a monthly summary of activities appears;

(g)   That a formal management management group oversee the implementation of the programme, consisting of Professor Whitby, Mr Dale, Dr Davies, Dr Dempster and Dr Moss;

(h)   That further consideration be given to the branding of support and advice services in e-learning including websites and physical locations, noting the importance of communicating clear and consistent messages in this area.

7/06-07   TQEF funding 2006-09

RECEIVED:

The action plan agreed with HEFCE for allocating TQEF monies during the period 2006-09, paper EL 4/06-07 (copy attached), noting in particular the e-learning challenge fund.

CONSIDERED:

Draft guidelines for departments intending to bid for support from the joint TQEF/Pathfinder e-learning challenge fund, paper EL 5/06-07 (tabled).

RESOLVED:

(a)   That an Expression of Interest phase be introduced, with a deadline of 11 December;

(b)   That feedback on the Expressions of Interest be returned to bidders before the Christmas break;

(c)   That the deadline for full bids be set for 15 January 2007

(d)   That bids involving collaborations between departments be explicitly encouraged in the guidelines;

(e)   That members of the Group send any further comments on the draft guidelines to the Secretary at the earliest opportunity.

8/06-07   CAP report

CONSIDERED:

An oral report from Dr J Dempster updating the Group on e-learning activities and awards in the Centre for Academic Practice.

9/06-07   JISC

RECEIVED:

(a)   A call for proposals from JISC as set out in extracts from JISC circular 4/06, paper EL 2/06-07, which includes e-learning as project headings.

(b)   A handout prepared by Sarah Davies, JISC Programme Manager e-learning, to support a presentation given to the Higher Education Academy/JISC Pathfinder project launch meeting held in York on 3-4 October 2006, outlining the current shape of the JISC e-learning programme, paper EL 3/06-07;

(c)   An oral report from Mr John Dale, Head of e-Lab, on the JISC Capital programme call for proposals and associated Town Meeting.

RESOLVED:

(d)   That Dr Davies and others consider a joint bid with the University of Newcastle in the area of e-portfolios and blogs;

(e)   That colleagues on the Centre for Academic and Professional Development continue to explore possible collaborative bids.

10/06-07   e-learning benchmarking (JISC/HEA) (minute 29/05-06 referred)

CONSIDERED:

The penultimate product of the facilitated phase of the e-learning benchmarking process, the self-assessment against statements of good practice agreed amongst our sub-group, paper EL 6/06-07, noting that the anonymised results from all five institutions in the benchmarking sub-group were expected to follow.

RESOLVED:

That the Faculty IT Committees (or equivalent bodies with appropriate e-learning focus) be invited to consider the self-assessment statements.

11/06-07	e-learning advisors report

CONSIDERED:

A report from Mr J Dale updating the Group on the recent activities of the e-Learning Advisor Team, paper EL 11/06-07.

12/06-07	IPR and e-learning materials

CONSIDERED:

(a)   Report from HEFCE *Intellectual property rights in e-learning programmes*, paper EL 12/06-07, noting that the whole report including appendices is available from the HEFCE website at www.hefce.ac.uk/pubs/hefce/2006/06_20/

(b)   E-mail message from Mr John Casey, Learning Materials Manager and TrustDR JISC Project Manager at UHI Millennium Institute introducing the first phase of a project examining the management of IPR in e-learning materials, paper EL 13/06-07, along with a print-out of the home page of the project website, http://trustdr.ulster.ac.uk/work_in_progress.php, paper EL 14/06-07.

RESOLVED:

That the newly-appointed Assistant Secretary (Teaching Quality) be asked to lead further consideration of issues around IPR in e-learning materials, in conjunction with other interested parties at Warwick.

13/06-07	Usage data versus privacy in the VLE

CONSIDERED:

A report from Mr John Dale, Head of e-Lab considering issues around privacy and usage data in the VLE, paper EL 15/06-07.

RESOLVED:

(a)   That the following points be noted:

    (i)   Privacy is important and should not be disregarded;

    (ii)   In some circumstances academic and tutorial benefits could be derived from usage data and tracking/identifying the usage of particular items (e.g. learning resources, module webpages etc.) by particular students or other users;

    (iii)   Any change to tracking usage would be a significant move from the current situation;

(iv)   The operators of many commercial websites track user activity in line with published terms and conditions and with the implicit or explicit agreement of users.

(b)   That there was no enthusiasm amongst the Group for filtering web access.

(c)   That Mr Dale take forward work investigating the potential benefits of collecting and utilising usage data in a constructive manner and considering issues of user privacy, in consultation with Ms Longworth;

(d)   That any draft policy developed by Mr Dale in consultation with Ms Longworth be discussed more widely with the student body before being brought forward for consideration at a future meeting of the Information Policy and Strategy Committee.

14/05-06   <u>Next meeting</u>

REPORTED:

That the next meeting of the Group would take place at 10am on Friday 26 January 2007 in the Council Chamber, University House.