

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 Monday 25 October 2010

Present: Mr A Brewerton, Dr J Gilmore, Dr K Leppard, Professor D Singer

Apologies: Professor A Caesar, Mr M Conaghan, Dr D Davies, Professor M Rodger, Dr J Smith

In attendance: Ms K Gray, Mr R McIntyre, Mr M Roberts (Chair)

1/10-11 Constitution, Membership, Terms of Reference

CONSIDERED:

The terms of reference, constitution and membership of the Group for 2010/11, paper EL 1/10-11.

RESOLVED:

That the terms of reference, constitution and membership of the Group for 2010/11 be approved, it being noted that the nominated Faculty representatives would be confirmed following the meetings of the Faculty Boards to be held in the Autumn Term.

2/10-11 Minutes of the last meeting

RESOLVED:

That the minutes of the meeting held on 13 May 2010 be approved, subject to the correction of a misspelt name, noting that these were made available to the Committee via the Governance web-site at <http://www2.warwick.ac.uk/services/gov/atoz/e-learning/minutes/>,

3/10-11 Freedom of Information: Publication Scheme (minute SC.89/07-08 referred)

REPORTED:

- (a) That the Steering Committee at its meeting on 29 October 2007 considered 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 resolved 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.

- (b) That all non-reserved minutes and agenda of the Committee are published on the University's Governance website at: <http://www2.warwick.ac.uk/services/gov/atoz/aqsc/minutes/>
- (c) That copies of paper SC 60/07-08 are available from the Secretary on request.

4/10-11

Online submission of assessed work (minute 19/09-10 referred)

REPORTED:

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 e-Assessment 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.

CONSIDERED:

A presentation by the Director of IT Services to include:

- (a) The current capabilities of departments against the spectrum of e-learning activities;
- (b) Options on methods to develop institutional and/or departmental capability;
- (c) Consideration of what the University's objectives should be with respect to e-learning and how those objectives might inform approaches for introducing new/enhanced capability.

RESOLVED:

- (d) 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;
- (e) That the presentation be circulated to members of the Group not present in order to seek additional input;
- (f) 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.

5/10-11 Encryption

REPORTED:

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.

6/10-11 Next meeting

REPORTED:

That the next meeting of the Group will be held at **2pm on Tuesday 25 January 2011** in the Council Chamber, University House.

KG/RM, 11.11.10
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