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 3 May 2012

Present: Professor A Caesar (Chair), Mr A Brewerton, Mr M Conaghan, Dr D Davies, Professor S Shapiro, Professor D Singer, Ms M Stott, Dr D Wood

Apologies: Dr M Joy, Professor M Pigott, Dr J Robinson, Mr S Ruston, Professor J Smith

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

14/11-12   Minutes

             RESOLVED:

             That the minutes of the meeting held on 20 February 2012 be approved.

15/11-12   Matters Arising

             E-Learning Advisory Service Annual Report 2010/11 (minute 9/11-12 referred)

             REPORTED:

             (a)   That, at its meeting on 28 November 2011, the Group received the annual report on the work of the E-Learning Advisory Service 2010/11 alongside priorities for 2011/12, and resolved that an overview report on e-learning projects across the University be brought to the next meeting of the Committee.

             (b)   That, at its meeting on 20 February 2012 it had been reported to the E-Learning Steering Group that, given the range and diversity of e-learning projects being taken forward across the University, both led by the E-Learning Advisory Service and departments, it had not yet been possible to bring forward an overview report for the Steering Group and the Group resolved that an overview report be brought to the next meeting of the Committee at its meeting.

             RECEIVED:

             A list of current technology-led teaching and learning projects available at http://www2.warwick.ac.uk/services/its/servicessupport/elearn/unielp (EL.6/11-12).

             REPORTED (by Dr Davies):

             (c)   That the SIMSCRIPT project being undertaken for WMS had been nominated for a BMA Medical Education Innovation Award.

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(by the Head of Service Development, ITS):

(d)   That Ms King of the Learning and Development Centre had established an E-Learning Network Group which was well attended.

RESOLVED:

That the list of projects continue to be updated online.

16/11-12   Project Update Reports

(a)   Virtual Learning Environment

REPORTED (by the Director of IT Services):

(i)   That it had been agreed that the most appropriate platform for the University would be Moodle, given that two of the University's strategic partners, Monash and QMUL, had already implemented Moodle, and that three departments had either already implemented Moodle or were planning to do so.

(ii)   That it was the intention to deliver the VLE for 2012/13 and that ITS were looking to implement a hosted version initially.

(iii)   That proposals were currently being developed to recruit a team to support the technical implementation, noting that their expertise would not lie in pedagogy.

(iv)   That consideration was being given to the need to develop a separate repository, potentially hosted at the University.

(by the Head of Service Development, ITS):

(v)   That it was likely that there would be limited functionality by October and that the differing levels of engagement and pace of implementation by departments would need to be taken into consideration.

RESOLVED:

(vi)   That communications with departments would need to be considered carefully to ensure that the implications of implementing the system were understood.

(vii)   That further consideration would need to be given to the governance role of the E-Learning Steering Group in the implementation of Moodle.

(b)   Assignment Management

REPORTED (by the Head of Service Development, ITS):

(i)   That the first element of the system to be implemented had been for provision of feedback and that departments had found it useful so far.

(ii)   That a pilot had just been launched of the electronic submission element.

(iii)   That ten departments were currently engaged in the piloting of the system.

(iv)   That the addition of a workflow management facility to the system would be implemented in 2011/12.

17/11-12   Committee Effectiveness

CONSIDERED:

A mapping of the Steering Group's terms of reference against agenda items (paper EL.7/11-12).

REPORTED:

(a)   That, in order to provide benchmarking against other institutions, views could be sought from recent staff hires and postgraduate students.

(b)   That it was important that developments were informed primarily by pedagogical considerations, not by the availability of technology, and that a forum for discussion of pedagogical issues was needed.

(c)   That it would be valuable to evaluate formally new technologies for wider dissemination across the University.

(d)   That the Group should have responsibility for ensuring that dissemination of projects takes place, but not for undertaking that dissemination.

(e)   That input from the E-Learning Network Group would be valuable.

RESOLVED:

(f)   That the Secretary convene a small group to consider revised terms of reference for the E-Learning Steering Group and how these might be operationalized.

(g)   That the Group's terms of reference be amended to include its role as a steering group for major learning technology developments.

18/11-12   JISC Publications

RECEIVED:

(a)   'Tangible benefits of e-learning' by JISC (EL.8/11-12)
(b)   'Emerging practice in a digital age' by JISC (EL.9/11-12,
        available online at

        https://files.warwick.ac.uk/tgcomm/browse/e-Learning/3_May_2012

19/11-12   Learning Technologists

REPORTED:

(a)   That a number of departments had bid for Learning Technologists
        posts.

(b)   That departments' needs would vary given that smaller departments
        would not have the resources to establish such a post, while staff in
        other departments would often have stronger technical skills and
        would not need the same level of support.