# E-Learning Steering Group: Membership and Terms of Reference

## Membership

* Head of E-Learning (chair)
* Faculty representation: Deans for Taught Programmes
* Assistant Director of Applications, ITS
* Faculty Relationship Manager responsible for E-Learning Services, ITS
* Senior Learning Technologist, ELU
* SU representative: VP Education
* Chairs of E-Learning User Groups if not already in membership
* Head of Engagement, Retention and Success
* Secretary, ELU

## Terms of Reference

The E-Learning Steering Group will meet four times per year.

1. To review the activities of the E-Learning Unit.
2. To provide leadership and direction for college-wide e-learning provision such as the online learning environment, the lecture-capture service and online exams.
3. To approve, prioritise and reprioritise substantial requests for development to e-learning services, which can be taken forward with IT Services or bid for in the annual planning round. Such requests must come through either e-learning user groups or directly from the E-Learning Unit to ensure they have substantial support.
4. To consider the deployment of new e-learning tools which may have a positive effect on the student experience, recruitment and retention, and student satisfaction.
5. To monitor the impact of e-learning initiatives and receive evaluative data for and reports on e-learning provision and use.
6. To provide strategic oversight of e-learning initiatives and identify opportunities for collaboration in this area.
7. Support the delivery of QMUL’s e-learning strategy.

## Reporting Lines

The Group does not report to any boards; individual items that require discussion at Educational Quality and Strategy Board can be added to the agenda directly. Requests for development projects go to the IT Strategy Implementation Board.

It will receive reports from:

* E-Learning User Groups: HSS, SMD, S&E and Professional Services
* The Students’ Union
* The E-Learning Unit