



E-Learning Steering Group

DRAFT Minutes of the Sixth meeting held on 26th February 2015 at 11:00

Francis Bancroft 3.16

Present: Stella Ekebuisi (SE)(Chair), Mark Roberts (MR), Alastair Owens (AO), Tony Higgins (TH), Pat Simons (PS), Julia Shelton (JS), Brett Lucas (BL),

Shelley Reeder (SReeder) (Secretary), Manoj Singh (MS)

Apologies: Henrik Brogger (HB), Carolina Mantzalos (CM), Sam Rowles (SRowles)

Part 1: Preliminary Items

To CONFIRM the minutes and DISCUSS matters arising from the previous meeting

2014.18 The minutes of the previous meeting were CONFIRMED

2014.19 It was NOTED that:

- i. The Application discovery work for Science and Engineering does not come under the scope of the Application Migration project. SE, JS, TH and Richard Holford (RH) to meet next month to define the scope and to write a proposal to carry out the Application Discovery work. This proposal will seek money from Engagement, Success and Retention project.

ACTION: SE to arrange a meeting with JS, TH, RH.

- ii. IT Services have submitted a PAR bid for an annual budget of 100k for QMplus development, 100k for SITS, and 100k between Human Resources and Finance. 300k was authorised although 500k was initially sought.
 - iii. A new developer will be joining the IT services team in the week commencing 2 March 2015.
 - iv. The library has submitted a PAR bid to acquire Box of Broadcasts.
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Part 2: Faculty Updates

To RECEIVE updates from E-Learning User Groups (ESG_0602A, ESG_0602B, ESG_0602C, ESG_0602D)

2014.20 Update from HSS (ESG_0602A)

- i. There has been some resistance in the faculty against Q-Review due to a lack of clear guidance and security of recordings.

ACTION: SE to bring an update next time on Q-Review security to the next meeting

- ii. There were concerns around personalisation of QMplus and users not being able to see modules. BL explained that on the QMplus homepage, a new block called 'All modules' will replicate My QMplus.
- iii. BL shared concerns about poor WiFi on campus. TH explained that it is due to high demand and an increase in the number of devices being used by students.
- iv. Individuals in HSS are positive about getting together and sharing good practice with the rest of the faculty.
- v. Users in HSS are eagerly awaiting the launch of Media Server

2014.21 Update from SMD (ESG_0602B)

- i. SMD has concerns over losing two large IT suites. The major concern is having only 90 computers for use by for the 280 students taking online exams.
- ii. SMD are unable to book rooms in the Francis Bancroft building from mid-summer. Rooms are being repurposed into wet laboratories.
- iii. Karin Fernandes is currently writing a new scope document for search functionality in QMplus and would like feedback from user groups.

ACTION: MR to circulate QMplus search requirements document to group once finalised internally

- iv. The SMD are running an e-learning showcase event at Whitechapel in May which is open to anyone from the college. Help would be appreciated with advertising this around the college.

2014.21 Update from PS (ESG_0602C)

- i. A bank of psychometric tests were bought by the Careers Service – mainly for employment services but worth exploring for other opportunities. These will be available to all students.
- ii. Statistics on the library's QMplus pages show that they have been accessed from all over the world.
- iii. The library teams are updating their QMplus information as they have a new interface which will be more accessible for users.
- iv. The group applauded PS on their usage of QMplus.

2014.22 Update from S&E (ESG_0602D)

- i. The S&E user group is not achieving its intended objectives. Attendance could be improved.

ACTION: JS and BL to arrange a meeting to discuss how to enhance S&E user group (2015-19)

ACTION: AO to approach HSS and ARCs for ideas on user groups and to feedback next time

- ii. SEMS and Maths have added a question to their module evaluation survey regarding QMplus. Maths will analyse the results to find out why some modules have scored lower on this question, especially where overall module scores were high.
- iii. S&E to evaluate survey questions and results and for consideration by the steering group.
- iv. The group may then draft a proposal for a question to be added to the College survey for consideration by the Educational Quality Board.

ACTION: SReeder to add module evaluation to the agenda for the next meeting

Part 3: E-Learning Unit

To RECEIVE an update from the ELU on e-learning activities (ESG_0603)

2014.23 The ELU are expected to make a recommendation on whether to replace QMPer for e-assessments by the end of March 2015. In anticipation that QMPer is not recommended for QMUL, it was NOTED that:

- i. Any replacement system will not be in place until September 2016, thus no e-assessment will be possible in 2015/16.
- ii. ITS have submitted a PAR bid to fund a replacement system.
- iii. The QMPer pilots within SBCS and SBM have been cancelled

2014.24 The ELU has updated the information on its website regarding Q-Review.

2014.25 It was NOTED that the ELU is running the event "Distance Learning: Opportunities and Challenges" on 25th March 2015. Group members are asked to promote within their faculties.

To RECEIVE an update on e-learning projects in 2014/15 (ESG_0604):

2014.26 The following update papers were RECEIVED:

- QMplus Phase III
- Distance Learning Recording Booths

To DISCUSS QMplus Student Survey 2013-14 – key findings and recommendations (ESG_0605)

2014.27 The full results from the latest QMplus Student Survey were published 26 February 2015 and can be downloaded from the ELU website:
(<http://www.elearning.capd.qmul.ac.uk/articles/201314-qmplus-student-survey-report/>).

2014.28 The following was NOTED:

- i. Students perceive QMplus to be very useful in assisting their learning and they predominantly teach themselves how to use it.
- ii. There is a huge growth in mobile usage.
- iii. Students find the TALIS reading lists extremely useful and popular.
- iv. There was some negative feedback around Q-Review, particularly the quality of recordings. Some students are not being made aware of resources available to them.
- v. Students appreciate submitting assignments online although they are concerned about online grades and feedback– consistency needed among courses and tutors as these are not always available.
- vi. There was increased usage on Mahara in 2013/2014. It is being improved this summer and being distinguished from QMplus.
- vii. Technical support is becoming more reliable although students tend to turn to academics rather than raise a ticket

ACTION: BL to circulate the student survey report to the group

ACTION: BL to discuss how often the survey should run at the
Student Experience Advisory Board

Part 4: Other Business

2014.30 Any Other Business

- i. TH reported that IT services have drafted a proposal for an instance of QMplus to be hosted in Nanchang, China.

Date of the next meeting: Thursday 21 May 2015, 11:00 -12.30, B 4.24

Summary of Actions

Action	Who	Action	Status
04-03	BL	Liaise with TH to discuss a pilot to conduct summative assessment on upgraded QMplus instead of QMPer	Cancelled
05-01	SE	Circulate the Q-Review Code of Practice to the group	Complete
05-07	SE	Arrange meeting with SMD to discuss the future of QMPer	Complete
05-08	SE	Contact Alan Austin-Bishop to get more information on Application discovery work	Replaced by 05-09
05-09	SE	Contact Richard Holford to get an update on the Application Migration project	Completed by JS
05-10	SE	Contact AO regarding the use of TV recordings in teaching	Complete
04-07	SE	Forward the issue of the 'Stop Recording' button on the podium not working to the Q-Review Service Review Group	Rolled Forward
04-08	SE	Update the IPR section in Q-Review policy to include a suggestion for presenters to check their employment contract	Rolled Forward
05-02	SE	Locate the college regulations regarding the misuse of recorded lectures.	Rolled Forward
05-03	CM	Liaise with SR to decide if he is to attend Steering Group meetings.	Rolled Forward
05-04	SE	Write an annual E-Learning report for the Steering group	Rolled Forward
05-06	CM	Explore options to find out the ways students use Q-Review and whether there is an impact on attendance due to Q-Review	Rolled Forward
06-01	SE	Arrange a meeting with JS, TH and Richard Holford next month to define the scope and to write a proposal to carry out the Application Discovery work	New
06-02	SE	Bring an update next time on Q-Review security	New
06-03	MR	Circulate QMplus search requirements document to user group once finalised internally	New
06-04	JS, BL	Arrange a meeting to discuss how to enhance the functioning of S&E user group (2015-09)	New

06-05	AO	Approach HSS and ARCs for ideas on user groups and to feedback next time	New
06-06	SReeder	Add module evaluation to the agenda for the next meeting	New
06-07	BL	To circulate the student survey report to the group	New
06-08	BL	To discuss how often the survey should run at the Student Experience Advisory Board	New