



E-Learning Steering Group

DRAFT Minutes of the Seventh meeting held on 21st May 2015 at 11:00

Francis Bancroft 4.24

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

Shelley Reeder (SReeder) (Secretary)

Apologies: Carolina Mantzalos (CM), Sam Rowles (SRowles)

Part 1: Preliminary Items

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

2014.31 The minutes of the previous meeting were CONFIRMED

2014.32 It was NOTED that:

- i. The Q-Review policy is back in draft since the college's IP policy is yet to be completed. As a Code of Practice it is still in use and on the website. Conversations with HR and the unions have taken place around opt-out policies.
- ii. There is no college regulation on the misuse of lecture recordings. SE proposed that we insert information of misuse into the code of practice and then Simon Hayter will add to the regulations webpages.
- iii. Initial testing of Q-Review security shows no problems with the functionality. All Q-Review users will be informed once the default is changed from open to secure to ensure they are aware of what that means. It will be released when Q-Review is upgraded on 4th August.
- iv. James Stewart, a new member of staff in the e-learning team will be working on distance learning programmes. James will provide resources to support distance learning going forward.

Part 2: Faculty Updates

To RECEIVE updates from E-Learning User Groups (ESG_0702A, ESG_0702B)

2014.33 Update from SMD (ESG_072A)

- i. SMD ran an e-learning showcase event which was very successful. They discussed making talks available online which will enable SMD to have a record of practice to share.
- ii. Conversations have been held around setting up distance learning support groups.

2014.34 Update from PS (ESG_072B)

- i. Student services were successful in their bid for Box of Broadcast and trial access will run from the end of June. After the next financial year it will be purchased and promoted with help from the E-Learning Unit.
- i. There is a need from Careers and Learning Development for a system for students to book appointments to see tutors and careers advisers. A QMplus plugin is currently being evaluated and Co-Tutor is being discussed as a possibility.
- ii. Online maths diagnostic tests are being organised by Learning Development for current and prospective students which will be delivered through QMplus.

2014.35 Update from HSS

- i. The process of updating Q-Review recordings to match room changes was discussed. It was suggested that more joint work is needed between AV bookings and room bookings to enable a smoother process.
- ii. HSS will start a forum in the autumn to promote e-learning.
- iii. The school of Politics and International Relations are providing support for people to develop reading lists online for the next academic year.
- iv. There is need for more development work around electronic assessment and feedback. It was suggested that this issue is highlighted to the VP's for the needs of backing at a higher level. Assessment and feedback is essential for student experience and is underpinned by all schools for which global solution is needed.

ACTION: SE to arrange a meeting with the incoming VP (SETL) to discuss prioritising assessment and feedback.

2014.36 Update from S&E

- i. Richard Holford has completed a mapping document to detail the e-learning requirements for S&E schools. The document will be circulated to all schools for consultation. JS thanked Richard Holford for his input.
 - ii. Over the next 3 months, the faculty will determine the priority list. Q-Engage and Co-Tutor will be taken forward as potential solutions.
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Part 3: E-Learning Unit

To RECEIVE ELU update on e-learning activities (ESG_0703)

2014.37 The paper E-Learning Unit Update – May 2015 was RECEIVED.

2014.38 It was NOTED that the ELU has 3 new members of staff: Sonia Wilkie, Gary Schwartz and James Stewart.

2014.39 It was NOTED that distance learning was scheduled for this meeting, but will be postponed until James Stewart, the Online Learning Support Advisor has settled into his role.

To RECEIVE an update on e-learning projects in 2014/2015 (ESG_0704A)

2014.40 The following update papers were RECEIVED:

- QMplus Phase 3 Project
- Distance Learning Video Recording (DVLR) Project

2014.41 It was NOTED that academic staff would find it more useful if they were informed of what has been achieved, rather than what is coming. It was suggested that project news is promoted through many channels including a poster campaign around campus.

To APPROVE proposal for improvements to Q-Review (ESG_0704B)

2014.42 The paper Student Opportunity Fund Project: Q-Review Improvements 2015 was RECEIVED.

ACTION: SE to feedback on which rooms will be Q-Review enabled.

2014.43 The proposed enhancements to Q-Review were APPROVED with the following change:

- i. Five lapel microphones will be included in the trial – if they are not suitable they will be returned to AV for their bank.

To APPROVE decision regarding QMPer (ESG_0705)

2014.44 The paper Questionmark Perception: Suitability to support e-assessment at QMUL was RECEIVED.

2014.45 It was NOTED that:

- i. A proposal will be made to use the money saved for an alternative e-assessment system.
- ii. An investigation into the initial project that selected QMPer should be made to identify why the current problems with the product were not identified.
- iii. The SMD may still have content in QMPer and these must be removed before the contract is cancelled.

ACTION: SE to contact QMPer and cancel contract.

ACTION: MR to talk to head of assessment to see if they can get their questions removed.

ACTION: SE to bring update on QMPer next time.

2014.46 The recommendation to cancel QMUL's subscription to QMPer was APPROVED.

To DISCUSS E-Learning question on Module Evaluation (ESG_0706)

2014.47 The paper Evaluating e-learning provision at the module level was RECEIVED which detailed module evaluation questions on QMplus asked by three schools.

2014.48 It was SUGGESTED that we include a standard question to enable comparative data at the module level.

2014.49 It was AGREED that the following question, based on that asked by the School of History be proposed to the VP (T&L):

The use of QMplus has made an effective contribution to this module

ACTION: SE to take the proposed wording to the Student Experience Advisory Board.

ACTION: JS to suggest the module question at the DTPG meeting.

Part 4: Any Other Business

2014.50 It was NOTED that QMplus was not accessible for 5 hours during exam time and no students were informed of the outage.

2014.51 The Board requested that major incidents are communicated with staff and students as soon as possible.

ACTION: HB to update on the current procedure for communicating major incidents.

ACTION: SR to add 'dealing with major incidents' to the agenda for the July meeting.

Next meeting: Thursday 16 July 2015, 11:00-12:30, FB2.41

Summary of Actions:

Action	Who	Action	Status
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 (Forwarded to group but no update)
04-08	SE	Update the IPR section in Q-Review policy to include a suggestion for presenters to check their employment contract	Complete
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 (SReeder to contact CM)
05-04	SE	Write an annual E-Learning report for the Steering group	Rolled Forward (SR to add to July agenda)
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 (SR to liaise with CM)
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	Complete
06-02	SE	Bring an update next time on Q-Review security	Complete
06-03	MR	Circulate QMplus search requirements document to user group once finalised internally	Complete
06-04	JS, BL	Arrange a meeting to discuss how to enhance the functioning of S&E user group (2015-09)	Complete
06-05	AO	Approach HSS and ARCs for ideas on user groups and to feedback next time	Complete
06-06	SReeder	Add module evaluation to the agenda for the next meeting	Complete
06-07	BL	To circulate the student survey report to the group	Complete
06-08	BL	To discuss how often the survey should run at the Student Experience Advisory Board	Complete

07-01	SE	To arrange a meeting with the incoming VP (SETL) to discuss prioritising assessment and feedback	New
07-02	SE	To feedback on which rooms will be Q-Review enabled	New
07-03	SE	To contact QMPer and cancel contract	New
07-04	MR	To talk to head of assessment to see if they can get their questions removed	New
07-05	SE	To bring update on QMPer next time	New
07-06	SE	To take the proposed wording to the Student Experience Advisory Board	New
07-07	JS	To suggest the new module evaluation question at the DTPG board	New
07-08	HB	To update on the current procedure for communicating major incidents	New
07-09	SReeder	To add 'dealing with major incidents' to the agenda for the July meeting	New