



E-Learning Steering Group

DRAFT Minutes of the Ninth meeting held on 22nd October 2015 at 11:00

Francis Bancroft 1.02.2

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

Shelley Reeder (SR) (Secretary)

Part 1: Preliminary Items

Welcome new and thank outgoing members

2015.1 The following new member, Imran Hussain, was welcomed to the group.

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

2015.2 The minutes of the previous meeting were CONFIRMED

2015.3 It was NOTED that:

- i. SE will be meeting with Paul Smallcombe (Records & Information Compliance Manager), to discuss consent for recordings – to define how we capture and store this information. There is currently no requirement for individuals and schools to submit their consent centrally but must provide them if requested. An SOP (Standard Operating Procedure) will then be drafted.
- ii. Within the IT Projects Team, a new Project Management Communicator, Sally Measures, has been hired. Her role will involve disseminating information including roll out of the semi-managed desktop.
- iii. It was SUGGESTED that, instead of partitioning the E-Learning Practitioners' Group to include an Articulate forum, a QMplus Hub page will be made available to share resources/Q&As, due to the number of users of the software.

ACTION: MR/Gill Ritchie to meet regarding the QMplus Hub
Articulate group

- iv. It was SUGGESTED that we escalate the issue with disseminating outage information to Rebecca Lingwood, VP (SETL). Information currently goes through Marketing and Communications but it was suggested we need templates to ensure quick dissemination from IT directly.

ACTION: HB/TH to get current status around incident templates so it can be escalated to Rebecca Lingwood, VP(SETL).

- v. IT Projects has been split into Project Delivery, led by Katie Friis, and Operational Delivery which is led by Mark Duff, the new Deputy Director of ITS.

To REVIEW the Group's Membership and Terms of Reference (ESG_0902)

2015.4 The Membership was revisited:

- i. It was NOTED as useful for both TH and HB to attend on behalf of IT Services.
- ii. The VP of BLSU, Will Atkins, will be removed from the membership and VP Education, Imran Hussain, will keep him informed.

ACTION: SR to remove Will Atkins from the membership

- iii. It was SUGGESTED that the new head Engagement, Retention and Success, Robert Sheratt, should be invited to the group. He can then decide whether to attend or send a delegate. Robert will be a part of the Professional Services user group.

ACTION: SE to invite Robert Sheratt

- iv. It was SUGGESTED that we introduce an international perspective to the group. JS sits on the International Advisory Group and could assume this role.

ACTION: SE to contact David Sadler to decide whether JS should feed information from the International Advisory Group or whether we should have e-learning representation on his group

2015.5 The Terms of Reference were revisited:

- i. The bullet points should be numbered on the Terms of Reference.
- ii. Point 5 of the Terms of Reference should be updated to reflect the new name of the College Strategy.
- iii. Point 6 of the Terms of Reference should be removed.
- iv. It was SUGGESTED that all faculties should work together on their strategies so they can be aligned.

- v. A new term should include: Maintaining, updating and monitoring progress against e-learning strategies.

ACTION: SE/BL to discuss a plan to develop a college-wide e-learning strategy

2015.6 **The Reporting Lines were revisited:**

The VP (T&L) Advisory Group name has changed to Educational Quality Board

ACTION: SR to make the agreed updates to the Terms of Reference

Part 2: Faculty Updates

To RECEIVE updates from E-Learning User Groups (ESG_0903A, ESG_0803B, ESG_0803B(2), ESG_0903C, ESG_0904D)

2015.7 Update from Professional Services (ESG_0903A)

- i. Research Support have created a new Research Data Management module which has been in use at Edinburgh University. A landing page is currently being worked on.
- ii. The Careers Service has launched a QMplus landing page for students with videos, questions, mock interviews, and mock psychometric tests. The group asked to see the usage data at the next meeting.

ACTION: PS to update the group on the usage of the Careers QMplus page

- iii. It was SUGGESTED that Talis integration should be included in the E-Learning Priorities list. More people would potentially use Talis if it was integrated with QMplus.

ACTION: SE to add Talis Integration to the QMplus development priorities

- iv. A proposal from the CAPD to use Totara as a Learning Management System should be seen by this group for approval.

2015.8 Update from HSS (ESG_0903B)

- i. The E-Learning Festival will be held on 24th November 14:00 – 19:00.
- ii. HSS are in the process of drafting a new faculty e-learning strategy.
- iii. There are many sensitivities regarding Q-Review recordings and people feeling uncomfortable with this. HSS discussed the Q-Review guidelines and the terminology of Opt-in and Opt-out which is confusing.

ACTION: SE to revisit opt-in/opt-out terminology in the Q-Review policy.

2015.9 Update from SMD (ESG_0903C)

- i. The majority of SMD QMplus courses are open access to all SMD staff.
- ii. The SMD user group is disappointed that the integration of Turnitin with the QMplus standard assignment was not included in the ELU priorities list.

ACTION: SE to provide update on Turnitin integration at next meeting.

- iii. There are two institutes who run distance learning courses and both experience issues at the start of the year with enrolment. During pre-enrolment the students have no access to QMplus. Staff are currently setting up temporary passwords for students.

ACTION: SE to raise the issues with SITS and distance learning with Jonathon Morgan, Director of ARCS.

2015.10 Update from S&E (ESG_0904D)

- i. There was no time to discuss this item. The paper E-Learning User Group Meeting was RECEIVED.

To RECEIVE an update on the Reading Lists Online Project

2015.11 PS updated the group on the Reading List Online Project

- i. It was NOTED that Talis reading lists have been very successful so far. However, there is no longer any project staff so a plan needs to be devised about how to continue the work – potentially with the ELU.

Part 3: E-Learning Unit

To DISCUSS the E-Learning Priorities for 2015/2016 (ESG_0905)

2015.12 The E-Learning Priorities were discussed.

- i. It was NOTED that the S&E specific developments should be added to the ELU priorities list. It was confirmed that these are on the list under “Rich Feedback” but need to be further specified to determine what is achievable.

To RECEIVE an oral update on the Recording Booths

2015.13 There was no time to discuss this item. Update to be provided at next meeting.

To RECEIVE an update on Q-Review Policy (2014/2015) (ESG_0906)

- 2015.14 There was no time to discuss this item. The paper ESG_0906 was RECEIVED.
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Part 4: Any Other Business

- 2015.15 TH raised concerns with the Institute of Health Sciences Education (IHSE) trial of online examination system, Rogo. The system will be run as a live service but IT services are unsure whether this will be fit for purpose as it has not been tested. The PAR bid for a replacement of QMPer was not funded this year. It was SUGGESTED that the issue be discussed with the SMD's FRM.

ACTION: TH to update on trialling systems before there is a final project.

- 2015.16 It was NOTED that not all of the FRMs are supporting e-learning practices.

ACTION: HB to talk to Katie Friis about the management of FRMs

ACTION: SE to talk to Katie Friis (new Assistant Director IT Projects) about how to progress with issues in general.

- 2015.17 It was NOTED that most of the schools who had bespoke systems instead of QMplus have gone backwards with their VLE systems.
- 2015.18 It was NOTED that the governance structure for medium IT projects and larger projects with PAR funding is extremely good. However, IT Services struggle to support in-year projects that don't come through PAR.
- 2015.19 The next steering group may need to be rearranged in February 2016 to a new date before the PAR submission bid deadline.
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Summary of Actions:

Action	Who	Action	Status
08-02	SR	To add 'Q-Review Policy' to first Steering Group meeting of 15/16	Complete
08-03	SE	To liaise with CM to feed comments about Q-Review	Cancelled – Action 08-06
08-04	SR	To add 'Q-Review attendance update' to draft agenda	Cancelled
08-05	SE	To update on the new proposed wording of the module evaluation question	Complete
08-06	SE	To discuss the impact of Q-Review on attendance with the incoming Student Union VP Education	Complete – IH and BL to carry forward
08-07	SE	To investigate the concerns around 2 consent forms and to update at the next meeting	Complete – Meeting with Paul Smallcombe
08-08	HB	To feedback to user groups about the suitability of the fully managed desktop	Complete
08-09	SE	To feedback to Gill Ritchie about the e-learning practitioners' forum suggestion	Complete
08-10	HB	To feedback suggestions on dealing with major incidents to IT services	Complete
08-11	ALL	To share annual E-Learning Report with user groups and to feedback whether the report is useful	Complete
08-12	ALL	To share ELU priorities plan for 2015/2016 to user groups and to feedback suggestions	Complete
08-01	SE	To write up regulations on misuse of Q-Review recordings for Simon Hayter to add to the code of practice.	CF – Once Q-Review policy is reviewed
09-01	IH/BL	Continue to look into the impact of Q-Review attendance and how students use Q-Review	New
09-02	MR/Gill Ritchie	To meet regarding the new suggested QMplus Hub Articulate group	New

09-03	HB/TH	HB/TH to get current status around incident templates so it can be escalated to Rebecca Lingwood, VP(SETL).	New
09-04	SR	SR to remove Will Atkins from the steering group membership	New
09-05	SE	To invite Robert Sheratt, new head of ERS so he can then decide whether to attend or send a delegate	New
09-06	SE	SE to contact David Sadler to decide whether JS should feed information from the International Advisory Group or whether we should have e-learning representation on his group	New
09-07	SE/BL	To discuss a plan to develop a college-wide e-learning strategy	New
09-08	SR	To make the agreed updates to the Terms of Reference	New
09-09	PS	To update the group on the usage of the Careers QMplus page	New
09-10	SE	To add Talis Integration to the QMplus development priorities	New
09-11	SE	To revisit opt-in/opt-out terminology in the Q-Review policy	New
09-12	SE	To provide update on Turnitin integration at next meeting	New
09-13	SE	SE to raise the issues with SITS and distance learning with Jonathon Morgan, Director of ARCS	New
09-14	TH	To update on trialling systems before there is a final project (in relation to Rogo being tested)	New
09-15	HB	To talk to Katie Friis about the management of FRMs	New
09-16	SE	To talk to Katie Friis (new Assistant Director IT Projects) about how to progress with issues in general	New

Shelley Reeder
October 2015