



E-Learning Steering Group

DRAFT Minutes of the Eleventh meeting held on 12th May 2016 at 11:00

Bancroft, 1.08

Present: Stella Ekebuisi (SE)(Chair), Mark Roberts (MR), Brett Lucas (BL), Imran Hussain (IH), Martin Beeson (MB), Alistair Owens (AO), Ed Webb (EW), Robert Sherratt (RS)

Shelley Reeder (SR) (Secretary)

In Attendance: Francis Wright (FW), Richard Holford (RH)

Apologies: Agnieszka Jankowska (AJ), Julia Shelton (JS)

Part 1: Preliminary Items

To CONFIRM the minutes and DISCUSS matters arising from the previous meeting (ESG_1001)

2015.35 The minutes of the previous meeting were CONFIRMED.

2015.36 It was NOTED that:

- i. The following new member, Robert Sherratt, was welcomed to the group. Robert officially joined the group at the last meeting held on 11th February, but was unable to attend. Robert is the Head of Engagement, Retention and Success.
- ii. MB has been in liaison with Kirsti Burton, Careers Information Manager, and has retrieved careers and enterprise landing page statistics. Between 21st July 2015 and May 2016, there were 13,797 visits. Reports and logs from QMplus have been used to acquire this information, and Kirsti is starting to look into Google Analytics for extra information about visits.

ACTION: BL and MB to meet regarding Google Analytics information for Talis

- iii. SE reviewed the incident template from Marketing & Communications. The template allows IT services to send a holding message without agreeing specific message text with Marketing & Communications.
- iv. Since the launch of Box of Broadcasts (BOB) on 1st August 2015 and until 11th May 2016, there have been 143 clips created, 36 programmes recorded, 4,120 programmes watched and 272 registered users. There

has been very positive feedback from Professor Virginia Davis, School of History, who has been embedding clips into her sessions.

- v. The library pages with copyright information will be in place by the end of June.

Part 2: Faculty Updates

To RECEIVE updates from E-Learning User Groups (ESG_1102A, ESG_1102B, ESG_1102C, ESG_1102D, ESG_1102E, ESG_1102F)

2015.37 Update from Professional Services (ESG_1102A, ESG_1102F)

- i. Learning development have been using Gradebook to mark student coursework within QMplus.
- ii. Library research support team are keen to develop instructional videos on open access publishing.
- iii. The QMUL module evaluation system is now linked directly to QMplus. It was NOTED that early indications are that the completion rate in EvaSys is not lower than on paper.
- iv. Advice and Counselling updated the group on Google Hangouts and YouTube being blocked in China, which affects their ability to support students in Nanchang.
- v. MB NOTED issues with a piece of free software which ITS refused to install. MB was instructed to make a business case for this software to be installed on staff computers. The ELU are currently reviewing tools to support live classrooms, and will test as much as possible in China. RH is happy to take issues with any software being rejected forward within ITS.

ACTION: EW to find out more information on why the business case was needed for the Freeware.

- vi. It was NOTED that the managed desktop project has been paused. If there are any particular issues, these should be raised with the FRM.
- vii. It was NOTED that the FRM for Professional Services is Charles Loving and the new FRM for SMD will be announced soon.
- viii. It was NOTED that MB could look at one of the products the ELU are using, Blackboard Collaborate.

ACTION: BL to put MB in contact with James Stewart regarding Blackboard Collaborate

- ix. It was SUGGESTED that GradesPlus might help in relation to issues with Gradebook.

2015.38 Update from HSS (ESG_1102B)

- i. Issues around scheduling Q-Review recordings and timetabling were raised as the systems are not integrated.
- ii. The user group reflected on their e-learning festival which took place in November. There was a small turnout for this event, and it was SUGGESTED that for the next academic year, user groups could work together.
- iii. AO agreed to audit the SSLC minutes to see where e-learning issues are raised. The two main issues were Q-Review and consistent use of QMplus. In one HSS school, all postgraduate lectures are Q-Reviewed, however, none are at undergraduate level. It appears that the school is not following the Q-Review policy which states that individuals must opt out, not the school as a whole.
- iv. The response to the e-learning strategy was positive. The main discussion was around the way schools and faculties should engage in the college level faculty.

2015.39 Update from S&E (ESG_1102D, ESG_1102E)

- i. The user group reconsidered terms of reference and decided that it should take place quarterly. Ideally, there should be academic and non-academic representatives from each school.
- ii. It was NOTED that there is an ongoing problem with interrupting students not being properly enrolled on QMplus.
- iii. Clearer signposting of the QMplus archives would be helpful. BL is taking this forward in the user group.
- iv. The ongoing issues with the lack of central provision of functionality provided by bespoke systems in S&E was discussed. Schools are struggling to use old bespoke systems or they're creating new bespoke systems. It was NOTED that the gap analysis has been completed and RH has taken one priority element and is writing a more detailed requirements specification.
- v. Theo Kreouzis, Director of Taught Programmes in Physics, has produced a video using the Wacom tablet for his QMplus course. The group were encouraged to explore the video the capabilities.
- vi. S&E became a Q-Review Faculty in January 2016.
- vii. A forum has been set up to allow group members to comment on the e-learning strategy which will be submitted to BL.
- viii. It was NOTED that student reps are attending the HSS and SMD user groups, but FW was unaware if there is a student rep on the S&E user group.

ACTION: FW to confirm with Julia Shelton that students are invited to the S&E user group

2015.40 Update from SMD (ESG_1102C)

- i. The SMD E-Learning showcase is on 16 June 2016 and is open all staff. MR requested group members to forward the invitation to their colleagues.
 - ii. The changes to Turning Point clickers were discussed. The user group expressed concerns about the impact an account based system would have on casual users.
 - iii. The group were positive about the e-learning strategy and curious about how the policy defined the relationship between central and faculty roles, and who is responsible for what.
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Part 3: E-Learning Unit

To RECEIVE an update from the E-Learning Unit and Online Learning Review (ESG_1103)

2015.41 The E-Learning update was discussed:

- i. The e-learning staff survey will be launched in the next month.
- ii. QMplus Media is being replaced. The ELU are in the final stages of procurement to choose from two providers. The project board meet next week with SE as Chair.
- iii. None of the ELU bids were funded during PAR.
- iv. IT services have agreed to move ROGO to a data centre but the service is not fully supported.
- v. The recording booths did not secure funding for building works. A booth will still be installed in the Garrod building in a non-soundproofed room. There will be a cost of £10,000 to complete this project. It was SUGGESTED that a late application could be submitted to the Westfield Fund.
- vi. It was NOTED that mixed messages are being received from the institution regarding the status of e-learning, particularly regarding Q-Review which did not receive funding for integration with the timetabling system. Technical issues with Q-Review reinforce academic views that Q-Review that it is not worth using.

ACTION: SE to discuss with the VP (SETL) the issues with Q-Review

To DISCUSS Q-Review Usage (ESG_1104)

2015.42 The paper Q-Review Opt-Out Report was RECEIVED and DISCUSSED.

- i. It was NOTED that obtaining data from Q-Review is manual and time-consuming so the full institutional data is not yet available.

- ii. The report focussed on two schools for which students reported low take-up, SPIR and SEF, and a random school for comparison, Physics.
- iii. It was NOTED that if Q-Review were integrated with the timetabling system, there would be fewer missed recordings.
- iv. 90% of rooms with a capacity of 40+ now have Q-Review installed. Larger rooms will continue to have Q-Review installed as they are refurbished whilst smaller rooms will require individual business cases.
- v. It was NOTED that some schools are not operating within the spirit of the Q-Review policy.

ACTION: SE/IH to discuss compliance with the Q-Review opt out policy

To RECEIVE results of the module evaluation QMplus question (ESG_1105)

2015.43 The paper QMplus Module Evaluation Summary was RECEIVED

2015.44 It was NOTED that:

- i. The paper consists of data from the module evaluation surveys from both Semester A and Semester B.
- ii. Conclusions cannot be drawn until next year's data is available for comparison.

To RECEIVE a verbal update on the E-Learning Strategy

2015.45 A verbal update was RECEIVED on the E-Learning Strategy

- i. It was NOTED that a lot of rich feedback from the e-learning user groups has been received and will be incorporated into a second draft.
- ii. The next step is to consult the Education Quality Board before returning a final draft to user groups.

Part 4: Any Other Business

2015.46 During the course of the meeting, MB received statistics on BoB for usage for Semester A and B.

Box of Broadcast Statistics	Clips Created	Programmes Recorded	Programmes Watched	Users Registered
Semester A	98	101	3604	539
Semester B	45	36	4120	272

Total	143	137	7724	811
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Summary of Actions:

Action	Who	Action	Status
09-02	MR/Gill Ritchie	To meet regarding the new suggested QMplus Hub Articulate group	Complete
09-09	PS	To update the group on the usage of the Careers QMplus page	Complete
10-01	SE	To take forward the incident template issues to Tania Rhodes-Taylor as a precursor to going to the VP(SETL).	Complete
10-02	SE	To seek an update from Trudy Mason re SITS and Distance Learning issues.	Carry Forward
10-03	MB	To retrieve Box of Broadcasts statistics for the next meeting	Complete
10-04	SE	To talk to Katie Friis about the role of the FRMs	Carry Forward
10-05	SE	To retrieve data on all opt-outs and Q-Review schools for the next meeting	Complete
10-06	MB	To inform SE when the library pages with copyright information will be updated	Complete
10-07	MB	To share the Literacy Strategy with BL	Complete
10-08	BL	To engage with the Deans re the e-learning strategy	Complete
10-09	EW	To update on browsers at the next meeting	Carry Forward
11-01	BL/MB	To meet regarding Google Analytics information for Talis	New
11-02	EW	To find out more information on why the business case was needed for the freeware MB needed	New
11-03	BL	To put MB in contact with James Stewart regarding Blackboard Collaborate	New

11-04	FW	FW to confirm with JS that students are being invited to the S&E user group	New
11-05	SE	To discuss with the VP (SETL) the issues with Q-Review	New
11-06	SE/IH	To discuss compliance with the Q-Review opt out policy	New

Next Meeting: 28th July 2016, Bancroft 3.18

Shelley Reeder
May 2016