



## **E-Learning Steering Group**

***DRAFT Minutes of the Nineteenth meeting held on 26<sup>th</sup> July 2018 at 11:00,***

### ***Arts One: 1.31***

- Present: Brett Lucas (BL) (Chair), Christina Perry (CP), Agnieszka Jankowska (AJ), Grace Broome (GB), Jonathan Hays (JH), Redwan Shahid (RS), Rose Heaney (RH)  
Shelley Reeder (SR) (Secretary)
- In Attendance: Kwabena Adjei-Owusu (KAO)
- Apologies: Martin Beeson (MB), Mary Ojo (MO), Jason Bunning (JB), Henri Huijberts (HH), Manoj Singh (MS), Elena di Mascio (EdM), Heidrun Bien (HB)

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### **Part 1: Preliminary Items**

**To CONFIRM the minutes and DISCUSS matters arising from the previous meeting (ESG\_1901)**

- 2017.104 The minute 2017.67, *point ii* has been AMENDED. The minute “A Baseline Standards working group is currently being set-up” has been amended to “A university wide Baseline Standards working group is currently being set-up.”
- 2017.105 The minutes of the previous meeting were CONFIRMED.  
It was NOTED that:
- 2017.106 Several queries about the new Q-Review indicator lights were raised:
- i. Users are currently required to be logged into the podium PC to ensure the indicator lights are working effectively; if a user is not logged in, the recording would take place however the status of the lights may be incorrect.

- a. Echo360 have recently implemented new software which has eradicated this issue.
- ii. One or two rooms have been identified as having Q-Review indicator lights that are too bright; these have been reported and an alteration is being made to all lights (22.5% reduction in brightness) [action 18-01].
- iii. If a user should bring a laptop to the teaching room, the podium PC would need to be turned on for the lights to work correctly. It was noted that users should be advised and notices should be placed in teaching rooms.
- iv. Richard Hughes, Campus Customer Support Manager (IT Services) will be organising training sessions in the first week of the academic year.

**ACTION:** AJ & RH to liaise re the Q-Review indicator light training  
Richard Hughes is organising

2017.107 A question was raised as to whether Q-Review features have been communicated to users, e.g., the ability to pause recordings due to sensitive subjects being discussed.

- i. It was NOTED that communications are dealt with via learning technologists in schools, faculty user groups and emails. In addition, two posters containing information on Q-Review recordings and indicator lights are visible in each Q-Review enabled room.
- ii. It was SUGGESTED that Q-Review features are highlighted in the E-Learning Unit's newsletter and at school inductions.
- iii. UPDATE FOLLOWING MEETING:
  - a. The ELU worked alongside IT Services to deliver 22 Teaching Space Awareness sessions in which a large proportion was dedicated to Q-Review and its new features.

2017.108 The Q-Review statistics show that there has been an extremely high amount of usage, with over 90,000 views during April 2018 [action 18-02].

- i. Cloud usage and engagement activity are not visible in the E-Learning Unit's Annual Report but will be circulated in the updated annual report.
- ii. KAO is currently working with the Business Intelligence team to scope the requirements for Q-Review analytics.

**ACTION:** SR to forward the updated version of the ELU annual report to the group

- 2017.109 The Baseline Standards document has been updated to reflect comments which suggested all 'will' words should be changed to 'should' [action 18-04].
- i. An interactive document is currently being produced by the E-Learning Unit which will be available on the E-Learning website.
  - ii. It is hoped that the Baseline Standards will be piloted during 18/19 and will then be rolled out in 19/20.
  - iii. The Baseline Standards document has been reviewed by the Disability and Dyslexia Service.

**ACTION:** RH, BL, RS to discuss the next steps in rolling out the Baseline Standards and feedback at the first meeting of 18/19

- 2017.110 Apologies were given to the group for the delays experienced in launching two fully functioning recording booths.
- i. The Mile End booth TriCaster has had to be sent for repair twice. In its absence a temporary workaround has been in place using just a camera and the green screen. The Mile End booth will be back to its normal functionality in the next few weeks.
  - ii. The ELU are still fixing outstanding issues identified during testing of the new Whitechapel booth. All outstanding issues will be resolved in the next few weeks.
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## **Part 2: Faculty Updates**

### **To RECEIVE updates from E-Learning User Groups (ESG\_1902A, ESG\_1902B)**

2017.111 Update from HSS:

2017.112 The paper "HSS E-Learning User Group 30th May 2018" was RECEIVED (ESG\_1902A):

- i. An issue has been raised with marking on QMplus. Once comments are entered into the comments box, they can be seen immediately by the student. It was QUESTIONED whether the comments could be released collectively at the end.
  - a. It was NOTED that there are two available comment boxes – one is for dialog (box a), and the other is for comments to be released collectively (box b). Alternatives are currently being looked into.

**ACTION:** RH to provide a formal response regarding QMplus comment boxes at the HSS e-learning user group meeting

2017.113 Update from SMD:

2017.114 The paper "SMD E-Learning User Group 21<sup>st</sup> June 2018" was RECEIVED (ESG\_1902B):

- i. There was no representation at the meeting to discuss the SMD update.

2017.115 Update from PS

- i. There was no representation at the meeting to discuss the PS update.

2017.116 Update from S&E:

- i. The S&E E-Learning User group issues have been resolved. A new Education Strategy Group has been established which will discuss E-Learning at a strategic level. A more practical S & E E-Learning user group will be established and will report into the Strategy Group.
  - a. It was SUGGESTED that a member of the E-Learning team should attend the S&E user group.

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### **Part 3: E-Learning Updates**

#### **To RECEIVE the Annual E-Learning Report (ESG\_1903)**

2017.117 The paper "E-Learning Unit Annual Report 17-18" was RECEIVED.

2017.118 It was NOTED as useful to see the data produced at the meeting.

2017.119 It was noted that there was an error on page 13 of the report (for attendance data at E-Learning training sessions). This error will be rectified in the update of the report.

#### **To DISCUSS the (proposed amendments to the) Q-Review Policy (ESG\_1904)**

2017.120 The paper "Q-Review Policy v4.0 draft3" was RECEIVED.

2017.121 There are sections in the Q-Review Policy which are brand new. The summary of document changes since version 3.6 are located on page 26.

- 2017.122 Point 3.1.2 has been identified as needing the following change: from 'learning difficulties' to 'specific learning difficulties'.
- 2017.123 KAO proposed four questions to the E-Learning Steering Group:
- i. '14.1 – Archiving and Deletion [5.8.5]' (are there any objections to the increase of timescale for deletion from 2 years to 5 years to match with the time a student is at QMUL?)
    - a. It was NOTED that there is no extra cost related to holding the recordings longer than the current 2 years; the cost is related to streaming only.
    - b. It was SUGGESTED to receive a student perspective of this change via an E-Learning or Student's Union survey.
    - c. The S & E and HSS user groups representatives didn't feel that there would be much demand for recordings over 2 years old.
    - d. It was PROPOSED to go ahead with a change from 2 to 3 years, which should cater for the majority of QMUL students.

**ACTION:** KAO to discuss with SMD the potential change of archiving and deletion of Q-Review recordings

- ii. '14.2 – Audio download inclusion for accessibility [5.7.5]' (are there any objections to audio as a download option to allow students to listen on the go?)
  - a. The group were happy to go ahead with this change.
- iii. '14.3 – Ownership issues [5.3.4 and 5.5.4]' (are there any objections to ownership and IP moving to ELU if not assigned when staff leave?)
  - a. Reservations were expressed by the group in relation to this potential change:
    - i. As rights are owned by employees, not by QMUL (as stated in the [Senate IP Policy](#)) – they cannot be reassigned when people leave.
    - ii. Rights to the work are retained, whether they are an employee of QMUL or not. It was NOTED that rights must be transferred prior to the employee departing, or the recording would have to be deleted – unless the employee granted QMUL the rights to use it.
    - iii. It was suggested that an amendment could be made granting use of the recording for a period of time after departure.
    - iv. A discussion took place whether more clarification was needed between ownership and editing rights.
- iv. '14.4 – New misconduct section [5.10]' (does information on misconduct need to be more specific?)

- a. It was NOTED that misconduct is a complex issue.
- b. It was QUESTIONED whether misconduct is beyond the scope of E-Learning to define.
- c. UPDATE FOLLOWING MEETING: It was decided that misconduct issues should be dealt with through existing HR misconduct policies.

**ACTION:** SR to add Q-Review Policy to the agenda of the first meeting of 18/19

### To DISCUSS Development Priorities

2017.124 The 17/18 summer upgrade was successful; a tidy-up release will occur in early September 2018.

2017.125 Development Priorities for 18/19 were discussed with the group:

- i. Physical coursework scanners – it is hopeful that the School of Science and Engineering would be able to pilot the equipment when ready.
- ii. Blackboard Collaborate – the ELU are currently working with Economics and Finance on this development priority.
- iii. QMplus search functionality – this priority will be considered over the next few months. A separate server will be needed to enable this.
- iv. Assessment and Feedback – there is currently a large amount of work to be done by the ELU and software development in ITS.
  - a. It was QUESTIONED where the emphasis should lie.
- v. QMplus Hub access to Alumni – there is currently an ongoing discussion to give alumni students access to QMplus Hub.

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### Summary of Actions:

Action	Who	Action	Status
18-01	KAO	To investigate the support issue of Q-Review lights in teaching rooms	Complete
18-02	KAO	To forward Q-Review usage statistics to the group	Complete
18-03	SR	To add the Q-Review Policy to the July agenda	Complete
18-04	RH	To update the Baseline Standards document to reflect the change from 'will' to should' regarding presenters wearing microphones	Complete
19-01	AJ & RH	To liaise 're the Q-Review indicator light training Richard Hughes is organising	New
19-02	SR	To forward the updated version of the ELU annual report to the group	New

19-03	RH, BL, RS	To discuss the next steps in rolling out the Baseline Standards and feedback at the first meeting of 18/19	New
19-04	RH	To provide a formal response regarding QMplus comment boxes at the HSS e-learning user group meeting	New
19-05	KAO	To discuss with SMD the potential change of archiving and deletion of Q-Review recordings	New
19-06	SR	To add Q-Review Policy to the agenda of the first meeting of 18/19	New

Next Meeting: 25<sup>th</sup> October 2018

Shelley Reeder  
July 2018