



E-Learning Steering Group

DRAFT Minutes of the Twenty-sixth meeting held on 23rd July 2020 at 11:00, Teams meeting

Present: Evan Dickerson (ED) (Chair), Jon Hays (JH), Agnieszka Jankowska (AJ), Annika Ramos (AR), Chris Sparks (CS), Richard Young (RY)
Shelley Reeder (SR) (Secretary)

In Attendance: Leigh Rooney (LR), Shoshi Ish-Horowicz (SiH)

Apologies: Alysa Bramble (AB), Heidrun Bien (HB), Elizabeth Gillow (EG), Kate Price (KP)

Part 1: Preliminary Items

Welcome new and thank outgoing members

- 2019.82 Martin Beeson (MB) was thanked for his contributions to the E-Learning Steering Group.
- 2019.83 KP (University Librarian) was welcomed to the group. KP replaces MB as the new Professional Services E-Learning user group representative.
- 2019.84 Jason Bunning (JB) was thanked for his contributions to the group.
- 2019.85 RY was welcomed to the group. RY replaces JB as the new Assistant Director, IT Services.

To CONFIRM the minutes and DISCUSS matters arising from the previous meeting (ESG_2601)

- 2019.86 The minutes of the previous meeting were CONFIRMED.
It was NOTED that:
- 2019.87 The process for budget requests is changing – new details will be circulated and the E-Learning Steering Group Terms of Reference will be updated once the process is confirmed [action 24-05].

2019.88 There may be a new cross-university Accessibility working group. Details will be circulated once confirmed [action 24-09].

2019.89 Gideon Shimshon (Director of QM Online) has been looking at other platforms along with EdX (e.g. FutureLearn) [action 25-01].

i. It was NOTED by the group that inviting Gideon to a meeting is still worthwhile, as there are unanswered questions regarding EdX.

ii. It was NOTED that Gideon should be invited to attend the Steering Group as part of the Group's membership.

ACTION: ED to invite Gideon Shimshon (Director of QM Online) to the E-Learning Steering Group

2019.90 Regular conversations have taken place between ELU and the Turnitin customer relationship manager. The number of open tickets has now been reduced to 4, though the current situation is not entirely resolved. Further in-depth conversations are to take place around the outstanding issues and ironing out how Turnitin will work in the future [action 25-04].

2019.91 ELU are working with QM Academy to discuss module designs. A new working group has been created to support staff with their modules [action 25-06].

2019.92 It was NOTED that the Baseline Standards are well received, though it is unknown whether they have been included in the programme approval [action 25-08].

ACTION: ED to discuss including baseline standards within the programme approval with Jo Brown

Part 2: Faculty Updates

To RECEIVE updates from E-Learning User Groups

2019.93 No Faculty updates took place at this meeting

To RECEIVE an oral update from the Students' Union

2019.94 No Student Union update took place at this meeting

Part 3: E-Learning Updates

To RECEIVE an update from the E-Learning Unit (ESG_2602)

- 2019.95 The paper “E-Learning Unit Report May & July 2020” was RECEIVED (ESG_2602).
- 2019.96 It was QUESTIONED whether ELU are aware of the up-take of Curio consultancy.
- i. It was NOTED that 18 hours in total have been used/booked so far, with a total of 20 hours available per school. There is currently no expiry time for the hours, and the low usage is currently not a cause for concern.
 - ii. It was NOTED that there has been a mixed reception for Curio, though the start of September should see a larger up-take when staff have specific questions.
- 2019.97 Point 2019.62 in the February E-Learning Steering Group meeting minutes refers to a 5 year license of Blackboard Ally being secured, however, since approval in late January, there has been financial issues, leaving Blackboard Ally currently unfunded.
- 2019.98 The Digital Exams project had planned to go into closure during June/July.
- i. It was QUESTIONED whether there is value in starting the project again with a new supplier, if the current supplier is satisfactory.
 - a. It was NOTED that there is a driver for looking at new platforms from academics in schools. Since the start of the project, more institutional requirements are now known. It was NOTED that WiseFlow currently does not deliver on some fundamental requirements.
 - b. Though WiseFlow does not currently meet all requirements, it could be used until another option is available.
 - c. There is a case for exploring other options as an online exam solution needs to be in place for January 2021.
 - ii. It was NOTED that assessment plans need to be planned and in place in August; the delivery in Semester A needs to reflect the style of assessment planned. Concerns were raised that academics cannot wait until an online exam software is in place to do the assessment plans.
 - a. It was NOTED that plans need to be in place to ensure student equality and accessibility is met.
 - iii. Concerns were raised that there is not sufficient time to test a new system before January 2021.

- a. It was NOTED that if a new system was in place for January 2021, there would be several associated risks, i.e., academics getting up to speed with the new system; assessment plans would already be identified; and ensuring sufficient support is in place.
- iv. Online exams risks will be highlighted and ELU will seek a steer from Education 3.1.

ACTION: ED to provide an update on online exams platform and mitigated risks

To RECEIVE a summary, recommendations, and next steps of the E-Learning Review (ESG_2603)

- 2019.99 The paper “E-Learning Support Review Recommendations” was RECEIVED (ESG_2603).
- 2019.100 ED has produced an additional set of recommendations since the E-Learning Review was drafted by Stella Ekebuisi before commencing maternity leave. The recommendations include where the ELU sits organisationally – discussions are currently taking place between ED, Sarah Cowls (Director of Student and Academic Services), Janet de Wilde (Director of QM Academy), and Gideon Shimshon (Director of QM Online).
- 2019.101 Few major recommendations from ED:
 - i. ELU should have a working relationship/sit beside QM Online, or should sit beside QM Academy, to provide and support online teaching. An alternative is to remain in the current position, and to have a support model with schools and institutes.
 - ii. The ELU could be rebranded, to offer greater differentiation between ELU and QM Online.
 - iii. Learning Technologist and Strategy roles need to be identified and updated, and a formal link between ELU and Learning Technologists in schools to be investigated.
- 2019.102 There will be a period of consultation for the formal link between ELU and Learning Technologists, which will involve wider conversations with schools and at faculty level.
 - i. It was NOTED that there is no desire to lose either local or central support; the driver is to make better use of the support that is being provided and working more as a partnership.
- 2019.103 The group expressed their concerns and comments of the recommendations paper:
 - i. It was NOTED as important to have an updated list of roles and how they work.

- ii. The relationship between the ELU and QM Online needs to be clarified.
- iii. In relation to point 6 of the recommendations in the paper, it was NOTED that it is not entirely clear whether Learning Technologists will be managed within the E-Learning Unit, or how it would work.
 - a. It was NOTED that the recommendations are a set of options for the university and the current structure needs to be looked at more widely.
- iv. It was QUESTIONED whether there are any recommendations that are essential for the university to put in place.
 - a. It was NOTED that the ELU need to get buy-in from academic schools and to influence in a positive way. ELU currently isn't recognised wholly across the university, based on results from the NSS survey.
- v. It was NOTED that the ELU has always had a positive reputation from schools.
- vi. It was SUGGESTED to involve the existing line management structure of the posts to be organised.
- vii. It was NOTED that there could still be a resource deficit after any structures are changed, as Learning Technologists are often over worked.
- viii. It was NOTED that work should be undertaken to improve the education offering as departments are not joined up as an institution.
- ix. The group would welcome a name change for the E-Learning Unit.
- 2019.104 There is a wider piece of work that needs to take place, should any of the recommendations be actioned; any recommendations in place will have a meaningful impact in how the organisation operates.
- 2019.105 It was NOTED that the report captures the full richness of the recommendations, rather than the limited slides presented.
 - i. It was SUGGESTED that the recommendations are best framed as suggestions, due to the Review being at the beginning of the process.
- 2019.106 It was NOTED that slide 6 of the paper is blank.

ACTION: ED to circulate an updated version of the E-Learning Support Review Recommendations paper, to include page 6

To DISCUSS ELU Operational Priorities 2020/21

- 2019.107 The ELU has an away day planned for August, where priorities will be discussed.
- 2019.108 ED would welcome any suggestion for ELU operational priorities.
- 2019.109 It was SUGGESTED that ELU continue to support colleagues across the institution.
- 2019.110 The ELU Strategy is coming to an end this year. ED will be making recommendations that could form part of the new strategy, ready for Stella Ekebuisi's return.
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Part 4: Any other Business

- 2019.111 The group expressed their gratitude to the ELU for all their hard work over the past few months.
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Summary of Actions:

Action	Who	Action	Status
25-03	ED	To update the group on the costings and business case for captioning of Q-Review	Complete
25-04	ED	To update the group on the progress with Turnitin	Complete
25-05	SR	To add E-Learning Review update to the May agenda	Complete
25-06	ED	To present the Baseline Standards work to the head of QMAcademy	Complete
25-07	AR & AB	To discuss ways to disseminate baseline standards	Complete
24-09	SE ED	To forward the details of the new Accessibility working group to HB.	Cancelled
25-01	ED	To invite Mark Jones to provide an update on the EdX platform at the May Steering Group	Cancelled. Action changed: 26-01
25-08	AR	To bring details of the module and approval working group to the May steering group	Cancelled. Action changed: 26-02
24-05	SE ED	To confirm the new process for budget requests	Carry Forward

24-08	CS	To take the QMplus access issue forward with Alysa Bramble/Rose Heaney (E-Learning Unit) and ITS	Carry Forward
25-02	ED	To update the group on the movement of the Q-Review camera tracking pilot	Carry Forward
26-01	ED	To invite Gideon Shimshon (Director of QM Online) to the E-Learning Steering Group	New
26-02	ED	To discuss including baseline standards within the programme approval with Jo Brown	New
26-03	ED	To provide an update on online exams platform and mitigated risks	New
26-04	ED	To circulate an updated version of the E-Learning Support Review Recommendations paper, to include page 6	New

Next Meeting: 12th November 2020

Shelley Reeder
July 2020