**Loughborough E-learning Implementation Plan 2011-13**

The University E-learning Implementation Plan is designed to articulate immediate and medium-term priorities, derived from the principles, aims and objectives set out in the E-learning Strategy. The Implementation Plan is structured into nine broad themes for development. A number of actions are identified under each theme.

The first half of the plan describes a series of actions classified as Essential (E) for 2011-12. The second section consists of actions classified as Highly Desirable (H) or Desirable (D) for delivery during the period 2011-13.

Responsibility for reviewing, and monitoring progress against, this Plan on an ongoing basis will lie with the *E-learning Advisory Group (ELAG).*

Appendix 1 sets out a ‘Generic School E-learning Implementation Template’, which presents a School perspective on the University Implementation Plan. It is expected that Schools will use this as the basis for their own local e-learning plans and policies, along with the *Minimum Module Online Presence*.

**University E-learning Implementation Plan 2011-13 (Essential)**

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|  **Theme**  | **Required actions**  | **Status (E, H, D)**  | **Responsibility**  |
| **Curriculum design and delivery** | Revise documentation for new programme/module approval to ensure use of e-learning is addressed  | E | Head of E-L; CSC; Academic Registry  |
|   | Support programme/module leaders/teams to incorporate e-learning approaches into the design of new programme/modules  | E | E-L Team; QEOs; Programme/Module Directors/Teams; CEDE |
|  | Seek opportunities to work with School-based staff to strengthen the use of e-learning within existing programmes/modules  | E | E-L Team; CEDE; QEOs; ADTs; Programme/Module Directors/Teams |
|  | Promote and seek to embed use of the online reading list system and Library Catalogue Plus by academics | E | Academic Librarians; ADTs |
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| **Policy**  | E-learning Advisory Group to be reconstituted with new Chair, membership and Terms of Reference | E | PVC(T); Chair of ELAG; Head of E-L  |
|  | Agree, implement and monitor new module minimum online presence requirements | E | ASPSC; Academic Registry; ADTs |
|  | Review institutional policies on key aspects of e-learning (online coursework submission; Turnitin; online assessment) and ensure alignment with School/Departmental policies | E | Head of E-L; ASPSC; Academic Registry; ADTs; SAMT |
|  | Publicise and continue to develop Web 2.0 guidelines for Teaching and Learning  | E | Head of E-L; Head of Internet Services; ELAG |
|  | Review policy on student personal recording of lectures  | E | Head of E-L; ASPSC; Academic Registry; ADTs |
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|   | Undertake ongoing evaluation of effectiveness/efficiency of selected e-learning applications in specific disciplinary contexts and develop/disseminate new case studies  | E | Head of E-L; E-L Team; QEOs; Head of CEDE |
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| **Continuing professional development**  | Develop an online resource summarising how specific technologies can support identified teaching and learning activities  | E | Head of E-L; E-L Team; APDA; Director of TC |
|  | Develop and introduce online delivery for agreed elements of Teaching Centre provision | E | Director of TC; Head of E-L; E-L Team; other TC colleagues as appropriate |
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| **E-learning support**  | Revisit role/responsibilities of the Faculty E-learning Officers (and other members of the E-L Team as appropriate) to ensure appropriate links to new School structure  | E | Head of E-L; Director of TC; HR  |
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| **Student perspective** | Consult with Student Union with a view to securing support for Loughborough’s E-learning Strategy and the associated Implementation Plan | E | LSU President; LSU VP (Education); Head of E-L; Director of TC |
|  | Consider how best to secure appropriate student representation and engagement in shaping and promoting the e-learning agenda  | E | LSU VP (Education); PVC(T); Head of E-L; Director of TC |
|  | Review accessibility of current e-learning provision for DANS users, highlighting and responding to areas requiring immediate attention | E | E-L Team; DANS |
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| **Technical and estates** | Agree and implement new arrangements for maintenance and further development (including road map) of WebPA, Co-Tutor and Attendant  | E | Director ITS; Head of CEDE; ELAG; SISG; SAMT; Manager E-L Systems |
|  | Initiate work to integrate different e-learning systems, with a view to providing staff and students with a single interface  | E | Head of E-L; Director ITS; Manager E-L Systems; SISG; SAMT: Head of CEDE |
|  | Ensure effective interface between the ITS E-L Systems Team and Teaching Centre E-L Team with regard to technical support/further development of systems  | E | Director ITS; Head of E-L |
|  | Migrate to version 5 of Questionmark Perception and associated DB upgrade | E | ITS E-L Systems Team; E-Assessment Officer |
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| **IPR** | Amend new academic conditions of service to clarify that copyright in learning materials belongs to the institution not the individual  | E | HR; Copyright Officer; Librarian; Head of E-L |
|  | Advise all academic staff of their responsibility for ensuring there is no infringement of third party IPR in Learn modules and F2F teaching | E | Deans; ADTs |
|  | Establish central approval system for proposals to publish as Open Educational Resources (OER) any learning resources developed at Loughborough, whether in advance or retrospectively | E | Head of E-L; University Web Manager  |
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| **Funding** | Review spending on and effectiveness of all current e-learning and related licences  | E | Head of E-L; Head of Internet Services |

**University E-learning Implementation Plan 2011-13 (Highly Desirable / Desirable)**

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|  **Theme**  | **Required actions**  | **Status (E, H, D)**  | **Responsibility**  |
| **Curriculum design and delivery** | Ensure that School development plans address need to promote and further embed e-learning approaches at School/ Department level | H | PVC(T); Deans; ADTs |
|  | Audit distance learning provision with respect to use of online delivery | H | Head of E-L; ELOs; Academic Registry  |
|  | Develop and implement plans to migrate distance learning provision from print-based to online delivery where possible  | H | Head of E-L; Programme Directors/Teams  |
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| **Policy** | Integrate into annual review processes audits of compliance with module minimum online presence requirements  | H | PVC(T); Registry; ADTs; ELOs |
|  | Respond to compliance audit as required  | H | Programme Directors; Module Leaders; School E-L champions; ELOs  |
|  | Explore possibility of new annual school prize for ‘Best Use/Promotion of Learning Technologies at Loughborough’  | D | PVC(T); Head of E-L; Director of TC; ELAG; Head of CEDE |
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| **Research-informed practice**  | Establish new Staff E-learning Forum to provide both face-to-face and online spaces for the exchange of ideas relating to best practice in e-learning | D | Head of E-L  |

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|  | Identify and promote best practice for use of Google Apps  | H | Head of Internet Services; Head of E-L; E-L Team |
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| **Continuing professional development**  | Review and re-launch e-learning related CPD provision, comprising functionally- and pedagogically-oriented elements, with a particular focus on Learn and consideration of need for mandatory requirements  | H | Head of E-L; Director of TC; APDA |
|  | Promote increased staff engagement with specific e-learning related events and initiatives, eg annual E-Learning Showcase | D | ADTs; School E-learning Champions; Head of E-L |
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| **E-learning support**  | Establish School E-learning Networks and overarching network | H | Chair (ELAG); ADTs; Head of E-L |
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| **Student Perspective** | Monitor effectiveness of structures and processes for seeking student engagement in promoting the e-learning agenda  | H | LSU VP (Education); Head of E-L; QEOs |
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| **Technical and estates** | Test, pilot and subsequently migrate to Moodle 2.0 | H | ITS E-learning Systems Team |
|  | Review Moodle-based Learn to ensure this remains the best option for Loughborough VLE | H | ELAG |
|  | Roll out automated lecture capture facilities to every pool teaching room | H | ITS; FM Teaching Support |
|  | Test/pilot/review Matterhorn open-source system, and other commercial alternatives, to determine whether and when to migrate ReVIEW from Echo 360  | H | E-L Systems Team; FM Teaching Support; E-L Team |
|  | Determine whether or not to complete and launch Loughborough iTunesU channel (progress if agreed) | H | Marketing/Communications; Head of Internet Services; Head of E-L; University Web Manager |
|  | Review Turning Point to determine whether it remains the best Electronic Voting System to support teaching/learning | D | E-L Team; FM; ITS |
|  | Ensure Turning Point is installed on all podium PCs | D | FM; ITS |
|  | Review use of Optical Mark Recognition Service | D | ELAG |
|  | Seek upgrade to full institutional Blackboard Collaborate Licence | D | Head of E-L; ELAG; Operations Committee |
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| **IPR** | Develop (or adapt from public domain content) and pilot an online copyright awareness module on Learn | H | Head of E-L; Library Head of Academic Services; ADTs |
|  | Make completion of copyright module mandatory for all academic/academic-related staff with teaching responsibilities | D | HR; Head of E-L; Librarian; ITS |
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| **Funding** | Produce checklist for colleagues interested in responding to JISC e-learning funding calls to identify whether their idea is aligned with institutional strategy and worthy of consideration  | H | Head of E-L; Head of Internet Services; SISG |
|  | Mainstream licensing on *production* e-learning systems deemed to be of value, and consider case for mainstreaming the budget allocation for all e-learning related licences  | H | Head of E-L; Operations Committee  |

**Appendix 1: Generic School E-learning Implementation Template 2011/13**

**Generic School E-learning Implementation Template 2011/13 – (Essential)**

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|  **Theme**  | **Required actions**  | **Status (E, H, D)**  |
| **Curriculum design and delivery** | When available, use revised documentation for new programme/module approval ensuring appropriate application of learning technologies has been considered | E |
|  | Where new programme/modules are being developed, programme/module leaders/teams to work with central support staff to incorporate e-learning approaches  | E |
|  | Seek opportunities to work with the Teaching Centre’s E-learning team and other relevant support services to strengthen the use of e-learning within existing programmes/modules  | E |
|  | Use of the online reading list system and Library Catalogue Plus to be embedded into modules | E |
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| **Policy**  | Ensure that staff are familiar with new module minimum presence requirements on Learn; implement, monitor, and undertake remedial action where necessary  | E |
|  | Where new School policies are being drawn up covering key aspects of e-learning (use of Learn; online coursework submission; Turnitin; online assessment including peer assessment; Co-Tutor; lecture capture), ensure that these are aligned with institutional policies | E |
|  | Work within the institutional Web 2.0 guidelines for Teaching and Learning  | E |
|  |  |  |
| **Research-informed practice**  | Undertake ongoing evaluation of effectiveness/efficiency of selected e-learning applications in specific disciplinary contexts and develop/disseminate new case studies  | E |
|  | Establish School E-learning Network to facilitate exchange of efficient / effective practice within the School, linking to other School E-learning Networks | E |
|  |  |  |
| **Student perspective** | Consider how best to secure appropriate student representation and engagement from within the School to ensure that learning technologies are being used efficiently, effectively and in line with evolving student expectations. | E |
|  |  |  |
| **IPR** | All academic staff to take responsibility for ensuring there is no infringement of third party IPR in Learn modules and F2F teaching, seeking guidance from central support staff as appropriate | E |
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**Generic School E-learning Implementation Template 2011/13 – (Highly Desirable / Desirable)**

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|  **Theme**  | **Required actions**  | **Status (E, H, D)**  |
| **Curriculum design and delivery** | Ensure that School development plans address need to promote and further embed e-learning approaches at School/ Department level | H |
|  | Audit School distance learning provision with respect to use of online delivery | H |
|  | Develop and implement plans to migrate School distance learning provision from print-based to online delivery where possible  | H |
|  |  |  |
| **Policy** | Integrate into School annual review processes audits of compliance with module minimum presence requirements on LEARN and use of other e-learning applications  | H |
|  | Respond to compliance audit as required  | H |
|  |  |  |
| **Continuing professional development**  | Strongly encourage staff to make appropriate use of e-learning related CPD provision, with a particular focus on Learn and other key tools  | H |
|  | Promote increased staff engagement with specific e-learning related events and initiatives, eg annual E-Learning Showcase | D |
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