**ELAG: E-learning Advisory Group**

24th November 2010, SMB 105

**Present:** Adam Crawford (AC), Tony Croft (TC), Ray Dawson (RD), Mike Earl (ME), Martin Hamilton (MH), Ruth Jenkins (RJ), Ruth Kinna (RK), Charles Shields (CS), Alice Swinscoe (AS),

**Chair:** Morag Bell (MB)
**Minutes:** Sharon Kitson (SK)

1. **Apologies**

Simon Austin, Jane Horner, Caroline Pepper, Keith Pond, Jan Tennant

1. **Minutes**

The minutes of the last meeting were approved.

1. **Matters arising**

CS had circulated the Terms of Reference, as actioned at the previous meeting.

MB confirmed that Physical Learn Spaces will be discussed at the Programme Quality Team Meeting.

1. **E-learning strategy update**

The proposed new strategy was discussed and it was noted that reference to the effective use of staff time whilst enhancing student learning needs to be included. The integration of physical and virtual space needs to be enhanced and made more explicit, as does the action with timetables, which should combine high level principles, actions and objectives. MB will circulate the current strategy, as some points are still relevant.

**ACTION: MB to circulate current e-learning strategy.**

**5. ‘Efficient and effective use of learning technologies’ project update**

CS presented the paper for comment.

MB advised that the paper had been sent to the Programme Quality Team (PQT) on the 15th November, where some issues were raised. It was suggested at the PQT meeting that the timetable was too long and needed modification to reflect that the project would be finalised by March, not April, with an interim report scheduled for January 2011. Also, the outcomes project team should be able to quantify costs and benefits together with details of the support that is available in departments which are adopting these technologies.

CS highlighted the need to recognise the scarce resources of the support staff within e-learning and the need for all relevant groups to work towards the same goal, in order to marshal resources effectively.

**6. Distance Learning Fund Report**

CS and AC presented the paper for comment, highlighting that the most successful projects were the ones which had strong individual commitment from team members. If the process were to be repeated, more up-front time should be allowed for a clear and transparent bidding process, and a project manager should be in place for each project from start to finish.

AC confirmed that there had been a good uptake of the central support services projects, leading to spin-out benefits throughout the rest of the institution, not just distance learning.

There was discussion regarding the University’s strategy with regard to DL provision. MB stated that the strategy was clear, developed with external investment and directed towards niche areas across campus. MB will take the paper to the Ops Committee meeting and will also raise the disappointing outcomes with the School of Sport, Exercise and Health Sciences.

**ACTION: MB to take paper to Ops Committee and speak with School of Sport**

MB asked for information on the uptake of recruitment to programmes for 10/11 in light of the investment involved.

**ACTION: CS and AC to provide this information**

**7. Web 2.0 Policy update**

CS presented the policy to the group and advised that this had been discussed and agreed as a way forward at the IT Committee meeting held in September.

The group discussed the need to manage risk for the University whilst also encouraging the use of technologies. The approach with regard to Teaching and Learning would be to provide an appendix to the policy which would list those Web 2 services where there is no official agreement between the University and the supplier, and would require users to consult the eLearning team, who would risk assess the service and decide whether its use was appropriate.

It was agreed that particular thought should be given to the use of Web 2 tools, especially Facebook, to support Teaching and Learning. More consultation was deemed necessary.

MB asked for clarification on the final bullet point on page 3 of the Web 2.0 Policy and after discussion it was agreed that this point could be amended from ‘if possible’ to ‘where possible’. Also, perhaps an end note could be added along the lines of ‘In your absence, other people need access to your documents/resources’.

**ACTION: CS to amend the policy**

The status of the policy was discussed and it was agreed that a final draft relating to Teaching and Learning, perhaps referring to the risks and appendix, needs to be decided upon. Also, it was questioned whether one central part of the Institution should own all of this or whether it should be captured under IT Services. MB confirmed that she will raise the issue of dissemination and the position in the Risk Register at the next ELT meeting and report back to the group at the next meeting.

**ACTION: MB to raise at ELT Meeting**

**8. Lecture Capture Strategy and Sustainability**

CS advised the group that there was a need to agree on a vision for the rollout of lecture capture over the next 3-5 years.

Over 200 lectures had been captured to date in Semester One 10/11, and there have been unexpected benefits in terms of the use of automated lecture capture beyond the mainstream recording of lectures on UG modules. However, the cost implications to continue with the current number of Echo 360 installations are relatively high. A new, alternative lecture capture tool is currently being developed with some Loughborough involvement through ITS. The Matterhorn Project is a free open source tool which may be able to make use of the existing Echo 360 capture appliances.

The issue of consent (staff and student) was discussed and it was agreed that there was a need to make all participants aware that they may be captured; the idea of a consent form was put forward.

MB asked CS to consult with colleagues and draft a paper for the next meeting, detailing IP, cost and pedagogic issues.

**ACTION CS to produce draft paper**

**9. Open Educational Resources / iTunesU update**

MH updated the group on iTunesU, advising that Apple appears to be stalling the activation of the iTunesU features that will allow us to host our own private site. MH will distribute a link to the iTunes U concept designs and aim to provide a demo at the next meeting, if not before.

**ACTION: MH to distribute link and organise demo**

Policing of the publication of Open Educational Resources is imperative, as is internal communication. MB will raise this at the next ELT meeting.

**ACTION: MB to raise at ELT**

**10. E-Learning operational update**

MH confirmed that the current 1.9.x version of Moodle would be replaced by Moodle 2. Testing has begun on the new version to see if it is feasible to move to Moodle 2 in the next academic year. Determining what work is required to migrate content is also underway. CS pointed out that Moodle 2 was significantly different from 1.9.x and that, with the restructuring of the University and other changes, it was important to be sure that the change was sensitively timed.

The group agreed to await the feedback from the testing and then seek input from stakeholders more widely.

**11. Any other business**

None

**12. Date of next meeting**

3 February 2011

Meeting ended at 12 noon