E-Learning Steering Group

Minutes of the First meeting held on 5th June, 11:00-12:30

Present: Stella Ekebuisi (SE)(Chair), Warren Boutcher (WB), Julia Shelton (JS), Patricia Revest (PR), Tony Higgins (TH), David Goddard (DG), Patricia Simons (PS), Brett Lucas (BL), Manoj Singh (MS) (Secretary)

Apologies: Jade Lee

Part 1: Preliminary Items

To WELCOME members to the first meeting

2012.01   Members were welcomed to the first meeting and introductions were made.

To RECEIVE the Draft Terms of Reference (ESG12-01)

2012.02   The draft Terms of Reference were received and APPROVED subject to the following amendments:

   i. Pat Simons, Assistant Director of Academic Services and Resources should be added to the membership to represent Student Services and the Director of Student Services should be removed.

   ii. The Chairs of e-learning user groups should be added to the membership if not already included.

   iii. Student representation should be improved by: a) including a representative from Barts and the London Student Union; and b) ensuring that both student representatives feel able to actively contribute to the area of e-learning or will otherwise delegate this responsibility.

   iv. Substantial requests for e-learning developments must come either through an e-learning user group or directly from the E-Learning Unit to ensure they generally have wide support before they are submitted to the steering group.

   v. Minor changes to the wording in the terms of reference were agreed.

Action: SE

To RECEIVE the E-Learning Governance Model (ESG12-02) (ESG12-02b – tabled)

2012.03 The E-Learning Governance model was RECEIVED. It was NOTED that:

i. A user group for professional services should be set up to mirror the model for academic faculties and ensure that their needs are represented on this group.

Action: PS

ii. Bids for funding for activities identified by the group will go to either the IT Strategy Implementation Board or to the Professional Services PAR. This steering group will prioritise and suggest proposals for such bids.

2012.04 The E-Learning Governance Model was APPROVED subject to the following changes:

i. The governance model diagram should be edited to distinguish between official reporting lines and communication lines.

ii. Instructions on how to access the 'Tracker' should be included.

iii. Student membership of faculty user groups should be expanded to allow, if necessary, representation at School level.

iv. The IT Service Desk Manager or their deputy should be added to the membership of the Service Review Groups.

v. David Goddard is not the Service Owner but the Service Level Manager.

Action: SE

Part 2: Faculty Updates

To RECEIVE oral updates on progress towards Faculty E-Learning User Groups and other e-learning developments

2012.05 An update from the Dean for Taught Programmes (HSS) was RECEIVED. It was NOTED that:

i. The HSS E-Learning User Group will hold its first meeting on 12 June 2013.

2012.06 An update from the Head of MBBS Assessment was RECEIVED. It was NOTED that:

i. The SMD E-Learning User Group will be chaired by Mark Roberts.

ii. The agenda has been set for the user group and a date is being sought for its first meeting.

2012.07 An update from the Dean for Taught Programes (S&E) was RECEIVED. It was NOTED that:

i. The S&E Task and Finish Group that is overseeing the transition to QMplus will, on completion of the QMplus project, become the faculty's E-Learning User Group.

ii. A key priority in S&E is the maintenance of the mobile app developed by the School of Physics and Astronomy (SPA) to ensure it is not negatively affected by the move to QMplus.

iii. It was AGREED that the app developers in SPA should work with the QMplus technical team to ensure that QMplus content is readable by the app.

Action: DG

Part 3: E-Learning Unit

To RECEIVE an Update on the Activities of the E-Learning Unit (ESG12-03)

2012.08 The paper 'An Update on the Activities of the E-Learning Unit' was RECEIVED.

2012.09 The following was NOTED regarding Question Mark Perception (QMP):

i. The QMP e-assessment system will be available only for the undergraduate medicine programme from the beginning of the academic year 2013/14.

ii. Other stakeholders should be informed that the system is not available to them but a scoping exercise may begin during 2013/14 to evaluate the expansion of QMP to the rest of the College, subject to funding.

Action: SE

To CONSIDER a proposal for a pilot media hosting service (ESG12-04 – tabled)

2012.10 The paper 'A Could-based Media Server for QMUL' was CONSIDERED. It was NOTED that:

i. The long-term financial constraints of the College are a concern when embarking on a pilot project that may not be funded eventually. Any pilot should clearly communicate the strong possibility that the service may not be extended beyond the pilot period.

ii. IT Services will require further details on the selection exercise for a hosting provider before being able to support commencement of this work.

Action: MS

Part 4: Other Business

Any other business

2012.11   It was NOTED that a bid submitted by IT Services for a project to develop a student mobile app has been approved by the IT Strategy Implementation Board.

Dates for future meetings

2012.12   It was AGREED that the e-learning user group meetings should take place around the second week of October and this Group will next meet in fourth week of October.

2012.13   Dates will be circulated to Group members by email.

Summary of Actions

Action no.	Who	Action	Status
01-01	SE	Make the agreed changes to the membership to accurately record the representation from IT Services and from Student Services.	New
01-02	SE	Invite Mark Roberts to become a member of the Group as the Chair of the SMD e-learning user group.	New
01-03	SE	Invite the VP of BLSU or their delegate to the Group.	New
01-04	SE	Make the agreed changes to the Group's terms of reference and circulate.	New
01-05	PS	Set up and chair an e-learning user group for professional services.	New
01-06	SE	Make the agreed changes to the E-Learning Governance Model document and circulate.	New
01-07	DG	Discuss with the Head of the School of Physics and Astronomy solutions for the mobile app/QMplus issues.	New
01-08	SE	Communicate to stakeholders the status of the QMP project and clarify its limited availability.	New
01-09	MS	Provide more details to TH on the selection exercise for the media server pilot.	New

June 2013

Manoj Singh
Stella Ekebuisi