![Queen Mary University of London logo]

E-Learning Steering Group

DRAFT Minutes of the Fifth meeting held on 30th October 2014 at 11:00
Library Meeting Room 3

Present: Stella Ekebuisi (SE) (Chair), Julia Shelton (JS), Tony Higgins (TH), Brett Lucas (BL), Mark Roberts (MR), Carolina Mantzalos (CM), Henrik Brogger (HB).

Manoj Singh (MS) (Secretary)

Apologies: Patricia Simons (PS), Alastair Owens (AO), Sam Rowles (SR)

Part 1: Preliminary Items

Welcome new and thank outgoing members

2014.1 The following new members Carolina Mantzalos, Henrik Brogger and Sam Rowles were welcomed to the group.

2014.2 Outgoing members Gaby Dale-Leal and Charles Loving were thanked for their contribution to the group.

To CONFIRM the minutes and DISCUSS matters arising from the previous meeting

2014.3 The minutes of the previous meeting were CONFIRMED.

2014.4 It was NOTED that:

i A system for HSS to transfer marks from QMplus to SITS was made available and will be further developed during the QMplus phase III project.

ii A media server has been made available to SMD. It will be available for other faculties in January 2015.

iii BL has discussed with IT Services a pilot to conduct summative assessments on upgraded QMplus instead of QMPer. This is being discussed with SBCS.

iv VPLTAG approved the Q-Review Code of Practice at its last meeting. It was suggested that Q-Review (particularly the editing feature) needs to be promoted actively as many concerns relate to control over recordings.

Action: SE to circulate the Q-Review Code of Practice to the group.

Action: SE to locate the college regulations on the misuse of recorded lectures.

v   BL met with Gaby Dale to define an e-Learning award as part of the student-led teaching awards. This has been launched.

vi TH reported that IT services can now use all-staff email to communicate system outages.

Membership and TOR of Steering Group were revisited and approved (ESG_0502).

2014.5   CM to liaise with SR to decide whether it is necessary for both to attend the Steering Group meetings

Action: CM to liaise with SR

2014.6   SE to write an annual E-Learning report for the Steering group.

Action: SE

2014.7   E-Learning PAR bids from ELU and ITS to be discussed in the steering group.

Part 2: Updates from reporting groups

To RECEIVE updates from E-Learning User Groups

2014.8   Update from HSS (ESG_0506, ESG_0507)
i   HSS has asked for improved guidance on Q-Review; particularly on IPR, copyright, security of recordings and student engagement.
Action: SE to ensure that the ELU website addresses these concerns.

ii It was NOTED that the steering group needs to understand how QMUL students use Q-Review and if it has an impact on their attendance.
Action: CM to explore options to find out how students use Q-Review and whether there is an impact on attendance.

iii AO raised the issues with WiFi at QMUL. TH explained that this is due to a large number of mobile devices being used simultaneously. IT Services will submit a PAR bid for funds to improve wifi coverage.

2014.9   Update from Professional Services (ESG_0508)
i   The minutes from the Professional Services User Group were noted.

2014.10 Update from SMD (ESG_0509)

i   There are mixed experiences following the QMplus upgrade including some on-going issues with enrolment in MBBS courses.

ii   It was requested that users should be communicated well in advance before any upgrade or interface change. SMD proposed that two QMplus instances should be run in parallel during the next rollover.

iii   SMD welcomed the plan to integrate Turnitin with QMplus assignments next year.

iv   The new Head of MBBS Assessment is seeking alternative solutions for e-assessment as QMper no longer meets their requirements. The possible alternatives include Moodle or an open source tool. SE proposed that solutions should be explored and assessed for the SMD problems before discounting QMPer. It was agreed that the limitations of QMPer should be explored and addressed before releasing it to the whole college.

Action: SE to arrange meeting with SMD to discus the future of QMPer

2014.11 Update from S&E

i   The functional requirements from bespoke VLE systems in S&E was discussed. It was NOTED that these are being explored under a separate project by Alan Austin-Bishop in IT Services.

Action: SE to contact Alan Austin-Bishop to get more information.

Action: SE to contact Richard Holford to get an update on the Application Migration project.

To RECEIVE an update on ERA Licence (ESG_0503, ESG_0503i, ESG_0503ii)

2014.12 The report 'ERA Licence: Options and Risks' was received.

2014.13 It was noted that the updated licence allows us to release recordings only within the UK.

2014.14 The Group agreed to recommend option 2 in the first instance and option 3 as resource for Box of Broadcasts is available, subject to agreement from the Deputy Dean for Taught Programmes, HSS.

Action: SE to contact AO regarding the recommendation on ERA.

Part 3: E-Learning Unit

TO DISCUSS strategies to enhance e-Learning practice (paper: ESG_0504)

2014.15 BL outlined the 4e framework. The framework was well received by the group who agreed that it is a step in the right direction. It was proposed that the document be developed further.

To RECEIVE The HSS Q-Review Opt-Out Policy review (ESG_0505)

2014.16 The paper 'Review of the HSS Q-Review Opt-Out Policy – 2013/14' was RECEIVED.

2014.17 It was NOTED that Q-Review is an opt-in service college wide but in HSS there is an opt-out policy in place.

Date of the next meeting:
Thursday 26th February 11:00 – 12:30
Bancroft Building 3.16

Summary of Actions

Action	Who	Action	Status
04-03	BL	Liaise with TH to discuss a pilot to conduct summative assessment on upgraded QMplus instead of QMPer	Roll Forward
04-07	SE	Forward the issue of the 'Stop Recording' button on the podium not working to the Q-Review Service Review Group	Roll Forward
04-08	SE	Update the IPR section in Q-Review policy to include a suggestion for presenters to check their employment contract	Rolled Forward
05-01	SE	Circulate the Q-Review Code of Practice to the group	New
05-02	SE	Locate the college regulations on the misuse of recorded lectures	New
05-03	CM	Liaise with SR to decide if SR is to attend Steering Group meetings	New
05-04	SE	Write an annual E-Learning report for the Steering group	New
05-05	SE	Ensure that the ELU website addresses concerns and has improved guidance on Q-Review; particularly on IPR, copyright, security of recordings and student engagement	New
05-06	CM	Explore options to find out the ways students use Q-Review and whether there is an impact on attendance due to Q-Review	New
05-07	SE	Arrange meeting with SMD to discus the future of QMPer	New
05-08	SE	Contact Alan Austin-Bishop to get more information on Application discovery work	New
05-09	SE	Contact Richard Holford to get an update on the Application Migration project	New
05-10	SE	Contact AO regarding the use of TV recordings in teaching	New

November 2014
Manoj Singh