![Queen Mary University of London logo]

E-Learning Steering Group

DRAFT Minutes of the Tenth meeting held on 11ᵗʰ February 2016 at 11:00

Robert Tong, Queens' Building

Present: Stella Ekebuisi (SE)(Chair), Mark Roberts (MR),Tony Higgins (TH), Julia Shelton (JS), Brett Lucas (BL), Imran Hussain (IH), Martin Beeson (MB), Agnieszka Jankowska (AJ)

Shelley Reeder (SR) (Secretary)

Apologies: Alistair Owens (AO)

Part 1: Preliminary Items

Welcome new and thank outgoing members

2015.20   The following new member, Agnieszka Jankowska, was welcomed to the group. Agnieszka will be replacing Henrik Brogger as the Faculty Relationship Manager responsible for E-Learning Services, ITS.

2015.21   Henrik Brogger was thanked for his contributions to the E-Learning Steering group.

2015.22   The following new member, Martin Beeson, was welcomed to the group. Martin will be covering in the interim for Patricia Simons whilst Patricia is the Interim Director of Student Services.

To CONFIRM the minutes and DISCUSS matters arising from the previous meeting (ESG_1001)

2015.23   The minutes of the previous meeting were CONFIRMED.

2015.24   It was NOTED that:

i.   The misuse of Q-Review recordings will be written into the IT usage policy after discussions held at the Educational Quality Board.

ii.   It was noted as useful for the steering group to see data for Q-Review attendance. IH has set up a Q-Review working group with faculty reps; this

group encourages staff not to optout in schools where recording numbers are low.

iii.   Robert Sheratt, new head of ERS, has been invited to the steering group and has accepted. If Robert is unable to attend, his deputy Dominique Jethwa will attend.

iv.   JS will be attending the International Advisory Group and will feed information from the steering group.

v.   It was NOTED that we now have a Moodle 3 installation. The Turnitin integration is currently being installed. It has been noted that other institutions have had issues with Turnitin as an organisation and as a product.

vi.   SE contacted Trudy Mason in ARCS regarding the issues with SITS and Distance Learning. Trudy is currently reviewing how administration of distance learning programs work within Registry.
   ACTION: SE to seek update from Trudy Mason re SITS and Distance Learning issues

vii.   ITS have agreed to host Rogo in the data centres, but not as a fully supported institutional system. The Infrastructure team are currently building a hosting environment which should be live in weeks.

viii.   It was NOTED that if there are any issue with FRMs outside of this steering group, AJ will attempt to resolve, otherwise can be directed to Katie Friis.

Part 2: Faculty Updates

To RECEIVE updates from E-Learning User Groups (ESG_1002A, ESG_1003B)

2015.25   Update from Professional Services (ESG_1002A)

i.   It was NOTED that Box of Broadcasts (BoB), Mentimeter and Poll Everywhere are being incorporated into sessions with Taught students by James Soderman, Faculty Liaison Librarian.

ii.   Jack Gain, Information Assistant and Library Project Leader, is creating a series of videos in collaboration with Careers and Enterprise to assist students in finding and evaluating information when job seeking.

iii.   Ian Roberts, Head of Leadership and Personal Development is keen to progress e-learning initiatives.

iv.   It was SUGGESTED that Jack Gain and library colleagues should attend the London M25 Learning Technology group being hosted at Queen Mary on 16th March 2016 as the theme, Digital Literacy, is in their area of expertise.

ACTION: MB to retrieve Box of Broadcasts statistics for the next meeting

2015.26   Update from S&E (ESG_1002B)

   i.   Grades Plus, an enhanced grades and feedback tool within QMplus, is currently being tested. This displays how students are achieving in comparison to their cohort and also presents the student with a single view of their grades across modules. This is being piloted within Maths and SBCS.

   ii. It was NOTED that the S&E FRM is not communicating with Academic Applications. It was SUGGESTED that the FRM for e-learning and academic applications should meet to take forward.

   iii. It was noted that if the PAR bid for Assessment and Feedback is not funded, we may have to continue to encourage bespoke systems, which is problematic.

   iv. It was NOTED that the FRM for S&E is not progressing e-learning issues.

ACTION: SE to talk to Katie Friis about the role of the FRMs

2015.27   Update from SMD

   i.   SMD expressed disappointment over the recording booths project. The project has been subjected to delays due to estates project manager's departures. SE met with Rebecca Lingwood, and the funding has been knocked back due to a lack of information. A paper has now been written by SE and will be seen on 25th February at the ESB meeting. It is hopeful that we will find out whether we will receive funding for the booths at this meeting.

   ii. The SMD plan to run their 3rd e-learning showcase in the summer. Gratitude was expressed for help received in the past and MR would be grateful for any additional help for the summer event. Everyone is welcome to come along to see what practice they are sharing.

2015.28   Update from HSS

   i.   There was no representative at the meeting to discuss this item.

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Part 3: E-Learning Unit

To RECEIVE an update from the E-Learning Unit (ESG_1005)

2015.29   The E-Learning update was discussed

   i.   QMplus Media

        a. The software underlying QMplus Media has been discontinued after being acquired by a different company. Tender documents

are ready and a new service will be acquired, although additional budget will be required to complete the transition.

    ii.   Closed Captioning Pilot

        a. Closed Captioning can transform the educational experience of deaf and hard of hearing students. There is currently enough funding to trial 10 lecturers and so far there are 4 volunteers. It was noted that if anyone is interested, that they pass this information on so the ELU can ensure the service can be evaluated. It was noted that if the results are positive, funding will have to be acquired by PAR for a full service.

    iii.   Lapel Mic Loan Pilot

        a. It was NOTED that volunteers are still being sought to complete the pilot – if we are unable to gather enough interest then the scheme will be discontinued.

To RECEIVE an update on Q-Review Policy (ESG_1006)

2015.30   The updated Q-Review Policy was discussed

    i.   The Q-Review Policy is expected to be approved at the Educational Quality Board.

    ii.   The Q-Review terminology of Opt-in and Opt-out have now been changed to 'Q-Review Schools'. Guidelines for operating as a Q-Review school has also been added to ensure lecturers are aware of the processes.

    iii.   It was NOTED that HSS is a Q-Review Faculty, but some lecturers are not recording.

> **ACTION**: SE to retrieve data on all opt-outs and Q-Review schools for discussion at the next meeting

    iv.   MB spoke with Anselm Nye, Resources & Collections Manager, about guidance on copyright in Q-Review recordings. Anselm has collaborated with Manoj Singh, Learning Technologist, and they are creating guidelines for lecturers. Anselm is currently updating the copyright pages on the library website.

> **ACTION**: MB to inform SE when the library pages with copyright information will be updated

To RECEIVE an update on E-Learning PAR Submissions (ESG_1007)

2015.31   The summary of E-Learning PAR submissions was RECEIVED.

To DISCUSS a proposal for e-learning review and strategy development (ESG_1008)

2015.32   The E-Learning review and strategy development were DISCUSSED.

i. The VP(SETL) has requested an e-learning review which is being interpreted as a review of online learning and separate to the development of the QMUL e-learning strategy.

ii. BL reviewed the strategies from all schools and has developed a draft template which could be used as a skeleton for an e-learning strategy for all schools. It is intended that the plan will be implemented at faculty or school level.

iii. It was NOTED that using the strategy to engage and finding out what people think is important. The way the vision is defined is very clear.

iv. It was NOTED that the strategy seemed to separate itself from the standard teaching and learning and we need to think about how to integrate it into the teaching and learning strategy, or whether each faculty could separate a part in the strategy for e-learning.

v. It was NOTED that we could use the SETL strategy and the IT strategy (currently being developed), to help get funding that we peg our PAR bids to strategic ambitions that have been supported at college level.

ACTION: MB to share the Literacy Strategy with BL
ACTION: BL to engage with the Deans re the e-learning strategy

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Part 4: Any Other Business

2015.33   It was NOTED that there was a critical incident in an exam that is run by an external provider in the School of Medicine and Dentistry, where it failed, potentially due to browsers being out of date. It was also noted that testing should have been completed beforehand to ensure this was working correctly.

2015.34   It was NOTED that Internet Explorer should be used as standard as this is supported by ITS.

ACTION: TH to update on browsers at the next meeting

Summary of Actions:

Action	Who	Action	Status
08-01	SE	To write up regulations on misuse of Q-Review recordings for Simon Hayter to add to the code of practice.	Cancelled – ITS taking forward
09-01	IH/BL	Continue to look into the impact of Q-Review attendance and how students use Q-Review	Complete – carry on offline
09-02	MR/Gill Ritchie	To meet regarding the new suggested QMplus Hub Articulate group	Carry Forward
09-03	HB/TH	HB/TH to get current status around incident templates so it can be escalated to Rebecca Lingwood, VP(SETL).	Cancelled. Changed to 10-01
09-04	SR	SR to remove Will Atkins from the steering group membership	Complete
09-05	SE	To invite Robert Sheratt, new head of ERS so he can then decide whether to attend or send a delegate	Complete
09-06	SE	SE to contact David Sadler to decide whether JS should feed information from the International Advisory Group or whether we should have e-learning representation on his group	Complete
09-07	SE/BL	To discuss a plan to develop a college-wide e-learning strategy	Complete
09-08	SR	To make the agreed updates to the Terms of Reference	Complete
09-09	PS	To update the group on the usage of the Careers QMplus page	Carry Forward
09-10	SE	To add Talis Integration to the QMplus development priorities	Complete
09-11	SE	To revisit opt-in/opt-out terminology in the Q-Review policy	Complete
09-12	SE	To provide update on Turnitin integration at next meeting	Complete
09-13	SE	SE to raise the issues with SITS and distance learning with Jonathon Morgan, Director of ARCS	Cancelled. Action changed to 10-02

09-14	TH	To update on trialling systems before there is a final project (in relation to Rogo being tested)	Complete
09-15	HB	To talk to Katie Friis about the management of FRMs	Cancelled
09-16	SE	To talk to Katie Friis (new Assistant Director IT Projects) about how to progress with issues in general	Cancelled
10-01	SE	To take forward the incident template issues to Tania Rhodes-Taylor as a precursor to going to the VP(SETL).	New
10-02	SE	To seek update from Trudy Mason re SITS and Distance Learning issues.	New
10-03	MB	To retrieve Box of Broadcasts statistics for the next meeting	New
10-04	SE	To talk to Katie Friis about the role of the FRMs	New
10-05	SE	To retrieve data on all opt-outs and Q-Review schools for the next meeting	New
10-06	MB	To inform SE when the library pages with copyright information will be updated	New
10-07	MB	To share the Literacy Strategy with BL	New
10-08	BL	To engage with the Deans re the e-learning strategy	New
10-09	TH	To update on browsers at the next meeting	New

Shelley Reeder
February 2016