

Faculty of Humanities
CONFIRMED Minutes of eLearning Network
6th April 2016 10am-12pm
Whitworth Council Chamber

Present:

Anna Verges	Humanities eLearning Manager (Chair in absence of Judy Zolkiewski)
Huw Morgan	eLearning Lead, MBS
Dan Rigby	eLearning Lead, SoSS
Joseph McGonagle	eLearning Lead, SALC
Gary Motteram	Online Learning Lead, SEED
Angela Gardner	Executive Education eLearning Manager
Lisa McAleese	Teaching and Learning Manager
Rachel Walton	Teaching and Learning Officer (Secretary)
Carol Rowlinson	Head of Faculty TLSS
Ian Tellam	PGT Student Representative

By invitation:

Cath Booth	Assistant eLearning Manager
Linda Irish	Assistant eLearning Manager

2. Apologies

Andrew Kirsfelds/Nikos Aspiotis, Learning Technologist MBSWW, Judy Zolkiewski, Assistant Associate Dean, Chris Milson, eLearning Manager, Library

3. Minutes of the last meeting

Matters Arising from the previous minutes

ACTION	Outcome
CB will arrange a meeting April with GM and Language Tutors in SALC to discuss potential take-up of the AR app and will feed back at the following TTL Committee meeting	Completed
JZ will invite John Greenwood to a future meeting of TTL once the roll out of the new system has been completed date to be agreed by the group	Remedy is now in place therefore this action is now superseded
JZ to go back to Fiona Smyth, Emma Rose and Matt Jefferies to look at procedures for joining up representation from meetings so user voices can be better presented.	Completed
JZ to visit the role of this TTL sub-committee with respect to the remit of the new OLSG. The role of chair could ensure connectivity.	Completed – this new eLearning Network has been created in place of TTL
Members to contact Emma Sanders if they wish to attend presentation of Dashboard	Completed – LMc also confirmed a further presentation is taking place at a date to be confirmed. RW will liaise with ES and let members know when this will be
Guy Percival to send presentation round to TTL	Completed

CB to arrange for eAssessment video links and guidance documentation to be shared to the group.	Completed
JZ to write to Richard Reece and Kim Comer identifying these concerns and asking whether alternative downtime periods can be considered	Completed
Canvas Presentation to be added as first agenda item for next meeting	Canvas will be presented in this meeting but not as item 1
LI to send round the rationale for the timing of the downtime	The rationale is from 2012 and AV confirmed that she had requested confirmation as to whether this rationale still stands. Outline of what is new from upgrade was included in eLearning Report (item 7). GM would like clarification as to why it takes so long – although there is now a general acceptance that Easter is the period in which this will happen. AV will seek clarification and feedback to the group
LI to look into whether a request for change had previously been raised with Blackboard requesting a template feature that can allow existing courses to be updated automatically when a template is updated, and to liaise with eLearning Teams over submitting a request in future.	Complete

Actions: RW to liaise with Emma Sanders regarding the dates of the Dashboard presentation and will feedback to the group

Actions: AV to establish whether the 2012 rationale for BB downtime still stands

Approved: The minutes were agreed to be an accurate record, with the following actions discussed:

4. Terms of Reference (eLN 1/16/1 enclosed)

Reported: The eLearning Network was proposed by HTLC to replace the TTL Subcommittee in light of the remit of the new Online Learning Strategy Group and IT provision and priorities becoming more strategic and dealt with by Teaching and Learning Committee. New Terms of Reference have therefore been developed

Discussed: AV queried as to whether Online Network would be a more appropriate name. It was agreed eLearning may be coming a more dated descriptor however the term 'online' may not go far enough. The decision was taken to leave the network name as eLearning Network

DR questioned the descriptor of the informality and openness of the group and whether this downplays the role of the network. LMc confirmed that the group does feed into HTLC and is therefore a true subcommittee to HTLC

Action: RW to reword the ToR to make it clearer that the group formally feeds into HTLC

Clarification was requested over the role of core members and invitees and whether invitees needed to be approved by the Chair. LMc explained that invitees will have no critical vote if such is required. The group agreed that invitees did not need Chairs approval and this should be removed from the ToRs.

Action: RW to remove the reference of 'approved by Chair' for invitees from the ToRs

A request was made to all members to ensure that the Secretary is aware of any additional attendees to meetings to ensure that rooms have the capacity to accommodate.

5. Schools updates

LAW

Reported: CB reported on behalf of Law the two main priorities for 15/16.

- 1) Staff engagement: RB carried out an early survey with staff to find out what they would be interested in developing and what they would want to see from their eLearning leads. Initially there was not a lot of take up so the approach has been reworked and presented to the School board. This saw an increase in the number of staff wishing to attend workshops.
- 2) Development of a DL Framework in time for the delivery of the new DL programmes in September 2016: An initial framework storyboarding process is underway which will then be handed over to the central DL eLearning team.

Other notable developments include the creation of an Academic Malpractice module, and a pilot on providing efeedback through Blackboard for handwritten exams.

Discussed: Members queried if there were any penalties to non-completion of the Academic Malpractice module. CB was unsure and would confirm this. It was also discussed as to whether this could be adapted for other schools. CB would look into the possibility of putting the module into an area which could be shared with other schools for this network

There were questions on the process of the efeedback for handwritten exams and whether this could also be shared between the schools. AV would follow this up and invited Schools interested in finding out more about this pilot to contact her.

Action: CB to explore the possibility of putting the Academic Malpractice Module into a shared space for eLN members

AMBS

Reported: HM reported that the key task for AMBS was still the delivery of eSubmission and eFeedback for all assessed coursework. Almost all UG coursework is now carried out this way. There is also a drive to encourage further assessments to be carried out online particularly for 1st year UG students. It was also reported that GoTo Meeting has been piloted as a tool for the provision of feedback. eLearning Team are also supporting the development of the DL International Leadership programme. It was further reported that AMBS will be launching two new MOOCs.

SEED

Reported: GM provided a copy of a report prepared by SEEDs eLearning technologist, which summarized the progress SEED has made this academic session so far (item eLN/1/16/2 attached). In general however, many eLearning tasks have taken a back seat due to the School's impending Periodic Review although there has been work undertaken in identifying different ways of delivering eLearning in line with what Academics would like.

SoSS

Reported: DR reported that Grademark is now fully embedded into the assessment process. It was also reported that as the drop in sessions had yielded very little, there were few projects currently in process. The main body of work carried out within eLearning now was the upload of pre prepared text answers for assessment and whether the answers were all there. SoSS also were reporting issues with the lack of teaching clusters and Landesk proving problematic

Discussed: DR felt that it would be useful if each School's completed eLearning profiles could be shared between eLearning leads as it would prove a useful tool for each School to learn from each other and share good practice. It was agreed that this would be useful. Executive Education in AMBS requested that they also be included in this

Action: AV to liaise with eLearning Leads and ensure that eLearning reports are shared between Schools

SALC

Reported: JM reported that there have still been issues in the embedding of the Learning technologists (LTs) within SALC, and that this was mainly due to location i.e. LTs being based in Ellen Wilkinson rather than in Samuel Alexander. This embedding has now been placed high up on the School's agenda as staff would appreciate a physical presence.

There has been a number of new projects undertaken. These include the use of GoTo to bring together large numbers of students from different institutions following the securing of funding for Hebrew teaching. Turnitin is now embedded within the School although some disciplines have found it problematic due to their nature, notably music. However a pilot is being carried out with 2 units in music using Turnitin which if successful will roll out further.

It was further reported that an online School wide careers course unit was under development in conjunction with the Careers Service in order to get SALC students more engaged and achieve better access to Careers. There would also contain an online assessment using eLearning tools.

Discussed: GM expressed concern over Faculty/University taking decisions to remove or insist on use of specific technologies which can impact on the delivery of teaching as some types of technology are more useful than others depending on discipline and mode of study, an example of this was the renewal of Adobe Connect. The network members agreed further discussion on web-conferencing and requirements would be beneficial. It was agreed to take this forward to the next meeting

Action: RW/AV to add online teaching and requirements to the agenda for the next meeting as an item for discussion

HM asked whether colleagues were familiar with Scoris. This application allowed for electronic annotation of scanned student papers e.g. handwritten exams.

Action: AV to investigate Scoris.

6. IT Update

Reported: LANDesk is now up and running and a new Steering Group composed of non-IT staff is being established to feedback in the implementation. eLearning team had been invited by Landesk Project Manager to sit in this Group. Given concerns expressed at previous meetings on lack of academic input, LI has asked IT project manager whether the Steering Group included academic representation. The new Steering Group will be composed of analyst/support staff, however IT team was looking at building a separate group for end users who only use the customer-facing side of Landesk.

Discussed: GM felt that the end-users had been somewhat pushed aside during this process; despite best efforts no opportunity to feedback or for academic input into the process had been sought. As there appears to be a new opportunity for direct involvement pro-active follow up by an eLearning lead representative was felt appropriate

Action: LI to put GM in contact with Greg Barclay to pursue academic input.

7. Faculty eLearning Updates

Reported: AV provided a briefing note (*eLN/1/16/3, enclosed*). Highlighted was the Bb quarterly meetings and the discussions surrounding Collaborate, Bbs web conferencing tool.

Discussed: The network wanted assurances that Collaborate is workable. AV reminded members that the demonstration for Collaborate is scheduled for Monday 11th April at 2pm and that they are welcome to attend.

Members requested further information in regard to the VPN changing within the library as this has impact for DL students and their access. AV has already contacted Tim O Neill regarding this and will request that Chris Milson, in his role as eLearning Lead at the Library, follow up and feedback at the next meeting.

Action: AV to request CM follow up on the VPN changes within the library and the impact this will have on DL students

8. Initiatives

Campus Presentation

GM presented to the group the Canvas dashboard which he uses in the delivery of the Teaching and Learning Online unit as part of the MA DTCE programme. Canvas is very similar to Bb in operation and Bb units can be imported into Canvas. Canvas is a user friendly and engaging tool in the delivery of teaching, and is very useful when teaching units that combine both DL and onsite students.

9. Meeting Dates for Next year

AV reminded all members to complete the doodle poll with availability for next academic sessions meetings

10. AOB

None

Date of next meeting

Wednesday 25th May 2016, 10am-12pm G.017 Arthur Lewis Building

ACTIONS

Item	Action	Status
3	RW to liaise with Emma Sanders regarding the dates of the Dashboard presentation and will feedback to the group	
3	AV to establish whether the 2012 rationale for BB downtime still stands	
4	RW to reword the ToR to make it clearer that the group formally feeds into HTLC	
4	RW to remove the reference of 'approved by Chair' for invitees from the ToRs	
5	CB to explore the possibility of putting the Academic Malpractice Module into a shared space for eLN members	
5	AV to liaise with eLearning Leads and ensure that eLearning reports are shared between Schools	

5.	RW/AV to add online teaching to the agenda for the next meeting as an item for discussion	
6	<i>LI to put GM in contact with Greg Barclay to pursue academic input</i>	
7	AV to request CM follow up on the VPN changes within the library and the impact this will have on DL students	

Distribution:

Faculty Officers

Prof. Judy Zolkiewski	Assistant Associate Dean for Teaching, Learning & Students
Mr. Guy Percival	Head of Faculty IS
Mrs. Carol Rowlinson	Head of Faculty Teaching and Learning Support Services (TLSS)
Mrs. Lisa McAleese	Teaching and Learning Manager
Dr. Anna Vergés	eLearning Manager

School eLearning Leads

Prof. Rebecca Bennett	School of Law
Mr. Huw Morgan	Manchester Business School (MBS)
Dr. Joseph McGonagle	School of Arts Languages and Cultures (SALC)
Dr. Gary Motteram	School of Environment Education and Development (SEED)
Prof. Dan Rigby	School of Social Sciences (SoSS)
Nikos-Giorgis Aspiotis	AMBS World Wide
Andrew Kirsfeld	AMBS World Wide
Angela Gardner	Executive Education AMBS

Student representation (nominated by the Students' Union)

TBC	Humanities UG Representative
Ian Tellam	Humanities PGT Representative

Library

Chris Millson	eLearning Manager UoM Library
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Secretary

Mrs. Rachel Walton	Teaching and Learning Officer (TLSS)
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By invitation:

Cath Booth	Assistant eLearning Manager
Linda Irish	Assistant eLearning Manager