

**Faculty of Humanities  
UNCONFIRMED Minutes of eLearning Network  
7th July 2016 A.107 Samuel Alexander Building  
1-3pm**

**Present:**

Judy Zolkiewski,	Assistant Associate Dean (Chair)
Anna Verges	Humanities eLearning Manager
Huw Morgan	eLearning Lead, AMBS
Joseph McGonagle	eLearning Lead, SALC
Gary Motteram	Online Learning Lead, SEED
Angela Gardner	Executive Education eLearning Manager
Rebecca Bennett	Director of Teaching and Learning, Law
Rachel Walton	Teaching and Learning Officer (Secretary)
Cath Booth	Assistant eLearning Manager
Linda Irish	Assistant eLearning Manager

**2. Apologies**

Andrew Kirsfelds/Nikos Aspiotis, AMBSWW; Chris Milson, Library; Dan Rigby, SoSS; Lisa McAleese Faculty; Carol Rowlinson, Faculty; Ian Tellam, PGT Student Representative

**3. Minutes of the last meeting**

**Approved:** The minutes were agreed to be an accurate record, with the following amendments to be made:

- Remove Neil Cobb from the distribution list as Law no longer have an eLearning Lead
- Change Chris Milson's title to Library eLearning Manager
- Item 8 – change MA Digital Communications to DTCE

***Matters Arising from the previous minutes***

<b>Item</b>	<b>Action</b>	<b>Status</b>
3	RW to liaise with Emma Sanders regarding the dates of the Dashboard presentation and will feedback to the group	Completed
3	AV to establish whether the 2012 rationale for BB downtime still stands	AV distributed the outcome of these discussions electronically and the issue has been raised at OLSG. There has been the suggestion of moving the upgrade to the summer but further discussion is taking place at the University Online Learning Strategy Group (OLSG).
4	RW to reword the ToR to make it clearer that the group formally feeds into HTLC	Completed
4	RW to remove the reference of 'approved by Chair' for invitees from the ToRs	Completed

5	CB to explore the possibility of putting the Academic Malpractice Module into a shared space for eLN members	CB did investigate this but as the module is currently on the AMBS intranet is unable to widen access. The group discussed whether or not a BB space or similar could be created specifically for this group to make tools such as this available to all members. AV will organize an audit of what is currently available to identify where information and useful resources could be uploaded for eLN members
5	AV to liaise with eLearning Leads and ensure that School eLearning Profile reports are shared between Schools	Completed
5.	RW/AV to add online teaching to the agenda for the next meeting as an item for discussion	Completed
6	LI to put GM in contact with Greg Barclay to pursue academic input	Completed
7	AV to request CM follow up on the VPN changes within the library and the impact this will have on DL students	Completed. Summary of VPN changes included in the eLearning Briefing Note

*Action - AV to organize an audit of what is currently available to identify where information and useful resources could be uploaded for eLN members*

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

**Reported:** The ToRs were updated as per the actions from the previous meeting.

**Discussed:** LI and CB requested that they be moved to members of the eLN as opposed to 'by invitation' given the nature of their role and input to the group. This was agreed by the other members and the ToRs were agreed subject to this change

*Action: RW to move LI and CB to members on the ToRs and all relevant paperwork*

#### **5. Schools' updates**

##### **AMBS**

**Reported:** HM presented that AMBS were planning on the following activities:

- Expanding the use of Turnitin and promoting the sharing of QuickMarks on a subject specific basis
- Further promote the use of rubrics – the idea had been raised to use quantitative rather than qualitative rubrics to enable students to understand their grades better
- Promote further the use of Response Ware
- Encourage staff to provide feedback on wrong answers to online assessment such as quizzes
- Still working on the idea to use simulation in year 1 which they plan buy in from Harvard.

**Discussed:** HM would be attempting to secure funding from the teaching academy to cover the costs for the simulation. JZ pointed out that the cost from Harvard is high and that there had been internally developed software within AMBS for the Global MBA for similar simulation and encouraged HM to discuss other options with the team initially.

## LAW

**Reported:** RB reported that Law are now working with the central DL team to update and deliver a new interactive template for the new materials currently being designed for the Healthcare Ethics and Law distance learning programme. At this stage the remainder of the planned new DL programmes within Law are still in a state of flux due to the whether or not the University will work with a partner to deliver any new programmes. These will be revisited once RB has assurances that the marketing will be in place for such a large scale course.

Law is also looking at the course structures for the whole of Bb and are working to develop graphics to update these. It is hoped that this will be in place for the new DL materials and then be transferred across to existing on campus courses but will be a longer process.

There are plans to ensure that the School will have all Turnitin and Grademark rubrics in place for all courses starting in September 2016 and have been experimenting with rubrics for exams but this is still a work in progress and they will keep exploring this.

## SALC

**Reported:** JM reported that SALC had been working closely with the Careers Service to embed employability further within eLearning and had been requested to modify the Standard Course Structure (SCS) to the make Careers Service more visible to students by creating an online community for SALC students. The employability leads within SALC will be working with the Careers Service to devise the content

SALC has now reached the end of the 3 year cycle for electronic submission and now know that almost everything is being submitted online. The School plans to continue working with the eLearning technologists to ensure that feedback is being used and delivered online and identify any good practice that can be shared and how this can be done. The recent pilot carried out in music for electronic submission has proved successful and it was felt that the objections raised were overcome. There are now plans to expand into using video as an assessment tool.

SALC have continued to embed their Learning Technologists (LTs) within the School by adding eLearning as a standing item at every divisional meeting to raise visibility and promote eLearning good practice.

**Discussed:** LI raised that at the recent T&L Showcase she had been approached by staff from SALC questioning the marking criteria for non-normative assessment. JM reported that Drama do have a criteria they use which he can share with his colleagues through assessment manager.

JZ also advised JM that video submission has been used elsewhere in the Faculty and that it is important to ensure that links are not too big to be downloaded onto Bb.

JM would like to tackle the low uptake on lecture capture across SALC in 2016/2017 and identify ways in which to encourage staff not to opt out. He was reminded that not all rooms have the equipment installed and this was particularly the case with rooms that were not held by CTU. RB informed the group that there is the option to edit lectures which if staff select, can delay the release of the podcasts and this can increase uptake as it goes some way to alleviate fears that lecture capture affects attendance. Further, JD noted that by scanning the QR code, academics can record the introduction to their lecture then switch off the recording to carry out their practical learning.

## SoSS

DR was unable to attend the meeting so no report from SoSS was given

## **SEED**

**Reported:** GM provided a copy of the eLearning report submitted for the Periodic Review of the School. As much of what was planned had been put on hold due to the review, this would now all be picked back up again for 2016/2017 with a focus on delivering online learning the way Academics would like with the PGCE model being held up as an example.

## **6. IT Update**

**Reported:** GM had been approached to sit on a University PC Clusters working group chaired by Richard Reece and set up to establish whether there was still a need for PC clusters for basic teaching, i.e. those using non-specialist software. GM would like to discuss with the group and establish whether a questionnaire should be devised and distributed to academic staff to establish if there is a need for the clusters and what type of use was required.

**Discussed:** AV has previously provided data to GM on the use of clusters and for online examinations however this is only for examinations eLearning are aware of. There is still the possibility that many short summative assessments are taking place in clusters. JZ was concerned that if the clusters are disbanded that this could have an impact on WP students, the no additional costs policy and means testing for students as it assumes all students have their own devices. There is also the question as to whether a loss of clusters can be accommodated given that Wi-Fi on campus is at best patchy in places. It was agreed that a short questionnaire be devised, distributed and returned to GM

*Action – GM to liaise with DR and devise a questionnaire to be sent to academics for completion as to their use and need for PC clusters*

## **7. Faculty eLearning Updates**

**Reported:** AV provided an updated briefing note (*enclosed*).

Start of the Year preparation is now underway and AV requested that the group advise colleagues to update their Bb courses and use the standard course structure (SCS) rather than rolling over courses, particularly because SCS cannot be automatically updated once it has been copied over and there have been a lot of changes especially in regard to the embedding of employability.

**Discussed:** The group requested that guidance be sent out to staff on how to import the information. LI reminded the group that these are sent out via eLearning to assessment leads and eLearning leads for dissemination down within the Schools. The group did question whether there was the function to simply switch off the option to roll over to prevent academics doing so. In short, there is but it is not quite as straightforward as simply switching it off and would require more investigation. CB and LI agreed to look at this further.

*Action - LI and CB to investigate the possibility of preventing courses from being rolled over in BB*

**Reported:** AV reported the results from Academic Staff Evaluation on embedded structures and invited feedback. AV highlighted that staff did rate the structures positively and they knew who their eLearning technologist were, however she had only had 47 responses to the Survey. The main concerns identified were that staff confused what IT and eLearning offered and the differences were between the two areas, more promotion on what services were provided and are available is still necessary. Further feedback from the eLearning leads is invited.

## 8. Initiatives

**Reported:** AV explained that the purpose of this agenda item is to allow the group (and Schools) to share ideas and good practice between them.

*eFeedback:* Law recently carried out a pilot to trial the delivery of efeedback - for written exams in order to improve both the timeliness and quality of feedback. Exam Papers are still hard copy however the marker then uses Bb (Grade Centre) to enter marks and feedback to students directly online.

Alternatively, in an offline fashion, an Excel spreadsheet can be used and then uploaded to Bb. The use of Excel appears to be a more convenient method when more than one marker is marking and to facilitate moderation. The feedback from the pilot from Law was positive and AV invited other Schools to let her know if they wished to trial it. SALC, SEED and AMBS all agreed they would like to see more.

*Action – AV to arrange a training session for September with eLearning leads on returning eFeedback on exams*

*Cross School Projects:* CB sent out an email in May inviting eLearning leads to consider this item further. GM reported that SEED had sent their Learning Technologists to meet with staff within the School to discuss any initiatives or ideas they had further and would be picking this up in 16/17. Key areas for them included video conferencing and online support. There are concerns however as to whether there are resources in the School to do this and whether Go To Meeting is the right tool.

Law are considering using an online chat system for Academic Advising but are unsure of which would be the best resource to use. GM recommended 'WeChat' which is the Chinese version of Snapchat and is not only free to use but will also engage the large Chinese cohort. JZ confirmed that there is no university wide tool for webchats but the University is in discussion to implement Blackboard Collaborate. The group wished to have its concerns over this noted, as Collaborate has not been proven to be a successful tool in the past.

The group confirmed that they are happy to have their eLearning reports and School eLearning Plans sent to other eLearning Leads to share ideas for common projects and share good practice

*Action – CB to ensure School eLearning reports and Plans are distributed to other Schools*

## 10. AOB

None

### Dates of next meetings:

Wednesday 12<sup>th</sup> October 2016, 2-4pm, Committee Room A (Knowles)

Wednesday 11<sup>th</sup> January 2017, 2-4pm, Whitworth Council Chamber

Wednesday 12<sup>th</sup> April 2017, 2-4pm, Committee Room A (Knowles)

Wednesday 14<sup>th</sup> June 2017, 2-4pm, Committee Room A (Knowles)

## ACTIONS

Item	Action	Status
3	AV to organize an audit of what is currently available to identify where information and useful resources could be uploaded for eLN members	
4	RW to move LI and CB to be members of the eLN on the	

	ToRs and all relevant paperwork	
6.	GM to liaise with DR and devise a questionnaire to be sent to academics for completion as to their use and need for PC clusters	
7	LI and CB to investigate the possibility of preventing courses from being rolled over in BB	
8	AV to arrange a training session for September with eLearning leads for eFeedback on exams	
8	CB to ensure School eLearning reports are distributed to other Schools	

**Distribution:**

Faculty Officers

Prof. Judy Zolkiewski  
 Mr. Guy Percival  
 Mrs. Carol Rowlinson  
 Mrs. Lisa McAleese  
 Dr. Anna Vergés  
 Cath Booth  
 Linda Irish

Assistant Associate Dean for Teaching, Learning & Students  
 Head of Faculty IS  
 Head of Faculty Teaching and Learning Support Services (TLSS)  
 Teaching and Learning Manager  
 eLearning Manager  
 Assistant eLearning Manager  
 Assistant eLearning Manager

School eLearning Leads

Prof. Rebecca Bennett  
 Mr. Huw Morgan  
 Dr. Joseph McGonagle  
 Dr. Gary Motteram  
 Prof. Dan Rigby  
 Nikos-Giorgis Aspiotis  
 Andrew Kirsfeld  
 Angela Gardner

School of Law  
 Manchester Business School (MBS)  
 School of Arts Languages and Cultures (SALC)  
 School of Environment Education and Development (SEED)  
 School of Social Sciences (SoSS)  
 AMBS World Wide  
 AMBS World Wide  
 Executive Education AMBS

Student representation (nominated by the Students' Union)

TBC  
 Ian Tellam

Humanities UG Representative  
 Humanities PGT Representative

Library

Chris Millson

eLearning Manager UoM Library

Secretary

Mrs. Rachel Walton

Teaching and Learning Officer (TLSS)