Faculty of Humanities
CONFIRMED Minutes of eLearning Network
Committee Room A - Knowles
5th October 2016 2-4pm

Present:

Judy Zolkiewski,	Assistant Vice Dean (Chair)
Carol Rowlinson	Head of Teaching and Learning Support Services
Lisa McAleese	Teaching and Learning Manager (Faculty)
Joseph McGonagle	eLearning Lead, SALC
Gary Motteram	Online Learning Lead, SEED
Dan Rigby	eLearning Lead, SoSS
Angela Gardner	Executive Education eLearning Manager
Rebecca Bennett	Director of Teaching and Learning, Law
Rachel Walton	Teaching and Learning Officer (Secretary)
Linda Irish	Assistant eLearning Manager
Ian Tellam	PGT Student Representative

By invitation: Jon Shute, Law

2. Apologies

Chris Milson, Library;

3. Minutes of the last meeting

Approved: The minutes were agreed to be an accurate record.

Matters Arising from the previous minutes

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	**Reported:** AV distributed a list of existing academic malpractice resources which were included with the papers. JZ further noted that this item had been raised at TLG and also at the Disciplinary Committee where the outcome and recommendations had been that Schools should liaise with the library as mechanisms to provide academic malpractice resources exist within MyLearningEssentials
4	RW to move LI and CB to be members of the eLN on the ToRs and all relevant paperwork	Completed
6.	GM to liaise with DR and devise a questionnaire to be sent to academics for completion as to their use and need for	**Reported:** GM and DR have met to discuss this however as yet have not

	PC clusters	launched anything as they are still looking for the most suitable mechanism by which to do so. The key recommendation that has come from their discussions however, is to make teaching and learning a priority to ensure consistency across the clusters in terms of ensuring academic staff are aware of how relevant technology works, that the technology in their teaching rooms is fit for purpose and that wireless access is available
7	LI and CB to investigate the possibility of preventing courses from being rolled over in BB	**Reported:** AV consulted with the Student Systems Team and the outcome of those discussions was that this is technically possible, and can be done at School or Faculty level. However, the SCS system means that this function can only be disabled once and the remaining courses then copied over. There are also time constraints with this as it would require dedicated time from the SST in order disable the rollover option, so any courses requiring deactivation would need to be with SST by March 2017. **Discussed:** DR expressed concern that the decision to remove the roll over option was a little extreme, and felt that it would be more beneficial to make the other options i.e. copying the courses, visible to staff which is currently not clear within the Bb Activation system which automatically defaults to rolling over. LI pointed out that staff are made aware of this but it was agreed that it would be more useful to have a 'change to button' so staff can see the options rather than just roll over. The consensus amongst the eLN however, was that courses should be copied rather than rolled over otherwise all updated SCS content will be lost. Law have been working on developing a new Bb design and layout for their courses which would encourage people to upgrade rather than just roll over and RB hopes to

		have something to show the eLN at the next meeting. The eLLs would also like to see SCS added to the next agenda as there are concerns over the SCS as a while and feel that it warrants a more in-depth discussion.
8	AV to arrange a training session for September with eLearning leads for eFeedback	Item 4 on the agenda
8	CB to ensure School eLearning reports are distributed to other Schools	Completed

Action - RW to add SCS on to the next eLN agenda for further discussion
Action - RW to liaise with RB regarding Laws new design of Bb courses for demonstration at the next eLN meeting.

4. eFeedback on Exams (Jon Shute)

Reported: Jon Shute attended this meeting of the eLN to deliver a presentation on the eFeedback pilot that had been carried out for his BA Criminology programme.

JS teaches a moderate sized programme which contains students from across the Faculty/Schools. Initially the programme was assessed by 100% examination and had that had been found as a sole marker, marking was taking time and students were not attending script viewings to collect their feedback. Following consultation with students a pilot of delivering feedback and marks electronically was launched with help from Anna Verges. Initially this was a spreadsheet created in Excel which was then uploaded to Bb, but this has since developed so that academics can place marks directly into Bb with grades made visible to students via My Grades. Charlotte Warden, the LT for the School of Law has created and provided a process document for this (included with the minutes).

JS noted the following from the pilot:

Student feedback was positive and that there was a marked increase in numbers of students collecting their feedback - 55% in AY 15/16 for this unit collected their feedback

Students did note the generic nature of the comments, and the SoL is now looking to develop a rubric for 16/17 AY for comments.

The process is more suited to sole markers as offline marking, which is recommended for group marking, can provide additional work around integration onto Bb.

Discussed: DR questioned whether the adding direct onto Bb was fiddly in nature and was keen to find out more about the uploading of the spreadsheet. The question was asked as to whether it would require merging into Bb or are they formatted the same. JS advised liaising with CW regarding this, as although they appeared identically formatted he could not confirm this.

JM queried whether this provision of online feedback had impacted on viewing requests. It hadn't as there had only been very few requests to view scripts and this in fact was resulting in a higher uptake of feedback. RB reported that the SoL have in the past found that students were not generally happy with the 'one meaningful sentence' policy as they have found markers handwriting difficult to read and they don't

generally view exam script feedback unless it is online.

JZ questioned the number of exam questions and whether this would impact on the ability to provide online feedback, i.e.; if there were more than 2 questions is it still possible? JS advised that in the past the examinations had consisted of a number of questions so there is the ability within Bb to add or remove columns if required depending on the examination.

5. Schools updates

The eLLNs met prior to the eLN meeting and prepared a briefing note (circulated) which was presented by DR. The key points of discussion were:

1. Embedding ELTS in Schools and Sharing Information and Coordinating Projects between Schools

The embedding of LTs is still ongoing but is proving to be very successful and impact is positive. In line with the requirements to the eLN and the sharing of good practice, the eLLNs would like to schedule an annual meeting with all LTs within Schools to do this.

It was suggested by JZ that late semester 1 would be a good time to do so, however further discussion would need to be had with the eLLNs and the eLearning management team to see where the cycle of projects was up to.

Action - LI and DR to liaise to organize a suitable time for an annual meeting of all LTs

CR confirmed that advertisements for the replacement for Anna Verges and the cover for Cath Booth have been submitted and will be imminent on StaffNet

2. Standard Course Structure (SCS)

The eLLNs would like the SCS to be tabled as separate agenda item at a future meeting of the eLearning Network as the overriding feeling is that the system is problematic. The discussions held earlier in the meeting surrounding the Bb Activation process served to highlight further that many staff were unaware of the new SCS which would allow staff to develop a more coherent and better designed structure for their courses.

3. Distance Learning

The eLLNs are concerned that there is no clear direction being given from the University on the process of distance learning and what the role of the newly created Central team will be given that the proposal to work with a partner has now been shelved.

It was confirmed that the appointment of Diane Bennett as Teaching and Learning Manager (DL) is to link together Faculties and the Centre and she is currently working on a model as to how to do this. The eLLNs were still very concerned that there is no understanding of what the situation is and how people will work together and would like the following points addressing:

- What the process for approval of new DL programmes currently is?
- How will distance learning be moved forward within the University?
- What will the Central DL Team provide that Faculty/Schools cannot?
- How will any future DL programmes be required to proceed and what support will the Centre for Distance Learning actually provide?

Currently all new DL proposals are to go through Faculty as per the normal programme approval process until informed otherwise. JZ agreed that this needed further in-depth discussion and will raise at the next meeting of OLSG. eLNNs would also like this as a discussion point at HTLC.

Action - JZ to raise the process for distance learning and the role of the new central team at the next meeting of OLSG
Action - JZ to feed back to HTLC the need to discuss distance learning in more detail

4. Online Assessment

The eLLNs were concerned that a guidance document for the running of online exams was being submitted to HTLC for discussion, however no eLLNs had either seen or had input into this document and this raised the question as to the process surrounding consultation and the submission of eLearning documentation to HTLC.

CR confirmed that this document would be about ensuring assessment is as students would value and was not being presented to HTLC in October as it had not yet been finalised. It was further confirmed that it would be circulated to the eLLNs for comment before being tabled at any meeting of HTLC.

5. Equipping of clusters and teaching rooms

The eLLNs had discussed in detail the equipping of teaching rooms as it was clear from conversations they had had with colleagues that many were not fit for teaching purpose. It was felt that this was once again an issue of a lack of on the ground academic input into what equipment was required to ensure spaces were right for teaching. In addition, there is often a distinct lack of information as to how to work the equipment that is there.

It was confirmed by JZ that central teaching spaces are managed by the Timetabling Strategy Group who currently decide what equipment is to be put into teaching rooms but it is not clear how the concerns raised by Schools and Faculties can feed into this. It was agreed that JZ would contact Clive Agnew directly to raise this issue citing the rooms in University Place, where projection equipment does not work as examples of rooms which are not fit for purpose.

eLLNs would also like a list of equipment of what is in each room in order to provide colleagues with details on how each piece of technology works. RW will liaise with CR to get this information from Estates and will circulate accordingly

Action - JZ to raise the issue of equipment within teaching rooms not being fit for purpose with Clive Agnew to ascertain how concerns can be fed to the TSG
Action - RW will liaise with CR to secure a list of equipment in teaching rooms to circulate to eLLNs

6. SMART displays

No discussion was had other than on the enclosed briefing note

7. Student Appointment Booking System

eLLNs pointed out that a suitable online booking system for students to book appointments to see either PSS of Academic staff has been requested on numerous occasions, but as yet have not been updated as to any progress on this issue.

RB explained that Law are trialing a web-chat tool in conjunction with the Library for this AY which offers this option and both SoSS and AMBs have a similar tool they use, however there is no consistency and each School will require different things from a tool.

It was requested that a repository of what tools are available to book online appointments be made available to eLLNs to lead further discussions. CR will liaise with Guy Percival to secure this information

Action - CR to liaise with GP to provide a repository of web chat and online booking tools currently used by Schools

6. IT Update

There have been some very serious issues surrounding the universities IT systems since the start of the semester around the My Manchester tool and students inability to access timetables. The eLLNs would like more clarity as to how IT are planning on solving these problems for semester 2 and what back up plans are in place.

JZ reported that a report is being prepared for Clive Agnew as to why these issues occurred again and would feed back to the group once she had further information. LMc also reported that Steve Baguely from IT would be attending the next meeting of HTLC where these questions would be put to him and can feedback at the next meeting the outcomes of those discussions.

7. Faculty eLearning Updates

CR provided a briefing note (enclosed)

LI reported on the Start of the Year progress and informed the group that this year more School focused approach was being adopted where LTs were liaising regularly with Teaching and Learning Directors over what was required in regards to inductions and Bb queries. This approach appears to be working well and a high number of inductions had been carried out by use of video which had made the process a lot easier this year.

8. Initiatives

It was queried as to whether this agenda item was required to remain as the eLLN meetings which are being held prior to the eLN meeting covers the requirement for Schools to discuss and share good practice. JZ will take a decision on this and feed back to RW in time for the next meeting.

10. AOB

a) IT asked for clarification on the policy of podcasts in regards to what lectures are captured and how long access is open to them.

   JZ confirmed that all Central Teaching Spaces have the ability to lecture capture, however lecturers still have the option to opt out. In regards to access, each Bb course should have a link available by which students can access the podcasts. IT pointed out that this can be an issue for PT students, in that you cannot access Bb courses past the current academic year so there are occasions where students cannot access the podcasts when they need them.

   It was noted that part time students on the Global MBA programme in AMBS are able to do this, so it requires clarification as to whether this is to do with the set up in Campus Solutions where it is set up for only the life of the individual unit. It also suggested that links are also made clearer on the SCS

system.

b) LMc reported that the Faculty Teaching and Learning Office have now relocated to Ellen Wilkinson Building

Dates of next meetings:

Wednesday 11th January 2017, 2-4pm, Whitworth Council Chamber
Wednesday 12th April 2017, 2-4pm, Committee Room A (Knowles)
Wednesday 14th June 2017, 2-4pm, Committee Room A (Knowles)
ACTIONS

Item	Action	Status
3.	RW to add SCS on to the next eLn agenda for further discussion	
3.	RW to liaise with RB regarding Laws new design of Bb courses for demonstration at the next eLN meeting.	
5.1	LI and DR to liaise to organize a suitable time for an annual meeting of all LTs	
5.3	JZ to raise the process for distance learning and the role of the new central team at the next meeting of OLSG	
5.3	JZ to feed back to HTLC the need to discuss distance learning in more detail	
5.5	JZ to raise the issue of equipment within teaching rooms not being fit for purpose with Clive Agnew to ascertain how concerns can be fed to the TSG	
5.5	RW will liaise with CR to secure a list of equipment in teaching rooms to circulate to eLLNs	
5.7	CR to liaise with GP to provide a repository of web chat and online booking tools currently used by Schools	

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
Cath Booth   Assistant eLearning Manager
Linda Irish   Assistant 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

Secretary
Mrs. Rachel Walton Teaching and Learning Officer (TLSS)