**Faculty of Humanities**

**CONFIRMED Minutes of eLearning Network**

**2.004 Mansfield Cooper**

**11th October 2017 2-4pm**

**Present:**

Rebecca Bennett Associate Vice Dean for Teaching, Learning & Students (Chair)

Joseph McGonagle eLearning Lead, SALC

Angela Gardner Executive Education eLearning Manager, AMBS Worldwide

Huw Morgan eLearning Lead, AMBS

Nikos-Giorgis Aspiotis eLearning Lead AMBS World Wide

Dan Rigby eLearning Lead, SoSS

Steve Bagley IT Partner

Cath Booth Assistant eLearning Manager

Lisa McAleese Teaching and Learning Manager

Rachel Walton Teaching and Learning Officer (Secretary)

**By invitation:** Andrew Gold. LT (AMBS), Jonny Crook, LT (SEED), Charlotte Warden, LT ( Law), Blaise Nkwenti, LT (SALC), Kate Evans, LT (SALC), Howard

**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***

**Noted:** That

Gary Motteram was due to provide a brief report for LMc to discuss with the Head of Academic Policy regarding issues surrounding accessibility of information, policies and procedures which is preventing course information being accurate and is hindering students and staff experience due to broken links and out of date information. This will now be followed up by Rebecca Bennett.

**4. Chairs Report**

4.1 Distance Learning Update

**Received:** Paper from Rebecca Bennet

**Noted:** That

* Elaine Fernley (EF) is heading up University of Manchester Worldwide (UMW) as of 1st August and the Centre for Distance Learning (CDL) has now been incorporated into this team.
* EF has informed RB that only 2 programmes from Humanities are on her current list of those in active development for CDL support. Concern was raised over this as the Faculty Teaching and Learning Office (TLO) is aware of others that are in development and have been given approval via CDL previously. RW will provide RB with this info and RB will clarify with EF.
* DL within the Faculty is still being promoted and RB is advising that Schools interested in developing DL programmes speak to her initially to ensure any proposals are in line with the strategy and focus of the Faculty.
* Process of approval for DL will remain the same and is available on the web pages

*Secretaries Note: The DL pages and framework are currently being revised by Faculty and further information on these changes will be communicated once complete.*

**Action:** RW to provide RB with a list of DL programmes TLO understand are currently being developed in association with UMW and RB to follow this up with EF for clarification.

4.2) Terms Of reference

**Received:** Terms of Reference

**Noted:** That

* RB noted that moving forward Learning Technologists will be invited to all meetings as they work closely with School eLearning Leads (eLLs) and this should ensure Schools are represented at every meeting.
* RB would like to ensure that the eLearning Network meetings are more discursive and create priories that can be taken forward in the same way that advances on the SCS have been made.
* The group was invited to put forward suggestions for areas that could be looked at.
* The suggestions put forward by the group were:

1. Response ware/Turning Point software - can this Committee be used as a vehicle to encourage the Faculty and University to invest in this technology?
2. Ensure that best practice is shared clearly between Schools. LMc noted that this is a Faculty priority for this year already.
3. Using evidence based resources to encourage Schools that these practices work.
4. The set up of a ‘common point of truth’ either in Knowledge base or similar system to ensure accuracy in what is being communicated to students and staff.
5. How to encourage academic staff to revisit assessment practices when setting or updating course units in Bb.

* It was felt that in regards to the sharing of best practice and the sharing of resources, many academics will only respond to more peer to peer learning and showcasing as opposed to building resources that are unlikely to be looked at.

1. **Presentation from SALC on Grade-mark project.**

**Received***:* presentation from Joseph McGonagle and Blaise Nkwenti.

JM and BN carried out an audit of how SALC staffs were using grade-mark through Turnitin. The project looked at level 3, semester 1 assessments initially and then expanded to audit level 1, semester 1 units by way of a comparator.

*Key findings:*

* The most used quick-marks were overwhelmingly negative.
* Feedforward is being used by academics, over 40% of course units used detailing ‘how to improve’.
* Most feedback is viewed, only 295/2494 assessments audited were not viewed and evidence suggests that this is from repeat offenders.
* There does not appear to be any correlation between grades and viewing feedback or grade and amount of feedback detail.
* On expansion to auditing first year, it was noted that whilst there was more submissions per student, the majority were still viewed.
* It is noted from here however that the number of non -views increases with every additional piece of coursework submitted.
* There was very little difference in the most used quick marks between first and third years, the negative ones were most common at both levels.

JM and BN highlighted the following as good practice:

* Use of colour coding for comments.
* Staff who contextualized comments for students making them specific to the area of text highlighted.
* Using the quick-marks, bubble comments and in-line text together to add clarity.

It was noted that Turnitin feedback sheets replaced grade-mark in July 2017 which means that some of the more useful data sets are no longer available. There is further work that could be done on reflection around feedback practice for staff, how students view feedback and whether a set of common quick-marks can be created to share amongst multiple markers.

LMc reported that Faculty has already undertaken work around good feedback and will circulate the guidance created.

**Action:** RW to circulate JM presentation to eLN members once received.

**Action:** LMc will collate and send guidance already created around feedback from Faculty to RW for distribution with the minutes.

1. **Raising VLE Standards**

**Noted:** That

* This item is raised due to questions around consistency on the SCS from students to ensure that standards are raised.
* AV had presented this item at HTLC and was actioned from here to undertake focus groups with students to directly ask what they would like to see from the VLE.
* AV invited the eLLs and their Schools to take part in the project and also invited further suggestions as to how VLE standards could be raised.

**Action:** AV to set up focus groups with students to discuss VLE standards and what students would like to see inviting Schools to take part.

**Action**: All eLLs/Schools to consider and feedback to AV any improvements to the VLE they feel could be made by end of November 2017.

1. **Schools updates**

**Received:** reports from School eLearning leads.

**Received:** copies of Schools eLearning profiles and action plans.

**Discussed:**

* RB invited eLLs to feedback on what they thought the eLearning profiles should look like.
* Is it possible that AV could create a highlights report of the profiles for dissemination amongst the Schools?
* Most Schools have revised their SCS but the eLLs queried whether in future this be could done in such a way that the actual SCS remains the same and only the external sources are amended, i.e. the use of organizational spaces.
* AV will review the revised SCS with the assistance of the Schools and establish what if any issues there are to establish what changes are required.

**Agreed/Action:** AV to review the revised SCS with the assistance of the Schools and establish/collate any issues to establish what, if any, changes are required.

1. **IT Updates**

**Received:** verbal update from Steve Bagley.

* The business case for the Response ware licenses is being presented to OLSG in October/November 2017 for the set-up of University wide licenses. The current licenses expire in January 2018. eLLs are requested to inform AV if anyone within their Schools is still using the clickers.
* IT are working to clearly define what services they offer and manage within the Teaching and Learning field. SB is addressing the service catalogue to make it more user friendly so that Schools can clearly identify what services are offered that they can use.
* It was raised that some applications are missing from a number of desk tops across the Faculty. IT is aware of this and the issue is being investigated.

**Action:** eLLs to inform AV of any staff within their Schools still using clickers.

1. **Faculty eLearning Updates**

**Received:** briefing note

**Noted:** That

* AV had sent round a request for topics for the eLearning workshops which the eLLs had agreed at their July meeting to run as a programme of events. The workshops will be open to all staff across Humanities,
* HM (AMBS) has suggested 4 topics however others are invited.

**Action:** eLLs to send suggested topics for the eLearning workshops to AV by the 20th October 2017.

1. **AOB**

None

1. **Meetings 2017/2018**

17th January 2018, 2-4pm Keepers Room

25th April 2018, 2-4pm, Comm Room A, Whitworth Corridor

20th June 2018, 2-4pm, Whitworth Council Chamber