Faculty of Humanities
CONFIRMED Minutes of Technology in Teaching and Learning (TTL) Sub Committee
4th February 2015 2pm – 4pm (G1 Stephen Joseph Building)

Present:

Judy Zolkiewski	Assistant Associate Dean for Teaching, Learning & Students (Chair)
Karen Niven	eLearning Lead, MBS
Dan Rigby	eLearning Lead, SoSS
Neil Cobb	eLearning Lead, Law
Gary Motteram	Online Learning Lead, SEED
Guy Percival	Head of Faculty IS
Lisa McAleese	Teaching and Learning Manager
Anna Verges	Humanities eLearning Manager
Emma Rose	Head of Teaching and Learning Support Services
Michael Spence	Humanities PGT Representative
Rachel Walton	Teaching and Learning Officer (Secretary)

By invitation:

Cath Booth	Assistant eLearning Manager
Dominic Broadhurst	Academic Engagement Manager (Library)
Tim O'Neill	Electronic Resources Co-ordinator

1. **Apologies**

Received from Harriet Pugh (Education Officer), Jade Kelsall (Library), Liam Harte (SALC), Linda Irish (eLearning), Angela Gardner (MBS)

2. **TTL Subcommittee Terms of Reference**

JZ noted that new Terms of reference had been circulated in advance of the meeting and opened the floor to request any amendments or corrections.

LMc and JZ both noted a couple of areas for correction:

i) The Terms of Reference still state that the minutes will be received by HTLC for information, JZ confirmed that this is not the case and that Chair will report back any issues to HTLC verbally.

ii) There is still inconsistency in the name of the group throughout the document which requires amendment

ACTION – *RW to make the relevant corrections and remove the reference to the minutes being reviewed by HTKC and redistribute the Terms of Reference*

3. **Minutes of the Last Meeting**

Approved: The minutes were agreed to be an accurate record

4. **Matters arising**

Reported: Item 2 – the Terms of Reference are still showing the reference to minutes of TTL meetings being received by HTLC. The action to remedy this had been agreed under Agenda item 2

Reported: Item 2 – GM has rephrased point 12 of the Terms of Reference

Reported: Item 3 - AV has arranged the remaining TTL Meetings for 2014/2015 and sent out calendar invites

Reported: Item 4 – LMc confirmed that Faculty Working Group on Assessment Feedback has been dissolved and that there are now three University Assessment and Marking sub groups. The Faculty of Humanities have representation on two. These groups are looking at University wide marking schemes and will feed back outcomes to the relevant committees

Reported: Item 4 from 18/6/2014 - CB reported that meetings are to be scheduled in April with Language tutors in SEED to look at where AR may be useful to students. It has also been suggested that eLearning Leads and students could have input to this.

Discussed: Due to GM's previous interest in AR being adopted in different languages to assist foreign language students, CB has spoken to the app developers who were felt this would be too specific to implement. It could however be adapted to cover a wider audience, for example joint honours students and this needed further exploration. LMc and JZ expressed concerns at the use of AR in a student's native language as it could prevent them from developing the necessary English Language/Study skills required by the University. GM suggested that it would be a useful tool for applicants and their parents to get a better idea of the University on visit days.

GP queried as to whether CB was engaging with other groups as there were at least two other Faculties looking at the same project.

ACTION - CB will arrange a meeting in 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

Reported: JZ had contacted Kim Comer in the TLSO to request an extension of the time when student surveys are available. KC confirmed that the University cannot set times for individual course units however Schools can select their own timeframes for when surveys are open. It was suggested that Schools take this to their respective Teaching & Learning Committees to agree the open and close dates for the School as a whole and then contact KC to organise.

Reported: JZ had not contacted John Greenwood to invite to the TTL Committee meeting and opened the discussion to the group as to whether to roll this forward

Discussed: GM felt that it would be no longer beneficial to do this as the new Management System Process (replacing Remedy) was now being rolled out and that there had been very little engagement between IT Procurement and Academic Staff, despite best efforts to do so.

GP suggested that perhaps it would be possible to invite John Greenwood to a future meeting to discuss any issues arising once the system had been implemented

ACTION – 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

5. Chairs report

Reported: There had been a slight downtime in Blackboard recently but it had passed without serious incident and did not impact students. KN noted the short notice given for the repair; however JZ confirmed that this was an emergency repair from Blackboard not the University.

Reported: JZ reminded Schools that if they were conducting online summative assessments outside the standard examination period within clusters then they must inform the Faculty eLearning team so they can provide relevant support and ensure no maintenance is being carried out at that time

Discussed: DR was concerned over the practicality of this as many lecturers within SoSS run regular summative tests within teaching sessions. It was suggested that perhaps it would be easier to for eLearning to send Schools information as to when maintenance work was being carried out on clusters as it would be very difficult coordinate all the information from Schools to send to eLearning.

Agreed: It was agreed by the group that if an Academic was booking a cluster to a run a summative assessment in exam conditions outside of the exam period or scheduled normal teaching activity, then eLearning must be informed.

Reported: JZ attended the Online Education Strategy Group (OESG) and highlighted the following:

i) Richard Reece and Louise Walmsley are looking at whether the Online Education Strategy Group and Distance Learning Strategy Group should run separately from Teaching and Learning activities or be merged into one Committee. JZ and AV do feel that these separate forums are required with eLearning input to discuss the issues fully, however are waiting on the outcome of the review and will feedback once it is known

ii) Discussions took place over students bringing their own devices and the group was looking at ways to ensure any issues arising from using non-university devices are managed properly

iii) Richard Reece reiterated that Academics are allowed to share Tii reports **after** marking has been carried out in order the give students relevant feedback

Reported: JZ has spoken with Kim Comer regarding the issue of students accessing feedback from Blackboard from previous years and whether or not there is a way of creating a portfolio to add feedback too. AV will be testing the portfolio tool in Blackboard later this month, however as there are also projects in Education and MBS currently being undertaken regarding the recording of feedback a meeting has been arranged with the My Manchester Project team to discuss further.

6. Delivering Schools Operational Priorities

Reported: ER reported that as Schools are the in the process of writing their 2015/2016 Operational Priorities, IT requirements should be considered in advance in order to build them into their plans.

Discussed: ER asked the group if Schools had considered IT provision within their Operational Priorities. The consensus of the School eLearning leads was that it hadn't been yet however GM

questioned as to whether this requirement to do so would prevent any local changes being implemented without a business case. The concern was that small developments within Schools outside operational priorities would not be accommodated. GP felt that it made more sense to plan what IT provision will be required by Schools in advance rather than IT be there only to provide problem solving and system implantation support.

It was agreed that it would be beneficial for GP to meet with Schools to discuss where IT provision would fit with their Operational Priorities

***ACTION** – GP to arrange meetings with Schools to discuss IT requirements within their 2015/2016 Operational Priorities*

AV confirmed that eLearning are already in the process of meeting with Schools to discuss how eLearning can be embedded within their Operational Priorities

7. IT Report

Reported: GP presented to the group the IT Transformation Programme and explained that he is currently visiting with Faculties and Schools to deliver the full presentation. In brief the Programme is designed to ensure that the IT systems currently available are being used more effectively and to create a more focused service. As part of the Programme there has been an IT Charter created which will feed into the School Operational Priorities and the overall aim is to end with a five year strategic plan for IT

8. eLearning Leads/Schools reports

Reported:

SEED - GM reported that the eLearning technologist has been successfully embedded within the School. They are holding regular meetings and visiting Heads of Discipline to establish what is required of them and how this can work towards building a plan for developing eLearning within the School.

Proposals for 2 MOOCS were submitted and although unsuccessful, the School is using the process as a learning tool and will apply again in the future. There is a push on Distance Learning as a whole within the School and an MSc Real Estate DL programme is currently being reviewed at School level in terms of resources

LAW NC reported that the eLearning technologist had embedded well within the School and was proving very useful. Staffs are being encouraged to engage with the technologist by putting in compulsory BB MOTs for semester two. This is being backed by the Director of Teaching & Learning.

The School is also focusing on study skills with the aim to improve UG students study skills by looking at the feedback rubrics in grademark

The School is also looking to increase its CPD offerings

SoSS – DR noted there was very little to report so far. The embedding of the eLearning technologist is ongoing; however the main area of focus within the School currently that will involve the

technologist is a feedback and assessment project to establish what good feedback is and how to deliver it. LMc noted that a similar project is also being carried out at Faculty level across all Schools as agreed at TLC. There were then concerns that work was being duplicated. It was agreed that Faculty would liaise with SoSS to prevent this duplication

ACTION – *LMc to liaise with SoSS and ensure that the two feedback projects work together so as to avoid duplication of work*

MBS – KN reported that the eLearning Technologist for MBS was now finally in place and had met with AV and CB. Short term developments were still focusing on the area of e-assessment and help was being given from the eLearning team.

Long term developments will focus on the bank of resources model to embed eLearning in other areas allowing academics to help themselves understand what eLearning can do for them.

9. **eLearning report**

AV prepared a briefing note which will be distributed with the minutes

10. **Student Matters**
    No matters to discuss

11. **Innovation and Development**

Dominic Broadhurst and Tim O'Neill attended from the Library to deliver a presentation on the eBook pilot delivered in semester 1.

The pilot covered 12 titles, 3,020 students, all 4 Faculties and 4 publishers. Students were able to download the eBooks from Blackboard and save their devices. Tim O Neill demonstrated the ways that both academics and students have the ability to make notes and highlight text.

Whilst the pilot has been successful in terms of what the online tool can deliver, the Library are still in the process of trying to establish how many students are using the eBooks in the hope of being able to influence costs. Publishers want to keep the costs for purchasing of eBooks high and the University is looking to negotiate on the pricing structures once it is clear on usage.

LMc wanted to know if the books were still available in hard copy, DB confirmed that as they are as the books in the pilot are core texts. AV and DR queried if the Library were looking to carry out further pilots next year and how Schools could be part of them. DB advised that they do hope to run further pilots however this will be dependent on the Schools and how they use their core texts and as well as the availability of funding.

JZ commented that in MBS there had been some discord over the free eBooks as they are not available for life. LMc sought clarification that once a student had downloaded a book from BB that the book is there for life even though students only have access to BB for the duration of the student life cycle. DH confirmed that as the books can be downloaded separately to students own devices that yes this is the case.

ER questioned what the Library was looking for from TTL in terms of assistance. DH stated that as they were struggling to identify core texts, the project group were presenting at various committees to collate information as to which schools are engaged. JZ, in her capacity as Chair of this committee will ensure this is the case for Humanities Schools

A.O.B

No matters to discuss

12. Dates of Next Meeting

15th April 2015 12pm-2pm   University Place 3.210
17th June 2015 2pm-4pm   G1 Stephen Joseph Studio

ACTION	Status
RW to make the relevant corrections and remove the reference to the minutes being reviewed by HTKC and redistribute the Terms of Reference	
CB will meet with GM and the Language Tutors in SEED to discuss the development of the AR app and will feed back at the next TTL Committee meeting in April	
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	
GP to arrange meetings with Schools to discuss IT requirements within their 2015/2016 Operational Priorities	
LMc to liaise with SoSS and ensure that the two feedback projects work together so as to avoid duplication of work	