A meeting of the e-Learning Sub-Committee was held on Friday 21st September 2012 in Fairlie Room, Main Library at 2pm.

Present: Mr S Cross (Convener), Dr J Blicharski, Dr M Frame, Dr N Hine, Ms E Kerr, Mrs N Lafferty, Mrs L Martindale, Mr D McGlade (DUSA), Dr L Morris, Dr D Moyo, Dr S Schofield, Dr L Walsh.

Apologies: Dr E Monk, Mr T Mortimer, Dr D Sloan

In Attendance: Dr M Glover.

1. MINUTES

- Minute 4: Draft Policy on Recording Lectures

  - Noted: that Dr Frame had spoken on behalf of the School of Humanities rather than the College of Arts and Social Sciences.

  - Resolved: To otherwise approve the minutes of the meeting of 11th May.

2. MATTERS ARISING

Blackboard Upgrade

Dr Walsh reported that the My Dundee/Blackboard Upgrade went smoothly and that new functionality is now being tested and trialled. The timing of the upgrade seemed optimal and this had now been put into the Academic Calendar for 2012/13.

- Noted: that some staff had reported usability issues after the upgrade: emails not sending and other processes not completing as expected.

- Noted: that any issues need to be logged and reported to the Library and Learning Centre for investigative and corrective action to be taken.

Draft Policy on Recording Lectures

Dr Walsh reported that the draft policy would be presented to the Learning & Teaching Committee on 27th September.

- Noted: that there would be a further period of consultation and feedback before approval of the Policy.
3. STANDING ITEMS

(i) Report from Head of eLearning, LLC

Dr Walsh reported that University hosted the very successful and productive e-Assessment Scotland conference in August with over 300 delegates from across the country.

Dr Walsh highlighted the following developments:

**Question Mark Perception:** ongoing work with ICS and others regarding the problematic QMP upgrade with testing prior to a January 2013 selected release.

**ExamOnline:** piloting the new system in Computing with good feedback so far. A full report to will be made to the next Sub-committee meeting.

**Adobe Connect:** this needs to be upgraded but longer/mid term alternatives are being examined.

**Turnitin:** ongoing evaluation. This has a much wider range of functions than safe assign. However, implementation will require additional resources and inclusion in School operational plans and budgets.

An offer has been made for participation in a 4-month trial. This is will be offline and unsupported i.e. not linked through the VLE, so will be of limited use and full testing may not be possible.

Resolved: to circulate the results of previous testing undertaken by the LLC.

[Action: Dr Walsh]

Resolved: to recommend that a subgroup be formed to evaluate and report back to the Sub-committee.

[Action: Mrs Lafferty]

(ii) Report from Director, Information and Communication Services

Ms Kerr, on behalf of the Director of ICS, asked the Sub-committee to note the following priorities for ICS in the current session:

- Engaging with the learning and teaching agenda;
- Implementation of Skydrive, Office 365, Sharepoint and the new User Managed Desktop with on-demand applications;
- Helping with the development of IT skills on campus.
It was argued that student expectations need to be better managed and that any implementation should recognise that different types of student will engage in different ways – although it was recognised that students will tend to be early adopters which is useful as a driver for implementation.

The issue of student (and especially new student) communication within the University was raised. At present students must use external social media/networking and the University takes no active role in fostering student communication. It was recognised that data protection and other regulatory issues – as well as the rationale for University involvement, would need to be clarified before this could be taken forward.

The Sub-Committee agreed that a broadly based social networking policy needed to be developed as part of the e-learning strategy, especially as newer VLEs integrate with social media.

4. e-LEARNING AWAYDAY and STRATEGIC ISSUES PAPERS B&C

The Sub-committee discussed the strategic away-day meeting that took place in August and the developments that have followed, based on the recommendations put forward by the Sub-committee.

The Convener reported that a productive meeting with the University Secretary had led to agreement that there should be a senior level e-learning champion to develop a clear message of what is required in terms of infrastructure and, supported by the Sub-Committee, to provide clarity on strategic and academic issues. This is especially important where there are LLC/ICS operational difficulties or a disconnection between local operational planning and funding. Members of the Sub-Committee were asked to suggest areas of change, or shifted priorities, after local consultation.

Noted: that the main conclusions from the away day had now been accepted at University level as the best way forward and action would now be taken to:

- produce a new e-learning strategy by December 2012, building on the existing LLC Draft;
- include provision for distance learners as a key element of the new strategy;
- establish a new e-learning forum/workshop to help develop the strategy;
- combine short-term direction in the strategy with robust long-term aims.

Resolved: to ask the Convener along with Mrs Lafferty and Dr Walsh, to begin work on defining key areas of development and to communicate these via email in advance of the Forum meeting at the end of October 2012.

[Action: Mr Cross]
5. Any Other Business

Noted: that a review of BlackBoard will take place in Semester 2 in order to assess expected increases in both functionality and complexity of support.

6. Date of Next Meetings

   e-Learning Forum: Tuesday 30th October 2012
   e-Learning Sub-committee: Friday 9th November 2012

   Mr S Cross
   Convener