![Queen Mary University of London logo]

E-Learning Steering Group

Minutes of the Forth meeting held on 14ᵗʰ May 2014 at 11:00
CAPD Seminar Room

Present: Stella Ekebuisi (SE)(Chair), Julia Shelton (JS), Patricia Revest (PR), Tony Higgins (TH), Gaby Dale-Leal (GDL), Brett Lucas (BL), Mark Roberts (MR), Alastair Owens (AO), Patricia Simons (PS)

Manoj Singh (MS) (Secretary)

Apologies: Charles Loving (CL)

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Part 1: Preliminary Items

To CONFIRM the minutes and DISCUSS matters arising from the previous meeting

2013.22 The minutes of the previous meeting were CONFIRMED.

2013.23 It was NOTED that:

i   Microsoft Lync is now available to all Staff members.

ii   Q-Review Service Review Group will explore solutions to identify and store recordings for the archive

iii Q-Review editing window has been increased to 28 days.

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Part 2: Updates from reporting groups

To RECEIVE updates from E-Learning User Groups

2013.24 Updates from the School of Medicine and Dentistry (MR): (ESG_0408)
i   Media Server requirement remains a concern for SMD, particularly for some PG courses.
Action: SE to update SMD User Group on current status of media server project

ii   SMD sought information on new Roles and Permission within proposed upgraded QMplus. SE clarified that SMD will have opportunity to provide input in refining new roles and permissions in QMplus.

iii   It was AGREED that SMD's exam and teaching period should be taken into account while considering the Rollover date for 2014-15 academic year.

2013.25   Updates from the Professional Services User Group (PF): (ESG_0406)

i   QMplus usage has increased significantly within the Professional Services.

ii   Several new Library courses have been created in QMplus for students and staff. There are plans to develop more areas on Thinking and Writing, and Copyright.

2013.26   Updates from School of Science and Engineering

i   QMplus is working very well with BUPT students. However, QMplus access in Nanchang remains a challenge.

ii   Schools within S&E plan to Audit their modules. One of the aims of this audit is to explore the options to encourage good e-learning practice.

iii   S&E raised a concern about the usage of Q-Review among students, as the viewing statistics are quite low.

iv   MS suggested there were improved statistics available for Q-Review

Action: MS to forward the instructions for viewing statistics to JS

2013.27   The HSS user group meeting is scheduled after the steering group meeting. Major points from the previous meeting: (ESG_0407)

i   Certain issues such as Turnitin integration and QMplus downtime were raised during the previous HSS meeting.

ii   HSS to encourage their users to increase Q-Review usage.

2013.28   Oral update on Question Mark Perception (QMPer) PR

i   Apart from a few minor issues, Questionmark Perception has generally worked well in the SMD for assessments.

ii   Support from IT Services has improved during this academic year.

iii   BL reported that University of Portsmouth has moved from using QMper to Moodle Quizzes for assessment. It was proposed that QMUL should pilot conducting summative assessment on the upgraded QMplus.

Action: BL to liaise with TH to discuss QMPer

Part 3: E-Learning Unit

TO RECEIVE – Q-Review Expansion proposal (paper: ESG_0401)

2013.29 £400K is available until the end of July 2014 to fund the expansion of Q-Review.

2013.30 After consulting with ITS and AV, the ELU has prepared a list of teaching rooms to be included in the expansion.

2013.31 SE asked members to suggest any additional rooms.

2013.32 S&E proposed that four more rooms should be added to this list.

2013.33 PR requested a list of all the rooms that are currently Q-Review enabled.
Action: MS to circulate the list of Q-Review enabled rooms

TO RECEIVE – E-Learning PAR Outcome (paper: ESG_0402)

2013.34 ELU will have an additional Grade 4 person to support e-Learning activities.

2013.35 ELU and ITS will have £225k to improve QMplus access in China and to implement a Media Server solution.

2013.36 £50k has been allocated to create recording booths.

To NOTE – Draft QMUL Turnitin Policy (paper: ESG_0403)

2013.37 It was suggested that an additional section for international students and short-term students should be added to the policy.
Action: SE to discuss this with the Turnitin Task and Finish Group

To RECEIVE – Updated Q-Review Code of Practice (paper: ESG_0404)

2013.38 First draft of updated Q-Review Code of Practice was presented to the group.

2013.39 JS reported that the "Stop Recording" button on the podium does not work.
Action: SE to forward this issue to Q-Review Service Review Group

2013.40 PS suggested that the IPR section should include a suggestion for presenters to check their employment contract in order to understand their school's policy on the ownership of lecture recordings.
Action: SE to expand this section after receiving QMUL IPR policy

2013.41 The group shared the concern that not allowing presenters to edit or delete their own recordings will be counter productive.

To DISCUSS – Ideas for enhancing the use of learning technologies (paper: ESG_0405)

2013.42 GDL suggested that an e-learning award could be created for the student led teaching awards.

BL and GDL to set up appropriate award

2013.43 It was AGREED that there should be a clear channel of communication between the schools and the ELU/ITS when there is an unexpected interruption in services. An all-staff email should be used in these instances.
TH to investigate the possibility of using all-staff email to communicate system outages

2013.44 It was NOTED that the paper is based on the 3E framework (Enhance, Extend and Empower) providing a continuum of e-learning activities.

Part 4: Other Business

2013.45 It was ANNOUNCED that new students will not have to wait until the beginning of the term to access QMUL email accounts. They will be given a username and password to access QMUL resources beforehand.

Date of the next meeting: TBC

Summary of Actions

Action	Who	Action	Status
02-04	SE	A system for HSS by the beginning of May 2014 to transfer marks from QMplus to SITS	Rolled Forward
04-01	SE	Update SMD User Group on the progress of Media Server	New
04-02	MS	Forward the process to monitor Q-Review usage and viewing statistics to JS	New
04-03	BL	Liaise with TH to discuss a pilot to conduct summative assessment on upgraded QMplus instead of QMPer.	New
04-05	MS	Circulate the list of Q-Review enabled rooms to the group members	New
04-06	SE	Discuss in Turnitin Task and Finish Group the suggestion to include a section for international students and short-term students	New
04-07	SE	Forward the issue of the 'Stop Recording' button on the podium not working to the Q-Review Service Review Group	New
04-08	SE	Update the IPR section in Q-Review policy to include a suggestion for presenters to check their employment contract	New
04-09	GDL and BL	To meet to define an e-learning award as part of the student-led teaching awards	New
04-10	TH	To investigate the possibility of using all-staff	New

		email to communicate system outages	

June 2014
Manoj Singh