**Faculty of Humanities**

**eLearning Network**

**Wednesday, 19th February 2020, Mansfield Cooper 2.04. 2-4pm**

**Karenne Sylvester** (karenne.sylvester@manchester.ac.uk)

Secretary, Faculty Teaching Learning & Student Experience

In attendance:

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| Rebecca Bennett | BB | Chair  | Associate Dean |
| Anna Verges Bausili | AVB | eLearning Manager | TLSE |
| Stuart Phillipson | SP | Assistant eLearning Manager | TLSE |
| Jac Dennington | JD | Portfolio Manager - Strategic Demand Manager, Teaching Learning  | IT Services |
| Rob Marks | RM | Senior Co-ordinator for in sessional Programmes | ULC |
| Hannah Cobb | HC | eLearning Lead | SALC |
| Mark Shepherd | MS | eLearning Lead | SEED |
| Huw Morgan | HM | eLearning Lead | AMBS |
| Hayley Atkinson | HA | Learning Technologist | Executive Education AMBS |
| ~~Eva Ward~~ | ~~EW~~ | ~~Learning Technologist~~ | ~~Executive Education AMBS~~ |
| Elsa Lee | EL | Learning Technologist | TLSE |
| Hamza Badenjiki | HB | Learning Technologist | TLSE |
| Jennifer Hewitt | JH | Student representative | UG Representative |
| Luis Alberto Sanchez Corrales | LSC | Student representative | PG Representative |

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| **1.**  | **Welcome & Apologies received:**Dan Rigby, Angela Gardner, , Blaise Nkwenti-Azeh, Mark Lobjoit, Charlotte Warden, Hilary Pooley, Olesya Shipova, Jack Sutherst. |
| **2.**  | **Minutes of last meeting, 23rd October 2019****Received:** [eLn 2.20.1 enc]The minutes were approved as an accurate record. |
| **3.**  | **Matters Arising and Outstanding actions** **Received:** Outstanding Actions [eLn 2.20.2 enc]

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| **Item** | **Action** | **Responsibility** | **Status** |
| 5. School Updates | *Gather examples of rubrics across the Schools and extent of use is.*  | *School LTs/CB* | Completed  |
| 5. School Updates | *Update eL Network on progress of VT uptake including Faculty-wide training provision in semester 2* | *OS* | Completed |
| 5. School Updates | *Identify common themes in Action Plans and circulate to Network* | *RB/CB* | Completed |
| 6. IT Updates | *Keep eLN updated with VLE Review updates* | *JD* | Completed |
| 6. IT Updates | *Update eLN with Adobe Spark activation date* | *JD* | Completed |
| 6. IT Updates | *Update eLN on Media Services Installation Timeline for Windows 10* | *SP* | Completed |
| 7. On-campus online | *Submit suitable modules for potential on-campus online projects to Becki Bennett* | *All*  | Ongoing |
| 8. Lecture Capture Service | *Circulate terms of reference for lecture capture use* | *SP* | Completed[eLn 2.20.3 enc] |

* Updates on Rubrics, Voicethread, VLE, Adobe Spark, and common themes in Schools Actions Plans completed and covered during the meeting.
* Windows 10: there have been issues with PCs that were imaged incorrectly to student version, meaning that Turning Point and SMART pointers cannot be used. This may take several weeks, or months, to remedy because it is as yet unclear exactly which PCs were affected.
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| **4.**  | **Chair’s Update***To receive a verbal update from Rebecca Bennett.** Central Institute for Teaching and Learning launched Inaugural Fellowship scheme. The scheme has a lot academic interest despite short notice provided.
* On-campus modules: BB & AVB currently investigating potential for CPD courses open to professionals interested in short courses that do not necessarily lead to full masters.
* Digital strategy: BB & AVB tasked to outline 3 to 5 years digital learning vision. Audit has been carried out to identify opportunities to re-use existing or create new online material that can be used across courses.
* **Teaching Academy for Humanities**: at the moment TA are teaching and learning directors. The creation of a Faculty-level Academy is desired in order to better share information and good practice. Assessment has been identified as key theme.
* **Showcase** being planned for June, however, exact date to be confirmed.. Presentations around assessment are welcome.
* Discussion around the ambition to make eLearning Network meetings an opportunity and an example of digitally creativity e.g. in **disseminating reports** **and information**: by either being cleverer at how information is presented or by doing them in a more interactive way. For example, s**hared resources** that arise from and during these meetings should be collated and shared – possibly via a .pdf with links as appropriate. JD suggested creating a collaboration team in Office 365. SP suggested to have an “ask and answer” section so people can discuss and share prior to meetings.
* **Teaching online workshops:** unfortunately both of BB’s sessions have been scheduled on strike days. 4th March session will proceed as planned Ideas for sessions next academic year are welcome.
* **Digital skills for students:**AVB will be setting up a digital learning and skills interest group to invite/engage students in projects run by eLearning team (HIT project. Currently there is not a good way to communicate calls for interest and gain student views effectively.
* **Research Lifecycle Project:**SP alerted eLearning Network members that UoM have a multimillion pound budget to fund research and communities of practice around VR, drones and other technologies. This is heavily driven by collaboration and networking across disciplines. .
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| **5.**  | **Schools Updates****Received:** [eLN 2.20.3 for AMBS, SoSS, SEED and SALC]*5.1) \*To receive - reports from School eLearning leads on developments within their Schools and to share good practice*The Chair thanked members for all the School-based reports. Common themes (Action from 23 October meeting) included responsive support, promoting best practice, assessment, standard course structure, and learning design. However BB wants to see more detail regarding what is happening in Distance Learning as great strides are being made in this area, but DL is not showing up in the reports nor in the School Action Plan – with the exception of SALC.*5.2 To receive and discuss School matters* * **SALC:** HC discussed *SALC essentials* which is a suite of three online compulsory Blackboard modules in Health & Safety, Academic Malpractice & Wellbeing and Diversity. Promotion due to start from September 2020. SP noted that there is a credit bearing course on these for UCIL but HC stated these are not to be credit bearing, just added to support wellbeing. SALC is anxious that SALC Essentials do not create extra work and are embedded and used by students throughout their studies, not just during induction.
* **SEED:** aCoronavirus Advice Brief was created by Helen Perkins and Jonny Crook providing guidelines to School on supporting students who may be academically affected by the virus. JD also mentioned that Blackboard have also sent a guidance memo. Discussion held on whether this may be an opportunity to get more people online, which led to further discussions on the support and stability of software.
* **AMBS:** HB discussed the success of the eLearning room based in AMBS. They were able to procure this room by arguing that it would pay itself off quickly. It is fully equipped with hardware and by subscription software (such as Camtasia and Articulate) for the specific purposes of creating videos, podcasts and engaging digital materials. AMBS academics can book the room for use whenever required. HM noted need to get digital pens and smart podiums for more Khan-style YouTube video creation across the school – and questioned why these are not standard equipment. JD suggested talking to Ian Hutt as there is a strategic project to totally refresh all devices across the University.
* **AMBS Compare/assess tool:** HM asks whether tool is used in other Schools. Calls for new software should be seen against the background of existing tools (what requirements are not being met by existing tools) and in coordination with other Faculties.

*5.2.1) SOSS SCS** EL presented SoSS intention to review current standard course structure and to move School-wide content to new and linked Bb organisations, namely: communication; lecture recordings; programme & support information; study skills (already implemented) & employability to allow easy and regular updating of content. EL solicited to find out if there were any suggestions or objections to this transition. BB noted that Law SCS already does this, and SALC said that they have not had problems. These solutions are ultimate workaround for the fact that Bb does not provide an actual template functionality.

*5.2.2 Rubrics update** Tabled Rubrics report (action from 23 October 2019) provides an overview of existing rubrics. Data on the actual uptake by academic colleagues is being gathered. BB advises on ensuring rubrics are used in teaching activities to ensure students understand and are able to articulate what is expected of them.
* Charlotte Warden has run a session with AMBS. SALC did a big exercise to standardize them and has School-wide rubrics for different forms of assessment.
* As UG representative, JH was nonchalant about merit. AVB wants to get detailed analytics on usage. BB offered to share her own rubrics practice, and mentioned that rubrics are particularly good for DL.
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| **6.**       | **IT Updates**6.1) To receive a verbal update from ITS (Jac Dennington) * **Blackboard/VLE**– the report which came out already made certain recommendations. They canvassed for issues based around Bb, and then gave Blackboard their list and awaited a response. Approximately 60 – 70% of the issues raised had solutions. Since then, several meetings have been held to shore up:
	+ **Blackboard cloud hosting:** Software as a service willbring no annual downtime. Ian Hutt will communicate on this issue going forward. Contract variation has been signed which will ensure better data reporting. This will also position us well strategically, especially if UoM move on to Bb Ultra.
	+ **Training development modules**: Solution that may resolve long-standing issues with non-standard provision e.g. facilitating access to course material for those people who do not have a University login. Currently being tested/piloted for IALS English Language testing.
	+ **Advisory groups:** Ian Hutt has created an academic group to solicit feedback and is also very keen to get student input
	+ **Staying / Remaining with Bb:** JD noted UoM had signed for a 3 year renewal (as opposed to 5 year as wanted by Bb. Noted that compared to other providers Bb was in a better financial position to invest in their VLE, and made sense to stay with them. Especially as we are not using Bb’s most up-to-date version (Ultra) due to funding. Additionally, JD mentioned that it is likely that UoM will end up with a scenario where they can better leverage Bb. HM mentioned that some academics don’t know what else is out there and need some comparison of main differences. JC advised members to continue raising requirements via Ian Hutt as there was still opportunities to input and feedback.
	+ **Bb Updates:** from August 4th, we will see changes related to navigation. Again, Ian Hutt is keen to get student input.
* **University Digital Strategy:** This is currently being worked on with the chief architect to determine what the strategy will look like. Elaine Fernley is on this Board. Presentation in April. Further consultations, and what this means to be advised upon.
* **Office 365:** Testing teams have been rolled out with groups in the library, along with student services. Issues with rollout due to legacy infrastructure. These will help to flush out issues, such as with security. No timetable available at the moment. JC advise to contact DoFo and or Darrell to be part of early implementation.
* **UoM Data Lake:** there is a long-term project to place current Data Warehouse with a Data Lake. Priority will be given to research data, and this to be completed by December 2020. Work towards a 365 view of student wellbeing is also a priority. An ethics committee has been put in place to deal with student data privacy aspects.
* **Adobe Spark Educational Licence:** The approved IT Demand Card finally being implemented. Steps: Pilot rolling out to eLearning team and to 16-20 academic colleagues i.e. phased to a small number of staff initially, rather than students. On successful completion of pilot single sign-on will be turned on by the Identity Management team to give access to all staff
* **GotoMeeting:** limit is 50 active hosts per month but Humanities has, for the last 4 months consistently gone over by 12 -15 people. Short term we have to pay to charge, however, need to approach people on how they are using it, and setting a use criteria. Contract renewable in April.
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| **7.**        | **Faculty eLearning updates.*** To receive - Briefing Note \*

**Received:** Outstanding Actions [eLn 2.20.4 enc] * Alternative Assessment, Academic Insight Session <https://youtu.be/UqeR8hCNSX0>

JS and CW unable to attend and present. Link of video to be distributed to members. * Voicethread compilation of examples (attached as a video).

KS presented short examples of how VT could be used in the languages and beyond. |
| **8.**       | **Student Business**N/A |
| **13.** | **AOB**N/A |
| **14.** | **Dates of next meetings 2019/2020** 29th April 20208th July 2020 |