Faculty of Humanities eLearning Network

26th January 2022

Unconfirmed Minutes

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| **Item** | **Noted** | **Actions** |
| **1.** | **Welcomes and apologies**Present: Becki Bennett (**BB** – Chair), Hannah Cobb (**HC**), Huw Morgan (**HM**), Amanda Banks Gatenby (**ABG**), Kamil Stobiecki (**KS**), Alex Galbraith (**AG**), Steve Bagley (**SB**), Dan Rigby, Stuart Phillipson (**SP**), Hilary Pooley, Lauren O’Donnell, Elsa Lee, Helen Perkins, Jonny Crook, Rachel Wilder, Hamza Badenjiki, Omar Ahmedmia, Graham Holland, Olesya Shipova, Eva Ward, Kar Stanton, Mark Lobjoit, Anna Verges (**AV**), Rebecca Oldfield (Secretary).Jane Mooney (by invitation) Apologies: Brendan Cox, Malak Elasaar, Dan Rigby, Janean Lancaster, Linda Irish, Andy Richardson, Mark Lobjoit. |  |
| **2.**  | **Minutes of last meeting 12th October 2021 [eLN-1\_21\_2]****To approve the minutes as an accurate record.*** Minutes approved – subject to any comments that members may want to submit to Secretary.
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| **3.**  | **Matters Arising and Outstanding Actions [eLN-1\_21\_3]****To update the committee on matters arising and actions** * Outstanding actions: call to members for recommendations for examples of good practice in the Schools for either Library, Workshops series and/or podcasts. Suggestions can be sent to Becki, Anna or Karenne.
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| **4.** | **Chair’s Report****4.1. Verbal report from Becki Bennett*** Interviews and appointments for Head of UMW and UCIL completed: appointments to be announced. Post for Director of Flexible Learning is still open to applicants: deadline extended. The Director role will sit above the leads for UMW and UCIL within the flexible learning team. These are due at the end of January.
* FLP: the flexible learning team are to send out online surveys for staff and students.
* Parts of Booth Street East Building are going to be turned into new learning spaces. Fiona Smith has reported this in the Estates Master Plan for teaching and learning.
* DLE review: recommendations document will be ready in May and will be put out for comments. There are two more workshops for students on 2nd and 16th February. Workshop for staff on 2nd February.
* Student Course Unit Surveys: these are changing to a new tool and this has been set to the highest priority to complete. The old system (Evalkit) will work for this semester. The new systems is due to be complete in semester two.

**4.2. Supporting digital capabilities: Verbal update from Jane Mooney** * JM reports on the JISC Discovery Tool and the use of questionnaires for students to assess their digital capabilities. There are questionnaires for UG and PGT students. This sits within My Learning Essentials and enable students to create a reflective action plan. This is being signposted through careers. Support is available to embed/enhance digital capabilities in the curriculum: staff can get in touch with JM.

JM reports that the Discovery Tool has now been launched to staff and is available via staff learning and development. The Library can embed the tool into Blackboard spaces. * The following resources are available to support students’ digital capabilities through their use of the Discovery tool:

[My Learning Essentials: Develop your digital capabilities](https://www.escholar.manchester.ac.uk/learning-objects/digicap/) – provides access to, and scaffolds students’ use of, the Discovery tool. To work with the Library to embed this resource and other support in Bb just [click 'Request training' on this page to get in touch](https://www.library.manchester.ac.uk/using-the-library/staff/mle-staff/embedded-programme/). Library Student team blog post sharing their experience of using the Discovery tool: [My Manchester News: Introduction to digital capabilities](https://studentnews.manchester.ac.uk/2021/10/14/introduction-to-digital-capabilities/). Careers: [What are digital skills?](https://www.careers.manchester.ac.uk/findjobs/skills/itskills/) Academic Advising Toolkit - Staff-facing resource: [Supporting discussions around digital capabilities with students](https://www.staffnet.manchester.ac.uk/tlso/toolkits/academicadvising/modelanddevelopment/staffdevelopment/discussing-digital-capabilities/). All Staff can access the Discovery tool through the new Staff Learning & Organisational Development '[Develop your digital skills](https://www.staffnet.manchester.ac.uk/staff-learning-and-development/learning-pathways/professional-and-technical-development/digital-skills/develop-your-digital-skills/)' resource.Further support is available re embedding / enhancing digital capabilities within the curriculum.  If you have any queries about digital capabilities or the Discovery tool, or would like to arrange a meeting, please get in touch (jane.mooney@manchester.ac.uk). | **Staff to fill in the flexible learning online surveys when they are received.** |
| **5.** | **Student Voice****5.1. To receive verbal update from student reps****Reported (BB)*** No student presence due to meeting falling on exam period.
* BB and AV will brief student reps.
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| **6.** | **Dual Delivery** **6.1. To receive: verbal update from Stuart Phillipson and Schools** **Reported (SP):** * Summary of Dual Delivery: in semester one the University offered Dual Delivery and equipment was installed in classrooms to enable people to teach in person and via Zoom/Teams calls at the same time. The initial plan was not to continue with Dual Delivery in semester two, however due to the continuing Covid-19 measures a limited number of programs will be offering remote study in semester two, and some of which it is expected be offered via Dual Delivery, or alternatively synchronously or asynchronously online for remote students.
* Equipment: eLearning has gone round and check all our rooms to make sure that they're still operational and the equipment works as expected. A number of rooms are being upgraded by AV contractors in response to complaints: they will be more comprehensive, with better microphones for example. In response to complaints from some academics who thought small group (tutorial size) dual delivery sessions did not work very well, a new piece of video conferencing equipment has been ordered for small groups: OWL. The kit has 360 camera which automatically detects who is speaking.
* Training: eLearning team is trying to run as much training as people feel they need. New training more focused on pedagogy and teaching practices, and running as an hour long online class is bookable already. Training drop-ins are 9am to 5pm in current week but will be extended for the first 2 – 3 weeks of semester 2.
* Equipment request web form: there is a live catalogue of remote production of equipment, such as lights, microphones, and green screens. eLearning team is currently in the process of dispatching and arranging collection for the staff orders.
* Best Practice: Kar and Lauren are working on a best practice piece with a number of academics who have done creative things with the equipment we have given them.

**Questions raised:*** Do we recall the equipment which has been given to staff at any point?

**Discussed:*** Equipment has a shelf life of about 3 years. SP to look into a ‘leavers list’ of staff to recall equipment if they leave the university.
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| **7.** | **Schools updates. [eLN\_2\_21\_7 enc.]****7.1. To receive: Report on current use of rubrics and what resources we have.****Reported (HC):** * SALC has a robust and embedded rubric system. Web link to SALC rubrics is in the rubric document circulated by AV.
* However, the move to online learning has raised need for different grade descriptors and therefore matching rubrics e.g. colleagues delivering assessments using VoiceThread where grade descriptors for oral presentations, or essays are not appropriate. This is something SALC will be looking at in the future.

**Discussed**:* BB: Is the completion and consistency of rubrics an issue? HC noted that until the last year SALC has not had a unified process of PS colleagues creating Turnitin (Tii) inboxes. Previously, if an academic click the box for the SALC rubrics, then they would be used, and if they didn't, then they would not be used. Now we've got a process, which came in last year. Across the School this year, PS colleagues are setting up the Tii inboxes so those rubrics are always available to markers. There may be academics who are not aware of them, so a public awareness campaign may be needed

**Reported (AGB)*** Rubrics ought to be part of the learning design process. It was important to consider how we formulate those grade descriptors in a rubric to capture the process of learning rather than outputs. SEED’s next stage was to look at where there are the more bespoke rubrics and how that is informing assessment design. Articulating in a rubric what it is that we want students to go through in order to get to that end point of the assessment, and then map that is important.

**Reported (HM):*** There is a list of colleagues in AMBS who use rubrics at the moment who can be contacted to share how they are using them, for example for summative purposes.

**Questions raised:*** AV wondered if we ought to speak to assessment officers and teaching and learning directors to take rubrics agenda forward.

**Discussed:*** Building on the initial summary document or where we are at, BB and AV will pull together the aspects discussed and the available resources in a defined location.
* One common NSS comment is the inconsistency. Students may welcome rubrics and at the same time feel frustrated of this being an inconsistent practice. Taking this conversation to Schools directors of teaching and learning is needed to identify ways to embed them and expect them in assessment practice.
	1. **To share/discuss School eLearning Priorities (2021-22) on Rubrics – what eLearning leads are aiming to achieve and obstacles.**

**Reported (BB):** * the main obstacle is using rubrics consistently
	1. **To receive: any other School matters**
* No other matters raised
 | **HM to send rubric information captured by Charlotte to AV****All schools to send useful information to AV if it is not already captured on the rubric document** **AV and BB to present available information to T&L directors to show what/ how rubrics are used for assessment within Schools** |
| **8.** | **IT Updates** **8.1. To receive: a verbal update from IT on items raised by members (Jac Dennington/Steve Bagley/Alex Galbraith)** **Reported (AG):** * AG reports that exams are going well.
* Report on the root cause for the Eduroam services failure. The root cause of this major incident was a bug introduced in the firmware for networking equipment during a lockdown period (Sept 2021). In the return to campus, users were logging onto networks; when they were moving from one access point to another access point, the system was not transferring the network connection over. This bug was fixed, and this should not be an ongoing problem. Further details are available in a document which can be circulated.
* ITS organigram: SB distributed the slide deck for the new ITS restructuring as part of meeting papers.
* Zoom: AG reported that once it was communicated that a new Zoom version was available for download, there have been no issues reported.

**Discussed:*** SP noted that he had received queries about the project to implement multifactor authentication duo for students and impact on logging into Blackboard. SP asked IT reps for an executive summary for this group, particularly focused on what considerations have been given to assessments- as 95% of our assessment is done remotely i.e. what risks or threats it could pose on off-campus assessment. AG: Noted that Duo multifactor authentication change was due to go live before exams but this has been delayed.
* ABG asked whether consideration had been given to rolling over Teams spaces for teaching and if anyone was looking into this process. HB noted that at the moment there were 3 options/possible scenarios. Staff who wanted to roll over a Teams space
	1. could instead request the creation of a new Teams space from scratch, but this can be time consuming.
	2. Roll over of courses is currently a service that is not being offered/provided by ITS Teams team. One-off requests could be made, but as such roll over of space is not a service currently provided. We don’t have up-to-date figures of how many people are using Teams for teaching and require roll-over as ABG describes.
	3. Looking at external resources and what other institutions are doing, it may be possible to deploy rollover functionality at admin level. Rollover seems technically possible but this service is currently not provided.

AV notes that, manual processes not being scalable a solution, similar to how staff can rollover their Bb units would be ideal. It is worth noting that Teams has been introduced as a complementary tool not intending to replace Blackboard. AG is an Office 365 champion and offers to investigate options for rollover as described by AGB.* AV: suggests inviting new IT Services Lead for Teaching and Learning to the next meeting. BB and AG agree.

**8.2. To receive: any other IT matters*** No other matters raised
 | **AG** **to circulate firmware bug document to members for information.** **AG to circulate document regarding DUO multifactor authentication for students and provide Executive Summary on Potential effects of DUO on off-campus assessment****AG to gather requirements from ABG and explore solutions to rolling over Teams spaces****AV to invite ITS lead for T&L to next Network meeting**  |
| **9.** | **Faculty eLearning Updates [eLN\_2\_21\_9 enc.]****9.1. To receive: Briefing Note\***BB raises, for member’s attention, information on home teaching equipment, student Padlet licenses becoming available soon, Spark’s rebrand and Gradescope being available. **9.2. Teaching Online Workshops**KS is putting together themed panels for the remaining Workshops this year. These will consist of sessions where 2-3 colleagues will share their practice. The themes selected are those raised by students in their nominations to Teaching Awards, where students appreciate engaging academics, being organised, supportive, and giving good feedback. KS is putting together workshops for academics nominated in those categories asking them to talk about these subjects. KS invites eLearning leads to participate in these panels by chairing one of these panel sessions.BB reports: volunteers hosts needed for Workshop panels.  | **ELearning leads to contact Karenne Sylvester if willing to host a Workshop panel**  |
| **10.** | **A.O.B.*** No other business raised
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| **11.** | **Date of next meeting:****Reported (BB)*** Due for 6th June - to be confirmed.
* BB thanks members for coming
 | **AV to review date of next meeting**  |