Faculty of Humanities eLearning Network

06 July 2022

Confirmed 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**), Dan Rigby, Stuart Phillipson (**SP**), Hilary Pooley, Lauren O’Donnell, Elsa Lee, Helen Perkins, Jonny Crook, Omar Ahmedmia, Graham Holland, Eva Ward, Kar Stanton, Mark Lobjoit, Anna Verges (**AV**), Lisa Mcaleese, Linda Irish, Angela Gardner, Janean Lancaster, Benjamin Scoble, Charlotte Warden, Giorgis-nikos Aspiotis, Andrew Richardson, Jac Dennington ( arrived later due to other meeting) , Dina Alsusa (Secretary- covering for Rebecca Oldfield), Olesya Shipova, Sharon Newton, Steve BagleyApologies: Blaise Nkwenti-Aze, Hugh Morgan.  |  |
| **2.**  | **Minutes of last meeting 28 April 2022 [eLN-4\_21\_2]****To approve the minutes as an accurate record.**Minutes approved – subject to any comments that members may want to submit to Secretary (Rebecca Oldfield) | **[eLN\_4 \_21\_2 enc.]**  |
| **3.**  | **Matters Arising and Outstanding Actions [eLN-4\_21\_3]****To update the committee on matters arising and actions** BB reported that the outstanding actions were complete. BB called eLearning leads to review sample of Blackboard ultra-navigation by 19th September with a view to taking a position on this proposed enhancement . i.e. whether it is worth introducing. BB also spoke to T&L Leadership team regarding making the use of rubrics compulsory. Discussions are ongoing but progressing. AV noted that TLSE Leadership was putting together an action plan on Rubrics. This can be shared when completed. .  | **[eLN\_4\_21\_3 enc.]** All eLearning Leads: Look at the blackboard ultra-navigation before 19th of September and feedback to Anna/Becki |
| **4.** | **Chair’s Update****4.1. Verbal report from Becki Bennett**BB indicated that most items are covered by AV in the Briefing note (**eLN\_3\_21\_9)**, including the recruitment of Simon Thompson who will be the director of flexible learning. BB congratulated SP who received University’s Distinguished Achievement Award this year and gave her thanks to Stuart & the team for all their work. **4.2. Flexible Learning Programme and DLE Review**Ahead of meeting BB had circulated slides from the last meeting on the DLE Review. BB has posed questions about deadlines/the timelines to seek more clarity. Most noticeable A proposal for tender is being scheduled for end of March 2023, and once this has been done there will be a chance for staff/student input. In October 2023, a decision will be made.The VLE is now referred to as CLE (central learning environment). The decision on the University’s CLE will be made sept/oct 2023; the new CLE will be introduced in September 2025. This deadline must be met as we cannot renew blackboard after 2025. BB reiterated that the decision to be made next year is very important including how to get everyone moved onto a new system and working towards the timeline. BB asked if the committee had any questions. SP asked about the impact of ITS project stabilise on CLE/DLE review. SB responded that the CLE/DLE review is exempt from project stabilise. AVB commented that the timeline seemed to overlook or be over-optimistic as regards the time requirements involved in reviewing the suite of tools that are used at Manchester beyond the CLE.. BB stated it is important to stick to the timetable as best as possible.SP asked who would author the tender. Caroline Bowsher and team will lead on this. SP noted that academic leads here would be very important. BB would not be on this group anymore and that eLearning managers should be involved in the decision making. At the end of March, they will come back with comments and consulting on the tender. BB asked the committee for any further questions. HC queried a possible a bespoke internally developed CLE/DLE and asked whether this is a potential model to happen. BB replied that this possibility had been floated initially she was also concerned that it was a lot to do within a short timeframe. BB will find out some more detail about this, and what would happen between now and March 2023. HC stated if this ‘bespoke’ model is to be considered, more staff resource and input will be needed. No further questions/comments were made. | SB: will make a note and get feedback from Sharon Newton.BB: to gain further clarification on whether the CLE will be focused on first and then additional items or otherwise, and report back to the committee. BB: to ensure there is a representative (either AV or SP on authoring the tenders) BB: to find out how this process will work and feedback.  |
| **5.** | **Student Voice****5.1** **Verbal update from student reps** BB said there are not any students present probably because they have all finished their courses BB had tried meeting students away from meeting, and ahead of meetings but this had not resulted on the intended level of engagement. BB wondered about ways of getting further student engagement on these meetings/committee and reiterated the importance of student voice on these committees. BB suggested one way could be asking student reps questions before each meeting, after which they could write down a response even if they could not attend the meeting. BB thought it would be useful for ways of coming up with engaging the student i.e., by Padlet, focus groups etc.BB called members for any further suggestions about getting student engagement. HC suggested putting eLearning as an agenda item on the school SSLC meetings, as one way to engage students in this context. BB agreed and suggested that SSLC students could raise questions to the eLearning Network and ask what the committee thinks, via the Network student reps. * HC suggested elearning could be a standing agenda item, student reps on SSLC’s could also contribute to it as well via Padlet.
* SP said there will be students paid to work as casual eLearning staff, and this could be a way to ensure students attendings/giving feedback. SP highlighted one point which was that students did not know what they were allowed to feedback on and perhaps needed a briefing on how to express their thoughts. BB agreed, and this would help students more.
* HC said vouchers would be good and an incentive to attend the meetings.

BB said it is important next Associate Dean to take this forward.  |  |
| **6.** | **Schools Updates** **6.1. To receive: School written or verbal Reports on 2021-22 achievements and Schools’ eLearning Priorities for 2022-23.**  No written reports received and asked the eLearning lead to provide a verbal update. HC Spoke on SALC eLearning action plan. * One of the major things was supporting size and shape programme development.
* A review of blackboard community sites had been carried out. The outcome was to standardise the information on them, and this would need looking at more.
* HC reported this was a rough overview partly due to her role comign to an end - relay to a new individual had not occurred yet,
* The team were supporting blackboard activation for which she thanked the team and highlighted the work on ULC pre-sessional work done currently and in the past .

BB thanked HC for all the work that she has done. DR provided an overview for SoSS.* A goal is to streamline the process of getting academic starters to book 1-1 with a learning technologist next year. The team are also thinking about how to involve learning technologists in new unit approval process. There were discussions about making this mandatory, this will be pursued with next year.
* DR reported of new tools which are being tested for use. DR spoke of Mobius for online teaching and quizzes.
* DR mentioned Gradescope and Cadmus and that there was an interest in GradeScope for group work. Cadmus had received less interest; however, it can be useful for timed exams after speaking to a FMBH colleague.

ABG reported on SEED building on student voice being an important priority and developing workshops with students as led by Karenne. There were discussions about using story mapping around assessments. There is also a Sustainable EdTech development unit launching in SEED. There are also some VR projects too. HJP would include getting 1-1’s with new starters in SEED’s action plan about.  | **[eLN\_4\_21\_6 enc.]**  |
| **7.** | **Remote study – dual delivery** **7.1**. **To receive a verbal update from Stuart Phillipson**SP reported that no final decision had been made yet regarding remote study option, including whether remote study would be asynchronous/synchronous or dual delivery. Chinese government has introduced a 0 covid policy- which may impact Chinese students travelling. eLearning were planning the training that will be offered to people in September and October, and what additional equipment will be provided. BB spoke about visas as an added complication: for tier 4 there is no remote option and should all be on campus face to face. HC asked SP what the plan was for existing dual delivery equipment- as it works in some rooms but did not in others. SP replied for the humanities equipment will be checked for start of teaching. SALC equipment seems to be working quite well. DR asked if dual delivery equipment will be available next year. SP said they will order 35 more advanced mobile kits and place them locally with division staff, the owls were more popular. BB noted that staff could borrow mobile equipment if equipment in the room did not work. BB asked for any further questions about Dual delivery. No further questions. BB thanked Stuart for his work.  |  |
| **8.** | **IT Updates** **8.1. To receive: To receive: a verbal update from IT on items raised by members (Steve Bagley/Alex Galbraith)** SB provided an update and spoke of some actions from previous meeting. SB clarified that JD works for the strategic change office in TLS projects and initiatives. Sharon Newton is head of IT for Teaching and Learning. * On Microsoft teams replicating teams’ sites. It is possible but there are limitations. SB will find more on this and feedback on next meeting. There is a plan on installing 365 on all managed desktops, SB will feedback with any timelines on this project.On PC login delays SB confirmed that the policy has been for windows 10 lectern PC’s, which is that profiles are left on lectern PC for 30 days to make logging in quicker.
* On Enrolment data integration SB reported a change to the code has been released last week, however, the root cause is still unknown, Looking at the root cause will be ongoing, there are problems with the process and technical issues.

BB asked to keep up updated. SB meets with Ian Hutt every Monday. Investigation and resources are being put in place and raising this escalation. Implications for start of year would be that potentially a large number of students would not be able to see all courses they have enrolled on to. BB asked SB to keep the committee updated on this. AVB noted these enrolment issues have been present for several years now. SB pointed out that the enrolments refresh once a week addressed lots of issues. Also looking at running regular updates where enrolment issues are addressed. HP asked about increasing staff in integration team. SB responded that indeed the team were recruiting staff to replace those who left, however recruiting a technical skill set was a challenge. SB stated that AVB should continue to raise this with Ian in eLearning meetings and could become something on the agenda. BB asked for any further IT questions for SB. DR added that SOSS and SEED have been spending lots of School moneys across to get annual Stata licenses for staff and students. DR had started an attempt to get a UoM license. The next stage will be talking to Becky and Anna. AVB added sometimes some software is unclear who owns it; whilst they are used for teaching, they are not eLearning teaching tools but subject specific tools Hopes that the DLE review will help aligning and putting in place effective ownership and management to shoftware . JD highlighted joint funding issues and asked whether there are solutions in eLearning space for using eLearning software and if there are centralised funding models for this, and how the university site-wide licence be agreed. AVB said funding for subject specific tool like Stata is coming from schools, not from a central level. It becomes an ownership/administration issue. JD said there is difficulty around administration of software and licensing, support, and funding. DR said funding is the largest issue. AVB said there is a resourcing implication in handling the large amound of packages are being used across the institution. The solution could be university wide central administration of all software, and there is a need to resource this part of IT better.. BB said this needs to be looked at in depth. This is important on the agenda, and it could be part of DLE review. **8.2. To receive: any other IT matters**BB asked if there are any other things to raise. BB thanked SB and JD for coming along**.** KS raised concern about difficulties migrating Spark (Adobe CC Express) accounts and asked whether these issues were also felt in other Schools. BB explained the difference and how to access personal and university account for those who had 2 types of accounts. Reassured members that nothing is lost, and login out and switching to institution sign in would resolve the issue. KS asked if all projects migrate. BB said yes. BB asked KS to find out why her projects disappeared. BB said this message needs to be delivered clearly. BB asked everyone to look at briefing note. In addition, BB requested people to feedback whenever they get this issue to direct people to the information. BB thanked JD and SB for coming.  |  |
| **9.** | **Faculty eLearning Updates** **9.1. To receive: Briefing Note\***BB thanked AV for a informative briefing note, including updates for the flexible learning programme and new appointments. BB noted that recruitment for digital chairs was progressing and SALC interviews are due to commence next week. BB hopes to hear more about this soon. It was confirmed that interviews for SoSS posts would also take place in the next week. BB asked everyone to read the briefing note and the instructions on Adobe CC Express BB called those interested to hear about the Humanities size and shape programme to listen to the podcast with David Spendlove, . BB reminded eLearning leads to complete blackboard ultra-review task by 19th September. BB welcome examples of good practice from Schools for the Good Practice library site, for workshops etc and encourages members to keep them coming. BB appreciates all the work done by the eLearning team in providing training. BB asked about any questions for the briefing note. No questions.  | **[eLN\_3\_21\_9 enc.]** |
| **10.** | **A.O.B.**AVB wanted to thank BB for the hard work and hours. BB was happy to be part of this group, and thanked AVB for her hard work. |  |
| **11.** | **Date of next meeting:**2022-2023 TBC  |  |