

TECHNOLOGY ENHANCED LEARNING COMMITTEE



Minutes of the meeting held on 22 May 2018

- Present:** Academic Director of Widening Participation (Mrs H. Gillespie) (in the Chair), Academic Director of Taught Programmes (Dr C. Matthews), Head of Learning Technology (Mrs A. McConnell), Graduate School Representative (Dr M. Sillence), Head of Learning Enhancement Team (Dr Jeremy Schildt), Undergraduate Education Officer of uea|su (Ms M. Leishman), Postgraduate Education Officer of uea|su (Ms M. Colledge. Assistant Director Faculty IT (Mr M. Jones), Library Head of Resources (Mr Ed Chamberlain). Teaching Director (Professor V. Rodrigues), Teaching Director (Dr A. Mueller).
- With:** Centre for Staff & Educational Development Representative (Ms Florence Dujardin), Student Engagement Coordinator of uea|su (Ms L. Westgarth), Learning and Teaching Service Hub Manager (Mrs Rachel Paley), Faculty Manager (FMH) (Mrs Brigitte Nelson) – for item A1.
- Secretary:** Learning and Teaching Service (Mr R. Gray)
- Apologies:** Pro-Vice-Chancellor (Professor N. Ward), Director of Admissions, Recruitment and Marketing (Mrs A. Bingley), Reader in Health Sciences (Mrs Rosie Doy), Academic Director of Admissions (Professor R. Harvey), Library Director (Mr N. Lewis), ITCS Director (Acting) (Mr Iain Reeman), Associate Dean (L&T) (Professor Nick Selby), Director of Student Services (Dr J. Sharp), Associate Deans (L&T) (Mrs E. Sutton, Ms R. Chakraborty, Teaching Directors (Dr F. Aricò, Dr A. Mueller, Dr J. Sharkey). Associate Dean (L&T) (Professor Nick Selby), Head of Learning and Teaching (Systems) (Mrs Caroline Sauverin)

6. MINUTES

Confirmed
the Minutes of the meeting of the Technology Enhanced Learning Committee held on 22 February 2018.

7. STATEMENTS BY THE CHAIR

7.1 The Chair confirmed that she had been approached by the Association of Learning Technologists to enquire whether the University had considered joining.

RESOLVED

1. That the Head of Learning Technology examines the advantages of membership and reports back to the Chair.

7.2 The Chair confirmed that interviews had taken place for her successor when she steps down. However, she was not yet in a position to announce the successful candidate.

8. UPDATE ON RESEARCH AND PROGRESS INTO GAINING THE CAPABILITY TO FULLY ADMINISTER CPD DELEGATES AT UEA

With Faculty Manager (FMH) (Mrs Brigitte Nelson)

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TELC-M2
22.05.2018
Min. 8

Considered

an update on research and progress into gaining the capability to fully administer CPD delegates at UEA.

Noted

- (1) That the Workforce Hub were seeking the support of the committee for a proposal to develop a new system for the management of the CPD programme at UEA. The proposal is due to go to the CIS Board later in the week.
- (2) The current system uses Hobsons which is also used for admission to standard programme at the University. Those undertaking short courses reported finding this cumbersome as full registration is required even for short duration courses.
- (3) Within the next three years a new admissions system is being planned. However, until then the proposal is to introduce a temporary system as outlined in the paper submitted to the committee.
- (4) The Library raised concerns of the use of the word 'delegates' within the paper as this could have implications for several licence agreements where the content is only available to registered students.

RESOLVED

- (1) The Committee recommends that the use of the word 'delegate' is reviewed and suggests that this be changed to 'learner'.
- (2) With the above change the committee is happy to endorse the proposal.

9. FORMATIVE ASSESSMENT (COURSEWORK) VIA THE BLACKBOARD GRADES JOURNEY

Considered

a proposal that formative assessment (coursework) be provisioned automatically as part of the Blackboard grades journey from September 2018.

Noted

- (1) The Committee is being asked to approve the roll out of the grades journey functionality within Blackboard to formative work.
- (2) Currently formative work can be setup by the individual Module Organiser within Blackboard.
- (3) There are clear advantages to including formative work in the Blackboard grades journey in terms of time saving, standardisation of submission points for formative work and improved record keeping.
- (4) The main risk is that those who currently use Blackboard for formative work, may find the grades journey restrictive.
- (5) If approved by the Committee there needs to be clear communications vto Module Organisers over the change and how this will work in Blackboard.

- (6) It was clarified that Blackboard cannot currently undertake grade return statistics but can indicate the level of engagement with the work. There could be some confusion this year as some Academic colleagues are already using the system and will need to adapt the way they work.
- (7) It was noted that there were two main reasons for the committee to approve this. Firstly that it would underline LTC's endorsed move to work being submitted and marked electronically from September 2019. Secondly, formative work is a good measure of student engagement and it could be argued is better for this than student attendance measures.
- (8) Confirmed that no IT development work will be needed to implement this, but one to one work with individuals to set things up may be required.
- (9) Concern was raised that the implementation of the proposal would be add additional workload to academic colleagues.

RESOLVED

that the committee fully endorses the implementation of formative work within the grade centre in Blackboard.

10. UPDATING LANGUAGE LEARNING AT UEA

Considered

a recommendation that Rosetta Stone language learning software be embedded within Blackboard.

- (1) Reported that Richard Harvey had secured a site licence for the Rosetta Stone software.
- (2) The suggestion was that this is embedded within Blackboard in order for students to access the package directly. There will also be an option for Module Organisers to be able to embed the software within their modules (via Blackboard).
- (3) Confirmed that CTCL had tested the software within Blackboard and it was working, and could be rolled out from September 2018.
- (4) It was felt that this offered a good opportunity for students, although it would need to be something that they could access quickly, without any prolonged registration process.
- (5) It was noted that there is no University language policy in place and that a more joined up policy on this should be in place within the institution.
- (6) Some concern was raised that this might have a negative impact of existing language provision although it was noted that the Rosetta Stone software did not offer as advanced language learning as existing courses.

TELC-M4
22.05.2018
Min. 10

RESOLVED

- (1) The Committee endorsed the roll out of the Rosetta Stone language software across the institution via Blackboard delivery.
- (2) The Committee would like to query Professor Harvey as to whether there are digital badges or certificates available for completing modules. And whether it would be possible to evidence success through transcripts or via the UEA Award.

11. E-ASSESSMENT IMPLEMENTATION PLAN

Considered

an update to the E-Assessment Implementation Plan

- (1) Confirmed that agreement had been reached at LTC that from ` September 2019, any work submitted electronically should be marked electronically. From this date, the submission and then printing of work will cease.
- (2) Confirmed that the document presented to the Committee was a first draft and would be used by the Committee to monitor progress towards the above goal.
- (3) The decision to cease the printing of electronically submitted coursework will need to be taken by early 2019 (at the latest).
- (4) Within the next six months CTEL will contact all Module Organisers with work submitted electronically to ascertain whether there are any barriers to electronic marking.
- (5) Confirmed that the document will go to LTC for consideration (most likely within section B).
- (6) The Committee confirmed that they would not be able to approve the implementation of the plan if the correct level of resources to support the implementation are not in place.

RESOLVED

The words 'robust' and 'appropriate' should be added where marking tools are referenced within the draft plan.

Greater detail needs to be added to clarify which marking tools are available.

A row for moderation should be added to the table.

Greater detail on the timelines for Box annotation tools needs to be added.

12. PROGRESS ON DELIVERY OF APPROPRIATELY BLENDED MODULES

13. REVISED FORM FOR NON-CREDIT BEARING COURSE APPROVAL

RESOLVED

that the Library should be added to the consultation list within the document.