

**COMMITTEE FACULTY OF EDUCATION E-LEARNING SUB-COMMITTEE**

**MEMBERSHIP** Chair – a member of FMT  
Dean – ex officio  
Chair of Staff Development Committee  
At least one member from each Department/Centre  
ICT Support Specialist  
Learning Technologist for Education  
Support Staff Representative  
Faculty Librarian  
Head of LTEU or their nominee  
Head of CCCUC Computing Services or their nominee  
Head of MIS or their nominee  
Co-opted members as required

**MEETING FREQUENCY** Normally three times per year preceding Faculty Learning and Teaching Committee

**AUTHORITY** The development and use of E-Learning is already an emerging and growing element of staff activity in the Faculty across three areas of its work: for learning and teaching purposes inside Programmes, as an element in research programmes and to support the work of administrative support staff.

Through its Strategic Plan, therefore, the Faculty of Education sets out to encourage and support the further development of E-Learning by staff as part of its work to develop the diversity of the undergraduate and postgraduate curriculum offer and to increase its attractiveness, current relevance, quality effort and effective use of resources. E-Learning will also help to create a research rich environment in which a commitment to a systematic enquiry, knowledge creation and postgraduate learning can flourish within the context of lifelong learning

The Faculty E-Learning Sub-Committee is, therefore, authorised by the Faculty Management Team (FMT) to support the work of the Faculty Learning and teaching Committee in helping to meet the aims and objectives of the Faculty Strategic Plan by providing the Learning and Teaching Committee with both strategic and operational information and advice and by undertaking both operational and strategic tasks on behalf of the Learning and Teaching Committee and reporting back as required.

**REMIT** **Strategic Functions**

- contribute to the relevant elements of the Faculty Strategic Plan, ensure that both recurrent and development issues are identified and use these elements as the Sub-Committee Development Plan;
- as part of the above, make recommendations to Learning and Teaching Committee in relation to the budget for ICT, hardware and software issues, staff training needs etc.

### **Monitoring/Managing/Maintaining Functions**

- clarify the roles and responsibilities for E-Learning across the Faculty
- audit, regularly, the ICT hardware and software available to Faculty staff
- clarify/establish procedures for curriculum innovation in E-Learning and staff access to and use of hardware and software;
- audit hardware and software, E-Learning progress and future Faculty needs on an annual basis and provide an annual report to Learning and Teaching Committee to feed into the Faculty Strategic Plan;
- manage the ICT procurement cycle on behalf of Learning and Teaching Committee and in line with Faculty policy by working across all departments and centres, scrutinising bids, feeding back to staff, supporting the Support Specialists and Support Officer in their work of progressing the Faculty Bid through Computing Services.

### **Networking and Development Functions**

- establish and manage systems and procedures for the exchange of information and the sharing of developments and best practice across the Faculty;
- establish (through working with the Faculty Staff Development Committee) how E-Learning related Staff Development needs may be identified, resourced and met;
- establish with the Faculty Director of Research, ways and means for ICT related research, development and publication activities to be supported and resourced;
- oversee Faculty-based E-Learning projects for the Faculty;
- act as an interface between the Faculty and Computing services, TITLe and other ICT facilities in the College.

Clearly, a number of the above are concerned with the establishing of cross-faculty systems and this implies a committee workload that will tend to focus on such matters during the first year.

It is expected that in future years, more attention will be devoted to the more developmental aspects of this remit.

<b>REPORTING</b>	Formal written reports up to Learning and Teaching Committee. Verbal briefings to each Department/Centre and Research Group.
<b>CLERKING</b>	Grade 4/5/6 Administrator, member of the Faculty Support Committee

**MEMBERSHIP AS OF MARCH 2003**

Chair	Richard Dunnill agreed to act as Chair until final arrangements are confirmed. Bob Gibbs
ICT Subject Support Specialist for Education	
Faculty Support Officer for Education	Simon Starr
CELSI	Judy Durrant
CER	TBC
CPD	Simon Hughes, Mike Blamires
Child and Youth Studies	Christine Ritchie, Kate Wall
Primary	Peter Dorman, Graham Parton
Secondary	Alan Bainbridge
Modular	William Stow
Post-Compulsory	Gina Donovan
Staff Development	Vanessa Young
Administrative Support Staff	TBC
Faculty Librarian	Ros Sykes
LTEU	Phil Poole
CCCUC Computing Services	Peter Rands
MIS	Philippa Spratt
KITSCH	Georgina Stein/Nyree Scott