OXFORD UNIVERSITY COMPUTING SERVICES

MINUTES

OxTALENT Committee Meeting
Wednesday 27th January 2010

Present: Dave Waters (DW, Chair), Simon Benjamin (SB), Amanda Burls (AB), Grazyna Cooper (GC), Jill Fresen (JF), Melissa Highton (MH), Thaddeus Lipinski (TL), Marion Manton (MM), Peter Robinson (PR), Vivien Sieber (VS), Chris. Trevitt (CT), Antoni Ucerler (AU), Everett Sharp (ES, minutes)

1. Apologies: Rebecca Eynon, Philip West, Christopher de Boulay.
   John Fazey (Retired), Sandra Meredith (Resigned)

2. Minutes of last meeting.
   2.1 MM referred to item 16.2 and asked that it is made clear that she and GC meeting was to discuss a skills toolkit.

   2.2 CT referred to item 8.2 which he stated that, as he has an unofficial link to the committee he could not make a formal report because of this status. DW asked that a closer link to be officially established as soon as possible.

3. Report from the Chair
   3.1 For the benefit for the OxTALENT 2009 winners DW gave a background to the committee. He then welcomed them stating that he felt sure they would make valuable contributions today and in the future.

4. OxTALENT Awards June 2010
   4.1 MH sought approval that Thursday 17th June 2010 be the date for the next awards. This was met with approval if it does not clash with the ICT Forums. It will be a joint award ceremony focusing at present on the new Apple Centre, OER and WebLearn.

   4.2 MH asked for further suggestions. GC stated that she is in discussion with Apple concerning another award showcasing their products; the committee were of the opinion that we needed to ensure the right material was used appropriately and in line with OUCS/university best practice. Other ideas raised for possible awards were the use of technology during face to face teaching, innovative use in colleges, an educational game and games and modelling/simulations. The committee agreed to revisit these ideas at a later date.
5. **Teaching Technology**  
5.1 PR told the committee that sets of case studies are being produced highlighting this innovative use of podcasting technology. It is envisioned that as the number of case studies grow a dedicated space will be provided on the Oxford web page; its composition is under discussion.

6. **Local and national teaching awards**  
6.1 See 2.2 for CT and the committee’s position.  
Since several teaching award winners were present, a discussion followed, comparing and contrasting the experiences of applying for these awards in the various Divisions.

7. **Beyond 2010**  
7.1 MH reported that unlike previous years when the two conferences were held back to back on separate days, this year Shock will not be taking place. However, an invitation only conference, Beyond Borders will be held on Tuesday 20\(^{th}\) April at the Said Business School and all of the committee were invited to book a place using the email address found on the conference web page:  
http://www.oucs.ox.ac.uk/ltg/events/beyond2010/  
It is funded by the Open Spires project and consequently the theme will be Open Educational Resources and our role in disseminating this emerging educational theme. It is anticipated that over 70 plus Oxford academics will attend along with major international speakers such as Dr Fred Mednick (TeachersWithout Borders), Prof. Tim Unwin (UNESCO), Dr Jan Hyland (OECD), Prof. Andy Lane (OpenUniversity), Prof Ngaire Woods (Oxford), Dr Peter McDonald (Oxford) and Taylor Walsh (Ithaka). Exhibition space will be provided in the foyer for various bodies who have expressed an interest in attending such as Mimas, Webex, Humbox, OpenJorum, Webex and MOSAIC.

8. **VLE Report.**  
8.1 JF (in place of Adam Marshall) presented the report which she also gave as a printout. This is attached as Appendix 1. to these minutes.

9. **iTunesU and Open Spires**  
9.1 PR reported that iTunesU host training sessions every two weeks in OUCS that are proving to be very successful. We receive new material everyday and at present there are around 1400 items collected over two years with a present bias towards Social Sciences and Humanities. In the last year we experienced over 2 million downloads, the most popular being one on entrepreneurial skills.

9.2 Open Spires is an ongoing 170k project funded by the HEA and JISC successfully creating a commons licence in co-operation with the legal department. So far over 180 senior researchers and academics have agreed to sign up to this licence so enabling us to put their lectures on
line for free in many diverse areas such as Philosophy, Quantum Mechanics and Physics, Economics and Climate Change. The committee was pleased with the result and agreed with AU recommendation that its success be advertised widely because of its potential impact.

10. **ITLP report**
   10.1 GC presented the report. This is attached as Appendix 2. to these minutes.

11. **TALL report**
   11.1 MM presented the report. This is attached as Appendix 3. to these minutes.

12. **OLI report**
    No report

13. **OII report**
    No report

14. **Any Other Business.**
   14.1 Next meeting 10am Wednesday 5th May 2010 in Berners-Lee meeting room at OUCS
Appendix 1

VLE Report

Since the last meeting the new WebLearn service was officially launched. This occurred on 30th June in front of an invited audience at OUCS with great aplomb. To coincide with the launch the WebLearn area of the OUCS website was radically overhauled (and moved to a new URL).

This is an excellent resource to find out about WebLearn (but not how to use it). One should use the WebLearn Guidance site weblearn.ox.ac.uk/info to find out how to use WebLearn. The guidance site contains a multitude of resources including user guides, showcase sites, case studies and software recommendations. There is also a new WebLearn blog: http://blogs.oucs.ox.ac.uk/adamweblearn

Two new ITLP courses have been introduced: Fundamentals and migration; these are both presented by members of the WebLearn team. WebLearn also has a presence at Friday morning's Computer8 sessions. (There are also special versions of these courses especially for ITSS.) More courses are planned in the future.

The team have also run a number of customised training sessions within departments.

There have been a number of marketing / publicity initiatives, these include adverts in Blueprint, presentation at the UAS & ICTF conferences, the production of leaflets (one for staff and one for students), posters and information available at induction events.

Two strategic presentations have been made to Social Sciences at the Divisional level.

A project with the Exams school to pilot the on-line submission of essays has been given the official go ahead. This replaces the process whereby students would hand-deliver physical copies of their essays to the Exams School. The pilot will also look at using Turnitin as part of this process.

This ties in with OUCS's decision to move the task of supporting automatic plagiarism detection into the VLE team.

Earlier on in October, OUCS was lucky to host a visit of the CEO of The Sakai Foundation Michael Korcuska. Michael gave an excellent talk and demo of Sakai 3 to an internal audience.

New WebLearn Features since May 2009:
- dual service (old & new WebLearns behind one login screen)
- new look for new WebLearn
- site duplication facility
- twitter feed display in news tool
- assignment submission via Turnitin
- easy to make sites public or available to all logged in users
- WebDAV uses Oxford SSO
- basic library integration with the WYSIWYG and reading list tool
- 'search all my sites' facility
- various bug fixes

A new version will be released in the next 2-3 weeks.

Adam Marshall 19 October 2009
Appendix 2

ITLP report for OxTalent (27th January 2010)

1. The Apple Mac Teaching room was officially opened on Friday, 11 December 2009. During the event there were short talks on the design of the room, its involvement with the University’s iTunesU programme, and an update on Mobile Oxford, m.ox.ac.uk. The room was designed in collaboration with Apple, Colebrook-Bosson-Saunders (a work space furniture design company) and Merlin Presentation Solutions. Together we feel we have created a teaching space that is flexible, accessible and stimulating for teaching and learning. The room has been in use since May 2009, and has received many compliments both for its look and feel and for the fact that we once again have a dedicated room for Apple Mac based courses.

2. We now have the status of an Apple Authorised Training Centre for Education (AATCe). With AATCe status we can offer Apple-certified courses and certification to University members. To run the AATCe we use external trainers who are recognised nationally and internationally as experts in their fields.

   In Michaelmas 09 we ran two Apple Certified courses:
   - An Introduction to Final Cut Pro (3 days)
   - An Overview of Aperture (1 day)
   and
   - Documentary Film Making 5-day workshop

   The ITLP has also run a number of its own courses:
   - Test drive a Mac
   - Switching from Windows
   - Security and Maintenance
   - Adobe Dreamweaver
   - Adobe Photoshop
   - Adobe Indesign

3. New Creative Courses

   At the launch event, Melissa Highton, Head of OUCS’s Learning Technologies Group, described the new creative strand to be embedded within the ITLP teaching programme that will run over the next two terms, culminating in the annual OxTalent Awards ceremony in the summer. This strand will be called make: and will include within it opportunities to see the creative potential in a number of different areas, currently:
   - make: audio
   - make: images
   - make: music
   - make: open (emphasises the Open Educational Resources initiatives)
   - make: posters
- make: presentations
- make: together (emphasises the synergy that exists between the different creative disciplines)
- make: videos
- make: websites

We will not only provide our own courses, workshops, lunch time sessions, and competitions but we will also tap into some of the creative activities in which academics and students are already involved to get them to come along and share them with the rest of us.

4. OUCS, in collaboration with the Oxford Academy of Documentary Film is running a second five-day workshop that will teach the basic skills in creating a short documentary. We cover:
   - How to use a video-camera
   - Properly capturing sound with a microphone
   - Setting up and performing an interview
   - How to shoot for editing a film
   - How to use the basic editing features of Final Cut Pro
   - Outputting your final documentary for a variety of delivery platforms

The workshops are run by experienced film documentary makers who have worked with major broadcasting organisations throughout the world.

5. Skills Toolkit for Research Students project has secured funds to develop it into subject specific workshops for 1st year research students. We will start by running 10 to 15 subject specific pilots for Michaelmas 2010 with a view to rolling it out at the divisional level during Michaelmas 2011.

The Skills Toolkit for Research Students is a collaboration between OUCS, OULS and Careers. In particular, the aim is to introduce research students to key tools for Information Skills and IT Skills. The event is a combination of very short presentations by service providers, followed by hands-on activities when research students move around among the computers, trying out a number of tools. This gives each individual a chance to assess the tools’ usefulness and relevance to their own work. For each tool, a student carries out a specially-designed task, which has been carefully selected by the three service providers to illustrate the best use of the tool.

**Skills Toolkit for Research Students (progress)**

**MPLS**
Divisional level (possibly Michaelmas 2010)

Meanwhile:
1. **Life Sciences Doctoral Centre** - Michaelmas 2010
2. **Comlab** – waiting for decision

**Social Sciences**
Divisional level - Michaelmas 2011
Meanwhile:
1. **Politics** - Michaelmas 2010
2. **International Relations** - Michaelmas 2010
3. **Law** - Hilary 2011
4. **Dept of Education** - meeting soon

**Humanities**

1. **Classics** - Michaelmas 2010
2. **Archaeology** - Michaelmas 2010
3. **Philosophy and Theology** – Hilary 2011
4. **History** - Michaelmas 2010
5. **Art History** - Michaelmas 2010
6. **Modern Languages** - meeting 10th February
7. **Oriental Studies** - meeting 10th February

**Medical Sciences**

1. **MSDTC** - Michaelmas 2010
2. **Biochemistry** - Michaelmas 2010

**Schedule**

Mid Hilary - final list of pilots
Trinity and Summer – work on subject specific content
Michaelmas 2010 – launch of the Skills Toolkit website
Michaelmas 2010 week 1 and 2 – run pilots
Appendix 3

TALL Report to Oxtalent

1  Delivery of OUDCE Online Courses

This term, TALL continues to deliver three online diploma courses (two in computing and one in local history) and is delivering 33 online short courses. As well as, TALL is delivering Module 2 of the online PG Certificate in Nanotechnology. TALL expects to support over 1,080 online students and over 50 online tutors during Hilary term 2010.

2  Development of new OUDCE Online Courses

Two new online courses will launch in Hilary term 2010: ‘Literary Theory: an introduction’ and ‘History of Medicine: an introduction’, TALL is currently working on c 10. more short online courses.

3  Using WebLearn

This term TALL working with the Computer Laboratory to develop an online ‘Introduction to MATLAB’ course which will run on WebLearn;

4  Update on Activities in support of Research

Work on the JISC-funded Cascade project is ongoing. Latest information about the project is available from: http://cascade.conted.ox.ac.uk. TALL also continues to participate as a project partner in the ESRC-funded LDSE project and the NERC-funded RECIPROCATE project and to work with OUCS, on a consultancy basis, on the JISC-funded Open Spires project. In December 2009, a new website (http://reciprocate.conted.ox.ac.uk) was launched for the RECIPROCATE project.

In December 2009 the TALL team was successful with a proposal submitted in response to an Invitation to Tender issued by HEFCE to undertake a study of online and distance learning, provided by, and for, UK institutions in the higher education sector.