The London Interdisciplinary School

Learning Resources and Property Working Group

Minutes of the meeting held on 1st June 2022 at 14.00 via Teams and in F1.9 Ubuntu

Start: 14.06

Attendees
Registrar (Dr Michael Englard) acting Chair
Communities Manager (Emily King),
Head of Quality (Dr Andrew Redford, Secretary)
Faculty Manager (Hayley Dawson)
Head of Digital (Kestral Gaian)

Papers submitted in advance.
1.   Minutes of the meeting held on 02/03/2022
2.   Learning Resources Dashboard
3.   Annual Review of Systems Report
4.   MEQ Feedback LR&PWG Summary Data Spring Term

MINUTES

1.   **Welcome and Apologies.**
1.1   The Chair welcomed everyone to the meeting. It was reported that apologies have been received from Maria Madero and Ethan Tungpalan in advance and also from Dr James Carney. It was stated that Michael Englard would act as Chair in the absence of Maria Madero.

2.   **Minutes of the Previous Meeting**
2.1   The minutes of the meeting held on 02/03/2022 (paper 1) were received and **approved** by the Group.

3.   **Matters Arising**
3.1   Actions from previous meetings. The Committee reviewed the actions from previous meetings and the following were updated:

3.1.1   **Learning Resources survey. (02/03/2022; minute 4.1).** It was reported that this is on-going and will be incorporated into the End of Year survey.

3.1.2   **Module Forms Review. (02/03/2022; minute 6.1).** It was reported that this is ongoing, pending any changes to level 5 modules. The deadline for changes was 31/05/2022 and so these are now being reviewed.

3.1.3   **Scribd. (02/03/2022; minute 6.3).** It was reported that this has been completed with a proposal due for consideration at EXCO.

3.1.4   **MASc space on level 5 (02/03/2022; minute 6.7.3).** It was reported that this is completed; depending on eventual student numbers level 4 will be used as a MASc common room with some teaching use and level 5 will include a quiet space.

3.2 **Room allocation for 2022-2023 proposals.** It was stated that the Student Representative had raised this in their feedback for this meeting. It was noted that following feedback in the Townhall meeting a temporary solution was to negotiate more space for quiet use with X+Why whilst floors 4 and 5 are converted. It was unclear how frequently the additional space had been utilised by students. *[Action: ME to ensure a communication is sent to all students].*

4. **Monitoring of student usage of resources and progress on recommendations for next cohort (2022).**

4.1 The Group received the monitoring usage (paper 2) and it was stated that the dashboard would be shared with the Group's members. It was stated that usage of Perlego had changed very little in recent weeks and it would be useful to establish further student views on it.

4.2 It was reported that the Head of Digital had met with Perlego and Cortex to discuss improvements to reporting. It was stated that in July 2022 a new set of reporting tools for Perlego will become available (which will include the ability to choose data points and to have data on a weekly basis) and that new features on Cortex will also become live over the summer. It was stated that a meeting with JSTOR on statistics and dashboard usage of the platform is also scheduled. It was stated that the development in Cortex may enable a much better insight to engagement which together with the changes to the timetabling software will provide a much fuller picture of what is being accessed and when.

4.3 It was noted that the 6-year digital road map includes a dashboarding project in 2023. This will enable a School wide organisational dashboard similar to Power BI. *[Action: KG provide update on dashboards for next meeting].*

4.4 The Chair noted that bibliographies in student work was impressive and showed a wide range of engagement with scholarly materials, but this was not illustrated in the Perlego data and that given term 3 involved an independent project a higher engagement had been expected; students were therefore obtaining materials through other platforms. It was stated that it would be useful to know what students are using informally to obtain reading materials so that the School could subscribe or integrate it with other LIS systems better. It was suggested and **agreed** that a specific question in the End of Year survey be added on what other platforms students are using besides Perlego to obtain books/journals etc. *[Action: AR to include question in survey].* It was queried as to whether students are using Perlego to their best advantage and stated that this is being looked at for induction week by the Head of Digital.

5. **Annual Review of Systems**

5.1 The Group received the report on systems (paper 3) noting that the School had maintained good stability in platforms and services over the previous year whilst also having the opportunity to review use given the growth of the School. The Group noted that the transition to Cortex from Aula had been well-managed at short notice.

5.2 It was noted that Quercus (SRS) will continue to be used for next year and is in phase 1 of integration and implementation. It was reported that students will have a digital view of their financial standing with the School for Autumn 2022.

5.3 It was reported that there had been no downtime for OFFICE 365 and that use is as expected with a decline in use by students in vacations and there were no unexpected peaks or troughs in use.

5.4   It was stated that assessments had been manually run through Turnitin for the current academic session but it would be integrated with Cortex over the summer. This will allow e-submission on Cortex via Turnitin and will enable on-line marking and the viewing of marks on-line by students.

5.5   It was reported that the School will be moving to a new timetabling and attendance system based on Event Map which has been recommended by Dyson and TEDI. This will be implemented over the summer and will mean that students will automatically get timetables in their outlook calendars, a feature which had been requested by students. It was noted that the new software will also substantially improve the process of timetabling and room allocation.

5.6   It was reported that there will be notifications to students on their phones and personalised 'to do lists' for students for next year as part of the next major update to Eduflow which is also the result of student feedback and the School then working with the provider. *[Action: KG to e-mail students on new features/ student newsletter and ensure is incorporated into student digital training at induction week].*

6.   Student Representative items

6.1   It was stated that the student representative had provided some feedback points which were raised by the Chair in their absence. The feedback included:

6.1.1   Campus to be open on weekends. It was **agreed** that this possibility would be investigated *[Action: ME]* but that it was unlikely to be achievable as the School had to agree terms with Tower Hamlets Council as part of the building's planning use and this included agreement on operational hours which was to be the working week only.

6.1.2   Some students are choosing not to use Perlego because of automatic unintentional deletion of their books. It was stated that this is unclear *[Action: KG to follow up with ET].*

6.1.3   Partnerships with local gyms in the area, or an exercise space on campus. It was **agreed** that this should be referred to the Student Experience Team for consideration *[Action: ME].*

6.1.4   A more 'centralised' library, the reading area is fine on the ground floor, but some students have suggested that the books scattered around campus, like those in the Common Room, be organised in one place for easy reference. The Group **agreed** it would be useful to bring all the physical book resource into one place. *[Action: HD and EK to arrange centralised space].*

6.1.5   It was noted that the School does not currently have a database of books with a unique code for each book, or a library borrowing system. It was stated that a spreadsheet of all books does exist and each book is stamped. It was noted that book borrowing is via the honour system. It was **agreed** that the Group should review how the management of the book resource and the borrowing system works in the winter term. *[Action: AR to include on agenda].* It was stated that there could be more regular stocktakes before needing to implement a check in/out system for borrowing. It was suggested and **agreed** to include a question on physical books in the End of Year Survey. *[Action: AR to incorporate into survey].*

6.1.6   Dedicated quiet study space and there should be no need to 'book' a room. It was noted that there had been an interim solution implemented with X+Why and there will be new capacity on floors 4 and 5 for next year. *[Action: Me to discuss with ET].*

7. Feedback from previous term module evaluation questionnaires relating to resources

7.1 The Group received the learning resources related feedback from the recent MEQs (paper 4). It was stated that students were satisfied with resources and that the text answers to the survey did not relate to learning resources.

8. Budgeting for Learning Resources

8.1 It was noted that this is a standing item. The Chair made clear the distinction between governance and management with LR&PWG performing an oversight function. It was stated that budgets are delegated to the relevant manager and LR&PWG does not make operational decisions on individual budgets however it can inform future decisions and direction.

8.2 It was noted that a number of digital requests come to the Head of Digital from Faculty. The DOTL and Head of Digital work together in terms of budgeting for digital resources. It was stated that there is a non-teaching digital budget and a teaching digital budget of which the latter is in line with the Module Forms. The Module Forms include any new software requirements as well as the number of licenses etc required. It was stated that the approach ensures that the solution is the correct digital one (via the Head of Digital) and the correct one for teaching and learning via the DOTL.

8.3 It was noted that as part of its agreement with Tower Hamlets Council the School does try to utilise local suppliers and has joined a local HE purchasing consortium which is relevant for digital and learning resources as well as physical resources.

9. Any Other Business

9.1 Committee member survey. The members of the Group were reminded of the current committee survey and asked to complete the survey.

10. Next Meeting:

10.1 It was noted that the next and future meetings will be confirmed in due course.

END: 14.53

COMPLETED ACTIONS 2021/2022

Meeting/ minute	Action	By Whom	Deadline	Outcome
24/11/2021; minute 4.3	ADOBE: to discuss duplicate accounts of ADOBE.	MM/KG		Completed
24/11/2021; minute 4.5	Codecademy: to discuss integration and single sign on	KG/ME		Completed
24/11/2021; minute 5.1	WebofScience: to contact WebofScience in terms of single sign on and integration with other platforms	ME		Completed, negotiations in progress
24/11/2021; minute 5.3	JSTOR: to report to Chair of Board on use of JStor.	ME		Not completed – no access as yet to JSTOR
24/11/2021; minute 5.4	MASc: to discuss with ExCo communications to students on MASc development.	ME		Completed
24/11/2021; minute 5.5	Learning Resources Report: to compile cover note for Academic Council.	AR		Completed

02/03/2022; minute 6.3	Scribd. To obtain cost and recommend to Executive Group.	MM	Next meeting	Completed. Proposal due for consideration at EXCO.
02/03/2022; minute 6.7.3	MASc space on level 5. To take forward recommendation with CEO.	ME	Next meeting	Completed. Depending on eventual student numbers level 4 will be used as a MASC common room with some teaching use and level 5 will include a quiet space.
24/11/2021; minute 7.2	Usage of resources: to consider dashboard development and report back.	KG		Completed. Dashboard development is now part of our digital roadmap and is expected to be functional for the new academic year. Development of this project will go hand-in-hand with the faculty manager and other key department heads
24/11/2021; minute 9.1	Heating: to raise issue of ground floor heating at ExCo	ME		Completed
24/11/2021; minute 9.1	Heaters: to programme timers.	KG		Heaters and all heating is now the purview of the new Communities Manager who is working with X+Why to address ongoing heating issues which are now stable.
02/03/2022; minute 8.1	Budgeting for Learning Resources. To add as standing agenda item.	AR		Completed, included on agendas
02/03/2022; minute 1.1	Terms of reference. To include Communities Manager and Faculty Manager.	AR	Next meeting	Completed
02/03/2022; minute 4.1	Learning Resources survey. To draft survey/additional questions if not taken up by MEF group.	AR		Completed. Incorporated into the End of Year survey.
02/03/2022; minute 6.1	Module Forms Review. To undertake review with Faculty regarding resources at module level including specialist needs and resources needed to be purchased by students following May 31.	ME & AR		Completed.
02/03/2022; minute 6.5	JSTOR. To follow up with Head of Digital.	JC	Next meeting	Completed
02/03/2022; minute 6.7.1	Timetabling proposals for 2022/2023. To set up meeting with CEO to take forward report's recommendations and on implications of space resource and with DOTL in terms of allocating staff resource to teaching.	ME		Completed
02/03/2022; minute 8.1	*Process for* acquiring new resource not on JSTOR/PERLEGO. To establish process for the acquisition of learning resources.	ME/AR	Next meeting	Completed, will always be via the budget holder
01/06/2022; minute 3.2	Room allocation for 2022-2023 proposals. To ensure a communication is sent to all students.	ME		Completed.
01/06/2022; minute 4.3	School wide Dashboard development. To provide update on dashboards for next meeting.	KG		Completed, provided at meeting on 23/11/2022

01/06/2022; minute 4.4	Perlego and alternative systems being used. To include question in End of Year survey	AR		Completed.
01/06/2022; minute 5.6	New features of systems. To e-mail students on new features/ student newsletter and ensure is incorporated into student digital training at induction week.	KG		Completed.
01/06/2022; minute 6.1.1	Campus to be open on weekends. Feasibility to be investigated.	ME		Completed. Not feasible at current time.
01/06/2022; minute 6.1.2	Perlego and automatic unintentional deletion of books. To follow up with ET.	KG		Completed
01/06/2022; minute 6.1.3	Partnerships with local gyms in the area, or an exercise space on campus. To refer to the Student Experience Team for consideration.	ME		Completed. Reduced rates are available to staff and students already.
01/06/2022; minute 6.1.4	Book Resource. To arrange centralised space.	HD and EK		Completed.
01/06/2022; minute 6.1.5	Management of the book resource and borrowing system. To review how working in winter term, to place on the agenda.	AR		Completed, discussed at meeting on 23/112/022
01/06/2022; minute 6.1.5	Question on physical books in the End of Year Survey. To incorporate into survey.	AR		Completed
01/06/2022; minute 6.1.6	Dedicated quiet study space. To discuss with ET.	ME		Completed. Floor 5 now available