The London Interdisciplinary School

Learning Resources and Property Working Group

Minutes of the meeting held on 24th November 2021 at 14.00
via Teams and in F1.9 Ubuntu

Start 14.01

Attendees
Faculty Representative (Maria Madero, Chair),
Registrar (Dr Michael Englard),
Head of Digital (Kestral Gaian),
Student Representative (Ethan Tungpalan),
Head of Quality (Dr Andrew Redford, Secretary)

Papers submitted in advance
1 – Terms of Reference
2 - Minutes of the meeting held on 09062021
3 – Learning Resources Plan
4a/4b – Sample reports available from systems on usage
5 – Estates Plan MASc

1.   Welcome and Apologies.
1.1   The Chair welcomed everyone to the meeting; apologies were received from James Carney.

2.   Terms of Reference
2.1   The Group received the terms of reference (paper 1) and it was reported that as the Head of Digital had been added to the membership, the Acting Finance Director was no longer needed and in addition the DOTL had nominated James Carney to attend in his place. The Group **approved** the changes to membership.

3.   Minutes of the Previous Meeting
3.1   The Group received and **approved** the minutes of the meeting held on 09/06/2021 (paper 2).

4.   Matters Arising
4.1   The Group reviewed the actions from the previous meeting (paper 2, page 3). It was reported that 09/06/2021; minute 3.1, licensing for film screening was being applied for and that all other outstanding actions were complete.

4.2   Perlego update. It was reported that this is working with instructions provided via e-mail and on Aula, although more licenses will be needed for next term. The Student Representative reported that some students had struggled with access at the start of the term and so had sourced their own e-copies from elsewhere. It was noted that collections can be curated on Perlego by staff and that there is now a collection on inequality.

4.3   JISC Journal access update. It was reported that acquisition/installation of this is still on-going.
        It was reported that the School will invest in a 'creative cloud' subscription for on campus and loan machines.
        [Action: MM and KG to discuss duplicate accounts of ADOBE].

4.4   The Student Representative queried how the School can collectively communicate how useful creative cloud and other platforms are to students. It was stated that it will be covered in the session for students to be held on 01/12/2021 on technology and resources which all students have been asked to attend.

4.5   It was noted that there will be specific courses available on Codecademy which will be accessed via Aula. It was stated that there will be some work to do in order to achieve integration and single sign on for example. *[Action: KG and ME to discuss]*.

4.6   The Chair noted that the School will be using open source apps that can be adapted which is a good approach pedagogically.

5.   Learning Resources Plan and Annual Report

5.1   The Group received and **agreed** the Learning Resources Plan (paper 3). It was stated that the School was using the same resource strategy for the MASc as the undergraduate provision – i.e. buying core texts, Perlego access and JStor access to articles. The School is also exploring 'WebofScience' as a potential additional subscription platform which has access to over 380 million articles (c.£6,000 per annum institutional subscription). It was queried how WebofScience can be integrated with the existing VLE platform. *[Action: ME to contact WebofScience in terms of single sign on and integration with other platforms]*.

5.2   It was stated that the revised plan also has a designated budget for the MASc provision if something is not covered by Web of Science, Jstor or Perlego.

5.3   It was queried as to whether there was still interest in using JStor. It was confirmed that staff will definitely be using and creating content but as there had been a delay in its set up, it meant that it had been used less than expected initially but that use should increase. *[Action: ME to report to Chair of Board on use of JStor]*

5.4   The Student Representative stated that the revised plan provided a good prospect for the MASc but stated that the MASc development should be better communicated to students as some had thought that they would be excluded from applying for it because of the BASc. It was noted that the School is not developing an integrated Masters and completion of the BASc would not prevent students from applying for the Masters programme. *[Action: ME to discuss with ExCo communications to students on MASc development]*.

5.5   It was reported that as part of the School's governance procedures, the Group would provide an annual report on learning resources to Academic Council, scheduled for the first term of the year. It was proposed and **agreed** that as the delivery was in its early stages, the report should consist of the Learning Resources Plan with a cover note of developments since its creation, including new additions as a result of the MASc development. *[Action: AR to compile cover note for Academic Council]*.

6.   Masters development

6.1   The Group received the Estates Plan (paper 5) noting that the preferred mode is face to face and independent study. As part of the MASc development, the School will reserve part of the 4th floor specifically for the MASc. It was noted that the 4th floor will be used for some teaching next term.

7.   Monitoring of student usage of resources

7.1   The Group received the reports of usage from Aula and Perlego (papers 4a/4b) noting that it was part of the Groups role to monitor usage. It was proposed and **agreed** that the Group should receive monitoring reports twice per term covering each half of term. It was suggested and **agreed** that reporting dates for 12 months should be set to allow sufficient time for reporting within staff workloads.

7.2   It was stated that a dashboard could be created to host the data *[Action: KG to consider dashboard development and report back]*.

7.3   The Group noted that Perlego had not been used as much as had been expected but **agreed** that this was explained through the feedback from the Student Representative (that there had been a delay in accessing it and therefore students had utilised other sources/platforms). The Student Representative stated that if access had been available earlier then the usage would certainly have been higher.

7.4 It was stated that Perlego does have good functionality such as bookmarking and highlighting which can be done in a social way. It was noted that the functionality of Perlego will be covered in the session on 01/12/2021 and it will be used more in 'Problems 1C'.

7.5 The Group noted that there was good usage of Aula at this stage.

8. Student Representative Feedback

8.1 The Student Representative expressed dissatisfaction from the student body with SEATS. It was reported that the School was looking at a viable replacement and alternatives as part of the School's review of digital assets and resources including attendance and timetabling for next academic year.

8.2 It was started that there was a lack of individual study locations for students on site as the campus is predominately open plan and it would be beneficial to students to be able to work on campus at times. There is also no communal quiet study area and whilst a quiet contemplation plan was highlighted initially it doesn't at present exist. It was stated that a Quiet Contemplation Room is planned to be created on the third floor in the space currently called 'Narrative' and information on this will be circulated shortly. It was stated that when a second UG cohort and MASc students arrive next academic year then this will put pressure on space for those who wish to work on-site. It was also stated that applicants had been given the impression that more of XandWhy would be available to students than is the case.

8.3 It was stated that it was useful feedback to receive and it would be useful to establish how widespread the need for further study space (communal or individual) is.

9. Any Other Business

9.1 Staff reported that it was cold on the ground floor. The Student Representative stated that it was also cold on the 2nd and 3rd floors. It was noted that heaters on the upper floors can be placed on a timer. *[Action: KG to programme timers; ME to raise issue of ground floor heating at ExCo].*

10. Next and Future Meetings:

10.1 The Group noted that the next and future meetings will be held on:
- Wednesday 2nd March 2022; 14.00-16.00
- Wednesday 1st June 2022; 14.00-16.00

End 14.56

Incomplete Actions 2021/2022

Meeting/ minute	Action	By Whom	Deadline	Outcome

COMPLETED ACTIONS

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
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.