
Terms of Reference: Virtual Learning Environment (VLE) Steering Group

Date of Approval:	March 2017, Academic Council
Last Reviewed:	March 2017
Date for Review:	March 2018
Version Number:	V2.0
Chair:	Dean of Academic Development
Secretary:	Deputy Registrar

Context

The role of online and virtual learning continues to grow within education as a flexible tool that supports student learning. As diversity of student learning needs continues to influence teaching, learning and assessment and the University College of Osteopathy (UCO) develops new routes of education at undergraduate and post graduate level and extends its offering of CPD, it is important that the University regularly reviews and develops its own Virtual Learning Environment (VLE) to address current and future needs and monitors innovation in VLE provision to ensure it is able to offer all students the best possible learning experience.

The purpose of the VLE Steering Group is:

- To provide guidance, direction and co-ordination of the UCO's VLE across all routes of educational delivery;
- To ensure development and innovation in the use of the VLE in areas of the UCO's educational provision that is informed by all stakeholders and aligns to the UCO's Teaching and Learning Strategy.

Purpose & Remit (Terms of Reference):

This committee shall be accountable to the Education Enhancement & Strategy Committee for:

- 1) Keeping up-to-date with current best practice in relation to the use of VLEs in HE (in relation to Moodle and other platforms) and to consider how innovation might be introduced to develop the UCO's existing provision;
- 2) Identifying, promoting and disseminating good practice;
- 3) Considering and agreeing both short and long term development of the VLE that supports and enhances student learning and aligns to the UCO's Teaching and Learning strategy;
- 4) Maintaining an action plan to monitor and review developments on an annual basis;
- 5) Identifying and allocating adequate resources and training for staff and students to ensure successful completion of the VLE action plan;
- 6) Developing and enhancing the UCO's VLE as a secure, reliable and efficient tool for online assessment;

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- 7) Establishing and monitoring minimum standards for the use of the VLE ;
- 8) Auditing and evaluating the use of the VLE across the UCO and employing this information to inform short and medium term development plans;
- 9) Auditing materials uploaded onto the VLE to monitor quality and usage and ensure that all resources provided comply with current copyright law and other relevant regulatory guidance;
- 10) Ensuring appropriate levels of security and access to the UCO's VLE provision in accordance with the UCO's responsibilities;
- 11) Communicating and delegating development projects to the VLE Working Group;
- 12) Regularly reporting on developments to the Education Enhancement & Strategy Committee (EESC).

Membership:

- Dean of Academic Development (Chair)
- Deputy Registrar (Secretary)
- Website Manager
- ICT support representative
- Foundation education representative
- Pre-registration education representative
- Postgraduate education representative
- Student representative
- CPD Manager
- Assistant Librarian
- Student Learning Advisor

Substitutes are not permitted except by prior approval of the Chair.

Frequency of Meetings:

The group will meet four times a year

Quorum:

50% of members are to be present, with the Chair present at all meetings.

Reporting Lines:

This committee reports to Education Enhancement & Strategy Committee (EESC).

Sub-Committees:

The VLE Working Group: This is an ad-hoc group formed to accomplish specific tasks delegated to it by the VLE Steering Group where specific oversight or expertise is needed to target key projects.

Lifespan:

To be reviewed after 3 years.

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Amendment Record:

Date of Amendment	Type & Summary of Amendment	Amendment Approved By
Aug 2017	Administrative - Amendments to update institution name change from British School of Osteopathy to University College of Osteopathy.	PRAG Chair

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