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Development and Implementation of Learning Technology
Standards Integration for the Progress File

Notes from the Meeting of the Core Group
11th April 2002

Room G06, The Centre for Continuing Education
The University of Liverpool
126 Mount Pleasant
Liverpool

In attendance: Dave Croot, Paul Drummond, Hazel Howden-Leach, Adam Marshall, Peter Rees Jones, Janet Strivens and Rob Ward.
Apologies: Dennis Barrington-Light, Rosemary Burton, John Eyre, Brian Fitzgerald, Ainsley Lewis, Carolyn Macdonald, Bill Olivier, Steve Outram Angela Smallwood and Mark Stiles

1. Notes from the Previous Meeting.

These were **accepted** as a correct record.

It was **agreed** that Paul Drummond would review possible incongruity of HE Transcript information and forward information to Rob Ward in order that this might be raised with members of the Progress File Implementation Group.

As a basis for development, it was **agreed** that the Group would make use of the version of the Minimum Data Set presented in the November Conference document as the basis for continuing development work.

The importance in including LTSN Generic Centre in consideration of strategic level players was highlighted in respect of point 4.

Adam Marshall reported that the LIPSIG lists had been update with JISC. Two lists now existed, for the Core group and of general interest respectively. There was also to be an 'announcements' list for monthly updates, including to other CETIS groups.

It was agreed that Peter Rees Jones would circulate the Consultation questionnaire to SROC staff, with an invitation to join the general or announcements lists.

2. Progress in respect of Actions identified/agreed.

- a. Consultation follow-up Questions to be circulated to Conference attendees by **CRA**.
This had been undertaken, and it was hoped to report upon responses at the next meeting.
- b. UUK/SCOP to be consulted by **CRA** on Wednesday 27 February on the feasibility of circulation to respondents to the PF Institutional Survey.
It was reported that William Locke had just to meet with Patricia Ambrose to discuss this, but that indications were that a modified questionnaire could be circulated via this route.
- c. Four events to be planned for the Summer Term:
 - HE staff who are keen to implement the Transcript Policy within an interoperability framework (**Core Group**);
It was considered that a short event, involving current key players and software vendors, perhaps held at Universities UK, could be the most effective means of progressing this element, and that Rob Ward would make the initial approaches.
 - HE staff who are concerned to know more about the Transcript Policy within an interoperability framework (**Core Group**);
It was agreed that this may most appropriately be taken forwards via the forthcoming meeting of ALT (to be held at Sunderland in September), and that Paul Drummond would take this forwards.
 - FE/HE Consortia, specifically those developing Foundation Degree programmes (**Mark Stiles/Steve Outram**);
 - Links to Professional Bodies (**Angela Smallwood**);
In view of the absence of Mark Stiles, Steve Outram and Angela Smallwood, consideration of these possibilities was deferred. The interest of the University of Huddersfield in the first of these was however **noted**.
- d. Soundings be taken about the possibility of a high level strategic meeting involving JISC, LSC, UCAS and HESA. (**Core Group members**).
This group, together with LTSN Generic Centre, was now seen as a possible 'audience' for some of the event outcomes (specifically the first)
- e. A strategy to explore the nature of support for the 1/01 Projects to be implemented (**Bill Olivier, Peter Rees Jones, Rob Ward**).
Dave Croot reported that a meeting with JISC was to be held on the following day, and that some actions might flow from this. The SHELL Project had already identified the need for additional support in the area of Progress Files and Personal Development Planning.
- f. **Rosemary Burton** to make available her mapping of LUSID/Internet PARS and RAPID, plus maps for the Brookes and TVU pilot work as a basis for the production of use case material on PDP/R.
It was reported that this was now available, and would be added to the CETIS website.
The possibility of a version of this document for a 'lay' audience was identified, for inclusion on the CRA site. It was considered that this could also be linked to the NHS report on the pedagogic functionality of MLEs, and that the document used to construct the latter might, with permission, be utilised to update information concerning IT based PDP systems.

It was **agreed**

- To ask David Baume to develop a version of the Rosemary Burton material for a 'lay' audience;
 - that Paul Drummond would provide the URL for the NHS report, which could be linked into the article;
 - to seek permission from the NHS to review and adapt the pro-forma used as a means of providing a PDP updating document.
- g. A 'synoptic statement' and links to be constructed to PDP practice, for inclusion with CETIS materials (**CRA/Rob Ward**).
It was reported that this had been constructed, and would be added to the CETIS site
- h. PowerPoint slides be developed as a contribution to overall dissemination activities (**Peter Rees Jones**).
It was reported that this had also been provided and would be added to the CETIS site
- i. The development of a more seamless relationship between the CETIS and CRA websites be pursued as a matter of urgency. (**Gail Young, Scott Wilson, Julian Parkinson**).
It was reported that this meeting, also involving Adam Marshall, Peter Rees Jones and Rob Ward, had taken place, and that agreed actions would be put into effect.

3. **Any other Business.**

The interest of BSI and IEEE in developments was noted. It was suggested that Ainsley Lewis, who was already involved in European developments, may be an appropriate contact in respect of the latter.

In relation to further work:

- a. the need to await the outcomes from 1/01 discussions was recognised;
- b. it was acknowledged that our own 1/01 outcomes (still to be formally resolved) may be contingent upon discussions with other 1/01 Projects;
- c. it was **agreed** that Peter Rees Jones would keep in contact with Sarah Porter in respect of her earlier communication that 'the CRA is likely to be able to offer activities that ...set the wider context for the use of transcripts in the UK community';
- d. It was further agreed that Peter Rees Jones would revise the five-year plan for the CETIS work in the light of the above, and that an updated version would be presented to the next meeting.

The meeting concluded with further discussion of issues raised by the SHELL Project and the developing institutional policy statement of the University of Liverpool.

The meeting closed at 2.50.

Date and time of next meeting: 10-30 Thursday 23 May 2002 at the Centre for Recording Achievement, 39 Bridgeman Terrace, WIGAN WN1 1TT