

What about... creating a steering group?

Topic Summary

Effective implementation of lecture capture across an institution depends on appropriate management and implementation systems. Creation of an educational / steering group facilitates this process. These are operational / decision-making groups empowered to implement systems on the ground with a reasonable financial envelope set by the centre.

This is a model used successfully at Newcastle University based on the creation of two steering groups: educational and implementation.

Resource Summary

Topic: steering group for implementation

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Institution: Newcastle University

Target audience: University senior managers, policy makers, teaching and learning committee

Keywords: institution; implementation; planning

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Comment:

Things to Consider

- When should the steering groups be set up?
- What should the aims of the two groups be?
- How much cross representation is desirable?
- What level of security is optional?
- What are the reporting lines for the steering groups?
- What is the remit of each of the steering groups?
- How frequently should the groups meet?

Practical Suggestions

- Steering groups should be established at the outset of the process
- The educational steering group should comprise of: academics, learning technologists, staff developers, IT technicians (IT/AV), IPR specialists, and librarians
- The implementation steering group will be focused on: IT systems, infrastructure, estates, A/V but should also contain learning technologists
- Steering groups should report up to the pro vice chancellor for teaching and learning
- The groups should ideally meet about once a month

Resources

Remit of the steering groups

ELTAC document: Executive Briefing - Lecture Capture

ELTAC document: Scoping Staff Development for Lecture Capture

Authors: Phil Bradley, Carol Summerside