



E-Learning Process Capability Determination

Information for Participants

This questionnaire is intended to assist the process of conducting an e-learning process capability determination. This research is being undertaken to better understand the factors which result in the ability of tertiary institutions to effectively deliver e-learning in New Zealand pedagogically, administratively and to a diverse range of learners, so as to inform strategic and operational planning and decision making at the institutional and sector-wide levels.

You are invited to participate in this research and to have the e-learning process capability of your institution assessed using the model developed by the investigators. All information collected through this process will remain confidential to you, your institution and the project team performing the analysis under the direction of Dr. Stephen Marshall. Information collected will only be reported to third parties in a summary or aggregate manner that ensures confidentiality and anonymity of results.

You are asked to supply information about your institution generally and also specific information on **three** separate e-learning projects or e-learning supported courses/units undertaken recently by your institution. This information will be used to generate a preliminary analysis of e-learning process capability. The project team members may then visit in person and work with you to refine the preliminary report through the addition of extra evidence and analysis, if you indicate your willingness to so do below. No personal information is collected or used in this research.

The approach being used is an evidence-based one and depends on documentary and similar evidence of how e-learning projects or courses are conducted; this will be used to support the individual analysis results in detail. All documents will be treated in the strictest confidence and will be destroyed on completion of this project.

You will be provided with a final analysis document that will be confidential to your institution and the project team. Information from the analyses of participating institutions will be reported publicly and to the Ministry of Education (the project funder) only in anonymous and/or summary form in order to inform understanding of e-learning capability nationally and to demonstrate the utility of the approach being used. All participating institutions will have an opportunity to comment on confidential drafts of these documents prior to their release so as to correct any errors or maintain confidentiality.

If you have any questions or concerns please feel free to contact the project team leader:

Dr Stephen Marshall

University Teaching Development Centre, Victoria University of Wellington

PO Box 600, Wellington

(04) 463 5205 (ph)

Stephen.Marshall@vuw.ac.nz

An electronic copy of the questionnaire and this information sheet is available from Stephen.Marshall@vuw.ac.nz on request



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Please read and retain the information sheet and if you are prepared to be involved in this study, complete and return the consent below to:

Dr Stephen Marshall
University Teaching Development Centre, Victoria University of Wellington
PO Box 600, Wellington
(04) 463 5205 (ph)
Stephen.Marshall@vuw.ac.nz

Consent to participate in study

Name of Institution: _____

Your name: _____

Signature: _____ Date: _____

I would be prepared to be visited by the project team in order to refine the initial analysis