



E-Learning Process Capability Determination

Information for Participants

You are invited to participate in an interview about an e-learning project you have been involved in. 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.

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.

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 are being asked to comment on a preliminary analysis of your e-learning project that was based on documentary evidence. Your contribution will be to ensure that the interpretation is accurate and to provide any missing or incomplete information.

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

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An electronic copy of this form is available from Stephen.Marshall@vuw.ac.nz on request

Agreement to participate in study

Name of Institution: _____

Your name: _____

Signature: _____ Date: _____