

LA TROBE UNIVERSITY
Learning Management System Advisory Group

Minutes for the fourth meeting of the Learning Management System Advisory Group held on **Wednesday 3 October** from **10.00 – 11.00 am** in the David Myers Meeting Room, Bundoora campus. The meeting was video-linked to the Education Board Room, Bendigo Campus, and venues on the Shepparton and Mildura Campuses. The meeting was teleconferenced to the Albury-Wodonga campus.

Present: Dr Kay Souter (Chair), Ms Lilian Austin, Mr Marcus de Rijk, Mr Peter Barton, Ms Eileen Clark, Ms Sue Howley (*vice* Mr Rob Bassett), Ms Shannon Kerrigan, Dr Katherine Legge, Dr Jennifer Masters, Dr Ben Ong, Mr John Pinniger, Mr Wesley Pryor, Ms Jennifer Rogers, Ms Cindy Taylor, Ms Dianne Williamson.

Secretariat: Ms Sally Went

MINUTES

A PRELIMINARY BUSINESS

A1 Welcome from Chair and apologies received

The Chair welcomed everyone to the meeting and noted apologies from Mr Rob Bassett, Dr Ric Canale, Ms Fiona Salisbury, Ms Bess Secomb, Dr Caroline Walta.

A2 Confirmation of the previous minutes, 29 August 2007 LMSAG07/23(M)

The group noted a correction to item B2 of the previous minutes as follows: Paragraph 1, sentence 2 to be corrected to “Fiona explained that the Library was proposing investigating a repository of digitised readings which staff could add to their reading lists and link to from their WebCT units.” The minutes were then approved as a correct record of proceedings.

A3 Action arising from previous minutes (not covered elsewhere on agenda)

A3.1 Revised terms of reference for LMSAG LMSAG07/30

The group approved the revised terms of reference which noted the new working group structure after a discussion about the names of the working parties. It was agreed that each working party could suggest a more descriptive name for their group so that their purpose and function was more obvious.

The group were also invited to consider the definition of learning management system and consider whether they would like to use this more broadly to cover third party plug-ins that may integrate with WebCT. This would be discussed in further detail at future meetings.

Action: *Each Working Party to consider renaming their group to better reflect the tasks they need to undertake.*

B GENERAL BUSINESS**B1 Report from the LMS Automation Project Working Party LMSAG07/26**

The Advisory Group noted the report from the Automation Working Party. Mr John Pinniger reported that after doing the WebCT training he had changed his mind on a number of issues, such as the recycling of units. He believed more academic staff (i.e. WebCT users) were needed on this working group and thanked Jennifer Rogers for recently volunteering to join them. It was agreed that all members of the committee would be advised of the meeting times to encourage the attendance of more academic staff.

Ms Lilian Austin reported that the educational designers did not support the idea of staff preparing new WebCT sites each semester which was one of the options presented at an earlier meeting when the automatic creation of WebCT sites was discussed. Dr Katherine Legge reported that the automatic creation of WebCT sites was recommended by the WebCT Taskforce to assist staff in complying with the minimum presence directive, but the full consequences of this were not known at the time of the recommendation. It was agreed that further advice was needed from Dr Ric Canale before this could be resolved.

B2 Report from the Library Outreach into WebCT / Compliance Project Working Party LMSAG07/27

Mr Peter Barton reported that the first meeting of this group will be held next Monday.

B3 Report from the LMS Training Resources Working Party LMSAG07/28

Ms Cindy Taylor reported that a great deal of material to support WebCT use was being created by George Ciotti and the working party needed to view all of this and make recommendations to the Deputy Vice-Chancellor (Academic) about the final content of the LMS website. Cindy undertook to distribute the material to the Advisory Group to obtain wider comment.

In particular the working party was looking at the accessibility of the materials and the ways to name and organise the material on the site. It was noted that accessibility was a subset of usability and that these issues needed to be considered from the beginning of the site development, along with the usefulness of the resources. It was also noted that the use of webcasts and video on all sites will raise issues of audio accessibility and staff may need to provide transcripts for every webcast or video they create in order to meet accessibility guidelines.

The Advisory Group noted that the ongoing responsibility for maintaining the LMS staff and student resources would return to the WebCT Team at the conclusion of George Ciotti's contract.

The Advisory Group discussed the training staff required beyond web-based resources in order to maximise the effectiveness of the LMS. It was noted that the educational designers in each faculty were employed to assist academic staff with the pedagogy of online learning, as was an additional staff member recently appointed to the Academic Development Unit.

Support for students in using the LMS was also discussed and the Advisory Group noted the various practices at La Trobe and elsewhere for orientating new students to the University's technological environment. For example, a two-hour

orientation sessions (Bendigo campus), information distributed via flash drive (Nursing students), and a five-hour 'Prepare to Study' (Swinburne). It was agreed that a range of alternatives needed to be available to cater for the wide variety of needs and abilities of our new students.

Action: Peter Barton to provide working party with details about the Bendigo orientation.

Action: All members of the Advisory Group to view training resources and report comments back to Cindy Taylor.

B4 Report from the LMS Upgrade Management Working Party LMSAG07/29

Mr Wes Pryor reported on the first meeting of this working group. They found that their brief to prioritise the educational tools that should be available through the LMS would be difficult to address in the absence of learning and teaching policy and learning technology policy in particular. In the first instance the working party believed it may be productive to conduct a comprehensive survey to gauge the expectations and requirements of academic staff with regard to the LMS and learning technologies in general. The Advisory Group agreed with this suggestion and further noted that more direction on this issue may be provided by the incoming Deputy Vice-Chancellor (Academic).

ICT may also be able to provide information about which software the University currently had licences for to provide an overview of the types of technologies currently being used.

Action: Working Party to develop a survey of academic staff about current use and future needs for learning technologies, in particular to gauge interest in the range of options available to them in WebCT. Ric Canale to assist with the survey questions and Sally Went to assist in getting the survey online.

B5 2008 Meeting Dates LMSAG07/24

The group accepted the proposed meeting dates for 2008, with the understanding that individual availability for these times may not be known until the 2008 teaching timetables are published.

C OTHER BUSINESS

C1 Other business raised by members at the meeting

C1.1 Recycling units LMSAG07/31

Representatives from the Faculty of Health Sciences tabled a paper offering an alternative solution to the problem of establishing an automated system for establishing WebCT units each semester. They reiterated concerns raised at previous meetings about the possibility that units may not be recycled. It was agreed that the Advisory Group could not discuss this in any detail in the absence of Dr Ric Canale and agreed to place this on the agenda for a future meeting.

Meeting	Date	Item	Action	Resp.	Status
2	25.7.07	A2	WebCT Team to prepare a presentation on the optional settings within WebCT for the next meeting.	RC to liaise with WebCT Team	
2	25.7.07	B5	During 2008 testing to be performed on the learning management system by the relevant ICT staff to ensure that it can accommodate units with enrolments of up to 1700 students.	RB to take back to ICT	Being brought forward at the request of FHS
3	29.8.07	B1	Explore the registration of non-enrolled students in WebCT.	RC, WP, JP	
3	29.8.07	B2	Compliance Project Working Party to join forces with the Library WebCT Planning Group.	FS, PB	
4	3.10.07	A3.1	Each Working Party to consider renaming their group to better reflect the tasks they undertake.	All	
4	3.10.07	B3	Provide Training Resources Working Party with details about the Bendigo orientation (re technology)	PB	
4	3.10.07	B3	View training resources and report back to Cindy Taylor.	All	
4	3.10.07	B4	Upgrade Management Working Party to develop survey of staff about current use and future needs for learning technologies, with assistance from Ric Canale and Sally Went.	UMWP	

Distribution

Ms Lilian Austin, representing Educational Designers
Mr Jeffrey Barnes, Law and Management
Mr Peter Barton, Education
Mr Rob Bassett, ICT
Dr Chris Campbell, Education
Dr Ric Canale, WebCT Consultant
Ms Eileen Clark, Albury-Wodonga Campus representative
Mr Marcus de Rijk, Online Teaching Support Team
Dr Anthony Jarvis, Humanities and Social Sciences
Ms Shannon Kerrigan, Equity and Access Unit
Dr Katherine Legge, Science, Technology and Engineering
Dr Jennifer Masters, Bendigo Campus representative
Dr Ben Ong, Science, Technology and Engineering
Mr John Pinniger, Academic Services
Mr Wesley Pryor, Health Sciences
Ms Jennifer Rogers, Mildura Campus representative
Mr Cameron Rose, Humanities and Social Sciences
Ms Fiona Salisbury, Library
Ms Bess Secomb, Library
Dr Kay Souter, Acting Director (Learning and Teaching), **(Chair)**
Ms Cindy Taylor, Law and Management
Dr Caroline Walta, Shepparton Campus representative
Ms Dianne Williamson, Health Sciences