

LA TROBE UNIVERSITY

LEARNING TECHNOLOGIES POLICIES AND GOVERNANCE COMMITTEE

LEARNING MANAGEMENT SYSTEM ADVISORY GROUP

Minutes of the meeting of the LMSAG held on  
Wednesday 30 April 2008 at 2.00pm in  
David Myers Meeting Room, David Myers Building, Bundoora Campus.

**PRESENT:** Dr Ric Canale (Chair), Dr Anthony Jarvis, Mr Marcus De Rijk, Dr Ben Ong, Ms Lillian Austin, Ms Dianne Williamson, Ms Eileen Clark, Ms Fiona Salisbury, Mr Robert Bassett, Mr Jeffrey Barnes, Ms Cindy Taylor, Dr Chris Campbell, Ms Bess Secomb

**APOLOGIES:** Dr Jennifer Masters, Ms Aly Waterson, Mr Peter Barton, Dr Caroline Walta

**SECRETARIAT:** Mr Jason Brown

**1 WELCOME AND APOLOGIES**

The chair welcomed Ms Aly Waterson as a new member of the LMSAG and Mr Jason Brown as the new secretariat. The chair thanked outgoing members Mr Wes Pryor and Mr John Pinniger for their contributions and Ms Sally Went for her role as secretariat.

**2 ACCEPTANCE OF MINUTES OF LAST MEETING**

The minutes from the previous meeting were unavailable

**3 ACTION ARISING FROM MINUTES**

The minutes from the previous meeting were unavailable

**4 REPORT FROM DIRECTOR, FLEXIBLE LEARNING AND TEACHING**

The Chair presented the Directors' report (LMSAG08-7). Copies were distributed to members via email.

Members noted that some students have been experiencing difficulties logging on to LMS in the evening, usually around 8.00 or 9.00pm. Members advised to encourage students to contact Study Hall to report at the time any access issues, so that such problems can be tracked and resolved. Members also advised to report any feedback from students to Dr Ric Canale or Ms Aly Waterson.

It was noted that the rollout of Lectopia is scheduled to be completed over the summer break.

**5 WORKING GROUPS**

Learning Resources WG

Group wishes to seek feedback from the wider LMSAG membership, and perhaps through an online survey. The Chair noted that the site is difficult to find at present, but it will be easy to access when the new login screen is in place. The LMS support site is linked from the login and logout screens. Survey to be delayed until such time.

Automation WG

The Chair advised that this group has completed its' role and will now be disbanded.

Upgrades WG

This group has plenty of issues on which to continue to provide advice. The Chair noted the excellent input the WG had on the design of the login screen. A new convener for the WG is required. Dr Ben Ong and Mr Jeffrey Barnes volunteered to join the WG. A new convener will be elected at a future meeting.

Compliance WG

Working on timeline of semester one, 2009 for repository project. Discussions are being held regarding integration into LMS. Technical work required to be completed before group can continue work.

**6 LMS TEMPLATE GUIDELINES PROPOSAL**

The proposal is that templates will be loaded on the LMS and will be applied to new LMS units if the faculty's Associate Dean (T&L) and Ed Designer endorse the template on behalf of the faculty. Only faculty approved templates and the university default template will be available.

Discussion was held on the need for template guidelines for the LMS, and issues were raised such as the ease of use for students enrolled in units from multiple faculties. The chair proposed that a templates working group be established to clarify what is to be gained from templates; and what needs or problems will the templates solve. The group might then identify suitable guidelines for the use of templates.

Lilian noted that templates could be made to inherit future changes by hosting elements on a separate server.

Members were invited to volunteer for this working group by sending an email to the Chair.

**7 SCHEDULED DOWNTIME PROPOSAL**

The Chair explained a proposal to establish an optional scheduled downtime for the LMS on the first and third Monday of each month, from 8pm to 10pm, with a minimum 4 hrs notification for activation of the downtime period. This arrangement would begin from July.

This would mean that time critical events relying on the LMS must not be scheduled within the scheduled downtime period.

Events such as scheduled classes relying on LMS access and assignment submission deadlines must not be scheduled around the scheduled downtime periods.

Members raised concern that the proposed time is a peak use time for many students. Discussion was held around the need to identify a time that is least disruptive to students and staff and that will not impact negatively if a problem occurs during an upgrade that could extend the downtime into peak working hours.

The Chair is to obtain data on student usage patterns to help identify the best two-hour period on a Monday evening.

**8 TURNITIN INTEGRATION WITH LMS**

Members noted the urgency to have Turnitin integrated with LMS assignment submission, as this will save students and staff time and minimise problems associated with lodging

assignments to the lecturer and Turnitin. The Chair noted that it would not be possible to upgrade LMS with the Turnitin plug-in during semester, so if unable to perform this upgrade in July the next available time would be after the conclusion of semester two.

**9 LIBRARY SUBJECT GUIDES ON LMS**

Ready to perform a manual trial in semester two for adding subject guides into LMS.

**10 OTHER BUSINESS**

No other matters raised.

The meeting closed at 3.10pm.

**NEXT MEETING:** Wednesday, May 28 at 2.00pm, David Myers Meeting Room

**CONFIRMED BY CHAIR** \_\_\_\_\_ **DATE** \_\_\_\_\_