

**LA TROBE UNIVERSITY**

**LEARNING TECHNOLOGIES POLICIES AND GOVERNANCE COMMITTEE**

**LEARNING MANAGEMENT SYSTEM ADVISORY GROUP**

Minutes of the meeting of the LMSAG held on  
Wednesday 28 May 2008 at 2.00pm in  
David Myers Meeting Room, David Myers Building, Bundoora Campus.

- PRESENT:** Ric Canale (Chair), Anthony Jarvis, Aly Waterson, Ben Ong, Lillian Austin, Bess Secomb, Chris Campbell, Cindy Taylor, Fiona Salisbury, Katherine Legge, Robert Bassett, Shannon Kerrigan, Dianne Williamson.
- APOLOGIES:** Jennifer Rogers, Caroline Walta, Eileen Clarke, Marcus De Rijk, Kay Souter.
- SECRETARIAT:** Mr Jason Brown

**1 WELCOME AND APOLOGIES**

**2 ACCEPTANCE OF MINUTES OF LAST MEETING**

The minutes from the previous meeting were accepted

**3 ACTION ARISING FROM MINUTES**

None.

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

The Chair presented the Directors' report (LMSAG08-10). Copies were distributed to members via email.

**5 ISSUES REGISTER UPDATE, ALY WATERSON**

Circulated with meeting papers (NewIssuesRegister280508.doc)

**6 WORKING GROUPS**

Upgrades WG: No new business

Template guidelines: Lillian Austin and Shem MacDonald from the Education Faculty demonstrated how they implemented templates using a redirection method that resulted in template updates becoming available from every LMS unit that used the template. This overcomes a major limitation of BbCE templates.

The group discussed reasons for implementing templates and agreed templates provide consistency for students enrolled in a range of subjects, enabled faculty branding and links to supporting information for both students and staff. It was also noted that there are varying opinions regarding the benefits of introducing university wide templates.

The group has asked the Educational Designers together with Aly Waterson to create a list of items that would make worthwhile elements of templates using the method demonstrated.

**7 SCHEDULED DOWNTIME PROPOSAL**

The proposal is 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. The new arrangement will begin from July 1. The LMSAG asked for student usage data to help determine the best 2 hour window in the nominated evenings.

**8 OTHER BUSINESS**

No other matters raised.

**NEXT MEETING:** Wednesday, July 30 at 2.00pm, David Myers Meeting Room

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

**DATE** \_\_\_\_\_