

LMSAG0906_M

LA TROBE UNIVERSITY
Learning Management System Advisory Group

Minutes of the 6th meeting of the Learning Management System Advisory Group held on Thursday August 27, 2 – 3 pm DM Meeting Room at Bundoora campus. This meeting was video-linked to Bendigo and Mildura.

MINUTES (Confirmed)

Attendees:

(Bundoora)

Matthew Oates (Chair), Paul Whittingham, Donna Bisset, Matthew Riddle, Ric Canale, Dianne Williamson, Robert Bassett, Russell Smith, Aly Waterson, Steve Jones, Fiona Salisbury

(Bendigo)

Tracy Robertson, Katherine Legge, Shannon Kerrigan

(Mildura)

Jennifer Hamilton-McKenzie

Robyn Hodge (Minute taker)

A PRELIMINARY BUSINESS

A1 Welcome from Chair

Apologies were received from Ben Ong, Fiona Salisbury and Lilian Austin, Marcus de Rijk, Andrew Noble.

A2 Confirmation of the previous minutes**LMSAG09/04_M**

The Advisory Group confirmed the minutes of the meeting held on July 30 2009, subject to the following changes:

4/B4 amend Howell to Howley

B2 amend wording re support to stand alone accounts to read as a recommendation for consideration at LSTC

A3 Business arising from previous minutes (if not covered in general business)

4/B3 Communication strategy link from login (AW)

Information link on LMS login page is working. Will be maintained via LMS Admin.

4/B4 ADFWG (AW)

Meeting to be scheduled soon

B GENERAL BUSINESS

B1 LMS Admin

- No specific issues to report. LMS Admin has discussed an in-principle life cycle of 18 months. If this proposal is put forward, policy will need to be clarified.
- Population of LMS is happening, gradebook columns were released on August 23rd these are updated everyday.
- Student Number column is available only on the View All Tab. AW has written instructional documentation so that users can customise this and make the column visible on the 'Grades' tab.

B2 Turnitin (AW)

Few 'Stand Alone' requests have all been referred to using the Powerlink. AW working on new 'Text-match' website and will be available for approval of Turnitin User Group at their next meeting towards the end of September.

B3 LMS Review project (PW and RC)

Request for Budget Variation with senior management. Submission has not been tabled at PRC yet.

C OTHER BUSINESS

C1 Other business

C1A Date change proposed for LMSAG. Given that we are out of synch in reporting to LSTC a change of meeting date to the second last Thursday of the month was proposed and accepted.

Action: RH to schedule new dates and book room/s

RC/LA to assist with videoconference links to regional campuses. Provide IP address for Jennifer in Mildura

C1B LMS disaster Recovery Process

Issue with LMS offline last week, a report is being prepared by Rob Cook for submission to Professor Rosenberg. This was an exception: physical infrastructure has only been down for the equivalent of 4 days in 4 years.

The implementation process did work in testing environment: (was load factor and issue?) the report may resolve some questions around what happened.

Issues re flow-on effect were discussed:

Discussions boards and documents were lost. There were concerns raised and examples cited of too long log/response turnaround times.

Communications lag has impact on users' confidence.

Procedures for technical or business communications to student may be useful in these instances

Action: DW to forward emails to RB for follow-up

Recommendation: Service Desk to communicate issues immediately to University community. PW and RC to collaborate on follow up emails informing community of problems and resolution.

C1C Appendix 1: Learning Spaces and Technologies Committee Terms of Reference tabled by Ric Canale

C1D RH absent at next meeting. Aly Waterson to be minute taker, Paul W an apology. **NB: Meeting September 17, venues to be advised**

Distribution

Ms Aly Waterson, Curriculum, Teaching and Learning Centre
Dr Anthony Jarvis, Humanities and Social Sciences
Dr Caroline Walta, Education, Shepparton Campus representative
Ms Cindy Taylor, Law and Management, Bendigo
Prof David Spencer, Law and Management
Ms Dianne Williamson, Health Sciences
Ms Fiona Salisbury, Library, Bundoora
Dr Jennifer Masters, Education, Bendigo Campus representative
Ms Jennifer Hamilton-McKenzie, Humanities and Social Sciences, Mildura
Dr Katherine Legge, Science, Technology and Engineering, Bendigo
Ms Donna Bisset, Humanities and Social Sciences
Ms Lilian Austin (Chair), representing Educational Designers
Mr Marcus de Rijk, Curriculum, Teaching and Learning Centre
Mr Matthew Oates, Health Sciences
Paul Whittingham, Information and Communications Technologies
Peter Barton, Education
Dr Ric Canale Curriculum, Teaching and Learning Centre
Mr Robert Bassett, Information and Communications Technologies
Ms Shannon Kerrigan, Equality and Diversity Centre
Ms Tracy Robertson, Library, Bendigo
Mr Steve Jones, Biochemistry (until Feb 2010)
Mr Andrew Noble, ICT

Dr Ben Ong, Science, Technology and Engineering (OSP until Feb 2010)