

**LA TROBE UNIVERSITY**  
**Learning Management System Advisory Group**

Minutes of the 1<sup>st</sup> meeting of the Learning Management System Advisory Group held on Wednesday March 25, 2 – 3 pm DM Meeting Room at Bundoora campus. This meeting was video-linked to Bendigo.

**MINUTES**

**Attendees:**

(Bundoora)  
Ric Canale (Chair)  
Marcus De Rijk (Minute taker)  
Eddie Naidu  
Ben Ong  
Rob Bassett  
Paul Whittingham  
Aly Waterson  
Dianne Williamson  
Fiona Salisbury  
Andrew Noble  
(Bendigo)  
Shannon Kerrigan  
Katherine Legge  
Cindy Taylor  
Tracy Robertson  
(Shepparton)  
Lilian Austin

**A PRELIMINARY BUSINESS**

**A1 Welcome from Chair**

Apologies were received from David Spencer and Jennifer Hamilton-McKenzie.

**A2 Confirmation of the previous minutes, 27 August 2008 LMSAG08/17(M)**

The Advisory Group confirmed the minutes of the meeting held on 27 August 2008.

Moved: Aly  
Second: Cindy

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

**A3.1 Issues Register Update**

Ric Canale reported:

The register is seen as an archive. Propose not to spend time resolving issues in the meeting, to be listed as an LMSAG agenda item, and will be available online. Issues may be raised through 'other business'. To add items or email Ric directly.

CT: Suggest a need to review outstanding items

PW: Will meet fortnightly and update RC on current work in progress. Specific factors affecting the delay regarding custom columns:

1. Kavi Jayasinghe who was developing C.Columns left
2. Health Sciences common first year drained resources

Testing showed current script implementation would have crashed system.

Will first get Student ID in and tested.

**Action: Aly will liaise with Paul and organise a place to house the register.**

## **B GENERAL BUSINESS**

### **B1 Report from the Chair**

No formal report. Recent LMS developments were discussed by Paul W:  
Admin module discussion: lots of work to develop, will look @ what can be done for 'best win; in light of LMS review

1. Automation for staff creation
2. Automatic adding of teaching assistance, designers and instructors
3. Automatic creation of subjects
4. Auto fill-ins for forms
5. Automation of unit population: troublesome as there is not a 1:1 mapping of units in subject database

Lillian raise point of delay of new LMS, will this gap in time be filled with effort to address automation, because workload is currently devolved down to Faculties (e.g. Shem and Lillian coordinate management of LMS subject offering, thus workload is up). Lillian mentioned devolved admin support at Faculty level within Swinburne.

RC: Is there scope in the faculties to gather info re:

- Which subjects?
- Who coordinates?
- (how are) enrolments mapped?

Can opt not to offer complex mapping, as it may not be useful?

CT: Been doing a lot of assistance, taken a lot of time to get it all up and running for Semester 1.

PW: Let's look at business process as to why this is a problem at start of semester?

AN: Automation of AD and LMS and devolved admin will yield a dramatic turnaround

RC: Need to devolve LMS subject coordination: will have cost implications and development costs.

LA: Need to write up business rules and have that drive requirements for now and new LMS

DW: Unit coordinators do coordination of LMS subjects now; to move to faculty coordinators would be too big an impost on Faculty staff

PW: suggested establishing a Working Group to investigate issues for subject coordination.

**Action to establish new LMS Staff and Subject Administration Working Group (addresses agenda item B5).**

**Members: Lillian A, Cindy T, Eddie N, Ben Ong, Dianne W, Andrew N. Paul W will head up the group, Andrew N will write up how processes work currently.**

### **B2 Report from the LMS Training Resources Working Party**

Mrs Jennifer Hamilton-McKenzie sent in her report via email and reported:

- Group has been meeting
- Recently reunited with survey data, no time to analyse yet
- In future will focus on student issues, views and inclusivity re: material places on LMS

SK: (there should/could be) clarification re: lots of existing material not accessible, it highlights the need to provide training to address this

RC: Alternate Format Service will assist in addressing this

### **B3 Report from the LMS Review Working Party**

**FlexibleLearningGuidelinesV4.doc**

Seek LMSAG endorsement for Flexible Learning Guidelines document to be referred to the Learning Technologies Committee.

Re: *Guidelines* development: high level document being developed, next level of detail to be developed. Will be taken to LTC as a support to develop policy.

DW: Seems more like a discussion paper, not technology driven, more like how one should teach; rather than what LMS is capable to support for teaching practice

RB: Table covers what's required from tools for teaching practices

DW: perhaps call it a discussion paper rather than guidelines as a standing document on how we do things at LTU

RC: Guidelines have been widely consulted, is final draft, developed at request of LTC, does not want major review because the guidelines have already been widely consulted on.

BO: Also found it difficult to make sense of

RC: If not ready for submission to LTC, what is timeline before its submitting?

AW: What was feedback from Associate Deans (Academic)?

RC: Positive feedback, only minor amendments were required

BO: Raised question about VC guidelines

RC: Need to decide LMS with best fit for our requirements

Video Conference to remote sites concluded at 3pm, no time left to cover remaining agenda items.

### **B4 Proposal to Learning Technologies Committee for a LMS Review Process**

Discussion paper: LMS Review Process [LMSRevStepsDraft.doc, 04LMSEvaluation.pdf (used with permission, Commonwealth of Learning)]

### **B5 LMS Staff and Subject Administration [LMSStaffSubjectAdmin.doc]**

Proposal to establish a LMS Staff and Subject Administration Working Group

## **C OTHER BUSINESS**

C1 Other business raised by members at the meeting

### **Distribution**

Ms Aly Waterson, Curriculum, Teaching and Learning Centre  
Dr Anthony Jarvis, Humanities and Social Sciences  
Dr Ben Ong, Science, Technology and Engineering  
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 (or alternate), 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 (Chair), Curriculum, Teaching and Learning Centre  
Mr Robert Bassett, Information and Communications Technologies  
Ms Shannon Kerrigan, Equality and Diversity Centre  
Ms Tracy Robertson, Library, Bendigo