

LA TROBE UNIVERSITY

Learning Management System Advisory Group

Minutes for the third meeting of the Learning Management System Advisory Group held on Wednesday 29 August from 1.15 – 3.00 pm in the David Myers Meeting Room, Bundoora campus, videoconferenced to the Albury-Wodonga, Bendigo and Shepparton Campuses.

Present: Dr Kay Souter (**Chair**), Mr Peter Barton, Mr Rob Bassett, Dr Chris Campbell, Ms Helen Carter, Ms Eileen Clark, Dr Anthony Jarvis, Ms Shannon Kerrigan, Dr Katherine Legge, Mr Shem Macdonald, Dr Jennifer Masters, Dr Ben Ong, Mr John Pinniger, Mr Wesley Pryor, Ms Fiona Salisbury, Ms Bess Secomb, Ms Cindy Taylor, Dr Caroline Walta, Ms Dianne Williamson.

Apologies: Mr Jeff Barnes, Mr Marcus de Rijk, Ms Jennifer Rogers.

Secretariat: Ms Sally Went

In attendance: Dr Ric Canale

MINUTES

A PRELIMINARY BUSINESS**A1 Welcome from Chair and apologies received**

The Chair welcomed members to the meeting and noted apologies as above.

A2 Confirmation of the previous minutes, 25 July 2007 LMSAG07/16(M)

The minutes of the previous meeting were confirmed as an accurate record of proceedings.

A3 Action arising from the previous minutes (not covered elsewhere on the agenda)**A3.1 Revised structure for LMSAG LMSAG07/17**

The group discussed the proposed restructure for the Learning Management System Advisory Group, as outlined in LMSAG07/17, which would result in the establishment of four working groups to address pressing issues for the learning management system. The four proposed groups are –

- automation program,
- compliance project,
- training resources and
- upgrade management.

Other issues outside of these four topics would be handled by the complete Advisory Group. It was noted that the working groups would be action-oriented, reporting back to the Advisory Group once a month with a one page dot point summary of their deliberations and recommendations. Each working group will elect a Chair at their first meeting.

Members of the Advisory Group volunteered for the working groups as follows, with the first listed person agreeing to convene the first meeting of their respective groups:

Automation project, stage 1 – John, Ben, Rob and Ric.

Compliance project – Peter, Katherine, Jenny Masters, Tony, Fiona and Ric.

Training resources – Cindy, Tony, Eileen, Shannon, Ric and the educational designer (TBA).

Upgrade management – Wes, Bess, Dianne, Caroline, Chris and Ric.

It was noted that the Training Resources Working Group will oversee the work of the consultant to the Online Teaching Support Team, George Ciotti, and could perform user testing on the materials he has prepared before they are published. George will be invited to be 'in attendance' at the Training Resources Working Group meetings.

Action: John, Peter, Cindy and Wes to liaise with their respective groups to set up their first meetings. Cindy to include George Ciotti when setting the time for the Training Resources Working Group.

Action: Sally to revise terms of reference to include the working group structure.

A3.2 Funds to support faculty development of WebCT

Kay Souter clarified this item from the previous minutes. Prior to leaving La Trobe, the former Pro Vice-Chancellor (Academic), Professor Denise Kirkpatrick, offered funds to faculties to provide casual support to assist with WebCT training for staff. The idea was that faculties could nominate a person from within their faculty who was an experienced WebCT user with an interest in the pedagogy of WebCT who would rove the faculty to assist staff less experienced with WebCT. The funds were to provide staff to replace the WebCT trainer in their substantive position. It was noted that this system was working effectively in the Faculty of Humanities and Social Sciences with some staunch opponents to WebCT being converted after receiving some one-on-one assistance.

Action: Members of the group to check the situation in their faculty through their Associate Dean (Academic/Learning and Teaching) and contact Kay if they want to belatedly take up the offer for financial assistance to develop WebCT pedagogical support.

B GENERAL BUSINESS

B1 Report from the Learning Management System Consultant

LMSAG07/19
LMSAG07/20

Ric Canale spoke to his report (LMSAG07/19) which recommended that the University delay for one year the requirement for every undergraduate unit to have a minimum online presence. His report outlined a number of course management practices and institutional requirements that need to be addressed prior to automating the creation of WebCT units.

It was noted that additional external factors impacting on the preparations for the minimum online presence for every unit were the introduction of the new student information system early next year and the improvements to the Unit Database.

The group supported Ric's advice and agreed to recommend this course of action to the Learning Technologies Policy and Governance Committee.

Action: *Kay to take to the Learning Technologies Policy and Governance Committee the recommendation to delay for a year the mandatory online presence for every unit.*

The group held a lengthy discussion about the complex issues arising from 'unit recycling' which were extensively documented in Ric's report. Whilst it was convenient for teaching staff to re-use their WebCT units each semester, it created a number of difficulties for the institution. The group noted the two options suggested by Ric Canale, and agreed with his observation that there was insufficient information at this stage to make a choice between having or banning unit recycling. The issue will be followed up in greater detail by the working groups.

The group also received this month's Issue Register (LMSAG07/20) and noted the nine additional items that had been identified since last month. The group discussed item 10 on the register – registration of non-enrolled students. Ric, John Pinniger and Wes Pryor undertook to meet to resolve this issue as there was a possibility that many of these non-student registrations related to units offered to external providers by the Division of Allied Health.

Action: *Ric, John and Wes to further explore the registration of non-enrolled students in the learning management system.*

B2 Report from the Library WebCT Planning Group

LMSAG07/21

Fiona Salisbury reported on a Library planning group that had been established to investigate better ways for the Library to provide readings to students through WebCT. Fiona explained that the Library was building up a repository of digitised readings which staff could add to their reading lists and link to from their WebCT units.

Helen Carter reported that this level of integration between the Library and the learning management system had been successfully achieved at the University of Wollongong and provided a consistent interface for students and staff between the Library and the LMS.

The group enthusiastically supported this initiative. As the planning group was seeking input from staff outside the Library, it was agreed that the members of the Compliance Project Working Group could initially join the planning group until such time as the compliance issues were ready to be addressed.

Action: *Fiona Salisbury and Peter Barton to liaise about the first meeting of the combined Library WebCT Planning Group and the LMS Compliance Project Working Group.*

C OTHER BUSINESS RAISED BY MEMBERS AT THE MEETING

C1 Semester two training schedule

LMSAG07/22

Helen Carter distributed the second semester WebCT training schedule and undertook to distribute an electronic copy and the URL for the training website after the meeting so members could distribute to their colleagues.

[*Secretarial note:* Shortly after the meeting this training schedule was amended. Bundoora training days have been changed to 1 and 2 October.]

D NEXT MEETING

The next meeting of the Learning Management System Advisory Group will be on Wednesday 3 October, from **2.00 – 3.00 pm**, David Myers Meeting Room. Regional campus venues to be arranged.

Please note the shorter meeting time now that the working groups are meeting monthly.

The meeting closed at 3.00 pm.

Distribution

Mr Jeff Barnes, Law and Management
Mr Peter Barton, Education
Mr Rob Bassett, ICT
Dr Chris Campbell, Education
Dr Ric Canale, LMS Consultant
Ms Helen Carter, Flexible Learning and Teaching
Ms Eileen Clark, Albury-Wodonga Campus representative
Mr Marcus de Rijk, Online Teaching Support Unit
Dr Anthony Jarvis, Humanities and Social Sciences
Ms Shannon Kerrigan, Equity and Access Unit
Dr Katherine Legge, Science, Technology and Engineering
Ms Jennifer Masters, Bendigo Campus representative
Dr Iain McAlpine, representing the educational designers
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

Minutes only:

Associate Deans (Academic/Learning and Teaching)
Educational Designers

LOG OF ACTIONS

Meeting	Date	Item	Action	Resp.	Status
1	27.6.07	A2	Distribute WebCT Taskforce report.	SW	Done
1	27.6.07	B2	Request permission from VC to send University-wide email on reasons for minimum online presence	KS	
1	27.6.07	B3	Forward WebCT Migration Report to the committee secretary for distribution to the Advisory Group after the meeting.	HC	Done
1	27.6.07	B4	WebCT Team to prepare a brief presentation on WebCT reports for the next meeting of the LMSAG.	HC to delegate	Done
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	A3.1	Distribute Helen Carter's proposal for a revised structure for LMSAG.	SW	Done
2	25.7.07	B1	Investigate funds that may be available to assist faculties with reviewing the pedagogy around the use of WebCT.	KS SW	Done
2	25.7.07	B3	Write to Heads of Schools seeking advice on whether they require assistance in achieving a minimum online presence for all units by the end of 2007. Information would also be sought on how many units did not have an online presence at the start of semester 2.	KS	Super-seded
2	25.7.07	B3	Recommend the statement on minimum online presence to the Learning Technologies Policy and Governance Committee.	KS	Done
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	
3	29.8.07	A3.1	Working groups to hold their first meetings and elect their Chairs. Training Resources Working Group to invite George Ciotti to be in attendance.	PB, CT, WP, JP	
3	29.8.07	A3.1	Revise terms of reference to include working group structure.	SW	
3	29.8.07	A3.2	Check the situation in your faculty through Associate Dean (Academic/Learning and Teaching) and contact Kay if want financial assistance to develop WebCT pedagogical support.	All faculty reps	
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 Group to join forces with the Library WebCT Planning Group.	FS, PB	