

LA TROBE UNIVERSITY
Learning Management System Advisory Group

Minutes of the 2nd meeting of the Learning Management System Advisory Group held on Wednesday April 30, 2 – 3 pm DM Meeting Room at Bundoora campus. This meeting was video-linked to Bendigo and Mildura.

MINUTES *(unconfirmed)*

Attendees:

(Bundoora)

Ric Canale (Chair), Paul Whittingham, Ben Ong, Donna Bisset, Marcus De Rijk, Fiona Salisbury, Matthew Oates, Lilian Austin, Shannon Kerrigan, Robert Bassett, Andrew Noble, Matthew Riddle

(Bendigo)

Katherine Legge, Tracy Robertson, Cindy Taylor,

(Mildura)

Jennifer Hamilton-McKenzie

Robyn Hodge (Minute taker)

A PRELIMINARY BUSINESS

A1 Welcome from Chair

Apologies were received from Aly Waterson, Dianne Williamson and Jennifer Masters

A2 Confirmation of the previous minutes **LMSAG09/01 (M)**

The Advisory Group confirmed the minutes of the meeting held on March 22 2009

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

A3.1 Online access to LMSAG Issues Register and papers

Deferred to item B5.

Ben added item: Quality of videoconferencing audio to General Business.

B GENERAL BUSINESS

B1 LMS Report (Paul Whittingham)

Admin development in train (forms progressing well) Expected to be ready by Semester 2. Anders may return to Germany for an extended period of time. If so, ICT will resource to cover. Andrew N and Aly will initially develop testability/communications strategy and then seek group involvement

B2 Report from the LMSAG Working Party on Training and Resources

Jennifer Hamilton-McKenzie reported that 3 had resigned from the Working party, and group required representation from Albury- Wodonga campus. Two recommendations from the Training and Resources Working Group were tabled:

Recommendation 1:

The LMSAG Working Party on Training and Resources strongly recommends a clear policy statement on web and document accessibility be developed to ensure we have a framework on which to build information and training resources for staff teaching via the LMS that ensures accessibility for people with a disability.

Discussion:

JHM: Policy required to address accessibility issues such as PowerPoint (formats); Length of time Lectoria is logged in; PDFs that are buried in sites and with inconsistent application or design.

SK: Some of the issues may have to be dealt with on a case by case basis.

LA: PDFs used in teaching/lecture situation and the 'transferred' to LMS have limited use.

SK: There is a bigger curriculum issue about e-learning teaching practice.

KL: If guidelines are developed we will need a 'How to'.

Ben: Prefer use of additional support for identified students rather than shift in teaching methodologies.

RC: Is it acceptable to look at policy or guidelines?

SK: LTU has Web accessibility policy – not specific to LMS or accessibility. Disability Action Plan getting old.

PW/SK/LA: There may be additional things required e.g. unique guidelines for LMS; purchasing software; LMS training for staff re: accessibility

MdeR: Regarding Alternate Format Service (AFS): ppt have lots of issues re accessibility, for lectures they are ok, but for use post lecture via a distribution point (such as LMS) – depending on how it is set up it is an issue.

Other issues: culture and skill sets of users their interface with LMS; file naming conventions.

Action:

Form group (SK, AW, MdeR, and Darren Britten?) to investigate legal requirements, develop guidelines, integrate tools, provide guidance re standard structure for LMS and recommend/influence policy development.

Recommendation 2:

It is recommended the working groups of the LMSAG be reviewed in terms of their need to exist or at least determine the aim of each working group. Additional working groups have evolved since the initial groups were developed, yet we do not feel any of the original working groups have dissolved. It would be useful for clarification in this matter. It would be useful to know how LMSAG itself relates to other groups within the University.

Action: Deferred to agenda item B4

B3 LMS Staff and Subject Administration Working Group

Paul Whittingham reported that in terms of admin, work is happening in background. The WG hasn't officially met yet. The group needs to be considered in terms of new membership (as described in minutes of previous meeting)

B4 LMSAG Working Groups

Ric reported on the status of LMSAG Working groups:

Upgrades WG: This WG has ceased activity since the convener left the LMSAG. It is effectively disbanded.

Automation WG: Completed its report and was disbanded. The WG made significant contributions to developing user requirements for automated minimum presence and more efficient subject administration on the LMS. Key members of the group have since left the University.

Templates WG: Completed its task and was disbanded. The WG found a wide range of views on the use of templates and the Associate Director for Flexible Teaching and Learning decided course level templates would be created if the proposal was supported by the relevant ADA and Educational Designer or CTLC Curriculum Developer.

eReadings WG: This WG is waiting on resources becoming available for the eReadings project before recommencing work.

Training and Resources WG: This WG is active and meets regularly.
Staff and Subject Administration WG: This WG has recently commenced.

B5 Learning Technologies Sub-Committee

Report from LT sub-committee: Refer to **LMSAG09-23.doc** for review. Time to test recommendations required.

Lilian and Ric to develop guidelines in spreadsheet for submission.
Paul W suggested that vendors could be asked to set up a playpen/presentation to help with shortlisting.

Katherine Legge sought clarification that the subject level clarification in dot points be amended to make explicit the need for evaluating LMS systems that can work across campuses easily. This recommendation was endorsed by the LMSAG group.

C OTHER BUSINESS

C1 Reporting lines for LMSAG

As the Business owner of the LTU LMS it is not appropriate for Ric Canale to Chair the LMSAG. Lilian Austin will assume the role of Chair from this point on.

C2 Audio quality

Ben Ong reported that 90% of psychology lectures are video-conferenced and, with the microphones set to OFF by default, the students cannot interact with the lecturer. Also there has been feedback problems from time to time, which might explain why the microphones were set to OFF by default.

PW: Technology group have been advised and are looking into it
Actions:

RC: Will ask Project Officer Ainslie Drewe to speak to Ben further.
PW: Will talk to Max Colebourn re AV lectures

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