

**LA TROBE UNIVERSITY**  
**CURRICULUM, TEACHING AND LEARNING COMMITTEE**

**Learning Spaces and Technologies Committee**

Minutes for the first meeting of the Learning Spaces and Technologies Committee held on Monday 25 May 2009 from 11.00 am – 1.00 pm in the David Myers Meeting Room, and video-conferenced to representatives on the Bendigo and Shepparton campuses.

**Present:** Professor Ainslie Dewe (Chair), Ms Lilian Austin, Mr John Benson (vice Dr Kay Souter), Dr Ric Canale, Mr Max Colebourn, Dr Kerry Fitzmaurice, Mr Greg Gow, Dr Liz Johnson, Mr Geoff Payne, Mr Matt Riddle, Mr Lachlan Slade, Mr Paul Whittingham.

**Secretariat:** Ms Sally Went

**MINUTES**

**A PRELIMINARY BUSINESS**

**A1 Welcome from Chair and apologies received**

The Chair welcomed new members Paul Whittingham, Max Colebourn, Greg Gow, Matt Riddle and Lachlan Slade. Apologies were received from Kent Farrell and Kay Souter.

**A2 Confirmation of the notes from previous meeting of the LTSC**

The committee approved the minutes of the meeting of the Learning Technologies Sub-Committee held on 27 April 2009.

**A3 Action arising from the previous minutes not otherwise on the agenda**

**A3.1 Reporting technology trials**  
(item A3.2 of previous minutes, 27 April 2009)

Lilian Austin tabled Attachment 11, the revised table of technologies to support the development and delivery of flexible and blended approaches to teaching and learning. It was agreed that after input from the educational designers, this document should be loaded onto the Teaching and Learning website for widespread reference.

**Action:** Sally Went to distribute technology table to educational designers for comment and then arrange to have it posted on the Teaching and Learning website.

Paul Whittingham reported that the committee's draft reporting template could be adapted into the Prince project report template, although some features of the committee's reporting requirements referred to product evaluation rather than project evaluation.

**Action:** Paul Whittingham to finalise the report template with Ric Canale as soon as possible after this meeting.

The committee reviewed the table of current and recent technology trials prepared by Ric Canale and Sally Went. Members were not aware of any other trials. A correction to the entry on iPeer was noted – that it is no longer a trial but in production for the first year Faculty of Health Sciences courses. ICT were currently investigating other options because of the high support demands iPeer was placing on ICT staff.

It was noted that there was widespread interest in having Elluminate in production next year. ICT would need a report on the trial, a decision on its roll out from the Curriculum, Teaching and Learning Committee or the ICT Policy Committee, and a budget submission as soon as possible in order to implement Elluminate by next year.

**Action:** Paul Whittingham to provide report template to Lilian Austin. Lilian to report on the Elluminate trial at the July meeting.

Paul Whittingham and Matt Riddle reported from the recent meeting of the e-Portfolio Working Party. They believe it will be possible to report on the trial by the next meeting of the committee (29 June). It was noted that no new subjects could join the trial because the system was already well beyond its capacity and existing subjects were consequently experiencing overload problems. It was noted that the new LMS may also have potential to provide an e-portfolio to students, although more flexibility is enjoyed if the e-portfolio is independent from the LMS.

**Action:** Paul Whittingham to liaise with Tony Jarvis (e-Portfolio Working Party Chair) regarding the report template and timeline.

### **A3.2 Teaching and Learning Technologies Policy** (item A3.3 of previous minutes, 27 April 2009)

Ainslie Dewe reported on the discussion at the Curriculum, Teaching and Learning (CTL) Committee about the types of policy needed to direct best practice in the use of learning technologies. It was agreed that the top level policy on 'modes of delivery' was the responsibility of the CTL Committee. Guidelines on the use of particular learning technologies could be recommended to the CTL Committee from this committee.

Sally Went reported that the Deputy Vice-Chancellor was unconvinced of the need for a Teaching and Learning Technology Policy and had requested investigation of whether similar policies existed at other universities.

**Action:** Sally Went to continue working with the Deputy Vice-Chancellor on a list of policies and guidelines to support and direct the use of learning technologies across the University.

## **B GENERAL BUSINESS**

### **B1 Terms of reference**

**Attachment 5**

The committee noted their recent renaming and widened membership, and discussed new terms of reference regarding learning spaces. It was agreed to recommend to Academic Board (via the Curriculum, Teaching and Learning Committee) that the following terms of reference be added :

“In relation to learning spaces, the committee will:

- Advise on optimum learning spaces, particularly in relation to effective learning.
- Develop, adopt and maintain a transparent process for decisions on new or repurposed learning spaces.
- Act as a reference group for stakeholder issues pertaining to learning spaces.
- Make recommendations to Academic Board, via the Curriculum, Teaching and Learning Committee, on policies, procedures and guidelines relevant to learning spaces.”

The committee also agreed to recommend that the ICT Director of Teaching Technology Services be made a permanent member of the committee.

The committee noted that current refurbishing of learning spaces was conducted by Buildings and Grounds in response to specific requests from faculties, provided these were in accordance with the University’s Master Plan.

**Action:** *Sally Went to advise the CTL Committee of the proposed revision to the terms of reference.*

## **B2 Learning Management System**

### **B2.1 LMS Replacement Project**

Paul Whittingham tabled the draft business case for replacing the Learning Management System by 2011. Feedback on the draft was required this week in order to meet deadlines for the ICT Policy Committee where the decision would be made about funding the project.

Paul reported that the expected cost for the evaluation stage of the project would be minimal, provided that key staff from the CTL Centre and ICT were available to assist with the process. However, the draft budget presumes the most expensive system is implemented in order to ensure sufficient funds are available.

**Action:** *Paul Whittingham to distribute electronic copy of the draft business plan to the committee after the meeting. Members to provide comments to Paul by Friday 29 May.*

It was noted that the group who will be most closely involved in the evaluation and testing of a new LMS, the LMS Advisory Group, was without student representation and Lachlan Slade undertook to find a volunteer to join the group. It was agreed that it would be most useful to have a number of students try each of the potential new systems to get their feedback on ease of use and navigation. Teaching staff on the LMSAG would be asked to provide feedback on how each potential new system may support particular modes of teaching and whether the systems may predispose us to a certain mode of teaching.

**Action:** *Lachlan Slade to seek student representative for Learning Management System Advisory Group, and then advise the Chair, Lilian Austin.*

The committee reviewed Attachment 6 which listed the criteria against which the potential new systems would be evaluated. Lilian Austin and Ric Canale undertook to determine a weighting against each of the criteria. It was noted that the Library needed to be added in the section ‘Integration with other systems’.

**Action:** Members to send comments to Ric and Lilian on the LMS review criteria as soon as possible.

## **B2.2 Report from LMS Advisory Group**

The new Chair of the Learning Management System Advisory Group (LMSAG), Lilian Austin, provided the first of her quarterly reports to the Committee on major issues impacting on the LMS (although she has not yet chaired this group), other than the replacement project. Most recent topics discussed by the LMSAG were accessibility issues and the completion of the automation project.

### **C FOR INFORMATION**

The committee noted the following documents –

#### **C1 Electronic Assignment Submission and LMS-Turnitin Integration**

It was noted that the electronic assignment submission system had been developed in response to requests from academic staff. It was noted that this did not mean all assignments had to be submitted electronically as this would be at the discretion of the subject coordinator.

#### **C2 Launch of Turnitin Powerlink in LMS**

The committee agreed to the proposed launch of the Turnitin-LMS Powerlink and Ric Canale undertook to advise staff from the Curriculum, Teaching and Learning Centre to go ahead with this event.

#### **C3 Collaborative Learning Spaces Development**

Ric Canale reported that the new Collaborative Learning Spaces Group had met once and was seeking involvement from Buildings and Grounds and the Faculty of Science, Technology and Engineering. It was suggested that the group could learn from the current renovation of collaborative learning spaces in the Library and the ALTC-funded project SKG (Spaces for Knowledge Generation, in FH&SS and FL&M).

#### **C4 Turnitin User Group minutes**

The Turnitin User Group minutes of 22 April 2009 were noted.

### **D OTHER BUSINESS**

#### **D1 Other business raised by members at the meeting**

No other matters were raised.

#### **D2 Next meeting**

The next meeting of the committee is scheduled for 29 June 2009.

Sally Went  
Secretary, Learning Spaces and Technologies Committee

27 May 2009

## Distribution

Ms Lilian Austin, Educational Designer, Faculty of Education  
 Mr John Benson, *vice* Dr Kay Souter, FH&SS  
 Dr Ric Canale, Director, Flexible Learning and Teaching, CTLC  
 Mr Max Colebourn, Director, Teaching Technology Services, ICT  
 Professor Ainslie Dewe, University Librarian  
 Ms Rebecca Di Corpo, Governance, Planning and Policy Unit  
 Mr Kent Farrell, Director, Mildura Campus  
 Dr Kerry Fitzmaurice, Associate Dean (Academic), Faculty of Health Sciences  
 Mr Greg Gow, Buildings and Grounds  
 Dr Liz Johnson, Associate Dean (Academic), FSTE  
 Mr Geoff Payne, Director, Library Corporate and Financial Services  
 Mr Matt Riddle, Academic Developer, Faculty of Law and Management  
 Mr Lachlan Slade, student representative  
 Dr Kay Souter, Associate Dean (Academic), FH&SS  
 Mr Paul Whittingham, Director, Business Systems, ICT

## **OUTSTANDING ITEMS**

| MEETING REF     | ACTION ITEM  | RESPONSIBLE       | DEADLINE | STATUS                    |
|-----------------|--|-------------------|----------|---------------------------|
| 30.3.09<br>A3.1 | Report on progress in developing copyright support materials for academic staff; specifically how copyright issues for material presented with a learning technology | Ric               | 25 May   |                           |
| 30.3.09<br>B1   | Prepare table linking modes of learning/teaching with appropriate and available technologies.  | Lilian, Paul, Ric | 11 May   | Completed                 |
| 30.3.09<br>B1   | Link above-named table with Curriculum White Paper recommendations   | David             | 18 May   |                           |
| 27.4.09<br>A1   | ICT representation on LTSC   | Paul              | 18 May   | Completed                 |
| 27.4.09<br>A3.1 | Education copyright materials to be provided to copyright working party (via Ric)  | Lilian            | 11 May   | Completed                 |
| 27.4.09<br>A3.2 | Review Prince documentation for suitability for reporting on learning technology trial   | Paul              | 25 May   | Completed                 |
| 27.4.09<br>A3.2 | Prepare table of all recent and current learning technology trials   | Ric, Sally        | 18 May   | Completed                 |
| 27.4.09<br>A3.3 | Redraft Teaching and Learning Technologies Policy  | Sally             | 18 May   | In progress               |
| 27.4.09<br>B1.1 | Prepare business case for the evaluation and implementation of a new LMS   | Paul, Ric         | 18 May   | In progress               |
| 27.4.09<br>B2   | Brief CTL Committee on proposal for suite of policies.   | Ainslie           | 29 April | Completed                 |
| 27.4.09<br>B2   | Prepare list of urgent policies needed to guide multi-point delivery, modes of teaching, etc.  | Sally             | 18 May   | Referred to CTL Committee |
| 27.4.09<br>B4   | Liaise with Chairs of LTSC Advisory Groups about schedule of presentations to the sub-committee.   | Sally             | 11 May   | Completed                 |
| 25.5.09<br>A3.1 | Distribute technology table to ed designers for comment. Post revised to T&L site.   | Sally             | 22 June  |                           |
| 25.5.09<br>A3.1 | Finalise trial report template and send to Lilian Austin for Elluminate report and Tony Jarvis for e-Portfolio report  | Paul, Ric         | 1 June   | Completed                 |

|                 |   |         |         |           |
|-----------------|---|---------|---------|-----------|
| 25.5.09<br>A3.1 | Report on Elluminate trial  | Lilian  | 27 July |           |
| 25.5.09<br>A3.1 | Report on e-Portfolio trial   | Tony    | 22 June |           |
| 25.5.09<br>B1   | Recommend revised terms of reference to CTL committee                         | Sally   | 1 June  | Completed |
| 25.5.09<br>B2.1 | Seek student representative for LMSAG, and advise Chair, Lilian Austin        | Lachlan | 27 July |           |
| 25.5.09         | Members to send comments to Paul Whittingham on LMS replacement business case | All     | 29 May  | Completed |