

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

Learning Spaces and Technologies Committee

Minutes of the second meeting of the Learning Spaces and Technologies Committee held on Friday 17 July 2009 from 11.00 am – 1.00 pm in the David Myers Meeting Room.

Present: Professor Ainslie Dewe, Dr Ric Canale, Mr Max Colebourn, Mr Kent Farrell (*via video conference*), Dr Kerry Fitzmaurice, Mr Greg Gow, Dr Liz Johnson, Mr Geoff Payne, Mr Matt Riddle, Dr Kay Souter, Mr Paul Whittingham

Secretariat: Ms Sally Went

In attendance: Ms Rebecca di Corpo, Mr Tony Jarvis (for item B2), Mr Shem McDonald (*vice* Ms Lilian Austin)

MINUTES

A PRELIMINARY BUSINESS

A1 Welcome from Chair and apologies received

The Chair welcomed everyone to the meeting and reported apologies from Lilian Austin and Lachie Slade.

A2 Confirmation of the notes from previous meeting of the LSTC

The committee approved the minutes of the meeting of the Learning Spaces and Technologies Committee held on 25 May 2009, with the correction to the attendance list to acknowledge Kent Farrell's attendance.

The committee reviewed the action table from the previous meeting and noted all action had been completed, other than the items listed on this agenda.

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

A3.1 Learning Technology Trial

The committee had a preliminary discussion about the reworked Prince Project templates which have been modified to accommodate the specific issues for the evaluation of learning technology trials. However, Paul Whittingham's presentation on the Prince Project methodology was deferred to the next meeting due to insufficient time.

It was noted that Attachment 2, Work Request, detailed the process for initiating and conducting a trial of a new learning technology. Attachment 3, Project Brief – Learning Technologies, and Attachment 5, End Project Report, were adaptations of the standard Prince Project templates which included the requests from this committee for information specific to a learning technology trial.

It was agreed that at the next meeting the committee needed to consider some clear guidelines as to what learning technology trials required approval from this committee. The recent integration of some faculty ICT services with the central ICT Division had complicated the definitions of faculty and central ICT support and consequently the level of trial requiring central support and approval.

Action: *The committee to reconsider the project methodology and the templates at the next meeting, giving particular attention to defining which technology trials required this level of attention.*

A3.2 Learning Technology Table

This item was held over to the next meeting due to insufficient time.

B GENERAL BUSINESS

B1 Learning Management System Replacement Project

Ainslie Dewe reported on discussions at the recent ICT Policy Committee regarding the business case for the replacement of the LMS. It was agreed at that meeting to establish a working party to advise PRC on a five year plan for learning technologies that takes into account the *Design for Learning* project and research issues. Ainslie tabled a first draft of the scope for the working party. It was noted that the replacement LMS should be evaluated in that context of the overall learning technology architecture.

The committee discussed Attachment 7, the LMS Replacement Business Case. As the LMS was a mission critical application, it was believed that there would be no difficulty getting the budget variation approved by PRC in order to proceed with the next stage of the project. However, there was concern that the project paperwork was not complete as the requirements for the new LMS had not been finalised and the project was without a sponsor. It was agreed that the Chair would ask the Deputy Vice-Chancellor if she would be the Project Sponsor, and discuss with her, as Chair of the Curriculum, Teaching and Learning Committee, whether sign off was required by the CTL Committee before proceeding with the application to PRC.

The committee noted the importance of getting the list of LMS requirements right as these will be the criteria against which potential new systems will be evaluated. (An earlier draft of the LMS requirements had been considered by the committee at its May meeting – Attachment 6, 25 May 2009).

Action: *Ric Canale to complete the list of LMS requirements for the committee to consider at its meeting on Monday 27 July. Ainslie Dewe to discuss project sponsorship and appropriate approval mechanisms for the project documents with the Deputy Vice-Chancellor.*

B2 Report from the e-Portfolio Working Party

The Chair of the e-Portfolio Working Party, Tony Jarvis, attended the meeting for this item and tabled a summary of the recommendations from the e-Portfolio trials, and a report from Dr Jennifer Masters on the trial in the Bachelor of Education in Bendigo. A final report encompassing the findings from all three trials (Education, Health Sciences, Politics) will be available in approximately three weeks.

The committee noted that the e-Portfolio would be of most interest in the disciplines where it is already a part of the course that students prepare a portfolio or maintain a reflective journal whilst undertaking clinical, school or other professional placements. Tony Jarvis described some other potential applications for an e-Portfolio at the University, including facilitating transition from secondary school to the University, structuring continuity between key subjects in the new curriculum (cornerstone, midpoint and capstone subjects), supplementing the new promotions procedures and managing mentoring programs.

It was noted that the preferred product, Pebble Pad, was able to interface with social networking applications such as Face Book and My Space and can be accessed on smart phones through the 3G network.

Paul Whittingham reported that \$400,000 had been allocated in last year's budget to implement an e-Portfolio system in 2010 should this be approved by the Curriculum, Teaching and Learning Committee. The final report from the trials was needed to help shape the implementation.

Action: *The e-Portfolio Working Party to submit a report with recommendations to the committee in time for its meeting on 24 August. The committee will then decide whether they will recommend to the Curriculum, Teaching and Learning Committee that an e-Portfolio system be implemented across the University.*

B3 Report from ACODE

This item was held over to the next meeting due to insufficient time.

C FOR INFORMATION

The committee received the following documents -

- C1** Minutes of the Turnitin User Group, 17 June 2009, unconfirmed
- C2** Minutes of the ePortfolio Working Party, 30 October 2008, 3 April 2009, 22 May 2009 unconfirmed
- C3** Minutes of the Learning Management System Advisory Group 28 May 2009, unconfirmed

D OTHER BUSINESS

D1 Other business raised by members at the meeting

There was no other business.

D2 Next meeting

The next meeting is scheduled for Monday 27 July 2009.

Sally Went
Secretary, Learning Spaces and Technologies Committee

17 July 2009

Distribution

Ms Lilian Austin, Educational Designer, Faculty of Education
Dr Ric Canale, Director, Flexible Learning and Teaching, CTLC
Mr Max Colebourn, Director, Teaching Technology Services, ICT
Ms Rebecca Di Corpo, Governance, Planning and Policy Unit
Professor Ainslie Dewe, University Librarian **(Chair)**
Mr Kent Farrell, Director, Mildura Campus
Dr Kerry Fitzmaurice, Associate Dean (Academic), Faculty of Health Sciences
Dr Liz Johnson, Associate Dean (Academic), FSTE
Mr Shem McDonald, Educational Designer, Faculty of Education
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