

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

Learning Spaces and Technologies Committee

MINUTES

Minutes of the third meeting of the Learning Spaces and Technologies Committee held on Monday 27 July 2009, 11.00am in the David Myers Meeting Room, Level 1 David Myers Building, and Bundoora Campus.

Members present: Professor Ainslie Dewe (chair), Ms Lilian Austin, Dr Ric Canale, Mr Max Colebourn (*via video conference*), Mr Greg Gow, Ms Sally Huang Dongping, Dr Liz Johnson, Mr Geoff Payne, Mr Matt Riddle, Mr Lachlan Slade (*via video conference*), Dr Kay Souter, Mr Paul Whittingham

Secretariat: Ms Rebecca di Corpo (Secretariat)

Apologies: Mr Kent Farrell, Dr Kerry Fitzmaurice

A PRELIMINARY BUSINESS

A1 Welcome and Apologies

- 1.1 The Chair welcomed members to the third meeting of the Learning and Spaces Technology Committee, and the apologies were given.
- 1.2 The Chair introduced the representative from LUPA advising the Committee of the addition of LUPA to the Terms of Reference composition of membership from this point forward, as agreed at the Curriculum, Teaching and Learning Committee meeting of 22 July 2009.

A2 Minutes of Meeting

- 2.1 The Committee received Attachment 1 and confirmed the Minutes of Meeting 17 July 2009 as a true and accurate record.

A3 Matters Arising

A3.1 Learning Technology Trial

- 3.1.1 The Director, Business Systems, ICT gave a brief presentation on the principles of project management upon which the Prince Project templates are based.
- 3.1.2. Confirmation that ICT's operational process for learning technology trials is now in place led to a discussion concerning the structural organisation of the process and its associated reporting lines. It was agreed a flowchart be created for clarification on this.

Action: Paul Whittingham to prepare a draft flowchart for the next LSTC meeting.

- 3.1.3 The Committee identified the need to communicate the new ICT process for learning technology trials out across the University. The timing and agreed approach to action this will depend on the outcome of the ICT Functional Review.

3.1.4 In response to the objective: the committee “will develop, adopt and maintain a transparent process governing adoption decisions for educational technologies”, the Committee will consider the implementation of an awareness program of ICT’s application process for learning technologies.

Action: *Secretariat to note this item for a future agenda, pending outcome of ICT Functional Review.*

3.1.5 It was agreed the revised Terms of Reference, endorsed by the Curriculum, Teaching and Learning Committee on the 22nd July 2009, be circulated to members for information.

Action: *Secretariat to circulate Terms of Reference prior to the next LTSC meeting.*

3.1.6 The presentation slides have been recorded as Attachment 2, Learning Technology Trial, and are available upon request.

A3.2 Learning Technology Table

3.2.1 The Committee received and noted Attachment 3, the Table entitled, ‘Technologies to support the development and delivery of flexible and blended approaches at La Trobe University’.

3.2.2 It was agreed this document is a committee resource and is not for wider circulation at this time.

B GENERAL BUSINESS

B4 Learning Management System Replacement Project

4.1 The Chair advised that the Committee’s recent concerns regarding the overall project management of the LMS Replacement Project are being addressed by executive management and the outcome of these discussions will be advised accordingly.

4.2 The Committee received and noted Attachment 4, Ric Canale’s paper entitled ‘LMS selection criteria based on system features’. This document provides the business requirements that are to be included in the LMS Replacement Project Business Case currently under development.

4.3 The SRC Representative recommended further detail is given in the business requirements on usability - both in terms of home usage by students and the capacity for data intensive activity, and the system support for multiple platforms.

4.4 It was agreed that:

4.4.1 further analysis be presented concerning the data capacity for home users;

4.4.2 more detail be given under the section entitled ‘Access’ regarding the support for multiple platforms.

Action: *Ric Canale to co-ordinate inclusion of these details, as necessary, in the (draft) Business Case.*

B5 Report from ACODE

5.1 The Associate Director for Flexible Teaching and Learning, CTLC shared with members the key learning outcomes of his attendance at the recent ACODE (Australian Council on Open, Distance and e-Learning) meeting, University of Queensland.

- 5.2 With the theme of 'Lost in Space' the meeting predominantly focused on the 80/20 business model (meaning 80% value/ 20% cost). Delegates were also invited to look at the University's highly advanced learning technologies.
- 5.3 The Committee agreed the opportunities to learn from other universities are valuable and that the 80/20 model is an approach fully supported by the faculties. ICT will continue to analyse what this means for La Trobe's learning technologies policies.
- 5.4 A one page summary of the meeting is available upon request from Ric Canale.

B6 Elluminate Trial – End Project Report

- 6.1 The Committee received and noted Attachment 5, the Elluminate Trial – End Project Report, with Appendix 1, an excerpt from the Evaluation Report of The Graduate Diploma in Education (middle Years) conducted by David Kay Training and Development.
- 6.2 The Educational Designer, Faculty of Education, provided a verbal overview of the trial, with reference to the Report, highlighting both positive and negative outcomes of the use of this technology. The overall message was that the trial has been very successful.
- 6.3 The Chair requested that the Report be completed with the inclusion of the Faculty of Education's recommendations going forward, for referral to the Curriculum, Teaching and Learning Committee.

***Action:** Lilian Austin to prepare the final report for referral to the Curriculum, Teaching and Learning Committee.*

C FOR INFORMATION

C7 Turnitin User Group

- 7.1 The Committee received and noted for information Attachment 6, the unconfirmed Turnitin User Group Minutes of Meeting 17 June 2009.
- 7.2 The Committee received and noted for information Attachment 7, the report on the launch of the Turnitin powerlink in LMS.

D OTHER BUSINESS

D8 Other Business

- 8.1 It was agreed that with respect to the recently added Terms of Reference objectives concerning learning spaces, the Library and Buildings & Grounds divisions will present to the Committee their respective project plans at a future meeting, before end year.

D9 Next meeting

- 9.1 The next meeting is scheduled for Monday 24th August 2009, 11.00am-1.00pm, in the David Myers Meeting Room, David Myers Building, Bundoora Campus.
- 9.2 The meeting concluded at approximately 12.30pm.