

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

Learning Spaces and Technologies Committee

MINUTES

Minutes of the fourth meeting of the Learning Spaces and Technologies Committee held on Monday 24 August 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, Mr Kent Farrell, Dr Kerry Fitzmaurice, Mr Greg Gow, Dr Liz Johnson, Mr Paul Whittingham, Ms Kun Xu

Secretariat: Ms Rebecca di Corpo (Secretariat)

Apologies: Mr Geoff Payne, Mr Matt Riddle, Mr Lachlan Slade, Dr Kay Souter

A PRELIMINARY BUSINESS

A1 Welcome and Apologies

- 1.1 The Chair welcomed members to the fourth meeting of the Learning and Spaces Technology Committee; introductions were made and the apologies given.

A2 Minutes of Meeting

- 2.1 The Committee received Attachment 1 and confirmed the Minutes of Meeting 27 July 2009 as a true and accurate record.

A3 Matters Arising

A3.1 LeST Committee Terms of Reference

- 3.1.1 The Chair advised the amended Terms of Reference, as detailed in Attachment 2, were approved by Academic Board at its meeting of 12 August 2009, and further discussed with members the scope and direction of the committee going forward.
- 3.1.2 It was suggested that, when appropriate, the Chair communicate with the relevant committees of Academic Board to clarify the purpose and 'value add' of the LeST Committee, inviting cross-communication of strategic and/or operational plans; the key issue being *when* the LeST Committee has input, if any.
- 3.1.3 Members discussed a number of operational opportunities the committee could pursue, such as presenting a clear pathway for lecturers on how they would be able to introduce new technology, or to implement a process whereby the University can review a specific teaching space with different modes of teaching.
- 3.1.4 It was agreed the agenda for the next meeting will focus predominantly on learning spaces. Suggested content to date includes:
- Consideration of the (unconfirmed) Learning Technologies Policy, drafted by Academic Services;

- Paper on administrative processes for videoconferencing, prepared by Max Colebourn;
- Paper providing an *overview* of current and/or future projects of Buildings and Grounds, prepared by Greg Gow.

Action: *Secretariat to coordinate with committee members as appropriate*

3.1.5 It was agreed that in time, a formalized process for submitting Issues Papers and/or proposals including recommendations, be implemented for submissions to the Planning and Resources Committee and ICT Policy Committee.

A3.2 Elluminate Trial End Project Report - Recommendations

3.2.1 The Committee received and noted Attachment 3, the Elluminate Trial End Project Report including the recommendations, as requested at the previous meeting.

3.2.2 The Committee agreed to recommend to the Curriculum, Teaching and Learning Committee that the University support the continued use of Elluminate within the Faculty of Education, for the Graduate Certificate of Education, taking effect immediately.

3.2.3 The Committee agreed to also recommend, for referral to the CTL Committee, that ICT consider Elluminate for wider implementation, within the standard timeframe for ICT's evaluation processes.

A3.3 Learning Technologies Trials Process

3.3.1 The Committee received Attachment 4, the operational process for Learning Technologies Trials Flowchart, prepared by Paul Whittingham.

3.3.2 It was agreed that the Faculty Functional Areas be included in the flowchart.

Action: *Paul Whittingham to amend as necessary.*

B GENERAL BUSINESS

B4 Learning Management System (LMS) Replacement Project

4.1 The Committee received Attachment 5, the project timeline for the Learning Management System Replacement Project.

4.2 Dr Ric Canale advised that the Planning and Resources Committee were currently considering the budget, and that the next step will be the establishment of the Project Board.

4.3 Members were advised that there is a significant overlap between the LMS and Student Portal, hence the presence of this reference in the LMS Review and Decision Timeline.

4.4 It was requested that the following amendments be made to the LMS Review and Decision Timeline:

- 4.4.1 the addition of sequential numbering of the items, and key contact for 'action' item;
- 4.4.2 the addition of the timeline for appointing a Project Manager
- 4.4.3 updates as appropriate since the circulation of the document.

Action: *Ric Canale to amend the LMS Review and Decision Timeline as necessary*

- 4.5 It was recommended the LMSAG provide feedback into the review process and that a student panel (as well as the LMSAG) test and provide feedback on usability.

Action: Ric Canale to coordinate necessary

- 4.6 It was agreed the LMS Review and Decision Timeline become a standing item on the agenda of future LeST Committee meetings.

Action: Ric Canale and Secretariat to coordinate as necessary

B5 Disclaimer – University Network

- 5.1 The Committee received Attachment 6, a copy of email correspondence between the Faculty of Law and Management and Legal Services concerning a proposed liability statement for inclusion on the LMS.
- 5.2 The discussion raised a number of possibilities for addressing the issue:
- a) Students are to be made aware of their obligations at enrolment;
 - b) Subject Coordinators need to be aware of critical information that should be provided upfront;
 - c) Staff training (all teaching staff with potential access to the LMS) should include this issue;
 - d) A liability statement at the point of entry, or in the introductory notes, should be made more explicit.

B6 e-Portfolio Working Party

- 6.1 The Chair advised members that the e-portfolio report, with recommendations, was not available in time for the meeting, and will be submitted in due course.

Action: Tony Jarvis to submit Report for presentation at the next meeting.

- 6.2 The Committee discussed the now time-critical aspects of the absence of recommendations being put forward. It was suggested the Faculty of Health Sciences and Faculty of Education send the LeST Committee Chair details of what is deemed 'mission-critical' going forward.

Action: Kerry Fitzmaurice and Lilian Austin to provide details as required.

- 6.3 The discussion included concerns of timeline, priorities and resources, however it was agreed that the Committee's recommendations to the CTL Committee would be finalised only once the Report had been received.

C FOR INFORMATION

C7 Minutes of Meetings

- 7.1 The Committee received and noted Attachment 8, the confirmed Learning Management Systems Advisory Group Minutes of Meeting 25 June 2009.

D OTHER BUSINESS

D8 Other Business

- 8.1 It was agreed a working site for the LeST Committee should be developed, so that shared resources can be made available to members.

Action: Secretariat to co-ordinate a working site on UNITE at the earliest convenience.

- 8.2 It was noted that the LMSAG meetings were not scheduled to align with the LeST Committee meetings; this will be addressed for 2010.
- 8.3 The issue of the recent technical difficulties of the LMS was discussed with respect to the University's risk management. Changes are already in place to ensure episodes of down time during critical hours are not repeated and improvements on communication with staff and students are made.
- 8.4 Dr Liz Johnson enquired as to the support mechanism for the Faculty of Science, Technology and Engineering's timetabling software issues. The Committee agreed Dr Johnson correspond directly with Paul Whittingham and Bruce Carboon on this issue out-of-session.
- 8.5 ICT confirmed that the class timetabling will be managed through Syllabus Plus, which is about to be upgraded to enable remote interface bookings.

D9 Next meeting

- 9.1 The next meeting is scheduled for Monday 28th September 2009, 11.00am-1.00pm, in the David Myers Meeting Room, David Myers Building, Bundoora Campus.
- 9.2 The meeting concluded at 1.00pm.
- 9.3 To note: Mr Greg Gow left the meeting at 11.45am.