

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

**Learning Spaces and Technologies Committee**

**MINUTES**

Minutes of the fifth meeting of the Learning Spaces and Technologies Committee held on Monday 28 September 2009, 11.00am-1.00pm, David Myers Meeting Room, Level 1 David Myers Building, Bundoora Campus.

**Members present:** Professor Ainslie Dewe (chair), Ms Lilian Austin, Dr Ric Canale, Mr Kent Farrell (*teleconference*), Dr Kerry Fitzmaurice, Mr Greg Gow, Dr Liz Johnson, Mr Geoff Payne, Mr Matt Riddle, Dr Kay Souter, Mr Paul Whittingham

**In attendance:** Ms Rebecca di Corpo (Secretariat)

**Apologies:** Mr Max Colebourn, Mr Lachlan Slade, Ms Kun Xu

**A PRELIMINARY BUSINESS**

**A1 Welcome and Apologies**

- 1.1 The Chair welcomed members to the fifth 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 24 August 2009 as a true and accurate record.

**A3 Matters Arising**

- 3.1 Members noted the actions schedule included in the Minutes (as above) and the chair identified the items as completed, as work in progress or as items included as part of the meeting's agenda.

**B GENERAL BUSINESS**

**B4 Learning Management System (LMS) Replacement Project**

- 4.1 The Committee received Attachment 2, an updated project timeline for the Learning Management System Replacement Project.
- 4.2 Dr Ric Canale spoke to this item and further to the updates provided in the project document advised that the product shortlist was down to two:- Moodle and Blackboard.
- 4.3 The discussion raised two additional points concerning this project:- firstly, that an analysis of the direct relationship between pedagogical ambition and technological applications would be beneficial.
- 4.4 Secondly, it was agreed that systems could be inter-operable, but not identical, whereby learning objects could be transferred, providing opportunities to collaborate with external colleges (particularly regional TAFE colleges).

**B5 Learning Spaces**

## **B5.1 Administrative requirements for videoconferencing**

5.1.1 The Committee noted that the item concerning meeting room videoconferencing systems was postponed until the next meeting.

## **B5.2 Buildings and Grounds: project overview**

5.2.1 Mr Greg Gow spoke to this item suggesting a number of opportunities for closer collaboration between the LeST Committee and Buildings and Grounds (B&G) on issues relating to learning spaces. Two examples are:

- High level input into the activities of B&G's projects working groups;
- Sharing and exchanging feedback on relevant policies and procedures.

5.2.2 It was agreed that a list of current, and future if appropriate, projects under development with B&G be collated for the Committee's information and that Greg Gow would prepare a paper for presentation for a future meeting. (NB. No Paper (Attachment 4 of the agenda) was circulated on this occasion.)

**Action:** *Secretariat to coordinate with Buildings and Grounds.*

5.2.3 The Associate Dean (Academic) of the Faculty of Humanities and Social Sciences (FHSS) advised that they recently launched their Learning Room, suggesting the Committee could use this facility as an example of the wider thinking concerned with learning spaces.

**Action:** *Dr Kay Souter to prepare Paper for November meeting based on early findings of the FHSS on learning spaces.*

5.2.4 The Committee agreed the University would benefit from adopting a more open and transparent process in the area of planning for learning spaces (e.g. the ability to see plans on display). It was agreed that, subject to the requirements for remote facilities, a future meeting would be held in the new learning space at the FHSS.

**Action:** *Secretariat to liaise with Dr Kay Souter for meeting venue arrangements.*

## **B5.3 (Draft) Teaching and Learning Spaces Policy and Procedures**

5.3.1 The Committee received and considered Attachment 5, the draft Teaching and Learning Spaces Policy and Procedures and the chair advised that Academic Services invited comments on this working documentation.

5.3.2 The Committee agreed to make the following suggestions:  
a) to remove the Definitions from the Policy;  
b) to include in the Definitions of the Procedures the following:  
o Lecture Space definitions  
o Flexible space definitions  
o Eddy spaces definitions  
o Videoconference spaces definitions  
o Specialist T&L spaces definitions  
o Others – as considered by relevant committees.

5.3.3 After further discussion it was agreed that Dr Souter will develop the Policy and Procedures further, to circulate for comment at the next meeting before submitting back to Academic Services.

**Action:** *Dr Kay Souter to redraft Policy and Procedures for the November meeting.*

## **B6 e-Portfolio Working Party Report**

- 6.1 The Committee received and considered Attachment 6, the e-Portfolio Working Party Report.
- 6.2 It was agreed that in the immediate instance the Faculties who are currently working with PebblePad will continue to do so on a trial basis pending arrangements with ICT, and that the LeST Committee will prepare its recommendations going forward to present to the Curriculum, Teaching and Learning Committee at its October meeting.

***Action:** Secretariat to coordinate with Faculties and ICT as necessary.*

## **C FOR INFORMATION**

### **C7 Minutes of Meetings**

- 7.1 The Committee received and noted Attachment 7, the confirmed Learning Management Systems Advisory Group Minutes of Meeting 30 July 2009.

### **C8 Working Party on ICT directions for Curriculum Change**

- 8.1 The Committee received and noted Attachment 8, the ICT directions for Curriculum Change Report, submitted to the Planning and Resources Committee.

### **C9 2010 Meeting Dates**

- 9.1 The Committee noted the proposed 2010 meeting dates and that while scheduled monthly, will be run on an as needs basis. Confirmation of the dates was pending approval by the CTL Committee at its meeting of 30 September 2009.

## **D OTHER BUSINESS**

### **D10 Other Business**

- 10.1 The chair informed the Committee of a symposium she attended for the launch of the Horizon Report 2009 – Australia and New Zealand. It was recommended that members of the committee take a moment to review the issues identified within it. The Report can be located using the following link: <http://www.nmc.org/pdf/2009-Horizon-Report-ANZ-Edition.pdf>

### **D11 Next meeting**

- 11.1 The next meeting is scheduled for Monday 26<sup>th</sup> October 2009, 11.00am-1.00pm, in the David Myers Meeting Room, David Myers Building, Bundoora Campus.

## *Actions Summary*

| <b>Minute Item</b> | <b>Details</b>   | <b>Action By</b> | <b>Timeline</b> | <b>Status</b>  |
|--------------------|--|------------------|-----------------|----------------|
| 5.2.2              | It was agreed that a list of current, and future if appropriate, projects under development with B&G be collated for the Committee's information and that Greg Gow would prepare a paper for presentation for a future meeting.                                  | Sec/ Greg Gow    | Nov 09 +        | <i>Pending</i> |
| 5.2.3              | The Associate Dean (Academic) advised that the Faculty of Humanities and Social Sciences (FHSS) recently launched their learning groups, suggesting the Committee could use this program as an opportunity to develop the wider thinking concerned with learning | Sec/Kay Souter   | 2010            | <i>Pending</i> |

|       |   |                     |          |                |
|-------|---|---------------------|----------|----------------|
|       | spaces.   |                     |          |                |
| 5.2.4 | It was agreed that, subject to the requirements for remote facilities, a future meeting would be held in the new learning space at the FHSS.  | Sec/Kay Souter      | TBA      | <i>Pending</i> |
| 5.3.3 | It was agreed that Dr Souter will develop the Policy and Procedures further, to circulate for comment at the next meeting before submitting back to Academic Services.  | Kay Souter          | Nov 09   | <i>Pending</i> |
| 6.2   | It was agreed that in the immediate instance the Faculties who are currently working with PebblePad will continue to do so on a trial basis pending arrangements with ICT, and that the LeST Committee will prepare its recommendations going forward to present to the Curriculum, Teaching and Learning Committee at its October meeting. | Sec/ FED/ FHS/ FHSS | Nov 09 + | WIP            |