

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

**Learning Spaces and Technologies Committee**

**MINUTES**

Minutes of the eighth meeting of the Learning Spaces and Technologies Committee held on Monday 22<sup>nd</sup> March 2010, 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 Max Colebourn (*videoconference*), Dr Kerry Fitzmaurice, Mr Geoff Payne, Mr Matt Riddle and Mr Paul Whittingham

**In attendance:** Mr Paul Goldacre (for Dr Kay Souter)  
Ms Robyn Sinclair (Secretariat)

**Apologies:** Mr Kent Farrell, Mr Greg Gow, Dr Liz Johnson and Dr Kay Souter,

**A PRELIMINARY BUSINESS**

**8.1 Welcome and Apologies**

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

The Chair reported that Mr Greg Gow had indicated that he was unable, to, due to time constraints, to continue his membership on this Committee, The Committee noted that it was important to the work of the Committee to have a representative under the following category:

- i *Executive Director, Buildings and Grounds, or nominee*

**Action:** The Chair and Executive Officer to consult with Mr T Inglis, Executive Director, Buildings and Grounds with a view to seeking a nomination to the Committee.

The Committee was also informed that Mr K Farrell's impending resignation from the University would result in a further vacancy on the Committee. The Committee noted its appreciation of Mr Farrell's contributions.

**Action:** The Executive Officer to the Committee to take action to address all vacancies on the Learning Spaces and Technologies Committee.

**8.2 Minutes of Meeting**

The Committee confirmed the minutes of meeting held on 30 November 2009 as a true and accurate record.

**8.3 Matters Arising**

The Committee agreed to progress the following actions from previous minutes in the respective manner:

- Actions 5.3 and 5.4- will be reworded pursuant to the discussion by the Committee under item 6 of the current agenda;
- Action 6.2 -Dr Canale to consult with the Turnitin User Group about the wording of the survey questions;

- Action 7.2 – the Committee noted that Dr Canale has completed the action as recorded.

The Chair noted that the Learning Technologies policy had been endorsed by the November 2009 meeting of the Committee and that this will be presented to the next scheduled meeting of the Curriculum Teaching and Learning Committee for its endorsement. S

**Action:** the Committee invited the Secretariat to consult with Dr K Souter with regards the presentation of a revised iteration of the Learning and Technologies Spaces policy to the next meeting of the Committee.

#### 8.4 Report of the Chair

The Committee received paper LSTC08-220310-0.4 *Chair's Report- Extract from ICT Strategy Committee Minutes - 15 February 2010*

The Chair informed the Committee that the recently formed ICT Strategy Committee had convened on the 15 February 2010 and had inter alia raised the following matters:

- the establishment of a working party to develop a five year plan for teaching AV to be overseen by the LeST;
- the convening of another working group of the ICT Strategy Committee whose purview would be to develop a five year plan on non-teaching videoconferencing arrangements; and
- a proposed administration of Elluminate by the Learning Spaces and Technology Committee.

In response to the matters raised by the Chair, the committee noted:

- the Committee cannot administer Elluminate's use, but can provide some oversight in terms of monitoring the concomitant issues and tracking the progression of the use of the technology from trial to implementation;
- more clarification about the documented proposed cessation of AV program spending was required;
- the issue of the current University's annual budgeting approach to the implementation of new technology needs to be resolved by ICT Strategy Committee;
- it was agreed that Elluminate be available to every Faculty and that there needed to be adequate human support for new users.

The Committee agreed that the following three steps were instrumental in progressing elluminate to the next phase:

- make the technology known;
- circulate the criteria for use of the technology; and
- make a case for funding for its support in Semester 2, 2010.

**Action :** Chair to seek further clarification from the Chair ICT Strategy about the documented cessation of AV spending.

**Action :** MC to convene a Working Group, including the Chair of the LeST, Dr Ric Canale, Lilian Austin or nominee and other interested members of the Committee, and circulate a scope for the Group's work in the development of a 5 year plan for AV teaching and virtual classroom technology.

**Action:** RC to consult with Associate Deans (Academic) to identify current and predicted use of elluminate in order that this be moved from trial to pilot phase and to report back to the April meeting of the Committee.

## B GENERAL BUSINESS

#### 8.5 Learning Management System (LMS) Replacement Project

The Committee received papers LSTC08-220310-05 and LSTC08-220310-05.I respectively entitled *LMS Replacement Update February Report* and *LMS Replacement Update March Report*

Dr Ric Canale informed the Committee that, due to Blackboard's requirement for a confidentiality agreement between the University and UsabilityOne, the project was currently running two weeks behind predicted timelines. Notwithstanding this delay, it was still feasible to have a final decision by end of April 2010.

A question about the arrangements for risk management with respect to the proposed date of implementation following selection of a preferred system was raised. The Committee was advised that there will be a separate Project Management Board for the implementation of the project.

## 8.6 ePortfolio Business Case

The Committee received papers LSTC08-220310-06 entitled *ePortfolio Business Case*.

The Committee noted that;

- the e-Portfolio business case had been presented to the CTLC where it, and the recommendations contained therein, had been accorded general assent with respect its adoption for limited use for teaching ;
- the appointment of a project officer will be a significant feature of move from trial to pilot phase; and should be framed as such;
- the business owner for this project appeared to be the Curriculum Teaching and Learning Centre;
- the committee noted that the DfL project had was no identified the specific technology tools at this stage;
- a requirements document listing all the available technology would help determine the final set of solutions and Mr Wittingham agreed to provide a report on this to the next meeting of the Committee;

**Action:** Mr P Wittingham to provide a report back on the availability of current teaching technology

- it was important that the University balance the need to implement small project solutions and to develop a whole of institution approach to learning technologies.

**Action:** the Chair to extend an invitation to Mr Mark Reedman to attend the next scheduled meeting of the committee to discuss the teaching technology resources required to support DfL curriculum initiatives.

After due deliberation, the LeST endorsed the general thrust of the recommendations contained in the Business Case and agreed to establish an e-portfolio advisory group.

**Action:** Secretariat, in consultation with Dr Ric Canale, to call for expression of interest for members to contribute to an e-portfolio advisory group.

## 8.7 Support of New Learning Technologies Protocols and Procedures.

The Committee received paper LSTC08-220310-07 entitled *Protocol for establishing a new centrally supported learning technology*.

The Committee noted that:

- the protocols were effective but needed to be updated for currency and with a view to changing the streamlining of the approvals process; and
- there was no sub-committee of the LeST established to approve the applications.

**Action:** Mr Ric Canale and the Executive Officer to redraft the Protocols and the Application form in line with the advice provided by the Committee.

### 8.7.1 New Educational Technology Application

The Committee received paper LSTC08-220310-07.1 entitled *Application for mobile access and communication to Web2 technologies for pre-service teaching students*.

The Committee noted that quality of the application and that the submission had been approved out of sessions by the Chair. Accordingly, the Committee ratified the approval.

## C FOR INFORMATION

### 8.8 Minutes of Sub-Committees

#### 8.1 Learning Management Systems Advisory Group Meeting held on 19 November 2009

The Committee received and noted paper LSTC08-220310-08.1.

#### 8.2 Learning Management Systems Advisory Group Meeting held on 19 December 2009

The Committee received and noted paper LSTC08-220310-08.1.

## D OTHER BUSINESS

### 8.9 Other Business

There was no other business.

### 8.10 Next meeting

The next meeting is scheduled for Monday 19<sup>th</sup> April 2010, 11.00am-1.00pm, in the David Myers Meeting Room, David Myers Building, Bundoora Campus.

### Actions Summary

Minute Item	Details	Action By	Timeline	Status
8.1	The Chair and Executive Officer to consult with Mr T Inglis, Executive Director, Buildings and Grounds with a view to seeking a nomination to the Committee.	ExO	12 April	Pending
8.1	The Executive Officer to the Committee will follow up on all vacancies on the Learning Spaces and Technologies Committee.	Ex O	12 April	Pending
8.3	RC to consult with Turnitin Working Group	Ric Canale/ TUG WG	May 2010	Pending
8.3	Secretariat to consult with Dr K Souter to invite a revised iteration of the Learning and Technologies Spaces policy.	EO K S T I	April 2010	Pending
8.4	Max Coleburn to convene a Working Group, including the Chair of the LeST, to develop a 5year plan for AV teaching technology	M C	June 2010.	Commenced 24.3.10
8.4	Chair to seek further clarification from the Chair ICT Strategy about the documented cessation of AV spending with the Chair ICT Steering Group.	EO Chair JR	2010	Pending
8.5	Mr P Wittingham to report back on the outputs of current teaching technology	PW	April	Pending
8.5	Chair to extend an invitation to Mr Mark Reedman to attend the next meeting of the committee to discuss	EO Chair	April	Pending

	the teaching technology resources required to support DfL curriculum initiatives.	MR		
8.5	Secretariat, in consultation with Dr Ric Canale, to call for expression of interest for members to contribute to an e-portfolio advisory group.	EO RC	2010	<i>Pending</i>
8.6	Mr P Wittingham to provide a report back on the availability of current teaching technology	PW	April	<i>Pending</i>
8.7	Mr Ric Canale and the Executive Officer to redraft the Protocols and the Application form in line with the advice provided by the Committee.	RC EO	April 2010	<i>Pending</i>