

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

Learning Spaces and Technologies Committee

MINUTES

Minutes of the ninth meeting of the Learning Spaces and Technologies Committee held on Monday 19th April 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, Mr Dermot O'Sullivan and Mr Paul Whittingham

In attendance: Mr Paul Goldacre (for Dr Kay Souter)
Mr Mark Reedman (for item 7)

Ms Robyn Sinclair (Secretariat)

Apologies: Dr Kay Souter

A PRELIMINARY BUSINESS

9.1 Welcome and Apologies

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

The Chair also accorded a particular welcome to Mr Dermot O'Sullivan who had recently been appointed to the Committee under the following category:

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

The Committee noted the importance of having representation from Buildings and Grounds, in light of the intersection between ICT and learning and spaces. The Chair foreshadowed that future meetings will focus on this intersection.

9.2 Minutes of Meeting

The Committee confirmed the minutes of meeting held on 22 March 2010 as a true and accurate record.

9.3 Matters Arising

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

- Action 8.1- EO to follow up with relevant bodies to fill the current student vacancies.
- Action 8.3 Turnitin Working Group has yet to convene and Dr Canale will address at the next meeting of this group.
- Action 8.3b- The Learning and Technologies Policy, which was endorsed by the Committee in 2009, has been forwarded to the CTLC for its consideration and referral to Academic Board. The Teaching and Learning Space policy is on the current agenda;

- Action 8.4 The Chair will clarify the matter of cessation of AV funding progressed when ICT Strategy Committee reconvenes.
- Action 8.5 Paul Whittingham will provide a report on current technology at LTU at the next scheduled meeting of the Committee.

In relation to the action pertaining to the redrafting of the *New Learning Technologies Protocols* and *New Technologies Application* forms, the Chair advised the Committee that a subsequent version of the documentation based on Prince methodology had been endorsed at the 2009 June meeting and that it was important to ensure that the documentation as endorsed was in use. Dr Canale raised concerns about usability of the Prince documentation and informed the Committee that academics require simplified forms and appropriate guidance.

The Committee raised concerns about the nomenclature of the forms. It was agreed that a set of instructions could be developed to support the forms as endorsed. It was agreed that it would be prudent to send a copy of the current forms and documentation to all members of the Learning Spaces and Technology Committee.

It was noted that staff members are required to complete the documentation where there is need for ICT support. The Committee acknowledged that there existed a range of issues related to the individual adoption of specialist learning technologies which required a centralised system of protocols. It was agreed that Dr Canale will consult with Mr John Hannon with regards the presentation of guidelines being developed on risk management and learning technologies.

In relation to the availability of the *Work Request (for a new centrally supported learning technology)* documentation, the Committee agreed that the documentation should be uploaded onto the CTLC website under the sub-site on learning teaching strategies.

Actions:

1. Mr P Whittingham, Dr R Canale and Ms R Sinclair to develop guide materials to support the completion of the forms.
2. On behalf of the Committee, Mr R Canale will issue an invitation to Mr John Hannon, Academic and Curriculum Developer to attend a meeting to discuss the issue of the use of external learning and assessment technologies

9.4 Report of the Chair

The Chair advised the Committee that the matters to be raised under this report will be discussed under other agenda items.

B GENERAL BUSINESS

9.5 High-bandwidth Digital Content Protection (HDCP Copyright)

The Committee received papers LSTC09-190410-05 entitled *ICT Technology Brief- HDCP Copyright Protection*.

Mr Max Colebourn spoke to the report, and in so doing, highlighted the following matters:

- High- bandwidth Digital Content Protection is becoming prevalent with the introduction of high-end domestic AV products such as Blu-Ray DVD and digital TV;
- the proprietary copyright protection for digital audio and video content is embedded in every internal processor and results in limitation to recording from TV and other free to air systems;
- visual material from a HDCP source incorporated into a teaching presentation will not display with a non-HDCP compliant machine;

- specific restrictions will apply to distributing and storing material and the University will need to be aware that material appearing in LMS will not be displayed, which will have a direct impact on the library's off-air service;
- the report flags the impending limitations on recording, storing and displaying material in the future.

In response, the Committee raised the following issues:

- as this is a sector wide problem it would be more effective for the sector to address this in a united way through the appropriate organisational bodies.

Action

- I. The Committee agreed to invite Mr Max Colebourn to liaise with Mr R Cook, Chief Information Officer, with the aim of having this matter raised through CAUDIT (The Council of Australian University Directors of Information Technology) and the University's ICT Strategy Committee.

9.6 Update on LMS Replacement Project

The Committee received papers LSTC09-190410-06 entitled *Product Evaluation Learning Management System Version 0.1*.

Dr Ric Canale, Associate Director, Flexible Learning and Teaching, presented a report on the process and outcome of the product evaluation for the replacement Learning Management System (LMS). The Committee noted that much of the material was commercially sensitive and could not be circulated with the report, which in itself, was deemed confidential at this stage.

Dr Canale provided information on the composition of the Project Management Board noting that the Board's work will extend beyond this evaluation phase. In relation to the Project Board composition, the Committee noted that Faculty representation would be valuable.

Recommendation

The matter of a Faculty Reference Group was discussed and the Committee agreed that the LMS Advisory Group may be well placed to discharge this responsibility.

The Chair reminded the Committee that the decision to approve the recommendation as contained in the Project Evaluation was not within the purview of the LeST and that the Planning and Resources Committee was charged with this responsibility.

Ms L Austin requested that her concern with regards the recommendation of the preferred provider and the user testing process be noted. These concerns were articulated.

The Committee noted that the next phase should be informed by comprehensive testing and data related to the experiences of other universities that have implemented a new LMS. The Chair informed the Committee that she would circulate recent research distributed through Educause to all members of the Committee.

The Committee noted that it would be important to trial subjects during the implementation phase and to this end, ensuring that academic staff had access to the product was critical. The Committee noted that user testing could be a component of the contractual performance measures of the provider.

In conclusion, the Chair, on behalf of the Committee, thanked all staff involved in this project in advancing the LMS Replacement project to completion of the evaluation phase.

Action:

- I. The Chair to distribute Educause conference papers related to case studies of the implementation of Learning Management Systems.

{Secretarial note: this material was emailed on the 20 April 2010.}

9.7 DfL and Required Learning Technologies

Mr Mark Reedman, Curriculum for Teaching and Learning Centre, provided a verbal report on the Design for Learning policies which had been recently been approved by Academic Board. The Committee was informed that:

- the companion procedures were to be developed and would be shepherded through the relevant governance committees in the near future;
- the sub-projects of the DfL will determine how the learning technologies intersect with each initiative;
- it was anticipated that the LMS will be central to some of the solutions to the endorsed DfL initiatives;
- the CIM (Course Information Management) system will be a central repository for all course and unit information; and
- a common first year requires a reconfiguration of learning spaces and a different way of using the technology within the rooms.

In response to the presentation, the Committee requested further information on the CMIS and its sponsorship, project management and reporting arrangements. The Committee noted that it was important to bring together all the organisational units and key stakeholders together. To this end, the decision making related to the project needed to recognise the broad constituency.

The Chair noted that the overview of various projects belongs to the ICT Strategy Committee, but that the Curriculum Teaching and Learning Committee would need to provide the academic input into the project's progress.

Action:

- I. The Committee invited Mr M Reedman to facilitate a report on the CMIS to the Curriculum Teaching and Learning Committee.

9.8 Teaching and Learning Space Policy and Procedures

The Committee received paper LSTC09-190410-08 entitled *Teaching and Learning Space Policy and Procedure*.

This matter was deferred to the next meeting.

C FOR INFORMATION

9.9 Minutes of Sub-Committees

9.9.1 Learning Management Systems Advisory Group Meeting held on 18 February 2010

The Committee received and noted paper LSTC09-190410-09.1 entitled minutes of the *Learning Management Systems Advisory Group held on 18 February 2010*.

9.9.2 Update on Teaching AV Working Group

This matter was deferred to the next meeting.

D OTHER BUSINESS

9.9 Other Business

The Chair foreshadowed that a range of issues raised by Ms L Austin about learning spaces and the current state of technologies will be considered at the next meeting. In order to augment this discussion, the Committee invited a report from Buildings and Grounds on the status of current capital projects.

The Committee acknowledged the contributions made by Mr P Whittingham in the trialling of PebblePad as documented in Ms Austin's report.

Action:

- I. Mr D O'Sullivan to bring a status report on learning spaces and projects and an outline of the current decision making processes underpinning teaching spaces to the next scheduled meeting of the LeST.

9.10 Next meeting

The next meeting is scheduled for Monday 17th May 2010, 11.00am-1.00pm, in the David Myers Meeting Room, David Myers Building, Bundoora Campus.

Actions Summary

Minute and Action Number	Details	Action By	Timeline	Status
9.3 A1	Mr P Wittingham, Dr R Canale and Ms R Sinclair to develop guide materials to support the completion of the forms	PW RS RC	May	Revision
9.3 A2	On behalf of the Committee, Mr R Canale will issue an invitation to Mr John Hannon, Academic and Curriculum Developer to attend a meeting to discuss the issue of the use of external learning and assessment technologies	RC	May	
9.5 A1	The Committee agreed to invite Mr Max Colebourn to liaise with Mr R Cook with the aim of having HDCP raised through CAUDIT (The Council of Australian University Directors of Information Technology) and the University's ICT Strategy Committee.	MC	May	
9.6 A1	The Chair to distribute Educause conference papers related to case studies of the implementation of Learning Management Systems.	AD		Completed
9.7 A 1	The Committee invited Mr M Reedman to facilitate a report on the CMIS to the Curriculum Teaching and Learning Committee.	MR RS		
9.9 A1	Mr D O'Sullivan to bring a status report on learning spaces and projects and an outline of the current decision making processes underpinning teaching spaces to the next scheduled meeting of the LeST.	D O'S	May	