

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

Learning Spaces and Technologies Committee

MINUTES

Minutes of the twelfth meeting of the Learning Spaces and Technologies Committee held on Monday 9th August 2010, 11.00am-1.00pm, Library Seminar Room, Level 1, Library.

Members present: Professor Ainslie Dewe (Chair), Mr Geoff Payne, Mr Max Colebourn (*videoconference*) Ms Lilian Austin, Dr Ric Canale, Mr Dermot O'Sullivan, Dr Kerry Fitzmaurice, Ms Liz Johnson, Mr John Hannon, Mr Matt Riddle, Mr Dermot O'Sullivan, Mr Qian Zhou, Mr Paul Whittingham and Dr Kay Souter.

In attendance: Mr Damien Bonnice, Mr Paul Goldacre and Ms Robyn Sinclair (Secretariat)

Apologies: Dr Kerry Fitzmaurice

A PRELIMINARY BUSINESS

12.1 Welcome and Apologies

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

Mr Qian Zhou was welcomed by the Committee to his first meeting of the Learning Spaces and Technologies Committee in his capacity as the LUPA representative.

The Chair invited Mr O'Sullivan, Director Facilities Management, to provide an introduction to Mr Bonnice and his substantive role in the University. Mr O'Sullivan informed the Committee the Mr Bonnice's position, Director Projects, had carriage of key elements of the Ten Year Capital Development Plan, including the oversight of the consultation related to developing the teaching and learning specifications. Accordingly, the Committee noted the importance of bringing such expertise onto the Committee.

Resolution:

The Committee agreed to co-opt Mr Damien Bonnice.

Mr Bonnice provided a brief account of two key projects under his remit and agreed to provide a report to the next scheduled meeting of the Committee:

Action 1: Mr Bonnice to provide a Report on Infrastructure and Operations Study and Work Plan and its relationship to the work of the Committee.

12.2 Minutes of Meeting

The Committee confirmed the minutes of meeting held on 17 May 2010 (LSTC10-170510-M) and noted the report of the inquorate meeting held on the 12 July 2010.

12.3 Matters Arising

The Committee noted the status of the actions emanating from the tenth and eleventh meetings of the Committee.

The Chair informed the Committee that the outstanding action pertaining consultation with the Director of Infrastructure and Operations (11.5.2) will be addressed under agenda item 5.

12.4 Report of the Chair

The Chair recounted for the Committee that at its July meeting, it had considered a report commissioned by the ICT Strategy Committee on a Teaching AV. This report had been completed within the specified timeline, but due to absences from the University, had not been presented to the July meeting of the ICT Strategy Committee. The report will be presented to the next meeting of the ICT Strategy Committee.

The Chair informed the Committee that the 5 Year Plan on Administrative Video Conferencing was presented to the ICT Strategy Committee. The Plan had recommended that some meeting spaces be centralised for bookings across the University. The Library has raised its concerns about the Library Seminar Room being allocated as central meeting space, in light of the fact that the 850 study spaces identified under the library project included the Library Seminar Room. This space was to be allocated for student use and was open for all students to access when not in use.

The Committee was advised that the matter of allocating teaching and learning spaces for administrative purposes is still under discussion.

B GENERAL BUSINESS

12.5 Teaching and Learning Space Policy and Procedures

The Committee received paper LSTC12-090810-05 entitled *Teaching and Learning Space Policy and Procedures*.

Mr Dermot O'Sullivan, Director, Facilities Management informed the Committee that the matter of appointing joint responsibility for the monitoring, implementation and compliance of the policy and procedures remained unresolved as the Committee has not made a formal request to the Executive Director with regards this matter. The Committee was invited to re-consider the apportioning of responsibility for the monitoring, implementation and compliance of this academic policy to an University officer who is not an academic and whose area has been accorded only limited input into the development of the policy and procedures.

With regards the matter of specifying the ratios in the procedures, it was acknowledged that the University has no specifications for the spaces as suggested by the procedures and the approach employed by Infrastructures and Operations was to treat each case on its merits and to design a space according to the specific requirements of the particular project. The Committee was informed that many organisations do have specific ratios and Infrastructure and Operations would be guided by such ratios if they were enshrined in policy.

Mr Bonnice advised the Committee that space standards have been developed in other organisations and it may be prudent to draw upon these models. The determination of space ratios needed to be anchored by curriculum design, pedagogy and time-tabling and that arbitrary specifications, such as those suggested by the procedures, may not be the most prudent approach.

The Committee was informed that there is currently a time-tabling systems upgrade and it would be most useful to ensure that the Director, Academic Services, is included in further discussions about space ratios.

Action 1: Mr Paul Whittingham, Head, Enterprise Applications, agreed to consult with the Director, Academic Services, Mr B Carboon, on the matter of space ratios and its coordination with the timetabling project.

Action 2: The Committee invited Mr Dermot O'Sullivan to formally approach the Executive Director, Infrastructure and Operations, Mr Tony Inglis, on its behalf, in relation to the responsibility for monitoring the implementation of the policy.

The Chair invited the Committee to resolve the matter of ratios by inserting the term, "Should be developed and reviewed regularly". The Committee was advised that the 10 Year Capital Management Plan will provide some guidance about space standards in future. The Committee was informed that Infrastructure and Operations will be looking for the aspirations in relation to teaching spaces during the development of projects and that it was important for the procedures to acknowledge the importance of having a mechanism to resolve the issue of standards.

The issue of space size was discussed and it was agreed that the current specification of large medium and small spaces be removed from the procedures.

Resolution: The Committee referred the *Teaching and Learning Space Policy and Procedures*, to the Curriculum Teaching and Learning Committee, subject to the revisions and clarifications being undertaken.

12.6 Register of Current Technology in Use at LTU Register

The Committee received paper LSTC12-090810-06 entitled *Register of Selected Teaching and Learning Technologies*.

The Chair introduced this item by advising the Committee that there had been requests emanating from the University community to have access to the Register of Current Technologies in Use and that this item has been on the agenda for consecutive meetings.

The Committee noted that the formatting and presentation of Register needed to be updated prior to publication on the web. The Committee agreed that, pursuant to the implementation of any suggested amendments, the most appropriate site for the uploading of the Register is the Curriculum, Teaching and Learning Centre intranet. The Chair reiterated that further revisions should not delay the publication of the Register, in light of the fact that this would undergo continuous revisions and upgrades.

Mr Whittingham informed the Committee that, as a consequence of the recent Faculty Functional Reviews, the number of identifiable teaching technologies and applications in use at the University had significantly increased (220). Accordingly, the Register needed to be revised,

A query about the inclusion of time-tabling software was raised, and the Committee was advised that this could be added to the Register, however, the Register was limited to teaching and learning technologies and not broader enterprise applications. The Committee was informed that the Integrated Library Management System (ILMS) should also be added to the Register.

The Committee noted that Committee anecdotes and Web 2.0 technologies should be removed from the Register and that it would be more useful to categorise the technologies and applications. The Register is devised for a staff audience, rather than a student resource, and therefore, the student applications should be removed.

The Chair noted that there were technologies identified as not being supported on the Register and queried the process by which these move from being "not supported" to a "supported". The Committee noted that there were issues related to the notion of support. This matter was not resolved and it was agreed that the comments about not being supported be removed from the Register.

It was agreed that the Register be amended in light of the Committee's advice and that it be uploaded on the Curriculum Teaching and Learning Centre website.

Action 1: The Committee invited Mr Paul Whittingham to work with the Executive Officer to reformat the Register, make the recommended changes and additions to the content of the Register, and subsequently, have the Register uploaded on the CTLC intranet site as soon as practicable.

Action 2: That the Executive Officer liaise with the appropriate staff from the Curriculum Teaching and Learning Centre to have this uploaded on the Centre's website.

12.7 Protocols for New Teaching and Learning Technologies Trials

The Committee received paper LSTC12-090810-07 entitled *Report on Guidelines for new Technology Trials*.

The Chair recounted for the Committee the feedback on the Protocols and noted that the paper before the Committee appeared to have addressed the issues raised.

During the general discussion on this matter, the Committee noted that the acronym for the Committee was inconsistent throughout the documentation. It was noted that some of the technologies listed as being supported were still in trial and it was suggested that the stage of development should also be included in the Register discussed under the previous item. The Committee discussed the approvals processes for the introduction of new technologies, especially in relation to the allocation of funds within the budgetary framework.

Action: The Committee agreed to invite the Ex Officer to ensure that the Protocols documentation is uploaded on the CTLC website with appropriate links from the ICT website.

12.8 Information for Students on the use of an Externally Hosted Web Service Provider

The Committee received paper LSTC12-090810-08 entitled *Guidelines for Teaching using Web2.0 and social software*.

Mr John Hannon, Academic and Curriculum Developer, informed the Committee that the document entitled *Information for students on the use of social software or Web 2.0* was designed to be embedded in the *Guidelines for Teaching using Web 2.0 and social software*, the latter, being written for a staff audience.

Consultation with Legal Services has resulted in a much shorter information sheet, but other feedback is still to be incorporated. Further consultation with members of the Committee is still being sought. The Committee was informed that the major issues emerging from the recent consultation are related to externally hosted websites. It is anticipated that the introduction of Moodle may address some of the issues for some Faculties. It was agreed that the *Information for students on the use of social software or Web 2.0* needed to be simplified and made more reader friendly.

The Committee was advised that the University had a duty of care to inform students in relation to their contractual obligations when using Web 2.0 technologies and there were some risk mitigation strategies that needed to be enunciated in the documentation. The Committee needed to consider the most efficient way in which to communicate the risks to the students. The Chair pointed out that the reference to in-class briefings should be reviewed as this is not currently occurring.

The Chair recommended that the Committee distinguish between the two documents during its deliberations.

In relation to the matter of accessibility for students with disabilities, it was noted that the University has an obligation to ensure that students with disabilities are not disadvantaged, and if a Web 2.0 environment is not accessible, participation may be very difficult or impossible for a student reliant on an assistive technology. It may be impossible to offer a comparable learning experience through offline alternatives. It was also noted that Web 2.0 environments sometimes have age requirements and require a declaration that one is over 18 before a user can connect.

It was agreed that the issue of accessibility should be incorporated into the documentation, *Guidelines for Teaching using Web2.0 and social software*.

Action 1: Mr M Riddle to work with Mr J Hannon to provide the feedback on the document *Information for students on the use of social software or Web 2.0*

Action 2: Mr John Hannon to provide revised iterations of both documents to a subsequent meeting of the Committee.

C FOR INFORMATION

There were no items presented for information.

D OTHER BUSINESS

12.9. Other Business

There was no other business.

12.13 Next meeting

The next meeting is scheduled for Monday, 13 September 2010, 12.00am-1.00pm, in the Faculty of Humanities and Social Sciences Board Room, Room33, HU3, Bundoora Campus.

Minute and Action Number	Details	Action By	Timeline
12. A.1	Mr Bonnice to provide a Report on Infrastructure and Operations Study and Work Plan and its relationship to the work of the Committee.	DB	September 6th
12.5 A.1	Mr Paul Whittingham, Head, Enterprise Applications, agreed to consult with Mr B Carboon on the matter of space ratios and its coordination with the timetabling project.	PW	Later in 2010
12.5 A.2	The Committee invited Mr Dermot O'Sullivan to formally approach the Executive Director, Infrastructure and Operations, Mr Tony Inglis, in relation to the responsibility for monitoring the implementation of the policy.	D O'S	August 16 2010
12.6.A.1	Mr Paul Whittingham to work with the Executive Officer to reformat the Register, make the recommended changes and additions to the content of the Register, and, subsequently have the Register uploaded on the CTLC intranet site as soon as practicable.	PW RS	August 30
12.6.A.2	That the Executive Officer liaise with the appropriate staff from the Curriculum Teaching and Learning Centre to have this uploaded on the Centre's website.	RS	September 6th
12.7.A.1	the Committee agreed to invite the Ex Officer to ensure that the Protocols documentation is uploaded on the CTLC website with appropriate links from the ICT website.	RS	September 6th
12.8.A.1	Mr M Riddle to work with Mr J Hannon to provide the feedback	MR	August 30

	on the document <i>Information for students on the use of social software or Web 2.0</i>	JH	
12.8A.2	Mr John Hannon to provide revised iterations of both documents to a subsequent meeting of the Committee.	JH	September 6th