

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

**Learning Spaces and Technologies Committee**

**MINUTES**

Minutes of the fourteenth meeting of the Learning Spaces and Technologies Committee held on Monday 18<sup>th</sup> October 2010, 11.00am-1.00pm, Library Seminar Room, Level 1, Library.

**Members present:** Professor Ainslie Dewe (Chair), Ms Lilian Austin, Mr Damien Bonnice, Mr Geoff Payne, Mr Max Colebourn (*videoconference*) Dr Ric Canale, Associate Professor Kerry Fitzmaurice, Mr Paul Goldacre, Mr Matt Riddle, Associate Professor Kay Souter and Mr Paul Whittingham.

**In attendance:** Ms Robyn Sinclair (Secretariat)

**Apologies:** Mr Dermot O'Sullivan, Mr John Hannon and Dr Liz Johnson.

**A PRELIMINARY BUSINESS**

**14.1 Welcome and Apologies**

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

**14.2 Minutes of Meeting**

The Committee confirmed the minutes of meeting held on 13 September [LSTC13-130910].

**14.3 Matters Arising**

**14.3.1 Web 2.0 Information and Assistive Technology**

The Chair informed the Committee that Mr Geoff Payne had queried the deletion of the text about assistive technologies from the *Teaching with Web2.0* information posted on the web. The Committee was advised that this had been subsequently addressed. The Chair informed the Committee that Ms Stephanie Chard, Manager, Equity and Diversity Centre, will present a discussion paper on accessibility for the Curriculum Teaching and Learning Committee in the near future.

**14.3.2 Update on Minimum Standards for Subjects on LMS**

The Committee received paper LSTC14-181010-03.2 entitled *Subject Minimum Online Presence Policy and Procedures*.

Dr Ric Canale, Associate Director, Flexible Teaching and Learning, spoke to the policy and procedures and, in so doing, highlighted the following matters:

- the policy and procedures had been developed as a result of collaboration between staff from the Curriculum Teaching and Learning Centre, and other staff responsible for other systems and subject data:
- there are a range of projects and systems that are impacted by this draft policy and procedures and it is proposed that a common format be developed for the two platforms in the first instance: the LMS and the Online Handbook;

- it is important that the University attains some standardisation of data through the policy and procedures to migrate to a CIMS when it is funded: and
- the policy and procedures are intended to provide some assistance to staff in maintaining the subject information and accordingly, it would not be problematic if the policy and procedures preceded the CIMS.

During the discussion that ensued the following matters were raised:

- staff are currently transferring data into the subject template as a DfL compliance activity and it was important to ensure that staff who are entering data into the various systems are not expected to repeat the same activity repeatedly or use multiple templates:
- it would be important that standardisation of all the templates be attained to facilitate use of administrative staff to enter the data into the multiple sources:
- some LMS training for administrative staff may be required;
- there are differing audiences for the Online Handbook and LMS and it would be expected that the LMS would mandate more information fields than the Online Handbook, with the latter constituting a sub-set of the former:
- the policy and procedures appeared to change common terminology used in previous policies and staff feedback has suggested that some standardisation be sought;
- the Library Resources and Services, such as Lib Guide, Library Liaison, and subject databases, needed to be distinguished from the current Learning Resources and Technologies field: and
- the University Library should also be added as a key stakeholder in the relevant section of the policy.

The Committee invited Dr Canale to consult with the policy and procedures author to incorporate the Committee's suggestions in relation to the Library and consistency of language. Dr Canale agreed to ensure that the Library information also appear on the Moodle template in the short term.

In concluding the discussion on this item, the Chair recounted for the Committee how the issue of minimum standards for the LMS had arisen.

#### **14.4 Report of the Chair**

The Chair provided a report on the changing nature of the collaborative space usage as a consequence of the DfL curriculum design. The design of the spaces alone does not simply attain the changing learning environment, but the parallel evolution of curriculum and space lead to changes in learning.

### **B GENERAL BUSINESS**

#### **14.5 2010 Self Review of the Committee**

The Committee received paper LSTC14-181010-05 entitled *2010 Self Assessment of Committee by Members*.

The Committee noted that an online survey was not the most efficacious means by which to review the Committee and agreed to that the formal review of the Committee's progress against its Terms of Reference as presented under the following item would constitute an appropriate review.

#### **14.6 Year in Review**

The Committee received paper LSTC14-181010-06 entitled *Committee's Progress Against Its Terms of Reference for 2010 or "Year in Review"* and noted that this could provided the basis for the Committee's evaluation of its progress.

The Chair identified some of the major undertakings of the Committee for the year and some of the tasks foreshadowed for the following year.

#### **14.7 Pebble Pad Next Phase**

The Committee received paper LSTC14-181010-08 entitled *Review of the Use of Pebble Pad in the Faculty of Education 2010*.

Ms Lilian Austin, Educational Designer, Faculty of Education, spoke to the paper, *Use of Pebble Pad in the Faculty of Education 2010*, and in so doing, highlighted the following matters:

- the Faculty of Education has been successfully using Pebble Pad for a number of years and in 2010, had agreed to expand its usage further across the Faculty;
- the purpose of the paper was to seek the Committee's response to moving Pebble Pad to the next phase and at the same time to identify some of the issues related to the current level of use and anticipated future across Faculties, inter alia, the need for gateway training and central ICT support;
- currently problems with the system are being logged with Pebble Pad rather than through LTU's Help Desk
- it was necessary to move the technology from being a Faculty based trial to full integration with the University's support services.

Mr Paul Whittingham, Head of Enterprise Applications, spoke about the level of support required, as Pebble Pad moves from trial, and the likely adoption by other Faculties. The Committee was updated about the budget allocations for 2011 and its impact on the full implementation. The Chair noted that the *Register of Teaching and Learning Technologies in Use at LTU* indicated that this technology was in pilot phase which inferred that this would be implemented across the Faculties.

The Committee agreed that Pebble Pad needed to progressed to the next phase and that the recommendations contained in the paper be considered by the e-portfolio Advisory Group with a view to identifying a means of making these operational.

At the conclusion of the discussion on this matter, Ms Lilian Austin informed the Committee of some workshops on Pebble Pad being conducted in the near future.

**Action:** the Executive Officer to disseminate the details of the workshops to be conducted by Ms Lilian Austin and Ms Lyn Doolan to all members of the Committee.

### **C FOR INFORMATION**

#### **14.8 Report of Working Groups**

No reports were presented to the Committee.

### **D OTHER BUSINESS**

#### **14.9 Other Business**

##### **14.9.1 Report on Progress of Spaces Projects**

Mr Damien Bonnice, Project Director, Estates Development Division, provided the Committee with an update on the progress of a number of initiatives currently being undertaken by Infrastructure and Operations. The following matters were raised during the presentation:

- the conditions survey which conducted an audit of various components of teaching spaces had been completed and the architects overseeing the project are currently compiling their report. This report will cover a range of items and the resultant

report may be of interest to the Committee. The utilisation rates of the spaces were also audited concurrently;

- the Eastern Lecture Theatre upgrade is progressing. Architects have also been commissioned to look at the entry spaces of the Lecture Theatres;
- the workflows being developed are a component of the 10 Year Capital Development Plan for the University that has an accompanying investment plan that covers academic office spaces as well as teaching and learning spaces. To advance this work a Project Development Group has been established to be chaired by the Executive Director, Infrastructure and Operations;
- the next meeting of the Committee will receive a report on the Learning Spaces Audit.

The Committee noted that it would be prudent to augment the findings of the spaces usage audit and with more qualitative data that could be provided by academic staff and to this end, the Learning Spaces and Technologies Committee could act as a conduit.

**Action:** the Executive Officer to include an update on spaces projects as a Standing Item on all future agendum.

#### 14.10 Next meeting

The next meeting is scheduled for Monday, 22 November 2010, 11.00am-1.00pm, in the Library Seminar Room, Bundoora Campus.

#### Foreshadowed items:

- LMS and e-portfolio Advisory Group Reports
- Spaces Audit

Minute and Action Number	Details	Action By	Timeline
14.7 A.1	The Executive Officer to disseminate the details of the workshops to be conducted by Ms Lilian Austin and Ms Lyn Doolan to all members of the Committee.	LA Ex Off	Completed on 8 October.
14.9.1 A.1	The Executive Officer to include an update on spaces projects as a Standing Item on all future agendum	Ex Off	November