

**LA TROBE UNIVERSITY
ACADEMIC BOARD
EDUCATION COMMITTEE**

Learning Spaces and Technologies Committee

MINUTES

Minutes of the twenty-second meeting of the Learning Spaces and Technologies Committee held on Monday 19 September 2011, 11.00am-1.00pm, Library Seminar Room, Level 1, Library, Melbourne Campus.

Members present: Professor Ainslie Dewe (Chair), Dr Ric Canale, Dr Kay Souter, Dr Liz Johnson, Dr John Hannon, Mr Paul Whittingham, Mr Matt Riddle, Mr Max Colebourn, Mr Geoff Payne, Ms Lilian Austin and Mr Damien Bonnice.

In attendance: Ms Fiona Rowley (Governance Services)

Mr Tony Inglis, Mr Matthew Oates on behalf of Dr Kerry Fitzmaurice and Dr Claire Macken

Apologies: Dr Kerry Fitzmaurice

A PRELIMINARY BUSINESS

1. Welcome and Apologies

The Chair welcomed members to the twenty-second meeting of the Learning and Spaces Technology Committee.

Introductions were made to Dr Claire Macken, Mr Ged Doyle and Mr Peter Holland.

Apologies were given.

2. Minutes of Meeting

The Committee confirmed that the minutes of the meeting held on 15 August 2011 were a true and accurate record.

3. Matters Arising

Space Audit

The Chair welcomed Mr Tony Inglis to the meeting to participate in discussion of the Space Audit.

Mr Damien Bonnice spoke to the paper on *Large Lecture Theatres Facilities – Issues and Options* which analysed the current and projected booking demand issues on the large lecture theatres at the Melbourne Campus. The paper also included pedagogical issues, video conferencing and options available. Feedback was sought from the Committee. Discussion occurred on this topic, particularly around the size and flexibility of a proposed theatre, video conferencing of lectures and pedagogical issues and preferences.

Mr Bonnice put forward the recommendation that further investigation into this issue be undertaken, which would include a feasibility study and the development of a business case. The Committee agreed that further investigation is needed on this issue and **endorsed** the recommendation.

The Committee received and **approved** the *Teaching and Learning Spaces - Design Guidelines* in which Mr Bonnice had made all requested amendments and also transposed into the template used for Policies and Procedures. The Chair thanked Mr Bonnice, the Teaching Spaces Working Group and Committee

members for their input on these guidelines. The guidelines will be submitted to the next Education Committee for approval.

4. Report of the Chair

The Chair welcomed Associate Professor Claire Macken, Director, Flexible and Online Learning Development Projects (FOLD) to the meeting and put forward a recommendation that the Terms of Reference for the Learning Spaces and Technologies Committee be amended to include the Director, FOLD as a member. The Committee **endorsed** the amendment to the Terms of Reference and requested that they be submitted to the Education Committee for approval.

An update was provided on the Social Media Procedures. The procedure now includes an acknowledgement of work from other sources.

A preliminary meeting was held between A. Dewe, R. Canale, M. Riddle and P. Steele on Mobile Teaching and Learning Devices Technologies. A further meeting is to be arranged now that the Director, FOLD has commenced with the view to undertaking a survey of students on mobile devices being used.

B GENERAL BUSINESS

5. Presentation on Data Integrity

Mr Ged Doyle, Executive Director & Chief Information Officer delivered the *Data Integrity* presentation.

The key points of the presentation were:

- Currently there is no formal demand process in place for demand supply of ICT. Information Technology principles and a demand/supply process is being implemented for ICT/IT activities.
- An overview of the number of active projects, major work activities and work requests that ICT is involved with.
- Developing Information Architecture & Systems Architecture.

The Chair thanked Mr Doyle and Mr Holland for attending the meeting and providing the presentation.

6. LMSAG Terms of Reference

The Committee received and considered the updated Terms of Reference for the Learning Management System Advisory Group (LMSAG). Dr Liz Johnson is unable to be Chair this Advisory Group so under the updated Terms of Reference it is proposed that the Chair is annually changing Chair from the Faculty representatives. The Chair for the first year will be Emma Yench. The LMSAG Chair will report to their Faculty representative on LeST and may also be invited to attend LeST Committee meetings as required. Dr Johnson will continue to have an oversight of this Advisory Group and will seek representation for this advisory group and convene a meeting. The Committee suggested some minor amendments be made and **approved** the updated Terms of Reference for LMSAG.

7. Personal Learning System Guidelines for Staff and Students

Mr Ric Canale spoke to the *Personal Learning System Guidelines for staff and students* that have been prepared by the e-Portfolio Working Group. The guidelines advise people on the practice and use of personal learning systems and recognises that personal learning systems are an individual space for a broader range of activities beyond the curriculum.

The Committee discussed the guidelines and agreed that the sentence below be included in section 2 of the staff guidelines to cover when staff leave the organisation.

“On leaving the University staff may choose to export their documents/assets or to purchase a personal licence from the PLS vendor or transfer their documents to another PLS provided by, for example, an employer”.

The Committee **approved** the *Personal Learning System Guidelines for staff and students*. The guidelines will be submitted to the next Education Committee for approval.

8. Roving Microphone Project

Mr Max Colebourn provided a verbal report on the Roving Microphone Project.

Wireless microphones have several problems including digital dividend, equipment not being built for Australia's band scheme, no alternative spectrum, industry has not agreed on a standard solution and the high cost of ownership.

Audio Visual Services is going to undertake a trial of Revolabs, infra red wireless microphones and once this trial is complete, they will provide an evaluation report to this Committee.

C OTHER BUSINESS

9. Other Business

No other business was raised.

10. Meeting Dates for 2012

The Committee received and noted the Learning Spaces and Technologies Committee meeting dates for 2012.

11. Next meeting

Meeting closed at 1.00pm

The next meeting is 17 October, 2011.

Actions Summary

Minute Item	Details	Action By	Timeline	Status
	Education Committee for approval <ul style="list-style-type: none">- Teaching & Learning Spaces Design Guidelines- Amended Terms of Reference- Personal Learning System Guidelines for Staff Students	F. Rowley	Sept	<i>Completed</i>
6	LMSAG – seek representation and convene a meeting.	L. Johnson	October	