

LA TROBE UNIVERSITY
Learning Technologies Committee

Minutes for the eleventh meeting of the Learning Technologies Committee held on Friday 11 April 2008 from 10.00 – 11.30 am in Meeting Room 4, John Scott Meeting House.

Present: Dr Peter Stacey (Acting Chair), Dr Ric Canale, Mr Rob Cook, Mr Geoff Payne, Mr Matthew Riddle

In attendance: Dr Iain McAlpine *vice* Dr Kerry Fitzmaurice
Dr Tony Jarvis for item B1

Secretariat: Ms Sally Went

MINUTES

A PRELIMINARY BUSINESS

A1 Welcome from Acting Chair and apologies received

Peter Stacey welcomed Matt Riddle to his first meeting and acknowledged apologies from Lilian Austin, Evan Willis and Kerry Fitzmaurice.

A2 Confirmation of the notes from previous meeting

The committee confirmed the minutes of the previous meeting (15 February 2008) as an accurate record of proceedings.

A3 Action arising from previous meetings

A3.1 Reviewing new learning technologies

Ric Canale reported that the three proposals to trial new technologies considered by the sub-committee at their meeting on Friday 14 March (Attachments 3, 4 and 5) were all worth pursuing. It was noted that the introduction of software for wikis and blogs would be of widespread interest across the University.

The committee then considered how the trials would be funded and it was agreed that the Deputy Vice-Chancellor (Academic) could be approached about the availability of learning and teaching funds for this purpose. A process could then be established whereby applications are considered by the sub-committee twice a year rather than on an ad hoc basis. Applications would only be considered for technologies that would be centrally funded and supported, or for technologies that would interact with existing University learning technologies. Whilst the committee did not want to stifle innovation being initiated at faculty level, they were concerned that faculty funded and managed trials may not take into account the wider implications of introducing a new technology.

Action: *Sally Went to discuss with the Deputy Vice-Chancellor (Academic) an annual allocation from learning and teaching funds to subsidise learning technology trials. [Secretarial note: DVC supports this idea.]*

The committee then endorsed the amendments to the process for reviewing applications as outlined in Attachment 6; that is, that all applications receive the endorsement of their faculty's educational designer or from an academic developer from ADU, and that a single sub-committee of the Learning Technologies Committee review all applications. It was agreed that the sub-committee should be comprised of Ric Canale, Rob Cook (or nominee) and John Hannon from the Academic Development Unit. They would also have the ability to co-opt other members if additional expertise was required.

When considering applications to trial a new learning technology, the sub-committee would need to:

- make a judgement about how the proposal fits in with existing technologies,
- determine whether a new technology is warranted to address the needs described in the proposal,
- separate actual needs from desired solutions based on preconceived ideas as the latter may not be well aligned with existing policy or technologies.

Ric Canale offered to further refine the draft process for facilitating a trial prepared by Marcus de Rijk (Attachment 2). It was noted that the process includes establishing a working group to oversee any trial that was approved, which would be made up of representatives from ICT, OTSU, ADU and teaching staff interested in trialling the technology.

***Action:** Sally Went to invite John Hannon to join the sub-committee to review applications to trial new learning technologies. Ric Canale to further refine the protocol for facilitating a technology trial.*

B GENERAL BUSINESS

B1 e-Portfolio trial

The Chair of the e-Portfolio Working Party, Tony Jarvis, attended the meeting for this item to provide a report on progress with the e-portfolio trials. Tony reported that the successful launch of the trial was largely due to the hard work of Kavi Jayasinghe and his colleagues in ICT. The software had been readily accepted by the students in the trial after receiving a 45 minute lesson in their first class of semester.

The early work in the trial had indicated to the Working Party that e-portfolios could act as a scaffolding to help students make sense of the disparate subjects in their degree. The working party would be recommending to the Learning Technologies Committee that they expand their terms of reference to consider the role of e-portfolios in curriculum reform (which considers how units make up a degree), and also the place of graduate attributes in e-portfolios.

The working party will also develop a timeline for the introduction of e-portfolios should their implementation be supported after the evaluation of the trial. Other issues to be considered in an implementation plan include copyright, staff and student training, and technical issues.

Tony reported that the trial was receiving good support from both ICT and the ADU. The working party were interested in meeting with the incoming Director of the Centre for Teaching, Learning and Curriculum, Professor Tom Angelo, as soon as possible given his interest in curriculum reform and improving the first year student experience.

Action: Tony Jarvis to prepare a discussion paper for distribution and discussion around the topic of the inter-relationship between e-portfolios, curriculum reform and graduate attributes. Sally Went to schedule a meeting between Tom Angelo and the e-Portfolio Working Party.

B2 Learning Management System

Ric Canale provided a written report to the committee (Attachment 7) which noted the following:

- performance problems early in semester one were corrected during the Easter break after ICT staff added extra nodes and rebuilt existing nodes;
- the login page will be updated at the earliest opportunity;
- the project to add columns to the gradebook has been delayed because of the instable performance of the LMS earlier in semester;
- there is no plan for a power link with Turnitin, although Health Sciences has indicated this would be desirable;
- the management plan is being implemented for large files, such as Camtasia files;
- contingency plans will be developed for ensuring that the LMS can cope with the change in delivery of the first year curriculum in Health Sciences in 2009. Testing for scalability, bugs and performance are currently being conducted on the next version of the system (Vista 8) and load testing will be performed in the next month.

Ric also reported that the Automation Working Group of the LMS Advisory Group has been considering the issue of when to close a unit on LMS and how this impacts on students undertaking supplementary assessment. Ric raised concerns that the LMS may not be compliant with either statutory or University requirements about how long assessment records should be maintained. It was agreed that the University's risk manager, Carl Gibson, should be made aware of this issue.

Action: Ric Canale to meet with Carl Gibson to discuss concerns about the retention of assessment records within the LMS.

Iain McAlpine raised concerns about the support given to offshore students using the LMS after a cohort in Singapore experienced considerable difficulties using the system in January when the new version became live. Rob Cook reported that ICT are establishing support services for overseas students but that these would only function during their existing hours (equivalent to Library hours) which may not always be convenient in different time zones. However, without additional resources, this support service could not be extended.

B3 Use of audio-visual technologies

The committee received a report from Max Colebourn, Director of Teaching Technology Services in ICT, outlining recurrent problems encountered by A-V Services in managing teaching spaces. It was noted that the increasing uptake of technologies often led to the inappropriate use of these technologies, such as attempting to link desk top web-cams with the University's major videoconferencing units.

It was agreed that better processes needed to be developed to ensure that good a-v practices are communicated to teaching staff. More quality assurance was required not just of teaching technologies but of teaching practices in general and

the new Centre for Teaching, Learning and Curriculum would play a role in developing these. The Deputy Vice-Chancellor (Academic) would also be asked to discuss these problems with the Deans. The committee may also need to oversee the development of guidelines for the correct use of teaching spaces and equipment.

***Action:** Sally Went to arrange for the DVC(A) to discuss with Deans communicating to teaching staff on best practice with a-v technology.*

B4 Report from the Chief Information Officer

Rob Cook reported that there were no other issues to discuss relating to learning technologies.

C OTHER BUSINESS

C1 Other business raised by members at the meeting

There was no other business raised.

C2 Next meeting

The next meeting is scheduled for Friday 9 May, 10.00 am – 12.00 noon, Mandala Meeting Room, 3rd floor, David Myers Building.

Sally Went
Secretary
Learning Technologies Committee

18 April 2008

Distribution

Ms Lilian Austin, Educational Designer, Faculty of Education
Dr Ric Canale, incoming Director, Flexible Learning and Teaching
Mr Max Colebourn, Director, Teaching Technology Services, ICT
Mr Rob Cook, Chief Information Officer
Dr Kerry Fitzmaurice, Associate Dean (Learning and Teaching), FHS
Dr Iain McAlpine, Educational Designer, Faculty of Health Sciences
Mr Geoff Payne, Director, Library Corporate and Financial Services
Mr Matthew Riddle, Educational Designer, Faculty of Law and Management
Dr Peter Stacey, Associate Dean (Academic), FSTE
Professor Evan Willis, Associate Dean (Academic), FH&SS

MEETING REF	ACTION ITEM	RESPONSIBLE	DEADLINE	STATUS
31.8.07 A3.1	Prepare text for e-clip on online presence and distribute to committee for comment.	KS	18.9.07	Awaiting comment
31.8.07 A3.2	Prepare an e-clip on the educational uses of videoconferencing.	KS	18.9.07	
31.8.07 C1.1	Liaise with Classroom Live researchers requesting to be kept informed on the project's progress.	KS	10.9.07	
26.9.07 B2	Review the Educational Technologies Glossary and provide an amended Glossary to the Committee for endorsement.	Ric		
26.10.07 A3.2	Revise 'Models of Delivery' paper and rename as Blended Learning or Flexible Learning	SW, LA, Ric		
26.10.07 B1 15.2.08 A4.1	Prepare application form for new learning technology trial. Prepare guidelines to support committee in assessing trial requests.	Ric SW		
15.2.08 A3.3	Find new secretary for e-Portfolio Working Party and Learning Management System Advisory Group.	SW Ric	28.2.08	Partially completed
15.2.08 B1.2	Reconvene e-Portfolio Working Party. Liaise with ICT about first semester trial. Seek advice from ADU about trial evaluation.	TJ	28.2.08	Completed.
15.2.08 B1.2	DVC(A) to discuss with VC delaying announcements on introduction of e-portfolios.	SW	28.2.08	
15.2.08 B2	Ask LMSAG to suggest an appropriate overarching name for the LMS.	SW	30.4.08	
15.2.08 B3	Advice on how to manage large files to be placed on LMS website.	Ric	28.2.08	
15.2.08 B3	Distribute directive to staff about the management of large digital media files (if other strategies are unsuccessful).	Ric	31.3.08	
15.2.08 B5	Advice Sally of faculty reps for Videoconferencing User Group	PS KF		
15.2.08 B5	Invite SRC to nominate student rep for Videoconferencing User Group	SW		
11.4.08 A3.1	Discuss with the DVC(A) an allocation from T&L money to subsidise learning technology trials.	SW	15.4.08	Completed
11.4.08 A3.1	Invite John Hannon from ADU to join sub-committee to review applications to trial new learning technologies.	SW	30.4.08	
11.4.08 B1	Prepare and distribute discussion paper on inter-relationship between e-portfolios, graduate attributes and curriculum reform.	TJ	28.4.08	
11.4.08 B1	Schedule meeting between Tom Angelo and e-portfolio working party.	SW	15.4.08	Completed
11.4.08 B2	Discuss risk management issues around the retention of assessment records within the LMS.	Ric	28.4.08	
11.4.08 B3	Ask DVC(A) to discuss a-v technologies with Deans and communicating to teaching staff the need for training and good practice	SW	15.4.08	