

LA TROBE UNIVERSITY
Learning Technologies Committee

Minutes for the twelfth meeting of the Learning Technologies Committee held on Friday 4 July 2008 from 10.00 am – 12.00 noon in the Mandala Meeting Room, level 3, David Myers Building.

Present: Professor Tom Angelo (Chair), Ms Lilian Austin, Dr Ric Canale, Mr Rob Cook, Mr Geoff Payne, Mr Matt Riddle

Secretariat: Ms Sally Went

MINUTES

A PRELIMINARY BUSINESS

A1 Welcome from the new Chair and apologies received

Tom Angelo welcomed everyone to his first meeting of the committee and noted apologies from Kerry Fitzmaurice, Liz Johnson and Kay Souter. The committee also wished to thank Peter Stacey for his enthusiastic contribution to the committee since its inception through to his retirement as Associate Dean (Academic) at the end of June.

A2 Confirmation of the notes from previous meeting (11 April 2008)

The committee approved the minutes of the previous meeting as an accurate record of proceedings.

A3 Action arising from the previous minutes

Re item A3.1 from the previous minutes, Sally Went made an application on behalf of the committee to the Deputy Vice-Chancellor (Academic) for an annual allocation from teaching and learning funds to subsidise learning technology trials. The DVC(A) was open to the idea but rejected the request for \$100,000. It was agreed that with the arrival of Tom as the new Pro Vice-Chancellor (Curriculum and Academic Planning), the priorities for the teaching and learning funds could now be determined and an allocation for learning technology trials negotiated.

***Action:** DVC(A) and PVC(C&AP) to discuss teaching and learning budget and an allocation for technology trials.*

B GENERAL BUSINESS

B1 Learning Management System

B1.1 Blackboard 'Health Check'

Rob Cook reported on the recent 'health check' conducted by Blackboard on our learning management system. In particular Blackboard was investigating the set up of our servers and have reported verbally that there was nothing of concern. The written report will be received in approximately two weeks.

B1.2 LMS Automation Project

Ric Canale provided an update on current issues with the LMS, in particular progress so far with the automation project. It was noted that from the beginning of 2009 there will be a significant change in how LMS spaces are created. These steps are outlined in Attachment 3. Although staff will no longer be recycling units, they will not have to prepare new sites each semester as they will be able to copy a previous version. This task could also be delegated to administrative staff.

The group agreed that in order to reduce any concerns amongst staff about the proposed new changes, the LMS Team could add a 'Frequently Asked Questions' page to the LMS website and training requirements could be determined. If there will be a significant shift in workload from academic to administrative staff in the maintenance of LMS sites, then this needed to be communicated to Heads of Schools in order for them to plan staff workloads.

It was noted that one of the benefits of having a more automated system will be the freeing up the LMS team from administering the system to training staff.

***Action:** LMS Team to prepare 'Frequently Asked Questions' fact sheet and post to the LMS website. LMS Team to determine a training program for administrative and academic staff around the new changes, and prepare an estimate on the time that will be needed to create a new site each semester from an existing site.*

B1.3 Future of the LMS

Rob Cook advised the group that Blackboard will release a new LMS next year. It was envisaged that the new product would not look like either WebCT or Blackboard and would be so different to the existing system that it would require a complete implementation strategy. It was agreed that a working party should be established to determine a process for selecting the University's next LMS. Such a process could be expected to take approximately twelve months, particularly if it was broadened to encompass the concept of a Student Portal.

It was agreed that the working party should be comprised mostly of academic staff, but also include representation from the ICT, Marketing and Academic Services. Many of the members of the Learning Management System Advisory Group would be suitable for this working party.

***Action:** Refer to action after item B3*

B2 Lectopia Lecture Recording System

Attachment 3

Ric Canale reported that the small expansion of Lectopia recordings in first semester had been successful. The ICT technicians had reported a smaller failure rate of recordings than most universities.

The group discussed the issue of determining whether or not there had been reduced lecture attendance as a result of Lectopia recordings. Anecdotal evidence varied between faculties, and normal attrition over semester would need to be factored into any analysis of attendance.

It was agreed that the use of Lectopia and its potential expansion should be considered by the Curriculum Taskforce which will be commencing next month. There were broader issues that needed to be considered about the role of

lectures, the most meaningful ways to learn, the appropriate use of teaching spaces, and the appropriate pedagogy to maximise the usefulness of Lectopia.

Action: *Tom Angelo to ensure the issue of Lectopia is addressed during the work of the Curriculum Taskforce this semester.*

B3 Elluminate Trial

Lilian Austin reported on the first semester trial of Elluminate conducted in the Faculty of Education for an online course taught out of Shepparton. The course co-ordinator had successfully built up a collaborative learning community that had allowed for flexible group work. There was some initial work required to log students on and all the administrative support was provided by the Faculty's two educational designers. Students also had to book time on the Elluminate server (in North America) in order to collaborate on projects.

In addition, the Faculty had used Elluminate for professional development activities to enable staff to share ideas and learn in an equitable manner and this had been experienced positively by participants. A number of staff teaching coursework Masters programs were hoping to build the use of Elluminate into their program design for next year. The current licencing arrangement will cover other activities in the Faculty of Education but not beyond.

Rob Cook reported that ICT staff are currently assessing the hardware and network requirements, staff training, licencing and hosting issues.

Tom Angelo suggested that any future expansion of Elluminate should wait until the Curriculum Taskforce has made its recommendations to the University about course redesign. There may also be an overlap with the student portal / LMS working party.

Action: *Rob Cook and Ric Canale agreed to discuss the composition of the working party and the process for moving forward on Elluminate, the new LMS and the Student Portal.*

B4 Report from the Chief Information Officer

All issues were covered elsewhere on the agenda.

C OTHER BUSINESS

C1 Other business raised by members at the meeting

C1.1 Role and place for this committee

The committee advised the new Chair on the role it had played over its eighteen month existence and where it fit into the committee structure. The group discussed the possibility of reporting to a new committee, such as the Curriculum, Teaching and Learning Committee which may be created after the Academic Board review of committees. It was agreed that there needed to be a central place for learning technologies to be discussed, evaluated and recommended to the University for implementation.

The group agreed that its terms of reference be reviewed in the near future.

C2 Next meeting

The next meeting is scheduled for Friday 1 August, 10.00 am – 12.00 noon, Mandala Meeting Room, 3rd floor, David Myers Building.

Distribution

Professor Tom Angelo, Pro Vice-Chancellor (Curriculum and Academic Planning), **Chair**
Ms Lilian Austin, Educational Designer, Faculty of Education
Dr Ric Canale, Director, Flexible Learning and Teaching
Mr Rob Cook, Chief Information Officer
Dr Kerry Fitzmaurice, Associate Dean (Academic), FHS
Dr Liz Johnson, Associate Dean (Academic), FSTE
Mr Geoff Payne, Director, Library Corporate and Financial Services
Dr Kay Souter, Associate Dean (Academic), FH&SS
Professor David Spencer, Associate Dean (Academic), FLM
Ms Sally Went, Executive Officer, Office of the Deputy Vice-Chancellor (Academic)

Learning Technologies Committee – Table of Outstanding Matters

MEETING REF	ACTION ITEM	RESPONSIBLE	DEADLINE	STATUS
31.8.07 A3.2	Prepare an e-clip on the educational uses of videoconferencing.	KS		
31.8.07 C1.1	Liaise with Classroom Live researchers requesting to be kept informed on the project's progress.	KS		
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		Task to be taken over by Curriculum Taskforce
15.2.08 B2	Ask LMSAG to suggest an appropriate overarching name for the LMS.	SW		
15.2.08 B5	Advise 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 B1	Prepare and distribute discussion paper on inter-relationship between e-portfolios, graduate attributes and curriculum reform.	TJ		
11.4.08 B2	Discuss risk management issues around the retention of assessment records within the LMS.	Ric		
4.7.08 A3	Negotiate an allocation from T&L budget for learning technology trial	TA		
4.7.08 B1.2	Prepare FAQ on automation processes for LMS website; determine time required to create new WebCT site from an existing site	Ric (to ask LMS Team)		
4.7.08 B1.2	Prepare training program for new automation processes for admin and academic staff.	"		
4.7.08 B2	Ensure the issue of Lectopia is addressed by the Curriculum Taskforce	TA		
4.7.08 B3	Determine composition of the working party and process for moving forward on Elluminate, LMS and the Student Portal	Ric Rob		
4.7.08 C1.1	Review terms of reference.	All		