

LA TROBE UNIVERSITY
Learning Technologies Committee

Minutes of the thirteenth meeting of the Learning Technologies Committee held on Friday 1 August 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, Dr Kerry Fitzmaurice, Dr Liz Johnson, Mr Geoff Payne, Dr Kay Souter, Professor David Spencer.

Secretariat: Ms Sally Went

MINUTES

A PRELIMINARY BUSINESS

A1 Welcome from Chair and apologies received

The Chair welcomed everyone to the meeting, particularly the two new members, Dr Liz Johnson and Professor David Spencer. There were no apologies.

A2 Confirmation of the notes from previous meeting (4 July 2008)

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

A3 Action arising from the previous minutes

A3.1 Reviewing new learning technologies (from minutes of 11/4 & 4/7)

It was reported that the Deputy Vice-Chancellor did not want to fund any new technology trials this year as she believed it was preferable that time and energy was spent perfecting the systems currently in place. A strong case would need to be made if anyone wanted funding for a trial.

It was reported that the Faculty of Health Sciences was paying for a trial of iPeer. The newest version of the software was not found to be as good as the earlier version trialled and would require some modifications before going into production. It was noted that if the Faculty wanted iPeer in production by next year they would need to let ICT know immediately so that this work could be budgeted for.

A3.2 LMS Automation Project (item B1.2 from minutes 4/7/08)

The FAQ sheet had not yet been prepared but would be ready by 30 November. The LMS administrator would be happy to receive suggestions on the documents and the web forms prior to this. It was noted that anyone working on a site now would not be disadvantaged by the automated creation of new LMS sites later in the year.

A3.3 Elluminate trial (item B3 from minutes 4/7/08)

It was reported that a decision had been made to continue to have an external host for Elluminate. It was agreed that a template should be developed to assist staff in writing trial evaluations and this could follow a similar format to the application form.

Action: Ric Canale, Lilian Austin and Tony Gleeson develop a report template for the committee's consideration.

A3.4 Role and place of this committee (item C1.1 from minutes 4/7/08)

A review of all of Academic Board's committees and sub committees was currently being conducted and the future of the Learning Technologies Committee will be considered as part of that review.

B GENERAL BUSINESS

B1 Process for approving University-wide roll out of a learning technology

The committee considered Attachment 2, a draft form for making a request for University-wide support for a new learning technology. The committee noted:

- Academic staff may require assistance from their educational designer to complete the form.
- The form should list officers, such as Ric Canale, who are able to provide advice on technology trials.
- It needs to be clear from the form whether the application is for funding a new trial, for requesting advice on conducting the trial or for support to conduct the trial.
- It should be clear on the form that any technology that is trialled in more than one unit requires support from the central ICT division.
- A flow chart needs to be developed to clarify when a trial becomes a pilot and then how a technology would move from a pilot to production.

Action: Ric Canale to redraft the form, taking into account the above mentioned issues.

B2 Learning Management System

The committee received Attachment 3, a report on the LMS and on the activities of the LMS Advisory Group. It was understood that the University will be under pressure by the end of 2009 to have made a decision about whether it will continue with the current LMS. It was noted that a small group had volunteered to conduct the review of the LMS which will consider which application will best meet the future needs of the University. The review group will also investigate, through a state-wide user group on which we have a representative, whether other universities are also addressing this issue.

The group requires terms of reference from the Learning Technologies Committee.

Action: Ric Canale to prepare draft terms of reference for the LMS Review for the committee to consider at its next meeting.

B3 AV Installations

It was reported that funding to continue the upgrade of AV facilities in teaching spaces, that commenced last year, may be provided through the Better Universities Renewal Funding Initiative (BURFI). Any further rollout of Lectopia was dependent upon updated AV facilities in the teaching spaces.

[Secretarial note: Additional funding was provided to ICT in October to complete the AV fit outs.]

It was reported that the Estate Manager was conducting an audit to obtain more definitive information about the proportion of University rooms managed centrally and by faculties. It has been recommended to him that he meet with Associate Deans (Academic) and the PVC (Curriculum and Academic Planning) to discuss the future requirements for teaching spaces.

The committee heard that there may be copyright issues for some material being transmitted via Lectopia.

Action: Ric Canale to prepare FAQ website on copyright and Lectopia.

B4 Standard operating environment (SOE) on student computers

The committee received Attachment 4, a chart comparing the number of computers per EFTSL at all Australian universities. La Trobe's ratio was relatively poor at 0.34 computers per student (9th lowest in the country and the lowest in Victoria). This was noted in the previous AUQA audit of the University. It was suggested that instead of providing more computers the University could consider making existing resources available for longer periods (i.e. after 5.00 pm).

The Chief Information Officer reported that the standard operating environment on each computer should include sound, but approximately 50 computers in the Faculty of Science, Technology and Engineering laboratories and all in the Library did not meet this specification. In the case of the Library, the computers had sound but this had been disabled. It was agreed that the Library should enable the sound on their computers, and students must provide their own headphones when using computers in the Library, Study Hall, and other computer laboratories.

B5 Report from the Chief Information Officer

The Chief Information Officer reported that there had been a significant increase in internet use at the University. In order to manage the cost of this, it may be necessary to introduce quotas for use, although such a system would itself be expensive to implement. Another option is to segregate the traffic, and remove students from the expensive, higher performance network onto a second tier service. This could save approximately \$200,000 per year in internet costs. ICT is currently investigating options and any final decision about segregating traffic will be made by the ICT Policy Committee.

C OTHER BUSINESS

C1 Wikis and blogs – for information

The committee noted that the Deputy Vice-Chancellor had requested that the trials of wikis and blogs be costed so that an appropriate source of funding can be found.

C2 Other business raised by members at the meeting

It was noted that the Curriculum Taskforce would be addressing the issue of multi campus delivery.

It was also noted that the Chair was a member of an informal working group established by the Estate Manager to examine the University's teaching infrastructure.

C3 Next meeting

The next meeting is scheduled for Friday 29 August, 10.00 am – 12.00 noon, room 2, John Scott Meeting House.

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), Faculty of Health Sciences
Dr Liz Johnson, Associate Dean (Academic), FSTE
Mr Geoff Payne, Director, Library Corporate and Financial Services
Professor David Spencer, Associate Dean (Academic), Faculty of Law and Management
Dr Kay Souter, Associate Dean (Academic), FH&SS