

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

Learning Technologies Sub-Committee

Minutes for the fourteenth meeting of the Learning Technologies Sub-Committee held on Monday 30 March 2009 from 2.00 pm – 3.30 pm, in the David Myers Meeting Room, level 1, David Myers Building.

Present: Professor Ainslie Dewe, Dr Ric Canale, Dr Kerry Fitzmaurice, Mr Geoff Payne, Professor David Spencer, Dr Kay Souter.

In attendance: Mr Shem Macdonald (for Faculty of Education), Mr Paul Whittingham (for ICT)

Secretariat: Ms Sally Went

MINUTES

A PRELIMINARY BUSINESS

A1 Welcome from Chair and apologies received

The Chair introduced herself and described her senior committee experience at the Auckland University of Technology and with a New Zealand government reference group on e-learning. The sub-committee noted two other changes to the membership – the addition of Mr Kent Farrell as a regional campus representative and the removal of Professor Tom Angelo. A new 'terms of reference' document will be provided at the next meeting.

Apologies were received from Ms Lilian Austin, Mr Rob Cook, Mr Kent Farrell and Dr Liz Johnson.

A2 Confirmation of the notes from previous meeting (1 August 2008)

The sub-committee approved the minutes of the previous meeting as an accurate record of proceedings after a correction was made to item B4 regarding library computers. It was noted that *most* computers in the Library had the sound disabled, not *all* computers as the minutes stated.

A3 Action arising from the previous minutes not otherwise on the agenda

A3.1 Copyright and Lectopia (item B3, minutes 1 August 2008)

Ric Canale reported on the development of a FAQ website on pertinent copyright issues for Lectopia users. A paper that listed types of teaching materials was tabled to demonstrate how the issue is broader than copyright implications for Lectopia (Attachment 14). It was proposed that this could be used by academic staff to work through the copyright implications of their teaching resources.

It was agreed that academic staff need more than a list of FAQs to help them navigate the complicated area of copyright, such as links to repositories, advice in teaching and learning resources, and workshops by the Curriculum, Teaching and Learning Centre. Staff also needed encouragement to look at alternative sources of material that do not incur copyright fees, and systems needed to be

introduced to ensure the University was not duplicating the payment of CAL fees for material that had been paid for by the Library.

It was agreed that Ric and his working party will continue to work on material to support staff in making decisions about copyright, and that this would be a guide or flowchart, rather than a list of FAQs. The guide should reinforce that paying copyright fees should be a last resort, after other avenues such as the Library and non-copyright material had been investigated.

Action: Ric Canale to report to next meeting on progress of working party in developing copyright 'decision tree' or other supportive material for academic staff.

A3.2 Elluminate trial (item A3.3, minutes 1 August 2008)

Ric Canale reported that work had not commenced on a reporting template that could assist with the evaluation of the Elluminate trial. It was agreed that he and Paul Whittingham would assess the Prince project materials for the suitability of their report format for the evaluation of learning technologies, together with the template developed by the sub-committee for applying for a technology trial.

Action: Ric Canale to report to next meeting on the development of a report template to be used when evaluating technology trials.

B GENERAL BUSINESS

B1 Direction for the committee in 2009

The sub-committee agreed to defer a discussion of the teaching and learning priorities in the University's Strategic Plan until the next meeting due to insufficient time.

The sub-committee discussed its role in developing policy and raising awareness about learning technologies, as well as the role the Curriculum White Paper will play in setting priorities for the sub-committee. It was noted that large scale curriculum reforms have serious implications for the University's infrastructure, especially ICT, and long lead times for the introduction of new technologies need to be factored into any curriculum reform agenda.

It was agreed that the sub-committee should oversee an audit of learning technologies and prepare a table that shows 'modes of engagement' (as per the table on page 5 of Attachment 12), a matching technology and the related White Paper recommendation that such activity and technology will support.

Action: Ric Canale, Paul Whittingham and Lilian Austin to prepare a document linking modes of learning/teaching with appropriate and available technologies. David Spencer to add information about Curriculum White Paper recommendations to this paper.

B2 Role, scope and membership of advisory groups

Due to insufficient time, the sub-committee agreed to defer until the next meeting discussion on the role, scope and composition of its advisory groups – the LMS Advisory Group, the e-Portfolio Working Party, the Turnitin User Group and the Videoconferencing User Group – until the next meeting.

B3 Learning Management System

B3.1 Proposed LMS Review

It was noted that Ric Canale and Paul Whittingham, with advice from Alyson Waterson and the University's educational designers, were preparing the business case for the acquisition of a new Learning Management System. This would need to be finalised by May in order to be included in the 2010 budget process. The sub-committee noted that Attachment 12, *Guidelines for flexible learning using the LTU Learning Management System*, will help define the elements of any new LMS. There were a number of options for the University to consider, including externally hosted and open source applications, and the LMS Advisory Group were keen to be involved in the evaluation of potential new systems.

Action: Ric Canale to prepare a timeline and terms of reference for the panel who will review potential new Learning Management Systems.

B3.2 Other LMS issues

The sub-committee noted the minutes of the August meeting of the Learning Management System Advisory Group which were attached for information. Paul Whittingham reported that some automation of the LMS had been introduced (staff updates) and that the automation of unit creation was still being developed.

B4 Learning technologies policies and guidelines

B4.1 Teaching and Learning Technologies Policy

Due to insufficient time, the sub-committee only briefly discussed the draft Teaching and Learning Technologies Policy referred from the Curriculum, Teaching and Learning Committee and will consider it further at the next meeting. It was noted, however, that the current LMS is non-compliant with the draft policy because it is not universally accessible. It was agreed that advice was needed from the Equality and Diversity Unit on the legislative requirements regarding the accessibility of learning technologies before a policy could be finalised.

Action: Committee Secretary to seek advice from Equality and Diversity Unit.

B4.2 Remote delivery of lectures

Due to insufficient time, the sub-committee deferred until the next meeting the discussion on the remote delivery of lectures. However, the usefulness to new members of the current and historical documents regarding the remote delivery of lectures was noted.

B4.3 Guidelines for Flexible Learning Using the LMS

The sub-committee noted the draft guidelines for flexible learning using the LMS referred from the LMS Advisory Group.

C OTHER BUSINESS

C1 Other business raised by members at the meeting

There was no other business raised.

C2 Electronic statement of authorship

The sub-committee noted there will be an item on the next agenda regarding students' submitting an electronic statement of authorship through the LMS.

C3 Next meeting

The committee agreed to meet as soon as possible after Easter.

Sally Went
Secretary, Learning Technologies Sub-Committee

Distribution

Ms Lilian Austin, Educational Designer, Faculty of Education
Dr Ric Canale, Director, Flexible Learning and Teaching
Mr Rob Cook, Chief Information Officer
Professor Ainslie Dewe, University Librarian (**Chair**)
Mr Kent Farrell, Director, Mildura Campus
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