

LA TROBE UNIVERSITY
Learning Technologies Policy and Governance Committee

Minutes for the sixth meeting for 2007 of the Learning Technologies Policy and Governance Committee held on Friday 3 August from 10.00 am – 12.00 noon in the Mandala Room, 3rd floor, David Myers Building, Bundoora campus.

Present: Dr Kay Souter, Ms Helen Carter, Mr Rob Cook, Mr Geoff Payne, Dr Peter Stacey.

Apologies: Dr Kerry Fitzmaurice, Dr Jennifer Sheed.

In attendance: Ms Lilian Austin, Mr Matthew Oates.

Secretariat: Ms Sally Went

MINUTES

A PRELIMINARY BUSINESS

A1 Welcome from Chair and apologies received

The Chair welcomed everyone to the meeting, particularly Lilian Austin who was representing Jennifer Sheed and Matthew Oates who was representing Kerry Fitzmaurice.

A2 Confirmation of the notes from previous meeting (22 June 2007) Attachment 1

The committee accepted the proposed changes to the previously distributed notes as per attachment 1.

A3 Matters arising from the notes of the previous meeting

A3.1 Statement on the reasons for a minimum online presence for every unit Attachment 2

The committee received the statement on the reasons for a minimum online presence for all undergraduate units prepared by Kay Souter and Helen Carter. A number of revisions were suggested and the final agreed text was:

Why an online presence?

The La Trobe University 2007 Learning and Teaching Operational Plan requires that all undergraduate units will have an online presence in the University Learning Management System (WebCT) from the end of 2007. The minimum content for this online presence was defined by Academic Committee at its April 2007 meeting. Refer

www.latrobe.edu.au/secretariat/assets/downloads/minutes/ac07apr-min.pdf

The decision to go to an online presence for every undergraduate unit underpins La Trobe University's commitment to a student-centred learning environment that:

- *provides a common and consistent interface for students to access key material;*

- *maximises flexibility, convenience and equitable access for students;*
- *creates an institutionally supported framework for learning experiences that would otherwise be difficult to provide;*
- *increases and improves access to resources that support learning; and*
- *provides the opportunity for collaboration and communication between staff and students, and among students.*

The committee agreed that the statement should be posted on the Learning and Teaching website and the WebCT homepage in order to respond to criticism from some sections of the University community about the value of having a minimum online presence for every unit.

Action: *Sally Went to post statement to Learning and Teaching website and forward to administrator of WebCT website.*

The committee discussed other ways to communicate with the University community about the value of having an online presence. Lunchtime information sessions were considered an ineffective way to reach large numbers of staff as they attracted small audiences and were usually a case of preaching to the converted. The committee agreed it may be more effective if the Chair offered to Heads of Schools to speak to a School meeting about the value and usefulness of the learning management system. Ric Canale could be invited to join Kay at the School meetings.

Action: *Kay Souter to write to Heads of Schools offering to speak at a School meeting with Ric Canale about the learning and teaching value of having an online presence for every undergraduate unit.*

Following the success of the Vice-Chancellor's webcast, the committee agreed it may be useful if the Chair made a brief webcast explaining the virtues of an online presence for every unit. Kay agreed to prepare a script of approximately 500 words for the committee's consideration.

Action: *Kay Souter to prepare webcast script for committee's consideration.*

B GENERAL BUSINESS

B1 Chair's Report

Attachment 3

B1.1 Learning Management System Advisory Group

Kay Souter reported on developments with the learning management system. The consultants, Ric Canale and George Ciotti, had provided the extra human resources to enable the Online Teaching Support Unit to address pressing issues such as the introduction of the minimum online presence for all undergraduate units and the growing need for training and support resources.

Guidance for the WebCT projects was being provided by the Learning Management System Advisory Group who had met twice since the last meeting of the Learning Technologies Policy and Governance Committee. At their next meeting they will be considering a proposal from Helen Carter to restructure the Advisory Group into four Working Groups that will meet monthly and report monthly to a briefer meeting of the whole Advisory Group. It was hoped that this would provide a balance between being inclusive and effective given the large membership (23) of this group.

B1.2 Video conferencing

The committee noted that although they had received a report from the group sponsored by the Pro Vice-Chancellor (Academic) to visit the University of Wollongong to learn about their successful use of video-conferencing, their findings had not been communicated with a wider audience.

It was agreed that a presentation on good practice in video-conferencing could be offered to Heads of Schools at the same time as the discussion on online presence. Kay will include this in her invitation to Heads of Schools and will invite the educational designers to assist with the presentation.

Additionally, a suggestion could be made to the Academic Development Unit that a session on learning technologies (video conferencing, WebCT, Lectopia and Turnitin) be included in the program for Learning and Teaching Week in December or offered on each of the campuses. The group who visited the University of Wollongong could be invited to contribute to that session.

Action: *Sally Went to liaise with the group who visited Wollongong and the Academic Development Unit about the possibility of offering a session on video-conferencing and other learning technologies at Learning and Teaching Week.*

It was agreed that the current use of video-conferencing at La Trobe was often not an effective use of the resource or the teaching time. The committee agreed to issue a statement, similar to the statement on online presence, which would reinforce the most effective way to use video-conferencing as a learning technology.

Action: *Kay Souter, Helen Carter and Rob Cook to compose a statement to communicate with staff on the effective use of video-conferencing for both small and large groups.*

Rob Cook reported that Audio Visual Services were working on their procedures and their website in order to provide clearer information to the University community about how to book and use video-conference facilities. He advised that if the educational designers would like to see the available facilities they should contact him to arrange a demonstration.

Action: *Sally Went to advise the educational designers to contact Rob Cook to arrange a briefing about the University's video-conferencing facilities.*

B1.3 Models of delivery

The committee noted that the use of technologies such as videoconferencing and the learning management system need to be considered in the context of the University's statement on models of delivery. As Denise Kirkpatrick did not receive sufficient feedback on the draft statement to finalise it before she left, the committee agreed they should revisit the paper and get it finalised before referring to Academic Committee. It was noted that the document needed to include scenarios and concrete examples of good practice and that the educational designers should be invited to draft these.

Action: *Sally Went to forward draft statement on models of delivery to educational designers and request examples of good practice to insert into the text.*

B2 Technological Pilots

B2.1 Lectopia

Attachment 4

Helen Carter reported that the second semester pilot of Lectopia was progressing smoothly. Applicants who could not be accepted into the pilot were offered alternative solutions.

Rob Cook reported that the costs of meeting the technical requirements for a full roll out of Lectopia over 2008 and 2009 were being proposed in the ICT budget that is being sent to the ICT Policy Committee. The committee agreed to write to the ICT Policy Committee to endorse the proposal for the roll out of Lectopia as it was a technology that had been shown to improve the student learning experience in our pilot and at a number of other universities. It was noted that prior to departing, the Pro Vice-Chancellor (Academic) also gave in principle endorsement to the roll out of Lectopia.

Action: *Sally Went to send memo on behalf of committee to the ICT Policy Committee supporting the full roll out of Lectopia.*

The committee agreed it would be useful to publish a statement for the University on the learning and teaching issues around the use of lecture recording technology. However all other documents required on best practice with this technology were being produced by and should be acquired from the Carrick sponsored project being conducted by Dr Maree Gosper and colleagues at a number of IRUA universities.

It was agreed that staff development in maximising the benefits of the technology resides with the Academic Development Unit but until they are adequately staffed this may be difficult for them to provide. The impending appointment of a specialist in online teaching should fill this gap.

B2.2 Other pilots (eg Wikis, ePortfolios)

Kay Souter reported on her recent discussions with the Vice-Chancellor where he was understanding about the difficulties with progressing the Wiki and e-portfolio projects given other competing priorities.

Rob Cook reported that the Wiki project was less complex than the e-portfolio project, the latter of which would be as complex and expensive as introducing WebCT. ICT staff were looking at a few different forms of Wikis, one of which can be integrated with WebCT.

It was agreed that whilst e-portfolios may not be introduced simultaneously across all faculties, a staged introduction would be preferable to a pilot given the considerable time commitment required. The committee agreed that the biggest challenge was developing effective ways to use e-portfolios and the committee, or the e-Portfolio Working Party being chaired by Martin Chanock, would need to develop policy around their use.

B3 Turnitin**Attachment 5**

Helen Carter reported that two members of the Turnitin User Group were collaborating to produce an online workshop on the effective use of text matching software. Paul Gialanze from ICT was preparing the technical material whilst Julianne East was preparing the educational material.

The Turnitin User Group had proposed some minor changes to the academic misconduct policy which were accepted by Academic Committee. They have also proposed to Academic Committee that the University establish an academic integrity website which would complement this policy.

B4 Progress on documents to support the Statement on Learning Technologies

The group noted that no progress had been made on the suite of documents to support the University's statement of the use of learning technologies and that this should be taken up by the committee over the next few months. The papers were:

- Principles underpinning the use of learning technologies
- Quality assurance and the use of learning technologies
- Technologies supported by La Trobe University
- Staff development and support for the use of learning technologies
- Associated responsibilities and procedures for WebCT and other technologies.

C OTHER BUSINESS**C1 Other business raised by members at the meeting**

There was no other business.

C2 Next meeting

The next meeting will be held on Friday 31 August, 10.00 am – 12.00 noon.

Distribution

Dr Kay Souter, Acting Director (Learning and Teaching) **(Chair)**
 Ms Helen Carter, Director, Flexible Learning and Teaching
 Mr Rob Cook, Chief Information Officer
 Professor Martin Chanock, Associate Dean (Learning and Teaching), FLM
 Dr Kerry Fitzmaurice, Associate Dean (Learning and Teaching), FHS
 Mr Geoff Payne, Director, Library Corporate and Financial Services
 Dr Jennifer Sheed, Associate Dean (Academic), FE
 Dr Peter Stacey, Associate Dean (Academic), FSTE

MEETING AND ITEM	ACTION ITEM	RESPONSIBLE	DEADLINE	STATUS
22.6.07	WebCT Report - RC to confirm what will be involved in using Active Directory for authentication.	RC	03.08.07	Open
22.6.07	Report of WebCT taskforce – HC to develop short statement containing the following: Explain reasons and list content as agreed by University. To be listed on WebCT home page <i>with links to and from Learning and Teaching page.</i>	HC	03.08.07	Closed
22.6.07	E-portfolios – Working group set up for E-portfolios and chaired by Martin Chanock	MC	03.08.07	In progress
22.6.07	Wiki's – pilot to be lead by Kay Souter. Rob Cook and Helen Carter to nominate members to participate in group	RC and HC	03.08.07	On hold til 2008
3.8.07 A3.1	Post statement to L&T website and forward to administrator of WebCT website.	SW		
3.8.07 A3.1 B1.2	Offer to speak at School meetings about online presence and video-conferencing.	KS		
3.8.07 A3.1	Prepare script for webcast on online presence	KS		
3.8.07 B1.2	Liaise with visitors to Wollongong and ADU about running a session on effective video-conferencing at L&T week	SW		
3.8.07 B1.2	Compose statement for publication on effective use of video-conferencing for both small and large groups.	KS, HC, RC		
3.8.07 B1.2	Advise educational designers to contact Rob Cook to arrange a briefing about the University's video-conferencing facilities.	SW		
3.8.07 B1.3	Forward draft statement on models of delivery to educational designers and request examples of good practice to insert into the text.	SW		
3.8.07 B2.1	Send memo of support for full roll out of Lectopia to ICT Policy Committee	SW		