

LA TROBE UNIVERSITY
Learning Technologies Policy and Governance Committee

Minutes for the seventh meeting for 2007 of the Learning Technologies Policy and Governance Committee held on Friday 31 August from 10.00 am – 12.00 noon in Meeting Room 2, John Scott Meeting House, Bundoora campus.

Present: Dr Kay Souter, Ms Helen Carter, Professor Martin Chanock, Dr Kerry Fitzmaurice, Dr Peter Stacey.

Apologies: Mr Rob Cook, Mr Geoff Payne, Dr Jennifer Sheed.

In attendance: Mr Rob Bassett.

Secretariat: Ms Sally Went

MINUTES

A PRELIMINARY BUSINESS

A1 Welcome from Chair and apologies received

The Chair welcomed everyone to the meeting, particularly Rob Bassett who was representing Rob Cook. Apologies were noted as listed above.

A2 Confirmation of the notes from previous meeting (3 August 2007) Attachment 1

The committee confirmed the minutes were an accurate record of proceedings.

A3 Matters arising from the notes of the previous meeting

A3.1 Communication about minimum online presence

The committee noted from Attachment 3 to be discussed later in the meeting that the Learning Management System Consultant had recommended that the deadline for having a minimum online presence for every unit be extended by a year. It was agreed that even if the deadline was delayed, communication about the value of having an online presence for every unit would continue given that there was already some momentum with this project.

Kay Souter suggested that instead of producing a webcast to communicate the reasons why the University requires an online presence for every unit, as proposed at the previous meeting, it may be more effective to produce an e-clip, which is an audio narrated set of PowerPoint slides. As well as providing staff with some written material it has the advantage of being a smaller file to download. The committee supported this proposal and Kay undertook to distribute the slides and narration to the committee for their comment before the next meeting. Rob Bassett advised that the most efficient way to produce the e-clip would be to record it through a Lectopia-enabled venue, with the next best option being to use Camtasia.

Action: *Kay Souter to prepare text for e-clip on online presence and distribute to committee for comment.*

A3.2 Videoconferencing**Attachment 2**

The committee reviewed the draft guidelines on the use of videoconferencing prepared by Kay Souter. After some small changes were made to item 4 regarding the identification of videoconference participants, the text was approved for publication. It was agreed that the statement would be enhanced by the inclusion of a simple diagram to illustrate the differences between point-to-point and multipoint videoconferencing such as that on the University of Wollongong site (<http://www.uow.edu.au/student/elearning/videoconference/index.html>). As with the statement on online presence, an e-clip could be made to inform teaching staff about how to get the best value from videoconferencing.

Action: *Sally Went to post statement to Learning and Teaching website after minor revision.*

Action: *Kay to prepare an e-clip on the educational uses of videoconferencing.*

It was agreed that the statement on videoconferencing should be posted on a page on the Learning and Teaching website that provides other information and resources on videoconferencing for teaching staff. Helen Carter undertook to prepare the text for that web page. Helen also distributed an example of a useful information sheet about videoconferencing prepared by the Teaching and Learning Development Unit at James Cook University, which included case studies and points on how to utilise the technology correctly as a learning and teaching tool.

Action: *Helen Carter to prepare a basic web page on videoconferencing to which the statement and e-clip mentioned above can be posted, and other materials as they are developed.*

Given that the committee were not aware of many examples of the effective use of this technology at La Trobe, the committee agreed that it would be useful to set up a user group, similar in structure and purpose to the Turnitin User Group, who could investigate best practice, draft policy and procedures around its use, investigate the value of mandatory training such as with SAP and WebCT, recommend appropriate training protocols, and produce materials for posting on the web. Cross faculty membership would be sought, in the first instance by inviting the staff who were sponsored by Denise Kirkpatrick to visit the University of Wollongong to investigate videoconferencing. Tony Love from Psychological Sciences was suggested as a possible Chair for the group. Other invited members would be Tony Gleeson, Evan Willis (as incoming Acting Associate Dean (Academic) for Humanities and Social Sciences) and a technical staff member nominated by Max Colebourn.

Action: *Kay Souter to invite a number of staff to create a Videoconference User Group. Sally Went to draft terms of reference.*

B GENERAL BUSINESS**B1 Chair's Report**

All business from the Chair is covered under other items.

B2 Learning Management System Advisory Group**Attachment 3**

The group received the report from the Learning Management System Consultant, Dr Ric Canale, (Attachment 3) which was also considered at a meeting earlier in the week of the Learning Management System Advisory Group. The committee noted that after considerable consultation with the appropriate staff from the WebCT Team, ICT and Academic Services (the latter regarding interfaces with the new student information system and the existing unit database), Dr Canale was advising the University to delay the mandatory minimum presence by a year. This would give technical staff sufficient time to establish an automated process and would also allow time to determine how the learning management system will interact with the new student system which is 'going live' in April. The committee accepted this advice. As the directive for a minimum online presence by the end of 2007 originated in the Learning and Teaching Operational Plan, which was part of the University's strategic and operational plans, it was agreed that the Chair will write to the Pro Vice-Chancellor (Strategic Development) to advise him of this significant change from the original plan.

Action: Kay Souter to write to Bob Goddard regarding the change in the deadline for having an online presence for every undergraduate unit by the end of 2007.

The committee noted from Dr Canale's report that practices around the recycling of old WebCT units needed to be reviewed in order to address a number of problems it created for the University including meeting statutory requirements to keep all interim assessments for a minimum of six months. It was noted that one of the four working groups established this week from the Learning Management System Advisory Group were going to be addressing this issue in detail over the coming months.

Action: Sally Went to include the Associate Deans (Academic/Learning and Teaching) on the distribution list for the minutes of the Learning Management System Advisory Group so that they can monitor the recommendations from the working group about the recycling of WebCT units.

B3 Technological Pilots**B3.1 Lectopia**

Helen Carter reported that the second semester pilot participants were registering fewer user problems than at the same time in first semester and this was attributable to the training sessions held for the second semester participants.

It was noted that the two main tasks remaining for the Lectopia Educational Pilot Steering Committee were (1) the staff and student survey at the end of semester two on the educational uses and value of Lectopia and (2) selecting the appropriate venues for a further roll out of the technology. It was noted that Geoff Cummings from Psychological Sciences had recently joined the committee and his expertise would be valuable when the second semester survey is conducted and analysed. Helen recommended that given the significant amount of work involved in the data collection and analysis that a research assistant be appointed to manage this process. The Lectopia committee will be invited to submit a proposal to the Acting Director (Learning and Teaching) for research assistance.

Action: KS to send invitation to new Chair of Lectopia Educational Pilot Steering Committee to submit funding proposal for research assistance (once the Chair has been selected).

It was noted that Lin Crase had been approached to Chair the Steering Committee after Helen Carter's departure but his recent promotion to head of campus at Albury-Wodonga may preclude his commitment to the committee beyond regular membership. If that was the case it was proposed that Ric Canale, who will be replacing Helen Carter as Director of Flexible Learning and Teaching from early October, be invited to join the committee and be the new Chair.

Helen reported that the recent sale of Lectopia by the University of Western Australia to Anystream, a technology company based in Virginia, USA, would have no impact on the pricing of the product or the support being provided in Australia.

B3.2 ePortfolios

Martin Chanock reported that the first meeting of the e-Portfolios Working Group will be next week. Preliminary reading suggested that it would be a large, expensive project to implement and so the main priority for the working group will be to determine if the value and advantages of e-portfolios would justify the significant expense. The committee noted that Angela Cowburn would be providing the executive support to the working group for the first few months, and that the minutes of the group would be circulated to this committee.

B4 Turnitin

Helen Carter reported that Julianne East had kindly agreed to Chair the Turnitin User Group from next month. The group had finalised their response to the queries raised through the survey process and these would be published in the report of the survey that will be sent to all Turnitin users. The report will also be posted on the Turnitin website.

The two major tasks for the Turnitin User Group in the coming months will be (1) to follow up on the training needs identified in the survey and (2) the creation of the Academic Integrity website which Academic Committee endorsed this week. It was noted that Julianne East will guide the development of the site and it will be incorporated into the Learning and Teaching website when completed.

B5 Progress on documents to support the Statement on Learning Technologies

The group identified the appropriate officers or departments who could produce the documents to support the University's statement of the use of learning technologies as follows:

- Principles underpinning the use of learning technologies (this committee)
- Quality assurance and the use of learning technologies (Julie Jackson)
- Technologies supported by La Trobe University (Rob Cook/ICT)
- Staff development and support for the use of learning technologies (ADU/educational designers)
- Associated responsibilities and procedures for WebCT and other technologies (currently being investigated by LMSAG).

It was noted that Kay Souter's proposed learning technology "Show and Tell" at various School meetings should alleviate some of the confusion in faculties about what technologies the University is using, trialling, or conducting preliminary investigations into, given that staff were unlikely to access this information from the Learning and Teaching website. As well as the educational advantages of some of the technologies, Kay would be promoting the convenience factor for staff and students.

C OTHER BUSINESS

C1.1 Trials of Classroom Live and Elluminate in the Faculty of Education

Attachment 4

The committee received a report from Andrea Gallant and Pam Wright from the School of Educational Studies on a project to assess the ability of Classroom Live to facilitate the virtual mentoring of pre-service teachers whilst they are on placement in schools. It was noted that Classroom Live was selected as the software for this project over Elluminate because it could support Active Directory login.

Helen Carter reported that it was an interesting research project particularly given that their literature review suggested that no one else had attempted virtual mentoring for pre-service teachers. The project had encountered a number of technical difficulties in the early stages as the participants did not receive the technical support required, once again highlighting the need for all learning technology projects to be well scoped and planned prior to commencement to ensure that all necessary players were on board. Helen advised that the project was still in progress and recommended the committee review the project's outcomes at its conclusion.

Action: *Kay Souter to liaise with Classroom Live researchers requesting to be kept informed on the project's progress.*

Kay Souter reported that the Faculty of Education had approached the Vice-Chancellor and Pro Vice-Chancellor (Strategic Development) for funding to support a trial of Elluminate, and this request had been passed on to Kay to determine if there were any learning and teaching funds that could be directed to the project. The committee agreed that all learning technology projects and trials should be proposed through this committee and formally presented on the project management template provided by ICT at <http://www.latrobe.edu.au/ict-projects/methodology/minipal.htm>

Action: *Sally Went to contact Education requesting their proposal for funding of an Elluminate trial be submitted to the committee on the ICT Project Lite template.*

C1.2 Common first year in Faculty of Health Sciences

Kerry Fitzmaurice reported that the common first year being introduced in the Faculty of Health Sciences in 2009 was expected to have implications for ICT infrastructure (eg 1700 students per first year unit will have implications for WebCT) and that she would periodically raise these issues with the committee to ensure that no implications were overlooked. The revised course proposals were being submitted to the next meeting of Academic Committee, and the Faculty was liaising with the Library and timetabling officers in preparation for the course reforms.

C1.3 ICT Service Desk

Rob Bassett reported that the new model for providing support to WebCT users through the ICT Service Desk was proving successful. WebCT staff were able to focus on more complicated user problems and were not having to spend valuable time with simple problems such as resetting passwords.

C2 Next meeting

The next meeting will be held on Wednesday 26 September, 10.00 am – 12.00 noon, Mandala Room, 3rd floor, David Myers Building. It was noted that Kerry Fitzmaurice would chair this meeting as Kay Souter will be overseas on this date. Peter Stacey also submitted an apology for the September meeting.

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

Log of Actions

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		Closed
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		Closed

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		
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	Post videoconferencing statement to Learning and Teaching website after minor revision.	SW	3.9.07	
31.8.07 A3.2	Prepare an e-clip on the educational uses of videoconferencing.	KS	18.9.07	
31.8.07 A3.2	Prepare a basic web page on videoconferencing to which the statement and e-clip mentioned above can be posted, and other materials as they are developed.	HC	7.9.07	Completed
31.8.07 A3.2	Invite a number of staff to create a Videoconference User Group. Draft terms of reference.	KS, SW	10.9.07	
31.8.07 B2	Write to Bob Goddard regarding the change in the deadline for having an online presence for every undergraduate unit by the end of 2007.	KS	3.9.07	Awaiting reply
31.8.07 B2	Include the Associate Deans (Academic/Learning and Teaching) on the distribution list for the minutes of the Learning Management System Advisory Group.	SW	3.9.07	Closed
31.8.07 B3.1	Invite Lectopia Educational Pilot Steering Committee to submit a proposal for research assistance for the second semester evaluation.	KS	5.10.07	
31.8.07 C1.1	Liaise with Classroom Live researchers requesting to be kept informed on the project's progress.	KS	10.9.07	
31.8.07 C1.1	Contact Education requesting their proposal for funding of an Elluminate trial be submitted to the committee on the ICT Project Lite template.	SW	31.8.07	Closed