

LA TROBE UNIVERSITY
Learning Technologies Policy and Governance Committee

Minutes for the eighth meeting for 2007 of the Learning Technologies Policy and Governance Committee held on Wednesday 26 September at 10.00 am in the Mandala Meeting Room, 3rd Floor, David Myers Building, Bundoora campus.

Present: Dr Kerry Fitzmaurice (Acting Chair *vice* Dr Kay Souter), Mr Rob Cook, Professor Martin Chanock, Mr Geoff Payne and Dr Jennifer Sheed

Apologies: Dr Ric Canale, Dr Kay Souter and Dr Peter Stacey

Secretariat: Ms Angela Cowburn

MINUTES

A PRELIMINARY BUSINESS

A1 Welcome from Chair and apologies received

The Acting Chair welcomed everyone to the meeting and apologies were noted as listed above.

A2 Confirmation of the notes from previous meeting (31 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 E-clip for online presence

The Committee suggested that a more thorough written explanation for people who would not have the e-clip presented to them was required and that more text style information should be provided. It was queried whether the e-clip had been circulated to the Associate Deans (Learning and Teaching).

The Committee agreed to provide Kay Souter with this feedback.

Action: *Kay Souter to review whether to provide additional information to the text for the e-clip on minimum online presence.*

A3.2 Videoconferencing User Group: terms of reference, composition and membership

The Committee received and noted the draft terms of reference, composition and membership for the Videoconferencing User Group.

It was agreed that to provide a more balanced regional representation Debbie Neal, from Mildura, should be invited to be a member of the group.

The Committee resolved to endorse the terms of reference, composition and membership for the Videoconferencing User Group, with the addition of Debbie Neal as a member.

Action: Sally Went to issue invitations to the suggested members of the Videoconferencing User Group.

B GENERAL BUSINESS

B1 Technological Pilots

B1.1 Lectopia

The Committee noted that this item would be held over until the next meeting when Ric Canale would be present to report.

It was also noted that the Lectopia Educational Pilot Steering Committee had not met since the previous meeting of the Learning Technologies Policy and Governance Committee and there were no pressing issues to report.

Rob Cook reported that ICT had put in a bid for funding for the Lectopia project to be rolled out early next year and advised that the pedagogical aspects should be dealt with as soon as possible.

Kerry Fitzmaurice reported that the Faculty of Health Sciences had been reviewing the use of Camtasia as an alternative for videostreaming. Rob Cook advised that Camtasia could be delivered by Lectopia and IT could further review the use of the product.

It was agreed that Camtasia should be placed on the agenda for the next meeting for further discussion.

Action: Camtasia to be placed on the agenda for the next meeting of the Learning Technologies Policy and Governance Group.

B1.2 ePortfolios

The Committee received and noted the minutes of the first meeting of the E-Portfolio Committee, as detailed in Attachment 2.

Martin Chanock, Chair of the E-Portfolio Committee, reported that the Committee had met twice and were currently in a learning phase, which had included: reviewing the learning and teaching implications; external users; initial scoping discussions about products; the ability to use WebCT etc.

It was noted that the E-Portfolio Committee had invited the Vice-Chancellor to speak to them at their next meeting about his views regarding the uses and possible advantages of the use of e-portfolios by the University, especially in the context of the Green Paper. Martin Chanock also reported that a representative of the University of Wollongong had been invited to present to the E-Portfolio Committee on their experience with implementing e-portfolios.

B1.3 Elluminate Trial

The Committee received and noted a proposal from the Faculty of Education to conduct a trial of Elluminate, as detailed in Attachment 3. The proposal included a request for \$17,500 for the trial licence. It was noted that the money requested was available in the learning and teaching budget if the Committee chose to support the proposal.

Rob Cook reported that increased fibre connections would be in place by the end of the year and as such there should be no issue regarding traffic between campuses.

Geoff Payne queried whether the University had reviewed the use of other products and if the trial was successful would the University be locked into using Elluminate.

The Committee resolved to endorse the proposal from the Faculty of Education to conduct a trial of Elluminate and provide the \$17,500 in funding for the trial licence, subject to:

- the proviso that the University would not have to use the product Elluminate if a decision was made to roll out the use of this technology more widely (the trial should review the technology/pedagogy, not the product); and
- the Faculty would be expected to disseminate their experiences during the trial with Elluminate to the wider University community (Learning & Teaching Week next year was one suggested forum for this).

Action: *Advice to be provided to the Faculty of Education that the Committee had endorsed their proposal to conduct a trial of Elluminate.*

B2 Progress on documents to support the Statement on Learning Technologies

The Committee received and noted comments received regarding the Educational Technologies Glossary approved earlier in the year by the Committee for publication on the University's website, as detailed in Attachments 4 and 5. It was noted that it had been suggested that the document be revised and correctly referenced.

It was noted that the Educational Technologies Glossary was meant to reference how the terms were used at La Trobe University, not the wider community. The Committee requested that a clear covering statement advising that these were terms commonly used at La Trobe University be added. It was agreed that the list of terms should be provided in alphabetical order.

The Committee suggested that Ric Canale be requested to review the Educational Technologies Glossary, in light of the comments provided, and provide an amended Glossary to the Committee for endorsement.

Action: *Ric Canale to review the Educational Technologies Glossary and provide an amended Glossary to the Committee for endorsement.*

C OTHER BUSINESS**C1 Other business raised by members at the meeting****C2 Next meeting**

The next meeting will be held on Friday 26 October, 10.00 am – 12.00 noon, in Meeting Room 2, John Scott Meeting House, Bundoora Campus.

The meeting concluded at 10.45am.

Distribution

Dr Kay Souter, Acting Director (Learning and Teaching) (**Chair**)
 Dr Ric Canale, 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		Closed
3.8.07 A3.1 B1.2	Offer to speak at School meetings about online presence and video-conferencing.	KS		Closed
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		Suggestions passed on to E Martens.
3.8.07 B1.2	Compose statement for publication on effective use of video-conferencing for both small and large	KS, HC,		Closed

	groups.	RC		
3.8.07 B1.2	Advise educational designers to contact Rob Cook to arrange a briefing about the University's videoconferencing facilities.	SW		Closed
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		Closed
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	Closed
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	Terms of reference discussed.
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
31.8.07 C1.1	Liaise with Classroom Live researchers requesting to be kept informed on the project's progress.	KS	10.9.07	
26.9.07 A3.1	Review whether to provide additional information to the text for the e-clip on minimum online presence	KS		
26.9.07 A3.2	Issue invitations to the suggested members of the Videoconferencing User Group.	SW		
26.09.07 B1.1	Camtasia to be placed on the agenda for the next meeting of the Learning Technologies Policy and Governance Group.	SW	26.10.07	
26.09.07 B1.3	Advice to be provided to the Faculty of Education that the Committee had endorsed their proposal to conduct a trial of Elluminate.	SW		
26.09.07 B2	Review the Educational Technologies Glossary and provide an amended Glossary to the Committee for endorsement.	RC		