

# Learning Technologies Policies and Governance Committee Meeting

## MINUTES

 22<sup>ND</sup> JUNE 2007

1000-1200

MANDALA ROOM

<b>MEMBERS</b>	Denise Kirkpatrick Peter Stacey Geoff Payne Kay Souter Martin Chanock Kerry Fitzmaurice Jennifer Sheed Rob Cook Ulrika Sandvik
<b>APOLOGIES</b>	Helen Carter Bruce Carboon

## AGENDA ITEMS

### PREVIOUS MEETING MINUTES

**ALL**

<b>DISCUSSION</b>	
	The previous meeting minutes were discussed. Regarding the topic of WebCT Planning it is uncertain if all members of the WebCT team will be onboard in 2 <sup>nd</sup> Semester. DK has employed two additional resources; Ric Canale who has been engaged to provide consultative support to audit, develop systems and procedures and improve the communication strategy with respect to WebCT Support request, interaction with ICT and academic staff. George Chiotti has been employed to develop staff training resources, redevelop the WebCT website and provide project management for uni wide WebCT projects.
<b>CONCLUSIONS</b>	
	Previous meeting minutes were approved.

### WEBCT REPORT

**HC**

<b>DISCUSSION</b>	
	RC clarified he roles and responsibilities regarding ICT and OTST and support of WebCT.
	There will be a streamlined helpdesk support where ICT will provide Level 1 support on x1500, enabling the WebCT Support Team (OTST) to focus on Level 2 support and training. The ICT Level 1 support is not provided as a 24x7 service.
	The data presented on page 1 caused some confusion to committee members. There were discussions about a meeting to be arranged to explore issues and discrepancies in the presented report.
	KS noted the administrative workload involved in providing information in the first instance, DK agreed that ideally there should be an easier way to obtain unit information, however no part of the university including the faculties thought of or anticipated this and have done their best considering the circumstances.
	Discussions were held around 2008 units and providing necessary data for inputting into WebCT6 and possible solutions. GP raised the question of WebCT4, where there seems to be a large number of units remaining, can inactive units be dropped and/or is there a migration problem? Questions to be put to HC.
	RC explained Identity Life Cycle Manager. Currently the issue is that there is a 24 hour lag. ICT are investigating a Microsoft product which will do this in real time. This will be a large project and not happen in the short term. ICT will need to investigate feasibility.
	Discussions around single sign on for staff. RC to confirm what will be involved in using Active Directory for authentication. This was unanimously identified as a major issue of great urgency.
<b>CONCLUSIONS</b>	
	RC to confirm what will be involved in using Active Directory for authentication.
	HC to provide the following information to committee members; Number of new units, Number of existing units, clearly indicating Semester 2 units. After committee members have reviewed data a meeting will be arranged for early week

commencing 25/6 face to face, or via video conference to clarify questions arising  
Ulrika to communicate questions to HC to report for next meeting.

## REPORT OF WEBCT TASKFORCE

DK

### DISCUSSION

This report was commissioned by the members of this committee. 1<sup>st</sup> meeting of the LMS Advisory Group will be held next week and is represented by 2 members per faculty and 1 member per campus plus others

The Committee broadly accepted what the report has recommended however in some areas will reconsider the recommendation as the Taskforce did not have access to all necessary information. Recommendations of the paper were discussed, some will be accepted, and some were repetitive and/or have been addressed.

Recommendation 1. Language and Academic Skills Unit will not be represented independently as there is no one person that is able to represent this group as a whole at LTU.

Recommendation 3. Discussions around "How will this group communicate". Reasons for using WebCT have not filtered down or are unclear. Members decided HC develop short statement containing the following: Explain reasons and list content as agreed by University. To be listed on WebCT home page [with links to and from Learning and Teaching page.](#) *Kay we will need to discuss this!*

Recommendation 4 & 5 accepted as urgent and important. Project to be scoped by this committee in consultation with relevant groups.

What about Recommendation 6.?

Recommendation 7. This cannot be addressed immediately as there are currently no resources available for "help and support button" but the resources being developed will be used in the future additional implementation.

Recommendation 8. Minimum online presence for units has previously been agreed as per recommendation.

Recommendation 9. Committee members were uncertain of what the WebCT Taskforce meant, needs recommendation clarified.

Recommendation 10. The Committee agrees that the minimum online presence be regularly reviewed by Academic Board.

Committee members acknowledged efforts of the WebCT Taskforce and commended their effort and quality of work. Letter to follow from committee.

### CONCLUSIONS

HC to develop short statement containing the following: Explain reasons and list content as agreed by University. To be listed on WebCT home page [with links to and from Learning and Teaching page.](#)

## E-PORTFOLIOS

ALL

### DISCUSSION

Papers distributed by DK (EDUCAUSE Learning Initiative; AN OVERVIEW OF E-PORTFOLIOS and A REVIEW OF THE LITERATURE ON PORTFOLIOS AND ELECTRONIC PORTFOLIOS)

### CONCLUSIONS

An investigative project will be established. Working group will be set up for E-portfolios and chaired by Martin Chanock. Terms of Reference to follow and executive support and membership will be made available.

## DELIVERY MODELS

DK

### DISCUSSION

No discussion at this meeting, DK advised paper will follow shortly

### CONCLUSIONS

Paper to be distributed shortly.

## LECTOPIA PILOT SEMESTER 2

ALL

### DISCUSSION

Discussions were held around the report from the Lectopia Educational Pilot Steering Committee.  
Request for two volunteers from LTPGC to be on Selection Committee that will choose units for Semester 2 – Kay Souter

and Kerry Fitzmaurice will participate. It was noted that Audio is a major stream which needs to be considered when making selection and to bear in mind when making selection for pilot. (Selection criteria already established, so this is not relevant.)

Committee Members thanked HC for report.

**CONCLUSIONS**

KS and KF to take part in Selection Committee for Semester 2 pilot.

**WIKI'S**

**ALL**

**DISCUSSION**

There is a growing interest in using Wiki's. Report was written by Stephen Jones on behalf of Education. RC raised that from the initial meeting held with Stephen and some ICT staff members it was clear that there was a heavy reliance on the WebCT group for support, no risks had been addressed and roll out support had not been considered. In order for ICT to assist certain areas of question need to be defined including Roles, Risks and Target group.

LTPGC will support a small scale, evaluative pilot of Wiki's. Pilot will be of a small group, scope pilot, including TOR and answer questions relating to resource constraints and demands.

Group to be lead by Kay Souter, and include Stephen Jones and Craig Deek. RC and HC to nominate members from their area. Group to report back to LTPGC.

**CONCLUSIONS**

LTPGC agreed to sponsor a small scale, evaluative pilot of Wiki's

Group lead by KS will report back to LTPGC. Rob Cook and Helen Carter to nominate members to participate.

**ALISON LEARNING PROGRAM**

**DK**

**DISCUSSION**

DK passed on information via email to committee members for their interest.

**CONCLUSIONS**

Members agreed to pass.

**OTHER BUSINESS**

**ALL**

**DISCUSSION**

Video Streaming – Action Item from meeting 31/05/07. RC provided summary and distributed before meeting. In summary Video Streaming will stay in place but is not a production system and a longer term strategy will need to be developed

DK's last meeting as chair of LTPGC. DK thanked members for support and hard work and handed over chair to Kay Souter.

**CONCLUSIONS**

None

**LOG OF ACTION ITEMS**

ID	ACTION ITEM	RESPONSIBLE	DEADLINE	STATUS
1	Amend draft statement as discussed, send updated document on "All University" email and add to LTU website	DK	16.05.07	Closed
2	Committee Members to review and evaluate the Glossary and identify where the definitions does not work and if so why? Identify any other terms that needs to be added to the Glossary. Committee Members to provide feed back in writing to Ulrika via email (u.sandvik@latrobe.edu.au)	ALL	16.05.07	Closed
3	Draft a summary of the migration activities at the beginning of the year including statements of facts and acknowledgement of the Web CT teams' efforts. Summary to	HC/DK	16.05.07	Closed

	be sent to DK, who will send out in "All University" email			
4	Draft Terms of Reference for Web CT Procedure task force and circulate for comments and suggestions.	DK	16.05.07	Closed
5	Committee members to email DK next week to nominate suggested representative and suggested dates over the next two months for taskforce to go away.	ALL	16.05.07	Closed
6	Planning of drafting supporting documents for Statement on Learning Technologies at LTU need to commence.	DK	31.05.07	Open
7	Rob Cook to draft a statement on Streaming to clarify what the status is and determine a clear point of contact. Email to be sent to committee members who can then forward add to own notices.	ALL	31.05.07	Closed
8	HC to follow up with Lectopia Steering Group regarding report which explains what is captured, what is possible and what is not possible with Lectopia and which venues have the service available, when to use it.	HC	31.05.07	Closed
9	HC to draft email of what is required for Semester 2, including deadline, which will be sent to Committee members.	HC	31.05.07	Closed
10	Committee members to circulate requirements of Semester 2 to Heads of Schools. Information to be returned to HC within 2 weeks	All	30.05.07	Closed
11	Committee members to review draft Models of Delivering Teaching at LTU and respond to DK by Monday 21/5. Areas for review are gap, contradictions or something not considered.	All	21.05.07	Closed
12	Thank Sue Howley for providing information/data. HC to approach key users (Faculty of Education and Health Science) to explore alternatives.	HC	31.05.07	Closed
13	HC to send email to Associate Deans, and to Fiona Salisbury and Bess Secomb from the Library regarding; WebCT Semester 2 requirement.	HC	08.06.07	Closed
14	Draft memo to Rob Cook regarding WebCT Updater Script	US	31.05.07	Closed
15	HC to amend Invitation to Lectopia Pilot which will go out to "All Staff Email"	HC	22.06.07	Closed
16	HC to follow up with Max Colebourn regarding number of units for Semester 2	HC	22.06.07	Closed
17	Meeting to confirm mechanisms for capturing lectures other than Lectopia	DK	31.05.07	Closed
18	WebCT Report - HC to provide the following information to committee members; Number of new units, Number of existing units, clearly indicating Semester 2 units. After committee members have reviewed data a meeting will be arranged for early week commencing 25/6 face to face, or via video conference.	HC	03.08.07	Open
19	WebCT Report - RC to confirm what will be involved in using Active Directory for authentication.	RC	03.08.07	Open
20	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 <u><a href="#">with links to and from Learning and Teaching page.</a></u>	HC	03.08.07	Open
21	E-portfolios – Working group set up for E-portfolios and chaired by Martin Chanock	MC	03.08.07	Open
22	Lectopia Semester 2 Pilot Selection Committee, advise Sally Went of committee volunteers (Kay Souter and Kerry Fitzmaurice)	US	26.06.07	Closed
23	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	Open
24	Communicate decisions on Report of WebCT Task force to WebCT taskforce	US	03.08.07	Closed
25	Invitation to Kay to develop proposal for Wiki Pilot	US	03.08.07	Closed