

Learning Technologies Policies and Governance Committee Meeting

MINUTES

 16TH MAY 2007

1000-1200

MANDALA ROOM

ATTENDEES	Denise Kirkpatrick Peter Stacey Geoff Payne Jennifer Sheed Rob Cook Helen Carter Kay Souter Martin Chanock Kerry Fitzmaurice Ulrika Sandvik
APOLOGIES	

AGENDA ITEMS

PREVIOUS MEETING MINUTES

ALL

DISCUSSION	
	The previous meeting minutes were discussed.
CONCLUSIONS	
	The previous minutes were approved by the committee members.

LEARNING AND TECHNOLOGIES GLOSSARY

ALL

DISCUSSION	
	Revised version of Glossary was discussed. Use generic descriptors in Glossary so that policy doesn't need re-writing when products/software is changed i.e. "Text matching Software", instead of "Turn it In" DK proposed the Glossary go to Senior Management group for approval and then be publicized through the Faculties and be available on Learning & Teaching page. Important to note that the Glossary is a work in progress.
	GP suggested "Plagiarism" be added to Glossary, was agreed that term does not belong in Glossary however will get summary from Turn it In group to determine what is being done about plagiarism currently.
CONCLUSIONS	
	Committee members support the document and agreed to submit to Senior Management Group.

DRAFT STATEMENT ON LEARNING TECHNOLOGIES AT LTU

DK

DISCUSSION	
	DK advised that Draft Statement has gone to Senior Management group and is no longer being referred to as "Draft Statement" It has become evident that the supporting documents need to now be developed
CONCLUSIONS	
	Drafting of supporting documents for Statement on Learning Technologies at LTU need to commence.

REPORT ON LECTOPIA**ALL**

DISCUSSION
HC briefly reported on Lectopia
Pilot has now been scaled down and the number of formats being produced has been reduced.
As a result of the scaled down pilot, technical issues are being addressed quicker and the error rate has dropped.
Recommendation to keeping pilot stage for Semester 2. RC advised that if pilot is kept for Semester 2, and it is decided to roll out for 2008 this needs to be budgeted for now.
It was determined that Streaming will be overtaken by Lectopia, however the details are unclear.
Quality of Lectopia was discussed and needs clarification and communication to LTU community.
For Semester 2 it needs to be clear to users that Lectopia is still in pilot and cannot be the only mechanism for capture (there has to be a fall back) and it is not available 100% of the time for students. Management of the pilot and its members needs to be tighter. Will also need to review Steering Committee and have stronger project management for Semester 2 pilot.
RC recommended that Lectopia Steering Committee consider what the evaluation process will be at the end of the pilot.
KS requested a statement on the success of the Lectopia pilot, including some numerical facts which can be circulated in faculty
CONCLUSIONS
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.
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.

WEB CT MIGRATION UPDATE**ALL**

DISCUSSION
DK stated that the Web CT start to the academic year could have been better however, in relation to how the migration could have gone was successful. Important to note that some human aspects in issues arose which had a large impact. It was noted that migration was like migrating to a different system which was not foreseen and there for not managed accordingly.
Currently there is not a full Web CT team, as most are away on sick leave. There will be a meeting next week with team members to clarify roles and responsibilities, this is providing the team returns to work.
To ensure Semester 2 has a smoother transition Committee members are to canvas faculties to determine number of new units for Semester 2 which will be taken into Web CT6. This will ensure capacity for loading determined and a deadline will be put in place so all units do not arrive in the last 24 hours.
It was decided that if staff do not meet the deadline they will not be allowed to cut over for Semester 2 as this will jeopardize all other units.
DK recommended that the Web CT user group be re-established to looks at problems, ongoing issues, needs, expectations and development. This group will comprise of a representative from each campus and one from each faculty. Committee members to send email to nominate representative. Helen Carter or Senior Academic staff member to chair group.
CONCLUSIONS
HC to draft email of what is required for Semester 2, including deadline, which will be sent to Committee members. Committee members to forward onto Heads of Schools. Information to be returned to HC within 2 weeks

DRAFT DOCUMENT ON MODELS OF DELIVERING TEACHING AT LTU**ALL**

DISCUSSION
Draft document was circulated at the meeting. DK and KS requested feed back on document.
HC suggested concrete examples be provided for models listed.
DK to develop matrix around models 1, 2 and 3

Members to review document further before circulating to Senior Management group

CONCLUSIONS

Committee members to review document and respond to DK by Monday 21/5. Areas for review are gap, contradictions or something not considered. Document will then be taken to Senior Management Group.

USE OF DVD AT LTU

ALL

DISCUSSION

The report was discussed and it was confirmed that the report raises some critical issues and more work needs to be done around customer service.

Video Conferencing was also discussed.

CONCLUSIONS

No further action required.

COMPUTER BASED TRAINING

ALL

DISCUSSION

Document forwarded by Sue Howley was discussed. HC has found a cheaper alternative out of Monash University which seems sounder in its pedagogical approach.

CONCLUSIONS

Will thank Sue Howley for providing information/data. HC to approach key users (Faculty of Education and Health Science) to explore alternatives.

WOLLONGONG VISIT

ALL

DISCUSSION

Report distributed was for information purposes only to committee members. It contained useful information and recommendations

CONCLUSIONS

No further action required.

AV PRACTICES GROUP

ALL

DISCUSSION

First meeting has been held, it will be held regularly and circulated through campuses. Members from the academic community will be invited to attend.

An issue was raised at the AV Practices Group meeting around off air recording not being consistent

Committee members raised the query of how long will material obtained through Lectopia be kept for. HC suggested that a maximum timeframe on holding material be put in place. DK advised that rather than making a policy on material retention now, a statement be put in place, as there are other areas of consideration and a broader policy needs to be written on all forms of recording.

CONCLUSIONS

Until a broader policy is developed the guide for archiving will be 3 years. Normally the recording will be kept until the end of the teaching and examination period. A request can be made on a case by case basis to hold material longer

NEXT MEETING

DK

DISCUSSION
Next meeting was proposed for Friday 22 nd June 2007, 10am -12pm Mandala Room
CONCLUSIONS
Next meeting date and time was confirmed.

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 be sent to DK, who will send out in "All University" email	HC/DK	16.05.07	Closed
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	Open
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	Open
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	Open
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	Open
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	Open
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	Open