

# Learning Technologies Policies and Governance Committee Meeting

## MINUTES

 31<sup>ST</sup> MAY 2007

1100-1200

MANDALA ROOM

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

## AGENDA ITEMS

### PREVIOUS MEETING MINUTES

**ALL**

<b>DISCUSSION</b>	
	<p>The previous meeting minutes were discussed. It was noted that budget for Lectopia to be rolled out in 2008 needs to be allocated for someone to manage. Denise advised that she and Rob Cook will follow this through.</p> <p>Action item 9 and 10 had been understood differently by committee members. It was concluded that HC will send an email to Associate Deans from the Faculties and to Fiona Salisbury and Bess Secomb from the Library regarding;</p> <p>Number of new units for Semester 2          Name of the units          Staff members involved          Number of existing units moving to Semester 2          KS raised the point of electronically extracting the above mentioned information; however this is not an option currently.</p>
<b>CONCLUSIONS</b>	
	<p>Geoff Payne's amendment regarding Lectopia budget has been noted.          Helen Carter will draft and send email to Faculties and Library regarding WebCT Semester 2 requirements.</p>

### WEBCT PLANNING

**ALL**

<b>DISCUSSION</b>	
	<p>Staffing requirements of the WebCT team were discussed, the team is still understaffed. HC and DK are currently looking at other technical staff to assist with requirements and have also approached other universities however other university's are in the same position regarding resources and timelines and cannot afford to give up their resources. HC advised that due to WebCT resources being low faculties will need to rely on IT support staff in faculties for getting units ready and troubleshooting. DK will address this issue outside of this meeting.</p> <p>It was noted that LTU have been successful in appointing four new educational designers and although they have not been appointed for this sort of work they may need to address some of the WebCT issues in their first few months of appointment.</p> <p>WebCT have a budget allocated however, since no staff is actually leaving, this budget is funding staff away on leave. DK will attend to the issue urgently and source funds for resources.</p> <p>HC addressed an email received from Kavi Jayasinghe on the current status of Updater Script; from the email received she was unclear if the previous issues had been resolved regarding the readiness of WebCT's Updater Script for Semester 2. DK expressed concern that the script had not been finalised for Semester 2.</p>
<b>CONCLUSIONS</b>	
	<p>DK requested Memo be drafted and sent to Rob Cook requesting report on Updater Script Status.</p>

### LECTOPIA PILOT SEMESTER 2

**ALL**

<b>DISCUSSION</b>	
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HC circulated draft of Invitation to participate in the 2007 Lectopia Educational Pilot For Semester 2. Invitation was discussed. Paragraph 5 needs to clarify where streaming can be accessed. Also need to add a closing date for Invitation.
Issues around the pilot were discussed; How many units should the pilot expand to in Semester 2, HC needs to follow up with Max Colebourn to confirm this number. Also need to determine types of units/selection criteria. DK advised that this could be solved by considering "what are the contexts we want technology to work in? Need to consider what issues LTU want to address to determine pilot options to be included in Semester 2." Context to use Lectopia pilot would be Multi-campus, Offering convenience and flexibility, Revision option to review lecture material, Large classes (as suppose to selecting small classes), Innovative use of technology, e.g. guest speaker or staff who want to play around with pedagogical application such as taking the raw data from Lectopia and using in power point presentation.
Depending on the number of units for Semester 2 pilot, DK suggested 60% be used for multi-campus and 2 spots for Innovative use of technology.
GP suggested audio should be completed as a separate stream in the pilot, KS supported this. It was confirmed that the Pilot for Semester 2 should explicitly create category for audio to be included, which needs to be of reasonable size.
It was confirmed that a sub-group from the LTPC members be created to select Lectopia pilot Semester 2 participants.
KS distributed email received from Max Colebourn regarding recording of lectures not being a requirement of the University. Since Lectopia cannot be the only mechanism for capture there has to be a fall back available.
<b>CONCLUSIONS</b>
HC to amend Invitation to Lectopia Pilot which will go out to "All Staff Email"
HC to follow up with Max Colebourn regarding number of units for Semester 2
A meeting will be arranged with DK, KS, HC, and RC to clarify regarding recording of lectures and fall back being available for Lectopia.

#### NEXT MEETING & OTHER AGENDA ITEMS

DK

<b>DISCUSSION</b>
Next meeting was proposed for Friday 22 <sup>nd</sup> June 2007, 10am -12pm Mandala Room. Since meeting time was limited, all other agenda items have been moved to the next meeting.
<b>CONCLUSIONS</b>
Next meeting date and time to be confirmed, Ulrika to send out invitation to members

#### 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	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	Open
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	Open
16	HC to follow up with Max Colebourn regarding number of units for Semester 2	HC	22.06.07	Open
17	Meeting to confirm mechanisms for capturing lectures other than Lectopia	DK	31.05.07	Open