

# Learning Technologies Policies and Governance Committee Minutes:

7 February 2007, Mandala Room

Attendees: Denise Kirkpatrick, Peter Stacey, Geoff Payne, Kerry Fitzmaurice, Rob Cook, Helen Carter, Kay Souter, Martin Chanock.

Apologies: Jennifer Sheed.

## Minutes:

### **\*1. Notes of previous meeting**

These were tabled. An introduction was provided by Denise stating that this committee is still working out its priorities and focus.

Denise made reference to Gregor Kennedy's First Year students' technology experiences survey which had been circulated previously. Denise will approach to seek permission to adapt their survey to give us a point of reference. All students would be surveyed (not just first year as was the case at Melbourne Uni).

### **Action: 1.1 Approach G Kennedy.**

### **1.2 Adapt survey to fit all students and bring back to the Committee for approval.**

Council has approved the regional report. Emphasis on e-learning and taking a blended learning approach. Aspects of the Multi Campus working party report were incorporated. The executive summary is to be made available on the website. Denise said there was a discussion at Council on the regional report regarding the emphasis on e-learning and Denise recommends that a glossary be developed & put on relevant websites to disseminate and ensure consistency of use and understanding of key items.

### What should be included in the glossary?

- Online component vs. online unit.
- E learning vs. technology assisted learning
- Blended learning
- Hybrid learning
- Online component (o.k. virtual learning environment).
- LMS
- Distributed learning
- Podcasting
- Lectopia
- Web based lecture technology
- Flexible delivery
- Open Source
- I.C.T

Kay Souter suggested there be an Executive Summary to the glossary.

Geoff Payne suggested that a document defining the rights should be developed:

- Content rights
- Digital rights management
- Whether it's ours or whose is it?
- Classes of licence which we hold the material under our LMS

Learning Technologies Policies and Governance Committee  
Minutes:

**Action: 1.3 Develop a glossary.**

**1.4 Denise and Helen to double check.**

**1.5 Distribute to committee.**

Kay said there was a need to bring awareness to staff as to what technology was used in secondary school and how much technology the students could use.

It was suggested that they find out what technologies were used at secondary school.

As there are extreme variations across secondary schools in Victoria and across Australia.

This is a very productive area of research but not much is looking across centrally.

A committee of MCEETY investigated.

ICTs in Education in Australia but focus was at school level.

**Action: 1.6 Denise to distribute for the committees reference.**

Kerry suggested that the Faculty of Health Sciences marketing group might be a useful source of information for what's going on over there. Kerry suggested seeking their feedback on the IT situation from our feeder schools.

Questions may be included in the survey of students technology use.

Current WebCT Usage to be investigated.

**Action: 1.7 Denise to request a report from WebCT with our current usage for next meeting.**

**\*2. Draft statement on use of Learning Technologies at La Trobe (attachment 1)**

Make decisions about what should go into the document. This vision statement or strategic document to provide:

1. What do we mean by Learning Technologies.
2. Why? Why will they be used?
3. For what purposes?
4. How will they be used?

Suggestions were to include: LTU's Multi campus nature, its priorities and values.

Rob Cook: suggested that we include how we are going to position ourselves (under for what purposes). Denise said we should be realistic in stating that we'll provide technologies similar to other universities.

Values communication: enhance experience, give opportunities, and make things possible.

We should ensure it aligns with the strategic plan.

A statement is missing on our commitment to students – what is meant by it? especially for regional students.

Will equivalence come under principles?

Learning Technologies Policies and Governance Committee  
Minutes:

It should also include how it's not about replacing teaching but giving other opportunities. We need to acknowledge that there needs to be support for students. A suggestion was made that before or in the first class the staff need to explain what the students need to do with WebCT.

We need to provide expectations.

We need to refer back to the Learning and Teaching Operational Plan (LTOP) 2007 re accessibility.

**Action: 2.1 Denise and Kay to develop statement**

**2.2 Draft to be circulated to committee for consultation prior to next meeting.**

**2.3 Rob Cook to report on technologies currently available and currently used at La Trobe as well as what's on the horizon.**

Re: Associated responsibilities and Procedures for WebCT and Other Technologies.

Denise said it needs to include how we're supporting WebCT. It needs to be made clear which technologies are supported by the University.

Denise said that this will be a de facto policy. (Evaluations and Managed trials).

Denise suggested that they should make explicit statements about what's expected.

We need to ensure that the University isn't exposed through using technologies that aren't supported. Also it isn't fair on students to have technology being used that isn't properly supported.

**Action: 2.4 Requested report on current WebCT usage.**

Denise commented that there is a lot to do but having had nothing in place in the past this needs to be taken slowly and done properly.

**2.5 Denise to direct people to WebCT information that's available online and the rest will be circulated.**

Geoff raised the question of openness. Will LTU make all its online units available to anyone?

This is a high level policy decision but it was agreed that it should be considered.

Re: Staff Development and Support for the Use of Learning Technologies:

This will be discussed at Meeting 4.

Discussion on principles around governance. Needs to guide policies that will follow.

This committee won't make overarching policy but it will make supporting policy.

Geoff suggested we add "foster innovation and excellence"

## Learning Technologies Policies and Governance Committee Minutes:

Rob Cook: requested that this committee receive reports from and give directions to the AV Services group:

- Quality assurance of AV Services including all of the following:
- Activity;
- Requests;
- State of teaching spaces;
- Maintenance; and
- AV set up in teaching spaces.

**Action: 2.6 Need to inform groups of this Committee's role.**

**2.7 Set up a regular cycle of reporting to this committee on a ½ yearly basis. To be contacted:**

- **Audio Visual Practices group;**
- **Online services group; and**
- **Online Teaching Support Team consisting of: Multimedia production unit, Online production unit. WebCT through the WebCT migration reference group.**

**Audio visual practices group would be contacted regarding:**

- **Audit of video conferencing;**
- **Data projectors and sound equipment in teaching spaces; and**
- **Lectopia.**

Audio Visual practices group: consist of all Audio Visual practitioners across all campuses. Online Services group provides support to admin custodians of the website and intranet.

Once the WebCT migration is underway there should be a reference group to ensure that the University knows what's happening- this may require a different membership to the current group.

Denise noted that this group needs to consider more than WebCT/LMS. Most Universities address only about their online teaching or LMS. This group should consider:

- Video Conferencing;
- Streaming media; and
- Other media.

Page three of the draft use of technologies is a suggested way that we could think about online learning.

### **\*3. Computer Based Training (CBT) at La Trobe (attachment 2)**

Online services are seeking our advice on what to do.

Denise would encourage a more extensive review.

Kerry said FHS is going to use CBT as a requirement in their Common first year.

Denise suggested that we go back to the Faculties and determine their level of use.

Learning Technologies Policies and Governance Committee  
Minutes:

Kay said there was little knowledge of the product.

- a) a broader review should be conducted on what is out there;
- b) we should find out what the existing system covers; and
- c) how usage has been incorporated into teaching if it can't be removed.

**Action: 3.1 Write to Sue thanking her for the report requesting more information on the CBT:**

- **Details of contents**
- **What's being used currently**
- **Real usage: 54 users or more?**
- **Use by faculty: number of users and who is using it.**

**3.2 Determine staff response to the system.**

**\*4. Web CT Migration Update (Helen Carter)**

They met on 6 Feb 07 and are fairly happy that all will be migrated. Some units should possibly be recreated rather than migrated. A custom template could be provided.

There are two issues for this committee

- 1) Continuation of the WebCT Migration committee – they were anticipating having 2-3 more meetings
- 2) The LTOP 07 “Online presence for all units” there is some confusion and inconsistency in action.

Responses to these issues:

- 1) It's up to the WebCT migration reference group when they finish however they need to do an evaluation and debrief after the 2<sup>nd</sup> semester migration.
- 2) WebCT Migration reference group consider a survey of users by WebCT team and then debrief based on this.

Denise suggested there be a governance group for the LMS as we need for Faculties to be able to feedback through a group.

This committee should write the terms of reference.

**Action: 4.1 Establish governance group for LMS use.**

**\*5. Lectopia Trial Report (Helen Carter)**

There will be a meeting on Friday 9 Feb 07.

Mikee has been busy installing it. It is now in Bundoora: ELT, WLT & Agora.

Bendigo: Mackay and Circular.

Albury Wodonga has a room set up and they purchased 2 of their own theatres.

Mildura: They are looking into a server and hand held unit to capture voices, but there will be no video recording.

Shepparton: No action.

Learning Technologies Policies and Governance Committee  
Minutes:

There will be automated capture there.

Ipod recorders have been purchased and these are being targeted at Equity students.

They are hoping that this will provide a best method for providing support. The lectures will need to be pod cast by staff by borrowing an Ipod from AVS.

There should only be a couple of hours turnaround to convert this on the Ipod vs. full video recording and conversion to DVD.

Paul Materazzo is developing an online booking page to handle those on the trial as AVS start and shutdown the Lectopia sessions.

The list of subjects is not finalised, this includes regional campuses:

FLM: 8-10 subjects, HUSS: still finalising, ED: 1 with them

Denise reminds everyone that it is a trial and will be evaluated in the 1st semester.

**Action: 5.1 Helen to provide a report on who is going to use it.**

03 May 07 presentation from Carrick project team on an evaluation of Lectopia.

**Action: 5.2 Helen to send a personal invitation to this group.**

Denise pointed out the importance of communicating widely and effectively.

**Action: 5.3 Lectopia working party to prepare a report for this committee and the Deans to show:**

- **Who is participating in the trial**
- **What is being recorded**
- **Where it currently is**

**\*6. Identification of priorities re Learning Technologies at La Trobe**

Covered in item 1.

**\*7. A.V Practices Group (Rob Cook)**

Covered in item 1.

**\*8. Other business**

No other business.

**\*9. Next meeting: Thursday 8 March 2007, Mandala Room**

Apologies: Kerry Fitzmaurice and Kay Souter. Kay may send a delegate.