

Learning Technologies Policies and Governance Committee Meeting

MINUTES

8TH MARCH 2007

1000-1200

MANDALA ROOM

ATTENDEES	Denise Kirkpatrick Peter Stacey Geoff Payne Jennifer Sheed Robb Cook Helen Carter Kay Souter Martin Chanock Matthew Oates (for Kerry Fitzmaurice) Ulrika Sandvik
APOLOGIES	Kerry Fitzmaurice

AGENDA ITEMS

PREVIOUS MEETING MINUTES

ALL

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

DRAFT STATEMENT ON USE OF LEARNING TECHNOLOGIES AT LTU

ALL

DISCUSSION	
	Draft statement and its content were discussed and changes were made. Third dot point was amended to read "increase access to resources used to support learning" and the last dot point was amended to read;"create learning experiences that would otherwise be difficult to provide". DK proposed amending document as discussed, sending out on "All University" email and adding to LTU website. It was also proposed that lunch time sessions be held to promote and explain the document to the wider university community and field any questions that may arise.
CONCLUSIONS	
	Committee members support the document with the above changes and agreed to proposal of lunchtime sessions and circulating the statement on "All University email" and listing on LTU website.

LEARNING TECHNOLOGIES GLOSSARY

ALL

DISCUSSION	
	All committee members had not had a chance to review glossary prior to meeting. DK suggested that glossary be broken into two parts pertaining to 1. Delivery Mechanisms and 2. Pedagogies they support. It was suggested that the following terms be added to the Glossary: Bandwidth, Access Grid Technology and Web browser.
CONCLUSIONS	

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)

MCEETYA REPORT ICT AND PROFESSIONAL LEARNING

DK

DISCUSSION

DK briefly discussed the report.

CONCLUSIONS

MCEETYA report is available for Committee Members information and to distribute as they feel suitable.

WEB CT MIGRATION UPDATE

HC

DISCUSSION

HC summarized the report to committee members. The migration is in crisis for three main reasons: 1. Sudden and unexpected demand well after cut of date of the new site. The number of unexpected new units and new accounts did not follow a previous pattern. 2. Technical issues with software. It seems LTU have been misled regarding the number of fixes/patches that are needed for the system. 3. Problems with Student Database.

It is expected that 2nd Semester of this teaching year and 2008 will have further increase but servicing all last minute requests is impossible and need to educate LTU community on what the limitations are. Need to look at change procedures and different approaches to manage peak demands in future. GP suggested committee highlight this issue for ICT Policy Committee. Strategies for dealing with this spectacular growth and lack work stations needs to be put in place such as renting laptops or leasing schemes for students.

The question of auto population was raised; DK advised that since LTU is in between student systems at present, no decision has been made on this.

DK advised that there is a need to consider an action plan and agenda for the future of LMS, as LTU is not committed to Web CT for life. It was discussed that LTU move to a generic name regardless of the branding of the product. DK offered to send committee members information on alternative LMS solutions and information on changes in the industry.

CONCLUSIONS

Committee members agreed to receiving information on LMS alternatives.

Formal acknowledgement of the Web CT teams contribution and efforts to migration at the beginning of the year. HC to draft a summary of the migration activities at the beginning of the year including statements of facts and acknowledgement of the Web CT team's efforts. Summary to be sent to DK, who will send out in "All University" email.

LECTOPIA TRIAL

HC

DISCUSSION

Initial trial was meant to be a small managed pilot but due to change of circumstances out of the teams control the number of units is more than anticipated. Another limiting factor is the number of rooms set up with the hardware.

Deans will be asked to identify which rooms to install Lectopia hardware and should consider large and smaller spaces.

Lectopia is currently not available for Pod casting. There was no policy framework and a decision was made by the original group and run through Web CT in the first instance. Committee members were advised that this needs to be raised under the pilot and to speak to HC.

It was noted that no policy decision has been made to phase out QV and that there will be no portable Lectopia units at this point; technically too difficult.

CONCLUSIONS

Once deans have identified rooms for future Lectopia hardware a rapid roll out will be completed.

DEVELOPMENT OF DOCUMENT ASSOCIATED RESPONSIBILITIES AND PROCEDURE FOR WEB CT AND OTHER TECHNOLOGIES

DK

DISCUSSION

DK proposed a task force be established to develop a framework. The task force will go away from campus for two days to develop draft of Policy, Guidelines, Principles and Quality Assurance. To be lead by HC

One person to represent each faculty, DK to fund the release of staff members for the two days. The faculty representative will need to collect data prior to going away and have a good understanding of how it currently works in the faculty.

The framework will establish position of institution and give Web CT team direction.

CONCLUSIONS

DK to draft Terms of Reference for task force and circulate for comments and suggestions.

Committee members to email DK next week to nominate suggested representative and suggested dates over the next two months for taskforce to go away.

OTHER BUSINESS – TECHNOLOGIES SUPPORTED BY LTU

RC

DISCUSSION

RC presented and discussed handout of technologies that are delivered at LTU

CONCLUSIONS

Need to identify what technologies LTU have, where LTU need to write policy and what technologies LTU wants to support and not support

NEXT MEETING

DK

DISCUSSION

Next meeting was proposed for Wednesday 16th May 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	Open
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	ALL	16.05.07	Open

