



# The University of Sydney

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## eLearning Governance Group

Secretary: Sally Paynter

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### NOTICE OF MEETING

A meeting of the **eLearning Governance Group** will be held at **1pm** on **Thursday 12 June 2008** in the **Kevin Lees Meeting Room, Quadrangle Building, A14** (Take the lift near the MacLaurin Hall Stairs in the South/West corner of the Quadrangle and alight at Level 6, the room is to your left).

Members who are unable to attend are asked to notify Sally Paynter at the above address. Enquiries concerning this meeting may also be directed to Sally.

*Sally Paynter*  
*11 June 2008*

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### Members

Professor Derrick Armstrong, Acting Deputy Provost (Learning and Teaching) Pro-Vice-Chancellor (Chair),

Professor Bruce Sutton, Chair Academic Board

Mr Bruce Meikle, Chief Information Officer,

Mr John Shipp, University Librarian,

Mr Andrew Cooper, Director Architecture and Technology,

Associate Professor Rob Ellis, Director of eLearning

Associate Professor Mark Freeman, Director Office of Learning and Teaching in Economics and Business

Mr Mark Sinclair, Head, Academic and Professional Development, The College Sydney Project

### Agenda

#### 1. Apologies and welcome

Members are asked welcome to the Group Mr Mark Sinclair, Head, Academic and Professional Development at The College Sydney Project who is replacing Jonathan Saurine.

#### 2. Minutes of previous meeting

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#### *Recommendation*

That the eLearning Governance Group adopt the draft minutes of the previous meeting held on 10 April 2008 as a true record.

**3. Matters arising from Minutes (not dealt with elsewhere in the Agenda)**

**4. Report of the Chair**

*Recommendation*

*That the eLearning Governance Group note the Chair's report.*

**5. EPortfolios and student portal**

*Recommendation*

*That the eLearning Governance Group note the report on EPortfolios and student portal.*

**6. Streaming and AV/ICT**

*Recommendation*

*That the eLearning Governance Group note the report on streaming and AV/ICT.*

**7. Student laptop scheme**

*Recommendation*

*That the eLearning Governance Group note the report on the student laptop scheme.*

**8. Any other business**

**9. Next Meeting**

Members are asked to note that the next meeting of the eLearning Governance Group will be held on Thursday 28 August 2008 in the Kevin Lee's Room, A14.

**Agenda item 2****Draft Minutes of the eLearning Governance Group, Thursday 10 April 2008.**

**There were present:** The Chair of the eLearning Governance Group Acting Deputy Provost (Learning and Teaching) and Pro Vice-Chancellor, Professor Derrick Armstrong, the Chair of the Academic Board, Professor Bruce Sutton, Associate Professor Rob Ellis, Director, eLearning, Associate Professor Mark Freeman, Director Office of Learning and Teaching in Economics and Business and Mr Jonathan Saurine, Professional and Academic Development Officer for The College Sydney Project. Ms Sally Paynter was in attendance.

**1. Apologies**

Apologies had been received from Mr Bruce Meikle, Assistant Director, CP&S.

Members welcomed to the Group the Chair of the Learning and Teaching Committee, Associate Professor Greg Ryan who had been invited to attend the meeting to discuss communication between the eLearning Governance Group and the Learning and Teaching Committee.

**2. Minutes of previous meeting****Resolution 6/08**

The eLearning Governance Group adopted the minutes of the previous meeting held on 21 February 2008 as a true record.

**3. Matters arising from Minutes (not dealt with elsewhere in the Agenda)**

The Group noted that at the last meeting there had been discussion about the introduction of a student laptop scheme as a means of assisting student to access online information and to reduce the strain on teaching spaces. It had been suggested that the faculties of Economics and Business and Veterinary Science may be suitable for piloting the scheme and that Mr Cooper would consider this option when preparing his report. Associate Professor Freeman reiterated the Faculty of Economics and Business' commitment to piloting the student laptop scheme but it was noted that before beginning any piloting program a project manager would be appointed.

**4. Report of the Chair**

The Chair advised that he had nothing on which to report.

**5. Communication between eLearning Governance Group and the Learning and Teaching Committee**

The Chair welcomed Associate Professor Ryan and advised that he had been invited to attend the meeting to discuss communication between the eLearning Governance Group and the Learning and Teaching Committee. Members discussed the possible overlap between the two committees and agreed that this relationship could be utilized to ensure consultation with the wider academic community about the pedagogical implications of eLearning initiatives.

Associate Professor Ellis tabled a list of potential focus topics which both committees could examine. The Group noted that in order for both committees to pursue these topics effectively it was important to ensure that there was appropriate membership on both to ensure a flow of information between them. The Group resolved to appoint Associate Professor Ryan to membership of the eLearning Governance Group and that Associate Professor Ellis would continue to attend Learning and Teaching Committee meetings as appropriate. The goal would be to focus discussions at both committee meetings towards developing a discussion paper which gave an academic perspective of relevant drivers underpinning these issues.

The Group noted that there was also some overlap between the Learning and Teaching Committee and the Associate Deans (Learning and Teaching) meetings with the Pro Vice-Chancellor (Learning

and Teaching). The Chair advised that he was the common link between these two committees and the Academic Board. It was agreed that these committees and groups all had different roles in relation to implementation, support and governance of issues relating to ICT and broader learning and teaching objectives but that the key was to maintain a collaborative approach.

Members supported the suggestion that academic staff who were recognised as good teachers and were doing something sophisticated with eLearning be invited to speak to the Group about how they use eLearning tools in their teaching and what the implications of this were.

#### **Resolution 7/08**

The eLearning Governance Group

- (i) appointed Associate Professor Greg Ryan to membership of the Group;
- (ii) noted that Associate Professors Ellis and Ryan would work together to manage relevant focus topics for the Learning and Teaching Committee and the eLearning Governance Group where appropriate

#### **6. ePortfolios and Student portal 2008**

Associate Professor Ellis reported that faculty representatives had been asked to submit a 2-3 page response to the ePortfolio proposal to Emeritus Professor Ann Sefton and that discussions were ongoing in relation to selecting a vendor for the proposal. He advised that it was essential from a students' perspective that there was virtual cohesion with the introduction of the ePortfolio and that faculty's were looking to support a system with greater functionality. The student portal would be repurposed and upgraded over the next 18 months with a view to ensuring that there be a cohesive approach to the students' virtual experience which would encompass email system, research space and would have implications for FlexSIS as well. Associate Professor Ellis added that a strategic architectural plan for eLearning at the University would be developed for 2009.

#### **Resolution 8/08**

The eLearning Governance Group noted the report on ePortfolios 2008.

#### **7. Streaming and AV/ICT 2008**

Members noted that the University was developing AV/ICT technology in teaching spaces across the University with 30 rooms operating adequately, 40 rooms having been upgraded and 22 rooms having been built within the new Law Building. Associate professor Ellis advised that AV/ICT was the biggest area of underspend for the University and that up to \$24 million dollars could be spent on updating and/or installing new technology in teaching spaces. In addition to requiring funding for equipment there was also a need to ensure tech support for the spaces and it was agreed that a proposal needed to be submitted in the next round of budget submissions. Members agreed that the proposal needed to use SCEQ data to back up its claims and that it would be beneficial to benchmark the University's current situation against universities such as Monash who used and supported advanced AV/ICT technology within their teaching spaces.

#### **Resolution 9/08**

The eLearning Governance Group noted the report on Streaming 2008.

#### **8. Any other business**

There was no other business.

#### **9. Next Meeting**

Members noted that the next meeting of the eLearning Governance Group would be held on Thursday 12 June 2008 in the Kevin Lee's Room, A14.