



The University of Sydney

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 21 February 2008** in the **North West Wing Meeting Room, Quadrangle Building, A14** (Use door between the Quadrangle and War Memorial Gallery and walk up the stairs and the room is located on the landing).

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
18 February 2008

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 Peter McGeorge, Assistant Director, Campus Property and Services
Associate Professor Mary Peat, Director of Learning and Teaching, Sciences and Technology
Mr Jonathan Saurine, Professional and Academic Development Officer, The College Sydney Project

Agenda

1. Apologies and welcome

Members are asked welcome to the Group Mr Jonathan Saurine Professional and Academic Development Officer for The College Sydney Project.

Dr Lesley Treleaven will be representing Associate Professor Mark Freeman at this meeting.

2. Minutes of previous meeting (pages 3-5)

Recommendation

That the eLearning Governance Group adopt the minutes of the previous meeting held on 15 November 2007 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 2008

Recommendation

That the eLearning Governance Group note the report on ePortfolios 2008.

6. Streaming 2008

Recommendation

That the eLearning Governance Group note the report on Streaming 2008.

7. Student Laptop Scheme

Recommendation

That the eLearning Governance Group note the report on the Student Laptop Scheme.

8. AV/ICT 2008

Recommendation

That the eLearning Governance Group note the report on AV/ICT 2008.

9. Information Management working group

Recommendation

That the eLearning Governance Group note the report from the Information Management Working Group.

10. Any other business

11. Next Meeting

Members are asked to note that the next meeting of the eLearning Governance Group will be held on Thursday 10 April 2008 in the Kevin Lee's Room, A14.

Agenda item 2**Minutes of the eLearning Governance Group, Thursday 15 November 2007.**

There were present: The Chair of the eLearning Governance Group Acting Deputy Provost (Learning and Teaching) and Pro Vice-Chancellor, Professor D Armstrong, the Chair of the Academic Board, Professor Bruce Sutton, Director, ELearning, Associate Professor Rob Ellis Director Office of Learning and Teaching in Economics and Business, Associate Professor Mark Freeman, Chief Information Officer, Mr Bruce Meikle, Assistant Director, CP&S, Mr Peter McGeorge and Director of Learning and Teaching, Sciences and Technology, Associate Professor Mary Peat. Ms Sally Paynter was in attendance.

1. Apologies

Apologies were received from Ms Sue Hanfling and Mr John Shipp

2. Minutes of previous meeting**Resolution 12/07**

The eLearning Governance Group adopted the minutes of the previous meeting held on 13 September 2007 as a true record.

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

There was no business arising.

4. Report of the Chair

The Chair advised he had nothing on which to report.

5. Streaming

Associate Professor Rob Ellis advised that the Streaming Trial had begun in September and up until then the aim had been to ensure that the hardware was in place and working. The trial had been based around testing the support system and had been complicated by integrating Utopia and Blackboard and using interactive on-line services such as Breeze. 10 rooms had been set up for use during the trial and more would be established in 2008. Over the next 8 months an appropriate support model would be established with a coordinated approach to support from both ICT and eLearning staff for the restricted pilot to be carried out in 2008.

Members noted that there was the potential to set up for approximately 80 rooms over the next 18 months and that these would be selected based on their usage. Associate Professor Ellis said that it had been beneficial that all queries relating to use of the system had been handled by one person and that this had enabled a clearer picture of how the system was working and what the demands on it were. The analysis of the students and staff experience of the trial was being conducted and reports were expected in the coming months.

The question of whether Streaming trials should be run on off-campus locations such as Cumberland was discussed, in particular the issue of the maintenance required for the equipment and whether this would be undertaken by the AV staff at these locations or by the streaming trial team. It was agreed that these students at off-campus locations should receive the streaming but that capturing may not be possible but that the educational value and the functional implications of conducting the trial should be explored and discussed at a future meeting.

It was noted that support staff were being trained on how to support teaching staff using Lectopia.

The Group noted that the recommendations for the streaming trial in 2008 were:

1. To equip approximately 40 rooms around the campus with streaming equipment. The Faculty of Law building would hold several of these rooms and was due for completion at the end of 2008; and

2. To continue with restricted use of the uptake by lecturers and to ensure that the increase of recordings is in sync with the development of the support system.

Resolution 13/07

The eLearning Governance Group noted the report on the Streaming Trial.

6. ePortfolio

Associate Professor Rob Ellis spoke to the report noting the following:

- There had been some surveying of the market for possible vendors and the market was moving at a fast pace and it would be in the University's best interest to hold off on selecting a vendor;
- Faculties were being introduced to the project and there were two meetings scheduled for the end of November which would be chaired by Emeritus Professor Ann Sefton;
- A large project funded by the Carrick Institute was being conducted by the University of Technology Queensland with a framework due in March 2008 with education design a key factor;
- Key issues such as education engagement and the use of portfolios and ePortfolios across different faculties needed to be explored and whether there was a portfolio culture within the various disciplines;
- There needed to be a shared concept across faculties and the University itself about what a virtual campus would look like and a shared language to communicate with;
- A few faculties would trial the roll-out of the ePortfolio and were expected to focus on issues of policy, privacy, etiquette and the legal implications of storing the private and professional information;
- The issue of how transportable the ePortfolios were for alumni needed to be explored; and
- It was noted that the faculties of Agriculture, Food and Natural Resources and Engineering were running projects of a similar nature and should be included in the trial.

It was noted that Emeritus Professor Sefton had suggested drafting a short and direct mission statement for the use of ePortfolios of no more than 10 words. Members agreed that employers were not just looking for evidence of what students had completed during their studies but wanted evidence that programs had achieved their outcomes and the portfolios were a way of providing this evidence.

The Group noted the following potential mission statement on the University's use of Portfolios/ePortfolios:

The University recognises the need for reflective learning, demonstrating achievement through assessment, showcasing graduate attributes for employment and facilitating faculties to demonstrate assumed learning.

Resolution 14/07

The eLearning Governance Group noted the report on Campus 2020.

7. Meeting dates for 2008

The Group noted the meeting date for 2008.

8. Any other business

8.1 eLearning coverage

Associate Professor Ellis tabled three sets of statistics relating to the faculties of Arts, Health Science and Science explaining that these reports had been prepared in consultation with the Planning and Support Office and were based on students experience with eLearning tools used by various faculties. These reports would be prepared two months after the end of each semester and would provide faculties with data on the students experience and assist them to plan and develop their eLearning objectives and the systems which support them. The reports included the number of students enrolled in the faculty,

the number of units of study offered, the number of units of study websites relating to that semesters study and the five modes of the website.

The Group noted the reports and agreed that it was a positive tool for faculties to use.

8.2 eLearning Strategic Plan 2008 - 2010

Associate Professor Ellis tabled the eLearning Strategic Plan 2008 – 2010 which had been developed around recommendations from the eLearning Governance Group, discussions from the recent budget round and directives from the Provost. The Chair advised that there needed to be articulation between the eLearning Strategic Plan and the University's Learning and Teaching Plan 2008-2010.

Members were asked to review the document and submit any comments to Associate Professor Ellis directly.

8.3 Student laptop scheme

The Group agreed to survey what technology was on offer to support and secure the student internet access and to explore the issue of support for student laptops and wireless access to the internet.

9. Next Meeting

Members noted that the next meeting of the eLearning Governance Group would be held on Thursday 21 February 2008.