



The University of Sydney

eLearning Governance Group

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NOTICE OF MEETING

A meeting of the **eLearning Governance Group** will be held at **1pm** on **Thursday 28 August 2008** in the **Kevin Lee's Room, Quadrangle Building, A14**. (The **Kevin Lee Room** is on Level 6, Lobby H, of the Quadrangle Building. Enter the Lobby H (MacLaurin Hall side of the Quadrangle) and take the lift to Level 6 and the Kevin Lee Room is to the 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
21 August 2008

Members

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

Professor Bruce Sutton, Chair Academic Board

Associate Professor Greg Ryan, Chair of the Learning and Teaching Committee,

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

Agenda

1. Apologies

2. Minutes of previous meeting

(pages 3-4)

Recommendation

That the eLearning Governance Group adopt the draft minutes of the previous meeting held on 12 June 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. Student administration system

Mr Andrew Cooper to give an overview of the project.

Recommendation

That the eLearning Governance Group note the report on the student administration system.

6. Proposal for integrating Faculty-level eLearning systems in Pharmacy to complement the University eLearning Framework (pages 5-8)

Associate Professor Ryan to report on the documentation set out below.

Recommendation

That the eLearning Governance Group note the report on the Proposal for integrating Faculty-level eLearning systems in Pharmacy to complement the University eLearning Framework.

7. Outline of a strategic development project for the Learning and Teaching Portfolio at the University of Sydney, 2009-2011 – The student and teacher e-experience (pages 9-10)

Associate Professor Ellis to report on the documentation set out below.

Recommendation

That the eLearning Governance Group note the report on the development project for the Learning and Teaching Portfolio at the University of Sydney, 2009-2011.

8. EPortfolios and student portal

Associate Professor Ellis to report on the status of the project.

Recommendation

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

9. Any other business

10. Next Meeting

Members are asked to note that the next meeting of the eLearning Governance Group will be held on Thursday 20 November 2008 in the Kevin Lee's Room, A14.

Agenda item 2

Draft Minutes of the eLearning Governance Group, Thursday 12 June 2008.

There were present: The Acting Chair of the eLearning Governance Group, Associate Professor Rob Ellis, the Chair of the Academic Board, Professor Bruce Sutton, the Chair of the Learning and Teaching Committee, Associate Professor Greg Ryan, the University Librarian, Mr John Shipp and Mr Peter Whitfield representing Mr Bruce Meikle. Ms Sally Paynter was in attendance.

1. Apologies

Apologies had been received from Acting Deputy Provost (Learning and Teaching) and Pro Vice-Chancellor, Professor Derrick Armstrong, Associate Professor Mark Freeman, Mr Bruce Meikle and Mr Andrew Cooper.

The Acting Chair welcomed Mr Peter Whitfield who was representing Mr Bruce Meikle at the meeting.

2. Minutes of previous meeting

Resolution 10/08

The eLearning Governance Group adopted the 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

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

5. ePortfolios and student portal

The Acting Chair advised that since July 2007 there had been two discussions running in parallel about the ePortfolios and the student portal, the first was with faculties, the second with potential vendors. Members noted that the University had seen presentations from 6 vendors so far and was only negotiating with those vendors that had a maintenance policy. The last presentation had been given by *Desire to Learn* and had received positive feedback. The National Learning and Teaching Council were due to hand down recommendations about eLearning in July 2008 and after this both Associate Professor Ellis and Emeritus Professor Ann Sefton would respond with recommendations for the University.

The Acting Chair tabled draft Faculty responses to ePortfolio System Questionnaire which presented a summary of responses to the 11 questions faculties were required to answer. The questions sought to gain a sense of demand by students, an understanding of the existing culture of ePortfolios within faculties and how faculties would anticipate using them if the system became available. Other universities such as Wollongong had implemented the system and had 1000 students using the ePortfolios, promoted the use of them and run workshops for students and did not see an increase in this number.

Members noted that a pilot was planned for 2009 and 3-4 faculties may be asked to trial the system. Discussions were continuing about whether to roll the system out to teachers first. Two potential vendors were being considered and two systems, *Desire to Learn* and *Pebble Pad*, were in the front running. A summary of their capabilities would be attached to the final report on faculty responses to the ePortfolio System questionnaire, due in August 2008.

The Acting Chair advised that the ePortfolio project had raised issues of coherence of virtual learning experience for students. It had been recommended that the Student Portal be used to provide a platform for improving the coherence of experience across enterprise e-system. The

Student Portal would be set up to ensure students had access to not just their ePortfolios but also faculty websites, timetable and class information, support programs, fee payments etc. The strategy was to improve the integration of the system for the user. The renewal of the Student Portal would form a key part of the ePortfolio report along with the learning and teaching plans for faculties. Discussions around this issue continue between the Community and the Learning and Teaching portfolios.

Resolution 11/08

The eLearning Governance Group noted the report on ePortfolios and student portal.

6. Streaming and AV/ICT

Members noted that the issues surrounding the streaming pilot included the pressure of managing the recording of between 250 – 400 lectures per week but it was anticipated that by the end of 2009 the University would be above the national benchmark for recording. At present it was pot luck for teachers about whether they secured teaching space that was equipped with the appropriate AV/ICT technology to support streaming. The Acting Chair advised that a desktop solution would be more equitable where teachers were able to upload recordings from their desktop to the unit of study website. It was noted that issues of copyright and other sector developments would be worked put by 2009 and the advice that was currently being given to teachers was not to replace any face-to-face teaching with streaming.

Resolution 12/08

The eLearning Governance Group noted the report on streaming and AV/ICT.

7. Student laptop scheme

The Acting Chair advised that a project brief on the student laptop scheme was being prepared and would be presented to the eLearning Governance Group when it had been finalised. It was noted that the scheme would be piloted by one or two faculties first with a view to it rolling out across the University once it had been trialled. The idea behind the scheme was to ask students to pay an increased fee for which they would receive a laptop with all the University systems loaded on it ready to use.

Resolution 13/08

The eLearning Governance Group noted the report on the student laptop scheme.

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 28 August 2008 in the Kevin Lee's Room, A14.

Agenda item 5**Proposal for integrating Faculty-level eLearning systems in Pharmacy to complement the University eLearning Framework****From: Faculty of Pharmacy****To: eLearning Governance Group*****Content Management Software: KnowledgeMap*****Background**

Since September 2006 members of the Pharmacy Education Unit have been searching for content management software that will provide a curriculum database for the Faculty. This database will serve three principal functions:

1. To provide a central repository of curriculum data that can be systematically searched for reference and monitoring purposes, and for the preparation of reports (for example, for professional accreditation bodies) related to learning outcomes within our BPharm and MPharm.
2. To provide students with a searchable collection of current and archived learning resources.
3. To assist academics in the day-to-day operation of the curriculum – for example in preparing units of study - and promoting horizontal and vertical integration of curriculum content.

KnowledgeMap will be used only to meet the above needs. Learning management functionality will continue to be provided only via University LMS, CE6.

Vendor: Vanderbilt University, USA

After consideration of several products from vendors in Australia and the USA, in December 2007 we made a recommendation to the Faculty of Pharmacy that it purchase KnowledgeMap software from Vanderbilt University, Nashville, USA.

KnowledgeMap has been developed by a team of academics within the Department of Biomedical Informatics. Information on KnowledgeMap is available at <http://dbmi.mc.vanderbilt.edu/research/knowledgemap.html>.

The software is partially commercialised in that other medical schools have purchased, and are using, the software. However there is not yet a fully commercial support and inquiry structure for clients.

KnowledgeMap is modular, so we are able to choose which functionality we would like to enable at USyd. The Faculty of Pharmacy plans to install KnowledgeMap with just the functions relating to the curriculum database enabled.

The roadmap for software development of KnowledgeMap over the next 12 months includes an ePortfolio. However this feature will not be activated by the Faculty.

Technical Specifications for Hardware and Server Software**Hardware**

1. Web server 1 – Vanderbilt have advised that the Faculty's Apple Xserve meets their specifications:
 - 2.66GHz Quad XEON processors
 - 2GB (4x512MB) 667MHz DDR2 ECC FB-DIMMs
 - 73GB SAS ADM @ 15,000-rpm

- 1.5TB (2x 750GB) Serial ATA ADM @ 7200-rpm
 - ATI Radeon X1300 64MB SDRAM with VGA Adapter
 - (<http://www.apple.com/xserve/>)
2. Web server 2 – redundant web server in case of hardware failures, software crashes, load balancing, etc (the above server meets the requirement)
 3. Windows rack server – required for storage and conversion of documents: Windows (and Microsoft libraries) required for conversion of Word and PowerPoint files. Specification:
 - Minimum 4GB RAM
 - Minimum 300GB storage

Server Software

- Apache 2 series web server (included in OS X and RedHat) with SSL support and certificates installed, also with modperl support
- MySQL (free)
- 1 copy of Microsoft Office
- 1 copy of Adobe Acrobat Professional
- Perl/ActiveState Perl (free - we can install/configure these)
- Cygwin on the Windows machines (free - we can install/configure)

Set Up Costs

Parties involved in negotiation include USyd Procurement, USyd Office of the General Counsel.

Originally Vanderbilt offered an hourly rate for installation, customisation and training. We are awaiting a quote from Vanderbilt on a fixed price for these items. Vanderbilt is awaiting technical advice from USyd ICT regarding authentication.

Table 1. Implementation costs:

Description	Cost
One off license fee	USD12,000
Remote installation	(to be advised by Vanderbilt) Approx USD3,000 - 5,000
Remote customisation	Still awaiting advice from ICT regarding a USyd technical contact to enable Vanderbilt to confirm authentication and customisation costs.
On-site training & check installation	(To be confirmed by Vanderbilt) Approx USD 4,000 – 5,000 for 7 days (including travel time)
Travel costs, 1 person economy	(To be confirmed by Vanderbilt) Approx AUD3,000 – 3,500 (4 nights with meals)
TOTAL	Approx USD23,000

Maintenance

KnowledgeMap Software

To be advised by Vanderbilt. In contract negotiations we have requested a fixed annual fee of 10-15% of the purchase price. Vanderbilt initially offered an hourly rate for this work.

Server hire, USyd ICT

Awaiting advice of costs from USyd ICT – server supply and maintenance.

Support

The Pharmacy Education Unit (PEU) will be the first point of contact for all students regarding KnowledgeMap use and access. This basic ‘help-desk’ function will be provided by/through the PEU Educational Designer - a full-time, continuing position currently held by Jim Woulfe. Server issues will be referred by the PEU to the ICT help desk

Any problems with KnowledgeMap functionality will be referred to Vanderbilt by the PEU. A “next U.S. business day” response from Vanderbilt has been agreed.

User Training

Vanderbilt personnel will train the PEU Educational Designer in use of the software and basic administration functions, and also conduct initial group training following installation. The Educational Designer will train Faculty users on an ongoing basis. KnowledgeMap includes inbuilt help and tutorials.

Integration with University LMS support model

To ensure the quality of the Pharmacy student learning experience, use of KnowledgeMap will be designed to complement the QA framework of the University LMS, CE6. To do this, unit of study content for the students’ current enrolment (that is year 1 content for year 1 students, year 2 content for year 2 students etc) will continue to remain in CE6. This will allow the QA systems of rapid server recovery, an eLearning helpdesk 5 days a week, 10 hours a day and a unit of study lifecycle system to remain part of the Faculty of Pharmacy’s educational strategy. This model is explained below.

Student Use Model

Students will continue to access current semester unit of study content via University LMS, CE6.

Students will be able to browse and search across files from their previous units of study and other concurrent units of study through the separate KnowledgeMap interface.

Students will access KnowledgeMap via a hyperlink located in each University LMS, CE6 site. The KnowledgeMap interface will open in a separate window which will:

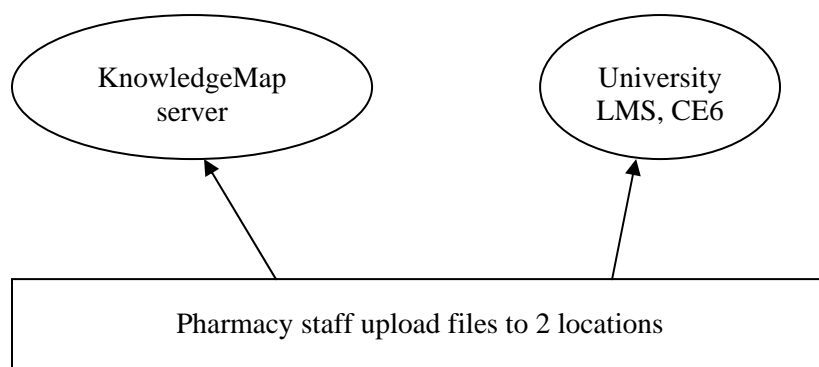
- facilitate separate user authentication
- differentiate between KnowledgeMap and University LMS, CE6 as separate entities (users, especially students, will not see the 2 packages as a single entity, and this will channel the separate support inquiries)
- allow users to bookmark KnowledgeMap as a separate link

Table 2. Example – Content availability for a Year 3 student in Semester 2:

Available files	University LMS, CE6	KnowledgeMap
Year 3, Semester 2 (current)	✓	✓
Year 3, Semester 1	✗	✓
Year 2, Semester 2	✗	✓
Year 2, Semester 1	✗	✓
Year 1, Semester 2	✗	✓
Year 1, Semester 1	✗	✓

Document Uploading and Storage

Figure 1. File storage



KnowledgeMap will be used only as a content management system. Files related to current semester unit of study content will be uploaded to University LMS, CE6. Simultaneously, and in order to enable a search function, current files will also be available in KnowledgeMap. This complies with the USyd Academic Board policy related to Quality Assurance and Learning Management Systems, by ensuring that learning functionality is provided via University LMS, CE6. Database searching will be provided by KnowledgeMap. Student access to KnowledgeMap will occur via separate WASM authentication.

Cyclical Review of Uploaded Materials

The total volume of documents uploaded to the KnowledgeMap server will be reviewed as part of ongoing curriculum review processes, and facilitated by the Pharmacy Education Unit.

Access, as detailed above, will be available to current Pharmacy students and staff.

Evaluation

The introduction of KnowledgeMap will occur on a two-year trial basis. The PEU will conduct ongoing evaluation throughout this trial and will report to Faculty at regular intervals.

Pharmacy Contacts

Sponsor: Professor Iqbal Ramzan, Dean of Pharmacy
 Academic in Charge: Associate Professor Greg Ryan, Director of Pharmacy Education Unit
 Point of Contact: Jim Woulfe, Educational Designer

Outline of a strategic development project for the Learning and Teaching Portfolio at the University of Sydney, 2009-2011

The student and teacher e-experience

- This is a university wide project, coordinated by the Learning and Teaching portfolio of the University of Sydney
- Its purpose is to bring coherence to the virtual experience of students and teachers so that learning and teaching enterprise can be better integrated across physical and virtual spaces.
- It is a collaborative project involving;
 - Faculties – representatives from the faculties of University
 - The library – for integration of e-resources and informal learning spaces within the strategy
 - ITL – for integration of academic development consistent with the strategy,
 - ICT – for integration of e-services that support the strategy
 - Sydney eLearning – for continued integration of eLearning support with Faculty learning and teaching plans and the student experience
 - Student Services – for integration of students services across physical and virtual spaces
 - CIS – for the development and integration of physical and virtual spaces
 - The office of the DVC Research – to achieve economies of scale when eResearch infrastructure can leverage off eLearning infrastructure

Goals

- A shared way of talking about the structure and purpose of the University's virtual spaces in relation to physical spaces
- Integrated planning across the key areas of the University (Learning&Teaching, the Library, ICT, Property, Research, Community) that share a framework and concepts of physical and virtual spaces
- A more coherent student and teacher experience of learning across physical and virtual spaces
- Leveraging benefits and economies of scale for e-research infrastructure from eLearning and teaching infrastructure where possible
- Removal of redundancies and risks to quality assurance through explicit planning for the integration of physical and virtual spaces

High level strategies

- Development of a University information strategy that provides a framework to develop shared language and concepts
- Alignment of learning and teaching aspects of the University intranet to the goals of the strategy (eg student portal, teacher/curriculum design portal)
- other

Committee structure

- To recognise the growth and pressing need for integration of e-experiences of learning and teaching across physical and virtual spaces, the eLearning Governance Group will broaden its remit to have oversight of student and teacher e-experiences.
- Chaired by the PVC (Learning and Teaching) the membership will include all those mentioned above who take part in the collaborative project.