



## **ICT in Teaching and Learning Governance Group**

12.30p.m. – 1.30p.m.  
Thursday 20<sup>th</sup> November 2003  
Registrar's Meeting Room

### ***Attendees:***

Pro-Vice-Chancellor, College of Health Sciences  
Professor Don Nutbeam  
Pro-Vice-Chancellor, College of Sciences and Technology  
Professor Beryl Hesketh  
Assoc. Professor Geraldine Barnes for Professor Stephen Garton, Dean of the  
Faculty of Arts (CHASS)  
Pro-Vice-Chancellor (Employee Relations) and Acting CIO  
Professor Michael Fry  
Pro-Vice-Chancellor (Teaching and Learning)  
Professor Paul Ramsden  
Chair, Academic Board  
Professor Judyth Sachs

## **Minutes**

### **1. Minutes of the Meeting of 10<sup>th</sup> October 2003 – adopted**

#### **2. Draft Terms of Reference:**

The Group felt that there was circularity in reporting to the Vice-Chancellor through the MIS, as the membership was almost identical. The Group felt that they should be responsible for the strategic development and quality surrounding ICT in Teaching and Learning.

Discussion took place on the integration of ITEV. This matter had been discussed at SEG, where the Vice-Chancellor was clear that he wanted the business framework and project funding of the ITEV budget to remain separate from the corporate funding for Online Teaching and Learning; however the reporting lines for ITEV could be amended if he was satisfied with the Terms of Reference for this Group.

It was decided:

- To remove references to the MIS Steering Committee in the Terms of Reference
- That the revised Terms of Reference would be presented to the Vice-Chancellor by the PVC (Teaching and Learning) and the Acting CIO
- The Terms of Reference would be attached to a memo indicating that the Manager Special Projects should report to the new DVC (Academic) and

become a member of the ICT in Teaching and Learning Governance Group. The ITEV Reference Group should be disbanded

- If this is agreed to by the Vice Chancellor, the Acting CIO would speak to the Manager Special Projects

### **3. Strategic Plan**

PVC (Teaching and Learning) reported he wanted the Plan to address a University approach to quality assurance mechanisms in ICT in Teaching and Learning across all platforms in use. It was noted that the current Academic Board Policy only dealt with WebCT and that a revised policy, currently under development, would cover all Learning Management platforms used across the University.

It was decided:

- The PVC (Teaching and Learning) would further develop a Strategic Plan and liaise with members before the next meeting.

### **4. Reports from Colleges on projects to support ICT in Teaching and Learning**

CHASS is working on a report which is currently in draft form. They have some concerns about the potential development of a bureaucracy at either the College or central area and where money was being committed. The Report will be finalised upon the return of the Dean of the Faculty of Arts and will be tabled at the next meeting.

CHS recently held a two day retreat on Teaching and Learning where the PVC detected a move to greater cooperation in the area of ICT in Teaching and Learning. Two new fully online PG coursework degrees will be offered in 2004, serviced cooperatively across faculties. There are still questions around depth of penetration of ICT in Teaching and Learning; consistent approaches to quality assurance and the current ad hoc approach which may not broaden access to the technologies. A picture of what a College-wide support model is still being formed.

The PVC (CST) tabled a model which extends the successful UniServe Science across the College. The resources required for this extension amounted to \$310,000; of which \$220,000 was requested from the College and Central pool of funds for 2004. The first priority is support for WebCT at the college level (recruitment is currently underway). The Learning Objects Warehouse part of the model was seen to have University-wide applicability.

It was decided:

- The PVC (Teaching and Learning) would develop a paper in the intended outcomes of the 2004 central and College funds; and what is more efficiently supplied centrally and at the College level

- 5. Coordinator of Quality Assurance in ICT in Teaching and Learning**  
The PVC (Teaching and Learning) tabled a Role Statement and list of duties for the position.

It was decided:

- The PVC (Teaching and Learning) should second an appropriately qualified staff member into the position of Coordinator with immediate effect.

- 6. There was no other business**

- 7. Proposed Meeting Schedule for 2004**

Meeting dates were noted.