



ICT in Teaching and Learning Governance Group

12.30p.m. – 1.30p.m.
Thursday 15th July 2004
Registrar's Meeting Room

Attendees:

Mr Ed Binney, Chief Information Officer	Prof Stephen Garton, for Pro-Vice-Chancellor, College of Humanities and Social Sciences, Prof June Sinclair
Dr Rob Ellis, ICT in Teaching & Learning Coordinator	Dr Mary Jane Mahony, for Pro-Vice-Chancellor, College of Health Sciences, Prof Don Nutbeam
Ms Anne Forster, Manager Special Projects	Assoc Prof Mary Peat, for Pro-Vice-Chancellor, College of Sciences and Technology
Prof Michael Fry, Pro Vice-Chancellor (Employee Relations)	Prof Judyth Sachs, Chair, Acting Pro Vice-Chancellor (Teaching and Learning)

Apologies:

Prof John Carter, Chair, Academic Board

Minutes

- 1. Minutes of the Meeting of 11th May** **Adopted**
- 2. Terms of Reference and Purpose of the Governance Group**
The Chair foreshadowed a review of the Terms of Reference and purpose of the ICT in Teaching and Learning Governance Group, noting that the existing structure was established to find agreement prior to the AUQA visit on a devolved funding and resourcing model for ICT in Teaching and Learning.
- 3. Principles for Prioritisation Processes 2004-2005**
Dr Ellis outlined some of the key principles underpinning the prioritisation of ICT strategic projects by colleges:
 - Support for projects prioritised by colleges is provided by the ICT in T&L initiative out of the Office of the PVC (Teaching and Learning)
 - The prioritisation processes involve a closed model of resource allocation (ie that the resourcing envelope is finite and is currently 4000 hours of project management and development support per college per year). Prioritised Projects should emerge from either faculty Teaching and Learning Plans or College Plans to ensure their strategic value.

3. Colleges are responsible for the prioritisation of their projects (in the name of the PVC College represented by the respective College Academic Director).
4. For 2004, pilot prioritisation processes will be trialed.
5. The first full implementation of prioritisation processes will be for projects commenced in 2005.
6. Categories of projects are starting to emerge:
 - Inventory-type projects; those that allow colleges to know what already exists, and noting how these projects add value; and then considering new projects in relation to where each faculty is at.
 - Specific projects for college strategic planning already identified by key stakeholders
 - Specific projects of a strategic nature identified by faculties.
7. For the October meeting of the ICT Governance Group, a report on prioritisation processes for 2004 and 2005 is requested from the College Academic Directors. Academic Directors will also be asked to outline to the Governance Group their methodology for prioritisation. The College Academic Directors have both an educative and quality assurance role – sharing information and ensuring the transparency of the process

The CIO was concerned to ensure that the nature of the projects focussed on development of content and did not stray into ongoing hardware and telecommunications maintenance. He also mentioned that the IT Portfolio had a model for project prioritisation.

The Group decided that it would be useful to include the CIO or his representative in the prioritisation processes and their development

Adopted

4. Update on Project Managers

Dr Ellis reported that the aim of the ICT in T&L initiative was to match the Project Managers and ICT support staff according to the needs of the projects prioritised by colleges, rather than assigning staff permanently to one college. This will allow colleges access to a greater skill set.

For the position of project managers, there were 30 applications. Two internal and one external applicants were successful.

The Chair mentioned that Academic Directors will be responsible for monitoring and reporting to the Governance Group. This reporting will have a dual purpose; quality assurance and transparency

The PVC (ER) asked about the existence of a network for ICT in T&L staff. Dr Ellis replied that faculties had been requested in April to supply the name of their nominee. ITL is establishing an ICT in T&L Working Group chaired by the Director.

5. College Developments

CHS

Faculty reps have met twice and initiated an inventory survey – what is happening across the College both in technical and learning areas. They are also brainstorming criteria for short term projects. The group meets using ICT technology.

The need for a Communication Strategy was mentioned. Academic staff at the coalface were not aware of the ICT in T&L developments, including the new Strategic Plan.

The Chair said that the review of Governance Group (see 2. above) will include both strategic and coordination roles.

CST

College Deans have just filled all the faculty positions. The College is paying for an additional person in the Faculty of Science (because of its size). Not all faculty representatives will be called Assoc Dean (ICT in T&L) because not all faculties use this term.

A list has been created of activities underway in the faculties and the College's Draft Teaching and Learning Plan includes ICT in Teaching and Learning. The Plan has a 3-5 year horizon and includes what is doable. The emphasis is on the creation of image banks, because of the shared nature of interest. The College is working with the Library regarding the management of meta data.

A second newsletter has been sent out to the College.

CHASS

The College had conceptualised the Academic Director being a more senior member of staff, but the preferred candidate is Level B. Some negotiation is underway and it is expected the position to be filled by the end of August. All faculty ICT in T&L representatives are in place. CHASS is also interested in image banks, with a current project involving the digitisation of art slides.

The Group resolved to invite the University Librarian to join the Group.

Adopted

6. Space Issues

Colleges have provided computers and office equipment. Housing requirements are for a central space and 3 rooms. Currently staff are housed in a training room, which is an OH&S issue. Negotiations are underway with the Faculty of Engineering for access to space.

7. Report from iTEV

iTEV are focussing on building Business Cases for 6 pilot projects (all P/G coursework programs). A spreadsheet of fixed and variable costs is being developed. This allows project managers to isolate problems against strategy and where the actual resources are being directed.

The current ad hoc approach to P/G program development is dependent on individual academics for growth. Academic Staff should not need to develop skills in program administration. iTEV can run programs as a project, contributing the project management expertise. While e-learning can't be separated from the curricula, ICT is not the driver; it is the delivery mechanism. However, only some programs are capable of high growth.

Four alternative approaches have been identified:

1. Ad Hoc – maintain the status quo
2. Small Business Model – balance customer service with growth
3. Co-investment Model – shared costs between the faculty and iTEV e.g. Sexual Health
4. Shared Equity Model – iTEV invests in a program; with pay back as the program grows. This Model requires close monitoring and buy-in from the relevant Dean and the Vice-Chancellor. Reporting is required on contractual arrangements.

The Ageing Project recently held a workshop with non-health professionals (architects), to investigate the age dimension in a different discipline. This will become a pilot and was reported to the AC21 Forum.

8. AUQA Visit

In preparation for the AUQA Visit, Briefing Sessions have taken place. Questions have focussed on inclusions in the Performance Portfolio and reports supplied by the University as Appendices or in response to subsequent questions by the Panel. A series of dot points have been compiled and will be included in Briefing Papers.

9. Next Meeting

The next meeting has been rescheduled. Members are to cancel Thursday 16th September 12.30p.m. – 1.30p.m. and replace it with:

**Thursday 7th October from 12.00 – 1.00p.m.
Registrar's Meeting Room**