



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

12.00p.m. – 1.00p.m.  
Thursday 7<sup>th</sup> October 2004  
Main Quad Meeting Room

### ***Attendees:***

- Mr Ed Binney, Chief Information Officer
- Prof John Carter, Chair, Academic Board
- Ms Anne Forster, Manager Special Projects
- Dr Nerida Jarkey, for Pro-Vice-Chancellor, College of Humanities and Social Sciences, Prof June Sinclair
- Dr Mary Jane Mahony, for Pro-Vice-Chancellor, College of Health Sciences, Prof Don Nutbeam
- Assoc Prof Mary Peat, for Pro-Vice-Chancellor, College of Sciences and Technology
- Prof Judyth Sachs, Chair, Acting Pro Vice-Chancellor (Teaching and Learning)
- Mr John Shipp, University Librarian

### ***Apologies:***

Prof Michael Fry, Pro Vice-Chancellor (Employee Relations)  
Prof Ann Brewer, Acting Pro Vice-Chancellor (Employee Relations)  
Dr Rob Ellis, ICT in Teaching & Learning Coordinator

## **Minutes**

Prof Sachs welcomed the new members to their first meeting of the Governance Group.

### **1. Minutes of the Meeting of 15<sup>th</sup> July 2004**

- The last sentence of the first paragraph of 5. be amended to read “The group meets face-to-face and also using ICT.” **Adopted**
- The first sentence of 6. be amended to read “The Colleges have provided locations, which have been equipped by central funding.” **Adopted**

### **2. Terms of Reference and Purpose of the Governance Group**

The Terms of Reference to be amended in the following ways:

- The Chair to compose a preliminary statement on the role and purpose of the Governance Group
- Add “in conjunction with the CIO” to item 1

- Add “in conjunction with the CIO” to item 6
- Change “ICT in Teaching and Learning” in item 6 to “learning in the 21<sup>st</sup> Century”

**Adopted**

### **3. Model for ICT in Teaching and Learning**

The Model to be amended by:

- Addition of a Preamble acknowledging that this has been built on past experience
- Adding “skills for ICT **usage** in teaching and learning” to the final Principle
- Labelling the left hand side of the diagram “Staff” and the right hand side “Student”

**Adopted**

### **4. College Developments – For information**

#### **CHASS (Dr Jarkey)**

**Project prioritisation process for usage of 4000 hours:** College has established an Advisory Group in ICT in Teaching & Learning. The Advisory Group is identifying themes that align with College Strategic Plan (e.g. large group teaching, flexible learning in postgraduate pedagogy, ICT in Research-led Teaching). Teams in the faculties will consider projects in the light of these themes, discuss and align and generate informal Expressions of Interest for projects. College Advisory Group shortlist from these EOI, then projects scoped & support groups assembled.

**Current Projects:** College team is currently working on 2 projects: a snapshot of ICT usage and intentions and the development of a website enhancing formative feedback on academic and professional writing skills.

#### **CST (Assoc Prof Mary Peat)**

CST and CHS have both contributed 600 hours of project support to develop templates and instructions on the use of learning images in WebCT. Library staff are involved in this project.

An electronic survey of eLearning usage is currently underway. Data from this survey will assist the definition of 2005 projects. A lot of work is underway in the area of image banks e.g. Faculties of Agriculture, Food & Natural Resources, Architecture and BioSciences.

Work is also planned on developing formative assessment templates for WebCT and moving existing examples off feral servers and onto WebCT (available 24x7).

#### **CHS (Dr Mary Jane Mahony)**

(Tabled two documents:

- Identifying & Prioritising Strategic Development Projects – 2004
- Update from the ICT in T&L Group: Presentation to CHS 2004 Retreat, 16 Sept 2004)

Project Manager in place and hired staff into WebCT support teams. Three projects are in-train (Inventory of ICT in T&L activities; Still images in eLearning – project with CST; Development of eLearning Resource Centre).

5. **Report from Manager Special Projects – For information**  
(Tabled Self Evaluation Report for Administrative Services Review)  
iTEV now has a role in the Academic and International Portfolio with alignments with ICT in T&L but the focus is on commercialization of P/G coursework. The SER provides a number of recommendations. Current activity surrounds providing an overall summary of P/G coursework development.

Another report will be circulated with the Minutes.

6. **Next Meeting**  
Thursday 18<sup>th</sup> November 12.30p.m. – 1.30p.m. Main Quad Meeting Room.  
A light lunch will be provided.