



ICT in Teaching and Learning Governance Group

12.30p.m. – 1.30p.m.
Thursday 18th November 2004
Main Quad Meeting Room

Attendees:

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

Apologies:

Minutes

1. Minutes of the Meeting of 7th October 2004

- **Adopted** with the suggested amendments of Dr Jarkey and Ms Forster.

2. Terms of Reference and Purpose of the Governance Group

- **Discussion** took place as to whether to add “in conjunction with the CIO” to Item 1. The aim of the addition was to ensure that I.T. did not get out of step with the users of its platforms. The logic of the existing wording was to ensure that the VC is advised from one source. CIO to follow up with PVC (Teaching and Learning).

3. Model for ICT in Teaching and Learning

- **Adopted** with addition of “timely and convenient support for students”.

- Model to be conveyed to the Academic Board Teaching and Learning Committee by the PVC (Teaching & Learning)

4. ICT in Teaching and Learning Initiative 2004-2007 (tabled document)

- **Adopted** with the following changes:
 - Remove PVC (Employee Relations) from membership as CIO now provides link to IT infrastructure
 - Chair provides link to VC, Academic Board Teaching & Learning Committee and TVAC (strategic approach to facilities and spaces)
 - CIO provides link to peak governance body for ICT (a subcomponent of SEG)
 - Spell out acronyms and include Colleges in the text

5. Communication Strategies for ICT in Teaching and Learning Activities

- It was recommended that the Institutional Calendar be adopted by members of the Governance Group as the preferred method of alerting members to relevant activities. **Adopted**

6. Tabled letter from Prof Coats to PVC (College of Health Sciences)

- CIO to follow up with PVC (Teaching and Learning). (CIO left the meeting at the conclusion of Item 4).

7. Report from ICT in Teaching & Learning Coordinator

- Working Groups of the Governance Group are being established to establish processes to select 2005 strategic projects for central funding. Membership to include e-Learning Administrator and Library.
- Submission to AB P/G Coursework Committee regarding benchmarking with ANU. (Discussion ensued regarding appropriate benchmarking partners. Benchmarking to be placed on the Agenda in 2005.)

8. College Issues – For information

CHASS (Dr Jarkey)

- **Cultural Change.** Issues are emerging regarding the split between academics working on content and educational designers focusing on software. Academics are feeling de-skilled. Need to develop a new model of working collegially.
- **Quality Assurance for additional software.** HelpDesk support is available for WebCT, but support is not included for non-central software used in association with WebCT e.g. collaborative writing skills software. Implications for ongoing support for software should be costed and included in project proposals.

CHS (Dr Mary Jane Mahony)

(Tabled eLearning Resource Centre Project & Staff Support Program Launch)

- **QA in the non-WebCT environment.** In addition to WebCT, the College has the Medical LMS and other homegrown products.
- **Workload and Investment for Change.** Academic staff are required to research and teach, in addition to changing the way they teach.

(Discussion took place on professional development and the provision of release time).

- **Accountability for projects.** CHS has adopted agreement forms for projects requiring HOS to signoff and take responsibility for delivering key aspects of projects on time

CST (Assoc Prof Mary Peat)

(Tabled Progress Report)

- **Project timelines affected by Content Providers.** Psychology has employed a P/T staff member to act as an online tutor for WebCT sites.

9. Report from Manager Special Projects – For information

- The Self-Evaluation Report to the Administrative Services Review recommended a funding and management model for iTEV. The outcome of the Review is unknown at the present moment.
- Lack a coherent understanding of allocating strategic funding for revenue generating projects.

10. Next Meeting

Thursday 3rd March 1.00p.m. – 2.00p.m. Main Quad Meeting Room.

A light lunch will be provided.