9.00-12.30 pm,Friday 5th April 2018

 ***University of Otago. Business School***

***Room: 1.17***

***\* PART A: PRELIMINARY BUSINESS***

1. **Welcome from President –Stephen Marshall**
2. **Attendance and apologies**Attendees:

John Davies Auckland University of Technology

Veronica Hendriks Australian Catholic University

Philip Uys Charles Sturt University

Michael Sankey Griffith University

Nicola Parkin Flinders University

Tanya Rose Macquarie University

Caitlin Halliwell Swinburne University

Cathy Gunn University Of Auckland

Karen Halley University of Canberra

Deb Jones University of Melbourne

Pat Stoddart University of Melbourne

Sarah Stein University of Otago

Colin Lowe University of Sydney

Gerry Kregor University if Tasmania

Nigel Robertson University of Waikato

Stephen Marshall Victoria University Wellington

Apologies:

Sheila McCarthy Griffith University

Varunesh Rao University of the South Pacific

1. **Minutes of previous meeting**

Moved – Philip Uys……………… Seconded – Deb Jones………………………

1. **Identification of unstarred items for discussion**
2. **Adoption of items not starred for discussion**

MOTION: That all items on the Agenda not starred for discussion be noted and where recommendations have been made, that these be adopted as resolutions of the ACODE Business and Networking Meeting.

1. **Matters arising from previous Business & Networking Meeting**

***\* PART B: ITEMS FOR DISCUSSION***

1. **ACODE Executive Report –Stephen Marshall**

The Executive met on Wednesday afternoon and have discussed the value of the workshops/meetings to the membership.

We have agreed that the workshops and meetings are of value but realise that Universities are increasingly under financial pressure for attendance at these. We have therefore decided to trial an online meetining in 2019 mid year. This will more than likely take place over a 3 afternoons so as not to impose too much on other commitments.

With the work that Michael Sankey has done on the redevelopment of the ACODE Benchmarks and the subsequent 2 summits, Michael has been asked along with Belinda Tynan (RMIT) and Gregor Kennedy (Uni Melbourne) to participate in a TEQSA standards activity. Enlight of this development we advise that there will more than likely be a change to the ACODE 77 program and venue. Please watch the Website and news forum for an update.

Very Shortly you will all receive a survey from Exec. We seek to to gain ideas on engagement and a futures framed exercises for the next 3-5 years.

The Horizon Report is no longer so this is an opportunity for ACODE to progress its thinking on Technology Enhanced Learning.

There is also the Open Univerities Pedagogy Report that we could also enage with.

1. **Report from A76 Workshop**

The members present agreed that the presentation from Qian Lui was very good and the Student view is relevant information for us to gain and the student views add value.

Irena White’s presentation was an interesting way of collecting data.

Other presenters had a lack of up to date data which was a disappointment.

Future workshop topics on Change Management and Influence.

We should also return to Learning Analytics.

1. **ACODE Business Plan**

The Business plan was displayed for comment. This will form part of the survey for comment and additions by the membership.The dovument will be made public when completed, we believe this will be of value to institutions for ongoing membership.

1. **ACODE Leadership Mentoring Scheme**

Philip Uys explained the process and displayed the website.

We had a very good 8 mentors and 8 mentees apply for the pilot program 2018/2018.

These have now been paired by the Exec and Mentors and mentee will be advised over the next 2 weeks and can begin the program immediately.

We will also be doing a webinar to get mentors/mentees together as a welcome to the program but this will not inhibit and immediate start to the program. A Doodle poll will be done for this so a time is convienient for most participants.

Evaluation will be in April 2019 and then Mentees may be asked to present at a workshop in 2019.

Thank you to those who have volunteered as Mentors and to Philp Uys and Deb Jones for their work on this project.

1. **Learning Space Portal**

The Web page was displayed , we currently have 4 pages

<https://www.acode.edu.au/course/view.php?id=28&section=1>

We would like to gather more Australasian case studies. Please send photos and short descriptions to secretariat@acode.edu.au

1. **Liaison with other Organisations**

We have recently signed an MOU with FLANZ and also have current MOU’s with CAULand CAUDIT.

There is also an agreement with ICDE on sharing and you will have noticed the ICDE newsletter on the news forum.

Ako Aotearoa and TEQSA are liaisons that we are regularly in contact with.

1. **Benchmarking Summit**

25-27 June 2018. Registration is open and the Venue is the Ship Inn at Southbank Brisbane.

Can all those that are attending please indicate the benchmarks that you are doing.

It is proposed that 30 Institutions will be involved again this year which will mean 60 attendees at least. We may have to cap this number.

1. **TEL Awards**

Pearson have decided not to participate again so we are no longer tied to a vendor.

We are looking for ideas on places/people to approach for sponsorship.

This will also be included in the survey.

1. **Hot Topics**

*How are Institutions Engaging in Learning Spaces?*

**Otago**:-No consultation with Learning and Teaching

**Macquarie**:-Have an institution wide Learning Space group-but not always well communicated

**Swinburne**:-Not sure but no real relationship with Facilities

**UTAS**:depends on staff relationships, was involved now not so much

**Sydney**: Cyclic- depends on personalities, Director of L&T spaces was quite involved but not so much with a change in director

**Waikato**:Academic needs are repeated in new spaces. Some consultation but more with the schools.However there is a current consulataion with an architect on a new space - more about how much cable is needed. No formal practice of development consultation.

**ACU**:Not sure no relationship with facilities ans property

**VU of Wellington**:New buildings employ architects who now consult with L&T. Redevelopments are IT refurbishments which sit within L&T, these have some anniual and longterm lifecycles.

**AUT**:Primarlily with Estate Planning, no L&T input

**CSU**:Have appointed Learning Space Educational Lead which is a push from Facilities, good communication with IT – Quarterly meetings with informal group, includes Library,IT Timetabling and L&T. Learning Environments both Digital and Physical

**Melbourne**:-Have Learning Space Support Group and Steering committees with Campus Development, but have lost input in restructure, Have faculty initiated Building Spaces

**Auckland**:-Not sure where Learning Space discussions are happening anymore, was discussed in L&T but not now.

**Flinders**:-Sits with Building and Properties-External Contractors-no strategic level engagement

**Western Sydney:**Review after 6 months, Staff and Student survey on new spaces. Liverpool bcampuw developed from research gained from survey results.Building Facilities and Planning are in good communication wit IT

*Lecture recording- what are institutions using?*

**Otago:-** Echo 360

**Macquarie:-** ALP (opt in to for physical/virtual spaces orinteractive participation trial)

**Swinburne:** Echo 360 but moving to ALP

**UTAS: -**Early adopters of ALP (3 years ago) Opt out policy

**Sydney:** -Looking to move

**Waikato:-** Pan Opto (not using extras) Lecture Capture only no Livestream

**VU of Wellington:-** Pan Opto (purchached for interactive properties) Needs Policy development

**AUT:-**Looking at 2 possibles at the moment.

**CSU:-** Pan Opto with an opt out policy

**Melbourne:-** ALP Policy is online if anyone wants to review it

**Auckland:-** Home grown system with an opt out policy

**Flinders:-** Not sure of current system- strict policy on opt out, also have Kaltura

*Who has Students as Partners?*

**Otago: -**Yes

**Macquarie:-** Yes Project work with academics, Mentotrship Programs, Tilley’s Angels hired as casuals.

**Swinburne:-**Yes

**UTAS:-**Employ students on campus and some committees have students reps

**Sydney:-** Faculty of Arts students for development of courses(paid) but no formal development

**Waikato:-** Students on higher level committees, generally Student Union reps

**VU of Wellington:-** Similar to Waikato, new strategy to include students= participants in development of strategy. Students are involved in cirrculum reviews and digital strategies in L&T

**AUT:-** Not sure

**CSU:-** Yes

**Melbourne:-** Yes

**Auckland:-**Yes

**Flinders:-** Developing now

 ***PART C: ITEMS FOR NOTING***

1. **Future workshops and meetings**
* **ACODE Benchmarking Summit -** Griffith University 25-27June 2018

Convenor : Michael Sankey

* **ACODE 77 Workshop November 2018** Topic and venue to be advised
* **ACODE 78 Workshop March 2019** Topic and venue to be advised

*We are seeking 2019 hosts please contact the Secretariat to register your interest in hosting an event.*

**Meeting Closed 12.35**

**Stephen Marshall**

**President, ACODE**

**EXPLANATION**

Note that the Agenda for this Business and Networking Meeting follows that proposed by the Executive in June 2003.

Unstarred items on the Agenda will not be discussed, but any recommendations they contain will be covered by a single motion covering all unstarred items.

Any unstarred item may be identified for discussion by request to the President at any time up to item 4 on this agenda.

**Please Note: Each member institution has *one* vote only. Members with affiliate status do not have voting rights, however are able to participate in discussion at the discretion of the President.**