9.00am – 12.30pmFriday 28th June, 2013

The Communications Conference Room

University of the South Pacific

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

1. **Welcome from President – Helen Carter**

The President welcomed members and especially Nicole Parkin from Flinders who has joined us on behalf of David Green.

The President also commented on the very successful workshop held yesterday and thanked the University of the South Pacific for hosting ACODE.

1. **Attendance and apologies**

**Attendance:**

|  |  |
| --- | --- |
| Philip Uys | Charles Sturt University |
| Nicole Parkin | Flinders University |
| Ric Canale | La Trobe University |
| Andrew Burrell | Macquarie University |
| Helen Carter | Macquarie University |
| Kim Hauville | Queensland University of Technology |
| Alan Arnold | University of Canberra (via Livestream) |
| Trish Andrews | University of Queensland |
| Michael Sankey | University of Southern Queensland |
| Colin Lowe | University of Sydney |
| Gerry Kregor | University of Tasmania |
| Theresa Koroivulaono | University of the South Pacific |
| Karen Halley | ACODE Secretariat |

**Apologies:**

|  |  |
| --- | --- |
| Vickel Narayan | Auckland University of Technology |
| Kevin Ashford-Rowe | Australian Catholic University |
| Sue Stoney | Edith Cowan University |
| David Green | Flinders University |
| Gerlese Akerlind | University of Canberra |

1. **Minutes of previous meeting**

Moved – Gerry Kregor Seconded – Colin Lowe

1. **Identification of unstarred items for discussion**

No additional items were starred for discussion

1. **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.

Moved – Michael Sankey Seconded – Andrew Burrell

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

**Benchmarking:** Michael Sankey has been granted academic development leave for Semester 1 2014 and will work on the upgrade of the ACODE benchmarks, with Kim Hauville,Queensland University of Technology, Christine Brown, University of Wollongong, Maree Gosper, Macquarie University and Carol Russell, University of Western Sydney.

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

1. **ACODE Executive Report – Helen Carter**

**Fee Increase:** The President noted from previous meeting discussions that ACODE will increase fees this year only slightly, the amount will be decided at the next executive meeting. It was noted that the Secretariat is very careful with expenditure.

**Future ACODE Workshops:** ACODE 64 is to be held at the University of Waikato but a topic has not yet been decided.

The President called for hosts for ACODE 65 and ACODE 66. We would like to host in Adelaide, Sydney or Melbourne in consideration of balancing travel for all members,

USP would like to host again in 2014 or 2015 as their Vice Chancellor would be happy to host us. All USP staff will be encouraged to attend ACODE workshops in the future.

Possible Workshop topics for future meetings:

* Benchmarking on quality proposed for ACODE 65 with a small report being tabled at ACODE 64
* E-TV and how to work with academics to produce and store video. With the flipped classroom model this is important.
* External Educational Technologies and how it relates to the current LMS. The pitfalls of using external technologies with the current LMS, Copyright, IP privacy etc are being used without policy and guidelines. Develop guidelines for media.
* Social Media and the Cloud.
* MOOC’s – suggested for late next year. Pedagogy on how to handle 40,000 students. How to handle curiculum design for large cohorts.
* Management of Intellectual Property, which has not been discussed particulary in relation to MOOC’s, plus Accreditation Pathways and badges as a new form of study.
* University Policy Review might need to be looked at, as well as different disciplines have different interpretations of policy.
* Equitability of student learning experience of multi campus institutions

***ACTION: the Secretariat to create these as a list as a starting point to send out to members for additional topics and prioritising***

1. **ACODE NATA Partner Project – Ric Canale**

Ric Canale gave a preview of the NATA Partner project.- *Engaging Network Members; A NATA case study of a Contemporary Tertiary Sector issue (ref.* [www.nataonthenet.blogspot.com.au](http://www.nataonthenet.blogspot.com.au))*.*

Aim: The aim of this project is to document an effective and efficient approach to engaging members in the investigation and scoping of a contemporary tertiary sector concern and to establish a mechanism to publish the results in a manner similar to the *7 Things you should know about …* series from the educause learning initiative (ref. <http://www.educause.edu/research-and-publications/7-things-you-should-know-about/7-things-you-should-know-about-learning-technology-topics>).

Project Team: Ric Canale (Project Leader), Alan Arnold and David Green. A project review panel will comprise of Helen Carter (ACODE), James Sankar (AARNet), Philip Uys (ascilite) and Susan Stoney (CADAD). Kim Hauville would also like to be involved in this project.

Gerry Kregor would like words to be able to get interest from UTAS.

***ACTION: Ric Canale to talk to Gerry Kregor and send information.***

1. **ACODE 63 – Call for presenters**

The President called for presenters for the ACODE 63 Workshop at the University of Queensland 7th November on the student experience online. A call will also go to CADAD as this is a joint workshop. The President is also co-ordinator of this workshop along with Ian Solominades from CADAD, they will work with Trish Andrews the workshop convenor to produce the program.

UTAS are putting a number of staff through the Quality Matters program but they are not sure that they would be ready to present at ACODE 63.

* University Policy Review might need to be looked at as well as different disciplines have different interpretations of policy.
* Equitability of student learning experience of multi campus institutions

How do we tap into the Student voice surveys?

***ACTION: Trish Andrews, Ian Solomonides and Helen Carter to meet to develop program for ACODE 63***

1. **2013 LTLI Update – Karen**

There are currently 23 registrations for the Institute it will go ahead. We are still fielding a few enquiries so hopefully we will get a few more registrations. We have secured sponsorship from Desire2Learn, AARNet and OLT and all the sponsors have requested a slot in the program. The Institute Faculty have all accepted the offer and the program is online. The LTLI wiki will open in the next week or so, and participants are expected to populate the wiki with their profiles.

1. **Liaison with other Organisations**

CAUL/CAUDIT – Karen Halley

Karen has recently met with CAUL and they would like to re-establish a connection with ACODE and would in fact at some stage like to jointly collaborate on a project. The topic of that project to be decided at some later date.

CAUL are also interested in adding some questions to the CAUDIT Survey and a joint venture here for the 2013 collection is a possibility.

ascilite – Philip Uys

* ascilite have formed a working group for their NATA Project and they are still in the process of scoping the project
* CMALT- Australasia information is on the ascilite website
* ascilite are currently mapping CMALT to a Graduate Certificate

CADAD – Helen Carter

* Helen is working with Ian Solominiades from CADAD on the joint workshop program
* Seeding conversations on working together
* Better use of joint resources
* Planning to find a time at ACODE 63 for the two executives to meet.

1. **\*HOT TOPICS**

* Lecture Capture in Australasian Universities (report to be circulated) Michael Sankey - USQ

Michael has a survey from all Universities on their lecture capture sytems. The report is in attachment C. and provides ACODE with an insight into lecture capture at all Universities.

* Quality Matters or other external Q and A or peer review mechanism   
  Gerry Kregor - UTAS
* Expression of Interest in Webconferencing and Webstream storage -   
  Colin Lowe - USyd

***ACTION: Ric Canale to write on behalf of ACODE to ECHO 360 regarding functionality to include a link to recordings***

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

1. **Executive Officers Report – Karen Halley**
2. **Finances – Profit and Loss statement**
3. **Future workshops and meetings**

* 6 November 2013, **NATA Project Event** - University of Queensland
* 7 November 2013, **ACODE 63 Workshop** - University of Queensland Joint workshop with CADAD, Theme: Student Experience Online, Convenor: Trish Andrews, Executive contact: Helen Carter, CADAD: Ian Solomonides
* 8 November 2013, **ACODE 63 Business & Networking Meeting** - University of Queensland, Secretariat: Karen Halley
* March 2013, **ACODE 64** - University of Waikato , Theme: TBA, Convenor: Nigel Robertson, Executive contact: Stephen Marshall

Meeting Closed 11.45am

**Helen Carter**

**President  
ACODE**

**EXPLANATION**

Note that the Agenda for this Business 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.**

Attachment A: Executive officer Report

ACODE Executive Officer Report - June 2013 ACODE 62

Since the previous report in March 2013 the Secretariat has re-engaged 2 members for 2013. Unfortunately Bond University and James Cook University and Australian National University are not financial for 2013. I am hoping that 2014 may see them rejoin.

The Annual report was distributed to all Vice Chancellors, Deputy Vice Chancellors and members at the end of April. If you did not receive a copy or would like and extra copy please contact me via [secretariat@acode.edu.au](mailto:secretariat@acode.edu.au)

The Executive have met twice since ACODE 61 online but will not have a face to face meeting in Fiji.The secretariat would like to acknowledge the help from Danny Munnerley and Matt Bacon on the design and planning of ACODE 62

The Secretariat has also participated in one NATA meeting with ACODE having now bedded down the project “Engaging Network Members; A NATA case study of a Contemporary Tertiary Sector issue.”

The Secretariat is still in the midst of planning for the LTLI 2013. The LTLI team now meet fortnightly via Skype and the secretariat is in constant contact with the LTLI Exec Officer Susan Brosnan.

The LTLI is progressing and I am sure that you will have seen the add in Campus Review. We have also advertised in the New Zealand Herald Education supplement as well as flyers included in the Moodlemoot bags.

We have also decided to track LTLI Alumni. This survey is ready to go and will be released during this year’s Institute.

The ACODE Website is still under review and is progressing.

ACODE 63 is also well advanced in the planning logistics. This will be a joint meeting with CADAD and also will incorporate the NATA meeting on the 6th November, ACODE/CADAD workshop on the 7th , the Business and networking and AGM on the 8th November 2013 at the University of Queensland.

Karen Halley

Executive Officer

20th June 2013

Attachment B – Financials

Attachment C: