9am –12.30pmFriday 22nd March 2013

Darlington Room

University of Sydney

***PART A: PRELIMINARY BUSINESS***

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

The President thanked Colin Lowe for a successful workshop yesterday.

The President welcomed the following new attendees:

* Sophie Kennedy in lieu of Sue Stoney, ECU
* Andrew Hill in lieu of Kevin Ashford-Rowe, ACU
* Greg Hardham in lieu of Phillip Uys, CSU
* Jac Smit in lieu of Garry Allan, RMIT

The following updates to membership were noted:

* Murdoch University – Rick Cummings is now Nominee replacing Rob Phillips
* Australian National University – nominee is Glen O’Grady, alternate is Gavin Sanderson
* Deakin University – nominee is Kay Souter
* Griffith University – nominee is Alf Lizzio
* RMIT – alternate is Jac Smit
* University of Adelaide – nominee is Liz Heathcote, alternate is Denise Kirkpatrick
* University of Tasmania – Gerry Kregor replaces Gary Williams – Thank you to Gary for his work with ACODE and representation on the THETA organizing committee
* University of the Sunhine Coast – nominee is Ian Wright

***ACTION****: Send thanks to Rob Phillips with a certificate of appreciation*

1. **Attendance and apologies**

**Attendance:**

Helen Carter President, Macquarie University

Karen Halley Secretariat

Andrew Hill Australian Catholic University

Mark Northover Auckland University of Technology

Greg Hardham Charles Sturt University

Sophie Kennedy Edith Cowan University

Ric Canale La Trobe University

Jac Smit RMIT

Regina Obexer Queensland University of Technology

Alan Arnold University of Canberra

Trish Andrews University of Queensland

Theresa Koroivulaono University of the South Pacific Fiji

Shane Dawson University of South Australia

Michael Sankey University of Southern Queensland

Colin Lowe University of Sydney

Gerry Kregor University of Tasmania

Carol Russell University of Western Sydney

Stephen Marshall Victoria University, Wellington NZ

**Apologies:**

Kevin Ashford- Rowe Australian Catholic University

Sue Stoney Edith Cowan University

David Cummings Open Universities Australia

David Green Flinders University

Philip Uys Charles Sturt University

Nigel Robertson University of Waikato

Sarah Lambert University of Wollongong

Trevor Billany Charles Dawin University

Gerlese Akerlind University of Canberra

Lisa Germany Victoria University

Scott Diener University of Auckland

1. **Minutes of previous meeting**

Moved – Stephen Marshall… Seconded –Colin Lowe

**\*Identification of unstarred items 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 ACODE.Michael -Ric

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

* As per minutes from ACODE 61, due to increasing costs, an increase in subscriptions is unavoidable and will take place for 2014. The meeting agreed for subcriptions to be invoiced in August for the 2014 year to come into line with our new accounting system.
* Ric Canale our Treasurer will do budget forecast for next year, so that the new subscription rate can be made known at our next meeting.

***ACTION****: Ric to provide a budget forecast at next business and networking meeting, with an indication of proposed new subscription rates*

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

1. **\*ACODE Executive Report** – Helen Carter
2. The President welcomed Michael Sankey to the Executive to replace Rob Phillips, who has left his position at Murdoch University.
3. Planning for the Learning Technologies Leadership Institute is well in hand and registrations are open. Please recommend the Institute to staff and encourage early enrolment.
4. The ACODE-ascilite OLT National Networking Initiative Project is progressing, with the ACODE President and Executive having all now been interviewed by the project team to contribute to the research they are undertaking on networked learning.  
   As previously mentioned, the Project is running a Blog site, which you are encouraged to join: [www.nataonthenet@blogspot.com.au](http://www.nataonthenet@blogspot.com.au). The site is now starting to be populated and is looking useful.
5. The joint CAUL-CAUDIT-ACODE Conference,THETA, is running on the 7-10 April in Hobart. Gerry Kregor, who is representing ACODE on the THETA organising committee in lieu of Garry Williams, was asked for an update. Gerry advised that THETA has 550 registrants so far. Improvements have been made to the program including flipped sessions and an innovation showcase where universities can bring along an innovation to share.
6. ACODE 63 will now be held at The University of Queensland on the 7-8th November 2013. The Workshop on the 7th November will be a joint meeting with CADAD on the topic of Student Experience Online, convened by Trish Andrews. Discussions are being held regarding having the launch of the Network of Australasian Tertiary Associations (NATA) coming out of the NNI Project on the Wednesday beforehand.
7. The next version of the *Technology Outlook for Australian Tertiary Education, 2013-2018: An NMC Horizon Project Regional Analysis* is to be released at THETA and has many ACODE contributors.
8. **\*ACODE NATA project** – Helen Carter

The development of a charter for NATA members, to support a sustainable, collaborative Network of Australasian Tertiary Associations involved in the leadership, management and development of learning and teaching in higher education, has not progressed. The Charter working group has yet to meet but a proposal needs to be submitted to the NNI Project by the end of April.

1. **\*ACODE 62 – Call for Presenters**

ACODE 62 is being held on the Lacella campus Suva Fiji on June 27 and 28, with the theme Flipped Classroom and Open Educational Practice. Theresa Koroivulaono is the convenor for this event and Michael Sankey is the ACODE executive coordinator. The program will be 27th June all day workshop, 28th June Business and Networking meeting.

A call for representatives interested in presenting at the workshop along the theme are invited to contact Theresa or Michael. A number of suggestions were made from the floor:

* UTAS will investigate being involved, as they have a dementia MOOC in progress.
* Macquarie and UQ also may look at development of papers or discussions.
* La Trobe have an accounting unit that is using a flipped classroom approach but they are using Pearsons not OEP’s.

***ACTION****: Members to contact Theresa or Michael with their suggestions for workshop presentations at ACODE 62*

1. **\*Updating ACODE Benchmarks Project** – Michael Sankey

Michael Sankey reported that the Moodle site for the Updating ACODE Benchmarks Project is ready. Michael has applied for leave Semester 1, 2014 to work full time on this project. Preparation work for the project has already commenced.

Michael has applied for an OLT grant submission, along with Macquarie, QUT, UOW and UWS, which if successful will contribute to updating the ACODE Benchmarks.

The President indicated that TT Partners had presented to the Executive on Wednesday prior to ACODE 61 on their tool which utilises the current ACODE Benchmarks. It is possible that ACODE might be able to coordinate a pilot of the ARMS tool with interested parties. A number of members indicated their support for this approach.

Carol Russell from UWS and Trish Andrews from the University of Queensland both expressed their interested in a possible pilot program.

* **\*HOT TOPICS**

1. **Media management platforms – Ric Canale, La Trobe**

# Ric is interested in looking at the management of digital media across universities. A Streaming Media Survey with the purpose: To help estimate common ground in media management requirements among ACODE members, was circulated via ACODE news 13th March 2013: [www.surveymonkey.com/s/Streaming Media](http://www.surveymonkey.com/s/Streaming%20Media)

* + Sharestream another alternate used at University of British Columbia
  + Macquarie - Kaltura cloud-based and a better option
  + UniSA - trying to get an Echo 360 on Amazon platform
  + QUT - Oracle platform - looking at Kaltura
  + USQ -Teaching materials held 2 years rights management in Equella
  + ACU also looking at streaming stategy. Video reply and storage problems
  + UQ trialing Kaltura
  + Suggestion Meeting at THETA - Gerry and Alan to coordinate. Possible attendees Kim Hauville(QUT) Eric Robertson(USQ) Alan(UC) Ric(La Trobe) Gerry (UTas)

1. **Use/encouragement/support for using informal social media tools such as Facebook in video formats to replay health students streaming teaching – Mark Northover, AUT**

Discussion from Health at AUT, students use facebook to discuss assessment items.These students are ending up with poor results. Students worried that if they use formal forums they will be penalised if they ask ‘dumb’ questions.

* + UTAS Social media policy is very legalistic. Legal risk needs to be discussed with lawyers but not to write policy on this.
  + UWS students need to be encouraged to use forums on LMS to get the feedback that is appropriate.
  + UC facebook better than LMS in the student view. SAF (Structural Adjustment Fund) to improve forums in Moodle. Suggestion that they use of a student advocate to set guidelines for facebook use.
  + UniSA had to ensure there was an alternate to the LMS forum.
  + Students at UQ prefer email.
  + QUT trial of Ucrew- facebook for universities, a closed network that can set up study groups etc.
  + USQ uses Mahara forums.
  + USP has integrated Facebook into their Moodle pages
  + USyd has the capacity to turn social media tools on or off in the LMS. USyd has a student Yammer site.

1. **Digital Publishing – Michael Sankey, USQ**

USQ Currently use ICE (Intergrated Content Environment) to create different formats of documents, which are held in Equella. USQ 70% of work produced in ICE. ICE based on MS-Word.

* La Trobe do have a similar system. They use DAISY (digital talking books), an XML based application.
* UTAS use EXE
* Toronto used an add-on to MS\_Word (Shane Dawson)

1. **iPad/Mobile Learning – Carol Russell, UWS**

UWS quickly decided to give staff and first year students iPads. A lot of staff development is needed and Carol asked for suggestions from the group on how to do this effectively.

Round table discussions:

* + NZ do not give students devices.
  + UNE had a project where they gave iPads to teaching staff, with some good results. Helen to put Carol in touch with teaching staff from UNE.
  + Recommend a list of applications for iPad that work well with teaching systems.
  + Suggestion that students mentor staff re iPad use.
  + AUT development of ibooks would be a good resource.
  + Suggestion to contact Pauline Farrell Box Hill TAFE talk to her.
  + Give out iTunes card $50 with list of recommended apps.
  + Shane Dawson will also be happy to talk to Carol.

Ric wanted to know if the wireless network is holding up - has it been boosted? Carol indicated this has been done and is still being watched.

1. **Provision of PCs for Student Use – Gerry Kregor**

Student reps at UTAS see lack of available PCs on campus as the number one issue.

* + AUT no growth for request for campus PCs – growth in bring own device
  + ECU large labs open access - students pay a bond to borrow laptop. Demand has dwindled as mostly BYOD
  + UQ closed 2 labs - 90% BYOD
  + QUT increased demand in labs but students do BYOD
  + RMIT new building for Labs always busy lots BYOD, reorganisation in ICTS - notion who owns what
  + UniSA labs full so students do BYOD. Lab availability is online.
  + UQ push towards BYOD. Library more open access computers and BYOD
  + UWS Library computers used, BYOD for email and LMS. No hard evidence of increase needed.
  + UC library surveys always show a shortage. UC encourage BYOD
  + CSU 70% distance students, closing labs 2 learning commons online but no demand for more PCs on campus.
  + ACU early stages of strategy - coordination required across campus
  + USP 66 labs 12 counties 40 labs in Fiji . 7:1 ratio. Space available in all labs.
  + La Trobe BYOD - students on board power point outlets and increase wireless PCs now on campus. Some Labs are faculty owned are used others not. Not being scaled back. No online availablility checking available.
  + VUW changing face of the Hub in mid campus. Reusing computers from labs to mid campus computers in right place for them socially. No real sense of demand once power points have been added. More encouragement to BYOD. No pull back expand but increased demand secure powerpoint and charging .
  + Macquarie survey complete re PC on campus. Power points increased. Virtual desktop work well. Library learning commons always full and trying to configure demand. Labs not usually full.
  + USyd converting labs to a mixture. PC numbers dropping. Lab configurations changing. Application coming to see free computers on campus. People counters on doors to count traffic.

1. **On line program reviewers –Theresa Korvoiulaono**

* Online reviewers required.
* Pilot a reviewer program from November to December - 1 UG program per reviewer
* Last week of the review program is Face-to-Face at USP. USP will provide and pay for travel plans.
* Looking at course design specifically Instructional designers
* Theresa was referred to Quality Matters from Maryland an online quality framework
* Framework to be developed first, then identify reviewers
* 32 reviewers sought but could be less. Anyone interested please contact

[Theresa.korovivulaona@usp.ac.fj](mailto:Theresa.korovivulaona@usp.ac.fj)

1. **Forum for managers e-Learning - Kevin**

Suggestions sought for a forum space for Managers of eLearning

* Heads e-Learning forum UK HELF
* Linkedin
* NATA [nataonthenet@blogspot.com.au](mailto:nataonthenet@blogspot.com.au)

The President encouraged ACODE nominees to be proactive in interacting with colleagues so others colleagues can also attend ACODE workshops.

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

1. **Learning Technologies Leadership Institute (LTLI)** – Helen CarterTwin Towns Coolangatta Gold Coast August 18-23, 2013  
    Director: Gordon Suddaby  
    Registrations are open. Contact Secretariat for brochures.
2. **Liaison with other Organisations**

* CAUDIT – Alan Arnold – no report
* Ascilite – Philip Uys – no report
* CADAD – Sue Stoney – no report

1. **Executive Officers Report** – Karen Halley (see attachment A)

* Finance Auditors Report

**13.0 Future workshops and meetings**

**ACODE 62**  27-28 June 2013, University of South Pacific  
Convenor: Theresa Koroivulaono  
*Theme: Flipped Classroom and Open Education Practice*

**ACODE 63**  7-8 November 2013, University of Queensland  
Joint ACODE/CADAD Event  
Convenor: Trish Andrews  
*Theme: Student Experience Online*

**ACODE 64** March 2014,University ofWaikato  
Convenor: Nigel Robertson March 2014  
*Theme: TBA*

Meeting Closed 12.25pm

**Helen Carter**

**President, ACODE**

Attachment A

ACODE Executive Officer Report.- March 2013 ACODE 61

Since the previous report in November the Secretariat has invoiced all Universities for membership for 2013 and still currently chasing 4 institutions for payment. Unfortunately Bond University and James Cook University have decided not to renew for 2013. I am hoping that James Cook will be able to renew for 2014 with a change of words to the invoice.

The Executive have also met three times this year via elluminate and once Face to Face on Wednesday 20th March prior to this meeting. The Executive have also taken part in a Skype Focus group as part of the NATA project. The Executive Meeting prior to Workshops is an initiative to reduce costs and to ensure that we are prepared for all meetings and that our current Strategic Plan and Operational Plans and Constitution remain current.

NATA have also met twice already this year and things on this front progress. More in the Presidents Report.

The Secretariat is also in the midst of planning for the LTLI 2013. The LTLI team have also met on a four occasions this year via Skype and the secretariat is in constant contact with the LTLI Exec Officer Susan Brosnan.

The Website for the LTLI is just waiting for a couple of bios for the faculty but the rest of the information is on the website, and registration is open. Please encourage members from your institution to attend this valuable residential workshop. Alumni from the Institute have gone on to be leaders in their field and the latest to come to our attention is Mark Brown from Massey University (NZ) who is now president of DEANZ (Distance Education Association of New Zealand) Well done Mark.

Our accounts have been audited and will be included in the Annual Report which is already with the graphic designers for the finishing touches.

Karen Halley



