*PART A: PRELIMINARY BUSINESS*

1.0 Welcome from President – Helen Carter

2.0 Attendance and apologies
   Attendees:
   Apologies: Minutes of previous meeting
   Moved – ………………………… Seconded – ………………………

3.0 Identification of unstarred items for discussion

4.0 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.

5.0 Matters arising from previous Business & Networking Meeting

*PART B: ITEMS FOR DISCUSSION*

6.0 ACODE Executive Report – Helen Carter
   6.1 Call for 2016 Host for ACODE 71 Workshop and Meeting
   6.2 Babson Survey Funding

7.0 LTLI Report – Michael Sankey

8.0 Benchmarking 2016 – Michael Sankey

9.0 ICDE Report – Philip Uys

10.0 ACODE Learning Spaces Project Update — Lisa Germany

11.0 Liaison with other Organisations – All
    11.1 JLAP Working Group Report – Helen Carter

12.0 ePortfolio - Project Proposal – Shane Nuessler
13.0 HOT TOPICS

- *Curriculum/Course management systems and processes* - Ric Canale
  Do any reps consider their university has a system and processes that work reasonably well? La Trobe is reviewing its Course Information Management System and would like to ask: Is there a system someone would recommend? How do you get your academics to keep to deadlines for revisions to subjects/units/courses?

**PLEASE SEND THROUGH SUGGESTIONS TO KAREN HALLEY**

secretariat@acode.edu.au

PART C: ITEMS FOR NOTING

14.0 Future workshops and meetings

- ACODE 70 Theme: Analytics and Adaptive Learning and Teaching
  Charles Sturt University – Orange Campus, 17-18 March 2016
  Convenor :Philip Uys
- Benchmarking Summit
  University of Canberra, 27-29 June 2016
  Convenor :TBA

Helen Carter
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.