

ACODE 62

BUSINESS AND NETWORKING MEETING

Minutes

9.00am – 12.30pm Friday 28th June, 2013

The Communications Conference Room
University of the South Pacific

***PART A: PRELIMINARY BUSINESS**

1.0 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.

2.0 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

3.0 Minutes of previous meeting

Moved – Gerry Kregor Seconded – Colin Lowe

4.0 Identification of unstarred items for discussion

No additional items were starred for discussion

5.0 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.

Moved – Michael Sankey Seconded – Andrew Burrell

6.0 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***

7.0 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 curriculum design for large cohorts.
- Management of Intellectual Property, which has not been discussed particularly 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

8.0 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).

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.

9.0 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

10.0 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.

11.0 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.

12.0 *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 systems. The report is in attachment C. and provides ACODE with an insight into lecture capture at all Universities.

ACODE 61 BUSINESS MEETING Minutes

- 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

13.0 Executive Officers Report – Karen Halley

14.0 Finances – Profit and Loss statement

15.0 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.

ACODE 61 BUSINESS MEETING Minutes

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 an extra copy please contact me via 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 Moodle moot 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

ACODE 61 BUSINESS MEETING Minutes

Attachment B – Financials

Created: 24/06/2013 1:52 PM

ACODE

2013
Training and Learning Centre
University of Canberra
Business Unit

Profit & Loss (Multi-Period)

January 2013 To May 2013

ABN: 64 939 646 740

Email: secretariat@acode.edu.au

Account Name	January	February	March	April	May Adjustm
Income					
Memberships Income	\$0.00	\$0.00	\$2,500.00	\$0.00	\$0.00
LTLI 13 Income	\$0.00	\$0.00	\$10,800.00	\$10,778.18	\$17,379.08
Bank Interest	\$158.34	\$177.10	\$166.48	\$185.44	\$169.70
Other Income	\$0.00	\$0.00	\$1,700.00	\$0.00	\$0.00
LTLI Sponsorship	\$0.00	\$0.00	\$0.00	\$0.00	\$7,000.00
Total Income	\$158.34	\$177.10	\$15,166.48	\$10,963.62	\$24,558.88
Gross Profit	\$158.34	\$177.10	\$15,166.48	\$10,967.62	\$24,538.88
Expenses					
General Expenses					
Accounting/Bookkeeping Fees	\$0.00	\$0.00	\$2,500.00	\$0.00	\$0.00
Secretariat Expenses	\$0.00	\$0.00	\$24,000.00	\$0.00	\$0.00
Advertising & Marketing	\$0.00	\$0.00	\$0.00	\$0.00	\$641.05
Bank Fees	\$8.00	\$12.00	\$5.00	\$6.00	\$8.00
Printing	\$0.00	\$0.00	\$599.03	\$0.00	\$1,688.86
Internal	\$0.00	\$0.00	\$13.64	\$0.00	\$0.00
Computer Expenses	\$381.82	\$0.00	\$0.00	\$0.00	\$0.00
Conference Fees	\$0.00	\$0.00	\$1,818.18	\$0.00	\$341.29
Stationery	\$0.00	\$0.00	\$0.00	\$26.55	\$0.00
Postage	\$75.08	\$0.00	\$0.00	\$58.88	\$26.20
Total General Expenses	\$414.91	\$12.00	\$29,036.81	\$65.43	\$2,705.40
Payroll Expenses					
Travel & Accom. Expenses	\$10.80	\$189.73	\$350.56	\$3,217.74	\$341.24
Food	\$0.00	\$0.00	\$7,425.63	\$0.00	\$0.00
Total Payrol Expenses	\$10.80	\$189.73	\$2,736.16	\$3,217.74	\$341.24
Total Expenses	\$425.61	\$211.73	\$31,917.09	\$3,283.17	\$3,046.64
Operating Profit	-\$267.47	-\$34.63	-\$16,650.61	\$7,684.45	\$21,492.24
Other Income					
Other Expenses					
Net Profit/(Loss)	-\$267.47	-\$34.63	-\$16,650.61	\$7,684.45	\$21,492.24

This report includes Year-End Adjustments.

Page 3 of 1

ACODE 61 BUSINESS MEETING Minutes

Attachment C:



Lecture capture in Australasian universities

Current as of June 2013

Report compiled by:
Associate Professor Michael Sankey
Director, Learning Environments and Media
Academic Services Division | University of Southern Queensland
Toowoomba | Queensland | 4350 | Australia

