

## ACODE Executive Meeting Minutes

4<sup>th</sup> April 2018: 2.00pm,

### Attendees

Karen Halley (Secretariat)  
Deb Jones  
Stephen Marshall (President)  
Nigel Robertson (Treasurer)  
Philip Uys  
Michael Sankey (Vice President)

### Apologies

Sheila McCarthy

#### 1) ACODE 76 Update

ACODE 76 is ready to go we are in good shape although numbers are low (24).

#### 2) ACODE Mentoring Scheme

Review of the pairing document that Deb Jones and Philip Uys have done.  
Mark Northover will be kept as a mentor for next year or as an emergency backup.

#### **ACTION:**

- a) *Karen to now contact Mentors with their suggested mentees, do this Monday 9<sup>th</sup> April with response from Mentors by Friday 13<sup>th</sup>*  
*Attatch Contracts*
- b) *Contact Mentees and advise their Mentor response due Friday 20<sup>th</sup>.*  
*Attatch Contracts*
- c) *When contacting mentee/mentors attach a doodle poll for a Zoom meeting one month out.*
- d) *Karen to also send doodle poll to Shelley Kinash so that she can host the Zoom meeting.*
- e) *Deb Jones to contact Shelley Kinash to engage he as presenter at the Zoom Meeting.*

Once both the Mentor/Mentee have agreed to pairing then they may commence immediately and then join the zoom meeting at prescribed date from doodle poll.

The reporting from the Mentees we will aim for the Mid-Year meeting 2019.

- 3) OLC leadership program proposal raised by Kulari Lokuge

As we have the LTLI and now the mentoring program in place we will decline Kulari's suggestion, but we would welcome some other form of collaboration with OLC.

**ACTION:** *Karen to email Kulari with the response from the Executive.*

- 4) Card facilities for accepting membership payments costs

Much discussion re the cost of having credit card facilities Approx \$500p.a

Confirmed that this will be trialled for 12 months and then revisit.

**ACTION:** *Karen to implement.*

- 5) Planning for 2019 workshops and business meetings

As Michael has been asked by TEQSA to Benchmark with them it is believed that the November meeting become an Online Standards meeting in collaboration with TEQSA to be held in Melbourne. We will discuss with Gerry Kregor about Hobart hosting in 2019 instead.

Suggestion that the Executive take the lead on the November workshop and also make 1 meeting in 2019 (preferably the mid-year meeting) as a virtual meeting to be held as a zoom meeting over 3 afternoons. This is proposed to be an active learning meeting. Suggestion that this could be a road map for Learning Technologies VR/AR

#### 2019 meetings: The Plan

March 2019:

Suggestion that Hobart topic should be Learning Analytics:

Neil Selwyn- Monash University and Shane Dawson UNISA are suggested speakers.

June 2019:

Online Futuristic meeting - as suggested above Zoom over 3 afternoons

November 2019:

Translation of the mid- year conference. *How do you go about creating this road map*

- 6) Review of ACODE business plan [http://bit.ly/ACODE\\_Business\\_2017](http://bit.ly/ACODE_Business_2017)

a) Survey members for add ins on the above plan.

**ACTION:** *Stephen to add in the plans for the 2019 meetings*

**ACTION:** *Karen to remind Stephen to do the above and survey members in Qaltrex*

b) Suggestion that we update the front page of the website and make this public, this will be a theme change possibly.

**ACTION:** Karen to contact Catalyst and discuss this with them.

7) TEL Awards

Pearson will no longer support the TEL Awards.

Suggestion that we could approach another vendor Microsoft or Cengage but we should include ascilite as well.

**ACTION:** Add this to the survey. Karen to remind Stephen on a regular basis.

8) Benchmark Summit

Planning the event has begun: rooms are booked at the Shipp Inn Southbank Brisbane. The room holds 60pax with 2 breakout rooms.

The preliminary Zoom meeting to the Benchmarking attracted 21 participants.

**ACTION:** Karen to upload this recording to the Benchmark web page

The tool is not working and we believe that this is because of our secure upgrade from *http* to *https*. We hope that Shane Gadsby from USQ will fix this bug but, if not we have the code stored in our AARnet cloudstor so suggestion that we get Colin Lowe Sydney involved to update.

**ACTION:** Karen and Michael to contact Shane again for update.

ACER are interested in attendance at this year's BM Summit

Cost will be \$700 for the 3 days for non-members but if they become Affiliate members then the cost will be the same as a normal workshop \$400 including dinner.

9) Learning Spaces Portal

**ACTION:** Resend the news item asking for photos and blurbs. Create a CCSA (Creative commons Shared attribute) form for publication of photos. Each person contributing will have to sign the CCSA form. **Mention this at the Business meeting on Friday**

10) Any other business

CAULLT- advised the name change of CADAD to CAULLT website remains as [www.cadad.edu.au](http://www.cadad.edu.au)

Meeting Closed 4.55pm

Stephen Marshall

President



ACTION Sheet:

ACTION Item	Who is responsible	Date Completed
<i>Contact Mentors with their suggested mentees, do this Monday 9th April with response from Mentors by Friday 13<sup>th</sup> Attatch Contracts</i>	Karen	
<i>Contact Mentees and advise their Mentor response due Friday 20<sup>th</sup>. Attatch Contracts</i>	Karen	
<i>Send doodle poll to Shelley Kinash so that she can host the Zoom meeting. Also to Mentors and Mentees</i>	Karen	
<i>Contact Shelley Kinash to engage he as presenter at the Zoom Meeting</i>	Deb Jones	
<i>email Kulari with the response from the Executive on OLC Leadership Event</i>	Karen	
<i>Credit Card Facilities Implemented</i>	Karen	
<i>Add in the plans for the 2019 meetings for survey</i>	Stephen Karen to bug Stephen till this happens	
<i>TEL Awards add this to the survey as well</i>	Stephen Karen to bug Stephen till this happens	
<i>Upload the recording of the Benchmark Webinar to the Benchmark web page</i>	Karen	

<p><i>Benchmark tool update</i>  <i>Contact Shane Gadsby again and again and again to complete updates</i></p>	<p>Michael/Karen</p>	
<p><i>Learning Spaces Portal:Resend the news item asking for photos and blurbs. Create a CCSA (Creative commons Shared attribute) form for publication of photos. Each person contributing will have to sign the CCSA form. <b>Mention this at the Business meeting on Friday</b></i></p>	<p>Karen/Philip/ Stephen</p>	