



ACODE EXECUTIVE Meeting

Tuesday, 4th February 2014 from 10.30am-12.00pm AEST
Via Blackboard Collaborate

MINUTES

Attendees: Helen Carter
Cathy Gunn
Alan Arnold
Michael Sankey
Nigel Roberston
Karen Halley

Apologies: Stephen Marshall
Ric Canale

1. NATA Partner Project Update: not discussed due to Ric's absence

- Link to report – Report circulated by Helen
- Follow-up contact with AARnet

Action: AARnet follow up Ric/Karen

2. ACODE Benchmarks Project Update: Michael

- Benchmarking project commenced 3/2/2014
- URL has been circulated by Michael
- Participants have been confirmed as
 - Romy Lawson, University of Wollongong
 - Helen Carter, Macquarie University
 - Regina Obexer, Queensland University of Technology (subject to change)
 - Carol Russell, University of Western Sydney
- A plan of attack and timeline have been circulated. The project needs to wrap up by the end of June and will be presented at ACODE 65.
- Hopefully other institutions will be involved at a later date.
- Auckland University of Technology and Christchurch Polytechnic would like to be involved
 - Discussion re Christchurch Polytechnic as they are not a member- should we offer associate membership for their involvement.?
- A project meeting is planned to be held in Sydney in June. Michael wondered whether the catering and Michael's airfare could be funded by ACODE?
- Ako aotearoa have a draft e-learning standards which would be good to blend into our benchmarks, so they could become Australasian Standards benchmarks.
- As ACODE benchmarks are general, it may be that they only need to be finessed and some sensible subsets created. This would offer a valuable operational tool.
- Process of benchmark use by institutions (an operational manual aligning with standards etc) would be a great output of the project. This could be beneficial to outline the interaction/interface with the EMM (E Maturity Model)
- A report by Carmel McNaught in Hong Kong on the use of the ACODE benchmarks has been placed on the ACODE resources page of the new website.

Action: Karen to follow up whether Christchurch Polytechnic are interested in associate membership of ACODE

Action: Ric to consider funding in the 2014 budget to support project work, such as benchmarking.

Action: Karen to confirm dates of ACODE 65 and ACODE 66 with Ian Wright & Deb Jones

3. **Online Education Survey:** Helen

Should ACODE reconsider developing a survey, similar to the Sloan Consortium, Tracking Online Education?

Discussion concluded that we contact Babson Research group re the cost for a similar survey of Australia New Zealand and the South Pacific institutions. Once we have a plan of attack and costs we could then involve CAUL and CAUDIT. ACODE to take the lead on this project.

Action: *Karen to make contact with Babson Research Survey group to determine costs involved.*

4. **Workshop Topics Survey:** Helen

A survey of membership to gather a list of topics for future workshops is being developed and will be circulated for discussion.

Action: *Karen to produce survey questions. Circulate to Exec for approval before the survey is released.*

5. **Executive Planning Day:** Helen – **For noting for the planning day 19th March at Waikato**

Draft agenda items

- Preparation for Business and Networking meeting at Waikato
- Draft budget
- LTLI
- Partnership strengthening; CAUL, CAUDIT, CADAD, ascilite, NATA
- Website content
- Other – ACODE Project Funding to be considered for the 2014 budget

6. **Annual Report:** Helen

Does anyone have any input, articles, reports etc. that we should include?

Alan suggested something on the Australian Horizon Project Report and ACODE's involvement.

Action: *Helen and Karen to work on this*

7. **Finances (for noting):**

- For noting. Treasurer, President and EO have met and advise that we will close the institute a/c and only use the one account. MYOB can handle coding to keep the funds separate. The \$30K float that the Institute has held will be placed on term deposit along with our original \$50K
- CADAD invoice for ACODE 63. CADAD have reneged on a 50/50 split for the dinner, so we have reduced the invoice to reflect the 18pax that attended.
- The books have gone to the Accountant for Audit

8. Update for ACODE 64 Nigel Robertson

- The program was discussed at length

Action: *Nigel to circulate the program to Exec for final approval, A paragraph to be supplied to Karen for the website along with a banner for the website similar to Fiji and UQ. Change of title of the workshop to add: **for staff***

Helen Carter, President - ACODE

Meeting closed 11.45pm

	MEETING	LOCATION	DATE	CONVENER / THEME	CONTACT
1	EXEC	Online	10.30-12pm Tue 4 February	Helen Carter Planning A64	Karen Halley
2	EXEC	F-to-F	10-5pm Wed 19 March	Helen Carter / Prior to 64	Karen Halley
3	ACODE 64	Waikato	20-21 March	Nigel Robertson Digital Literacies: Concepts Policies and Practices	Stephen Marshall
4	EXEC	Online	TBA April	Helen Carter	Karen Halley
5	EXEC	Online	TBA May	Helen Carter	Karen Halley
6	EXEC	F-to-F	TBA June	Helen Carter Prior to 65	Karen Halley
7	ACODE 65	University of the Sunshine Coast	TBA June	Ian Wright	?
8	EXEC	Online	TBA August	Helen Carter	Karen Halley
9	EXEC	Online	TBA September	Helen Carter / AGM preparation	Karen Halley
10	EXEC	Online	TBA October	Helen Carter	Karen Halley
11	EXEC	F-to-F	TBA November	Helen / Prior to 66	Karen Halley
12	ACODE 66	University of Melbourne	TBA November	Deb Jones and Gregor Kennedy	Helen Carter