Approved minutes for Meeting 24 of the Academic Learning Environment Committee held on April 19, 2016, in Room 1222, AU-Edmonton.

Present: Cindy Ives (Chair), Donna Romyn, Dietmar Kennepohl, Ann Reynolds, Veronica Thompson, Kelly O’Neill and via teleconference: Mike Battistel, Elaine Fabbro, Walid Belassi, Rose Schroeder, Adien Dubbelboer, Andrew Chiarella, Jon Dron, Teagan Gahler, Kim Newsome, Carrie Anton

Governance Staff: Carol Lund (University Secretary), Eileen Hendy (Recording Secretary) and Laura Knoblock

Others Present: Nancy Parker, Margaret Kierylo

Regrets: Alain May, Kimberley Lamarche, Nathaniel Ostashewski, Tilly Jensen, Mary Pringle

Call to Order

The Chair called the meeting to order at 1:30 p.m.

1. APPROVAL OF AGENDA

1.1 Motion 24-01 That Academic Learning Environment Committee approves the agenda as presented.

Kennepohl Carried

2. CONFLICT OF INTEREST

2.1 Action Subject to the Conflict of Interest provision of the General Faculties Council Rules, the Chair asked members to declare any conflict they may have with respect to the meeting agenda.

No conflicts declared.

3. MINUTES

3.1 Motion 24-02 That Academic Learning Environment Committee approves the minutes of Meeting 23, held March 15, 2016 as presented.

Romyn Carried

4. BUSINESS ARISING FROM THE MINUTES

4.1 Update Discussion on the use of technology in teaching and learning over the next 5-7 years.

The Chair noted an update on the collection of documents for this discussion was provided to members via email on April 13, 2016, in which it was noted the collection resulted in 22 documents totaling over 597 pages, and due to the size of the materials, agreed the discussion on this matter not be placed on the agenda as one week was not enough time for members to review all the documents and come prepared to discuss this matter at the meeting. She further noted it was suggested it may be best served to hold a half or full day retreat in order to fully discuss this matter and asked members for comments and suggestions.

During the ensuing discussion, members made the following comments and
suggestions:
- Develop a list of questions that need to be addressed
- Place documents online and members provide comments
- Hold a retreat with a facilitator, have breakout groups
- Organize documents by ‘themes’ and establish working groups to work on the themes over the summer
- Determine what the ‘leaders’ are doing
- Determine how findings may apply to AU

Following the discussion, the chair suggested a list of the documents and brief description of content for each document be prepared for further discussion at the next meeting. She noted consideration will be given to organizing the documents by ‘themes’ and that a discussion be held regarding establishing working groups to review the documents at the next meeting. Members agreed.

Member Dron volunteered to assist with the project. He noted an informal discussion was recently held regarding innovation at AU by a group of academics and staff. It was agreed this item be added as agenda item 6.5 and he would provide further information about the group and the discussion held at the recent meeting.

5. **ACTION ITEMS**

5.1 Action

**Motion 24-03**

THAT the Academic Learning Environment Committee recommends General Faculties Council approves the changes to the Library Renewals and Overdue Materials Policy, effective April 26, 2016.

**Fabbro**
Elaine Fabbro, Director, Library & Scholarly Resources presented this item.

During the ensuing discussion, the following was discussed:
- Suspension of university services included tutoring
- Referral to university collection agency would be made by Finance
- Costs of seeking payment may exceed the value of the library item

It was suggested the 2nd last paragraph in the procedures be revised to read:

*If the patron fails to clear the invoice issued by Finance, Finance may refer the matter to the University’s collection agency.*

The Director, Library & Scholarly Resources agreed. **Carried**

6. **INFORMATION AND DISCUSSION ITEMS**

6.1 **Request for change to ICT Investment Governance Committee Pedagogy & Research Service Advisory Group (SAG)**

Mike Battistel, Vice President Information Technology & Chief Information Officer presented this item.

During the ensuing discussion, the following was discussed:
- Request for change – Turnitin Integration with Moodle - meaning of ‘blocked on external
accounts’
• Request for change - Upgrade e-Portfolio to version – not governed by SAG
• Process to submit requests for change
• Proposals requiring a business case and champion
• Funding affected requests for change

The Vice President Information Technology & Chief Information Officer suggested Gaetano Mazzuca, Director, IT Delivery be invited to attend meetings to respond to questions regarding the report.

6.2 New Information and Communication Technology Policies

Mike Battistel, Vice President Information Technology & Chief Information Officer presented this item.

During the ensuing discussion, the following was discussed:
• Consultation conducted
• Implementation of complex passwords
• Definition of asset owner

6.3 EDUCAUSE sessions - Exploring the Next Generation Digital Learning Environment

Mike Battistel, Vice President Information Technology & Chief Information Officer presented this item. Member Dron noted he will attempt to attend this session and will provide a report to ALEC. It was noted the session may be recorded and made available on the EDUCAUSE website.

6.4 Information Technology Services (ITS) Department Services Catalogue

Mike Battistel Vice President Information Technology & Chief Information Officer presented this item.

During the ensuing discussion the following was noted:
• List distributed to executive owners for review and access to ICT assets being finalized
• Library systems supported by IT not listed and follow up to be made with Director, Library and Scholarly Resources
• List to be updated regularly and will be available in Alfresco

6.5 Innovation at AU Group

Member Dron informed members on April 18, 2016, a group of academics and staff (31 members) held an informal discussion online regarding innovation at AU. The discussion included looking at ways to innovate faster at AU, a collative document was being drafted and notes of the meeting will be available. He suggested this group’s discussion could feed into ALEC’s discussion on this topic. He suggested the notes of this meeting and updates of discussions held by this group be presented to ALEC at a future meeting.

It was noted a Summary Capital and ICT Infrastructure Plan 2016-21 was approved by The Governors of Athabasca University on March 23, 2016. The plan includes the university’s capital priorities listed under two main headings: 1) Information and Communication Technology Projects and 2) Facilities and Other Projects. It was agreed the University Secretary would distribute the plan to ALEC members for information. It was also agreed member Dron would provide further information regarding the “Innovation at AU’ group discussions at the next meeting of ALEC.

7. SCHEDULE OF PENDING ITEMS

7.1 Schedule of pending items presented for information. It was agreed a discussion will be held at the next meeting on what demos would be presented at future meetings of ALEC and the specific demos noted on the schedule of pending items. Member Dron agreed to consult with colleagues for suggestions.
8. ADJOURNMENT

8.1 Motion 24-04 That the Academic Learning Environment Committee be adjourned.
Thompson Carried

The meeting adjourned at 3:00 p.m.