



Athabasca University General Faculties Council

Academic Learning Environment Committee

Approved minutes for Meeting 30 of the Academic Learning Environment Committee held on March 07, 2017, in Governing Council Chambers, AU-Athabasca.

Present: Cindy Ives (Chair), Alain May John Latremouille, Elaine Fabbro, Helen Mayes and via teleconference: Donna Romyn, Tilly Jensen, Walid Belassi, Kimberley Lamarche, Jon Dron, Dietmar Kennepohl, Hugh Notman, Nathaniel Ostashewski, Veronica Thompson, Ann Reynolds, Kim Newsome,

Governance Staff: Carol Lund, University Secretary; Eileen Hendy (Recording Secretary)

Others: Hongxin Yan, Nancy Parker, Rick Harland

Regrets: Rose Schroeder, Adien Dubbelboer, Steve Green Carrie Anton

Call to Order

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

1. APPROVAL OF AGENDA

- 1.1 **Motion 30-01** That Academic Learning Environment Committee approves the agenda as presented.

Belassi

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 30-02** That Academic Learning Environment Committee approves the minutes of Meeting 29, held January 17, 2017, as amended.

Romyn

Amendments:

6.1 - revise '...the upgrade from Greymatter to SRM will...' to read '... the SRM upgrade will...'

6.2 - 3rd paragraph – change 'incidents' to ' incidences'

Carried

4. BUSINESS ARISING FROM THE MINUTES

4.1 Accelerating Upgrades to Moodle

Member Thompson inquired if there was an update on accelerating upgrades to Moodle. The Interim Vice President Information Technology & CIO responded it is unknown when the upgrade to Moodle will occur.

Member Jensen expressed concern that the upgrades to Moodle were not a priority as Moodle is at the core of AU's business and is not functioning properly for students, and students are complaining. Members Dron and Reynolds noted agreement with member Jensen's comments. The Interim Vice President Information Technology & CIO noted Information Technology was aware of the situation regarding Moodle but funds and resources are limited as it was estimated it



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would take approximately 13 months to complete the upgrade to Moodle. He also noted, in accordance with the Information and Communication Technology (ICT) Investment Governance Framework a request for change where anticipated work will exceed 350 hours or \$50k is considered a project and will be routed to the ICT project investment process.

Member Dron inquired about what ALEC can do to alter the priority of projects, recognizing funds and resources are limited.

Member Belassi noted it was important to give priority to projects affecting students and hoped 'students' are the criteria used to make decisions on prioritizing projects.

Member Ostashewski requested it be noted that there are ways to hire externals to upgrade Moodle in less time than 13 months as the Interim Vice President Information Technology & CIO noted.

The Vice President, Academic (Interim) noted funds are limited to purchase and implement upgrades and final decisions are made by Executive Group, upon recommendation from the ICT Investment Governance Committee.

Member Jensen also requested clarification about GradeBook. The Interim Vice President Information Technology & CIO noted the Gradebook project was not deliverable and now is called the Grade Integration Project.

Member Jensen noted she would like the Moodle upgrade to be moved to be operational, not a project. The Vice President, Academic (Interim) noted she and the Interim Vice President Information Technology & CIO will discuss the concerns expressed regarding Moodle upgrades following the meeting.

5. ACTION ITEMS

None

6. INFORMATION AND DISCUSSION ITEMS

6.1 FST Course Tracking System Presentation

Member Dron and Hongxin Yan, Learning Designer, Faculty of Science and Technology presented this item.

Member Thompson inquired if there was institutional support for the system and was informed there was no institutional support. She also inquired about training and was informed a training sheet is available. She further inquired about where the documents are stored and was informed documents are stored in the system, on the server housed at the Faculty of Science and Technology. She requested clarification about what fixing minor changes meant and was informed once the changes are noted in the system, the course production team makes the changes in a timely manner.

6.2 Request for Change Report: Learning & Teaching Service Advisory Group and Student Services Advisory Group

The Interim Vice President Information Technology & CIO presented this item.

The Vice President, Academic (Interim) asked what was the Banner 8.8 upgrade and was informed the upgrade was to meet regulator deadlines to produce T4s and T5s.

An inquiry was made about why the Partnership registration system was on hold. The Interim Vice President Information Technology & CIO will follow-up on this matter and provide an update to members via email following the meeting.



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6.3 Standing Report on ICT Investment Governance Committee

No report provided.

6.4 2017-20 Comprehensive Institutional Plan (CIP) (Draft)

The Vice President, Academic (interim) presented this item.

During the ensuing discussion, members noted the following:

Under Accessibility:

- Need to upgrade the Moodle platform to ensure a quality of education is provided
- Support virtual examination invigilation
- Note accessibility for students with disabilities

Under Quality:

- Provide the best possible student platform (Moodle)
- Note the qualifications of AU's people

Under Accountability:

- Clearly state who reports to whom in whatever situation

Coordination:

- Note students completing degrees wherever they are a program student, whether at AU or another institution

Appendix C:

- Note distance education activities, disciplinary and IT research
- Note activities being completed/undertaken with the military and incarcerated

Members with ideas relating to research were requested to contact the Associate Vice President, Research directly.

6.5 Draft revised Plagiarism Detection Technology Policy

The Vice President, Academic (Interim) presented this item, noting the proposed revisions were presented to the GFC Academic Planning, Policy, and Standards Committee (APPSC) that morning and APPSC approved recommending GFC approve the proposed revisions to the policy and the following revisions to the procedures:

- provision 2.2 changes 'Deans' to 'Deans or designates'
- provisions 3.1 and 2 be changed from 'Associate Vice President, Student and Academic Services' to 'Dean or designate'

Member Dron expressed concern with the information being stored on servers outside of Canada.

Member Fabbro suggested the following revision to the procedure:

- Under 1. Procedures, provision 1. ITS Learning Systems Service Advisory Group should be ICT Learning and Teaching Service Advisory Group

It was also noted the following revision to the procedure was required:

- Under 2. Integration, provision 1. Computing Services should be Information Technology Services

The Vice President, Academic (Interim) agreed to the suggested revisions.

6.6 Course Evaluation Redesign

The Director, Institutional Studies and the Institutional Analyst, Institutional Studies present this item.

Members suggestions included:

- Questions focus on service standards.



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- Review graduate course evaluations to be consistent across the university

Member Reynolds noted for bullet 5 under the General Principles, Deans were not always aware that the service standards were being met and that this may impact the performance assessment process.

Members inquired about membership composition for the suggested committee and member Reynolds stated there should be a representative from CUPE, each faculty (representing undergraduate and graduate), student services and a learning designer. It was noted other areas/departments could review and comment on proposed questions relating to their services and support.

It was noted the purpose of the committee would be to review existing questions and draft/propose questions.

It was suggested the questions be reviewed annually. The Vice President, Academic (Interim) noted ALEC has responsibility for this.

It was noted the student experience survey questions will be provided at the next meeting.

6.7 Strategic Enrolment Management Indicators Q3

The Vice President, Academic (Interim) presented this item.

7. SCHEDULE OF PENDING ITEMS

- 7.1 The schedule of pending items was presented for information. The Associate Vice President Student Academic Services noted the review of learning resource fees findings will be presented at the next meeting.

8. ADJOURNMENT

- 8.1 **Motion 30-03 That the Academic Learning Environment Committee be adjourned.**

Fabbro

Carried

The meeting adjourned at 3:40 p.m.