

ANNUAL GENERAL MEETING

Minutes



Minutes of the Annual General Meeting of the Australasian Society for Computers in Learning in Tertiary Education (ascilite) on Monday 3 December 2007 in Lecture Theatre 8, North Spine, Nanyang Technological University, Singapore. The meeting commenced at 5:25pm.

In attendance: *Executive Committee:* Cathy Gunn (President and Chair); Geraldine Lefoe (Vice-President), Mike Keppell (Treasurer), Allan Christie, Bob Corderoy, Barney Dalgarno, Kar-Tin Lee, Joe Luca, Meg O'Reilly, Caroline Steel, Carole Evans (Secretariat and minutes).

Members: Belinda Allen (UNSW), Roger Atkinson, Claire Brooks (U Melbourne), Siew Mee B? (Deakin), Chris Cheers (NTU), Geoffrey Crisp (U Adelaide), Iain Doherty (U Auckland), Jennifer Duncan-Howell (QUT), Irina Elgort (VUW), Alan Farley (Deakin), Peter Goodyear (U Sydney), Mandy Harper (U Auckland), Alistair Inglis (Victoria U), Alanah Kazlauskas (ACU), Oriell Kelly (MIT), Gregor Kennedy (U Melbourne), Sarah Lambert (UOW), Clare McBeath, Wendy Meyers (UOW), Mark Northover (AUT), Ian Olney (UOW), Janie Petersen (SCU), Rob Phillips (Murdoch), Diane Salter (HK Polytech), Mark Schier (Swinburne), Alan Soong (NTU), Jeremy Williams (U21 Global).

Apologies: Peter Blakey and John O'Donoghue.

A Preliminary Business

A1 Cathy Gunn welcomed everyone to the AGM and read out apologies.

A2 Starring of Items for discussion – as per the agenda.

A3 Acceptance of the Minutes

The ascilite AGM 2006 Minutes are available on the ascilite website at

http://www.ascilite.org.au/index.php/Main_Page then logging on and going to General > Resources

PROPOSED RESOLUTION (2007/01): *That the minutes of the 2006 AGM be accepted as a true and accurate record.*

Moved: Peter Goodyear (Uni Sydney)

Seconded: Oriell Kelly (MIT)

Show of hands: Majority in favour.

A4 Business Arising from the Minutes

Institutional membership (still under review); Secretariat task list (the current agreement is under review). Cathy advised the meeting that she would cover both these points in her report at item D1.

B Executive Business

B1 Programme Reports

B1.1 Community Mentoring Programme (Geraldine Lefoe)

Gerry reported that she was very happy with this year's programme. Five pairs participated and certificates were handed out to those participants who were present at the meeting.

Gerry gave a vote of thanks to the mentors and encouraged others to consider putting themselves forward as mentors in future programmes.

A CMP breakfast was held earlier in the day, and feedback at this event was positive and interesting. The breakfast was videoed and clips and reports will be posted to the CMP page of the ascilite website soon.

Gerry anticipates a call for expressions of interest to be up on the website in the next day or so. The 2008 programme will involve only four pairs due to funding issues. The Executive are actively seeking sponsorship for the programme in future years.

B1.2 ascilite Awards 2007 (Bob Corderoy)

Bob reported that the Awards this year involved a distinguished international panel comprising ten members, as well as a local panel comprising four members who decided on the short list.

The quality of the applications was very high (in fact the decision on the President's Awards went back to the judges for further review) and the panel gave excellent feedback which will be provided to the applicants, with the judges' names removed.

At the Awards ceremony on Sunday, certificates were presented to the five finalists: Palpation of the Bovine Reproductive Tract – Keeping Your Hand In (The University of Queensland); Programming Concepts (Charles Darwin University); Online Information Literacy (University of Otago); Animal Behaviour (University of Otago); OLE for the Graduate School of Medicine (University of Wollongong).

The four ascilites were presented to: Palpation of the Bovine Reproductive Tract – Keeping Your Hand In (The University of Queensland); Programming Concepts (Charles Darwin University); Animal Behaviour (University of Otago); OLE for the Graduate School of Medicine (University of Wollongong).

And, for the second time in two years, the President's Award went to Palpation of the Bovine Reproductive Tract – Keeping Your Hand In (The University of Queensland).

Bob said that the Awards showcase is now up on the ascilite website, and features clips and information of the five finalists. A call for next year's awards will go out in the New Year.

Bob offered his congratulations to all the applicants for their high quality work and he is delighted that these awards are held in such high esteem.

B1.3 ascilite Research Grant (Kar-Tin Lee)

Kar-Tin explained that this grant is awarded to early or new researchers every year, with the aim of the successful applicant producing a paper for presentation at the conference two years hence (ie, completion of the research within 18 months and paper submitted for the conference held in that year). This year's panel comprised Kar-Tin and Barney Dalgarno from the Exec, and John Hedberg and Terry Lovett being the external panel members. Blackboard sponsored the award this year and it is hoped that this will be the case for next year too.

Kar-Tin asked the membership to spread the word about the Research Grant and encourage early researchers to apply for the \$5000 prize.

This year's winner, Matthew Riddle, had his award accepted by his mentor, Mike Keppell at the Awards ceremony on Sunday night. Kar-Tin went on to say that the winners from the previous two years presented their papers at this conference. This is an excellent opportunity for members and she will be sending out a call for expressions of interest for next year very soon.

B1.4 Campus Representatives (Meg O'Reilly)

Meg explained that it is easy to nominate oneself as a Campus Rep by logging on to the website, going to one's own profile and checking the Campus Reps' box, this option is also included on the membership form when joining or renewing membership.

This year had 134 reps, two more than the previous year. The reps come from 76 institutions (including those from the private sector), from 17 countries. The Campus Reps' page on the ascilite website lists the names and institutions.

The main activity this year was the Campus Reps producing a monthly newsletter. A couple of issues were missed in the early part of 2007, but a total of seven were issued throughout the year.

The Campus Reps' breakfast is scheduled for Tuesday 4th at 8am, and a roster will be passed around for volunteers to put their names down to produce the newsletters. All are welcome!

Meg went on to say that the newsletters are all available online, and that the aim of the publication is showcase initiatives at the various campuses and share information with all.

Meg thanked the Reps for their participation and hopes their numbers will increase in 2008.

B1.5 Carrick Project (Geraldine Lefoe and Meg O'Reilly)

Gerry gave an overview of the research project in which ascilite was involved, advising the members that the Symposium scheduled for 1:30pm on Tuesday 4th is the final part of our current involvement. It will discuss the international aspects of the project. So far, four reports have been produced and delivered to Carrick.

Gerry expressed her appreciation for the work done by all the team, including Meg O'Reilly (co-project leader), Dominique Parrish and Robyn Philip (consultants). She also thanked the 24 ascilite members who provided feedback to the report.

B1.6 Newsletter(s) (Joe Luca)

Joe explained that the "general" newsletter was issued three-monthly. He asked the members what format they preferred for the newsletter: Joomla, in an email, or wiki? He asked for a show of hands and a fair majority of the audience indicated that they read it. The members suggested that both email and blog be used, for both the general and campus reps' newsletters, and that a combined newsletter would be satisfactory. Joe said that this would be discussed by the Executive at future meetings.

B2 ascilite Executive Committee Elections

Prior to asking for a show of hands, Cathy explained a little bit about John O'Donoghue, of the University of Central Lancashire in the UK. John has strong links with ALT and, as the memorandum of understanding between ascilite and ALT is up for discussion soon, his election to the Committee should prove positive, as well as for the experience he will be able to bring to the team.

PROPOSED RESOLUTION (2007/02): *That Mike Keppell, being the only nomination received for the position of Treasurer, be elected unopposed as Treasurer for a period of two years.*

Passed unopposed.

PROPOSED RESOLUTION (2007/03): *That John O'Donoghue and Iain Doherty, being the only two nominations received for vacant positions on the Executive Committee, be elected unopposed to the Executive Committee for a period of two years.*

Passed unopposed.

PROPOSED RESOLUTION (2007/04): *That the secondment of Allan Christie to the Executive Committee be extended for another year.*

Moved: Sarah Lambert (UOW)

Seconded: Jeremy Williams (U21 Global)

Show of hands: Majority in favour.

Cathy explained that the retirement from the Executive Committee of Kar-Tin Lee and Meg O'Reilly, as well as reduced support from the Secretariat, meant that Executive members' workloads would be too heavy to sustain without more Executive members, so the following two proposals were put to the membership.

PROPOSED RESOLUTION (2007/05): *That Diane Salter be co-opted the Executive Committee for one year.*

Moved: Alan Farley (Deakin)
Seconded: Bob Corderoy (Aust College of Dermatologists)
Show of hands: Majority in favour.

PROPOSED RESOLUTION (2007/06): *That Gregor Kennedy be co-opted the Executive Committee for one year.*

Moved: Wendy Meyers (UOW)
Seconded: Peter Goodyear (Uni Sydney)
Show of hands: Majority in favour.

Cathy welcomed Iain and John to the Executive Committee and gave a vote of thanks to Kar-Tin and Meg for their participation and the excellent results they had achieved during their tenure. Kar-Tin has been on the Executive for two years and Meg for six. Both have found their own "day job" workloads have become too heavy to enable them to contribute effectively to the work of the Committee.

Both Kar-Tin and Meg will be sadly missed on the Executive and the members expressed their appreciation with a round of applause.

C ascilite Annual Conference

C1 2007 Conference Report

Chris Cheers reported that 250 people from in 17 countries had registered. Paper submissions numbering 195 came from 17 countries, with 130 being accepted, as well as several poster presentations.

Chris said they are hoping for a profit of approximately \$20,000, although not all the bills are in yet.

Chris offered a vote of thanks to Roger Atkinson and Clare McBeath for their work with the review of the paper submissions, and to Allan Christie (Netspot) for hosting the My Review system.

Chris encouraged everyone to join in the Shanghai in the 1930s theme of the conference dinner, on Tuesday night, and wished everyone a great time.

Cathy offered a vote of thanks to the Conference Committee for organising an excellent conference having great facilities and activities.

C2 2008 Conference Presentation

Alan Farley reported on plans for the 2008 Conference being held at Deakin University's Burwood campus in Melbourne Victoria. The conference is scheduled for 30th November to 3rd December 2008. Accommodation will be provided in the city, with buses to ferry registrants to and from the conference venue at Burwood. The Welcome and Dinner activities will be held in the city also.

The official handover and 2008 presentation will be held on Wednesday afternoon, and details will be up on the website after that.

C3 Invitations for Proposals to host the ascilite Conferences in 2009 and 2010

Cathy called for expressions of interest to host the 2009 and 2010 conferences. The Conference Handbook and Guidelines provide all the information necessary to submit a bid, it is on the

Conference page of the ascilite website or email an initial expression of interest to the Secretariat at info@ascilite.org.au

D President's Report

Cathy Gunn reported on an eventful and interesting year for the Society. She mentioned the 07 Conference, congratulating the Conference team on a fantastic venue, great food and wonderful hospitality, and is looking forward to the 08 Conference at Deakin. She offered a vote of thanks to both Committees, noting the hard work that is involved in organising these events.

Cathy went on to report on the issue of the current ascilite Secretariat agreement. Unfortunately, the arrangement did not work out as well as was expected, was expensive and difficulties were experienced by both parties. University of Wollongong has been hosting the Secretariat for over ten years now and things have changed radically during that time, in terms of technology and increased workload for the Executive Committee. CEDIR (at UOW) is ready to pass the job on at the conclusion of the current agreement. Cathy said the Executive is examining the ALT Secretariat model and will be discussing this issue in great detail at future meetings to find an effective, manageable and affordable solution.

Cathy said the issue of institutional memberships will be pursued in the next few months, as well as the search for sponsorship.

The three year membership is being taken up slowly and Cathy asked members to please consider this option when renewing. The idea of linking the membership fees to CPI will be discussed by the Executive, making the three year membership even more attractive.

She asked members to submit any ideas they may have on the Secretariat and institutional membership to any member(s) of the Executive or to the Secretariat at info@ascilite.org.au

Cathy reported that affiliations with other associations, such as ALT, are being investigated.

She gave a vote of thanks to the AJET management team – this year has seen four issues of the journal posted out with a possible electronic version early in January.

In closing her report, Cathy thanked the membership for their continued support, inviting them to let the Executive have suggestions on ways services and finances may be improved to keep the Society vibrant and rewarding for its members.

Cathy's full report will be up on the ascilite website in the next day or so.

E Treasurer's Report

Mike Keppell began his report on the decrease in the Society funds and membership numbers. There was been a loss of \$41,000 in the 2006-2007 financial year. The Society's major sources of income are the membership fees and conference profit.

The major costs throughout the period have been the Secretariat, AJET, Executive meeting costs, the Community Mentoring Programme, Research Grant (now sponsored) and the ascilite-sponsored workshop. Whilst the benefits are good, they are costly. Mike encouraged the members to consider the three-year membership, as it provides stability for the Society's forward planning as well as avoiding future fee increases for the members over the three year period.

Mike went on to say that the Executive will be pursuing corporate sponsorship and will be investigating institutional membership as a matter of urgency. He also said that a re-negotiated agreement with CEDIR at UOW will reduce the pressure financially but that a lesser service will be provided. Mike anticipates AJET being a fully-online journal by mid-2008, as printing and postal

costs have been quite high. Roger will recalculate the costs at his end and pass these to the Secretariat for comparison.

Mike advised the members that the audited accounts had been uploaded and available for perusal by logging on to the website and going to General > Resources. He then asked for the members to vote on the following proposed resolutions.

E1 Auditor's Report

PROPOSED RESOLUTION (2007/07):

That the audited accounts of the Australasian Society for Computers in Learning in Tertiary Education for the financial year ending on 30 June 2007 be accepted by the members.

Moved: Bob Corderoy (Aust College of Dermatologists)

Seconded: Diane Salter (HK Polytechnic)

Show of hands: Majority in favour.

E2 Treasurer's Report (Mike Keppell)

PROPOSED RESOLUTION (2007/08):

That the Treasurer's Report be accepted by the members.

Moved: Gregor Kennedy (U Melbourne)

Seconded: Jeremy Williams (U21 Global)

Show of hands: Majority in favour.

E3 Income and Expenditure Budget – 2007/2008

PROPOSED RESOLUTION (2007/09):

That the Income and Expenditure Budget be accepted by the members.

Moved: Jeremy Williams (U21 Global)

Seconded: Diane Salter (HK Polytechnic)

Show of hands: Majority in favour.

Mike continued his report by saying that Caroline has been active and very successful in securing sponsorship. He said it's good to take a centralised approach and that the Executive will start working towards this.

Mike intends to aim for a Conference profit of at least \$30,000 in future. The existing insurance cover will be maintained. He further said that the Society provides a lot of services to the members and that hopefully, sponsorship will enable this to continue. Currently the Research Grant is sponsored and it is hoped this will continue. Sponsorship of the Community Mentoring Programme will enable more pairs to participate. The budget aims to rebuild the Society's finances to \$93,000 by the end of 2010, and this is achievable if we can get ongoing and appropriate sponsorship. Jeremy advised that we aim higher than the proposed \$20,000 sponsorship, suggesting that we advertise for sponsors. Mike agreed that we should aim higher but wants to be conservative this year to ensure solid and sustainable growth. He echoed the statement made by Cathy in her report, that having membership linked to CPI is appropriate and necessary. He said it will also be vital to link membership to the conference registrations and this will become a part of the Conference Handbook and other documents. This has already been initiated in the 08 Conference Committee's planning.

He feels confident that, with streamlined processes in place, and paperless conference proceedings and a fully-online AJET journal, that we can reduce our costs significantly and begin bringing the Society's fortunes back to an acceptable level.

Mike's full report will be up on the website within the next few days

F Other Business and Meeting Close

There being no further business, Cathy thanked the members for their patience and feedback, and closed the meeting at 6:31pm.