

Project #	Type	Title	Description	Deliverables	Owner	Manager	Key Milestones/ Progress
1	PVC/CTLC	Online induction program	This project will develop an online version of PDC 111 and PDC 112 so that these courses can be offered to ECU staff in remote (and local) locations.	Amended 10/9/7 Web site and repository of materials which may include a Blackboard site. A delivery plan to enable information and courses to be accessed 'just in time' by cohorts and individual new staff in remote (and in some instances) local locations.	Vaille Dawson	Alison Bunker Romana Pospisil	<p>Progress at 29/10/07 Resource requirements identified. Analysis of key resources underway and links with CLT website project resources identified.</p> <p>7/9/07 Project scoped: must be equivalent to the internal version of this programme</p> <p>will be available by exception to staff who cannot attend the on campus version.</p> <p>Platform - the resources must be accessible by new staff who may not have ECU computer accounts</p> <p>Outputs for 1/2008 are limited to repurposing of existing resources in PDC111 & PDC112.</p> <p>LINKAGES to other projects: linked to and dependent on development of online vs of Red Book - See Project 7 & 15</p>
2	PVC/CTLC	At-Risk Student Strategy	This project will develop a strategy for all students to provide support needed to succeed and also to enable ECU to comply with ESOS Act.	ECU Policy describing process for Identifying and appropriately supporting at-risk students. Implementation strategy & accountabilities.			30/8/07 Project discontinued - ESOS National code implementation working party has this in hand

3	PVC/ CTLC	Engagemen t in Teaching and Learning	This project will develop a policy document and supporting implementation resources to embed engagement into learning and teaching at ECU	Policy document. Resource describing models of best practice of engagement in learning and teaching. Implementation strategy & accountabilities	Terry de Jong & Robyn McCarron	Gill Matthews Rod Ellis	<p>Literature review and enviro-nmental scan under way.</p> <p>Project Bb community site established.</p> <p>Project timeline:</p> <p>Open Discussion Forum Fri 28th Sept (12 - 4.30 pm). Topic: <i>ECU as an engaged university. What does this mean for learning and teaching?</i></p> <p>43 participants.</p> <p>Book of Proceedings published. Literature review + environmental scan to be completed by 12 Oct.</p> <p>Monday 15th October, 3 hr policy brainstorming session with key stakeholders.</p> <p>Draft Policy development from 5 - 30th October.</p> <p>Draft supporting document development from 5 October to 5th November.</p> <p>Draft policy and draft support documents (models of best practice, implementation strategy and accountabilities) to be ready for circulation to CTLC by Monday 5th November (for the 20 November meeting).</p>
4	PVC/ CTLC	Student Support	This project will plan, develop, and	Hard Copy booklets for distribution to	Terry de Jong	Trevor Bennett	15/11/07 Tipsheets developed for the following areas: Academic essay,

		Booklets	produce a series of student study skills and booklets (in hard and soft form) using existing materials within the faculties. eg. referencing, essay writing, avoiding plagiarism, etc.	students. Online forms for the ECU Student Support Web site.			<p>Annotated bibliography, Assessments, Assignments, Effective writing, Exams, Exegesis, Groupwork, Blogs journals et al., Lectures, Library, Literature review, Plagiarism, Podcasting, Presentations, Reading effectively, Referencing, Reports, Research, Self management and Tutorials.</p> <p>One extra tipsheet expected on MyECU.</p> <p>Referencing guide completed.</p> <p>InDesign files uploaded into Project folder in server. New folder created for Referencing guide [4a].</p> <p>Files should be ready for printing early December.</p>
5	PVC/CTLC	Mentoring program	This project will plan and develop a strategy for needy Schools and Faculties to employ to provide mentoring services to transition students. The project will develop an effective but efficient mentoring approach which can be implemented easily and efficiently by	Organisational plan and supporting materials. Training program for mentors. Implementation strategy & accountabilities.	Sue Stoney & Lynne Cohen	Dani Boase-Jelinek	8/11/07 Have met with project sponsors and signed off on final report

			interested Schools.				
6	PVC/ CTLC	Graduate Attributes	This project will develop a strategy and process that will enable Course Coordinators to effectively and efficiently embed the ECU Gas into existing and new courses.	Implementation strategy for embedding GAs. Supporting resources and materials showcasing best-practice and generic models for staff to follow. Implementation strategy & accountabilities.	Adrienne Kinnear Susan Ash	Trevor Bennett	15/11/07 Final documents updated and sent to Adrienne. She will table them at CTLC next week. Documents placed in Projects folder on the server.
7	PVC/ CTLC	L&T Website	This project will develop a Web site to support learning and teaching at ECU. The project will create an attractive, intuitive and effective Web site providing access to all the resources teachers at ECU could use to better their performance.	Attractive, seamless, intuitive, functional and effective Web site modelling best practice. Supporting Web-based resources.	Barnard Clarkson	Chris Leigh	26/10/07 1. Develop draft specs and prototype information map- (done) 2. Identify user groups. Develop user scenarios/personas - by 15 Oct (done) 2. Identify key content areas - 22 Oct (done) 3. Deliver Specs of UserTypes, Needs - 26 Oct (done) 4. Arrange qualitative and quantitative data collection to inform draft Specs - includes feedback from students and staff (complete by 14 Nov) 5. Deliver early functional specs as information map -14 Nov

							6. Present to CTLC on 20 Nov.
8	PVC/ CTLC	Carrick Organisation	This project will plan and develop an institutional strategy for coordinating and strategically supporting applications for Carrick projects	Strategy and coordination plan. Supporting resources. Implementation strategy	Jim Millar	Heather Sparrow	31/10/07 PEI Bid submitted 4/10/07, 17/10/07, 22/10/07 Meetings of working party to consider bid for Carrick "Promoting Excellence Initiative" funding - this bid requires the outcome of this project to be determined
9	PVC/ CTLC	Offshore Teaching Induction (non-ECU)	This project will develop an online version induction (like PDC 111 and PDC 112) for non-ECU staff teaching ECU courses	Amended 14/09/07 Supporting resources. Implementation strategy & accountabilities. Strategy and coordination plan	Glenda Campbell-Evans & Adrienne Kinnear	Alison Bunker Romana Pospisil	Progress at 29/10/07 Resource requirements identified and scoped. Development of a series of audiovisual resources underway. Text based resources being sourced and classified. Scope: develop resources for offshore tutors about teaching in ECU courses. Particular emphasis on resources on plagiarism, student focussed learning and assessment. STRONG linkage with project 1 - is dependent on development of materials in project 1 Also linked to 4 and 10
10	PVC/ CTLC	Teaching Offshore PD	This project will plan and develop a professional development program to develop teachers of offshore programs. The	Resources and supporting materials (soft and hard copy). Training program. Implementation strategy & accountabilities.	Jenny Devine	Alison Bunker Romana Pospisil	Progress at 29/10/07 Stakeholders identified and resource requirements being noted. Interviews with key stakeholders are underway. Links with CLT website project resources identified. Project to identify and make available existing materials and good practice where possible. Gaps in support

			project will develop appropriate resources and training program(s) that model best practice.				to be identified. If time , materials to be developed to plug gaps.Project to be scoped to fit with project 1 and 9. <i>Action: meeting to be arranged with staff involved in offshore teaching - AD's have been asked to identify staff.</i>
11	PVC/ CTLC	Assessment at ECU	This project will review ECU assessment policy and explore strategies for improving assessment practices.	Revised Policy. Resources and supporting materials (showcasing strong assessment). PD strategy. Implementation strategy & accountabilities.	Colin Dolley	Dani Boase-Jelinek	<p>14/11/07</p> <p>Continuing to develop articles on specific aspects of assessment policy:</p> <ul style="list-style-type: none"> * group assessment (examples of good practice) * Criterion Referenced Assessment (arguments for change) * Criterion Referenced Assessment (how to discriminate between levels of performance) * Next meeting: Thursday 15th November
12	CLT	Academic Misconduct	To review the support material for the Academic Misconduct Protocol in the light of the new Academic Misconduct Rules (Students).	Revised Policy (revision due Dec2006), resources and professional development	Jim Millar	Alison Bunker, Betty Walsh	<p>31/10/07 ADTLs have been invited to comment on & review Academic Misconduct Protocol</p> <p>2/10/07 CTLC item: reported SafeAssign (BBBB) and Turnitin activities; Academic misconduct protocol to be reviewed</p> <p>11/9/07 Workshop and Guidelines for staff and students available.</p>

13	CLT	Quality in L&T Resources	To set standards for quality online resources and to audit units on BB	Set of standards for online units consistent with ECU L&T Principles	Chris Leigh	Romana Pospisil, Betty Walsh, Rebekah Aspinal, Carole Reid, Christine Bailey	<p>31/10/07 DVC requests audit of major course for each School; Minimum standards for Blackboard sites (completed); Min standards templates (complete); Quality checklist developed (completed)</p> <p>Redevelop writers guide (end of Jan)</p>
14	CLT	LAMS	To trial the LAMS software	Evaluation report with recommendations for LAMS deployment at ECU for 2008 and beyond	Chris Leigh	Mike Nodding, Romana Pospisil, Betty Walsh	<p>5/9/07 LAMS Licence aquired (June 07)</p> <p>LAMS trial (Aug - Nov)</p> <p>Report (Nov 07)</p>
15	CLT	Teaching at ECU - The Little Red Book	Annual update of this convenient guide for staff teaching at ECU to include online 'just in time' access to relevant information	<p>1. Web based version of the information in <i>Teaching at ECU</i></p> <p>2. Printed version <i>Teaching at ECU</i></p>	Rod Ellis	Alison Bunker	<p>12/9/07 Information in teaching@ECU to become the backbone of the L&T website with essential information accessed for projects 1 & 9. Online version will be the correct version at any point in time. Book will be compiled from up to date web information and will be correct at time of printing in Feb 2008.</p> <p>MAJOR LINKAGE with Projects 7 and 1.</p> <p>Email requesting updated information sent; contributions to be back with CLT by 10 Oct</p>
16	CLT	ECU Referencing Guide	Annual update of this resource intended to provide as a convenient guide for teaching	ECU Referencing Guide - hard copy and online	Chris Leigh	Carole Reid	<p>31/10/07 Carole Reid working with Trevor Bennett to investigate synergies with CLT project 4</p> <p>Effectiveness/feedback survey sent to Head of Schools (end of Nov)</p>

			staff and students				
17	ECU	Growing Off-campus numbers	To increase enrolments in courses and units offered OFF-campus	To standardise nomenclature/ codes, to ensure unit offerings support advertised OFF-campus course offerings. to ensure effective marketing of off-campus offerings	DVC Patrick Garnett	Jim Millar	2/10/08 Off-campus defined at Academic Board; reports on alignment between CMS modes of delivery and Callista offerings in preparation; Taster/tester site scoping underway
18	ECU	Blackboard Enhancement	to utilise Community Sites, Content management and building blocks to enhance the use of BB for students and staff	Community sites, content management system used effectively, useful features added to BB via Building BB Blocks, Unit rollover and establishment facilitated via UMS	Jim Millar FlexiLearn Steering Committee	Chris Leigh	31/10/07 Upgrade ver 7.3 planned (29/30 Nov) On-line enhancement IT capital Bid submitted - includes Bb Building blocks, Elluminate licence, Moddle/Sakai development server, 1.0 FTE project officer (Oct 07) Blackboard evaluation and report (end Nov)
19	ECU	Flexilecture	To facilitate the capture, recording, videoconferencing of lectures	Standard Fitouts and resources identified; Lecture Theatres (limited) with full scale Flexilecture features; Case studies and other venues with a Standard Lecture Capture System,	PVC Ron Oliver PVC Tony Watson FlexiLearn Steering Committee	Nick Furlan	31/10/07 Report to Flexilearn SC endorsed; Flexilecture bid 2008 submitted - based on 40 SLCS over 20 months Standard for equipment in lecterns set; infrastructure being bolstered; processes for recording being developed; trials of Elluminate and Wimba live Classroom underway

				Collaborative software trialled			
20	Carrick	Carrick project - Grad Cert Tertiary Education	To design and hopefully implement a common GCTE across several collaborating universities	Grad Cert TE course structure; agreement from several partners to a efficient mode of offerings course and units	Carrick Project Belinda Tynan (UNE)	at ECU - Jim Millar; Heather Sparrow	30/8/07 Glossary of terms and elements of course structure developed
21	ECU	Taster site	Provide prospective students with a taste of on-line study at ECU	Blackboard site(s)	Jim Millar	Chris leigh/Zane McDonald	10/10/07 Design brief developed by end Jan 08