

Learning Materials Production (19) Management Meeting Minutes

Date: 10/10/01 **Time:** 9:30 am –12:00pm **Room:** 3.17
Chairperson: Julie Haeusler
Minutes: Karin Canty

Attendance

Karin Canty ÷	Tim Hutchinson ÷	Janet Ridley X
Sally Cousens ÷	Tanya Mannix ÷	Bill Twyman ÷
Bronwyn Haddock ÷	Vaughan Morrison X	Ilian Yang ÷
Julie Haeusler ÷	Wayne Richmond ÷	Kim Drummond ÷

1 Business arising from previous minutes

Team Leader’s recommended that a meeting be organised with Kevin Murray and Kerin Moorehead regarding the training of LMP clerical officers in SAM product number courseware.

Action
KC

Reminder that SAM XP #s will need to be changed on the front cover of Stage 6 materials. M&D will take on the responsibility of adding the SAM coversheet to existing materials.

TLs

Logo changes made to existing templates. Wayne to get front cover changes from Tom. At the same time there is a need to clear out old files from the ‘Stationery and templates’ folder on the fileserver ‘Shared Stuff’ folder.

WR

After more consultation with M&D, the proofing and printing process will need to be documented.

KC

2 Manager's Report

OTEN-DE Executive meeting

Graeme Dobbs expressed concerns about the LMP restructure.

JH

Lucy Arundell introduced the new intranet chat/bulletin board.

TAFE Quality Awards and Premier’s Awards have OTEN-DE submissions.

ISO and QTF workshops are underway across OTEN-DE and internal audit is starting.

School of the Air- replacement. Centra software is being investigated.

Director’s personal performance agreement to be amended to incorporate the DET corporate direction as well as the TAFE’s.

OTEN-DE to apply for interstate provider status to avoid border disputes regarding student enrolments from other states.

7-10 Review discussed. Need to liaise with Facilities and F&A regarding costs, personnel requirements, accommodation and timeframes. Need to liaise with Graeme Dobbs regarding production and types of production.

Budgets are on target for this financial year.

Ledger transfers to be facilitated by 'rate cards' for internal OTEN-DE services across OTEN-DE sections.

OLP enrolments at very pleasing levels and ASCH is high.

Information regarding staffing positions and roles needed for NSW Audit. All TAFE institutes are involved. Aimed to centralise some core functions.

Distance Education Training and Development Budget

Kate English needs to identify those proposals which are to be funded by the allocated \$26,000. Science 7-12, Maths K-10, English 7-10, Literacy Conference, PDHPE all mentioned as contenders.

Proposals to Julie H by Friday 12 October.

TLs

7 Projects 2002-2003

Establishment or core activity

Project proposals for the next 2 calendar years needed to assist planning. Needs to include maintenance of materials, options, revisions.

TLs

Costs, staffing needs and timeframes to be included in proposals. Initial part of 'Project tracking database' could be used to assist with proposal development. Wayne, Margaret and Julie to meet to look at this database and assess its usefulness.

JH, WR

4 LMP Induction

Brainstorm

Who?

OTEN-DE's HR conducts 'Induction' for all staff employed full time or those on temporary contracts (Not for casual, fee for service contractors or agency staff)

What purpose?

Where to find information and Who to contact and provide access to

Copyright

File management

Style Guide

Developing Learning Materials

Collaborative writing - Distance Education instructional design-web

General work conditions in administration sites

Flex sheets

Working off site

Meeting room bookings

etc

Bring draft ideas to Team Leader's Meeting

KC

5 4th Generation Restructure groups

Updates

Sally and Tim reported back to the group.

Discussion generally about the outcomes required for next whole LMP meeting on 22 October. Need to present roles / responsibilities / duties that relate to the structures presented.

VM, WR
SC, TH

6 New LMP Template

Brainstorm

One template vs a number of different templates eg K-12 or stages
Content consistency
Was Year 11-12, Stage 6 template effective? How do we assess this? Eg indicative hours
Needs for future? Eg print, objects, metadata tagging
Minor change to existing may be cost effective
Fonts across stages and platforms
Program or programs to be used
Style sheet to include '3 of 9 barcode' font
More?

Group

Carolina, Margaret, Sue, Yoko, Tim, Rhonda, Wayne to meet asap and report to Team Leaders by 24 October

WR

7 Other business

7300 Macs to to phased out. Check list handed out and liaise with Wayne.

TLs

8 Papers tabled

Calendar. The newsletter of Copyright Agency Ltd-sept 2001
Queanbeyan Distance Education Centre. Newsletter 2001 Term 3
National Mental Health Week NSW 2001- Stress Kit
National Mental Health Week NSW 2001-
About stress less day and world mental health day
National Mental Health Week NSW 2001- Anxiety

TLs

See Susana