FLINDERS UNIVERSITY

ePORTFOLIO TRIAL STEERING GROUP

Meeting 04/10, Friday 5 November 2010

MINUTES

Present – David Green, Grette Wilkinson, Miranda Morfey, James King, Harry Owen, Nicola Parkin, Gus Worby, Dean Gawler, Trudy Sweeney

1. Apologies
   Sue Skinner, Ingrid Scholten (LSL), Trudi Mannix, Karen Burke Da Silva

2. Confirmation of previous minutes
   Minutes from meeting 03/10 were confirmed.

3. Report on ongoing funding
   David Green reported that a co-funding arrangement has been reached with the Schools of Education, Medicine, Nursing& Midwifery and the central university to enter into an enterprise licence. Flinders as of 2011 will effectively have unlimited accounts, however it has been recognised that the support required is not insignificant so processes will be needed to control the creation of new accounts. Use by the investing Schools and the School of Biological Sciences will be given preference. People from other Schools and areas have been expressing interest in using PebblePad and whilst this use may eventually lead to financial savings for the investing Schools, this use will be carefully managed to ensure that we are encouraging best practice. See items 6 and 7 for more information on how new users will be managed.

4. ePortfolio Activities

   4.1. Australian ePortfolio Conference (2-4 Nov 2010)
       Trudy Sweeney reported that graphs were presented at the conference that compared pre and post ePortfolio use on the scales of grade distribution, student awareness of graduate qualities and SET results. She mentioned her concerns about gathering similar data in order to establish evidence at Flinders due to the confounding factor of C2R2 (curriculum change) and the introduction of PebblePad to all first year education students as of 2011 (no access to pre-data). It was indicated that the School of Medicine may also not have access to pre-PebblePad data. The School of Nursing and Midwifery however may have the opportunity to gather such data now prior to more widespread use in 2012.

   4.2. Julie Hughes Visit (14 Feb 2011)
       Trudy Sweeney reported that a program for Julie has yet to be finalised, but at this stage Julie will give an open 1 hour cross-discipline presentation in the morning to provide an overview of ePortfolios and what they can offer. The rest of the day will consist of workshops with course teams from School of Education on curriculum design and assessment.
       Action: Trudy to liaise with PebblePad regarding Julie Hughes visit and to inform Grette when a program has been finalised for promotion to other Schools.
4.3. PebblePad Training Workshop (2 Dec 2010)
Grette Wilkinson reported that Shane and Colin from PebblePad UK will be visiting Flinders on 2 December to present a full-day workshop to staff. Registrations are open and are essential as places are limited. An outline has been proposed, which Grette will distribute to members for comment. As the workshop will be somewhat advanced in nature it is important that attendees have been introduced to the software prior to attending the workshop. Members are encouraged to ensure that people from their Schools who will be using PebblePad with students in 2011 register to attend the workshop.
**Action:** Grette to distribute workshop outline to members for comment.

4.4. PebblePad User Group (25 Nov 2010)
The next online user group meeting will focus on the use of PebblePad in the discipline of Education and Teacher Training. The meeting will be held on Thursday 25 November, 1.30-3pm via Elluminate Live
**Action:** Grette to send user group meeting details to members for broader distribution.

5. Project updates and plans for the future
David Green welcomed Andrew Parkin to the meeting as Project Sponsor. Andrew has been provided with a briefing paper entitled “ePortfolios at Flinders University: Current utilisation and proposal for future implementation”. David provided a recap of the new funding arrangements and the need to manage new users due to staff and student support issues. David then invited School representatives to report on their respective projects and plans for the future.

5.1. School of Education
Trudy Sweeney provided a recap of her report on the qualitative graphs presented at the Australian ePortfolio conference and raised her concerns with Andrew. She also added that the keys to successful ePortfolio implementation reiterated at the conference were:
- Start small and build on successes
- Build-in rather than bolt-on
- ePortfolios are not an institutional space
- Not about the product, is about the process over the course of a degree
- ePortfolios scaffold learning in a personal learning space

Trudy also reported that as the Faculty Scholar in EHTL her focus has been on enhancing and improving student engagement and achievement with the new curriculum, initially in Education, but her work has expanded to other disciplines. She has been working with interested staff in the School and earlier this year coordinated a prof dev session with Jenny Masters from LaTrobe focussing on GQs and new standards. She is also investigating ePortfolio use in WIL. Trudy has been reporting to Teaching and Learning Committees and is looking forward to learning about what mature models look like from Shane and Colin from PebblePad and Julie Hughes from University of Wolverhampton. She recognises that the window of opportunity for using ePortfolios in curriculum is now as they can build-in, not bolt-on.

In 2011 the School of Education will be giving all first years a PebblePad account which they will have through to graduation. There are also topic coordinators in second and third years who have expressed an interest in being ready to start using PebblePad so they are prepared when the first years come to them. They are also exploring the notion of giving all education students accounts and easing them into its use through WIL with
a capstone topic in fourth year.

5.2. School of Medicine
Harry Owen reported that his work commenced with an Innovations Grant and that since then he has prepared several publications and presentations as a result of his work with ePortfolios. He reported that the NT Clinical School will be delivering the medical program to first year students in 2011 and will be using PebblePad to track learning and experiences. Use will also continue and expand in the Adelaide-based medical program. He also reported that Flinders will be introducing a Research Integrated Pathway and are looking at using PebblePad for supervision and to record student progress. Medicine is also moving towards a competency system rather than the traditional ballot system, which may lead to increased use of ePortfolios following graduation. The Department of Health are also looking at using ePortfolios for internships.

Harry also identified other potential uses for ePortfolios at Flinders – performance management, promotion and FFOUT

5.3. School of Biological Sciences
Gus Worby reported that they have been using PebblePad with PASS Mentors – high achieving second and third years working with first year students as study mentors. Stage One was to use PebblePad to get 15-20 mentors to engage with graduate qualities and the acquisition of GQs and to talk to first years about the importance of same. The initial plan for Stage Two was to introduce PebblePad to 500 first years via mentors. However mentors were not talking enthusiastically to others about GQ’s or PebblePad so this was altered.

The revised approach will now see the next set of mentors presenting their case to be mentors via PebblePad. The School has used mentors from this year to teach second and third year students interested in becoming mentors how to use PebblePad. This has resulted in an increase in the appreciation of the value of PebblePad among mentors and they are becoming more engaged. The School is now forming guidelines to prepare 2011 study mentors to also be PebblePad mentors.

The next steps will be to engage staff using mentor enthusiasm and explore using student gateways. It is thought that it will take one generation (3 years) to realize change.

5.4. School of Nursing and Midwifery
Nicola Parkin reported that they have a 3 year plan which culminates with a structured rollout to all first years in the new Bachelor of Nursing in 2013. This gives them time to explore PebblePad and to work with enthusiasts so that the teaching staff lead the process. In 2011 Midwifery and CAFN will be converting their paper-based portfolios to an ePortfolio, which links with the spirit of the move to online assignment submission. The FEU will be supporting professional portfolios for staff as they recognise that this will assist in promoting their use with students. In 2012 the will pilot professional nursing competencies by building assessment around ePortfolios, they will provide pedagogical support for staff and will be implementing evaluation parameters. They will be developing templates for the Bachelor of Nursing and exploring links with the new clinical placement system. In 2013 they will embed the use of ePortfolios in the new Bachelor of Nursing curriculum.

6. Possible other participating Schools
David Green reported that CEdICT have had interest in ePortfolios from people in
Yungorrendi, Flinders Business School and Department of Social Work and Social Planning. Staff will be required to meet with CEdICT in the first instance to get an overview of ePortfolios and PebblePad, a briefing on the funding arrangements and potential implications for them if they decide to use PebblePad in a large way with students and to discuss how they will be using PebblePad. They will also be provided with further reading and will be required to develop a webfolio (one that they would be happy to share with students) containing perhaps a self-introduction, an overview of their professional activities, a blog etc.

It was suggested that an Educational Designer could be employed centrally to provide pedagogical support for staff using PebblePad in Schools. See item 7 for more information regarding funding for an Educational Designer.

7. Support
David Green reported that CEdICT have requested funding for an Educational Designer, who will be used to support staff with ePortfolios as well as other educational technology. Current advice is that funding for such a position will not be forthcoming until the PVC (ICT Services) is appointed in 2011.

Until such time CEdICT will provide staff support in the form of the initial conversation with new staff wanting to use PebblePad (as outlined at item 6) and will also provide basic training. CEdICT will also support Faculty/School support staff to support teaching staff in their areas.

The FLO Helpdesk will provide support for students to access PebblePad. They will not provide support for the use of PebblePad or on content – such queries will be directed to the lecturer.

**Action:** Miranda to send David and Grette a list of the number of requests and what issues have been raised to date.

Although Flinders will have an enterprise licence in 2011 there are currently no plans to integrate with LDAP in the short term. Dean Gawler advised that ISD will require 3 months in order to complete LDAP integration when and if required.

Dean also reported that as Flinders moves more applications to hosted services there becomes a greater need to investigate the load on the Flinders network. This is a broader issue that is currently being investigated by ISD.

It was suggested that we need to develop an exit strategy for students. Such a plan would identify when their accounts will be moved from the Flinders instance to the PebblePad instance, and what would happen if they decided to recommence study with Flinders.

**Action:** Grette to investigate developing an exit strategy for student accounts.

8. Evaluation
Data will be required that demonstrates pedagogical benefits of ePortfolios in order to be able to establish a case for the university providing ongoing funding. This will be a standing agenda item.

**Action:** Grette to get a copy of the graphs presented at the Australian ePortfolios Conference from Trudy.

9. Internet quotas
David Green reported that the PebblePad server will be moving to the AARNET backbone in January. This move is positive in that Flinders will no longer be paying for internet traffic,
however PebblePad use will still count towards the JET internet quota and as such will need to be monitored. It was suggested that internet quotas be monitored in 2011 in order to identify patterns of usage.

10. Policy issues

10.1. Copyright
During discussions with Andrew Parkin copyright issues were raised. Under the fair dealing provision, students may use copyright works as part of their research and study assessments. The fair dealing provisions only apply to students whilst they are studying. Once they have left the course the fair dealing provisions no longer apply and the copyright works can no longer be used under fair dealing. As students can take their ePortfolio with them when they leave the institution, use under fair dealing needs to be addressed, particularly the role of the institution. There was some confusion over whether students are actually required to remove the material, or whether the restriction is only on sharing the material. It was suggested that students could be asked to agree to a Flinders-specific set of terms and conditions when logging in to PebblePad and that this may meet our obligation to inform students of their rights and responsibilities.

Action: Grette to investigate possibility of displaying T&C’s to students

10.2. Consent for uploading videos
For further discussion

10.3. Privacy
For further discussion

10.4. Data loss/security
For further discussion

10.5. Student cost
For further discussion

10.6. Authentication/verification
Harry Owen enquired whether it was necessary to create accounts for external validators and if so whether the enterprise licence would cover these accounts.

Action: Grette to investigate if accounts are required for external validators and if so whether these will be covered by the enterprise licence.

11. Staff use
The following uses for staff were suggested for further investigation:

11.1. FFOUT
Action: David to speak with Heather Smigiel from CUT about using PebblePad in FFOUT

11.2. Performance Management
For further discussion

11.3. Promotions
The process for promotions is being reviewed in 2011 – could a template be built?
**Action:** David/Grette to speak with Jane Bromley about the potential for using ePortfolios in the promotions process.

11.4. **All staff**
   Do we want to consider giving all staff an account?  
   *For further discussion*

12. **Future meetings**
   The Steering Group will meet once every 3 months.  
   **Action:** Grette to develop meeting scheduled and circulate.