

Apereo Board Meeting Minutes: 24 September 2019

Officers:

Chair: Anne-Marie Scott

Treasurer: Tim Carrol

Vice Chair: Lucy Appert

Secretary: Francois Campbell

Executive Director: Ian Dolphin

Called to Order: 11:02 EST

Adjourned: 12:00 EST

ATTENDING

Ian Dolphin (nv)

Laura Gekeler

Mathilde Guerin

Jim Helwig

Boeta Pretorius

Lucy Appert

Anne-Marie Scott

Matthew Rascoff

Laura McCord

Francois Campbell

Thierry Koscielniak

Tim Carrol (nv)

Absent w/o notice: Jeremy Rosenberg

Determination of a Quorum (N=6):¹⁰ Quorum is achieved.

1. Apologies for Absence

1.1. Salvador Pellicer (Travelling)

2. Minutes of the previous meeting and matters arising

2.1. Motion to accept

2.1.1. Proposed : Lucy Appert

2.1.2. Seconded: Jim Helwig

2.2. Matters Arising

2.2.1. Item 3: Sakai accounting (status update)

- 2.2.2. Financial Reports
- 2.2.3. Direct meeting between Rehmann and the Finance working group.
- 2.2.4. Strategic Planning - Theme 2: Partnerships. Openedtech.global
 - 2.2.4.1. Feedback and the beginning of the discussion with AXIES
 - 2.2.4.2. Openedtech.global - Discussing potential partnership and concerns
 - 2.2.4.2.1. Event Date is tentatively set to November.
- 2.2.5. Strategic Planning - Theme 5: Newsletter
 - 2.2.5.1. Anne-Marie volunteers to create a document to outline this analysis
 - 2.2.5.2. Template created however a strategy for asynchronous initialisation.
 - 2.2.5.3. Target for next week for activities and completion (31.10.2019)
 - 2.2.5.4. Agenda item for October 2019 board call.

3. Financial Reports

- 3.1. A good discussion was had and further information became necessary, a follow up meeting is scheduled and the target date for recommendation should be completed by the October meeting.
- 3.2. ShareFile permission issues for access of the treasurer.
- 3.3. Open Apereo Financial loss
 - 3.3.1. Narrative reports a deficit which will be questioned and followed up on.
 - 3.3.2. Reconciliation does some on occasion take a while to resolve correctly.
 - 3.3.3. Ian Dolphin (ED) to follow up with Linda Cooper.
- 3.4. Strategic travel to be limited.
- 3.5. Receivables to be firmly followed up on.
- 3.6. Website renewal remains on hold.
 - 3.6.1. Making content available will not be affected but the format may be cumbersome.
- 3.7. All Paypal accounts transferred from the prior treasurer to the new treasurer.
- 3.8. Documents Noted

4. Open Apereo 2020 (See Commercial Affiliates briefing for details)

- 4.1. Major cost reduction implemented thanks to U of Michigan School of Information and Dr Chuck Severance.
- 4.2. Numbers to be constrained to +- 180
- 4.3. State of the art infrastructure.
 - 4.3.1. Structure of cost for remote attendance to be determined.
 - 4.3.2. Carbon footprint reduction to be addressed.
- 4.4. Satellite events may be planned.
- 4.5. LAMP Camp agreed to join this conference.
- 4.6. Day 1: Aiming to streamline to the conferences first day into a single stream.
- 4.7. Day 2: Focus on pedagogy and community
 - 4.7.1. Theme, working together which is by and for academics, working together as problem solvers and not simply consumers.

Examples for cross team engagement: Where does the LMS meet the portal?

Conceptual frame:

What do these novel collaborative teams look like?

What problem did we set out to solve?

What did iteration look like?

Lucy Appert/NYU and Jolie Tingen/Duke are engaging in conversation with other units at U Michigan, The Center for Research of Learning & Teaching (CRLT) and Academic Innovation, to find other campus partners for the conference.

Models include the burgeoning Emerging Learning Design Conference (<http://eld.montclair.edu/>), which has grown from a regional meeting to a national conference in a couple of years because of the lack of professional development gatherings focusing on learning design.

A model from past Open Apereo conferences would be Chuck Severance's Tsugi presentations, which are a combination of presentation and tool building workshop that appeal to a cross section of conference attendees. Another model would be learning analytics presentations, which appeal to a broad cross section of attendees who work at all levels of LA projects in institutions.

The technical decisions on campus projects do matter to the implementers and end users and vice versa, and finding a way to get everyone involved in that decision making process would be the focus of this day.

4.7.2. Design Challenges for Higher Ed

4.7.2.1. Jim Helwig: As a new initiative, work should be done to highlight this initiative and make connections with delegates who do not traditionally integrate with this theme.

4.7.2.2. Goals of this initiative to be articulated well in advance.

4.7.3. Work being performed by the following units which are also being approached for assistance and participation:

4.7.3.1. Center for learning and teaching

4.7.3.2. Innovation centre

4.8. Day 3 and beyond: Community meetings and board related meetings

4.8.1. Tech showcases

4.8.2. Poster sessions

4.8.3. Social events

4.8.3.1. Dine Arounds

- 4.9. Sponsorships:
 - 4.9.1. Intention to go beyond the usual funding.
- 4.10. Potential Plan B in the event that the proposed theme is not well attended

- 5. CAS Supporting Subscription - concluding the discussion**
 - 5.1. Flexibility to be addressed for the introduction of the new subscription structure.
 - 5.2. Have received the requested feedback.
 - 5.3. Board reflected on feedback.
 - 5.4. Request is formally noted. The board will support the CAS community in launching this.**
 - 5.4.1. Board to request impact from their community after it goes into effect.**

- 6. Incubation**
 - 6.1. Incubating Communities update (See ED's Notes)
 - 6.1.1. ED wishes for board to note the status of the communities over time.
 - 6.2. Process review (See ED's Notes)
 - 6.2.1. Discussed and noted.

- 7. ALT Conference Report + Potential Big Data/Privacy event (See ED's Notes)**
 - 7.1. Learning analytics showcased.
 - 7.2. Great attendance.
 - 7.3. Focus on how we do responsible Learning Analytics (LA) and articulate those values?

- 8. Advocacy - topics and priorities discussion continued August Discussion**
 - 8.1. Equipping advocates
 - 8.1.1. Thanks to Ian for developing the Advocacy Brainstorming session.
 - 8.1.2. Proposing a follow up board meeting
 - 8.1.3. Ian would encourage the greater board to brainstorm and expand the items and follow up done via board list.
 - 8.1.4. Set on actions planned for feedback for the October board call.
 - 8.2. Topics to cover in extended writing pieces
 - 8.3. EDUCAUSE - what relationship are we seeking?

- 9. Flagged issue - Appointing board members?**
 - 9.1. Should we in the near future balance the board membership with any skill set that we as a board believe we require or would value.
 - 9.2. @Develop a strategic skill acquisition lack/desires

Motion to Adjourn: Lucy

Second: Thierry

Approved *Nem con.*

Adjournment: 1403 hrs (EST)

Action Items:

Date	Item	Target Completion	Responsible
27 August 2019	Sakai Finance: Feedback from the finance committee	24 September 2019	Finance Committee
27 August 2019	Strategic Planning - Theme 2: Partnerships. AXIES - Discussions	December 2019	Ian Dolphin, Francois Campbell
27 August 2019	Strategic Planning - Theme 2: Partnerships. Openedtech.global	24 September 2019	Ian Dolphin
27 August 2019	Strategic Planning - Theme 5: Newsletter Anne-Marie volunteers to create a document to outline this analysis.	31 October 2019	Anne-Marie Scott
27 September 2019	ED to follow up with Linda Cooper	22 October 2019	Ian Dolphin

	regarding the Open Apereo narrative reports.		
27 September 2019	Develop a strategic skill acquisition lack/desires matrix	22 October 2019	Francois Campbell

Executive Director’s Notes

EDs Notes September 2019

- 1. Sakai historical accounting issue**
 - 1.1. The Board finance group have met to review the solution outlined to the Board previously. We do not yet have all the information we require from our accountants, but the request has been made for further detail, and a meeting schedule set in motion for w/c 30th September. It is anticipated Rehmann will be represented at that meeting.
- 2. Open Apereo Planning**
 - 2.1. Venue (University of Michigan School of Information) is booked, and planning is underway
 - 2.2. See PDF of a presentation to Apereo Commercial Affiliates (11SEPT19) in the Board folder for program outline. Substantial changes are planned and Board feedback would be most welcome.
 - 2.3. Feedback from a well-attended Call with Apereo Commercial Affiliates was overwhelmingly positive, and useful suggestions made. Elaborating remote participation to meet the green agenda was a particularly useful topic of the conversation.
 - 2.4. A Board volunteer to help work on the Diversity Scholarship program would be very useful.
- 3. ALT Conference + Big Data/Privacy Initiative (working title)**
 - 3.1. I attended the Association for Learning Technology (ALT) Conference in Edinburgh in September. The event had 471 attendees over 3 days, including Anne-Marie Scott and Cheryl Brown, a recent former Board member. Apereo had some profile on the agenda, principally through U Edinburgh work with uPortal and OnTask.
- 4. Incubation - Incubating Projects Status**
 - 4.1. OnTask Learning**
 - 4.1.1. Four main areas to complete -
 - 4.1.1.1. Release documentation in public

- 4.1.1.2. Establish mailing lists
- 4.1.1.3. Governance document in public place
- 4.1.1.4. Cross-check current contributor agreements
- 4.1.2. Anticipating 2 months to completion
- 4.2. Fiosan**
 - 4.2.1. Has new U Edinburgh lead, Mary Elder. This is the third project lead in 18 months ID met Mary in Edinburgh in early September.
 - 4.2.2. Project stepping up outward facing work
 - 4.2.3. Polling for an incubation call mid-October
- 4.3. Testuto (formerly OpenAssessment)**
 - 4.3.1. Agreed new name - "Tesuto"
 - 4.3.2. IWG has assigned mentors and Tesuto incubation will now commence
- 4.4. Shuhari (Predictive Analytics)**
 - 4.4.1. Governance in place
 - 4.4.2. Awaiting refresh of incubation record
- 4.5. EDExchange**
 - 4.5.1. Awaiting response to request for call
- 4.6. POET**
 - 4.6.1. Completing documentation for "new" POET proposal. This will be shaped around a "virtual workshop" to help educate developers around participation in oss s/w projects. This should be treated as a new proposal.
- 4.7. Tsugi**
 - 4.7.1. Call required during October
- 5. Incubation: Review of Process**
 - 5.1. As part of breaking the incubation process into smaller sections and adding infographics for the revised web site, the Incubation Working Group is reviewing the process in detail, and seeking to -
 - 5.1.1. Make the process more transparent
 - 5.1.2. Update the process in the light of four years experience
 - 5.1.3. Streamline and simplify where possible
 - 5.2. I anticipate the IWG will bring revised sections of the process to the board, and post their availability to the open and announcements list in due course.

6. Webinar

A webinar highlighting real-world use of Apereo Learning Analytics software was held on Tuesday 17th September.

Speakers

Pat Miller, Team Lead, Learning Management and Learning Analytics University of Notre Dame

Lou Harrison, Director of Educational Technology Services North Carolina State University

Chair: Anne-Marie Scott, University of Edinburgh and Chair, Apereo Foundation Board of

Directors

7. Future Events

Apereo/ESUP-Portail Liaison Meeting

Friday 27th September, Université Paris 5 René Descartes

LSAC Conference

3rd Annual Learning & Student Analytics Conference

An Ethical Vision of Learning Analytics - Individuals VS Community

Université de Lorraine / Loria Lab. Loria, Campus Scientifique, 54506

Vandoeuvre-lès-Nancy, France

22-23 October 2019

<https://lsac2019.loria.fr/>

ESUP-Days #29 / Apereo Paris 2020

February 4th 2020

Université Paris Descartes

Faculté de Médecine

12 rue de l'Ecole de Médecine

75006 Paris

Conference room: Amphi Vulpian du Siège (Rez-de-Chaussée)

Opencast Summit 2020

February 5th-7th 2020

Universiteit Gent

Faculty of Bioscience Engineering

Coupure Links 653

9000 Gent (Belgium)

<https://oc2020.ugent.be/>

Apereo Africa 2020

May 5th-7th 2020 (TBC)

University of the Witwatersrand

Johannesburg,

Republic of South Africa