Meeting Minutes

Date and time: Monday, 03 October 2022, 11 am-12 pm

Venue: Via Zoom
https://auckland.zoom.us/j/95651325297?pwd=UnRVMUR4RGNxZGd3bmJHMkpFa3o2QT09

Chair
Gemma Sinclair

Presenters
Chun Li, Scott Sealy, Zac Miller-Waugh

Attendees
Anna Ma, Andrew Eberhard, Andrew Withy, Ayumi Shino, Bo Zhou, Craig Housley, Hazim Namik, Heera Kim, Huyen Vu, Kay Harrison, Louise Allan, Lynette Leong, Manisha Cronje, Mike Hurst, Michelle Yao, Odette Murdoch, Oriel Kelly, Sarah Crewther, Sarah Kirk, Sarah Wang, Sheryll McIntosh, Stella Wang, Stephanie Reid, Steve Leichtweis, Teri Ko, Tony Chung, Una Lightfoot, Wen Chen Hol, Xiaowei Ding

Agenda
Crowd caption updates (Gemma Sinclair)

Comments
- Gemma gave an update on the Panopto crowd captions pilot.

Crowd Captions is a Browser Extension tool that allows students to edit captions from Panopto. The tool is currently being piloted in four courses this semester.

During the first half of Semester 2, there was low tool uptake (~30 users and one student made 76 edits to a video).
Gemma's team decided to have prize draws for engaging with the tool or providing feedback to encourage engagement.

**Pilot draw summary**
Most edits by a student: 1,381  
Students who edited captions: 18  
Feedback: 5 suggestions from 4 students

**Pilot stats**
Downloaded extension: 61 users  
Total edits: 2,343 (2,211 edits excl deletions)

**Course stats**
 BIOSCI 106: 1594 edits  
MECHENG 212: 211 edits  
ENGGEN 1031: 239 edits  
BIOSCI 220: 169 edits

- Gemma also shared positive feedback, and things can be improved during the Panopto crowd captions pilot.

For the following steps, the pilot will run until the end of Semester 2, and Gemma's team will continue to monitor engagement.

Decision pending on making the Crowd Captions tool available more widely for 2023.

Gemma's team will also update the Panopto APAC User Group about the tool and pilot.
Digital Course Outlines (Gemma Sinclair)

- **The 2023 DCO Dates**
  
  Due date: TBC (Proposed Date: 04 November 2022)
  
  Course Director email notification: w/c 10 October 2022
  
  Reminder notification sent: TBC (Proposed: 31st October 2022)
  
  Overdue notification sent: TBC (Proposed 7th November 2022)
  
  **Please note:** Changes to published course outlines need the Publisher's (Assoc Dean) approval.
  Course Outlines can be updated two weeks before the course start date.

- **Editing 2023 DCOs**
  
  All 2023 DCOs will be pre-populated from the most recent course outline to speed up the editing process for Course Directors.
  
  Before submitting, Course Directors will be prompted to confirm they have reviewed and updated the content.

- **Approving 2023 DCOs**
  
  In Reviewer mode, the default statements are collapsed so the reviewer can focus on the sections with course-specific text.
  
  Approvers/Publishers will be able to make minor changes to course outlines in the pending approval/publishing state.

- **2022 Summary**
  
  This year, 2,907-course outlines were published out of 3,271 total. Compared to last year (nearly 80%), 89% of taught courses have published outlines in DCO, which is great to see course directors giving the outlines published to students.
| New analytics (Chun Li) | • Teachers can access learning analytics in Canvas. The Canvas [New Analytics](#) provides interactive chart graphs and data tables about assignment grades and students' weekly online activities (e.g., page views and discussion posts). You can also run CSV reports for missing, late, and excused assignments.

• Chun gave a live demo of the [Learning analytics](#) feature in Canvas. He also mentioned the limitation: the Analytics data is refreshed every 24 hours, so it will not show the latest data. |

| Piazza UI (Gemma Sinclair) | • **Piazza update**

A UI (User Interface) update was released in September. The changes were relatively minor. Workflows and functions remain the same.

The site is now responsive and better equipped for screen readers and keyboard navigation.

If you are experiencing technical issues with Piazza, please email the vendor at [help@piazza.com](mailto:help@piazza.com).

If you experience any technical issues with Canvas, please create a ticket via the [IT Request Portal](#) form or via Staff Service Centre on Ext: 86000 |
| Presentation: Information & Analytic Service transformation (Scott Sealy) | Scott gave a presentation about the context of business intelligence, which is the foundation for the insights team to supply information and analytics services. Please see Scott's presentation video for more details. |