SFU Simon Fraser University Archives and Records Management Department

Finding Aid - TeleLearning Network Inc. fonds (F-172)

Table of contents

Summary information

Repository:	Simon Fraser University Archives and Records Management Department
Title:	TeleLearning Network Inc. fonds
ID:	F-172
Date:	1994 - 2002 (date of creation)
Physical description:	2.88 m of textual records and other material
Dates of creation, revision and deletion:	
Note [generalNote]:	PHYSICAL DESCRIPTION
Fonds includes 1783.9 mb. of multiple media records (electronic), 116 audio cassettes, 135 negatives, 16 contact sheets, 73 digital photographs (.jpg, .gif, .pct formats), 26 photographic transparencies, 16 photographic prints, 5 slides, 3 plaques, 1 sculpture, and 1 scrapbook.
GENERAL NOTE
Photographic material is located mainly in sub-series 4-6, with some additonal photos in sub-series 4-1. Sound recordings are found in series 5, artefacts in series 5 and sub-series 4-6. Electronic records are distributed across most series.
Note [generalNote]:	Financial assistance for the arrangement and description of the records and production of the finding aid was generously provided by the TeleLearning Network Inc., and the Office of the Vice-President President Research (Simon Fraser University).

Administrative history / Biographical sketch

Note

The TeleLearning Network of Centres of Excellence (TL-NCE) was established in 1995 when the federal government's Networks of Centres of Excellence (NCE) program awarded a grant to create a network of researchers from Canadian universities, focusing on the development and application of networked technologies in education and training. TeleLearning established a management office to administer its affairs, and on April 7

1997 the office incorporated under the Corporations Act as TeleLearning Network Inc. (TN Inc.), a not-for-profit corporation. Ostensibly two separate bodies, each with its own Board of Directors, in practice TL-NCE and TN Inc. were not distinct: Board members were identical for both and the same Board session dealt with the affairs of both. TL-NCE was the "research face" and TN Inc. the "legal-administrative face" of the same organization. TeleLearning's renewal application in 2001 for a second round of NCE funding was unsuccessful. The decision was made to close out the Network, and on September 30, 2002 the corporation was officially dissolved.

TeleLearning's mandate was to research, develop and demonstrate effective knowledge-building pedagogies, implemented through telelearning; to support the development of a knowledge economy and learning society in Canada; and to transfer the resulting knowledge into Canadian organizations, institutions of learning and Canadian companies for worldwide exploitation. Its main functions were to organize further research and distribute funding to individual projects through seven distinct research themes; publicize research results through publications, reports, and conferences; promote cooperation among private, public and university sectors; and encourage the development of commercial applications and technologies through the formation of spin-off companies. TeleLearning was primarily funded by the federal government through the NCE programs of the Natural Science and Engineering Research Council of Canada (NSERC), the Social Sciences and Humanities Research Council of Canada (SSHRC), and Industry Canada. Additional funding was obtained through TeleLearning membership fees from participating public and private-sector organizations, including international affiliates. The chief officers of the Network were the Network Leader, Network Co-Leader, and the Executive Director. The Board of Directors was responsible for the overall management and direction of the Network, with certain powers delegated to an appointed Executive Committee. Other committees advised the Board, including the Program Committee and the Knowledge and Technology Transfer Committee. Relations between the Network and member organizations was regulated by the Network Internal Agreement.

TeleLearning's management office operated out of Simon Fraser University, which served as the Network's host institution. The main functions of the management office were disbursement of funds, NCE reporting, communications, member liaison, assistance with funding proposals, and conference organization. As host institution, SFU provided TeleLearning with office space, facilities, and some administrative services (e.g. payroll and finances).

The TeleLearning Network was originally built around four "beacon technologies": Collaboration Architecture and Design Resources for Telelearning (CadreTel), Computer Supported Intentional Learning Environment (CSILE), Teleform, and Virtual-University (Virtual-U). Over 240 public- and private-sector organizations participated in its projects, including over 130 faculty from 30 Canadian universities. The Network supported the growth of the online learning industry with the development of more than 45 software prototypes. Its spin-off companies included TELEStraining Inc., ClearMed Medical Knowledge Inc., Math Resources Inc., Nomino Inc., InVentures Incubator Inc., Cogigraph, the Portal for Online Objects in Learning (POOL), and TeleLearning Solutions Inc.

Custodial history

TeleLearning's management office located at Simon Fraser University continuously maintained custody of the records and transferred the material directly to the Archives following the dissolution of the Network in the fall of 2002.

Scope and content

The fonds consists of records made or received by the TeleLearning Network's management office in the course of administering the Network's affairs.

Activities documented include Annual General Meetings and meetings of the Board of Directors and TeleLearning committees, Network financial administration and budgeting, communications, media relations and web presence, the holding of annual TeleLearning Conferences, NCE reporting, management of research projects, and promotion of TeleLearning spin-off companies.

Records include meeting agendas, minutes and supporting papers; NCE application submissions and working papers; reports, including Annual Reports, NCE statistical reports and the final NCE report; letters patent of incorporation, Network internal agreements, memoranda of agreement, by-laws, policies and procedures; correspondence, notes, and working papers; budgets, financial statements, audit reports, tax returns, year-end documents and planning documents; conference programs, audio tapes of conference presentations, conference promotional material and artifacts; TeleLearning software products on CD ROM, and TeleLearning's web site (burned onto a CD in September 2002); communications plan, press releases and press clippings.

Record media include paper, electronic (spreadsheets, word-processing documents, graphics formats, and html files), optical disks, audio tapes, photographs, graphics and artifacts.

Notes

Title notes

- <u>Source of title proper</u>: Title of the fonds is based on the name of its creator.

Immediate source of acquisition

The Archives acquired the records directly from the TeleLearning management office in 2002.

Arrangement

Arrangement is based on the filing system of the TeleLearning management office.

Restrictions on access

Some files may contain personal or confidential information. Access to these files may be restricted as stipulated by Archives policy or the donor. Files marked "pending review" must be reviewed by an archivist prior to release and, as a result of the review, access restrictions may apply. Please see the file lists and consult the archivist for more details. Access to the sound recordings in series 5 is restricted for preservation reasons due to the fragility of the storage medium (audio cassette tape). The Archives will provide access only through digitizaiton of the originals. As of October 2012 no recordings have been digitized. Consult the reference archivist for more information about access these recordings.

Finding aids

File and item lists are available.

Related material

This fonds contains only the records created by the TeleLearning management office. Associated records may be held by other institutions (e.g. partner universities) and by participating researchers themselves.

Accruals

All accessions have been processed as of February 2003. No further accruals are expected.

Other notes

- Publication status: published
- Level of detail: Full
- Status description: Revised

Access points

- Guest, Peter (subject)
- Curry, Joanne (subject)
- Harasim, Linda (subject)
- Calvert, Thomas W. (subject)
- Sound recording (documentary form)
- Photographic material (documentary form)
- Object (documentary form)
- Textual record (documentary form)
- Communications (subject)
- Education (subject)

- Science and technology (subject)

Series descriptions

Series F-172-1: Board, committee and meeting records

Date: 1995 - 2002 (date of creation)

Scope and content:

Series consists of paper and electronic records relating to the meetings of the Board of Directors, several committees (Executive Committee, Program Commitee, Operations Committee and the Knowledge and Technology Transfer Committee), and the Annual General Meetings. Records include meeting agendas, minutes and supporting papers, correspondence, reports, planning documents, organization charts, budgets and financial statements, resolutions, attendance waiver forms, voting proxy forms, ballots, and proposals. Records are retained in both paper and electronic media.

Physical description: 54 cm of textual records
66.6 mb. of textual records (electronic)

Arrangement:

Series has been arranged into separate sub-series for each meeting body.

Restrictions on access:

Some files may contain personal or confidential information. Access to these files may be restricted as stipulated by Archives policy or the donor. Files marked 'pending review' must be reviewed by an archivist prior to release, and as a result of the review access restrictions may apply. Please see the file lists and consult the archivist for more details.

Finding aids:

File lists are available.

Accruals:

No further accruals are expected.

File / item list

Ref code	Title	Dates	Access status	Container

Sub-series F-172-1-1: Board of Directors meeting records

Date: 1995 - 2002 (date of creation)

Scope and content:

This sub-series consists of records relating to the meetings of the Board of Directors, in the form of the package Directors received in preparation for each meeting. Records include agendas, minutes and supporting papers; correspondence, organization charts, reports, planning documents, budgets and financial statements, communication plans, resolutions, attendance waiver forms, voting proxy forms, ballots, and proposals. The sub-series also includes the Executive Director's file of notes relating to the Board. Both paper and electronic records have been retained, and there is some duplication of documents across media. Electronic records are retained in their original software formats (primarily .doc and .ppt).

Physical description: 25 cm of textual records
29.1 mb. of textual records (electronic)

Arrangement:

Files are arranged chronologically by meeting date.

Restrictions on access:

Some files may contain personal or confidential information. Access to these files may be restricted as stipulated by Archives policy or the donor. Files marked 'pending review' must be reviewed by an archivist prior to release, and as a result of the review access restrictions may apply. Please see the file lists and consult the archivist for more details.

Finding aids:

A file list is available.

Related material:

Some information on Board structure and policy is also available in series F-172-2, "Administrative and operational subject files."

Accruals:

No further accruals are expected.

File / item list				
Ref code	Title	Dates	Access status	Container
F-172-1-1-0-1	File - Board of Directors meeting agendas and supporting papers, vol. 1	1995	Pending review	172-1
F-172-1-1-0-2	File - Board of Directors meeting agendas and supporting papers, vol. 1	1996	Pending review	172-1
F-172-1-1-0-3	File - Board of Directors meeting agendas and supporting papers	1997	Pending review	172-1

F-172-1-1-0-4	File - Board of Directors meeting agendas and supporting papers, vol. 1	1998	Pending review	172-1
F-172-1-1-0-5	File - Board of Directors meeting agendas and supporting papers, vol. 1	1999	Pending review	172-1
F-172-1-1-0-6	File - Board of Directors meeting agendas and supporting papers, vol. 2	1999	Pending review	172-1
F-172-1-1-0-7	File - Board of Directors meeting agendas and supporting papers, vol. 1	2000	Pending review	172-1
F-172-1-1-0-8	File - Board of Directors meeting agendas and supporting papers, vol. 2	2000	Pending review	172-2
F-172-1-1-0-9	File - Board of Directors meeting agendas and supporting papers, vol. 1	2001	Restricted in whole	172-2
F-172-1-1-0-10	File - Board of Directors meeting agendas and supporting papers, vol. 1	2002	Restricted in whole	172-2
F-172-1-1-0-11	File - Board of Directors meeting minutes	1995 - 2001	Restricted in whole	172-2
F-172-1-1-0-12	File - Transition Board of Directors meeting agendas, minutes and supporting papers, vol. 1	2002	Restricted in whole	172-2
F-172-1-1-0-13	File - Board of Directors notes - Executive Director	1996 - 2002	Pending review	172-2
F-172-1-1-0-14	File - Board of Directors meeting agendas and supporting papers, vol. 2	1995	Pending review	
F-172-1-1-0-15	File - Board of Directors meeting agendas and supporting papers, vol. 2	1996	Pending review	
F-172-1-1-0-16	File - Board of Directors meeting agendas and supporting papers, vol. 2	1998	Pending review	
F-172-1-1-0-17	File - Board of Directors meeting agendas and supporting papers, vol. 3	1999	Pending review	
F-172-1-1-0-18	File - Board of Directors meeting agendas and supporting papers, vol. 3	2000	Pending review	
F-172-1-1-0-19	File - Board of Directors meeting agendas and supporting papers, vol. 2	2001	Restricted in whole	
F-172-1-1-0-20	File - Board of Directors meeting agendas and supporting papers, vol. 2	2002	Restricted in whole	
F-172-1-1-0-21	File - Transition Board of Directors meeting agendas, minutes and supporting papers, vol. 2	2002	Restricted in whole	

Sub-series F-172-1-2: Executive Committee meeting records

Date: 1996 - 2002 (date of creation)

Scope and content:

This subseries conists of records relating to the meetings of the Executive Committee. Records include agendas, minutes, supporting papers, correspondence, presentations and reports. Both paper and electronic records have been retained, and there is some duplication of documents across media. Electronic records are retained in their original software formats (primarily .doc and .ppt).

Physical description: 12 cm of textual records
12.6 mb. of textual records (electronic)

Arrangement:

Files are arranged chronologically by meeting date.

Restrictions on access:

Some files may contain personal or confidential information. Access to these files may be restricted as stipulated by Archives policy or the donor. Files marked 'pending review' must be reviewed by an archivist prior to release, and as a result of the review access restrictions may apply. Please see the file lists and consult the archivist for more details.

Finding aids:

A file list is available.

Accruals:

No further accruals are expected.

File / item list				
Ref code	Title	Dates	Access status	Container
F-172-1-2-0-1	File - Executive Committee meeting agendas	1998 - 2001	Restricted in whole	172-3
F-172-1-2-0-2	File - Executive Committee meeting agenda and supporting papers	1999	Pending review	172-3
F-172-1-2-0-3	File - Executive Committee meeting minutes	1996 - 2002	Restricted in whole	172-3
F-172-1-2-0-4	File - Joint Executive Committee and Program Committee meeting, 2000	2000	Pending review	172-3
F-172-1-2-0-5	File - Executive Committee meeting agendas, minutes and supporting papers	1998	Pending review	
F-172-1-2-0-6	File - Executive Committee meeting agendas, minutes and supporting papers	1999	Pending review	
F-172-1-2-0-7	File - Executive Committee meeting agendas, minutes and supporting papers	2000	Pending review	

| F-172-1-2-0-8 | File - Executive Committee meeting agendas, minutes and supporting papers | 2001 | Restricted in whole | |
| F-172-1-2-0-9 | File - Executive Committee meeting agendas, minutes and supporting papers | 2002 | Restricted in whole | |

Sub-series F-172-1-3: Program Committee meeting records

Date: 1995 - 2001 (date of creation)

Scope and content:

This sub-series consists of records relating to the meetings of the Program Committee. Records include agendas, minutes, supporting papers, correspondence, presentations and reports. Both paper and electronic records have been retained, and there is some duplication of documents across media. Electronic records are retained in their original software formats (primarily .doc and .ppt).

Physical description: 13 cm of textual records
19.9 mb. of textual records (electronic)

Arrangement:

Files are arranged chronologically by meeting date.

Restrictions on access:

Some files may contain personal or confidential information. Access to these files may be restricted as stipulated by Archives policy or the donor. Files marked 'pending review' must be reviewed by an archivist prior to release, and as a result of the review access restrictions may apply. Please see the file lists and consult the archivist for more details.

Finding aids:

A file list is available.

Accruals:

No further accruals are expected.

File / item list				
Ref code	Title	Dates	Access status	Container
F-172-1-3-0-1	File - Program Committee meeting minutes	1995 - 2001	Restricted in whole	172-4
F-172-1-3-0-2	File - Program Committee meeting agendas and supporting papers, 1996	1996	Restricted in whole	172-4
F-172-1-3-0-3	File - Program Committee meeting agendas and supporting papers, 1997	1997	Restricted in whole	172-4

F-172-1-3-0-4	File - Program Committee meeting agendas and supporting papers, 1998	1998	Restricted in whole	172-4
F-172-1-3-0-5	File - Program Committee meeting agendas and supporting papers, 1999-2000	1999 - 2000	Restricted in whole	172-4
F-172-1-3-0-6	File - Program Committee meeting notes and correspondence - Executive Director	1996 - 1999	Restricted in whole	172-4
F-172-1-3-0-7	File - Program Committee meeting, agendas, minutes and supporting papers	1998	Restricted in whole	
F-172-1-3-0-8	File - Program Committee meeting, agendas, minutes and supporting papers	1999	Restricted in whole	
F-172-1-3-0-9	File - Program Committee meeting, agendas, minutes and supporting papers	2000	Restricted in whole	
F-172-1-3-0-10	File - Program Committee meeting, agendas, minutes and supporting papers	2001	Restricted in whole	

Sub-series F-172-1-4: Annual General Meeting records

Date: 1996 - 2002 (date of creation)

Scope and content:

This sub-series consists of records relating to the sessions of the AGM. Records include agendas, minutes and supporting papers, correspondence, reports, resolutions, and proxy and waiver forms. Both paper and electronic records have been retained, and there is some duplication of documents across media. Electronic records are retained in their original software formats (.doc).

Physical description: 4 cm of textual records
3.4 mb. of textual records (electronic)

Restrictions on access:

Some files may contain personal or confidential information. Access to these files may be restricted as stipulated by Archives policy or the donor. Files marked 'pending review' must be reviewed by an archivist prior to release, and as a result of the review access restrictions may apply. Please see the file lists and consult the archivist for more details.

Finding aids:

A file list is available.

Accruals:

No further accruals are expected.

	File / item list			
Ref code	Title	Dates	Access status	Container
F-172-1-4-0-1	File - Annual General Meetings agendas	1998 - 2001	Pending review	172-5
F-172-1-4-0-2	File - Annual General Meetings - general file	2001 - 2002	Pending review	172-5
F-172-1-4-0-3	File - Annual General Meeting '96-'97	1996 - 1997	Pending review	
F-172-1-4-0-4	File - Annual General Meeting '98	1998	Pending review	
F-172-1-4-0-5	File - Annual General Meeting '99	1999	Pending review	
F-172-1-4-0-6	File - Annual General Meeting '00	2000	Pending review	
F-172-1-4-0-7	File - Annual General Meeting '01	2001	Restricted in whole	

Sub-series F-172-1-5: Operations Committee meeting records

Date: 1998 - 2000 (date of creation)

Scope and content:

This sub-series consists of records relating to the meetings of the Operations Committee. Records include meeting agendas, minutes and supporting papers. Records are retained only in an electronic medium, in their original software format (.doc).

Physical description: 0.65 mb. of textual records (electronic)

Restrictions on access:

Some files may contain personal or confidential information. Access to these files may be restricted as stipulated by Archives policy or the donor. Files marked 'pending review' must be reviewed by an archivist prior to release, and as a result of the review access restrictions may apply. Please see the file lists and consult the archivist for more details.

Finding aids:

A file list is available.

Related material:

For other information and records relating to this committee, see also the sub-series F-173-4-1, "Communications Manager's subject files," file 21 "Operations Committee."

Accruals:

No further accruals are expected.

	File / item list			
Ref code	Title	Dates	Access status	Container
F-172-1-5-0-1	File - Operations Committee meeting agendas, minutes and supporting papers	1998 - 2000	Pending review	

Sub-series F-172-1-6: Knowledge and Technology Transfer Committee meeting records

Date: 1997 - 2000 (date of creation)

Scope and content:

This sub-series consists of records relating to the meetings of the Knowledge and Technology Transfer Committee. Records include meeting agendas, minutes and supporting papers. Records are retained only in an electronic medium, in their original software format (.doc and .xls).

Physical description: 1.5 mb. of textual records (electronic)

Restrictions on access:

Some files may contain personal or confidential information. Access to these files may be restricted as stipulated by Archives policy or the donor. Files marked 'pending review' must be reviewed by an archivist prior to release, and as a result of the review access restrictions may apply. Please see the file lists and consult the archivist for more details.

Finding aids:

A file list is available.

Related material:

For other material relating to technology transfer, see also series F-172-7, "Spin-off companies." Reports of the Committee may be found in sub-series F-172-1-1, "Board of Directors meeting records."

Accruals:

No further accruals are expected.

File / item list				
Ref code	Title	Dates	Access status	Container
F-172-1-6-0-1	File - Knowledge and Technology Transfer Committee meeting agendas, minutes and supporting papers	1997 - 2000	Pending review	

Series F-172-2: Administrative and operational subject files

Date: 1994 - 2002 (date of creation)

Scope and content:

This series consists of records relating to the general administration of the Network through the management office. Activities documented include establishment of the Network, development of policy and governance structures, strategic planning, incorporation, liaison with member institutions, liaison with the federal Networks of

Centres of Excellence (NCE) program and other NCEs, TeleLearning's mid-term review in 1998 and its renewal application in 2000.

Records includes correspondence, reports (including Annual Reports and the final NCE report), statistics, polices and procedures, insurance policies, agreements (including the Network Internal Agreement), Network by-laws, letters patent of incorporation, funding applications and planning documents. Both paper and electronic records have been retained, and there is some duplication of documents across media. Electronic records are retained in their original software formats (.doc .xls, .ppt, .pdf, .jpg).

Physical description: 76 cm of textual records
51.3 mb. of textual records (electronic)

Arrangement:

Files are arranged alphabetically.

Restrictions on access:

Some files may contain personal or confidential information. Access to these files may be restricted as stipulated by Archives policy or the donor. Files marked 'pending review' must be reviewed by an archivist prior to release, and as a result of the review access restrictions may apply. Please see the file lists and consult the archivist for more details.

Finding aids:

A file list is available.

Accruals:

No further accruals are expected.

File / item list				
Ref code	Title	Dates	Access status	Container
F-172-2-0-0-1	File - Annual reports	1996 - 2001	Pending review	172-6
F-172-2-0-0-2	File - Awards notification	1996 - 2002	Pending review	172-6
F-172-2-0-0-3	File - Board of Directors liability insurance policy	2001 - 2002	Pending review	172-6
F-172-2-0-0-4	File - Board structure - Executive Director's file	1996	Pending review	172-6
F-172-2-0-0-5	File - By-laws	2002	Pending review	172-6
F-172-2-0-0-6	File - Canadian Genetic Diseases Network (CDGN)	1997	Pending review	172-6
F-172-2-0-0-7	File - Expert Panel site visit	1998	Pending review	172-6
F-172-2-0-0-8	File - Extension funding - request	2001 - 2002	Pending review	172-6
F-172-2-0-0-9	File - Extension funding - distribution	2002	Pending review	172-7
F-172-2-0-0-10	File - Final NCE report	2001 - 2002	Open	172-7
F-172-2-0-0-11	File - Funding agreement	1999 - 2002	Pending review	172-7
F-172-2-0-0-12	File - GST requirements	1996 - 2001	Pending review	172-7

F-172-2-0-0-13	File - Health Evidence Application and Linkage Network (HEALNet)	1996 - 1998	Pending review	172-7
F-172-2-0-0-14	File - Incorporation guidelines	1997 - 2002	Pending review	172-7
F-172-2-0-0-15	File - Intelligence Sensing for Innovative Structuring (ISIS)	1996 - 1998	Pending review	172-7
F-172-2-0-0-16	File - Memorandum of Agreement	1997	Pending review	172-7
F-172-2-0-0-17	File - Memberships - general information and correspondence	1996 - 2001	Pending review	172-7
F-172-2-0-0-18	File - Midterm review, vol. 1	1998	Pending review	172-8
F-172-2-0-0-19	File - Midterm review, vol. 2	1998	Pending review	172-8
F-172-2-0-0-20	File - Midterm review, vol. 3	1998	Pending review	172-8
F-172-2-0-0-21	File - NCE annual statistical report 1996-1997	1996 - 1997	Pending review	172-8
F-172-2-0-0-22	File - NCE annual statistical report 1997-1998	1997 - 1998	Pending review	172-8
F-172-2-0-0-23	File - NCE annual statistical report 1998-1999	1998 - 1999	Pending review	172-8
F-172-2-0-0-24	File - NCE annual statistical report 1999-2000	1999 - 2000	Pending review	172-8
F-172-2-0-0-25	File - NCE annual statistical report 2000-2001	2000 - 2001	Pending review	172-8
F-172-2-0-0-26	File - NCE annual statistical report 2001-2002	2000 - 2001	Pending review	172-8
F-172-2-0-0-27	File - NCE renewal application, vol. 1	1996 - 2000	Pending review	172-8
F-172-2-0-0-28	File - NCE renewal application, vol. 2	1996 - 2000	Pending review	172-8
F-172-2-0-0-29	File - NCE renewal application - submission: Renewal Application	2000	Pending review	172-9
F-172-2-0-0-30	File - NCE renewal application - submission: Progress Report	2000	Pending review	172-9
F-172-2-0-0-31	File - NCE renewal application - submission: Letters of Support	2000	Pending review	172-9
F-172-2-0-0-32	File - NCE renewal application - submission: Curriculum Vitae for Network Investigators	2000	Pending review	172-9
F-172-2-0-0-33	File - NCE renewal application - financial portion, vol. 1	2000	Pending review	172-9
F-172-2-0-0-34	File - NCE renewal application - financial portion, vol. 2	2000	Pending review	172-9
F-172-2-0-0-35	File - NCE renewal application - financial portion, vol. 3	2000	Pending review	172-9
F-172-2-0-0-36	File - NCE renewal application - decision	2000 - 2001	Pending review	172-9
F-172-2-0-0-37	File - Network Internal Agreement	1995 - 1996	Pending review	172-10
F-172-2-0-0-38	File - Network Internal Agreement - Executive Director's file, vol. 1	1995 - 1996	Pending review	172-10
F-172-2-0-0-39	File - Network Internal Agreement - Executive Director's file, vol. 2	1995 - 1996	Pending review	172-10
F-172-2-0-0-40	File - Office insurance policy	1997 - 2002	Pending review	172-10
F-172-2-0-0-41	File - Original Letter of Intent, proposal and strategic plan	1994	Pending review	172-10
F-172-2-0-0-42	File - Phase II, Year II general documents	2000	Pending review	172-10
F-172-2-0-0-43	File - Proposal review guidelines	1999	Pending review	172-10
F-172-2-0-0-44	File - Strategic Plan, 1999-2002	1998	Pending review	172-11

F-172-2-0-0-45	File - Technology mediated learning report	1998	Pending review	172-11
F-172-2-0-0-46	File - TeleLearning correspondence (early years)	1994 - 1996	Pending review	172-11
F-172-2-0-0-47	File - Theme 3 workshop on web technology:" Developing Collaborative Applications Using the World Wide Web 'Shell'"	1997	Pending review	172-11
F-172-2-0-0-48	File - Virtual U training session	1996	Pending review	172-11
F-172-2-0-0-49	File - Beacon overviews	1996	Open	
F-172-2-0-0-50	File - Bylaws - electronic file	1996 - 2002	Open	
F-172-2-0-0-51	File - Disclosures	1999 - 2002	Pending review	
F-172-2-0-0-52	File - Midterm review 1998, vol. 4	1998	Pending review	
F-172-2-0-0-53	File - Network internal agreement - electronic file	1995 - 2002	Pending review	
F-172-2-0-0-54	File - Organization charts	1996 - 2001	Pending review	
F-172-2-0-0-55	File - NCE renewal application, vol. 3	1996 - 2002	Pending review	
F-172-2-0-0-56	File - Travel policy	2001	Pending review	
F-172-2-0-0-57	File - Research budget, Phase II (1999/02)	1999	Pending review	172-11

Series F-172-3: Financial files

Date: 1995 - 2002 (date of creation)

Scope and content:

Series consists of records relating to the management of TeleLearning's finances. Activities documented include budget planning, preparation of year-end documentation, tax and information returns, funding applications, distribution of funds, and audits. Records include budgets, spreadsheets, financial statements and supporting papers, tax and information returns, applications, correspondence and reports. Both paper and electronic records have been retained, and there is some duplication of documents across media. Electronic records are retained in their original software formats (.doc, .xls).

Physical description: 25 cm of textual records
11.7 mb. of textual records (electronic)

Arrangement:

Files are arranged alphabetically.

Restrictions on access:

Some files may contain personal or confidential information. Access to these files may be restricted as stipulated by Archives policy or the donor. Files marked 'pending review' must be reviewed by an archivist prior to release, and as a result of the review access restrictions may apply. Please see the file lists and consult the archivist for more details.

Finding aids:

A file list is available.

Related material:

Other information relating to Network finances can also be found in some files in series F-172-2, "Administrative and operational subject files." High-level financial summaries are included among the meeting supporting papers in sub-series F-172-1-1, "Board of Directors meeting records."

Accruals:

No further accruals are expected.

File / item list

Ref code	Title	Dates	Access status	Container
F-172-3-0-0-1	File - Additional funding to researchers	2002	Pending review	172-12
F-172-3-0-0-2	File - Audit information	1999 - 2000	Pending review	172-12
F-172-3-0-0-3	File - BDO Dunwoody - audit	2001 - 2002	Pending review	172-12
F-172-3-0-0-4	File - Budget planning - administration, vol. 1	1996 - 2002	Pending review	172-12
F-172-3-0-0-5	File - Budget planning - administration, vol. 2	1996 - 2002	Pending review	172-12
F-172-3-0-0-6	File - Budget planning - administration, vol. 3	1996 - 2002	Pending review	172-12
F-172-3-0-0-7	File - Budget planning - administration, vol. 4	1996 - 2002	Pending review	172-12
F-172-3-0-0-8	File - Budget planning - projects, vol. 1	1996 - 2002	Pending review	172-12
F-172-3-0-0-9	File - Budget planning - projects, vol. 2	1996 - 2002	Pending review	172-12
F-172-3-0-0-10	File - Budget planning - projects, vol. 3	1996 - 2002	Pending review	172-13
F-172-3-0-0-11	File - Budget planning - projects, vol. 4	1996 - 2002	Pending review	172-13
F-172-3-0-0-12	File - Extension funding application	2001	Pending review	172-13
F-172-3-0-0-13	File - Extension funding - financial portion	2001 - 2002	Pending review	172-13
F-172-3-0-0-14	File - Extension Funding - financial portion	2001 - 2002	Pending review	172-13
F-172-3-0-0-15	File - Financial admin guidelines	1996	Pending review	172-13
F-172-3-0-0-16	File - Tax returns and information returns	2002	Pending review	172-13
F-172-3-0-0-17	File - Year end documents - Mar 31/96	1996	Pending review	172-13
F-172-3-0-0-18	File - Year end documents - Mar 31/97	1997	Pending review	172-13
F-172-3-0-0-19	File - Year end documents - Mar 31/98	1998	Pending review	172-13
F-172-3-0-0-20	File - Year end documents - Mar 31/99	1999	Pending review	172-13

F-172-3-0-0-21	File - Year end documents - Mar 31/00	2000	Pending review	172-13
F-172-3-0-0-22	File - Year end documents - Mar 31/01	2001	Pending review	172-13
F-172-3-0-0-23	File - Year end documents - Mar 31/02	2002	Pending review	172-13
F-172-3-0-0-24	File - Period end documents - Sep 30/02	2002	Pending review	172-13
F-172-3-0-0-25	File - Administrative funding	1997 - 2002	Pending review	
F-172-3-0-0-26	File - Audit	1999 - 2001	Pending review	
F-172-3-0-0-27	File - Budgets	1995 - 2002	Open	
F-172-3-0-0-28	File - Infrastructure awards	1997 - 2001	Pending review	
F-172-3-0-0-29	File - Membership	1995 - 2001	Pending review	
F-172-3-0-0-30	File - Research funding	1995 - 2002	Pending review	

Series F-172-4: Communications files

Date: 1994 - 2002 (date of creation)

Scope and content:

This series consists of records relating to the communications function. Activities documented include development of a communications plan, media relations, advertising and publicity, production of the Network electronic newsletter "Tele-Chat," maintenance of the TeleLearning web site, and delivery of papers, presentations and reports concerning the Network. Records include correspondence, reports, press releases, press clippings, web site, artwork, logos, graphics, photographs and negatives, papers and presentations, and TeleLearning demonstration products on compact disk. Records are retained in both paper and electronic media.

Physical description: 46 cm of textual records
1629.4 mb. of multiple media records (electronic)
43 items photographic material
5 optical disks
4 artifacts

Note:

Physical description: 9 photographs located in F-172-4-1-0-2
Physical description: 7 photographs located in F-172-4-6-0-4
General note: photographic material is located in sub-series 1 and 6.

Restrictions on access:

Some files may contain personal or confidential information. Access to these files may be restricted as stipulated by Archives policy or the donor. Files marked 'pending review' must be reviewed by an archivist prior to release, and as a result of the review access restrictions may apply. Please see the file lists and consult the archivist for more details.

Finding aids:

File and item lists are

File / item list				
Ref code	Title	Dates	Access status	Container

Sub-series F-172-4-1: Communications Manager's subject files

Date: 1995 - 2000 (date of creation)

Scope and content:

Sub-series consists of the working files created by the Communications Manager. Activities documented include media and public relations, government relations, development of a communications plan and strategy, committee work (the Networks of Centres of Excellence Communications Committee and the TeleLearning Operations Committee), web site development, and projects (the "Collaborations" CD ROM and a joint TeleLearning and Office of Learning Technology Writing Project).
Records include correspondence, reports, notes and working papers, communication plans, meeting agendas and minutes, proposals, work plans, agreements and contracts (copies), invoices, budget papers, purchase orders, estimates, permission forms, surveys, evaluation forms, contact lists, media releases, interview notes, presentations, advertising copy, newsletters and reprints. Photographs are included in file 2, "Annual report in progress." Records are retained in paper medium only.

Physical description: 31 cm of textual records
9 photographs

Note:

General note: photographs are located in file F-172-4-1-0-2.

Arrangement:

Files are arranged alphabetically by file title.

Restrictions on access:

Some files may contain personal or confidential information. Access to these files may be restricted as stipulated by Archives policy or the donor. Files marked 'pending review' must be reviewed by an archivist prior to release, and as a result of the review access restrictions may apply. Please see the file lists and consult the archivist for more details.

Finding aids:

A file list is available.

Accruals:

No further accruals are expected.

File / item list				
Ref code	Title	Dates	Access status	Container
F-172-4-1-0-1	File - Advertising and public relations	1998	Pending review	172-14
F-172-4-1-0-2	File - Annual report in progress	1998 - 2000	Pending review	172-14
F-172-4-1-0-3	File - Collaborations CD ROM project, vol. 1	1998 - 1999	Pending review	172-14
F-172-4-1-0-4	File - Collaborations CD ROM project, vol. 2	1998 - 1999	Pending review	172-14
F-172-4-1-0-5	File - Collaborations CD ROM project, vol. 3	1998 - 1999	Pending review	172-14
F-172-4-1-0-6	File - Collaborations CD ROM project, vol. 4	1998 - 1999	Pending review	172-14
F-172-4-1-0-7	File - Collaborations CD ROM project - permission forms	1998	Pending review	172-14
F-172-4-1-0-8	File - Communications Plan	1996 - 2000	Pending review	172-14
F-172-4-1-0-9	File - Conference - Montreal 1999	1996 - 1999	Pending review	172-15
F-172-4-1-0-10	File - Correspondence	1999 - 2000	Pending review	172-15
F-172-4-1-0-11	File - Government relations	1999	Pending review	172-15
F-172-4-1-0-12	File - Media - issues management	1995 - 1997	Pending review	172-15
F-172-4-1-0-13	File - Media correspondence	1997 - 2000	Pending review	172-15
F-172-4-1-0-14	File - Media lists	1996 - 2000	Pending review	172-15
F-172-4-1-0-15	File - Media relations - correspondence	1996 - 1998	Pending review	172-15
F-172-4-1-0-16	File - Media releases / coverage	1997 - 1999	Pending review	172-15
F-172-4-1-0-17	File - Meetings	1997 - 2000	Pending review	172-15
F-172-4-1-0-18	File - NCE Communications Committee	1997 - 1998	Pending review	172-15
F-172-4-1-0-19	File - NCE program	1995 - 1999	Pending review	172-15
F-172-4-1-0-20	File - Office of Learning Technology / TeleLearning Writing Project	1998 - 1999	Pending review	172-16
F-172-4-1-0-21	File - Operations Committee	1999	Pending review	172-16
F-172-4-1-0-22	File - Researcher information	1997 - 1999	Pending review	172-16
F-172-4-1-0-23	File - Strategy	1996	Pending review	172-16
F-172-4-1-0-24	File - Translations	1996 - 1999	Pending review	172-16
F-172-4-1-0-25	File - Web site	1995 - 1999	Pending review	172-16

Sub-series F-172-4-2: Media releases and clippings

Date: 1994 - 2002 (date of creation)

Scope and content:

Sub-series consists of media releases created by TeleLearning, as well as articles, transcripts and other material relating to TeleLearning collected by the Network to monitor its media coverage. Records are retained in paper medium only.

Physical description: 6 cm of textual records

Arrangement:

Files are arranged alphabetically by file title.

Restrictions on access:

Some files may contain personal or confidential information. Access to these files may be restricted as stipulated by Archives policy or the donor. Files marked 'pending review' must be reviewed by an archivist prior to release, and as a result of the review access restrictions may apply. Please see the file lists and consult the archivist for more details.

Finding aids:

A file list is available.

Accruals:

No further accruals are expected.

File / item list				
Ref code	Title	Dates	Access status	Container
F-172-4-2-0-1	File - Press clippings	1994 - 1997	Pending review	172-16
F-172-4-2-0-2	File - Press clippings	1998	Pending review	172-16
F-172-4-2-0-3	File - Press clippings	1999	Pending review	172-16
F-172-4-2-0-4	File - Press clippings	2000 - 2002	Pending review	172-16
F-172-4-2-0-5	File - Press clippings - controversies	1996 - 1997	Pending review	172-16
F-172-4-2-0-6	File - Press releases	1995 - 2001	Pending review	172-16

Sub-series F-172-4-3: TeleLearning web site

Date: 2002 (date of creation)

Scope and content:

Sub-series consists of the TeleLearning web site as it was in September 2002, when it was burned onto a compact disk. Earlier versions of the web site were not preserved. The main sections include Home page, Profile, Activities and events, Research projects, Conference, Contact, K-12, Post-secondary, Teachers, Workplace, En français, Talk to us, and a Member / researcher section.

Physical description: 284.4 MB of mutliple media records (electronic)

Note:

Physical description: sub-series consists of 1 optical disc.

Restrictions on access:

Some files may contain personal or confidential information. Access to these files may be restricted as stipulated by Archives policy or the donor. Files marked 'pending review' must be reviewed by an archivist prior to release, and as a result of the review access restrictions may apply. Please see the file lists and consult the archivist for more details.

Finding aids:

A printout of the basic directory structure is available with the CD ROM.

Related material:

For records relating to the development and maintenance of the web site, see sub-series F-172-4-1 "Communications Manager's subject files," file 25 "Web site."

Accruals:

No further accruals are expected.

<table>
<tr><td colspan="5" align="center">File / item list</td></tr>
<tr><td>Ref code</td><td>Title</td><td>Dates</td><td>Access status</td><td>Container</td></tr>
<tr><td>F-172-4-3-0-0-1</td><td>Item - TeleLearning website</td><td>September 18, 2002</td><td>Pending review</td><td>OBJ-1059</td></tr>
</table>

Sub-series F-172-4-4: TeleLearning demonstration disks

Date: 1997 - 2001 (date of creation)

Scope and content:

Sub-series consists of compact disks (CDs) containing TeleLearning products for public demonstration. Demonstrations include an internet course reader, course delivery and course enhancement software for the internet, and a practitioner's guide to telelearning.

Physical description: 1241.6 MB of multiple media records (electronic)

Note:

Physical description: sub-series includes 4 optical discs.

Arrangement:

Items are arranged alphabetically.

Restrictions on access:

Some files may contain personal or confidential information. Access to these files may be restricted as stipulated by Archives policy or the donor. Files marked 'pending review' must be reviewed by an archivist prior to release, and as a result of the review access restrictions may apply. Please see the file lists and consult the archivist for more details.

Finding aids:

An item list is available.

Accruals:

No further accruals are expected.

File / item list				
Ref code	Title	Dates	Access status	Container
F-172-4-4-0-0-2	Item - Collaborations: A Practitioner's Guide to TeleLearning	September 30, 1998	Pending review	OBJ-1057 OBJ-1058
F-172-4-4-0-0-3	Item - The Internet Course Reader: Demo	2001	Pending review	OBJ-1060
F-172-4-4-0-0-1	Item - Virtual-U: course delivery and course enhancement software for the World Wide Web	1997	Pending review	OBJ-1061

Sub-series F-172-4-5: Tele-Chat electronic newsletter

Date: 1998 - 2002 (date of creation)

Scope and content:

This sub-series consists of the electronic documents that comprised the newsletter. Records are retained in their original software formats (.doc).

Physical description: 2.7 mb. of textual records (electronic)

Arrangement:

Files are arranged chronologically by issue.

Restrictions on access:

Some files may contain personal or confidential information. Access to these files may be restricted as stipulated by Archives policy or the donor. Files marked 'pending review' must be reviewed by an archivist prior to release, and as a result of the review access restrictions may apply. Please see the file lists and consult the archivist for more details.

Finding aids:

A file list is available.

Accruals:

No further accruals are expected.

File / item list				
Ref code	Title	Dates	Access status	Container
F-172-4-5-0-1	File - Tele-Chat '98	1998	Pending review	
F-172-4-5-0-2	File - Tele-Chat '99	1999	Pending review	
F-172-4-5-0-3	File - Tele-Chat '01	2001	Pending review	
F-172-4-5-0-4	File - Tele-Chat '02	2002	Pending review	

Sub-series F-172-4-6: Photographs, graphics and artifacts

Date: 1996 - 2002 (date of creation)

Scope and content:

Sub-series consists of visual material and artifacts relating to TeleLearning events, officers (portraits), promotional material and awards. Records include photographs, graphics, artwork, flyers, logos, sample letterhead, a photo scrapbook, and awards (Gallery of Superb Printing in BC and a Public Sector Partnership Award). Media include paper, prints, negatives, contact sheets, artifacts (placques and a sculpture), and electronic records in their original software formats (.jpg, .eps, .tif, .pct, and .gif).

Physical description: 100.7 mb. of mulitple media records (electronic) and other material

Note:

Physical description: sub-series includes 135 negatives, 16 contact sheets, 73 digital photographs (.jpg, .gif, .pct formats), 26 photographic transparencies, 7 photographic prints, 5 slides, 3 plaques, 1 sculpture, and 1 scrapbook.

Restrictions on access:

Some files may contain personal or confidential information. Access to these files may be restricted as stipulated by Archives policy or the donor. Files marked 'pending review' must be reviewed by an archivist prior to release, and as a result of the review access restrictions may apply. Please see the file lists and consult the archivist for more details.

Finding aids:

File and item lists are available.

Related material:

Other files containing photographs are found in series F-172-4-1 "Communications Manager's subject files" file 2 "Annual report in progress."

Accruals:

No further accruals are expected.

File / item list				
Ref code	Title	Dates	Access status	Container
F-172-4-6-0-0-2	Item - Award: Gallery of Superb Printing in BC Certificate of Merit 1996-1997	1997	Pending review	
F-172-4-6-0-0-1	Item - Award: Gallery of Superb Printing in BC Certificate of Merit 1996	1996	Pending review	
F-172-4-6-0-0-3	Item - Award: Gallery of Superb Printing in BC Certificate of Merit 1997	1997	Pending review	

Ref code	Title	Dates	Access status	Container
F-172-4-6-0-0-4	Item - Award: Partnership Award (Public Sector) TeleLearning 2000	2000	Pending review	
	Note: Glass			
F-172-4-6-0-0-6	Item - Photo scrapbook	[199-?]	Pending review	
F-172-4-6-0-1	File - Contact sheets	[199-?]	Pending review	172-5
F-172-4-6-0-2	File - Graphics	[199-?]	Pending review	172-5
F-172-4-6-0-3	File - Negatives and transparencies	[199-?]	Pending review	172-5
F-172-4-6-0-4	File - Photographs and slides		Pending review	172-5
F-172-4-6-0-5	File - Publications, promotions, letterhead	1996 - 2000	Pending review	172-5
F-172-4-6-0-6	File - Artwork and Logos	1996 - 2002	Open	
F-172-4-6-0-7	File - Flyers	1999 - 2001	Open	
F-172-4-6-0-8	File - Photos	1997 - 2002	Open	

Sub-series F-172-4-7: Papers, presentations and reports

Date: 1997 - 2002 (date of creation)

Scope and content:

Sub-series consists of reports about TeleLearning delivered by Network members in various venues, as well as reports commissioned by TeleLearning to summarize its activities and results. Records are retained predominantly in electronic media, maintained in their original software formats (.doc, .txt and .pdf); also included is a paper oversized book (originally bound) diagramming the "genealogy of research projects" conducted by the Network.

Physical description: 1 cm of textual records
43.9 mb. of textual records (electronic)

Restrictions on access:

Some files may contain personal or confidential information. Access to these files may be restricted as stipulated by Archives policy or the donor. Files marked 'pending review' must be reviewed by an archivist prior to release, and as a result of the review access restrictions may apply. Please see the file lists and consult the archivist for more details.

Finding aids:

File and item lists are available.

Accruals:

No further accruals are expected.

File / item list				
Ref code	Title	Dates	Access status	Container

F-172-4-7-0-0-1	Item - Genealogy of Research Projects at the TeleLearning Network of Centres of Excellence	2000	Pending review
	Note:		
	Physical description: originally bound in scrapbook format.		
F-172-4-7-0-1	File - Papers	1997 - 2001	Pending review
F-172-4-7-0-2	File - Presentations	1999 - 2002	Pending review
F-172-4-7-0-3	File - Research reports series	1998 - 2000	Pending review

Sub-series F-172-4-8: Publications

Date: 1996-2000 (date of creation)

Scope and content:

Subseries consists of publications produced by Telelearning Network of Centres of Excellence, including annual reports, preliminary and final conference programs, newsletters, and promotional booklets.

Physical description: 6 cm of textual records

Access points:

- Textual record (documentary form)

<table>
<tr><td colspan="5" align="center">File / item list</td></tr>
<tr><td>Ref code</td><td>Title</td><td>Dates</td><td>Access status</td><td>Container</td></tr>
<tr><td>F-172-4-8-0-1</td><td>File - Publications</td><td>1996-1997</td><td></td><td>172-31</td></tr>
<tr><td>F-172-4-8-0-2</td><td>File - Publications</td><td>1997-1998</td><td></td><td>172-31</td></tr>
<tr><td>F-172-4-8-0-3</td><td>File - Publications</td><td>1998-2000</td><td></td><td>172-31</td></tr>
</table>

Series F-172-5: TeleLearning Conference records

Date: 1996 - 2001 (date of creation)

Scope and content:

This series consists of records relating to TeleLearning conferences. Activities documented include conference planning and organization, media relations, delivery of conference sessions, and post-conference evaluations.
Records include conference material (programs, abtracts, and audio recordings of sessions); publicity material (brochures, posters, graphics and promotional artifacts); administrative records (correspondence, work plans, contracts and agreements, release forms, budgets, speakers and registration lists, media releases); and post-conference reports (debriefings, wrap-up reports, conference statistics).

Physical description: 52 cm of textual records
92 sound recordings
40 artifacts

Note:

  Physical description: includes 116 audio cassettes.

Arrangement:

  Series was arranged by the archivist into sub-series for each year's conference.

Restrictions on access:

  Some files may contain personal or confidential information. Access to these files may
  be restricted as stipulated by Archives policy or the donor. Files marked "pending review"
  must be reviewed by an archivist prior to release and, as a result of the review, access
  restrictions may apply. Please see the file lists and consult the archivist for more details.
  Access to the sound recordings is restricted for preservation reasons due to the fragility
  of the storage medium (audio cassette tape). The Archives will provide access only
  through digitizaiton of the originals. As of October 2012 no recordings have been
  digitized. Consult the reference archivist for more information about access these
  recordings.

Finding aids:

  File and item lists are available.

Related material:

  See also series F-172-4 "Communications file" for additional information relating to
  TeleLearning conferences.

Accruals:

  No further accruals are expected.

File / item list

Ref code	Title	Dates	Access status	Container

Sub-series F-172-5-1: Conference files: general

Date: 1997 - 2001 (date of creation)

Scope and content:

  Sub-series consists of files relating generally to the TeleLearning annual conferences.
  Includes a file relating to the history of the conferences and speaker release forms
  relating to the audio recordings.

Physical description: 3 cm of textual records

Arrangement:

Files are arranged chronologically.

Restrictions on access:

Some files may contain personal or confidential information. Access to these files may be restricted as stipulated by Archives policy or the donor. Files marked "pending review" must be reviewed by an archivist prior to release and, as a result of the review, access restrictions may apply. Please see the file lists and consult the archivist for more details.

<table>
<tr><td colspan="5" align="center">File / item list</td></tr>
<tr><td>Ref code</td><td>Title</td><td>Dates</td><td>Access status</td><td>Container</td></tr>
<tr><td>F-172-5-1-0-1</td><td>File - Conferences - history</td><td>1997 - 2000</td><td>Pending review</td><td>172-17</td></tr>
<tr><td>F-172-5-1-0-2</td><td>File - Audio taping authorization forms</td><td>2000</td><td>Pending review</td><td>172-17</td></tr>
<tr><td>F-172-5-1-0-3</td><td>File - Audio taping authorization forms</td><td>2001</td><td>Pending review</td><td>172-17</td></tr>
</table>

Sub-series F-172-5-2: 1996 Montreal Conference files

Date: 1996 (date of creation)

Scope and content:

Sub-series consists of material relating to the 1996 TeleLearning Conference held in Montreal.

Physical description: 2 cm of textual records
1 sound recording

Note:

Physical description: includes 2 audio cassettes.

Restrictions on access:

Some files may contain personal or confidential information. Access to these files may be restricted as stipulated by Archives policy or the donor. Files marked "pending review" must be reviewed by an archivist prior to release and, as a result of the review, access restrictions may apply. Please see the file lists and consult the archivist for more details. Access to the sound recordings is restricted for preservation reasons due to the fragility of the storage medium (audio cassette tape). The Archives will provide access only through digitizaiton of the originals. As of October 2012 no recordings have been digitized. Consult the reference archivist for more information about access these recordings.

<table>
<tr><td colspan="5" align="center">File / item list</td></tr>
<tr><td>Ref code</td><td>Title</td><td>Dates</td><td>Access status</td><td>Container</td></tr>
<tr><td>F-172-5-2-0-0-1</td><td>Item - TeleLearning 1996</td><td>3 December 1996 - 7</td><td>Pending review</td><td>OBJ-3644 OBJ-3645</td></tr>
</table>

		December 1996		
F-172-5-2-0-1	File - TeleLearning Conference - Montreal 1996, vol. 1	1996	Pending review	172-17
F-172-5-2-0-2	File - TeleLearning Conference - Montreal 1996, vol. 2	1996	Pending review	172-17

Sub-series F-172-5-3: 1997 Toronto Conference files

Date: 1997 (date of creation)

Scope and content:

Sub-series consists of material relating to the 1997 TeleLearning Conference held in Toronto.

Physical description: 10 cm of textual records
7 sound recordings

Note:

Physical description: includes 8 audio cassettes.

Restrictions on access:

Some files may contain personal or confidential information. Access to these files may be restricted as stipulated by Archives policy or the donor. Files marked "pending review" must be reviewed by an archivist prior to release and, as a result of the review, access restrictions may apply. Please see the file lists and consult the archivist for more details. Access to the sound recordings is restricted for preservation reasons due to the fragility of the storage medium (audio cassette tape). The Archives will provide access only through digitizaiton of the originals. As of October 2012 no recordings have been digitized. Consult the reference archivist for more information about access these recordings.

File / item list				
Ref code	Title	Dates	Access status	Container
F-172-5-3-0-0-1	Item - Opening plenary 1997	5 November 1997	Pending review	OBJ-3646
F-172-5-3-0-0-2	Item - Practice and Research In Workplace Training	5 November 1997	Pending review	OBJ-3647
F-172-5-3-0-0-3	Item - K-12 State of the Art	5 November 1997	Pending review	OBJ-3648 OBJ-3649
F-172-5-3-0-0-4	Item - Evolution of Technologies and Evolution of Knowledge	6 November 1997	Pending review	OBJ-3650
F-172-5-3-0-0-5	Item - Theme 7 Integrative Question	6 November 1997	Pending review	OBJ-3651
F-172-5-3-0-0-6	Item - Post-Secondary State of the Art	6 November 1997	Pending review	OBJ-3652
F-172-5-3-0-0-7	Item - TeleLearning banquet	6 November 1997	Pending review	OBJ-3653

F-172-5-3-0-1	File - TeleLearning Conference - Toronto 1997, vol. 1	1997	Pending review	172-17
F-172-5-3-0-2	File - TeleLearning Conference - Toronto 1997, vol. 2	1997	Pending review	172-17
F-172-5-3-0-3	File - TeleLearning Conference - Toronto 1997: promotional material	1997	Pending review	172-29

Sub-series F-172-5-4: 1998 Vancouver Conference files

Date: 1998 (date of creation)

Scope and content:

Sub-series consists of material relating to the 1998 TeleLearning Conference held in Vancouver.

Physical description: 2 cm of textual records
18 sound recordings

Note:

Physical description: includes 25 audio cassettes.

Restrictions on access:

Some files may contain personal or confidential information. Access to these files may be restricted as stipulated by Archives policy or the donor. Files marked "pending review" must be reviewed by an archivist prior to release and, as a result of the review, access restrictions may apply. Please see the file lists and consult the archivist for more details. Access to the sound recordings is restricted for preservation reasons due to the fragility of the storage medium (audio cassette tape). The Archives will provide access only through digitizaiton of the originals. As of October 2012 no recordings have been digitized. Consult the reference archivist for more information about access these recordings.

File / item list				
Ref code	Title	Dates	Access status	Container
F-172-5-4-0-0-1	Item - Human Computer Interaction (HCI) Workshop: Applying HCI methodology to usability studies of Telelearning applications	14 November 1998	Pending review	OBJ-3654 OBJ-3655 OBJ-3656
F-172-5-4-0-0-2	Item - Commercial Products and Platforms for Telelearning	14 November 1998	Pending review	OBJ-3657 OBJ-3658
F-172-5-4-0-0-3	Item - Machine Learning for Human Learning	15 November 1998	Pending review	OBJ-3659 OBJ-3660
F-172-5-4-0-0-4	Item - International Market Opportunities in Telelearning	15 November 1998	Pending review	OBJ-3661
F-172-5-4-0-0-5	Item - Results that Surprise	15 November 1998	Pending review	OBJ-3662
F-172-5-4-0-0-6	Item - The Designs of Virtual Labs and Simulations	15 November 1998	Pending review	OBJ-3663

F-172-5-4-0-0-7	Item - Innovations in Canadian Colleges	15 November 1998	Pending review	OBJ-3664
F-172-5-4-0-0-8	Item - The Global Educators Network: A new model for international partnerships	16 November 1998	Pending review	OBJ-3665
F-172-5-4-0-0-9	Item - What's Up Down South	16 November 1998	Pending review	OBJ-3666
F-172-5-4-0-0-10	Item - Workplace: Virtual Telelearning Centres, Design and Implementation	16 November 1998	Pending review	OBJ-3667
F-172-5-4-0-0-11	Item - Telelearning in Practice	16 November 1998	Pending review	OBJ-3668
F-172-5-4-0-0-12	Item - Making Telelearning Work for Diverse Communities	16 November 1998	Pending review	OBJ-3669
F-172-5-4-0-0-13	Item - Awards banquet	16 November 1998	Pending review	OBJ-3670
F-172-5-4-0-0-14	Item - Using Telelearning in Developing Countries	17 November 1998	Pending review	OBJ-3671 OBJ-3672
F-172-5-4-0-0-15	Item - Policy Forum - Virtual universities: Dispatches from the front	17 November 1998	Pending review	OBJ-3673 OBJ-3674
F-172-5-4-0-0-16	Item - Making the Business Case	17 November 1998	Pending review	OBJ-3675 OBJ-3676
F-172-5-4-0-0-17	Item - K-12 Telelearning Advances	17 November 1998	Pending review	OBJ-3677
F-172-5-4-0-0-18	Item - Post-secondary: New Models of Learning, New Methods of Research	17 November 1998	Pending review	OBJ-3678
F-172-5-4-0-1	File - TeleLearning Conference - Vancouver 1998, vol. 1	1998	Pending review	172-18
F-172-5-4-0-2	File - TeleLearning Conference - Vancouver 1998, vol. 2	1998	Pending review	172-18

Sub-series F-172-5-5: 1999 Montreal Conference files

Date: 1999 (date of creation)

Scope and content:

Sub-series consists of material relating to the 1999 TeleLearning Conference held in Montreal.

Physical description: 12 cm of textual records
23 sound recordings

Note:

Physical description: includes 28 audio cassettes.

Restrictions on access:

Some files may contain personal or confidential information. Access to these files may be restricted as stipulated by Archives policy or the donor. Files marked "pending review"

must be reviewed by an archivist prior to release and, as a result of the review, access restrictions may apply. Please see the file lists and consult the archivist for more details. Access to the sound recordings is restricted for preservation reasons due to the fragility of the storage medium (audio cassette tape). The Archives will provide access only through digitizaiton of the originals. As of October 2012 no recordings have been digitized. Consult the reference archivist for more information about access these recordings.

File / item list				
Ref code	Title	Dates	Access status	Container
F-172-5-5-0-0-1	Item - Opening Plenary	7 November 1999	Pending review	OBJ-3679 OBJ-3680
F-172-5-5-0-0-2	Item - Educating the Educator State-of-the-Art	7 November 1999	Pending review	OBJ-3681 OBJ-3682
F-172-5-5-0-0-3	Item - Industry Snapshot: Distributed Learning Momentum, Spins and New Ventures	7 November 1999	Pending review	OBJ-3683
F-172-5-5-0-0-4	Item - Innovative Learning Applications Using Broadband Networks	7 November 1999	Pending review	OBJ-3684
F-172-5-5-0-0-5	Item - K-12 and Teacher Training	7 November 1999	Pending review	OBJ-3685
F-172-5-5-0-0-6	Item - K-12 Pioneer Panel	7 November 1999	Pending review	OBJ-3686
F-172-5-5-0-0-7	Item - Post-secondary Education Pioneer Panel	7 November 1999	Pending review	OBJ-3687
F-172-5-5-0-0-8	Item - Investing in Online Education	8 November 1999	Pending review	OBJ-3688
F-172-5-5-0-0-9	Item - Workplace Training Worries: Ask the Wizards	8 November 1999	Pending review	OBJ-3689
F-172-5-5-0-0-10	Item - Leadership and Innovation in Canadian Colleges	8 November 1999	Pending review	OBJ-3690
F-172-5-5-0-0-11	Item - Next Generation Telelearning Systems	8 November 1999	Pending review	OBJ-3691 OBJ-3692
F-172-5-5-0-0-12	Item - An End to Student Segregation	8 November 1999	Pending review	OBJ-3693
F-172-5-5-0-0-13	Item - State of the Art in Post-secondary	8 November 1999	Pending review	OBJ-3694 OBJ-3695
F-172-5-5-0-0-14	Item - State of the Art in K-12	8 November 1999	Pending review	OBJ-3696
F-172-5-5-0-0-15	Item - Awards Banquet	8 November 1999	Pending review	OBJ-3697
F-172-5-5-0-0-16	Item - Evidence on the Effects of Telelearning	9 November 1999	Pending review	OBJ-3698
F-172-5-5-0-0-17	Item - Industry ICTs for Education and Training	9 November 1999	Pending review	OBJ-3699
F-172-5-5-0-0-18	Item - International Perspectives on the Cost and Benefits of Telelearning in Higher Education	9 November 1999	Pending review	OBJ-3700
F-172-5-5-0-0-19	Item - Learner Support: Providing Services to Help Telelearning Students Succeed	9 November 1999	Pending review	OBJ-3701

F-172-5-5-0-0-20	Item - Regional and National Strategies	9 November 1999	Pending review	OBJ-3702
F-172-5-5-0-0-21	Item - Special Guest Speaker	9 November 1999	Pending review	OBJ-3703
F-172-5-5-0-0-22	Item - Teacher Professional Development: Online learning market opportunities and business models	9 November 1999	Pending review	OBJ-3704 OBJ-3705
F-172-5-5-0-0-23	Item - Who Does What: Changing Roles for Workplace TeleLearning Providers	9 November 1999	Pending review	OBJ-3706
F-172-5-5-0-1	File - TeleLearning Conference - Montreal 1999, vol. 1	1999	Pending review	172-18
F-172-5-5-0-2	File - TeleLearning Conference - Montreal 1999, vol. 2	1999	Pending review	172-18
F-172-5-5-0-3	File - TeleLearning Conference - Montreal 1999, vol. 3	1999	Pending review	172-18
F-172-5-5-0-4	File - TeleLearning Conference - Montreal 1999, vol. 4	1999	Pending review	172-18
F-172-5-5-0-5	File - TeleLearning Conference - Montreal 1999: promotional material	1999	Pending review	172-29

Sub-series F-172-5-6: 2000 Toronto Conference files

Date: 2000 (date of creation)

Scope and content:

Sub-series consists of material relating to the 2000 TeleLearning Conference held in Toronto.

Physical description: 11 cm of textual records
22 sound recordings

Note:

Physical description: includes 29 audio cassettes.

Restrictions on access:

Some files may contain personal or confidential information. Access to these files may be restricted as stipulated by Archives policy or the donor. Files marked "pending review" must be reviewed by an archivist prior to release and, as a result of the review, access restrictions may apply. Please see the file lists and consult the archivist for more details. Access to the sound recordings is restricted for preservation reasons due to the fragility of the storage medium (audio cassette tape). The Archives will provide access only through digitizaiton of the originals. As of October 2012 no recordings have been digitized. Consult the reference archivist for more information about access these recordings.

File / item list				
Ref code	Title	Dates	Access status	Container
F-172-5-6-0-0-1	Item - Learning Object Repositories: eLearning's Next Step: Planning for Learning Content Management in Your Organization	4 November 2000	Pending review	OBJ-3707 OBJ-3708 OBJ-3709 OBJ-3710
F-172-5-6-0-0-2	Item - Professional Development - Online Professional Development: From Tutorials to Online Communities of Inquiry	4 November 2000	Pending review	OBJ-3711 OBJ-3712
F-172-5-6-0-0-3	Item - Measuring the Impact of Learning - Successful Technology Initiatives in Schools: How to Recognize and Build Them	4 November 2000	Pending review	OBJ-3713 OBJ-3714
F-172-5-6-0-0-4	Item - Architecting the Virtual University: Constructing Enterprise Architectures for Distributed Learning	5 November 2000	Pending review	OBJ-3715
F-172-5-6-0-0-5	Item - Telelearning Professional Development	5 November 2000	Pending review	OBJ-3716
F-172-5-6-0-0-6	Item - Deploying Learning Technology in the Workplace: Current Practice and Future Directions	5 November 2000	Pending review	OBJ-3717
F-172-5-6-0-0-7	Item - Opening Plenary - From Research to Solution / The Social Life of Information: Implications for Education	5 November 2000	Pending review	OBJ-3718 OBJ-3719
F-172-5-6-0-0-8	Item - Knowledge-based Innovation in Education: Will Canada Be Left Behind?	5 November 2000	Pending review	OBJ-3720
F-172-5-6-0-0-9	Item - The Use of Wireless Technology and Handheld Devices in Education and Training	5 November 2000	Pending review	OBJ-3721
F-172-5-6-0-0-10	Item - International Partnership Opportunities	5 November 2000	Pending review	OBJ-3722
F-172-5-6-0-0-11	Item - Collective Responsibility for a New Order of Educational Achievement	6 November 2000	Pending review	OBJ-3723 OBJ-3724
F-172-5-6-0-0-12	Item - Telelearning Methodology: Designing Efficient Training for the Workplace	6 November 2000	Pending review	OBJ-3725
F-172-5-6-0-0-13	Item - Post-Secondary State of the Art: Virtual Universities and Colleges	6 November 2000	Pending review	OBJ-3726
F-172-5-6-0-0-14	Item - Telelearning for Sustaining Rural Communities: The Changing Role of Small Schools in Knowledge Societies	6 November 2000	Pending review	OBJ-3727
F-172-5-6-0-0-15	Item - Scaling Up With the Technology of the Future	6 November 2000	Pending review	OBJ-3728
F-172-5-6-0-0-16	Item - Online Learning Consortia	6 November 2000	Pending review	OBJ-3729

F-172-5-6-0-0-17	Item - Knowledge Stewardship: Integrating Learning and Work	7 November 2000	Pending review	OBJ-3730
F-172-5-6-0-0-18	Item - Global Spotlight: Creating a Knowledge Bank	7 November 2000	Pending review	OBJ-3731
F-172-5-6-0-0-19	Item - Spotlight on Latin America	7 November 2000	Pending review	OBJ-3732
F-172-5-6-0-0-20	Item - Human Capacity Building: The Bridge Over the Digital Divide	7 November 2000	Pending review	OBJ-3733
F-172-5-6-0-0-21	Item - Telelearning in the Health Sector	7 November 2000	Pending review	OBJ-3734
F-172-5-6-0-0-22	Item - Faculty Involvement in Telelearning: Moving Beyond the Early Adopters	7 November 2000	Pending review	OBJ-3735
F-172-5-6-0-1	File - TeleLearning Conference - Toronto 2000, vol. 1	2000	Pending review	172-19
F-172-5-6-0-2	File - TeleLearning Conference - Toronto 2000, vol. 2	2000	Pending review	172-19
F-172-5-6-0-3	File - TeleLearning Conference - Toronto 2000: promotional material	2000	Pending review	172-29

Sub-series F-172-5-7: 2001 Vancouver Conference files

Date: 2001 (date of creation)

Scope and content:

Sub-series consists of material relating to the 2001 TeleLearning Conference held in Vancouver.

Physical description: 12 cm of textual records
21 sound recordings

Note:

Physical description: includes 24 audio cassettes.

Restrictions on access:

Some files may contain personal or confidential information. Access to these files may be restricted as stipulated by Archives policy or the donor. Files marked "pending review" must be reviewed by an archivist prior to release and, as a result of the review, access restrictions may apply. Please see the file lists and consult the archivist for more details. Access to the sound recordings is restricted for preservation reasons due to the fragility of the storage medium (audio cassette tape). The Archives will provide access only through digitizaiton of the originals. As of October 2012 no recordings have been digitized. Consult the reference archivist for more information about access these recordings.

File / item list				
Ref code	Title	Dates	Access status	Container
F-172-5-7-0-0-1	Item - Opening Plenary 2001	11 November 2001	Pending review	OBJ-3736 OBJ-3737

F-172-5-7-0-0-2	Item - ICTs in the Work of the Commonwealth of Learning	11 November 2001	Pending review	OBJ-3738
F-172-5-7-0-0-3	Item - Instructional Practices and Design in K-12 Online Education	11 November 2001	Pending review	OBJ-3739
F-172-5-7-0-0-4	Item - Private and Public Partnerships: Models and Issues	11 November 2001	Pending review	OBJ-3740
F-172-5-7-0-0-5	Item - SITES-M2 and OECD International Studies of ICT Schools: Preliminary Findings	11 November 2001	Pending review	OBJ-3741
F-172-5-7-0-0-6	Item - Teledesigners / Teletrainers in the Workplace	11 November 2001	Pending review	OBJ-3742
F-172-5-7-0-0-7	Item - Compelling Educational Uses of Wireless: Beyond the Wireless LAN	11 November 2001	Pending review	OBJ-3743
F-172-5-7-0-0-8	Item - New Media, New Learning (Special Lecture)	12 November 2001	Pending review	OBJ-3744 OBJ-3745
F-172-5-7-0-0-9	Item - Telelearning for Professional Continuing Education: Field Studies	12 November 2001	Pending review	OBJ-3746 OBJ-3747
F-172-5-7-0-0-10	Item - The Global Open Source Movement	12 November 2001	Pending review	OBJ-3748
F-172-5-7-0-0-11	Item - Digital Divide	12 November 2001	Pending review	OBJ-3749
F-172-5-7-0-0-12	Item - How Do We Know What We Know About Telelearning: Lessons Learning About Doing Research in the Field (or Workplace)	12 November 2001	Pending review	OBJ-3750
F-172-5-7-0-0-13	Item - Virtual Universities: Systematizing Lessons from Around the World	12 November 2001	Pending review	OBJ-3751
F-172-5-7-0-0-14	Item - The Impact of New Technologies on Telelearning	12 November 2001	Pending review	OBJ-3752
F-172-5-7-0-0-15	Item - Informing Practice Through Research: Successful Collaborations	13 November 2001	Pending review	OBJ-3753
F-172-5-7-0-0-16	Item - Social Movement eLearning	11 November 2001	Pending review	OBJ-3754
F-172-5-7-0-0-17	Item - Realizing Vision for Educational Technology	11 November 2001	Pending review	OBJ-3755
F-172-5-7-0-0-18	Item - Online Learning Use in Aboriginal Communities	11 November 2001	Pending review	OBJ-3756
F-172-5-7-0-0-19	Item - Broadband Applications Around the World	11 November 2001	Pending review	OBJ-3757
F-172-5-7-0-0-20	Item - International Panel: Key TeleLearning Challenges in the Next Five Years	11 November 2001	Pending review	OBJ-3758
F-172-5-7-0-0-21	Item - High Band Connectivity and Learning: A Step Forward or Back?	11 November 2001	Pending review	OBJ-3759
F-172-5-7-0-1	File - TeleLearning Conference - Vancouver 2001, vol. 1	2001	Pending review	172-19
F-172-5-7-0-2	File - TeleLearning Conference - Vancouver 2001, vol. 2	2001	Pending review	172-19
F-172-5-7-0-3	File - TeleLearning Conference - Vancouver 2001, vol. 3	2001	Pending review	172-19
F-172-5-7-0-4	File - TeleLearning Conference - Vancouver 2001: promotional material	2001	Pending review	172-29

Series F-172-6: Research files

Date: 1995 - 2002 (date of creation)

Scope and content:

This series consists of records relating to the administration of TeleLearning research projects by the Network management office. Activities documented include the receipt of theme and project progress reports, drafting of project proposals and contracts, distribution of research funds, and the undertaking by the management office of its own research project, the "Network of TeleLearning Communities" project.
Records include correspondence, reports, notes and working papers, contracts, agreements and memoranda of understanding, overheads and presentations, prototype specifications, research theme and project reports, budget papers, financial statements, invoices, expense claims and supporting documentation. Record media include paper and electronic.

Physical description: 30 cm of textual records
17.2 mb. of textual records (electronic)

Arrangement:

Arrangement into sub-series is based on the management office's filing system.

Restrictions on access:

Some files may contain personal or confidential information. Access to these files may be restricted as stipulated by Archives policy or the donor. Files marked 'pending review' must be reviewed by an archivist prior to release, and as a result of the review access restrictions may apply. Please see the file lists and consult the archivist for more details.

Finding aids:

File lists are available.

Related material:

Reports and other records relating to TeleLearning research projects are distributed throughout the fonds; see especially the sub-series F-172-1-1, "Board of Directors meeting records" and F-172-1-3 "Program Committee meeting records."

Accruals:

No further accruals are expected.

File / item list				
Ref code	Title	Dates	Access status	Container

Sub-series F-172-6-1: Network of TeleLearning Communities project files

Date: 1999 - 2000 (date of creation)

Scope and content:

This sub-series consists of records relating to the management of the project. Activities documented include proposal development, Steering Committee deliberations, participant liaison, allocation of funds, and project reporting. Records include the project proposal, budgets, correspondence, meeting records, progress reports, final report, participant profiles, reports and summary financial statements. Records are retained in paper medium only.

Physical description: 9 cm of textual records

Restrictions on access:

Some files may contain personal or confidential information. Access to these files may be restricted as stipulated by Archives policy or the donor. Files marked 'pending review' must be reviewed by an archivist prior to release, and as a result of the review access restrictions may apply. Please see the file lists and consult the archivist for more details.

Finding aids:

A file list is available.

Accruals:

No further accruals are expected.

File / item list				
Ref code	Title	Dates	Access status	Container
F-172-6-1-0-1	File - Final report	2000	Pending review	172-20
F-172-6-1-0-2	File - Financial statements	2000	Pending review	172-20
F-172-6-1-0-3	File - Meetings and correspondence	1999	Pending review	172-20
F-172-6-1-0-4	File - Original proposal	1999	Pending review	172-20
F-172-6-1-0-5	File - Participant reports, vol. 1	2000	Pending review	172-20
F-172-6-1-0-6	File - Participant reports, vol. 2	2000	Pending review	172-20
F-172-6-1-0-7	File - Participant reports, vol. 3	2000	Pending review	172-20
F-172-6-1-0-8	File - Participating organizations	1999	Pending review	172-20
F-172-6-1-0-9	File - Steering Committee decisions	1999	Pending review	172-20

Sub-series F-172-6-2: Research theme and project reports

Date: 1995 - 2001 (date of creation)

Scope and content:

Sub-series consists of records submitted by TeleLearning Theme and Project Leaders in compliance with Network reporting requirements. The records comprise reports on theme and project progress and results. Record media include paper and electronic; electronic records are retained in their original software format (.doc).

Physical description: 4 cm of textual records

16.9 mb. of textual records (electronic)

Arrangement:

Files are arranged by type of report, and within these groupings chronologically by year.

Restrictions on access:

Some files may contain personal or confidential information. Access to these files may be restricted as stipulated by Archives policy or the donor. Files marked 'pending review' must be reviewed by an archivist prior to release, and as a result of the review access restrictions may apply. Please see the file lists and consult the archivist for more details.

Finding aids:

A file list is available.

Accruals:

No further accruals are expected.

File / item list

Ref code	Title	Dates	Access status	Container
F-172-6-2-0-1	File - Research project overviews	1996 - 1997	Pending review	172-20
F-172-6-2-0-2	File - Theme reports	1996	Pending review	172-20
F-172-6-2-0-3	File - Theme reports	1997	Pending review	172-20
F-172-6-2-0-4	File - Theme reports	1999	Pending review	172-20
F-172-6-2-0-5	File - Progress reports '95-'96	1995 - 1996	Pending review	
F-172-6-2-0-6	File - Progress reports '97	1997	Pending review	
F-172-6-2-0-7	File - Progress reports '98	1999	Pending review	
F-172-6-2-0-8	File - Progress reports '00	2000	Pending review	
F-172-6-2-0-9	File - Progress reports '01	2001	Pending review	
F-172-6-2-0-10	File - Project reports '97	1997	Pending review	
F-172-6-2-0-11	File - Project reports '99	1999	Pending review	

Sub-series F-172-6-3: Project management files

Date: 1995 - 2002 (date of creation)

Scope and content:

Sub-series consists of records relating to the administration of certain TeleLearning projects by the Network's management office. Projects include the Portal for Online Objects in Learning (POOL); a TeleLearning legacy book and a research handbook and two initiatives funded by the Office of Learning Technologies (Human Resources Development Canada) -- "Training and mentoring of instructors and course authors for TeleLearning using Virutal-U" and "A framework of policy studies for telelearning technologies."
Records include proposals, contracts, agreements and memoranda of understanding, correspondence, reports, specifications, notes and working papers, budgets, spreadsheets, invoices, claim forms and supporting documentation. Record media

include paper and electronic; electronic records are retained in their original software format (.doc).

Physical description: 17 cm of textual records
0.32 mb. of textual records (electronic)

Arrangement:

  Files are organized by project title.

Restrictions on access:

  Some files may contain personal or confidential information. Access to these files may be restricted as stipulated by Archives policy or the donor. Files marked 'pending review' must be reviewed by an archivist prior to release, and as a result of the review access restrictions may apply. Please see the file lists and consult the archivist for more details.

Finding aids:

  File list is available.

Accruals:

  No further accruals are expected.

File / item list				
Ref code	Title	Dates	Access status	Container
F-172-6-3-0-1	File - Office of Learning Technology project - A framework for policy studies of telelearning technologies	1996 - 1997	Pending review	172-21
F-172-6-3-0-2	File - Office of Learning Technology project -Training and mentoring of instructors and course authors for TeleLearning using Virtual-U	1995 - 1998	Pending review	172-21
F-172-6-3-0-3	File - Portal for Online Objects in Learning (POOL), vol. 1	2000 - 2002	Restricted in whole	172-21
F-172-6-3-0-4	File - Portal for Online Objects in Learning (POOL), vol. 2	2000 - 2002	Restricted in whole	172-21
F-172-6-3-0-5	File - Portal for Online Objects in Learning (POOL), vol. 3	2000 - 2002	Restricted in whole	172-21
F-172-6-3-0-6	File - Portal for Online Objects in Learning (POOL), vol. 4	2000 - 2002	Restricted in whole	172-21
F-172-6-3-0-7	File - TeleLearning Innovation in Canada - legacy book	2002	Pending review	172-22
F-172-6-3-0-8	File - Understanding ELearning - TeleLearning research handbook	2002	Pending review	172-22
F-172-6-3-0-9	File - Office of Learning Technology project - Training and mentoring of instructors and course authors for TeleLearning using Virtual-U, vol. 2	1995 - 1998	Pending review	
F-172-6-3-0-10	File - Project Revamp	1997	Pending review	

Series F-172-7: Spin-off companies files

Date: 1998 - 2002 (date of creation)

Scope and content:

This series consists of records relating to TeleLearning spin-off companies, including InVentures Incubator Inc., TeleLearning Solutions Inc., CLEARMed Inc., TELEStraining Inc., ThoughtShare Communications Inc., and Virtual Learning Environments Inc. Activities documented include company establishment, business and strategic planning, promotion, and the Network's purchase and / or sale of company shares. Records include proposals, correspondence, reports, agreements, contracts and memoranda of understanding, meeting minutes, business plans, certificates of incorporation (copies), company by-laws, project files, work plans, promotional material, media releases, financial statements, invoices, share agreements and certificates. Record media include paper and electronic; electronic records are retained in their original software formats (.doc, .rtf, .ppt, .xls, and .pdf).

Physical description: 21 cm of textual records
7.7 mb. of textual records (electronic)

Restrictions on access:

Some files may contain personal or confidential information. Access to these files may be restricted as stipulated by Archives policy or the donor. Files marked 'pending review' must be reviewed by an archivist prior to release, and as a result of the review access restrictions may apply. Please see the file lists and consult the archivist for more details.

Finding aids:

A file list is available.

Related material:

See also sub-series F-172-1-1, "Board of Directors meeting records" for more information relating to TeleLearning spin-off companies.

Accruals:

No further accruals are expected.

File / item list				
Ref code	Title	Dates	Access status	Container
F-172-7-0-0-1	File - InVentures Incubator Inc., vol. 1	2000 - 2002	Pending review	172-22
F-172-7-0-0-2	File - InVentures Incubator Inc., vol. 2	2000 - 2002	Pending review	172-22
F-172-7-0-0-3	File - InVentures Incubator Inc., vol. 3	2000 - 2002	Pending review	172-22

F-172-7-0-0-4	File - InVentures Incubator Inc., vol. 4	2000 - 2002	Pending review	172-22
F-172-7-0-0-5	File - InVentures Incubator Inc. - Executive Director	2000	Pending review	172-23
F-172-7-0-0-6	File - Spin-off companies	2001	Pending review	172-23
F-172-7-0-0-7	File - Tech transfer - CEO's file	1998 - 1999	Restricted in whole	172-23
F-172-7-0-0-8	File - TeleLearning Solutions Inc., vol. 1	2002	Restricted in whole	172-23
F-172-7-0-0-9	File - TeleLearning Solutions Inc. - Belize project	2001	Restricted in whole	172-23
F-172-7-0-0-10	File - TELEStraining Inc, vol. 1	2000	Restricted in whole	172-23
F-172-7-0-0-11	File - CLEARMed Inc.	1999 - 2000	Restricted in whole	
F-172-7-0-0-12	File - InVentures Incubator Inc., vol. 5	2000 - 2002	Pending review	
F-172-7-0-0-13	File - TELEStraining Inc., vol. 2	1999 - 2000	Restricted in whole	
F-172-7-0-0-14	File - ThoughtShare Communications Inc.	1999	Restricted in whole	
F-172-7-0-0-15	File - TeleLearning Solutions Inc., vol. 2	2000 - 2002	Pending review	
F-172-7-0-0-16	File - Virtual Learning Environments Inc.	1999	Restricted in whole	