The 1/2015 meeting of the Learning and Teaching Committee was held at 10:00am on Monday 23 February 2015 in room 2.06, Bray Centre (N54), Nathan campus and Room 1.04, The Chancellery (G34), Gold Coast campus.

Tasha Langham
Secretary

MINUTES

PRESENT:
Professor Adam Shoemaker (Chair)
Professor Heather Alexander
Associate Professor Andrea Bialocerkowski
Professor Nick Buys
Professor Glenn Finger
Ms Kathy Grgic
Professor Richard John
Professor Alf Lizzio
Associate Professor Wendy Loughlin
Associate Professor Ruth McPhail
Dr Vallipuram Muthukumarasamy
Professor Keithia Wilson
Dr Therese Wilson

APOLOGIES:
Professor Ross Guest
Ms Linda O’Brien

1.0 CONFIRMATION OF MINUTES

The minutes of the 5/2014 meeting of the Learning and Teaching Committee were taken as read and confirmed.

2.0 DECLARATION OF INTEREST

Associate Professor Ruth McPhail declared that her son is a commencing first year student at Griffith. No action required.

3.0 MEMBERSHIP

3.1 The Learning and Teaching Committee moved a vote of thanks for the contributions of the following outgoing members throughout their terms of office.

<table>
<thead>
<tr>
<th>Membership Category</th>
<th>Member</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean (Learning and Teaching) from each academic group</td>
<td>Professor Lorelle Frazer</td>
</tr>
<tr>
<td>Four full-time academic staff members of the University, appointed by the Group Pro Vice Chancellors from among the senior academic staff of the University. One member shall be from each Group</td>
<td>Associate Professor Gemma Carey (AEL) up to 31 December 2014 Associate Professor Janis Bailey (GBS) up to 31 December 2014</td>
</tr>
<tr>
<td>One undergraduate student and one coursework postgraduate student. Each member shall be from a different Group</td>
<td>Mr Michael Yi Xing (Undergraduate student representative) up to 31 December 2014 Mr Joel Heaton (Postgraduate student representative) up to 31 December 2014</td>
</tr>
</tbody>
</table>
3.2 The Committee welcomed the following new members.

<table>
<thead>
<tr>
<th>Membership Category</th>
<th>Member</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean (Learning and Teaching) from each academic group</td>
<td>Professor Ross Guest (in his absence)</td>
</tr>
<tr>
<td>Four full-time academic staff members of the University, appointed by the Group Pro Vice Chancellors from among the senior academic staff of the University. One member shall be from each Group</td>
<td>Dr Therese Wilson (AEL) Associate Professor Ruth McPhail (GBS)</td>
</tr>
</tbody>
</table>

SECTION A: RECOMMENDATIONS AND REPORTS TO ACADEMIC COMMITTEE

Nil

SECTION B: ACTION UNDER DELEGATED AUTHORITY

4.0 LEARNING AND TEACHING COMMITTEE – STRATEGIC DIRECTION

4.1 Members noted that the Teaching and Learning Excellence Committee was established as a Sub-Committee of the Academic Committee in 2000, and disestablished at the 3/2005 meeting of the Academic Committee, with the establishment of the Learning and Teaching Committee. In late 2014, the constitution was revised to include functions related to the conduct of assessment following the disestablishment of the University Assessment Committee.

4.2 Given the additional functions related to the conduct of assessment, members were asked to re-examine the Committee’s responsibilities and strategic priorities for 2015.

4.3 Following discussion, the Committee agreed that the following dot points would be the areas of strategic focus for the remainder of the year, and that each of these items would be explored in depth at upcoming meetings.

- Program architecture and quality
- Student success and retention
- Assessment
- Teaching focussed appointments
- Peer (staff and students) approaches to quality

5. ADDITIONAL GRIFFITH AWARD FOR EXCELLENCE IN TEACHING (GAET) CATEGORIES

5.1 The Committee noted that the Chair had/executively approved the following three additional GAET categories for 2015:

- Leadership of Learning and Teaching Award
- Innovation in Learning Design Award
- Student Advising Award

5.2 A document outlining the new categories (2015/6008005) was provided for the information of members.

5.3 The Committee was advised that the Griffith Awards & Citations for Excellence in Teaching Guidelines are currently being updated to include the additional categories and will be submitted to a future meeting for approval.

Resolution

5.4 Learning and Teaching Committee ratified the Chair’s executive action in approving the three additional GAET categories as described in 2015/6008005 for introduction in 2015.
SECTION C: RECOMMENDATIONS AND REPORTS TO OTHER COMMITTEES

Nil

SECTION D: MATTERS NOTED, CONSIDERED OR REMAINING UNDER DISCUSSION

6.0 ROLE OF FIRST YEAR COORDINATOR – PROPOSED REVISIONS

6.1 The Committee considered a proposal that the Role of the First Year Coordinator be renamed Role of the Commencing Student Coordinator to more accurately reflect the nature of the role. A revised role description was provided (2015/6008004) for the Committee’s consideration.

6.2 During discussion of this item, it was evident that Schools provide support for commencing students in a variety of ways and it is not always the First Year Coordinator who provides this support.

6.3 It was agreed that the role should be renamed Role of the First Year or Commencing Student Coordinator, and that a statement be added to section 1 of the position description to clarify the context of the role.

Resolution

6.4 Learning and Teaching Committee resolved to incorporate the changes detailed above into the role description and bring the revised document to the 23 March meeting for further consideration.

7.0 CHAIR’S REPORT

7.1 The Chair gave an update on the recent Senior Leadership Forum which focussed on the Achieving 2020 Vision for Griffith. The Committee noted the University’s intention to empower its core education proposition through the enabling steps of market-informed academic planning, an increased focus on quality, flexibility and employability - collectively framed as the Griffith Model.

7.2 A comprehensive briefing on the principles of the Griffith Model will be provided at an upcoming meeting.

8.0 LEARNING FUTURES REPORT

Nil

9.0 MATTERS ARISING FROM PREVIOUS MEETINGS

Nil

10.0 REPORTS FROM SUB-COMMITTEES / WORKING PARTIES

10.1 EDUCATIONAL EXCELLENCE COMMITTEE

Nil

11.0 OTHER BUSINESS

Nil

12.0 REMAINING MEETING DATES – 2015

Members noted the remaining meeting dates for 2015.
23 March
27 April
25 May
22 June
27 July
24 August
21 September
26 October
23 November

Minutes confirmed by:

Professor Adam Shoemaker, Chair

23 March 2015
Date