GRiffith University
English Language Advisory Committee

The 1/2015 meeting of the English Language Advisory Committee (ELAC) will be held on Friday 17 April 2015, from 11:30am – 1:00pm via videoconference in meeting room 2.27, Student Centre Building (G33), Gold Coast campus and Room 1.71, Willett Centre Building (N53), Nathan campus.

Renee Beauchamp
Secretary

AGENDA

1.0 APOLOGIES

Apologies may be recorded by contacting the Secretary on extension 28696, or by emailing r.beauchamp@griffith.edu.au.

2.0 CONFIRMATION OF MINUTES

The minutes of the 2/2014 English Language Advisory Committee meeting have been circulated.

To be taken as read and confirmed

3.0 DECLARATION OF INTERESTS

1.1 Members are required to identify any conflict of interest, including family or other personal relationship/s as outlined in the University policies on Conflict of Interest and Personal Relationships in the Workplace, which may exist in respect of any of the items on the agenda.

1.2 When an interest has been declared, the Chair may resolve that the member:

- Leaves the meeting while the item of business is discussed; or
- Participates in the discussion, but withdraw from the meeting before the vote and/or decision is taken; or
- Stays, but does not participate in either the debate or vote/decision; or
- Stays with full debating and voting/decision rights.

1.3 All declarations of interest will be recorded in the minutes, together with any ensuing action.

4.0 CHAIR’S REPORT

The Pro Vice Chancellor (International) will provide a report to the Committee.

For information and discussion
ORDERING OF THE AGENDA

At this point in the agenda, members may propose that any matter on the agenda, not included in Section I, be so included.

SECTION I: MATTERS FOR DEBATE AND DECISION

5.0 POSTGRADUATE ENGLISH LANGUAGE ENHANCEMENT STRATEGY (PELE)

5.1 This report presents an initial evaluation of the Postgraduate English Language Enhancement (PELE) English and Academic Skills (EAS) adjunct tutorial pilot program at Griffith University. It considers aspects of the model adopted, evaluation of the Semester 2, 2014 EAS adjunct tutorial program, recommendations, some initial evaluation of the Semester 1, 2015 EAS adjunct tutorials, and future reporting to ELAC.

John McAndrew will speak to this item.

For discussion and comment

6.0 ENGLISH LANGUAGE SUPPORT FOR OFF-SHORE PARTNERS

6.1 This report will provide a brief outline on the work GELI has undertaken to provide English Language Support for Offshore Partners, due to the increased English Language proficiency requirement for undergraduate admission to IELTS 6.5 from January 2015.

Kerry Sutcliffe will speak to this item.

For discussion and comment

7.0 CRICOS DE-REGISTRATIONS

7.1 The Mixed English and Academic Program (MEAP) has now been CRICOS deregistered. Deregistration of the Postgraduate Qualifying Program (PQP) is being processed by Academic Services; there are no international students enrolled and this program will not be offered again in its current form.

Ms Sharon Clifford will speak to this item.

For noting

8.0 PUBLICATION OF GELI PROGRAM

8.1 Academic Services staff have been liaising with Ms Sarah Bissell in the Griffith English Language Institute to publish information about the University's High School Preparation Program on the Degree and Career Finder and Programs and Courses websites. The entry is in the process of being finalised and will be published shortly.

Ms Sharon Clifford will speak to this item.

For noting
SECTION II: MATTERS REQUIRING RATIFICATION OR EXECUTIVE ACTION
NIL

SECTION III: MATTERS FOR NOTING AND WHERE APPROPRIATE, ACCEPTANCE OF RECOMMENDATION

9.0 GRIFFITH ENGLISH LANGUAGE STRATEGY (GELES) UPDATE REPORTS

9.1 EnglishHELP

9.2 IELTS4grads and language proficiency tests

9.3 Griffith Mates/Student Linx

For noting

10.0 NEXT MEETING

The next meeting of the English Language Advisory Committee will be held on Tuesday 14 July 2015 from 10:00am – 11:30am via videoconference in meeting room 2.27, Student Centre Building (G33), Gold Coast campus and Room 1.71, Willett Centre Building (N53), Nathan campus.
DISTRIBUTION LIST

CHAIRPERSON OF THE COMMITTEE                                        ex officio
Professor Sarah Todd, Pro Vice Chancellor (International)

HEAD OF SCHOOL, SCHOOL OF LANGUAGES AND LINGUISTICS OR NOMINEE       ex officio
Professor Andy Kirkpatrick (nominee)

TESOL SPECIALIST
Dr Ben Fenton-Smith

DIRECTOR, GELI OR NOMINEE
Ms Kerry Sutcliffe

DEPUTY DIRECTOR, GELI OR NOMINEE
Ms Pamela Humphreys

DIRECTOR INTERNATIONAL, GRIFFITH INTERNATIONAL OR NOMINEE
Ms Heidi Piper

DEPUTY CHAIR, ACADEMIC COMMITTEE                                      ex officio
Associate Professor Wendy Loughlin

DEAN ACADEMIC, GRIFFITH SCIENCES                                      
Professor Sushila Chang

MANAGER, ACADEMIC PROGRAM SERVICES, ACADEMIC SERVICES
Ms Sharon Clifford

COOPTED MEMBERS – ANY MEMBER OF THE UNIVERSITY COMMUNITY OR AN EXTERNAL
EXPERT WHERE PARTICULAR EXPERTISE OR INSIGHTS ARE REQUIRED
Dr Vanessa Reher, Lecturer, School of Dentistry and Oral Health
Mr Peter Makara, Manager Student Experience, Griffith International

Secretary: Ms Renee Beauchamp (ext 28696)

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