GRIFFITH UNIVERSITY
ENGLISH LANGUAGE ADVISORY COMMITTEE

The 3/2015 meeting of the English Language Advisory Committee (ELAC) will be held on **Tuesday 20 October 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.

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 2/2015 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 (PELE) PROJECT

5.1 This paper reports on the PELE adjunct tutorial pilot program. The report summarises the preliminary evaluation of Semester 2 2015 and provides the timetable for Semester 1 2016.

The Deputy Director GELI will speak to this item.

For discussion and comment (section 3.1)

6.0 ENGLISH LANGUAGE ENHANCEMENT COURSE (ELEC)

6.1 ELEC is delivered on any campus in Semester 1 and 2 where programs in which it is a core course are offered. This report highlights implications for ELEC in relation to the Griffith 2020 Model; ELEC Administrative Matters; ELEC delivery at the Logan campus; and ELEC enrolments.

The Deputy Director GELI and the ELEC team will speak to this item.

For discussion and comment (section 1, 2 and 3)

7.0 PEARSON TEST OF ENGLISH (PTE) ACADEMIC REPORT

7.1 In September 2015, Griffith opened a Pearson Test of English Academic (PTE Academic) Test Centre in G52 International on the Gold Coast to become the first PTE Academic test centre on the Gold Coast and only the second PTE test centre on a university campus nationally. This report provides members with information on the PTE Academic Acceptance and PTE Academic for Exit Testing.

The Director GELI and Deputy Director GELI will speak to this item.

For discussion and comment (section 2 and 3)

8.0 ENGLISH LANGUAGE ENTRY REQUIREMENTS: POLICIES AND PROCEDURES FOR APPROVAL

8.1 Clarification is sought regarding English language entry requirements and the authority and process for accepting or rejecting English language proficiency pathways into the University. Members are asked to review the attached issues paper.

The Director GELI will speak to this item.

For discussion and comment
9.0 UPDATED DRAFT GELES REPORT FOR EXECUTIVE GROUP

9.1 Members are asked to review the updated final draft GELES report for Executive Group and advise if they have any feedback/suggestions. The final report will be tabled at Executive Group.

The Chair will speak to this item.

For discussion and comment

10.0 GELI ENGLISH LANGUAGE SUPPORT TO GRIFFITH COLLEGE

10.1 In 2016, as part of the GELI strategic initiatives, support will be provided to Griffith College to improve student English language proficiency.

The Director GELI will speak to this item.

For discussion and comment

SECTION II: MATTERS REQUIRING RATIFICATION OR EXECUTIVE ACTION
NIL

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

10.0 GRIFFITH ENGLISH LANGUAGE STRATEGY (GELES) UPDATE REPORTS

10.1 EnglishHELP
10.2 IELTS4Grads

For noting

11.0 POSTGRADUATE ENGLISH LANGUAGE ENHANCEMENT (PELE) COURSE

11.1 At the July meeting (2/2015) the Deputy Chair of Academic Committee agreed to raise the matter over the proposal, in the PELE project report, to apply an additional 5% credit towards particular tasks in adjunct tutorials and undertook to investigate this issue. The Deputy Academic Registrar subsequently advised that any application of such credit is not compliant with the University's Assessment Policy. Therefore it was removed from the PELE course offerings.

For noting

12.0 2015 AUSTRALIAN FINANCIAL REVIEW HIGHER EDUCATION AWARDS

12.1 GELES is a finalist in the 2015 Australian Financial Review Higher Education awards in the International Education category. The winner will be announced on Tuesday 27 October at the event in Sydney.

For noting
13.0 OLT STRATEGIC PROJECT WORKSHOP

13.1 The Deputy Director GELI was invited to attend an OLT strategic project workshop related to the development of a framework to inform the collection of evidence-based practices for communication skills in higher education. The focus of the project is on identifying practices that result in high impact on student learning. The discussion paper circulated at the event is attached. It should also be noted that GELES was provided as an example of best practice at the event.

For noting

14.0 NEXT MEETING

The meetings for 2016 are yet to be confirmed.
DISTRIBUTION LIST

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

HEAD OF SCHOOL, SCHOOL OF LANGUAGES AND LINGUISTICS OR NOMINEE
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
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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