GRIFFITH UNIVERSITY
ENGLISH LANGUAGE ADVISORY COMMITTEE

The 1/2015 meeting of the English Language Advisory Committee (ELAC) will be held on Thursday 23 July 2015, from 1:30pm – 3:00pm 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 1/2015 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 DRAFT GELES REPORT FOR EXECUTIVE GROUP

5.1 Members are asked to review the draft GELES report for Executive Group and advise if they have any feedback/suggestions. The final report will be tabled at Executive Group in August 2015.

The Chair will speak to this item.

For discussion and comment

6.0 SUPPORTING OFFSHORE/ONLINE EAL STUDENTS’

6.1 The planned increase in online offerings to offshore students raises the issue of supporting EAL students enrolled in such programs and the resourcing of such provision. This matter was recently brought to the attention of the EnglishHELP management team by the manager of the Griffith Online team, Di Selzer, and it was felt appropriate to table the item for discussion at this committee. Further to this, in section 3 of the Report on EnglishHELP to ELAC, we document a trial undertaken to deliver synchronous EnglishHELP consultations in Hong Kong in 2013 and the challenges encountered.

Pamela Humphreys will speak to this item.

For discussion and comment

7.0 GRIFFITH MATES PROGRAM – S2/2015 ACTIVITIES AND EVENTS SCHEDULE

7.1 The Griffith International Events and Engagement Working Party was established in May 2015. The purpose of the working party is to ensure events, activities and initiatives delivered by the Griffith International and facilitated by the Griffith Mates are aligned with the Griffith Internationalisation and GELES Strategies, Student Experience key performance indicators and are appropriately resourced. This report highlights the Semester 2/2015 activities and events schedule.

Peter Makara 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

8.0 GRIFFITH ENGLISH LANGUAGE STRATEGY (GELES) UPDATE REPORTS

8.1 English Language Enhancement Course (ELEC)

8.2 EnglishHELP

8.3 IELTS4Grads

8.4 Postgraduate English Language Enhancement Course (PELE) Project

For noting

9.0 IMPLEMENTING A UNIVERSITY-WIDE CREDIT-BEARING ENGLISH LANGUAGE ENHANCEMENT PROGRAMME: ISSUES EMERGING FROM PRACTICE

9.1 The English Language Advisory Committee is asked to note the recent publication: Implementing a university-wide credit-bearing English language enhancement programme: issues emerging from practice (attached). The report was published by Fenton-Smith, Humphreys, Walkinshaw, Michael and Lobo earlier this year.

For noting

10.0 LANGUAGE SPECIALISTS’ VIEW ON ACADEMIC LANGUAGE AND LEARNING SUPPORT MECHANISMS FOR EAL POSTGRADUATE COURSEWORK STUDENTS: THE CASE FOR ADJUNCT TUTORIALS

10.1 The English Language Advisory Committee is asked to note the recent publication: Language specialists’ views on academic language and learning support mechanisms for EAL postgraduate coursework students: The case for adjunct tutorials (attached). The report was published by Fenton-Smith & Humphreys earlier this year.

For noting

11.0 NEXT MEETING

The next meeting of the English Language Advisory Committee 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.
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  
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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