A meeting of the English Language Advisory Committee was held on Friday, 17<sup>th</sup> April 2015, from 11:30am – 1:00pm via videoconference in Room 1.71, Willett Centre Building (N53) and Room 2.27, Student Centre Building (G33).

MINUTES

PRESENT:  
Professor Sarah Todd  
Dr Ben Fenton-Smith  
Ms Kerry Sutcliffe  
Ms Sharon Clifford  
Dr Vanessa Reher  
Mr Peter Makara  
Mr John McAndrew, English Language Enhancement Officer  
(by invitation)  
Ms Renee Beauchamp (Secretary)

APOLOGIES:  
Professor Andy Kirkpatrick  
Ms Heidi Piper  
Professor Wendy Loughlin  
Ms Pamela Humphreys  
Professor Sushila Chang

1.0 CONFIRMATION OF MINUTES

The minutes of the 2/2014 meeting of the English Language Advisory Committee (ELAC), having been circulated, were taken as read and confirmed.

2.0 DECLARATION OF INTEREST

No members identified any conflict of interest, as outlined in the University policy Conflict of Interest and Personal Relationships in the Workplace, which exists in respect of any of the items on the agenda.

3.0 CHAIR’S REPORT

3.1 The Chair welcomed Mr Peter Makara as a co-opted member of the English Language Advisory Committee (ELAC).

3.2 The Chair advised members that the University is currently monitoring the impact of the move to IELTS 6.5 and there is no evidence of any impact to date, however it is expected there may be some impact seen in 2017/2018, as pathway students prepare to enter into their Griffith degree programs. The Chair also mentioned that QIBT are still recruiting students at IELTS 5.5 however the University is planning to discuss moving the IELTS band score closer to the University’s entry requirements.

3.3 The Chair congratulated the Griffith English Language Enhancement Strategy (GELES) team, implemented by Ms Pamela Humphreys, Dr Ben Fenton-Smith, Dr Ian Walkinshaw, Dr Rowan Michael, Dr Ana Lobo, Mr John Smith and the Student Linx team who received the Award for Programs that Enhance Student Learning at the Australian Awards for University Teaching ceremony on the 9 December 2014 at Parliament House, Canberra. The Chair also advised that an OLT celebration award afternoon tea was held between the Mt Gravatt and Gold Coast campuses in February.
2015 for staff involved in GELES to celebrate and be congratulated for their contributions and support towards the GELES strategy.

SECTION A: RECOMMENDATIONS AND REPORTS TO INTERNATIONALISATION COMMITTEE, ACADEMIC COMMITTEE AND ITS SUB-COMMITTEES

5.0 POSTGRADUATE ENGLISH LANGUAGE ENHANCEMENT STRATEGY (PELE)

4.1 The English Language Enhancement Officer provided a report on the Postgraduate English Language Enhancement (PELE) project. The report provided an evaluation of the Semester 2/2014 English and Academic Skills (EAS) adjunct tutorial program. The EAS adjunct tutorials were embedded in one subject course in Semester 2/2014, 7159AFE Principles of Business and Corporations Law. The key findings of the evaluation included the following:

- All students who regularly attended the adjunct tutorial passed the subject course.
- Students were generally positive about the perceived usefulness of the EAS adjunct tutorials.
- Low-achieving EAL students who regularly attended the EAS adjunct tutorials were very positive about the EAS adjunct tutorials.
- Domestic students saw the level of the EAS tutorials as being too easy for them.
- The subject academic was very positive about the addition of the EAS adjunct tutorials.
- Collaboration between a subject academic and an English and academic skills’ expert, and its attendant benefits, is a valuable aspect of the model and is otherwise missing from the Griffith experience.
- Students who may otherwise have failed the subject course were identified by the subject academic and given specific targeted English language proficiency and academic skills advice by the EAS tutor. (This was based on their Assessment Task 2 submissions.) Here the adjunct tutor/tutorial acted as a resource for the course lecturer.
- The feedback from this collaboration fed into the students’ final submitted assignments, into rethinking an assessment task design for the following semester for the subject academic and into EAS tutorial design consideration for the EAS tutor.

4.2 For Semester 1/2015, EAS adjunct tutorials are being delivered in three courses: 7159AFE Principles of Business and Corporations Law; 7303AFE Economics; and 7343HSL Contemporary Sport and Event Marketing.

4.3 Members were also advised that given the mandate of the EAS adjunct tutorial is to support the academic language and learning needs of EAL students, it was foreseen that the domestic students and more able international students would find the content less relevant. Therefore a post-entry language assessment (PELA) diagnostic test has been administered for Semester 1/2015 to emphasise attendance at the EAS tutorials for those students that achieve below the class average on the PELA test. The results are used to provide targeted feedback to the students; to encourage low achievers on the test to attend the EAS tutorials; to inform the content of the EAS tutorials; and also to evaluate the efficacy of the EAS tutorials when compared with the summative PELA given at the end of the tutorial course (Week 13).
4.4 The Chair recommended that the English Language Enhancement Officer contact Professor Sushila Chang (Dean Academic, Griffith Sciences) and Dr Erwin Oh (Associate Dean International, Griffith Sciences) to open the EAS pilot adjunct tutorial program to Griffith Sciences.

4.5 It was decided that a proposal will be put forward to Executive Group in early 2016 to roll-out the EAS tutorial program to the Academic Groups. This will allow for a full evaluation of the Semester 1/2015 and Semester 2/2015 pilot program to be included in the proposal.

5.0 ENGLISH LANGUAGE SUPPORT FOR OFF_SHORE PARTNERS

5.1 The Director GELI reported to the committee 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. The Director GELI advised that this support is being offered only the Chinese partner institutions at present, and is largely funded by GELI, but there is potential for this type of work to be adapted for partners in other countries in the future, such as Indonesia and Latin America, pending approval and funding considerations. A further update will be presented at the July ELAC meeting.

6.0 CRICOS DE-REGISTRATIONS

6.1 The Manager, Academic Program Services, Academic Services advised members that 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.

7.0 PUBLICATION OF GELI PROGRAM

7.1 The Manager, Academic Program Services, Academic Services advised members that 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. The Director GELI asked for the information to be published, once the high-school relationships were in place.

SECTION B: ACTION UNDER DELEGATED AUTHORITY

NIL

SECTION C: OTHER RECOMMENDATIONS AND REPORTS
(TO PERSONS/COMMITTEES OTHER THAN THE PARENT COMMITTEE(S))

NIL
SECTION D: MATTERS NOTED, CONSIDERED, OR REMAINING UNDER DISCUSSION

8.0 GRIFFITH ENGLISH LANGUAGE ENHANCEMENT STRATEGY (GELES) UPDATE REPORTS

8.1 The EnglishHELP and IELTS4grads progress reports were noted.

8.2 The Manager, Student Experience provided an update on the Student Linx and Griffith Mates activities for Semester 1/2015. The Chair asked for a further analysis on the reason for the shift between domestic vs international participation, as well as the ESB vs NESB participation at Griffith Mates events.

8.3 For Semester 2/2015, the Manager, Student Experience advised that there will continue to be a strong focus on the development and delivery of value driven student engagement activities and initiatives. These activities and initiatives will align with the GELES and internationalisation strategies. A key initiative in 2015 will be the establishment and implementation of an employment skills framework.

9.0 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.

Confirmed: ........................................
(Chair)

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

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

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  
(ex officio)

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
Mr Peter Makara

Secretary: Ms Renee Beauchamp (ext 28696)

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