A meeting of the English Language Advisory Committee was held on Thursday, 23rd July 2015, from 1:30pm – 3:00pm via videoconference in Room 1.71, Willett Centre Building (N53) and Room 2.27, Student Centre Building (G33).

MINUTES

PRESENT:
Professor Sarah Todd (Chair)
Professor Wendy Loughlin
Ms Pamela Humphreys
Dr Ian Walkinshaw
Ms Heidi Piper
Dr Vanessa Reher
Mr Peter Makara
Ms Renee Beauchamp (Secretary)

APOLOGIES:
Professor Sushila Chang
Professor Andy Kirkpatrick
Ms Kerry Sutcliffe
Dr Ben Fenton-Smith
Ms Sharon Clifford

1.0 CONFIRMATION OF MINUTES
The minutes of the 1/2015 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 advised committee members that as part of the University's move to strengthen its partnership with Navitas through the renaming the Queensland Institute of Business & Technology (QIBT) as Griffith College, that she will put forward a proposal for the QIBT IELTS English language entry requirement for Griffith pathway students to move from IELTS 5.5 to IELTS 6.0, so that QIBT is closer aligned with the University's IELTS entry requirement of 6.5.

3.2 The Chair advised committee members that the University is yet to enter discussions with TAFE in relation to their English language entry requirement for pathway students.

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

NIL
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

4.0 DRAFT GELES REPORT FOR EXECUTIVE GROUP

4.1 The Chair tabled the draft GELES Report for Executive Group with committee members for feedback/comments. The Deputy Director GELI advised that the draft report provides an update on the value, impact and future direction of the GELES. In particular, the report proposes continuing with the existing five strands going forward, as well as proposing that two additional strands are required to more fully cater to EAL postgraduate coursework and HDR students going forward. The funding required is included in the report.

4.2 It was suggested that the HDR strategy be put forward for discussion and in-principle agreement at the next BGRS meeting at the end of August 2015, before the report is presented to Executive Group. The Deputy Director GELI will contact Dr Eliza Howard to arrange for the HDR strategy to be tabled as an agenda item at the next BGRS meeting.

4.3 The Chair also advised that she would like to also include in the report a language for employability strand. The Director and Deputy Director GELI will meet with the Manager, Careers and Employment and Manager, International Career Development to develop this strand for inclusion.

4.4 The Chair asked committee members to send through any further feedback/comments on the draft GELES report to the Deputy Director GELI.

5.0 SUPPORTING OFFSHORE/ONLINE EAL STUDENTS

5.1 The Deputy Director GELI advised committee members that the planned increase in online offerings to offshore students has raised the issue of supporting EAL students enrolled in this type of program and the resourcing of such provision. The Deputy Director GELI advised that this matter was brought to the attention of the EnglishHELP management team by the Manager, Griffith Online.

5.2 The Deputy Director GELI highlighted to committee members that section 3 of the Report on EnglishHELP to ELAC, documents the trial undertaken to deliver synchronous EnglishHELP consultations in Hong Kong in 2013 and the challenges that were encountered.

5.3 The Deputy Chair, Academic Committee advised that she would investigate with Pearson’s if there was reference to English support.

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

6.1 The Manager, Student Experience advised committee members that a Griffith International Events and Engagement Working Party was established in May 2015 to ensure events, activities and initiatives delivered by Griffith International and facilitated by the Griffith Mates are aligned with the Griffith International and GELES strategic objectives.
6.2 The Chair requested that the Deputy Director GELI be invited as a member of the newly formed working party, to contribute her knowledge of English language proficiency to the planning of Griffith Mates activities and events.

6.3 The Manager, Student Experience also discussed with committee members the Semester 2/2015 activities and events schedule.

7.0 GRIFFITH ENGLISH LANGUAGE ENHANCEMENT STRATEGY (GELES) UPDATE REPORTS

7.1 The Deputy Director GELI presented the progress reports for the English Language Enhancement Course (ELEC); EnglishHELP; IELTS4Grads; and the Postgraduate English Language Enhancement Course (PELE) Project. The Deputy Chair, Academic Committee queried the matter over the 5% allocation for credit for adjunct tutorials in the PELE project report. The Deputy Chair, Academic Committee will investigate this issue and see if 5% sits within the assessment policy and will advise the Deputy Director GELI.

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

8.1 Members noted the recent publication: Implementing a university-wide credit-bearing English language enhancement programme: issues emerging from practice that was published by Fenton-Smith, Humphreys, Walkinshaw, Michael and Lobo. The paper describes the issues faced by one university that attempted a whole-institution approach to enhance English language proficiency.

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

9.1 Members noted the recent publication: Language specialists’ views on academic language and learning support mechanisms for EAL postgraduate coursework students: the case for adjunct tutorials publish by Fenton-Smith and Humphreys. The paper focuses on the large numbers of international students enrolled in postgraduate coursework degrees in English Medium of Instruction (EMI) destinations such as Australia and the UK, most of whom have English as an Additional Language (EAL). The paper reviews the dearth of literature on the types of academic language and learning (ALL) support that best suit this cohort, and few accounts of sustained strategies implemented specifically for them, particularly university-wide. The paper is an account of one university's attempt to fill this gap in terms of both research and practice.

10.0 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.

Confirmed: ……………………………………….

Date: ………………………………………

(Chair)
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
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
Mr Peter Makara

Secretary:  Ms Renee Beauchamp (ext 28696)

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