GRIFFITH UNIVERSITY

ENGLISH LANGUAGE ADVISORY COMMITTEE

A meeting of the English Language Advisory Committee was held on Tuesday, 20 October 2015, from 10:00am – 11:30am 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 Kerry Sutcliffe
Ms Pamela Humphreys
Dr Ian Walkinshaw
Ms Heidi Piper
Ms Sharon Clifford
Mr Peter Makara
Dr Claire Kennedy
Ms Renee Beauchamp (Secretary)

APOLOGIES:
Professor Sushila Chang
Professor Andy Kirkpatrick
Dr Ben Fenton-Smith
Dr Vanessa Reher

1.0 CONFIRMATION OF MINUTES
The minutes of the 2/2015 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 the QIBT IELTS English language entry requirement for Griffith pathway students remains at IELTS 5.5. The Chair also advised committee members that she will be attending the Navitas Conference in Hanoi, Vietnam from the 5 – 9 November 2015, along with Ms Heidi Piper.

3.2 The Chair advised committee members that GELES is a finalist in the International Education category at the inaugural The Australian Financial Review Higher Education awards. The awards ceremony is being held on Tuesday 27 October 2015 in Sydney.

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 POSTGRADUATE ENGLISH LANGUAGE ENHANCEMENT (PELE) PROJECT
4.1 The Deputy Director GELI provided committee members with a report 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.

4.2 The Deputy Director GELI highlighted section 3.1 of the report in relation to the timetable for Semester 1/2016. Requests have been made from academic staff for the delivery of adjunct tutorials in six courses in GBS or Sciences in Semester 1/2016; however the current funding of PELE only covers the PELE Officer’s salary and not enough to cover funding of the casual tutors for all six adjunct tutorials to run. It was decided that the remaining funding for the casual tutors for Semester 1/2016 to come from the GELES budget, using carryforwards from the EnglishHELP strand of the budget.

4.3 The Chair asked the Deputy Director GELI to pass on her thanks to John McAndrew for all his work on the PELE project.

5.0 ENGLISH LANGUAGE ENHANCEMENT COURSE (ELEC)
5.1 The Deputy Director GELI provided a report to committee members which highlighted implications for ELEC in relation to the Griffith 2020 Model; ELEC Administrative Matters; ELEC delivery at the Logan campus; and ELEC enrolments.

5.2 ELEC is currently delivered on any campus in Semester 1 and 2 where programs in which it is a core course are offered. Dr Ian Walkinshaw and the Deputy Director GELI raised concerns whether it would be financially viable to continue to run ELEC on all campuses across T1, T2 and T3. After a lengthy discussion, it was agreed that LAL/GELI would review the current policy and look at costing and resource implications and put forward a recommendation for the next ELAC meeting in 2016.

5.3 The Deputy Director GELI raised the issue of students who are Required But Not Enrolled in ELEC, these are students still in the system that have not completed ELEC. After following up; checking students’ status and file records (for system errors); raising a SIR; and/or emailing students about enrolling in the following semester; approximately 25 students per semester still do not enrol. Additionally, the historical data shows that, despite the considerable time spent on these tasks each semester, an average of 12.8% still do not enrol in ELEC in their first semester of study, although expected to do so, and although the course is designed for the beginning of undergraduate studies. The Chair agreed to look at options to adjust the offer letter under conditions of enrolment, if feasible to do so. It was also suggested that the ELEC enrolment be included on the ‘to do list’ on the ‘my Griffith’ portal. The Deputy Director GELI agreed to send the Director GELI some testimonials and photos of ELEC student for a social media campaign to promote ELEC. The Chair also asked the Manager, Student Experience to highlight the ELEC course through the international orientation for all commencing international students. The ELEC course will also be promoted in the Destination@Griffith publication.
The Deputy Director GELI also raised the issue of students who are Enrolled But Not Eligible for ELEC. An extensive number of administrative hours go into calling/emailing native speaker students to request that drop the ELEC course. The Manager, Academic Program Services agreed to take up this issue with Student Administration to see how the Enrolled But Not Eligible students can be removed.

5.4 The Acting Head of School, LAL raised the issue of very few students undertaking ELEC at the Logan campus (four in total). In Semester 1/2014, GBS began to deliver the Bachelor of Business/Commerce at Logan and therefore requested that 5901LAL be delivered there also. The Deputy Director GELI referred to the Cancellation and Deletion of Courses Policy which states that 'The University reserves the right to cancel any class that attracts an enrolment of fewer than twelve (12) students, provided that the course to which the class refers is not a requirement for satisfactory completion of a program'. The Manager, Academic Program Services advised that she will run a report to look at the Logan campus business programs and demographic. The Chair also advised members that she will discuss with the PVC (Business) about the Business offerings to international students at the Logan campus and also check to see how many offers/acceptance have been made for international students at the Logan campus in 2016.

6.0 PEARSON TEST OF ENGLISH (PTE) ACADEMIC REPORT

6.1 The Deputy Director GELI advised committee members that in September 2015 Griffith opened a Pearson Test of English Academic (PTE Academic) Test Centre in the (G52) International Building on the Gold Coast campus, to become the first PTE Academic test centre on the Gold Coast and only the second PTE test centre on a university campus nationally. The first test is scheduled for Thursday 22 October 2015.

6.2 The Deputy Director GELI suggested that consideration be given to the extension of the existing IELTS4grads graduate exit testing initiative so as to include the PTE(A) test. It would be an attractive alternative to IELTS for Gold Coast-based students. Griffith would also be the first university to accept PTE(A) for this purpose. It was agreed that the Deputy Director should further liaise with Pearson Language Testing about this opportunity and report back at the next meeting.

7.0 ENGLISH LANGUAGE ENTRY REQUIREMENT: POLICIES AND PROCEDURES FOR APPROVAL

7.1 The Director GELI raised with committee members some recent examples of where the School/element level do not appear to adhere to existing policies and procedures in relation to English language requirements, under the Undergraduate Programs Admission Policy, which have resulted in anomalies. The Manager, Academic Program Services agreed to extract the English language requirement text from all relevant programs and courses and undertake a comprehensive audit to ensure all are consistent with the University's English language proficiency (ELP) entry requirements into the University.

8.0 UPDATED DRAFT GELES REPORT FOR EXECUTIVE GROUP

8.1 The Chair provided committee members with an updated copy of the GELES report that will be presented to Executive Group. The Chair asked for a few slight amendments to be made to the report, particularly in relation to the GELES budget. The report will be presented to Executive Group at the end of November 2015.
9.0 GELI ENGLISH LANGUAGE SUPPORT FOR GRIFFITH COLLEGE

9.1 The Chair highlighted to committee members that there is no mention in the contract with Griffith College that their pathway students must be recruited within half a band score of the University's IELTS English language entry requirement. The Director GELI advised that GELI has committed strategic funding to work with Griffith College in 2016, to develop a strategy to improve students’ English language concurrently with their diploma students, with the aim of having students at the equivalent of IELTS 6.5 on entry to Griffith.

10.0 GRIFFITH ENGLISH LANGUAGE STRATEGY (GELES) UPDATE REPORTS

10.1 The Deputy Director GELI presented progress reports for EnglishHELP and IELTS4Grads.

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.

12.0 OLT STRATEGIC PROJECT WORKSHOP

12.1 The Deputy Director GELI circulated to members the discussion paper on the OLT Strategic Priority Commissions Project 'What works best: Strengthening the evidence-base for oral and written communication skills in higher education' for noting.

13.0 NEXT MEETING

The next meeting of the English Language Advisory Committee will be held on Tuesday 8 March 2016 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: ....................................................
DISTRIBUTION LIST

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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