A meeting of the Learning and Teaching Committee was held on Monday 2 April at 10.00 a.m in the Council M10_5.01, Conference Room, Social Sciences Bldg, Mt Gravatt campus.

Present
Professor John Dewar (Chair)
Professor Keithia Wilson
Professor Sally Borbasi
Associate Professor Nick Buys
Dr Heather Alexander
Dr Michael Crock
Professor Joy Cumming
Mr Dave Edwards
Associate Professor Jay Younger
Professor Ross Guest
Professor Kerri-Lee Krause
Professor Paul Turnbull
Ms Samantha Cassell

By Invitation
Dr Duncan Nulty
Ms Cathy McGrath
Ms Mirela Kaksha
Ms Karen van Haeringen
M Christine Grimmer (Secretary)

Name of Item | Brief Description | Action | Attachments
--- | --- | --- | ---
1.0 Apologies | Apologies were received from: John Swinton, Professor Lorelle Frazer, Dr Robyn Hollander, Dr Rodney Stewart, Associate Professor Anna Stewart | | 
2.0 Confirmation of Action Sheet | Action Sheet of the Learning and Teaching Committee’s 10/2006 meeting. | Action Sheet of 10/2006 | 
3.0 Chair’s Report | | | 
3.1 Welcome to new Members | The Chair welcomed new members of the Learning and Teaching Committee as follows: Professor Ross Guest, Associate Professor Margaret Greenway, Associate Professor Keithia Wilson, Dr Robyn Hollander, and new student member, Samantha Cassell. The Chair expressed thanks on behalf of the Committee to Associate Professor Alf Lizzio for his service to the University as | Nil. |
At this point the Chair proposed that the Committee consider Items 6.0 and 7.0 and 8.0 first and members welcomed Ms Cathy McGrath and Ms Mirela Kaksha from Exams and Timetabling, and Dr Duncan Nulty from GIHE.

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<th>Item 6.0</th>
<th>Deferred/Supplementary Exams timetabling</th>
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<td>6.1 Ms McGrath noted that staff had queried whether deferred exams which are run centrally might be run at an earlier date so as to avoid students having to study for these exams in the first couple of weeks of semester.</td>
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Student Administration considered the findings of a survey of other universities along with a review of the timing of DEF/SP examinations and proposed that:

- Scheduling of Deferred/Supplementary exams for Semester 2 remain the same – No change (Currently scheduled week prior to O Week)
- Semester 1 Deferred/Supplementary exams re-schedule to Week 1 of Semester 2

Members felt overall that it was desirable to schedule deferred and supplementary exams earlier and within three weeks of the end of semester.

Cathy McGrath was requested to prepare a revised proposal of dates for Scheduling of Deferred/Supplementary Examinations (except Semester 1 QCGU South Bank) for approval at the 2/2007 meeting of the Learning and Teaching Committee.
Item 7.0 Revised class timetabling policy

Ms Cathy McGrath noted that there was a need for a policy to inform the process of identifying the objectives, scheduling principles and organisational arrangements that define the production of the University-wide class timetable and use of central teaching space for teaching activities and ad hoc room use.

Members thanks Ms McGrath for developing the policy and noted that it captured the factors involved in development of an appropriate university wide timetable.

The Chair noted that while there were no new issues identified several of the issues might be prioritised differently. Finally it was recommended that the policy be forwarded to Academic Committee for approval at its April meeting subject to the following amendments:

1. Deemed days would be included.
2. Clear Priority would be given to optimum scheduling of first year classes.
3. Academics would indicate when they were unavailable.
4. Research active staff would indicate their research days.

It was generally considered desirable for Heads of School and Course and program Convenors to have input to the timetable.

Ms Cathy McGrath will amend the policy accordingly for forwarding to Academic Committee for approval at its April meeting.

Class Timetabling Policy and Procedures (2007/0002259)

Item 8.0 Revised Program Development, Approval, Monitoring and Review Process

A discussion paper entitled, Program development, approval, monitoring and review process (2007/000260) proposing a new approach for Program Development, Approval, Monitoring and Review (D-AMR) for the University was presented to members by

The Working Party is requested to proceed with developing:

1."Initial Program Proposal" and "Full Program Proposal" documentation.

Program development, approval, monitoring and review process (2007/000260)
### Item 9.0 Course Approval and Evaluation – Closing the Loop

At its 6/2006 meeting the Learning and Teaching Committee discussed recommendations from the final report of the Course Outline Project and members expressed a range of concerns including the issue of “closing the loop” in relation to evaluations - that is the “professional and moral obligation to ‘close the loop’ by reporting back to those who provide us with evaluation feedback in respect of the subsequent actions we have taken.”

Dr Duncan Nulty, Professor

### 2. “Project Initiation Documentation” related to the development of a "Program Outline System".

Professor Sally Borbasi will convene a meeting of Associate Professor Keithia Wilson, Karen van Haeringen, Professor Kerri-Lee Krause and Dr Michael Crock to generate principles and design a set of options for the next meeting of the Learning and Teaching Committee.

### Closing the Loop on Evaluations of Courses and Teaching (2007/0002256)

Dr Duncan Nulty, Professor
Sally Borbasi, Dr Richard Armour and Karen van Haeringen prepared a discussion paper addressing a range of matters related to this issue. Members discussed the feasibility and merits of inclusion of student feedback and any subsequent adaptation of courses on the course outline template. In general members felt that it would not be beneficial to include student feedback on the course outline template.

Associate Professor Nick Buys noted that Health Group has a developed a model where feedback is captured, staff are required to respond, outcomes are presented at Faculty Board and the current and next commencing cohorts of students are informed. The work of Associate Professor Keithia Wilson was recommended particularly in this respect.

A member made the point that good feedback also needs to reported in similar ways. Members were in agreement that feedback should be framed in a formative way. A member noted that mid semester feedback is also useful in this respect.

The Chair noted that it is urgent to address this issue but that it would be best approached with a strategy of cultural change. Members resolved that it would not be appropriate to include feedback in the course outline template.

The Chair requested a working party comprised of Associate Professor Keithia Wilson, Karen van Haeringen, Professor Sally Borbasi, Professor Kerri-
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<th>Item 10.0 Revised Schedule for Monitoring Progress in the KPI – Success in External Scholarships or Awards</th>
<th>At its 8/2006 meeting, the Educational Excellence Committee approved the Strategy for Supporting and Monitoring Student Success in External Scholarships (2006/0007059), outlining a process to monitor progress towards targets and a strategy for identifying and nurturing potential students. The strategy outlined a number of responsibilities for the Undergraduate Scholarships and Prizes Office and foreshadowed some responsibilities for the Honours College. As the concept of the Honours College has unfolded, and due to changes in personnel in the Scholarships and Prizes Office, the Strategy for Supporting and Monitoring Student Success in External Scholarships (2006/0007059) has been revised to include an expanded role for the Honours College. The Committee approved the revised strategy.</th>
<th>The secretary of Learning and Teaching Committee is asked to recommend the revised Strategy for Supporting and Monitoring Student Success in External Scholarships (2006/0007064) to Academic Committee for approval at its 2/2007 meeting.</th>
<th>Strategy for Supporting and Monitoring Student Success in External Scholarships (2006/0007064) to Academic Committee for approval at its 2/2007 meeting.</th>
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<td>Item 5.0 Revised Griffith e-Learning Fellowship Policy</td>
<td>A revised Griffith E-Learning Fellow policy (2007/0012005) was considered by the Learning Environment Committee at its 2/2007 meeting. It is proposed that the Deputy Vice Chancellor (Academic) seek applications for the 2007 Griffith E-Learning Fellowships on Friday 23 March for submission on Monday 21 May. The Learning Environment Committee will consider these applications at its 28 May meeting. It has also been suggested that the</td>
<td>The Secretary of Learning and Teaching Committee is requested to forward the revised Griffith E-Learning Fellow Policy (2007/0012005), including revision to point 5.1 as outlined above, to Academic Committee for approval at its 2/2007 meeting and that the arrangements for advertising and selecting 2007 Fellows outlined in Item 5.3 be implemented.</td>
<td>Griffith E-Learning Fellow Policy (2007/0012005)</td>
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2006 Griffith E-Learning Fellows be invited to the May meeting to assist in the selection of the next set of Griffith E-Learning Fellows.

Members suggested, in relation to dissemination that the policy should include a requirement for online Professional Development as well as for identifying and actively engaging in sharing strategies. Members recommended that Point 5.1 should indicate that Fellows would be expected to demonstrate how they will engage in professional Development.

The Learning and Teaching Committee recommends the revised Griffith E-Learning Fellow Policy (2007/0012005), including revision to point 5.1 as outlined above, to Academic Committee for approval at its 2/2007 meeting and that the arrangements for advertising and selecting 2007 Fellows outlined in Item 5.3 be implemented.

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<th>3.1 AUQA Review</th>
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<td>The Chair noted that Griffith was to be the subject of a Cycle 2 AUQA review in July 2008 and that one of the themes would be Internationalisation and the second theme would relate to Learning and Teaching.</td>
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<td>The Chair indicated that he would come back to the Committee with a full briefing following a consultation meeting with AUQA in late April.</td>
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<th>3.2 Australian Diploma Supplement</th>
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<td>Professor Sally Borbasi provided a brief outline of participation, on behalf of the Deputy Vice Chancellor (Academic), in the Consortium convened to prepare an Australian Diploma Supplement.</td>
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<td>Professor Sally Borbasi will advise.</td>
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<td>3.3 Learning and Teaching Website</td>
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| 3.4 Carrick Institute Update | The Chair of The Educational Excellence Committee reported that a Griffith Institutional Strategy had been implemented in part for this round of Carrick Grants. The Educational Excellence Committee had noted that, in general, there were good ideas but poor quality applications and that a stronger and longer development process is recommended.  

The Committee heard that Universities are having difficulty in keeping up with the number of schemes offered by the Carrick Institute and this should be communicated to Carrick, perhaps via Professor Ian O'Connor who is on the Board of Carrick. There was a general view that shifting the rounds of grants and awards further into the year would be helpful.  

Members endorsed the effective role of the Secretariat in managing the Carrick process to date and achieving success in grants and awards.  

It was noted that a more collaborative process with increased involvement from GIHE is under development. |
### 3.5 Course Outlines – Progress Report

Ms Karen van Haeringen reported that student surveys of the use and functionality of course outlines would be completed by mid April and data and feedback would be presented at the May meeting of the Learning and Teaching Committee.

Ms Karen van Haeringen will provide data and feedback on student surveys of course outlines for the May meeting of the Learning and Teaching Committee.

### 3.6 SUCCEEDING@GRIFFITH

The Chair advised that a group comprised of himself, Dr Richard Armour, Associate Professor Alf Lizzio, and Professor Kerri-Lee Krause are discussing output from the Succeeding at Griffith staff Forum and will report to subsequent meeting of the Learning and Teaching Committee.

### 4.0 Reports from Sub-Committees

**Student Orientation and Engagement Committee**

The Chair noted that a representative from the Student Orientation and Engagement Committee would be invited to report to the May meeting of Learning and Teaching Committee.

**Learning Environment Committee**

The Chair of the Learning Environment Committee noted that the E-Learning Strategy has been put on hold for a short time in order to allow for development with Succeeding@griffith as it is imperative that this strategy articulate with the Academic Plan.

The Committee is currently focusing on connection with Partner Schools.

The Chair attended an IRU benchmarking activity focusing on:

- Staff Development in Educational Technology
- Budget Control.
Of note was the devolved model for staff development with greater e-learning support at faculty level as applied at Flinders and Murdoch Universities.

**Educational Excellence Committee**

The Chair of Educational Excellence Committee noted that the Committee was currently engaged with assessing Carrick Grant Expressions of Interest and reviews of organisational strategies for managing Carrick Grants and Awards and Griffith Grants and Awards and that it intended to present revised strategies at the May and June meetings of Learning and Teaching Committee.

The Committee had also received reports from Sports Scholarships Committee and Excellence Expo Committee.

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<th>Item 11.0 Celebrating Teaching</th>
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<td>The Chair noted that the first Celebrating Teaching Seminar for the year with Professor Kerri-Lee Krause and Associate Professor Keithia Wilson on Strategies for Enhancing the First Year had been a great success</td>
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<th>12.0 Next Meeting</th>
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<td>The next meeting of the Learning and Teaching Committee will be held on Tuesday 8 May, 2007 in Room 3.30, Information Services, Logan Campus.</td>
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Signed: _____________________________________________

Date: _____________________________________________