GRIFFITH UNIVERSITY

Learning and Teaching Committee

ACTION SHEET

A meeting of the Learning and Teaching Committee was held at 10.00am on Tuesday 8 May at L03.30, Logan Campus

PRESENT:

Professor John Dewar (Chair)

Associate Professor Nicholas Buys
Professor Lorelle Frazer
Associate Professor Anna Stewart
Mr Dave Edwards
Professor Paul Turnbull
Associate Professor Keithia Wilson
Dr Heather Alexander
Professor Ross Guest
Associate Professor Jay Younger
Dr Robyn Hollander
Ms Samantha Cassell
Ms Renae Carrigg
Professor Kerri-Lee Krause
Mr Kevin Ashford-Rowe (for Dr Michael Crock)
Professor Joy Cumming
Mr John Swinton

Secretary: Christine Grimmer
Karen van Haeringen

By Invitation: Ms Catherine Delahunty
Dr Richard Armour
Dr Duncan Nulty

APOLOGIES:

Professor Sally Borbasi
Dr Rodney Stewart
Associate Professor Margaret Greenway
Dr Michael Crock

CONTENTS

Item No. 1 - APOLOGIES
Apologies were received from Professor Sally Borbasi, Dr Rodney Stewart, Associate Professor Margaret Greenway, Dr Michael Crock

Item No. 2 - CONFIRMATION OF MINUTES
Description The minutes for the 2/2007 meeting of the Learning and Teaching Committee were circulated and accepted
Action nil
Attachment Action Sheet for 2/2007 meeting of the Learning and Teaching Committee

Item No. 3 – CHAIRS REPORT
Description BUDGET

GRIFFITH UNIVERSITY 2015

www.griffith.edu.au/committees
<table>
<thead>
<tr>
<th>Item No.</th>
<th>REPORTS FROM SUB-COMMITTEES</th>
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<tbody>
<tr>
<td>4.0</td>
<td>EDUCATIONAL EXCELLENCE COMMITTEE</td>
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<td></td>
<td>The Chair noted that the main work of the Committee had been the development of a revised Griffith Grants for Learning and Teaching scheme and strategy for the more effective development of applications for internal and external grants and awards.</td>
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<td>The revised grants scheme comprised the business of Item 6.0 of the agenda</td>
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<td>LEARNING ENVIRONMENT COMMITTEE</td>
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<td>The Chair of the Learning Environment Committee noted that the main business of the Committee at its last meeting had been the selection of the 2007 GEL Fellows and that successful Fellowship applicants have been noted in Item 7.0 of the agenda.</td>
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<td>It was noted that a number of applicants had approached the GEL Fellowship more as a grant than a fellowship.</td>
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<td>The Chair also noted the process of Expressions of Interest to which applicants spoke for 10 minutes had been very successful and that it might be considered for other grant/ Fellowship schemes.</td>
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<td>STUDENT ORIENTATION AND ENGAGEMENT COMMITTEE –</td>
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<td>The Chair of the Student Orientation and Engagement Committee reported briefly on the student survey of orientation indicating that final reports would be circulated to Groups shortly.</td>
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<td>The Chair sought input from members of the Learning and Teaching Committee on the ‘week 4 barbeques’ held each semester, noting that a suggestion had been made that the campus-wide orientation week barbeques be held at the local level/replaced by Group/Faculty barbeques.</td>
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<td>Members heard that 35% of students attended. Members considered this a good response and that these events provided an important opportunity for students to develop social newteworks. Members felt that the University wide barbeques should continue with consideration being given to their receiving additional resources such as a per capita allocation from the Orientation budget.</td>
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<td>Members noted that the University wide event should continue and be complemented by Group/Faculty barbeques.</td>
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<td>A member noted that the purpose of the barbeque’s should be clear. The Deputy Vice Chancellor Academic noted that the purpose is to bring students back into contact with central support.</td>
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### SECTION (1) – MATTERS FOR DEBATE AND DECISION

<table>
<thead>
<tr>
<th>Item No.</th>
<th>COURSE AND TEACHING EVALUATIONS</th>
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<td>5.0</td>
<td>DATA WAREHOUSE PROJECT</td>
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<td>University- wide implementation of course and teaching evaluations occurred in semester 1, 2005 in accordance with the Principles for the Griffith Framework for</td>
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Evaluating Programs, Courses and Teaching.

The Framework states that Heads of School are required to establish a schedule of course evaluation (including evaluation of teaching) that minimises the chance of over-surveying stakeholders. This schedule normally requires courses to be evaluated using the SEC and SET instruments a minimum of every second time they are taught or every two years. An additional consideration includes the condition for participation in the National Learning and Teaching Performance Fund (NLTPF) that ‘evidence that student evaluations of subjects is publicly available’.

Until now reports of the percentage of courses evaluated have not been available. The data warehouse project was instigated to address this amongst a range of needs for evaluation data. Catherine Delahunty, Change Manager for the Data Warehouse Project will attend to give a presentation on the range of data now available.

Some concern was expressed that the current system and the proposed data warehouse framework may not capture the scope of evaluation currently undertaken such as those in the School of Medicine for which there is 100% compliance but which is not captured.

Another concern was the capture of those course which are part-time, distance and multi-mode multi-discipline courses.

CLOSING THE LOOP ON COURSE EVALUATIONS

Further, the 1/2007 meeting of the Learning and Teaching Committee considered a discussion paper prepared by a working party comprising Dr Duncan Nulty, Professor Sally Borbasi, Dr Richard Armour and Karen van Haeringen has prepared addressing a range of matters emerging from the final report of the Course Outline Project 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

A Closing the Loop on Course Evaluation Working Party met on Monday 14 May, 2007 agreeing to clarify the principles that should guide course evaluation and to implement them in the form of revisions to the Course Approval and Evaluation Policy. The Working Party agreed on 11 principles that inform the purpose, scope and timetable for reports and three report formats. These are outlined in the document Closing the Loop on Course Evaluation (2007/0017509).

The Learning and Teaching Committee was asked to recommend to Academic Committee for approval at its 4/2007 meeting a revised Course Approval and Evaluation Policy (2007/0002267) based on the above principles.

Action
The Chair requested that the Working Party re-convene to revise the policy to be consistent with the approach indicated by members during discussions at the meeting.

Attachment
Scheduling of Deferred/Supplementary Examinations (except Semester 1 QCGU South Bank)(2007 0002257)

Item No. 6.0 REVISED GRIFFITH GRANTS FOR LEARNING AND TEACHING SCHEME

Description
In 2006, the Deputy Vice Chancellor Academic promoted a revised scheme for grants for learning and teaching in the Guidelines for Griffith Grants for Learning and
Teaching. The purpose of the University-level competitive internal grants scheme was to support the University’s strategic objectives in learning and teaching, to support innovation in learning and teaching consistent with the Griffith Academic Plan 2, to disseminate such innovations through professional development, and to embed their outcomes across the University as approaches that can be adopted in either a disciplinary or interdisciplinary context.

At its 2/2007 meeting the Educational Excellence Committee considered a request from the Deputy Vice Chancellor (Academic) for members of the Committee to give consideration to the following three issues in relation to the Griffith Learning and Teaching Grant Scheme and to make recommendations accordingly:

1. The extent to which the reporting and reference group requirements of our existing policy have been met;
2. Whether the EEC thinks there should be any changes to those aspects of our policy; and
3. Whether any other changes to our policy are desirable, especially in the light of last years’ experience with this scheme.

A further consideration is the extent to which Griffith’s Internal Grants Scheme provides a pathway to the Carrick Grants Schemes. A member noted that the Educational Excellence Committee had expressed the importance of seeing the Griffith Scheme as a mechanism for enhancing the quality of teaching within a context of national priorities and external funding sources for enhancing learning and teaching.

The Educational Excellence Committee noted that successful applicants for 2006 grants had submitted interim reports but that the reports indicated inconsistent referral to or consultation with reference groups. It was suggested that revised Guidelines might require Group/Faculty Learning and Teaching Committees or a sub-committee of these committees to act as reference group for grants.

The Committee supported a revision of the grants scheme to:
1. Achieve greater alignment between Griffith's Learning and Teaching Grants and Carrick funding opportunities to increase the number and quality of grant applications;
2. Improve the strategic impact of these grants for the benefit of Griffith university in particular, and the higher education sector in general, and;
3. Simplify the current Griffith Griffith's Learning and Teaching Grant system.

Members suggested that funding for grants could be in two tiers – funding for University – wide grants allocated by the Deputy Vice Chancellor (Academic) and assessed by the University wide Learning and Teaching Committee and an amount to be devolved to Groups/Faculties to be allocated by Group/Faculty Learning and Teaching Committees.

Action
The Chair of the Educational Excellence Committee will present a revised structure for Griffith Grants for Learning and Teaching along with a strategy for managing grants and awards for the approval of the Learning and Teaching at its Committee 4/2007 meeting.

Attachment
RECOMMENDATIONS

Item No 7.0  GRIFFITH E-LEARNING FELLOWSHIPS

Description  The 3/2007 meeting of the Learning Environment Committee was held on Monday 28 May 2007. The Committee considered nine (9) applications for the 2007 Griffith E-Learning Fellowships. In accordance with policy, all applicants were invited to meet with the Committee to discuss their applications. The following four applicants were successful in receiving a 2007 GEL Fellowship:

Dr Neil Harris – to advance understanding of how online collaborative environments can be developed to support interactive peer learning through analysis and examination of current online forum activity in two PBH courses and to develop a framework for using interactive collaborative environments that can be adopted and distributed throughout the university.

Dr Debbie Heck – to build on the Secondary Educators Resource Kit project, developed with FLAS support in 2006, to develop an electronic reflective learning portfolio that can be used within the professional experience component of the one year program to assist students to become reflective practitioners.

Mr Jason Zagami – to develop an online learning environment containing e-learning facilities (interactive learning objects and activities, e-teaching facilities etc.), virtual lecture theatres and seminar rooms and in so doing, develop a Griffith University point of presence within the Second Life virtual world.

Professor Paul Cleveland - to develop myQCA, a virtual environment where QCA students can engage in scholarship and learning through peer interaction and debate. The myQCA platform will allow QCA undergraduate and postgraduate students to post and discuss project and assignment work, to use the forum as a sandpit to test ideas, and to disseminate information both graphic and written concerning the nature of visual studio practice.

In accordance with the Griffith E-Learning Fellowship policy, a sub-Committee of the Learning Environment Committee will meet with the successful Fellows to complete a more detailed statement of the proposed project, including a detailed timeline and budget. Final figures for fellowships awarded will be advised to the Learning & Teaching Committee immediately upon resolution.

Action  The Secretary of the Learning Environment will forward final budgets for Fellowship projects to the 4/2007 meeting of the Learning and Teaching Committee

Attachment

Item 8.0  The next meeting of the Learning and Teaching Committee will be held on Monday 9 July, 2007 at 10.00 am in room S02_7.16, Webb Centre, Southbank campus.

Item No 9.00  MEETING DATES FOR 2007

<table>
<thead>
<tr>
<th>Meeting Date</th>
<th>Confirmed Room</th>
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<tbody>
<tr>
<td>9 July</td>
<td>SO2_7.16</td>
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<tr>
<td>6 Aug</td>
<td>G18_3.02</td>
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<tr>
<td>3 Sept</td>
<td>M10_5.01</td>
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</tbody>
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Meeting Day: Mondays 10.00 – 12.30pm Confirmed
NEXT MEETING

The next meeting of the Learning and Teaching Committee is to be held at 10.00AM on Monday 9 July in S02_7.16, Webb Centre, Southbank campus.

Signed: ____________________________

Date: ____________________________