A meeting of the Learning and Teaching Committee was held on Monday 10 March 2008 at 10.00am in Room 5.01, Social Sciences building (M10), Mt Gravatt campus.

1.0 Attendance

Present:
Professor Sue Spence (Chair)
Dr Richard Armour
Professor Michelle Barker
Dr Peter Bernus
Professor Sally Borbasi
Mr Martin Borchert
Mr Earle Bridger
Ms Janine Chipperfield
Professor Joy Cumming
Mr Dave Edwards
Dr Glenn Finger

Associate Professor Margaret Greenway
Dr Robyn Hollander
Professor Kerri-Lee Kraus
Dr Stephen Larmar
Ms Carol Joy Patrick
Mr John Swinton
Associate Professor Keithia Wilson
Secretary: Ms Rae-Anne Locke

Apologies:
Associate Professor Nick Buys
Ms Renae Carrigg
Ms Samantha Cassell
Professor John Dewar
Professor Lorelle Frazer
Associate Professor Mary Keyes
Associate Professor Jay Younger

The Chair welcomed new members Associate Professor Peter Bernus, Dr Glenn Finger, Ms Carol Joy Patrick and Mr Martin Borchert to the Committee.

2.0 Confirmation of minutes

The action sheet of the 1/2008 meeting of the Learning and Teaching Committee was confirmed and accepted.
### SECTION A: RECOMMENDATIONS AND REPORTS TO ACADEMIC COMMITTEE AND ITS SUB-COMMITTEES

<table>
<thead>
<tr>
<th>Name of item</th>
<th>Brief Description</th>
<th>Resolution</th>
<th>Action to be Taken</th>
<th>Responsible Officer</th>
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<tbody>
<tr>
<td>Faculty Learning and Teaching Citations (Agenda item 15.0)</td>
<td>The Committee considered changes to the Faculty Learning and Teaching Citations Guidelines and noted the minor editorial changes in addition to the redistribution of citations based on Semester 2 2007 EFTSU.</td>
<td>Resolution Recommend to Academic Committee that the revised guidelines (2008/0022005) be approved.</td>
<td>The Committee’s recommendation to be forwarded to the Academic Committee.</td>
<td>Secretary</td>
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<tr>
<td>Learning Environment Committee Constitution (Agenda item 16.0)</td>
<td>The Committee considered the revised constitution for the Learning Environment Committee (2008/0023752). As well as a number of minor changes to the functions of the Committee, it is recommended that the Learning Environment Committee be responsible for advising, monitoring and providing feedback to Learning and Teaching Committee regarding the implementation of the University’s Blended Learning Strategy. It is also recommended that the Director, Office of Facilities Management be included as an ex officio member of the Learning Environment Committee.</td>
<td>Resolution Recommend to Academic Committee that the revised LEC constitution (2008/0023752) be approved.</td>
<td>The Committee’s recommendation to be forwarded to the Academic Committee.</td>
<td>Secretary</td>
</tr>
<tr>
<td>Griffith Awards for Excellence in Teaching Guidelines (Agenda item 10.0)</td>
<td>The Chair of the Educational Excellence Committee reported on the proposed key changes to the guidelines, including the establishment of two new awards (strategic priority and cultural diversity awards); removal of the requirement for a teaching portfolio and the inclusion of two year SET and SEC data. The Learning and Teaching Committee made recommendations regarding changes to the evidentiary requirements and the mandatory inclusion of SET and SEC and other minor editorial changes.</td>
<td>Resolution Recommend to Academic Committee that the document, as amended be approved. Revised Document</td>
<td>The Committee’s recommendation to be forwarded to the Academic Committee.</td>
<td>Secretary</td>
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</table>
## Revised Document Number 2008/0022007

Committee agreed that the Educational Excellence Committee Chair would make changes and circulate the Guidelines to members for their comments and that the Learning and Teaching Committee Chair would execute approval before forwarding to Academic Committee.

### Griffith E-Learning Fellowships

*Agenda item 11.0*

Document number 2007/0012009

Revised Document numbers 2008/0023753 2008/0023754

The Chair of the Learning Environment Committee reported on the proposed key amendments to the Griffith E-Learning Fellow policy in light of recent developments such as the Blended Learning Strategy including:

- the name of the Fellowship scheme to be been changed from Griffith E-Learning (GEL) Fellowships to Griffith Blended Learning Fellowships;
- 'Internationalisation of the curriculum' and 'Enhancing the quality of assessment practices' to be added to the list of 2008 strategic objectives identified under section 2.1;
- section 2.6, which relates to the establishment of a Reference Group for each Fellow, to be deleted.

### Resolution

Recommend to Academic Committee that the document, as amended be approved. Revised Document Number 2008/0023754

The Committee’s recommendation to be forwarded to the Academic Committee. Secretary

## SECTION B: ACTION UNDER DELEGATED AUTHORITY

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<tr>
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<td>Nil</td>
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## SECTION C: OTHER RECOMMENDATIONS AND REPORTS [TO PERSONS/COMMITTEES OTHER THAN THE PARENT COMMITTEE(S)]

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<td>Nil</td>
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### SECTION D: MATTERS NOTED, CONSIDERED, OR REMAINING UNDER DISCUSSION

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<tr>
<td>AUQA Update</td>
<td>The Chair reported on the senior leadership forum, the focus on the PIRI cycle and advised an AUQA panel orientation session would be held in May.</td>
<td>Noted</td>
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<td>Carrick Update</td>
<td>The Chair reported that two fixed-term staff members would be appointed from the Promoting Excellence Initiative funds and that Chris Grimmer from GIHE would be co-coordinating this.</td>
<td>Noted</td>
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<td>Chairs Report</td>
<td>The Chair advised that CE Query training would be held at Mt Gravatt on May 9.</td>
<td>Noted</td>
<td>The Chair to send invitation to CE Query training to staff.</td>
<td>Chair</td>
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<td>QTAC Update</td>
<td>The Academic Registrar reported that enrolments were going well.</td>
<td>Noted</td>
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<td>Educational Excellence Committee</td>
<td>The EEC Chair reported: 1) The results of the 2007 Griffith Grants for Learning and Teaching were to be announced that day.  2) The establishment of an Inclusive Indigenous Learning and Teaching Practices Working Party has been approved by Academic Committee.</td>
<td>Noted</td>
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|              | In discussion of this item, the Learning and Teaching Committee Chair noted that students had raised concerns at the Aboriginal and Torres Strait Islander Advisory Committee meeting regarding:  
  i) whether the indigenous health course is being offered this year.  
  ii) issues regarding the indigenous law program.                                                                                                                                                                                   | Ms Janine Chipperfield to relay concerns back to Professor Nick Buys. | The Chair to follow this up with the Law School.                                                                                                                                | Ms Janine Chipperfield |
| Learning Environment Committee (Sub-Committee Reports – Agenda item 6.2) | The LEC Chair update included:  
  1) The Electronic Assessment Repertory Suite (EARS), with students being required to submit both hard and/or electronic copies of assessment items.  
  2) THE Griffith E-learning Fellowships being renamed the Griffith Blended Learning Fellowships                                                                                                                                 | Noted       |                                                                                                                                                                                                                                                                             |                     |
| Student Orientation and Engagement Committee (Sub-Committee Reports – Agenda item 6.3) | The SOEC Chair reported that orientation activities were going well and that permission had been granted to continue to use Surveymaker this year for the Starting@Griffith survey.                                                                 | Noted       |                                                                                                                                                                                                                                                                             |                     |
| Committee of the Chairs of Assessment Boards (Sub-Committee Reports – Agenda item 6.4) | No meeting to report.                                                                                                                                                                                                                                               | Noted       |                                                                                                                                                                                                                                                                             |                     |
| Engaging Students in Work Placement Working Party (ESiWP) (Sub-Committee Reports – Agenda item 6.5) | The joint ESiWP Chair provided a brief history of the development of ESiWP and its activities and achievements. The current ESiWP focus includes:  
  • Involvement in WIL professional development with GIHE  
  • WIL component of the workload allocation model  
  • Two Communities of Practice – one with Calvin Smith from GIHE on WIL curriculum development and the other with Stephen Billett from                                                                                                                                 | Noted       | Members to send suggestions for terms of reference to Carol Joy Patrick.                                                                                                                                                                                                  | ESiWP               |
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| EPS on WIL scholarship | • Development of an implementation plan to roll out WIL across the university  
• Ways to contribute to WIL curriculum  
• Administrative support for placements  
• Software options | The Chair congratulated ESIWP on its achievements and noted the need for ESIWP to develop terms of reference. | Professor Borbasi to extend invitation to members. | Professor Borbasi and Secretary |
| Graduate Attributes Policy (Agenda item 7.0) | The Committee discussed ways to review the Graduate Attributes Statement and agreed a working party should be established to review, update and operationalise the existing statement and formulate a policy. Members noted the need to consider attributes from all levels of students and retain those attributes that apply to all graduates from all disciplines.  
Recommendations for members include: Sally Borbasi and Calvin Smith as joint chair plus Janine Chipperfield, Joy Cumming and Alf Lizzio. | Professor Borbasi to extend invitation to members. | Professor Borbasi and Secretary |
| Research-based Learning Policy (Agenda item 8.0) Document number 2006/0002251 | The Committee discussed ways to review the Definition of Research-based Learning (Document number 2006/0002251) and to develop an implementation and budget plan. Members noted the review needed:  
• To consider what is research-based learning in the context of public scholarship  
• Indicators of success at an undergraduate and postgraduate level and within disciplines  
• Consultation with and representation from all Groups  
• An audit tool appropriate to disciplines  
Kerri-Lee Krause offered to circulate a consultation paper she had written to act as a stimulus for further discussion. | Professor Krause to circulate consultation paper to members | Professor Krause |
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<td>Course Outline Publishing Report (Agenda item 9.0)</td>
<td>The Committee welcomed the Course Outline Publishing Report (Document number 2008/0022003) but was unable to recommend the recommendations from the report as members were unclear about the content. The Committee requests a report be generated that separates the academic and operational/technical issues before resubmitting to Learning and Teaching Committee.</td>
<td>Refer report back to author to review and resubmit at a future Learning and Teaching Committee meeting</td>
<td>Secretary to refer report back to author to review and resubmit at a future Learning and Teaching Committee meeting</td>
<td>Secretary</td>
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<td>Learning and Teaching and the Student Experience (Agenda item 12.0)</td>
<td>The Chair advised that the Vice Chancellor Professor Ian O’Connor presented an update on Griffith 2015 at the Senior Management Development Program, Crowne Plaza, 19/20 February 2008. The Committee discussed the actions relating to learning and teaching.</td>
<td>Noted</td>
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<td>Open Universities Australia Update (Agenda item 13.0)</td>
<td>Professor Sally Borbasi provided an update on Open Universities Australia.</td>
<td>Noted</td>
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<td>Communities of Practice Guidelines (Agenda item 14.0)</td>
<td>The Chair advised that the Deputy Vice Chancellor (Academic) requests Learning and Teaching Committee review the Guidelines for Establishing Communities of Practice (COP) (Document number 2006/0007012). Consideration needs to be given to: - Refining the policy</td>
<td>Professor Krause to take issue to Deans’ Learning and Teaching Forum and report back to Learning and Teaching Committee at Professor Krause</td>
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<td>Mr Borchert</td>
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|              | • Resource and support implications  
|              | • A clear definition of the role and function of a Griffith University COP  
|              | • The process for formulating a COP  
|              | • Identifying sponsorship and coordination of the COP  
|              | • Alignment with strategic priorities  
|              | • Level of COP i.e institutional and/or Group/ Faculty/ interest basis  
|              | • A typology of Griffith COP’s  | a future meeting. |                     |

The Committee agreed that Professor Kerri-Lee Krause would take this back to the Dean’s Learning and Teaching Forum for further discussion and report back to Learning and Teaching Committee at a future meeting.

Suggestions for a possible working party include Chris Grimmer, Ray Hibbins.