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: APOLOGIES:

Professor John Dewar (Chair)
Associate Professor Nicholas Buys
Professor Lorelle Frazer
Associate Professor Anna Stewart
Mr Dave Edwards
Associate Professor Keithia Wilson
Dr Heather Alexander
Professor Ross Guest
Associate Professor Jay Younger
Dr Rodney Stewart
Dr Robyn Hollander
Ms Samantha Cassell
Ms Renae Carrigg
Professor Kerri-Lee Krause
Dr Michael Crock
Mr John Swinton
Professor Sally Borbasi

Secretary: Christine Grimmer
Karen van Haeringen

By Invitation: Ms Glen Kerridge
Ms Joanna Peters
Ms Cathy McGrath

CONTENTS

Item No. 1 - APOLOGIES
Apologies were received from Professor Paul Turnbull, Professor Joy Cumming, Associate Professor Margaret Greenway

Item No. 2 - CONFIRMATION OF MINUTES
Description The minutes for the 1/2007 meeting of the Learning and Teaching Committee were circulated and accepted
Action nil
Attachment Action Sheet for 1/2007 meeting of the Learning and Teaching Committee

Item No. 3 – CHAIRS REPORT
Description Griffith was advised last year that it is scheduled to undertake a Cycle 2 AUQA review in June 2008. In February 2007 the University was advised by AUQA that ‘International’ was one of the themes upon which the University would be audited and was invited to provide suggested audit themes, from which a second theme would be
chosen. The University proposed three themes to AUQA: the First Year Experience, Academic Planning and Management and Supporting Student Success. On the 23 April, the Vice Chancellor, Deputy Vice Chancellor (Academic) and the Executive Director of AUQA, Dr David Woodhouse met to agree that Griffith’s second theme for the Cycle 2 Audit would be Supporting Student Success focused on:

- Student Recruitment (including Griffith Connect, scholarships, Honours College and our TAFE strategy)
- Orientation, engagement and transition
- First year student support
- Support for equity groups
- Work integrated learning and research based learning

CARRICK GRANTS

Priority Program Grants 1 EOI no success
Leadership Grants 4 EOIs one invitation to develop up to full proposal -
Competitive Grants 8 EOIs results not out yet
1 full proposal results not out yet
Fellowships 1 Senior no result yet
Associate Fellowships 3 apps 3 offers -

CARRICK AWARDS

In 2007, Griffith has prepared 13 Citation applications which were ranked on May 8 to identify the top 10 to send forward to Carrick for the due date of May 11.

Four Teaching Excellence and 3 Program Excellence Awards will be forwarded to Carrick by the due date of July 13. A summary of Griffiths applicants for Carrick Citations and Awards is attached

Item No. 4 - REPORTS FROM SUB-COMMITTEES

SECTION (1) – MATTERS FOR DEBATE AND DECISION

Item No. 5.0 - DEFERRED/SUPPLEMENTARY EXAMINATION - TIMING IN ACADEMIC CALENDAR

Description
At its 1/2007 meeting, the Learning and Teaching Committee considered the issue of 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, when they will also be resolving issues of enrolment and commencement of new courses.

Ms Cathy McGrath, Director of Student Services, prepared a proposal for changes to timetables for deferred and supplementary exams as follows:

- The dates for the DEF/SUP exams are to be brought forward to as close as possible to the End of Semester exam periods
- The two DEF/SUP exam periods are to be aligned and run four Weeks after End of Semester exams, ie. Saturday - Saturday inclusive. For example, for 2007 this would mean 21-28 July and 15-22 December
- The 4 week period between the EOS and DEF/SUP exams is required as an absolute minimum for Exams & Timetabling to administer exams
Members made the following comments:
- The proposal signals a big change in second semester when there may not be an urgency for having results finalised
- There will be pressure on Convenors to prepare an alternative exam
- It is important for students to know their results as early as possible
- There is some concern about the reasons and motivation for requesting deferred exams.
- 15-22 December are not practical due to proximity to Christmas break
- Members suggested requesting feedback from Faculties and Schools

**Action**
The Chair requested Ms Cathy McGrath to prepare a document with outlining the proposals and including statistics on the number of requests for deferrals and noting where there are multiple requests for deferrals

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

### Item No. 6.0 - REVISED GUIDELINES FOR GRIFFITH AWARDS FOR EXCELLENCE IN TEACHING

**Description**
Following the 2006 round of the Griffith Awards for Excellence in Teaching the Educational Excellence Committee considered amendments to the Guidelines including:

1. A category for First Year Advisors
2. Revised criteria for Post Graduate Supervision and Higher Degree Research Supervision
3. Guidance about structuring applications
4. Revision of the guidelines for the GAETS to match as closely as possible, those for the Carrick Awards for Australian University Teaching.
5. Inclusion, from 2008, of a Priority Award Category.

The Educational Excellence Committee (EEC) recommended all of the above changes for endorsement by Learning and Teaching Committee. In relation to Point 4, above, the EEC recommended that there be four Individual Teacher Excellence Awards, one for each of the four Griffith Discipline Groups.

The Educational Excellence Committee also recommended the adoption of the criteria used in the Carrick Awards for Australian University Teaching.

The Learning and Teaching Committee approved the recommendations, but requested that the Individual Teacher Award comprise five awards one to be offered in each of the five broad discipline areas in the Carrick Award Scheme as follows:

- **Individual Teacher Award** offered in five discipline areas:
  - Biological Sciences, Health and Related Studies (including Medicine, Dentistry, Nursing, Physiotherapy etc)
  - Humanities and the Arts
  - Law, Economics, Business and Related Studies
  - Physical Sciences and Related Studies (including Building and Planning, Engineering, Computing and Information Science)
  - Social Sciences including Education
- **Early Career Award**
- **Casual Academic Staff Award**
- **First Year Advisor Award**
- **Priority Award Category (from 2008)**
- **Honours and Postgraduate Coursework Supervision Award**
- **Higher Degree Research Supervision Award**
## Action
The Secretary of the Learning and Teaching Committee was requested to revise the Guidelines for the Griffith Awards for Excellence in Teaching to incorporate the above recommendations and to forward these revised Guidelines to Academic Committee for approval at its 3/2007 meeting.

## Attachment
- Guidelines for the Griffith Awards for Excellence in Teaching (2007/0002263)
- Griffith Awards for Excellence in Teaching - Changes recommended by the Educational Excellence Committee (2007/0002262)
- Guidelines for the Griffith Awards for Excellence in Teaching (2007/0002263)

## Item No. 7.0 - HEALTH AND SAFETY RISK MANAGEMENT AND COURSE APPROVAL

### Description
The GriffithSAFE Academic Health & Safety Change Management Group has as one of its key performance indicators that “Health and Safety Risk Management is integrated with teaching, learning and research activities” and one of the tasks to implement this recommendation is to include a health and safety statement on course outlines.

The Learning and Teaching Committee was asked to consider revisions to the following policy documents and the changes proposed to the Course Outline Template by the GriffithSAFE Academic Health & Safety Change Management Group:

- Course Approval and Evaluation Policy (2007/0012028)
- Role of the Course Convenor (2007/0012029)
- Possible Statement for Inclusion on Course Outline (2007/0012030)

Existing Section C – Key University Information of the Course Outline Template (2007/0012031)

Members expressed a number of concerns about expectations of staff in an area where they may not have expertise. The following areas of concern were raised:

- Staff training in risk assessment is required
- Clarity around contact points in Schools and Faculties and training is essential
- There is general agreement that it is highly desirable to raise staff awareness and cultivate a culture of risk assessment
- Any policy and statements should include cover for students who are learning off campus
- The term ‘staff in control of courses’ is recommended to ensure responsibility is assumed in a variety of instances

Members felt that Version 1 of the statement for inclusion on the course outline should be adopted subject to amendment as follows:

“Griffith University is committed to providing a safe work and study environment, however all students, staff and visitors have an obligation to ensure the safety of themselves and those whose safety may be affected by their actions. Staff in control of learning activities will ensure as far as reasonably practical, that those activities are safe and that all safety obligations are being met. Students are required to comply with all safety instructions and are requested to report safety concerns to the University.”

### Action
In light of these discussion the committee recommended that the following policies

- Course Approval and Evaluation Policy (2007/0012028) and the
- Role of the Course Convenor (2007/0012029)
and amendments to the statement for inclusion on the course outline as follows, be forwarded to the Secretary of Academic Committee for approval at its 3/2007 meeting:

“Griffith University is committed to providing a safe work and study environment, however all students, staff and visitors have an obligation to ensure the safety of themselves and those whose safety may be affected by their actions. Staff in control of learning activities will ensure as far as reasonably practical, that those activities are safe and that all safety obligations are being met. Students are required to comply with all safety instructions and are requested to report safety concerns to the University.”

General health and safety information can be obtained from [http://www.griffith.edu.au/hrm/health_and_safety/](http://www.griffith.edu.au/hrm/health_and_safety/)

Information about Laboratory safety can be obtained from [http://www.griffith.edu.au/ots/secure/health/content_labsafety.html](http://www.griffith.edu.au/ots/secure/health/content_labsafety.html)

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<td>Possible Statement for Inclusion on Course Outline (2007/0012030)</td>
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**Item No. 8.0**

**WIL WORKLOAD ALLOCATIONS**

**Description** postponed

**Action** nil

**Attachment**

**Item No. 9.0**

**RESULTS OF COURSE OUTLINE STUDENT SURVEY 2005 - 2007**

**Description**

In semester 1 2005, Griffith trialled a new approach to course outlines in six schools and conducted a survey in week 3 to ascertain students’ views about the accessibility of course outlines, whether the earlier availability of course outlines influenced decision making about their enrolment and whether the information contained within the new course outline template supported their learning in the course.

The results of the survey were presented in the document, *Report on Student Surveys 2005 – 2007 on the Effectiveness of Griffith’s Course Outlines (2007/0012027)* as well as reports on submission and publication status of courses for semester 1 in 2006 and 2007 and students’ feedback on the effectiveness of course outline information in supporting their learning.

**Action** nil


**SECTION (11) – MATTERS REQUIRING RATIFICATION OR EXECUTIVE ACTION**

**Description**

**Action** Nil

**Attachment**

**SECTION (111) MATTERS FOR NOTING AND WHERE APPROPRIATE ACCEPTANCE OF RECOMMENDATIONS**

**Item No. 10.0**

**REVISED PROGRAM DEVELOPMENT, APPROVAL, MONITORING AND REVIEW PROCESS**
In response to the Phillips KPA review of the University’s Program Approval process conducted as part of Project Streamline, Academic Committee considered and approved revised policies and guidelines for Program Approval at its July 2006 meeting.

The proposed revised program development, approval, monitoring and review process aims to achieve four specific positive outcomes not achieved through previous approaches:

- integration of program planning to operational planning and strategic planning;
- streamlining, simplifying and improving the academic integrity of the program planning and development process with the potential outcome of higher quality programs;
- capturing and clearly linking the process with the University’s quality assurance model – plan, implement, review and improve; and
- future development of a program outline system to simplify and track the development and approval processes and enable information sharing between the University’s other systems such as PeopleSoft and the Program Catalogue.

A draft discussion paper was presented to the 1/2007 Learning and Teaching Committee for consideration and approval give to precede development of the following forms to be recommended to Academic Committee for use in the 2007 round of operational planning:

- Group Program Profile Plan (2007/0012011)
- Program Concept Proposal (2007/0012012)
- Initial Program Proposal (2007/0012013)
- Request for FLAS Resources Supporting Program Development (2007/0012017)

Members noted that the forms had been approved by Academic Committee.

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**Item No 11.00** MEETING DATES FOR 2007

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**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:  

www.griffith.edu.au/committees