GRIFFITH UNIVERSITY

LEARNING AND TEACHING COMMITTEE

NOTICE OF MEETING

A meeting of the Learning and Teaching Committee will be held on Monday 7 November at 10.00am in Room N54 2.02, Bray Centre, Nathan Campus

Apologies may be recorded by telephoning Ms Trish Mac Elroy on extension 57884, or by emailing t.macelroy@griffith.edu.au.

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Significant Committee Events

- A final meeting of Learning and Teaching Committee for 2006 is suggested for the second week of December - date to be confirmed

- Celebrating Teaching – November 8 12.30 – 2.00pm The Round House, Mt Gravatt Campus,
  Theme: Engaging Students - Learning Graduate Skills Through Group, Peer, and Self Assessment

  Group Assessment Tool (GAT) - Mr Mark Freakley, School of Curriculum, Teaching and Learning and

  Peer- and Self-Assessment Tool (PASS) - Associate Professor Bruce Burton, School of Vocational, Technology and Arts Education

- Student Learning Portfolios Community of Practice – November 4, 10.00 – 11.30

- Mentoring Community of Practice Meeting – November 9, 10.00 – 11.30

- Cultural Diversity Community of Practice – November 18, 11.00 to 12.30

Deadlines

- 10 November Carrick briefing on CAAUT

- 29 November AAUT presentations

Committee QuickPlace Web Address

- https://gplace02.domino.gu.edu.au/QuickPlace/sec-university-committees/Main.nsf/

- Use the left navigation bar to select the relevant committee site. Username is your staff number and password is the same as your Novell login. Call the Secretary on 57945 for advice or if experiencing difficulties.
GRiffith University

Learning and Teaching Committee Agenda 3/2005
Monday 7 November 2005

GRIFFITH UNIVERSITY
LEARNING AND TEACHING COMMITTEE
AGENDA

DISTRIBUTION LIST

Committee Members

The Chair of the Committee who shall be the Deputy Vice Chancellor (Teaching and Learning)
Professor John Dewar ex officio

Deans (one from each Group appointed by the Group Pro-Vice Chancellor)
Professor Stephanie Short (Health) Until February 2007
Professor Neil Dempster (Arts, Education and Law) Until February 2007
Professor Bill Shepherd (Business) Until February 2008
Professor Lex Brown (Science and Technology) Until February 2008

Academic Staff (two from each Group, appointed by the Group Pro-Vice Chancellor)
Professor Paul Turnbull (Arts, Education and Law) Until February 2008
Dr Heather Alexander (Health) Until February 2007
Mr Dave Edwards (Science and Technology) Until February 2008
Dr Alf Lizzio (Health) Until February 2008
Professor Michelle Barker (Business) Until February 2008
Dr Rodney Stewart (Science and Technology) Until February 2008
Mr Paul Jolly (Arts, Education and Law) Until February 2007
Professor Lorelle Frazer (Business) Until February 2007

Students (one from each Group, comprising three undergraduate students and one postgraduate student)
Ms Carmen Vasallo Until February 2007
Mr Adam Young Until February 2007
Mr Josh Campbell Until February 2007
Ms Elizabeth Davies Until February 2007

Director, Griffith Institute of Higher Education
Professor Royce Sadler ex officio

Director, Flexible Learning and Access Services
Dr Michael Crock ex officio

Dean, Graduate Studies
Professor Joy Cumming ex officio

Dean, International (Quality and Policy)
Professor Patrick Weller ex officio

Director, Office of Human Resource Management or Nominee
Mr John Swinton ex officio

Chairperson of Programs Committee
Dr Joseph McDowall ex officio
Secretary: Ms Christine Grimmer (extension 57945)

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GRiffith University

Learning and Teaching Committee

A meeting of the Learning and Teaching Committee will be held at 10.00am on Monday 7 November, at Room N54 2.02, Bray Centre, Nathan Campus.

Christine Grimmer
Secretary

AGENDA

1.0 APOLOGIES

Apologies may be recorded by contacting Trish Mac Elroy on extension 57884 or by emailing t.macelroy@griffith.edu.au.

2.0 CONFIRMATION OF MINUTES

The minutes of the 1/2005 meeting have been circulated.

3.0 CHAIR'S REPORT

3.1 Griffith Awards for Excellence in Teaching

3.1.1 Applications for the 2005 Griffith Awards for Excellence in Teaching (GAET) and the Faculty Learning and Teaching Citations closed on September 25.

3.1.2 The Deputy Vice Chancellor (Teaching and Learning) noted that the 2005 response to the GAET is a considerable improvement on the number of nominations converting to applications in 2004 and, along with the excellent response to the Faculty Learning and Teaching Citations, signals a pleasing commitment to the recognition and rewarding of good teaching at the University.

3.1.3 Selection sub-panels for the seven categories GAET met in the week of October 10 – 14 to rank applications and recommend winners for awards. Chairpersons reported the decisions of the selection sub-panels to the Educational Excellence Committee for endorsement at its 1/2005 meeting.

3.1.4 The Education Excellence Committee at its 1/2005 meeting approved the recommendations of the selection sub-panels for winners of the 2006 Griffith Awards for Excellence in Teaching and for twenty-two Faculty Learning and Teaching Citations. The awards were announced by the Deputy Vice Chancellor (Teaching and Learning) on World Teachers Day, October 28, in the attached message to Staff (2005/0035280).
3.2 LEARNING AND TEACHING NEWSLETTER

3.2.1 The Deputy Vice Chancellor Teaching and Learning has initiated a project to establish a Learning and Teaching Newsletter with the working title, Griffith Learning Community. The purpose of the newsletter is to:

- report on national policy developments and offer some analysis of how they will impact on Griffith;
- provide information about major initiatives and events within the University;
- provide space for speculations about future developments;
- identify 'hot' topics in current learning and teaching debates, and
- celebrate the successes and achievements of our staff and students.

3.2.2 The Deputy Vice Chancellor (Teaching and Learning) will utilise the services of FLAS and the Manager Learning and Teaching Strategy to produce between six and eight editions of the newsletter annually. The first edition is scheduled for circulation in December.

ORDERING OF THE AGENDA

At this point in the agenda, members may propose that any matter on the agenda, not included in Section I, be so included.

SECTION I: MATTERS FOR DEBATE AND DECISION

4.0 ANNUAL PROGRAM MONITORING

4.1 The University requires that all undergraduate programs be evaluated on an annual basis with an emphasis on using performance indicators to make strategic adjustment to programs. The process for undertaking an annual program evaluation is detailed in the Guidelines for Annual Undergraduate Program Monitoring (03/0046).

4.2 The committee has before it, the attached Annual Program Monitoring documents for 2004 for review:
- Griffith Health Group Dean’s Annual Program Monitoring Review Report (2005/0037529)
- Griffith Business School, Dean’s Annual Program Monitoring Report

4.3 Professor Stephanie Short, Dean Teaching and Learning for the Health Group, and Professor Michael Powell, Pro Vice Chancellor and Dean of the Business Group will attend the meeting to speak to their Dean’s reports.

Recommendation

4.4 The Learning and Teaching Committee is asked to recommend the Deans’ Annual Monitoring Reports for Health Group and Business Group for forwarding to the Academic Committee for approval.

5.0 ACADEMIC PLAN

5.1 The Learning and Teaching Committee, at its 1/2205 meeting, was asked to consider the draft Academic Plan 2 (2005/0035258) which takes into consideration the revised targets and priorities in the Strategic Plan 2006 - 2010. At that meeting, it was noted that the revised Academic Plan reflects recommendations from the Academic Plan.
Task Force that the broad framework, the language, and focus on signature experiences which have gained significant purchase within the Griffith Academic community, should be retained.

5.2 The Learning and Teaching Committee approved a request from the Deputy Vice Chancellor (Teaching and Learning) to convene a small working group to further develop definitions and targets for work-integrated learning and research-led learning for inclusion in Academic Plan 2 for presentation to Academic Committee in October.

5.3 At the 2/2005 meeting of the Learning and Teaching Committee, the Deputy Vice Chancellor (Teaching and Learning) advised the Committee that progress had been made on the drafting of definitions of Work-integrated Learning (WIL) and Research-based learning to support priorities and targets in the Academic Plan 2 and further revised versions for WIL (2005/0035278) and research-based learning would be circulated at the 3/2005 meeting of the Committee.

5.4 Members noted that recommendation from its previous meeting that the adjectives of “Distinctive” and “Comprehensive” be clarified with the addition of a noun, for example “Comprehensive Profiles”, had not been included in the Implementation Section of the revised version of Academic Plan 2. The Learning and Teaching Committee recommended that these changes be included.

Recommendation

5.5 The Learning and Teaching Committee is asked to recommend the revised Academic Plan 2 (2005/0035271), subject to incorporation of the changes in 3.6 above and including definitions of work-integrated learning and research based teaching, for forwarding to The Academic Committee for approval at its October meeting.

6.0 FINAL REPORT OF THE INCLUSIVE PRACTICES IN THE CURRICULUM – INDIGENOUS AUSTRALIAN STUDIES WORKING PARTY

6.1 The Teaching and Learning Excellence Committee established the Inclusive Practices in the Curriculum – Indigenous Australian Studies Working Party at its 5/2003 meeting to recommend strategies to promote the engagement of Aboriginal and Torres Strait Islander students and the Aboriginal and Torres Strait Islander community, as well as engage the wider community in Aboriginal and Torres Strait Islander issues.

6.2 The Teaching and Learning Excellence Committee, at its 1/2005 meeting considered the Working Party’s preliminary report which contained a number of recommendations under the following: Engaging Communities; Engaging Students; and Engaging Staff. The Teaching and Learning Committee at that meeting resolved to ask the Working Party to address the following question:

What do we need to do better to engage Aboriginal and Torres Strait Islander students and the Aboriginal and Torres Strait Islander Community in our Learning and Teaching activities?

6.3 The main action identified for the Teaching and Learning Excellence Committee from this question is to monitor inclusion of Aboriginal and Torres Strait Islander curriculum through course and program approval and evaluation process.

6.4 The working Party defines:
Aboriginal and Torres Strait Islander Content Specific material as that embedded in a course within a broad subject area or topic such as Native Title as part of the property law context; and

Aboriginal and Torres Strait Islander Focussed Course defined as curriculum that is specifically designed as a stand-alone course and addresses Aboriginal and Torres Strait Islander issues/knowledge as its primary focus. The Learning and Teaching Committee needs to consider whether these definitions should be implemented in the Course Outline System.

6.5 The report also recommends that a number of policies and procedures, especially those related to The Griffith Graduate and the Griffith Awards for Excellence in Teaching be reviewed. The Learning and Teaching Committee is asked to consider how such a review may be accomplished.

6.6 Attached for the Learning and Teaching Party’s consideration is the Working Party’s Final Report, June 2005, Aboriginal and Torres Strait Islander Knowledges at Griffith, as detailed in 2005/0007564. The Chair, Professor Sharon Bell will attend the meeting to speak to the final report.

Recommendation

6.7 The Learning and Teaching Committee is asked to recommend to the Academic Committee the final report, Aboriginal and Torres Strait Islander Knowledges at Griffith as detailed in 2005/0007564 and identify recommendations as outlined in 6.5 and their strategies for implementation.

7.0 LEARNING AND TEACHING GRANTS

7.1 Griffith University has established and supports a number of award and grant initiatives to encourage, recognise and reward those who demonstrate excellence and innovation in their teaching and supervision. A “Griffith Grants for Learning and Teaching” scheme for 2006 has been designed, primarily to support innovative approaches to learning and teaching consistent with the Griffith Academic Plan 2 and also to identify candidates for the Carrick Institute’s proposed Grants scheme.

7.2 The Learning and Teaching Committee was asked to establish a 2006 Grants scheme. At the 2/2005 meeting, a draft scheme Griffith Grants for Learning and Teaching (2005/0035269) was presented for discussion. The scheme has three foci:

- Institutional Grants – Strategic School/Program Grants (Four grants at $100,000 each)
- Interdisciplinary/Disciplinary Grants – Prototype Grants (Four grants at $50,000 each)
- Individual Grants – Innovation Grants (Eight grants at $10,000 each)

7.3 Members of the Committee praised the concept of the scheme and requested that it be revised to provide additional detail including a fuller definitions of each type of grant, an alternative name for the prototype grants, and a clearer explanation of the purpose and scope of individual grants.

7.4 A revised document, Griffith Grants for Learning and Teaching (2005/0035274), with an expanded rationale and definitions and a revised title for the second tier grants, now called Signature Grants as outlined below, is attached for consideration by the Committee:

- Institutional – Strategic Program Grants (Four grants at $100,000 each)
- Interdisciplinary/disciplinary – Signature Grants (Four grants at $50,000 each)
- Individual – I Grants (Eight at $10,000 each)
Recommendation

7.5 The Learning and Teaching Committee recommends that the revised Griffith Grants for Learning and Teaching (2005/0035274)) be forwarded to the Academic Committee for approval at its November meeting.

8.0 CARRICK AUSTRALIAN AWARDS FOR UNIVERSITY TEACHING - FUNDS

8.1 The Learning and Teaching Committee was asked to establish a policy for expenditure of award monies received by successful Griffith winners of the Australian Awards for University Teaching. A draft policy on the Carrick Australian Awards for University Teaching Funds (2005/0035279) is attached for the consideration of the Learning and Teaching Committee.

Recommendation

8.2 The Learning and Teaching Committee recommends that the draft policy, Carrick Australian Awards for University Teaching Funds (2005/0035279), be forwarded to the Academic Committee for approval at its November meeting.

9.0 CARRICK INSTITUTE 2006 AWARD SCHEME

9.1 The Learning and Teaching Committee at its 1/2005 meeting considered drafts of three schemes outlined in the Carrick Grants Scheme Guidelines and Supporting Material (2005/0035256) as follows.

9.2 The Guidelines for the Grants Scheme
   Carrick Awards for University Teaching
   Carrick Fellowship Scheme

9.3 Griffith complimented the Institute on the schemes and made suggestions as follows (2005/0035270):

   The Guidelines for the Grants Scheme – suggestions concerning the timing, advertising and deadlines for the scheme, the scope of the scheme and reconsideration of the proposed two-stage process for applications

   Carrick Awards for University Teaching – suggestions for providing: consistency in the numbers of awards and distribution within categories throughout the document; and more detail about the student questionnaire

   Carrick Fellowship Scheme – suggestions re wider accessibility of the proposed seminar series, and the future role of Carrick Senior and associate Fellows in disseminating contemporary practice

9.4 The response from the Deputy-Vice Chancellor (Teaching and Learning) took into consideration the characteristics of a future Griffith Learning and Teaching Grants Scheme.

9.5 The Carrick Institute responded with an expression of thanks for the feedback noting that comments would be taken into consideration in further development of the Carrick Grants Scheme.
9.6 The approved guidelines for the CAAUT are now available on the Carrick Institute Website and include a new student feedback questionnaire. The Head of Secretariat noted that the student questionnaire does not include improvements either in the language or scope of the questions and that it is unlikely that students could complete it without some explanatory context. The student feedback questionnaire (2005/0035277) is attached for the consideration of the Learning and Teaching Committee.

Recommendation

9.7 The Learning and Teaching Committee is asked to consider the questionnaire and recommend advice to the Carrick Institute that the questionnaire is lacking.

SECTION II: MATTERS REQUIRING RATIFICATION OR EXECUTIVE ACTION

Nil

SECTION III: MATTERS FOR NOTING AND WHERE APPROPRIATE, ACCEPTANCE OF RECOMMENDATIONS

10.0 CARRICK AUSTRALIAN AWARDS FOR UNIVERSITY TEACHING

10.1 The Carrick Institute is offering a national seminar (2005/0035273) for institutions to provide background and advice on the enhanced award scheme, the Carrick Australian Awards for University Teaching commencing in 2006. The University will send a delegate to the seminar.

11.0 REPORT FROM COURSE MANAGEMENT CHANGE MANAGEMENT GROUP

11.1 EVALUATIONS @GRIFFITH

11.1.1 At the 3/2005 meeting of the Course Management Change Management Group, (CMCMG), Dr Duncan Nulty, Project Manager for the evaluation project from GIHE, provided a Project Status Report recommending no major changes to Evaluations@Griffith for Semester 2.

11.1.2 CMCMG resolved that, for semester 2, there will not be any major changes to the implementation of Evaluations@Griffith.

11.1.3 The CMCMG agreed that an email be sent by the Deputy Vice Chancellor (Teaching and Learning) around week 8 of semester reminding staff about preparing semester 2, 2005 evaluations, and providing notification to the academic community that, with the exception of minor fixes, Evaluations@Griffith would operate in semester 2, 2005 as in semester 1, 2005, but that enhancements would be introduced for semester 1, 2006.

11.1.4 At the October 28 meeting of the Course Management Change Management Group Dr Duncan Nulty provided a verbal progress report to members on evaluations for semester 2, 2005 and the status of planning for system changes ahead of semester 1, 2006 evaluations period, detailing the new features in the development specification for comment and feedback.

11.1.5 A summary of the verbal progress report Evaluation Management System Steering Committee - Oral Briefing on Current Status of Evaluations@Griffith
(2005/0035281) is attached for noting by the Learning and Teaching Committee.

12.0 STUDENT ORIENTATION AND ENGAGEMENT COMMITTEE MINUTES

12.1 The Minutes of the 5/2005 of the Student Orientation and Engagement Committee and documents regarding the Semester 2 Orientation Survey Data Report (2005/0035282) and the summary of common themes arising from Stakeholder meeting (2005/053) are attached.

13.0 GRIFFITH INSTITUTE FOR HIGHER EDUCATION FELLOWSHIPS

13.1 Griffith Institute for Higher Education is offering four Fellowships in the Development of Scholarly Publications and Research. The intention is that each Fellow will be attached to one of the four Academic Groups. The Fellowships are 50% positions, tenable over two years commencing in early 2006 and are open only to current or recently retired members of the University. An outline of the Fellowships is attached (2005/0035269).

NEXT MEETING

The next meeting of the Learning and Teaching Committee will be advised.