Learning and Teaching Committee
Action Sheet 8/2007

PRESENT:

Professor John Dewar (Chair)
Dr Richard Armour
Professor Michelle Barker
Professor Sally Borbasi
Associate Professor Nicholas Buys
Ms Danielle Cooper
Dr Michael Crock
Mr Dave Edwards
Professor Lorelle Frazer
Associate Professor Margaret Greenway
Dr Robyn Hollander
Professor Kerri-Lee Krause
Professor Susan Spence
Associate Professor Anna Stewart
Mr John Swinton
Associate Professor Keithia Wilson

Secretary: Rae-Anne Locke

APOLOGIES:

Ms Samantha Cassell
Ms Renae Carrigg
Professor Joy Cumming
Dr Stephen Larmar
Dr Rodney Stewart
Professor Paul Turnbull
Associate Professor Jay Younger

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Item No. 1 – APOLOGIES
Apologies were received from those listed above.

Professor John Dewar welcomed Professor Susan Spence to Griffith University and her first meeting of the Learning and Teaching Committee.

Item No. 2 - CONFIRMATION OF MINUTES
Description The minutes of the 7/2007 meeting of the Learning and Teaching Committee confirmed and accepted, with an amendment to item 6.0.

Item No. 3 – CHAIR’S REPORT

Description 2008 AUQA Audit – Draft portfolio progressing; trial audit to be held in the week beginning 19 November; panel timetable finalised; John to conduct briefings with staff involved for trial audit to facilitate a deeper understanding of the process and what Griffith is trying to achieve; completed portfolio has to be in by 21 March.

QTAC data – up 4.5% on state trends; factoring in UAC, total preferences are up 17% on previous years. However, Logan is down by 23%.

Griffith Awards for Excellence in Teaching – Winners and commendation recipients announced on World Teacher Day, October 26. John proposes the Gala night be preceded by a whole of university professional development event.
### Item No. 4 - REPORTS FROM SUB-COMMITTEES

On behalf of the Educational Excellence Committee (EEC), Associate Professor Keithia Wilson reported Educational Excellence Committee was reviewing the GAET guidelines and would bring these reviews to LTC in early 2008. Keithia also noted EEC were identifying people and programs to proceed to Carrick in conjunction with GIHE and other relevant people. Fifty-five expressions of interest for Griffith Grants for Learning and Teaching were received, with 28 being invited to proceed to a full application. Full applications are due on November 19, with further identification for progression to Carrick grants being undertaken. Keithia reported the Inclusive Indigenous Education report would be brought to the next meeting of LTC.

On behalf of the Learning Environment Committee (LEC), Dr Michael Crock reported on a recent Griffith University-led IRUA benchmarking activity which focussed on a selected subset of the ACODE National e-Learning Benchmarks and documented approaches in this arena. Michael also promoted the E-Learning Showcase to LTC members. Recommendations on the future of LEC would be provided to DVC (Academic) and PVC (Learning and Student Outcomes) in the near future. The Blended Learning Strategy Implementation Plan had progressed to LTC and was discussed under item 6.0.

On behalf of the Student Orientation and Engagement Committee, Dr Richard Armour reported the initial report of *Starting at Griffith* mid-year intake indicated improvement. Preparation for 2008 Orientation was well underway, with cross-campus coordination meetings well attended. As staff from many areas have a role in Orientation, clear role statements are being developed for key players. The need to give the Student Charter a higher profile has also been identified. The October Celebrating Teaching session, *Transitions to University* by Clare Rhoden, Melbourne University and Sandie Rudman, Macquarie University was well received.

### Action

**SECTION I: MATTERS FOR DEBATE AND DECISION**

#### Item No. 5.0 SELF-REVIEW OF PROGRAMS COMMITTEE

**Description**

Professor Sally Borbasi, Chair of Programs Committee and Ms Sharon Clifford, Senior Advisor, Academic Planning and Policy spoke to this item, taking members through the attached documents, and particularly the recommendations. Members queried whether the recommendation to form a centralised academic policy and programs unit was cost-neutral and noted that some of the functions of this unit were being performed elsewhere in the university. The Committee recommended the administrative and academic functions be separated in the self-review document and noted the need to consider developments in PeopleSoft and online systems such as course outlines and the course catalogue. The Committee also sought clarification of terms and roles and responsibilities in terms of the technical and curriculum development roles. The Committee requested this item be brought back to the next meeting in line with the actions below.

**Action**

Professor Borbasi and Ms Clifford to prepare for the next LTC meeting:
- The core objectives;
- Gaps in proposed approach and what we are currently doing;
- Identify separate administrative and academic strands in terms of what we are and aren’t achieving well.

#### Item No. 6.0 BLENDED LEARNING STRATEGY IMPLEMENTATION PLAN

**Description**

Professor Kerri-Lee Krause spoke to this item, noting the following:
- Goal 1 Objectives 1 & 2: shared FLAS & GIHE responsibility
- Goal 1 Objective 4: Deans & Deputy-Deans L & T need to adjust Program Profile Plans templates
- Goal 2: Place for PVC (INS) to advise on resource implications; training needs to be
linked to actual activities; Deans & Deputy-Deans L & T are in a good position to identify what are priority areas that might include FLAS & GIHE working together.

-Goal 3 Objective 4: FLAS to conduct two different audits – one for utilisation of technologies and the other to find a rubric to assess quality.

Members queried the documents mentioned in Goal 1 Objective 3. Documents could be course outlines or program proposals. Members identified the need to have statements that could be easily adapted and models of how to implement blended learning.

Actions Subject to PVC (Learning and Student Outcomes) being given the opportunity to review the plan, the Learning and Teaching Committee approved this plan for forwarding to Academic Committee at its 6/2007 meeting.

Item No. 7.0 ANNUAL PROGRAM MONITORING

Description Members discussed the usefulness of engaging in this exercise, which reflects on actions taken to address problems identified the previous year. Members also questioned the timing of the monitoring and the quality of the data. The DVC (Academic) recommended Annual Program Monitoring is looked at in conjunction with item 5.0 as it was necessary to obtain the data in time to review and make changes for the following year. Otherwise, a further year is lost. The Committee recommended the monitoring and reporting processes be reviewed in terms of the timing, purpose, supporting processes, content, format and structure.

Action The DVC (Academic) to review how the University conducts Annual Program Monitoring in the context of the Program Planning, Development, Approval and Review work and the Self-review of Programs Committee currently underway.

Item No. 8.0 PROGRAM PROFILE PLANS

Description The DVC (Academic) noted the Program Profile Plans influence what goes into the QTAC booklet, link to Group strategic planning and may determine FLAS resources. The Chair of Programs Committee noted she needed to be advised about off-shore courses at QCA. Members noted the asynchronous accelerated model caused difficulties with timetabling and events and needed to co-exist with standard semester models. Members also agreed the accelerated model should only be offered at Logan so the University does not compete against itself. The Dean (Teaching and Learning, Health) noted that there will be further changes to the attached Program Profile Plans for the Health Group. The Deputy Dean (Learning and Teaching, Arts) expressed disappointment at the withdrawal of the Master of Forensic Psychology.

Action Professor Borbasi to follow up regarding offering articulated programs off-shore.

SECTION II – MATTERS REQUIRING RATIFICATION OR EXECUTIVE ACTION

Item No. 9.0 GRIFFITH E-LEARNING FELLOWSHIPS

Description The Committee ratified these reports, subject to the Chair, Learning Environment Committee to follow up with 2006 GEL Fellows to clarify a range of outstanding matters.

Action Chair, Learning Environment Committee to action above requests to 2006 GEL Fellows.

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

Item No. 10.0 GRIFFITH AWARDS FOR EXCELLENCE IN TEACHING

Description The Chair drew the Committee’s attention to list of award winners and recipients of commendations in the Griffith Awards for Excellence in Teaching.

Item 11.0 FACULTY LEARNING AND TEACHING CITATIONS

Description The Chair drew the Committee’s attention to list of award winners and recipients of commendations in the Faculty Learning and Teaching Citations.
The next meeting of the Learning and Teaching Committee will be held on Monday 3rd December at 10.00am in Council Chambers Room 2.02, Bray Centre (N54), Nathan campus.

Signed: _____________________________

Date: _______________________________