GRiffith University

Learning and Teaching Committee

The 6/2012 meeting of the Learning and Teaching Committee was held at 10:00am – 12:30pm on Monday 26 November in room 2.02, Bray Centre (N54), Nathan campus.

Tasha Langham
Secretary

Minutes

Present:
Professor Sue Spence (Chair)
Professor Alf Lizzio
Professor Nick Buys
Professor Glenn Finger
Associate Professor Robyn Hollander
Associate Professor Don Lebler
Associate Professor Wendy Loughlin
Ms Linda O’Brien

Secretary – Tasha Langham

Apologies:
Professor Gillian Bushell
Ms Rebecca Curran
Professor Lorelle Frazer
Ms Kathy Grgic
Dr Michael Howes
Ms Brittany Laidlaw
Professor Keithia Wilson

Invited:
Ms Karen van Haeringen (for item 4.0)
Mr Leigh Stevenson (for item 6.0)
Ms DiSelzer (for item 8.0)

1.0 Confirmation of Minutes

The minutes of the 5/2012 meeting of the Learning and Teaching Committee were taken as read and confirmed.

2.0 Matters Arising from Previous Minutes

Nil.

3.0 Membership

3.1 The Committee expressed its appreciation to the following outgoing members for their contribution to the work of the Committee:

- Associate Professor Don Lebler (Arts, Education and Law academic staff representative)
- Associate Professor Robyn Hollander (Business academic staff representative)
- Ms Brittany Laidlaw (undergraduate student representative)
- Ms Rebecca Curran (postgraduate student representative).

3.2 The Chair welcomed Ms Linda O’Brien, Pro Vice Chancellor (Information Services) to her first meeting.
SECTION A: RECOMMENDATIONS AND REPORTS TO ACADEMIC COMMITTEE

4.0 AMENDMENTS TO ASSESSMENT POLICY

4.1 Implementing the Assessment Components of Operation Student Success

4.1.1 The 4/2012 meeting of Learning and Teaching Committee requested that the University Assessment Committee draft a guideline for first year assessment which should be referenced in the Assessment Policy under Section 3.0.

4.1.2 The University Assessment Committee (10/2012) developed the document Standards for First Year Assessment (2012/0011280), which details a set of evidence-based assessment practices designed to scaffold commencing students’ transition into and success with university study.

4.1.3 The Standards are referenced in the revised Assessment Policy (2012/0007822), and are to be implemented in the first-year of all Griffith degree programs.

Resolution

4.1.4 The Learning and Teaching Committee, on the recommendation of the University Assessment Committee (10/2012), resolved to recommend the amendment to Section 3 of the Assessment Policy (document number 2012/0007822) to incorporate the Standards for First Year Assessment (2012/0011280) from 1 January 2013, to Academic Committee.

4.2 Supplementary Assessment

4.2.1 The University Assessment Committee (10/2012 meeting) proposed further changes to Section 7 Supplementary Assessment in the Assessment Policy. To enact the definition of supplementary assessment as ‘a new item of assessment designed to provide students with the opportunity to demonstrate successful achievement of the major learning outcomes of the course’, the Learning and Teaching Committee recommended that students who are awarded supplementary assessment be required to attain a pass mark for the supplementary assessment item to achieve the grade of 4 for the course.

4.2.2 The Committee requested that further revision to the supplementary assessment provisions be made to clarify that the new item of assessment should not take the same form as the original assessment item completed by the student. Clarification/replacement of the term ‘hurdle requirement’ was also requested.

Resolution

4.2.3 The Learning and Teaching Committee, on the recommendation of the University Assessment Committee (10/2012), resolved to recommend the amendments to Section 7 of the Assessment Policy, subject to inclusion of the additional revisions detailed in 4.2.2, and the Grading Schema (2012/0008070) from 2013 for implementation from 1 January 2013, to Academic Committee.

5.0 UNIVERSITY ASSESSMENT COMMITTEE ANNUAL REPORT

5.1 The Committee considered the 2012 Annual Report of University Assessment Committee (2012/0008063) and noted the large volume of work completed by the Committee this year. The Chair thanked those members of the University Assessment Committee present for their hard work during the year.
5.2 Members considered the request from the University Assessment Committee that it be disestablished as a sub-committee of the Learning and Teaching Committee, and that it report directly to Academic Committee from 2013. The Committee considered the pros and cons of University Assessment Committee reporting directly to Academic Committee, and decided that this item should be brought back to a future meeting after being discussed at the Deans’ Learning and Teaching Forum.

Resolution

5.3 The Learning and Teaching Committee, on the recommendation of the University Assessment Committee (10/2012) resolved to:

- Recommend that the 2012 Annual Report of University Assessment Committee and its 2013 Work Plan (document number 2012/0008063) be forwarded to Academic Committee for its consideration
- Refer the proposal that University Assessment Committee report directly to Academic Committee and be established as one of its sub-committees from 2013 to the next Deans’ Learning and Teaching Forum for advice, before returning to Learning and Teaching Committee for further consideration.

SECTION B: ACTION UNDER DELEGATED AUTHORITY

6.0 DATA RETENTION POLICY FOR LEARNING@GRIFFITH

6.1 The Learning and Teaching Committee considered the Data Retention Policy for Learning@Griffith (2012/0007820) which proposes that Learning@Griffith course data be retained for three years following the completion of the study period, and lecture capture data be retained for one year following the completion of the study period. These retention periods align with the minimum retention timeframes outlined in the University Sector Retention and Disposal Schedule and ensure that users retain access to data for a reasonable period of time.

Resolution

6.2 The Learning and Teaching Committee resolved to approve the Data Retention Policy for Learning@Griffith (document number 2012/0007820), for implementation from 1 January 2013.

7.0 REMOTE ASSIGNMENT PRINTING TOOL IN LEARNING@GRIFFITH

7.1 This item was withdrawn from the Agenda at the commencement of the meeting, and will be returned to a future meeting, subject to amendments.

SECTION C: RECOMMENDATIONS AND REPORTS TO OTHER COMMITTEES

Nil

SECTION D: MATTERS NOTED, CONSIDERED OR REMAINING UNDER DISCUSSION

8.0 PRESENTATION – GRIFFITH ONLINE

8.1 Ms Di Selzer, Senior Project Manager, Griffith Online attended the meeting to provide an update on the Griffith Online Project and the development of Standards for Online Delivery.
8.2 The Committee noted that the Griffith Online Steering Committee had met twice and were finalising the programs that would be offered for online delivery in 2014, and that the Steering Committee is preparing a paper to be considered by Executive Group on the University's strategy around MOOCs.

8.3 Members had before them the draft document *Principles and Standards for Griffith Online Courses and Programs* which outlines 10 principles and standards for Griffith Online. In discussing this paper the following feedback was provided:

- The scope of the document needs to be made clear
- Consider developing a separate document around delivery standards
- Academic assessment/integrity should be included
- Administrative practices should support to the principles
- Consider adding a principle about pedagogy and assessment of quality
- Include a reference to Guidelines for Staff Engagement with Learning@Griffith
- The principles for Griffith Online need to be consistent to OUA principles

8.3 Members were asked to circulate the draft standards to relevant staff such as Blended Learning Advisers, Program Convenors (involved in proposed Griffith Online Programs), OUA Convenors, Chairs of Group Learning and Teaching Committees and any other key stakeholders and to provide feedback directly to Ms Selzer by 12 December 2012. A revised paper will be presented to a future meeting of the Learning and Teaching Committee.

9.0 REPORTS FROM DEANS (L&T) ON USE OF ONLINE LEARNING FUNDS 2012

9.1 Each Dean (Learning and Teaching) provided a brief update on the use of funds provided by the Deputy Vice Chancellor (Academic) to enhance online learning in 2012.

10.0 COMMUNICATION PLAN – CHANGES TO THE GRADING SCHEMA

Resolution

10.1 The Learning and Teaching Committee noted the Communication Plan (2012/0008064).

11.0 ANALYSIS OF SEMESTER 2, 2012 COURSE PROFILES

Resolution

11.1 The Learning and Teaching Committee noted the semester 2, 2012 consensus moderation report (2012/0008072).

12.0 CHAIR’S REPORT

12.1 The Chair gave members a verbal progress report on the University’s progress against its Learning and Teaching performance indicators. The University showed improvement on most Learning and Teaching indicators in 2012, while facing significant challenges with a declining international student market. CEQ Overall Satisfaction continues to increase, with the 2012 preliminary result outperforming the University target. Student Evaluation of Course (SEC) ratings increased, with all Academic Groups improving. Bachelor degree retention increased across the University in 2012, although remained below target.

12.2 The Chair noted that Dr Jessica Vanderlelie, from the School of Medical Science, was successful in winning an Australian Award for University Teaching: Award for Teaching Excellence (Early Career).

13.0 GRIFFITH INSTITUTE FOR HIGHER EDUCATION (GIHE) REPORT

13.1 The Student Success Advisors (SSA's) have been appointed and commenced orientation on 19 November.
13.2 The Director (Information Services) highlighted the need for the SSA's to be aware of the student support that was available from Learning Advisors, so that they would know when and where to refer students. The Director (GIHE) agreed to discuss this issue with ITS staff and to provide relevant information to the SSAs.

14.0 REPORTS FROM SUB-COMMITTEES/ WORKING PARTY

14.1 EDUCATIONAL EXCELLENCE COMMITTEE
Nil

14.2 UNIVERSITY ASSESSMENT COMMITTEE
The minutes of the 8/2012 meeting were noted.

14.3 ABORIGINAL AND TORRES STRAIT ISLANDER INCLUSIVE CURRICULUM DEVELOPMENT AND IMPLEMENTATION ADVISORY GROUP
Nil

15.4 FIRST YEAR EXPERIENCE WORKING PARTY
Nil

16.0 MEETING DATES - 2013

16.1 Members noted the meeting dates for 2013. All meetings are scheduled from 10:00am – 1:00pm.

- 25 February N54_2.02 (face-to-face)
- 29 April N54_2.06 / G34_1.04 (videoconference)
- 24 June N54_2.06 / G34_1.04 (videoconference)
- 19 August N54_2.06 / G34_1.04 (videoconference)
- 21 October N54_2.06 / G34_1.04 (videoconference)
- 25 November G34_2.02 (face-to-face)

Minutes confirmed by:

Professor Sue Spence, Chair

25 February 2013

Date