GRIFFITH UNIVERSITY

LEARNING AND TEACHING COMMITTEE

NOTICE OF MEETING

A meeting of the Learning and Teaching Committee will be held on Monday 17 October 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**

- *Next meeting of Learning and Teaching Committee is November 7 at 10.00am at N54, Room 2.02, Bray Centre, Nathan*
- **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

**Deadlines**

- 16 September – Response due to Carrick Institute on CAAUT
- 28 September – Response due to Carrick Institute on Grants
- 5 October – Response due to Carrick Institute on Fellowships
- GAET applications die 25 September
- Faculty Learning and Teaching Applications due 25 September
- 28 October World Teachers Day and GAET announcements
- 10 November Carrick briefing on CAAUT
- 29 November AAUT presentations

**Committee QuickPlace Web Address**

- [https://qplace02.domino.gu.edu.au/QuickPlace/sec-university-committees/Main.nsf/](https://qplace02.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

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

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 2008
Mr Dave Edwards (Science and Technology) Until February 2008

Students (one from each Group, comprising three undergraduate students and one postgraduate student)
TBA 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 17 October, at Room N54 2.02, Bray Centre, Nathan Campus.

Christine Grimmer
Secretary

AGENDA

1.0 APOLOGIES

Dr Heather Alexander
Rodney Stewart

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 RESPONSE TO CARRICK INSTITUTE ON GUIDELINES FOR CAAUT, GRANTS, AND FELLOWSHIPS

3.1.1 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.

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

In the attached Response to the Carrick Institute Grants Scheme, Fellowship Scheme and Carrick Awards for University Teaching(2005/0035270), Griffith complimented the Institute on the schemes and made suggestions as follows:

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

3.1.3 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.

3.2 GRIFFITH AWARDS FOR EXCELLENCE IN TEACHING

3.2.1 Applications for the 2005 Griffith Awards for Excellence in Teaching and the Faculty Learning and Teaching Citations closed on September 25.

3.2.2 The Deputy Vice Chancellor (Teaching and Learning) noted that the 2005 response to the GAET is very pleasing with there being 102 nominations and 57 applications in total. The number of applications in each category is as follows:

- Individual Teacher Award: 22
- Teaching Team Award: 3
- Early Career Award: 6
- Sessional Teacher Award: 7
- Honours and Post Graduate Supervisor Award: 9
- Higher Degree Research Supervision Award: 4
- Innovation Across the Institution Award: 6

3.2.3 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.

3.2.4 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 will report the decisions of the selection sub-panels for endorsement by the Educational Excellence Committee at its meeting on October 24.

3.3 AUSTRALIAN AWARDS FOR UNIVERSITY TEACHING

3.3.2 Secretariat received advice from the Carrick Institute on October 11 that all four nominees from Griffith University have been selected as finalists for the 2005 Australian Awards for University Teaching. Griffith was congratulated on the standard and quality of the nominations.

3.3.3 Griffith’s nominees for the 2005 AAUT are as follows:

- **Professor Michelle Barker** – Teaching Award: Law Economics, Business and related studies
- **Sam di Mauro** - Teaching Award: Humanities and the Arts
- **U3A: Three Eras of Cooperation** - Institutional Award: Provision of educational services to the community
- Group Assessment in the Arts and Education Group - Institutional Award: Approaches to improving/enhancing assessment

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 2004 ANNUAL UNDERGRADUATE 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 now, the attached Annual Program Monitoring documents for 2004 for review:
- Faculty of Arts, Summary: 2004 Annual Program Monitoring Report, (2005/0035264),
- Faculty of Education: Dean’s Annual Program Review Report 2004, (2005/0035265),
- Griffith Law School, Dean’s Annual program Review Report 2004, (2005/0037318),
- Queensland College of Art, Program Review Report 2004 (2005/0037813),
- Queensland Conservatorium Dean/Director’s Annual program Review (2005/0037529),
- Faculty of Science Annual Program Review Report 2004 (2005/0038260),
- Faculty of Environmental Science (2005/0035266) and the Faculty of Engineering and Technology Annual Program Review Report 2004 (2005/0035268)

4.3 Professor Max Standage, Pro-Vice Chancellor for Science and Technology Group, and Professor Marilyn McMeniman, Pro-Vice Chancellor for Arts, Education and Law Group will attend the meeting to speak to their Dean’s reports at the Learning and Teaching Committee. Pro-Vice Chancellors (or their representatives) for Health and Business Groups will speak to their Dean’s reports at the next meeting of the Learning and Teaching Committee.

Recommendation

4.4 The Learning and Teaching Committee is asked to recommend the Deans’ Annual Monitoring Reports for Arts, Education, and Law Group and Science Group for forwarding to the Academic Committee for approval.

5.0 UNDERGRADUATE SCHOLARSHIPS

5.1 Griffith offers a significant number of undergraduate scholarships for domestic undergraduate students, representing an annual recurrent financial commitment by University and its benefactors of $4.2 million (2004). The scholarships are of four broad types:
- University funded academic and sporting excellence scholarships
- Faculty-specific scholarships funded either by the Faculty or by an external body
- University and externally funded accommodation scholarships
- University and externally funded equity and accommodation scholarships
5.2 The attached discussion paper, A New Approach to Undergraduate Scholarships for Domestic Students (2005/0035268), proposes a new model for rethinking Griffith’s approach to the packaging and presentation of academic excellence scholarships for high achieving students. The primary target group is high achieving students in High School, but could be extended to include any high achieving student irrespective of pathway into the University. It does not deal with sporting, equity and accommodation scholarships.

5.3 The proposed revised scholarships scheme is designed around the following criteria:

- It should be attractive, distinctive and affordable to the University.
- It should be capable of supporting the University’s recruitment and marketing strategies.
- It should be consistent with our ethos as a learning institution.

5.4 It is proposed that the university should aim to offer scholarship packages comprised of the following benefits in any one year

- Financial assistance of an annual amount (currently $5 000 pa per student for existing University Academic Excellence scholarships);
- A laptop supported and insured by the University for the duration of the undergraduate program;
- A guarantee of at least two of
  (a) a work integrated learning placement relevant to the student's degree;
  (b) a guaranteed opportunity to study abroad at a top 100 University (as ranked by Shanghai Jaio Tong) with whom we have an existing exchange agreement, with financial support; and
  (c) a guaranteed opportunity to enjoy a mentoring relationship with one of Griffith’s leading researchers throughout their undergraduate degree; and
- Guaranteed early entry of a place to successful scholarship students.

Recommendation

5.5 The Learning and Teaching Committee is asked to consider the attached discussion paper, A New Approach to Undergraduate Scholarships for Domestic Students (2005/0035268) and provide advice the Deputy Vice Chancellor (Teaching and Learning)

6.0 REVIEW OF THE ACADEMIC PLAN

6.1 Following the release of the Strategic Plan 2006-2010, the Academic Plan Task Force and other relevant stakeholders reviewed The Griffith Academic Plan during a half-day workshop chaired by the Deputy Vice Chancellor (Teaching and Learning) on 25 July 2005 and a revised Academic Plan was drafted - Academic Plan 2 (2005/0035258).

6.2 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.

6.3 Members of the Learning and Teaching Committee made several recommendations for further revision relating to stronger and consistent links between the Strategic and
Academic Plans and between the preliminary and implementation sections of the Academic Plan 2.

6.4 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. This working party is still in the process of developing final definitions and targets.

6.5 The Academic Plan Task Force met on 6 October 2005 to discuss the revised Academic Plan 2 and made the following additional suggestions:

- Prioritisation issues need to be addressed in more detail to assist Groups with their planning activities
- The Plan needs to include an emphasis on monitoring quality of new and existing processes
- The inclusion of a implementation framework would be useful to assist academic groups and central administrative/professional areas with implementing revised program structures
- The impact of 10% reduction of courses needs to monitored on the University’s smaller campuses

Recommendation

6.6 The Learning and Teaching Committee is asked to recommend the attached version of the revised Academic Plan 2 (2005/0035271) for forwarding to The Academic Committee for approval at it October 20 meeting.

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 proposed 2006 Grants scheme outlined in the attached document Griffith Grants for Learning and Teaching (2005/0035269) 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)

Recommendation

7.3 The Learning and Teaching Committee is asked to establish the Griffith Grants for Learning and Teaching as described in (2005/0035269)

8.0 ELECTIVE CHOICES WEBSITE PROJECT

8.1 The Teaching and Learning Excellence Committee at its 3/2005 meeting viewed a demonstration by Ms Emma Lord, Coordinator, Student Web Services, of the new Course Catalogue site and the Elective Market site. The development of the Elective
Market site has been made possible through enhanced searches available through the Course Outlines System.

8.2 The Elective Market was developed by Academic Administration in response to The Griffith Academic Plan strategy of “increasing the extent to which undergraduate students are able to pursue unspecified electives within their degree and the extent to which they select such electives from outside of their discipline areas”.

8.3 The Academic Administration undertook a project to develop a website based on the Elective Market site, called the “Elective Choices” website, which includes useful information to students about choosing electives and provides a place for Schools to advertise specific electives to students as either “popular electives” or “electives with a difference”.

8.4 The development stage of the project is now approaching completion, and preparations are underway "go live" with the site for Semester 1, 2006 enrolments. Currently a small number of students have been invited to view the site and to comment on the content and presentation of the site.

Recommendation

8.5 The Learning and Teaching Committee is invited to view the Elective Choices website at its current stage of development and offer feedback.

SECTION II: MATTERS REQUIRING RATIFICATION OR EXECUTIVE ACTION

nil

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

9.0 COURSE OUTLINE PROJECT

9.1 The Academic Committee adopted a new Course Outline process in November 2004 for implementation with trial Schools/Departments in Semester 2, 2005:

9.2 A detailed Communication Plan, requested by the Teaching and Learning Excellence Committee (TLEC), a Progress Report for Semester 2 for the Course Outline project and a copy of the Deputy Vice Chancellor’s recent email about the Course Outline Project were provided for noting at the 1/2005 meeting of the Learning and Teaching Committee.

Recommendation

9.3 A further Course Outline Implementation Progress Report (October 2005) (2005/0035267) is attached for noting by the Learning and Teaching Committee.

10.0 OTHER BUSINESS

11.0 NEXT MEETING
The next meeting of the Learning and Teaching Committee will be held on Monday 7 November at 10.00am at N54 2.02, Bray Centre, Nathan Campus