GRiffith University

Learning and Teaching Committee

Notice of Meeting

A meeting of the Learning and Teaching Committee will be held on Monday, 2 October 2006 at 10.00am in L07_4.08, Hub Link Building, Logan 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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NIL
### Significant Committee Events

- Celebrating Teaching Seminar – Post Graduate Supervision, Professor Parlo Singh and Dr Cristina Poyatos Matas

### Deadlines

- 

### 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.
DISTRIBUTION LIST

Committee Members

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

Deans (one from each Group appointed by the Group Pro-Vice Chancellor)
Associate Professor Nicholas Buys (Health) Until February 2007
Associate Professor Anna Stewart (Arts, Education and Law) Until February 2007
Professor Lorelle Frazer (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 2008
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
Associate Professor Jay Younger (Arts, Education and Law) Until February 2007
Dr Joo-Gim Heaney (Business) Until February 2007

Students (one from each Group, comprising three undergraduate students and one postgraduate student)
Ms Carmen Vassallo Until February 2007
Ms Elizabeth Davies Until February 2007
Mr Dane Falvo Until February 2007
Ms Candace Barrett 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

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

Chairperson of Programs Committee
Professor Sally Borbasi 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 on Monday, 2 October 2006 at 10.00am in L07_4.08, Hub Link Building, Logan 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 Action Sheet of the 7/2006 meeting have been circulated.

3.0 CHAIR’S REPORT

3.1 LEARNING AND TEACHING PERFORMANCE FUND

3.1.1 The Learning and Teaching Performance Fund was announced in May 2003 as part of the Australian Government’s Our Universities: Backing Australia’s Future package of reforms and initiatives. The fund aims to reward universities that best demonstrate excellence in undergraduate learning and teaching.


3.1.3 The most significant change is the allocation of the $82 million available for 2007 on the basis of four broad discipline areas:

• science, computing, engineering, architecture and agriculture;
• business, law and economics;
• humanities, arts and education; and health.

3.1.4 Information on the DEST website indicates that all Table A providers are eligible to participate in the 2007 fund, subject to meeting certain participation requirements (Griffith University is a Table A Provider). For the purposes of the 2007 funding round, a Table A provider meets the participation requirements if it met the 2006 ‘Stage One’ requirements and the department confirms that it still meets those requirements. These providers are required to verify and/or update the information they provided in the Stage One Requirements Table for the 2006 round, and certify that the relevant documents remain in a prominent and publicly accessible part of their website.
3.1.4 Institutions seeking to participate in the fund in 2007 were required to respond to the department by 15 September 2006. Griffith forwarded a response by the due date.

3.2 RESPONSE TO INCLUSIVE PRACTICES WORKING PARTY

3.2.1 In October 2003, the Teaching and Learning Excellence Committee (TLEC) resolved to establish a Working Party on Inclusive Practice in the Curriculum - Indigenous Australian Studies by engaging its community in a discussion about the development and implementation of inclusive practices in the curriculum.

3.2.2 Within the framework of the Academic Plan, the Inclusive Practices in the Curriculum Working Party was asked to recommend to the Teaching and Learning Excellence Committee strategies to promote the engagement of Indigenous Australian students and the Indigenous Australian community and strategies to engage the wider University community in Indigenous Australian issues.

3.2.3 To gain a true picture of Australian Indigenous inclusion in the curriculum currently at Griffith, the Working Party conducted an audit of courses at Griffith University.

3.2.4 At the first meeting of the Working Party a presentation by one of the members, Mr Phillip Falk, highlighted the need for Griffith to more successfully engage Indigenous Australian students in the curriculum and class activities (including, for example, assessment; social/peer support and mentoring; and group work). It was also suggested that the experiences of Indigenous Australian students could be enhanced/improved by creating a more understanding and tolerant student/staff community.

3.3 GRIFFITH AWARDS FOR EXCELLENCE IN TEACHING

3.3.1 Applications for Griffith Awards for Excellence in Teaching closed on September 22. Selection panels have been convened and will meet between October 9 and 16.

3.3.2 The Educational Excellence Committee will receive the recommendations from selection panels at it October 23 meeting.

3.3.3 The Deputy Vice Chancellor (Academic) will announce winners of the 2006 Griffith Awards for Excellence in Teaching on World Teachers Day on Friday 27 October.

3.4 LEARNING AND TEACHING NEWSLETTER

3.4.1 The latest issue of the Learning and Teaching newsletter has been launched. The September issue includes articles by journalism students and a couple from staff. As more staff and students contribute, the newsletter is becoming more dynamic and useful as a communication tool. While all news and topics are welcome, the next issue will feature developments in mentoring at Griffith and topics related to postgraduate study.

3.4.2 Committee members are invited to promote the newsletter to staff and encourage them to forward ideas and information for articles to Christine Grimmer.
3.5 INDIGENOUS KNOWLEDGES SIGNATURE EXPERIENCE GRANT – DEMONSTRATION OF DVD

3.5.1 In October 2003, the Teaching and Learning Excellence Committee (TLEC) resolved to establish a Working Party on Inclusive Practice in the Curriculum - Indigenous Australian Studies by engaging its community in a discussion about the development and implementation of inclusive practices in the curriculum.

3.5.2 At the first meeting of the Working Party a presentation by one of the members, Mr Phillip Falk, highlighted the need for Griffith to more successfully engage Indigenous Australian students in the curriculum and class activities (including, for example, assessment; social/peer support and mentoring; and group work). It was also suggested that the experiences of Indigenous Australian students could be enhanced/improved by creating a more understanding and tolerant student/staff community.

3.5.3 The Working Party undertook a stock-take or environmental scan of what inclusive practices are presently working in Universities throughout Australia and selected other First Nation countries (such as New Zealand and Canada). The stock-take was evaluative in its scope and intended to identify models for consideration at Griffith.

3.5.4 Without intending to pre-empt the outcome of the Working Party’s stock-take, a Griffith Signature Experience Grant was funded to investigate the viability of adapting the ExcelL Intercultural Skills Program to an Indigenous context, subsequently adapting part or whole of the programme (as appropriate) and trialling the new version. The project team for the Signature Grant included Lyndon Murphy, Christine Morris, Michelle Barker and, in the initial stages, Phil Falk.

3.5.5 Deliberations of the Working Party about the findings of the stock-take concluded with a recommendation to develop a different resource – a program that would go beyond the cross-cultural phase of engaging with Indigenous people to engaging with Indigenous people at an intellectual level so as to extend and excite interest in Indigenous intellectual traditions and histories.

3.5.6 One of the outcomes of the project is the production of a DVD entitled “Engaging Disciplines and Engaging Staff in an Indigenous Knowledges Paradigm”. An excerpt of the DVD will be shown.

3.5.7 The project team now seeks advice on developing the program and DVD into a more stream-lined resource with e-learning capabilities.

3.6 DEADLINES FOR CARRICK INSTITUTE GRANTS 2007

3.6.1 In Semester 2, 2005, the Carrick Institute released the paper Carrick Institute for Learning and Teaching in Higher Education Strategic Directions for 2006-2008 outlining the Strategic Commitments, Organisational and Communication Framework, and Strategic Priority Areas for 2006-2008.

3.6.2 The document lists the five major funding priorities of the Institute for 2006-2008. These comprise:
1. A Grants Scheme –  Priority Projects Program  
   A Competitive Grants program  
   A Leadership Capacity Building program  

2. Discipline Based activities  
3. A Resource Identification Network  
4. The Carrick Fellowship Scheme  
5. The Carrick Awards for Australian University Teaching  

3.6.3 In the first round of Carrick Grants offered between March and May 2006, Griffith was successful in gaining one Leadership for Excellence in Learning and Teaching Grant and one Competitive Grant.  

3.6.4 Griffith University offered a half-day seminar on writing applications for Carrick Institute Grants with Dr Elizabeth McDonald, Director of the Carrick Grants Scheme on September 26. Forty-five staff attended.  

3.6.5 The Carrick Institute has released deadlines for its 2007 Grants scheme as follows:  

<table>
<thead>
<tr>
<th>Grant</th>
<th>Expressions of Interest</th>
<th>Full Proposals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Priority Projects Program</td>
<td>26 February</td>
<td>28 May</td>
</tr>
<tr>
<td>Leadership for Excellence in Learning and Teaching</td>
<td>19 March</td>
<td>16 July</td>
</tr>
<tr>
<td>Competitive Grants Program</td>
<td>23 April</td>
<td>13 August</td>
</tr>
</tbody>
</table>

4.0 REPORTS FROM SUBCOMMITTEES OF LEARNING AND TEACHING COMMITTEE  

4.1 EDUCATIONAL EXCELLENCE COMMITTEE  
Reports from subcommittees of Educational Excellence Committee are attached:  
Academic Scholarships Committee -  
Sports Scholarships Committee  
Excellence Expo Committee  

4.2 LEARNING ENVIRONMENT COMMITTEE  

4.3 STUDENT ORIENTATION AND ENGAGEMENT COMMITTEE  

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  

5.0 PRE-SCHEDULING CLASS TIMETABLES  

5.1 On several occasions during 2006, the Central Services Support Reference Group (CSSRG) has discussed the prospect of pre-scheduling or ‘rolling’ class timetables from one semester to the next. The current timetabling system ensures maximum flexibility for academic staff by catering for specific restrictions on teaching times (e.g. non-
preferred teaching periods, research days) as advised by course convenors. Such restrictions add to the complexity of the timetabling process and may present challenges for rolling over timetables from one semester to the next.

5.2 Both the Griffith Business School and Health Group have formally requested that their first year course offerings for the foundation year of these programs be pre-scheduled each semester from semester 1, 2007. It has been requested that the venues, days, and times are automatically allocated to these courses each semester.

5.3 Pre-scheduling of timetables has University-wide implications as it may limit the University’s flexibility in managing other timetabling issues. In particular, issues of equity and the practicality of implementing this request have been raised by the CSSRG.

5.4 The Director, Student Administration prepared the attached Pre-scheduling Class Timetables paper for consideration by the Academic Committee (2006/0040283). This paper provides three options for pre-scheduling class timetables including potential implications; namely:

- Option 1: Permanently schedule GBS first year and Health foundation year courses.
- Option 2: Pre-schedule the timetable for all first year courses, across all Schools/Departments.
- Option 3: Pre-schedule the timetable for any courses with enrolments over 500.

5.5 The Chair will introduce this item.

Recommendation

The papers, Pre-scheduling Class Timetables (2006/0040283), Proposal for GBS Foundation Courses to be Permanently Scheduled (2006/0007060), Response Regarding the Pre-scheduling of three Courses in the Health Foundation Program – Semester 1 2007(2006/0007061) are attached for consideration by the Learning and Teaching Committee.

6.0 STUDENT SUCCESS IN EXTERNAL SCHOLARSHIPS - KPI

6.1 Griffith University’s Strategic Plan lists student success in external scholarships or awards as an indicator of quality in its student body.

6.2 The Learning and Teaching Committee has the responsibility of overseeing implementation of a strategy for achieving this KPI under the Student Quality Strategic Goal – to achieve student success in external scholarships or awards.

6.3 The Deputy Vice Chancellor (Academic) requested the Educational Excellence Committee to monitor the progress of the University and the Groups towards the strategic goal of improving the quality of the student body, specifically progress on the indicator: Student success as evidenced by significant external scholarships or awards.

The Educational Excellence Committee was requested to:

(1) Make a recommendation to the Deputy Vice Chancellor (Academic) on the set of significant external scholarships or awards which should be the subject of the KPI, together with the targets for each scholarship.
(2) Provide advice on and monitor the strategies which are put in place at University level and Group level to achieve the targets.

(3) Put in place a process to monitor progress towards the targets, specifically to collect data on numbers of applicants and winners for each of the designated scholarships, and report on progress towards the KPI targets to the Learning and Teaching Committee.

6.4 The Deputy Vice Chancellor (Academic) wrote to Group Pro Vice Chancellors (2006/0007001) asking them to nominate the scholarships and awards relevant to their areas for the information of the Educational Excellence Committee. The communication included the attached Schedule for Monitoring Success in the KPI- Student Success in External Scholarships (2006/0007008). The Educational Excellence Committee received responses from the Group Pro Vice Chancellors,

6.5 The Educational Excellence Committee has defined Prestigious External Scholarships as follows:

Prestigious External Scholarships – definition
For the purpose of the KPI, Student Success in External Scholarships, prestigious external scholarship are those scholarships and awards with following characteristics: are open to all Australian universities, provide for attendance at a high ranking overseas university, in particular in the UK or the USA, and which focus on excellence in learning and leadership.

6.6 In accordance with this definition the Committee identified a number of prestigious scholarships for consideration University-wide in addition to those listed by Groups in the document Schedule for Monitoring Success in the KPI- Student Success in External Scholarships (2006/0007008). The Committee has developed the attached paper Strategy for Supporting and Monitoring Student Success in External Scholarships (2006/0007059) in response to the tasks outlined in item 6.3 above.

Recommendation

6.7 The Learning and Teaching Committee is asked to approve the attached Strategy for Supporting and Monitoring Student Success in External Scholarships (2006/0007059).

7.0 STUDENT ORIENTATION AND ENGAGEMENT COMMITTEE REVISED CONSTITUTION

7.1 It was noted that the current structure of the Student Orientation and Engagement Committee, with its two sub-Committees, the Orientation Planning sub-Committee and the Transition and Engagement Sub-Committee was set up in 2004, in an attempt to provide for both strategic and operational work to feed into and be informed by the overall Committee. However it was agreed that a new way of working may facilitate this two way information flow and clarify the roles of members on these three committees, and provide for more consultation with the FYA group, Campus Coordinators and Group Administration Coordinators. It was also noted that the new roles of Associate Deans, L&T could facilitate FYA consultation within Groups, and with the Committee.

7.2 A model was proposed that maintained the Student Orientation and Engagement Committee, and vested responsibility for advising the Committee on specific matters with purpose designed Working Parties.
Recommendation

7.3 The Learning and Teaching Committee is asked to approve the change to the Constitution of the Student Orientation and Engagement Committee as shown in attachment 06/024, dissolving the two Sub-Committees and to instigate the process of assigning Working Parties to both advise the Committee and implement work of the Committee as appropriate.

8.0 EXCELLENCE EXPO COMMITTEE MEMBERSHIP

8.1 The Excellence Expo Committee is a sub-committee of the Educational Excellence committee. The Excellence Expo is an annual competition for outstanding school students sponsored by Griffith University and has been operating since 1989. Originally the Expo was designed for primary and secondary students. After a review in 2003 the event was condensed to a one day event and redesigned to incorporate more focus on creativity and innovation. In 2006 the event was narrowed to include only secondary students and the process changed to digital projects. The 2006 event was held on August 5.

8.2 Membership of the Excellence Expo Committee currently includes Faculty staff, representatives from two Education Queensland regions, a representative each from Independent Schools Queensland and Queensland Association for Gifted and Talented Children Inc.

8.3 The Committee wishes to appoint two additional members as follows:

1. The Pro Vice Chancellor Community partnerships or nominee
2. A Representative from External Relations

8.4 A revised Constitution for the Educational Excellence Committee (2006/0007062)(parent Committee of the Excellence Expo Committee) is attached for the consideration of the Learning and Teaching Committee.

Recommendation

8.5 The Learning and Teaching Committee is asked to approve the revised Constitution of the Educational Excellence Committee (2006/0007062)

SECTION II: MATTERS REQUIRING RATIFICATION OR EXECUTIVE ACTION

NIL

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

NIL

NEXT MEETING

The next meeting of the Learning and Teaching Committee will be held at 10:00am on Monday 6th November 2006 in N54 Room 2.02, Bray Centre, Nathan Campus.