Learning and Teaching Committee
Action Sheet 7/2007

PRESENT:
Professor John Dewar (Chair)
Professor Kerri-Lee Krause
Professor Paul Turnbull
Professor Lorelle Frazer
Professor Sally Borbsai
Professor Joy Cumming
Associate Professor Anna Stewart
Associate Professor Nicholas Buys
Associate Professor Jay Younger
Associate Professor Keithia Wilson
Associate Professor Margaret Greenway
Dr Stephen Larmar
Dr Robyn Hollander
Mr Dave Edwards
Dr Michael Crock
Ms Samantha Cassell
Ms Renae Carrigg
Secretary: Danielle Cooper

APOLOGIES:
Dr Richard Armour
Dr Rodney Stewart
Professor Michelle Barker
Mr John Swinton

CONTENTS

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

Item No. 2 - CONFIRMATION OF MINUTES
Description The minutes of the 6/2007 meeting of the Learning and Teaching Committee confirmed and accepted.

Item No. 3 – CHAIR’S REPORT
Description 2008 AUQA Audit – Audit panel announced; to be chaired by Joan Cooper (PVC Students at UNSW); portfolio due on 29th March, trial audit set down for late November; draft portfolio in development.

PVC (Learning and Student Outcomes) – DVC (A) will shortly circulate a document which will clarify the functions and tasks which the new PVC will assume responsibility for.

Learning and Teaching Performance Fund – Griffith has received no funds despite a general improvement in institutional performance.

National Union of Students – has ranked Griffith as one of bottom four Universities for student service provision; Griffith directing its investment in student services in other ways; VC will issue a communiqué to the Griffith community.

QTAC data – up 4.5% on previous year but sector is generally down by 5%; listing in UAC has not depressed QTAC numbers as expected; excellent news.
## Item No. 4 - REPORTS FROM SUB-COMMITTEES

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<th>Description</th>
<th>Action</th>
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<tr>
<td>On behalf of the Educational Excellence Committee, Keithia Wilson presented summary statistics on applications to the Griffith Awards for Excellence in Teaching program and the Griffith Grants for Learning and Teaching program. Keithia also presented some initial thoughts on Griffith's bid for funds under the Carrick Institute’s new initiative, The Promoting Excellence Initiative, and flagged the imminent deadlines for 2008 Carrick grant and award categories.</td>
<td>The Learning Environment Committee did not report as it had not met since the last LTC meeting.</td>
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<td>The Student Orientation and Engagement Committee did not report as it had not met since the last LTC meeting.</td>
<td>Chair, EEC to further develop and submit an application to the new Carrick initiative.</td>
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## SECTION I – MATTERS FOR DEBATE AND DECISION

### Item No. 5.0  TEACHING QUALITY INDICATORS PROJECT

**Description**

Lynda Davies, GIHE Institute Administration Officer, updated the Committee on Griffith's involvement in the Carrick Institute's Teaching Quality Indicators project and sought expressions of interest and nominations from the Committee for participation in a Leadership Group which will steer the project.

**Action**

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<th>LTC members</th>
<th>Lynda Davies directly (to report regularly to the Learning and Teaching Committee on progress with this initiative).</th>
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### Item No. 6.0  PROGRAM PLANNING, DEVELOPMENT, AND APPROVAL and REVIEW OF FACULTIES, PROGRAMS, COURSES AND TEACHING

**Description**

The Learning and Teaching Committee also considered the Full Program Proposal, which builds from information contained within the Program Concept Proposal (PCP) and the Initial Program Proposal (IPP) and which is proposed to be used by the Online Program Planning, Development, Approval and Review System to publish to the Program Catalogue. The Learning and Teaching Committee is asked to approve the trial of the Full Program Proposal for new programs commencing in 2009 and from April 2008 within the context of the Online system. The Learning and Teaching Committee raised numerous concerns regarding:

1. the implications for workloads, in particular for Program Convenors and School-based staff;
2. the duplication of data and data sets within and across other forms;
3. the necessity for detailed course level information if the objective is program level overview;
4. the likelihood that the requirement for such extensive information will either stall the process or result in a considerable reduction in the quality of the responses/answers; and
5. that staff development will not resolve the issues raised by the proposed form.

Overall, the Committee supported the objectives of the approach but did not support the proposed documentation.

The Learning and Teaching Committee considered the Principles for the Monitoring and Review of Faculties, Programs, Courses and Teaching and Program Planning, Development Approval and Review proposed for implementation in the context of the 2009 operational planning process. The Committee supported the policy but raised several concerns about the implications for resources of implementing the policy within their Groups/elements, in particular, the outlays of conducting external reviews and the loss of productivity in diverting academic and administrative staff to service a
<table>
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<th>Action</th>
<th>The AUQA Senior Project Officer to incorporate the feedback of the Committee into the next iterations of these policies/proposals prior to resubmission to the Learning and Teaching Committee.</th>
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<tbody>
<tr>
<td><strong>Item No. 7.0 SELF-REVIEW OF THE PROGRAMS COMMITTEE</strong></td>
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<td><strong>Description</strong></td>
<td>Deferred</td>
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<td><strong>Action</strong></td>
<td>Nil</td>
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<tr>
<td><strong>Item No. 8.0 AUSTRALIAN DIPLOMA SUPPLEMENT</strong></td>
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<td><strong>Description</strong></td>
<td>Deferred</td>
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<td><strong>Action</strong></td>
<td>Nil</td>
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<td><strong>SECTION II – MATTERS REQUIRING RATIFICATION OR EXECUTIVE ACTION</strong></td>
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<td><strong>Item No. 9.0 REVISED CONSTITUTION</strong></td>
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<td><strong>Description</strong></td>
<td>The Chair drew the Committee’s attention to the revised Constitution which incorporates, as Chair, the new Pro Vice Chancellor (Learning and Student Outcomes). The Committee approved this revision to the Constitution.</td>
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<td><strong>Action</strong></td>
<td>Secretary to update Committees database and post the new Constitution to the Committees QuickPlace.</td>
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<td><strong>Item No. 10.0 REVISED POLICIES FOR MEDAL FOR ACHIEVEMENT IN THE BACHELORS DEGREE AND UNIVERSITY MEDAL</strong></td>
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<td><strong>Description</strong></td>
<td>The Chair drew the Committee’s attention to the executively-approved revisions to the above policies. The Committee ratified these approvals.</td>
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<td><strong>Action</strong></td>
<td>Secretary to update the policy library with new versions of both policies.</td>
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SECTION III - MATTERS FOR NOTING AND WHERE APPROPRIATE ACCEPTANCE OF RECOMMENDATIONS

Nil

The next meeting of the Learning and Teaching Committee will be held on Monday 5th November 2007 at 10.00am in Room 2.02, Bray Centre (N54), Nathan campus.

Signed: _____________________________________________

Date: _____________________________________________