GRIFFITH UNIVERSITY
LEARNING AND TEACHING COMMITTEE

The 5/2012 meeting of the Learning and Teaching Committee was held at 10:00am – 12:30pm on Monday 22 October via video conference in room 1.04, The Chancellery (G34), Gold Coast campus and room 2.06, Bray Centre, Nathan campus.

Tasha Langham
Secretary

MINUTES

PRESENT:
Professor Sue Spence (Chair)
Professor Alf Lizzio
Professor Gillian Bushell
Professor Nick Buys
Professor Glenn Finger
Professor Lorelle Frazer
Ms Kathy Grgic
Dr Michael Howes
Associate Professor Wendy Loughlin
Dr Kevin Ashford-Rowe
Professor Keithia Wilson

Secretary – Tasha Langham

APOLOGIES:
Ms Rebecca Curran
Ms Brittany Laidlaw
Associate Professor Don Lebler
Associate Professor Robyn Hollander

INVITED
Ms Cathy Sparks and Mr Leigh Stevenson (for item 6.0)

1.0 CONFIRMATION OF MINUTES

The minutes of the 4/2012 meeting of the Learning and Teaching Committee were taken as read and confirmed.

2.0 MATTERS ARISING FROM PREVIOUS MINUTES

Nil.

SECTION A: RECOMMENDATIONS AND REPORTS TO ACADEMIC COMMITTEE

Nil

SECTION B: ACTION UNDER DELEGATED AUTHORITY

3.0 REVIEW OF SCHOOL ASSESSMENT BOARD BRIEF

3.1 Members noted the Report on the Implementation of the School Assessment Board Brief (2012/0008051), which highlights the benefits of the new approach to managing Assessment Board processes, the issues that have arisen in its implementation and a summary of Assessment Board Minutes.
3.2 The key issues of concern included:
- Impact of consensus moderation on already tight deadlines for grade processing and graduations;
- Ability to engage meaningfully in consensus moderation when a course with large enrolments is timetabled late in the exam period and there are tight deadlines for grade processing and graduations; and
- Workload and time pressures for the SAO in undertaking the pre-assessment board process with the Chair, Assessment Board to determine those courses that will be the subject of discussion at the Assessment Board.

3.3 Members noted that the first two issues have been discussed previously by the University Assessment Committee and no course of action was proposed as these seemed to be constraints in which moderation and finalisation of results need to occur. In the latter case, it was suggested that SAO education and sharing of practice at the SAO Forum may decrease these pressures.

3.4 The report notes that QCA staff have proposed to use the term ‘creative synthesis’ as an alternate to the assessment type ‘making an object’.

Resolution

3.5 The Learning and Teaching Committee, on the recommendation of the 8/2012 University Assessment Committee:
- approved the term ‘creative synthesis’ as an alternate to the assessment type ‘making an object’.
- noted the Report on the Implementation of the School Assessment Board Brief in Semester 1, 2012

4.0 GAET AWARD RECIPIENTS - 2012

4.1 The Learning and Teaching Committee ratified the Chair’s executive action in approving the GAET Award recipients for 2012 and noted that Dr Sarah Baker (School of Humanities) had been awarded the Vice Chancellor's Award for the Griffith University Teacher of the Year for 2012.

SECTION C: RECOMMENDATIONS AND REPORTS TO OTHER COMMITTEES

5.0 LECTURE CAPTURE POLICY

5.1 At its 4/2011 meeting the Learning and Teaching Committee noted the increase in uptake of lecture capture and resolved to continue discussions with Deans, Learning and Teaching about the development of principles for broad application across the University on the use of lecture capture, and to bring an item back to the Committee at a future meeting.

5.2 The Committee had before it a draft Lecture Capture Policy (2012/0007815) which had been developed by the Deans (Learning and Teaching).

5.3 A number of issues were raised in relation to the draft Policy and a summary of the discussion is outlined below:

- The use of lecture capture is not intended to replace on campus face-to-face lectures, but rather to supplement learning within a student-centred environment.
- Lecture capture provides an alternative for students who were unable to attend the original lecture in addition to providing further opportunities to view and reflect upon the lecture material (e.g. for review of material during exam revision and assignment preparation).
• The University is in a very competitive market within the Brisbane area and needs to offer similar technology in order to remain attractive to students. A number of our competitors already offer this technology as standard practice.
• Griffith has a large number of first in family going to University and students who work full time or who have carer responsibilities. Lecture capture would benefit these students as they could review the lecture at a time that suited them. It would also benefit international students who could replay the lecture at their own pace.
• Trials of lecture capture in the GBS were resoundingly successful and there was a very large uptake by students.
• A member suggested that the lecturer should be given the choice about whether to use lecture capture as they are in the best position to make a decision about their teaching methods. It should be optional rather than compulsory. This member also suggested that there may be issues regarding copyright and/or intellectual property relating to the recording of lectures.
• Courses with lecture capture needed to be coded carefully so that international students are still able to enrol in on-campus offerings.

5.4 A vote regarding whether the proposed policy should be recommended to Academic Committee was nine members in favour, one against and one undecided.

5.5 The Chair agreed to investigate the situation with respect to consultation with the NTEU.

5.6 The approving authority to be the Academic Committee, but the document would need to be considered also by Executive Group as there are resource implications.

5.7 The *Guidelines for Staff Engagement with Learning@Griffith and the Course Catalogue, Coding and Other Course Attributes Policy* to be added as related documents.

5.8 The first sentence in Section 2 Availability of Recorded Lectures to be reworded as it is in conflict with Section 1 University Recording of Lecture, which states that all lectures are to be recorded. The reworded sentence to be repositioned after Section 3 Non Recording of Lectures in Enabled Facilities.

Resolution

5.9 The Learning and Teaching Committee, on the recommendation of the Deans (Learning and Teaching), resolved to recommend the draft *Lecture Capture Policy (2012/0007815)* to the Academic Committee, subsequent to the inclusion of revisions detailed in 5.6 – 5.8 and any further changes recommended following consultation with the Executive Group.

**SECTION D: MATTERS NOTED, CONSIDERED OR REMAINING UNDER DISCUSSION**

6.0 PRESENTATION – BLACKBOARD UPGRADE

6.1 Ms Cathy Sparks and Mr Leigh Stevenson from Information Services attended the meeting to provide an update on the upgrade to Blackboard Learn.

6.2 Members noted that there are currently 11 pilot courses that will trial the new interface over summer semester and that the system will go live for all other courses in February next year.

6.3 The Project Board has a communication plan in place and is working with key stakeholders to provide assistance and support to the transition to the new system. The Director, Learning and Teaching (Information Services) advised members that they should contact him or Mr Leigh Stevenson if they wanted to have a presentation organised for staff within their School/Department.
7.0 STUDY SMART TUTORIAL

7.1 The Dean (Learning and Teaching) GBS advised members that the GBS has decided to embed the Study Smart tutorial into its undergraduate programs from semester 1, 2013.

7.2 In discussing this item members queried how the student’s completion of Study Smart would be recorded, the appropriate weighting of this assessment item, and how students enrolled in double degrees would be managed.

7.3 The Director (Learning and Teaching), Information Services agreed to explore the issues raised in consultation with the Dean (Learning and Teaching) GBS. Findings will be reported to a future meeting. The Deputy Vice Chancellor (Academic) agreed to fund modifications required to the Study Smart system.

8.0 CHAIR’S REPORT

- The Chair noted that this would be the last meeting for Dr Kevin Ashford-Rowe as he is leaving the University, and thanked him for his contribution to the Committee and Information Services over the past seven years.
- Members were encouraged to attend the Celebrating Teaching Gala nights which are to be held on Monday 22 October at the Gold Coast and Monday 29 October at South Bank. Members were reminded that Learning and Teaching Week would be held next week.
- Members were thanked for their participation in the review of the Griffith Institute for Higher Education.
- Professor Jeremy Williams, has been recently appointed as the Director of Executive Development in Griffith Business School, and will play a lead academic role in advising on the implementation of the Griffith Online strategy.

9.0 GRIFFITH INSTITUTE FOR HIGHER EDUCATION (GIHE) REPORT

- The Blended Learning Symposium will be held on 29 October and the Promoting Good Practice in Assessment on 31 October. Professor Richard James from TEQSA will be attending the Assessment Symposium and will provide feedback on consensus moderation.
- Members were thanked for their contributions to the GIHE review.
- Appointments to the new Student Success Advisor roles are on track with a commencement date of mid to late November.

10.0 TEQSA – HIGHER EDUCATION STANDARDS PANEL COMMUNIQUE

10.1 The Higher Education Standards Panel Communique Number 3 was noted

For noting

11.0 REPORTS FROM SUB-COMMITTEES/ WORKING PARTY

11.1 Educational Excellence Committee

The minutes of the 2/2012 and 3/2012 meetings were noted.

11.2 University Assessment Committee

The minutes from the 7/2012 meeting were noted.
11.3 Aboriginal and Torres Strait Islander Inclusive Curriculum Development and Implementation Advisory Group

Nil

11.4 First Year Experience Working Party

Nil

12.0 MEETING DATES - 2012

12.1 Members noted that the final meeting for 2012 would be held on 26 November in room 2.02, Bray Centre, Nathan campus. This meeting will not be video-conferenced.

Minutes confirmed by:

Professor Sue Spence, Chair 26 November 2012

Date