GRiffith University
Learning and Teaching Committee

Notice of Meeting
A meeting of the Learning and Teaching Committee will be held on Monday, 4th September August 2006 at 10.00am in 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.

Contents

1.0 Apologies

2.0 Confirmation of Minutes

3.0 Chairperson's Report
   3.1 Restructure of Gumurri Centre
   3.2 Education Academy at Gold Coast
   3.3 Report from Carrick Institute
      3.3.1 Discipline-Based Projects - Higher Education Enterprises/Communities of Endeavour Forum
      3.3.2 Carrick Resource Information Network (RIN) “Think Tank”
   3.4 Griffith Grants for Learning and Teaching

4.0 Reports from Sub-Committees
   4.1 Educational Excellence Committee
      Action Sheet to be tabled
   4.2 Learning Environment Committee
      Action Sheet Attached
   4.3 Student Orientation and Engagement Committee
      Action Sheet to be tabled

Section I: Matters for Debate and Decision

5.0 Operational Plans – Business and Science

6.0 Academic Integrity Policy
SECTION II: MATTERS REQUIRING RATIFICATION OR EXECUTIVE ACTION

nil

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

7.0 GRIFFITH SIGNATURE EXPERIENCE 2004 FUNDING SCHEME: PROJECT REPORTS
### Significant Committee Events

**Celebrating Teaching - Engaging Disciplines/Engaging Communities**

**Presenter:** Professor Michael Gibbons, MBE, Director, SPRU-Science and Technology Policy Research, Sussex University  
**Topic:** "Old Wine in New Wineskins" - Developing Mode 2 Curriculum for Undergraduates  
**Date:** Tuesday 12 September, 12.30 pm - 2.00 pm *(light lunch provided)*  
**Venue:** Multi Faith Centre, Nathan Campus

### Deadlines

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<th>Committee QuickPlace Web Address</th>
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<td>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.</td>
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# GRIFFITH UNIVERSITY

## LEARNING AND TEACHING COMMITTEE

### AGENDA

#### 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 2007  
- 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)
Other Copies
Corporate Archives & Record Management copy (attachments)
Binding copy (attachments)
Working copy (attachments)                      Spare copy (attachments)
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 for the 6/2005 meeting has been circulated.

3.0 CHAIR'S REPORT

3.1 Restructure of Gumurri Centre

3.1.1 In July 2003 the Teaching and Learning Excellence Committee considered a discussion paper on Inclusive Practices in the Curriculum. A working party was formed to investigate issues arising from the paper. In July 2005 the working party submitted its report to the Teaching and Learning Excellence Committee including a recommendation for the establishment of an Academic Centre for Aboriginal and Torres Strait Islander Knowledges.

3.1.2 The establishment of the Centre and concomitant realignment of the Gumurri Student Support Unit has been the subject of full consultation over the last month and concluded on August 31, 2006.

3.1.3 Subject to approval from Executive Group and Academic Committee, implementation of the recommendation will commence almost immediately.

3.1.4 The Chair will report.

3.2 Education Academy at Gold Coast

3.2.1 In a recent campaign statement, the Premier Mr Peter Beattie announced an election promise to establish a Smart Academy at Griffith's Gold Coast campus. The facility would be designed to give ‘best and brightest’ high school students the opportunity to fast-track their studies in year 10,11 and 12 so that they have curriculum opportunities for university studies. The campaign statement is attached (Smart Academy at Gold Coast 2006/0007050)

3.2.2 The Chair will report
3.3 REPORT FROM CARRICK INSTITUTE

3.3.1 DISCIPLINE-BASED PROJECTS - HIGHER EDUCATION ENTERPRISES/COMMUNITIES OF ENDEAVOUR FORUM

1. On August 23, the Carrick Institute hosted a forum of teaching and learning leaders and representatives from more than forty higher education institutions. The purpose of the forum was to identify priority curriculum issues for groups/activities classified in the Discipline-Based Initiatives Scheme as Higher Education Enterprises/Communities of Endeavour.

2. These Higher Education Enterprises are particularly characterised by cross disciplinary program/course arrangements, e.g. foundation courses. The forum focused on sector wide curriculum issues for such enterprises and on determining directions and priorities to be developed into project briefs.

3. Professor Sally Borbasi attended the forum and will report briefly on outcomes.

3.3.2 CARRICK RESOURCE INFORMATION NETWORK (RIN) “THINK TANK”

1. The Carrick Institute conducted a “Think Tank” for the portal for the Resources Information network (RIN) on August 31 and September 1, 2006. Participants were invited to consider the results of three commissioned projects:
   - A preliminary design for a portal
   - Mapping the landscape of existing web-based resources and networks
   - A preliminary formative evaluation and quality assurance process

2. The intention of the think tank was to ensure sufficient appraisal of the options for developing a strategic approach to the timelines and milestones for the development of the RIN portal. Representatives invited to attend the forum included members of the Standing Committee, PVC/DVCs (Education or Teaching and Learning), Education.au, ASCILITE, ACODE, CDAD1 and end users. At the forum, demonstrations of alternative models and examples were provided. Intended outcomes of the forum were that recommendations be made regarding:
   - The staging of the development and of the portal;
   - The range of functions to include in the portal and prioritizing their introduction;
   - An innovative process to engage the higher education in the use of and contribution to the RIN.
   - Establishing formative evaluation and quality assurance processes.

3. Professor Michelle Barker was invited to attend as a representative of Griffith and will report briefly on the forum.
3.4 GRIFFITH GRANTS FOR LEARNING AND TEACHING

The Griffith Grants for Learning and Teaching Scheme for 2007 has been advertised to Groups. Groups may decide to introduce an internal ranking process through Faculty Boards before forwarding applications to Learning and Teaching Committee.

4.0 REPORTS FROM SUB-COMMITTEES

4.1 EDUCATIONAL EXCELLENCE COMMITTEE

Action Sheet to be tabled

4.2 LEARNING ENVIRONMENT COMMITTEE

Action Sheet Attached

4.3 STUDENT ORIENTATION AND ENGAGEMENT COMMITTEE

Action Sheet to be tabled

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 GROUP OPERATIONAL PLANS

5.1 In April, the Deputy Vice Chancellor(Academic) requested Group pro-Vice Chancellors to forward Operational Plans for 2007 for their Groups by the third week of July.

5.2 Extracts from the Operational Plans for Science and Technology Group (2006/0007048) and Business Group (2006/0007047) outlining Learning and Teaching progress reports and rolling plans against priorities and targets in the Strategic and Academic Plans are attached. Professor Max Standage and Professor Lorelle Frazer will speak at the meeting to the extracts for Science and Technology Group and Business Group respectively.

Recommendation

5.3 The Learning and Teaching Committee is asked to consider the attached Group Operational plans for Science and Technology Group (2006/0007048) and Business Group (2006/0007047)

6.0 ACADEMIC INTEGRITY ADVISORY GROUP

6.1 At the 1/2006 meeting of the Learning and Teaching Committee, the Chair noted that there was a need to review and systematise the University’s information about and management of academic integrity and associated issues including plagiarism, detection software, definitions, policies, information and communication. The Learning and Teaching Committee considered the discussion paper, Academic Integrity: Minimising Plagiarism by Utilising Multiple Strategies (2006/0007002) and agreed to act on the recommendation in Point 2 (page 4) of the paper that:
“the University makes use of a specialised academic advisory group (which may already exist, at least partly, in the form of some committee or working party) to provide definitions, models and advice on policy and procedures. This advisory group might consist of a representative from each Academic Group (4), a representative from GIHE (1), an IT specialist (1) and a representative from each of Academic Administration (1), Learning Services- Academic skills (1) and Griffith International (1).

The tasks may include studies of the patterns of plagiarism across disciplines, tracking of the implementation of preventative measures, advice on the legal, cultural and accountability issues encountered, monitoring of the effectiveness of professional development and awareness-raising strategies, and reporting to the wider University community on progress.”

6.2 An Academic Integrity Advisory Group comprising representatives from Griffith Institute for Higher Education, Flexible Learning and Access Services, Learning Services – Academic Skills, and Griffith International, was convened. The Deputy Vice Chancellor (Academic) is Chairperson of this group.

6.3 The Advisory Group met on three occasions, and considered all recommendations contained in the discussion paper. These have been taken into account in preparing the attached revised Academic Misconduct Policy. The following notable changes have been made:

- The Policy has been renamed the Academic Integrity Policy;
- definitions of the various forms of academic misconduct have been included;
- the obligations of the University and of Faculties have been clarified;
- roles and responsibilities of individuals, office bearers and Assessment Boards have been incorporated into the policy.

6.4 The attached report from the Advisory Group makes the following recommendations to the Learning and Teaching Committee outlined in the attached Report from the Academic Integrity Advisory Group (2006/0007043):

1. The Policy for Academic Integrity (2006/0007052) be approved, thereby taking action as necessary to:
   - appoint faculty academic integrity officers, and to
   - develop university and faculty resources to support academic staff and provide a single point of access for the policy, guidelines, practices, and learning resources.

2. The revised Student Charter (attached document 2006/0007049) be approved.

3. The University embarks on a pilot project, with selected faculties, to trial an electronic system of plagiarism detection.

4. The University investigates options for keeping records of the number of academic misconduct allegations, the number of proven cases, the different types of misconduct perpetrated, and the number of students who have received counselling.

5. A Community of Practice to be established, to facilitate debate and enable staff to network and develop expertise in academic integrity issues.

6. The Learning and Teaching Committee retain the Academic Integrity Advisory Group as a sub-committee, with current representation, to review and monitor
the policy and to report on the incidence of academic misconduct each semester

Recommendation

6.5 The Learning and Teaching committee is asked to approve the attached Academic Integrity Policy (2006/0007052), the revised Student Charter (2006/007049) and the recommendations outlined in item 6.4 above.

SECTION II: MATTERS REQUIRING RATIFICATION OR EXECUTIVE ACTION

nil

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

7.0 GRIFFITH SIGNATURE EXPERIENCE 2004 FUNDING SCHEME: PROJECT REPORTS

7.1 A call for initiatives aimed at embedding the Griffith signature experiences was made by the DVC (Teaching and Learning) to the University community on 5 August 2004. Funds were allocated by the DVC (Teaching and Learning) on the recommendation of sub-committees of the Academic Plan Task Force established to monitor and support the projects. Two grant types were made available:
  - Small grants – funds of up to $3,000 for proposals from small groups of staff
  - Large grants – funds of up to $20,000 for School/Faculty/Group level proposals

7.2 While the initial guidelines required projects to be completed and final reports submitted by the end of 2005, a delay in release of funds and subsequent revision of timetables especially for projects that rely on collaborations with other elements meant that several projects commenced in semester 2 rather than semester 1. Those projects on implementation in Semester 1 were further delayed. Several final reports are outstanding

7.3 A summary of final reports submitted to date. Griffith signature experience 2004 funding scheme: project reports (2006/0007053) is attached for noting by the Learning and Teaching Committee

NEXT MEETING

The next meeting of the Learning and Teaching Committee will be held at 10:00am on Monday 2nd October 2006 in L07_4.08, Logan Campus campus.