PRESENT:

Professor John Dewar (Chair)
Professor Kerri-Lee Krause
Associate Professor Nicholas Buys
Professor Lorelle Frazer
Associate Professor Anna Stewart
Professor Paul Turnbull
Associate Professor Jay Younger
Dr Stephen Larmar
Dr Robyn Hollander
Associate Professor Keithia Wilson
Associate Professor Margaret Greenway
Dr Richard Armour
Dr Michael Crock
Mr John Swinton
Ms Renae Carrigg
Secretary: Danielle Cooper

APOLOGIES:

Professor Sally Borbasi
Professor Joy Cumming
Mr Dave Edwards
Professor Michelle Barker
Dr Rodney Stewart
Ms Samantha Cassell

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Item No. 1 – APOLOGIES

Apologies were received from those listed above.

Item No. 2 - CONFIRMATION OF MINUTES

Description The minutes of the 5/2007 meeting of the Learning and Teaching Committee confirmed and accepted.

Item No. 3 – CHAIR’S REPORT

Description Carrick summary – The Chair reported that Griffith’s relationship with the Carrick Institute is very positive and engagement is strong and visible.

Learning and Teaching Performance Fund - The Chair reported that Griffith is still generally slightly below the national average on the LTPF indicators. Notification about funding will be received in November;

2008 AUQA Audit – The Chair requested that all self-review and other tasks associated with the audit be given top priority.

PVC (Student Outcomes and Learning) – The Chair advised that Professor Sue Spence has been appointed, will commence on 5 November and will Chair the Learning and Teaching Committee upon her arrival. The DVC (A) will remain an ex officio member.
**Item No. 4 - REPORTS FROM SUB-COMMITTEES**

The Learning Environment Committee reported that:
1. the Committee received a presentation from Learning Services at its recent meeting and flagged to the LTC that demand from students for computer training is now massively outstripping INS’ capacity to provide the training;
2. FLAS will investigate the nature of ‘persistence’ vis a vis ‘closing the loop’ on course evaluations and report back to the LTC;
3. Thanked Dr Michael Crock for his work on arranging the IRUA e-Learning benchmarking activity scheduled for 19/20th September and extended an invitation to all to participate.

The Student Orientation and Engagement Committee reported that:
1. a subcommittee, responsible for practical preparations for orientation, is looking at branding all orientation activities so that students perceive a cohesive whole;
2. sought guidance on developing a campus-distinctive flavour to orientation activities; LTC advised that the distinctive nature of each campus was yet to be finalised;
3. the results of the Starting@Griffith 2007 survey revealed persistent patterns, particularly in regard to early engagement with academics; LTC recommended that FYAs coordinate and publish consultation times of first year convenors, and the need to reinforce with students realistic expectations about staff accessibility (not highschool).

Action  
**Academic Registrar** to add to the survey report feedback specific to the student experience of the first four weeks (as opposed to orientation as a whole) and to distribute the report to the LTC.

**SECTION I – MATTERS FOR DEBATE AND DECISION**

**Item No. 5.0 NEW ESOS ACT FOR INTERNATIONAL STUDENTS**

**Description**  
Meenu Issar, A/g Senior Manager International Administration, attended the meeting and outlined the changes to the National Code of Practice underlying the ESOS Act:
1. Can no longer extend visas unless on compassionate grounds
2. Universities now required to identify ‘at risk’ students (including students who successively fail) and implement and document an intervention strategy
3. International students now able to enrol in online courses up to 25% of their program but not 100% in any one semester
4. International students can now transfer to any other university after six months
5. Universities required to develop and disseminate a critical incident plan

DVC (A) recommended the development of a formal communication plan and website for easy access to all information.

Meenu advised that a manual is also currently under development.

**Action**  
**Griffith International** and **Academic Registrar** to develop intervention strategies and develop and implement communication strategy to ensure compliance.

**Item No. 6.0 ACADEMIC PLAN 3**

**Description**  
The DVC (A) outlined the process of development and consultation around Academic Plan 3 and the most significant changes to this latest draft of the AP3. The Committee considered this latest draft of AP3 and provided the following feedback:
4.4 Need to revise the articulation about 'studying career development'
3.3 The People Goal (extracted from the Strategic Plan) is incomplete as it doesn't include 'success rates' along with access and participation rates
4.5 Measure needs to be much clearer: need to refer to survey instruments; could also refer to outcomes of promotion rounds.

The DVC (A) formally thanked the Director, GIHE for her contribution to the development of AP3.

**Action**  
The **Secretary** to transmit AP3 to Academic Committee for approval.
### Item No. 7.0 COURSE EVALUATION IMPLEMENTATION PLAN

**Description**
Karen van Haeringen attended the meeting and spoke to this item. Karen presented two proposals for the Committee's approval. The first proposal deals with 'closing the loop' on course evaluations in Semester II, 200. The second proposal deals with wrapping course evaluations into the course outline process from 2008 onwards. Karen invited nominations for participation in the Working Party overseeing implementation of this activity. The DVC (A) advised that existing course evaluation processes may be retained provided they comply with the policy. The Programs Committee will need to consider and approve local processes. The Committee also discussed the need to ensure the validity of the data by establishing a minimum sample size and response rate. The implementation plan was approved (with noted changes) by the LTC for transmission to Academic Committee.

**Action**
The DVC (A) to explore the possibility of automating the commencement of course evaluation in line with schedule in the event of unforeseen circumstances.
The DVC (A) to investigate the capacity of the datawarehouse reports to flag where rates/sample sizes are dangerously low.
AUQA Project Officer to incorporate feedback of LTC into report format/template and submit to Secretary of Academic Committee for consideration.

### Item No. 8.0 ACADEMIC INTEGRITY – INSTITUTIONAL FRAMEWORK

**Description**
Karen van Haeringen attended the meeting. Associate Professor Anna Stewart, Chair of the Academic Integrity Working Party, spoke to this item outlining the background to these papers, the role of the Committee of Chairs of Assessment Boards, and the two trials about to commence (text matching and academic integrity procedures). The Committee considered the proposed approach. The DVC (A) detailed the need to suspend existing misconduct procedures in order to implement a trial of these new, proposed procedures for assuring academic integrity. The approach was approved by the LTC for transmission to Academic Committee.

**Action**
The Secretary to transmit to the Secretary of Academic Committee for consideration.

### Item No. 9.0 COMMITTEE OF CHAIRS OF ASSESSMENT BOARDS - CONSTITUTION

**Description**
The Committee considered the draft Constitution for the proposed Committee of Chairs of Assessment Boards and suggested that the Pro-Vice Chancellor (Student Learning and Outcomes) be considered for membership of this Committee. The Committee was of the view that this new Committee should not become project focussed but should focus on establishing and providing an overview function and that its relationships with other existing committees/forums should be examined to ensure there is no duplication/crossover. The DVC (A) raised a number of concerns with the Functions section of the Constitution including:
1. the inclusion of a role in monitoring standards
2. the separation of unsatisfactory and exclusion processes into a single function
3. a role in reviewing data, especially supplementary and deferred exams data.

**Action**
AUQA Project Officer to incorporate feedback of LTC into draft constitution and submit to Secretary of Academic Committee for consideration.

### SECTION II – MATTERS REQUIRING RATIFICATION OR EXECUTIVE ACTION

**Nil**

### SECTION III - MATTERS FOR NOTING AND WHERE APPROPRIATE ACCEPTANCE OF RECOMMENDATIONS

### Item No. 10.0 2006 GRIFFITH LEARNING AND TEACHING GRANTS REPORTS

**Description**
Noted
<table>
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<tr>
<th>OTHER BUSINESS</th>
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<td>The DVC(A) formally welcomed Dr Stephen Larmar, School of Human Services, to the Learning and Teaching Committee as a representative of the Health Group.</td>
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The next meeting of the Learning and Teaching Committee will be held on Monday 8th October 2007 at 10.00am in Room 4.08, Hub Link building (L07), Logan campus.

Signed:  

Date:  