

LA TROBE UNIVERSITY

CURRICULUM, TEACHING AND LEARNING COMMITTEE

Minutes of the second meeting of the Curriculum, Teaching and Learning Committee held on Wednesday 25 February 2009 at 2.00pm in Room Four, John Scott Meeting House, Bundoora Campus

PRESENT: Professor Belinda Probert (Chair), Professor Tom Angelo, Mr Lachlan Batchelor, Mr Bruce Carboon, Professor Ainslie Dewe, Dr Kerry Fitzmaurice, Professor Noel Gough, Ms Le Cam Huyen, Dr Elizabeth Johnson, Mr Jesse Marshall, Ms Katherine Nix, Dr Kay Souter and Professor David Spencer

SECRETARIAT: Ms Angela Cowburn

APOLOGIES: Ms Stephanie Chard, Mr Rob Cook

Approval of Agenda:

The Committee resolved to approve the Agenda, as circulated, with the addition of the following item:

9.1 Certificate IV in Aboriginal Cultural Heritage Management (circulated paper CTL09/12).

2.1 CONFIRMATION OF THE MINUTES

The minutes of the meeting held on 18 November 2008 (CTL08/05(M)) were confirmed.

2.2 REPORT FROM THE CHAIR

The Chair advised that Committee meetings would be a place where active discussion would be welcomed from all areas involved in curriculum, teaching and learning at the University including the Library, ITC, student administration and academics.

2.3 MATTERS ARISING

2.3.1 Composition, Membership and Terms of Reference

The Committee received and noted paper CTL09/02, amendments to the composition, membership and terms of reference.

The Chair requested nominations from the faculties for academics who were known to be enthusiastic about curriculum, teaching and learning issues and who may not have had an opportunity to be involved in other University committees. It was noted that the committee could co-opt any member of the University where particular expertise was required. It was suggested that co-opted members be given a term of membership of one year.

AD(A)s

The Committee **resolved** to recommend to Academic Board that it endorse the amendments to the composition, membership and terms of reference, as detailed in CTL09/02.

EO(CTL0)

2.3.2 Major issues for the Curriculum, Teaching and Learning Committee

The Chair advised that many of the major issues for the Curriculum, Teaching and Learning Committee were listed in the agenda.

2.3.3 The Role and Purpose of Sub-Committees

The Committee received and noted paper CTLC09/03, which included the proposed new Academic Board committee structure and draft composition and terms of reference for the following sub-committees:

- Admissions, Retention and Success Committee
- Learning Technologies Committee
- Programs Committee

The Committee agreed to the addition of two student representatives to the composition of the Learning Technologies Committee and one student representative to the composition of the Programs Committee.

EO(CTLC)

It was noted that a paper regarding the restructure of the committees of Academic Board had been discussed at the Planning and Resources Committee and a decision regarding the report would probably not be made in time for those recommendations to be provided to the March meeting of Academic Board. As a result, the three sub-committees may not be formally established prior to the May meeting of Academic Board.

The Committee **resolved** to endorse the proposed new Academic Board committee structure and draft composition and terms of reference for the three sub-committees, **subject to** the addition of student membership as detailed above.

EO(AB)

2.3.4 Review and Re-Mark of Students' Academic Work Policy and Procedures

The Committee received and noted paper CTLC09/04, the Review and Re-Mark of Students' Academic Work Policy and Procedures and a discussion paper provided by the Director, Academic Services. It was noted that the policy and procedures had been referred to the Committee by Academic Board at a meeting held on 11 February 2009, where it was suggested that the grounds for requesting could be further reviewed and there had been debate regarding whether marks should be able to be reduced as a result of a re-mark.

After considerable discussion, the Committee requested that the following amendments be made to the "grounds for requesting re-mark of work" in the procedures:

Dir.AS

- Delete (a); and
- Amend (b) to "was biased".

The Committee also requested that the process for requesting a re-mark be clarified. It was suggested that it be made clear that in the first instance the student should contact the marker of the piece of assessment to discuss why their mark was lower than expected and then if the student felt that the explanation provided was unsatisfactory they should contact the subject co-ordinator (if this was the original marker then the student should contact the Head of School) to formally request a review/re-mark.

It was agreed that an information sheet for students regarding the guidelines and procedures for the review and re-mark of their work be formulated, including what evidence would be required when requesting a review.

PVC(C&AP)
/Dir.AS

Discussion regarding the issue of whether a re-mark should be able to lead to a lower mark was contentious. However, the majority of Committee members agreed that a re-mark could not lead to a lower result.

The Committee **resolved** to endorse the proposal from the Division of Academic Services to introduce a Review and Re-Mark of Students' Academic Work Policy and Procedures, **subject to** the amendments requested above.

Dir.AS/
EO(CTLC)

2.3.5 New Evaluation Tools – Student Feedback on Subjects and Student Feedback on Teaching

The Pro Vice-Chancellor (Curriculum and Academic Planning) provided Committee members with an example of the new evaluation tools – Student Feedback on Subjects and Student Feedback on Teaching. Committee members made the following comments:

- There were concerns about the number of surveys students receive.
- Problematic when multiple people teach the one subject.
- Not much about tools used to teach and the impact of the use of learning technologies for regional students.

It was agreed that all subjects taught using learning technologies should be required to include a question regarding the impact of this in the survey.

PVC(C&AP)

The Pro Vice-Chancellor (Curriculum and Academic Planning) that the new evaluation tools should be available in mid-March.

2.4 POLICY

2.4.1 Enabling Courses policy and procedures

The Committee received and noted paper CTLC09/05, a proposal from the Pro Vice-Chancellor (Quality Enhancement) to establish an Enabling Courses policy and associated procedures.

The implementation date listed (which had already passed) in the documentation was queried.

PVC(QE)

The Committee **resolved** to recommend to Academic Board that it endorse the proposal from the Pro Vice-Chancellor (Quality Enhancement) to establish an Enabling Courses policy and associated procedures.

EO(CTLC)

2.4.2 Teaching and Learning Technologies policy

The Committee received and noted paper CTLC09/06, a proposal to establish a Teaching and Learning Technologies policy.

Considerable discussion ensued regarding the urgency of approving the policy and the timing of the AUQA audit.

The Committee **resolved** to refer the policy to the Learning Technologies Committee for further review and improvement. The Committee also requested that there be library input and associated procedures be drafted.

EO(LTC)

2.4.3 Access to assessed material retained by the University policy and procedures

The Committee received and noted paper CTL09/07, a proposal from the Academic Services Division to approve the Access to Assessed Material Retained by the University policy, an existing policy which had been redrafted into the new University approved format.

The Director, Academic Services, advised that an issue had arisen from a meeting of the VVCC regarding freedom of information and examination papers that could have some impact on policy.

The Committee agreed to defer this item to the next meeting.

EO(CTL0)

2.5 CURRICULUM GREEN PAPER

The Committee received and noted paper CTL09/08, a green paper on *Curriculum Review and Renewal at La Trobe University*, the report and recommendations of the Curriculum Taskforce.

It was noted that the Deputy Vice-Chancellor and the Pro Vice-Chancellor (Curriculum and Academic Planning) would be holding consultation meetings regarding the Curriculum Review which would include faculties, campuses and student associations.

The Chair advised that the feedback had been positive and there appeared to be strong support for the key issues. The Executive Officer (Office of the Deputy Vice-Chancellor) was currently drafting an implementation plan. It was noted that among the recommendations, six issues had arisen that would require working parties of the Curriculum, Teaching and Learning Committee. These were:

- ICT and support learning
- Budget model
- Language learning
- Honours and Masters
- Multi campus teaching
- Flexible teaching

The Chair requested that Committee members consider the issues listed and be prepared to further discuss ideas regarding timelines and priorities.

Committee
Members

It was noted that the Library and the SRC would be making submissions in response to the Green Paper.

2.6 REPORT ON THE REVIEW OF THE GRADUATE CERTIFICATE IN HIGHER EDUCATION

The Committee received and noted paper CTL09/09, recommendations from the report on the review of the Graduate Certificate in Higher Education.

It was noted that the Education Faculty Board had endorsed the review report and all recommendations. The Faculty had advised that they would work with the Curriculum, Teaching and Learning Centre to reshape the course as recommended in the review report and would seek to develop pathways from the Graduate Certificate in Higher Education into a Master of Higher Education and a Doctor of Higher Education.

The Committee **resolved** to recommend to Academic Board that it endorse the proposed actions of the Faculty of Education regarding the report on the review of the Graduate Certificate in Higher Education and the recommendations contained therein.

EO(CTLC)

2.7 REPORT ON THE REVIEW OF ACADEMIC LANGUAGE AND LEARNING SUPPORT

The Committee received and noted paper CTLC09/10, the final report on the review of academic language and learning support. It was noted that focus groups for students to discuss the review and recommendations were planned.

2.8 2010 ACADEMIC YEAR

The Committee received and noted circulated paper CTLC09/11, a discussion paper regarding the Academic Year 2010, provided by the Director, Academic Services.

The Committee agreed to schedule a special meeting to consider and discuss the issues highlighted in the discussion paper prior to forwarding a recommendation to Academic Board regarding the Academic Year 2010.

EO(CTLC)

[Secretariat Note: A special meeting of the Committee will be held at 1.00pm on Wednesday 11 March 2009 in Meeting Room 3, John Scott Meeting House.]

2.9 OTHER BUSINESS

2.9.1 Certificate IV in Aboriginal Culture Heritage Management

The Committee received and noted circulated paper CTLC09/12, a proposal from the Faculty of Humanities and Social Sciences to offer a Certificate IV in Aboriginal Culture Heritage Management.

It was noted that VET had special requirements which would create a resourcing issue in student services.

The Committee resolved to recommend to Academic Board that it endorse the proposal from the Faculty of Humanities and Social Sciences to introduce a Certificate IV in Aboriginal Culture Heritage Management.

Fac. Reg./
Dir.AS

The meeting closed at 4.00pm.

NEXT MEETING:

Special meeting to discuss the Academic Year 2010:

1.00pm

Wednesday 11 March 2009

Meeting Room 3

John Scott Meeting House

Bundoora Campus

Next schedule Committee meeting:

2.00pm

Wednesday 1 April 2009

Meeting Room 3

John Scott Meeting House

Bundoora Campus

CONFIRMED BY CHAIR _____

DATE _____