

La Trobe University
Academic Board

**Minutes of the fourth Curriculum, Teaching and Learning Committee meeting
Wednesday 20th May 2009, 2.00pm, Room 4 John Scott Meeting House, Bundoora Campus**

Committee members present:

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| Professor Belinda Probert | Deputy Vice-Chancellor | (Chair) |
| Professor Tom Angelo | Pro Vice-Chancellor (Curriculum and Academic Planning) | (Deputy Chair) |
| Mr Lachlan Batchelor | President, SRC | |
| Mr Bruce Carboon | Director, Academic Services | |
| Mr Rob Cook | Chief Information Officer | |
| Professor Ainslie Dewe | University Librarian | |
| Assoc Pro Kerry Fitzmaurice | Associate Dean (Academic) [FHS] | |
| Professor Noel Gough | Director, Learning, Teaching & International [FED] | |
| Ms Le Cam Huyen | LUPA | |
| Dr Elizabeth Johnson | Associate Dean (Academic) [FSTE] | |
| Mr Jesse Marshall | Education Officer, SRC | |
| Ms Katherine Nix | President, BSA | |
| Dr Catherine Howell | Educational Designer [FHSS], <i>vice Dr Kay Souter</i> | |
| Professor David Spencer | Associate Dean (Academic) [FLM] | |

Co-opted members present:

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| Dr Peter Cartwright | Lecturer, Molecular Sciences |
| Dr Hester Joyce | Lecturer, Cinema Studies Program |
| Mr Shem Macdonald | Educational Designer [FED] |
| Dr John Shannon | Senior Lecturer, School of Economics and Finance |

In attendance:

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| Ms Rebecca di Corpo | Executive Officer, Academic Programs (Secretariat) |
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Apologies:

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| Ms Stephanie Chard | Manager, Equity & Student Services |
| Dr Kay Souter | Associate Dean (Academic) [FHSS] |

1. Welcome & Introductions

- 1.1 The chair welcomed members to the Committee's fourth meeting; introductions were made and the apologies noted.

2. Minutes of meeting 29th April 2009

- 2.1 The minutes of the meeting CTLC09/27(M) 29 April 2009 were approved as a true and accurate record.

3. Report from the Chair

- 3.1 The Chair reported on the key outcomes of the Academic Board meeting of 13th May 2009 which related directly to the CTL Committee; specifically, the endorsement of the Curriculum Review and Renewal White Paper and approval of the Promotions Policy and Procedures.
- 3.2 Members were assured that the project plan for implementation of the White Paper recommendations was underway with consideration currently being given to the high level of project management required to undertake the task.
- 3.3 A title for the White Paper project is yet to be confirmed; suggestions from committee members are welcomed.
- 3.4 By way of keeping university staff and students informed of developments and opportunities a project-specific newsletter will be launched.

- 3.5 The Chair encouraged those members who had not already done so to participate in the CTLC's three day workshop for continuing academics.
- 3.6 Members revisited the beneficial outcome of Government's 2009 Budget for Higher Education acknowledging the positive impact of the University's funding win upon management and academic staff and students alike.
- 3.7 The Chair confirmed the adopted Academic Promotions Policy and Procedures will be implemented in the second semester 2009.
- 3.8 Further details of the issues highlighted above are included in the Office of the Deputy Vice-Chancellor Newsletter to be sent out before close of business 20th May 2009.

4. Matters Arising

- 4.1 The CTL Committee Minutes of Meeting Actions Schedule was tabled. Members were informed the Schedule will be maintained by the Executive Officer, Academic Programs on an ongoing basis and circulated with the Minutes in future.
- 4.2 Referring to item 3.5 of the Minutes 29.04.09, the Chair advised that the matter concerning English skills of La Trobe University's academic staff would be picked up under the new Promotions Policy, managed by People & Culture.
- 4.3 A query was raised concerning the process for out-of-session course approvals, with particular interest in item 3.12 (a), proposal from the Faculty of Law and Management for the addition of a minor in Logistics to the Bachelor of Business.

Action: Associate Dean (Academic), Faculty of Law and Management to confirm chain of authority within the Faculty for all course approvals

5. Policies and Procedures

- 5.1 The Director, Academic Services invited members to approve, for recommendation to the Academic Board, the proposed Grades of the University Policy (CTLC09/29 Attachment I) and the associated Schedule of Assessment Grades and Administrative Codes (CTLC09/29 Attachment II), explaining that the Policy and Schedule are to take effect with the activation of the Degrees, Diplomas and Other Awards Statute 2009.
- 5.2 The Chair advised the Grades of the University Policy Schedule of Assessment Grades and Administrative Codes would be referred to Academic Board for discussion and endorsement at the June meeting.

Action: Executive Officer, Academic Programs to refer to Academic Board as required

- 5.3 Members recommended the Policy and Schedule be reviewed before end year against University and national standards of practice.

Action: Director, Academic Services to keep the CTL Committee informed of developments

6. Curriculum, Teaching and Learning Sub-Committees

- 6.1 Members noted the circulated Progress Report (CTLC09/30) and had no further comments.
- 6.2 Further to the Progress Report (CTLC09/30) item 12, the Chair of the Learning Spaces and Technologies (LST) Committee raised an additional concern relating to remote teaching and related technology policy issues. It was agreed the CTL Committee will firstly develop and/or review the broader Policies and Guidelines for teaching across more than one campus which will then enable the LST Committee to develop the related policies on modes of delivery.

Action: Executive Officer, Academic Programs to add Policy & Guidelines for teaching across more than one campus to the CTL Committee's Forward Work Programme

- 6.3 Members noted the circulated Report on the current status of course approvals (CTLC09/30 Attachment II), including the out-of-session course approvals by the Chair, on behalf of the Academic Committee, to be submitted for endorsement by the Academic Board.

7. Items for Information

- 7.1 The Pro Vice-Chancellor (Curriculum and Academic Planning) updated members on the programs for semester 2 offered by the Curriculum, Teaching and Learning Centre (CTLC). Of particular significance is the launch of the first subject in the new 60 credit point Graduate Certificate in Higher Education. That 20-point taught subject is EDU4CTL "Higher Learning by Design: Foundations of Curriculum Design, Teaching and Learning in Tertiary Education".
- 7.2 Members were also informed of the current 'Lecture Theatre AV Equipment Orientation' 20-minute workshops available, an opportunity welcomed by committee members. These are very brief, hands-on sessions for individual academic staff, provided by the CTLC when convenient for the academics. The Pro Vice-Chancellor (Curriculum and Academic Planning) urged Faculty Associate Deans (Academic) to promote these workshops to their academic staff colleagues.

8. Other Business

- 8.1 No further business was reported.

9. Future meeting date, time and venue

- 9.1 The next CTL Committee meeting will be held on Wednesday 17th June 2009, 2.00pm-4.00pm, Room 4 John Scott Meeting House, Bundoora campus.
- 9.2 The Chair advised they will not be in attendance at this meeting, but will be replaced by the Deputy Chair of the CTL Committee.

**Signature of approval
CTL Committee Chair**

Date
