

La Trobe University
Academic Board
Curriculum, Teaching and Learning Committee

**Minutes of the fifth Curriculum, Teaching and Learning Committee meeting
Wednesday 22nd July 2009, 2.00pm-4.00pm, Mandala Room, Level 3 David Myers Building,
Bundoora Campus**

Committee members present:

Professor Belinda Probert	Deputy Vice-Chancellor	(Chair)
Professor Tom Angelo	Pro Vice-Chancellor (CAP)/ Chair, SARS Committee	(Deputy Chair)
Mr Robert Bassett	<i>vice</i> , Rob Cook	
Mr Lachlan Batchelor	President, SRC	
Ms Stephanie Chard	Manager, Equity & Student Services	
Professor Ainslie Dewe	University Librarian/ Chair, LeST Committee	
Assoc Pro Kerry Fitzmaurice	Associate Dean (Academic) [FHS]	
Professor Noel Gough	Associate Dean (Academic) [FED]	
Ms Sally Huang Dongping	President, LUPA	
Dr Julie Jackson	Pro-Vice Chancellor (QE)/ Chair, Programs Committee	
Dr Elizabeth Johnson	Associate Dean (Academic) [FSTE]	
Dr Kay Souter	Associate Dean (Academic) [FHSS]	
Professor David Spencer	Associate Dean (Academic) [FLM]	
Ms Diane Villani	<i>vice</i> , Mr Bruce Carboon	

Co-opted members present:

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:

Ms Rebecca di Corpo	Executive Officer, Academic Programs	(Secretariat)
---------------------	--------------------------------------	---------------

Apologies:

Mr Rob Cook	Chief Information Officer
Ms Le Cam Huyen	Member, LUPA
Mr Bruce Carboon	Director, Academic Services
Mr Jesse Marshall	Education Officer, SRC
Ms Katherine Nix	President, Bendigo Student Association

Part A. Procedural Matters

1. Welcome & Introductions

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

2. Approval of Agenda

2.1 The Committee approved the agenda, with the following amendments:

2.1.1 Item 12 - Video Server Issues Paper; this issue will be addressed out-of-session and therefore un-starred.

2.1.2 Item 10 – Curriculum, Teaching and Learning Committees; the inclusion of a discussion item concerning committee membership, requested by LUPA.

2.1.3 Item 10 - Curriculum, Teaching and Learning Committees; no Paper (CTLC09/39) was tabled for this item.

3. Matters for future Agendas

3.1 The Committee received and noted Paper CTLC09/32, matters for future meeting agendas.

4. **Matters Approved on behalf of the Curriculum, Teaching and Learning Committee**

- 4.1 The Committee received and noted Paper CTLC09/34, informing members of the matters approved out-of-session by the Chair on its behalf since its last meeting.

5. **Chair's Report**

- 5.1 The Chair advised the meeting agenda includes the relevant key issues for discussion.

Part B. Matters for Approval

6. **Minutes of Meeting 20th May 2009**

- 6.1 The Minutes of Meeting 20 May 2009 CTLC09/31(M) were approved as a true and accurate record.

7. **Matters Arising**

- 7.1 The Committee received and noted Paper CTLC09/35 – a Memorandum from the Director, Academic Services with the subject heading: Matters Arising from Minutes of the Curriculum, Teaching and Learning Committee 29.04.09 – Item 3.7: FOI Access to Examination Papers and Marking Guides.

- 7.2 The Committee **endorsed** the recommendations, for referral to Academic Board, as follows:

That CTLC advise the Vice-Chancellor to inform the author of the Monash Paper that La Trobe University would be prepared to support a collective representation from the Victorian Vice-Chancellors' Committee to the Victorian Attorney-General. The purpose of the representation would be to lobby for:

- (a) A revision of the definition of 'document' in the Victorian Freedom of Information Act 1982, consistent with the definition of document in section 4(1) of the Commonwealth Freedom of Information Act 1982; and/or
- (b) Incorporation of a specific exemption for 'documents the disclosure of which could reasonably be expected to prejudice the effectiveness or audits by an agency' as provided for in Clause 16(a)(i) to Schedule 1 of the New South Wales Freedom of Information Act 1989.

Given that the issue originated at University of Melbourne and was taken up by Monash University, it would be appropriate for those two universities to draft a common response on behalf of the Victorian universities, which La Trobe University would support.

Action: CTL Committee to refer to the Academic Board meeting of 12th August 2009

8. **Student Mobility Grant Policy**

- 8.1 The Committee received and noted Paper CTLC09/36 – the proposed Student Mobility Grant Policy submitted by the La Trobe Abroad Manager, La Trobe International.
- 8.2 It was agreed the language concerning eligibility for funding if "students were in receipt of an INU, EU-AU or other targeted scholarship" be amended to clarify 'other targeted scholarship'. It was noted that in some cases students may be eligible for the mobility grant in addition to other scholarships.

Action: Pro Vice-Chancellor (Quality Enhancement) to liaise with LTI to amend relevant item on page 1 of the Policy

- 8.3 A query was raised on the inclusion of the word 'repayments', in consideration the policy is concerning a 'grant'.

Action: Pro Vice-Chancellor (Quality Enhancement) to liaise with LTI to investigate relevant item on page 1 of the Policy, and amend as necessary

9. Amendment to Assessment Procedures and possible new Policy

- 9.1 The Committee received and noted Paper CTLC09/37 – a Memorandum from the Pro-Vice Chancellor (Quality Enhancement) with the subject heading: Amendment to Assessment Procedures and possible new Policy.

- 9.2 The discussion led to the agreed outcome that the matter be taken back to Academic Services for further consideration.

Action: Academic Services to consider the issues identified in the Paper, to refer back to the CTL Committee as necessary.

10. Curriculum, Teaching and Learning Committees

- 10.1 The President of LUPA raised a discussion item regarding LUPA's recent proposal to the Programs Committee and Student Admissions, Retention and Success (SARS) Committee for representation in the Committees' composition of membership. The Committee received a tabled copy of the Memorandum (Paper CTLC09/45) sent to the chair of the Programs Committee on 1 July 2009, providing a rationale for their request.

- 10.2 It was noted that the Programs Committee had declined the proposal, while the SARS Committee advised they were to consider LUPA's proposal in due course.

- 10.3 The Chair expressed an understanding of LUPA's request, but shared with members her position on the issue, that:-

- a) Usefully, LUPA's current membership is with the parent committee (CTL Committee) that holds the decision-making powers;
- b) The issue of LUPA representation both in respect of research and/or coursework postgraduate students needed further consideration. For example, the SARS Committee does not oversee postgraduate admissions or their progress; this is managed at faculty level.

- 10.4 The Committee **resolved** to include LUPA to the Learning Spaces and Technologies Committee composition of membership.

- 10.5 The motion for LUPA representation on the Programs and SARS Committees was **lost** by 16-2.

- 10.6 It was agreed that the composition and terms of reference for all the CTL Committees would be reviewed at the end of the year.

- 10.7 **Learning, Spaces and Technologies (LeST) Committee:** The Chair of the LeST Committee provided a brief verbal report of current issues which led to a discussion regarding the need for effective communications on major IT projects both across the Faculties and across the appropriate University Committees. It was agreed the ICT Functional Review would provide the initial steps to addressing the issue.

- 10.8 The Committee received and noted Paper CTLC09/38 – the Learning Spaces and Technologies Terms of Reference with proposed amendments.

- 10.9 The Manager, Student Services suggested the Committee consider going forward whether input from Timetabling, either in terms of membership or consultation, be given against the relevant objectives of the Terms of Reference.

- 10.10 The Committee **endorsed**, for referral to Academic Board, the amendments to the LeST Committee Terms of Reference, subject to the inclusion of LUPA in the membership.
- Action:** Secretariat to refer to Academic Board as required
- 10.11 **Programs Committee:** the Committee received and noted Papers PC09/36(M) Minutes of Meeting 7 July 2009, and PC09/19(M) Minutes of Meeting 11 June 2009.
- 10.12 The Chair of the Programs Committee provided a verbal report and members noted the key activities, particularly in the area of procedures for course proposals, of the committee since its first meeting in June 2009.
- 10.13 **Student Admissions, Retention and Success Committee:** the Committee received and noted Paper SARSC09/05(M) – Minutes of Meeting 3 June 2009, and Paper CTLC09/40 – a recommendations paper concerning the Schools Access La Trobe (SALT) Scheme.
- 10.14 The Committee acknowledged the issues identified in Paper CTLC09/40 and **endorsed** the following recommendations:

- a) that the SALT pilot is extended for a further (third) year;
- b) that the Bundoora campus catchment is defined, for the purposes of the SALT Scheme, as including the local government areas of Banyule, Boroondara, Brimbank, Darebin, Hume, Melton, Moreland, Nillumbik, Whittlesea and Yarra.

Action: Secretariat to refer to Academic Board as required

11. Course Approvals

- 11.1 The Committee received and **endorsed** Paper CTLC09/43 – the recommendation of the Programs Committee that the following course proposals be referred to Academic Board for approval:
- 11.1.1 Proposal from the Faculty of Humanities and Social Sciences for a new course to commence in 2010: **Master of International Development and Master of International Development with Honours.**
 - 11.1.2 Proposal from the Faculty of Health Sciences to amend the postgraduate degree model of 2009 in the **Master of Nursing.**
 - 11.1.3 Proposal from the Faculty of Health Sciences for a distance/online offer of the existing **Master of Health Administration.**
 - 11.1.4 Proposal from the Faculty of Health Sciences for an integrated set of five distance-mode courses: **Master of Ergonomics, Safety and Health by coursework; Master of Ergonomics, Safety and Health by coursework with Honours; Master of Occupational Health by coursework (distance-mode); Master of Occupational Health by coursework (distance-mode) with Honours; Graduate Certificate in Occupational Health, Safety and Ergonomics (distance mode).**
 - 11.1.5 Proposal from the Faculty of Health Sciences to close the following double-degree courses: **Bachelor of Health Sciences/Bachelor of International Relations; Bachelor of Health Sciences/Bachelor of Media Studies; Bachelor of Health Sciences/Bachelor of Commerce (Accounting).**
 - 11.1.6 Proposal from the Faculty of Science, Technology and Engineering to modify the course structure of the **Postgraduate Diploma of Psychology.**

- 11.1.7 Proposal from the Faculty of Science, Technology and Engineering to amend the course structure and nomenclature of the **Master of Agricultural Science and Agribusiness**, to become **Master of Agricultural Science and Management**.
- 11.1.8 Proposal from the Faculty of Law and Management for a program change to the **Bachelor of Business (Marketing)**.
- 11.1.9 Proposal from the Faculty of Law and Management for a program change to the **Bachelor of Business (Sport and Leisure Management)**.
- 11.1.10 Proposal from the Faculty of Law and Management for a program change to the **Bachelor of Business (Tourism and Hospitality)**.
- 11.1.11 Proposal from the Faculty of Law and Management for a program change to the **Bachelor of Business (Tourism Management)**.
- 11.1.12 Proposal from the Faculty of Law and Management for a program change to the admission requirements for the **Master of Business Information Management and Systems and Master of Information Systems Management**.
- 11.1.13 Proposal from the Faculty of Law and Management for the creation of new minors for inclusion on the **Bachelor of Business** and **Bachelor of Accounting** as follows:
- Proposed minor in Sport and Leisure Management
 - Proposed minor in Business Information Systems
 - Proposed minor in Management Accounting and Control
- 11.1.14 Proposal from the Faculty of Law and Management for changes to the **Marketing Major and Minor** in the **Bachelor of Business** and **Bachelor of Accounting**.
- 11.2 The Committee noted the introduction of the following new subjects:
- 11.2.1 Faculty of Law and Management:
- Branding and Brand Management (MKT2BBM)
 - Advertising and Sales Promotion (MKT3ADV)
 - Sport Volunteer Management (THS3SVM)
 - Sport Development (THS2SDV)
 - Principles of Gastronomy (THS2GAS)
- 11.2.1 Faculty of Science, Technology and Engineering
- Physics Research Project (PHY2PRJ)
 - Molecular Nanoscience (CHE5MNS)

Part C. Matters for Discussion and/or Information

12. Video Server Issues

- 12.1 The Committee received Paper CTLC09/41, but was advised that this issue will be resolved out-of-session, and if necessary, the outcomes brought back to the committee for information.

13. Design for Learning: project update

- 13.1 The Committee received and noted Paper CTLC09/44 – the proposed governance and management structure for the implementation of the Design for Learning project.

- 13.2 The Chair remarked that the collaboration and evaluation of the project will be a fundamental aspect to its success given that this is La Trobe University's own model and approach to curriculum design.
- 13.3 The Pro Vice-Chancellor (Curriculum and Academic Planning) advised members that a plan for 2010 is anticipated for November 2009 and that the focus initially will be given to the 'first year experience'; secondly, guidelines for curriculum design, and thirdly, measurement methodology.
- 13.4 It was agreed the details providing the purpose and function of the working groups, identified in the organisation chart, be circulated. The Chair invited members to contact the working group directly for further information if required.

Action: Secretariat to circulate details of working groups to CTL Committee members

12. Curriculum, Teaching and Learning Committee: proposal to change the committee name

- 12.1 The Committee received and noted Paper CTLC09/42 – the Memorandum of the Deputy Vice-Chancellor regarding the proposal to change the name of the Curriculum, Teaching and Learning Committee.
- 12.2 The discussion led to the agreement that further consideration be given to the matter before a final decision can be made.

13 Other Business

- 13.1 There was no further business to report at this time.

14 Future meetings

- 14.1 The next CTL Committee meeting will be held on Wednesday 26th August 2009, 2.00pm-4.00pm, Room 4 John Scott Meeting House, Bundoora campus.

Signature of approval
CTL Committee Chair

Date
