

La Trobe University
Academic Board
Curriculum, Teaching and Learning Committee

**Minutes of the sixth Curriculum, Teaching and Learning Committee meeting
Wednesday 26th August 2009, 2.00pm-4.00pm, Room 4 John Scott Meeting House, Bundoora**

Committee members present:

Professor Belinda Probert	Deputy Vice-Chancellor	(Chair)
Professor Tom Angelo	Pro Vice-Chancellor (CAP)/ Chair, SARS Committee	(Deputy Chair)
Mr Lachlan Batchelor	President, SRC	
Mr Bruce Carboon	Director, Academic Services	
Ms Stephanie Chard	Manager, Equity & Student Services	
Mr Rob Cook	Chief Information Officer	
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	vice, Ms Le Cam Huyen	
Dr Julie Jackson	Pro-Vice Chancellor (QE)/ Chair, Programs Committee	
Dr Elizabeth Johnson	Associate Dean (Academic) [FSTE]	
Mr Jesse Marshall	Education Officer, SRC	
Dr Kay Souter	Associate Dean (Academic) [FHSS]	
Professor David Spencer	Associate Dean (Academic) [FLM]	

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)
Ms Fiona Salisbury	Reference & Information Services Librarian	(Item 9 only)

Apologies:

Ms Katherine Nix	President, Bendigo Student Association
Ms Le Cam Huyen	LUPA

Part A. Procedural Matters

1. Welcome & Apologies

- 1.1 The chair welcomed members to the Committee's sixth meeting and the apologies were noted.
- 1.2 The Committee were advised that Ms Fiona Salisbury, Reference and Information Services Librarian, would be attending to present to item 9.

2. Approval of Agenda

- 2.1 The Committee approved the agenda, with the following amendment:
 - 2.1.1 Referring to item 6.1, Paper CTLC09/49 - the amended Student Mobility Grant Policy and Outbound Mobility Procedures, were not submitted for endorsement.

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

- 3.1 Paper CTLC09/48 was received and noted; the matters approved out-of-session by the chair on behalf of the Committee since the last meeting.

4. Chair's Report

- 4.1 The chair spoke on the issue of the Learning Languages working party initially proposed as the result of the Green Paper on curriculum renewal – ‘to examine ways to make language learning attractive and feasible for the widest possible range of students’.
- 4.2 The Committee supported the objective to ensure that all LTU students were given the opportunity to learn another language other than English. It was noted that the Albury High School is a designated language school in NSW and that there is particular interest in mobilising this opportunity across LTU’s regional campuses.
- 4.3 It was agreed that the responsibility for the Learning Languages working party be transferred from the CTL Committee to the Dean of the Faculty of Humanities and Social Sciences.

Action: The Deputy Vice-Chancellor to inform the Dean (FHSS) of the new arrangement, requesting a set of recommendations, including terms of reference and a proposed timeframe, be submitted back to the CTL Committee for consideration, to agree a way forward.

- 4.4 The chair spoke on the matter of the University’s offline status of the Learning Management System (LMS) on Tuesday 18th August that was the result of unexpected technical issues related to the system’s scheduled maintenance, acknowledging the disruption to staff and students.
- 4.5 In keeping with the ICT’s priority of improving LMS performance and reliability, the chair advised that steps were already being introduced to avoid future disruptions to service during peak hours. In addition, the ICT and CTLC will work collectively to improve the timeliness and effectiveness of LMS-related communications to all staff and students.
- 4.6 The chair advised that a University Message will be circulated to all staff within the next few days to communicate the issues.

Part B. Matters for Approval

5. Minutes of Meeting 22nd July 2009

- 5.1 The Minutes of Meeting 22 July 2009 CTLC09/46(M) were approved as a true and accurate record.

6. Matters Arising

6.1 Student Mobility Grant Policy and Outbound Mobility Procedures

- 6.1.1 The Committee were advised that Paper CTLC09/49 will not be re-submitted for endorsement by the CTL Committee.
- 6.1.2 The Pro Vice-Chancellor (Quality Enhancement) confirmed that the Committee’s feedback from the previous meeting had been incorporated into the amended Policy, and that both the Policy and accompanying Procedures are now being finalised before being submitted to the International Committee.

7. Curriculum, Teaching and Learning Committees

7.1 Learning Spaces and Technologies Committee

- 7.1.1 The chair of the LeST Committee provided an overview of the issues raised at its last meeting of 24 August. The Minutes will be circulated for information at the next meeting.
- 7.1.2 The Committee received and noted the LeST Committee Minutes of Meeting 17 July (LSTC2/09(M)) and 27 July (LSTC3/09(M)).

7.2 Programs Committee

- 7.2.1 The chair of the Programs Committee spoke to Paper CTLC09/50, informing members of the soft-launch of the UNITE site – a virtual environment for related information and documentation, and of the first meeting of the Programs Committee Liaison Officers. It was also noted that the Programs Committee are looking to refine the University's processes for endorsing Articulation Agreements and the Course Reviews Policy and Procedures.

7.3 Student Admissions, Retention and Success Committee

- 7.3.1 The Committee received and noted Paper CTLC09/51, the ACER letter dated 14 August 2009 regarding uniTEST and the selection of undergraduate students for 2010 entry.
- 7.3.2 The SARS Committee will consider the degree of opportunity and interest on this matter and report back to the CTL Committee.

8. EDC Proposal for an Online Accessibility Policy and Procedures

- 8.1 The Committee received and considered Paper CTLC09/52 – a proposal from the Equality & Diversity Centre (EDC) to develop an Online Accessibility Policy and Procedures.
- 8.2 The Committee supported the EDC's recommendation for the development of an Online Accessibility Policy and supporting Procedures, acknowledging the cross-purpose of this issue between the EDC, Quality Assurance, Faculties, Library and Design for Learning Project.

Action: Manager, EDC to coordinate, with the draft Policy and accompanying Procedures submitted to the CTL Committee, when appropriate, for referral to Academic Board.

Part C. Matters for Discussion and/or Information

9. Health Sciences – 1st Year Information Literacy Program Evaluation

- 9.1 The chair welcomed Fiona Salisbury to present on the preliminary results of the Library pre-experience questionnaire and assessment quiz of the Health Sciences' 1st Year Information Literacy Program Evaluation. The presentation slides/handouts were received (Paper CTLC09/53).
- 9.2 The Dean, Faculty of Health Sciences expressed her gratitude to the Library for their initiative, collaboration and input across the Faculty's curriculum review. It was noted that with the Faculty Strategic Liaisons now based in the Library this will enhance the opportunities for greater collaboration across curriculum review projects.
- 9.3 The Committee acknowledged the successful implementation of the first stage of the evaluation process and noted that a full report will be produced once the evaluation is complete.

10. Design for Learning (DFL): project update

- 10.1 The Pro Vice-Chancellor (Curriculum and Academic Planning) provided members with an overview of the working parties, and the relationship between them. The working parties are to hold their first meeting the week commencing 31 August 2009.
- 10.2 The Design for Learning Project team will report to the CTL Committee as appropriate. It is anticipated that a DFL website will be developed in the near future, for both operational purposes and as a means of providing accessible and up-to-date information to the wider stakeholders.

11. Report on Academic Misconduct for 2008

- 11.1 The Committee received and noted Paper CTLC09/54 – the Report on Academic Misconduct for 2008.

11.2 It was agreed that any queries relating to the Report should be followed up directly with the Director, Academic Services out-of-session.

12 Other Business

12.1 The chair advised the Committee that a Lecture Theatre Helpsheet is currently being developed by the CTLC for all new teaching staff. This will be a one page guide to act as a quick reference 'survival' kit including IT guidelines and key contacts. Colleagues are requested to contact Dr Jeanette Fyffe, Curriculum and Academic Developer, for contributions to this.

13 Future meetings

13.1 The next CTL Committee meeting will be held on Wednesday 30th September 2009 (re-scheduled from 23rd September), 2.00pm-4.00pm, Room 3 John Scott Meeting House, Bundoora campus.

Signature of approval
CTL Committee Chair

Date
