

La Trobe University
Academic Board
Curriculum, Teaching and Learning Committee

**Minutes of the seventh Curriculum, Teaching and Learning Committee meeting
Wednesday 30th September 2009, 2.30pm-4.00pm, Room 3 John Scott Meeting House, Bundoora**

Committee members present:

Professor Belinda Probert	Deputy Vice-Chancellor	(Chair)
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]	
Dr Julie Jackson	Pro-Vice Chancellor (QE)/ Chair, Programs Committee	
Ms Katherine Nix	President, Bendigo Student Association	
Mr Ramesh Yerramsetty	LUPA Member	

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)
Dr Ric Canale	<i>vice</i> , Professor T Angelo	
Dr Catherine Howell	<i>vice</i> , Dr K Souter	
Dr Ian Potter	<i>vice</i> , Dr E Johnson	
Mr Matthew Riddle	<i>vice</i> , Professor D Spencer	

Apologies:

Professor Tom Angelo	Pro Vice-Chancellor (CAP)/ Chair, SARS Committee	(Deputy Chair)
Mr Lachlan Batchelor	President, SRC	
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]	

Part A. Procedural Matters

1. Welcome & Apologies

- 1.1 The chair welcomed members to the Committee's seventh meeting; introductions were made and the apologies noted.
- 1.2 The Committee were advised that LUPA would be represented by Mr Ramesh Yerramsetty from this point forward. The chair thanked Ms Le Cam Huyen for her contributions to date.

2. Approval of Agenda

- 2.1 The Committee approved the agenda following a number of amendments proposed by the chair, as follows:

- 2.1.1 the un-starring of items 6, 7.1.2, 7.3 and 9;
- 2.1.2 the starring of item 8;
- 2.1.3 the addition of item 7.2.2, for information only.

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

- 3.1 The Committee received and noted Paper CTLC09/57, matters approved out-of-session on behalf of the Committee since its last meeting.

4. Chair's Report

- 4.1 The chair reported that the Deputy Vice-Chancellor (International and Future Students) was to take over the chairmanship of the Student Admissions, Retention and Success (SARS) Committee; a decision made on the basis of the University's ambitions concerning growth targets. The Pro Vice-Chancellor (Curriculum and Academic Planning) will continue to provide leadership and input to the committee's objectives.
- 4.2 The Committee were informed that the AUQA visit was now complete, with a draft report expected in approximately 2 months' time. While the focus was not on teaching and learning the chair was able to share that the AUQA panel had commented positively on the University's curriculum reform program and promotions policy.
- 4.3 The chair reported that there is currently an Australian Qualifications Framework (AQF) consultation paper in circulation across the Higher Education sector entitled 'Strengthening the AQF - An Architecture for Australia's Qualifications' (September 2009). It was noted that there are some contentious details pertaining to the qualification categories.
- 4.4 Universities have until 16 October 2009 to submit a written response to the AQF paper. The Pro Vice-Chancellor (Quality Enhancement) will respond on behalf of LTU and will ensure the Committee is consulted accordingly.

Action: Pro Vice-Chancellor (Quality Enhancement) to keep the Committee informed.

- 4.5 Finally, the chair advised that an internal event is being coordinated to address the University's IT issues and discuss the vision for the next three to five years so that an action plan can be developed and communicated. Further details will become available in due course.

Part B. Matters for Approval

5. Minutes of Meeting 24th August 2009

- 5.1 The Minutes of Meeting 26 August 2009 CTLC09/55(M) were approved as a true and accurate record.

6. Matters Arising

- 6.1 The Committee received and noted Paper CTLC09/58 providing a summary of action items and matters pending.

7. Curriculum, Teaching and Learning Committees

7.1 Learning Spaces and Technologies Committee

- 7.1.2 The Committee received and considered Paper CTLC09/59 regarding the Faculty of Education's learning technology trial for 'Elluminate' and subsequent End Project Report.
- 7.1.2 The Committee endorsed the recommendation that the University support the continued use of Elluminate within the Faculty of Education for the Graduate Diploma in Education Middle Years; taking effect immediately, thus permitting the ICT Unit to enter into negotiations with the vendor for a licensing fee for 2010.
- 7.1.3 The Committee endorsed the recommendation that the ICT Unit consider the implications for wider use of Elluminate across the University, using ICT's standard evaluation processes with respect to timeframe, comparability studies and related policies.

- 7.1.4 The Committee received and noted for information Paper CTLC09/60, a brief status report concerning the e-Portfolio Working Group. The chair advised that a Report will be presented to the CTL Committee at its next meeting.

7.2 Programs Committee

- 7.2.1 The Committee received and considered Paper CTLC09/61, an issues paper concerning the Faculty of Education's proposal that from the 2009 completion period provision be made for the award of Bachelor degree with Honours for all four year Bachelor degrees offered in the Faculty of Education. The award of Honours would be based on meritorious performance across the whole program.

- 7.2.2 Following an overview of the issues presented by the chair of the Programs Committee the discussion resulted in the agreed outcome that in the first instance the Committee will determine what approaches to acknowledging meritorious performance the University has accepted – historically and/or currently.

Action: Director, Academic Services to report back to the CTL Committee.

- 7.2.3 The Committee were not in favour of supporting the introduction of a Bachelor "with Honours" based on meritorious performance without considering the implications of such a decision for all University courses. It was agreed therefore that the ADAs would be the appropriate forum to consider: whether the University should introduce recognition of meritorious performance at undergraduate bachelor level, and if so, at what levels?

Action: Associate Dean (Academic)'s to report back to the CTL Committee.

- 7.2.4 The Committee received and noted for information the Faculty of Law and Management's minor course revision to the Bachelor of Business (Sport and Leisure Management) Honours, as detailed in Paper CTLC09/64.

7.3 Student Admissions, Retention and Success Committee

- 7.3.1 It was noted that the Student, Admissions, Retention and Success (SARS) Committee were to meet the following day and therefore an activity report would not be available until the 21 October meeting.

8. 2010 Meeting Dates

- 8.1 The Committee received and noted Paper CTLC09/62, the proposed 2010 CTL Committees' meeting dates.
- 8.2 The chair invited the President of the Bendigo Student Association to comment on the venue arrangements for 2010. It was agreed that the Committee will support a more 'remote' meeting environment to enable colleagues based on the regional campuses the option to use video or teleconferencing facilities when appropriate.
- 8.3 No further comments were made concerning the 2010 meeting dates; confirmation of final dates and venue arrangements will be advised in due course.

Action: Secretariat to confirm meeting arrangements and communicate back to the Committee.

Part C. Matters for Discussion and/or Information

9. Design for Learning (DFL): project update

- 9.1 The Committee received and noted Paper CTLC09/63, a progress update on the Design for Learning Working Groups' activities.

10. Minutes of Meeting – for information

10.1 The Committee received and noted Paper LSTC04/09(M), the Learning Spaces and Technologies Committee Minutes of Meeting 24 August 2009.

11. Other Business

11.1 No further business was reported at this time.

12 Next meeting

12.1 The next CTL Committee meeting will be held on Wednesday 21st October 2009, 2.30pm-4.00pm, Room 4 John Scott Meeting House, Bundoora campus.

**Signature of approval
CTL Committee Chair**

Date
