

La Trobe University  
Academic Board  
Curriculum, Teaching and Learning Committee

**Minutes of the eighth Curriculum, Teaching and Learning Committee meeting  
Wednesday 18<sup>th</sup> November 2009, 2.00pm-4.00pm, Mandala Room, David Myers Building,  
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 Noel Gough	Associate Dean (Academic) [FED]	
Dr Julie Jackson	Pro-Vice Chancellor (QE)/ Chair, Programs Committee	
Dr Elizabeth Johnson	Associate Dean (Academic) [FSTE]	
Mr Jesse Marshall	Education Officer, SRC	
Ms Katherine Nix	President, Bendigo Student Association	
Professor David Spencer	Associate Dean (Academic) [FLM]	

**In attendance:**

Ms Rebecca di Corpo	Secretariat
Mr Kent Farrell	Executive Director, Mildura Campus
Dr Catherine Howell	<i>vice</i> , Dr K Souter
Katherine Long-Davidson	SRC President-elect
Ms Fiona Salisbury	<i>vice</i> , Prof A Dewe

**Apologies:**

Dr Peter Cartwright	Lecturer, Molecular Sciences
Professor Ainslie Dewe	University Librarian/ Chair, LeST Committee
Assoc Pro Kerry Fitzmaurice	Associate Dean (Academic) [FHS]
Dr Hester Joyce	Lecturer, Cinema Studies Program
Mr Shem Macdonald	Educational Designer [FED]
Dr John Shannon	Senior Lecturer, School of Economics and Finance
Dr Kay Souter	Associate Dean (Academic) [FHSS]
Mr Ramesh Yerramsetty	LUPA Member

**Part A. Procedural Matters**

**1. Welcome & Apologies**

- 1.1 The chair welcomed members to the Committee's eighth meeting; introductions were made and the apologies noted.
- 1.2 The Committee were advised that Kent Farrell was to join the Committee, in attendance, over the next few months to observe and participate from the perspective of a regional liaison.

**2. Approval of Agenda**

- 2.1 The Committee approved the agenda as presented.

**3. Chair's Report**

- 3.1 The chair updated the Committee on developments concerning performance funding. With a shift in focus to quality measured by exit standards details regarding performance allocation is emerging. Specifically, DEEWR has announced four key areas for performance indicators for students in participation & inclusion, experience, attainment and outcomes. The chair committed to keep members informed of the developments with DEEWR and the formalising of the new qualifications body, TEQSA.

- 3.2 The Pro Vice-Chancellor (Quality Enhancement) explained TEQSA had set five domains for measuring standards as: Institutional, Qualifications, Teaching and Learning, Research and Data and Information. Working groups concerned with TEQSA have been maintained to respond to the planning and developments of which La Trobe is a contributor. It is anticipated that TEQSA will be established by mid 2010.
- 3.3 The Committee noted the ten Teaching and Learning objectives identified in the (draft) LTU Operational Plan (2010). The chair advised that the next phase will be to determine how faculties will contribute to these objectives, and to integrate operational planning into the development of the Strategic Plan 2010-2014.

## **Part B. Matters for Approval**

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

- 4.1 The Minutes of Meeting 30 September 2009 (CTLC09/65(M)) were approved as a true and accurate record.
- 4.2 The Committee received and noted Paper CTLC09/75, identifying matters approved out-of-session on behalf of the Committee since its last meeting, as follows:
- a) Faculty of Health Sciences' proposals: Bachelor of Nursing (Graduate Entry), Bachelor of Nursing (Division 2 Conversion) and Bachelor of Nursing (Internationally Registered Nurses), as detailed in Paper CTLC09/71.
  - b) Local Articulation and Packaged Offers Agreement: Kangan Batman Institute of TAFE, as detailed in Paper CTLC09/72.
  - c) Articulation Tables: Kangan Batman Institute of TAFE (KBIT), as detailed in Paper CTLC09/72.
  - d) Articulation Tables: Northern Institute of TAFE (NMIT), as detailed in Paper CTLC09/72.
  - e) Recommendations concerning the Review of Student Feedback Processes (CTLC09/73).

### **5. Academic Services response regarding the University's Assessment Policy and Procedures**

- 5.1 The Committee received and considered Paper CTLC09/68, Academic Services' response to the CTL Committee discussion paper (CTLC09/37) on amendment to assessment procedures and possible new policy.
- 5.2 The Committee endorsed the recommendations that resources would be better concentrated on teaching and learning, including inclusive assessment, rather than on the mechanics of assessment processes. Further clarification on this issue was presented and agreed as follows:
- 5.2.1 The University must be very clear about who is included in the cohort 'NESB students.
  - 5.2.2 If the University wishes NESB students to have access to dictionaries during examinations, *all* students should be allowed to bring an unmarked, un-tabbed, non-discipline-specific dictionary into their examinations. This assumes that the nature of the examination does not make the use of dictionaries inappropriate.
  - 5.2.3 If the University wishes to provide additional time to NESB students, then the NESB students would need to be examined separately from their fellow students.
- 5.3 It was determined that the appropriate Design for Learning (DfL) working groups will address the issues identified above.

**Action:** Secretariat to refer to the DfL Taskforce.

## 6. SRC Submission on Assessment Policy

- 6.1 The Committee received and considered Paper CTLC09/76(M) proposing changes to the University's Assessment Policy.
- 6.2 It was agreed that the Assessment Policy, and the recommendations presented herewith, will be reviewed by the relevant Design for Learning (DfL) working parties as part of the coordinated approach to DfL policy development.

**Action:** Secretariat to refer to the DfL Taskforce.

## 7. Curriculum, Teaching and Learning Committees

7.1 Referred by the Programs Committee, members received and endorsed the following proposals:

- a) Articulation Tables NMIT-LTU (022), (023), (024), (025), (026), (027), (028), (005), (017) and (011), as detailed in PC09/44;
- b) La Trobe University and China University of Mining Technology (CMUT): with accompanying Tables (1), (2), as detailed in PC09/44 and recorded in Minutes PC09/50(M);
- c) La Trobe University and the Australian Business Colleges Pty Ltd (trading as Hales Institute): with accompanying Tables (1), (2), (3), as detailed in PC09/44 and recorded in Minutes PC09/50(M);
- d) FSTE: proposal to amend the IELTS overall and individual requirements for the Bachelor of Pharmacy from 7.0 to 6.5, as detailed in PC09/45 and recorded in Minutes PC09/50(M);
- e) FSTE: proposal to change the nomenclature of the Bachelor of Applied Science (Honours) to the Bachelor of Science (Honours), as detailed in PC09/45 and recorded in Minutes PC09/50(M);
- f) FSTE: proposal to amend the course structure of the Bachelor of Pharmacy, as detailed in PC09/45 and recorded in Minutes PC09/50(M);
- g) FSTE: proposal to change the nomenclature of the Bachelor of Conservation Biology and Ecology to Bachelor of Science (Wildlife and Conservation Biology), as detailed in PC09/45 and recorded in Minutes PC09/50(M).

**Action:** Secretariat to refer to Academic Board as necessary.

7.2 The Committee received and noted the Programs Committee Minutes of Meeting PC09/50(M), items 5.1-5.4 concerning the Faculty of Education's Memorandum entitled Revision to English Language requirements for pre-service teacher education courses to align to VIT requirements, as detailed in PC09/49. The proposal is to change the English Language admission requirement for all pre-service teacher education courses to an IELTS score of 7.0, with no band less than 7.0 (from no band less than 6.5).

7.3 The Committee endorsed the Programs Committee decisions as follows:

- 7.3.1 to increase the requirement to be an IELTS score of 7.0 with no individual band score less than 7.0, and that IELTS be the only test accepted by the Faculty, for 2011 admissions.
- 7.3.2 that the University will not support the proposal that the IELTS change be effective for 2010 admissions due to the existing publication of admission requirements for next year. The University will have already entered into contractual agreements with applicants offered a place based on already published admission requirements. On this basis therefore, the Faculty's proposal to pay for an IELTS test for applicants admitted without the higher score was not supported.

- 7.3.2 to recommend that in future, all proposals concerned with IELTS be directed to the Student Admissions, Retention and Success Committee in the first instance.
- 7.3.3 that the Programs Committee chair will share with the Faculty of Education the nature of the discussion on this issue, and the decisions agreed upon, including recommendations that:
- a) the Faculty seek advice from the University's Legal Services with respect to honouring the contractual agreements entered into with domestic and international fee-paying students;
  - b) the Faculty address the immediate issue of ensuring students meet the VIT requirements to achieve an overall academic IELTS score of 7.0, with no band less than 7.0, by completion of their course.

**Action:** Programs Committee chair to liaise with Faculty of Education as above.

## **Part C. Matters for Discussion and/or Information**

### **8. Design for Learning (DFL): project update**

- 8.1 The Pro Vice-Chancellor (Curriculum and Academic Planning) reported on the progress of the DfL working parties. As a result of their preliminary work, it is anticipated a written response to the recommendations of the Green and White Papers will be available before the end of the year.
- 8.2 The DfL Taskforce is on track with its implementation plan for 2011. The next milestone will be the CTL Colloquium to be held 3-4 December 2009. Following this, the Deputy Vice-Chancellor and Pro Vice-Chancellor (CAP) will be liaising with Faculties directly to address the issues and outcomes of the Colloquium.

### **9. AQF Consultation Paper**

- 9.1 The Pro Vice-Chancellor (Quality Enhancement) reported on developments of the AQF Consultation Paper, and La Trobe University's formal response, as detailed in Paper CTLC09/69. An AQF Issuants Policy and Protocols paper is also in circulation.
- 9.2 Outcomes of discussions concerned with length of masters, types of double degrees and diplomas have not yet resulted in final decisions, and the dialogue between universities and the AQF continues. No details on timelines have been announced as yet; members will be informed as soon as further information becomes available.

### **10. Review of Student Feedback Processes**

- 10.1 The Pro Vice-Chancellor (QE) updated members on the progress of the working party that was established to review the policies and procedures which guide and support the process of seeking feedback from students on subjects and teaching, the process, the instruments and the reporting of results, and to identify and resolve any gaps that exist.
- 10.2 The processes have been trialled in both first and second semesters this year and feedback is to be received and analysed before end December; surveys were sent out to students, the Union, Heads of Schools and the ADAs. The data is expected to be presented for governance sign off by February 2010.

### **11. Newsletter from the Deputy Vice-Chancellor**

- 11.1 The Committee supported the chair's recommendation that an early 2010 edition of the Newsletter from the Deputy Vice-Chancellor include a brief report on the outcomes of the work of the CTL Committees during 2009. This will be an opportunity to communicate more widely, and promote, the new structure and outputs of the CTL Committees.

**Action:** Secretariat to coordinate in early 2010.

**12 Terms of Reference**

- 12.1 Members agreed to participate in a CTL Committee Self-Assessment survey in order for the feedback to inform the review of the Terms of Reference for 2010.

**Action:** Secretariat to coordinate survey for mid December 2009.

**13 For information only**

- 13.1 The Committee received and noted Paper CTLC09/70, the work in progress of the LeST Committee Business Case on the implementation of an ePortfolio at La Trobe.

**14 Other Business**

- 14.1 On behalf of the Committee, the chair expressed her thanks to Lachlan Batchelor for his contributions throughout the year; Lachlan will be standing down as President of the SRC. The Committee looks forward to welcoming Katherine Long-Davidson in 2010.
- 14.2 The chair advised the Committee there will be a new secretariat in the New Year and thanked Rebecca di Corpo for her assistance in supporting the committee throughout 2010.

**15 Next meeting**

- 15.1 The next meeting will be held on Wednesday 27 January 2010, 2.00-4.00pm; Council Chambers, John Scott Meeting House, Bundoora campus.

**Signature of approval  
CTL Committee Chair**

**Date**

---