

La Trobe University
Academic Board
Curriculum, Teaching and Learning Committee

Minutes of the fourteenth meeting of the
Curriculum, Teaching and Learning Committee held at 2.00 pm on
Wednesday, November 24th 2010, in the Chamber, John Scott Meeting House,
Melbourne Campus.

Committee members present:

Professor Belinda Probert	Deputy Vice-Chancellor, (Chair)
Professor Tom Angelo	Pro Vice-Chancellor (CAP)
Dr Peter Cartwright	Senior Lecturer [FSTE]
Dr Julie Jackson	Pro Vice-Chancellor (QE)/ Chair, Programs Committee
Mr Bruce Carboon	Director, Academic Services
Ms Stephanie Chard	Manager, Equity & Student Services
Professor Ainslie Dewe	University Librarian/ Chair, LeST Committee
Assoc Prof Kerry Fitzmaurice	Associate Dean (Academic) [FHS]
Dr Suzanne Salmon	Senior Lecturer, School of Accounting [FLM]
Assoc Professor Kay Souter	Associate Dean (Academic) [FHSS]
Professor David Spencer	Associate Dean (Academic) [FLM]

In attendance:

Ms Julianne East	Lecturer, Academic Language and Learning Unit
Mr Mark Reedman	Design for Learning Project Manager
Ms Robyn Sinclair	Legal and Governance Services
Mr Gary Thomas	Acting Pro Vice-Chancellor (Equity and Students)
Ms Lyn Hedger	Manager, Student Administration
Dr Anthony Jarvis	Associate Dean (International) [FLM]
Ms Sherrie Wentworth	Senior Lecturer [FHS]
Dr Judith Lyons	CTLC

Apologies:

Dr Elizabeth Johnson	Associate Dean (Academic) [FSTE]
Dr Hester Joyce	Lecturer, Cinema Studies Program
Mr Shem McDonald	Lecturer [F Ed]
Professor John Rosenberg	Deputy Vice-Chancellor & Vice-President International/Chair CARSS
Mr George Bath	LTSU Education Vice-President
Mr Rob Cook	Chief Information Officer
Dr Jennifer Sheed	Associate Dean (Academic)[Fed]
Mr Adrian McMillan	LTSU President
Dr Lilit Thwaites	Director, Language & Academic Skills

PART A. PROCEDURAL MATTERS

14.1. Welcome & Apologies

The Chair, Professor Belinda Probert, welcomed all members to the meeting and apologies were duly noted.

The Chair thanked the Secretariat for the support provided to the Curriculum Teaching and Learning Committee throughout the year.

14.2 Approval of Agenda

The Committee approved the agenda, CTLC10/104(A) with the following additional item on *Marking of Assessments* to be considered immediately following item 14.10.

The Chair invited the starring of items, and the following items were starred; 3, 4, 5, 6, 7, 8, 9, 10, 11, 12 15 and 17.

The Committee resolved that all remaining, non-starred items on the agenda be adopted without discussion and the actions recommended to be taken or the information therein noted.

14.3. Report of the Chair

The Deputy Vice-Chancellor, Professor Probert, provided a report to the Committee on the following items:

DEEWR Performance Funding Indicators: The indicators for teaching and learning performance have been distributed in draft form at this stage. These differ from previous teaching and learning funding arrangements, as they provide an allocation of funds based upon the individual university meeting its targets and do not involve a ranking activity or competitor model. The share of the funding will be based upon the University's CSP load and the extent to which it achieves its targets. The Committee was apprised of the proposed measures to be used in determining an institution's performance funding.

MCTEE endorsement of the AQF: On 19 November 2010 the Ministerial Council for Tertiary Education and Employment approved the revised Australian Qualifications Framework, subject to some further amendments being implemented.

In relation to the last matter, the Pro Vice-Chancellor (Quality Enhancement) informed the Committee that the revised AQF included the 1+4 model for Masters courses and that the current 2+2 offered by the Faculty of Health Sciences will require future revisions to ensure congruence with the AQF. The Master Honours degrees are not included in the Framework and the PVC (QE) will develop a transition plan to support the Faculties in the process of aligning their courses with the AQF.

The Chair advised the Committee that the Performance Funding Indicators will be embedded into the University's and Faculties' Operational Plans to ensure accordance across the University.

In concluding her report, the Chair informed the Committee she has presented a report to the Planning and Resources Committee on achievements in the teaching and learning portfolio, including :

- DfL implementation;
- improvement in teaching and learning infrastructure;
- investment in staff development and training; and
- the establishment of the Academic Language and Learning Unit.

PART B. MATTERS FOR APPROVAL

14.4. Confirmation of Minutes

The Committee confirmed the minutes of the thirteenth meeting held on 20 October 2010 CTLC010/103(M) as a true and accurate record.

14.5. Different Instances of a Subject Policy and Procedures and Responsibilities of a Subject Coordinator -Guidelines

The Committee received paper CTLC10/105 entitled *Different Instances of a Subject Policy and Different Instances of a Subject Procedures and Responsibilities of a Subject Co-ordinator Guidelines*.

The Pro Vice-Chancellor (QE), Dr Julie Jackson spoke to the changes reflected in the current iteration of the policy, procedures and guidelines.

Resolution 14.5 :

The Committee approved the *Different Instances of a Subject Policy and Procedures and Responsibilities of a Subject Coordinator –Guidelines* and agreed to refer the documentation to Academic Board for approval.

14.6. Minimum Online Presence for Subjects Policy and Procedures- Resubmission

The Committee received paper CTLC10/106 entitled *Minimum Online Presence for Subjects Policy and Procedures*.

The Committee noted the changes implemented in the version of the *Minimum Online Presence for Subjects Policy and Procedures* presented to the meeting.

Resolution 14.6:

The Committee approved the *Minimum Online Presence for Subjects Policy and Procedures* and agreed to refer the documentation to Academic Board for approval.

14.7. Deferment Procedures – Revision

The Committee received paper CTLC10/107 entitled *Deferment Procedures*

Mr Bruce Carboon, Director, Academic Services, informed the Committee that the revisions to the *Deferment Procedures* had been necessitated to ensure:

- compliance with external legislative and regulatory requirements under the ESOS Act [200] and the National Standards for Registered Providers as they pertain to international students; and
- consistency with changes to the workforce participation rates for students as heralded by the introduction of the *HECS-HELP Benefit Guidelines No.1*.

The Committee was informed that an issue about the binding nature of offers to students who choose to defer from courses that are subsequently suspended or closed has recently emerged and that this will need to be addressed by through appropriate procedures.

Resolution 14.7

The Committee approved the *revisions to the Deferment Procedures* and agreed to refer the documentation to Academic Board for approval.

14.8. Subject Rules Policy and Procedures.

The Committee received paper CTLC10/108 entitled *Subject Rules Policy and Procedures*.

Mr Bruce Carboon spoke to the *Subject Rules* policy and procedures, and in so doing, highlighted the following matters:

- the purpose of the policy and procedures was to systematize subject rules and ensure that all subject rules are being maintained; and
- the waiving of rules needed to be supported by cogent reasoning.

The Chair advised that the terms, “terminal pass” and “generic degree” should be defined in the policy.

Resolution 14.8

The Committee approved the *Subject Rules Policy and Procedures* as amended and agreed to refer to the Academic Board for approval.

14.9 Review of Supplementary Assessment

The Committee received paper CTLC10/109 entitled *Review of Supplementary Assessment policy and procedures*.

Mr Bruce Carboon informed the Committee that:

- students had been consulted about the proposal to abolish supplementary assessment;
- the analysis of the data attached to paper CTLC10/109 indicates that only a very small number of subject enrolments are awarded in a given year, with only 50-60% of students awarded supplementary assessment passing the subject attempt;
- with the focus on early intervention under the DfL program, the need for the supplementary assessment has been diminished.

The Committee raised concerns about the lack of consultation in the Faculties and it was agreed that further consultation with the Associate Deans (Academic) should occur

Resolution 14.9

The Committee agreed to invite Academic Board to abolish the *Supplementary Assessment Policy and Procedures* from the commencement of 2011, subject to consultation with the Associate Deans (Academic).

14.9.1 Conceded Pass Policy and Procedures

The Committee received paper CTLC10/119 entitled *Proposal to revised the Conceded Passes policy and procedures*.

The Committee was advised that the proposed revisions to the *Conceded Pass Policy and Procedures* included: the change of scope to cover coursework postgraduate students, an alignment with the credit points policy, general updating, consistency with professional accreditation requirements and clarity around the offering of additional assessment.

The Committee suggested that the text in the policy statement should be replaced by the text from the *Procedures* and that further, the text the *General* field of the *Procedures* be reworded.

Resolution 14.9.1

The Committee agreed to invite Academic Board to endorse the revised iteration of the *Conceded Pass Policy and Procedures* as amended.

14.9.2 Hurdles Procedures – Additional (Supplementary) Assessment

The Committee received paper CTLC10/120 entitled *Proposal to Approve Temporary Hurdles Procedures*.

The Committee was informed that the introduction of the *Hurdles Procedures* as an interim measure pending the development of a policy was necessitated by the decision to abolish the *Supplementary Assessment Policy* and the fact that there are 700+ hurdle assessments currently available in the University.

Resolution 14.9.2

The Committee agreed to invite Academic Board to approve the *Hurdles Procedures- Additional (Supplementary) Assessment*.

In concluding the discussion on these items, the Chair advised that it was important that the suite of policy changes currently before the Committee are brought to the attention of students. To this end, the Chair agreed to arrange a meeting with students prior to the documentation being presented to Academic Board.

14.10 Late Submission of Assessment Tasks

The Committee received paper CTLC10/110 entitled *Late Submission of Assessment Tasks Policy and Procedures*.

The Pro Vice-Chancellor (QE), Dr Julie Jackson, introduced this item by informing the Committee that the introduction of policy and procedures to address the late submission of assessment had been instigated by students requiring consistency across and within Faculties. The Committee was invited to consider the pro rata deduction in grades enunciated in the policy and procedures and other matters.

The Committee was advised that late assessment after work has been returned had been queried by the Programs Committee.

The Committee raised concerns about future compliance with the policy and procedures, with variations about the percentage penalties for late work being recorded. The clause related to the submission of assessment tasks by mail was queried by the Committee and it was recommended that submission be by due date rather than when it is received by assessor be recorded.

At the conclusion of the discussion on the policy and procedures, the Committee agreed that there should be a consistent set of rules governing late submission of assessment and that the details about the amount of penalisation should be canvassed further in the Faculties.

Resolution 14.10

The Committee agreed to endorse the *Late Submission of Assessment Tasks Policy and Procedures* and agreed to refer the policy documentation and a paper outlining the unresolved issues to Academic Board for its consideration.

14.10 (a) Re-marking of Assessments

The Associate Dean (Academic) Faculty of Law and Management, Professor David Spencer informed the Committee of issues raised by the Faculty with regards the re-marking of assessments and the proviso that an assessment grade cannot be lowered.

The Committee agreed to invite the Chair to consult with the Chair of Academic Board with a view to having the *Review and Re-mark of Students' Academic Work Policy and Procedures* discussed at the Board.

[Secretarial note: The review date of the policy is 13 March 2013 and the Academic Board approved the policy and procedures on 18 March 2009. [Minute 430.3.1 refers](#). The February 2009 meeting of Academic Board ([Minute 429.3.1](#)) referred the issue of remarking of students work in the Faculty of Law and Management to the Curriculum Teaching and Learning Committee, meeting held on 25 February 2009. [Minute 2.3.4 refers](#)]

14.11 Academic Integrity Module

The Committee received paper CTLC10/117 entitled *Implications of DfL Special Project-Academic Integrity and Referencing Module*.

The Committee received a presentation from Ms Julianne East, Senior Lecturer, Academic Language and Learning Unit, on the proposal to offer a mandatory zero credit point subject *Academic Integrity and Referencing Module* via the LMS. The Module is framed around current policies and is modelled on that provided by the University of Western Australia.

The Chair advised that the practical issues about how it is implemented will be considered in the future and the Committee was being invited to identify its in-principle support. The Committee raised some concerns about the workload issue in following up students who do not complete the Module, however, it was noted that the First Year Co-ordinators will be consulted about the level on monitoring that will be required in the first instance.

The Committee was informed that the Module was aimed at first year students, but can be accessed by other students, such as postgraduate coursework students and course co-ordinators could attach the Module to their course through the LMS.

Action: Ms Julianne East was invited to email all the members of the Curriculum Teaching and Learning Committee pursuant to the “go-live” version being accessible.

Resolution 14.11

The Committee agreed to provide in-principle approval for the introduction of the Academic Integrity Module and further, invited Chair to consult with the Chair of Academic Board about the operational and communication matters related to its implementation.

PART C. STANDING REPORTS INCLUDING MATTERS FOR APPROVAL

14.12 Report and Minutes of the Programs Committee held on 11 November 2010

The Committee received paper CTLC10/111.

The Chair of the Programs Committee, Dr Julie Jackson, advised the Curriculum Teaching and Learning Committee that the Programs Committee had raised its concerns about the timing of the course closures and suspensions being presented by the Faculties. The Committee was informed that the Faculty of Humanities and Social Sciences had subsequently confirmed that an error had been made in its paperwork and the intent was to close the Bachelor of Social Sciences from 2012 in accordance with the approval recommended by the Programs Committee. In relation to the course suspension of the Bachelor of Business (Tourism and Hospitality), the Faculty of Law and Management had conveyed the exceptional circumstances related to the late notice. In relation to this matter, Professor Probert indicated that she had been consulted and noted that it was not in the students' interests to delay the suspension of the course at this time, and in light of the current provisions being undertaken to address the needs of students who had deferred, will be consulting with the Deputy Chair of Academic Board with regards the Committee's decision to support this recommendation.

Resolution 14.12

The Committee agreed to refer the following to Academic Board for approval

I Course Closure Bachelor of Social Sciences from 2012 [FHSS]

The Curriculum Teaching and Learning Committee approved the following:

II Bachelor of Business (Tourism and Hospitality) [FLM] Course suspension from 1 January 2011

In accordance with section 4 of the *Articulation Procedures*, the Curriculum Teaching and Learning Committee approved the following Articulation Agreement, subject to the double degrees being re-presented to the Programs Committee:

III. Articulation Agreement ITESM Mexico

- **Bachelor of International Relations (LTU)/ ITESM G Bachelor of International Relations**
- **Bachelor of Media Studies (LTU)/ ITESM G Licenciado en Ciencias de la Comunicación**
- **Bachelor of Journalism (LTU)ITESM G Bachelor of Journalism**

14.13 Report and Minutes of the Learning Spaces and Technologies Committee held on 18 October 2010

The Committee received paper CTLC10/112 and noted its contents.

14.14 Report of the Committee for Admissions, Retention and Success for Students held on 19 October

The Committee received paper CTLC10/113 and noted its contents.

14.15 Reports of the Reference Groups Reporting to the CTL Committee

14.15.1 Recommendations for a First Year Experience

The Committee received paper CTLC10/114

Professor Tom Angelo, Pro Vice-Chancellor (CAP) spoke to this item, and in so doing highlighted the following matters:

- the paper provided a consolidated list of actions to ensure successful transition for commencing first year students; and
- the Faculties had provided considerable input into the First Year Plan.

In relation to a query about the timing of the implementation of the Terms of Reference listed in the paper CTCL10/114, the Committee was advised that the Director of Student Engagement will consult with Faculty staff and ADAs directly about the staging of the overall plan. The Committee was advised of the rationale for identifying first year students in the plan in the first instance and then consider extending to all commencing students at a later stage.

14.15.2 Report of the Undergraduate Capabilities Reference Group

The Committee received paper CTLC10/115 and noted its contents and formally approved the recommendations contained therein.

The University Librarian raised a query about the lack of Library representation on the composition of the Undergraduate Capabilities Reference Group. The Chair agreed to confer with the University Librarian following the meeting.

PART D MATTERS FOR DISCUSSION AND/OR INFORMATION

14.16 Update on Design for Learning

The Committee received paper CTLC10/116 entitled *DfL Project Report to Curriculum Teaching and Learning Committee* and noted its contents.

PART E DISCUSSION FORUM

14.17 The Curriculum Task Force Content Themes

Members of the sub-committees of the Curriculum Teaching and Learning Committee joined the Forum at this stage of the proceedings.

Panel:

- (a) Mr Gary Thomas, Dean, Acting Pro Vice-Chancellor (Equity and Students) who spoke on Indigenous Knowledge
- (b) Professor Carol Adams (Pro Vice-Chancellor (Sustainability) provided a presentation on Sustainability
- (c) Dr Anthony Jarvis Associate Dean (International) [FLM] presented on Internationalisation.

14.18 Other Business

There was not other business.

14.19 Next Meeting

The next meeting will be held on Wednesday 23 February 2011, 2.00-4.00pm. Melbourne Campus.