

La Trobe University
Academic Board
Curriculum, Teaching and Learning Committee

Minutes of the tenth meeting of the Curriculum, Teaching and Learning Committee
held at 2.00 pm on Wednesday March 24, 2010,
in the Council Chambers, John Scott Meeting House, Bundoora

Committee members present:

Professor Belinda Probert	Deputy Vice-Chancellor, (Chair)
Professor Tom Angelo	Pro Vice-Chancellor (CAP), (Deputy Chair)
Dr Peter Cartwright	Lecturer, Molecular Sciences
Ms Stephanie Chard	Manager, Equity & Student Services
Assoc Prof Kerry Fitzmaurice	Associate Dean (Academic) [FHS]
Professor Noel Gough	Associate Dean (Academic) [FED]
Dr Julie Jackson	Pro-Vice Chancellor (QE)/ Chair, Programs Committee
Dr Elizabeth Johnson	Associate Dean (Academic) [FSTE]
Dr Hester Joyce	Lecturer, Cinema Studies Program
Ms Katherine Long-Davidson	President, SRC
Mr Shem Macdonald	Lecturer, [FED]
Mr Adrian McMillan	Education Officer, SRC
Dr John Shannon	Senior Lecturer, School of Economics and Finance

In attendance:

Ms Fiona Salisbury	Associate University Librarian- vice, Professor A Dewe
Dr Ric Canale	Assoc Director, Flexible Teaching & Learning Development <i>for item 7.</i>
Ms Robyn Sinclair	Secretariat
Dr Catherine Howell	Educational Developer-vice Dr Kay Souter
Ms Diane Villani	Manager, Student Admin (Policy & Compliance)-vice Mr Bruce Caboon

Apologies:

Professor Ainslie Dewe	University Librarian/ Chair, LeST Committee
Professor David Spencer	Associate Dean (Academic) [FLM]
Ms Katherine Nix	President, Bendigo Student Association
Mr Bruce Carboon	Director, Academic Services
Mr Rob Cook	Chief Information Officer
Dr Kay Souter	Associate Dean (Academic) [FHSS]

PART A. PROCEDURAL MATTERS

10.1. Welcome & Apologies

The Chair welcomed all members to the meeting. Apologies were duly noted.

10.2 Approval of Agenda

The Committee approved the agenda, CTLC10/01(A), with the following amendment:

- to include item 12.1 Update on Learning Management System Replacement Project..

The Chair invited the starring of items, and the following items were starred; 3, 4, 5, 6, 7, 10, 11 and 12.1.

The Committee resolved that all items on the agenda and not starred be adopted without discussion and the actions recommended to be taken or the information therein noted.

10.3. Matters Approved Out-of-Session

The Committee received paper CTLC10/02 entitled *Matters Approved Out-of-Session on Behalf of the Curriculum, Teaching and Learning Committee.*

The Committee noted that the Chair of the CTLC and Academic Board had approved the following:

- New Course- Bachelor of Journalism (Sport) [FHSS]; and
- New Course- Diploma in Business for offer at ACN [FLM].

The Committee acknowledged that the new course submissions currently being approved had been commenced prior to the development of the DfL policy framework and that it was expected that these will be reviewed in future to ensure accord with DfL curriculum principles. The Committee noted that changes to curriculum required by DfL are expected to create significant backlog issues for the Faculties.

Action: The Chair and PVC (CAP) will liaise with the Faculties to identify how the changing design of curriculum and revisions to course proposals will be expedited at the Faculty level.

10.4. Report of the Chair

The Chair informed the Committee that the *Strengthening the AQF* project was still in a state of flux and that Federal government policy initiatives such as the introduction of Compacts and TESQA have not advanced since the last meeting. The Committee was advised that a more comprehensive report will be provided when these are progressed.

PART B. MATTERS FOR APPROVAL

10.5. Confirmation of Minutes

The Committee confirmed the minutes of the ninth meeting held on the 24 February 2010 CTLC010/22(M) as a true and accurate record.

10.6. Review of Student Feedback Processes

The Committee received paper CTLC10/25 entitled *Review of Student Feedback Policies, Procedures and Guidelines*.

The Pro Vice-Chancellor (Quality Enhancement) informed the Committee that the feedback provided by the previous meeting of the CTLC had been incorporated into the current version of the Student Feedback Procedures and Policies.

The Committee noted that the recommended information to be placed on screen or read under the section, *Instructions for Administering Student Feedback...* required abridging. Strategies for ensuring student responses were canvassed by the meeting.

The Committee was advised that the use of feedback data in publications currently requires formal ethics approval and the Curriculum, Teaching and Learning Centre is currently working with Faculties to address the issues related to publication of feedback data.

Resolution: The revised Student Feedback Processes were endorsed, as amended, and referred to the Academic Board for approval.

PART C. STANDING REPORTS INCLUDING MATTERS FOR APPROVAL

10.7. Report of the Programs Committee held on 18 March 2010

The Committee received paper CTLC10/26 entitled *Report and Minutes of the Programs Committee held on 18 March 2010*.

Resolution: The Curriculum Teaching and Learning Committee approved the following course submissions for referral to Academic Board:

- New course: Diploma in Computing to offered at ACN [CTLC10/41]
- New course: Bachelor of Politics, Philosophy and Economics[CTLC10/40]

[Secretarial note; course submissions were available to the meeting but not distributed with agenda and papers.]

In relation to the latter mentioned course proposal, the Chair of the Programs Committee, Dr Julie Jackson informed the Committee that pursuant to the Programs Committee approval of the original submission, the Faculty had agreed to introduce majors after a common first year and invited the Committee to consider advancing the revised iteration out-of-sessions. The Committee noted that the

VTAC deadline was May 2010 and that once approved by the Chair of the Curriculum Teaching and Learning Committee, this proposal will be advanced to the April meeting of the Academic Board. The Chair of Programs Committee foreshadowed that the issue of Maths pre-requisites will be given further consideration during the out of sessions appraisal.

Resolution: The Committee agreed to invite the Chair of the CTLC to consider the revised submission of the Bachelor of Politics, Philosophy and Economics out of sessions and to report to the April meeting of Academic Board.

The Curriculum Teaching and Learning Committee noted;

- the proposed course suspensions- Master of Education (Primary Teaching) and (Secondary Teaching); and
- the Articulation Table–Kangan Batman Institute –LTU (001) Diploma of Printing and Graphic Arts (Multimedia) to Bachelor of Graphic Design.

10.8. Minutes of the Learning Spaces and Technologies Committee held on 22 March 2010.

The minutes of this meeting will be presented to the April meeting of the CTLC.

10.9. Minutes of the Student Admissions, Retention and Success Committee

The Committee received paper CTLC10/36 entitled *Report and Minutes of the Student Admissions Committee held on 18 March 2010.*

The Acting Chair of the Student Admissions, Retention and Success Committee informed the Committee that two items emanating from the meeting, Regional Bonuses and Mature Age Entry, required further consultation prior to their presentation at the April meeting of Academic Board. It is anticipated that a more detailed report on these key items will be provided to the next meeting of the Curriculum Teaching and Learning Committee.

Professor Probert informed the Committee that targets for growth and pathways will need to be supported by the development of academic programs that ensure student success. The April meeting of the Academic Board will be considering the policy implications of these targets.

The Committee members were invited to raise issues about pathways and entry with the Chair of the Student Admissions, Retention and Success Committee, Professor John Rosenberg, through the Secretariat.

The Chair concluded discussion on this item, by referring to the forthcoming meeting about Diplomas, partnerships and pathways with the Deans. The Committee noted the important role of the Student Admissions, Retention and Success Sub-Committee in bringing these matters to the attention of the Curriculum Teaching and Learning Committee.

PART D MATTERS FOR DISCUSSION AND/OR INFORMATION

10.10. Committee Self-Assessment

The Committee received paper CTLC10/27 entitled *Curriculum Teaching and Learning Committee Self-Assessment Survey (2009): Summary and Issues.*

The Chair, spoke to the report, and in so doing, offered the following observations on the outcomes of the survey;

- the Committee's inability to develop and monitor academic policies will improve as the central planning processes and the allocation policies to the relevant committees increase;
- communication strategies for the Committee are problematic and the DVC's newsletter may not be the appropriate vehicle for the communication of decisions of the Committee; and
- there exist a variety of fora for staff to learn and engage with experts and open-ended discussion, whilst the predominant role of the Committee is to conduct its business through an interrogation of the issues.

In relation to the first dot point, the Committee was informed that the Academic Board has recently reformed the Working Party on Academic Policies.

The student member noted that the meeting was conducive to contributing to the debates and the business of the University. The Chair confirmed the importance of the student voice on academic policy committees.

The Chair welcomed further suggestions on the committee's performance as the year progresses.

10.11 Design for Learning Policy and Procedures.

10.11.1 Graduate Capabilities for Undergraduate Students Policy

The Committee received paper CTLC10/34 entitled *Graduate Capabilities for Undergraduate Students policy*.

10.11.2 Undergraduate Curriculum Design Policy

The Committee received paper CTLC10/35 entitled *Undergraduate Curriculum Design Policy*.

10.11.3 Undergraduate First Year Experience Policy

The Committee received paper CTLC10/37 entitled *Undergraduate First Year Experience Policy*

10.11.4 Undergraduate Transition, Orientation and Success Policy

The Committee noted that this item was withdrawn.

In relation to the suite of policies (agenda items, 11-1 to 11.4) the Committee raised the following points:

- the proposal that all six Graduate Capabilities be addressed in the first three weeks of commencement, as enunciated in the *Undergraduate First Year Experience* policy, appeared unattainable and therefore the procedures will need to identify how this can be achieved;
- for increased clarity, the relationship between the University-wide steering group and the CTLC should be specified in the procedures pertaining to the Graduate Capabilities policy;
- point three of the *Undergraduate Curriculum Design* policy statement should be amended to read, "all intended course learning outcomes..."
- the proposal to provide diagnostic testing of students commencing after first year, as enunciated in the *Undergraduate First Year Experience* policy, requires further consideration;
- the real challenges for the DfL policy implementation centred around adequate levels of technology support and infrastructure;
- there existed many instances where the technology and infrastructure were not meeting current demands;
- Educational Designers have a significant role in the implementation of DfL and need to have their current work demarcated from the ICT support demands currently being made; and
- ICT infrastructure redesign is critical to the progress of the DfL and more systemic improvements were required. This was currently within the purview of the ICT Strategy Committee.

The Chair responded to the Committee's concerns about the current space and technology constraints by inviting members to provide feedback on specific instances so that they can be addressed at the central level.

Action: The Chair agreed to take up the issue about timetabling spills with key staff.

10.11.5 Majors and Minor Policies and Procedures.

The Committee received paper CTLC10/31 entitled *Majors and Minors in Bachelor Degrees Policy and Procedures*.

Dr Julie Jackson informed the Committee that the Majors and Minors policies and procedures have been disseminated widely during the consultation process.

The Committee noted that the policy simplifies and unifies the definitions of majors and minors across the University. The issue of majors and minors in Master degrees will be addressed in the next iteration of this policy.

10.11.6 Academic Integrity Policies and Procedures

The Committee received paper CTLC10/32 entitled *Academic Integrity Policy, Procedures and Guidelines*.

The Committee was informed that extensive consultation had informed the re-drafting of the Academic Integrity policy and procedures. The previous procedures did not identify the responsibilities for different processes and that it was important for compliance to ensure that this was ameliorated. University practices should include the identification of Faculty responsibility for the notification to students about academic misconduct.

The Committee agreed that it was important to standardise the referencing conventions and guidelines within Faculties, rather than seeking University-wide guidelines.

10.11.7 Credit Points and Student Work Loads Policy

The Committee received paper CTLC10/33 entitled *Credit Points and Student Workload Policy*.

The Pro Vice-Chancellor (Quality Enhancement) spoke to the development of this policy and the proposed phased implementation.

The Committee requested that the policy be redrafted to accommodate students taking a subject from a higher year level in the first or second year of study.

At the conclusion of the discussion on agenda item 11, the Chair informed the Committee that it was not necessary for the Committee to formally endorse the policies, as they were being presented for consultation. It was foreshadowed that the consultation will continue and that the policies will be redrafted in light of the Committee's comments prior to presentation to Academic Board.

10.12 Other Business

10.12.1 Learning Management Systems Replacement Project

The Committee received tabled paper CTLC10/42 entitled *March 2010 LMS Replacement Project Evaluation Phase, Progress Report*.

Dr Ric Canale informed the Committee that, due to the commissioning of external service providers, a confidentiality agreement between the University and UsabilityOne has been required. This resulted in the project currently running two weeks behind predicted timelines. Notwithstanding this delay, it was still feasible to have a final decision by end of April 2010.

The Committee noted that an improved means of communicating with users when the current LMS was unavailable needs to be developed.

Action: The Curriculum Teaching and Learning Centre will follow up on this matter.

Action: The Chair agreed to follow up on matters related to open source problems of the intranet, and in particular, the public access to all governance meeting papers.

10.13 Next meeting

The next meeting will be held on Wednesday 28 April 2010, 2.00-4.00pm. .

Signature of approval
CTL Committee Chair

Date

