

La Trobe University
Academic Board
Curriculum, Teaching and Learning Committee

Minutes of the eleventh meeting of the Curriculum, Teaching and Learning Committee
held at 2.00 pm on Wednesday May 26, 2010, in the
Faculty of Humanities and Social Sciences Board Room, Room 333, HU3, Bundoora

Committee members present:

Professor Tom Angelo	Pro Vice-Chancellor (CAP), (Deputy Chair)
Mr Bruce Carboon	Director, Academic Services
Mr Rob Cook	Chief Information Officer
Professor Ainslie Dewe	University Librarian/ Chair, LeST Committee
Assoc Prof Kerry Fitzmaurice	Associate Dean (Academic) [FHS]
Dr Julie Jackson	Pro-Vice Chancellor (QE)/ Chair, Programs Committee
Dr Elizabeth Johnson	Associate Dean (Academic) [FSTE]
Dr Hester Joyce	Lecturer, Cinema Studies Program
Mr Shem Macdonald	Lecturer, [FED]
Professor David Spencer	Associate Dean (Academic) [FLM]
Dr Suzanne Salmon	Senior Lecturer, School of Accounting [FLM]
Dr Kay Souter	Associate Dean (Academic) [FHSS]
Dr Lilit Thwaites	Director, Language & Academic Skills

In attendance:

Dr Ric Canale	Assoc Director, Flexible Teaching & Learning Development <i>for item 7.</i>
Mr Mark Reedman	Curriculum Teaching and Learning Centre
Ms Robyn Sinclair	Secretariat

Apologies:

Professor Belinda Probert	Deputy Vice-Chancellor, (Chair)
Ms Stephanie Chard	Manager, Equity & Student Services
Professor Noel Gough	Associate Dean (Academic) [FED]
Ms Katherine Nix	President, Bendigo Student Association
Ms Katherine Long-Davidson	President, SRC

PART A. PROCEDURAL MATTERS

11.1. Welcome & Apologies

The Acting Chair, Professor Tom Angelo, welcomed all members to the meeting. Apologies were duly noted.

11.2 Approval of Agenda

The Committee approved the agenda, CTLC10/44(A), with the following withdrawal:

- item 12- Report and Minutes of the Student Admissions, Retention and Success Committee held on 18 May 2010.

The Chair invited the starring of items, and the following items were starred; 3, 4, 5, 6, 7, 8, 9, 10, 13, 15 and 16.

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.

11.3. Matters Approved Out-of-Session

The Committee received paper CTLC10/45 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:

- Significant Course Change- Bachelor of Psychological Studies [FSTE]; and
- New Double Qualification- LTU Master Bus Admin/EBS Master of Management [FLM].

The Committee noted its appreciation of Dr Julie Jackson, Pro Vice-Chancellor (QE) in expediting these matters.

11.4. Report of the Acting Chair

The Acting Chair informed the Committee that a number of key elements of the Design for Learning curriculum review and redesign project are currently being designed and/or developed by groups of staff around the campus. The DfL Project Team is optimistic that all required steps in this ambitious project can be completed in time for Semester One 2011.

PART B. MATTERS FOR APPROVAL

11.5. Confirmation of Minutes

The Committee confirmed the minutes of the tenth meeting held on the 24 March 2010 CTLC10/43(M) as a true and accurate record.

11.6. Policy Documents required for AQTF/VRQA compliance (VET Programs)

The Committee received paper CTLC10/46 entitled *Request for Approval of VET Procedures and Revised Policy RTO Operations*.

Mr Bruce Carboon, Director Academic Services, introduced the suite of VET policies and procedures and in so doing, highlighted the following:

- as an RTO (Registered Training Organisation), LTU is required to register with the Victorian Registration and Qualifications Authority (VRQA) to deliver VET courses;
- the registration requires LTU to comply with a series of AQTF 2007 standards which provide the bases for audits to be conducted by June 2010;
- the policies and procedures provided to the Committee address the standards necessary to assure compliance;
- the last two procedures (presented under agenda items 6.6 to 6.8) have been circulated to the respective administrative areas for their feedback and approval and did not necessarily require Academic Board approval; and
- whilst the VET enrolment is very small at this stage, the policy and procedures will assure compliance for any future deliveries.

The Committee noted that many of these policies and procedures run parallel to LTU's current policies and procedures.

The Committee was advised that the *Qualifications Issuance* policy is a reworking and replacement of the University's *Testamurs Policy* and *Award Nomenclature Procedures* and is consistent with the Academic Board's decision at its April 2010 meeting not to identify majors on testamurs.

Dr Jackson indicated that she has further minor amendments to the policies related to wording only and that she will consult further with Mr Carboon. A member of the Committee suggested that the Risk Likelihood could be rewritten to acknowledge the minimal risk of not attaining accreditation.

11.6.1 Code of Practice (VET)

The Committee received paper CTLC10/47 entitled *Code of Practice (VET)*.

11.6.2 Qualifications Issuance Policy

The Committee received paper CTLC10/65 entitled *Qualifications Issuance Policy*.

11.6.3 Qualifications Issuance Procedures (VET)

The Committee received paper CTLC10/48 entitled *Qualifications Issuance Procedures*.

11.6.4 Assessment Procedures (VET)

The Committee received paper CTLC10/49 entitled *Assessment Procedures (VET)*

11.6.5 Moderation/Validation of Assessment procedures (VET)

The Committee received paper CTLC10/50 entitled *Moderation/Validation of Assessment Procedures (VET)*.

11.6.6 Continuous Improvement Procedures (VET) (accompanied by Continuous Improvement Strategy)

The Committee received paper CTLC10/51 entitled *Records Management Procedures* and noted its contents.

11.6.7 Records Management Procedures (VET)

The Committee received paper CTLC10/52 entitled *Records Management Procedures (VET)* and noted its contents.

11.6.8 VET Trainer and Assessor Recruitment and Professional Development Procedures

The Committee received paper CTLC10/53 entitled *VET Trainer and Assessor Recruitment and Professional Development Procedures* and noted its contents.

Resolution 11.6

The following policies and attendant procedures were endorsed by the Curriculum Teaching and Learning Committee and referred to Academic Board for approval:

- Code of Practice (VET);
- Qualifications Issuance Policy and Qualifications Issuance Procedures (VET);
- Assessment Procedures (VET);
- Moderation/Validation of Assessment procedures (VET); and
- Continuous Improvement Procedures (VET) (accompanied by Continuous Improvement Strategy)

The Academic Board is invited to note that the following procedures have been presented to the respective administrative units for approval.

- Records Management Procedures (VET); and
- VET Trainer and Assessor Recruitment and Professional Development Procedures

11.7. Ratification of CTLC Sub-Committees' Terms of Reference

The Committee received paper CTLC10/54 entitled *Review of the Terms of Reference of the Sub-committees of the Curriculum Teaching and Learning Committee*.

The Committee noted that its sub-committees had reviewed their Terms of Reference with a view to aligning their responsibilities with those of the Academic Board and the Curriculum Teaching and Learning Committee and to further delineate their responsibilities from each other.

The Committee agreed to the following amendments to the draft Terms of Reference contained in paper CTLC10/54:

- to insert "via the Curriculum Teaching and Learning Committee" following "the Board" in terms of reference 5 and 6 of the Committee for Admissions, Retention and Success for Students; and
- to add an extra term, "To monitor changes in government policy and external frameworks related to qualifications and ensure appropriate alignment of La Trobe University's programs" to the Programs Committee Terms of Reference.

During the discussion that ensued, the following matters were raised:

- the student representation on the committees reflected the focus of the committees as enunciated in the Terms of Reference;
- it was unclear how the governance committees interacted with the other committees of the University and corporate units. The fact that the governance committees do not formally interact with the management committee may restrict the role of the committees;
- this question of interaction raised the broader issues about the role governance. The governance committees' primary role was in the formation of policy to frame the environment;
- the Learning Spaces and Technology Committee provides advice but does not have a budget nor the resources to operationalise decisions. The fact that areas such as ICT do take advice from the governance committees needs to be captured in the Terms of Reference of the LeST; and
- some governance committees work in conjunction with some of the management committees of the University.

Action: It was agreed that Learning Spaces and Technology Committee Terms of Reference be further reviewed and circulated to the members of the Curriculum Teaching and Learning Committee. The Committee invited the Chair of the Learning Spaces and Technology Committee and the Executive Officer to take carriage of this matter.

Resolution 11.7

The Committee approved the amended Terms of Reference for the Student Admissions, Retention and Success Committee, the Learning Spaces and Technology Committee and the Programs Committee and agreed to invite the Executive Officer to disseminate the revised draft to the members of the Committee within 10 days.

11.8. Co-option of members.

The Committee received paper CTLC10/55 entitled *Curriculum Teaching and Learning Committee-Composition and membership*

The Chair advised that under the provisions of its Terms of Reference the Committee may co-opt members to the Curriculum Teaching and Learning Committee.

Resolution 11.8

The Committee agreed to renew the co-option of the following members for the remainder of 2010:

- Mr Shem Macdonald, Educational Designer, Faculty of Education
- Dr Hester Joyce, Lecturer, Cinema Studies Program
- Dr Peter Cartwright, Lecturer, Biochemistry

The Committee also agreed to co-opt Dr Suzanne Salmon, Senior Lecturer, School of Accounting (new member)

PART C. STANDING REPORTS INCLUDING MATTERS FOR APPROVAL

11.9. Report and Minutes of the Programs Committee held on 18 May 2010

The Committee received paper CTLC10/56 entitled *Report and Minutes of the Programs Committee held on 18 May 2010*.

11.9.1 Double, Combined and Joint Qualifications Policy and Procedures

The Committee received paper CTLC10/57 entitled *Revised Double Qualifications Policy and Procedures* and tabled paper CTLC10/74 entitled AQF (Australian Qualifications Framework) Higher Education Qualifications.

Dr Julie Jackson, Chair of the Programs Committee, informed the Committee that the draft *Double Qualifications Policy and Procedures* was a revised iteration of the Double Degrees policy which has been redrafted to attain consistency with the proposed AQF definitions.

The Committee was informed that the policy specified that a minimum of 2/3 of each course must be undertaken in a double qualification, whilst combined qualifications, which consisted of qualifications of different types, did not allow for cross-accreditation of subjects. Paper CTLC10/74 explained the rationale for not providing any cross-accreditation within a combined qualification. The Committee agreed that the policy may need to include a caveat that subjects cannot be counted more than once in a double qualification.

The Committee noted that the AQF definition for the combined qualifications will result in some reconfiguration of the Faculty of Health Sciences courses in the future. It was acknowledged that there will be a transitional period for aligning courses with the AQF architecture.

Resolution 11.9.1

The Curriculum Teaching and Learning Committee endorsed the *Double, Combined and Joint Qualifications Policy and Procedures* and agreed to refer the policy and associated procedures to the Academic Board.

11.9.2 Subject Template

The Committee received paper CTLC10/58 entitled *Subject Template*

The Committee was informed that the Subject Template was being presented for information only. It was noted that a course framework including a list of relevant subjects was required at the time of approval of new courses. The Chair advised that the later year subjects of courses are not required to be fully articulated at the time of course submission, but that a comprehensive architecture of the course must be presented at such time.

The Committee noted that the multi-Faculty subjects may need to be included as another type of subject in the template.

11.9.3 Course Approvals

Hard copy papers: CTLC10/68-72 respectively entitled *Master of Accounting Research Studies*, *CTLC10/69-Bachelor of Business (Sport Management) Honours*, *Bachelor of Business (Event Management /Marketing)*, *Bachelor of Business (Event Management / Tourism Management)*, *Bachelor of Business (Tourism Management/Marketing)*, *Bachelor of Business (Human Resource Management)*, *Bachelor of Business (Sport Management)* and *Bachelor of Conservation Biology and Ecology (Honours)* were provided to the meeting.

The Chair of the Programs Committee, Dr Julie Jackson, informed the Committee that with the cessation of the use of the nomenclature Masters(Honours) under the AQF, the nomenclature for the new course, Master of Accounting Research Studies would set a precedent for other Master courses offering a pathway into research. Members noted that the research components and thesis were not flagged in the nomenclature of many Masters courses but recorded in the academic transcript.

The Committee undertook a discussion on the nomenclature for Master courses and agreed to invite Dr Julie Jackson to consult further on this matter.

Resolution 11.9.3

The Curriculum Teaching and Learning Committee endorsed the following course submissions for referral to the Academic Board

Major Course Revisions requiring Academic Board approval:

- Change of name for Bachelor of Conservation Biology and Ecology (Honours) to Bachelor of Science (Wildlife and Conservation Biology) with Honours [FSTE]
- Change of name for Bachelor of Business (Sport and Leisure Management) Honours to Bachelor of Business(Sport Management) Honours[FLM]

Significant Course Revisions

- Bachelor of Business(Sport Management)

New Qualifications

- Bachelor of Business (Event Management/Marketing) [FLM];
- Bachelor of Business (Event Management/Tourism Management) [FLM]
- Bachelor of Business (Tourism Management/Marketing) [FLM]
- Master of Accounting Research Studies* [FLM].

11.10 Report and Minutes of the Learning Spaces and Technologies Committee held on 22 March 2010

The Committee received paper CTLC10/95 entitled *Report and Minutes of the Learning Spaces and Technologies Committee held on 22 March 2010* and attachment *Teaching and Learning Technology Policy*.

11.10.1 Teaching and Learning Technology Policy

The Chair of the Learning Spaces and Technology Committee, Professor Ainslie Dewe, spoke to the policy and invited the Committee to endorse the draft policy and refer it to the Academic Board.

The Committee raised its concerns about the use of “key” in the area of Policy Statement. It was agreed that the Chair of the Learning Spaces and Technology Committee and the Executive Officer changing this word to "selected".

Resolution 11.10.1

The Curriculum Teaching and Learning Committee endorsed the Teaching and Learning Technology Policy as amended, and agreed to refer the policy to the Academic Board.

11.11 Report and Minutes of the Learning Spaces and Technologies Committee held on 19 April 2010

The Committee received paper CTLC10/60 entitled *Report and Minutes of the Learning Spaces and Technologies Committee held on 19 April 2010* and noted its contents.

11.12 Report and Minutes of the Learning Spaces and Technologies Committee held on 17 May 2010

The Committee received paper CTLC10/63 entitled *Report and Minutes of the Learning Spaces and Technologies Committee held on 17 May 2010* and noted its contents

The Committee invited an explanation of the actions recorded in the minutes. This was addressed by the Chair of the Learning Spaces and Technology Committee.

11.13 Report and Minutes of the Student Admissions, Retention and Success Committee held on the 20 April 2010

The Committee received paper CTLC10/63 entitled *Report and Minutes of the Learning Spaces and Technologies Committee held on 17 May 2010* and noted its contents

11.13.1 Mature Age/Non Year Entry 2011 (change of VTAC text)

The Acting Chair, Professor Tom Angelo, informed the Committee that the Student

Admissions, Retention and Success Committee has been steadily progressing business related to articulation and pathways this year.

The Chair noted that it was incumbent upon people writing recommendations and reports to the Committee to ensure that acronyms are clarified.

Resolution 11.13.1

The Curriculum Teaching and Learning Committee ratified the recommendation from the Student Admissions, Retention and Success Committee in relation to the current Victorian Tertiary Admissions Centre (VTAC) advertising for Mature Age and Non-Year 12 Entry:

1. That LTU's Mature Age Special Entry scheme is amended and will be expressed in the Victorian Tertiary Admissions Centre (VTAC) / University Admissions Centre (UAC) Guides for 2011 entry as:

La Trobe University will consider an applicant who:

- *Is 21 years of age on 1 January 2011; and*
- *Is not a year 12 applicant; and*
- *Has not satisfied minimum tertiary requirements; and*
- *Has completed a Personal Information form; and*
- *Has sat the appropriate Special Tertiary Admissions Test (STAT) as specified in www.latrobe.edu.au/coursefinder and*
- *Has completed any other Mature-Age Entry extra requirements specified in www.latrobe.edu.au/coursefinder*

2. That LTU adopts a university-wide admissions approach for non-year 12 applicants and that for 2011, this will be expressed in the VTAC and UAC guides as:

Non-year 12 applicants may choose to supplement their academic record by sitting the STAT if they:

- *Have an ENTER attained in 2009, or earlier, which is below the 2010 clearly-in ENTER for the course*
- *Have TAFE or other qualifications with ungraded assessment (only pass/fail results rather than actual grades)*
- *Have TAFE or university qualifications, obtained in 2009 or before, not deemed competitive for entry. Please contact the relevant faculty for further advice.*

The Curriculum Teaching and Learning Committee noted that consequential revisions to the *Admissions Policy* emanating from the previous Regional Bonuses recommendations approved by Academic Board and the operational matters referred to in this resolution will be forthcoming.

11.13.2 Schools Access at La Trobe (SALT) Program

The Curriculum Teaching and Learning Committee endorsed the following recommendations and agreed to refer to the Academic Board :

1. the SALT Program be retained, and Future Students provide an annual report to SARS on program outcomes;
2. each Faculty will be invited to submit their courses and the respective minimum ENTERS to the May meeting of the SARS Committee for its review;
3. up to 20% of offers (as a proportion of total offers) be allocated to SALT applicants;
4. a school ranking of 6 or 7 will be an acceptable basis on which to make an offer for a place;
5. Faculties may specify a minimum ENTER below 50 for SALT courses; and

6. once the SALT schools have increased their tertiary participation rates to 60% or more, for 2 consecutive years, then their eligibility for continuation in the Scheme may be reviewed.

13.3 Change of IELTS to Physiotherapy and Podiatry Courses

The Curriculum Teaching and Learning Committee endorsed the change of IELTS to:

- Bachelor of Health Sciences and Master of Physiotherapy Practice;
- Master of Physiotherapy Practice(GEM program);
- Bachelor of Health Science and Master of Podiatric Practice; and
- Master of Podiatric Practice (GEM Programs).

11.14 Report and Minutes of the Student Admissions, Retention and Success Committee held on the 18 May 2010

This report will be presented to the next scheduled meeting of the Committee.

PART D MATTERS FOR DISCUSSION AND/OR INFORMATION

11.15 Update on Learning Management System Replacement

The Committee received confidential paper CTLC10/64 entitled *ICT Strategy Committee Paper- LMS Replacement Project*.

Dr Ric Canale, Associate Director, Flexible Teaching and Learning Development, provided an update on the Learning Management System (LMS) replacement, and in so doing, highlighted the following matters:

- as a consequence of a recent LMS project evaluation, the University has agreed to replace the current learning system, Blackboard CE with Moodle;
- to support the transition from the current Blackboard learning management system to Moodle, the University has commissioned the services of consultants, NetSpot which have been commenced whilst the contractual arrangements are being finalised;
- contact with the University of Canberra which has previously moved to Moodle has been made with the view to gleaning information from its experience;
- a Moodle Moot will be conducted from 12th to 14th July 2010 and two representatives from each Faculty will be sponsored to attend;
- strategies are being developed to support staff for the data migration from Blackboard to Moodle The opportunity of using students in this process is currently being explored; and
- there is a tight time frame to complete the transition.

During the general discussion that ensued, the Committee raised queries about the process of data migration to Moodle. The Committee was advised that the University will continue to maintain a contract with Blackboard CE until late 2011 to accommodate teaching out arrangements. The Associate Deans (Academic) will be invited to provide feedback on the process. Recent Educause research indicates that migrating information that is current is the preferred option.

The Acting Chair thanked Dr Canale for his report.

11.16 Course Information Management System

The Committee received paper CTLC10/62 entitled *Course Information Management System- Design for Learning Project paper*.

Mr Mark Reedman, Curriculum Teaching and Learning Centre, provided a brief report on the outcome of a recent consultancy engaged by the University to review and provide an analysis of course and subject information management and requirements. Oakton's key recommendation was for the University to implement a Course Information Management System, in light of the diverse systems, manual and

automatic, that replicate the same course and subject data contained with different repositories of the University.

Mr B Carboon, Director-Academic Services provided some background of the drivers for this project, thereby explaining the rationale for not identifying all stakeholders in the Functional Brief. The Committee noted that the Faculties and Library were important key stakeholders in the process and to this end, the Library will be included as a key stakeholder in all publications and future processes.

The Committee noted the importance of the University implementing such a system and agreed that it should be included in the 2011 University Budget.

11.17 Other Business

There was no other business.

11.18 Next meeting

The next meeting will be held on Wednesday 30 June 2010, 2.00-4.00pm. Council Chambers, John Scott Meeting House, Bundoora campus.

**Signature of approval
CTL Committee Chair**

Date