SUPPORT FOR THE INSTITUTE OF ADVANCEMENT IN TEACHING AND LEARNING

The Chair reported that Ms Alanah Kazlauskas, one of the Online Advisers, was working part-time in the IATL.

STUDENT REPRESENTATIVE ON COMMITTEE

Members agreed that an undergraduate student should be added to the membership of the Committee.

2007 SEMINARS BY AWARD AND GRANT RECIPIENTS

Members provided progress reports on the organisation of 2007 seminars by award and grant recipients.

PROCESS AND DEADLINES FOR THE INPUT OF RESULTS

The Committee noted a report on action undertaken with regards to process and deadlines for the input of results.

COURSE EXPERIENCE QUESTIONNAIRE (CEQ) DATA AND GRADUATE DESTINATION SURVEY (GDS) RESULTS

The Committee noted CEQ and GDS data for the University. Further sector-wide data would be provided for the next meeting to enable interpretation of the data. The Chair advised that, from 2007, Graduate Careers Australia was moving to a common survey instrument across universities as part of the requirements for the Learning and Teaching Performance Fund.

PROVISION OF BIBLIOGRAPHIES TO THE LIBRARY

The Director of Libraries requested that academic staff provide details of recommended texts in a timely fashion and noted that, due to late notification of requirements, some recommended texts had been unable to be supplied to students in 2007. Furthermore, some reading lists were quite outdated, with listed texts being out of print. Unit bibliographies needed to be updated regularly. A paper highlighting these issues would be presented at the next meeting.

MINUTES OF TEACHING AND LEARNING EVALUATION COMMITTEE (TLEC) MEETING OF 31 MAY AND CONTINUED ON 13 JUNE 2007

The Committee endorsed the recommendations of the TLEC as follows:
(i) THAT the Student Evaluation of Teaching data be kept by the IATL in electronic form for 5 years with identifiers (lecturer name plus unit code) and then beyond that period with identifiers removed;

(ii) THAT the reviewed Policy on Evaluation of Teaching and Learning be endorsed; and

(iii) THAT the membership of the Teaching and Learning Evaluation Committee be expanded to include a student representative.

It was noted that Faculty representatives on the TLEC had been requested to seek comments and suggestions on the Evaluation Item Bank from their respective Faculties.

MINUTES OF ACADEMIC STAFF DEVELOPMENT MANAGEMENT FOCUS GROUP MEETINGS HELD ON 24 MAY AND 25 JUNE 2007

The Committee approved the membership and terms of reference for the Academic Staff Development Management Focus Group, subject to some minor revisions. Endorsement was given for the provision of training on the performance planning and review process for Assistant Heads of School. Heads of School would be asked whether they wished to nominate their Assistant Head(s) of School for such training.

MINUTES OF ASSESSMENT REVIEW COMMITTEE MEETING HELD ON 18 JULY 2007

It was noted that the grade descriptors in the Assessment Policy and Procedures did not currently include a definition for an ungraded Pass (PS) grade. The Committee approved the following descriptor:

"Attainment of the learning outcomes as per the Unit Outline."

Staff development needs related to assessment were considered.

FRAMEWORK FOR AUSTRALIAN UNIVERSITIES QUALITY AGENCY (AUQA) AUDIT

Attention was given to the framework for standards, outcomes and evidence to be used by the AUQA in its forthcoming university audits. Specific consideration was given to AUQA’s documentation on teaching and learning and it was agreed to forward the listed sub-themes to relevant committees for comment on how the University matched up to these requirements and whether it would be able to provide the required evidence.

SUPPORT FOR FIRST-YEAR STUDENTS

The Committee received advice regarding an online unit for first-year students regarding tertiary study and managing their learning via a project management approach, which had been outlined at a recent Carrick Institute seminar. It was suggested that this approach might be of assistance to the Australian Catholic University students. This idea would be forwarded to the Chair of the First Year Experience Committee and to the National First Year Experience Coordinator.
CARRICK INSTITUTE AWARDS AND GRANTS

The Chair reported that the University had been successful in a significant number of Carrick Institute awards and grants, including the 2007 Carrick Citations, the winners of which would be announced in the near future.

MINUTES AND REPORTS

The Teaching and Learning Committee noted the following further minutes and reports:

- Minutes of Online Teaching and Learning Committee held on 12 June 2007;
- Minutes of Library Committee held on 12 June 2007; and
- Report on professional development opportunities provided for academic staff across the University in 2006.

Professor Gabrielle McMullen
Chair, Teaching and Learning Committee
10 September 2007