2007 SEMINARS BY TEACHING AND LEARNING AWARD AND GRANT RECIPIENTS

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

PROVISION OF BIBLIOGRAPHIES TO THE LIBRARY

The Director of Libraries reported that significant progress had been made in Semester 2 with reference lists being provided to the Library in a timely fashion and 80 percent of the list resources available. He advised that Liaison Librarians would be available at each campus from 2008 to provide support to the Faculties in this and related matters. It was noted that the Faculty unit outline templates provided an aid to ensuring currency of reference lists.

FRAMEWORK FOR AUSTRALIAN UNIVERSITIES QUALITY AGENCY (AUQA) AUDIT

The Committee noted a comprehensive report matching the University against the requirements outlined for the major activity of teaching and learning in the AUQA framework for standards, outcomes and evidence to be used in its forthcoming audits.

PROGRESS REPORTS – UNIVERSITY’S TEACHING AND LEARNING PLAN 2006-2008

Consideration was given to reports from organisational units outlining their individual progress in implementing the University’s Teaching and Learning Plan in 2007. A University-wide progress report for 2007 would be presented at the next meeting.

MINUTES OF TEACHING AND LEARNING EVALUATION COMMITTEE (TLEC) MEETING OF 23 AUGUST 2007

It was clarified that although online evaluation would be made available for all units from Semester 1, 2008, its usage was optional with staff being able to continue evaluation via paper-based surveys. Following discussion on retitling the University’s evaluation program, the Committee endorsed the terminology “University Teaching and Learning Program”.

Further to this, it was noted that the current programming did not enable identification on unit evaluation forms of students from differing cohorts (e.g. international students enrolled in Faculty units in non-award courses). Review of the relevant software was an ongoing process, with greater flexibility being explored.
MINUTES OF ACADEMIC STAFF DEVELOPMENT MANAGEMENT FOCUS GROUP MEETING HELD ON 18 SEPTEMBER 2007

The Committee supported recommended revisions to the Academic Staff Development Policy, including a change in terminology from “academic staff development” to “academic professional learning”. The policy would be redrafted accordingly and brought back to the next meeting for further discussion.

Members supported the recommendation of the Focus Group regarding provision of systematic training on the Performance Review and Planning Program for Academic Staff. Likewise, the recommendation was endorsed that Heads of School bring a list of academic staff development needs for discussion at the first Heads of School workshop each year to determine what collaboration and cooperation could be achieved to meet these needs.

MINUTES OF ASSESSMENT REVIEW COMMITTEE MEETING HELD ON 12 SEPTEMBER 2007

The Committee endorsed draft learning outcomes developed to complement the graduate attributes. It was noted that it was important to define generic skills as an educational tool and for lecturers to explain to students what skills they would develop in undertaking a particular unit/assessment task.

It was noted that learning contracts were still being applied in some Schools and the Associate Deans (Teaching, Learning and International) were requested to address this within their Faculties.

VOTE OF THANKS TO ASSOCIATE PROFESSOR CHESTERTON

Thanks were extended to Associate Professor Chesterton for his dedication and significant contributions to the Committee, Institute for the Advancement of Teaching and Learning and wider University.

MINUTES AND REPORTS

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

- Minutes of Online Teaching and Learning Committee held on 28 August 2007;
- Paper from the Carrick Institute for Learning and Teaching in Higher Education Discipline-based Forum held on 29-30 August 2007 entitled Imperatives and Challenges in Integrating Research and Teaching: A Case Study.

Professor Gabrielle McMullen
Chair, Teaching and Learning Committee
12 November 2007