

MACQUARIE UNIVERSITY

MINUTES OF THE LEARNING AND TEACHING COMMITTEE

Minutes of a meeting of the Learning and Teaching Committee held on 26 March 2008 at 9.30am in the Senate Room 1, Level 3, Lincoln Building.

Present: A/Professor M Hughes-Warrington (Chair)
Dr R Alexander
Ms M Baillat
Ms M Brodie
Mr A Burrell
Dr J De Meyrick
Mr T Hendry
Dr M Hitchens
Dr J Homewood
Professor M Johnson
Professor S Marshall
Mr R Miles
Ms C Paine (vice A/Professor K McCracken)
Dr C Patterson
A/Professor D Ross
Professor J Sachs
Mr D Spencer
Dr L Wood
Dr S Young

In Attendance: Ms B Kosman
Ms B McLean
Ms R Myton

1. APOLOGIES

The Committee noted that apologies were received from:
Mr J Fong, Ms S Jeffares A/Professor K McCracken, Professor P Pilowsky, Ms K Shorrock.

2. MINUTES OF THE PREVIOUS MEETING

The Committee **APPROVED** the minutes of the meeting of 13 February 2008 as a true and correct record.

3. BUSINESS ARISING FROM THE MINUTES

3.1 Draft Assessment Policy

Associate Professor Janice Orrell and Dr Marina Harvey presented a draft of the Assessment Policy.

The Committee discussed the proposed draft. Some of the comments made by the members of the Committee were:

- How the policy deals with assessment of a group work;
- Concern about suggested procedures for changes to assessment requirements (item 16 of a draft policy) – whether or not a proposal that the Dean of Faculty considers and approves changes to the assessment requirements would be practically feasible and how a quality assurance is going to be preserved in this process.

Overall the Committee acknowledged the importance of the proposed document and supported efforts of the working group in making a draft policy accessible for both staff and students and inviting a broad discussion across the university.

Action:

- (1) Associate Deans are asked to collect feedback on a draft of the Assessment Policy from their divisions and bring it to the next meeting of the Committee. Their comments can be sent directly to Dr Harvey;
- (2) Glossary of a draft policy to be circulated to members of the Committee;
- (3) Ms Myton – letter of thanks to be sent to the members of the Assessment working party.

4. REPORTS

4.1 Chair

In her report to the Committee A/Professor Hughes-Warrington:

- Informed the Committee about the Assessment for Quality Learning seminar that will be held on 15 April 2008 at Macquarie;
- Reminded that a feedback on eBenchmarking project should be sent to Dr Gosper;
- Thanked A/Professor Pamela Coutts, former member of the Learning and Teaching Committee, for her contribution to the work of the Committee;
- Welcomed new member of the Committee – Dr Roger Alexander from ICMS.

She also proposed to introduce the following approval process for draft policies presented to the Committee for consideration:

- (1) The Learning and Teaching Committee contributes to policy formation through the activities of dissemination and recommendation.
- (2) Draft policies, procedures and associated documents are presented to the Committee. Members of the Committee are then enjoined to circulate and to gather feedback on those documents from within the University Community by the following Committee meeting.
- (3) That feedback is discussed by the Committee, and a vote is taken in the case of any contested item.
- (4) The Committee then recommends that those changes be undertaken and that the draft policy be recommended to the Policy Committee that precedes Senate, and to Senate.

The Committee **APPROVED** this proposal.

4.2 Deputy Vice-Chancellor (Provost)

The Provost reported to the Committee on the following topics:

- Renewal of Academic Programs – the feedback on this project is invited from the Divisions;
- ALUMNI survey about their MQ experience;
- Teaching Quality Indicators – project of the Carrick Institute for development and implementation of agreed indicators and metrics in universities and across the Australian university sector;
- Policy Central – new MQ website with all institutional policies, procedures and guidelines (<http://www.mq.edu.au/policy/>).

4.3 Executive Director LTC

Professor Marshall presented the report of the Learning and Teaching Centre that was tabled at the meeting. The report included an overview of the Curriculum Renewal Program with its six projects: Graduate Capabilities Project, Student Engagement Project, Assessment and Feedback Project, Evaluation Project, Technology in Learning and Teaching Project, and the Blueprint for the Future Project.

4.4 Reports from Offices and Partners

The Committee noted the reports received from:

- ICMS
- Library
- Division of Linguistics and Psychology

4.5 Information Ethics Committee

Ms Brodie reported on the work of the Information Ethics Committee.

Action: Associate Deans are asked to continue communicating a feedback about the e-reserve project to Ms Meredith Graham, University Library.

5. TEACHING INDEX POLICY AND PROCEDURES

Professor Sachs presented Teaching Index Policy and Procedures. She noted that this document is straight forward, aligned with areas of learning and teaching and promotes outstanding teaching.

Action: The presented documents can be circulated across the Divisions. Feedback to be sent to Ms McLean and presented to the next meeting of the Committee.

6. DEVELOPING AND SUPPORTING QUALITY TEACHING PRACTICE

The Committee noted the report on one of the goals of the Learning and Teaching Plan 2008-2012 – 'Developing and supporting quality teaching practice'. It was noted that all the listed grants and awards are 'non-discretionary', i.e. money is for the life of that year.

7. ACES – DIVISIONAL LEARNING AND TEACHING COMMITTEE

The Committee noted the report of Dr Rice, Acting Dean of ACES, about interim arrangements for managing Divisional Learning and Teaching Committee in 2008 due to the resignation of A/Professor Pamela Coutts, Associate Dean, Learning and Teaching.

8. OTHER BUSINESS

8.1 Changes to Online Units

Professor Marshall reported that upgrades of online units for second semester are now on. He encouraged members of academic staff to make all necessary changes by a deadline.

The meeting concluded at 11.10am.

A/Professor M Hughes-Warrington
Chair