

MACQUARIE UNIVERSITY

LEARNING AND TEACHING COMMITTEE

Minutes of a meeting of the Learning and Teaching Committee held on 2 May 2007 at 9.30am in the Meeting Room 1, Level 2, Building E11A.

Present: Professor J Sachs (in the Chair)
A/Professor S Burton
A/Professor P Coutts
Dr M Hitchens
Dr Judi Homewood
Dr M Hughes-Warrington
Professor M Johnson
Dr J Lattas
Professor S Marshall
Ms J Peasley (vice Ms M Brodie)
A/Professor P Petocz
Professor P Pilowsky
Dr C Wastell

In Attendance: Ms B Mclean
Ms R Myton

1. APOLOGIES

The Committee noted that apologies were received from:
Ms M Brodie, Mr A Burrell, A/Professor K McCracken, Dr A Reilly.

2. ELECTION OF A CHAIR

Professor Sachs invited nominations for the position of the Chair of the Learning and Teaching Committee. One nomination was received for Dr Marnie Hughes-Warrington. The Committee unanimously **APPROVED** Dr Hughes-Warrington as the Chair of the Learning and Teaching Committee.

Professor Sachs was asked to continue chairing the meeting as being the first meeting of the new Learning and Teaching Committee.

At this point of the meeting, the members of the Committee introduced themselves.

3. TERMS OF REFERENCE

Professor Sachs presented the draft Terms of Reference and Membership of the Learning and Teaching Committee for the Committee's consideration. She noted that the first item of business for the new Learning and Teaching Committee would be to adopt a new University Learning and Teaching Plan.

It was suggested that a new Item 1 be inserted: "Develop a culture of excellence in teaching and enhance and encourage learning". It was also suggested to re-order the TOR with the old No.1 becoming No.2, the old No.3 becoming the new No.3, and the old No.2 becoming the new No.4, etc. It was also suggested that a new No.9 be added:

“Communicate with other committees of Academic Senate to ensure that duplication is avoided and that the University achieves its strategies”. **ADOPTED**

Some of the issues raised in the discussion included:

- One of the important roles of the Learning and Teaching Committee is its advisory role to the Academic Senate. The Committee **RESOLVED** to provide the executive summary of its meetings to Academic Senate.
- The Dean of Students and the University Librarian are asked to provide the regular reports to the Committee.
- Some members of the Committee suggested to identify if there are any duplications in terms of references of three committees related to learning and teaching: the Coursework Studies Committee, the Academic Program Committee and Learning and Teaching Committee. The Committee established that each of these committees is responsible for different aspects of teaching and learning and that the existing overlapping membership will help the committees to liaise with each other.
- There was a suggestion to extend the Committee’s membership by adding one representative from the SIBT and one representative from the Student Enquiry Service (SES).
- Members commented that they would like to see the Committee as an active committee.

4. DRAFT LEARNING AND TEACHING PLAN

The drafting group established by the Provost for developing the Learning and Teaching Plan presented a draft plan to the Committee. The presented document has been placed on the Web at <http://www.mq.edu.au/provost/planning/landt-plan.html> and Associate Deans were requested to seek feedback from Divisional Learning and Teaching Committees and bring it to the next meeting of the Learning and Teaching Committee. This feedback will be incorporated into the final Learning and Teaching plan.

During the discussion the members of the Committee made the following comments:

- A few suggestions were made to the wording of the document. They are recorded by the members of the drafting group for further consideration.
- The current Learning and Teaching plan is an abstract document that could be used as a model across the University. There will be further changes made to this document based on the feedback received from the divisions. The Committee noted that the document should not be too long.
- Notion of including internationalisation as one of the principles in learning and teaching – members agreed that besides various exchange programs the Macquarie students have other ways of gaining international experience, including online communication and studies in Global Leadership. Nevertheless, the Committee decided that including a principle of internationalisation in the Learning and Teaching Plan might not be necessary.
- There was a strong agreement that the Macquarie Learning and Teaching plan should be different from the similar plans of other universities.

The Committee emphasised the importance of delivering the draft plan by the divisional representatives to their divisions.

5. LEARNING AND TEACHING IN AN INFORMATION AGE: A SYMPOSIUM

Professor Sachs reported on the planning of the symposium ‘Learning and Teaching in an Information Age’ that will be held on 22 August 2007. Its objective is to establish the priorities in teaching in the information era. The agenda of the symposium is circulated to the Committee’s members for information.

6. REPORT ON THE ESTABLISHMENT OF THE COMMITTEE FOR I.T. PLANNING AROUND ACADEMIC PRIORITIES

The establishment of the Committee for I.T. Planning around Academic Priorities was reported to the Learning and Teaching Committee for noting. The new committee will be working on planning the future of Macquarie's infrastructure and developing a strategic plan for I.T. The Learning and Teaching Committee noted the Terms of Reference and Membership of the Committee for I.T. Planning around Academic Priorities.

7. REPORT ON THE ACADEMIC SENATE FORUM 'QUALITY CULTURES OF TEACHING'

Professor Johnson reported on the forum of Academic Senate that was held on 1 May 2007. The forum discussed some of the important issues related to the quality enhancement of the teaching and learning. The forum also included two presentations (from the University Library and the SIBT) that provided additional material for projecting future developments of teaching and learning at Macquarie.

8. POTENTIAL ALLIANCES, BENCHMARKING AND COLLABORATION POLICY

Ms McLean reported about a proposal to establish the initiative group to discuss the potential alliances, benchmarking and collaboration policy. She invited the Committee to nominate the members who would be interested in participating in the work of the group.

The following members of the Committee were nominated and unanimously **APPOINTED** as members of the Working Group to develop the policy on potential alliances, benchmarking and collaboration:

Dr Judi Homewood
Dr Judy Lattas
Professor Paul Pilowsky
A/Professor Colin Wastell

The Working Group will be reporting to the Learning and Teaching Committee on the progress with the policy development.

9. OTHER BUSINESS

Professor Stephen Marshall reported that he and Mr Andrew Burrell were working with their staff to develop a new organisational unit out of an amalgamated CPD and CFL.

Professor Sachs raised the review of the academic structure that is currently underway and agreed to use her report to the Learning and Teaching Committee to inform staff of developments in this area.

The meeting concluded at 10.50am.

Professor J Sachs
Chair

