

MACQUARIE UNIVERSITY

LEARNING AND TEACHING COMMITTEE

Minutes of a meeting of the Learning and Teaching Committee held on 10 July 2007 at 9.30am in the Meeting Room 1, Level 2, Building E11A.

Present: Dr M Hughes-Warrington (Chair)
Ms M Brodie
A/Professor S Burton
A/Professor P Coutts
Mr T Hendry
Dr M Hitchens
Ms S Jeffares
Professor M Johnson
Dr J Lattas
Mr A Leary
Professor S Marshall
A/Professor K McCracken
A/Professor P Petocz
Professor J Sachs
Ms K Shorrock
Mr D Spencer
Ms S Spinks
Dr C Wastell

In Attendance: Ms B McLean
Ms R Myton

1. APOLOGIES

The Committee noted that apologies were received from:
Ms M Baillat, Mr A Burrell, Dr J Homewood, Professor P Pilowsky.

2. MINUTES OF THE PREVIOUS MEETING

The Committee **APPROVED** the minutes of the meeting of 2 May 2007, subject to the following amendment: all the references to the I.T. Planning for Academic Priorities Committee in item 6 be replaced by "the Committee for I.T. Planning around Academic Priorities".

3. BUSINESS ARISING FROM THE MINUTES

3.1 TERMS OF REFERENCE AND MEMBERSHIP

The Committee **APPROVED** a proposal to add the Managing Director of SIBT, or nominee and the General Manager of ICMS, or nominee to the Committee's membership.

The members of the Committee discussed the frequency of its meetings and felt that 3rd October was too far away, given the level of business required by the Committee. It was

decided that in 2007 the Committee should meet every 6 weeks. The Committee also suggested placing its meeting papers on the Committee's website.

Action: Ms Myton and Ms McLean to develop a new Learning and Teaching Committee calendar and to place the Committee's meeting papers (including meetings 1 and 2) on the website.

3.2 Feedback on Draft Learning and Teaching Plan

The Divisional representatives reported on a feedback they received on the Draft Learning and Teaching Plan. Some Divisions had only a brief discussion of the draft and are planning to hold further discussions.

The Committee discussed a life span of the learning and teaching plan and **APPROVED:**

- (a) that the plan be dated 2008-2012; and
- (b) that it be reviewed at 3 years, with a final review at 5 years;
- (c) Associate Deans (Learning and Teaching) to report to the Learning and Teaching Committee on Divisional Implementation Plans each year.

The members agreed that the draft plan needed to acknowledge Macquarie's strategy on sustainability, minimum standards for learning spaces, the proposed curriculum review and the PM&D process.

Action: It was moved by Dr Wastell and seconded by Dr Lattas, that the Draft Learning and Teaching Plan be directed back to the drafting group to incorporate the feedback received and to return the final document to the Learning and Teaching Committee for approval.

3.3 Draft Alliances, Benchmarking and Collaboration Policy

Professor Sachs stressed that Macquarie's relationship with other institutions is of strategic importance and there is a need to acknowledge this and establish Guidelines for managing agreements and Memorandums of Understanding (MoUs) in this area. Alliances, Benchmarking and Collaboration policy needs to be established in the environment of the University's Quality Framework with acknowledgement of the University's Internationalisation and Community Engagement directions. Again sustainability needs to be included and the Divisions need to provide input.

Action: It was moved by Professor Johnson; and seconded by A/Professor Petocz, that the drafting committee for the Draft Alliances, Benchmarking and Collaboration continue to meet to incorporate feedback and to develop guidelines for the Policy.

4. REPORTS

4.1 The Chair

The Chair updated the Committee on Dr Ian Solomonides' project on Peer Observation, which allows three variations. Dr Solomonides has offered to provide seminars. She also noted that on Friday 6th July there had been a workshop on 'Linking discipline-based research and teaching to benefit student learning' (<http://www.cpd.mq.edu.au/workshop/viewWorkshop.php?workshopID=1240>) by Professor Mick Healy of the University of Gloucestershire, UK.

The IRUA Forum on Leadership of Learning and Teaching was held on 28-29th June 2007 (<http://www.cpd.mq.edu.au/leadership/irua/index.htm>). The Forum attracted 70 participants

