



LEARNING, TEACHING AND QUALITY COMMITTEE

(A sub-committee of Education Committee)

Meeting 4/2009 of the Learning, Teaching and Quality Committee (LTQC) will be held on **Thursday, 6 August 2009** from **1.00pm to 2.30pm** in the **Sir George Lush Room, Ground Floor, Building 3a, Clayton campus.**

Informal discussion and a light lunch will be available from 12.30pm.

Mr Michael Fenaughty
Secretary

Agenda

Members having a direct commercial or financial interest in any item before this meeting must declare that interest to the Chair via the Committee Secretary prior to consideration of the item, and must not take part in a vote on any matter concerning it.

1. Apologies and attendance

Attending via teleconference: Professor Marnie Hughes-Warrington, Pro Vice-Chancellor, Learning and Teaching.

***2. Arrangement of Agenda**

Items of other business will be called for at this point.

***3. Confirmation of Minutes**

P1-6

The minutes of Learning, Teaching and Quality Committee meeting 3/2009, held on 7 May 2009, are attached for confirmation.

4. Matters arising

***5. Chair's Report**

Professor Shoemaker will provide an update on the:

- Education for Sustainability Framework;
- Length of Semesters Proposal;
- Educate 09;
- initial priorities for the Pro Vice-Chancellor (Learning and Teaching);
- proposal to implement Damocles on an enterprise-wide basis; and
- discussions with Google representatives.

6. Update on CHEQ Activities**6.1 Evaluations Report July 2009**

P7-12

Attached is an evaluations report as at July 2009 from Dr Kristina Macrae.

Recommendation:

That the Learning, Teaching and Quality Committee endorse for transmission to Education Committee the proposal that the lower cut-off for unit evaluation "exceptions" be set at a response rate lower than 5%.

***6.2 Proposed criteria for interpreting Unit Evaluation results**

P13-16

Proposed criteria for interpreting Unit Evaluation results were forwarded electronically to LTQC members on 26 June 2009 for comment. The document is attached for endorsement by LTQC, accompanied by a collation of feedback received from members.

Recommendation:

That the Learning, Teaching and Quality Committee:

1. *endorse for transmission to Education Committee, the proposal that:*
 - i. *the criteria for "traffic light" indicators be based on responses to the Item 5 reporting overall satisfaction, according to the measures in Table 1; and*
 - ii. *the use of the response alternatives not applicable and don't know be discontinued.*
2. *comment on the practice in some faculties of rewarding or "punishing" (eg withholding support for promotion) staff on the basis of unit evaluation results.*

***7. Review of Education Committee and its subcommittees**

P17-26

At Academic Board Meeting 3/2009, held on 17 June, the Board received a report of the review of Education Committee and approved revised terms of reference for Education Committee and its subcommittees. For the information of members, the following documents are attached:

- extract of the unconfirmed minutes of the Academic Board Meeting 3/2009;
- revised terms of reference and membership structure of Education Committee and its subcommittees; and
- membership of the Learning and Teaching Committee.

Recommendation:

That the Learning, Teaching and Quality Committee:

1. *receive and note the revised terms of reference and membership of Education Committee and its subcommittees;*
2. *note that the first meeting of the Learning and Teaching Committee will be held on 17 September and will be chaired by Professor Marnie Hughes-Warrington, Pro Vice-Chancellor (Learning and Teaching);*
3. *note that LTQC Meeting 2/09 has been amended from Thursday 29 October to Thursday 5 November (12.30pm for a 1.00pm start); and*
4. *acknowledge the significant contribution to the LTQC of the following outgoing members: Dr Lorraine Bennett, Professor Julian Teicher, and Mr David Watson.*

8. Other Business

Learning, Teaching and Quality Committee Membership

Deputy Vice-Chancellor (Education) – Professor Adam Shoemaker (Chair)
 Faculty of Art and Design – Associate Professor Robert Nelson
 Faculty of Arts – Dr Stephen Legg
 Faculty of Business and Economics – Professor Julian Teicher. Alternate: Mr David Watson
 Faculty of Education – Dr Geoff Romeo
 Faculty of Engineering – Associate Professor Gary Codner. Alternate: Vacant
 Faculty of Information Technology – Dr Angela Carbone
 Faculty of Law – Professor Stephen Barkoczy. Alternate: Dr Rebecca Giblin
 Faculty of Medicine, Nursing and Health Sciences – Associate Professor Louise McCall. Alternate: Vacant
 Faculty of Pharmacy and Pharmaceutical Sciences – Professor Peter Stewart. Alternate: Associate Professor David Taylor
 Faculty of Science – Associate Professor Cristina Varsavsky
 Acting Director CALT – Dr Lorraine Bennett
 Manager, CHEQ – Dr Kristina Macrae
 Undergraduate Student Representative – Ms Lauren O'Dwyer
 Student member nominated by Education Committee – Mr Corey Jacobsen

Co-opted member

Pro Vice-Chancellor (Campus Coordination), Academic Director, Berwick/Peninsula campuses – Professor Phil Steele

| Learning and Teaching Committee Meeting Dates for 2009 | | |
|---|----------------------------|---|
| Submissions due by close of business | Number | Meeting Sir George Lush Room Thursday, 12.30pm – 2.30pm (Informal discussion 12.30-1.00pm, meeting 1.00pm-2.30pm) |
| 2 September 21 October | 1/09 2/09 | 17 September 29 October 5 November |