SENATE LEARNING AND TEACHING COMMITTEE

Minutes of a meeting of the Senate Learning and Teaching Committee held from 10:03 am to 11:39 am on Monday, 12 November 2018 in the Senate Room, Lincoln Building, Level 3, 16 Wally’s Walk.

DRAFT MINUTES

PRESENT
Dr Mitch Parsell (Chair)                    Dr Maurizio Manuguerra
Lindie Clark                                Associate Professor Jane Messer
Dr James Downes                              Dr Kerry Ann O’Sullivan
Professor Mariella Herberstein              Professor Dominique Parrish
Dr Pamela Humphreys                          Dr Peter Roger
Professor Kevin Jameson                     Dr Tanya Rose
Professor Ian Johnson                        Dr Helen Slatyer
Associate Professor Peter Keegan (Deputy Chair)  Professor Leonie Tickle
Dr Shane Mugee                               Susan Vickery

APOLOGIES
Dr Paul Formosa                              Dr Elizabeth-Ann Schroeder
Alexander Hablutzel                           Gail White
Dr David Kaplan

IN ATTENDANCE
Antonia Dykes                                  Megan Kemmis
Tessa Green                                    Dr Karina Luzia
Ainslee Harvey                                 Amanda Parker
Laura Heron

Note: Minutes of the meeting are recorded in the same order as the agenda index.

1. WELCOME AND APOLOGIES

The Chair welcomed Professor Dominique Parrish, the new Pro Vice-Chancellor (Learning and Teaching), and noted that the new student member (Alexander Hablutzel) was an apology and would be welcomed at the next meeting. Other apologies were noted as outlined above.

2. ACKNOWLEDGEMENT OF COUNTRY

The meeting commenced at 10:03 am with the Deputy Chair providing the acknowledgement of country.

3. ARRANGEMENT OF AGENDA

3.1 Disclosure of conflicts of interest

There were no conflicts of interest disclosed.

3.2 Adoption of unstarred items

Resolution SLTC 18/48
The Senate Learning and Teaching Committee resolved to note the unstarred agenda items 6, 13.1 and 13.2 and where appropriate, adopt as recommended.

4. MINUTES OF THE PREVIOUS MEETING

4.1 Minutes of the previous Senate Learning and Teaching Committee meeting on 8 October 2018

Resolution SLTC 18/49
The Senate Learning and Teaching Committee resolved to approve the minutes of the meeting held on 8 October 2018 as a true record.

5. BUSINESS ARISING FROM THE MINUTES

5.1 Items requiring action

English Language Standards Working Group
This item was dealt with at Agenda Item 6 and was noted as closed. Item closed.

18/5-1 Special Considerations Guidance Notes
The Chair suggested this item could be closed as the processes for dealing with the station closure are working well. Item closed.

18/5-2 Special Considerations Notifications
This item will be held over to the next meeting pending advice from Ms Zoe Williams. Remain open.

18/5-3 Anonymous Marking
The Chair noted that a request has gone out to Faculties for feedback on this issue, but there appears to be some confusion as to what information is being sought. He asked members to advise colleagues that there is no intention of further reviewing the Assessment Policy at this stage. Item closed.
It was noted that this item would be referred to under Agenda Item 11.1. *Remains open.*

The Chair advised that this working group is still looking for members but added they did not have to be members of the Committee. *Remains open.*

It was noted that this item would be dealt with under Agenda Item 12.3. *Remains open.*

**Resolution SLTC 18/50**

The Senate Learning and Teaching Committee resolved to note the report on items requiring action.

**6. ENGLISH LANGUAGE WORKING GROUP – TERMS OF REFERENCE**

**Resolution SLTC 18/51**

The Senate Learning and Teaching Committee resolved to approve the Terms of Reference for the English Language Working Group.

**7. REPORT FROM THE CHAIR**

The Chair thanked members for their hard work during the year, adding he would report at the first meeting in 2019 on the projects undertaken this year. He particularly noted that this would be Dr Kerry-Ann O’Sullivan’s last meeting with the Committee, as her term of membership on Academic Senate and the Committee finishes at the end of the year, and asked members to join him in thanking her for her work with the Committee.

**8. REPORT FROM THE DEPUTY VICE-CHANCELLOR (ACADEMIC)**

Professor Jameson encouraged members to attend the Town Hall to be held following the meeting to launch the Student Success Framework, noting there would be a range of projects for the Committee arising out of implementation of the Framework.

**9. REPORT FROM THE PRO VICE-CHANCELLOR (LEARNING AND TEACHING)**

Professor Phillips reported to the meeting that since starting at the University two weeks ago, she has held 32 meet and greets with staff, asking them for their views on learning and teaching at the University. The main issues raised with her have been:

- The need for a digital strategy building on the existing roadmap, which would cover fully online courses and micro-credentialing, and would work with the Student Success Framework and Curriculum Architecture project;
- Identifying Macquarie’s point of difference in relation to its courses and graduates;
- Rewarding and recognising learning and teaching staff, including a professional development framework; and
- Improving existing systems and reducing the amount of manual processing required.

The Chair noted that these themes align with the Committee’s proposed projects for 2019. In response to a question regarding current work on systems, Professor Jameson provided an update on the implementation of the new Curriculum Management System (CMS), and advised that work on identifying a new Student Management System (SMS) has been deferred, both because of the volume of other work being undertaken and because new SMS products are about to come onto the market.

Dr James Downes arrived at 10:17 am

**10. STRATEGY AND POLICY**

**10.1 Impact Assessment on the proposed changes to Grade Appeals**

The Chair advised members that Associate Professor Keegan has continued to work on upgrading this policy, and asked Ms Antonia Dykes to update members on the impact assessment being undertaken on the proposed amendments to the policy. Ms Dykes advised members that consultation was still under way with academic staff, but has been undertaken with professional staff in faculties and central student administration roles. Advice has varied on the potential impact:

- it has been pointed out that some students use grade appeals to get feedback, so the proposed changes could see a reduction in appeals;
- by opening up appeals to individual assessment tasks, the workload will be spread across teaching periods, but the total number of appeals could increase; and
- the number of vexatious appeals could also increase, although a review of previous appeals shows only 3% of students submit multiple grade appeals.

She concluded that a further report will be made in early 2019, and is likely to recommend communicating the proposed amendments to the policy in Session 1 2019 before implementing in Session 2.

Associate Professor Messer asked what action is taken on specific issues raised via grade appeals, noting a matter has been mentioned in the student journal Grapeshot. Ms Kemmis briefly outlined the current appeals process and acknowledged that more could be done to close the loop on identified issues. The
Chair added that Associate Deans are required to report to the Committee annually on grade appeals, and these reports could be reviewed to ensure issues are identified and followed up. Members noted that a further report would be received in early 2019.

**Resolution SLTC 18/52**
The Senate Learning and Teaching Committee discuss and note the update on the impact assessment on the proposed changes to the Grade Appeal Policy currently being undertaken by the Office of the Executive Director, Student Engagement and Registrar.

### 10.2 Academic Progression Policy

The Chair advised members that this item closes the loop on action already taken by Academic Senate to approve a change to the Academic Progression Policy. He outlined the change, which sees Session 3 of each year (commencing from 2018) become a non-standard teaching period for the purposes of the policy. He advised members that there had been a robust discussion of the amendment at Senate before it was approved. Members endorsed the amendment to the policy.

**Resolution SLTC 18/53**
The Senate Learning and Teaching Committee (SLTC) resolved to endorse the recommendation approved by the Chair of SLTC, Dr Mitch Parsell via Executive Action on 31 October 2018 as follows:

(a) That the Academic Progression Policy is amended to:

- Remove Session 3 from the calculation of academic standing, effective Session 3, 2018.
- Include a recommendation that students returning to study from a period of suspension do not return to study in Session 3, effective Session 3, 2018.
- Include provisions for students enrolling in Session 3 with incomplete grades from preceding sessions.

### 10.3 PACE Activity Management Procedures

Ms Clark presented this item, noting it aligned with the Committee’s approach to rationalising existing policy. The new procedure amalgamates and clarifies a number of existing documents and will become the single point of information on managing PACE activities. Members endorsed the creation of a single document and the rescission of the existing suite of documents.

**Resolution SLTC 18/54**
The Senate Learning and Teaching Committee resolved to endorse and recommend to Academic Senate for approval the draft PACE Activity Management Procedure, and the rescission of the existing PACE procedures (PACE: Managing Other Commitments Procedure; PACE: Early Commencement Procedure; PACE: Reasonable Adjustments Procedure and Guideline, Appendix A Examples of Disability Types, Appendix B Examples of Reasonable Adjustment Types and Appendix C Examples of Key messages to encourage disclosure), with immediate effect.

### 11. STUDENT LED BUSINESS

#### 11.1 Technical Solutions for iLearn Unit Access

Ms Amanda Parker reminded members that the Committee had received a request from student members of Academic Senate to allow students who have withdrawn from a unit (but not had their fees refunded) to retain access to unit resources in iLearn. As outlined in the agenda paper, there are currently two options: allow students who have withdrawn to remain active in iLearn for the unit, or remove them. There is currently no third option to allow students to only access related resources but restrict access to other activities related to the unit. She added that Mr David Indge (Head of Student Administration) also recommends that students have their access withdrawn to avoid any confusion regarding the student’s enrolment status in the unit.

The Chair reminded members that a decision had been made some time ago to remove access to iLearn for students who withdraw from a unit, as keeping them active in iLearn was skewing the University’s data. Members discussed the two options, with one member suggesting students have total access to all units in iLearn. While technically possible, Ms Palmer cautioned this could have unintended consequences and it was agreed this was a larger project.

Associate Professor Messer suggested the withdrawal process include a reminder to students that they will lose access to resources in iLearn and that they should take the opportunity to download any materials they want to keep for reference before finalising their application. Associate Professor Keegan asked if unit convenors could receive an automatic notification when students withdraw, with members expressing support for both suggestions. Professor Jameson advised any changes to the system should be referred to the Executive Director, Student Engagement and Registrar for consideration.

**Action item.** Members agreed that no change should be made to the current process for removing access to iLearn following a withdrawal without academic penalty (WWAP), and that Mr Ariel Serravalle should be advised of the outcome of the matter he raised with the Committee. **Action item.**

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<th>Action Item</th>
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<tr>
<td>18/6-5</td>
<td>Secretariat</td>
<td>Nov-2018</td>
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<tr>
<td>Technical Solutions for iLearn Unit Access Request EDSER advise on the possibility of adding a reminder to students to download</td>
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resources from iLearn before submitting a WWAP. Request EDSER advise on whether unit convenors can be advised when students withdraw from units. Provide Mr Ariel Serravalle with advice on SLTC’s consideration and decision on this matter.

Resolution SLTC 18/55
The Senate Learning and Teaching Committee resolved that the current process for removing access to iLearn following a withdrawal without academic penalty (WWAP) be maintained.

12. FOCUSED DISCUSSIONS/PRESENTATION

12.1 Higher Education Academy (HEA) Fellowship
Dr Rose spoke briefly to this item, noting the positive and overwhelming response from staff to the fellowship program. So far only one application has been unsuccessful, and the applicant will have an opportunity to revise and resubmit their application. She advised that the assessment process for applications is very detailed, and it is currently taking ten to twelve weeks to provide feedback.

Dr Luzia joined the meeting at 11:20 am and advised that 116 staff have applied from across the university, with 26 Fellowships (including 3 Principal Fellows) awarded and 35 being processed. She advised that the Higher Education Academy has recently changed its name to Advanced HE, but is continuing with the fellowships. Advanced HE has signed a memorandum of understanding with TEQSA and work has started on tailoring the UK teaching standards used by the organisation to the Australian context.

12.2 Formation of Macquarie Education Academy
Professor Johnson introduced his paper, reminding members that their opinion is being sought on whether further work should proceed on this issue. He gave a brief overview of how Education Academies operate at other institutions and the benefits it could provide to Macquarie University, particularly in the context of the Student Success Framework and mooted Federal Government reporting requirements related to support for teaching staff.

Members expressed general support for the proposal and made the following comments:

- The communication of knowledge and expertise to the broader University community by the Academy needs to be emphasised;
- Student involvement was raised, and Professor Johnson suggested that students could be included on selection panels for academy membership;
- It was noted the issue of funding would need to be referred elsewhere, but the proposal could be considered in the context of learning and teaching strategy;
- Macquarie University has previously had a similar academy (established by Professor Judyth Sachs) and its activities should be reviewed to identify any concerns or issues which should be considered;
- Faculty-based approaches should also be considered, such as the introduction of Learning and Teaching representatives in departments within the Faculty of Business and Economics;
- Students should be involved in identifying academy members, rather than relying on staff to self-nominate, and it was suggested that winners of student-nominated awards could be given automatic membership;
- Professor Parrish expressed support but recommended that any academy needs to be structured to suit the University.

Professor Jameson also expressed support, but suggested ensuring the concept fits with the University’s existing strategies. He added that all activities need to be prioritised in the context of current budget requirements but agreed that teaching staff need to be supported. The Chair recommended a working party be formed to investigate the proposal further, with members endorsing this suggestion. Action item.

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<tr>
<td>18/8-1 Formation of Macquarie Education Academy</td>
<td>Professor Ian Johnson</td>
<td>Feb-2019</td>
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<td>Develop Terms of Reference including proposed membership for a working party to investigate this issue further</td>
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Resolution SLTC 18/56
The Senate Learning and Teaching Committee resolved to form a working party to investigate the establishment of a Macquarie Education Academy to support, recognise and reward a select group of around 50 outstanding Macquarie University educators.

12.3 Senate Learning and Teaching Committee (SLTC) Projects for 2019
The Chair took members through the list of proposed projects for 2019 as outlined in the agenda paper, with various members expressing support for projects related to indigenous curriculum, signature
pedagogy, English language and employability. Members were invited to rank the projects online by poll, and the Chair undertook to bring back a short list of projects to the first meeting in 2019. Action item.

Professor Jameson suggested the Committee be mindful of the work to be undertaken by the Pro Vice-Chancellor (Learning and Teaching) and it was agreed that a distinction would be made between projects of the Committee and projects where the committee will be a major stakeholder.

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<tr>
<td>18/7-1 Senate Learning and Teaching Committee (SLTC) Projects for 2019</td>
<td>Chair</td>
<td>Feb-2019</td>
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<td>Develop short list and paper on 2019 projects.</td>
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Dr James Downes and Dr Maurizio Manuguerra left the meeting at 11:26 am

13. REPORTS FROM OFFICE/FACULTIES

13.1 PACE Update

The Committee noted the update provided.

13.2 Library Update

The Committee noted the update provided.

14. OTHER BUSINESS

Ms Julie Doherty advised members that Student Careers and Employment is now reporting to the Executive Director, Student Engagement and Registrar, but the unit believes it should remain within the Learning and Teaching portfolio. Associate Professor Messer expressed support for the unit to remain in Learning and Teaching and queried the lack of consultation on the change. Professor Jameson responded that the offices within his portfolio do not operate as silos but work closely with each other. Employability is a multi-faceted issue, and while it includes learning and teaching activities it also links strongly to student success. The change in reporting lines also frees up the new Pro Vice-Chancellor (Learning and Teaching) to concentrate on major projects, such as the Digital Strategy. He offered to discuss the matter further outside of the meeting.

15. NEXT MEETING

The next meeting of the Senate Learning and Teaching Committee will be held on Monday, 11 February 2019.

The meeting closed at 11:39 am.

Dr Mitch Parsell
Chair, Senate Learning and Teaching Committee