A meeting of the Teaching and Learning Committee was held in room 228, Humanities Building, on Friday 13 September 2013 at 2:00pm.

Katy Hasenohr (Executive Officer)

Present: Liz Boase (Theology), Gareth Butler (Tourism), Eric Bouvet (Chair, French), George Couvalis (Philosophy), Luciana d'Arcangeli (Italian), Javier Diaz-Martinez (Spanish), Kate Douglas (English and Creative Writing), Shannon Dowling (Australian Studies), Steve Evans (English and Creative Writing), Joh Hartog (Drama), Christele Maizonniaux (French), Maria Palaktsoglou (Modern Greek), Amy Roberts (Archaeology), Anne Thompson (Drama Centre), Ruth Vasey (Screen & Media).

Apologies: Chris Fanning (Tourism), Robyn Najar (TESOL)

Minutes 4/13

1. Welcome and Apologies
   The Committee was welcomed to the meeting and apologies were noted.

2. Matters to be added to the Agenda
   There were no matters added to the agenda

3. Minutes
   The minutes of the last meeting held on 12 July 2013 sitting as Exams Board were approved without correction.

4. Business Arising from the Minutes
   There was no business arising from the minutes.

5. Report from Eric Bouvet, Committee Chair
   5.1 School of Humanities Summer Schools
   The School of Humanities is offering the following topics as part of the new Summer Schools teaching period - 2 January to 21 February 2014.
   - ARCH3309/8152 Field School in Maritime Archaeology
   - COMS1001 Academic and Professional Communication
   - ESOL9100 Skills for Success: Academic presentation
   - ITAL1201 Introductory Italian Part 1
   - SCME2004 Introduction to Digital Graphic Design
   - SCME3004 History of Film Style
   - THEO2220 Bible and Popular Culture
   - TOUR8111 Essentials of Festival and Event Design Management

   The summer school topics will have a FLO site and Unibooks will be open during January 2014 for any purchases.

   5.2 TLC Website
   Discussion about the TLC website was postponed until the next meeting.
5.3 AQF (Australian Quality Framework)

The aim of the AQF compliance review is to ensure that all courses offered at Flinders have learning outcomes appropriate to their AQF levels (5 = Diploma, 6 = Associate Degree, 7 = Bachelor, 8 = Honours + Grad Cert + Grad Dip, 9 = Masters, 10 = Doctorate). During the review process, the AQF level of all courses will be identified. The AQF compliance review will scrutinise the following aspects of courses:

- Compliance or non-compliance
- Appropriateness of learning outcomes to the course level
- Appropriateness of the volume of learning to the course level
- Credit mechanism into a course

All courses will be reviewed except for postgraduate courses with no coursework. The review isn’t expected to drill down to major, minor and topics levels, except if the course is deemed not compliant. Three forms are part of the process:

Form A: Confirmation of course continuation in 2015
Form B: Compliance checklist. If the course is compliant, then Forms A and B can be signed off and submitted. If not compliant, then form C has to be completed.
Form C: Transition to compliance action (only for non-compliant, continuing courses).

Principles for co-taught topics

Undergraduate topics cannot be taught at postgraduate level. Topic codes must be 7/8 or 9 levels. Co-taught topics must be adapted to achieve postgraduate outcomes. Postgraduate topics may have the same name as undergraduate topics, but the topic name will be followed by GE (Graduate Entry) and will have a different level code. For a Masters by coursework to be compliant, it will have to have at least 18 units of Level 9 topics.

The Faculty have already started the process and have identified compliant and potentially non-compliant courses and Form A has been sent to course coordinators. The deadline to return the completed form was Friday 13 September 2013.

5.4 Faculty Forum

All Faculty staff were reminded about the upcoming EHL Teaching and Learning Forum scheduled for Wednesday 20 November 2013. The focus of this year’s Forum will be on the concept and methodologies of “flipped learning”, with an emphasis on ensuring that those attending the forum will have opportunities to participate and will be able to leave the forum with a practical capacity to implement or improve elements of “flipped strategy” in their teaching.

5.5 E-assessment

The committee was reminded that it is important to engage with e-assessment submission and return of assignments as this will become mandatory in 2014. However, e-marking has not been made mandatory at this stage, but colleagues were encouraged to start e-marking. The use of FLO for electronic submission and return of assignments is not mandatory either – email can still be the platform for assignment submission and return.
Information about an e-assessment training session to be scheduled some time in February 2014 for new Part-time teaching staff will be distributed at a later date. Staff were encouraged to attend some upcoming training sessions.

Please refer to the attached summary report on the recently distributed e-assessment questionnaires.

Attachment 1/HTLC minutes 13 September 2013

5.6 Teaching and Learning workshops (e-assignment)

Katie Cavanagh (through funding she has received as Faculty Scholar) is developing a series of workshops focussing on e-assignment. The first workshop will be an informal hands-on session where staff can demonstrate how they use the system and share any tips and tricks they have learnt along the way. The second series of workshops will be half day sessions over a week where staff can put together their topic for the next year. Katie has asked all the support areas to be present including the Library, TAPS, Lynn Hill and Grette Wilkinson. Katie intends to then make up some instructions and ‘how to’ guides for future reference. Announcements of when these workshops will be held will be emailed shortly.

6. Any Other Business

6.1 SAMs process

This semester’s SAMs process is now complete. It was noted that many SAM forms were submitted after the deadline and in some cases not until week 4 or 5 of semester, which is very late, but the quality of the content of the SAM has improved significantly.

Next year’s SAMs will contain even more pre-population and all SAMs will have the standard statement for extensions, penalties, resubmissions already inserted – with a view to streamlining the process.

There will be further discussion about SAM’s at the next meeting.

6.2 First-Year Topic Coordinators Information Session

The First-Year Topic Coordinators Information Session, organised by Giselle Bastin and held on 9 September 2013 was well attended. At the meeting, Dr Ann Luzeckyj, Centre for University Teaching, talked about research findings in relation to first-year expectations and capabilities. Giselle talked to the group about the proposed Peer Mentoring Scheme that our School will be adopting in 2014 and the revamp of the Humanities website.

7. Next Meeting

The next meeting TLC meeting is scheduled for Friday 8 November 2013 at 2:00pm in Room 228.

The meeting closed at 3:00pm