A meeting of the Teaching and Learning Committee was held in room 234, Humanities Building, on Friday 5 April 2013 at 2.00pm.

Katy Hasenohr (Executive Officer)

Present: Eric Bouvet (Chair, French), Steve Evans (English & Creative Writing), Steve Hemming (Australian Studies), Chris Fanning (Tourism), Jeff Gill (ESOL), Mike Walsh (Screen & Media), Luciana d’Arcangeli (Italian), Javier Diaz-Martinez (Spanish), Kate Douglas (English & Creative Writing), Mick Morrison (Archaeology), Ian Hunt (Philosophy), Katy Hasenohr (Administrative Officer)

Apologies: Liz Boase (Theology), Joh Hartog (Drama), Maria Palaktsoglou (Modern Greek),

Minutes 1/13

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

2. Minutes
The minutes of the last meeting were accepted without correction.

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

4. Report from Eric Bouvet, Committee Chair
Dr Eric Bouvet reported on the following items:

SET results
- Semester 2, 2012 had a SET response rate of only 26%, but 79.1% of respondents reported that they were happy with their learning experience. The University is exploring ways by which the response rate can be improved. An extension in the amount of time students have to complete SETs is being discussed, but may introduce a bias if students are able to complete surveys after receiving their final grades.

Extension Process
- Staff in Health and Counselling are reporting a significant variation between Schools/Facilities with regards to the types of information they are being asked to provide for extensions. The Faculty is considering whether it is appropriate to standardise the process, either partially or fully, and more information regarding this will become available soon.

Summer Teaching Periods and Online Classes
- The University has approved the introduction of an additional teaching period to the University’s calendar, and two possible systems are being discussed. The first is a 7-week long ‘semester’, the other a 5-week ‘summer-school’, although either system could be used to run intensive courses. Each School will be asked to identify four topics that could be taught over this period.
- This system would allow for students who have failed topics to catch up their lost units, and would prevent them seeking this type of study at other Universities. It also has the potential to attract cross-institutional enrolment. However there are serious concerns regarding the taking of leave for
academic staff, and having the semesters overlap, and issues around SAMs, marking, grades etc. Eric will consult with Directors of Studies regarding these issues.

- The University is also seeking to increase the number of topics offered on-line, including MOOCs (Massive Open Online Courses), which have been developed by a number of other Universities, including well known North American Colleges, and this is designed to be a revenue generating activity. It was felt for these to be successful they need to be properly planned, and resourced.

**IRU Universities Calibration Project**

- The group of Innovative Research Universities (IRU) will be undertaking a calibration, or moderation, process this year to ensure consistency in grading across the group. One topic per Faculty will be calibrated, and Mick Morrison’s topic ARCH3205 Indigenous Heritage Management will be used for Humanities.

**eAssignments**

- A number of academic and professional staff have taken training sessions in eAssignments, and 60 topics will be involved in this year’s pilot. Only a small number of tutors have been trained, and staff were encouraged to engage with the process before it becomes mandatory in 2014.

**Other matters**

- A Learning Technology conference will be held at Flinders on 26 July 2013
- The Faculty will again hold a Teaching and Learning Forum, probably in December
- The SAM process has gone well for this year, but will be reviewed again to streamline the approval process and review deadlines.
- Flinders University submitted 18 applications in the last round of OTL grants, which is our highest number ever.

**Summer teaching period**

Following a recent call for topics available as Summer Schools, the Faculty has indicated a preference for a general summer teaching period, rather than a set semester arrangement. Four Humanities topics have been reported as being available over the 2013/2014 period, but it is possible to add topics to this list. Topics that could be considered are those which:

- lend themselves to innovative pedagogy
- may be delivered in intensive mode
- allow students to catch up if they have previously failed a topic
- are online topics
- are core foundation topics (esp. at first year level)
- can attract interests from across disciplines
- need particular teaching space not readily available during normal semesters

The DVC(A) has indicated that the aim is for every student to have a topic that they can study over summer, and the VC has indicated that up to 20% of topics could be offered in summer in the long term.

While there were concerns about how an extra teaching period could impact on workload, it was suggested if planned well summer topics could, in fact, allow for more flexibility around leaving taking, conference attendance etc.
6. **Items for noting**  
6.1 The list of University Medal recipients and the Chancellor’s Letter recipients were noted and approved by the committee.

6.2 The revised topic proposal forms for the new School of Humanities Transition Topics were approved by the committee.

7. **Next Meeting**  
The next meeting is scheduled for Friday 17 May at 2:00pm in Room 234.

The meeting closed at 3.30pm