Meeting: School of Media and Communication, Learning and Teaching Committee
Date: Friday 17 June 2011
Time: 12.30 – 2.00 pm
Location: 94.4.47
Attendees: Bronwyn Clarke (Chair), Karen Cullen (minutes), Marianne Sison, Glenn Blair, Leo Berkeley, Ruth Moeller, Saskia Loer Hansen, Peter Ling, Bruce Berryman, Adrian Miles, Bernadette Mazzarella, Sarah-Jane Terrill
Apologies: Fiona Peterson, Peter Horsfield, Stefan Greuter, Simon Lovell, Natasha Ooi

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<th>Item</th>
<th>Discussion/Outcomes</th>
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<td>Fiona welcomed the Learning &amp; Teaching Committee and introduced new members</td>
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<td><strong>Previous minutes</strong></td>
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| **Matters Arising from previous minutes** | Fiona Peterson did not get a chance to speak with Robert Webster prior to her leave.  
SSCC and PAC processes presented to this meeting  
Staff attended ARG workshops  
LTIF staff have been invited to speak at the Retreat  
Examples were provided for the Disability Plan which has been submitted  
Glenn Blair did not receive any comments on the paperwork. |  |
| **New business** | 4.1. Frequency of Meetings  
Bronwyn Clarke proposed a move to monthly meetings due to the amount of work falling to the committee. This was accepted. The next meeting will be on the 15 July 12.30-2pm, the following meeting will be on the 15 August 12.30-2pm to avoid a clash with the PM/PD Retreat.  
4.2. Program Developments and Discontinuances  
4.2.1. Update on Program Developments (paper 1)  
4.2.2. Transitions (paper 1)  
Bronwyn highlighted that 27th June is the key date for final approval of new programs and discontinuances and that she and Karen Cullen had set up meetings with key programs to talk through transitions which will occur after this date. One meeting has already taken place with RMIT International and Games to discuss transition of international students. Bronwyn and Karen will also meet with International with any program teams with large numbers of international students. John Kernot has also agreed to have his team attend Information Sessions with students and assist transition.  
Glenn Blair referred to the list of inactive programs for TAFE, but stated that he was having problems discontinuing those programs with students still listed in the program – mainly due to students who have not applied to graduate.  
Sarah Jane Terrill suggested this might be particularly associated with nested programs and offered to spend some time on this as did Bernadette Mazzarella who offered to speak to ARG and Kim Wright. | BC and KC to meet with program teams re transition  
SJT and BM to assist GB with discontinuance of TAFE programs |
4.2.3. New processes for developing new programs and amending current programs (papers 2 and 3)

Glenn felt that the new program process was clear and very useful, Leo Berkely seconded this. Glenn reported that Clare Renner is working on a similar document for TAFE programs.

Bronwyn noted that these are works in progress and any feedback would be appreciated.

Saskia Hansen stated that the key aim in these processes was to avoid last minute submission of documents, to permit PDs to take key ownership and avoid the deputy dean learning and teaching doing as much work on the documents as previously.

Bronwyn recommended that PDs go to a working party to understand better the requirements for successful completion of these documents – Fiona and Barbara Russell should be contacted to request attendance at a working party.

4.2.4. Intention to Develop Master of Screen (papers 4 and 5)

Leo introduced the papers and pointed out that the title has changed to Master of Media Practice to reflect the fact that this will no longer be the initially proposed hybrid course. The aim of this course is to better align to the discipline of media and screen and provide the opportunity to integrate new developments. When marketing this program it will be important to highlight that this build on relations with traditional film while integrating new developments. Leo acknowledged that his main concern lay around viability.

Marianne Sison enquired about consultation on the international market and whether there would be a numbers cap. Leo has communicated with Monika and Phil in the College about international markets and that although there would have to be a cap he felt that there was a reasonable amount of resources to cope.

4.2.5. Intention to Develop Associate Degree in Screenwriting (papers 6 and 7)

Glenn introduced the papers and reported that the current Advanced Diploma in Screenwriting would be discontinued due to costs and changes to skills reform which is impacting on funding. As such the new proposal is a remodelling of the Advanced Diploma into an Associate Degree. Meetings with the PAC and industry highlighted a preference to maintain similarities of content in the new offering. Clare Renner is responsible for the development and has talked to people across the School about collaboration and electives.

4.2.6. Intention to Develop Screen and Media Production (papers 8 and 9)

Glenn introduced the papers stating that this was the second in his aim to develop two advanced degrees this year. This subject had been selected because it is the least viable TAFE program (currently each student develops a film which is too expensive) and PARs for the last two years has identified a need for redesign. Consultation has been undertaken with Leo about how this fits into the discipline in the School as well as HE and TAFE staff meetings. Ruth Moeller led a small industry group to ask for guidance about program structure and content. The team is currently working on the structure and intends to meet again with discipline based staff across the School once this is complete. There is currently good demand for the subject and capacity to take more students.
Marianne asked about the indication of demand from international students. Glenn reported that there was a good international intake to the current program. Marianne felt that the Associate Degree might prove even more attractive to this market. Glenn hoped that this might strengthen pathways across the School. Ruth warned caution though that Associate Degrees need to be seen as an end in themselves and not just pathways.

Bronwyn and Marianne briefly mentioned that discussions were underway to potentially fast track BComm Professional Communication amendments at SIM and Vietnam.

4.3. Appropriate use of images (update to be added to course guides)
Bronwyn highlighted that there had been a number of examples this semester of staff members being offended by inappropriate images in student coursework. She suggested that a form of words could be added to the assessment coversheet to ask the students to identify whether any of their material might cause offence.

Discussion took place about whether the form of words should be added to the assessment task sheet or course guide. Not all coursework has an assessment sheet. The course guide already has a link to the Student Charter which covers this. Glenn suggested that we could add many more clauses and felt that we should highlight key policies further at induction. It was agreed that a clause should be added to assessment sheets.

4.4. Working parties:
4.4.1. Innovative teaching initiatives working party
Saskia had suggested this working party as she felt that there was a need to reinvigorate the pedagogical reasons for the laptop initiative and not have this purely driven by finances. A working party with a short timescale to determine whether we continue to allow students to lease laptops should be convened. The committee agreed.

4.4.2. Masters developments working party
Bronwyn explain that the purpose of such a working party was to develop courses and oversee transition of students. Saskia highlighted that a lot of questions about preparation for delivery next year had come up in profile discussions. Leo suggested a need to speak to Peter Horsfield about this as he had already convened meetings on this subject.

4.4.3. Implications of growth/profile working party
Bronwyn reported feedback to profile was much more positive this year. Adrian highlighted that discussion about growth takes places in cluster meetings. Ruth suggested this could be added as an agenda item for the committee. Glenn suggested that this could be added to the first working party. The committee agreed.
4.5. CES online – staff and student confusion about new process and double surveys (paper 10)
Bronwyn reported that Simon Lovell had prepared some information, but he was unable to attend the meeting. Key issues were:

- very little email notification to address and inform students of the change to online
- The subject line for the email was long and unclear in focus – too easy for students to miss
- Duplication of surveys had occurred – one online, one paper based.
- Confusion among academic staff about when the online surveys were available

The committee agreed with these points and voiced concern about these. Saskia reported that students had found the system clunky and that there was nothing in the email to tell the students why they should complete the CES. She felt that the link to student complaints should be removed.

Leo felt the key issue would be the response rate and whether the results were significantly different from previous semesters. Bronwyn requested that any feedback be submitted to her for collation.

4.6. SSCC and PAC processes (papers 11 and 12)
Bronwyn stated that the aim behind these process was to provide some key points for all staff with a view to encouraging staff to think more innovately about ways to hold meetings.
Adrian reported that Media SSCC has set up a supplementary Facebook page which works well. Leo agreed that this was a good way to make this more conversational and include the whole student body.

Bronwyn welcomed any feedback and noted that questions should be referred to Karen.

4.7. 2011 Teaching Awards
Bronwyn reported that information had been circulated to Associate Deans – 2 staff from each cluster are to be nominated by early next week. Staff with the top 25% of CES should be given strong consideration, but not all staff will fit into this. Preference would be given to people who have not won an award in the last 3 years.
Leo highlighted a concern about the paperwork involved for nominees, but Ruth stated that a full application was not needed, only 100 words. Only College nominees would be required to fill in a full application.

4.8. CRICOS and ESOS
Bronwyn informed the committee that work placements need to be registered on CRICOS and Karen has contacted PMs/PDs about this to ensure compliance.
Sarah Jane mentioned that we need to be careful that not only is a placement registered, but also supporting paperwork kept. TAFE work placements must have a minimum pay of $5 per day.
Glenn suggested that it would be valuable to have a short statement about exactly what a work placement is circulated again to PMs/PDs.

Bronwyn highlighted that the ESOS Audit would be occurring over the next few months and that professional staff will be busy organising this.

Other Business
Marianne and Bronwyn advertised the forthcoming Internationalising the Curriculum Workshops to the group and circulated a paper.

Next Meeting
Meeting closed at 2pm
Friday 15 July at 12.30-2pm room 94.4.47
Friday 12 August at 12.30-2pm room 94.4.47