## MINUTES
### School of Media and Communication, Learning and Teaching Committee
### Date
Friday 16 September 2011
### Time
12.30 – 2.00 pm
### Location
94.4.47
### Attendees
Fiona Peterson (Chair), Karen Cullen (minutes), Glenn Blair, Leo Berkeley, Ruth Moeller, Saskia Hansen, Peter Ling, Adrian Miles, Jeremy Parker (for Stefan Greuter), Garry Allan (visitor)
### Apologies
Marianne Sison, Bernadette Mazzarella, Bruce Berryman, Stefan Greuter, Bronwyn Clarke

<table>
<thead>
<tr>
<th>Item</th>
<th>Previous minutes</th>
<th>Discussion/Outcomes</th>
<th>Action</th>
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<tr>
<td><strong>Matters Arising from previous minutes</strong></td>
<td>Approved</td>
<td>CES to be discussed at Sept meeting and CES document to be circulated to clusters for discussion – to be addressed in agenda point 4.2. Appropriate use of images to be discussed at Sept meeting – carried to next meeting as Bronwyn is still off. Feedback on offshore policies to be sent to KC for collation – none received.</td>
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<td><strong>New business</strong></td>
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<td>4.1. School response to SSCC – paper 1 Saskia has prepared a paper highlighting the ways in which the School is tackling a number of issues raised in the SSCC feedback. She has also added in additional Health and Safety issues. This is to be circulated to the convenors of SSCCs. In addition health and safety leaflets will be reissued. Ruth suggested that staff be encouraged to save the security phone number in their mobiles. Glenn requested that key dates be set for next year at which semester summaries of the SSCC minutes could be presented to L+T and when responses would be issued. 4.2. CES Fiona and Karen had met with Tim Brennan, Manager of the Survey Centre, to discuss the issue of disseminating CES data to relevant associate deans/TAFE director and program directors/managers. Tim agreed that the survey centre would trial packaging up surveys for each relevant associate dean/TAFE director and program director/manager. The School has to provide a list of courses with one assigned associate dean/TAFE director and program director/manager for each. Karen explained that where courses cross programs this will have to be managed manually by the School, so in the first instance this list will correspond to ‘owning’ programs. Tim had previously delivered a presentation at College level about the CES with reference to the relevant policies, citing that those with responsibility for improving L+T can obtain access to the surveys. The PowerPoint will be put on the I drive for viewing/info when confirmed with Tim Brennen. Feedback will be invited on the dissemination process Fiona will also meet with the chair of the staff committee to discuss this. Adrian said the survey will only be by course. Karen added that Tim had</td>
<td>BM to circulate paper to chairs of SSCCs</td>
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<td>KC to circulate course list for approval</td>
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<td>FP to confirm CES PowerPoint with Survey Centre</td>
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said online surveys could be broken down by class, paper ones will not be. [However, Bernie will speak further with Tim about this as HE courses don’t have individual tutorials broken down by class].

4.3. Program Proposals – papers 2, 3 and 4

Leo reported that he had spoken to Monika Englehart about the Master of Media and had decided to focus the program on a potential market of BA students including those from outside of RMIT to attract a broader pool of applicants.

Adrian thought coursework masters were mainly for students who came from other disciplines. Leo replied that RMIT had a mixture of both and that since students will be paying $30k for this they need to see the value proposition. He felt the financial margins look good. He had met with Phil Craig who said that 30 EFTSL was the benchmark minimum.

Fiona said that BA Creative Writing had set 35 to account for attrition and she would prefer at least this number for the Masters also. Leo said that he has already asked finance to redo the financials. Saskia said that she wanted finance to work in the School overhead as currently only College and University costs were shown. She would ask finance to also include the cost of a program director and provide a breakeven model.

Jeremy said that the finances didn’t show if there was a mid-year intake or transition from the current masters. Leo said he hadn’t considered a mid-year intake yet, but also that the finances for this proposal don’t take transition into consideration.

Adrian suggested a summer semester so that students could undertake it as an accelerated program. Leo pointed out that the 3rd semester is common among the Masters suite of programs so this would need to be offered for all.

Glenn referred to the updated course listings for the two Associate Degrees. He said in other Schools there is a trend towards removing the university electives and he proposed doing this for Screenwriting and Screen and Media. Instead, the course Story to Screen would be offered which has been modelled on an existing course in Leo’s cluster and will be shared across the programs to permit the students to work cross-discipline.

Ruth asked whether the purpose of this shared course was to broaden the student experience – which is what an elective would do. Adrian said the minimum requirement for an Associate Degree is a 12cp student elective and Fiona said she would prefer to have 1 student elective in each of these two Associate Degrees as well as the shared course Story to Screen. Glenn was happy to do this.

Saskia asked if there would be an opportunity to share courses with B Design (Games) in the elective streams.

4.4. Minor in Journalism for Bachelor of Business Students – paper 5

Leo reported that Stephi had facilitated a discussion between business and journalism about offering journalism as a minor. Maree agreed to accommodate business students taking 3 first year non-production courses and selecting 1 hands-on course from 2nd year. There are some concerns about English language skills, but Leo encouraged journalism to try this. There could potentially be large numbers of business students interested in it.

Fiona supports the move and said that we should be looking for more ways to promote our electives too.

4.5. PAR updates

Fiona reminded Associate Deans/TAFE Director that updates are required regarding work undertaken since June – an email has been distributed with further information.

4.6. TAFE Program Approval Procedure (new) and Program approvals for RMIT accredited coursework programs procedure
(amended and retitled) – papers 6 and 7
Any comments to be sent to Karen.

4.7. TEQSA, Teaching and Learning Standards – papers 8, 9 and 10
Fiona reported that the TEQSA papers had been included to provide updates about the changes currently taking place. There will be ongoing discussion.

4.8. Turnitin and Plagiarism
Garry Allan spoke about the issue of plagiarism and using Turnitin to support learning. He showed the committee the Academic Integrity website [http://www.rmit.edu.au/academicintegrity/] which includes a PowerPoint that staff can use to talk to their students about academic integrity. He also reported that Turnitin is being added to Blackboard as a building block so that students will automatically be able to see it when they login.

| Comments to KC for collation by Friday 23rd |

### Other Business

### Next Meeting
Friday 21st October, 12.30-2pm, 94.4.47.