1) **Attendees** – Stacie Chappell, Phil Hancock, Eileen Thompson, Barb Wood.

2) **Apologies** - Ean Alexander, Jo Sneddon, Jo Pownall, Michael Andrews, Gary Stockport,

3) **Minutes also circulated to:** Nick Forster (cmttee member), Ron Cacioppe (cmttee member)

4) **University T&L committee** - There was no July meeting. Phil provided a copy of the information about embedding the University Excellence in teaching awards in faculties and proposed to arrange a joint meeting of both schools T&L committees to draft a response by the due date of September 15.

5) **GSM T&L Committee**

There was some discussion about the need for more active members. It was agreed Phil should circulate staff and approach individual staff in an effort to get more staff involved with the committee. The roles and responsibilities of members of the committee were also discussed and it was decided that this should be discussed at a future meeting when there were more members in attendance.

6) **Open space technology and a review of the MBA**

A meeting was held between Stacie/ Barb/Geoff & Tracey to discuss the T and L committee proposal to jointly host an Open Space Technology (OST) meeting. Using the OST process, the proposed meeting will address the question (something like) “How to we continue to support a world class MBA?” Also in attendance at the discussion was Brendan McKeague who has agreed to act as a facilitator for the OST.

From the discussion with Tracey and Geoff, there was an agreement that the OST meeting will be:

- Jointly hosted between T and L committee, Geoff and Tracey.
- Held at a mutually agreed date/time (likely in mid to late October).
- Offered for a half day session at the university club (with wine and cheese to conclude the event)
- Attendees for the meeting will be invited from the GSM, E & C, CATL, OSDS and external stakeholders. Suggested names that were raised at the meeting included: Vivienne Blake, Shelda Debrowski, Alan Goody, Robyn Mayes, Lisa Cluett, Annette Walker, John Cordery & Catherine Lees.
- Funded partially from the T&L committee with additional funds (if needed) from either Tracey or Geoff. (Note: the budget will identify if added funds will be required from either Geoff or Tracey.)

**ACTION:** Stacie & Barb (in collaboration with Phil) will:

- Consider an appropriate date (when venue and key staff are available)
- Create a tentative invitation for the meeting
- Liaise with Geoff & Tracey on all items but will specifically share the invitee list when available.
7) **T&L OPP update** - Phil will share the updates of the T&L OPP via the email in the next few days. The email will highlight the key T&L objectives, strategies, key initiatives and measures. As this is a work in progress, Phil welcomes comment.

**Other items**

8) **T&L workshop August 28** - Barb had sent out an initial invitation to GSM staff (including adjunct members) for the 28 August workshop featuring Sathya (as the recent university teaching award winner).

- **ACTION**: Phil will send a personal invitation to all staff including adjunct members in the coming week.
- **ACTION**: Barb will liaise with Sathya directly concerning his needs in Myers Lecture Theatre and handouts that he would like printed.
- **ACTION**: A small T&L subcommittee featuring Eileen, Stacie and Barb (even though this wasn’t discussed at the T&L committee meeting) to host the wine and cheese after Sathya’s workshop.

9) **Print quota** – Phil had received a document from BITS containing recommendations on how the Business School should deal with print quota in future. Print quota has specific implications relating to the submission of assignments and clearly the T and L committee must be considerate to staff lecturing responsibilities. Issues that were briefly discussed at the T and L meeting included:

- Allocating an administrative staff person to print out assignments received electronically to reduce the burden of printing large numbers of assignments at submission time.
- Permitting the submission of soft copies for assignments in off shore programs.
- Taking into account expectations of students within the Business School in determining the future path for print quota. (For example: if print quota is eliminated in future then the needs of full time GSM students must be taken into account as these students are dependent upon printing opportunities at the GSM.)

- **ACTION**: Eileen to distribute the BITS review document (likely created in 2001 or 2002) which forms the foundation for some of the recommendations within the current BITS paper.
- **ACTION**: Phil to set up a meeting between Mark/Tim and the T and L committee to fully discuss this matter. This meeting may be held in conjunction with the joint T and L meeting (if appropriate).

10) **Detecting plagiarism** The business school has agreed to purchase a trial TURNITIN license for September 2006. It would be valuable to use the Accounting and Social Ethical and Environmental Issues units as a final pilot test on the best method for using TURNITIN. In the meantime, Keith Rappa is preparing a full discussion paper on the software and appreciates any feedback from T and L committee members.
11) **General business** – Donella Carpersz, Judy Skene and Madeleine Wu authored a HERDSA guide on group work. As the guide would be valuable for the GSM, Eileen will investigate the potential of purchasing a sufficient quantity of the guide so that a future T&L workshop could be planned on the topic of groupwork (and attendees could receive a free copy).

- **ACTION:** Eileen will investigate and report back to the T&L committee as early as possible.

12) Next meeting August 8 at 9am.