

## Learning and Teaching Matters 16 December 2020

### Overview from Director, LTC Associate Professor Anthony Whitty

Welcome to the final Learning and Teaching Matters newsletter for 2020.

I want to take this opportunity to offer a genuine thank you to all our teaching staff who have done such an amazing job in 2020. Despite the tremendous challenges of this year and all the obstacles thrown your way, you have continued to give your all and deliver your curriculum in a professional and engaging way. I am certain that your students and their families are very appreciative of your work and support in their educational pursuits. Please make sure you get some rest and take time away from work with friends and families as you have earned it. Well done everyone.

In this edition, Student Administration provide some important information for planning your teaching in 2021. With the relaxation of COVID-19 classroom restrictions across our campuses, I encourage you to consider the associated timetabling advice. A summary on online invigilated exams for Semester 2, 2020 is also attached for your reference.

As is the Learning and Teaching Centre's usual practice, LEO will be upgraded in early January 2021. Please note that LEO will be unavailable on Thursday and Friday 7-8 January 2021. In addition, both Kaltura and Adobe Connect are being retired and key dates are outlined in this issue.

The final stage of the Teams for Teaching pilot will take place in Semester 1, 2021. The focus is on integrating Teams with the LMS; extending the use of Teams in smaller post grad courses; and exploring the use of Teams with a face to face and blended cohort. I would like to thank the Digital Workspace team from IT (led by Dustin Marcus) who have taken the time to integrate Teams for Teaching into their units so successfully.

Finally, our Academic Skills team have advised that their Unit will continue to provide resources and services for students and staff over the December/January period.

### eProctored Assessment Solutions

Student Administration and ACU IT are currently finalising the ACU software choice for online, invigilated exams in 2021. ProctorU was able to provide a valuable service at short notice in a time of need but as many of you know, students and staff had mixed responses to the platform. Student Administration have taken on board the plentiful feedback received and IT have conducted a full market scan with those comments considered. Final testing is underway to assess the student experience of the two most suitable alternatives. Both address the major student concern of data being held offshore. The University's choice will be announced in the New Year after testing and approval is completed.

### Online Units in Examination Schedule

In 2021, online units will be able to include end of semester assessment in the ACU-wide Examination Timetable. Previously, the Exams Timetable scheduled only paper-based examinations held on-campus, excluding other assessment types including online tasks. COVID-19 has changed that. Exams & Results can now include online and take-home exams, assignments and LEO quizzes in the central timetable and from next year, these services will also be available for units that run fully online (known as O-mode units in Banner). This will give our students the most comprehensive view of their assessment timeline and prevent us from overburdening them with too many competing deadlines. This work is in development now and expected to go live in February 2021. More information will come from Exams & Results early in 2021.

## Relaxation of COVID Classroom Restrictions

ACU has announced an easing of restrictions to classroom capacities across all campuses.

In summary:

- Density restrictions of 1 person per 2 sqm in all states / territories except Victoria
- No density quotient required in classroom settings in Victoria

How does this affect timetabling and teaching on campus?

- Capacities of teaching spaces on all campuses have been increased in line with new guidelines in the timetabling system (Syllabus+)
- Schools will now be able to increase the size of classes (using buffers) to meet the new capacities in Allocate+
- The Timetabling team (TRB) have **not** made any changes to the timetable
- If you wish to bring a class back to campus that was previously online, you must first:
  - **Ensure students that chose the online class have an alternative online class to allocate to that is clash free**
  - **If this is the only class offered in a unit an online offering will need to be arranged if students do not wish to return to campus**
  - **Consider if there are international enrolments in that class who need to attend an online option**
- Lectures will remain online at this time as no announcement has been made to reverse this decision
- Practical teaching will continue to take precedence over classes that can be taught online

The list of teaching spaces with their updated capacities provided on the [Timetabling staff page](#) is in the process of being updated.

## eLearning update

### LEO Unit Start Dates

Please note that your LEO Units in **Semester 1 2021** will automatically open on **Monday 15 February 2021** (two weeks before start of teaching). If this is too early, you can change your LEO unit's start date in [unit settings](#) to open one week before Semester 1 commences as has been the standard practice in previous years.

Contact LEO Support [online](#) or by phone at **1800 246 442** if you need help changing your LEO unit's start date.

### LEO Upgrade Project

Please remind your colleagues that:

- LEO will be unavailable on **Thursday and Friday, 7-8 January 2021**. Please ensure that no student assessments and deadlines in LEO are scheduled during these two days
- LEO will be available again for ALL staff and students from **12:01 am on Saturday, 9 January 2021**.

### Kaltura Retirement

We are consolidating streaming video services for LEO into Echo 360 and will be retiring Kaltura.

From **Tuesday, 5 January 2021**:

- You will no longer be able to upload new videos to Kaltura
- You will no longer be able to record and upload new screen captures to Kaltura
- We recommend you use Echo 360 for new video uploads and screen recordings. To learn more visit our [LEO Guides for Echo 360](#).

Until **30 September 2021**:

- You will still be able to view and play Kaltura media in LEO units
- You may download Kaltura media that you wish to transfer to Echo 360 for teaching in LEO units or other personal use.

After **30 September 2021** all remaining Kaltura media will be deleted and ACU's Kaltura server will be shut down. More information will be provided in 2021 about transferring existing Kaltura recordings into Echo 360.

## Adobe Connect Retirement

We are consolidating online videoconferencing for learning and teaching into Zoom and will be retiring Adobe Connect.

From **Monday, 1 February 2021**:

- You will no longer be able to create new Adobe Connect meetings using the external tool (LTI) in LEO
- You should not create new meetings in native Adobe Connect (Web Manager)
- We recommend you use Zoom for new meetings. To learn more visit our [LEO Guides for Zoom](#).

Until **Thursday, 2 December 2021**:

- You will still be able to view and play Adobe Connect recordings in LEO units
- You may download Adobe Connect recordings that you wish to transfer to Echo 360 for teaching in LEO units or other personal use.

After **Thursday, 2 December 2021** all remaining Adobe Connect meeting rooms and recordings will be deleted and ACU's Adobe Connect server will be shut down.

In late January 2021, we will publish supporting resources and LEO Guides for teaching staff. In late January and early February 2021, we will run weekly drop-in sessions for teaching staff who may have questions about the processes outlined.

## Academic Skills Unit

The Academic Skills Unit continues to provide the following resources and services for students and staff over the December/January period:

- **Online resources:** Range of self-access resources from time management to mathematic skills to postgraduate writing.
- **Ask an Advisor:** Online enquiry service - email response supplied to submitted queries.
- **24/7 on-demand study support** - Writing feedback and Connect Live: Feedback on writing for assessment and sessions with online tutors around generic academic skills as provided by our external partner Studiosity.

All resources and services can be accessed from the [Academic Skills Unit LEO page](#).

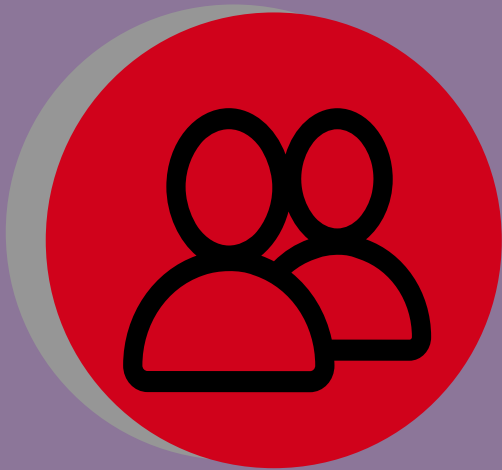
With best wishes for the festive season and we look forward to working with you in 2021.

## Associate Deans (Learning and Teaching) - Contact Details

Professor William Ashraf	Associate Dean Learning Teaching and Governance, Faculty of Education and Arts	<a href="mailto:William.ashraf@acu.edu.au">William.ashraf@acu.edu.au</a>
Dr Richard Colledge	Associate Dean, Learning and Teaching, Faculty of Theology and Philosophy	<a href="mailto:Richard.colledge@acu.edu.au">Richard.colledge@acu.edu.au</a>
Assoc Professor Stephen Guinea	Acting Associate Dean, Learning, Teaching and Professional Experience, Faculty of Health Sciences	<a href="mailto:Stephen.guinea@acu.edu.au">Stephen.guinea@acu.edu.au</a>
Dr Bhavani Sridharan	Associate Dean (Learning Teaching and Accreditation), Faculty of Law and Business	<a href="mailto:Bhavani.sridharan@acu.edu.au">Bhavani.sridharan@acu.edu.au</a>

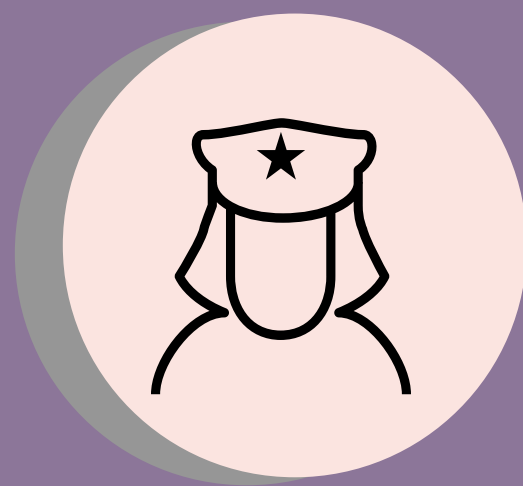
# Online Invigilated Exams Sem 2 2020

In Semester 2 2020, ACU undertook a second round of online, invigilated examinations using ProctorU as its platform.



**3300 exam sittings**

undertaken using ProctorU



**181 infringements**

escalated to Schools

- 17 low level
- 54 medium level
- 51 high level

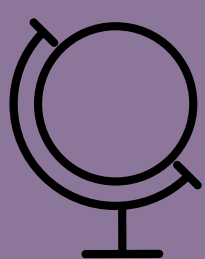


**no student ID**

#1 most common infringement (82 incidents)

#2- face not fully in camera range

## Highest Incident Rates



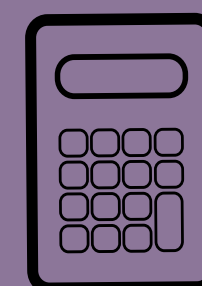
**ACOM117**

- 243 students
- 27 infringements
- 12 high level



**LNTE110 Lit**

- 1072 students
- 40 infringements
- 5 high level



**LNTE110 Num**

- 889 students
- 47 infringements
- 11 high level

## Learning and Teaching Matters 19 November 2020

### Overview from Director, LTC Associate Professor Anthony Whitty

Welcome to our regular Learning and Teaching Matters communication designed to provide important just in time information to our staff.

This edition outlines information about ACU's Advance Higher Education and Higher Education Academy Fellowship plan and its alignment with the recently approved ACU Education Strategy. We wish success to all ACU staff that are applying for HEA Fellowships in December and appreciate the efforts of those who have taken the time to mentor their colleagues.

The Building Cultural Capacity (BCC) project aims to provide our staff with the capacity to design curricula which includes vital Aboriginal and Torres Strait Islander knowledge, content and teaching pedagogy as required by their discipline. The BCC project team have developed a staff survey to understand the confidence of staff in embedding Indigenous content into their units. The results of the survey will be used to inform future support and resources. All teaching staff are invited to participate in the survey through the link provided in this newsletter.

Work for Blacktown campus continues to progress, and I have included some updated information for staff teaching units in Blacktown in 2021. Could I also draw your attention to the dates for the LEO Upgrade project which will take place in January 2021.

Finally, we plan to prepare a final communication for 2020 before year's end. If you have any matters you are seeking clarification on, please contact your supervisor or ADLT. They will work with myself and the LTC team to include this information in a future issue.

### Advance Higher Education and Higher Education Academy Fellowships

The recently approved [ACU Education Strategy](#) frames the student learning journey by ensuring excellent educational experiences that meet the needs of all students. The strategy will guide students on their pathways to University, optimise their opportunities for engagement and success during their time at University and prepare them for future careers with an ability to demonstrate empathy towards others and contribute to the common good. One of the key pillars of the ACU Education Strategy focuses on supporting staff professional learning and the scholarship of learning and teaching. One of the indicators of this pillar is an increase in the number of Higher Education Academy (HEA) Fellows. HEA provides a fellowship scheme which enables staff to be recognised for their alignment and engagement with the [UK Professional Standards Framework \(UKPSF\)](#) as an Associate Fellow (AFHEA), Fellow (FHEA), Senior Fellow (SFHEA) or Principal Fellow (PFHEA) of the Academy, depending on their role and experience.

In 2020 LTC enacted a sustainable plan to increase the number of HEA fellows at ACU. Dr Vanessa Fredericks and Associate Professor Duncan Nulty from LTC have continued to lead this initiative on behalf of ACU. Currently, there are 28 HEA Fellows at ACU (6 x FHEA, 20 x SFHEA, 2 x PFHEA). 23 of these Fellows attended mentor training in August to support other ACU staff members in their journey towards achieving fellowship to the HEA. 8 ACU academics are participating in an LTC sponsored Principal Fellow program and a second cohort of 25 LTC sponsored ACU staff members have begun the process of applying for FHEA or SFHEA. Each applicant has been paired with a mentor from our pool of Fellows at ACU.

In 2021 ACU will expand its Professional Learning Program (PLP) and explore the use of the UK Professional Standards Framework (PSF), a globally-recognised framework for benchmarking success within HE teaching and learning support. This work will continue ACU's commitment to delivering excellence in learning and teaching and ensure our staff have the structure and support to expand on their knowledge and expertise, in line with a relevant and agile framework that will support Higher Education into the future.

## Teaching Staff Survey – Embedding Indigenous Content in Curriculum

The inclusion of Aboriginal and Torres Strait Islander knowledge in curricular will increase the capabilities and employability of all ACU graduates. The Building Cultural Capacity (BCC) Project that began in 2018 audited and evaluated resources that contained Aboriginal and Torres Strait Islander content. Workshops in 2018 and 2019 were held to guide staff on how to successfully embed Indigenous perspectives in the curriculum and how to use the evaluation tool for resources.

The [Learning and Teaching website](#) contains culturally appropriate Indigenous resources that have been evaluated, as well as video links that support the embedding into curriculum. The ACU Library has also evaluated all the Indigenous content within its site. Both the Learning and teaching site and Library now contain readily available evaluated resources for teaching staff and students to utilise. ACU has become a lead in this arena compared to other Universities.

Little is known however about the confidence of teaching staff when attempting to embed Indigenous content into their curriculum, nor how confident they are in teaching Aboriginal and Torres Strait Islander information. A brief survey has been designed to ascertain the confidence of staff so that support and resources can be accessed to assist staff in their teaching performance. The outcome will be better informed staff and students which in turn will increase the cultural capability of both academics and ACU graduates in the workplace.

As ACU becomes more proficient in teaching Aboriginal and Torres Strait Islander content in a culturally responsive and safe space, we begin to strengthen the work of the institution by demonstrating the power and richness of Indigenous Knowledges.

**All teaching staff are invited to complete the short survey at [ACU Indigenous Curriculum Staff Survey](#) by Friday 4<sup>th</sup> December 2020.**

## Graduate Certificate in Higher Education (GCHE)

The GCHE has been re-modelled as a series of 8 micro-credentials and is now open for enrolments from the middle of January 2021. Interested staff can apply for the course through ACU's course browser on-line. It is anticipated that a "Sponsorship Agreement" will be in place before then so that participants who are ACU staff will not have to pay tuition fees.

For further information please see the [GCHE page](#) of the Learning and Teaching website.

## Blacktown campus: Mixed Mode and Active Learning

At a recent meeting of the senior stakeholders of the Blacktown Project Meeting, it was agreed that all six learning spaces at the Blacktown campus would be configured as Mixed Mode and Active Learning Spaces. We believe that this will provide optimal conditions for the student learning experience.

Mixed mode learning spaces allow on and off campus students to hear, see, and engage with the same activity regardless of their location. The rooms will support web conferencing tools including Zoom, Teams, and Echo360 as well as additional equipment.

Active learning delivers increased student retention and more in-depth learning outcomes. Active Learning spaces allow students to work in groups of 3 to 6. Groups of students (3-6), use writing surfaces and displays (CoWs) for developing and sharing content with the group and the rest of the room. Academics can display their content on all screens in the room and share student screens to the front of the room or to all screens. Screens can be shared via Zoom/TEAMS or through specialist active learning space software.

At this stage we are just ensuring that these new rooms have the technology and capacity to deliver an active learning space and mixed mode. There are yet to be any decisions made at the University level to engage with a mixed mode delivery in any of our units. LTC will collaborate with faculty and teaching staff in the future to discuss all forms of delivery from a staff and students' perspective before progressing this work any further. LTC will also work with all staff that will be teaching into Blacktown units to undertake a comprehensive orientation of these teaching spaces and their capabilities.

## eLearning update

### LEO Upgrade Project

The Learning and Teaching Centre is currently undertaking user acceptance testing of the LEO and LEO Portfolio Upgrades, in collaboration with the eLearning Advisory Group, teaching staff, and Learning Designers across the University. In conjunction with these system upgrades, we are also undertaking a rebuild and update of our LEO Guides and other related supporting online resources.

Following are key dates for teaching staff:

- ALL staff and students will be able to use LEO as normal up to **11:59 pm on Wednesday, 6 January 2021**.
- LEO will be unavailable on **Thursday and Friday, 7-8 January 2021**. Please ensure that no student assessments in LEO are scheduled during these two days.
- LEO will be available for ALL staff and students from **12:01 am on Saturday, 9 January 2021**.

If staff have any issues or concerns with these dates and processes can they please inform their ADLT and they can communicate any of these concerns directly with me.

### Technology Selector information sessions

Are you designing your LEO unit and wondering:

- Which tools or technologies should I use in my LEO unit?
- How easy are they to create and use?

Join our information session about the Technology Selector! Choose one of the sessions listed on the [Teaching online workshops and drop-ins](#) page.

## Extended Unit Outline and LEO template

A decision has been made not to make changes to the [extended unit outline](#) template until S2 2021. Please refer to the current EUO template when preparing your units.

The existing ACU LEO template has been updated to improve consistency in student navigation and experience in units, yet still allow for academic freedom in the way they are taught. An example unit, including resources to assist in shaping LEO units into the new template can be found in this self-enrolling LEO unit: <https://leo.acu.edu.au/course/view.php?id=33949>.

Please ensure that the assessment information provided to students in the EUO is entirely consistent with what is detailed in the approved GUO. The University will not endorse any variations or additions to assessment requirements in the EUO that have not been stated and approved in the GUO.

New and existing units will need to be created using the new template for Semester 1 2021. LTC will review the template with academics and students during 2021 to determine its success from a student user experience. For assistance, please contact [EDdesign.LTC@acu.edu.au](mailto:EDdesign.LTC@acu.edu.au).

## Associate Deans (Learning and Teaching) - Contact Details

Professor William Ashraf	Associate Dean Learning Teaching and Governance, Faculty of Education and Arts	<a href="mailto:William.ashraf@acu.edu.au">William.ashraf@acu.edu.au</a>
Dr Richard Colledge	Associate Dean, Learning and Teaching, Faculty of Theology and Philosophy	<a href="mailto:Richard.colledge@acu.edu.au">Richard.colledge@acu.edu.au</a>
Assoc Professor Stephen Guinea	Acting Associate Dean, Learning, Teaching and Professional Experience, Faculty of Health Sciences	<a href="mailto:Stephen.guinea@acu.edu.au">Stephen.guinea@acu.edu.au</a>
Dr Bhavani Sridharan	Associate Dean (Learning Teaching and Accreditation), Faculty of Law and Business	<a href="mailto:Bhavani.sridharan@acu.edu.au">Bhavani.sridharan@acu.edu.au</a>

## Learning and Teaching Matters 23 October 2020

### Overview from Director, LTC Associate Professor Anthony Whitty

Welcome to our regular Learning and Teaching Matters communication designed to provide important just in time information to our staff.

Each year, through the ACU Teaching Citations and Awards program, the University recognises teaching staff who have significantly contributed to a positive student learning experience. This is a highly competitive process and I would like to both congratulate the 2020 recipients and acknowledge the unsuccessful applicants for all their efforts. We applaud the high standards set by our teaching staff in this most challenging year.

The LTC e-Learning team have provided updates about LEO resources and forthcoming LEO workshops/webinars in this edition. The session on marking and providing feedback may be of particular interest to sessional staff and those new to teaching. We will continue to detail professional development opportunities available to all staff as we work toward the end of semester, and in preparation for 2021.

Finally, work toward the opening of the Blacktown campus continues in earnest across the University. We will be providing updates on learning and teaching arrangements specific to this campus in future issues.

### Recognition for ACU Excellence in Teaching

The following ACU staff are acknowledged for their commitment to excellence in teaching and their contribution to student learning. Applications were received from a diverse range of staff across three award categories.

#### ACU Vice-Chancellor's Award for Excellence in Teaching

For the first time, there were three applicants and three awards in this category. The Vice-Chancellor's Award for Excellence in Teaching gives recognition to teachers renowned for their excellent teaching and their deep contribution to enhancing the quality of learning and teaching in higher education.

#### Successful applicants for 2020 Citations are:

- Dr Helen Aucote, Senior Lecturer, Psychology, Faculty of Health Sciences: for guiding and transitioning first year students using innovative teaching approaches that are grounded in theory and substantiated by strong evaluative practices.
- Associate Professor Catherine Bell, Associate Professor, Visual Arts, Faculty of Education and Arts: for visual arts curriculum that prioritises studio-led research and develops professional competencies that empowers students to actively contribute to the creative sector upon graduation.
- Associate Professor Robyn Horner, Associate Professor Theology, Faculty of Theology and Philosophy: for excellence in the implementation of the enhancing Catholic School Identity Research for school leaders and teachers.

#### Citations for Outstanding Contributions to Student Learning

ACU Citations for Outstanding Contributions to Student Learning recognise and reward significant and sustained contributions made by individuals and teams to the quality of student learning.



## Successful applicants for 2020 Citations are:

- Dr Md Akhtaruzzaman, Lecturer, Finance, Faculty of Law and Business: for embedding authentic learning activities in teaching approaches, commensurate with ACU's mission and values to create work-ready business graduates.
- Dr Rachel Busbridge, Lecturer, Sociology, Faculty of Education and Arts: for innovative, passionate teaching that inspires students to transcend the taken-for-granted to deepen learning, advance self-knowledge, and develop as critical and reflective thinkers.
- Dr Beth McLeod, Lecturer, Outdoor Leadership/Education, Faculty of Health Sciences: for leadership in sport and outdoor education in the development of strategies and resources that facilitate enhanced student support, learning and the overall ACU experience.

## Successful applicants for 2020 Citations (Early Career) are:

- Mrs Kylie Kendrick, Lecturer, Paramedicine, Faculty of Health Sciences: for enhancing the student experience through original and innovative practices and strategies that support theoretical and clinical learning in Paramedicine.
- Ms Janine Luttick, Lecturer, National School of Theology, Faculty of Theology and Philosophy: for learning design and teaching practice that facilitates student agency and voice through critical engagement with the Bible in dialogue with challenges of the contemporary world.
- Dr Jemima Spathis, Lecturer, School of Behavioural & Health Sciences (Qld), Faculty of Health Sciences: for Work Integrated Learning embedded across the curriculum to enhance student's ability to work with clients and prepare them for the dynamic workforce in Exercise Science and Exercise Physiology.

## eLearning Update

### LEO Resources

- Are you curious about which LEO Technologies to use in your LEO unit?

Download the [Technology Selector Tool](#). It is an easy-to-use visual reference about various applications in LEO, how easy they are to configure, and how you may integrate them in your teaching practice.

- The webinar on Moderated Discussion Forums (Engaging the Leader), delivered on 23 September, was attended by approximately 25 staff. Here's the [link to the webinar recording](#)

### Upcoming LEO workshops/webinars

#### ***Mark and provide feedback:***

Learn more about how to mark and provide feedback to students in LEO Assignment and Turnitin Assignment. Each 1-hour session will be delivered from 12:00 noon to 1:00 pm (Australian Eastern Daylight Time (AEDT) – NSW & Vic campuses) and 11:00am to 12:00 pm (Australian Eastern Standard Time (AEST) – Brisbane campus) on the following dates:

- Wednesday 28 October - Mark and provide feedback in LEO Assignment
- Thursday 29 October - Mark and provide feedback in Turnitin Assignment

Webinars will be delivered via Zoom meeting room <https://acu.zoom.us/my/leopd>

Registration is via Staff Connect <https://staffconnect.acu.edu.au>

## **Welcome to H5P in LEO!**

Did you know you can create H5P content in your LEO unit? Are you curious about the differences between H5P.org (the free version) and H5P.com (the premium version available in LEO)?

Attend one of our 15-minute online H5P presentations at 12 pm (NSW/VIC) and 11.00am (QLD) on the dates below. No registration is required: <https://acu.zoom.us/my/leopd>

Choose one of the following Outlook calendar invites:

- [26 October](#)
- [27 October](#)
- [30 October](#)

If you have trouble registering for any workshop/webinar, please contact [LTC@acu.edu.au](mailto:LTC@acu.edu.au)

### **Brisbane Teaching Staff**

**Please note that LEO is set to AEDT. This means that if you need an assignment deadline time in your LEO unit to be 12 pm (Brisbane time), you will need to amend it to 1 pm instead.**

LEO Support operating hours are also on AEDT:

Monday to Friday, 8am - 10pm

Weekends and NSW Public Holidays, 9am - 5pm

### **LEO template**

The existing ACU LEO template has been updated to improve consistency in student navigation and experience in units, yet still allow for academic freedom in the way they are taught. An example unit, including resources to assist in shaping LEO units into the new template can be found in this self-enrolling LEO unit:

<https://leo.acu.edu.au/course/view.php?id=33949>.

New and existing units will need to be created using the new template for Semester 1 2021. LTC will review the template with academics and students during 2021 to determine its success from a student user experience.

For assistance, please contact [EDdesign.LTC@acu.edu.au](mailto:EDdesign.LTC@acu.edu.au).

### **Associate Deans (Learning and Teaching) - Contact Details**

Professor William Ashraf	Associate Dean Learning Teaching and Governance, Faculty of Education and Arts	<a href="mailto:William.ashraf@acu.edu.au">William.ashraf@acu.edu.au</a>
Dr Richard Colledge	Associate Dean, Learning and Teaching, Faculty of Theology and Philosophy	<a href="mailto:Richard.colledge@acu.edu.au">Richard.colledge@acu.edu.au</a>
Assoc Professor Stephen Guinea	Acting Associate Dean, Learning, Teaching and Professional Experience, Faculty of Health Sciences	<a href="mailto:Stephen.guinea@acu.edu.au">Stephen.guinea@acu.edu.au</a>
Dr Bhavani Sridharan	Associate Dean (Learning Teaching and Accreditation), Faculty of Law and Business	<a href="mailto:Bhavani.sridharan@acu.edu.au">Bhavani.sridharan@acu.edu.au</a>

## Learning and Teaching Matters 30 September 2020

### Overview from Director, LTC Associate Professor Anthony Whitty

Welcome to another edition of Learning and Teaching Matters. I would like to begin by congratulating the recipients of the 2020 ACU Teaching Development Grants. In total, twelve projects have been funded across a range of disciplines. This year saw a record number of applications and I commend all team members for their innovative proposals which focus on delivering excellence in learning and teaching. The LTC look forward to working with the successful applicants to progress their projects.

This week's newsletter contains timely information for SELT surveys for Semester 2. I acknowledge staff again for the excellent response rate to SELT surveys for Semester 1. This is a testament to the ongoing dedication and commitment of our staff in challenging circumstances.

Timetabling have provided some information to assist with planning of classes for Semester 1, 2021. I encourage you to read this carefully as it may necessitate a change to previous requests from Schools.

Finally, may I wish you a productive final month of teaching for this semester. For further information on any items in this newsletter or other areas of interest, please contact your supervisor or Associate Dean, Learning and Teaching. They will work with myself and the LTC team to ensure we clarify any concerns or provide updates on matters related to learning and teaching.

### 2020 ACU Teaching Development Grants

The Awards and Grants Committee received an unprecedented total of 36 high-quality and competitive proposals from teams representing all faculties and a wide range of disciplines. The committee commended the commitment of staff to these initiatives in learning and teaching which contribute to the innovation and excellence agenda at ACU. The committee awarded funding for eight projects in Group 1 and four projects in Group 2.

**Group 1:** Applications covered a broad range of topics including technology enhanced learning and performance, student support for placements in health and education, enhancing student career pathways, digital literacy, student mentoring, authentic assessment, and academic integrity. Innovative uses of technology in the COVID-19 context were well represented.

**Group 2:** Applications covered a broad range of topics including embedding principles of Indigenised learning, Indigenous approaches to higher education, and culturally protective practices and safe pedagogy. These projects continue to build cultural capacity in alignment with ACU's commitment.

#### The successful 2020 ACU Teaching Development Grant proposals for Group 1 are:

- Dr Rachel Busbridge and team, Faculty of Education and Arts: 'Career thinking and retention in the Bachelor of Arts: A first-year intervention to enhance student perceptions of the employability of arts graduates'.
- Dr Kerry Ttofari Eecen and team, Faculty of Health Sciences: 'Practicalities, feasibility and participant perspectives of a student-led telepractice literacy service for school-aged children'.
- Dr Sally Humphrey and team, Faculty of Education and Arts: 'Designing disciplinary multiliteracies pedagogies across teaching areas'.
- Dr Kathleen McGuire and team, Faculty of Education and Arts: 'Augmenting pre-service music teachers' intercultural understanding in an online environment through authentic immersion in a culturally diverse performance'.
- Dr Oscar Modesto and team, Faculty of Health Sciences: 'Does a flexible mentoring arrangement between first- and third-year psychology students promote psychological wellbeing, academic self-efficacy and student retention?'.
- Dr Maggie Nolan and team, Faculty of Education and Arts: 'Literature in a digital world'.
- Associate Professor Gert-Jan Pepping and team, Faculty of Health Sciences: 'Virtual practicum'.

- Dr Bhavani Sridharan and team, Faculty of Law and Business: 'Authentically assuring graduate capability through assessment authenticity, proximity and academic integrity'.

#### The successful 2020 ACU Teaching Development Grant proposals for Group 2 are:

- Mrs Cath Emmerson and Associate Professor Kerrie Thomsen and team, Faculty of Health Sciences: 'Codesigning the evaluation of allied health student learning in cultural capacity'.
- Dr Isabelle Lys and team, Faculty of Health Sciences: 'Co-creating a distinctive Aboriginal and Torres Strait Islander online interactive garden trail with students for learning and for community engagement'.
- Dr Chrissy Monteleone and team, Faculty of Education and Arts: 'Education as Dreaming: Developing an innovative culturally supportive learning environment'.
- Associate Professor Kerrie Thomsen and Dr Elisa Yule and team, Faculty of Health Sciences: 'A co-design process for decolonising allied health curriculum'.

#### Student Evaluation of Learning and Teaching (SELT) surveys for Semester 2 units

The **Student Evaluation of Learning and Teaching (SELT)** surveys for 2020 Semester 2 units will start on **Monday, 5 October 2020**. Emails inviting students to participate in the surveys will be sent to the ACU student email accounts from **'Evaluations LTC'** with embedded links (URL) to the SELT surveys. Students can also access the surveys through the **'Evaluations'** block on the [LEO](#) homepage. The SELT surveys for 2020 Semester 2 units will close on **29 November 2020**.

Your help is needed for the following:

1. SELT surveys will be promoted during Week 10, through class visits by the **ACU SELT Survey Promotion Officers** (current ACU students employed on a casual basis) at **North Sydney, Strathfield and Brisbane campuses only**. Please inform all teaching staff members (including sessional staff members) in your Faculties/Schools regarding the possibility of class visits in week 10. It is important that Lecturers/Tutors enable the respective campus SELT Survey Promotion Officers to talk to the classes. Only about 5-10 minutes of class time is needed to promote the surveys and to play the SELT promotional video to students. Large classes will be targeted to derive maximum benefit.
2. Since the visits by ACU SELT Survey Promotion Officers are feasible for only targeted classes, it is vital that all teaching staff (lecturers/tutors) spend a few minutes to discuss the importance of student feedback process, and to encourage their students to complete the SELT surveys.
3. Online class 'visits' (i.e., brief input from SELT Survey Promotion Officers during Zoom sessions) will be made available for classes at Melbourne, Canberra and Ballarat campuses, based on requests from lecturers/tutors through prior communication with [Evaluations.LTC@acu.edu.au](mailto:Evaluations.LTC@acu.edu.au).

Staff may wish to use a [short video](#) (which highlights some aspects of the SELT survey) to start a conversation with students and another [video](#) on providing constructive feedback. Further information on SELT surveys is available at [https://staff.acu.edu.au/our\\_university/learning\\_and\\_teaching/evaluation\\_and\\_improvement](https://staff.acu.edu.au/our_university/learning_and_teaching/evaluation_and_improvement).

If staff or students have any questions about the SELT survey, they can visit the [Frequently Asked Questions \(FAQs\)](#) webpage (log-in required) or contact [Evaluations.LTC@acu.edu.au](mailto:Evaluations.LTC@acu.edu.au)

#### Students on campus Semester 1 2021 – update from Timetabling

Timetabling are currently working through models to change the Semester 1, 2021 timetable to reflect decisions made by the University's Recovery Management Team. This will necessitate a change to the requests that Schools previously made for their Semester 1 classes.

Student Administration have done some testing to find an equitable solution to scheduling classes on reduced capacity campuses. The agreed approach will be:

- All Lectures are online.
- Core Curriculum and Schools who have made specific requests to maximise online classes will be accommodated.
- The Universities Australia 4sqm and 2sqm (Qld only) recommendations with a max of 50pax in a space, will be set within teaching space capacities in Syllabus Plus.
- The activities originally scheduled on campus will be alternately labelled on-campus or online and rescheduled.

The combination of the measures outlined, and the technical approach undertaken by the team, will allow timetabling to bring 33% of classes back to campus of those originally requested for Semester 1. In addition to this 33%, all practical classes will be run on campus. With the remaining space capacity, Schools will be able to nominate their preferences for other classes to move back to campus. Timetabling will work to accommodate as many such requests as possible. If the remaining space is all taken up, this should see the on-campus rate reach 40% of classes.

This is the most effective and equitable way to resettle the timetable, maximising time on campus without favouring any School over another. Timetabling plan to implement these changes in the week starting **5 October**.

## eLearning Update

### DUPLICATE feature for LEO Editing Lecturer role

We are pleased to inform LEO users that, after successful and extensive load testing, the Duplicate action is now enabled for your role in LEO. This means you will be able to quickly and easily duplicate resources and activities within your LEO unit using the Duplicate function. Visit the [LEO Guides](#) for more information

### Removal of LEO units

As part of the annual process to maintain LEO LMS, 1858 units were moved from LEO to the [reference site](#). If there is a unit that has been mistakenly moved, please check if the unit is on the [reference site](#). If it is there you will be able to download the resources. If the unit needs to be restored to LEO for students, please contact [LEO Support](#).

### LEO Upgrade project

The University's Learning Environment Online (LEO) will be undergoing important upgrades to the Learning Management System (Moodle) and ePortfolio (Mahara). The main reasons for the upgrade are to:

- maintain currency of the Moodle system (latest version is v3.9; ACU is on v3.5)
- maintain currency of the Mahara system (latest version is v20.1; ACU is on v18.4)
- take advantage of additional features and improvements in this version that are desirable for ACU use
- resolve issues including security issues

Work on the upgrades will begin on Monday 5 October 2020 and will be completed on Saturday 9 January 2021. All staff and students will be able to access and continue to work on their LEO units, create new units for 2021 and rollover existing units to 2021 until Wednesday 6 January 2021. Information on the upgrades will be provided as they progress.

## Australian Collaborative Education Network (ACEN) Virtual WIL Summit

### ACEN Virtual WIL Summit – Beyond 2020: Creating a future with WIL

The ACEN WIL Virtual Summit is a 2-day online event open to ACEN Members (free) and Non-Members. Join us to explore the Summit theme "Beyond 2020: Creating the Future with WIL" through showcases, refereed paper presentations and interactive round tables. There will also be online opportunities to socialise and network with colleagues from across the country and beyond. *The program is now available. ACU has an ACEN membership and attendance is free.*

To Register: <http://acen.edu.au/summit-about/>

## Associate Deans (Learning and Teaching) - Contact Details

Professor William Ashraf	Associate Dean Learning Teaching and Governance, Faculty of Education and Arts	<a href="mailto:William.ashraf@acu.edu.au">William.ashraf@acu.edu.au</a>
Dr Richard Colledge	Associate Dean, Learning and Teaching, Faculty of Theology and Philosophy	<a href="mailto:Richard.colledge@acu.edu.au">Richard.colledge@acu.edu.au</a>
Assoc Professor Stephen Guinea	Acting Associate Dean, Learning, Teaching and Professional Experience, Faculty of Health Sciences	<a href="mailto:Stephen.guinea@acu.edu.au">Stephen.guinea@acu.edu.au</a>
Dr Bhavani Sridharan	Associate Dean (Learning Teaching and Accreditation), Faculty of Law and Business	<a href="mailto:Bhavani.sridharan@acu.edu.au">Bhavani.sridharan@acu.edu.au</a>

## Learning and Teaching Matters 26 August 2020

### Overview from Director, LTC Associate Professor Anthony Whitty

Welcome to another edition of Learning and Teaching matters designed to assist all staff and students with their teaching. These first weeks of semester have been very busy and productive, notwithstanding the continued challenges of COVID-19 across our campuses.

LTC Evaluations have provided detailed information below about SELT Part A reports. Overall, we have had a fantastic response to SELT surveys for Semester 1, 2020. Academic staff should be congratulated for such amazing dedication and expertise they have provided for all ACU students.

A current key focus within LTC is the development of the learning and teaching strategy and subsequent unit development for courses to be delivered on the Blacktown campus beginning Semester 1, 2021. I am currently meeting with Senior Faculty staff to develop an agreed learning and teaching strategy for all Blacktown units. Once this plan is approved, staff within LTC will meet with the key academics within the Faculties to develop the units to be delivered in Blacktown in Semester 1, 2021.

We will continue to provide our academics and teaching staff with relevant just in time information to support their teaching. This newsletter is an avenue for staff members to provide feedback on areas that require clarification from their ADLTs and the LTC.

### SELT – Part A reports

The Student Evaluation of Learning and Teaching (SELT) survey data, collected in the First Half cycle of this year, was finalised and reported at Course Registration Number (CRN) level and CRN-Teacher level on 13 August 2020.

Normally, access to all SELT reports is made available to relevant Executive Deans, Associate Deans - Learning and Teaching (ADLTs) or equivalents and Heads of School (HoS). To alleviate staff concerns regarding the possible impact of the COVID-19 situation on student feedback, the Deputy Vice-Chancellor (Education and Innovation) authorised a modified reporting process for Semester 1 units and other non-standard study periods in the First Half 2020 for which the teaching strategy was mainly online. This excludes Summer Term and Professional Term 1.

Respective individual staff teaching in units were given access to their own reports that contained data from all parts of SELT surveys. SELT reports at CRN level only (i.e., Part A quantitative data together with student comments on units) were made available to the respective Executive Deans, ADLTs and HoS.

SELT Part A reports containing student feedback on unit aspects are primarily to support quality assurance processes in ACU, such as unit/course reviews for ongoing/continuous improvement and course accreditation.

There are other instances where staff may require access to Part A reports for quality enhancement and/or quality assurance. For example, a new Lecturer in Charge (LiC) or a staff member who was the LiC but was not identified as teaching in a unit, and therefore did not have access to the report.

#### SELT reports at CRN level

SELT Part A reports (student response to rating-type [questions 1 to 5](#)) can be shared with:

- Relevant Course Coordinators, Lecturers in Charge and others (lecturers/tutors) teaching in the unit, if they did not have access to such information through their own SELT reports for the unit.
- Committees or working groups for unit/course review and course accreditation purposes.

Sharing student comments about the unit(s) needs additional care, since students may have identified specific teachers. Therefore, the sharing of any written student feedback should be on a 'need to know' basis only.

## SELT reports at CRN-Teacher level

LTC strongly recommends that each individual staff who received access to their own SELT reports ensure the reports are downloaded and saved for future reference. Student feedback on aspects of an individual's teacher in a unit should be considered together with all available evidence on teaching practice for professional development (ongoing quality enhancement) and possible career progression. Additional information on interpreting an individual SELT report is available [online](#).

Please contact [Evaluations LTC](#) with any questions for which the answers are not available at [Staff FAQs](#).

## **Studiosity's Writing Feedback service**

ACU students commencing their studies in 2020 have access to 24/7 on-demand study support, provided as part of the Academic Skills Unit's services by our external partner, Studiosity.

Studiosity offers:

- **Connect Live:** One-to-one real-time chat with collaborative whiteboard and file sharing on topics including foundational maths, English, accounting and economics.
- **Writing Feedback:** Students can submit a draft of a piece of writing online and within 24 hours receive feedback on grammar, spelling, punctuation, basic structure and the mechanics of referencing.

When students submit their drafts to the Writing Feedback service, they receive back comments in a PDF document with their issues highlighted, alongside a clear message that Studiosity does not assess the quality of the student's response to the assessment task nor how the student's writing meets the criteria. Students are reminded that Studiosity feedback does not provide an indication of the student's final mark and that their mark can only be determined by the lecturer. Studiosity specialists do not have access to course documents or detailed task descriptions.

In addition, Studiosity does not offer proofreading, or check a student's referencing or grammar for accuracy or completeness. Rather, students are referred to ACU's guidelines on referencing and to the services and resources of the Academic Skills Unit if the student's writing shows a lack of awareness of the characteristics of academic writing and of referencing requirements for academic work.

For more information, please contact Dr Leighana Thornton, Manager Academic Skills Unit at: [leighana.thornton@acu.edu.au](mailto:leighana.thornton@acu.edu.au).

## **The Great ACUR Undergraduate Research Writing Project**

### **How will Covid-19 change your field of research?**

This is the question undergraduate researchers must address in

#### *The Great ACUR Undergraduate Research Writing Project*

- 500 words or an A3 poster
- \$1,500 total prizemoney
- ACUR student membership for all entries
- Open to all undergraduate researchers, in any field and any country
- Deadline 30<sup>th</sup> September 2020

**Have your students entered yet?  
Please encourage them to do so.**

Further information and to enter:

<http://www.acur.org.au/acur/events-and-conferences/the-great-acur-undergraduate-research-writing-project/>



## Removal of LEO units - reminder

Academic staff are now mid-way into the process of reviewing their LEO units and moving those to be kept in the “excluded from removal” category. Please be reminded that the (2017 and older) units will be removed from the LEO server on Tuesday 1 September. If you need any assistance with this process, please email: [eLearning.LTC@acu.edu.au](mailto:eLearning.LTC@acu.edu.au)

## Associate Deans (Learning and Teaching) - Contact Details

Professor William Ashraf	Associate Dean Learning Teaching and Governance, Faculty of Education and Arts	<a href="mailto:William.ashraf@acu.edu.au">William.ashraf@acu.edu.au</a>
Dr Richard Colledge	Associate Dean, Learning and Teaching, Faculty of Theology and Philosophy	<a href="mailto:Richard.colledge@acu.edu.au">Richard.colledge@acu.edu.au</a>
Assoc Professor Stephen Guinea	Acting Associate Dean, Learning, Teaching and Professional Experience, Faculty of Health Sciences	<a href="mailto:Stephen.guinea@acu.edu.au">Stephen.guinea@acu.edu.au</a>
Dr Bhavani Sridharan	Associate Dean (Learning Teaching and Accreditation), Faculty of Law and Business	<a href="mailto:Bhavani.sridharan@acu.edu.au">Bhavani.sridharan@acu.edu.au</a>

## Learning and Teaching Matters 12 August 2020

### Overview from Director, LTC Associate Professor Anthony Whitty

With semester two now well underway, I am writing to touch base and I hope all is going well with your teaching this semester. COVID-19 has brought many challenges and we are particularly thinking of our Melbourne colleagues facing continued lockdown restrictions. Responses from our staff and students continues to be collaborative and resourceful and we thank you for all the hard work you are doing in delivering excellence in learning and teaching.

This week our focus is on the yearly task of removing LEO units to free up space on the LMS and some information from our e-Learning team. The timelines and process for removal of LEO units is described below, but if you have any further questions please email [eLearning.LTC@acu.edu.au](mailto:eLearning.LTC@acu.edu.au)

Past editions of [Learning and Teaching Matters](#) can now be found on the website. The [Learning and Teaching website](#) hosts a number of useful resources to support your teaching.

Finally, I would like to emphasise that LTC will continue to work closely with the ADLTs to ensure we clarify any concerns you may have, or to update you on any area of learning and teaching. The ADLTs are your first point of contact and their details are repeated later in this newsletter.

Keep safe and well,  
Anthony

### Removal of LEO units

This is to advise staff that the yearly task of removing units from the live LEO server will occur on **1 September 2020**. This includes all 2017 Banner and non-Banner units, an estimated 2,000 units. Identified units will have student data stripped from them and all learning materials and activities will be moved to a reference server. The reference server will be accessible to staff from mid-September. Information regarding access to the reference server will be provided when available.

When this process was first undertaken last year between October and November, there were almost 27,000 units identified for removal; these included units from 2011-2016. Given that the bulk of units have already been removed and this is the second iteration, the number of units are much smaller, and we hope that the process of reviewing and excluding units will be quicker.

### What happens now?

1. The LTC eLearning team will send the list of units identified for removal to the faculty or department representatives (below). The eLearning team will contact the Core Curriculum team and non-faculty staff separately and facilitate this process with them.
2. Lecturers-In-Charge (LICs) should identify a list of their 2017 units (or older) that they believe should be kept and send them to their faculty or department representatives from **14-27 August**. If your faculty has already started this process, please continue with the arrangement.
3. The LTC eLearning team will also send instructions to the faculty or department representatives on how to keep the units identified by the LICs from being removed

#### List of faculty/department reps:

- LTC Designer - for GCHE units - Joe Campana
- ACU College - Nadia Dehbozorgi
- Executive Education - Emily Ng
- Faculty of Education and Arts - Annie Cruse
- Faculty of Health Sciences - Helena Williams
- Faculty of Law and Business - Rodney Diggins
- Faculty of Theology and Philosophy - Richard Colledge

## Important dates:

- **6-28 August:** The "Delete units" block and the Deleted units report will be visible to staff with Designer roles in LEO. Designers can move LEO units that need to be retained into the "Excluded from removal" subcategories.
- **17 August:** A reminder for students to download their content to their personal devices or cloud storage will be published on LEO and the Student Portal.
- **1-8 September:** Old units will be removed from LEO.
- **Mid-September:** Reference site containing old units that were removed from LEO will go live (pending SSO implementation by IT).

If you have any further questions about the review process or would like to request a refresher session please email [eLearning.LTC@acu.edu.au](mailto:eLearning.LTC@acu.edu.au)

## eLearning Updates

Our eLearning team has provided the following brief updates:

- LTC is running a session in collaboration with ACU Library on 19 August "Copyright and Open Access materials in LEO". All are welcome to attend, and registration is through staff connect.
- A reminder of the changes to Zoom meeting requirements for semester 2. From 27th September all Zoom meetings must use a password or a waiting room.
- A checkbox declaration of originality similar to the one used in Turnitin has been added to the native LEO assignment module and is enabled by default (i.e. staff will have to turn it off if they do not want students to sign the declaration).
- H5P is now integrated in LEO. Instructions on how to add H5P content to your LEO unit, including a short video, is available in the [LEO Guides](#)

## Associate Deans (Learning and Teaching) - Contact Details

Professor William Ashraf	Associate Dean Learning Teaching and Governance, Faculty of Education and Arts	<a href="mailto:William.ashraf@acu.edu.au">William.ashraf@acu.edu.au</a>
Dr Richard Colledge	Associate Dean, Learning and Teaching, Faculty of Theology and Philosophy	<a href="mailto:Richard.colledge@acu.edu.au">Richard.colledge@acu.edu.au</a>
Assoc Professor Stephen Guinea	Acting Associate Dean, Learning, Teaching and Professional Experience, Faculty of Health Sciences	<a href="mailto:Stephen.guinea@acu.edu.au">Stephen.guinea@acu.edu.au</a>
Dr Bhavani Sridharan	Associate Dean (Learning Teaching and Accreditation), Faculty of Law and Business	<a href="mailto:Bhavani.sridharan@acu.edu.au">Bhavani.sridharan@acu.edu.au</a>

## Learning and Teaching Matters 24 July 2020

### Overview from Director, LTC Associate Professor Anthony Whitty

With the approach of semester 2, this week's newsletter contains some just in time information to support your teaching preparation.

Could we ask that the link to 24/7 online support is added to all first-year units. The link to supporting FAQs, videos and further information about the Academic Skills Unit is below. The [Student FAQs](#) on the ACU website have been updated for semester 2. Please monitor this page regularly as it contains pertinent information for students in an evolving space. I would like to again invite all staff to consider the range of [Teaching online workshops and drop-ins](#) offered by LTC to provide support for your teaching. These 1 hr online workshops offer Q&A opportunities, activities and discussion.

If there are any topics you would like us to update you on, or information you would like clarified, please contact your direct supervisor or your Associate Dean (Learning and Teaching). They will work with myself and the team in LTC to ensure we clarify any concerns or update you on any area of learning and teaching. May I take this opportunity to wish everyone a safe and productive semester.

### Supporting students' learning development

As students return to study for semester 2, please help raise their awareness of the Academic Skills Unit's services and resources:

- [Workshops](#) beginning in week 1
- [Online resources](#) through the ASU LEO site
- [Ask an Advisor](#) email service
- [Consultations](#) and [drop-ins](#)

24/7 online study support (Writing Feedback and ConnectLive) is also available to commencing students through our external partner, Studiosity. To facilitate access to the service, we request your assistance to insert links in first-year units. A step-by-step guide, FAQ and videos can be found on the [Teaching and supporting student learning](#) page on the Learning and Teaching site. Access to Studiosity is also available through the [For commencing students](#) button on the Academic Skills Unit LEO site.

For more information about support for students' learning development, including how Advisors can work with staff in Faculties, contact the Academic Skills Unit at [academicskills@acu.edu.au](mailto:academicskills@acu.edu.au)

### ACU Unitpulse - Opportunity to gather student feedback during study periods



*ACU Unitpulse* allows lecturers to gauge student views of their learning experience in a unit early in a study period, monitor progress and facilitate student success. Find out more about ACU Unitpulse at [Learning and Teaching at ACU](#) or contact [LTC Evaluations](#).

## Update from IT

Due to limited space in Zoom, **Semester 1 lecture recordings will be deleted from Zoom** from 30<sup>th</sup> July.

All lecture recordings should be stored in Echo 360. If you have Semester 1 recordings stored in Zoom that you need to keep, **please move all these recordings from Zoom into Echo 360 by July 29<sup>th</sup>**.

To move your recordings:

1. [Follow these instructions](#) to download your recordings to your computer.
2. [Follow these instructions](#) to upload the recordings to Echo 360.

**Recordings remaining in Zoom on 30<sup>th</sup> July will be deleted and cannot be recovered.**

If you need help transferring your lecture recordings, please contact Service Central on EXT 7272 or [raise a request](#).

It is expected that as in semester 1, all online tutorials will be recorded to support student access to remote learning. Students should be made aware that they will enjoy a much better learning experience by attending the live session where possible.

## Face to Face tutorial recordings

Due to the constantly changing environment, please note that all face to face workshops and tutorials will be automatically recorded in semester 2. We encourage making the recordings available to students as appropriate to create an environment which provides access to all students. Students are still strongly encouraged to attend face to face classes as the recording will not be able to replicate the educational experience. Staff however with legitimate concerns are able to choose not to release their tutorial recordings on the LMS and can pause the recordings in the teaching spaces.

## Associate Deans (Learning and Teaching) - Contact Details

Professor William Ashraf	Associate Dean Learning Teaching and Governance, Faculty of Education and Arts	<a href="mailto:William.ashraf@acu.edu.au">William.ashraf@acu.edu.au</a>
Dr Richard Colledge	Associate Dean, Learning and Teaching, Faculty of Theology and Philosophy	<a href="mailto:Richard.colledge@acu.edu.au">Richard.colledge@acu.edu.au</a>
Assoc Professor Stephen Guinea	Acting Associate Dean, Learning, Teaching and Professional Experience, Faculty of Health Sciences	<a href="mailto:Stephen.guinea@acu.edu.au">Stephen.guinea@acu.edu.au</a>
Dr Bhavani Sridharan	Associate Dean (Learning Teaching and Accreditation), Faculty of Law and Business	<a href="mailto:Bhavani.sridharan@acu.edu.au">Bhavani.sridharan@acu.edu.au</a>

## Learning and Teaching Matters 15 July 2020

### Overview from Director, LTC Associate Professor Anthony Whitty

As we prepare for the commencement of semester two, I would like to invite all staff to consider the range of [Teaching online workshops and drop-ins](#) to provide support for your teaching. These 1 hr online workshops offer Q&A opportunities, activities and discussion. The full schedule for July is attached and we look forward to your attendance and participation.

The University's approach to maintaining physical distancing in classrooms is outlined below.

If there are any topics you would like us to update you on, or information you would like clarified, please contact your direct supervisor or your Associate Dean (Learning and Teaching). They will work with myself and the team in LTC to ensure we clarify any concerns or update you on any area of learning and teaching.

### Students Return to Campus

The University's approach for maintaining physical distancing for teaching spaces is based on the following:

- Signage across campuses indicating COVIDSafe practices including physical distancing.
- Timetabling has allocated appropriate numbers of students to rooms to accommodate physical distancing, where possible.
- It has been decided not to move furniture in teaching spaces. Staff and students are expected to self-manage their physical distancing.
- These arrangements and facilities are ready for use now and in week 1, semester 2.
- Where physical distancing isn't able to be maintained (in laboratories), staff and students on campuses other than Melbourne are encouraged to use masks. Staff and students are required to provide their own masks.
- Staff and students attending the Melbourne Campus for essential on-campus activities however **must** wear masks when physical distancing of 1.5m cannot be observed. These activities include practical classes, laboratories and clinic consultations. You will need to supply your own mask and arrangements are being made for masks to be sold on each campus from Cafes or Bookstores.
- Protocols have been established for practical units that have been running on campus since May. Contact your Lecturer in Charge if you are scheduled to teach practical units and would like further information.

### Associate Deans Learning and Teaching - Contact Details

Professor William Ashraf	Associate Dean Learning Teaching and Governance, Faculty of Education and Arts	<a href="mailto:William.ashraf@acu.edu.au">William.ashraf@acu.edu.au</a>
Dr Richard Colledge	Associate Dean, Learning and Teaching, Faculty of Theology and Philosophy	<a href="mailto:Richard.colledge@acu.edu.au">Richard.colledge@acu.edu.au</a>
Assoc Professor Stephen Guinea	Acting Associate Dean, Learning, Teaching and Professional Experience, Faculty of Health Sciences	<a href="mailto:Stephen.guinea@acu.edu.au">Stephen.guinea@acu.edu.au</a>
Dr Bhavani Sridharan	Associate Dean (Learning Teaching and Accreditation), Faculty of Law and Business	<a href="mailto:Bhavani.sridharan@acu.edu.au">Bhavani.sridharan@acu.edu.au</a>

## Teaching online workshops and drop-ins Schedule for July 2020

The Learning and Teaching Centre is delivering the following range of online workshops and virtual drop-in sessions to provide continuing support for all teaching staff.

Register via Staff Connect <https://staffconnect.acu.edu.au>

Log on to Staff Connect -> go to Talent -> click on Training Programs -> click on Requested Courses -> click the green 'Add' button -> click in the Program box and choose (Learning and Teaching (LAT)) -> press the Search button, the workshops will show under Course -> work through the page numbers at the bottom of the screen to view all workshops -> choose required workshop to view details and 'Apply'.

We will also be running **Virtual drop-in** sessions. There is no need to register for these. For more information about individual sessions and zoom dial in details refer to: [Teaching online workshops and drop-ins](#).

If you have trouble registering, please contact [LTC@acu.edu.au](mailto:LTC@acu.edu.au)

Thursday	16-Jul-20	12:00-1:00	<b>Virtual drop-in</b>	Open question and answer sessions to assist in transitioning from face-to-face to online.
Friday	17-Jul-20	2:00-3:00	<b>Virtual drop-in</b>	Open question and answer sessions to assist in transitioning from face-to-face to online.
Monday	20-Jul-20	10.30 -11.30	<b>Virtual drop-in</b>	Open question and answer sessions to assist in transitioning from face-to-face to online.
Tuesday	21-Jul-20	10:30-11:30	<b>LEO Getting started</b>	This session is for (lecturers/tutors) and will cover how to navigate LEO, manage your profile Preferences and communicate with students and staff.
Wednesday	22-Jul-20	12.30-1.30	<b>Using Zoom (including Polls and Breakouts)</b>	This session will cover the basic set up for Zoom meetings and how to run synchronous teaching sessions including polls and breakout rooms.

Wednesday	23-Jul-20	2:00-3:00	<b>Virtual drop-in</b>	Open question and answer sessions to assist in transitioning from face-to-face to online.
Thursday	23-Jul-20	10:30-11:30	<b>Using Zoom (including Polls and Breakouts)</b>	This session will cover the basic set up for Zoom meetings and how to run synchronous teaching sessions including polls and breakout rooms.
Thursday	23-Jul-20	12:30-1:30	<b>Echo360 Basics</b>	This session will explain what Echo360 is and how you as an academic can use it effectively in your LEO unit.
Thursday	23-Jul-20	2:30-3:30	<b>How to run an interactive online tutorial</b>	Beyond the technical setup for online tutorials, this session will give ways to successfully run an online tutorial with your students.
Friday	24-Jul-20	10:30-11:30	<b>Echo360 Universal Capture</b>	This session will look at Echo360 latest tool for recording lectures or presentations directly from your desktop or home computer.
Friday	24-Jul-20	2:00-3:00	<b>LEO Managing units</b>	This session is for (lecturer-in-charge, national coordinator) This session will cover how to create and roll over units, unit settings, communication and adding teaching staff. (if you are new to ACU, LEO Getting started is a prerequisite)
Monday	27-Jul-20	10:30-11:30	<b>LEO Getting started</b>	This session is for (lecturers/tutors) and will cover how to navigate LEO, manage your profile preferences and communicate with students and staff.
Tuesday	28-Jul-20	10:30-11:30	<b>Virtual drop-in</b>	Open question and answer sessions to assist in transitioning from face-to-face to online.
Tuesday	28-Jul-20	2:30-3:30	<b>LEO Managing units</b>	This session is for (lecturer-in-charge, national coordinator) This session will cover how to create and roll over units, unit settings, communication and adding teaching staff. (if you are new to ACU, LEO Getting started is a prerequisite)
Wednesday	29-Jul-20	10:30-11:30	<b>ACU Unitpulse</b>	This session will explain ACU Unitpulse, a formative feedback tool in LEO that enables the collection of confidential student feedback while a study period is in process.
Thursday	30-Jul-20	12:00-1:00	<b>Virtual drop-in</b>	Open question and answer sessions to assist in transitioning from face-to-face to online.



## Learning and Teaching Matters July 2020

### Overview from Director, LTC Associate Professor Anthony Whitty

Welcome to the first communication for academic and professional staff critical to the delivery of learning and teaching at ACU. This information is for all staff including those new to ACU.

Feedback from response to COVID-19 in semester 1, 2020 highlighted the need to increase the efficiency of communications and reduce the duplication of information sent to staff. Throughout semester 2, 2020, a centralised regular communication will be sent from LTC to ADLTs/HOS for distribution to staff with touchpoints in learning and teaching. This will also be made available to other stakeholders and Directorates on an opt in basis.

Key focus areas will include the unpacking of issues that impact learning and teaching, and the confirmation of existing processes which may not be clear to staff. Information will be provided on how to operationalise and implement new and existing processes. Topics to be discussed will include: resources for staff, training and support, technology platforms and the availability of just in time assistance.

Regular short interactive surveys will be developed to ensure staff engagement and effectiveness. This will be an opportunity for all staff to provide feedback and suggestions for improvement.

If there are any topics you would like us to update you on, or information you would like clarified, please contact your direct supervisor or your Associate Dean in Learning and Teaching. They will work with myself and the team in LTC to ensure we clarify any concerns or update you on any area of learning and teaching.

### Unit Development for Semester 2

As part of the Universities' strategy to enhance the online component of the learning and teaching experience for our students, the Provost and Deputy Provost worked with Executive Deans and Heads of School to nominate a small number of units that would be redeveloped for Semester 2 in what has been called a "Digital Uplift". In order to undertake this work, LTC staff have been working with a number of LICs in the Faculties to assist them in redesigning some of their online learning activities, unit design, and assessment tasks in preparation for delivery in Semester 2, 2020. I personally want to thank all staff involved for coming together in a relatively short space of time to work together to enhance the student learning experience for Semester 2.

### Return to campus

We acknowledge the ever-changing space due to COVID-19 and the impact it is having on delivering a high-quality learning and teaching experience for our students. Specifically, we understand that timetabling for online and face to face experiences has been very challenging for all areas of the University.

LTC would like to advise all staff that we are preparing some communications regarding lectures for Semester 2 which will involve identifying rooms that can live stream for those that are delivering lectures face to face and wanted to live stream at the same time. Given the changes in Victoria with COVID -19 outbreaks, I will also be working with the ADLTs and Student administration to ensure we update staff and timetable for semester 2 classes and how to communicate this type of information to your students for semester 2.

If any staff member has any issues with the timetabling of classes, please let your supervisor or Head of School know and they can work with timetabling to attempt to resolve any issues in this space.

### Assessment

In response to the rapid changes in University learning and teaching brought about by the COVID-19 pandemic, the Learning and Teaching Centre proposed a temporary amendment to the criteria for the award of supplementary

assessment in semester 1, 2020. The Acting Provost approved the amendments to the Supplementary Assessment Guidelines on 5 May 2020 as a temporary measure for Semester 1, 2020

Conditions for a supplementary assessment as outlined in section 21.2 of the Assessment Procedures still apply, except the following:

Awarded to a student who makes a genuine attempt to complete the unit, and whose final cumulative mark falls between **40% and 49%**. The current guidelines stipulate award if the mark falls between 45% and 49%. Students will be offered an alternative form of assessment which assesses the learning outcomes not yet demonstrated. Grade awarded on successful completion of the alternative assessment task is PA, mark 50.

The full procedures can be found at:

[https://policies.acu.edu.au/student\\_policies/assessment\\_policy\\_and\\_assessment\\_procedures/supplementary\\_assessment](https://policies.acu.edu.au/student_policies/assessment_policy_and_assessment_procedures/supplementary_assessment)

A review and refresh of the Assessment Policy and Procedures is in progress. A set of guiding principles was initially developed in close consultation with Faculties and key stakeholders. Over the coming weeks, Associate Professor Duncan Nulty and I will hold a series of co-design workshops with University staff to work through key assessment touchpoints and how these can better be articulated in the Assessment policy and procedures.

It is anticipated that the updated documents will be tabled for approval at November Academic Board for implementation in Semester 1, 2021.

## Microsoft Teams - update from IT

### What's happening

Throughout semester 1 ACU ran a pilot program investigating using Microsoft Teams as a tool for teaching. This pilot will expand in semester 2, when all ACU students will have access to Microsoft Teams in a special student tenant.

### What we're telling students

Students will learn about Microsoft Teams via the Student Communications team. Students will learn how to access Teams, but that they will only use it for classes if specified by their teacher.

### Why we're running a Teams for Teaching second pilot

After the first pilot, we have learnt a great deal. IT have been looking at different configurations to ensure the safety of our students and teaching staff. We are going to apply those lessons this second pilot with a student-only tenant managed by IT.

This separate Teams environment ensures security and allows IT to administer your Teams teaching space. Please be aware that teaching in Teams should only take place in conjunction with the Teams for Teaching Pilot managed by Learning and Teaching Centre and IT.

If you are already using Microsoft Teams to teach, please get in touch with the Director, LTC, [anthony.whitty@acu.edu.au](mailto:anthony.whitty@acu.edu.au) as soon as possible.

In order to be able to continue to use teams we are requesting staff notify the LTC so we can work with IT to add you to the Pilot for Semester 2. Unfortunately, we will not be able to endorse staff using Microsoft teams for teaching without the endorsement of LTC for Semester 2.

## Professional Development

LTC will provide professional learning opportunities before and into the start of semester two. These sessions will include getting started and managing units in LEO, Zoom, running online tutorials, Echo360 platform and Virtual Drop-ins. More details and a schedule will be distributed shortly.

During July the following sessions will be run:

- LEO Getting started
- LEO Managing units

- Virtual Drop-ins
- Using Zoom
- How to run an interactive tutorial
- Echo360 – recordings and lectures
- ACU Unitpulse

We will be scheduling more PD throughout semester 2. LTC also hosts a range of resources on the ACU website to assist staff:

[https://staff.acu.edu.au/our\\_university/learning\\_and\\_teaching](https://staff.acu.edu.au/our_university/learning_and_teaching)

We are pleased to announce that ACU is now an institutional member of ASCILITE (Australasian Society for Computers in Learning in Tertiary Education). Membership is open to all ACU staff who have an interest in technology-enhanced learning, teaching and research, learning design, applications development, interactive media or those who have responsibility for managing learning and teaching teams. ACU staff are invited to join and the cost of membership is covered by the University.

For more information and to join please refer to the [online membership form](#).

## Student Support

In February this year, ACU launched **24/7 on-demand study support service** offered by the Academic Skills Unit, in partnership with Studiosity.

The 24/7 on-demand study support service is available to [all commencing students](#) and offers:

- **Academic Writing Feedback** where students can obtain feedback on basic writing for assessment (grammar, spelling, structure, mechanics of referencing) within 24 hours.
- **Connect Live** where students can access online tutors in real-time around academic generic skills in areas including literacy, maths, accounting and economics to progress their immediate work.

Access to the 24/7 service is available through first-year LEO units and Academic Skills LEO unit. Therefore, **we seek your assistance to insert the 24/7 support service link in your first-year LEO unit before the semester starts.** A step-by-step guide is available from your LICs and will be sent to all LICs for semester 2 via another email specifically focussed on 24/7 support.

## Graduate Attributes

A revision of the University's Graduate Attributes is being led by LTC. Our Graduate Attributes are a set of statements about the personal and professional identity of our students as they move out of the University into their future. Ms Penny Wheeler (LTC Project Lead) and I will be holding a series of discussions for staff across Faculties and other organisational units for those who would like to contribute to this process.

## Associate Deans Learning and Teaching - Contact Details

Professor William Ashraf	Associate Dean Learning Teaching and Governance, Faculty of Education and Arts	<a href="mailto:William.ashraf@acu.edu.au">William.ashraf@acu.edu.au</a>
Dr Richard Colledge	Associate Dean, Learning and Teaching, Faculty of Theology and Philosophy	<a href="mailto:Richard.colledge@acu.edu.au">Richard.colledge@acu.edu.au</a>
Assoc Professor Stephen Guinea	Acting Associate Dean, Learning, Teaching and Professional Experience, Faculty of Health Sciences	<a href="mailto:Stephen.guinea@acu.edu.au">Stephen.guinea@acu.edu.au</a>
Dr Bhavani Sridharan	Associate Dean (Learning Teaching and Accreditation), Faculty of Law and Business	<a href="mailto:Bhavani.Sridharan@acu.edu.au">Bhavani.Sridharan@acu.edu.au</a>