

Learning and Teaching Matters 15 November 2021

Overview from Director, LTC (Learning and Teaching Centre) Professor Anthony Whitty

Dear colleagues, welcome to the final edition of Learning and Teaching Matters for 2021. I wanted to take this opportunity to thank all our teaching staff for your dedication, passion and effort to delivering exceptional learning and teaching experiences at ACU, not only this year but throughout this challenging past 18 months. It is important that we reflect on what we have all accomplished over this period and look at how we can continue to grow and move forward, in doing so I encourage you to refer back to our [Education Strategy](#) for inspiration and direction for 2022.

In 2022 we have much to look forward to with a key focus of continuing to use evidence-based practice and a scholarly approach to learning and teaching. To support this work, LTC is developing a plan to integrate the work of the INSPIRE team to create an Evidence Centre within our learning and teaching unit and we are eager to share these areas of development with you all. LTC is also working with Faculties, Properties, and IT to pilot our ACU Studios where staff will be able to stream live content, develop and edit video content for their units and pilot new technology in the learning and teaching space as we continue to innovate in all areas of our teaching practices. We sincerely wish you all the best for the remainder of semester 2 and again want to take the time to say thank you and well done for the amazing work and support you continue to provide ACU students.

SELT Surveys - Pilot of two initiatives in Semester 2, 2021

Merging units for the SELT surveys

In collaboration with Faculties, the Learning and Teaching Centre (LTC) has completed a trial of merging Course Registration Numbers (CRNs) for inclusion in the SELT surveys, to support the quality assurance of units with low enrolment counts. A total of 68 unique entities were created through the merge of CRNs, and SELT surveys for these entities were configured as part of the survey cycle for Semester 2, 2021. The reporting of SELT survey results for merged CRNs (for multiple campuses/modes) will be forwarded to the respective National Head of School, ADLT and Executive Dean.

Section A Optional Item in SELT surveys

For the SELT survey cycle of Semester 2, 2021, the National Lecturer in Charge (NLIC) or Lecturer in Charge (LIC) of a unit, were able to select one additional survey question/item relating to aspects of the units. A compiled list of items was made available to NLICs or LICs, and the selected item was added to Section A of the SELT survey. The optional item bank is based on the findings of research into current practices at other Higher Education institutions. Out of the 1,286 units and merged entities included in the Semester 2 surveys, 10.2% have an optional item included in Section A. Teaching staff for units continue to have the option of including one additional question/item to Section B of the SELT surveys.

The most frequent selections are as follows:

SELT Section A - Optional Items
The use of real-life examples helped me see how theory is applied in practice.
The unit allowed me to build on my previous learning.
My learning was helped by collaboration with other students in projects, discussions, or other learning activities.
The use of digital technology (e.g., LEO, recordings, apps, podcasts, zoom meetings and other online resources) supported my learning.

Supporting student learning in 2022

As you plan for next year, consider how to make use of the [Academic Skills Unit](#) to help your students develop their literacy and maths skills and achieve learning outcomes. This might include:

- Integrating links to specific Academic Skills resources in your unit materials (e.g., around assessment tasks). Simply cut and paste relevant links from the [Information for Staff page](#) and embed in your unit materials. Alternatively, we can map the resources for you using your unit outline and provide you with a curated list of links.
- Talking with us about developing a targeted, discipline-specific resource. Academic Skills Unit on LEO now hosts a range of discipline-specific resources evolving out of collaborations with faculty, with links embedded in corresponding LEO Units. Please let us know also if you would like an existing resource updated.
- Scheduling a time in your program for the Academic Skills Unit to present on an aspect of academic study within the context of your discipline. The Academic Skills Unit has a national presence and can coordinate support across the campuses.
- Promoting our range of services including workshops, consultations, Ask an Advisor and 24/7 online support provided by ACU's external partner Studiosity. Ensure your students have access to Studiosity's 24/7 online support, Writing Feedback and Connect Live, through the embedded link in your unit.

Please feel free to get in touch with us at academicskills@acu.edu.au to further explore the options.

C2U student support and withdrawal advising initiatives

Supporting Commencing Students in their First Year

ACU provides a range of support services and programs to assist students in their transition to university. However, navigating through these services can be an overwhelming experience. Commencing students in their first year at ACU are engaged via **Connect2Uni (C2U): Student Support Service** delivered in partnership with QS Enrolment Solutions. This service provides on-going support to first-year students via phone calls. The service identifies and monitors students at-risk to proactively reach out and offer relevant referrals and guidance. This involves targeted campaigns to identify students at risk of dropping out. Campaigns include: 1) EDM conveying critical and time-relevant information. 2) Live chat blocks close to Census date to identify students considering withdrawal and offer just-in-time support. 3) Monitoring, identifying, and approaching students with low engagement in LEO or students enrolled in a challenging unit. In 2021, approx. 9,000 commencing students were opted in the service.

Additionally, C2U works closely with faculty leadership to support any additional campaigns required. Recently, the team collaborated with School of Nursing, Paramedicine and Midwifery to run a targeted campaign. This campaign focused on understanding the unit dropout reasons for specific first year units. The initial insights from the campaign have revealed valuable information.

Course Withdrawal Advising - Helping students make an informed decision

Course Withdrawal Advising service involves reaching out and offering support to the students who are either considering withdrawing or have already withdrawn from their course. The services provide an opportunity to get a better understanding of the reasons, help students make a well-informed decision, and to offer them support with an aim to retain them.

Students considering withdrawing can also book an appointment with the Connect2Uni team to seek guidance. A large majority of them are guided to consult with their Course Coordinator, access appropriate services and explore

alternative options such as leave of absence, deferment or part-time study. In 2021, 2,545 students have been opted in the service and were offered support. 81 students were prevented from dropping out.

To understand, consolidate and analyse the valuable insights gained from the engagement with students, a dynamic Power BI Dashboard has been developed. The dashboard provides:

- Overview of withdrawal by campus, faculty, month in comparison with unique headcount
- Withdrawal data vs unique headcount breakdown by demographics
- Reasons for withdrawal and list of universities and courses students have gotten accepted for.
- Anecdotal feedback and comprehensive notes capturing students' reasons and feedback

Please contact transition@acu.edu.au for further information.

Student LEO Notifications

Students have recently reported receiving a burdensome number of ACU emails and told us that LEO notification emails are a significant contributor to this problem. To help alleviate this, we're making a change.

Each LEO notification (including forums and announcements within LEO units) triggers an email to students. Students have reported receiving more than 50 emails per week as a regular occurrence, often resulting in them feeling overwhelmed. This feedback was further supported by the recent Commencing Student Survey (CCS) 2021 report.

To help reduce students' email load, we're going to adjust students' **LEO default setting** to '**Digest**'. This means **all announcements** sent through LEO will be collated **daily** and forwarded in **one email**. These default settings will be created for all commencing students, and the settings for all existing students will be amended at the commencement of Semester 1, 2022.

LTC will work with MER and AskACU to ensure all students, commencing and existing, are aware of this change and given resources to help them amend their settings if they wish. This work aligns with the [Student Content and Communications project](#) driven by MER, which aims to improve the quality and consistency of information ACU shares with current students.

What academics can do:

You can help our students reduce their LEO notifications by taking the following steps:

1. Master the Announcements forum in multi-campus units

Announcement forums in all units are set to 'forced subscription', which means that students don't have the option **not** to receive these communications. So in multi-campus units, it's important you use the inbuilt LEO group functions correctly to make sure that your announcements target **only the intended student group/s**. If you don't check these settings, any announcement will be broadcast to **all participants**. [Watch this video](#) to see how to send an announcement that is viewable **only by students on a specific campus**.

2. Help students manage their own notification settings

Many students don't realise that they can control how they receive notifications from LEO forums. For example, they don't know they have the option to receive a separate email per post or a single daily 'digest' email summarising all posts. Teaching staff can help by highlighting this option to them and directing them to [this LEO Guide](#) to make any desired adjustments.

3. Manage the options

'Optional subscription' is the default setting for all other forums. This means students need to decide which forums they want to be subscribed to. Part of your welcome or introduction to a unit could include showing your students how and where they can [activate forum subscriptions](#).

If you would like any further advice on LEO notifications, please contact LTC at LTC@acu.edu.au.

Academic Integrity Policy & Procedures

Changes to the Academic Integrity and Misconduct Policy and Academic Misconduct Procedures were recently approved and will be implemented from January 2022.

Major changes include the following:

- Compulsory 'Student Academic Integrity Module' (Student AIM) for all commencing students
- The introduction of a finding of 'poor academic practice'
 - o this is not a formal breach
 - o available for inexperienced students only
 - o applicable in cases where misunderstanding has occurred, and the impact on the assessment task has been minor
- A single level of breach
 - o removal of minor, moderate and major breaches
- The ability to require the student to complete mandatory education
 - o in addition to, or replacing, any academic penalty

There will also be a major change to the sequence of decision making around academic integrity issues. New academic assignments will be created within the Schools/Faculties (or equivalent) Academic Integrity Officers (AIO). When a Lecturer in Charge (LIC) becomes aware of an issue, they will make a preliminary analysis of whether the matter should proceed. The LIC will not undertake a full investigation but will refer cases with sufficient evidence to their AIO.

The AIO assesses the situation, and proceeds to a full investigation, if they believe the allegation has merit. This process will remove time-consuming work from the LICs and help ensure consistent application of penalties. The AIO will also have a leading role in their organisational unit in matters of Academic Integrity, including mentoring less experienced staff in matters associated with academic integrity.

There will also be a new Academic Integrity Team within the Learning and Teaching Centre (LTC) and one of its roles will be receiving allegations of misconduct from AIOs, case management and record keeping. This will remove responsibility for these actions from the Schools and Faculties. If you have any queries, please contact: academic.integrity@acu.edu.au

GCHE – Course Review Committee

LTC has initiated a review of the Graduate Certificate of Higher Education (GCHE) and established a Course Review Committee to help ensure a broad opportunity for consultation from around the university. Membership includes senior staff from each faculty, ACU graduates and current students, a library representative, and a representative from First Peoples.

Further information will be provided once the consultation process commences.

Adobe Connect Retirement – December 2, 2021

This is a reminder to all users that the Adobe Connect system will be retired by ACU from **December 2, 2021** in order to consolidate video conferencing and online class delivery into Zoom, which is available to all staff and students of the university. Access to the system will be removed and all recordings will be deleted.

Please visit the learning and teaching [webpage](#) for information about the transition and what you need to do.

If you have recordings you wish to keep, please download them, and upload into Echo360 to use in your teaching in the future. Please find instructions [here](#).

For further information please contact eLearning.LTC@acu.edu.au.

Qualtrics Retirement – November 2022

ACU's agreement with Qualtrics will end in November 2022, due to concerns around data sovereignty (where data is stored), support, and a recent rise in fees. ACU is aware of the importance of Qualtrics to staff and students, and a project is underway to evaluate other options, including an analysis of similar applications in use at other Universities. Assistance and guidance will be made available to migrate to the new solution when available.

Please direct all questions to Qualtrics.Admin@acu.edu.au.

Policy Review Update

Both the draft Assessment and Learning and Teaching policies are being tabled at October ULTC and November Academic Board meetings for discussion and noting. The focus is now on the drafting of the associated procedures and a review of the Supplementary Assessment Guidelines for staff and students. Wide University consultation is planned through the Learning and Teaching Policy Review Working Group. Following the necessary approval steps, it is expected that both policies (and their procedures) will be implemented in the second half of 2022.

A cross Directorate policy consolidation project is underway. Within Learning and Teaching several older policies are being considered for integration within the updated Learning and Teaching policy and procedures, or where appropriate will be recommended for rescinding. Consultation with staff and students will be key to this process.

For further information about learning and teaching policy reviews please contact: Melissa.Collins@acu.edu.au (Senior Policy and Project Officer, Office of the Provost).

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Learning and Teaching Matters 20 September 2021

Overview from Director, LTC (Learning and Teaching Centre) Professor Anthony Whitty

Dear colleagues, welcome to another edition of Learning and Teaching Matters. Please take the time to read in detail the topics covered in this update. We wish you all the best for the remainder of semester 2 and hope both yourselves and students are coping with current Covid-19 restrictions. Please reach out if you or your students need help or support.

Thank you for your time, dedication, and passion to learning and teaching at ACU.

Semester 2 SELT Surveys

The SELT surveys for 2021 Semester 2 units will commence on **Monday, 4 October 2021**.

Emails inviting students to participate in the surveys will be sent to all ACU student email accounts from 'Evaluations LTC' with embedded links to the SELT surveys. Students can also access the surveys through the '**Evaluations**' block on the [LEO](#) homepage.

The SELT surveys for 2021 Semester 2 units will close on **28 November 2021**.

LTC is seeking the support of academic staff in promoting the SELT surveys to help achieve adequate survey response rates. Staff may wish to use a [short video](#) to start a conversation with students.

Further information on SELT surveys is available [here](#). If staff have any questions about the SELT survey, they can visit the [Frequently Asked Questions \(FAQs\)](#) webpage or contact Evaluations.LTC@acu.edu.au.

Disabling Downloads for Embedded Echo360 Videos

Echo360 allows students to download videos to enable them to view videos offline. In October, the button that allows downloads for *embedded* Echo360 videos will be disabled. This will not affect videos where students view videos by clicking on a *link* that takes them to a separate Echo360 page.

Echo360 are working on a solution where the download button can be turned on or off for individual embedded videos. This is likely to be implemented in 2022.

If you wish to allow students to download Echo360 videos in your LEO units, please ensure [students are provided with a link in LEO](#).

Allocate+ and H5P Selector

Students can now view all teaching terms in Allocate+, and automatic group creation via the integration with LEO will now function for all teaching terms. As a result, the process for Allocate+ groups transferring to LEO is changing,

1. Continuous data feed from Allocate+ to LEO.
2. No halt period to allow for groups to be left static.

What does this mean for LEO groups? On the results release date for each teaching period (Summer, Sem 1 and 2, Professional Terms and Winter), Central Timetabling team will stop the data feed from Allocate+ to LEO for that teaching period. This will result in the LEO groups created via the integration to be removed from the LEO unit and are not recoverable.

How to I save a copy of my groups? If you wish to download a copy of your groups before they are removed, you can [download class lists from Allocate+](#).

How do I know what the results release dates are? Results release dates can be found on the [Exams and Results timeline](#) page or the [Results staff page](#). On **27 September 2021** the feeds for the following teaching periods will be stopped:

- Summer 2021
- Professional terms 1 - 5 2021
- Semester 1 2021
- Winter 2021

For an updated guide on the use of Allocate+, please see [LEO Guides: Using Allocate+ groups in LEO units](#).

H5P Selector

Need help choosing a H5P type to use in your LEO unit? Our new [H5P Selector](#) will help you choose which type to develop based on your pedagogical needs! It also includes information about ease of setup for each H5P resource or activity and whether they can be used as alternative assessments.

Credit Management

On Tuesday 21 September we will be launching the new Credit Management system across ACU. From this date, all credit applications will be submitted via the online application form and processed in the Credit Management system. Direct applicants will be invited to apply for credit as part of their course application.

Credit Management will

- allow earlier submission of credit applications, particularly from direct applicants
- support faster processing of credit applications
- provide a better application experience for students and a more efficient process for staff
- lead to more consistency and transparency in the application of credit across the university
- bring us in line with competitors

We have recently emailed all Course Coordinators and School Administrative staff who have been nominated by their schools as system users over the next week, with information about training and other support that will be provided over the coming months.

If you have any questions, please contact the Credit Team at Credit.Management@acu.edu.au.

Library Update

The Library Academic and Research Services Team has moved from a campus focus to a national approach, in which our librarians are each aligned with one of the four faculties. Our Senior Librarians continue to work with staff and students within the faculties, and can be contacted via our [faculty specific shared email addresses](#).

The Library's '[Look Left](#)' campaign in early September was well received. It encouraged students to 'look left' in our library system to see the various filters they can use to refine their searches. We have developed a [static web page](#) where we provide campus-specific information about library services in the face of continuing changes due to COVID-19 lockdowns.

The library continues to provide online resources and services to support students and staff who are working and studying from home:

- All currently enrolled ACU students can access our extensive range of online resources including, books, journals, databases and streaming videos. Our [Senior Librarians](#) can work with you to identify suitable resources.
- Students can [contact the Library staff](#) for advice and assistance. Our [chat service](#) is available 24/7 during semester. Students can also [book an online consultation](#) with a Librarian.

- The Library offers [online classes](#) throughout the year, and will be offering EndNote classes throughout October and November. There are also online guides for students including the [Library Basics](#), [Help Yourself](#), [Library Guides](#) and Postgraduate Guide.
- Our [Senior Librarians](#) are happy to work with you to design online resources to assist your students develop their skills in using the specific information resources required for your course.

New Manager of the Academic Skills Unit

The Academic Skills Unit is very pleased to introduce **Mr Guido Ernst** who has commenced in the role of Manager.

Guido holds a Master of Arts from Ruhr-University Bochum in Germany and has held academic and professional roles at the University of Melbourne since 2004. Since 2011, Guido has been the Manager of the Academic Skills Unit at the University of Melbourne. In that role he successfully implemented a number of initiatives including a peer academic writing service, a 'students as partners' initiative and a new service model that saw academic skills development embedded in curriculum. Guido is committed to data informed decision making and to the development of high performing teams.

We welcome Guido to the Provost Portfolio and look forward to working together. Guido is based in Melbourne and can be contacted at Guido.Ernst@acu.edu.au

Peer Assisted Study Sessions (PASS) – Transforming the first-year student learning experience at ACU

Peer Assisted Study Sessions (PASS) provide valuable support to students in challenging units; both in respect to key content and developing transferable academic literacy skills. PASS has been able to provide ongoing support to students, in the face of many challenges with different State restrictions and lockdowns.

Pop-Up PASS: (PUP) was created to address concerns and needs of the students in collaboration with the faculty during the semester. Short sharp intensive workshops, facilitated by a PASS Leader, support specific needs or technical understanding of a unit during pressure points of the semester. The PASS program is also expanding its horizons past first year subjects and delving into 'pop-up' PASS sessions for second year subjects that have technically difficult skills associated with the unit.

The pop-up nature of the session serves the need for student support on certain skills, as compared to semester-long regular sessions that complement the unit more generally. This approach will be trialled this semester in the form of an 'ECG & cardiac workshop', targeting students completing PARA201 and PARA202.

To find out more about PASS please contact PASSACU@acu.edu.au.

Policy Review Update

A series of Provost portfolio policy reviews continues as part of the Governance review cycle. Like many other Universities in the sector, we have adopted a principles-based approach to our policy development. This approach ensures alignment with ACU's strategic objectives and commitments outlined in the [ACU Strategic Plan 2020-2023](#) and the [ACU Education Strategy](#). The principles aim to place students firmly at the centre of all our endeavours.

The Director LTC is currently leading a major review of both the Assessment and Learning and Teaching Policy and Procedures. A co-design approach with stakeholders across the University is being undertaken to ensure staff and students have input into these critical policies. Through this extensive engagement we believe that there will be a stronger understanding of both policy and procedural intent. Detailed updates on individual policy reviews will be provided in future issues.

For further information about current policy reviews please contact: Melissa.Collins@acu.edu.au.

ACU Careers and Employability

We are pleased to advise a name change for the ACU Career Development Service, the unit is now known as **Careers and Employability**. This name change recognises the emphasis on providing students with opportunities to develop

their employability and graduate attributes through a range of career development learning activities, content and experiences, over the course of the student learning cycle.

Careers and Employability works in partnership with faculties to integrate relevant career development content into courses. Examples include but are not limited to:

- Consultation and advice relating to career development content and experiences within courses
- Facilitated sessions and workshops focusing on key skill development at key stages of course. ie. pre and post placement
- Pre-recorded content, modules and resources ie. Laying your Professional Identity and Entrepreneurial You easily embedded in LEO
- Tailored use of career development platforms including Big Interview and Application Assist for assessment and skill development
- Events, employer engagement and workshops
- Request for Industry data, research and trends

Careers and Employability has staff on each campus, providing local support in conjunction with a comprehensive suite of national programs and initiatives available online. There will be no changes to the campus-based teams.

Contact [Careers and Employability](#) or National Managers Careers and Employability Brigitte.White@acu.edu.au.

Join the conversation on Workplace StudentEmployability@ACU.

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Learning and Teaching Matters 17 August 2021

Overview from Director, LTC (Learning and Teaching Centre) Professor Anthony Whitty

Dear colleagues, welcome to another edition of Learning and Teaching Matters and I hope you are all as okay as everyone can be dealing with all that Covid-19 continues to provide us. We are a strong community, and we will get through this together, but please reach out if you need help. It is perfectly okay if you are not coping, it is called being human. Please let us know if we can support you and your students in any way.

With community in mind, I am requesting feedback from staff that would like to be involved in our University suite of Communities of Practice (CoP) that will begin (some already formed and will continue) in the last quarter of this year and be supported by LTC. Suggested topics are, CoP for sessional staff support, Work Integrated Learning (WIL), reflective practice, Course coordinators, educational analytics (LMS data for example), Innovative and authentic assessment, Peer support in teaching, writing for publications and educational analytics student feedback (SELTS).

With this in mind, we are asking staff if they are interested in being a member of an ACU CoP, have a suggested topic, would like to be a facilitator, or would like to have a discussion on any aspect of ACU CoPs that are being supported by LTC please email LTC@acu.edu.au.

I wish you all the best during Semester 2 with your teaching endeavours.

Key Enrolments Process Information Sessions

Join the Enrolments and Scholarships team as they host information sessions for academic and professional staff, which will explain and answer questions about key student enrolment processes.

The sessions will share knowledge in the areas of:

- academic progress notifications
- course coordinator requesting amendments to enrolment
- submitting applications for credit
- late addition of units guidelines
- withdrawing from units: penalties, timeframes, approvals
- when to recommend a RC, WW or RE form
- interruption of studies guidelines
- submitting cross-institutional enrolment applications.

Information sessions

Both information sessions will be held via MS Teams:

- Session 1 - Wednesday 25 August, 10am
- Session 2 - Wednesday 25 August, 2.30pm

If you would like to attend one of these sessions, please email enrolments@acu.edu.au specifying your preferred time. If you are unable to attend one of these scheduled sessions but would still like to receive training or information on enrolments process, please contact enrolments@acu.edu.au to arrange training for an alternate time.

Academic Skills Unit

Do your students need help to develop their learning, writing and maths skills?

Now that the semester is underway, students are preparing for those first assessment tasks. It is time to remind students of the [Academic Skills Unit](#) support for building their skills and confidence for study this semester. Online consultations, workshops and the Ask an Advisor service are all accessible from the ASU LEO pages.

On the [Information for Staff](#) page, there is a video and PowerPoint slides that outline ASU services and online resources for your use with students.

If you would like to collaborate more directly with the Academic Skills Unit team to develop discipline specific resources for your unit, please contact the Acting Manager of ASU, Joanna Lilpop (Joanna.lilpop@acu.edu.au) to discuss your students' needs for skills development this semester.

Also, for students studying at night and on weekends, [24/7 online study support](#) is provided for all ACU students by external partner Studiosity. This includes both Writing feedback and Connect Live (online chat, with audio from mid-August).

If you are interested, you can attend a Studiosity Students First Symposium panel discussion on the topic: *Testing times: How can assessment shift from compliance to learning to improve wellbeing, integrity, and student success?* Link for [details and registration](#).

Studiosity

Please ensure your LEO units have an updated 24/7 online support link. Learn how from this [short 90 second video](#). This link needs to be added each time you roll over unit. They provide academic writing feedback as well as support for generic academic skills.

It's not too late to put the Studiosity link into your LEO unit for your students. For assistance, please email EdDesign.LTC@acu.edu.au and include the URL of your LEO unit.

Yearly LEO Unit removal

The yearly task of removing units from the live LEO server will occur on **Saturday 4 September 2021**. This will include all 2018 Banner and non-Banner units. Similar to previous years, identified units will have student data removed and all learning materials and activities will be transferred to a reference server. The reference server will be accessible to staff from mid-September, information regarding access will be provided when available.

Due to the yearly removal of units from LEO the number of affected units is smaller and therefore, the process of reviewing and excluding units may be quicker.

Important dates:

- **2-27 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.
- **16 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.
- **4-8 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).

What happens now?

- a) 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.

- b) Lecturers-In-Charge (LICs) should identify a list of their 2018 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.
- c) 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

If you have any further questions about the review process, please email eLearning.LTC@acu.edu.au

A Student Evaluation of Learning and Teaching (SELT) surveys: Pilot of innovative processes

The following provides an update of two current innovations by the Learning and Teaching Centre (LTC) in relation to the Student Evaluation of Learning and Teaching (SELT) surveys:

Data Integration Gateway (DIG) for verification of unit and teacher details

The Data Integration Gateway (DIG) tool is being piloted to verify data (unit and teacher details) for inclusion in the SELT surveys. The verification by authorised School/Faculty nominees is critical for ensuring appropriate configuration of SELT surveys, prior to inviting students to complete them. LTC started the DIG trial for the 2021 second half survey cycle, and trial for the following study periods has concluded: Winter Term, and Professional Terms 5 and 6. The pilot project will continue for the upcoming verification periods, i.e., units taught in Semester 2, Professional Term 7, Professional Term 8, Trimester 3 and Term 3 (Foundation Studies). DIG enables improved flow of data into the survey system, and it is replacing the Teacher Validation Database (TVD). At this stage, the TVD (read only access) will continue to be used as a means for all ACU teaching staff to check that they have been verified correctly.

Optional/additional item in Section A of the SELT surveys

This initiative aims to enable additional feedback collection from students on their experience learning in ACU units. LTC trialed a process for including an optional item in Section A of SELT surveys that were conducted for Blacktown campus units in Semester 1 of 2021. Lecturers in Charge (LICs) were invited to select from a list of items on various aspects of learning/teaching; the selected item was included in the SELT questionnaire together with the five core items relating to unit aspects. The pilot is being expanded for all campuses in the 2021 second half survey cycle. LTC has sought feedback from relevant staff for Blacktown campus and will seek further feedback at the end of the pilot project for further improvement of the innovation.

Kaltura & Adobe Connect Retirement

Kaltura Retirement 30 September

Please remind LICs and teaching staff that Kaltura will be retired on 30 September, after which all Kaltura content will be removed.

Please encourage staff to replace Kaltura content with Echo360 content in their active units, as well as any units they intend to rollover in the future.

The [Transitioning from Kaltura to Echo360](#) and the [Replacing Kaltura with Echo360 in your units](#) guides are both available to assist the transition.

Adobe Connect Retirement 2 December

Please remind LICs and teaching staff that Adobe Connect will be retired on 2 December, after which all existing recordings will be deleted.

Please encourage staff to download any recordings they wish to keep and upload to Echo360 and begin using Zoom for online classes.

The [Transitioning from Adobe Connect to Zoom](#) and the [Moving Adobe Connect recordings to Echo360](#) guides are available to assist the transition.

Student Administration - Central Examinations

Safe Exam Browser (SEB) now available for Semester 2 Central Examinations

Safe Exam Browser (SEB) is a lockdown browser feature, which turns any computer into a temporary secure workstation. It's now available for you to use in exams and is integrated directly into LEO. SEB controls access to resources like system functions, other websites and applications and prevents unauthorized resources being used during an exam. There is no active monitoring of students via this technology. Put simply, students are not being recorded so they still have access to notes/textbooks but will not have the ability to copy/paste off Google or communicate via web-based group chats.

Installing SEB is simple, students will need to navigate to their LEO Examination Unit to start their exam as per normal. From here students will have access to download Safe Exam Browser. Once downloaded and installed, students will now be able to commence their exam via LEO. Students who are unwilling to download the software on their personal computer will need to apply for a seat on campus (form to open in September): <https://www.studentportal.acu.edu.au/quicklinks/forms/application-to-sit-a-central-examination-on-campus>

Students will be provided with a practice quiz which will be available to them 4 weeks prior to examinations commencing. This will help to solve any technical issues well in advance.

For any staff interested in testing Safe Exam Browser, please email ACU.Examinations@acu.edu for more information.

Policy Update

Assessment Policy and Procedures

The major review of the Assessment Policy and Procedures continues. The principles in the Assessment policy have undergone substantial drafting and re-drafting in line with detailed feedback we have received from stakeholders across the University. The principles in the draft policy have now been widely endorsed. An Assessment Policy Preamble document will be linked to the policy and will be a resource on the Assessment page of the Learning and Teaching website. This will assist staff and students in their understandings of the policy philosophy. A series of additional resources suggested by Faculty and Directorate staff are also being considered for future development.

Drafting of the Assessment Procedures has now begun and is informed by a series of 11 policy review workshops that have been held during December 2020 – July 2021 with the following groups:

- Assessment Policy Review Working Group (35 academic and professional staff from Faculties and Directorates and student representatives)
- Schools within all four faculties (113 academic and professional staff)
- Directorates (12 staff members).

University-wide consultation on the procedural document and a dedicated workshop seeking feedback from students, will follow.

Learning and Teaching Policy and Procedures

A major review of the Learning and Teaching Policy and Procedures is underway and a principles-based approach to policy is also being taken. The first draft of the principles was tabled at the July Policy Review Working Group for discussion. University wide consultation will follow. A range of matters related to learning and teaching is being considered within this review. Future policy updates will be provided in this newsletter and through a range of other communication channels.

We welcome your contribution into the feedback process. For further information about the learning and teaching policy reviews please contact: Melissa.Collins@acu.edu.au (Senior Policy and Project Officer, Office of the Provost).

Associate Deans Learning and Teaching – Contact Details

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Dr Richard Colledge	Associate Dean, Learning and Teaching, Faculty of Theology and Philosophy	Richard.Colledge@acu.edu.au
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Dr Bhavani Sridharan	Associate Dean (Learning Teaching and Accreditation), Faculty of Law and Business	Bhavani.Sridharan@acu.edu.au

Learning and Teaching Matters 7 July 2021

Overview from Director, LTC (Learning and Teaching Centre) Associate Professor Anthony Whitty

Dear colleagues,

I trust that you and your students had an enjoyable and successful Semester 1. I wanted to take the time to thank you all for your generous and enthusiastic contribution to the ACU assessment and learning and teaching policy, listening workshops with some of our course coordinators, as well as the contribution from staff in the 3-day workshop with IT (Information Technology), LTC and faculty staff that focused on addressing the technology gaps in learning and teaching workshops on the Brisbane, North Sydney & Blacktown campuses. I am constantly impressed by your continued professionalism, enthusiasm, and dedication to ensuring ACU students consider our university as a supportive, high quality education provider.

On a personal level, I am extremely excited and grateful to have been appointed as the Director of the Learning and Teaching Centre at ACU. It is a privileged and integral position within the University in relation to learning and teaching and a role that requires strong connection with faculties and other directorates. I wanted to also thank the staff within the Learning and Teaching Centre for their wonderful support and dedication to supporting student learning at ACU.

Finally, my thoughts are with ACU staff and students that find themselves in lockdown because of COVID-19. Please make sure as we always do that we reach out to our colleagues and check in with them to see how they are going.

eLearning update

Kaltura retirement 30 September 2021

- Please remind LICs and teaching staff that Kaltura will be retired on 30 September, after which all Kaltura content will be removed.
- Please encourage staff to replace Kaltura content with Echo360 content in their active units, as well as any units they intend to rollover in the future.
- The [Transitioning from Kaltura to Echo360](#) and the [Replacing Kaltura with Echo360 in your units](#) guides are both available to assist the transition
- Attached is a spreadsheet, which list every unit in LEO using Kaltura videos. The "Kaltura Presentation Unit" spreadsheet specifically lists units with a Kaltura Presentation-type video (a complex hybrid video type that couldn't be migrated to Echo360) however the video counts are very low. The "Kaltura Video Units" spreadsheet includes units with Kaltura Video Resource-type videos that were migrated. The "Number of Kaltura videos" column is display from green (low numbers) to red (high numbers) to draw attention to potentially problematic units. It can be sorted by Unit ID, which will be sequential based on when it was created (i.e. higher numbers more recent) but can be sorted by Name categories as well.

Adobe Connect retirement 2 December 2021

- Please remind LICs and teaching staff that Adobe Connect will be retired on 2 December, after which all existing recordings will be deleted.
- Please encourage staff to download any recordings they wish to keep and upload to Echo360 and begin using Zoom for online classes.
- The [Transitioning from Adobe Connect to Zoom](#) and the [Moving Adobe Connect recordings to Echo360](#) guides are available to assist the transition.

TEL Professional Development Workshops

- LTC is currently reviewing PD to be offered pre-semester two. A survey has been circulated and we encourage all academics to participate.
- Pre-semester PD session times have been promoted via [staff bulletin](#), workplace, LEO staff notices and the [teaching online workshops and drop-ins website](#).
 - a. Getting started (targeted at lecturers and tutors new to ACU) 14 July
 - b. Managing units (targeted at lecturers-in-charge new to ACU) 15 July
 - c. Intelliboard (additional reports and Activity Completion in units) 13, 19, 26 July

GradeScope

GradeScope it is a standalone assignment via an LTI integration with Moodle, via the feedback studio it incorporates adding comments, writing on the page, streamlining the grading process and a dynamic rubric. It offers unique options for mobile devices, combining online and paper-based to draw, write, photograph and scan. It is not currently integrated with the Turnitin originality report.

View the [GradeScope recording \(37mins\)](#) to learn more about:

- How students can write assignments online, download, write, draw, scan, photograph, and submit.
- How machine learning and artificial intelligence can collate equivalent answers, group them together, and mark them as a set rather than individually.
- How rubrics can be built and refined during marking and apply changes to already marked assignments to maintain consistency.

Do you see an application for GradeScope in your faculty? Contact the eLearning.LTC@acu.edu.au if you would like to learn more.

INSPIRE Update

In part, student outcomes in higher education are predicted by the quality of the teaching they receive. The better the teaching, the better the student outcomes. What we need as educators to ensure quality teaching is access to a toolkit of practical approaches that are informed by rigorous evidence, and opportunities for feedback about our use of these approaches. You might be aware that ACU has recently initiated a project called INSPIRE, which curates and summarises the highest-level evidence in higher education. INSPIRE is breaking new ground in higher education in how it provides educators with confidence about the learning and teaching practices that work, when they work, and whom they work for.

Over winter, you're invited to attend one of our introductory workshops that showcases the INSPIRE project and gives you access to the evidence summaries. From there, you're invited to participate in the INSPIRE trainings, which allow you to explore evidence in higher education and receive feedback about the ways you apply it. Please join over 100 ACU staff who have already signed up for one of these workshops by clicking [here](#) for a flyer that lists the workshops dates and times, and includes ways to sign up.

Corporate Services update – ACU's one public facing contact number from 7 July 2021

From July 7, contacting ACU by telephone will become simpler, with the 1300 ASK ACU (275 228) number being adopted as the single, public-facing telephone contact number for the university.

Learn about how this will impact you.

What happens when I call 1300 ASK ACU (275 228) from July 7?

You will be asked to select from the following menu options:

- *'If you are a current or past student or would like assistance accepting your offer to study at ACU, press 1'* – You will be put through to AskACU.
- *'If you are enquiring about course information or want to know how to apply to study at ACU, press 2'* – You will be put through to the Future Students team.
- *If you are an ACU staff member, press 3'* – You will be put through to the Service Central team
- *'For enquiries that are not student or staff related, press 4'* – You will be put through to the Service Central team.

What does this change mean for academic staff?

- ***I want to speak directly to AskACU regarding a student-related enquiry*** – No change, you can continue to call the AskACU dedicated staff priority line via extension 8282 (03 9230 8282).
- ***I want to speak directly to Service Central regarding a service request/enquiry*** – No change, you can continue to call Service Central via extension 7272 (07 3623 7272).
The [Service Central portal](#) is available 24/7 and is a great starting point for information about all staff services or to make an on-line service request.
- ***I want to phone/be connected to another ACU staff member*** – No change, you can search for staff contact details via the [ACU Staff Directory](#) or by searching and connecting to that individual via Microsoft Teams.
- ***I want to contact Campus Security or I have an emergency*** – No change, you can contact Campus Security via extension 8888 or 1300 729 452, or use the [SafeZone app](#) to contact the National Security Centre directly (in a life-threatening medical situation, call 000).
- ***I want to contact a specialist area (eg Library, Medical Centres)?*** - No changes, the current telephony arrangements for these specialist areas remains in place.
- ***I want to go to the Campus Reception desk for campus services?*** – No changes, the campus reception desks will remain in operation until further notice.

Why are we changing?

ACU receives more than 200,000 calls each year, and telephone is still the most-used contact channel. If you Google 'contact ACU', depending on your location, your search will return a wide range of phone numbers. Amongst the most called ACU numbers are the six Campus Concierge numbers, which are not adequately resourced to managed calls. From July 7, calls to Campus Concierge numbers will be automatically re-directed to 1300 ASK ACU (275 228).

These changes to call management are part of [a broader Telephony Project](#), as outlined by the Chief Operating Officer Staff Bulletin post last month.

More information

You can ask any questions about the project and share your experience when calling the 1300 ASK ACU number by emailing the Service Improvement team at ServiceImprovement@acu.edu.au.

Academic Skills Unit: Learning skills development

With examinations completed, students may be considering how they can improve their performance next semester. If you have students who would like to develop their learning skills or improve their writing during the time between semesters, ask them to [make an appointment](#) with an Academic Skills Advisor (Literacy) or an Academic Skills Advisor (Maths).

Also, students can work through the online learning resources on the [Academic Skills Unit LEO](#) pages.

If you are teaching in the winter term, please remind your students that they can access [24/7 online study support](#) as provided by Studiosity, with both Writing Feedback and Connect Live from anywhere at anytime.

The Academic Skills Unit continues to work with faculties and professional units throughout this period including: providing workshops for beginning teacher education courses with the LANTITE literacy test preparation workshops and the LANTITE numeracy test preparation workshops, supporting new and continuing students in the Veterans Transition Program and assisting new students to prepare for second semester in the Connect2Uni program.

If you would like to embed learning support within your unit for semester 2, please contact us at academicskills@acu.edu.au.

Associate Deans Learning and Teaching – Contact Details

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Dr Bhavani Sridharan	Associate Dean (Learning Teaching and Accreditation), Faculty of Law and Business	Bhavani.Sridharan@acu.edu.au

Learning and Teaching Matters 12th May 2021

Overview from Director, LTC Associate Professor Anthony Whitty

Dear colleagues,

I trust as we near the end of Semester 1, 2021 you are all feeling satisfied with your learning and teaching endeavours in 2021 and your students are feeling more connected to yourselves as we engage in more face to face campus experiences in comparison to the year 2020. Please take the time to read in detail the topics covered in this version of the LTC Learning and Teaching Matters update. As always, we sincerely thank you for all your passion and dedication to learning and teaching at ACU, wish you all the best for the last few weeks of semester 1 and wish your students a successful semester.

Evaluations update | Semester 1 SELT Surveys

The Student Evaluation of Learning and Teaching (SELT) surveys for 2021 Semester 1 units will start on **Monday, 10 May 2021**. Emails inviting students to participate in the surveys will be sent to all 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 2021 Semester 1 units will close on **27 June 2021**.

LTC is seeking the support of academic staff in promoting the SELT surveys to help achieve adequate survey response rates so that the data collected is meaningful. Teaching staff are critical in promoting the SELT survey by talking with students about the importance of feedback, how it is used and how it has helped improve the quality of units at ACU. Staff may wish to use a [short video](#) (which highlights some aspects of the SELT survey) to start a conversation with students. Further information on SELT surveys is available [here](#).

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

eLearning update | Intelliboard

Intelliboard

The LTC would like to announce a new reporting feature in LEO, Intelliboard.

Intelliboard offers ACU teaching staff a range of reports that:

- Track and improve learner engagement with data to help you keep your students focused and to inform your teaching approaches, and
- Identify at-risk learners using data about student visits to your LEO unit pages, resources, and activities.

Intelliboard provides a more detailed view of what your students engage with most, including **when** students access materials online and **how much time** they spend on individual activities.

You can now observe when your students are active during any given week! This can inform your communications, moderation of activities, and scheduling of new activities and assessments.

Intelliboard will give you the ability to compare units you taught from semester to semester. With this historical profile, you will have the unique opportunity to identify trends across cohorts and over time.

Be on the lookout for upcoming LEO Guides and online drop-in sessions for Intelliboard via the **Staff Notices** block on the [LEO home page](#).

What version of Zoom are you currently using?

Zoom regularly updates new versions of the desktop client and mobile app to release new features and fix bugs.

Learn more about how students and staff can keep their version up-to-date

1. [LEO Guides for students: Zoom](#)
2. [LEO Guides for staff: Zoom](#)

Student Administration Update

Credit Management Project

Work is currently well under way on ACU's new Credit Management system (CreMa). There are three key components to this new system:

- a credit precedent database, which can be searched by current and prospective students
- an online application form
- an automated assessment and approval process

The new system will improve transparency and consistency in the application of credit, reduce manual processing, and enhance ACU's competitiveness with domestic and international students. The new system will be rolled out from July 2021 and will be fully operational for the 2022 intake. School information sessions and workshops will be held throughout May, with comprehensive training sessions taking place before go-live.

If you have any questions please contact Ann Emms, Project Manager CreMa, via Teams or Ann.Emms@acu.edu.au.

Online Proctored Exams

The Exams & Results team would like to thank all School and Faculty staff for their work so far in preparing for Semester 1 central exams. We are also excited to announce that we will be moving to a new provider for online, proctored exams. In 2021, this exam type will be supported by the Proctorio system. Moving to the new vendor allows us to address some of the security concerns students had with ProctorU in 2020 and provides additional features for a smoother student experience.

In the coming weeks, the Exams team will reach out to staff using the new system in Semester 1 with key information and training resources. In the meantime, if you have any questions about the system please contact Katie Cooper, Coordinator Examinations & Results via Teams.

Policy Review update

A series of learning and teaching policy reviews is currently in progress as part of the Governance review cycle. This is an opportunity to re-consider our policies and ensure that they are aligned with commitments made to our staff and students in the [ACU Education Strategy](#) and [ACU Strategic Plan 2020-2023](#).

To this end we have adopted a principles-based approach to policy development which is student centred. A major review of the Assessment Policy and Procedures is well underway, and engagement is occurring with staff and students across the University. This is to ensure that the requirements of staff in the assessment space, have been considered. The same co-design approach is being used for the review of the Learning and Teaching Policy and Procedures. The procedures will be significantly expanded to include key information to assist all teaching staff.

The Director LTC is leading a series of workshops during the month of May which will focus on Assessment issues, Learning and Teaching procedures, and roles and responsibilities of teaching staff. These workshops are being scheduled with staff from Schools and Pathways, Course Coordinators, and Students.

Other Provost portfolio policies currently under review include:

- Physical Teaching Space Standards
- Course Load Analysis
- Policy on ePortfolio Use

ACU's inaugural Work Integrated Learning (WIL) policy is also in development.

We welcome your contribution into the feedback process. For further information about Provost portfolio policy reviews please contact: Melissa.Collins@acu.edu.au (Senior Policy and Project Officer, Office of the Provost).

Professional Development | Graduate Certificate in Higher Education (GCHE)

Mid-year admissions for the Graduate Certificate in Higher Education are now open for Professional Term 5. The course is designed to support academic staff and enhance capabilities in learning and teaching in Higher Education. With a purpose to help staff develop a theoretical and scholarly basis to inform the progressive development of your academic practice.

The GCHE now comprises of eight 5-credit point microcredentials, which are studied one at a time over two years. Full time, part-time and sessional staff are equally welcome to apply. ACU scholarships are available to any ACU staff member offered a place on the course. Scholarship eligibility is determined bi-annually - remaining in place for as long as you are an ACU employee.

For further information please refer to the [GCHE](#) webpage or submit queries to GCHE.LTC@acu.edu.au.

ACU Teaching Development Grants, Citations & Awards

Teaching Development Grants – Live Q&A Session

The 2021 call for applications is now open for Teaching Development Grants. If you are considering applying for a TDG you are invited to attend a live Q&A session held by Dr Alison Owens and Dr Georgia Clarkson (LTC staff). The **TDG live Q&A session June 22, 2021 from 1pm – 2pm**. Register for the session [here](#).

As previous grant recipients and having reviewed many applications, Alison and Georgia's experience of what makes a high quality and high impact project plan for grant funding in teaching development can assist you in developing a strong application. Prior to attending, please review the documentation involved in applying for a TDG on the [website](#) so you can raise questions that emerge as you plan and draft.

Citations & Awards

Applications for Learning and Teaching Citations and Awards to recognise excellence in teaching will be opening in the coming weeks. Anyone interested can find information about the different schemes on the [Citations & Awards](#) webpage with guidelines to be published on announcement.

Please note prior to authoring and applying, applicants require endorsement, with endorsement and submission dates varying according to the scheme:

Citation / Award	Endorsement Required by	Submission Date
ACU Citation	National Head of School or Associate Dean, Learning & Teaching	2 nd September
Vice Chancellor Awards	Associate Dean, Learning & Teaching or Executive Dean	31 st August
AAUT (External)	Associate Dean, Learning & Teaching or Executive Dean	25 th August

For further information please contact: awards&grants.LTC@acu.edu.au.

2020 Faculty Awards & Learning and Teaching Grant recipients

Faculty of Education and Arts | 2020 Excellence in Teaching Awards

Winners were awarded based on their performance, approaches to teaching and learning that influence, motivate and inspire students. Including:

- their teaching activities and achievement
- SELT results
- Supporting materials such as PORT (Peer Observation and Review of Teaching)
- Nomination by the National Head of School, State/Deputy Head of School

The winners are:

1. Team category (Dr Joanna Winchester, Mrs Chrissy Monteleone, Dr David Lee) - School of Education – Strathfield
2. Dr Thu Ngo – School of Education – Strathfield
3. Dr Ann Holt – School of Arts Melbourne
4. Dr Xiaoying Qi – School of Arts - Melbourne

Congratulations to all award recipients.

2020 Faculty of Health Science | Learning and Teaching Grants

Congratulations to the following recipients on their FHS Learning & Teaching grant;

School of Allied Health

- Evaluating an ACU - Developed online groupwork training module for undergraduate allied health students. Lead by Dr Cherylee Brown. (Ms Belinda Deramore-Denver, Academic Skills Unit)
- This is not a drill: Using evidence-based assessment to enhance efficacy of learning in simulation-based professional practice experiences. Lead by Dr Kieran Flanagan. (Ms Danielle Czapnik, Dr Natalie Berg, Ms Katherine Cooper)
- Peers as simulation patients in a case-based clinical simulation class setting. Lead by Dr Pam Teys. (Mrs Alison Blunt, Dr Laura Miller, Dr Sue Reid, Dr Charles Flynn)

School of Behavioural & Health Science

- ACU Graduate Attributes: A stocktake Lead by Dr Jodi Sita. (A/P Chris Lorenzen, A/P Sharon Croxford, Dr Tanya Uebergang, A/P Rachel Dryer)
- Using online simulations in ACU mission to prepare and engage students for Work Integrated Learning (WIL). Lead by Ms Laurine Hurley. (Mr Peter Weyand, Dr Isabelle Lys)

School of Nursing, Midwifery & Paramedicine

- Blended Learning for Psychomotor Clinical Skills Development Lead by Mrs Samantha Burbidge. (Mr Liam Langford, Mr Benjamin Coyte, Mrs Amanda Hlushak)

Academic Skills Unit

Embedded learning support

Academic Skills Advisors are here to work with you to develop targeted learning support resources for your units in Semester 2, 2021.

The [Academic Skills Unit](#) provides online resources, workshops, consultations and an Ask an Advisor service to assist students to develop their skills in maths, academic language and learning.

We encourage teaching staff to include [links](#) to these resources in teaching materials. To discuss how we can collaborate to embed learning support within your unit and for any enquiries, please contact us at

academicskills@acu.edu.au

Student Engagement & Services

Student Engagement & Services would like to promote the following student services to ensure staff are aware of those available. Please see the [Staff Referral Guide](#) for a full list of services.

Free Legal Service for Students

ACU has engaged Wisewould Mahony Lawyers to provide basic legal advice to ACU students at no cost. All students currently enrolled at ACU are eligible for this service irrespective of the type of their enrolment. ACU [Student Legal Advice Service](#) is offered from 15 January to 15 December. It allows up to two (2) 45-minute appointments (virtual) with a specialist lawyer including provision of written advice.

Should students wish to benefit from this service, they can complete the [Wisewould Mahony Lawyers](#) contact form with their student ID and ACU email account.

This information is permanently advertised on the website and is accessible through the Student Portal.

Rental Advisory Service

The ACU [Rental Advisory Service](#) aims to assist students that are experiencing issues while renting privately, require more information about their rights as a tenant or need help finding safe and legitimate accommodation.

Students who wish to gain access to resources, get advice or support can access the service by completing a [contact form](#) outlining the type of issue they would like assistance with. Further information for students can be found via the Student Portal.

NSW Accommodation Scholarship for Regional, Rural and Remote Students

This scholarship supports undergraduate students who are relocating from regional, rural and remote areas to study at an ACU NSW campus. The scholarship offered at the beginning and middle of the year, covers the cost of accommodation at the [Miguel Cordero Residence \(MCR\)](#) in Camperdown for one year's accommodation, valued at \$18,980.

Students can access more information about the eligibility, application process and selection criteria by visiting the [Scholarships](#) pages on our website.

Library Resources & Services

Resources and Services for Online Courses:

The Library provides a range of resources and services to support online courses:

- All currently enrolled ACU students can access our extensive range of online resources including, books, journals, databases and streaming videos. Our [Senior Librarians](#) can work with you to identify suitable resources.
- You can use [Leganto](#) to create reading lists for your students.
- Students can [contact the Library](#) staff for advice and assistance. Our [chat service](#) is available 24/7 during semester. Students can also book an online consultation with a Librarian.
- The Library offers [online classes](#) throughout the year. There are also online guides for students including the [Library Basics](#), [Help Yourself](#), [Library Guides](#) and [Postgraduate Guide](#).
- Our [Senior Librarians](#) are happy to work with you to design online resources to assist your students develop their skills in using the specific information resources required for your course.

Associate Deans Learning and Teaching – Contact Details

Professor Jan Seruga	Acting Associate Dean Learning Teaching and Governance, Faculty of Education and Arts	Jan.Seruga@acu.edu.au
Dr Richard Colledge	Associate Dean, Learning and Teaching, Faculty of Theology and Philosophy	Richard.Colledge@acu.edu.au
Assoc Professor Stephen Guinea	Acting Associate Dean, Learning, Teaching and Professional Experience, Faculty of Health Sciences	Stephen.Guinea@acu.edu.au
Dr Bhavani Sridharan	Associate Dean (Learning Teaching and Accreditation), Faculty of Law and Business	Bhavani.Sridharan@acu.edu.au

Learning and Teaching Matters 1 April 2021

Overview from Director, LTC
Associate Professor Anthony Whitty

Dear colleagues, I trust that Semester 1, 2021 is treating both yourselves and your students well and that you will be able to take some well-deserved time off over Easter. Please see the most recent version of the LTC Learning and Teaching Matters update and again thank you for your time, dedication and passion in supporting the ACU students learning experience.

Teaching Development Grants, ACU Citations and Vice Chancellor's Teaching Awards

The 2021 ACU Teaching Development Grants, ACU Citations and Vice Chancellor Awards for teaching will be open from April 7 and will be promoted through Faculty ADLTs as well as more broadly through Staff Bulletin and Workplace. LTC staff will promote the grants, citations and awards in their interactions with Faculty and direct interested parties to the [Learning & Teaching Website](#). The Teaching Development Grants (TDGs) scheme is open to all ACU teaching staff or teaching teams (including professional staff). Citations and Awards are open to all continuing, fixed term and sessional staff, academic staff (and teaching teams) with at least five years of service in the University and their application will require endorsement from their Executive Dean or ADLT.

So, if you contribute to innovations in learning and teaching and the development of resources and frameworks for good practice, you may want to consider putting a Teaching Development Grant application together or apply for an ACU Citation and Vice Chancellor's Teaching Award. If you have demonstrated a level of leadership, track record in scholarly practice/innovation in teaching consider discussing your nomination with your Executive Dean or ADLT.

Teacher Validation Database (TVD) for Student Evaluation of Learning and Teaching (SELT) surveys

The verification of details in the Teacher Validation Database (TVD), regarding units and teachers in coursework programs, commences on **Monday, 29 March 2021** and closes on **Monday, 12 April 2021** for the following First Half 2021 study periods:

- Semester 1 (202130)
- Term 1 (Foundation Studies) (202134)
- Professional Term 3 (202115)
- Professional Term 4 (202147)

The Learning and Teaching Centre (LTC) has communicated this information to [Faculty/School staff](#) responsible for verifying data in the TVD. All staff will also be notified through the Staff Bulletin regarding the opportunity to ensure their names are entered appropriately in TVD by their Faculty/School nominees. Staff are asked to contact the appropriate nominee if any changes are required before the TVD close date. Information extracted from TVD will be uploaded in the online evaluation system for conducting the SELT surveys.

For more information regarding SELT surveys in ACU or the TVD verification process, please visit the [Evaluation and Improvement webpage](#) or contact [Evaluations LTC](#).

Studiosity

All enrolled ACU students can access 24/7 online study support through our external partner, Studiosity. They provide academic writing feedback as well as support for generic academic skills.

It's not too late to put the Studiosity link into your LEO unit for your students. [Learn how from this short 90 second video](#).

For assistance adding the link, please email EdDesign.LTC@acu.edu.au and include the URL of your LEO unit.

Student Administration

Automated Change of Results Now Live

ACU's new system provides a simple, efficient way to request and process a change of result. Once submitted, the request automatically workflows to the appropriate Head of School and/or Executive Dean (if applicable) for approval. E&R will process the final stage of approval. Once granted, the results are saved automatically overnight in Banner.

The Change of Result procedure and video guide can be found on the [Staff – Results](#) webpage.

You can submit requests here: <https://deferredexams.acu.edu.au/changeofresults/www/login.php>

- If you are unable to login to the Change of Results system, please email stresults@acu.edu.au requesting access.
- If this workflow requires amendment to a generic email address or Deputy Head of School, please email stresults@acu.edu.au requesting the change.

New Way to Collect Unit Data for Timetabling

Timetabling have developed a new online tool to collect data for new units outside of the current WDC period. This will replace the current [Word document template](#). Timetabling are in the final stages of testing and will launch the new tool to your School Timetabling Liaison Officers on the TLO SharePoint page. The new tool is designed to be more user-friendly for TLOs and allow us to enter the new units into Syllabus+ much more quickly and efficiently.

If you have questions, please feel free to reach out to Adin Beresford, Coordinator Timetabling & Room Bookings.

Associate Deans Learning and Teaching – Contact Details

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Learning and Teaching Matters 11 February 2021

Overview from Director, LTC
Associate Professor Anthony Whitty

Dear colleagues,

A very big welcome to 2021 and trust that you all had some well-deserved rest and are ready for Semester 1, 2021. For those new to ACU a welcome to our regular Learning and Teaching Matters communication designed to provide important just in time information to our staff. Here is our first update for the year and I sincerely wish you and your students all the best in your learning and teaching journeys for 2021.

Office of the Provost

The Office of the Provost is launching a seminar series, ***Innovating the Student Experience (ITSE)***, with the purpose of keeping academic and professional staff informed of projects ACU has initiated to re-invent and invigorate the Student Experience.

The seminars will be conducted throughout semester 1. All seminars will be recorded and housed on the Innovation@ACU Workplace site allowing an additional space for further discussion of these Student Experience initiatives. Look out for more information in an upcoming Staff Bulletin.

In the meantime, mark the following in your diary - Thursday 18 February – commencing at 1:10pm EST or 12.10pm Brisbane time to approximately 1:40pm EST or 12.40pm Brisbane time. The first seminar will be presented by Dr John Mahoney, Senior Lecturer, Exercise Science on the INSPIRE Project.

How do you decide on how to design your units? What information guides your teaching practices? How do you know – *really* know – that you're helping students learn? Effective decision-making in learning and teaching is a combination of scholarly evidence, student needs, and expert opinion. We tend to make a lot of our decisions based on student needs and our own experiences, but what about scholarly evidence?

There is an overwhelming amount of research on learning and teaching. A database search for the terms *higher education, learning, and teaching* returns over 4 million scholarly works. Even if you could sift through all this information, you'd likely get frustrated with their mixed and contradictory conclusions, the lack of rigor in some of the works, and the sense that what works for some students wouldn't work for yours. You could be excused for ignoring the overwhelming amount of information altogether. The problem is, only using student needs and expert opinion to inform our decisions can lead us to use approaches that do the opposite of what we intended them to do.

What if all the available scholarly evidence was distilled for you? What if it was curated and organised in a way that you could easily access it and apply it in your teaching? INSPIRE is a new project being coordinated out of the Office of the Provost, which aims to provide you with easy, simple, and digestible summaries of scholarly evidence that you can pick up and use within minutes. The project also includes badged programs that allow you to receive feedback about your practices, get acknowledged for your work, and lead others in developing their learning and teaching practices. **If you'd like to learn more and INSPIRE your students, please copy the following link - [Innovating the Student Experience \(ItSE\) - INSPIRE](#) and include it in your outlook calendar for Thursday 18 February – commencing at 1:10pm EST or 12.10pm Brisbane time.**

Educational Design Update

LEO unit start date in the system

The "unit start date" setting in LEO determines when your LEO unit will become visible to students. The system default start date for semester one units this year to Monday 15 February 2021 (two weeks before start of teaching). If this is too early, please don't stress you can set your LEO unit's start date in [unit settings](#) to open 22 February (one week before Semester 1 commences) as supported by the ACU assessment procedures. There is no formal requirement for you to have the unit and content visible to students more than one week out from the beginning of semester.

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

Student 24/7 Online Study Support

24/7 online study support is one of the services available to all students through our external partner Studiosity.

Students can access:

- 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 English, Maths, Science and study skills

Please see the [teaching and supporting student learning page](#) for directions on how to add the 24/7 online study support link into your LEO unit.

ACU LEO Template

The ACU LEO template has been implemented to improve consistency in navigation and user experience in LEO units across ACU. Key items, such as the Unit outline, the Announcement forum and assessment information should be easily accessible and in the same place regardless of Discipline, School or Faculty. The template does not take away academic freedom in terms of the learning activities and resources but does make suggestions about how this content can be scaffolded. Please see [the guide on switching your unit to the new ACU LEO template](#).

Library update

Blacktown Library services:

- There is now a Librarian on campus from 9.00am to 5.00pm Monday to Friday. They are available to work with staff and students at Blacktown. Librarians from the North Sydney and Strathfield campuses will also visit Blacktown to provide additional support to learning and teaching programs.
- Blacktown students will have access to the complete range of Library resources and services including our 24/7 chat service and our online consultation service.
- Library staff have been working with academic staff to assist in the selection of material for courses taught at Blacktown. The Library's e-preferred policy also applies to the Blacktown campus. Some books on reading lists, that are not available electronically, will be available for loan on the ground floor of 22 Main Street.
- Staff and students can request that print items located at other Campus Libraries be brought to Blacktown.

Online resources to support Learning and Teaching:

- The [Library Basics Guide](#) provides new students with an introduction to Library resources and services.
- The [Help Yourself Guide](#) provides students with information about how to effectively build a study plan, start researching and know their sources
- The [Library Guides](#) provide students with an introduction to the key resources in their discipline
- The [Referencing Library Guide](#) provides students with examples of how to use the main referencing styles used by ACU
- [Leganto](#) is used by ACU to create reading lists and comply with copyright. Leganto allows you to create annotated, up- to-date reading lists and track the usage of the reading materials you have assigned.

Our [Senior Librarians](#) are happy to work with you to integrate these resources into your LEO units.

Open Education and Open Access resources

Teaching staff and students can access freely available Open Access resources, including textbooks from the Library's Open Access pages:

- Search for Open Access material in the Library catalogue and Open Education Resources: <https://library.acu.edu.au/open-access/teaching>
- A list of vendors and sites providing a wide range of Open Access material: <https://libguides.acu.edu.au/open-access-resources/#s-lg-box-20984558>

Assistance with understanding copyright and your obligations

We encourage you to attend the Copyright Manager's virtual [Copyright sessions](#) in February and March:

- Leo and Copyright
- Copyright at ACU

These sessions cover:

- a basic understanding of copyright in the ACU workplace
- an overview of ACU areas impacted by copyright law
- an overview of copyright Statutory licences (for learning and teaching) and ACU voluntary licences
- locating free educational resource
- where to get help at ACU.

eLearning update

Moving from Kaltura to Echo360

Your Kaltura media have been copied over to Echo360, where they will be available in your personal Echo360 library. If one or more of your videos were not copied, you may:

1. [download your Kaltura videos](#) from LEO,
2. [upload these videos to Echo360](#), then
3. [replace Kaltura media links in your LEO units with their corresponding Echo360 media](#).

For more information, please contact eLearning@acu.edu.au.

Teams for Teaching Pilot 2021

The ACU 'Teams for Teaching Pilot' is scheduled to continue in 2021. After positive feedback from both students and academics, the pilot will maintain a similar format to semester 2, 2020, being hosted in the ACU (O365) Student Tenant.

Existing academic participants will continue to have access to their dedicated teaching accounts in the ACU Student Tenant and all ACU Students are able to access Microsoft Teams for chat, meetings and can be invited to a Class Team by an academic member of the pilot.

This configuration provides the best experience for teaching ACU Students in Microsoft Teams and is being directly supported by the Digital Workspace team under guidance and direction from Learning and Teaching. Ongoing improvements will continue in the ACU Student Tenant throughout 2021 to improve both Student and Academic experience in using Teams for Teaching.

If you have any questions regarding to the pilot or the use of Microsoft Teams for student engagement please contact Anthony Whitty (Director, LTC).

(*Please note, using the ACU Staff Tenant for teaching with Teams is not recommended or supported, if you are currently using Microsoft Teams in the ACU Staff Tenant for engaging students, please contact Learning and Teaching to discuss inclusion into the pilot).

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