

**Learning and Teaching Matters**  
**23 November 2022**

**Overview from Director, CEI**  
**Professor Anthony Whitty**

Dear colleagues,

I want to take the opportunity to thank our teaching and professional staff for your dedication, effort and passion to deliver exceptional learning and teaching experiences to ACU students. I encourage you to read the articles in this edition for just-in-time resources and information relevant to yourselves and your students. I wish you all the best for the remainder of 2022 and encourage you to take time away from work to rest and rejuvenate as we prepare for the coming year.

**CEI Campus Showcase Series – At the heart of teaching: engaging our students here and everywhere**

ACU academic and professional staff are invited to attend the CEI Showcase Series in December to develop scholarly practice, enhance awareness of good practice and build collaborations. A series of workshops and presentations will be hosted on Ballarat, Brisbane, Canberra, Melbourne and North Sydney campuses across one day for staff to showcase, share and reflect upon their approaches to teaching. Strathfield and Blacktown staff are invited to attend the event on the North Sydney campus.

Visit the [Showcase Series webpage](#) and select your campus to view the event program and read the abstracts for the presentations and workshops.

Please make sure you register to add the event to your calendar, receive updates and for catering purposes. If you have any questions, please [contact CEI@acu.edu.au](mailto:contact.cei@acu.edu.au).

**Professional Learning Program is now live**

The Centre for Education and Innovation is delighted to announce our Professional Learning Program (PLP) is now available to support the learning interests and needs of staff engaged in teaching and learning support. The PLP is comprised of four levels of resources designed for new, early-career staff seeking to orient themselves to ACU and to university teaching and learning, to staff in senior leadership positions seeking to understand and influence the policies, strategies and trends that shape the higher education sector.

You are invited to explore the [Professional Learning Program through this link](#). We welcome feedback or comments through our [Q&A forum](#).

**Choose your own professional learning pathway in 2023**

In early 2023, the CEI will offer a range of professional learning options that provide opportunities for you to choose your own learning pathway, whether you are new to ACU, need a refresher or would like to extend your knowledge. These offerings provide clear and meaningful information to enhance your existing skills and include Live webinars, Active Learning space, Anytime: Self-paced LEO units.

Keep an eye on the [CEI webpage](#) and the staff bulletin in the coming weeks for the final workshop schedule for February.

**Enrol now in the GCHE**

The Graduate Certificate in Higher Education (GCHE) is designed to help you to develop your career as a tertiary educator and to contribute directly to extending a culture of excellence in learning and teaching. The GCHE is now

open for enrolments for February commencement. Enrolments will close on **16 January 2023**. [Complete the GCHE application process](#)

The course is work-integrated so that you undertake learning activities that are of direct relevance and benefit to you. It aims to model and illustrate good practice and ensure your learning experience is transparently relevant and strategically beneficial.

Teaching academics, including sessional staff and professional staff who have a role leading teaching and learning at either the School or Faculty level are eligible to have their fees waived. Discuss your eligibility with the [Centre for Education and Innovation](#) or [Read more about the program and access the Course Guide](#).

### Embedding academic skills in your unit in 2023

One of the best ways to ease students' academic skills development is to embed learning support into the units they study. To do this effectively, units can be 'mapped' to work out where to embed what. (1) Resources and services can be matched to assessment tasks and their component parts; for example, hyperlinks to Academic Skills Unit resources can be integrated into the corresponding marking criteria and just-in-time targeted workshops or drop-ins can be strategically scheduled.

Such projects combine the expertise of academic skills advisors and teaching academics to enhance students' engagement and make it easier for them to access relevant learning experiences.

More information about how you can collaborate with the Academic Skills Unit is available on the CEI [website](#). If you would like to work with us on mapping your unit, please get in touch: [academicskills@acu.edu.au](mailto:academicskills@acu.edu.au).

### Key decision about using Turnitin in Canvas

In moving to Canvas there were three options available to ACU:

1. Turnitin LTI.
2. Canvas Plagiarism Framework.
3. Offer the option of choosing between them at the assignment level.

CEI worked in consultation with 18 teaching staff to choose Option 3, to allow staff to make a choice between Turnitin and Canvas Plagiarism Framework at the assignment level. The *Turnitin LTI* has a widely used *QuickMarks* feature. Staff indicated that this feature allows them to provide quality feedback efficiently.

The *Canvas Plagiarism Framework* does not have a comparable comment bank feature like *QuickMarks*, but does have some other great features staff liked, including:

- Audio and video feedback
- Enhanced rubrics with grade ranges
- SpeedGrader
- Robust peer-marking and group work options

It is integral that we deliver a consistent experience for students and supporting staff to correctly set up their assignments. To aid this, ACU staff will have access to 24/7 Canvas support (phone or chat) to help with setting up assignments.

Thank you to the staff who participated in the consultation phase. If you would like further information on ACU's Canvas Implementation Project, please visit the [webpage](#).

### O365 Tenant Migration

#### What is happening?

Reminder, ACU is updating our Microsoft environment to host both staff and students in the same space. This will allow for improved security, enhanced collaboration and pave the way for future projects. Part of this update means that students will not have access to their online Microsoft Office Suite of applications including ACU emails and One Drive for **up to 6 days** from Friday 16 December 2022.

### What do I need to do?

If you are teaching in the period from **16 December – 22 December**, please be aware students will not be able to receive or send emails from their ACU email accounts during this time. This includes email notifications they would normally receive from LEO.

If students have any queries, please provide the following advice:

- At this stage, the only item students need to do is update their details in Student Connect, to ensure we can communicate if required during the outage.
- Student information can be found at this [AskACU Knowledge Article](#), and will be updated with specific instructions as the rollout progresses.
- Students can reach out to AskACU as normal both now and during the outage.

Please note staff emails will **NOT** be affected during this time. Only student emails are affected. If you have any concerns or questions, please email [CEI@acu.edu.au](mailto:CEI@acu.edu.au).

### Changes to deferred & supplementary central examinations 12 – 16 December 2022

Due to the 0365 Tenant Migration which will remove students access to their email addresses on 16 December, we have decided **not to host any central examinations after 1pm on Thursday 15<sup>th</sup> December**. If your exam has a window that exceeds 72 hours, it will be automatically reduced to fit within the new deferred/supplementary examination block. If you have any questions or concerns, please contact [ACU.Examinations@acu.edu.au](mailto:ACU.Examinations@acu.edu.au).

### Receiving Results Information Session for students

The Student Advocacy Team will be running Info Sessions for students after results are released for Semester 2, 2022. If you have students who are concerned about their results, please refer them to attend the Receiving Results Information Session.

#### The session will provide information on:

- Options regarding results including fail grades
- The process of submitting an appeal
- Supplementary assessment
- Information regarding Re-credit of Unit/s and Refund of Fees in Special Circumstances
- An overview of ACU support services

#### Online presentation via Zoom

- Date: Thursday, 8 Dec 2022 or Thursday, 15 Dec 2022, 11am (AEDT)

#### Face to face (North Sydney only)

- Thursday, 8 Dec 2022, 2pm (AEDT)
- Location: 526.1.03

Students can find further information in the Student Portal under Student Advocacy. Please feel free to contact [Advocacy.Service@acu.edu.au](mailto:Advocacy.Service@acu.edu.au) if you have any questions.

### Library resources in online units – EZproxy links no longer work

ACU now uses OpenAthens to allow off campus access to library resources. Our previous authentication system, EZproxy, will be decommissioned on 23 December 2022. **EZproxy links in online units will no longer work after this date.**

#### What do I need to do?

- If you use Leganto reading lists or Library search links, **you don't need to do anything**. The Library is updating Leganto lists for you.
- Links created using EZproxy will need to be updated.  
(Look for links that have **ezproxy**, **ezproxy1**, **ezproxy2** or **ezproxy3** anywhere in the URL.)
- Use the [OpenAthens link generator/converter](#) to create new links to library resources or update existing links.

- Check all links in your LEO or Canvas units before they start. Remember, it's best to check links when you are off campus and not on the VPN to replicate the student experience.

Contact [LibraryHelp@acu.edu.au](mailto:LibraryHelp@acu.edu.au) for more information or assistance.

### Reducing the cost of textbooks for students

The cost of textbooks can often be a barrier for students, particularly students from low SES backgrounds. Students who are unable to afford textbooks find it more difficult to succeed at university as they do not have easy access to the material they need for their course.

There are options available if you wish to prescribe a textbook that is available at no cost to your students:

- [Open Educational Resources](#) (OERs) are available at no cost to the university (and students) and can be reused, shared and adapted for your students.
- You can develop your own OER that meets the specific needs of the students in your course.
- You can work with Library staff to identify a suitable online alternative to a print textbook from an academic publisher.

These online resources not only make university a little more affordable for students but also allow students to access material at any time and from any place with an internet connection.

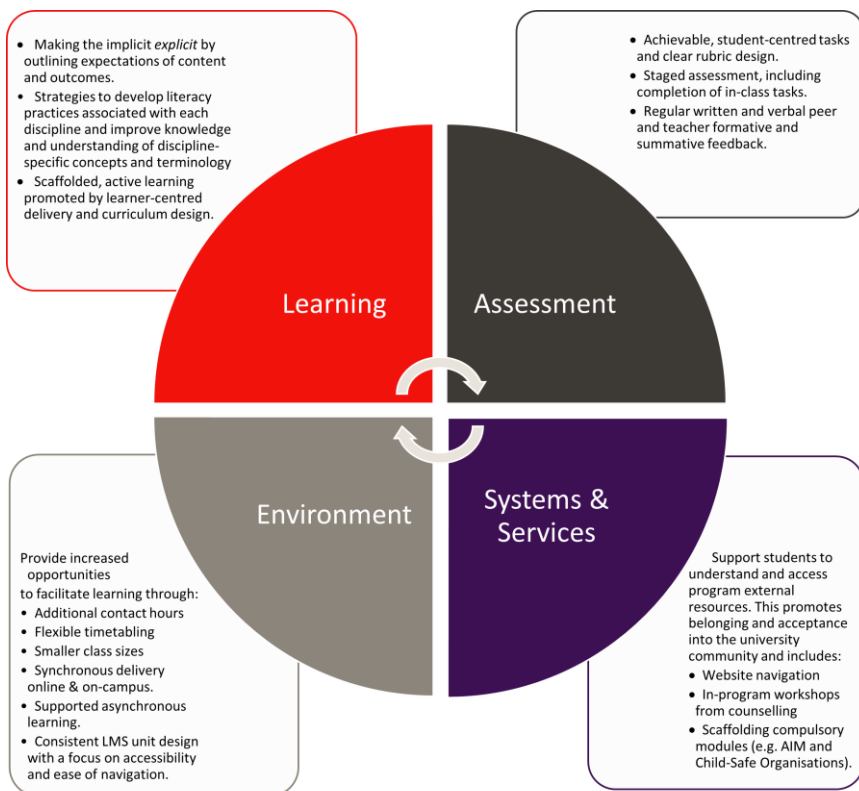
Contact your [Library Academic and Research Services](#) team for more information on these options.

### Embedding transition pedagogy for success

Education Pathways launched Foundation Studies in 2020 and five new Diploma Programs in 2022 – Business, Information Technology, Exercise Science, Biomedical Science and Nutrition Science. As the programs offer entry to students who are ineligible to directly enter bachelor course(s), the curriculum design, implementation and delivery have been carefully developed to optimise the student experience and success. The Transition Pedagogy framework based on the [six fundamental principles](#) has been key in scaffolding, mediating and supporting student learning and success (see for example Kift, 2008)

[Foundation](#) and [Diploma](#) units all use an engaging approach to pedagogy, curriculum design, and learning and teaching practices, which are embedded both holistically and individually within the units to support and enhance student-centred learning. This framework is based on a progressive and developmental approach to learning where implicit expectations embedded within teaching, learning and assessment practices are made *explicit* within the curriculum design and through active and interactive classroom practices. Vesna Stefanov (Pathways Curriculum Manager) recently received the 2022 ACU Vice-Chancellor Staff Excellence Award in the category of Service Excellence for this Curriculum Project. Evaluation of the programs is continuing. Student and staff feedback is incorporated into future iterations of the programs.

Please contact Anna Menicucci, National Manager, Diploma Programs and/or Margaret Swannock, National Manager, Foundation Studies for more information.



## ACU's Elite Athlete and Performer Program is a class above

ACU has a significant recruitment program up it's sleeve that is continuing to gain notoriety throughout the industry. The Elite Athlete and Performer Program (EAPP) is becoming well known amongst athletes (Olympic, Commonwealth, AFL, NRL, Rugby etc) and performers (singers, actors, ballet dancers etc) alike as a supportive, flexible and friendly program. The EAPP is set up to assist athletes and performers achieve excellence in both their studies and sporting or performing pursuits. The students receive academic counselling, timetabling support, tutoring, access to gym facilities and in some cases financial support. Of all the benefits available to the students through the program, flexibility is overwhelmingly the most popular and is what ACU has a strong reputation for.

This wouldn't be possible without the understanding and support from each of the schools across ACU's campuses. The academic staff have provided unmeasurable hours of support and advice to the EAPP students over the years and this is truly where the value in the program lies. ACU Sport is incredibly grateful for this support of and investment in the program. The students within the program are now selling it to their peers and teammates as the best place to go and study, which creates a powerful recruitment tool into the future.

## Associate Deans Learning and Teaching – Contact Details

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Assoc Professor 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 21 September 2022

### Overview from Director, CEI Professor Anthony Whitty

Dear colleagues,

As we approach the close of Semester 2 teaching and prepare for a busy assessment period, I encourage you to read the articles in this edition for just-in-time resources and information relevant to yourselves and students. I wish you all the best through the assessment period and thank you for your dedication and enthusiasm throughout this semester to produce a professional and engaging learning experience for ACU students.

If CEI can be of assistance, whether it be in relation to LEO support, Evaluation of teaching or if you are already looking ahead to preparation of Semester 1 2023, please contact [CEI@acu.edu.au](mailto:CEI@acu.edu.au).

### CEI Campus Showcase Series Theme

The inaugural CEI Campus Showcase for learning and teaching will be titled: ***At the heart of teaching: engaging our students here and everywhere***. This title acknowledges the diversified modes of teaching and learning we have adopted as we have worked to support our students through COVID-19. It also expresses the ACU Mission focus on love and it underscores the ongoing challenge we set ourselves to engage with our students.

CEI encourages academic and professional staff to submit a brief 150-word abstract about how you or your teaching teams are engaging students in learning across all levels of study and disciplines, to showcase in a 15-minute presentation or a 30-minute workshop. What have you or your team done in the last year or two to engage your students? What is working well? What needs further discussion, development and innovation?

Abstracts are due to [CEI@acu.edu.au](mailto:CEI@acu.edu.au) by Monday 10 October. Please see the [CEI Campus Showcase Series webpage](#) for full information.

### Resources to support students with final assessments, exams and LANTITE

It's a good time to remind your students of the resources provided by the [Academic Skills Unit](#) to assist them with final assessments and preparing for exams. Resource topics include the 8 steps of the writing process, essay writing, exam preparation and maths exam preparation.

During vacation week there will be a [Preparing for Exams workshop](#) available to all students as well as multiple [LANTITE preparation workshops](#) in both literacy and numeracy for education students. These workshops are online and students will need to [register](#) to attend.

Students can also [book a consultation](#) with an academic skills advisor to discuss assessments as well as personalised study strategies.

### O365 Tenant Merger

#### What is happening?

ACU is updating our Microsoft environment to host both staff and students in the same space. This will allow for improved security, enhanced collaboration and pave the way for future projects.

Part of this update means that students will lose access to their online Microsoft Office Suite of applications including ACU emails and One Drive for up to 6 days from Friday 16 December 2022.

## What do I need to do?

If you are teaching in the period from 16 December – 22 December please be aware students will not be able to receive or send emails from their ACU email accounts during this time. This includes email notifications they would normally receive from LEO.

### In preparation for this:

- Consider having no assignments due during this week.
- Prepare your students in advance and explain to them how communication will take place during this week in your unit.
- Encourage students to log into LEO regularly to check for unit announcements and forum questions and answers.
- Use a general discussion forum in your LEO unit to encourage students to ask unit questions there.
- Regularly monitor the LEO unit forums.
- Individual correspondence, if required during this time can be done through [LEO Messaging](#).

Please note staff emails will NOT be affected during this time. Only student emails are affected. If you have any concerns or questions, please email [CEI@acu.edu.au](mailto:CEI@acu.edu.au), CEI will collate all feedback and queries to present to ACU IT 0365 Tennant Merger Project Working Group.

Communications to students about the change will be commencing in the near future, with more detail for both staff and students to follow.

### Zoom releases new Whiteboard

Zoom has recently released a new collaborative whiteboard. The new whiteboard is a significant improvement on the old Zoom offering. Read the blog, [Introducing Zoom Whiteboard, A New Visual Collaboration Solution](#). To find out more, see the [Zoom Whiteboard user guide](#).

Zoom has also released an update for the Zoom client application. The current version released on September 13 is version 5.11.11. [Read the details on how to update your Zoom application](#).

### Semester 2 SELT opening soon

The SELT surveys for 2022 Semester 2 units will commence on **Monday, 3 October 2022**.

An invitation to participate in the surveys will be sent to ACU student emails from [Evaluations.CEI@acu.edu.au](mailto:Evaluations.CEI@acu.edu.au) with embedded links to the SELT surveys. Students can also access the surveys through the 'Evaluations' block on the [LEO](#) homepage.

CEI is seeking the support of academic staff to promote the SELT surveys in order to achieve adequate survey response rates. Staff may wish to use a [short video](#) to start a conversation with students or we invite you to explore our [promotional material & resources](#). The SELT surveys for 2022 Semester 2 units will close on **27 November 2022**.

Further information on SELT surveys is available at this [FAQ webpage](#) or contact [Evaluations.CEI@acu.edu.au](mailto:Evaluations.CEI@acu.edu.au).

### New Declaration of Interest Policy & Procedure

ACU has a new [Declaration of Interest Policy](#) and [Procedure](#) that applies to all staff and affiliates (contractors, suppliers, consultants and agents employed by ACU). Please familiarise yourself with the Policy and Procedure.

There are many definitions of what constitutes a conflict of interest. As a member of staff, you need to ensure that you are familiar with these definitions and can identify where a conflict or potential conflict may exist or need to be declared. You also need to ensure that you recognise situations where there could be foreign interference.

To assist you, a [Declaration of Interest Self-assessment Guide](#) (See Appendix 1) has been developed.

For further guidance, please review the Knowledge Base articles on [Conflicts of Interest](#) and [Foreign Interference](#).

## How to make a declaration

Where a declaration of interest or potential conflict of interest has been identified, you are required to disclose this to your supervisor. You and your supervisor will need to agree a plan to manage the interest or potential foreign interference matter as well as complete an online declaration via Service Central to ensure that the disclosure is appropriately recorded. All declarations need to be recorded, even where a conflict may not exist.

[Access the Declaration of Interest Disclosure form](#) or [Access the Foreign Interference Declaration form](#)

Questions regarding this policy can be directed through [Service Central](#).

### Associate Deans Learning and Teaching – Contact Details

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## Learning and Teaching Matters 10 August 2022

### Overview from Director, CEI Professor Anthony Whitty

Dear colleagues,

I trust that you have had a productive and engaging start to Semester 2. I encourage you to read the below articles for appropriate just in time information to assist with your Semester 2 learning and teaching and browse the [CEI Website](#) for additional relevant resources.

In July, the Centre for Education and Innovation hosted a series of Roadshow presentations across each campus, with over 220 attendees from faculties and directorates. The Roadshows provided a formal introduction to the new CEI including our purpose and vision and showcased our key initiatives and projects, ACU Distinctive Curriculum, Academic Timeline and the Canvas Implementation Project. Watch the Melbourne event [here](#).

The presentations fostered positive discussions and the engagement and interest from attendees was appreciated.

Academic and professional staff are invited to [Academic Timeline](#) workshops in August to provide valuable feedback as to what is and what is not working in various interactions including, the Timetabling process, Credit Management, Direct Admissions, AskACU and Libraries.

- Tuesday 23<sup>rd</sup> August, 9.30am – 11am  
or
- Thursday 25<sup>th</sup> August, 12.30pm – 2pm

If you are interested in participating in the workshops, please email [CEI@acu.edu.au](mailto:CEI@acu.edu.au) with your preferred date.

### Research informed Teaching Seminar

The Centre for Innovation in Education is pleased to host an online seminar '*Research informed Teaching*', showcasing key research projects from the [ACU Institute for Positive Psychology in Education](#). All ACU staff are invited to attend this seminar which engages staff in breakout discussions to explore how findings from this cutting-edge educational research can inform teaching across ACU. Projects span the following topics: *Indigenous Gamechangers, Motivation and Behaviour, Educational and Developmental Psychology*. Each project identifies principles and strategies for educators seeking to improve the educational experiences and outcomes of their students.

Watch the seminar from 12 August [here](#).

### Canvas Implementation Project

As you may know, ACU is moving to a new Learning Management System (LMS) – Canvas.

We are confident Canvas will transform the educational experience for staff and students and meet the increasing demand for mobile technology. It has been a busy month on the ground as our [project team](#) works hard to ensure the project is powering along in readiness for the launch in mid-2023.

In time, all LEO units from the previous year will be migrated across to Canvas.

### What does this mean for you?

At this stage, it's business as usual. In time, we will migrate your units from Moodle to Canvas using an automated process as well as manual interventions where required. View the [Moodle and Canvas Tool Comparison](#) for a list of Moodle activities and resources, how they migrate and their equivalent tool in Canvas.

## What can I do to prepare?

If you have capacity and you're eager to start before you have access to Canvas, there might be some changes you can make in your current LEO site. We know the lesson activity doesn't migrate and there is no compatible tool in Canvas. If your current LEO site uses the lesson activity, you can convert it into a series of HTML pages that can be imported directly into Canvas. There is a guide to [getting your lesson activity ready for migration](#) on the [LMS project website](#).

If you have questions for the project team, please email [LMSProject@acu.edu.au](mailto:LMSProject@acu.edu.au).

## Do your students have the literacy and maths skills to successfully complete assessments?

As students prepare for their first assessments, it's a strategic point to remind them of the resources available to help build their academic language, learning and math skills.

The [Academic Skills Unit](#) offers interactive resources, workshops, consultations, an Ask an Advisor service, as well as 24/7 on-demand study support through our external partner, Studiosity. Here are some [promotional materials](#) you can upload to your LEO unit to help raise students' awareness of these resources.

We can also design a resource targeted specifically to the needs of your cohort, such as around an assessment task or key skill area. Here are some examples: on [reflective writing](#) (EDES101/EDES104); on [maths for Intellilearn](#) (NRS373).

Visit the [Academic Skills Unit webpage](#) or [get in touch](#) to discuss how we can support your students.

## Campus Showcase Series, December 2022 – Call for abstracts

Innovations in teaching and learning are constantly evolving. The Centre for Education and Innovation aims to identify, support and disseminate those practices that contribute to improved student learning experiences and outcomes.

As part of this commitment, the CEI is pleased to host a **Campus Showcase** at each ACU Campus during the week of 12<sup>th</sup> December 2022. Invitations for each campus will be distributed in the near future. We invite all staff who teach and/or support students in their learning journey to submit a brief abstract (up to 150 words) outlining an innovative aspect of their practice which they can showcase in:

1. a 15-minute presentation (plus 5 mins Q&A) or,
2. a workshop of 30 minutes.

Generally, a presentation will showcase an approach to teaching and learning that is working well. A workshop may present a teaching and learning issue that could be resolved through collegial engagement. We encourage individuals as well as teams to submit abstracts. As this is a face-to-face event, team members of national units or projects may wish to present the same material at different Campuses.

For topics of interest and further information, visit the [Campus Showcase Series webpage](#). Abstracts are to be submitted to [CEI@acu.edu.au](mailto:CEI@acu.edu.au) by **Monday 10<sup>th</sup> October 2022**.

## Key enrolment processes information sessions

The Enrolments and Student Records team will be running information sessions for academic and professional staff to explain and answer questions about key student enrolment processes. These sessions will further develop knowledge in the following areas:

- Course Coordinator requesting amendments to enrolment
- Submitting applications for credit
- Late addition of unit guidelines
- Withdrawing from units: penalties, timeframes, approvals
- How and when to use RC (Application for Right of Correction), WW (Request to Withdraw Without Academic Penalty) and RE (Re-credit of Unit/s and Refund of Fees in Special Circumstances)

- Interruption of studies guidelines
- Submitting cross-institutional enrolment applications

If you would like to attend one of these sessions, please click on the link to the preferred session to register. Once you have registered you will be sent a confirmation email. Click into the email to add it to your calendar and accept.

Information sessions will be held via Teams on:

- [Monday 15th August 2022 at 2pm-3pm](#)
- [Thursday 18th August 2022 at 10am-11am](#)

If you are unable to attend one of these scheduled sessions but would still like to receive training or information on the enrolments process, please [email](#) us to arrange training for an alternate time.

## INSPIRE

You may already know that the Centre for Education and Innovation's [INSPIRE](#) project can support you in a number of ways but what goes on behind the scenes?

### Who are we?

INSPIRE is made up of 11 ambassadors from across ACU's campuses. Our ambassadors bring a wealth of various experiences and background knowledges with them. You can learn more about each ambassador [here](#).

### What do we do?

INSPIRE ambassadors work across three distinct teams that enact the core work of INSPIRE:

- The **curate team** seek out and review the highest-level evidence in higher-education.
- The **create team** engage in research to obtain the highest-level evidence in higher-education when no rigorous, up-to-date evidence already exists.
- The **disseminate team** bring teaching staff closer to scholarly evidence to inform learning and teaching decisions.

### How can you get involved?

The INSPIRE team is also currently offering a 6-week micro-credential starting in Week 4, Semester 2. Learn more and indicate your interest [here](#).

## Upcoming upgrade to Allocate+

Allocate+ will soon be updated to the newest version, which will allow Timetabling and Room Bookings to:

- edit activity messages and buffers in bulk within and across units
- make combinations of activities, allowing easier allocation for students
- generate reports
- export bespoke data.

It also uses a more intuitive interface. These changes are expected to have a positive impact on faculty staff workload, allowing changes to be made faster. We are currently conducting testing and expect to upgrade the system in August 2022.

### Training

As the new version of Allocate+ has upgraded functionality and a new user interface all users will need to undergo training. The **2022** Allocate+ is not affected by these upgrades and functionality remains the same.

We hope to conduct this training from mid-August and run sessions weekly until the beginning of October in time for Allocate+ to open to students for preference entry Semester 1, 2023.

Once training dates are finalised, we will communicate them and any other information required via email, Workplace and the Staff Bulletin.

### Business Process Management Training

Business Process Management Training is being offered for the second half of 2022. With an objective to teach staff how to simplify work processes, deliver better services, highlight how you can improve your work and clarify roles. Training will provide an opportunity to improve stakeholder experience, increase efficiency, quality and consistency.

You will also find the training useful if you are working with lengthy manuals or cumbersome Visio diagrams that can often be difficult to navigate. ACU uses Promapp to assist with business process management. Promapp can be used to document processes clearly and is easily accessible by your team and other staff.

This training is suitable for anyone responsible for:

- the day-to-day management of processes (usually managers, supervisors, team leaders etc.)
- the day-to-day delivery of processes (usually a staff member who routinely performs the process)
- departmental process improvement or business analysis
- both academic and professional staff

Business process management training is available on the following dates:

- [Thursday 8 September 2022](#)
- [Monday 10 October 2022](#)
- [Tuesday 8 November 2022](#)

Click the link for your preferred session to register via Staff Connect. Please contact the [Service Improvement Team](#) if you have any questions.

### Associate Deans Learning and Teaching – Contact Details

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## Learning and Teaching Matters 24 June 2022

### Overview from Director, CEI Professor Anthony Whitty

Dear colleagues,

I trust that you and your students had an enjoyable and successful Semester 1. Thank you for your generous and enthusiastic contribution to Learning and Teaching at ACU.

In July, the Centre for Education and Innovation will be hosting a series of Roadshows across each campus. The Roadshows will provide a formal introduction to the new CEI including our purpose and vision. Members of our leadership team will showcase CEI key initiatives including Distinctive Curriculum, Academic Timeline, Canvas project updates and an open Q&A.

We invite all staff to attend the roadshow sessions, as an opportunity to meet the team and network with colleagues from other faculties over morning/afternoon tea.

- Ballarat – Monday 11 July 1.00 – 2.30 pm
- Blacktown – Tuesday 19 July 9.00 – 10.30 am
- Brisbane – Friday 15 July 10.00 – 11.30 am
- Canberra – Wednesday 20 July 10.00 – 11.30 am
- Melbourne – Tuesday 12 July 1.00 – 2.30 pm
- North Sydney – Monday 18 July 10.00 – 11.30 am
- Strathfield – Monday 18 July 2.00 – 3.30 pm

We are pleased to advise the Teaching Development Grant (TDG) scheme and the Citations and Awards programs are now open. For deadlines, guidelines and application requirements please visit the [TDG](#) and [Citations & Awards webpage](#).

The 2022 Advance HE Fellowships Program is now calling for Expressions of Interest, to read more about the program please visit the [Fellowships Webpage](#) and complete the online form to register.

If you have any queries, please contact [CEI@acu.edu.au](mailto:CEI@acu.edu.au).

### Professional Learning Workshops

CEI is offering a new range of Professional Learning Workshops designed to support academic staff to create more engaging learning content for their students. The online workshops will be held from 4– 20 July and presented by Academic Developers, Learning Designers and Learning Technologists.

The focus of these workshops is to enable lecturers and tutors to deliver more effective learning content through an innovative use of our LEO tools. All the workshops will incorporate a pedagogical focus and technological application to facilitate a wholistic use of the ACU Learning Environment Online.

There are 17 new workshop topics to explore all with a duration of one hour. These workshops will include:







- Learning Analytics and monitoring student focus
- Setting up and running an online tutorial in Zoom
- Managing student groups
- Introduction to Echo360 for video and more.

For all information on how to register, session times and session outlines please visit the [CEI Professional Learning Workshops](#) webpage. If you encounter any issues when registering, please contact [CEI@acu.edu.au](mailto:CEI@acu.edu.au)

### Are your Academic Skills Unit resources up to date?

Incorporating Academic Skills learning support in teaching materials, either by way of a targeted resource or through a link to our existing pages, can benefit all students. However, it has come to our attention that some resources and links embedded in teaching units are no longer current and are resources we have now archived.

The Academic Skills Unit can work with you to update links to our most up-to-date resources.

Academic Skills services 	Study smart 	Academic integrity & referencing 	Writing & assessment 	Maths & numeracy 	Postgraduate study 
About us	Beginning undergraduate study	Academic integrity	Academic writing	Maths for university studies	Beginning postgraduate study
Ask an advisor			<ul style="list-style-type: none"> <li>Essays</li> <li>Reports</li> <li>Reflective writing</li> </ul>	Fundamental maths skills	Advanced reading strategies
Workshops	Time management	Incorporating evidence and paraphrasing		Maths exam preparation	Literature review
Consultations	Reading strategies	Referencing basics	Academic language	Maths toolkit	Statistics for research
	Note-taking strategies	Referencing styles	Focus on grammar	Glossary of mathematical terms	
	ACU Study Guide	Referencing FAQ	Glossary of grammar terms	Additional resources	
			Exam preparation		

Alternately, you can view the main topics on the [Academic Skills Unit on LEO](#) home page (as above) and self-select the resources you wish to include. For further details, this [document](#) contains URL links to all available pages on the ASU LEO site.

Please do not hesitate to contact us at [AcademicSkills@acu.edu.au](mailto:AcademicSkills@acu.edu.au) to discuss.

### Library resources in online units – transition from EZproxy to OpenAthens

Beginning July 2022 ACU Library is transitioning from EZproxy to use OpenAthens for remote authentication to Library resources. This means that some links to articles, ebooks, ebook chapters and databases will need to be updated.

The OpenAthens single sign on for authentication is more flexible, secure, and reliable than the current EZproxy IP based service.

What do I need to do?

- If you use Leganto reading lists or Library search links, you don't need to do anything.
- Links created using EZproxy will need to be updated.  
(You are looking for links that have ezproxy, ezproxy1, ezproxy2 or ezproxy3 anywhere in the URL.)
- Start updating now using our OpenAthens link generator/converter. Not all databases are yet working with the generator. More will be added as the transition progresses.

- Check all links in your LEO or Canvas units after July 11 and before the beginning of semester 2 and update any that no longer work. Remember, it's best to check links when you are off campus and not on the VPN to replicate the student experience.
- We will run EZProxy in parallel with OpenAthens until the end of 2022 so some EZproxy links will continue to work until then. They will all need to be updated for 2023.

Contact [LibraryHelp@acu.edu.au](mailto:LibraryHelp@acu.edu.au) for more information and assistance.

### The School Locker Semester 2 Process & Deadlines

The School Locker requires course resource information at a minimum 10 weeks prior to the start of classes for an academic period. Any information provided after this cut-off will still be processed but The School Locker may not be able to make stock available before classes commence.

Stationery and science items that are specific to student learning requirements can be stocked on campus or students can visit one of The School Locker superstores and shop from a larger range. Students are also able to access the full range online and request home delivery when they shop on The School Locker website.

### The resource request process

Teaching staff are required to request the resources their student require for their course for The School Locker to acquire.

1. Raise a resource request using the [online form](#).
2. The School Locker team will process the request and communicate using the Service Desk email if required.
3. Resources are listed on the website under the course code and a link is emailed to the lecturer or course coordinator to review.
4. Stock is ordered and available in store or online.

From safety goggles and lab coats to a range of calculators and art supplies, if it is on your students' required resource list, it is at The School Locker.

### Ensure all Zoom recordings are stored in Echo 360

Staff are reminded that all recorded academic materials should be stored in Echo 360, not Zoom cloud storage. Echo360 has unlimited storage, persistent links, and a higher quality of video playback and is therefore the preferred storage for all academic recordings. ACU's Zoom storage is nearing capacity, after two years of widespread usage, and there will be a drive to clean this up in the coming months so staff are asked to please ensure that your Zoom recordings have been transferred to Echo360 (this should happen automatically for most academic staff) and remove any out-of-date recordings from Zoom.

Instructions on how to do this are available here:

- [Download recording from Zoom](#)
- [Upload recording into Echo 360](#).

Additionally:

- It is good practice to rename the recording in Echo360 when it is created to something sensible so that it is easy to find and use in the future. Use the unit short code and a short description in the name.
- Always link to your Echo360 recording, not the recording stored in Zoom cloud.
- If you cannot find a Zoom recording in your Echo360 library, you can [download the recording from Zoom](#) and [upload it into Echo360](#).
- As always, check for broken links in LEO before the start of each semester.

If you have any questions or need support moving videos across platforms, then please email [LXD@acu.edu.au](mailto:LXD@acu.edu.au) for assistance.

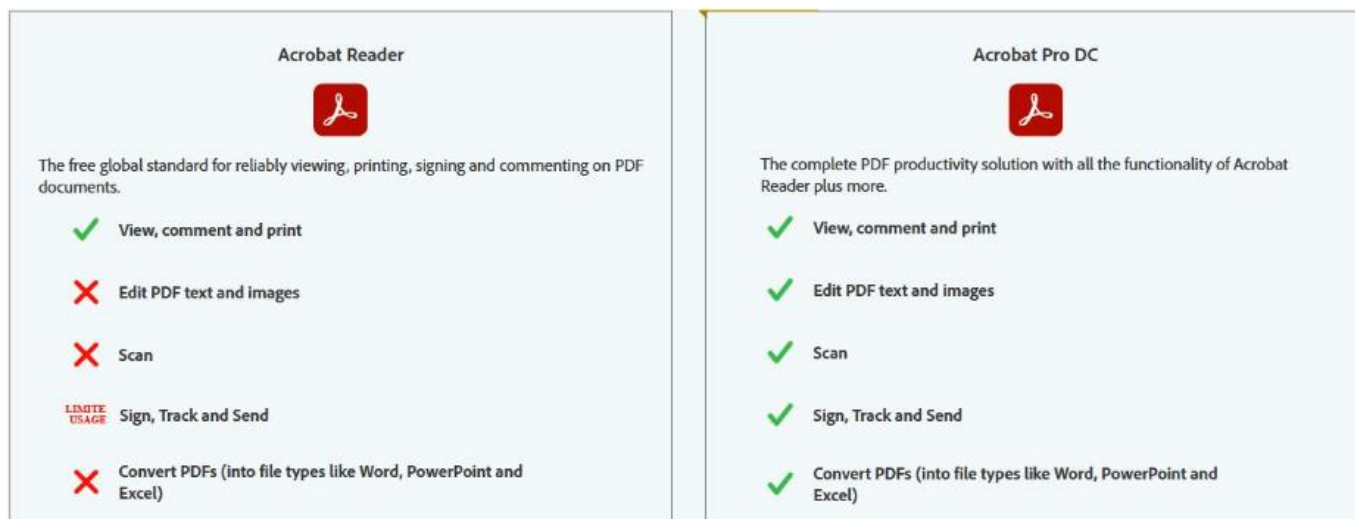
## Changes to Adobe PDF experience at ACU

As you may have seen in the [ACU Staff Bulletin](#), there have recently been some changes to the Adobe PDF experience at ACU. Due to unsustainable licensing changes enforced by Adobe, Adobe Pro (legacy) was replaced with Adobe Acrobat Reader for all staff.

This means that by default, PDFs can no longer be edited, modified, annotated, or converted to other file formats such as Word or Excel. If you need to continue editing PDFs, you can request a license to a new version of Adobe Acrobat DC Pro via an Adobe Creative Cloud, as a limited number of licenses will be made available to staff with a legitimate ongoing need to edit and modify PDFs.

If you need to request a license, follow these instructions to [request at Adobe ID and download Adobe Acrobat DC Pro from the Adobe Creative Cloud app](#).

### How do I know which Adobe version I need?



If you need assistance, you can [contact Service Central](#).

## Associate Deans Learning and Teaching – Contact Details

Dr Jennifer Carpenter	Associate Dean Learning Teaching and Governance, Faculty of Education and Arts	<a href="mailto:Jennifer.Carpenter@acu.edu.au">Jennifer.Carpenter@acu.edu.au</a>
Assoc Professor 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	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>
Assoc Professor 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 27 May 2022

### Overview from Director, CEI Professor Anthony Whitty

Dear colleagues,

I encourage you to take some time to read the articles in this newsletter and to visit the [CEI website](#) where you will find numerous learning and teaching resources in a [centralised directory](#).

We are pleased to advise the Teaching Development Grant (TDG) scheme and the Citations and Awards programs have recently launched for 2022. If you wish to read the guidelines and application requirements please visit the [TDG webpage](#) and [Citations & Awards webpage](#).

In July, the Centre for Education and Innovation will be hosting a series of Roadshows across each campus. The Roadshows will provide a formal introduction to the new CEI including our purpose and vision. Members of our leadership team will showcase CEI key initiatives including Distinctive Curriculum, Academic Timeline, Canvas project updates and an open Q&A.

We invite all staff to attend the roadshow sessions, with an opportunity to meet the team, network with colleagues from other faculties over morning/afternoon tea. Invitations will be circulated in the coming weeks for the following dates.

- Monday 11<sup>th</sup> July – 1.00pm – 2.30pm – Ballarat
- Tuesday 12<sup>th</sup> July – 1.00pm – 2.30pm Melbourne
- Friday 15<sup>th</sup> July – 10.00 – 11.30am – Brisbane
- Monday 18<sup>th</sup> July – 10.00 – 11.30 – North Sydney
- Monday 18<sup>th</sup> July – 2.00pm – 3.30pm – Strathfield
- Tuesday 19<sup>th</sup> July – 9.00 – 10.30 – Blacktown
- Wednesday 20<sup>th</sup> July – 10.00am – 11.30am – Canberra

If you have any queries, please contact [CEI@acu.edu.au](mailto:CEI@acu.edu.au).

### Early Warning System (EWS)

The Centre for Education and Innovation will be piloting the Early Warning System (EWS) across the university in Semester 2. It is a collaborative project between CEI, OPSM, Student Systems and the Faculties.

The EWS uses the [SEAtS Software](#) and will be used by Faculty to implement targeted activities and interventions to proactively reduce attrition and enrich engagement with the university. The system connects data from existing data systems (e.g. LMS, Banner) to determine lead indicators for retention and engagement. CEI is currently working on structures to support staff who will be engaging with the EWS and will be reaching out to those staff shortly. In the pilot stage we will engage with faculty staff and course coordinators to best determine how to use the system. No interventions will be implemented until 2023 and will be determined by the faculties via the pilot.

### Canvas is coming to ACU!

On 23 May VCAC approved the Business Case to implement Canvas for the whole of ACU. Canvas was selected as the next generation of Learning Management System (LMS) for ACU in 2021 and has already been implemented to support ACU Online.

Canvas will replace the Moodle LMS as part of the overall Learning Environment and will bring a great new interface and experience for Students and Staff. The project will migrate learning content from Moodle to Canvas and design how Canvas will support Learning and Teaching at ACU. The planned delivery will see Post Grad Units ready for students and staff in Semester 2, 2023 and all remaining units migrated ready to start in 2024.

Right now, we are building the project team and you can expect to hear more about the project soon.

## INSPIRE in 2022

As educators all of us share the common goal of providing high quality learning experiences for our students. To do this we need to be aware of the latest information to improve students' outcomes. Finding, reviewing, and critically evaluating the mountain of information out there is time consuming, particularly when much of what is presented is not academically robust. None of us have time to sift through the literature to come up with what practices we should adopt and which we should avoid.

This is where [INSPIRE](#) fills the gap by empowering educators to implement the highest-level evidence-based learning and teaching practices, with the best interests of students at heart.

We have done the hard yards for you by summarising the latest evidence into bite sized and immediately applicable chunks, freeing up your valuable time to confidently incorporate best practice recommendations.

INSPIRE 2022 has a number of innovative ways that we can support you to use the best available information to inform your teaching practices.

- We have an [INSPIRE teams site](#) that you can join and chat with like-minded staff and be part of an ever growing community of practice within ACU;
- We have the [INSPIRE Toolkit](#) for you to explore and experiment with ([feedback](#) and your experiences welcome);
- We have **INSPIRE Ambassadors** representing each of the faculties of the University who are curating, creating, and disseminating the evidence and expanding the evidence-based toolkit.
- We are positioned within the [Centre of Education and Innovation](#) in the role of the evidence-based arm - all the CEI teams are working towards education innovation in evidence-based teaching practices.

## Making the most of your feedback to students

As Semester 1 comes to an end, please let students know that they can bring assessment feedback to consultations with an academic skills advisor to discuss how to further develop their skills. Consultations are available during the non-teaching period and students can continue to work through the Academic Skills Unit (ASU) online resources at their own pace. 24/7 online study support, as provided by Studiosity, also remains accessible via the Writing Feedback and Connect Live services.

If you are interested in linking to specific ASU resources in your feedback, please [contact ASU](#). Also, it's not too early to get in touch with any other ideas on how we might support your students in Semester 2.

## Designing accessible online resources

The LEO working party within the [Academic Skills Unit](#) presented to AALL (Association for Academic Language and Learning) members on designing accessible online learning resources. Nearly 100 attendees from all over Australia and New Zealand listened and participated in discussions as the team explored "Designing accessible online resources: What does this mean? What is involved? How do you do it?". A recording of the session with accompanying resources can be found on the [AALL website](#).

## New unit mode communications

In 2023, there will be some changes to the unit delivery modes, also known as Banner section codes.

From next year:

- the Banner section code '7: Online' will be replaced by 'OU: Online Unscheduled'
- a new code – 'OS: Online Scheduled' - will be introduced.

These changes will clarify expectations about attendance for students and accommodate changes in the way that units are delivered as a result of COVID. They will also make timetabling easier and clearer for staff.

After widespread consultation, the definitions of all delivery modes have also been updated and standardised:

### **C - On Campus (was Attendance)**

Most learning activities or classes are delivered at a scheduled time, on campus or approved ACU delivery site, to enable in-person interactions. Activities will appear in a student's timetable.

### **M - Multi-mode**

Learning activities are delivered through a planned mix of online and in-person classes, which may include full-day sessions and/or placements, to enable interaction. Activities that require attendance will appear in a student's timetable.

### **OU - Online unscheduled (was 7 – Online)**

Learning activities are accessible anytime, anywhere. These units are normally delivered fully online and will not appear in a student's timetable.

### **OS – Online scheduled (new)**

All class activities are held online, at scheduled times, and will require some attendance to enable online interaction. Activities will appear in a student's timetable.

These standardised definitions will be made available to students via the ACU website, the student portal, and elsewhere.

Student Administration staff are contacting key Faculty staff about the process for requesting updates to CRNs. Timetable and Room Bookings will be working with TLOs to make sure that the new modes are timetabled correctly.

### **Save time and effort with Leganto reading lists**

Leganto reading lists are a great way to streamline access and make it easy for students to find articles, ebooks, and other resources in your LEO and Canvas units. Leganto reading lists are simple to create – Library staff can set them up for you or show you how it's done.

Readings looking a little dated? We can help you source current and relevant resources and make sure your lists include the latest editions.

During the second half of 2022 we will be moving to a new authentication system for accessing library resources remotely. A Leganto reading list will make this transition simple – saving you time and effort.

All staff members (new, sessional, continuing) are welcome to contact the [Library](#) to find out how we can help reduce your workload today.

### **Free Microsoft Certification for PD**

A great opportunity for all ACU staff to uplift many contemporary transferrable skills through Free online Microsoft Certifications programs.

Prodigy Learning are running a **free** online testing PD opportunity in Microsoft Certified Educator or Microsoft Office Specialist certifications on **6<sup>th</sup> and 7<sup>th</sup> June 2022** for educators, admin and support staff. Sign up [here](#).

#### **Microsoft Certified Educator**

Microsoft Certified Educator (MCE) is a professional development program that bridges the gap between technology skills and innovative teaching. The learning content for the MCE certification is free and can be accessed on [Microsoft Learn](#).

#### **Microsoft Office Specialist**

Microsoft Office Specialist (MOS) certification is the world's most recognised computing qualification for proving a person's skills and abilities in Microsoft's Office applications.

### **Australian Collaborative Education Network (ACEN)**

#### **ACEN WIL Awards**

The National WIL Awards recognise the contribution that organisations, institutions and individuals make to work-integrated learning. Institutions may submit two nominations in each of the categories, documents can also be uploaded in support of the nomination.

There are four ACEN awards, two are awarded to organisations;

- The Collaboration Award
- The Local Hero Award

Two are awarded to individuals;

- Innovation and Excellence in WIL Award, and
- Honorary Life Membership

More information and details of what is required for an application can be found at [ACEN WIL Awards](#). To nominate a team or individual, please email [InPlace.CEI@acu.edu.au](mailto:InPlace.CEI@acu.edu.au)

### **ACEN Webinar: Diversity and inclusion: Insights from the GOS on WIL outcomes & participation for different student groups.**

This webinar draws on the ACEN Graduate Outcomes Survey data from 2020 and 2021 to explore WIL participation and outcomes across different student groups. More specifically, it will examine:

- Participation in different types of WIL during university years among graduates from varying backgrounds.
- How different types of WIL influence the employment outcomes of recent graduates from varying backgrounds.
- How different WIL activities impact on graduate perceptions of their preparedness for work, and variations by background characteristics.

In addition to the traditional equity groups, the webinar will focus on WIL participation and outcomes by citizenship and age. The webinar should provide important insights for educators and practitioners interested in access, diversity and inclusion, along with those responsible for designing and delivering inclusive WIL.

- Date: Thursday 16 June, 2022
- Time: 11:00am (AEST)
- [Webinar Registration](#)

### **Learning & Teaching Policies Update**

The Learning and Teaching Policy Development Working Group (established in December 2020) comprised of approximately 35 stakeholders from across the University, met on 6 May to discuss the first draft of the revised Assessment Procedures. The Procedures are to accompany the draft Assessment Policy which has received in principle support from Academic Board.

The working group provided invaluable feedback, and this is being considered with specific attention to clarity of language and the student perspective. The draft will then be mapped against the existing Assessment Procedures and linkages made to other relevant policies/procedures. An updated draft will be circulated to this group for further consideration, and for tabling at schools and other teaching areas. Professor Whitty is meeting with students in early July to discuss a number of learning and teaching matters including the draft Assessment Policy and Procedures.

A team from CEI has also begun scoping the Learning and Teaching Procedures. This work involves consideration of a wide range of issues including Graduate Attributes, the new LMS and educational analytics. Several other policies due for review are being considered within the drafting of the procedures as part of the cross-Directorate Policy Consolidation project. Both sets of procedures are being developed with a high-quality student journey as their focus.

For further information about the Learning and Teaching Policy reviews and the Policy Consolidation project please contact [Melissa.collins@acu.edu.au](mailto:Melissa.collins@acu.edu.au) (Policy and Project Manager, Office of the Provost).

### **Associate Deans Learning and Teaching – Contact Details**

Dr Jennifer Carpenter

Associate Dean Learning Teaching and Governance, Faculty of Education and Arts

[Jennifer.Carpenter@acu.edu.au](mailto:Jennifer.Carpenter@acu.edu.au)

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Assoc Professor Stephen Guinea	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>
Assoc Professor 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 5 April 2022

### Overview from Director, CEI Professor Anthony Whitty

Dear colleagues,

I encourage you to take some time to read the articles in this newsletter and to visit our new [CEI website](#) where you will find improved learning and teaching resources in a [centralised directory](#). We invite you to provide feedback on the Education and Innovation resources and if you have recognised potential or missing resources that could be developed or updated in future, please email [CEI@acu.edu.au](mailto:CEI@acu.edu.au).

I wish you and your students a restful Easter period and all the best for the second half of semester. If you require any specific support, please contact [CEI@acu.edu.au](mailto:CEI@acu.edu.au).

### Graduate Certificate in Higher Education – Enrol in UNMC510 today

The Centre for Education and Innovation is now offering GCHE's first microcredential unit (UNMC510 - Foundations for Learning and Teaching in Higher Education) in Professional Term 4, commencing **Monday 11th April**.

Enrolments for new students for the first Microcredential unit UNMC510 open on **Wednesday 6th April**. As this is a very quick turnaround to the commencement of the unit it is strongly recommended that staff commence the enrolment process on the 6th of April, to allow time for any unforeseen challenges.

Enrolments for existing students are also now open.

The microcredential unit UNMC510 was previously only available to commence in Professional Term 2 and 5, however is now available in the second 'Micromester' and the subsequent units will be added to the following Professional Terms.

Please enrol via [Student Connect](#) with the enrolment information: Professional Term 4, Term Code: 202247 and CRN: 167. Please trial a different browser if you are having trouble accessing the enrolment page.

To read more about the GCHE please visit the [Centre for Education and Innovation resource](#).

If you have any questions or experience any challenges, please don't hesitate to reach out to [CEI@acu.edu.au](mailto:CEI@acu.edu.au).

### Child-safe Organisations requirements for students

If your students are required to complete the Child-safe Organisations modules for your unit, please update any existing links in LEO to direct students to <https://www.acu.edu.au/childsafesite>. This new permanent link will connect to a new copy of Child-safe Organisations in LEO each year.

For any queries, please email [LXD@acu.edu.au](mailto:LXD@acu.edu.au).

### Congratulations to our AAUT Recipients from ACU

Congratulations to Machellee Kosiak, School of Nursing, Midwifery and Paramedicine, on receiving an Australian Award for University Teaching (AAUT) 2021 Citations for Outstanding Contributions to Student Learning (Neville Bonner Award - Indigenous Education).

Machellee received the award for *Leadership that empowers Indigenous midwifery students by connecting communities and higher education: connecting two worlds*. Machellee was also recently recognised with a 2021 Vice Chancellor's Staff Excellence Award for 'Spirit of Reconciliation in Action' for her role as cultural lead, in the development and delivery of the Faculty of Health Sciences *Culturally Safe Teaching Practice* Microcredential. Thank you Machellee for your leadership and commitment to student inclusion and outcomes.

In February, Canberra's Kathryn Sainsbury received a citation for "Outstanding Contribution to Student Learning" from the Australian Awards for University Teaching for her contribution to a project entitled UCanNurseBETTER. The project challenged students emotionally and intellectually with content using novel and combinatorial experiences including simulation and augmented reality. Per our national Head of School: *This is a really wonderful achievement*

and recognition of your work. We are very proud of your achievement amongst such esteemed award recipients and to have you in our School.

Associate Professor Stephen Guinea, Associate Dean, Learning, Teaching and Professional Experiences.

### **Update on Core Curriculum Arrangements**

Earlier this year, there were some important changes to quality assurance and administrative arrangements for ACU's [Core Curriculum](#), following its integration last year into Faculty of Theology & Philosophy.

### **Academic and Administrative Oversight for UNCC100 and UNCC300**

Overall academic oversight of the 'Catholic Social Thought' stream – UNCC100 (Self and Community) and UNCC300 (Justice & Change in a Global World) – is now provided by Core Curriculum Co-ordinator, Dr Zach Duke (Strathfield campus), assisted by a small team that includes Dr Blake Wassell (also Strathfield campus). This includes matters such as extension and special consideration applications, credit applications, and student appeals. Zach is also the Academic Integrity officer for these units. Administrative support (including timetabling, sessional contracts, and results) continues to be provided by Mr Justin Ansell (Senior Administrative Officer for the Core) and his team.

Our sincere thanks to the outgoing Faculty Academic Liaisons – Ms Laurine Hurley (FHS), Dr Amy McPherson (FEA) and Dr Thuy-Linh Nguyen (FLB) – for their exceptional work on the Core, over a lengthy period, in support of our students.

### **Unit Updates**

Both UNCC100 and UNCC300 have been recently updated in collaboration with all faculties. Without amending the focus or character of the units, the alignment of learning outcomes with assessment structures has been adjusted, and the representative texts and references list has been updated. The units now provide students with enhanced resourcing via Leganto reading lists in LEO. Assessment tasks have been framed more specifically with a view to allowing better opportunities to demonstrate achievement against learning outcomes, while also limiting opportunities for Academic Integrity breaches. Marking rubrics are also somewhat more discriminating in mapping achievement levels against learning outcomes.

### **Philosophy Stream**

Alongside these 'Catholic Social Thought' units (UNCC100 and UNCC300), students continue to have the alternative option of undertaking one or both of the 'Philosophy' Core units (PHCC102 Being Human, PHCC104 Ethics & the Good Life, and PHCC320 The Just Society). These Philosophy options continue on the basis of significant growth in 2021.

### **Credit Applications**

Please note that credit applications are now handled as follows:

Applications for UNCC100 and UNCC300 are assessed by Dr Zach Duke (Core Curriculum Co-ordinator);

Applications for PHCC102, PHCC104 and PHCC320 are assessed by Dr Stewart Braun (NHOS, Philosophy);

### **Further Information?**

Should you like any further information, please feel free to reach out either to FTP Associate Dean (Learning & Teaching), Assoc. Prof. Richard Colledge ([richard.colledge@acu.edu.au](mailto:richard.colledge@acu.edu.au)) or to Core Curriculum Co-ordinator ([zachariah.duke@acu.edu.au](mailto:zachariah.duke@acu.edu.au)).

### **Academic Integrity**

Recently both the [Staff](#) and [Student](#) Academic Integrity webpages have become available. In addition, formative modules have just become available on LEO for students. These include modules investigating in more detail aspects such as the dangers of sharing materials online, and helping students distinguish between legitimate collaboration and collusion. These modules are available for all, but can also be assigned by Academic Integrity Officers as compulsory education for students who have performed academic misconduct. Teaching staff can [access the modules](#) and work through them too; you may like to suggest them to your own students.

For more information, please contact [Academic.Integrity@acu.edu.au](mailto:Academic.Integrity@acu.edu.au).

### **Academic Skills Unit – Support for all ACU students**

As you learn more about your students' needs, please refer them to the Academic Skills Unit (ASU) resources and services.

You could include a resource link in your unit materials or assessment feedback on

- a specific skill or topic: e.g. [Critical analysis and argumentation](#)
- a section of the ASU LEO: e.g. [Academic writing](#)
- [the ASU LEO landing page](#).

Please also remind students that they can book a [30-minute consultation](#) with an academic skills advisor (maths and literacy) and engage with [24/07 online study support](#) (Studiosity).

The Academic Skills Unit supports all ACU students, undergraduate and postgraduate, from those starting out on their academic journey to high achievers wanting to improve their grades.

### Associate Deans Learning and Teaching – Contact Details

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Assoc Professor 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	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>
Assoc Professor 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 21 February 2022

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

Dear colleagues,

I would like to thank our colleagues for the support the Centre for Education and Innovation (CEI) has received during the transition to our new structure and of the new staff roles as they have been announced. It has been fantastic to read your kind words.

This communication has been designed to provide important just in time information to all staff to enable high-quality student learning experiences. As we finalise our preparations to commence Semester 1, 2022, I encourage you to read the articles in this newsletter and to visit our new [CEI website](#) where you will find improved learning and teaching resources in a [centralised directory](#).

I sincerely wish you and your students all the best in your learning and teaching journeys for 2022. If you require any specific support, please contact [CEI@acu.edu.au](mailto:CEI@acu.edu.au).

### Teaching Online – Workshops & Drop-in sessions

The Centre for Education and Innovation (CEI) reviewed the Professional Learning offerings and based on feedback from faculties, a 2022 Professional Learning program has been developed.

In the lead up to Semester 1, 2022, CEI has been presenting a number of Online Webinars and Drop-in sessions for staff. These sessions will continue over the next month, for training in Multimedia, Groupwork, feedback and marking and for LEO and Gradebook. Registrations are not required for these sessions. The Online Webinars are provided alongside our Self-Paced training ([Getting Started](#) and [Managing Units](#)).

We invite all staff to view the full catalogue of sessions and recordings on our [website](#).

### The Academic Skills Unit joins CEI. Here's how we can collaborate.

The Academic Skills Unit (ASU) is excited to be part of the Centre for Education and Innovation.

We can work with you to create targeted resources and workshops to help students develop their literacy and mathematic skills within your unit. For example, we can develop an embedded resource based around an assignment task or a key core skill. For more on this, see [Working with the Academic Skills Unit](#).

ASU continues to support student learning through [online resources](#), [workshops](#), [consultations](#) and the [Ask an Advisor](#) service. As students commence study, you can promote these services and resources by

- incorporating in your unit a short video and/or set of slides about ASU
- embedding links to specific ASU LEO resources.

See [Information for Staff](#) in ASU LEO.

Students can also have up to 10 engagements each semester with our external partner, Studiosity. Ensure your students have access to this [24/7 on-demand study support](#) through the link embedded in your unit.

Please get in touch at [academicskills@acu.edu.au](mailto:academicskills@acu.edu.au) to discuss support options and for any enquiries.

### Canvas LMS Project Update

Over the next 2 years ACU will be transitioning our Learning Management System (LMS) from Moodle to Canvas and it's already been a big start to the year for the project!

Canvas will provide staff and students with an easy-to-use, visually appealing, well-organised, mobile-friendly experience that will reduce administrative burden and bring more focus to high-quality student experiences. Canvas will be better integrated with ACU's core systems (e.g. CMAS, Banner), to promote consistency of information and reduce duplication of work.

Troy Severino was appointed Senior Program Manager in the CEI in December 2021, he has been working with David Heath (CEI) and Maciek Kusnierz (IT) to commence the project. Already in 2022, the project team have held

approximately 20 workshops with over 100 people, including faculty and directorate staff, system administrators, Canvas staff, and another Australian University that transitioned from Moodle to Canvas. The team has appreciated the candid discussion and willingness to actively set this program up for success at ACU. It's clear that staff recognise that there are current challenges and this project is a great opportunity to improve the Student and Staff experience at ACU.

We wanted to share a draft high-level project timeline:

Time	Milestone
Semester 1, 2022	<ul style="list-style-type: none"> <li>• <b>Business requirements</b> workshops with all relevant stakeholder groups.</li> <li>• <b>Project steering committee</b> convened (First meeting, February).</li> <li>• <b>Business case</b> documenting key project benefits and costs developed and approved (April).</li> <li>• <b>Project work-streams initiated</b> (Learning and Teaching, Technical, Data, Quality and Testing, Communications and Change).</li> </ul>
Semester 2, 2022	<ul style="list-style-type: none"> <li>• <b>Canvas production environment is live</b> and configured to ACU's requirements, with all essential tools and integrations fully-functional.</li> <li>• <b>Unit site transition</b> processes developed.</li> </ul>
Semester 1, 2023	<ul style="list-style-type: none"> <li>• <b>Early adoption phase 1</b> - Delivery of a representative sample of ACU units to test and refine end-to-end unit production and delivery processes in the Canvas-based environment.</li> </ul>
Semester 2, 2023	<ul style="list-style-type: none"> <li>• <b>Early adoption phase 2</b> - Large scale early adoption program, with Moodle still available for units that are not ready to transition to Canvas.</li> </ul>
Semester 1, 2024	<ul style="list-style-type: none"> <li>• <b>All units delivered through Canvas</b></li> </ul>

The work in 2022 will be fundamental to ensuring our first group of early adopters can begin building units in a Canvas environment that is ready for ACU's delivery modes, teaching approaches, learning tools and administrative systems.

As a project team, we can't wait to work with all of our colleagues across ACU to deliver Canvas. We'll be providing regular updates, but in the meantime if you have any questions please contact the Senior Program Manager, Troy Severino, at [troy.severino@acu.edu.au](mailto:troy.severino@acu.edu.au).

## Academic Integrity

Changes to the [Student Academic Integrity and Misconduct Policy and Procedures](#) were approved last year and are being implemented from January 2022. These changes arose out of recommendations from the extensive 2020 review into academic integrity at ACU. You can read the changes [here](#).

There is a major change to the way that allegations of potential misconduct are handled. Academic Integrity Officers (AIO) have been assigned within the Schools/Faculties (or equivalent), and are now responsible for receiving allegations, determining evidence, and applying penalties. A flowchart outlining the process, and template letters to use, [are available on the website](#); together with a list of AIOs.

The Academic Integrity Team (AIT) is a part of the Centre for Education and Innovation and will take responsibility for case management and record keeping.

Another key change is that relevant staff will need to undertake online modules:

- Staff AIM (academic integrity module); and
- Assessment marker training

More details about the staff modules will be provided when they become available for completion; no action is required at this time.

If you have any queries, please contact [academic.integrity@acu.edu.au](mailto:academic.integrity@acu.edu.au).

## Administrative Services Update from Student Administration

## Admissions

Admissions to Semester 1 2022 will close for direct application on 14 February and final rounds in the TACs follow in the last week of the month. Any student wishing to transfer to a different course and/or campus can apply via the My Enrolment tab in Student Connect if they have completed at least two units in the degree.

More information on this process for commencing students and the relevant [Alternate Offer](#) or [Internal Transfer](#) resources can be found on the ACU website with assistance available through AskACU.

Transfers for semester 2 open in early April and close 31 May 2022.

## Examinations & Results

Central examinations will be hosted online for Semester 1, 2022. Schools can also request to centrally schedule in-person practical exams (e.g. OSCE's or Oral Assessments) to help reduce examination clashes for students. Room bookings and invigilators must be organised by the School for any in-person/practical exams

### Centrally Coordinated Scheduling Options for Semester 1, 2022

1. Practical Exam (OSCE or Oral Assessment - no paper upload required & run by the school)
2. Proctored LEO Quiz (Proctorio)
3. LEO Quiz with Safe Exam Browser (browser lockdown)
4. Non-proctored LEO Quiz
5. LEO Assessment (Assignment or Take-Home via Turn-it-in)
6. LEO Quiz & Assessment combination (Safe Exam Browser can be enabled for the quiz if interested)

Please note that Head of School approval is *no longer required* for online proctored exams. Any staff interested must complete the [Online Proctoring Questionnaire](#) and be approved prior to submitting their examination request.

Examination requests will be open for two weeks starting 28 February.

If you have any questions about central examinations in Semester 1, please contact [ACU.Examinations@acu.edu.au](mailto:ACU.Examinations@acu.edu.au).

## Timetabling

As we head into Semester 1, Timetabling is pleased to report that we have an average of 77% of classes on campus this semester, providing the in-person experience our students have been clear they want to return to. A reminder that if extenuating circumstances mean you would like to request a class change from on-campus to online delivery, you must seek approval from the Chief Operating Officer after gaining endorsement from the Executive Dean. The process is as follows:

- Requests can be made via a short email to Executive Deans with a short justification for the change.
- The Executive Deans will assess and where they support the change, forward to the Chief Operating Officer for approval.
- The Chief Operating Officer will then pass the request onto the Timetabling & Room Booking team to action the change.

## Business process management training

Business Process Management Training is being offered in the first half of 2022. With an objective to teach staff how to simplify work processes, deliver better services, highlight how you can improve your work and clarify roles. Training will provide an opportunity to improve stakeholder experience, increase efficiency, quality and consistency.

You will also find business process management useful if you are working with lengthy manuals or cumbersome Visio diagrams that can often be difficult to navigate. ACU uses a web-based system, Promapp, to assist with business process management. Promapp can be used to document processes clearly and simply and is easily accessible by your team and other staff.

This training provides an opportunity to enhance your business process management skills and familiarise yourself with ACU's Business Process Management Model.

This training is suitable for anyone responsible for:

- the day-to-day management of processes, known as 'process owners' (usually managers, supervisors, team leaders etc.)
- the day-to-day delivery of processes, known as 'process experts' (usually a staff member in a team who routinely performs the process)

- departmental process improvement or business analysis
- both academic and professional staff

Business process management training is available on the following dates:

- [Tuesday 29 March 2022](#)
- [Monday 9 May 2022](#)
- [Thursday 16 June 2022](#)

To register, click the link above for the session you wish to enrol in and register via Staff Connect.

#### Associate Deans Learning and Teaching – Contact Details

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