

Learning and Teaching Matters 12 December 2023

Overview from Director, CEI Professor Anthony Whitty

I wanted to take this opportunity to acknowledge our teaching and professional staff for your commitment, passion and effort to facilitate exceptional learning and teaching experiences at ACU, through what has been a challenging period. I wish you and your families a safe festival season and encourage you to take a well-deserved break as we prepare for the coming year.

Congratulations to the 90+ staff and students who presented at the recent CEI Teaching & Learning Showcase Series across 5 campuses and to the attendees for their active engagement and discussion throughout. It was truly inspiring to hear the student perspective and from the passionate educators we have at ACU about the transformative approaches they adopt to engage learners.

As we wind down for the year, I want to emphasise the importance of reflecting on our teaching approaches to improve the future experiences of our teaching teams and students. I urge staff to consider the CEI services available for learning and teaching development, student support and evaluation of teaching.

- Take the time to review and interpret your SELT Report by [understanding the key sections](#) of the student feedback data and [how to interpret student ratings and comments](#). Teaching staff should participate in peer and self-reflection and draw from current literature on effective learning and teaching when considering this feedback and potential improvements to unit design, content, delivery and/or assessment.
- Finalise your preparation for the shift to Canvas. [Complete the available training modules](#) and familiarise yourself with the platform with relevant courses and tutorial videos.
- The [Academic Skills Unit \(ASU\)](#) can develop and deliver bespoke workshops, interactive online resources, tutorial activities and drop-ins tailored to your units in 2024. Staff can encourage student interaction with ASU to develop their academic writing, maths and learning skills.
- Explore the [Higher Education Learning & Teaching Academy \(HELTA\)](#). An initiative where passionate educators, researchers, administrators and students can elevate higher education teaching through the discovery, application and integration of new knowledge.

2024 Academic Timeline Focus Zones

Academic Timeline Focus Zones for 2024 are now available. All staff are encouraged to [download Outlook calendar reservations](#) as a reminder of the peak periods throughout the year and to ensure the timing of potential interactions are appropriate to the current priorities of colleagues.

Any queries regarding the Academic Timeline can be directed to CEI@acu.edu.au.

An update from the Canvas Implementation Project

Two Instances of Canvas:

Please note ACU is currently operating with **two separate instances of Canvas** simultaneously, each with their own URLs. These are:

- **Canvas:** for standard ACU enrolments and will be the default Canvas for staff and students.
- **ACU Online Canvas:** specifically designed for students who are enrolled in ACU Online.

LEO Access Disabled

A reminder to staff that **LEO will no longer be accessible** as of **15 January 2024**. We strongly encourage staff to visit the [Canvas FAQ webpage](#), where you will be able to find other important dates regarding the decommissioning of LEO, information about the archiving process, and much more.

For any questions or concerns, please feel free to contact our project team at LMSProject@acu.edu.au.

Do I need an Extended Unit Outline (EUO) in 2024?

Extended Unit Outlines are no longer a requirement at ACU. CEI has put together a guide to assist staff in presenting curriculum information to students in Canvas. The guide provides an overview on placing, printing and moderating (or peer reviewing) curriculum.

In 2024, CEI will continue to work with learning and teaching leaders in the faculties to further develop quality assurance processes around the presented curriculum.

[Access the guide here](#). Contact CEI@acu.edu.au if you have any questions.

Copyright Audit

Did you know that when you copy material out of books, journals or off the internet and make it available to students it attracts fees payable under the education statutory licence?

As part of this licencing agreement, ACU is required to undertake a sampling of our work when called to do so. This is to enable the Copyright Agency to ensure payments go to the copyright owners of the works that ACU copies. From November 2023 to February 2024 ACU will undertake a sample. [Read more](#).

If your readings lists are in Leganto, the process will be automatic. Please review your reading lists to check they contain relevant and up-to-date readings.

If you have scanned reading materials in LEO or Canvas units that **are not** in a Leganto reading list, please contact the Library as soon as possible. This is our opportunity to respect and acknowledge the hardworking writers, authors, artists, and other creators of the copyright works we share with our students.

Student Advocacy Service Information Sessions

Along with relief, the end of semester can also bring stress for students as results are released. If you have students who are concerned about their results or have received academic progress notifications, please encourage them to attend one of the Student Advocacy Service information sessions.

[Receiving Results information session](#) will provide students with options regarding their final unit grades and advise them on:

- eligibility criteria required for supplementary assessment
- the process of submitting an appeal
- regarding Re-credit of Unit/s and Refund of Fees in Special Circumstances
- ACU support services available to them

[Academic Progress information session](#) is relevant for students who have received At risk, Show cause or Termination of enrolment notification will provide them with information on:

- their options for addressing at risk, show cause or termination of enrolment notification
- guidelines on University support services and mechanisms to assist them
- where to find further support

The Student Advocacy Service offers free and confidential advice. Our [DIY Resources](#) guide students on important university matters.

For more information, students can email us at advocacy.service@acu.edu.au or visit [Student Portal - Student Advocacy](#)

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 at ACU. The GCHE is now open for enrolments for commencement on **22 January 2024**. The final date for enrolment is 25 January 2024.

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.

[Read more about the GCHE](#) and [enrol now](#).

Legacy password reset tool to be decommissioned

From Friday 8 December, the old ACU self-service password reset manager tool on will no longer be available on staff computers or via the webapp. Staff who have registered two multi-factor authentication (MFA) methods will be able to use the Microsoft self-service password reset tool in their web browser by clicking 'Forgot Password' from the login screen and following the prompts. Full [instructions are available on Service Central](#).

Staff who have not [registered two MFA methods](#) will need to do so before they can use the Microsoft password reset tool, or they can call [Service Central](#) on EXT 7272 to reset their password.

Associate Deans Learning and Teaching – Contact Details

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Assoc Professor Stephen Guinea	Associate Dean, Learning, Teaching and Professional Experiences, Faculty of Health Sciences	Stephen.Guinea@acu.edu.au
Assoc Professor Bhavani Sridharan	Associate Dean (Learning Teaching and Accreditation), Faculty of Law and Business	Bhavani.Sridharan@acu.edu.au

Learning and Teaching Matters 20 October 2023

Overview from Director, CEI Professor Anthony Whitty

As we approach the upcoming assessment period, I wanted to acknowledge the collective dedication and commitment that has been demonstrated through a challenging time for academic and professional staff. This level of engagement has ensured that high-quality learning and teaching experiences for our students remain the highest priority. I am also warmed by the offering of support and unity that staff have provided to one another throughout this time which will in turn facilitate academic excellence.

I am proud to officially acknowledge the agreed merge between Digital Education (ACU Online) and the Centre for Education and Innovation (CEI) has been initiated. Over the coming months, we look forward to building upon our capabilities to enhance the service delivery of our teams to both staff and students as one unit. Should you require any support or guidance, please contact CEI@acu.edu.au.

CEI recently announced the winners of our 2023 Grants and Citations scheme, I encourage you to read the full list of recipients and join us in congratulating our colleagues for their achievements. [Teaching Development Grant recipients](#) - read here. [ACU Citation recipients](#) - read here.

Recipients of the 2023 Vice-Chancellor Teaching Awards will be announced at the Vice-Chancellor's Staff Excellence Awards in November.

Introducing the 2023 CEI Learning & Teaching Showcase

[Watch the 1-minute introduction video here](#)

All staff are invited to register for the 2023 Campus Showcase Series to enhance awareness, understanding and implementation of good practice and build collaborations in learning and teaching. With over 60 abstract submissions from across the university, your campus event is set to be an outstanding display of diverse and innovative approaches to connect learners, community, and industry.

[Register for your campus event here.](#)

An update from the Canvas Implementation Project

Final Grades

The Canvas Implementation team are pleased to announce a new final grades process for moderation and Banner uploading. Teaching staff will record assignment results within Canvas, which will then calculate the final grades. Canvas offers the capability to facilitate mark moderation, allowing multiple reviewers to mark work. Grades will be exported for final grade moderation prior to Banner uploading. This aims to reduce the manual work involved in marking and promote consistency in the grading process.

LEO Archiving

A reminder that LEO will be decommissioned from ACU in early 2024, with LEO units being archived in accordance with [ACU's Records Retention and Disposal Schedule](#). Teaching units taught in 2021 to 2023 will be archived for three years. Some exceptions, related to accreditation requirements, apply to content from 2019-2020, which will be archived for six years.

It's important to note that LEO sites unrelated to the delivery of a Banner unit **may not be archived**, including non-teaching/informational sites and staff sandboxes. We encourage staff to **download and backup any LEO content** they wish to keep.

Additional information regarding final grades, LEO's decommissioning date, and the process for accessing archived content will be shared in upcoming communications. For any questions or concerns, please contact our project team at LMSProject@acu.edu.au.

Academic Skills Student resources

With the end of semester approaching, now is the time to remind students of the valuable resources and support available through the [Academic Skills Unit \(ASU\)](#).

Students can access resources, book consultations, use the Ask an Advisor email service and make use of 24/7 on-demand study support. These services are designed to help students prepare for final assessments and get exam ready.

In preparation for the next teaching period, ASU advisors can create tailored resources to support your students in addressing a particular assessment task or developing discipline-specific skills. Visit [Working with the Academic Skills Unit](#) for further information.

Rome Campus 2025 Program

Expressions of Interest for academic programs and research events at the Rome Campus for 2025 are now open. The EOI process will remain open until **15 January 2024**, and Faculties are encouraged to consider proposals that will allow ACU, and other external students to participate in the programs.

Prior to submission, Faculty staff should consider complementary offerings that will allow cross-disciplinary enrolments, programs that can be packaged with other Rome programs to create an overall Roman experience, as well as opportunities to collaborate with existing ACU partners in areas of common interest for our students.

Each proposal should also be discussed with the Rome campus team to ensure that they can incorporate their feedback and encapsulate the authentic Roman experience.

Further information about the Rome campus is available at the [Study in Rome](#) staff SharePoint Site, with the [EOI 2025 Rome Program](#) form also available.

Your Adobe Licensing and Cyber Awareness

Changes to Adobe Creative Cloud licenses for students and staff

ACU is changing its Adobe licensing arrangement to provide better services and cost savings.

Here is what is changing:

- **All staff** now have access to [Adobe Acrobat Pro](#) for advanced PDF editing, and [Adobe Express](#) for photo and video editing.
- All existing Adobe Creative Cloud staff licenses expired on 19 October 2023, if you need to continue using applications such as Photoshop, InDesign, Premiere Pro, and Illustrator, you will need to [reapply for your license](#).
- If you have an Adobe Creative Cloud license solely to use [Adobe Acrobat Pro](#) features, you can allow your license to expire as this service will be made available to **all staff** from 20 October, with the addition of [Adobe Express](#).
- Students can continue using Adobe Creative Cloud on ACU lab PCs.

To learn more, visit [What is the change to Adobe Licensing?](#) or contact Service Central directly.

October is cyber awareness month

Cyber awareness month is an important time to reflect on our current cyber awareness and consciously increase our cyber skills and knowledge. There is an upcoming Cyber Basics talk featuring Daniel Storey, Director Vic/Tas, Australian Signals Directorate. The webinar will take place on **30 October 2023 at 11:00 - 11:45 am (AEDT)**. [Register now](#).

Student Home (H:/) drives to be decommissioned in November

Please be aware that [student Home \(H:/\) drives are being decommissioned](#) in November as the underlying technology has become end-of-life.

There is limited use of this service amongst students as most have readily adopted their 1TB of Microsoft OneDrive storage. All students requiring storage for their studies should be directed to use Microsoft OneDrive.

Interpreting Turnitin's AI Writing Report

Turnitin is hosting a **live webinar** to help staff involved with assessing, grading and providing feedback on student work to understand how to interpret Turnitin's AI Writing Report and take appropriate action when there is a suspicion of AI misuse.

[Click here to register](#)

When: Thursday 26th October 2023, 1pm – 2pm AEDT

In this one-hour webinar, Turnitin will explore how:

- Turnitin's AI writing detector works
- To interpret the findings of the AI Writing Report
- To gather evidence of suspected AI misuse
- To take appropriate action

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Learning and Teaching Matters 5 September 2023

Overview from Director, CEI
Professor Anthony Whitty

Dear colleagues,

As we approach the midway point of Semester 2, I would like to extend my gratitude for your commitment to providing outstanding learning experiences at ACU. With staff fully engaged in supporting students, I understand that this point in the semester can be particularly demanding. In recognition of your busy schedules, we have curated a brief selection of just-in-time resources related to your learning and teaching.

For those interested in advancing their career as a tertiary educator, enrolments are open for the final 2023 intake of the Graduate Certificate in Higher Education (GCHE) in Professional Term 8. [Apply now](#). The GCHE is a flexible, online, part-time course designed to enhance your academic practice and improve our students' learning experiences. Enrolments close on 15 September 2023, with classes commencing 25 September 2023. For further information on receiving a fee waiver and the course handbook, please visit [Graduate Certificate in Higher Education](#) or contact CEI@acu.edu.au.

Collaborative work has commenced to enable the roll-out of ACU Thrive further across the University in 2024. If you have queries about how the introduction of the model will impact you and what your responsibilities may be as we prepare for this next stage, I invite you to read the Frequently Asked Questions for Academic Staff on the [ACU Thrive webpage](#).

If you have any queries, please contact CEI@acu.edu.au.

2023 CEI Showcase

The 2023 CEI Showcase will be hosted on the Ballarat, Brisbane, Canberra, Melbourne and North Sydney campuses. We encourage you to [register for your campus event](#) and join us as we develop scholarly practice, enhance awareness of good practice and collaborate.

If you or your teaching team are interested in participating in the showcase, we invite you to [submit an abstract](#). Abstract submissions should include a 250-word summary of your presentation (15 minutes & 5-minute Q&A) or workshop (40 minutes). Abstract submissions will close on **October 9, 2023**, and will be peer-reviewed by panels from CEI and Faculty, with feedback and outcomes advised by late October 2023.

Graduate Attributes

The implementation of ACU Graduate Attributes is well underway, and we thank all the staff involved in this ACU wide initiative. [ACU's four graduate attributes](#) **insight, empathy, imagination, and impact**, reflect ACU's focus on learning as an interconnected journey between staff and students and are embedded in courses through the graduate statement and the graduate capabilities.

Graduate Statement

The ACU graduate statement describes a holistic understanding of the ACU student on completion of their studies. It reflects the aspirational goals ACU has for each student through a consideration of each graduate attribute.

Graduate capabilities

ACU's graduate capabilities, which underpin the graduate attributes, enable job ready graduates through a focus on the skills and capabilities students develop on their learning journey.

We highly encourage all staff to familiarise themselves with [ACU's Graduate Attributes](#) and the relationship between the [graduate statement](#) and [graduate capabilities](#).

An update from the Canvas Implementation Project

Two versions of Canvas

There are currently two separate versions of Canvas operating simultaneously, each with their own URLs:

- [Canvas](#): for standard ACU enrolments and will be the default Canvas for staff and students.
- [ACU Online Canvas](#): specifically designed for students who are enrolled in ACU Online.

Canvas Support

Canvas provides 24/7 technical support via live chat or phone to **all ACU staff and students**. Canvas technical support can assist you with questions you have related to using Canvas. To access Canvas support, select the 'Find Help' button on the bottom left within Canvas.

Sessional Canvas Training Payment

Sessional staff can complete Canvas training (via self-paced or live workshops) and receive reimbursement for their time. If you are a sessional staff member, you can discuss this with your faculty management.

If you have any questions, please reach out to LMSProject@acu.edu.au.

Contract Cheating Amnesty

ACU has recently initiated an education campaign and amnesty involving contract cheating. The campaign provides students with a 6-week opportunity to disclose undetected academic misconduct. The Contract Cheating Amnesty commenced on **21 August 2023** and will close on **1 October 2023**.

The amnesty allows students to address their actions and move forward positively in their learning and careers, without the potential threat of blackmail or exposure of their prior academic misconduct. It also intends to deter students from engaging in such forms of academic misconduct in the future. For more information, please refer to the [Contract Cheating Amnesty staff bulletin](#).

Clarifying student usage of Artificial Intelligence (AI) tools

ACU has recently clarified the use of AI tools in assessments. Students should not use generative artificial intelligence tools (e.g. ChatGPT) or paraphrasing and translation tools (e.g. Quillbot) unless it is specifically authorised in the assessment requirements.

By contrast, programs that check spelling and grammar as you go (e.g. Grammarly) are not considered to be generative AI or paraphrasing tools, therefore they can be used. However, GrammarlyGo is a generative AI tool embedded into Grammarly and should not be used to help write assessments. [Read more details to inform your teaching practices](#).

Academic Skills Unit

As students prepare for their initial assessments of the semester, it's a perfect opportunity to remind them of the resources available to enhance their academic language, learning and maths skills.

The [Academic Skills Unit \(ASU\)](#) offer a range of support to students, including resources, workshops, consultations, and an Ask an Advisor service. Students can also access 24/7 on-demand study support through our external partner, [Studiosity](#).

Teaching staff can use these [promotional materials](#) to raise students' awareness of the resources on offer by uploading them to LEO or Canvas units. Academic skills advisors can create tailored resources to cater to the specific needs of your cohort, whether it's related to a particular assessment task or skill area. For example, we offer targeted resources on [reflective writing \(EDES101/EDES104\)](#) and [maths for Itellilearn \(NRS373\)](#).

Visit [working with the Academic Skills Unit](#) for more information on how to develop discipline-specific resources. If you have any queries, please contact academicskills@acu.edu.au.

Simulation in Health Education Showcase

Now in its 13th year, the Australian Catholic University Simulation in Health Education Showcase returns to ACU's Brisbane campus. The Faculty of Health Sciences would like to invite you and your colleagues to present at the 13th ACU Simulation in Health Education Showcase to be held on Wednesday 6th December 2023 (Conference) and Thursday 7th December 2023 (Workshops).

Call for abstracts

The ACU Simulation Showcase provides an opportunity for like-minded academics, educators and technical staff in tertiary and healthcare education to share ideas, practices, and research about simulation in health education. The 2023 Showcase theme *Bridging the Gap: Preparing practitioners for the realities of practice* aims to provide a range of engaging, creative, and thought-provoking approaches to education and training for healthcare simulation educators. Presentation formats include:

- Oral presentations (15mins + 5mins questions)
- Workshops (up to 90 mins)
- Posters.

Access the Abstract template [here](#) and register your attendance and find further information [here](#). Submission of **abstracts close at 5pm Friday 6th October 2023**. Please contact Mel.Barlow@acu.edu.au if you have any questions.

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

Learning and Teaching Matters 13 July 2023

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

Dear colleagues,

As we gear up for Semester 2, take a moment to discover new professional development resources and opportunities that can uplift and evolve your teaching. CEI are committed to enhancing evidence-based teaching practices and are continually seeking innovative approaches to support meaningful student learning experiences. Whether you're seeking opportunities to utilise technology in and out of the classroom or with LEO or Canvas, refine your practices or interested in the GCHE or Teaching Development Grants, it's important to designate time to your professional growth.

Thank you for your continued support and interest in CEI's key initiatives, the [Academic Timeline](#) and [ACU Thrive](#) model. These initiatives have been carefully designed to enhance the academic experience of ACU students and staff and are open to feedback and development. We look forward to seeing their growth in the coming months and celebrating these milestones with you. To understand how they impact you or find out more, please contact [Carol Bradley](#) (Academic Timeline) or [John Mahoney](#) (ACU Thrive).

Please contact CEI@acu.edu.au if you require any support or guidance in your learning and teaching.

Professional Learning for Semester 2

The Centre for Education and Innovation is offering a range of professional learning opportunities to grow your skills and expand your knowledge, including:

Live webinars

Every day next week (**17 July to 21 July**) we will be hosting live webinars over lunchtime on a range of topics including, reusing assignment comments, setting up Zoom tutorials, crafting engaging presentations and videos, increasing interactivity in your unit with H5P and an introduction to Echo360. [Find the registration links here.](#)

LEO snapshot videos

View our range of [short videos](#) (3-4 min) on how to manage your LEO unit, add activities and content.

Self-paced training suite

Our suite of self-paced offerings provides opportunities to learn how to navigate LEO, enhance your existing skills or start preparation for the transition to Canvas. Read below for Canvas training information.

Please visit [Professional Learning Workshops](#) for further information, session times and outlines. Contact CEI@acu.edu.au if you have any questions.

Canvas Implementation Project

We are excited to inform all ACU staff that the Canvas learning management system and the training module 'Canvas Essentials for Teaching Staff' are now available to access. [Find out more information or enrol in the training here.](#)

The project is now entering its next phase which entails introducing Canvas to all faculty staff.

To ensure a smooth transition, we will be conducting Canvas briefing sessions for all faculties from 21 July to 4 August 2023. These sessions are designed to provide comprehensive information and guidance on how to utilise Canvas effectively.

We highly encourage all teaching staff to attend these sessions so that they can familiarise themselves with the platform and its functionalities. Additionally, please keep in mind that Canvas will become the primary learning management system for all courses in 2024.

If you have any questions or require further assistance, please reach out to the project team at LMSProject@acu.edu.au. We are here to support you throughout the transition and make it as seamless as possible.

Key dates for 2023 Grants, Citations & Awards

Applications for ACU Teaching Development Grants, Citations and Vice Chancellor Teaching Awards and AAUT are now open. CEI will be hosting live Q&A sessions with Assessment Panel Chair, Associate Professor Alison Owens to assist you in the preparation of your applications.

Teaching Development Grants, Citations and VC Awards

28 July, 1pm	Q&A session for both initiatives (online) – register here .
18 August	TDG applications due
8 September	Citation & VC Award applications due

For guidelines and application information visit the [ACU Teaching Development Grants](#) and [ACU Citations and VC Awards](#) webpages.

Australian Awards for University Teaching (AAUT)

4 August, 1pm	AAUT Q&A session (online) – register here .
14 August	Intent to apply to be communicated to CEI
25 August	Draft applications due for feedback
10 September	Final applications due

Read more about the scheme on the [CEI Webpage](#) or directly access the nomination material at [AAUT](#).

Incoming changes to Assessment Policy & Procedures

A reminder that the revised Assessment Policy & Procedures will be implemented from the start of Semester 2.

The revised Assessment Procedures should be read in conjunction with the Assessment Policy and have been written to guide the design and adoption of valid assessment practices that shape and support the best possible student learning experience and outcomes. To support accessibility to staff and students, they have been written to reflect the cyclical nature of assessment: design, student participation and engagement, feedback, marking and grading, evaluation and quality assurance.

Key updates include:

- Increased flexibility for number of assessments during unit design (Assessment Procedure 5.2e);
- All marks and grades are to be recorded in the LMS;
- Further information for determining assessment extension duration;
- Recognition of the importance of vertical and horizontal integration of assessment throughout a course;
- Clarification around communication with students with respect to marks and grades (Assessment Procedure 8.2b).

For further information and to familiarise yourself with the above changes in preparation for Semester 2 commencing on 31 July 2023, please view the [Revised Assessment Policy](#) and [Revised Assessment Procedures](#).

If you have any questions, please contact CEI@acu.edu.au.

Enhancing Assessment Marking Resource

CEI's Academic Skills Unit has developed a set of standardised feedback comments to enhance assessment marking that can be used in either Turnitin QuickMarks or Canvas SpeedGrader.

The standardised feedback comments cover 14 categories of common issues with student writing such as critical analysis, use of evidence and clarity of expression. Each category contains a number of specific feedback comments with clear explanations and links to relevant [Academic Skills Unit on LEO resources](#) to help students develop and improve their micro-skills.

The feedback comments are fully adaptable for you to select from, and to customise for your existing set of marking comments.

Select the following link to access the Academic Skills standardised feedback comment libraries for marking in your allocated system and view instructions:

- [QuickMarks in Turnitin in LEO](#)
- [Canvas SpeedGrader](#)

For any enquiries or feedback, please contact the Academic Skills Unit by emailing academicskills@acu.edu.au.

Graduate Certificate in Higher Education Elective micro-credentials

Students of the Graduate Certificate in Higher Education (GCHE) can select two elective micro-credentials as part of the course structure. The micro-credentials are online, part-time and aim to be work-integrated to assist academics and teaching staff to build their capacity as tertiary educators that are of direct relevance and benefit to them.

Elective Micro-credentials:

- **UNMC500 - Culturally Safe Teaching Practice: commencing 31 July 2023.** *Knowledge, skills and confidence to facilitate a respectful and culturally safe teaching and learning environment. This micro-credential is now available to staff from all Faculties.*
- **UNMC550 - Evaluating Technology-enabled Learning Activities in Higher Education: commencing 25 September 2023.** *This micro-credential helps meet this need by encouraging you to extend your scholarship of higher education into blended and online learning environments to evaluate teaching technologies and digital resources.*
- **UNMC560 - Designing and Implementing Technology-enabled Learning Activities in Higher Education: commencing 25 September 2023.** *Plan learning sequences that address a teaching challenge and then develop a prototype of the digital elements that you would need to implement this learning sequence.*
- **UNMC581 - What works in higher education: Evidence-based teaching practices in the 'classroom':** *evidence-based practice including what it is, and the different forms of evidence.*
- **UNMC582 - What works in higher education: Evidence-based teaching practices that surround the 'classroom':** *Indirect approaches and strategies that impact on the student's experience of learning.*

For further information on enrolling and the course handbook, please visit [Graduate Certificate in Higher Education](#) or contact CEI@acu.edu.au.

Amendments to the Survey Governance Framework

Renamed the Survey, Interview and Focus Group Governance Framework, there are many changes to be aware of when facilitating research of ACU students.

Expanded Scope

The scope of the framework has been expanded to capture interviews and focus groups in addition to surveys. This is to minimise the risk of over-researching students and to promote a clear and transparent methodology for the governance of research involving students as participants.

The Framework is now categorised by:

- Internal quality assurance surveys (service and feedback related)
- Institutional surveys (government endorsed surveys and national benchmarking surveys)
- Internal research (ACU staff and students)
- External research

Updated Application Form

To ensure all essential information is included in the application, please download the new version of the Application Form, which includes refined questions. [Download it here.](#)

Research projects should first seek CEI endorsement via the Framework before proceeding for HREC approval.

These updates reflect ACU's commitment to the student experience whilst promoting a robust research culture and maintaining excellence in research endeavours.

We encourage all staff involved in research activities to familiarise themselves with the updated [Survey, Interview & Focus Group Governance Framework](#) and [Application Form](#). To assist with identifying block out periods and potential clashes with your fieldwork dates, please refer to the [Research Calendar](#).

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

Learning and Teaching Matters 24 May 2023

Overview from Director, CEI
Professor Anthony Whitty

Dear colleagues,

Congratulations on reaching the end of the teaching period for Semester 1 after a whirlwind start to the 2023 academic year. As you find yourselves immersed in preparations for the exam period, please spend a moment reflecting on the last semester while it is fresh in your mind. I encourage you to take this opportunity to assess what worked well for you and what can be enhanced for Semester 2.

With the mid-year break fast approaching, it's important to take this time to rest and recharge after your hard work. Some of you may also want to utilise this time to look into ways we can support you in your teaching practices. Did you know applications to complete the [Graduate Certificate in Higher Education](#) in Professional Term 5 are open until 23 June? The course is entirely online and with classes commencing 3 July 2023, it is a fantastic chance to use the mid-year break to develop your career as an educator. You can also take advantage of the ACU Studios space on your campus to create engaging, high-quality video content for your teaching. If you are interested, please book a session via [ACU Studio Bookings](#).

Please contact CEI@acu.edu.au if you require any support or guidance in your learning and teaching.

Grants, Citations and Awards open for 2023

CEI is pleased to announce the Teaching Development Grant (TDG) scheme and the Citations and Awards programs have recently launched for 2023. Find a summary of the grants, citations and awards available below:

Teaching Development Grants (TDGs)

TDGs provide ACU teaching staff or teaching teams (including professional staff) with opportunities to create teaching development projects aligned with institutional and Faculty priorities. These grants help foster innovation, enhance resources, promote good practice frameworks and contribute to the scholarship of learning and teaching. If you are interested in applying, we encourage you to register for a [live Q&A session on July 28 at 1pm](#), hosted by Associate Director Alison Owens (Chair, Awards & Grants Assessment Group).

ACU Citations for Outstanding Contributions to Student Learning

ACU Citations are designed to recognise and reward staff who have made an outstanding contribution to student learning at the University with grants of \$5,000 awarded to successful applicants. There are **five** distinct awards available: a general award for contributions to student learning, teaching focused on the Catholic intellectual tradition, teaching focused on building cultural capacity, a dedicated award for early career teachers, and a dedicated award for sessional staff.

The Vice-Chancellor's Awards for Excellence in Teaching

The Vice-Chancellor's awards are the highest level of recognition offered by ACU. The *Vice-Chancellor's Award for Excellence in Teaching* and the *Vice-Chancellor's Award for Excellence in Postgraduate Teaching* give recognition to teachers (individuals and teams) renowned for their excellent teaching and their deep contribution to enhancing the quality of learning and teaching in higher education. Each award is worth \$10,000 per individual or team.

Please note applications for TDGs are due to CEI on **Friday, 18 August 2023** while nominations for Citations and Awards close on **Friday, 8 September 2023**. If you wish to read the guidelines and application requirements, please

visit the [TDG webpage](#) and [Citations & Awards webpage](#) or if you have further questions, please email CEI@acu.edu.au.

Timetable Project Update

The first phase of the Scheduling Improvement & Timetable Harmonisation (SITH) project is scheduled to go live on **Monday 19 June**. Students and staff will have limited access to timetabling systems in the week commencing **Monday 12 June**.

What will be changing?

In this first phase of the project, we will be moving all timetabling data from Syllabus+ to TimeEdit. The Web Timetable and Web Room Bookings (WRB) will be replaced by the TimeEdit tools. Allocate+ will not be directly impacted by the changes.

Web Room Booker will be unavailable from **4:00 pm on Friday 9 June**, while the new system is being configured. Any room booking requests for the period 12–19 June should be emailed to ACU.Timetabling@acu.edu.au.

Testing and **Training**
The new Timetable Viewer and Room Reservation tools are intuitive and user-friendly. User guides and videos will be made available, and an online information and training session will be held in the week beginning 19 June.

Semester 2 2023 Timetable Publication
The Semester 2 timetable will be published to students in all states on **Wednesday 21 June**. School staff will be able to access Allocate+ from Monday 19 June, providing an opportunity to adjust buffers, open classes, etc, *before* students access their timetables. This should lead to an improved student experience and reduce the number of student enquiries to AskACU.

2024 Timetable Data Collection
From 2024, we will be moving to twice yearly data collection. In June-July Timetable Liaison Officers will only be collecting timetable data for the first half of 2024. Timetable data collection for the second half of 2024 will take place between December 2023 and February 2024.

Inclusive assessment for students with disability webinar

ACU's Access and Disability Service and The Australian Disability Clearinghouse on Education and Training (ADCET) are excited to promote a free webinar on reasonable adjustments and how staff involvement can facilitate inclusion through assessment design.

Educational institutions are legally required to ensure their assessments are not discriminatory, hence adjustments are implemented for students with disabilities. However, these students still report difficulties with exams, and some avoid them altogether. Substantial changes to exams in higher education occurred during the COVID pandemic. A research grant from the National Centre for Student Equity in Higher Education explored how examination arrangements in higher education impacted on students' experiences of inclusion.

In this presentation, Dr Joanna Tai, Senior Research Fellow at the Centre for Research in Assessment and Digital Learning (CRADLE) at Deakin University, will present their findings and discuss ways to improve inclusion in exams will be shared.

The webinar is available to academic and professional staff and will be held on **Tuesday 13 June, 1:00 – 2:00pm**. If you are interested in attending, please [register online](#).

Student Support Services

The examination period is fast approaching! While students are preparing for their exams, it is important to remind and encourage them to utilise the range of support services available at ACU. Please refer to the list below for Student Support Services on offer to provide to students:

Academic

Skills

Unit

The [Academic Skills Unit](#) offer a range of resources and services including 24/7 study support, consultations with Academic Skills Advisors, and Ask an Advisor support for exam preparations to assist students throughout their studies.

Access

and

Disability

Service

For students with disability, medical, mental health conditions, neurodiversity and/or carer responsibilities, the [Access and Disability Service](#) can assist with reasonable adjustments, through an Education Inclusion Plan.

Counselling

Counselling can make a difference for a wide range of issues impacting on a student's wellbeing, including personal, study or mental health concerns. It is free and confidential for students to speak with an ACU counsellor.

The [Counselling Service](#) also offers a range of programs and workshops to help students overcome challenges that may impact on their university experience. Students can register for the upcoming [Managing Exam Stress](#) online workshop to be held on Wednesday 24 May from 11:00 to 11:45 am.

Student

Advocacy

The Student Advocacy Service provides resources on [Special Consideration, Academic Misconduct](#) and [concerns about final unit grades](#) to assist students in navigating university processes.

Student

Safety

Team

Students who have experienced family and domestic violence, sexual assault or harassment, or other forms of sexual harm, can seek support through the [Student Safety team](#).

Join the Education and Innovation Professional Learning Community

CEI and the ACU Professional Learning Community (PLC) facilitators have launched an Education and Innovation PLC on each campus. Academic and Professional staff are encouraged to attend to share their valuable insight and feedback regarding learning and teaching practices, student engagement and internal and external matters of interest. The committee builds upon the successful campus-based PLC initiative created by the Faculty of Health Sciences. By including representatives from all ACU Faculties and Global Education Pathways (GEP), we foster the expansion of the initiative and provide a fantastic opportunity to generate innovative ideas to bring effective change to ACU.

The topic for discussion at the upcoming meetings is ***Artificial Intelligence in Higher Education: Uses, Benefits and Ethics***. Please find meeting dates for each campus listed below:

- **Ballarat:** Tuesday, 30 May, 1:30 – 3:30pm
- **Blacktown:** Tuesday, 30 May, 1:30 – 3:30pm
- **Brisbane:** Monday, 29 May, 11:00 – 12:30pm
- **Canberra:** Wednesday, 7 June, 10:30 – 11:30am
- **Melbourne:** Thursday, 1 June, 10:30 – 12:30pm
- **North Sydney:** Tuesday, 30 May, 10:00 – 12:00pm
- **Strathfield:** Tuesday 30 May, 1:30 – 3:00pm

To register, please complete the following [form](#) to receive a calendar invitation. If you have any further queries, please contact CEI@acu.edu.au.

Canvas Implementation Project

As we move closer towards the transition of all postgraduate units from LEO to Canvas in Semester 2 2023, Canvas training is expected to be made available to all staff in early June. The training will include a Canvas sandbox account to practice in, short tutorial videos, facilitated live workshops, FAQ sessions, and self-paced training modules. Staff will receive an email once Canvas training resources are live.

With undergraduate units moving to from LEO to Canvas in Semester 1 2024, the undergraduate Unit Master List is underway to capture and verify all necessary data for the migration. This data includes the name and contact details of the Lecturer-in-Charge (LIC) for each unit as well as the URL of the LEO unit migrating to Canvas.

Exemplar Canvas sites are being created to model the national unit approach to be used in many ACU units. The exemplar sites expand on the Canvas template and incorporate the step-by-step instructions found in the Canvas Core Experience Guide. These sites will also highlight new features that allow staff to interact with their specific campuses. The Canvas Project team will provide LICs and teaching teams with support and resources to apply this approach into Canvas units.

For more information about the project and answers to staff FAQs, visit [Canvas Implementation Project](#). If you have any questions, feedback, or concerns, please email LMSProject@acu.edu.au

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Learning and Teaching Matters 5 April 2023

Overview from Director, CEI Professor Anthony Whitty

As technology and tools continue to evolve, so too does the way we deliver learning and teaching at ACU. I encourage you to read the articles in this newsletter that discuss the various changes ACU is implementing to effectively address their impact and how these changes may shape your daily practices.

I wanted to wish you a safe and restful Easter period, enjoy this time with family and friends as we prepare to enter a busy second half of the semester. Please contact CEI@acu.edu.au if you require any support or guidance in your learning and teaching.

Changes to the Student Academic Integrity and Misconduct Policy

ACU's [Student Academic Integrity and Misconduct Policy](#) was recently updated to recognise unauthorised use of artificial intelligence as a separate form of academic misconduct. This includes the use of generative (content production) artificial intelligence, paraphrasing and translation tools; unless the use of these tools is authorised in the assessment requirements and properly acknowledged.

Contribute to the work ACU is doing in this space

Join the [AI Community of Practice \(CoP\) Teams](#) site to contribute to emerging practices and approaches to assessment and the development of targeted resources for staff and students in response to Artificial Intelligence.

As part of the CoP, focus groups are also in their foundational stages including: Designing for AI in assessment and learning; Learn AI: Empowering Staff and Students with AI Tools and Techniques; and AI for Equity and Inclusion in Higher Education.

QuickMarks Libraries for Turnitin

Are you marking student assessments using Turnitin in LEO?

The CEI Academic Skills Unit has developed a set of QuickMarks libraries for Turnitin specifically for the ACU context.

The Academic Skills QuickMarks libraries cover 14 categories of common issues with student writing. Each library contains several feedback comments with clear explanations and links to relevant [Academic Skills Unit on LEO resources](#), helping students develop and improve their micro-skills.

Libraries are fully adaptable for staff to pick and choose comments which can be added to an existing set. Explore the libraries and instructions on how to use them: [Academic Skills QuickMarks libraries for Turnitin on LEO](#).

If you have any questions or feedback, please contact the Academic Skills Unit by emailing academicskills@acu.edu.au.

Artificial Intelligence Detection

Turnitin Artificial Intelligence (AI) detection writing capability is coming soon. An **AI indication button** will appear shortly in the Turnitin originality report.

Upon its release, CEI will test its capabilities and provide further information about ACU's approach to the Turnitin detection feature. The AI feature should be used with caution, especially in the case of false positive results. We note that the AI indicator is not visible to students.

AI indicator shows the same percentage as seen earlier

Link to an FAQ page to provide additional information

AI report highlights the text segments that our model predicts were written by AI

Pedagogical resources to support educators

For further information, please refer to [LEO Guides: How to review the originality report.](#)

INSPIRE monthly workshops

The INSPIRE group are running monthly workshops with the Canvas team this year to showcase evidence-based practice in the upcoming Learning Management System (LMS)

The workshop dates and registration links are listed below:

- 27 Apr [Less is more, but more is also more: Effective feedback](#)
- 2 May [Bringing it all together: Replacing the summary lecture with something more meaningful](#)
- 1 Jun [Mourning the lecture: How we can do everything better](#)
- 13 Jul [Designing learning for assessment and assessment for learning](#)
- 15 Aug [Building meaningful connection and enhancing learning through collaborative activities](#)
- 13 Sep [Evaluating my teaching practices: Going beyond SELTs](#)
- 18 Oct [Painting the Canvas: How to be evidence-based in our new LMS](#)

Canvas Implementation Project

Training news:

Select LICs/NLICs of migrating postgraduate units have commenced the first of three Canvas essential training sessions. For all remaining staff, access to training resources and a Canvas sandbox account is expected to be accessible in late April/early May. These training resources will be directly communicated to staff and will include self-paced training modules, online FAQ & drop-in sessions, interactive workshops, and various tutorial videos.

Design guidelines:

A Canvas Core Experience Guide is designed to provide a step-by-step guide to developing their new Canvas sites to incorporate ACU's quality framework and policies.

FAQs:

Answers to frequently asked questions have been compiled and can be found at [Canvas Frequently Asked Questions.](#)

Here you will find information about the Canvas migration process, training timeline details on changing LMS features, and other helpful support resources.

If you have any questions, feedback, or concerns, please reach out to the CEI team via email at LMSProject@acu.edu.au.

Access and Disability Service – 2023 EIP review process

You may have noticed a difference in recently developed Education Inclusion Plans (EIPs). The Access and Disability Service (formerly known as Disability Support) has updated the process for EIPs.

From now on, all EIPs will have a specific duration, after which students will need to review and update their EIP to maintain their educational adjustments. The review process will be personalised to the individual student, and a student will only be asked to submit additional supporting documentation where it is helpful to gain a current understanding of their condition, disability or carer responsibilities.

A review of established EIPs will commence in mid-2023, and students will receive an email confirming the process they need to follow to ensure ongoing support. However, if a student wants to review their EIP prior to being notified, they can [request an appointment](#) with an Access and Disability Advisor.

If students do not follow the review process within 2 months of being notified that their review is due, their EIP will be cancelled, and they will no longer be able to use it to arrange reasonable adjustments. This will be [reflected in the class list](#). Students will be able to re-establish their EIP at any time by making an appointment with an Access and Disability Advisor. We note that students can continue to use their existing EIP if it has no "expiry date".

If you have any questions about this process, please [contact the Access and Disability Service](#), and we will be happy to answer any questions you may have.

Scheduling Improvement & Timetabling Harmonisation project

Work has begun on a project to implement a new timetabling software solution, TimeEdit. TimeEdit has greater functionality than Syllabus+ at a lower annual cost. It will be easier and more intuitive for staff to use and will support the delivery of more flexible and accurate timetables.

What will be changing?

A suite of TimeEdit tools will replace our current scheduling and room booking software, including TDC (Timetable Data Collector), WRB (Web Room Bookings) and SWS (the web timetable). These tools are primarily used by TRB and TLOs. Timetable data will be collected twice yearly. Timetable data will be rolled at the end of each teaching period rather than annually, providing an accurate snapshot of the way the teaching was delivered.

What will be staying the same?

The student timetabling experience will not be directly affected. Class allocations and preferences will continue to be managed through Allocate+ (My Timetable). The timetable will still be rolled from the previous year, rather than rebuilt annually.

When will this be happening?

Phase 1: We anticipate going live with some components of TimeEdit, and replacing the web timetable (SWS) and Web Room Booking in June 2023.

Phase 2: The Semester 1 2024 timetable will be built in TimeEdit, and timetable data collection for Semester 2 2024 will take place within TimeEdit.

Keeping you informed

The project team will meet regularly with TLOs. As we get closer to go-live for the Semester 2 timetable, we will hold information and training sessions for other affected staff.

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Learning and Teaching Matters 23 February 2023

Overview from Director, CEI Professor Anthony Whitty

The Centre for Education and Innovation (CEI) is delighted to announce that the Academic Timeline will be available for staff to use from 27 February 2023. Visit the [Academic Timeline](#) for further information, to download focus zones to your calendar and be one of the first to view the dashboard once it is live next week.

CEI delivered a series of Professional Learning Workshops in February for teaching staff, focusing on strategies to improve student engagement in online learning environments including Zoom, HyFlex, Echo360 and video presentations. If you were unable to attend the sessions, you can watch the recordings at [Professional Learning Workshops](#).

Last week, CEI also hosted workshops for Course Coordinators. The workshops provided Course Coordinators with details of key projects, initiatives and policy reviews currently being undertaken to improve teaching and learning practices at ACU. Staff were introduced to departments within Student Administration to gain an understanding of how each team can support them in their role. The workshops were concluded with an opportunity for Course Coordinators to provide valuable feedback regarding their current position description.

For an overview of the content discussed and to view recordings of the workshops, please visit the [Resource Guide for Course Coordinators](#). The sessions were well-received by staff and the feedback will help inform the University's next steps and focus areas for supporting Course Coordinators.

I wanted to wish you all the best for the semester ahead, if CEI can offer support or guidance please contact CEI@acu.edu.au.

Academic Integrity & Artificial Intelligence

CEI has been delivering general information sessions on ChatGPT, including what it is, strengths and weaknesses, ways we might detect its use and possible changes to assessment to address its use.

“Tertiary Education Quality and Standards Agency (TEQSA) Integrity Unit Director Dr. Helen Gniel said while some institutions are banning AI through their institutional policies, the long-term response to open-source AI tools would need to be “more sophisticated than just banning them”. [The Australian](#)

In light of this, ACU is updating the [Student Academic Integrity and Misconduct Policy and Procedures](#) (due for approval 1 March 2023). The update states that the *unauthorised* use of artificial intelligence tools, and other tools such as paraphrasing and translation tools, is considered to constitute academic misconduct. Students must not use these tools to prepare assessable work unless their use is specifically authorised. Changes to policy will be widely communicated to all staff.

Teaching staff should incorporate its use with caution, taking due consideration for aspects such as: proper acknowledgment of sources and use of the tool; equity of access; and possible ethical issues with submitted work being used to ‘train’ the bot.

Workshops will be offered in March to assist staff to select strategies for working with students and assessments in their units: *What can I do in my teaching to ensure that the availability of AI apps does not compromise academic integrity?* You will be able to register for these workshops next week; look out for the article in Staff News.

Due to privacy and intellectual property issues, ACU is **not** encouraging staff to use the various online tools that purport to 'detect' AI written work. In addition, some of these tools may produce many false positives.

If you have any questions, please contact Academic.Integrity@acu.edu.au

An update from the Canvas Implementation Project Team

Developing training and support:

- In the coming months, staff will have access to Canvas tutorial videos, a sandbox practice account, interactive workshops, and knowledge articles.
- Staff will be kept well informed of these support services and any major Canvas updates via emails, faculty meetings, and various other channels.

Improving the Canvas experience:

- Embedding the Generic Unit Outline (GUO) data from CMAS to all Canvas courses (units) in a non-editable format and including the Extended Unit Outline (EUO) in the Canvas template.
- Reviewing the application for extension process to reduce administrative burden on staff and to provide a consistent approach across the university.
- Implementing Ally, a tool to provide accessibility support for students and staff for content published in the LMS.

Initial stages of transitioning **postgraduate units**:

- A Unit Master List (UML) has been distributed to each School; this allows our Data Migration team to verify key information about postgraduate units for Canvas migration.
- **Postgraduate** data includes: LIC contact details, Target URL of LEO unit, which units require migration.

Postgraduate and undergraduate Canvas go-live dates have been released based on coded unit levels, to view these, visit [Canvas Implementation Project](#) under '**Resources for Canvas Migration**'. This webpage also shows additional project information and answers to staff FAQs.

If you have any questions, feedback, or concerns, please email LMSProject@acu.edu.au

Multi-factor Authentication (MFA) coming to all students in 2023

With cyber-crime on the rise and universities being prime targets, ACU is taking further steps to ensure the data safety of its students, staff and the university. For this reason, ACU will be requiring all students to register for multi-factor authentication (MFA) over the course of 2023. This will be rolled out in stages throughout the year.

MFA is an authentication method that requires a user to provide two forms of identification (factors) to gain access to a system or website and was rolled out to all staff in 2020.

If you would like to learn more about MFA and the MFA project, please visit the Service Central article [What do I need to know about multi-factor authentication for students?](#)

What do I need to do?

- If you are a lecturer, please include the MFA Lecture Slide in your lecture materials to help spread student awareness. You can find the slide [here](#) and it will also be emailed to you
- Promote the importance of MFA and cyber safety to students
- If students have any queries, please direct them to [AskACU](#)
- If you have any queries or would like to learn more, please reach out to cybersecurity.program@acu.edu.au

The Academic Skills Unit: How we can support students

The Academic Skills Unit (ASU) will be offering online and on-campus workshops throughout the semester to support students in developing their literacy and mathematics skills. Students will need to [register](#) for each workshop as numbers are limited.

Online workshops will commence in Orientation Week and include topics such as:

- Academic writing style
- Using sources and paraphrasing
- Academic referencing: The basics
- Academic oral presentations: Live or recorded
- Get set 4 math success
- Problem solving in 4 easy steps

On-campus workshops will take place in week 2 and will cover the following topics:

- Taking control of your studies
- Essay writing

Please remind students that they can contact ASU through the [Ask an Advisor](#) service, book a [30-minute consultation](#) with an academic skills advisor (maths and literacy) on-campus, online or by phone and engage with [24/7 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.

Have you updated links to library readings in your online units?

If the answer is no, read on. You need to act immediately. Unless you have converted your links to use OpenAthens, your students won't be able to access readings when they are off campus.

Those of you using Leganto readings lists do not have to worry. The library has been busy updating your links for you.

What do I need to do?

If you have links to articles, eBooks, eBook chapters, etc. in library subscription resources like Ebscohost, Proquest, Wiley, Clinical Key, etc. in your online units and you haven't already updated them to use OpenAthens you need to do so immediately.

Remember, you only need to create OpenAthens links for library subscription resources. Links to websites and open access material that is freely available on the internet do not need to be created using OpenAthens.

The Centre for Education and Innovation team has created a [video](#) to help you update links, or you can contact LibraryHelp@acu.edu.au for advice and support.

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