TRANSITION PROJECT STEERING COMMITTEE MEETING - MINUTES 26 NOVEMBER 2010
10.00AM - 11.00AM VIA TELECONFERENCE

INVITEES:
1. Ross Chambers (Sponsor) 2. Ninetta Santoro (Chair) 3. David Bedwell

Apologies: Ross Chambers, Joy Wallace, Jenny Kent, Ros Brennan-Kemmis, Alice Ferguson, Andrew Callander

Discussion

Agenda item 2, Indigenous Review actions was deferred to a future meeting.

1. Liz gave an overview of the Transition project report for November. In addition to the summary of the STAR Plan Liz informed the committee that Alan Bain will supervise a PHD student who will be researching a LSES pedagogy as well as evaluating the project.

2. The Orientation Working Party report raised concerns among the committee with regards to the progress and timelines of the Orientation program for 2011. Miriam reassured the committee that the Orientation team are progressing and are committed to the success of the program. The fact sheet for Deans was discussed and Liz requested the actual Orientation Guidelines, in full, be provided to Deans, not just a cut and paste summary.

Action: Provide CSU Guidelines to Orientation to Deans – Miriam Dayhew

3. Liz gave a brief overview of the proposal for HEPPP funding for the AVID program submitted by Murray School of Education. The committee decided that whilst the program has merit, it also has a very narrow focus and is not appropriate for HEPPP funding. David advised the HEPPP funding has already been committed up to 2012.

Action: Advise Murray School of Education of the Transition Project Steering Committee’s decision to decline their proposal for funding – Liz Smith

4. Heather Cavanagh joined the meeting and briefed the committee on the background of the English Language Strategy being implemented at Griffith University.
   a. Heather informed the Committee the ELS Good Practice Guidelines will be a focus in the next AUQA review and universities will be assessed on their implementation of these guidelines.
   b. Peter Butler is currently preparing a paper to be completed in December.
   c. Heather suggested the Committee Chair send an email to Prof Gorman stressing the importance of ELS for the transition of first year students as well as TAFE students who commence in second year.

Action: Distribute current version of Peter Butler’s paper to Transition Project Steering Committee for consideration – Miriam Dayhew

Action: Email Prof Gorman with regards to ELS and transition – Ninetta Santoro

5. Other business
   a. David gave an overview of the HEPPP budget to 2012, please see attachment.
b. Ninetta, Liz and Heather attended the Social Inclusion in Education conference earlier this year. Ninetta has copies of the papers and would like to share with the Committee. Heather suggested they be put on to an interact site.

c. The committee discussed meetings for 2011. It was decided they be held every second month from February.

**Action:** Create interact site to share Social Inclusion papers – Miffany Brown

**Action:** Schedule 2011 Committee meetings for every two months from February – Miffany Brown

**Actions**

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<tr>
<th>Action</th>
<th>Responsibility</th>
<th>By When</th>
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<tbody>
<tr>
<td>Provide CSU Guidelines to Orientation to Deans</td>
<td>Miriam Dayhew</td>
<td>ASAP</td>
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<td>Advise Murray School of Education of Committee’s decision to decline their proposal for funding</td>
<td>Liz Smith</td>
<td>23 December</td>
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<td>10 December</td>
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<td>Create interact site to share Social Inclusion conference papers</td>
<td>Miffany Brown</td>
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