

ENGLISH LANGUAGE ADVISORY COMMITTEE

Sub-Committee of the Internationalisation Advisory Committee

2017/8006052

Established by Academic Committee: 18 September 2014

2016/7006012 (Revised)

Constitution last amended: 13/07/2017

ROLE

- 1 An outcome of a Griffith qualification is that its graduates acquire competency in English language skills in academic writing, reading, speaking, and listening. The English Language Advisory Committee is to advise the Internationalisation Advisory Committee (IAC) on approaches to enhancing the English language proficiency of its students through and on completion of their programs of study, and to make recommendations regarding potential further developments. The English Language Advisory Committee formalises the work of the English Language Working Party, which operated from 2008 to 2013.

FUNCTIONS

- 2 Within the context of its role, the Committee shall monitor the Griffith English Language Enhancement Strategy (GELES) and related initiatives, and make recommendations to the Internationalisation Advisory Committee regarding policies, systems and processes that:
 - (a) ensure appropriate development of English language proficiency in its students through their programs of study by advising on the provision of:
 - i) English language post-entry and concurrent in-degree support initiatives such as UniPrep and EnglishHELP.
 - ii) English language immersion experience(s).
 - iii) mandatory English language enhancement course(s) appropriate to the qualification level and types.
 - iv) other English language enhancement initiatives within programs or courses appropriate to the qualification level and types.
 - (b) ensure students enrolling in Griffith programs are sufficiently competent in the English language to participate effectively in the program of study and achieve its expected learning outcomes by:
 - i) contributing to discussions on the setting of English language entry requirements for the University's programs including the use of English language proficiency tests.
 - ii) when requested, advising on the establishment and development of English Language entry pathways including Language of Instruction (LOI), the Direct Entry Program (DEP) and external providers such as Griffith College and TAFE.
 - iii) monitoring the progression, retention and GPA of students admitted to the University via all English Language entry pathways.
 - (c) ensure students on graduation have attained an appropriate level of English language proficiency by advising on:
 - i) the provision of exit testing for international students, for example through the IELTS4grads initiative
 - ii) the appropriate English language standards for graduates of particular Higher Education qualifications types.

- (d) ensure coordination across the University in relation to monitoring the ongoing effectiveness of English language standards for admission, progression and graduation.
- (e) facilitate coordination and collaboration between the Internationalisation Advisory Committee, Programs Committee, and the Deputy Vice Chancellor (Academic) on English language standards for admission, progression and graduation in the context of program development, approval and review.

MEMBERSHIP

- 4 The membership of the Committee shall consist of:
 - (1) Vice President (Global), Chairperson, *ex officio*;
 - (2) Head of School, School of Humanities, Languages and Social Science or nominee, *ex officio*;
 - (3) TESOL specialist, School of Humanities, Languages and Social Science;
 - (4) Director, GELI, or nominee;
 - (5) Senior Manager (Learning and Teaching), GELI, or nominee;
 - (6) Director, International, Griffith International, or nominee;
 - (7) Deputy Chair, Academic Committee, *ex officio*;
 - (8) Nominee from one Academic Group;
 - (9) Senior Manager, Academic Services or nominee;
 - (10) The Committee may co-opt members to the Committee either for a fixed period or in relation to a particular matter.

TERMS OF OFFICE

- 5 All members of the Committee, other than *ex officio* members, shall serve for a term of up to two years from their date of appointment. Members may, if eligible, be reappointed to serve an additional term or terms.

SECRETARY

- 6 The Academic Registrar shall appoint a Secretary to the Committee, who shall have rights of audience and debate.

MEETINGS

- 7 The Committee shall meet at least three times a year and as required

REVIEW

- 8 The objectives, structure, and relationships of the Committee will be reviewed on a triennial basis.