

Operational Plan 2021-2022



Centre ^{for}
Learning
and Teaching

Strategic objective	CLT Action Plan	CLT Steps to be taken	CLT Timeframe and person responsible
1 Provide all students with transformative educational experiences that achieve DWU's graduate attributes and are consistent with its core values	<p>Offer Literacy & Numeracy programs that provide foundational academic preparation and support for students.</p> <p>Offer academic writing skills programs for students</p> <p>A variety of professional, personal and lifelong learning skills programs that support ethics, leadership, workplace linkages and global citizenship for students to become graduates of influence.</p> <p>Undertake the research in area of student's learning style and various learning experiences</p>	<ul style="list-style-type: none"> • Continue offering academic writing skills open session for students including APA referencing sessions. • Offer English writing course at different levels to students • Update CLT website with Writing lab and Numeracy pages with resources • Prepare and offer numeracy skills programs for students. Collaborate with MCS/IS for Pi Day. • Prepare and offer a digital citizenship course for students • Prepare and offer Public speaking, CV writing, ePortfolio and Letter writing, E-mail etiquette workshops. <p>Prepare and undertake the study to better understand students' needs in terms of learning and modes of delivery</p>	<p>Yearly CLT Director Literacy skills coordinator Yearly Numeracy skills coordinator</p> <p>2021 ongoing CLT Director, Student enrichment program coordinator</p> <p>CLT Staff collab with Center for Social Research</p>
2 Increase innovation in teaching and learning to deliver pedagogically sound and efficient programs	<p>Implement Online Learning Policy, to define procedures and responsibilities and student support in online study.</p> <p>Assist FL program delivery through variety of teaching and learning models that support different types of e-learning (e.g., blended block model.)</p> <p>Improved processes for e-learning technology selection and support that balances the need for flexibility and</p>	<ul style="list-style-type: none"> • Develop a set of guidelines for lecturer and student responsibilities and expectations in online courses specific to program needs. • Prepare and offer workshops for FL staff to discuss ideas and experiences to redesign FL programs for other deliveries. • Create a technology sandbox for academics to explore innovative/creative ways to integrate technology into learning and teaching. 	<p>2021 ongoing CLT Director</p> <p>2021 CLT Director</p> <p>2022 CLT Director, Moodle Admins & ICT.</p>

	responsiveness with consistency and ease of use for learners and faculty.	<ul style="list-style-type: none"> • Improve processes and evaluation criteria for technology selection 	2021 ongoing CLT Director Online Instructional Designer
	Increased use of blended and online options to address growing demand for flexible access.	<ul style="list-style-type: none"> • Develop resources to help academics to integrate e-learning tools for creating active learning and experiential learning environments. • Provide an online webinar/workshop on Instructional design 	
	Implement the 'Video Studio'.	<ul style="list-style-type: none"> • Procure video recording equipment. Develop processes, resources and a support model for the use of the video studio. 	2021 CLT Director with ICT
	Faculty specific tactical plans for the implementation of online learning that meets faculty's needs guided by the online learning policy.	<ul style="list-style-type: none"> • Collaborate with Deans to identify needs and develop resources and processes to support faculty full online learning implementation. 	2021 / ongoing CLT Director with Deans
	Implement the Technology Integration Matrix (TIM) for academic staff	<ul style="list-style-type: none"> • Provide ongoing workshops to enhance Moodle skills • Prepare and offer workshop on 'technology integration matrix (TIM)' to review use of technology including Moodle features based on characteristics of learning environment. 	2021 CLT Staff
3 Intensify research and knowledge exchange	Promote scholarship of teaching and learning to encourage staff to practice research-based teaching	<ul style="list-style-type: none"> • Offer easy access to scholarship of teaching and learning resources through CLT Web page 	2021 / ongoing CLT Director and Web admin
	Assist staff in developing writing for publishing skills	<ul style="list-style-type: none"> • Offer seminars on scholarship of teaching and learning 	CLT Director and DWU senior academics
	Assist staff in developing their research skills	<ul style="list-style-type: none"> • Prepare and offer programs and workshop on various aspects of research 	Ongoing in cooperation with VPRHD / Director CSR

	Research the digital competency of staff and students and provide programs to enhance technology in learning and teaching process	<ul style="list-style-type: none"> • Publish two articles on DevPolicy Blog on online learning approaches and challenges 	CLT Director with Director CSR
	Participate in the building of knowledge on students' needs and their employability	<ul style="list-style-type: none"> • Prepare and undertake study into PNG market needs and DWU student's employability • Explore possibilities of developing Career Pathway documents for programs. 	Ongoing CLT Staff 2021-22 CLT Director in collaboration with Deans
4 Increase productive partnerships	Build and nurture good working relationship with all Faculties and Divisions across all DWU Campuses	<ul style="list-style-type: none"> • Close cooperation with Dean, Divisional Heads and VPs in all DWU campuses 	2021 CLT Director
	Explore possibilities of establishing partnerships with national and international institutions to enhance CLT staff competencies and abilities	<ul style="list-style-type: none"> • Search for possible partners and develop beneficial partnerships nationally and internationally • Renew the VSA partnership agreement. 	2021 CLT Director in cooperation with Director of Partnerships 2021-22 CLT Director in cooperation with VPQA
	Adhere to International Quality standards and practices on online course design and assessment	<ul style="list-style-type: none"> • Explore possibilities of Quality Matters membership. To allow implementation of QM Framework on online courses. • Explore possible Instructional Design training under membership benefits. 	2021 CLT Director
	Explore possibilities of staff exchange for enhancing staff professional experiences	<ul style="list-style-type: none"> • Search for opportunities for staff exchange for enhancing professional experiences • Explore possibilities of Graduate Alumni Talks/Webinars via online channels. 	2021 CLT Director
5 Enhance staff capabilities	Promote ongoing professional development	<ul style="list-style-type: none"> • Promote self-reflective evaluation methods 	2021 /ongoing CLT Director
	Encourage staff to embrace numerous opportunities for professional development, including e-opportunities (webinars, podcasts, online courses, etc.)	<ul style="list-style-type: none"> • Search and share with wider DWU community opportunities for professional development • Review appraisal procedures and encourage embedding professional development into yearly appraisal process 	2021 / ongoing CLT Director and Staff

	Enhance staff opportunities for professional development and international accreditations.	<ul style="list-style-type: none"> • Implement and promote the Pearson VUE Test Center for IT and other professional examinations e.g. IELTS 	2021 CLT Director in cooperation with Director
	Enhance CLT staff capabilities for online pedagogy	<ul style="list-style-type: none"> • CLT staff to participate in TEL MOOC and BLP online program in online pedagogy • Recommend CLT Staff for Moodle Course Designer and technology integration courses. 	ICT & Director HR 2021-2022 CLT Staff
	Academic mentorship especially to junior academics	<ul style="list-style-type: none"> • Implement approved staffing structure • Promote self-reflective evaluation methods • Prepare and offer mentorship program for young academics 	2021 – ongoing CLT Director and Staff
	Promoting academic leadership among all faculty members	<ul style="list-style-type: none"> • Prepare and offer academic leadership programs for all faculty members • Offer programs on optimizing effectiveness and staff wellbeing 	2021 CLT Director w/ HR Director 2021-2022 CLT Director with Senior academics
6 Optimize organizational effectiveness	Learning and Teaching Committee functions	<ul style="list-style-type: none"> • Reporting to LTC on CLT functions and seeking advice and direction from the Committee 	2021 / ongoing CLT Director and LTC Members
	Exploring and employing expertise of senior academics in programs for junior staff	<ul style="list-style-type: none"> • Seeking assistance from senior staff in offering various professional development programs 	2021 / ongoing CLT Director
	Encourage initiatives leading to self- or peer assisted learning Through training support work of faculty academic committees	<ul style="list-style-type: none"> • Initiate and promote student and staff peer groups to enhance learning • Prepare and offer programs to optimize effectiveness of faculty academic committees 	2021 / ongoing CLT Director
	Effective use of available resources, including staff and time	<ul style="list-style-type: none"> • Explore new ways to optimize offering of common programs 	2021 / ongoing CLT Director CLT Staff Ongoing CLT Director

		Develop and offer teaching resources that could be used in various programs (for example, materials on Academic Integrity, English grammar, etc)	CLT staff
7 Financial sustainability and stability	Demonstrate financial accountabilities	Due care is taken to account for any financial spending	2021 / ongoing CLT Director CLT Staff
	Generate income through consultancies or short courses	Prepare and write proposals for corporate training and offer income generating programs or courses or even Moodle training to other institutions.	2021-2022 / ongoing CLT Staff
	Explore possibility of employing volunteers	Liaise with Director of Partnership to employ volunteers to assist in CLT functions	CLT Director in cooperation with Director of Partnerships
	Promote green computing and financial responsibilities	Prepare and offer awareness on green computing and financial responsibilities	2019 / ongoing CLT Staff