Minutes

University Education Committee

Minutes of the 5/2005 meeting of the University Education Committee (UEC) held at 9.30am on Wednesday 7 December 2005 in room 203 of the McKinnon Building.

Present:

Prof R Castle (Chair)
Dr A Abraham
A/Prof R Albury
Dr C Brown
A/Prof T Bryant
Ms R Collins
A/Prof D Considine
Ms L Wright
Mr C Edmondson
A/Prof G Hampton
Prof A Hodgkinson
Mr S Riddiford

Ms B James
Ms Y Kerr
Ms J McConnachie
A/Prof J McQuilton
Mr P O’Halloran
Dr A Porter
A/Prof R Vickers
Prof S Wills
A/Prof H Yeatman

In Attendance:

Ms A Maskiell (Acting Executive Officer), Ms T Hoynes, Ms T McLaughlin, Ms L Kirchmajer, Ms D Vidler (All from Secretariat).

PART A Preliminary Business

A1 Welcome, Apologies and Leave of Absence
Apologies were received from Ms I Bowen, Prof P Crookes, Dr D Christie, A/Prof S Dodds, Prof D Griffiths, A/Prof M McCrae and Ms N Verrucci.

A2 Minutes of the Previous Meeting

Resolved 2005/40

That the minutes of the UEC meeting of 21 September 2005 are confirmed as a true record of the proceedings of that meeting.

A3 Business Arising from the Minutes
A/Prof D Vance advised that he should be included in the apologies from the last meeting.

A4 Starring of Items

(i) The following items were starred for discussion:

B2 Presentation: Equity and Student Support Subcommittee
C1 Carrick Awards for Australian University Teaching
C2 Grades of Performance
C3 New Learning Management System WebCT Vista
C4 DEST Reporting Requirements
C6 Establishing Priorities for the 2006 UEC Work Plan
C7 2006 UEC Meeting Dates
A5 Chair’s Report

A5.1 Learning and Teaching Performance Fund

The Chair reported that UOW received $5.108 million worth of funding as part of the Learning and Teaching Performance Fund. The committee was advised that a substantial amount of the funding will be allocated to capital works including the library extension. Additionally, a recurrent budget of approximately $800,000 per year will be distributed over the three year period. The Chair noted that a call for submissions would be forthcoming, and decisions regarding allocation of the funding made in March 2006.

The Chair advised the committee that the Academic Integrity project is expected to commence very shortly.

The Chair reported that ESDF applications will be held off until the breakdown of the Learning and Teaching funding has been decided. The call for ESDF applications is likely to occur in early January and close early February, 2006.

The Chair informed the committee that student attrition rates in 2005 had increased from 8% to 12%. The impact of the 2005 changes to the Minimum Rate of Progress policy in relation to the increase is yet to be investigated.

PART B BUSINESS FROM SUBCOMMITTEES

B2 Equity and Student Support Subcommittee

B2.1 Student Equity Project

A/Prof G Hampton gave a presentation on the current status of the Student Equity Project which includes the development of the Student Equity Framework. The project has involved data collection about equity groups within the University and consultation with staff and students in order to gain feedback on the effectiveness of current processes and guidelines. Members were informed that the results from the data collection and consultation will be used as a foundation to develop the Student Equity Framework, to be completed in May/June, 2006.

PART C GENERAL BUSINESS

C1 Carrick Awards for Australian University Teaching

A/Prof R Albury informed the committee of the changes to the 2006 Carrick Awards for Australian University Teaching.

The Chair noted that the majority of awards are within the category of ‘Outstanding Contribution to Student Learning’ while the other categories include: ‘Awards for Teaching Excellence’ and ‘Awards for Programs that Enhance Learning.’ It was highlighted that nominations for ‘Outstanding Contributions to Student Learning’ awards must be submitted by 15 May, 2006 and the deadline for all other citations is 14 July, 2006. FEC Chairs will be asked to provide a list of potential nominees in February, 2006.

The committee discussed the potential to further disseminate good teaching practise as recognised by the awards.

C2 Grades of Performance

A/Prof J McQuilton reported on the progress of the Grades of Performance paper and informed the committee that the recommendations will be presented in 2006.
C3 New Learning Management System WebCT Vista

Prof S Wills reported that the new Learning Management system WebCT Vista had been successfully implemented for Summer Session 2005/2006 and would be fully operational for Autumn Session 2006. It was noted that interviews and surveys will be conducted throughout Summer Session to gain feedback on the new system. Prof Wills highlighted the project’s focus on creating a blended learning environment for students and noted that the WebCT Vista ‘getting connected’ CDROM has been distributed to 30,000 students and teachers.

C4 DEST Reporting Requirements

Ms L Kirchmajer informed the committee that the DEST reporting requirements have now changed and require the University to report twice a year. As a result, the timeframe for course approvals has become more rigid. Members seeking further information were encouraged to contact Ms Kirchmajer directly.

C6 Establishing Priorities for the 2006 UEC Work Plan

Members were advised that the Teaching Facilities Subcommittee and the Quality Assurance Subcommittee both required a committee Chair for 2006. It was decided that this would be resolved at the next meeting.

It was recommended that a summary of the key challenges and achievements of each UEC Subcommittee be distributed to committee members for consideration before the next meeting, at which the 2006 UEC Work Plan and priorities will be determined.

C7 2006 UEC Meeting Dates

<table>
<thead>
<tr>
<th>Agenda Deadline</th>
<th>Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wed 8 Feb</td>
<td>Wed 1 March</td>
</tr>
<tr>
<td>Wed 29 March</td>
<td>Wed 19 April</td>
</tr>
<tr>
<td>Wed 17 May</td>
<td>Wed 7 June</td>
</tr>
<tr>
<td>Wed 5 July</td>
<td>Wed 2 August</td>
</tr>
<tr>
<td>Wed 18 October</td>
<td>Wed 8 November</td>
</tr>
</tbody>
</table>

PART D OTHER BUSINESS AND TABLED ITEMS

D1 Other/Late Business

D2 Next Meeting

The next meeting is scheduled for 1 March 2006.

There being no further business, the meeting closed at 10.51am.

Anna Maskiell
Executive Officer (Acting)
UEC