University Education Committee

Agenda

Agenda for the 1/2005 meeting of the University Education Committee (UCE) to be held at 9.30am on Wednesday 2 March 2005 in room 20.5, Communications Building.
PART A  PRELIMINARY BUSINESS

A1 Welcome, Apologies and Leave of Absence

*A2 Minutes of the Previous Meeting

ATTACHMENT

Draft Resolution:

That the UEC minutes of 8 December 2004 are confirmed as a true record of the proceedings of that meeting.

A3 Business Arising from the Minutes

*A4 Arrangement of the Agenda
   (i) That the meeting indicate those items to be starred (*) for discussion.
   (ii) That a motion be put for the adoption of the draft recommendations for the unstared items.

*A5 Chair's Report - AUQA
   - Teaching Awards
   - Restructure of UEC Subcommittees

PART B  BUSINESS FROM SUBCOMMITTEES

B1 UEC Coordinating Committee Chair: Prof R Castle

B2 Equity and Student Support Subcommittee Chair: Ms Y Kerr

B3 Education Policy Review Subcommittee Chair: A/Prof J McQuilton

B4 Quality Assurance Subcommittee Chair: A/Prof D Considine

B5 Teaching Facilities Subcommittee Chair: Dr R Vickers

B6 E-Learning & Teaching Innovations Subcommittee Chair: Dr C Brown
PART C  GENERAL BUSINESS

ATTACHMENT

C1  Report On Performance Against the Objectives of the Learning & Teaching Strategic Plan

For endorsement

UEC is required to prepare an annual report on the Learning and Teaching Strategic Plan at the end of each year. The new Strategic Plan requires UEC to report to the Strategic Planning Unit on:

- progress in implementing the plan in the past 12 months;
- performance against the planning objectives;
- any recommendations for adjustments to the plans objectives or their indicators;

The attached report was produced with the input of Professor Rob Castle, Mr Damien Considine, A/Prof Greg Hampton, Ms Lynn Woodley and Ms Anne Melano as requested by the last UEC. Attached to the report is a document containing specific details on faculty achievements against the plan, another document summarising the indicators, and the results of CEQ and satisfaction surveys.

UEC is asked to comment on and endorse the report.

Draft Recommendation:

That UEC endorse the Report on Performance Against the Objectives of the Learning and Teaching Strategic Plan as attached and refer it to the Strategic Planning Unit.

C2  Learning and Teaching Webpage Review

For endorsement

At the UEC meeting of 8 December 2004, it was noted that improvements could be made to the content and presentation of the current Learning and Teaching website.

A meeting of various stakeholders in late January made a number of observations about the Learning and Teaching Webpage, and subsequent meetings have been used to create an alternative proposal, as outlined in the attached report. Members of the Webpage review team will present the proposal.

Draft Resolution:

That UEC:
1) note the report of the Learning and Teaching Website Review Team;
2) recommend the update of the Learning and Teaching Website as presented; and
3) add the Learning and Teaching Website as a regular agenda item at UEC meetings.
C3 Honours Guide Working Party Report

For endorsement

The Honours Guide Working Party of the UEC conducted audits of Honours Guides for all honours programs offered by the University in 2004. A report on the outcomes of the audits is attached for the information of UEC, along with a table outlining those Honours Guides deemed compliant.

The working party has recommended the establishment of network groups between Faculty Honours Coordinators in order to share ideas, information and to address issues.

Draft Resolution:

That UEC:
1) establish a network of Honours co-ordinators, with a Chair to be appointed by the Pro Vice Chancellor (Academic), and
2) conduct a review of Honours Guide compliance in 2006

C4 QAS Data Working Party Report

For discussion

The QAS Data Working Party was constituted as a result of the 2004 ESDF Project on Learning and Teaching Management in Faculties; dissatisfaction amongst FEC Chairs regarding the availability of relevant data; the evolution of the University and Faculty planning processes, and the reporting requirements under those processes; and the need to develop data to support the AUQA Performance Portfolio.

Four main issues were discussed at the initial meeting on Tuesday 21 November 2004.

1. Determining the relevant necessary statistics
2. Development of an appropriate platform for delivery
3. The need for trend data, and
4. Providing user friendly and timely access to the data.

The working party found that it is essential for the University to develop a single interface, which allows access to all data currently available, and data which should be made available. This document is submitted to UEC for consideration and discussion.

Draft Recommendation:

That UEC endorse the findings of the QAS Data Working Party, and recommend this issue be given priority in 2005.
For endorsement

The Timeline Working Party has previously proposed a change to the current Withheld and Holding Grades at the University including the abolition of the WO grade. This proposal was endorsed by EPRS in 2004 but was delayed by the December UEC when issues with the annual assessment timetable were raised.

At the final EPRS meeting of 2004, a report on faculty use of WO grades and use of supplementary assessments also recommended that the changes to the Withheld and Holding Grades, as suggested by the Timeline Working Party, be endorsed.

Consequently, approval for the revised grade structure is now sought separately to the Annual Assessment Timetable, which will be reconsidered by the timeline working party at a later date.

UEC is therefore asked to endorse the revised General Course Rule 8.4.3 as attached and refer it to Academic Senate for approval.

Draft Recommendation:
That UEC endorse the Timeline Working Party’s recommendation for Withheld and Holding Grades, and refer the revised General Course Rule 8.4.3 to Academic Senate for approval.

For noting

The Audit Sub-Committee of the UEC (chaired by Dean of Students) met in early October 2004 to audit new subject proposals for 2004 and again in November to audit new subject proposals for 2005. The audited subject proposals were generally compliant and in accordance with the requirements.

Overall, there was an improvement in the quality of the information provided in the 2005 forms. This could be in part due to the introduction of the updated ‘New/Revised Subject Proposal form’. The Audit Subcommitte’s general and faculty-specific comments have been sent to the Deans, FEC Chairs and Faculty Officers of each Faculty.

Draft Recommendation:
That UEC receive the report on the 2004 and 2005 Subject audit and note that faculty-specific comments have been sent to the Deans, FEC Chairs and Faculty Officers of each Faculty.
C7 Committee Induction Manual

*For noting*

The attached Committee Induction Manual has been produced by the Secretariat to assist new committee members understand their role and responsibilities. It has been developed in a format that will be transferable across the multitude of committees currently operating within the University and will be available on the committees website.

**Draft Resolution:**

That UEC note the Committee Induction Manual and approve it for distribution to future, new members of UEC and its subcommittees.

C8 Academic Investigation Committee Report

The Academic Investigation Committee prepared a report in January 2005, as an outcome of their mid January meeting.

**Draft Resolution:**

That UEC:

1) request its members reiterate the importance of providing all advice on subject assessment requirements in writing at Faculty Education Committee meetings, and

2) refer the preparation of a discussion paper on ‘allowable materials’ in examinations to EPRS.

PART D OTHER BUSINESS AND TABLED ITEMS

D1 Meeting Dates for 2005

Members are reminded that UEC meeting dates for 2005 are as follows:

- 2 March 2005 – Room 20.5
- 4 May 2005 – Room 20.5
- 22 June 2005 – Room 20.5
- 3 August 2005 – Room 20.5
- 21 September 2005 – Room 20.5
- 30 November 2005 – Room 20.5

Meetings will begin at 9.30am and finish around 11.30am.

D3 Other/Late Business

**Apologies and questions should be directed to:**

Ms Carly Evans
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