University Education Committee

Agenda

Agenda for the 3/2005 meeting of the University Education Committee (UEC) to be held at 9.30am on Wednesday 3 August 2005 in room 20.5, Communications Building.

FURTHER INFORMATION REGARDING UEC AGENDA
If you require further clarification of or wish to raise issues concerning any UEC Agenda items, please contact Angelina Panetta (x 3079 or email: angelina@uow.edu.au) before the meeting.
**PART A  PRELIMINARY BUSINESS**

**A1 Welcome, Apologies and Leave of Absence**

**A2 Minutes of the Previous Meeting**

**ATTACHMENT p5**

**Draft Resolution:**

That the UEC minutes of 4 May 2005 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 unstarred items.

**A5 Chair’s Report**

**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

Minutes from the 21 April meeting attached (p13).

**B4 Quality Assurance Subcommittee**

Chair: A/Prof D Considine

**B5 Teaching Facilities Subcommittee**

Chair: Ms N Verrucci

Revised Terms of Reference attached (p19).

**B6 Excellence, Diversity & Innovation in Teaching Subcommittee**

Chair: A/Prof R Albury

**B7 e-Learning and Teaching Subcommittee**

Chair: Dr R Vickers

**PART C  GENERAL BUSINESS**

**C1 Extending Casual Teaching Employee Email Access**

**ATTACHMENT p23**

*For consideration and advice*

The ITPAC and ITPAC(A) Committees have asked that this issue be forwarded to UEC for consideration and advice.

The current practice is to close casual email accounts seven weeks after each casual staff member’s Casual Authority expires. This situation functions well across the mid-year break but issues have been raised regarding its impacts across the longer Christmas break.
The attached discussion paper (C1a) was circulated to Deans and FEC Chairs for comment before UEC was asked for a formal opinion. These comments have been attached (C1b).

**Draft Recommendation:**

That UEC:

1. Review the issues put forward by the Extending Casual Teaching Employee Email Access discussion paper;
2. Put forward a formal opinion on the issues raised in the discussion paper; and
3. Advise the ITPAC and ITPAC(A) committees of the outcome.

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### C2 Online Discussion Guidelines paper

**ATTACHMENT p35**

*For endorsement*

At the 19 May 2004 meeting of ELTIS, legal and educational quality concerns were raised about the potential for un-monitored and un-moderated online discussion at UOW.

The attached paper summarises the issues and recommendations arising from interviews with staff, reviewing of other universities’ approaches to online discussion and reviewing of recent UOW student WebCT survey data regarding feedback on use.

**Draft Recommendation:**

That UEC:

i) endorse the Online Discussion Guidelines paper and the recommendations contained within the paper; and

ii) recommend that the guidelines be included in the *Online Teaching Policy and Practice: Operational and Technical*.

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### C3 Proposed Investigation Guidelines for Dealing with Plagiarism (Other Than Plagiarism by HDR Students) under the new Rules for Student Conduct and Discipline

**ATTACHMENT p41**

*For review*

Amendments and minor procedural clarifications to the Rules for Student Conduct and Discipline were approved at the 15 April 2005 meeting of Council. Proposed new Investigation Guidelines were prepared to assist academic staff and Primary Investigation Officers (PIOs) through the procedures in dealing with cases of plagiarism under the new Rules. It is proposed that these Investigation Guidelines be included as an additional appendix (Appendix F) to the Rules for Student Conduct and Discipline.

The Investigation Guidelines were considered by Academic Senate at its 15 June 2005 meeting. At this meeting, members raised concerns regarding the need for broader revision and development of the Guidelines to ensure that they are user friendly and address issues identified by Faculties and Units in relation to administering the procedures for dealing with cases of plagiarism under the new Rules for Student Conduct and Discipline.

The Investigation Guidelines were referred to UEC for review in light of feedback received from Faculties and Units.
Draft Recommendation:

That UEC review the proposed new Investigation Guidelines for Dealing with Plagiarism (Other Than Plagiarism by HDR Students) and refer them to Academic Senate for approval.

C4 Carrick Institute

C4.1 Rebecca Albury to report

C4.2 Options for responding to Carrick Institute project proposals

Chair to report.

C5 Training of Part-time Tutors

For discussion

The Casual Induction Program has been regularly run by the Career Development Unit since the start of 2003. From February 2003, 548 tutors have been trained (with approximately 40 more to attend a session in the week beginning 1 August).

An accurate breakdown of the number of tutors attending before they commence their teaching is not available. A significant number have already commenced their teaching when attending the induction.

Towards the end of Autumn session each year, CDU do matches with the HR system to determine who is on the payroll and has attended an induction program. Faculties are asked to ensure that these people attend Spring session induction if they are to continue as tutors.

For 2005, HR records show that 100 new tutors were appointed, with around 50 per cent of these attending an induction program.

The issue is referred to UEC for discussion.

C6 South Coast Performance Report

For information

Subject results for the Shoalhaven campuses for 2003 and 2004 are attached.

PART D OTHER BUSINESS AND TABLED ITEMS

D1 Other/Late Business

D2 Next Meeting

The next meeting is scheduled for:

21 September 2005 (Room 20.5)

The meeting will begin at 9.30am and finish at approximately 11.30am.

Angelina Panetta
Executive Officer (Acting)
UEC