University Education Committee

Agenda
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 2 March 2005 are confirmed as a true record of the proceedings of that meeting.

A3 Business Arising from the Minutes

- The proposed change to General Course Rule 8.4.3 – Withholding Grades has been referred back to EPRS and will be included as part of a broader review that will include PC and PR grades and consideration of new TF and IP grades.

*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 Audit
- Group Work Review
- Learning and Teaching Performance Fund
- Grievance Policy

PART B  BUSINESS FROM SUBCOMMITTEES

B1 UEC Coordinating Committee Chair: Prof R Castle

B2 Equity and Student Support Subcommittee Chair: Ms Y Kerr
- The Chair will report on the Equity Scholarship Program

B3 Education Policy Review Subcommittee Chair: A/Prof J McQuilton
- Minutes 24 February 2005

B4 Quality Assurance Subcommittee Chair: A/Prof D Considine
- Minutes 22 February 2005

B5 Teaching Facilities Subcommittee Chair: Dr R Vickers

B6 E-Learning & Teaching Innovations Subcommittee Chair: Dr C Brown
C1  Restructure of UEC Subcommittees

For endorsement

A proposal has been received to disband the E-Learning and Teaching Innovations Subcommittee (ELTIS) of UEC and form two new specialised subcommittees. The rationale for the change and the implications are set out in the attached paper, along with new terms of reference for the committees.

Draft Recommendation:
That UEC:
1. discontinue the e-learning and Teaching Innovations Subcommittee (ELTIS) and the Teaching Innovations group, and thank both Chairs, Prof Crookes and Dr Brown, as well as members of both committees for their time and efforts;
2. establish the Excellence, Diversity and Innovation in Teaching Subcommittee (EDITS), approve the terms of reference and endorse A/Prof Rebecca Albury as Chair;
3. establish the E-Learning and Teaching Subcommittee (ELTS), approve the terms of reference and endorse Dr Rodney Vickers as Chair;
4. approve an update of the UEC terms of reference, subcommittee web page, and University structure chart to reflect the new subcommittee structure;
5. review all six subcommittee’s terms of reference to remove duplication, and ensure responsibilities lie in the most appropriate place; and
6. advise Academic Senate of the UEC subcommittee restructure.

C2  Learning and Teaching – ESDF Report

For endorsement

On previous occasions UEC has noted the ESDF Report on Learning and Teaching at the University. The final recommendations of that project are now presented to UEC for noting, along with an implementation plan. A hardcopy of the full report is provided to UEC members.

Associate Professor Damien Considine will speak to this item.

Draft Recommendation:
That UEC:
1. adopt the recommendations contained within the report and refer them to those people and committees listed on the action sheet; and
2. that the report be forwarded to Academic Senate for information and noting.
C3  Report of the Data Working Party

For endorsement

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. These were the need:

1. to determine the relevant necessary statistics
2. to develop of an appropriate platform for delivery for trend data, and
3. to provide 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:
1) endorse the Data Working Party’s report, and forward it to Academic Senate for noting; and
2) refer the Data Working Party Report to QAS to oversee and report back on the implementation of the recommendations.

C4  Definition of Lapsed Student

For endorsement

The attached paper seeks an addition to the General Course Rules (section 6) regarding the lapsing of a student’s enrolment at UOW. The purpose of the rule is to define when a non-enrolled student is no longer considered active.

The proposed change was endorsed at the February EPRS meeting.

**Draft Resolution:**
That UEC endorse the proposed addition to General Course Rule 6 regarding the definition of a lapsed student and refer it to Academic Senate for approval.
C5 Prizes for Academic Excellence Policy

For endorsement

At its meeting of 28 July 2004, Academic Senate approved the draft Prizes for Academic Excellence Policy.

Following Senate Approval, the Student Awards Committee (SAC) reviewed the policy and sought feedback from Faculties in regards to proposed rules on eligibility. Subsequent amendments pertaining to eligibility were submitted to and approved by Academic Senate at its meeting of 10 November 2004.

In addition, the Student Awards Committee agreed that the name of “Other” prizes be renamed to “Faculty” and “Campus” prizes.

Following its last approval, the Policy has been reworded to incorporate Faculty/Campus prizes and has had minor amendments made to it to ensure clarity and consistency.

UEC is asked to endorse the amendments and recommend the Policy to Academic Senate for approval.

Draft Recommendation:

That the UEC endorse the amendments to the Policy on Prizes for Academic Excellence and recommend the policy to Academic Senate for approval.

C6 Learning and Teaching Strategic Plan Report – Ancillary Matters

For endorsement

At the March 2004 meeting of UEC a report on the University’s performance against the Learning and Teaching Strategic Plan was presented and endorsed. The report was sent to Academic Senate and the Strategic Planning Unit.

Since that December meeting discussions have occurred within the Strategic Planning Unit, the Secretariat, the UEC Coordinating Committee and the Quality Assurance Subcommittee. It is agreed that:

- the process for the production of the report is in need of review and formal processes need to be established to ensure recommendations and actions contained within the report are acted upon. For 2004 the main recommendation requiring action was a review of the key performance indicators.
- the UEC subcommittee’s reporting process requires review. To this end a common subcommittee reporting template will be distributed to Subcommittees before adoption and presentation to UEC.
**Draft Recommendation:**

That UEC:

1) receive a report at its next meeting on the reporting process to be used in 2005 for both the Learning and Teaching Strategic Plan Report and the Subcommittee Reports;

2) ask the Strategic Planning Unit to conduct a review of the key performance indicators in the Learning and Teaching Strategic Plan, taking into account the comments in the 2004 report;

3) ask QAS to consider adding the implementation of the Learning and Teaching Strategic Plan Report’s recommendations to its terms of reference.

*C7  Presentation by Sandra Wills on e-Learning System

*For noting and discussion*

**PART D  OTHER BUSINESS AND TABLED ITEMS**

**D1  Other/Late Business**

**D2  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 at approximately 11.30am.