Agenda for the 4/2005 meeting of the University Education Committee (UEC) to be held at 9.30am on Wednesday 21 September 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 p7

**Draft Resolution:**

*That the UEC minutes of 3 August 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

B3.1 Minutes from 30 June 2005 Meeting ATTACHMENT p15

**Draft Resolution**

*That UEC note the minutes of the Education Policy Review Subcommittee meeting of 30 June 2005.*

B3.2 Revised Terms of Reference ATTACHMENT p23

**Draft Resolution**

*That UEC endorse changes to the EPRS Terms of Reference as attached.*

B4 Quality Assurance Subcommittee Chair: A/Prof D Considine

B4.1 Revised Terms of Reference ATTACHMENT p25

*For endorsement*

Terms of Reference for the Quality Assurance Subcommittee have been reviewed. The review is aimed at aligning QAS’s Terms of Reference more closely with the Goals of the Learning and Teaching Strategic Plan and redefining responsibilities based on responsibilities of the two new University Education Committee Subcommittees. Minor changes have also been made to the membership. The changes were endorsed by QAS at its meeting of 7 September 2005.
<table>
<thead>
<tr>
<th>B5</th>
<th>Teaching Facilities Subcommittee</th>
<th>Chair: Ms N Verrucci</th>
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<tbody>
<tr>
<td>B5.1</td>
<td>Minutes from the 10 May 2005 Meeting</td>
<td>ATTACHMENT p29</td>
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**Draft Resolution**

*That UEC endorse changes to the QAS Terms of Reference as attached.*

| B5.2 | Minutes from the 26 July 2005 Meeting | ATTACHMENT p37 |

**Draft Resolution**

*That UEC note the minutes of the Teaching Facilities Subcommittee meeting of 26 July 2005.*

| B5.3 | Work Plan July 2005 | ATTACHMENT p45 |

**Draft Resolution**

*That UEC note the Teaching Facilities Subcommittee work plan as at July 2005.*

<table>
<thead>
<tr>
<th>B6</th>
<th>Excellence, Diversity &amp; Innovation in Teaching Subcommittee</th>
<th>Chair: A/Prof R Albury</th>
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<td>B7</td>
<td>e-Learning and Teaching Subcommittee</td>
<td>Chair: Dr R Vickers</td>
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<td>B7.1</td>
<td>Minutes from the 6 April 2005 Meeting</td>
<td>ATTACHMENT p51</td>
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</tbody>
</table>

**Draft Resolution**

*That UEC note the minutes of the e-Learning and Teaching Subcommittee meeting of 6 April 2005.*

| B7.2 | Minutes from the 8 June 2005 Meeting | ATTACHMENT p59 |

**Draft Resolution**

*That UEC note the minutes of the e-Learning and Teaching Subcommittee meeting of 8 June 2005.*

| B7.3 | Minutes from the 10 August 2005 Meeting | ATTACHMENT p67 |

**Draft Resolution**

*That UEC note the minutes of the e-Learning and Teaching Subcommittee meeting of 10 August 2005.*
B7.4 Work Plan July 2005

**Draft Resolution**

That UEC note the e-Learning and Teaching Subcommittee work plan as at July 2005.

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**PART C GENERAL BUSINESS**

**C1** Presentation: Graduate Attributes Challenge Winning Team (10.30am)

**C2** Review of Group Work at UOW

**Draft Resolution:**

That UEC approve the recommendations from the Review of Group Work.

**C3** Retention of Assessment Records

**Draft Resolution:**

That UEC:

i) endorse the Schedule for the Retention of Assessment Records;

ii) endorse the amendments to the Code of Practice Teaching and Assessment and the Assessment Committee Guidelines; and

iii) forward both the Schedule and amendments to Academic Senate for approval.

**C4** Special Consideration

*For noting*

The need to review the Special Consideration Policy is on the EPRS and ESSS work plans and issues relating to the special consideration process have been noted at these subcommittee meetings.

ESSS has taken on board the role of canvassing faculties and collating comments from a staff and student perspective and has recommended that a working party be established to review the Special Consideration Policy.

At the FEC Chairs meeting on 31 August the issues of the increase in the student applications for supplementary examinations and an increase in the student requests to delete a fail grade from their academic transcript was noted. These comments and issues were tabled at the EPRS meeting on 8 September and it was agreed that the responsibility for establishing the Special Consideration Working Party should reside with UEC.

**Draft Resolution:**

That UEC establish a working party with representation from the subcommittees, including a student representative, to investigate, review and report on Special Consideration, Supplementary Examinations and student requests to delete a fail grade from Academic Transcripts.
The Library have drafted a paper to propose amendments to the current Code of Practice – Teaching and Assessment and to suggest investigation of longer term improvements to the location and retrieval of subject outlines/reading lists.

**Draft Resolution:**

That UEC endorse the recommendations listed in the Reading List paper and refer them to Academic Senate for approval.

The Guidelines will be reviewed in a year. Any comments should be forwarded to Julia Hutchinson, Secretariat.

**Draft Resolution:**

That UEC note the Subject Evaluation Survey Guidelines.

A review of Key Performance Indicators (KPIs) contained in the Learning and Teaching Strategic Plan has been undertaken by members of the Quality Assurance Subcommittee and the Strategic Planning Unit. Changes have been approved by Professor Rob Castle.

The updated KPIs are attached.

**Draft Resolution:**

That UEC note the updated Key Performance Indicators contained in the Learning and Teaching Strategic Plan.

Nominations are now open for the 2006 Vice-Chancellor's Awards for Outstanding Contribution to Teaching and Learning (OCTAL). Accordingly, the Guidelines for the 2006 awards are forwarded to the University Education Committee for noting. UEC members can find out more about this year’s awards by visiting the Learning & Teaching website at [http://www.uow.edu.au/about/teaching/award_octal.html](http://www.uow.edu.au/about/teaching/award_octal.html)

**Draft Resolution:**

That UEC note the guidelines for the 2006 Vice-Chancellor’s Awards for Outstanding Contribution to Teaching and Learning (OCTAL).
For discussion

Attached is the Expression of Interest, briefly discussed at the last meeting of UEC and forwarded to the Carrick Institute. Although the University was not successful in gaining funding, the team involved in the Expression of Interest believes the ideas are worth trying to implement at UOW, with a reduced budget and a modified timeline, possibly from the National Teaching & Learning Performance Fund. A list of discussion points is included in the attached paper.

Also attached is a list of potential academics to form the proposed Institute of Learning and Teaching.

C11 Recognition and Importance of Teaching Excellence in Schools

For discussion

PART D OTHER BUSINESS AND TABLED ITEMS

D1 Other/Late Business

D2 Next Meeting

The next meeting is scheduled for:

30 November 2005 however due to other commitments will change to
7 December 2005

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

Angelina Panetta
Executive Officer (Acting)
UEC