Agenda for the 5/2006 meeting of the University Education Committee (UEC) to be held at 9.30am on Wednesday 8 November 2006 in room 67.301.

FURTHER INFORMATION REGARDING UEC AGENDA
If you require further clarification of or wish to raise issues concerning any UEC Agenda items, please contact Julia Payne (x 5972 or email: Julia_Payne@uow.edu.au) before the meeting.
PART A  PRELIMINARY BUSINESS

A1 Welcome, Apologies and Leave of Absence

Welcome to Dr Lori Lockyer, Mr Matt Barden, Dr Amy Chan, A/Prof Peter Nickolas, Dr Sally Rogan.

Apologies have been received from Dr Gerry Lefoe, Dr Laurie Chisholm, Ms Margi Jantti and Prof David Griffiths.

*A2 Minutes of the Previous Meeting  ATTACHMENT P7

Draft Resolution:

That the UEC minutes of 2 August 2006 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 Revised Terms of Reference  ATTACHMENT P15

Draft Resolution:

That UEC endorse the revised Terms of Reference of the Education Policy Review Subcommittee.

B3.2 Minutes of meetings of 16 August and 13 September 2006  ATTACHMENT P19

Draft Resolution:

B4 Quality Assurance Subcommittee

Chair: Ms M Jantti

B4.1 Minutes of meetings of 14 June and 16 August 2006

ATTACHMENT P29

Draft Resolution:

That UEC note the minutes of the Quality Assurance Subcommittee of 14 June and 16 August 2006.

B4.2 Revised Terms of Reference

ATTACHMENT P39

Draft Resolution:

That UEC endorse the revised Terms of Reference of the Quality Assurance Subcommittee.

B4.3 Workplan

ATTACHMENT P43

Draft Resolution:

That UEC note the workplan of the Quality Assurance Subcommittee as attached.

B5 Teaching Facilities Subcommittee

Chair: Prof S Wills

B5.1 Minutes of meeting of 8 August 2006

ATTACHMENT P49

Draft Resolution:

That UEC note the minutes of the Teaching Facilities Subcommittee of 8 August 2006.

B6 Excellence, Diversity & Innovation in Teaching Subcommittee

Chair: A/Prof R Albury

B6.1 Minutes of meeting of 25 August 2006

ATTACHMENT P61

Draft Resolution:

That UEC note the minutes of the Excellence, Diversity & Innovation in Teaching Subcommittee of 25 August 2006.

B7 e-Learning and Teaching Subcommittee

Chair: A/Prof R Vickers

B7.1 Revised Terms of Reference

ATTACHMENT P69

Draft Resolution:

That UEC endorse the revised Terms of Reference of the e-Learning and Teaching Subcommittee.
PART C  GENERAL BUSINESS

C1  Special Consideration Working Party

C1.1 Minutes of meeting of 31 May 2006

Draft Resolution:

That UEC note the minutes of the Special Consideration Working Party meeting of 31 May 2006.

C2  Student Academic Consideration Policy

The draft Student Academic Consideration Policy incorporates feedback received across the University and is attached for comment by the Committee.

Draft Resolution:

That the University Education Committee note the draft Student Academic Consideration Policy and provide further feedback to Paola Ciccarelli in the Policy and Governance Unit. The final policy along with procedures will be sent to the University Education Committee for approval in early 2007.

C3  Dean’s Merit List

The Student Awards Committee has revised the Dean’s Merit List criteria. Recommended changes are outlined in the attached document.

Draft Resolution:

That the University Education Committee endorse the revised Dean’s Merit List criteria and forward to Academic Senate for approval, to be effective from 1 January 2007.

*C4  Graduate Attributes Project

Prof Greg Hampton will speak to this item.

Draft Resolution:

That the University Education Committee note the progress report on the UOW Graduate Attributes Project 2006.
The attached review of the International Studies Minor has been forwarded to UEC from the University Internationalisation Committee.

**Draft Resolution:**

That the University Education Committee accept the review of the International Studies Minor and agree to address the various recommendations outlined in section 9 of the report:

1. the UEC define and approve a set of guiding objectives for this Minor;
2. the UEC define a generic structure for this Minor, including a core (at least 12 cp) and electives (at least 12 cp);
3. the International Studies Minor be renamed as "International Minor in XXX", where XXX refers to a particular discipline area;
4. proposals for approval of an International Minor to come from a Faculty, through the normal course approval process, and be assessed against the objectives for the Minor;
5. satisfactory completion of the Minor to include the 24 credit points as approved in 4, above AND either an overseas experience (exchange or study tour) or a language subject. In particular circumstances, the Dean may approve an on-shore international or cross-cultural activity as satisfying the 'overseas experience';
6. the University put a process in place for students to register their intention to take the International Minor and for this to be recorded, so that course advisors can help students plan the Minor into their programs.

and agree that the report be forwarded to Academic Senate and faculties for comment.

**C6 Revised Teacher Survey**

Prof Sandra Wills will speak to this item.

**Draft Resolution:**

That CEDIR continues research on changes to the Teacher Survey, taking account of UEC discussion today, and report progress at next the next University Education Committee meeting.
Representatives of the Academic Services Division will provide a brief presentation on this item.

**Draft Resolution:**

That, following Academic Senate Resolution 111/03 to use the Harvard (author-date) system as the default referencing style, the University Education Committee note the Referencing and Citing Resources Review being undertaken by the Academic Services Division, and recommend that this referencing system be used consistently in University documentation, with the suggestion that Faculties link to this guide in the absence of their preferred referencing system.

### PART D OTHER BUSINESS AND TABLED ITEMS

**D1 P.A.S.S Program**

Ms Sally Rogan, P.A.S.S Program Manager, Student Services, will provide a presentation on the P.A.S.S program.

**D2 Other/Late Business**

**D3 2007 Meeting Dates**

In 2007 UEC meetings will be held from 9.30-11.30am on the following Wednesdays:

- 21 February
- 18 April
- 6 June
- 25 July
- 5 September
- 31 October

Julia Payne  
Executive Officer  
UEC