

May 2005

ARD COMMUNIQUÉ

EDUCATIONAL POLICY &
COMMITTEE NEWS

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*Secretariat
University of Wollongong
Wollongong, NSW 2522
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NEW AND UPCOMING RULES, POLICIES AND GUIDELINES

Amendments to Rules for Student Conduct and Discipline and Academic Grievance Policy for application to off-shore students:

On 15 April the University Council approved amendments and minor procedural clarifications to the *Rules of Student Conduct and Discipline* and the *Academic Grievance Policy (Coursework and Honours Students)* to extend the application to UOW students studying at off-shore partner institutions. The extension of the policies applies to all UOW off-shore partner institutions, with the exception of UOW Dubai, which has its own rules.

Amendments made to these policies will ensure the application of clear, consistent procedures across all UOW partner institutions in instances of:

- Alleged academic or non-academic misconduct by a student.
- The handling of academic complaints by students and the lodging of appeals regarding the handling of complaints.

Updated versions of each of these policies are available on the UOW website at:

Rules for Student Conduct and Discipline:

http://www.uow.edu.au/handbook/generalrules/student_discipline_rules.html

Academic Grievance Policy (Coursework & Honours Students):

<http://www.uow.edu.au/handbook/courserules/studacgrievpol.html>

Minimum Rate of Progress:

Changes to the *General Course Rule 8.8: Minimum Rate of Progress* came into effect at the commencement of Autumn session 2005.

For further information on the General Course Rules refer to:

<http://www.uow.edu.au/handbook/courserules/assessment.html#mrp>

The new *Minimum Rate of Progress Policy* was drafted with the intent of providing students with the opportunity of remedial assistance and to prevent a decline in performance and results. This policy came into effect at the commencement of Autumn session 2005.

For further information on the MRP Policy refer to:

<http://www.uow.edu.au/student/mrp/>

Review of group work:

A review of the current practices of group work at the University is in progress as a high priority for 2005. A forum for all Faculty Education Committee (FEC) Chairs to share current group work practices was held on 17 March. In response to the forum, and at the request of the Education Policy Review Subcommittee (EPRS), a discussion paper and survey has been circulated to FEC Chairs for response by 25th May.

Subject evaluation survey:

Subject evaluation surveys are required as part of the Government's Learning and Teaching Performance Fund. ARD are preparing to roll out the surveys for Autumn session subjects via SMP, for all campuses including all offshore operations and WUC. Subject surveys will be rolled out after every session. Over a 12 month calendar period the University and WUC combined have over 160 separate sessions comprising of over 5,500 subject instances (ie. There may be multiple instances of one subject throughout the year eg. ACCY100 may be run in Autumn, Spring and Summer semester, this equates to three instances of one subject).

In order for the process to be effective, your assistance is sought to encourage students to participate in the survey. The University has a fundamental obligation to ensure it provides high quality programs and services. As part of that obligation we appreciate student feedback on the subjects they participate in. The faculty level results of the survey will be posted at faculty level on the UOW web page.

1. For autumn session the survey will become available to students in all active subjects for that particular semester on **Friday 3 June 2005**.
2. When a student signs into SOLS, they will be presented with a message asking them to complete the survey (it will not be compulsory).
3. The survey will remain open until the **30th June 2005**
4. A summary report will be provided to each subject coordinator for their specific subject(s).
5. Results for Faculty subjects will be made available through Cognos, to Deans and to relevant Senior Executive.
6. A summary report by Faculty will be displayed on the UOW website.

Review of grades of performance:

The Education Policy Review Subcommittee is conducting a review of grades of performance. The focus of this review is to consolidate previous work conducted by the assessment timeline working group and ARD on *withheld and holding grades, minimum levels of performance for assessment tasks and pass conceded and pass restricted grades*.

For further information please refer to:

<http://www.uow.edu.au/handbook/courserules/assessment.html#gradespg>

2004/2005 annual audit of subject proposals:

The annual audit of subject proposals for 2004/2005 has been conducted and it was reported that the subject proposals were generally compliant and in accordance with requirements. The University Education Committee reported a general improvement in the quality of information provided in the 2005 audit. The 2006 audit will commence in September 2005.

For further information please refer to:

<http://www.uow.edu.au/about/teaching/approval/subjectapp.html#guidelines>

2004 audit of Honours Guides:

Compliance with the Code of Practice–Honours for 2004 Honours Guides has been conducted. It was reported by the Honours Guide Working Party that faculties are complying with the requirements for honours guides. A network of honours coordinators will be established in 2006 to further consider issues from the 2004 audit.

For further information please refer to:

<http://www.uow.edu.au/handbook/honourscode.html>

Proposed new Course Rule 6.2 – lapsing of student enrolment:

A proposed new course rule to define a ‘lapsed student’ and to clarify when a non-enrolled student is no longer considered active has been drafted for consideration by the University Education Committee.

Schedule for academic staff to manage the retention of assessment documents:

This schedule is being developed to assist academic staff to manage compliance with the *State Records Act 1998* and requirements under the *Code of Practice – Teaching and Assessment*.

For further information please refer to:

<http://www.uow.edu.au/handbook/courserules/teach&assesspol.html>

Review of Assessment Committee guidelines:

A second meeting of the Assessment Committee Chairs was held on 6 April to report on the full academic year application of the *Assessment Committee Guidelines* and identify further changes required. The issues and ideas from these meetings will be considered in the review of grades of performance.

For further information please refer to:

<http://www.uow.edu.au/about/teaching/assesscom.html#guidelines>

Secretariat officers & faculties:

In order to establish a clear, consistent line of communication and support between the Secretariat and each of the faculties across campus, the following Secretariat officers have been aligned with the faculties as listed below:

Arts:	Jodi Barrie (x4899)
Commerce:	Julia Hutchinson (x5972)
Creative Arts:	Carly Evans (x4414)
Education:	Jenny Reiners (x3216)
Engineering:	Tori McLaughlin (x5408)
H&BS:	Angelina Panetta(x3079)
Informatics:	Courtney Butler (x5309) Tori McLaughlin (x5408)
Law:	Luke Twyford (x4364) & Carly Evans (x4414)
Science:	Luke Twyford (x4364)
Research:	Jenny Reiners (x3216)

For further information on these new upcoming Rules, Policies and Guidelines, please contact:

Jenny Reiners extn 3216
jenny_reiners@uow.edu.au
Policy Officer

Keeping in touch with Policy Developments:

Check out the **UOW Policy Directory** at the following web address:

www.uow.edu.au/about/policy/

AUQA AUDIT 2005 PREPARATIONS

The Australian Universities Quality Agency (AUQA) will conduct its audit of the University of Wollongong in May 2005.

The dates of the AUQA Audit are as follows:

25-28 April	Offshore visits: Dubai and Hong Kong
13 May	Visits to Sydney Business School and WUC Sydney
16-19 May	Wollongong campus

Wollongong Visit:

During their visit to Wollongong campus on 16-19 May 2005, the AUQA audit panel will conduct over 25 formal interview sessions, each involving up to eight members of staff. They will also speak to undergraduate and postgraduate students and external community members at less formal lunchtime sessions.

Four academic units and four research units have been chosen as audit samples. The following academic and research units will be involved:

Academic units:

- Faculty of Education
- Commerce: specifically the School of Management & Marketing
- Science: specifically Biological Sciences
- Engineering: specifically Mechanical, Materials and Mechatronic Engineering

Research units:

- CAPSTRANS
- Bluescope Steel Institute
- Institute for Biomolecular Science
- Institute for Conservation Biology and Law

“Walk-around” Sessions:

During days 1-3 of the Wollongong visit, individual panel members will conduct “walk-around” sessions in parallel with the formal interview sessions.

Features of the “walk-around” sessions include:

- Random and unscheduled
- 4-5 standard questions

- Short confidential interviews (approx. 10 minutes in duration)
- Staff only – not students
- Panel members will introduce themselves to academic and non-academic staff and knock on office doors – staff can decline to talk to the panel members but are encouraged to participate

While AUQA has not specifically identified the questions they will ask, they have identified the following themes that might be explored:

- Performance management
- Contribution to the planning process
- How academic staff determine students are learning

Be ready with some examples from your own experience. If you don't understand the question asked, request clarification. If you still can't answer the question, just say so.

Performance Portfolio:

The UOW Performance Portfolio 2005, as presented to AUQA, is now available online at:

http://www.uow.edu.au/about/quality/performance_portfolio.html

HOW TO KEEP IN TOUCH WITH THE AUDIT PREPARATIONS:

The Quality and Improvement website, Quality at UOW, can be found at <http://www.uow.edu.au/about/quality>

Alternatively, you can contact:

Heather Sainsbury (x3573)
heather_sainsbury@uow.edu.au

Neil Webster (x4605)
neil_webster@uow.edu.au

NEW COURSES APPROVED BY SENATE

November 2004 – May 2005

NEW COURSES:

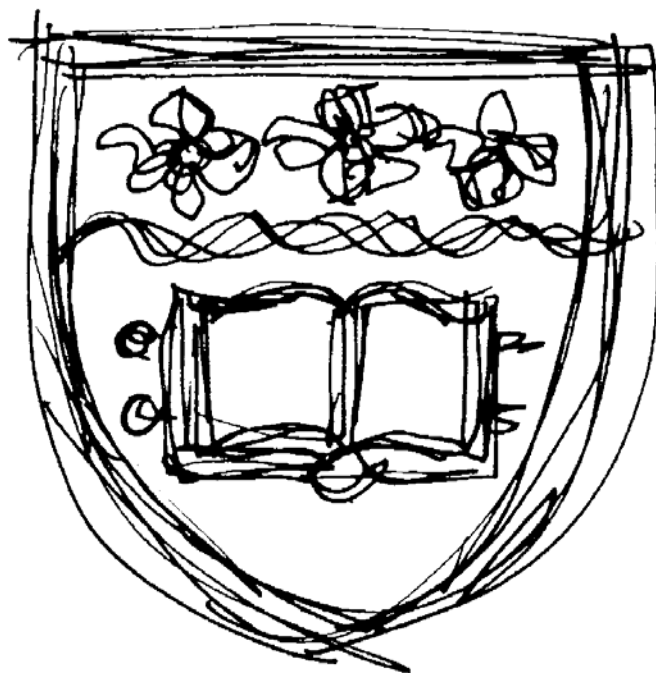
- University Access Program
- Special Tertiary Entrance Program
- Graduate Certificate in Adult Education/Higher Education/Vocational Education & Training
- Graduate Diploma in Adult Education/Higher Education/Vocational Education & Training
- Master of Education (Adult Education/Higher Education/Vocational Education & Training)
- Graduate Certificate in Practice Nursing
- University Enabling Course

AMENDMENTS APPROVED (MAJOR):

- Master of International Business
- Bachelor of Commerce
- Master of Engineering Practice
- Master of Engineering Management
- Bachelor of Science (Nutrition)
- Bachelor of Nutrition & Dietetics
- Master of Psychology (Clinical)
- Master of Engineering Asset Management
- Graduate Certificate in Engineering Asset Management
- Doctor of Philosophy (Clinical Psychology)

COURSES DELETED:

- Graduate Certificate in Forest Conservation & Management
- Master of Applied Management in Social Change & Development
- Master of Engineering (Maintenance Management)
- Graduate Diploma in Maintenance Management



For further information please contact:

Tori McLaughlin x5408

OCTAL Awards Update

The University of Wollongong's Outstanding Contribution to Teaching and Learning Awards for 2005 were presented to successful applicants at the Vice-Chancellor's Award Ceremony on Friday 15th April.

There were 14 applicants in total, from seven faculties across campus.

As with previous years, the awards were split into two categories: Faculty awards and the overall Vice Chancellor's award.

Successful applicants were chosen on their level of achievement, as demonstrated in their application portfolio.

The assessment panel recognised teaching staff who had made a sustained effort to incorporate the quality improvement cycle (plan, act, review, improve) into their teaching practice.

The recipients for the OCTAL Awards for 2005 were as follows:

Vice-Chancellor's Award:

Ms. Moira Williamson

Faculty of Health & Behavioural Sciences

Faculty Awards:

Mr. Peter McLean

Faculty of Commerce

Dr. Houston Dunleavy

Faculty of Creative Arts

Dr. Garry Hoban

Faculty of Education

A/Prof. Roger Lewis

Faculty of Engineering

Dr. Stephen Palmisano

Faculty of Health & Behavioural Science

Ms. Holly Tootell

Faculty of Informatics

Dr. James Wallman

Faculty of Science

Learning & Teaching Launch

UOW is strongly committed to ensuring high quality learning and teaching and has developed frameworks and guidelines to ensure ongoing high standards. A launch was held on Wednesday 23 March focussing on recently developed initiatives to support quality in Learning and Teaching at UOW.

The focus of the launch was on these initiatives, including the Quality Review Framework, the Learning & Teaching Website, Good Practice Assessment Guidelines, and Good Practice Case Studies.

These were discussed in the context of managing quality at the University, and the speakers gave a background of the development of the initiatives, an overview of the initiatives, and an explanation of how the audience/University Community (particularly academic staff) would be affected by the initiatives.

Speakers at the launch included Pro Vice-Chancellor (Academic), Professor Rob Castle; Manager of Flexible Learning Services, Centre for Educational Development and Interactive Resources, Dr Christine Brown; UOW Policy Officer, Mr Luke Twyford; Head of the Graduate School of Public Health, Associate Professor Heather Yeatman and Project Manager of Flexible Learning Services, Ms Anne Melano.

Over 85 people attended the launch, including staff from all nine faculties as well as the UOW Library, Wollongong University College, UniAdvice, Academic Registrars Division, Strategic Planning Unit, CEDIR and Learning Development.

More information about these initiatives can be found by visiting the Learning and Teaching website at: <http://uow.edu.au/about/teaching/index.html>

Committee Induction Manual:

A new Committee Induction Manual has been developed to provide staff with the information necessary for them to play an active role in their Committees.

The manual contains information on meeting procedures, agendas, Terms of Reference and minutes, along with information on how to make the most of your time on a Committee.

The Committee Induction Manual can be found at the following website: <http://www.uow.edu.au/governance/inductionmanual.html>

COMING UP

Graduation – July 2005

Graduation is an important event in the life of a student at UOW, representing the culmination of years of hard work and determination. In its 54 years of educational achievement, the University has awarded over 60,000 degrees and diplomas.

In July 2005, over 1600 graduands are expected to attend the six ceremonies, to be held from 13-15 July. The composition of each ceremony will be posted to the Graduation web site in late May/early June.

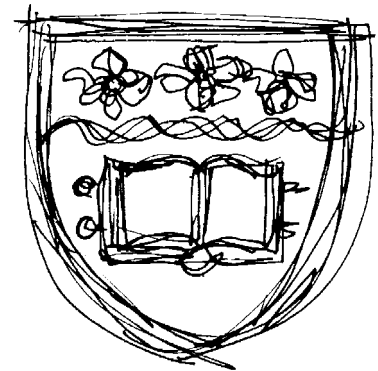
Applications to graduate closed 6 May. Students will then receive correspondence via mail in early June. Late applications will not be considered.

To view more information on Graduation, including procedures on the day, important contacts, etc, visit:

<http://www.uow.edu.au/student/graduation/>

APPENDIX – GLOSSARY OF ACRONYMS

- AUQA: Australian University Quality Agency
 ARD: Academic Registrar's Division
 CEDIR: Centre for Educational Development & Interactive Resources
 ELTIS: eLearning and Teaching Innovations Subcommittee (of UEC)
 EPRS: Education Policy Review Subcommittee (of UEC)
 ESDF: Educational Strategies Development Fund
 ESS: Equity and Student Support Subcommittee (of UEC)
 ILIP: Information Literacy Introduction Program
 MRP: Minimum Rate of Progress
 OCTAL: Outstanding Contribution to Teaching and Learning
 PVC(A): Pro Vice-Chancellor (Academic)
 QA: Quality Assurance
 RAPP: Review of Assessment Practices and Processes
 SMP: Student Management Package
 SPU: Strategic Planning Unit
 ToR: Terms of Reference
 UEC: University Education Committee
 UIC: University Internationalisation Committee
 URC: University Research Committee
 WAM: Weighted Average Mark
 WUC: Wollongong University College
 WUPA: Wollongong University Postgraduate Student Association
 WUSA: Wollongong University Undergraduate Student Association (formerly SRC)



LINKS TO PAST EDITIONS:

[Communiqué: Educational Policy and Committee Newsletter](#)

CONTACT COMMUNIQUÉ:

Any feedback should be forwarded to:

Officer: Courtney Butler

Extn: #5309

Email: courtney_butler@uow.edu.au

Post: ARD, Secretariat, Building 36.