University Education Committee

Minutes of the 5/2006 meeting of the University Education Committee (UEC) held at 9.30am on Wednesday 8 November 2006 in room 303 of Building 67.

Present:

Prof R Castle (Chair)
Prof J Bushnell
A/Prof R Albury
A/Prof I Brown
A/Prof T Bryant
Prof J Bushnell
Mr K Finlayson
A/Prof G Hampton
Ms Y Kerr
Dr L Lockyer
A/Prof J Mcquilton
Dr A Porter
Dr J Skillen
A/Prof D Vance
A/Prof R Vickers
Prof S Wills

In Attendance:

Ms J Payne (Executive Officer), Dr A Chan (Health & Behavioural Science), A/Prof P Nickolas (Informatics), Ms H Mandl (Library), Ms S Lipu (presenting), Dr R Walker (presenting), Ms S Rogan (presenting), Dr M O’Brien (presenting), Ms T Hoynes (Policy & Governance), Ms P Ciccarelli (Policy & Governance Unit), Ms A Melano.

PART A  Preliminary Business

A1  Welcome, Apologies and Leave of Absence

Apologies were received from Ms M Jantti, Dr L Chisholm, Dr D Christie, Dr G Lefoe, Prof D Griffiths, Prof P Crookes, A/Prof J Curtis, A/Prof M Kaidonis, Ms N Conyer, Prof J Knowles, Ms R Collins, Mr C Edmondson, Dr A Abraham and A/Prof M McCrae.

The Chair welcomed Dr L Lockyer as the new University Research Committee representative on the UEC. Also welcomed were Dr A Chan, Acting FEC Chair, Faculty of Health & Behavioural Science, A/Prof P Nickolas, Acting FEC Chair, Faculty of Informatics, and Ms H Mandl, representing Ms M Jantti. Thanks were extended to Ms S Lipu, Dr R Walker, Ms S Rogan and Dr M O’Brien for coming along to present to the Committee.

A2  Minutes of the Previous Meeting

Resolved 2006/35:

That, subject to minor amendments, the minutes of the UEC meeting of 2 August 2006 are confirmed as a true record of the proceedings of that meeting.
Resolved 2006/36:

That Dr A Porter be added to the list of attendees at the 2 August 2006 meeting.

A3 Business Arising from the Minutes

There was no business arising from the minutes.

A4 Starring of Items

(i) Items were starred for discussion: B2, C2, D1.
(ii) The Committee agreed to the adoption of the draft recommendations for the unstarred items.

A5 Chair’s Report

The Chair noted that an external commercial e-assessment provider has reportedly been offering its services on campus. FEC Chairs are asked to raise this issue with their faculty and advise Prof Castle of any known use of this service at UOW, as it is important to check the University does not breach DEST Guidelines.

Teaching and Learning Performance Fund announcements will be made on 28 November. Universities will this year be rated based on discipline areas. UOW is hopeful that it will be one of the higher rated universities. The National Teaching Awards will also be announced on 28 November.

The Chair reported that UOW, as the only Australian University, has been involved in the Standards Pilot Program, a self-study on the delivery of the study abroad experience. Two delegates from Forum Education Abroad are currently visiting UOW to review the work undertaken by the University. If the review is favourable, UOW could have an advantage in the market. It is expected that more students from the USA market could study in Australia, due to a bill on study abroad scholarships being passed in the USA Senate. It is expected that up to 2,000,000 American students may undertake Study Abroad by 2017.

The Chair also noted that a number of changes to space across the University are expected as a result of the Teaching Space project. All faculty teaching space has become Common Teaching Space this week, and is expected to take some pressure off room availability across campus. Other actions arising from this project will begin in early 2007.

The tender for the Library extensions has been accepted and work is scheduled to commence next week.

PART B BUSINESS FROM SUBCOMMITTEES

B2 Equity and Student Support Subcommittee

Ms Yvonne Kerr spoke to the revised Terms of Reference of the Equity and Student Support Subcommittee (ESS), which were circulated at the meeting. The recent establishment of the Student, Equity and Diversity Committee, which reports directly to the Vice-Chancellor, has created a change in focus for ESS.

The Committee will now focus on aspects of student support and learning. Given the shift of the equity role, the Committee’s name will change to the Student Support for Learning Subcommittee. Membership composition and terms of reference of the Committee have been revised as a result of these changes.
Resolved 2006/37:

That, subject to minor amendments provided at the meeting, UEC endorse the revised Terms of Reference of the Equity and Student Support Subcommittee, including membership and the revised committee name ‘Student support for Learning Subcommittee’, to be effective immediately.

B3 Education Policy Review Subcommittee

B3.1 Revised Terms of Reference

Resolved 2006/38:

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

Resolved 2006/39:


B4 Quality Assurance Subcommittee

Ms Paola Ciccarelli, QAS Executive Officer provided a brief update on QAS’s activities for the year. She noted that in 2006 QAS has adopted a different role to what it has undertaken in the past, where it was primarily involved in assisting with the University’s preparations for AUQA.

It has undertaken a rigorous review of the Learning and Teaching Performance Indicators, the outcomes of which will be put forward to UEC for consideration in early 2007. It is also reviewing the role of auditing at UOW, with a view to identifying risk areas. The outcomes of this project will also be reported to UEC next year.

Prof Castle noted that the new AUQA guidelines will be released soon. Some changes to the current auditing system are expected and it is expected that benchmarking and Key Performance Indicator’s will be more important. Universities will be able to nominate two areas which AUQA will focus on, in addition to the whole of institution.

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

Resolved 2006/40:

That UEC note the minutes of the Quality Assurance Subcommittee of 14 June and 16 August 2006.
B4.2 Revised Terms of Reference

Resolved 2006/421:

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

B4.3 Workplan

Resolved 2006/42:

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

B5 Teaching Facilities Subcommittee

B5.1 Minutes of meeting of 8 August 2006

Resolved 2006/43:

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

B6 Excellence, Diversity & Innovation in Teaching Subcommittee

B6.1 Minutes of meeting of 25 August 2006

Resolved 2006/44:

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

B7 e-Learning and Teaching Subcommittee

B7.1 Revised Terms of Reference

Resolved 2006/45:

That UEC endorse the revised Terms of Reference of the e-Learning and Teaching Subcommittee.

B7.2 Minutes of meeting of 18 October 2006

Resolved 2006/46:

That UEC note the minutes of the e-Learning and Teaching Subcommittee of 18 October 2006.
PART C  GENERAL BUSINESS

C1  Special Consideration Working Party

C1.1  Minutes of meeting of 31 May 2006

Resolved 2006/47:

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

C2  Student Academic Consideration Policy

A/Prof David Vance, Chair of the Working Party, noted that the revised draft Student Academic Consideration Policy incorporates wide feedback received across the University. Over 200 comments were received regarding the original draft. The revised policy will be circulated to stakeholders across the University for further comment over the coming weeks and a final draft is expected to be put forward for approval at the second UEC meeting of 2007.

A separate Working group, led by A/Prof David Vance, has commenced the preparation of procedural documents and guidelines for students and staff to accompany the Policy; it is intended to present these as a package with the Policy for final approval through UEC, Senate and the University Council. It is expected that the final policy will not be introduced until 2008 to accommodate those system changes necessary to implement the provisions of the policy.

Prof Castle extended his thanks to the Working Party for the significant work they have made on the Policy this year.

Resolved 2006/48:

_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

Resolved 2006/49:

_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 provided an update on the cross-UOW ESDF Graduate Attributes project and the new model that is being developed.

Prof Hampton noted that under the new model curricula and learning outcomes for subjects will be linked to capabilities rather than to the graduate qualities. Capabilities will be developed by Faculties and Discipline areas.
A small number of graduate qualities will be developed to help to identify what qualities we want UOW student to have as well as distinguishing what differentiates UOW teaching and learning approach.

Distinctive qualities of UOW graduates developed to date include: informed, independent learners, problem solvers, effective communicators, responsible.

Discussion regarding these suggested qualities centred on the potential inclusion of other qualities including leadership and reference to international. There was general support by the Committee for the adoption of minimal qualities, as it was agreed that the more specific qualities are the more limiting they become.

The project team have been consulting and held a pilot workshop with economics to date and is currently arranging meetings with other discipline areas to further develop ideas and test the new model.

**Resolved 2006/50:**

*That the University Education Committee note the progress report on the UOW Graduate Attributes Project 2006.*

**C5 International Studies Minor**

**Resolved 2006/51:**

*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:*

- i. the UEC define and approve a set of guiding objectives for this Minor;
- ii. the UEC define a generic structure for this Minor, including a core (at least 12 cp) and electives (at least 12 cp);
- iii. the International Studies Minor be renamed as "International Minor in XXX", where XXX refers to a particular discipline area;
- iv. 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;
- v. 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');
- vi. 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 spoke to this item. She noted that UEC has already approved changes proposed by the eLearning and Teaching Subcommittee to better cater for diversity of teaching contexts at UOW including online teaching. This has since been approved by Academic Senate.

Prof Wills noted that the current survey is old and in need of revision. CEDIR has been testing potential changes to the survey with students in order to assist students to better understand the intent/purpose of particular questions. A range of changes are proposed and were discussed at the meeting, including an ‘unable to judge’ category, to replace the existing ‘not applicable’ option.

The Committee agreed to CEDIR’s ongoing research on changes to the Teacher Survey and agreed that proposed changes be put forward to UEC once finalised.

Resolved 2006/52:
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.

C7 Referencing and Citing Resources Review

Ms Suzanne Lipu, Library and Dr Ruth Walker, Student Services, reported on the referencing and citing resources review which has been undertaken by Academic Services Division (ASD).

Ms Lipu noted that the Referencing and Citing web page of the library is the most used webpage outside the library database. In addition, Library personnel receive a high number of student enquiries about referencing.

The ASD model which has just been developed would serve as the default system/guide for UOW referencing and be available on the Library referencing site. Links to faculty referencing systems on the Library referencing page will still be provided on this page however so students can access faculty/discipline specific referencing styles.

The new style accommodated new teaching resources, such as lecture slides, to assist student referencing, and is an attempt to improve what is currently provided. The guide will put on the Library website upon its completion in December.

It was agreed that this item be provided to EPRS for inclusion in the Code of Practice Teaching and Assessment.

Resolved 2006/53:
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 PASS Program
Ms Sally Rogan, PASS Program Manager and Dr Martin O’Brien, Faculty of Commerce provided an overview of the PASS program. Ms Rogan is also the National PASS Manager.

Ms Rogan provided an update of the PASS program and outlined feedback received through a recent survey on the program, which were circulated at the meeting. It was noted that the program is in its fifth year of operation, has received national and international recognition and, was a commendation of AUQA. Around 1,000 students currently participate in the program each semester. Feedback received by participating students has been very positive.

The program will be expanding in 2007 to new partner faculties, including Arts, Creative Arts and Law. New faculty involvement will somewhat different, for example, it will focus on transition strategies for first year Law students.

Dr O’Brien reported briefly on his continuing research with Prof Don Lewis which examines the types of students who undertake the PASS Program and the results achieved through the Program. There is now a tendency for weaker students to attend PASS. The program effectiveness is reportedly high and has improved. Results of this study will be published soon.

D2 Other/Late Business

No other late items were received.

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

There being no further business, the meeting closed at 11.30am.

Julia Payne
Executive Officer
UEC