Minutes of the 2/2007 meeting of the University Education Committee (UCE) held at 9.30am on Wednesday 18 April 2007 in lecture room 5 of Building 20 (Communications).

Present:

- Prof R Castle (Chair)
- Dr A Abraham
- Dr A Porter
- A/Prof I Brown
- A/Prof T Bryant
- Prof J Bushnell
- Dr L Chisholm
- Dr D Christie
- M R Collins
- A/Prof D Considine
- Prof D Griffiths
- A/Prof G Hampton
- Dr P Harris
- Ms B James
- Ms M Jantti
- A/Prof M Kaidonis
- Ms Y Kerr
- A/Prof J McQuilton
- Mr J McIver
- Ms J Renwick
- A/Prof R Vickers
- Ms M Wallace
- A/Prof G Williams
- Prof S Wills

In Attendance:

- Ms J Payne (Executive Officer), Mr M Havryliv (WUPA), Ms L Simmons, Ms A Melano, Ms T McLaughlin (Policy & Governance), Ms J Reiners (Policy & Governance).

PART A Preliminary Business

A1 Welcome, Apologies and Leave of Absence

Apologies were received from A/Prof R Albury, Dr L Lockyer, Dr A Carew and A/Prof J Curtis.

The Chair welcomed new members to the Committee: Mr J McIver (Acting Director, ITS), Ms P Harris (new representative for the Faculty of Creative Arts), Ms J Renwick (Acting Manager, Governance and Compliance, Wollongong University College), A/Prof G Williams (FEC Chair, Faculty of Informatics). He also welcomed Ms L Simmons (ESOS National Code Project Coordinator), Ms A Melano (CEDIR), Ms T McLaughlin (Academic Integrity Project Officer) and Ms J Reiners (Policy & Governance Unit), who were in attendance at the meeting.

A2 Minutes of the Previous Meeting

Resolved 2007/4:

That the University Education Committee minutes of 21 February 2007 are confirmed as a true record of the proceedings of that meeting.

A3 Business Arising from the Minutes

A Learning and Teaching Audit Workshop is being arranged by the Quality Assurance Subcommittee and is scheduled to be held on Friday 27 April.
A4 Starring of Items

(i) No additional items were starred for discussion.
(ii) The Committee agreed to the adoption of the draft recommendations for the unstarred items.

A5 Chair’s Report

The Chair noted that there are a number of important projects being progressed and nearing completion across the University, including development of the University’s response to changes to the National Code and the Student Equity Project.

Members were reminded that an extraordinary meeting of the UEC will be held from 11.30am–1.30pm on Wednesday 2 May 2007. Items to be considered/approved at this meeting include:
- Graduate Qualities
- Evidence about Teaching for Probation and Promotion
- ESDF Project Summary
- Teaching and Learning Fund 2007

PART B BUSINESS FROM SUBCOMMITTEES

B2 Student Support for Learning Subcommittee

Ms Y Kerr noted that the first meeting of the Student Support for Learning Subcommittee was recently held. The Subcommittee has a large agenda for the year.

B4 Quality Assurance Subcommittee

Ms M Jantti noted that the Quality Assurance Subcommittee’s is focusing on benchmarking and risk management in 2007. The Subcommittee is holding a Learning and Teaching Audit Workshop on 27 April.

B5 Teaching Facilities Subcommittee

A/Prof D Considine claimed to have been misrepresented on page 2 of the minutes of the Teaching Facilities Subcommittee of 28 February 2007. He requested that the Subcommittee be asked to amend the current text that he (as Acting Dean, Faculty of Law) suggested 67.208 would be a suitable room to be put on the common teaching areas list.

B5.1 Minutes of meeting of 28 February 2007

Resolved 2007/5:

That University Education Committee note the minutes of the Teaching Facilities Subcommittee of 28 February 2007, noting Associate Professor Considine’s request that reference to a comment he made regarding common teaching space be amended.
B6  Excellence, Diversity and Innovation in Teaching Subcommittee

Prof R Castle noted that UOW’s ‘Citations for Outstanding Contribution to Student Learning’ list is currently being developed for submission to the Carrick Institute for Learning and Teaching in Higher Education.

UOW was recently successful in gaining funding through two projects in which it is involved from the Carrick Institute for Learning and Teaching in Higher Education.

B6.1  Revised Terms of Reference

Resolved 2007/6:

That the University Education Committee endorse the revised Terms of Reference of the Excellence, Diversity and Innovation in Teaching Subcommittee

B7  e-Learning and Teaching Subcommittee

B7.1 Minutes of meeting of 14 March 2007

Resolved 2007/7:

That University Education Committee note the minutes of the e-Learning and Teaching Subcommittee of 14 March 2007.

PART C  GENERAL BUSINESS

C1  General Course Rules (Grades)

Resolved 2007/8:

That the University Education Committee note the Report on required minor amendments to General Course Rules (Grades) and the proposed approval pathway

C2  Amendments to General Course Rules

Ms L Simmons, ESOS National Code Project Coordinator provided a presentation on changes to the new National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students which come into effect on 1 July 2007.

Major changes to the National Code are:

1. A requirement for the continual assessment of international students’ study load to ensure they complete their course in a set timeframe. Timeframe is required to be set by DEST at the minimum time taken to complete a degree. This will mean that most international students will need to enrol in 24 credit points per session, with the exception being students who are enrolled in a 72 credit point program over two years.

2. A reduction in the time for international student transfers between providers, from the current 12 months to six months, and the requirement for UOW to have compliant Letters of Release.
3. A requirement that UOW have a policy to monitor the course progress of international students and to proactively notify and counsel students who are at risk of failing to meet their course progress requirements.

4. All students must be allowed to appeal decisions which affect them within a 20 working day appeal period. This is an increase from the previously acceptable appeal time for students and increases the scope and application of the appeal process.

5. The circumstances under which an institution can approve a leave of absence have been increased. The University anticipates that more leave will be approved under these circumstances.

6. A requirement that all staff members are aware of their obligations under the ESOS framework and potential implications for students.

Ms Simmons noted that numerous policies are currently being reviewed and updated to meet compliance with the new National Code, including the General Course Rules. Information about the changes will be available on the University’s intranet by the end of April.

**Resolved 2007/9:**

*That the University Education Committee note the revisions to the General Course Rules as outlined in the agenda papers to be effective commencement of Spring Session 2007*

**C3 Student Conduct Rules**

Ms Y Kerr provided a presentation on the Student Conduct Rules which have been developed by the Academic Integrity Reference Group. She explained the range of work undertaken to date by the Reference Group as well as the aims and context for change.

It is proposed that the existing Rules for Student Conduct and Discipline be replaced by:

- Student Conduct Rules
- Procedures for Managing Alleged Academic Misconduct by a Coursework Student
- Procedures for Managing Alleged General Misconduct by a Student
- Templates for Notice Letters and Referral of Investigation

The Reference Group is now undertaking extensive consultation regarding the draft Rules and accompanying procedures before they are sent to Academic Senate and University Council for approval.

Discussion regarding the Rules ensued. Some suggestions were provided for consideration by the Reference Group relating several sections of the Rules, particularly application and scope, the number of Primary Investigation Officers in each faculty, and the need to distinguish UOW campuses, centres and the Sydney Business School.

It's was noted that references to Higher Degree Research will be extracted from the Student Conduct Rules as matters relating to HDR are being resolved and will be treated separately.

Once approved there will be a communication and transition period before the changes are implemented on 1 January 2008.

**Resolved 2007/10:**

*That the University Education Committee consider the attached draft of the Student Conduct Rules and accompanying Procedures and provide feedback and comments*
C4  Student Survey Working Party

Resolved 2007/11:

That the University Education Committee endorse:
   i. the revised Teacher Evaluation for implementation in Spring Session 2007.
   ii. the revised Subject Survey for implementation in Spring Session 2007.

C5  UEC representative for the Community Engagement Grants Scheme Selection Panel

Professor John Bushnell of the Graduate School of Medicine was nominated by Professor David Griffiths to be the University Education Committee representative on the Community Engagement Grants Scheme Selection Panel. Professor Bushnell accepted this nomination.

Resolved 2007/12:

That Professor John Bushnell be appointed the University Education Committee representative on the Community Engagement Grants Scheme Selection Panel for a period of two years.

PART D  OTHER BUSINESS AND TABLED ITEMS

D1  Committee self-assessment survey

Members were reminded to complete their self-assessment survey and provide to Julia Payne as soon as possible. A report based on feedback will be provided to the Committee in coming months.

D2  Extraordinary meeting

An extraordinary meeting of the UEC will be held from 11.30am – 1.30pm on Wednesday 2 May 2007 in room 67.208. Sandwiches will be provided at this meeting.

There being no further business, the meeting closed at 10.45am.

Julia Payne  
Executive Officer  
UEC