Minutes of the 4/2007 meeting of the University Education Committee (UEC) held at 9.30am on Wednesday 6 June 2007 in room 202 of Building 67 (McKinnon).

Present:

Prof R Castle (Chair)  A/Prof M Kaidonis
Dr A Abraham  Ms Y Kerr
A/Prof R Albury  A/Prof L Lockyer
Dr K Bowles  A/Prof K Maxwell
A/Prof I Brown  A/Prof M McCrae
A/Prof T Bryant  Mr J McIver
Prof J Bushnell  A/Prof J McQuilton
Dr L Chisholm  Dr A Porter
Dr D Christie  A/Prof R Vickers
Ms R Collins  Ms M Wallace
A/Prof J Curtis  A/Prof G Williams
Prof D Griffiths  Prof S Wills
Dr P Harris
Ms B James
Ms M Jantti

In Attendance:  Ms J Payne (Executive Officer), Prof R Whelan (Dean, Science), Ms P Ciccarelli (Policy & Governance).

PART A  Preliminary Business

A1  Welcome, Apologies and Leave of Absence

Apologies were received from Dr A Carew, Ms D Levett and A/Prof D Considine.

The Chair welcomed Dr K Bowles to the Committee as the new Chair of the eLearning and Teaching Subcommittee (eLTS). Existing Chair A/Prof R Vickers was thanked for his contributions to the Subcommittee.

Prof R Whelan was thanked for attending the meeting in order to introduce and provide background information about the review of the International Studies Minor.

A2  Minutes of Previous Meetings

Resolved 2007/19:

That the University Education Committee minutes of 18 April 2007 and 2 May 2007 are confirmed as a true record of the proceedings of these meetings.

A4  Starring of Items
(i) Items C1, C3, C4 and C5 were starred for discussion. The draft resolutions of the unstarred items were endorsed.

A5 Chair’s Report

The Chair reported that recent changes to subject survey will be introduced in 2007. The process for the introduction of the teacher survey has been extended however due to the identification of some issues which need to be resolved. These are being addressed through consultation with Faculty Executive Committees and other groups.

It was also noted that several work units are likely to move to Innovation Campus (from the University’s Wollongong campus) around 2009. Consideration is being given to new teaching spaces at that time, as removal of the demountable buildings west of the campus ring road is a priority.

PART B BUSINESS FROM SUBCOMMITTEES

B1 UEC Coordinating Committee

The Chair reported that the UEC Coordinating Committee met recently and discussed allocation of funding of the Teaching and Learning Performance Funding projects. A greater amount of funding will be allocated to teaching equipment over the next 12 months given this will have a direct benefit to faculties.

The Chair also noted that there will only be one call for the Educational Strategies Development Fund this year. The call for applications for each of these funding sources is likely to be circulated in July.

B3 Education Policy Review Subcommittee

B3.1 Minutes of meeting of 28 February 2007

Resolved 2007/20:

That University Education Committee note the minutes of the Education Policy Review Subcommittee of 28 February 2007.

B4 Quality Assurance Subcommittee

Ms M Jantti, QAS Chair, reported that QAS is currently mapping issues identified at the risk assessment workshops held in April. Feedback will be provided to UEC in the future.

B4.1 Minutes of meeting of 14 March 2007

Resolved 2007/21:

That University Education Committee note the minutes of the Quality Assurance Subcommittee of 14 March 2007.

B5 Teaching Facilities Subcommittee

Prof S Wills, TFS Chair, reported that TFS is looking at various issues regarding informal and common teaching spaces across campus.
B5.1 Minutes of meeting of 9 May 2007

Resolved 2007/22:

That University Education Committee note the minutes of the Teaching Facilities Subcommittee of 9 May 2007.

B6 Excellence, Diversity and Innovation in Teaching Subcommittee

A/Prof R Albury, EDITS Chair, reported that EDITS is currently developing a schedule of internal and external grants to help inform UOW staff. It is also in discussions to expand its membership size to enable better management of the Committee’s responsibilities.

PART C GENERAL BUSINESS

C7 International Studies Minor

Discussion regarding the International Studies Minor was moved to the start of the meeting to allow for Prof R Whelan to leave the meeting to attend other commitments.

Prof R Whelan noted that his role as Chair of the International Studies and Alliances Subcommittee (ISAAC) in 2006 involved leading a review of the University’s existing International Studies Minor. The review identified various issues associated with the existing minor, including structural issues and the ad hoc nature of the minor. Various recommendations aimed at improving these issues arose from the review including:

- the need to identify clear objectives for the minor
- giving faculties responsibility for the tracking of students studying the minor
- faculties to choose relevant subjects for their minor.

The Committee agreed that the work undertaken by the ISAAC Working Party and the general recommendations which have been put in place are a positive step forward for UOW in order to improve the International Studies Minor. It was acknowledged however that some faculties may have more difficulty than others in developing and implementing changes. FEC’s will need to put their faculty proposals for the International Studies Minor forward for consideration/approval as they are developed.

It was agreed that the third draft resolution relating to this item be further articulated so that the satisfactory completion of the Minor include a language subject in a language other that the students first language.

Resolved 2007/23:

that the University Education Committee agree that the objectives of the International Minor be as follows:

Students should....

i. have an understanding of international issues in a globalising world, across different scales (international, national, local);
ii. be familiar with the range of economic, political and other forces driving globalisation;
iii. understand the tensions between cultural diversity and homogenisation;
iv. have an international perspective on their discipline area.

Resolved 2007/24:

that the University Education Committee agree that the International Minor be comprised of a minimum of 24 credit points in total, containing a core of at least 12 credit points and a set of elective subjects.

Resolved 2007/25:

that the University Education Committee request that each faculty:

i. define a generic structure for this Minor, including a core (at least 12 credit points) and electives (to give a total of at least 24 credit points);
ii. send proposals for approval of an International Minor through the normal course approval process, to be assessed against the objectives for the Minor;
iii. satisfactory completion of the Minor to include the 24 credit points as approved AND either an overseas experience (exchange or study tour) or a language subject in a language other than the students first language. In particular circumstances, the Dean may approve an on-shore international or cross-cultural activity as satisfying the 'overseas experience';
iv. report back on progress of faculties at future UEC meetings.

C1 Student Academic Consideration Policy

It was noted that the draft Student Academic Consideration Policy was missing from the agenda papers circulated to members. This document was emailed to members prior to the meeting and hard copies were circulated at the meeting as necessary. Supporting documents, including the Student Academic Consideration Guidelines (including Flowcharts A & B, and the Statutory Declaration for Academic Consideration) and the Student Academic Consideration Policy Implementation & Communication Plan were included in agenda papers.

Concern was expressed by a Committee member that the draft Student Academic Consideration Policy did not address situations where a student is late or misses an assessment task due to factors out of their control (ie. a late bus or car troubles). There was significant discussion whether it is appropriate to address such specific instances as the draft Policy would allow for these situations to be addressed either formally through the use of a statutory declaration (as included in the associated policy documentation) or informally (as outlined in clause 15.1). The member emphasised that given such situations occur on a relatively frequent basis it is important not to burden the student nor teacher with documentation when addressing these situations.

The Committee agreed that ensuring appropriate induction and training of new academics at UOW was incredibly important to ensure they are aware of the relevant policies and procedures, such as the Student Academic Consideration Policy.

The draft resolution was endorsed following a vote by the Committee.

A/Prof T Bryant advised the Committee that the Policy does not allow for students who have been affected by a critical incident and that consideration needs to be given to the
development of a critical incident register. This matter will need to be addressed relatively quickly and may be best addressed by the Student Support for Learning Subcommittee or the Vice-Chancellor’s Employment Equity and Diversity Committee.

### Resolved 2007/26:

that the University Education Committee:

1. endorse the Student Academic Consideration Policy as outlined in the agenda papers to become effective 1 January 2008;
2. approve the Student Academic Consideration Guidelines as outlined in the agenda papers for introduction on 1 January 2008; and
3. forward the Student Academic Consideration Policy to Academic Senate for endorsement and forwarding to Council for approval.

## C2 Academic Grievance Policy

### Resolved 2007/27:

that the University Education Committee:

1. endorse the revised Academic Grievance Policy (Coursework and Honours Students) as outlined in the agenda papers to become effective 1 July 2007;
2. forward the revised Policy to Academic Senate for endorsement and forwarding to University Council for approval.

## C3 Assessment Committee Guidelines (review and amendments)

It was noted that the existing Assessment Committee Guidelines have been reviewed and renamed as ‘Assessment Committee Standards’. It was agreed that some clarity be provided to the Committee in the future regarding the definition of a ‘standard’ compared to a ‘guideline’.

The Committee agreed that a minor change be made to the wording of the ‘Introduction’ section of the Standards to avoid repetition of the word ‘standard’.

### Resolved 2007/28:

that the University Education Committee:

1. endorse the revised Assessment Committee Standards as outlined in the Agenda papers and inclusive of the agreed amendment to be effective commencement of Spring Session 2007; and
2. forward the revised Assessment Committee Standards to Academic Senate for approval.

## C4 Code of Practice Teaching and Assessment

A number of suggested areas of improvement were made to the draft Code of Practice Teaching and Assessment as outlined in the Committee agenda papers. A summary of the agreed amendments made to the draft policy are detailed below.

**Responsibilities**

- 5.1.h. add ‘where appropriate’ to the end of existing text
- 5.4.f. reword the existing text to ensure the intent of clause is clearer
• 7.3. amend in light of changes to Schedule 1 of the policy as agreed at the Committee meeting
• 7.10 change the term 'recess week' to 'recess period' and delete 'and counter signed by the Dean'

Schedule 1 – Subject Outline Checklist
• Section A, 8- reword this point to ensure this does not clash with other rules relating to minimum attendance requirements
• Section A, 13- delete this point to avoid repetition with Section C of the policy
• Section A, 14- move to Section C of the policy and rename the title of Section C so that it is relevant following the addition of this information
• Section A, 15- reword 'where relevant, any recent improvements made to the subject and the reason(s) such as feedback from student surveys or extreme review. (refer to 5.1.d of this Code)'
• Section B, 3- add ‘or details of where these criteria can be found’
• Section B, 9- reword this point
• Section C- amend heading to incorporate addition of section A14

These amendments will be incorporated into the final draft of the Code. The revised draft of the Code will be provided to the UEC Chair for approval before being sent to Academic Senate.

**Resolved 2007/29:**

*that the University Education Committee endorse the revised Code of Practice Teaching and Assessment as outlined in the agenda papers and incorporating the agreed amendments provided by the Committee with the*

  i. Code of Practice Teaching and Assessment to be effective at the commencement of Autumn Session 2008; and
  ii. Schedule 1 to the Code (Subject Outline Checklist) to be effective in November 2007 for use with subjects on offer in the 2008 Spring Session and, that the University Education Committee forward the Code of Practice Teaching and Assessment to Academic Senate for endorsement.*

**C5 Code of Practice – Honours (amendments)**

A few grammatical errors were identified in the Code of Practice – Honours as attached in the Committee agenda papers. These will be amended before the document is forwarded to Academic Senate for approval.

At the request of a Committee member the UEC agreed that the Code of Practice – Honours be forwarded to the University Research Committee for noting to ensure consistency with the Code of Practice - Supervision.

**Resolved 2007/30:**

*that the University Education Committee:
  i. endorse the amendments to the Code of Practice Honours as outlined in the agenda papers to be effective commencement of November 2007;
  ii. forward the Code of Practice - Honours with amendments to Academic Senate for approval; and
  iii. forward the Code of Practice – Honours to the University Research Committee for noting.*
C6 Minimum Rate of Progress Transition Strategy

Resolved 2007/31:

that the University Education Committee:
  i. note the Minimum Rate of Progress Transition Strategy as outlined in the agenda papers, to become effective immediately;
  ii. note that the proposed changes to the General Course Rules regarding Minimum Rate of Progress will be submitted through the usual approval process later in 2007.

PART D OTHER BUSINESS AND TABLED ITEMS

C1 Next meeting

The next UEC meeting is scheduled for 9.30 -11.30am on Wednesday 25 July 2007.

C2 Other business

There being no further business, the meeting closed at 11.20am.

Julia Payne
Executive Officer
UEC