Minutes of the 5/2007 meeting of the University Education Committee (UEC) held at 9.30am on Wednesday 25 July 2007 in lecture room 5 of Building 20 (Communications).

Present:

- Prof R Castle (Chair)
- Dr A Abraham
- A/Prof R Albury
- Dr K Bowles
- Dr I Brown
- Prof J Bushnell
- A/Prof T Bryant
- Dr A Carew
- Dr D Christie
- Ms R Collins
- A/Prof D Considine
- Mr K Finlayson
- Prof D Griffiths
- Ms P Harris
- Ms B James
- Ms M Jantti
- Ms Y Kerr
- Ms D Levett
- A/Prof K Maxwell
- Mr J McIver
- Ms M Morgan
- Dr I Piper
- Dr A Porter
- Mr N Rouen
- A/Prof S Tanner
- A/Prof R Vickers
- Dr M Wallace
- A/Prof G Williams
- Prof S Wills

In Attendance:

- Mr P Randles (Policy & Governance Unit), Ms J Payne (Executive Officer)

PART A  Preliminary Business

A1 Welcome, Apologies and Leave of Absence

Apologies were received from A/Prof M Kaidonis, A/Prof J McQuilton and A/Prof L Lockyer.

The Chair welcomed several new members to the Committee: A/Prof S Tanner (FEC Chair, Faculty of Creative Arts), Ms M Morgan (Manager, Professional and Organisational Development Services), Dr I Piper (Academic Senate representative for term of 1 July 2007 – 30 June 2009). Dr A Abraham was congratulated on her re-election as Senate representative for the term of 1 July 2007 – 30 June 2009.

Outgoing Senate representatives A/Prof M McCrae and A/Prof J Curtis were thanked for their contributions to the Committee.
A2 Minutes of Previous Meeting

Resolved 2007/32:

That the University Education Committee minutes of 5 June 2007 are confirmed as a true record of the proceedings of that meeting, subject to a minor amendment noted at the meeting.

Resolved 2007/33:

That A/Prof D Considine be noted as an apology in the minutes of the University Education Committee minutes of 5 June 2007.

A3 Business Arising from the Minutes

The Chair provided an update on the progress of various policy and projects which have been considered by UEC at its recent meetings:

- Student Academic Consideration Policy is on the Academic Senate agenda for endorsement on 1 August.
- Academic Grievance Policy (Coursework and Honours Students) were approved by University Council on 6 July and became effective on 6 July.
- Assessment Committee Standards were approved by Academic Senate on 13 June and became effective at the start of Spring Session 2007.
- Changes arising from discussion regarding the revised Code of Practice Teaching and Assessment at the 6 June UEC meeting have been incorporated and approved by Professor Castle. The updated document will be considered for endorsement by Academic Senate at an upcoming meeting.

A4 Starring of Items

(i) Items B7.1 and C5 were starred for discussion. The draft resolutions of the unstared items were endorsed.

A5 Chair's Report

The Chair reported that UOW has again performed well in the Carrick Institute Citations for Outstanding Contributions to Student Learning, being awarded 9 from 10 submitted nominations. Specific information will be publicly released at a launch held by the Hon. Julie Bishop MP on 7 August.

A call for applications for ESDF and Teaching and Learning Fund projects will be sent in several weeks to staff. Proposed categories for funding are as follows:

- one large project of up to $80k
- one medium project of up to $50k
- several smaller projects of up to $20k.

Details about the requirements for project proposals shall be advised by Prof R Castle in coming weeks.

The Chair also reported that the Library renovations are coming along well.

PART B BUSINESS FROM SUBCOMMITTEES

B5 Teaching Facilities Subcommittee

Prof S Wills noted that the University is close to concept stage for various plans for new spaces development. Further information will be provided to the Committee at coming meetings.
**B7  e-Learning and Teaching Subcommittee**

Dr K Bowles reported that work has commenced on the eLearning Strategic Plan. eLTS will consult with Faculty Education Committees regarding this document before it comes to the UEC. Feedback on the draft plan is welcome to Dr Bowles.

**B7.1 Minutes of meeting of 23 May 2007**

Clarification was provided on the term ‘clickers’ referred to in the minutes of the eLTS minutes. It was noted that these are an audience response system technology being introduced in some classes in order to engage student responses in class.

**Resolved 2007/34:**

*That University Education Committee note the minutes of the Student Support for Learning Subcommittee of 9 May 2007.*

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**PART C  GENERAL BUSINESS**

**C1  Course Progress Policy**

Ms Y Kerr spoke to the draft Course Progress Policy, which has been prepared by the Course Progress Working Party in response to requirements of the review of the Education Services for Overseas Students (ESOS) Act 2000 and associated legislation which came into effect on 1 July 2007.

She noted that the Working Party has drafted the Course Progress Policy and other related documents, including changes to the General Course Rules and terms of reference for the Coursework Exclusion Appeal Committee.

The revised National Code is much more consumer focused than before and includes additional protections for international students. The National Code 2007 stipulates that students who have failed or have been deemed not yet competent in 50% of credit points attempted are at risk and require intervention strategies to assist those students meet course progress requirements.

The new Policy will apply to both domestic and international students and defines the processes for management of students achieving unsatisfactory progress. Ms Kerr noted that the policy is evolving and will be reviewed following implementation.

Thanks were expressed to Mr Peter Randles, Academic Registrar’s Division, for preparing the policy.

Concern was expressed over the monitoring of student performance at UOW’s education centres and about the need to ensure international students had an awareness and understanding of the Course Progress Policy and relevant issues. A number of minor changes were suggested be made to the Policy, these shall be made before the Policy and accompanying documents are sent to Academic Senate for endorsement.
Resolved 2007/35:

that the University Education Committee endorse:
  i. the Course Progress Policy and,
  ii. amendments to the General Course Rules

incorporating a minor amendment to clause 10.11 circulated at the meeting and the agreed amendments provided by the Committee, and forward these items to Academic Senate for approval, to be effective from 1 January 2008.

C2 Academic Staff Attendance at Examinations

Prof R Castle noted that there have been some issues regarding the attendance of academic staff at examinations. It was noted that the Conduct of Examinations Working Party shall be examining this and other exam-related issues and developing a range of recommendations, many of which it is anticipated will be implemented in time for the November 2007 examinations.

It was recommended that the Working Party circulate an all staff email requesting feedback on current exams requirements.

Resolved 2007/36:

that the University Education Committee note the issues regarding academic attendance at examinations and refer the matter to the Conduct of Examinations Working Party, a sub group of the Education Policy and Review Subcommittee.

C3 Sessional Teaching Staff Steering Committee

A/Prof K Maxwell noted that Ms A Percy, Student Services, is leading the Sessional Teaching Staff Steering Committee. The Committee has undertaken significant research on the matter, including identification of examples of good practice, and is now in the process of developing a Sessional Teaching Staff Policy which will come to the UEC later in the year for endorsement.

C4 Subject Survey and Teacher Survey

Prof R Castle noted that the revision process for the Subject Evaluation Survey is now complete and that the new survey will be implemented in Spring session 2007. The Survey will be administered in paper-based form for selected subjects across all faculties. It provides the opportunity for teachers to include an optional question for specific subjects.

Administration of the survey in a paper-based form during class time is expected to significantly improve the survey response rate, which will be of assistance by Faculty Education Committee’s in the subject review process. It was noted that strict privacy conditions will remain to ensure the confidentiality of student responses.

Prof Castle noted that changes to the Teacher Survey will take a longer period of time to finalise. The revised Teacher Survey is therefore note likely to be implemented until the end of 2008 for use in the 2009 promotions round.

Resolved 2007/37:

that the University Education Committee note the revised Subject Survey for implementation in Spring Session 2007, as outlined in the agenda papers.
C5  UOW Learning and Teaching Goals 2008-2010

The University Planning and Quality Committee (UPAQ) developed the draft 2008-10 UOW Strategic Plan after a review of the current Plan and planning structure. The Committee, chaired by the Deputy Vice-Chancellor (Academic and International) has representation from a range of academic and administrative areas and includes the Chair of Academic Senate.

Prof Castle noted that the new UOW Strategic Plan has been prepared in a new format in recognition of a the need to monitor and report for different audiences.

Committee members provided some recommendations to the plan:

- Remove use of the work ‘mine’ in the UOW Planning Statement 2008-2010
- Request to add the ‘eTeaching Plan’ to the list of Aligned Plans

These comments will be provided to the UPAQ.

It was noted that Wollongong College Australia’s plan will need to be aligned to UOW’s plan to help cover some overlapping activities, such as STEP.

Resolved 2007/38:

that the University Education Committee note the draft UOW Strategic Plan and the proposed Learning and Teaching Goals for 2008-2010, as outlined in the agenda papers.

C6  ESDF Project Summary Report

Resolved 2007/39:

that the University Education Committee note the final report for the ESDF 2006 small grants project ‘PELT Postgraduate Online Learning Support Program’.

PART D  OTHER BUSINESS AND TABLED ITEMS

D2  UEC Self Evaluation Report

Resolved 2007/40:

that the University Education Committee note the UEC Self Evaluation Report and agree that the suggested actions outlined in the report be implemented in order to address areas of concern identified through survey feedback.

D3  Next meeting

The next UEC meeting is scheduled for 9.30-11.30am on Wednesday 5 September 2007 in room 67.202 (Moot Court, Faculty of Law).

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

Julia Payne
Executive Officer
UCEC