Minutes of the 6/2007 meeting of the University Education Committee (UEC) held at 9.30am on Wednesday 5 September 2007 in the Moot Court Room 67.202 (McKinnon Building).

Present:

Prof R Castle (Chair)  Mr J McIver
A/Prof R Albury  Dr I Piper
Dr K Bowles  Dr A Porter
Dr I Brown  Mr N Rouen
Prof J Bushnell  A/Prof S Tanner
Prof D Griffiths  A/Prof R Vickers
Ms P Harris  A/Prof G Williams
A/Prof A Hodgkinson  Prof S Wills
Ms Y Kerr  A/Prof M Zanko
A/Prof K Maxwell

In Attendance:

Professor Hendrawan Soetanto, Dr Dionysius Djoko and Mr Mohammad Iqba international guests from Brawijaya University, Indonesia.
Ms Paola Ciccarelli (Interim Executive Officer, Policy & Governance Unit)

PART A  Preliminary Business

A1  Welcome, Apologies and Leave of Absence

The Chair welcomed several new members to the Committee: Ms Isla Bowen, Acting FEC Chair, Faculty of Health and Behavioural Sciences, A/Prof Ann Hodgkinson and Dr Nicholas Gill (both Academic Senate representatives for term of 1 July 2007 – 30 June 2008), and A/Prof Michael Zanko, FEC Chair, Faculty of Commerce.

Also welcomed were Professor Hendrawan Soetanto, Dr Dionysius Djoko and Mr Mohammad Iqbal, international guests from the Brawijaya University, Indonesia.

Apologies were received from A/Prof T Bryant, Dr D Christie, Ms R Collins, A/Prof D Considine, Dr N Gill, Ms M Jantti, Ms B James, Dr G Lefoe, Ms D Levett, A/Prof L Lockyer, and Ms M Morgan. Dr A Abraham is on Study Leave for Spring Session 2007.

A2  Minutes of Previous Meeting

Resolved 2007/41:

That the University Education Committee minutes of 25 July 2007 are confirmed as a true record of the proceedings of that meeting.

A3  Business Arising from the Minutes

No business arising.
A4 Starring of Items

(i) Items B2, B3, B5, B6 and D1 were starred for discussion. The draft resolutions of the unstarred items were carried.

A5 Chair’s Report

The Chair reported that UOW has, for the second year, performed well in the Carrick Institute Citations for Outstanding Contributions to Student Learning, being awarded 9 from 10 submitted applications. Only three universities were awarded 10 from 10 namely the Australian National University, the University of Melbourne and Griffith University. A function will be held towards the end of year to celebrate both years’ winners.

An issue raised at Senate regarding class participation marks will be addressed through EPRS. The concern refers to teaching staff communicating to students when they can expect to receive their mark and whether the practice in some units of having a mid session review could be extended across the University.

Subject evaluations for Spring Session are underway. An announcement was recently made detailing the implementation and launch date of 19 September 2007.

A minor amendment to the Student Academic Consideration Policy has been made and will be noted at Academic Senate on 19 September. The revised policy will be forwarded to Council for approval at its October meeting. The implementation date is now Autumn Session 2009 due to required systems developments.

A number of staff have recently attended various workshops run by the Carrick Institute and congratulations were conveyed to Martin Smith and Sarah Lambert who were recently successful in obtaining Carrick grants. There will be a further call for grants in November.

PART B BUSINESS FROM SUBCOMMITTEES

B1 UEC Coordinating Committee

The Chair reported that given the business for this meeting was light, each Subcommittee Chair was invited to provide a brief update on subcommittee business.

*B2 Student Support for Learning Subcommittee

Ms Y Kerr reported that the Student Support for Learning Subcommittee (SSLS) is currently working on four major areas namely:

- developing scholarship guidelines/policy
- implementing graduate qualities and monitoring the impact on teaching, learning and assessment
- working on a project in supporting students in relation to academic integrity, and
- reviewing student retention rates.

Ms Y Kerr advised that SSLS would like to run a showcase opportunity for units and faculties to demonstrate how they are supporting student learning. The Learning and Development Unit had recently presented on areas they are addressing.

The Chair noted that EPRS is also reviewing conditions and policies regarding scholarships and prizes. It was clarified by a committee member that scholarships can be separated from prizes and reviewed independently.
### B2.1 Draft Minutes of the meeting of 8 August 2007

**Resolved 2007/42:**

*That University Education Committee note the draft minutes of the Student Support for Learning Subcommittee of 8 August 2007.*

### B2.2 Work plan of the Student Support for Learning Subcommittee 2007

**Resolved 2007/43:**

*That University Education Committee note the 2007 work plan of the Student Support for Learning Subcommittee.*

### *B3 Education Policy Review Subcommittee*

A/Prof J McQuilton reported that under the new chairmanship of A/Prof Ian Porter, EPRS will be working on:
- finalising the admissions and advanced standing policy
- reviewing allowable materials in exams
- reviewing the subject approval process and guidelines, and
- addressing the issue regarding participation marks.

A/Prof J McQuilton advised that the Arts FEC raised a concern that the Code of Practice: Teaching and Assessment doesn’t address student consultation provided electronically. This issue will be forwarded to EPRS for consideration.

The Chair thanked A/Prof J McQuilton for the considerable amount of work undertaken by EPRS under his chairmanship.

### B3.1 Draft Minutes of the meeting of 20 June 2007

**Resolved 2007/44:**

*That the University Education Committee note the draft minutes of the Education Policy Review Subcommittee of 20 June 2007.*

### B3.2 Work plan of the Education Policy Review Subcommittee 2007

**Resolved 2007/45:**

*That the University Education Committee note the 2007 work plan of the Education Policy Review Subcommittee.*

### B4 Quality Assurance Subcommittee

#### B4.1 Draft Minutes of meeting of 8 August 2007

Clarification was sought as to why UOW is not participating in the Australasian Survey of Student Engagement currently being trialled in Australia given the accessibility to comparative data. The Chair responded that there were strong reservations in being involved in the trial as there was no real benefit since UOW is currently working on its own student surveys including the student experience questionnaire. However, there will be a watching brief on the trial results of the survey.
Resolved 2007/46:

That the University Education Committee note the draft minutes of the Quality Assurance Subcommittee of 8 August 2007.

B4.2 Work plan of the Quality Assurance Subcommittee 2006 & 2007

Resolved 2007/47:

That the University Education Committee note the 2006 & 2007 work plan of the Quality Assurance Subcommittee.

*B5 Teaching Facilities Subcommittee

Prof S Wills reported that the Teaching Facilities Subcommittee is currently looking at:

- upgrading common teaching areas and support structures
- reviewing computer labs – a working party is looking at the use of wireless laptops
- informal learning spaces – a uniform style across campus making them clearly identifiable as space for all students to use

Prof S Wills advised that these areas are also driven at the national level. The Carrick Institute will be holding a ‘Places and Spaces for Learning’ forum looking at space design and it recently held a workshop which looked at changing the way we teach and work with the current generation of students.

Prof S Wills commented that on reflection, the work undertaken by the Teaching Facilities Subcommittee and that of the e-Learning and Teaching Subcommittee intersects and this raises the question of whether both committees should merge.

The Chair commented that the working party looking at computer lab usage has found interesting differences in usage figures across campus. Some labs have very high rates of usage namely Commerce and ITS, and others don’t. The aim of the review is to allow for more flexibility in room bookings and redesigning the rooms for greater accessibility for students and specialist teaching. Mr J McIver added that it is intended that the computer labs have a standard image across campus so that students can walk into any computer lab, log on and have the same desktop environment.

The Chair added that the Hope Theatre is due for a refurbishment in 2009/2010 and given that its licence as a public space lapses, it will be redesigned as a teaching space.

B5.1 Minutes of meeting of 1 August 2007

Resolved 2007/48:

That the University Education Committee note the minutes of the Teaching Facilities Subcommittee of 1 August 2007.

*B6 Excellence, Diversity & Innovation in Teaching Subcommittee

A/Prof R Albury reported that EDITS’ primary focus has been the continued revision and oversight of the OCTAL awards, the ESDF Grants and support of Carrick processes.

The nomination period for OCTAL awards is now open with the closing date of 5 October. FEC Chairs and Heads of Schools are encouraged to think about people who should be nominated for an award. OCTAL awards recognise the contribution made to the quality of learning and teaching in higher education by all who support teaching and learning – academic, general and sessional teaching staff as well as institutional associates.
The Education Strategies Development Fund and the Teaching and Learning Fund have been combined for the 2008 funding round. A total of $350,000 will be available for projects in the following categories:

- individual projects of up $20,000 for
  - innovation in single subjects or a small group of subjects
  - embedding graduate qualities within a faculty
  - supporting applicants interested in projects suitable for Carrick funding
- two strategic and wide-application projects addressing strategic learning and teaching goals with funding between $20,000 and $50,000
- one major project on the teaching-research nexus with funding of up to $80,000.

Support will be provided for staff in the application process in the form of workshops and interviews.

**B6.1 Minutes of meeting of 28 March 2007**

**Resolved 2007/49:**

*That the University Education Committee note the minutes of the Excellence, Diversity & Innovation in Teaching Subcommittee of 28 March 2007.*

**B6.2 Interim Report & Funding Guidelines**

**Resolved 2007/50:**

*That the University Education Committee note the:*  
  i. interim report of the Excellence, Diversity & Innovation Subcommittee, and  
  ii. combined Education Strategies Development Fund/Teaching and Learning Fund Guidelines – 2008 Funding Round

**B7 e-Learning and Teaching Subcommittee**

Prof S Wills and Dr K Bowles gave a presentation on the draft Strategic Plan for eLearning and Teaching. It was noted that the presentation given is a slightly different version to the plan attached in the agenda papers.

The following comments and feedback were noted:

- How is e-learning used to improve or deepen the student experience when there is a potential risk that the more material is online, the less students attend lectures which then lessens the learning process?
- The importance of researching and identifying the learning process for Australian Generation Y students as well as that for overseas students.
- It was commended that there are strategies in place for student training and support.
- As well as quality standards for eLearning as a strategic objective, it is necessary to include quality standards for e-Teaching
- A definition for e-teaching is required.

Further comments and feedback is encouraged and can be submitted to Ms Hazel Jones, Executive Officer, eLearning and Teaching Subcommittee (eLTS) of UEC, by September 10th.

**Resolved 2007/51:**

*That the University Education Committee note the presentation handout on the draft Strategic Plan for eLearning and Teaching.*

**B7.1 Draft Minutes of meeting of 18 July 2007**
Resolved 2007/52:

That the University Education Committee note the draft minutes of the eLearning and Teaching Subcommittee of 18 July 2007.

PART C  GENERAL BUSINESS

C1  Sessional Teaching Steering Committee Terms of Reference

Resolved 2007/53

That the University Education Committee note the UEC/ASDC Sessional Teaching Steering Committee Terms of Reference.

PART D  OTHER BUSINESS AND TABLED ITEMS

D1  Other Business

The Chair advised that a policy launch will be held on Thursday 1 November at 4pm to raise the awareness of and to communicate the various changes to policies which have recently been approved at Council. All staff involved in learning and teaching are encouraged to attend.

D2  Next meeting

The next UEC meeting is scheduled for 9.30-11.30am on Wednesday 31 October 2007 in room 67.202 (Moot Court, Faculty of Law).

There being no further business, the meeting closed at 10:50am.

Paola Ciccarelli
Interim Executive Officer
UEC