Minutes of the 7/2007 meeting of the University Education Committee (UEC) held at 9.30am on Wednesday 31 October 2007 in the Moot Court, Room 67.202 (McKinnon Building).

Present:

Prof Rob Castle (Chair)  A/Prof Kay Maxwell
Dr Kate Bowles  Dr Ian Piper
Dr Ian Brown  Dr Anne Porter
A/Prof Ted Bryant  A/Prof Ian Porter
Prof John Bushnell  A/Prof Stephen Tanner
Ms Robbie Collins  A/Prof Rodney Vickers
Dr Nick Gill  Dr Margaret Wallace
Prof David Griffiths  A/Prof Graham Williams
Ms Bronwyn James  Prof Sandra Wills
Ms Yvonne Kerr  A/Prof Michael Zanko
Ms Donyahl Levett

In Attendance:  
Ms Alisa Percy, Sessional Teaching Steering Committee
Ms Fiona Griffin-Rudder, Policy & Governance Unit
Ms Tori Funnell (Interim Executive Officer, Policy & Governance Unit)

PART A  Preliminary Business

A1 Welcome, Apologies and Leave of Absence

The Chair welcomed Ms Alisa Percy from the Sessional Teaching Steering Committee and Ms Fiona Griffin-Rudder from the Policy & Governance Unit.

Apologies were received from A/Prof Rebecca Albury, Dr David Christie, A/Prof Damien Considine, Prof Patrick Crookes, A/Prof Greg Hampton, A/Prof Ann Hodgkinson, Ms Margie Jantti, Dr Gerry Lefoe, A/Prof Lori Lockyer, Mr Joe McLver, and Ms Meredith Morgan.

Dr Anne Abraham is on leave Spring Session.

A2 Minutes of Previous Meeting

The Chair corrected a minor error to the attendees listed in the minutes.

Resolved 2007/54:

That, subject to the minor amendment identified at the meeting, the University Education Committee minutes of 5 September 2007 are confirmed as a true record of the proceedings of that meeting.
A3 Business Arising from the Minutes

There was no business arising from the minutes.

A4 Arrangement of the Agenda

(i) Items B3, B7, C1, and C3 were starred for discussion. The committee agreed to consider item C3 first and then consider other items in order of the agenda.

(ii) The draft resolutions of the unstared items were carried.

A5 Chair's Report

The Chair reported that UOW received $5.897 million from the Learning and Teaching Performance Funding for 2008. UOW was one of only two Universities in Australia to be ranked in the top group for all four categories (the other University being UTS), thus UOW was ranked equal first.

Of the funding received, $5 million will be allocated to the Capital Management Fund and will contribute to renovation of the Hope Theatre and other teaching spaces.

The remaining $897,000 will be allocated to funding of Learning and Teaching activities and projects.

A Policy Launch will be held on Thursday 1 November at 4 pm to raise awareness of changes to a variety of key academic policies. UEC members should be familiar with these policy changes, however members, in particular FEC Chairs, are encouraged to disseminate the message of these policy changes within their faculties as the changes affect the day to day teaching activities of all staff.

PART B BUSINESS FROM SUB-COMMITTEES

B1 UEC Coordinating Committee

There was no business to report from the UEC Coordinating Committee.

B2 Education Policy Review Sub-committee

There was no business to report from the Education Policy Review Sub-committee.

B3 e-Learning and Teaching Sub-committee

B3.1 e-Learning and Teaching 2008 - 2010 Strategic Plan

The final e-Learning and Teaching 2008 – 2010 Strategic Plan was tabled at the meeting.

The Chair of eLTS reported that consultation on the e-Learning and Teaching 2008 – 2010 Strategic Plan had taken place with Faculty Education Committees and the Strategic Planning Unit. Feedback received had been incorporated, including the need for a stronger opening statement of strategic direction (an AUQA improvement suggestion).

The Chair of eLTS clarified that this document is not a policy, rather it is a Strategic Plan which will generate other documents that express the intention of the Plan. In the
past e-Learning has sat outside the Strategic Planning framework; this Plan will bring e-Learning into alignment with the Strategic Planning framework.

Resolved 2007/55:

That the University Education Committee:

i) approve the e-Learning and Teaching 2008 - 2010 Strategic Plan

ii) forward the e-Learning and Teaching 2008 - 2010 Strategic Plan to Academic Senate for noting

B4 Excellence, Diversity & Innovation in Teaching Sub-committee

There was no business to report from the Excellence, Diversity & Innovation in Teaching Sub-committee.

B4.1 Minutes of meeting of 16 May 2007

Resolved 2007/56:

That the University Education Committee note the minutes of the Excellence, Diversity & Innovation in Teaching Sub-committee of 16 May 2007.

B5 Quality Assurance Sub-committee

There was no business to report from the Quality Assurance Sub-committee.

B6 Student Support for Learning Sub-committee

The Chair of SSLS reported on activities being undertaken in association with the draft Disability Policy – Staff and draft Disability Policy – Students. SSLS is currently working on an action plan which will be undertaken to accompany dissemination and implementation of the two Disability policies.

The Chair of SSLS reported that the sub-committee aims to kickstart implementation of the Graduate Qualities which are due to be underway by July 2008. Applications for the Educational Strategies Development Fund (ESDF) close 16 November, and the Chair of SSLS encouraged members to promote this as an opportunity for faculties to put forward project applications which would secure financial support to embed the Graduate Qualities into faculty curriculum.

B6.1 Draft Minutes of the meeting of 8 August 2007

A member referred to a query in the draft minutes referring to a clause within the Disability Policy – Students which enables the University to discriminate against students where necessary. The Chair of SSLS clarified that this clause refers to positive discrimination, but that in light of this query, the sub-committee was looking at the overall language and presentation of the policy.

Resolved 2007/57:

That University Education Committee note the draft minutes of the Student Support for Learning Sub-committee of 26 September 2007.
**B7  Teaching Facilities Sub-committee**

The Teaching Facilities Sub-committee 2007 workplan was tabled at the meeting.

**B7.1 Informal Learning Spaces Study**

The Chair of TFS gave a presentation on the work that the Teaching Facilities Sub-committee has done regarding Informal Learning Spaces. The Study was undertaken to consider possible areas around the University which could be converted into recognised Informal Learning Spaces for students to use for study and collaboration. Each faculty representative on the sub-committee was asked to identify potential areas within their faculty.

The sub-committee developed the “Junction” concept – these spaces would be renovated in consistent colours and furniture to create a branded area which students would recognise as an informal study space. This is a strategy that has been undertaken by several other Universities. The Junctions would contain a combination of up to three different study facilities:

- laptop desks
- collaboration areas
- quick access wall-mounted computer terminals

The Chair of TFS presented a slide show depicting possible venues that had been identified as well as artist impressions of what these would look like when renovated. The sub-committee has sought quotes for the renovation work and is now looking at potential areas to be converted over summer session.

Members raised queries or comments regarding:

- access to network cabling in addition to power outlets, given that the wireless network is not currently reliable in all areas on campus
- the need for a balance between stabilised and flexible furniture, to ensure that these areas do not become “formal learning spaces”
- the proposed furniture design, including the need for it to be conducive to study
- the potential for such study spaces to impact on teaching and office activities, in particular noise disturbance

**PART C  GENERAL BUSINESS**

**C1  Performance Monitoring Framework – 2008-2010 Strategic Plan**

The Chair reported that performance indicators were not included in the University’s 2008-2010 Strategic Plan. Instead, each Goal was allocated a Monitoring Body responsible for determining indicators and measures/targets which will be monitored against.

A group of UEC members have determined indicators and measures/targets for Goal 1: Excellence and Innovation in Learning and Teaching, for which UEC is the Monitoring Body.

Indicators decided on are:

1) Quality and impact of teaching programs
2) Student satisfaction with their learning experience and the quality of teaching
3) Graduate readiness for employment
4) Integration of Graduate Qualities into curriculum

These draft indicators and associated measure/targets will be circulated to UEC members in the near future.
C2 Draft Disability Policy – Students

A member queried whether online learning materials will be provided to students with a disability. The Chair of SSLS clarified that the intent of the policy is to enable students with a disability to be independent learners, and therefore it is intended that enhanced online learning resources will be explored. Related to this, enhanced staff development and training on the capabilities and use of online learning resources will also be considered.

The Chair of SSLS reported that a companion document which provides guidance to teaching staff on the day-to-day implementation of the Policy will also be developed during 2008.

Resolved 2007/58:

That the University Education Committee note the draft Disability Policy – Student and provide feedback to Lauren Ross, Policy & Governance Unit, by Friday, 9 November 2007.

C3 Draft Code of Practice – Casual Academic Teaching Employees

Ms Alisa Percy reported on the Sessional Teaching Steering Committee which was convened to look at the ways in which the University prepares, manages and values casual teaching staff. This activity was undertaken in response to an AUQA recommendation as well as in alignment with a National Carrick project which is investigating how casual teaching staff contribute to Learning and Teaching.

The Draft Code of Practice – Casual Academic Teaching Employees has been developed by the Sessional Teaching Steering Committee and draws from National standards as well as good practice already in place in the University. The draft Code is intended to standardise practice in relation to the management of casual teaching staff across the University. Formal consultation regarding the draft Code will continue until 16 November. Feedback will be incorporated into the draft, and a final version of the Code will be presented to the first 2008 meeting of UEC and then to Academic Senate and University Council for approval.

Members raised the following queries regarding the Code:

- strategies for recognition of casual teaching staff
- inclusion of fieldwork in the definition of “casual academic teaching employee”
- induction activities for casual teaching staff, in particular the timing and location of such activities and whether induction of one-off employees is necessary
- workload of supporting casual teaching staff across multi-location subjects
- casual teaching staff who work across different faculties which have different processes

Several members clarified that the Code would be complemented by a Good Practice Guide which would cover many of the issues raised.

Resolved 2007/59:

That the University Education Committee note the draft Code of Practice – Casual Academic Teaching Employees and provide feedback to Alisa Percy, Learning Development, by Friday, 16 November 2007.
PART D  OTHER BUSINESS AND TABLED ITEMS

D1  Other Business

D1.1 Draft e-Learning & Teaching Sub-committee Minutes

Draft e-Learning & Teaching Sub-committee minutes were tabled at the meeting.

Resolved 2007/60:

That the University Education Committee note the draft minutes of the e-Learning & Teaching Sub-committee of 12th September 2007.

D2  2008 Meeting Dates

The Committee noted the 2008 UEC meeting dates:

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<tr>
<th>Agenda Deadline</th>
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<td>27 February</td>
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<td>23 April</td>
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There being no further business, the meeting closed at 10:40am.

Tori Funnell
Interim Executive Officer
UEC

Signed as a true record:

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Chairperson
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