Minutes of the 1/2008 meeting of the University Education Committee (UEC) held at 9.30am on Wednesday 19 March 2008 in Building 20.5 (Communications Building).

Present:

Prof Rob Castle (Chair)                             A/Prof Robert Macgregor
Dr Anne Abraham                                     Prof Tim McCarthy
A/Prof Rebecca Albury                                A/Prof John McQuilton
Dr David Christie                                   Mr Chris Pettett
A/Prof Damien Considine                             Dr Anne Porter
Prof Brian Ferry                                     Dr Ian Piper
Prof David Griffiths                                 A/Prof Ian Porter
A/Prof Ann Hodgkinson                               Mr Ray Stace
Ms Bronwyn James                                    Mr Laurie Stevenson
Ms Margie Jantti                                    A/Prof Stephen Tanner
Dr Gordon Joughin                                   A/Prof David Vance
Ms Yvonne Kerr                                      A/Prof Rodney Vickers
Dr Gerry Lefoe                                       Dr Margaret Wallace
Ms Donyah Levett                                    Prof Sandra Wills
A/Prof Kay Maxwell                                   A/Prof Michael Zanko

In Attendance:

Ms Lorraine Denny, Acting Manager, PODS
Mr Dominic Riordan, Senior Manager, Policy & Governance Unit
Ms Alisa Percy, Sessional Teaching Steering Committee
Mr Pete Randles, Corporate Governance
Ms Heather Gardiner, Executive Officer, EDITS
Ms Paola Ciccarelli (Executive Officer, UEC)

PART A Preliminary Business

A1 Welcome, Apologies and Leave of Absence

The Chair welcomed the new members to the committee: Dr Gordon Joughin, Mr Ray Stace, Prof Tim McCarthy, A/Prof Robert Macgregor, Dr Margaret Wallace, Mr Laurie Stevenson and Mr Chris Pettett.

Also welcomed were Ms Lorraine Denny, Acting Manager, PODS. Mr Dominic Riordan, Mr Pete Randles and Ms Heather Gardiner were welcomed as observers and Ms Paola Ciccarelli was welcomed as the new Executive Officer for UEC.

Apologies were received from A/Prof Ted Bryant and Mr Joe McIver.

The following members are on leave Autumn Session 2008: Dr Kate Bowles, A/Prof Ian Brown, Dr Nick Gill, and Ms Robbie Collins.
A2 Minutes of Previous Meeting

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

Resolved 2008/01:

That, subject to the minor amendment identified at the meeting, the University Education Committee minutes of 31 October 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 C3 and C4 were starred for discussion.
(ii) The draft resolutions for all unstarred items were carried.

A5 Chair’s Report

The Chair reported that the ILIP program is currently under review as it has been in existence for a while. The review will look at both the content of the program as well as its relationship to graduate qualities. A revised program will be implemented for the commencement of 2009.

As part of AUQA preparations, a preliminary meeting will be held to begin the process of identifying key academic risks for UOW in light of AUQA’s Risk Assessment Framework. UOW needs to select two themes for the second AUQA audit. A planning conference will be held later on in the year. Issues to be discussed at the meeting include academic standards and how they are determined as well as benchmarking.

The Government is currently reviewing Australian higher education known as the Bradley Review. A report is due by the end of the year which will identify key issues for the sector. Denise Bradley, a former vice-chancellor of the University of South Australia is a member of the executive and chairing the review.

The University of Wollongong-Wollongong College Australia (UOW-WCA) Academic Liaison Committee has reconvened and will meet regularly to exchange information and open up communication between the College and the Faculties.

UOW will be participating in the Australasian Survey of Student Engagement. There were reservations in being involved in the past, however, it has now been decided to join up for twelve months and see what the outcomes will be.

A proposal for setting up a large space for mid session exams is currently being considered and the University Hall may be an option. Setting up a large space is costly, but the costs can be reduced if it is shared by more than one Faculty or Unit. The Chair has asked that Faculty Education Committees provide feedback on the proposal given the security issues regarding mid session exams.

Margie Jantti is stepping down as the Chair of the Quality Assurance Subcommittee (QAS). Roy Brown, from the Faculty of Health and Behavioural Sciences, will now chair QAS. The Chair formally acknowledged and thanked Margie Jantti for her considerable contribution as Chair of QAS for the last two years.
PART B BUSINESS FROM SUB-COMMITTEES

B1 UEC Coordinating Committee

As well as the areas covered in the subcommittee workplans, the Chair reiterated that the key areas for 2008 include academic risk and benchmarking.

The Chair invited Subcommittee Chairs to provide an update on subcommittee business.

B2 Student Support for Learning Subcommittee (SSLS)

The Chair of SSLS reported that as a result of the UEC mapping exercise of Goal 1 Objectives, SSLS is now responsible for an international focus in learning and teaching and has set up a working group in this area. A showcase of best practice examples within the University and across the sector will be held. A collaborative approach is being undertaken to support the strategy on integration of international perspectives and content into the curriculum.

SSLS will continue its review of scholarships, support for students in the area of academic integrity and retention data developing strategies to support students studying at UOW.

B3 Education Policy Review Subcommittee (EPRS)

The Chair of EPRS reported that as a result of the Examinations Rules Report noted in the EPRS minutes, a priority for 2008 is the development of policy and guidelines in this area. Another priority area is the review of PC and PR grades and resit examinations. The Chair of EPRS advised that of the 37 Australian universities, UOW is one of a few universities that use PC and PR grades and that does not use resit examinations.

B3.1 Minutes of meeting of 21 November 2007

Resolved 2008/02:

That the University Education Committee notes the minutes of the Education Policy Review Subcommittee of 21 November 2007.

B4 Quality Assurance Subcommittee (QAS)

The Chair of QAS reported that QAS is progressing on its workplan for 2008 taking into account the added responsibilities from the mapping exercise of Goal 1 including the integration and evaluation of the graduate qualities and monitoring practices of course delivery and outcomes in the transnational environment.

As an outcome of the QAS Audit Plan, an audit will be undertaken on the provision of academic advice including the review of delegations, policy and practice. Benchmarking opportunities with the University of Tasmania are being pursued so that UOW can employ external benchmarking in the monitoring of academic standards.

B4.1 Minutes of meeting of 10 October 2007

Resolved 2008/03:

That the University Education Committee notes the minutes of the Quality Assurance Subcommittee of 10 October 2007.
B5 e-Learning and Teaching Subcommittee (eLTS)
The Acting Chair of eLTS reported that eLTS has begun implementing the recommendations of the e-Learning Strategic Plan and that the Vice Chancellor’s e-Teaching Steering Committee has been revitalised. The e-Teaching Steering Committee will be looking at available data, undertake a self assessment, benchmarking activities and start developing the next 5 year plan.

B5.1 Minutes of meeting of 14 November 2008

Resolved 2008/04:

That the University Education Committee notes the minutes of the e-Learning and Teaching Subcommittee of 14 November 2008.

B6 Excellence, Diversity & Innovation in Teaching Subcommittee (EDITS)
The Chair of EDITS reported that the subcommittee has decided on the recipients of the OCTAL awards and that whilst there was an increase in the number of nominations from last year, there was a drop in the number of completed applications. This decrease could be due to the deadline for applications clashing with other application deadlines, namely ARC. EDITS will be working closely with Faculty Education Committees to broaden the responsibility for encouraging and supporting excellent teachers and in nominating for awards.

The Chair of EDITS advised that the combined ESDF/Teaching and Learning Fund received a large number of applications resulting in requests for twice the amount of allocated funds. Applications regarding the implementation of Graduate Qualities were not as integrated as expected and a plan to guide future actions is being formulated. A meeting to provide an update of outcomes will be held on 20 March with those who have applied.

B6.1 Minutes of the meeting of 12 September 2007

Resolved 2008/05:

That University Education Committee notes the minutes of the Excellence, Diversity & Innovation in Teaching Subcommittee of 12 September 2007.


Resolved 2008/06:


B7 Teaching Facilities Sub-committee (TFS)
The Chair of TFS advised that TFS will continue playing a proactive role in developing new common teaching areas as well as the future development of the Hope Theatre. The Space Review report suggests that each year lecture theatres are being used less, indicating that there is more demand for space for collaborative work. A review of the use of computer labs is being undertaken and examines why some labs are used extensively and others are not.

Clarification was sought on the progress of informal learning spaces. Prof Sandra Wills advised that there is a roll out of for five or six spaces and that one is currently being trialled in the Health and Behavioural Sciences building. The second one is 90% confirmed and that whilst there was an urgency for informal spaces during the Library reconstruction, it is now important that further consideration is given to the design.
Resolved 2008/07:

That University Education Committee notes the minutes of the Teaching Facilities Subcommittee of 7 November 2007.

PART C     GENERAL BUSINESS

C1     Performance Monitoring Framework – 2008-2010 Strategic Plan

The Chair advised that the responsibilities for the objectives and strategies of Goal 1 of the 2008-2010 Strategic Plan were spread across the Subcommittees and other projects under the DVC(A&I)’s portfolio. It was noted that eLTS be excluded from Objective 2, Strategy 2 but be included in Objective 5, Strategy 5.

Action: The Chair to consider further the responsibility for Objective 5, Strategy 5.

Resolved 2008/08:

That the University Education Committee notes the Mapping of 2008-2010 Strategic Plan Goal 1 Objectives against Committees.

C2    Code of Practice - Casual Academic Teaching and Good Practice Guidelines – Casual Academic Teaching

Alisa Percy advised that the Code of Practice provides an overarching framework to assist faculties in formalizing procedure in relation to the integration of casual academic staff. The Draft Good Practice Guidelines document complements the Code and illustrates how each of the items might be implemented at the faculties and school level. It is anticipated that Faculties will develop their own operating procedures documents. Integration and communication within teaching teams is at the heart of the framework.

The Code of Practice was endorsed by the Academic Staff Development Committee on 29 February 2008 and noted at the Quality Assurance Subcommittee meeting on 12 March 2008. The Code is being forwarded to Council for approval at the April meeting.

The Chair of Academic Senate suggested that the Code be forwarded to the next Academic Senate meeting as a late item for information and noting.

Action: Executive Officer to forward the Code of Practice – Casual Academic Teaching to Academic Senate for information and noting.

Resolved 2008/09:

That the University Education Committee notes the Code of Practice – Casual Academic Teaching and draft Good Practice Guidelines – Casual Academic Teaching and forwards these documents to the Academic Senate for information and noting.

C3    Admissions and Advanced Standing Policy

The committee considered the Admissions and Advanced Standing Policy. It was noted that there were omissions and errors in Section 5.6 and that there were various typographical errors throughout the document.

Action: Minor amendments are made to the Admissions and Advanced Standing Policy. The policy is to be forwarded to the Acting DVC (Research) for
endorsement of amendments to Section 5.6 prior to forwarding it to Council for approval.

**Resolved 2008/10:**

That subject to minor amendments, the University Education Committee:

(i) endorses the Admissions and Advanced Standing Policy

(ii) forwards the Admissions and Advanced Standing Policy to the DVC (Research) for endorsement of amendments to Section 5.6 prior to forwarding it to University Council for approval via Academic Senate, and

(iii) notes the Release Procedure and the Implementation and Communication Plan for the Admissions and Advanced Standing Policy.

**C4 Subject Proposal Guidelines and Forms**

There was lengthy discussion regarding the revised Subject Proposal Guidelines and Forms. The following concerns and comments were raised regarding Column 2 of the Goals and Outcomes of the Subject Proposal Form:

- confusion regarding the intent of "Teaching Method and Resources" - contradiction between method and strategies
- the level of detail required in terms of learning outcomes - too much detail can cause legal problems
- examples be included under Column 2 to provide some guidance to users
- the CEDIR checklist be shortened and focus less on e-learning

The Chair pointed out that whilst there are still some issues to be clarified, the revised Subject Proposal Guidelines and Forms are a marked improvement on the previous process. The Chair assured that a review of the forms will be held in twelve months time.

**Action:** A working group, chaired by Rodney Vickers, reconvenes to address the concerns raised regarding Column 2 and the CEDIR checklist of the Subject Proposal Form.

UEC to review the Subject Proposal Forms by March 2009.

**Resolved 2008/11:**

That the University Education Committee:

(i) endorses in principle the revised Subject Proposal Guidelines and Subject Proposal Forms

(ii) refers the concerns raised back to working group to address prior to forwarding the documents to Academic Senate for approval.

**C5 Carrick Leadership Grant: Distributive Leadership for Learning and Teaching: Developing the Faculty Scholar Model**

Gerry Lefoe gave a presentation on this matter.

**C6 Developing Mathematics and Statistics Learning Support Materials Across the Disciplines at UOW**

Anne Porter gave a presentation on this matter.
PART D  OTHER BUSINESS AND TABLED ITEMS

D1  UEC Self Assessment Survey

Members of the UEC for 2007 are requested to complete the survey and forward to the Executive Officer by 26 March 2008.

It was noted that PGU is reviewing the use of the self assessment survey and is looking at other tools to obtain feedback from committees.

D2  Next meeting

The next scheduled meeting of the UEC will be held on Wednesday, 14 May 2008, 9.30am-11.30am in 20.5

There being no further business, the meeting closed at 11.30am.

Paola Ciccarelli
Executive Officer
UEC

Signed as a true record:

[Signature]
Chairperson

14/5/08