

**UNIVERSITY EDUCATION COMMITTEE
MINUTES – 17 FEBRUARY 2010**

Minutes of the 01/2010 meeting of the University Education Committee held at 9.30am on Wednesday, 17 February 2010 in the Council Room, Building 36.

PRESENT:

Prof Rob Castle (Chair)	Ms Judith Marychurch
A/Prof Rebecca Albury	Dr Grace McCarthy
Dr Christine Brown	Prof Tim McCarthy
A/Prof Ian Brown	A/Prof Ian Porter
A/Prof John Bushnell	Dr Mark Rix
A/Prof Paul Carr	Dr Tony Simoes da Silva
Dr David Christie	Dr David Simpson
Ms Robbie Collins	A/Prof David Vance
Ms Kim Draisma	A/Prof Rodney Vickers
Prof David Griffiths	Dr Margaret Wallace
Ms Margie Jantti	A/Prof Graham Williams
A/Prof Di Kelly	Prof Sandra Wills
Ms Yvonne Kerr	Dr Annette Worthy
Ms Donyahl Levett	A/Prof Michael Zanko
Dr Pauline Lysaght	A/Prof Gordon Joughin

IN ATTENDANCE:

Ms Paola Ciccarelli (Executive Officer)
Ms Lynda Cooper
Ms Joanna Failles
Ms Michelle Kent
Prof John Loxton (Visitor from University of Western Sydney)
Ms Emma Purdy
Mr Craig Napier
Mr Dominic Riordan
Ms Viji Venkat

APOLOGIES:

Dr Nicholas Gill
A/Prof Gerry Lefoe
A/Prof Gary Noble
Mr Joe McIver
Dr David Simpson

The Chair welcomed new members: Dr Christine Brown from the Academic Services Division and Dr Grace McCarthy from the Sydney Business School. Also welcomed was Prof John Loxton from the University of Western Sydney and those in attendance (listed above).

PART A - OFFICIAL BUSINESS***A1 Apologies and Leave of Absence**

Apologies were received from Dr Nicholas Gill, A/Prof Gerry Lefoe, A/Prof Gary Noble and Mr Joe McIver.

Dr David Simpson is on Leave of Absence.

***A2 Arrangement of Agenda**

2.1 Starring of Items

The following items were starred for discussion:

- *A1 Apologies and Leave of Absence
- *A2 Arrangement of Agenda
- *A3 Business Arising from the Minutes
- *A4 Confirmation of Minutes
- *A5 Chair's Report
- *B6 Teaching Facilities Subcommittee
- *C1 New Startsmart Program
- *C2 Focus on Teaching Website
- *C3 PIP Student Equity Project
- *C4 Common Teaching Signs
- *C5 Preparations for AUQA Audit 2011
- *C6 Draft Standard on Courses
- *C7 Supplementary Assessment Guidelines

A motion was passed for the adoption of the unstarred items.

***A3 Business Arising from the Minutes**

A working party to determine how to proceed with the proposed actions regarding teaching environmental sustainability opportunities within UOW Education is yet to be established. An update will be provided at the next UEC meeting.

***A4 Confirmation of Minutes**

RESOLVED 2010/01:

that the minutes of the previous meeting held on 4 November 2009 be confirmed and signed as a true record.

***A5 Chair's Report**

The Chair reported on the following:

Building Updates

Construction is underway on Building 24 with an estimated completion date of the beginning of Autumn Session in 2011. Renovations to the Hope Theatre are completed and the building will be operational by the beginning of Autumn Session 2010. Renovations to the backstage of the Hope Theatre will be finished by April 2010.

University Compacts

Given that the 2.5% of the Teaching and Learning Fund is based on performance and there is a definite link between compacts and capital, there is still some uncertainty as the Commonwealth Government is yet to finalise its requirements on Learning and Teaching. One area which may require immediate attention is converting the ULT into a Graduate Certificate course. There is also uncertainty in relation to issues regarding equity measures as this will have major impacts on funding. The UOW equity performance is much poorer if assessed by postcode as opposed to collector district.

AUQA Audit 2011

The Audit Panel will visit UOW in late March 2011. The two approved themes for the audit are: international activities and enabling undergraduate learning at UOW. AUQA will be particularly focussing on standards. The depth of information required is much greater compared to the last audit round. Self reviews of performance in each of the theme areas are currently being undertaken at discipline level. Analysis of what needs to be done may result in changes in priorities and this may have a flow on effect to the subcommittees' workplans. UEC Subcommittees are, however, to continue with their standard activities.

PART B – COMMITTEE BUSINESS

B1 Student Support for Learning Subcommittee (SSLS)

RESOLVED 2010/02:

that the University Education Committee receives the Student Support for Learning Subcommittee draft minutes of 19 November 2009 meeting, as attached to the agenda paper.

RESOLVED 2010/03:

that the University Education Committee receives the Student Support for Learning Subcommittee Workplan 2009, as attached to the agenda paper.

B2 Education Policy Review Subcommittee (EPRS)

RESOLVED 2010/04:

that the University Education Committee receives the Education Policy Review Subcommittee draft minutes of 4 November 2009 meeting, as attached to the agenda paper.

B3 Quality Assurance Subcommittee (QAS)

RESOLVED 2010/05:

that the University Education Committee receives the Quality Assurance Subcommittee draft minutes of 11 November 2009 meeting, as attached to the agenda paper.

B4 eLearning and Teaching Subcommittee (eLTS)

B5 Excellence, Diversity & Innovation in Teaching Subcommittee (EDITS)

RESOLVED 2010/06:

that the University Education Committee receives the Excellence, Diversity & Innovation in Teaching Subcommittee Educational Strategic Development Fund draft minutes of 11 December 2009 meeting, as attached to the agenda paper.

RESOLVED 2010/07:

that the University Education Committee receives the Excellence, Diversity & Innovation in Teaching Subcommittee Workplan 2010, as attached to the agenda paper.

***B6 Teaching Facilities Subcommittee (TFS)**

A member queried whether there will be Security staff at the Innovation Campus given the recent move of the Sydney Business School from UOW to the IC campus. The Chair advised that this matter will be looked into and a response will be provided by email.

RESOLVED 2010/08:

that the University Education Committee receives the Teaching Facilities Subcommittee minutes of 25 November 2009 meeting, as attached to the agenda paper.

B7 Internationalisation in Learning and Teaching Subcommittee (ILTS)

RESOLVED 2010/09:

that the University Education Committee receives the Internationalisation in Learning and Teaching Subcommittee draft minutes of the 11 November 2009 meeting, as attached to the agenda paper.

PART C – GENERAL BUSINESS

***C1 New StartSmart Program**

Lynda Cooper from the Library presented on the StartSmart program highlighting some of the key components via a demonstration using the StartSmart weblink:

<http://www.library.uow.edu.au/orientation/UOW041700.html>. One of the key changes includes a revised quiz which uses a variety of media to engage student learning with random questions and answers to minimise the risk of student cheating.

A committee member queried what would happen to students if they did not undertake the program. Ms Cooper advised that students are sent reminders to complete the program as it is compulsory and that failure to complete it would lead to student results being withheld. Students who have not yet completed the ILIP program will automatically be required to complete the StartSmart program. Since the commencement of the program, over 400 students have participated - this is a significant increase to previous take up. At this stage, SmartStart is compulsory for undergraduate students only but is available for any cohort. Ms Cooper suggested that subject coordinators consider including the StartSmart program as a first assessment task for their subjects.

The Library will be evaluating the effectiveness of the new program during 2010. Library staff will be promoting student completion in the first few weeks at University, ensuring students are better prepared to source relevant information for their first assignment. This links back to the student experience.

The Chair acknowledged the significant work undertaken by the Library in the development of the StartSmart program.

RESOLVED 2010/10:

that the University Education Committee:

- i) endorses the introduction of the StartSmart - Essential Academic Information Skills program to replace the ILIP 100 program for undergraduate students;*
- ii) endorses the consequential minor amendments to the Independent Learners' Introductory Program Policy and the General Course Rules as outlined in the agenda papers; and*
- iii) submits the StartSmart program and the related policy changes to Academic Senate for endorsement and then to University Council for approval, to become effective immediately.*

***C2 Focus on Teaching Website**

Dr Christine Brown officially launched the *Focus on Teaching* website

<http://focusonteaching.uow.edu.au/index.html>.

The *Focus on Teaching* website is a major component of the *Focus on Teaching* branding strategy of the Promoting Excellence Initiative (PEI), a project funded by the

Australian Learning and Teaching Council. Professor John Loxton attended the UEC meeting in his role as the External Evaluator of the University of Wollongong, ALTC funded, Promoting Excellence Initiative (PEI). The *Focus on Teaching* web site was developed as part of the PEI.

Dr Brown presented on the background in developing the site, the challenges faced and gave a demonstration on the various sections of the key aspects of the new website. A member queried whether sessional teachers would be allowed to access the site. Dr Brown advised that the website has been deliberately left for public use so that anyone can access the material.

The Chair acknowledged the significant contributions of Dr Brown and the team in the development of the *Focus on Teaching* website.

RESOLVED 2010/11:

that the University Education Committee notes the presentation on the Focus on Teaching Website.

***C3 Performance Indicator Project (PIP) Student Equity Reporting Project**

Ms Yvonne Kerr provided an overview of the Student Equity Reporting project, advising that given the government agenda to increase the participation rate of low socio economic status groups, the timing is appropriate in terms of providing data which will enable effective decision making.

Data is now available on:

- Low socio economic status
- Aboriginal & Torres Strait Islander
- Rural and Remote
- Disability
- Women in non traditional backgrounds
- Non English Speaking Background

Mr Craig Napier gave a demonstration on the new cube and provided a sample of reports available. The following comments were noted:

- A security matrix has been developed to protect the sensitive nature of the student equity information and only Deans, Sub Deans/Associate Deans, WIC and the Disability Services can access individual student details for their Faculty.
- Aboriginal and Torres Strait Islander and Disability Equity groups information is self reported by the student.
- Socio Economic Status and Rural and Remote information is based on a student's postcode and matched to the Australian Bureau of Statistics (ABS) Census data.

The PIP team will integrate student institutional attrition, course transfer attrition and UAC information to enable analysis of the Student Equity information to further enhance reporting capabilities available in PIP and provide users with a holistic view of student equity.

A member queried whether consideration has been given to make the data available by 'major' rather than by 'course'. Mr Napier responded that this would require further development work. The Student Cube is being developed to report on majors.

Ms Kerr advised that in order to ensure student privacy, staff access to the cube requires approval by her. Consideration is being given to the development of policy in order to set out the requirements on how this information is to be used.

RESOLVED 2010/12:

that the University Education Committee notes the presentation on the PIP Student Equity Project.

***C4 Common Teaching Signs**

A committee member expressed dissatisfaction with the use of the term 'common' when referring to shared teaching space. After some discussion, the Chair held a straw vote to determine if there was consensus to discontinue using the term 'common'. The committee supported the continued use of the word 'common' when referring to shared teaching space.

RESOLVED 2010/13:

that the University Education Committee receives the Common Teaching Signs proposal and approves the recommended course of action as set out in the agenda paper.

***C5 Preparations for AUQA Audit 2011**

This item was discussed under item A5 Chair's Report.

RESOLVED 2010/14:

that the University Education Committee notes the report on the preparations for the 2011 AUQA Audit.

***C6 Draft Standard on Courses**

Members raised concerns regarding the minimum and maximum 100 level credit point requirements stipulated for Bachelor Degrees in Clause 6.5 of the Standard on Courses.

It was noted that the requirements will only apply to new courses not existing courses and may be waived by the delegated authority. Faculties may choose to vary from the Standard but would need to justify doing so. The issue for members to resolve is establishing minimum and maximum credit point requirements at 100 level that will deliver quality courses and that are consistent with sound pedagogy.

It was agreed to further explore the past instances of specified minimum and maximum credit point requirements and to distribute this information to UEC members with an invitation to provide further comment on Clause 6.5 before recommending the Draft Standard on Courses to Academic Senate for approval. An amendment was made to the draft resolution.

RESOLVED 2010/15:

that the University Education Committee:

- i) notes and endorses the provisions of the draft Standard on Course subject to possible further amendment to Clause 6.5 in order to clarify appropriate minimum and maximum credit point values for 100 level subjects in Bachelor Degree courses;*
- ii) notes the Standard will result in the deletion of the existing Double Degree Guidelines, and in the inclusion of new entry provisions for double degree programs in the Admissions and Advanced Standing Policy;*
- iii) notes that the Standard will require the creation of new delegations in the Delegations of Authority Policy; and*
- iv) forwards the draft Standard on Courses to Academic Senate for endorsement.*

***C7 Supplementary Assessment Guidelines**

A committee member raised their concern in relation to the timeframe for the implementation of supplementary assessments, in particular, the systems development and the resources required for the administration of supplementary assessments. The Chair acknowledged the concern but reminded the committee that the abolition of Pass

Conceded and Pass Restricted Grades are on the approval pathway and that the supplementary assessment guidelines have been developed to assist Faculties in offering supplementary assessments to eligible students (whose received marks between 45-49%) on a case by case basis. Faculties can opt out of offering supplementary assessments.

Concerns were noted in regards to the Clauses 4.1 and 4.6. A member suggested that there be more flexibility in allowing a School to determine whether they can opt out of the arrangement. It was also noted that the case for not offering supplementary assessments may apply to more than just practical placement subjects. It was agreed to reword Clauses 4.1 and 4.6. prior to recommending the Supplementary Assessment Guidelines to Academic Senate for approval. An amendment was made to the draft resolution.

RESOLVED 2010/16:

that the University Education Committee:

- i) receives the draft Supplementary Assessment Guidelines; and*
- ii) recommends the Supplementary Assessment Guidelines to Academic Senate for approval subject to amendments made to Clauses 4.1 and 4.6.*

C8 UEC 2009 Committee Evaluation

There was no discussion on this item.

RESOLVED 2010/17:

that the University Education Committee:

- i) notes the overall positive survey results of the 2009 UEC Committee Evaluation;*
- ii) considers the feedback and suggested areas for improvement; and*
- iii) endorses the identified strategies in response to the feedback as set out in the agenda papers.*

C9 2009 Learning and Teaching Goal Report

There was no discussion on this item.

RESOLVED 2010/18:

that the University Education Committee notes the 2009 Learning and Teaching Goal Report as set out in the agenda papers.

C10 Other Business

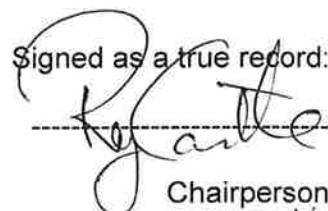
There was no other business.

C11 Next Meeting

The next UEC meeting will be held on Wednesday 21 April 2010 in the Council Room from 9.30am-11.30am.

The meeting closed at 11.10am.

Signed as a true record:



Chairperson
21.11.10

