University Education Committee

Agenda

Agenda for the 2/2008 meeting of the University Education Committee (UEC) to be held at 9.30am on Wednesday 14 May 2008 in Building 20.5.

FURTHER INFORMATION REGARDING UEC AGENDA
If you require further information or wish to raise issues concerning any UEC Agenda items, please contact Paola Ciccarelli (x5014 or email: paolacic@uow.edu.au) before the meeting.
PART A  PRELIMINARY BUSINESS

*A1 Welcome, Apologies and Leave of Absence
Apologies have been received from Joe McIver.

Dr Kate Bowles, A/Prof Ian Brown, Ms Robbie Collins, Dr Nick Gill are on leave Autumn Session 2008.

In attendance: Dominic Riordan, Senior Manager, Policy & Governance Unit
Debbie Critcher, Faculty of Commerce
Hazel Jones, Executive Officer, eLTS
Tina Booth, Executive Officer, TFS

*A2 Minutes of the Previous Meeting
Attachment p 5

**Draft Resolution:**

That the University Education Committee minutes of 19 March 2008 are confirmed as a true record of the proceedings of that meeting.

*A3 Business Arising from the Minutes

*A4 Arrangement of the Agenda

(i) That the meeting indicate those items to be starred (*) for discussion.
(ii) That a motion be put for the adoption of the draft recommendations for the unstared items.

*A5 Chair’s Report

PART B  BUSINESS FROM SUBCOMMITTEES

B1 UEC Coordinating Committee  Chair: Prof R Castle

B2 Student Support for Learning Subcommittee  Chair: Ms Y Kerr

B2.1 Revised Terms of Reference  Attachment p 15

**Draft Resolution:**

That the University Education Committee notes the revised terms of reference of the Student Support for Learning Subcommittee

B3 Education Policy Review Subcommittee  Chair: A/Prof I Porter

B3.1 Minutes of meeting of 26 February 2008  Attachment p 19

**Draft Resolution:**

That the University Education Committee notes the minutes of the Education Policy Review Subcommittee of 26 February 2008
B4 Quality Assurance Subcommittee  
Chair: Mr R Brown

B4.1 Draft Minutes of meeting of 12 March 2008  
Attachment p 27

Draft Resolution:

That the University Education Committee notes the draft minutes of the Quality Assurance Subcommittee of 12 March 2008.

B5 e-Learning and Teaching Subcommittee  
Acting Chair: Prof S Wills

B5.1 Draft Minutes of meeting of 12 March 2008  
Attachment p 33

Draft Resolution:

That the University Education Committee notes the draft minutes of the e-Learning and Teaching Subcommittee of 12 March 2008.

B6 Excellence, Diversity & Innovation in Teaching Subcommittee  
Chair: A/Prof R Albury

B7 Teaching Facilities Subcommittee  
Acting Chair: A/Prof T McCarthy

PART C GENERAL BUSINESS

C1 UEC Representative on Selection Panel for VC Award for Excellence in Community Engagement

Every two years the UEC nominates a representative to sit on the selection panel for the Vice Chancellor's Award for Excellence in Community Engagement. Margie Jantti’s term in this role concluded on 11 April 2008.

The Community Engagement Manager, Jan Sullivan requested a nomination from UEC for the next two years. The Chair of UEC nominated A/Prof Ann Hodgkinson as the UEC representative. A/Prof Ann Hodgkinson has accepted the appointment.

Draft Resolution:

That the University Education Committee notes the appointment of A/Prof Ann Hodgkinson to the Vice Chancellor’s Award for Excellence in Community Engagement selection panel effective 11 April 2008 for two years.

*C2 UEC Subcommittee - Internationalisation in Learning and Teaching

*C3 Evidence for Promotion/Probation with a higher ranking for teaching

*C4 Project enRole  
Sandra Wills to present.
D1 Other Business

D2 Next meeting
The next meeting of the UEC will be held from 9.30-11.30am on 2 July 2008 in Building 20.5

Paola Ciccarelli
Executive Officer
UEC
Draft Resolution

That the University Education Committee minutes of 19 March 2008 are confirmed as a true record of the proceedings of that meeting.

ATTACHMENTS:
I. Minutes

<table>
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<tr>
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<td>Coordinating Committee, UEC</td>
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</tbody>
</table>
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
Ms 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 Donyahl 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.

**B6.2 Report on the Awards and Grants Processes for 2008**

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:

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Chairperson
/
/
Draft Resolution

That the University Education Committee notes the revised terms of reference of the Student Support for Learning Subcommittee

ATTACHMENTS:
I. Terms of Reference

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Student Support for Learning Subcommittee
Terms of Reference

Updated Responsibility Review by
03/08 Chair—Student Support for Learning Subcommittee
02/09

Goal
To advise the University Education Committee on:

1. the development of policy in the areas of student support including student equity groups and the linking of priorities in these areas with those of the Faculties;

2. the formulation and monitoring of programs for the support of teaching and learning activities at the University;

3. the formulation of strategies to enhance the University of Wollongong student experience.

Terms of Reference
Student Support for Learning (SSL) is a subcommittee of the University Education Committee and will support and advise the Committee in implementing the Learning and Teaching Strategic Plan. The subcommittee will:

1. monitor, evaluate and review student support strategies, including programs and services, to ensure their effectiveness; *(linked to Goals 1 & 2)*

2. monitor the impact of policies and programs on students including equity groups. *(linked to Goals 1 & 2)*

3. monitor, evaluate and review the effectiveness of University retention strategies; *(linked to Goals 1, 2 & 3)*

4. advise and facilitate good practice in student learning across the University; *(linked to Goal 2)*

5. support the development and review of strategies to educate University of Wollongong students about Academic Integrity issues; *(linked to Goal 2)*

6. develop and facilitate the implementation of strategies to enhance the University of Wollongong student learning experience including international focus in student learning and graduate qualities; *(linked to Goal 3)*

Membership
- Dean of Students (Chair)
- Head of Student Services (Deputy Chair)
- Academic Registrar (or nominee)
- Sub-Deans
The Committee may co-opt additional members as, or when, the need arises.
SSL may appoint specialist groups to advise it as, or when, the need arises.

**Quorum**
The Committee shall have a quorum which is equal to one-half or, where one-half is not a whole number, the whole number next higher to one-half of the total number of members for the time being of the Committee.

**Procedures for Calling a Meeting**
The Chair of the Subcommittee will determine meeting dates at the start of each year and meetings will generally occur bi-monthly.

The Chair of the Subcommittee can call additional or extraordinary meetings, and may change the date of scheduled meetings, so long as five working days’ notice is provided.

**Responsibilities of Chair and Members**
The Chair will be responsible for ensuring the agenda is arranged appropriately, meetings are run smoothly and on time, the action items are followed through (with the support of Executive Officer), advice is provided to members and progress is reported to the University Education Committee.

Members will be responsible to provide expert advice and knowledge in order to meet the objectives of the Subcommittee.

**Schedule of Meetings**
Meetings will be held on Wednesdays at 10 am for approximately two hours. SSLS will meet for a minimum of six times per year.
Education Policy Review Subcommittee Minutes

AGENDA ITEM B3.1

Draft Resolution

That the University Education Committee notes the minutes of the Education Policy Review Subcommittee of 26 February 2008.

ATTACHMENTS:
I. Minutes

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Minutes

Education Policy Review Subcommittee

Minutes of the 1/2008 meeting of the Education Policy Review Subcommittee (EPRS) held at 2.30pm on Tuesday 26 February 2008 in Room 36.304 (Administration Building).

Present:

A/Prof Ian Porter (Chair)  Dr Pauline Lysaght
Prof Rob Castle          Ms Donna Moffitt
Dr Scott Grattan         Mr Dominic Riordan
Prof David Griffiths     A/Prof David Vance
Ms Yvonne Kerr           A/Prof Michael Zanko

In Attendance:  Ms Leonie Kirchmajer and Ms Fiona Griffin-Rudder, Policy & Governance Unit
                Ms Tori Funnell (Executive Officer)

PART A Preliminary Business

A1 Welcome, Apologies and Leave of Absence

The Chair welcomed new members A/Prof Michael Zanko, Dr Pauline Lysaght, and Mr Dominic Riordan. A/Prof David Vance was welcomed back from study leave. Ms Tori Funnell was welcomed as the new Executive Officer. Ms Leonie Kirchmajer and Ms Fiona Griffin-Rudder from the Policy & Governance Unit were also welcomed as observers.

Apologies were received from A/Prof Ted Bryant, A/Prof John McQuilton, and A/Prof Heather Yeatman.

A2 Minutes of Previous Meeting

Resolved 2008/01:

That the Education Policy Review Subcommittee minutes of 21 November 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

Items B1, B2.1, B2.2, B3 and C1 were starred for discussion.
A5 Chair’s Report
None.

PART B GENERAL BUSINESS

B1 Item from a Committee Member – Declaration of Marks though Assessment Committees

The Chair outlined the issue raised by a committee member, and referred to the email which was circulated to EPRS members prior to the meeting. The committee discussed various issues surrounding Assessment Committee Practices including:

- Late marks being forwarded to the DVC(AI) for sign-off but not being tabled at the following Faculty Assessment Committee (FAC) meeting in accordance with agreed practice
- WA / WM marks being amongst those marks forwarded to the DVC(AI), contrary to agreed practice
- The need for clear distinction between the declaration of non-results as opposed to changes to results
- The need for appropriate paper trail for changes to results and approval of late marks
- The difficulty in managing results due to tight timeframe between FAC meeting and declaration of results by ARD

Prof Rob Castle agreed to call a meeting of FAC Chairs to look further into Assessment Committee practices with a view to clarifying agreed practice and ensuring consistency across the University.

B2 Items from Course Management Coordinator:

B2.1 Submission of previously submitted work when re-enrolling in a subject previously failed

A/Prof David Vance outlined the circumstances from which this issue arose. Discussion focussed on whether University policy restricted faculties from allowing students to resubmit whole or components of assessment items which had been submitted and assessed in a previous undertaking of that subject. Issues or comments that were raised included:

- Assessment practice whereby students who re-enrol in a previously-failed subject are allowed to use the same project that they undertook previously but are required to work more on this project to produce a better outcome
- Assessment practice whereby students are allowed to have the lab result that they received in a previous session count towards their results for the current session subject
- Whether students who complete (and receive a mark for) assessment item(s) within a subject but consequently withdraw from the subject should be prevented from resubmitting the work in a future undertaking of the subject (and how this can be managed).
- How to manage students who are not formally enrolled in a subject yet submit an assessment item, receive a mark and/or feedback, and then use this information to improve their performance in a future undertaking of the subject.
- If permission is to be granted, consideration must be given to timeframes in which the resubmission may take place (for example where a student goes on study leave), to ensure that the student is not given unfair advantage.
- Whether credit may be granted for assessment items which have been graded as satisfactory in the situation where a student has failed a compulsory component of a subject and is therefore required to repeat the subject.

A member referred to the General Course Rules (clause 8.11), Code of Practice – Students (clause 1.ix) and the Procedure for Managing Alleged Academic Misconduct by a Student Undertaking Coursework (Table 5.1) which all refer to students not submitting work which has been previously submitted for assessment or is otherwise not original.

While these policies do not refer specifically to the element of permission, the committee agreed that the interpretation should be that, as long as the circumstances are reasonable, faculties (e.g. Subject Coordinators) may permit a student to resubmit whole or components of assessment items which have been previously submitted and assessed, at their discretion.

**B2.2 Clarification of the requirements regarding assessment of double-badged subjects (e.g. 400/900)**

Ms Leonie Kirchmajer outlined the circumstances from which this issue arose. Discussion focussed on the variety of purposes for which double-badged subjects are used and whether clearer guidelines are required regarding how these subjects are administered.

The committee agreed that, as inferred in the Code of Practice – Teaching and Assessment (Clause 5.1e), each subject should have a separate subject outline and assessment activities appropriate to the level of the subject.

It was agreed that an audit of current practice in the management of double-badged subjects would identify the scope of the problem and provide direction to the committee on how best to communicate appropriate administration of double-badged subjects to faculties.

Faculty Education Committee (FEC) Chairs would be asked to participate in an audit of a sample of double-badged subjects within their faculty and results would be reported to the April meeting of EPRS.

**B3 EPRS 2007 Self-Assessment Survey**

The Chair sought comment from members regarding the value of the Self-Assessment Survey for committees such as EPRS. General consensus was that the survey was not a useful activity to undertake. The committee agreed that alternative methods would be used by the Chair and Executive Officer to obtain feedback from EPRS members.

**PART C WORKPLAN AND OTHER BUSINESS**

**C1 EPRS 2008 Workplan**

The committee considered each of the activities listed on the Workplan and allocated a responsible person (or working group), milestones and/or outcomes and timeframes for each of the activities.

The committee agreed to defer the Acknowledgment Practice / Plagiarism policy review to the 2009 EPRS Workplan (priority 1).
The committee agreed to refer the Student Charter activity back to the Academic Integrity group, and to defer the Code of Practice – Students to the 2009 EPRS Workplan (no priority allocation, subject to the outcomes of the Student Charter activity).

The agreed workplan is attached on page 5 of these minutes.

C2 EPRS 2008 Meeting Dates

The Chair reported that both EPRS and SSLS have been scheduled for the same date and time in August. The committee agreed to change the EPRS meeting to 11:45am – 1:15pm that day (Wednesday 13th August), immediately after SSLS. Lunch will be provided at this EPRS meeting.

There being no further business, the meeting closed at 4:00pm.

Tori Funnell
Executive Officer
Education Policy Review Subcommittee

Signed as a true record:

Chairperson

9/4/5
## EPRS Workplan as at 26 February 2008

<table>
<thead>
<tr>
<th>Project</th>
<th>Objective</th>
<th>Priority</th>
<th>Responsibility</th>
<th>Milestones/Outcomes</th>
<th>Timeframes</th>
<th>Working Comments</th>
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<tr>
<td><strong>EPRS Priorities for 2008</strong></td>
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<tr>
<td>1A PC's/PR's</td>
<td>Review the propriety of PC/PR grades</td>
<td>1</td>
<td>Ian Porter, Pauline Lysaght, Rob Castle, Donna Moffitt, Yvonne Kerr</td>
<td>Rule Changes</td>
<td>June Meeting</td>
<td>26.02.08: Workgroup identified</td>
</tr>
<tr>
<td>1B Resit Examinations</td>
<td>Develop policy and procedure for introduction and management of Resit examinations</td>
<td>1</td>
<td>Ian Porter, Pauline Lysaght, Rob Castle, Donna Moffitt, Yvonne Kerr</td>
<td>Draft Policy</td>
<td>June Meeting</td>
<td>26.02.08: Workgroup identified</td>
</tr>
<tr>
<td>2 Exam Rules Review</td>
<td>Review materials students are allowed to bring to an exam, calculators, foreign language translation dictionaries, personal items, etc.</td>
<td>2</td>
<td>David Griffiths &amp; Leonie Prior</td>
<td>Draft Policy</td>
<td>June Meeting</td>
<td>(phased implementation 2009 - 2010)</td>
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<tr>
<td>3 Student Awards</td>
<td>Review rules for awarding of University Medal, develop Top Student Recognition processes, and develop policy regarding offshore student eligibility for Student Awards.</td>
<td>2</td>
<td>David Griffiths &amp; Dominic Riordan</td>
<td>Revised Policy/Process</td>
<td>April Meeting</td>
<td>26.02.08: Workgroup identified</td>
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<tr>
<td>4 Supervision of postgraduate coursework programs</td>
<td>Guidelines for Postgraduate Coursework subjects that contain a research/major work component (in line with those in existence for Honours and Postgraduate Research programs)</td>
<td>2</td>
<td>Yvonne Kerr, David Vance, Penny Harris, Ted Bryant, Nelson Perera</td>
<td>Report/Survey of current situation</td>
<td>June Meeting</td>
<td>26.02.08: Workgroup identified</td>
</tr>
<tr>
<td>5 Non-degree courses</td>
<td>Policy on Non-Award certifications and conditions under which credit may be granted.</td>
<td>3</td>
<td>Leonie Kirchmager</td>
<td>Draft Policy</td>
<td>April Meeting</td>
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<tr>
<td>6 Standard on Courses</td>
<td>Guidelines for naming and abbreviations of awards, course structures</td>
<td>3</td>
<td>Leonie Kirchmager</td>
<td>Draft Policy</td>
<td>April Meeting</td>
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Draft Resolution

That the University Education Committee notes the draft minutes of the Quality Assurance Subcommittee of 12 March 2008.

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<th>Drafted by:</th>
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<td>Executive Officer, UEC</td>
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<td>Coordinating Committee, UEC</td>
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Quality Assurance Subcommittee

Minutes of the 1/008 meeting of the Quality Assurance Subcommittee of UEC held on Wednesday 12 March 2008 at 9.30am in room 36.303.

Present: M Jantti (Chair), K Bowles, G Lefoe, A Percy, D Riordan, H Sainsbury, A Steinke, H Tootell

In attendance: P Ciccarelli (Executive Officer)

PART A  PRELIMINARY BUSINESS

A1  Welcome and Apologies

The Chair welcomed D Riordan, Senior Manager Policy and Governance Unit to the committee.

Apologies were received from A Brown, R Brown, R Castle, and D Vance. R Castle briefly joined the meeting to thank the Chair and this is noted further in the minutes under Item B2.

D Vance has returned from Study Leave and will continue his role as a committee member.

A2  Minutes of the Previous Meeting

Resolved 1/08
That the minutes of the Quality Assurance Subcommittee meeting of 10 October 2007 are confirmed as a true record of the proceedings of that meeting.

A3  Actions Arising from Previous Meeting

The Chair outlined the outcomes of the actions arising from the previous meeting and referred to the benchmarking item under the Chairs Report.

PART B  GENERAL BUSINESS

B1  Chair’s Report

The Chair reported on benchmarking activities with UTAS and advised that communication has not progressed since the last meeting as there have been staff issues. A new quality manager was meant to be appointed in January. The Chair will continue to persevere in this area.

Bronwyn James from the Learning Development Unit, together with other learning developers at UOW, is driving a national project which examines a range of practices designed to support teaching and learning. This is the first time practices have been collated and labeled and a matrix has been developed which links information about organisational units with specific practices. As they are seeking additional funding, they have sought QAS’s assistance by advice and guidance on the review of funding application documents. It
was noted that this exercise is perfect in terms of AUQA’s expectations and should the project continue, invite Bronwyn to give a presentation to QAS on the outcomes.

The Australian Universities Forum will be held on 9-11 July 2008 in Canberra and that normally the Chair of QAS attends this forum. Themes will focus on Quality and Standards in Higher Education. Papers are being sought in the areas of:

- Academic outcomes and standards
- Learning and teaching evaluation
- Community engagement
- Research and international

The final program will be forwarded to members once it is available.

The Learning and Teaching webpages for goals, achievements and priorities has been updated to reflect achievements of 2007 and makes reference to the Strategic Plan 2008-2010.

**B2 QAS Learning and Teaching Audit Plan – revised recommendations**

Dominic Riordan advised that the revised recommendations reflect the capacity of the Policy and Governance Unit, the need to further develop audit methodology and skills, and the relative complexity of the audit themes. For these reasons, the issue of equivalence of standards, which is a large and complex audit theme, has been programmed later in the audit plan cycle. It is also recommended that the methodology includes the use of reference groups for each audit to be drawn from the committee. The role of the reference group will be to meet on three occasions to review and endorse the audit plan, review and comment on the progress of the audit and review and comment on the draft audit report.

It was noted that it may be premature to conduct an audit on the second theme for 2008 considering the implementation of the Code of Practice: Casual Academic Teaching is yet to occur. (Refer to Item B4).

The issue regarding the possibility of an audit on the integration of graduate qualities was raised and it was noted that there needs to be clear and effective communication to faculties on the implementation of the qualities.

At this point, Prof R Castle joined to the meeting to formally thank and acknowledge Margie’s invaluable contribution as Chair of QAS for the past two years. At the departure of Prof Castle, the Chair announced that Roy Brown has agreed to take on the role as Chair of QAS. Roy has extensive experience in Quality from his time in the UK. It has been suggested that Margie takes on the role as Deputy Chair of QAS.

The Chair extended her appreciation to Paola Ciccarelli for her role as Executive Officer particularly noting her local knowledge and application in the area of learning and teaching policies.

Discussion on induction and integration of casual tutors resumed and it was suggested that a sub audit be undertaken that would look at how well subject coordinators are briefing casual tutors on the importance of graduate qualities.

**Action:** The importance of briefing casual tutors on the graduate qualities to be included as an agenda item for the next FEC Chairs meeting.

A sub audit be undertaken on the induction and integration of casual tutors on the importance of graduate qualities.
**B3 QAS Workplan 2008**

The Chair advised that the intent of a workplan template for UEC Subcommittees was to map the activities of each subcommittee back to the UEC learning and teaching objectives under Goal 1 of the Strategic Plan 2008-2010. This would allow for an incremental and progressive approach to reporting. The template was well received amongst the members.

Feedback was sought from members regarding the activities listed in of the QAS Workplan for 2008. Members considered each of the strategies, projects and planned actions and allocated a responsible working group for each strategy. D Vance had indicated via email the strategies he would like to participate in. The following is the outcome of the allocation:

**Objective 1: Graduates equipped to contribute to society and the workplace**
- G Lefoe, D Vance, H Tootell and A Percy

**Objective 3: Quality programs relevant to the evolving needs of students and the community.** There are three key strategies for this objective.
- H Sainsbury, D Vance and M Jantti – to work on the first strategy
- H Tootell, K Bowles, A Steinke, M Jantti and A Percy - to work on the second strategy. It was noted that procedures have been established to address an AUQA recommendation regarding comparative student outcomes.
- R Brown was nominated to work on the third strategy.

Members who were not present, or those who reconsider which areas they would like to participate in, are invited to notify the Chair.

**Action:** A revised Workplan reflecting the feedback received will be redistributed to members. Meetings are held for each work group to commence planning of activities.

The Comparative Student Outcomes Procedures document is to be forwarded to members for information.

*Resolved 2/08*

That subject to minor amendments, the Quality Assurance Subcommittee endorses, in principle, the QAS 2008 Workplan.

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**B4 Code of Practice: Casual Academic Teaching and Draft Good Practice Guidelines – Casual Academic Teaching**

Alisa Percy reported that the Code of Practice: Casual Academic Teaching has been developed by the UEC/ASDC Sessional Teaching Steering Committee. The Code has recently been endorsed by the ASDC and has been forwarded to Council for approval at its April meeting.

The Code is an umbrella document and provides an overarching framework to assist faculties in formalizing procedure in relation to the recruitment, employment, preparation and management of the growing number 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. Further work with Personnel will be undertaken to ensure that central policy covers casual teachers.

Alisa Percy advised that she is currently working on a national Carrick project on sessional teaching which has collected sector-wide data that demonstrates large numbers of casual teachers are responsible for teaching and related duties in higher education. The data also
shows the limitations of the nationally required DEEWR (nee DEST) FTE figures on university employment which do not represent the proportion of teaching assumed by casuals nor the supervisory load their numbers place on permanent staff. This data is likely to raise questions about how well universities are accounting for and integrating an increasingly diverse teaching workforce. It was suggested that findings of the report be presented at the next meeting.

Resolved 3/08
That the Quality Assurance Subcommittee notes the Code of Practice: Casual Academic Teaching and the Draft Good Practice Guidelines.

B5 Appointment of Chair to QAS
Discussed under Item B2.

B6 Academic Risk Assessment – AUQA Audit Cycle 2
Heather Sainsbury provided an overview of the process of identifying key academic risks for UOW in light of AUQA's Risk Assessment framework. This process is a critical step in selecting two themes for the second AUQA audit and will inform the review of the Quality Improvement Plan to position UOW for a successful second audit. A meeting will be held on 19 March 2008 to begin the process.

PART C ITEMS FOR NOTING AND OTHER BUSINESS

C1 QAS Self Assessment Survey
The Chair invited members to complete the survey and, because of the workload, consider whether membership of this committee is adequate. Completed surveys should be forwarded to the Executive Officer by 19 March 2008.

C2 Other Business
Members formally acknowledged their appreciation and thanked M Jantti for being Chair of QAS.

PART D Next Meeting

The next scheduled meeting is for 7 May 2008 at 9.30am in Room 36.303.

There being no further business, the meeting closed at 11.10am.

Paola Ciccarelli
Executive Officer
Quality Assurance Subcommittee
Draft Resolution

That the University Education Committee notes the draft minutes of the e-Learning and Teaching Subcommittee of 12 March 2008.

ATTACHMENTS:
I. Minutes

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eLearning and Teaching Sub-Committee

Minutes of the meeting of the eLearning and Teaching Sub-Committee (eLTS) held at 12.30pm on Wednesday, 12th March 2008 in Engineering Design Studio, 1.105

PRESENT:

A/Prof Ann Hodgkinson, Commerce
Ms Sarah Lambert, CEDIR (Acting Deputy Chair)
Dr Christian Ritz, Informatics
Mr Ray Stace, CEDIR
A/Professor Rodney Vickers, Engineering
Professor Sandra Wills, CEDIR (Acting Chair)
Ms Gloria Wood, CEDIR

IN ATTENDANCE:

Professor Tim McCarthy
Mrs Hazel Jones, CEDIR (Executive Officer)

UNABLE TO ATTEND:

Mr Brendan Cook, Student Rep
Ms Maria Cordero, ITS
A/Professor Tony Herrington, Education
Dr Marji Puotinen, Science
Ms Emily Purser, Learning Development
Mr Martin Olmos, Medical School
Dr Greg Schiemer, Creative Arts
Mr Laurie Stephenson, Shoalhaven Campus
Dr Lejla Vrazalic, Dubai
Mrs Natalie Wall, Health & Behavioural Science
Ms Elizabeth White, Library

A. PRELIMINARY BUSINESS

A1 Welcome and Apologies

The Chair welcomed Ann Hodgkinson and Christian Ritz to their first meeting and Tim McCarthy as a visitor. Apologies were received from A/Professor Tony Herrington, Mr Martin Olmos, Dr Marji Puotinen, Mr Laurie Stephenson, Dr Lejla Vrazalic, Mrs Natalie Wall and Ms Elizabeth White.

B1.1 Demonstration of Engineering Design Studio

The Chair moved this item to top of Agenda
Prof McCarthy gave a demonstration of the Design Studio outlining the layout of the room ("pods" of 3 desks clustered together seating 6 and with one computer per pod), the facilities available (such as interactive whiteboards and multiple projection screens) and the benefits of this style of room.

Prof McCarthy noted that students are happy to bring laptops to tutorials which increases the number of machines available. The room has proved very popular for intensive courses and it has had a high usage over summer. (Attachment A)

Faculty reps discussed the benefits of having similar rooms available in their own faculties.

**A2 Confirmation of the Minutes**

Resolved (2008/01):

That the minutes of the November 2007 meeting be accepted as a true and accurate record.

**A4 Starring of Items and Arrangement of Agenda**

All items A5, B1.1, B2.1, B3, B4, B5 and B6 were starred and additional items were added at C1 – Student ID in Gradebook and Report from Shoalhaven campus.

It was noted that reminders need to be sent out to members if they have been given responsibility for an Action.

**A5 Chair’s Report**

**A5.1 Membership and Terms of Reference for eTeaching Steering Committee**

It was noted that this committee has been re-convened and will meet 3 times in 2008. It was further noted that no work has been required by this Committee in the last eighteen months and that eLTS has taken up most of the issues however it is now time to prepare for review of the current eLearning systems in preparation for the next 5 year plan starting in 2010. Some changes to membership of the Steering Committee have been necessary due to changes in roles and unavailability of some original members.

ACTION: Summaries of future eTSC meetings to be forwarded to eLTS.

**A5.2 Progress on SPELT**

Chair reported that the Strategic Plan has been through Senate Standing Committee and is now going to Academic Senate and University Council. Some minor comments have been received from Senate Standing Committee which will be considered along with any further comments received from Senate or Council.

**B. GENERAL BUSINESS**

**B 2 eLTS Working Parties**
B2.1 ePortfolio

Request to develop Terms of Reference and expand membership

Deputy Chair advised that she is currently involved on a Carrick ePortfolio project looking at sector trends nationally and internationally and involving an audit of practice in Australian Universities. Locally at UoW there were a dozen cohorts undertaking eportfolio tasks in 2007 and all of these were different. The emerging trend is to use common tools such as Word and Excel to support tasks and collect and collate evidence of skills. Interest remains in specialist ePortfolio tools for more complex or mature usage such as course-wide usage. Therefore, the work in this university is in line with national and international trends.

A review of ePortfolio tools will be discussed at eTeaching Steering Committee, especially with regard to how to resource these.

There is currently an ePortfolio project reference group to assist the T&L funded project due to be wound up July 2008. She would like to keep this group involved as well as members of the Work Integrated Learning and Graduate Qualities teams. At present the reference group is not a Working Party of eLTS and members are not eLTS representatives. The recommendation is that the reference group be made a Working Party of eLTS, the membership be expanded and Terms of Reference be developed.

ACTION: Sarah Lambert chair the Working Party and develop Terms of Reference and membership for consideration at next eLTS meeting.

Deputy Chair reported that our university is at the leading edge along with QUT. Our practice to curriculum integrate is recognised as National Best Practice – working with subject co-ordinators to embed into the teaching and assessment of subjects as well as part of the Curriculum Review process planning to integrate into a whole programme.

An explanation of terminology was provided for new Faculty representatives.

B3. Strategic Plan for eLearning and Teaching (SPELT) - eLTS responsibilities

The Plan needs to be disseminated around the University and information sessions are to be held, with input from eLTS Faculty representatives.

ACTION: Information sessions to be arranged.

B4. eLTS Workplan

The Chair re-emphasised that the role of Faculty representatives is to act as a two-way conduit for information between eLts and their FEC and to ensure that eLTS issues are put on the FEC Agenda. The UEC has completed a Mapping of Strategic Plan Goal 1 Objectives against the sub-committees of UEC (Attachment B) and this has been used to develop the eLTS Workplan as presented (Attachment C).

It was noted that one option may be to apply for an ESDF grant or funding for a research assistant to coordinate the Workplan as this may be too big a project for this subcommittee and members.

In principle agreement was reached with those present that the Workplan is an applicable way of meeting the
outcomes of the SPELT. It was noted though, that the larger faculties may need to disseminate this information at the School level.

**ACTION** Stimulus questions for Faculty representatives be prepared along with explanation of terminology.

**ACTION** Meeting to be held with all Faculty representatives not able to attend this meeting and Chair or Deputy Chair and CEDIR FLG representative.

**ACTION** Workplan to be re-organised to start process from July meeting.

**B6 ACODE Workshop**

An invitation was extended to all eLTS members present to attend the ACODE Open Workshop on Exploring Open Source for e-Learning being held on Thursday 27th March. ACODE is the Australasian Council on Open, Distance and E-Learning, the peak Australasian organisation for universities engaged or interested in open, distance, flexible and e-learning.

**C MEETING DATES AND OTHER BUSINESS**

**C1 Other Business**

**C1.1 Student ID in Gradebook**

Rodney Vickers noted that Student ID information is not currently uploaded to the eLearning space from the student database.

Gloria Wood advised that currently a script is run once a week for this which takes a long time to run as there are 620 active sites for Autumn session. A more effective method of achieving this is currently being investigated. The script had also been temporarily turned off during a recent Blackboard health check of our eLearning application.

**ACTION** – Agenda Item for 6 months time.

**C1.2 Communication Strategy**

As members have only received this paper at the meeting it was resolved that the item be held over to the May meeting.

**ACTION** – Include on May meeting agenda

**ACTION** – Acting Chair to consult with Chair and review paper for May meeting.

**C1.3 REPORT FROM SHOALHAVEN CAMPUS**

It was noted that Laurie Stevenson has advised that he has recently completed a survey of students, and a report will be forwarded to eLTS for next meeting.
ACTION agenda item for May

C2 Next Meeting

The next meeting is scheduled for 9:30 am on Wednesday, 28th May 2008.

Other dates for 2008 are Wednesday 23rd July, Wednesday 17th September and Wednesday 12th November, all at times to be advised.

There being no further business the meeting closed at 2.05pm
<table>
<thead>
<tr>
<th>Objective</th>
<th>Graduates equipped to contribute to society and the workplace</th>
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<tbody>
<tr>
<td><strong>Key strategies</strong></td>
<td></td>
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<tr>
<td>1. Integrate the development of Graduate Qualities into the curriculum</td>
<td>ESDF project</td>
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<tr>
<td>2. Develop and implement institutional approaches to evaluating the attainment of Graduate Qualities</td>
<td>QAS</td>
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<tr>
<td>3. Continue to give priority to developing the capacity of students for independent research and enquiry</td>
<td>SSLS</td>
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<tr>
<td>4. Embed the outcomes of the Academic Integrity Project within learning and teaching processes</td>
<td>SSLS</td>
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<tr>
<td>5. Work with employers to integrate workplace and community experiences for students into the curriculum in all discipline areas</td>
<td>Work Integrated Learning Project</td>
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<tr>
<td>6. Provide opportunities that equip students for employment in a global labour market</td>
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<tr>
<th>Objective 2</th>
<th>An active, collaborative and flexible learning experience for students</th>
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<tbody>
<tr>
<td><strong>Key strategies</strong></td>
<td></td>
</tr>
<tr>
<td>1. Provide and promote appropriate learning support for student groups and individuals</td>
<td>SSLS</td>
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<tr>
<td>2. Engage students with leading-edge knowledge through teaching by academics who are prominent scholars and researchers in their fields</td>
<td>eLTS</td>
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<tr>
<td>3. Optimize the mix of delivery methods to enhance the learning experience of students across all teaching locations</td>
<td>eLTS</td>
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<tr>
<td>4. Optimize the use of teaching spaces and technical facilities to provide a physical environment that is engaging, collaborative and flexible</td>
<td>TFS</td>
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<td>5. Further enhance Library services to provide integrated, timely and convenient access to academic information resources</td>
<td>Library Consultative Committee</td>
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<tr>
<th>Objective 3</th>
<th>Quality programs relevant to the evolving needs of students and the community</th>
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<tr>
<td><strong>Key strategies</strong></td>
<td></td>
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<tr>
<td>1. Employ external benchmarking to monitor academic standards</td>
<td>QAS</td>
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<tr>
<td>2. Monitor and improve practices to ensure the quality of course delivery and outcomes across teaching locations, including UOW Dubai and other off-shore sites</td>
<td>QAS</td>
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<td>3. Enhance course development and management to ensure that the range of programs is strategic, current and of the highest standard</td>
<td>Course Approval Management Group</td>
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<td>4. Take appropriate opportunities to match undergraduate programs with areas of research focus</td>
<td>QAS</td>
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<td>5. Improve the quality, relevance and recognition of programs through networks of professional and community relationships</td>
<td>QAS</td>
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<td>6. Further enhance assessment practice</td>
<td>EPRS</td>
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<tr>
<th>Objective 4</th>
<th>An international focus in learning and teaching</th>
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<tr>
<td><strong>Key strategies</strong></td>
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<tr>
<td>1. Integrate international perspectives and content into the curriculum</td>
<td>SSLS</td>
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<tr>
<td>2. Promote opportunities, within degree courses and through on-line delivery, for the acquisition of foreign language skills and cultural awareness</td>
<td>SSLS</td>
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<tr>
<td>3. Promote international learning experiences for students, including through Study Abroad and electronic communication</td>
<td>ISEC</td>
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<tr>
<td>4. Develop academic collaboration between domestic and international students</td>
<td>SSLS</td>
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<th>Objective 5</th>
<th>High quality teaching</th>
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<td><strong>Key strategies</strong></td>
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<tr>
<td>1. Develop the professional capability of permanent, sessional and casual staff involved in learning and teaching</td>
<td>ASDC</td>
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<td>2. Promote the increased use of evaluation and reflection based on student feedback, self and peer appraisal</td>
<td>SSLS</td>
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<tr>
<td>3. Recognize achievement that results from innovation, inspiration and commitment in learning and teaching practice</td>
<td>EDITS</td>
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<tr>
<td>4. Promote innovation in teaching and learning which is based on sound educational research</td>
<td>eLTS</td>
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<tr>
<td>5. Promote the development and dissemination of best practices in learning and teaching</td>
<td>EPRS</td>
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### Attachment C eLTS Workplan

#### Goal 1 Excellence and Innovation in Learning and Teaching

**Objective 2 An active, collaborative and flexible learning experience for student groups and individuals (UoW)**

<table>
<thead>
<tr>
<th>Key Strategies - UoW Strategic Plan</th>
<th>Key Strategies-SPELT</th>
<th>Project</th>
<th>Planned Actions</th>
<th>Performance Outcome</th>
<th>Responsibility</th>
<th>Milestones</th>
<th>Target Dates</th>
<th>Progress</th>
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Optimise the mix of delivery methods to enhance the learning experience of students across all teaching locations

- Support staff in developing, cooperating and extending learning experiences, including for subjects taught at multiple locations
- Prepare report on current activity, within Faculties and University-wide; identify any gaps; discuss with faculties and forward comments to UEC for action
- Enhanced understanding of current practices within university, further projects identified and commenced within the university
- 1. Faculty members report to eLTS. 2. Report prepared and gaps identified. 3. Report disseminated to faculties. 4. Comments received from faculties. 5. Report forwarded to UEC
<table>
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<tr>
<th>Key Strategies - UoW Strategic Plan</th>
<th>Key Strategies: SPELT</th>
<th>Project</th>
<th>Planned Actions</th>
<th>Performance Outcome</th>
<th>Responsibility</th>
<th>Milestones</th>
<th>Target Dates</th>
<th>Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>Promote international learning experiences for students including through Study Abroad and electronic communication</td>
<td>Use eLearning with targeted international partners to complement participation in Study Abroad programs</td>
<td>1. Faculty members report to eLTS. 2. Report prepared and gaps identified. 3. Report disseminated to faculties. 4. Comments received from faculties. 5. Report forwarded to UEC</td>
<td>Prepare report on current activity within Faculties and university-wide; identify any gaps; discuss with faculties and forward comments to UEC for action.</td>
<td>Enhanced understanding of current practices within university, further projects identified and commenced within the university.</td>
<td>1. Sep 08 2 &amp; 3. Nov 08 4. May 09 5. May 09</td>
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<tr>
<td>Promote opportunities, within degree courses and through on-line delivery, for the acquisition of foreign language skills and cultural awareness</td>
<td>Support staff in identifying and developing resources for on-line delivery that assist the acquisition of foreign language skills and cultural awareness</td>
<td>1. Faculty members report to eLTS. 2. Report prepared and gaps identified. 3. Report disseminated to faculties. 4. Comments received from faculties. 5. Report forwarded to UEC</td>
<td>Prepare report on current activity within Faculties and university-wide; identify any gaps; discuss with faculties and forward comments to UEC for action. Promote and support Educational Technologies conference June 18-20</td>
<td>Enhanced understanding of current practices within university, further projects identified and commenced within the university.</td>
<td>1. Nov 08 2 &amp; 3. Mar 09 4. May 09 5. Sep 09</td>
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### Objective 5: High quality teaching (UoW)

**High quality eTeaching supported by a culture of research and innovation in eTeaching practice**

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<thead>
<tr>
<th>Key Strategies - UoW Strategic Plan</th>
<th>Key Strategies - SP detergent</th>
<th>Project</th>
<th>Planned Actions</th>
<th>Performance Outcome</th>
<th>Responsibility</th>
<th>Milestones</th>
<th>Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>Promote and support Educational Technologies conference June 18-20</td>
<td>Maintain research and analysis of innovations in eLearning, including developments in new learning management systems.</td>
<td>Prepare report on current activity, within Faculties and university-wide. Identify any gaps; discuss with faculties and forward comments to UEC for action</td>
<td>Consult with CEDIR regarding pilots with open-source LMS and Web 2.0 'social collaborative software'. Enhanced understanding of current practices within university, further projects identified and commenced within the university</td>
<td>1. Faculty members report to eLTS. 2. Report prepared and gaps identified. 3. Report disseminated to faculties. 4. Comments received from faculties. 5. Report forwarded to UEC</td>
<td>1. Mar 09 2. &amp; 3. May 09 4. July 09 5. Sep 09</td>
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<td>Promote innovation in teaching and learning which is based on sound educational research</td>
<td>Improve dissemination of UOW educational research focused on innovation in eTeaching. Create opportunities for research-active academic staff to participate in eTeaching research and writing teams.</td>
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<tr>
<td>Task</td>
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<tr>
<td>Promote the development and dissemination of best practices in learning and teaching</td>
<td>Assist with the implementation of effective communication strategy to the academic community on eLearning matters, particularly in relation to the Strategic Plan for eLearning 2008-2010. Prepare a report on current activity, within Faculties and university-wide; identify any gaps; discuss with Faculties and forward comments to UEC for action.</td>
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<td>Communication Strategy</td>
<td>Enhanced understanding of current practices within the university, further projects identified and commenced within the university.</td>
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<tr>
<td>1. Faculty members report to eLTS.</td>
<td>1. May 09.</td>
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<td>2. Report prepared and gaps identified.</td>
<td>2. &amp; 3 July 09.</td>
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<td>3. Report disseminated to faculties.</td>
<td>4. Comments received from faculties.</td>
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<td>4. Report forwarded to UEC</td>
<td>5. Report forwarded to UEC</td>
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<td>5. Nov 09</td>
<td>44 / 44</td>
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