

THE AUSTRALIAN NATIONAL UNIVERSITY

UNIVERSITY EDUCATION COMMITTEE

Meeting No. 1, 2007

Meeting No. 1, 2007 of the University Education Committee was held on Thursday 22 February 2007 at 10.00 am in the Ross Hohnen Room of the Chancelry.

Present: Professor Cram, Deputy Vice-Chancellor (in the chair); Professor Stanton, Pro Vice-Chancellor; Professor Steffen, Pro Vice-Chancellor (Research); Dr Baker (for Professor Brown); Mr Brusse (for Ms Ye); Professor Cardew-Hall (for Professor Richards); Mr Beckett; Professor Coper; Mrs Douglass; Professor Gatenby; Professor Houghton; Professor Kersten; Ms Newman-Martin; Professor Oakes; and Professor Shoemaker.

By invitation: Professor Carroll; Dr Hort.

In attendance: Ms Bruce

DISCLOSURE OF PECUNIARY OR MATERIAL PERSONAL INTEREST

There were no disclosures of pecuniary or material personal interest in matters listed on the agenda.

USE OF INSIDE INFORMATION OR POSITION

Under sections 24 and 25 of the *Commonwealth Authorities and Companies Act 1997*, a member of the University Education Committee must not make improper use of his or her position or of inside information to gain an advantage for himself or herself or to cause detriment to the University or to another person.

MINUTES

PART 1: PROCEDURAL ITEMS

ITEM 1. MINUTES

The minutes of Meeting No. 6, 2006 of the University Education Committee (1018/2006 attached) held on 7 December 2006 were confirmed (published at http://info.anu.edu.au/OVC/University_Education_Committee/index.asp)

ITEM 2. MATTERS ARISING

The Committee noted:

- **Item 6., 1st bullet point: Policy for Grievance Resolution: Students**
(See Item 14.)
- **Item 6., 6th bullet point: HDR Matters** following disestablishment of the Graduate Research School
 - . Operational arrangements had been put in place
 - . Most of the functions (and staff) have been transferred to the Registrar's Division with effect from 1 January 2007.

- **Item 6., 9th bullet point: Commercialisation Training Scheme (CTS)**
ANU College Deans of Science, Engineering and Computer Science and Business and Economics have been asked for nominations.
- **Item 6., 2nd bullet point: Teaching and Learning Fund**
\$2million of the funds received from the Funding round was being allocated to ANU College Deans. The remainder (about \$450,000 py) would be available to the Pro Vice-Chancellor for educational technologist support.
- **Item 7. 2007 Education Management Plan**
The 2007 Plan has been finalised and published at the University's website.

ITEM 3. MEMBERSHIP AND OPERATING PROCEDURES

The Committee noted the Membership and Operating Procedures of the University Education Committee as detailed in paper 164/2007 (published at http://info.anu.edu.au/OVC/University_Education_Committee/index.asp).

ITEM 4. ANNOUNCEMENTS AND APOLOGIES

Apologies were received from Professor Thomas, Professor Brown and Ms Ye.

ITEM 5. STARRED ITEMS

The starred items are: 1, 2, 4, 5, 6, 7, 8, 9, 10, 11, 13 and 14. The unstarred items were approved without debate as set out in the agenda.

ITEM 6. CONFIDENTIAL ITEMS

There were no confidential matters. Observers were: Mr Clarke, Ms Hope and Ms Pandey.

PART 2: REPORTS AND POLICY MATTERS

ITEM 7. REPORT FROM THE DEPUTY VICE-CHANCELLOR

The Committee noted the following report from the Deputy Vice-Chancellor:

- Organisation of Office of the Vice-Chancellor
 - . Professor Steffen would be relinquishing the Pro Vice-Chancellorship to take up an appointment in the Fenner School of Environment and Society
 - . Responsibilities had been redistributed to the DVC and two PVC positions as follows:
 - graduate coursework and flexible education: Professor Stanton
 - HDR; sponsored research (shared): Professor Thomas
 - undergraduate coursework; sponsored research (shared): Professor Cram
 - . Executive Officer support for educational matters for all three positions was under consideration.
- ANU Admission Test
 - . The Registrar reported on the success of the supplementary aptitude test, introduced on a pilot basis for 2007 undergraduate admissions

- . Results from the test (the ACER/Cambridge Assessment uniTEST) provided additional criterion to the UAI to determine offers in selected degree programs
- . To be eligible to sit the test, applicants required an entrance rank of at least 65. (No. sitting = 220; pass results = 133; scores above 75%ile = 99)
- . Applicants already offered a place at ANU and those with ANU as the top preference had received offers. Nine had been upgraded to the degree program of their first choice
- . Discussions would be held with stakeholders, including the Board of Senior Secondary Studies, about how best to integrate the test into the ACT system.

Principal comments arising in discussion were:

- . The Registrar would request ACER's policy on the release of test results
 - . Comparative information with the UK test was available on request
 - . A student evaluation would be conducted at the end of First Semester
 - . The test provided a different pathway to admission. No additional University support beyond that available to all students was being proposed. This position could be reviewed in light of the mid-year results.
- Enrolments in 2007
 - . Applications in all categories, with the exception of HDR domestic applications, had increased from 2006
 - . The Weekly Enrolment Monitoring website indicated a shortfall of about 19.5 EFTSL in the postgraduate CGS load at 22 February
 - . The position on undergraduate load was fluid with a number of domestic and international students enrolling late.

The Chair asked the Registrar to explore options for earlier timetabling to assist planning and monitoring of enrolments and to report back to a future meeting of the Committee.

- University Retreat 7-9 February 2007
Slides of presentations and issues raised at the Retreat have been published at http://info.anu.edu.au/OVC/About_this_Office/Current_Issues.asp

The Chair referred to Dr Richard Baker's paper about effective ways of dealing with matters such as development of HDR students, staff and teaching practices for discussion. The paper would be circulated for discussion.

- Funds for New Program
An announcement was expected in the coming weeks about financial support (\$500k py) for:
 - . high profile visitors to come to ANU, give a public lecture, run Master classes and work with the host department
 - . undergraduates to travel
 - . HDR to travel (additional to fieldwork)
 - . new staff (general and academic) to travel (separate from conferences).

- Review of Student Legislation
 - . The Chair reminded all areas about actions arising from the review and the changes outlined in the “Notes about Revisions” (dated 10 January).
 - . Delegations were being updated
 - . The DVC would continue to act as delegate for a number of matters during the period of transition
 - . Local ANU College-based business processes would need to be reviewed and implemented as appropriate.
- Promotions Review
 - . Stakeholders were being consulted regarding the promotions documentation to become available in May
 - . Training for staff would be available in the May-June period
 - . Positive feedback had been received on the 2006 process. A broadening of the criteria had served to enhance opportunities for staff promotion.
- AUQA
 - . Discussions were continuing between the Vice-Chancellor, DEST and AUQA about the format for the audit to be held later in the year
 - . ANU’s portfolio had been prepared and was strongly oriented to outputs.
- IARU

The agenda for a meeting of IARU members to be held at ANU at the end of March was currently being negotiated.

Members requested that the agenda items including about undergraduate, graduate coursework and HDR issues be made available to ANU College Deans for information.

- Commercialisation Training Scheme (CTS)
 - . The CTS (see minutes of previous meeting) would commence in Second Semester and be run every second semester subsequently
 - . Participation would also be available on a fee paying basis
 - . Funds would be available to pay the fees of those on scholarship
 - . The aim was to involve students from all Colleges in the Scheme.
- Extended University English
 - . A number of steps were being taken to revitalise the ANU College English course and address management matters arising from the loss of key personnel and changes to the Board membership
 - . Current enrolments comprised Asian Studies Exchange students and HDR students. The course would remain open to enrolments for several weeks.

Comments arising in discussion were:

- . The generic course run by the ANU College was not appropriate for some professional fields (i.e. law) which offer courses tailored to their needs
- . The demand for the ANU College course may also have been affected by the tighter English language entry requirement applied in recent years, the

- consequential fall in the number of waivers, and the shift away from a course attracting credit towards the degree
- . The mismatch often between the timing of the course and the identification of students in need of language support meant that it could not be fully utilised
 - . Local area facilitators, such as in Asian Studies, could provide an important complementary service and direct students to University services
 - . The former foundation program shepherding system, overtaken by the introduction of the ANU College course, should be taken-up in discussions.
- Teaching Equipment Fund
 - . Requests for submissions would soon be sent to ANU Colleges
 - . Areas were advised not to commence courses in anticipation of funding for any essential new equipment
 - . The processes would be clearer this year than previously and a more strategic approach taken to determining allocations.

It was commented that the boundary for teaching specific infrastructure was unclear. Also, some items could be described as both teaching and research and others may be technically capital building fund items. Consequently, it was difficult for areas to identify the appropriate source of funding.

**ITEM 8. FLEXIBLE LEARNING AND
ITEM 9. GRADUATE COURSEWORK**

The Pro Vice-Chancellor, Professor Stanton, introduced the items noting that the Report to the Vice-Chancellor of the Flexible Learning Working Party (166/2007) had been included in the meetings' papers for information and had informed much of the recent discussions. The Chair of the Working Party spoke briefly to the Report and commented on the many instances on campus of great innovation since the Report had been concluded in July 2006.

Other papers before the Committee were:

- "Postgraduate Coursework: A Strong Area for ANU?" ([165/2007](#))
- University Retreat - Slide from the Office of the Vice-Chancellor (http://info.anu.edu.au/OVC/About_this_Office/Current_Issues.asp)
- ANU's graduate coursework statistical profile (extracts provided by Statistical Services)

In his presentation, the Pro Vice-Chancellor highlighted the following:

- . Relevant aspirational statements from ANU by 2010 about graduate coursework and flexible learning
- . Summaries of graduate coursework completions and Master by coursework load within College. An additional 1000 graduate coursework enrolments was considered to be an initial estimate of achievable increase, however, it is a figure which would be refined by the planning processes being put in place

- . Master by coursework types (professional; start or change career path; deepening understanding) and flexible arrangements for creating graduate coursework awards.
- . An operational framework for graduate coursework. Much activity would be required within ANU Colleges to audit offerings and review capabilities by assessing markets and internal capacity leading to market engagement
- . The Flexible Learning Team (FLT) and the University setting. The team would comprise 5-6 members. Its purpose would be to assist Colleges articulate educational outcomes for courses and programs; link assessment to program objectives; and put in place learning pathways.

A statement of the criteria for the Team Leader and guidelines for the “bidding” process would be distributed to College Deans.

Principal comments arising in discussion related to:

- . The extent to which course offerings would become available in this mode
- . The skills and knowledge of the FLT
- . The initial focus on Master by coursework offerings. It would be open to Colleges to extend into other coursework programs and/or apply innovation in education within the traditional teaching/tutoring style
- . Flexible learning is an area that is not focussed on in graduate education alone – rather, it is an area relevant to all education programs, undergraduate to postgraduate seen as a continuum.

In conclusion, the Pro Vice-Chancellor foreshadowed that some issues would need to be brought back to the Committee for discussion. The first step would be to appoint the Leader to help build the specialist group and initiate a campus-wide program for the Master by coursework.

ITEM 10. DOCTORAL PROGRAMS

The Committee noted the background papers and that a presentation on planning directions in HDR would be made to a future meeting after Professor Thomas’ return from overseas:

- Higher Degree Research Training Program Review
- University Retreat - Slides from the Office of the Vice-Chancellor (http://info.anu.edu.au/OVC/About_this_Office/Current_Issues.asp)

It was commented in discussion that:

- . Consideration should be given during 2007 to a more structured first year of the PhD. This issue had been identified in the results from a survey conducted by CEDAM of HDR students;
- . Growth in HDR numbers was placing increasing pressure on room availability. Broad guidelines were available from the “Policy on Minimum Allocation of Resources for Full-time Students” but space resources for students were variable across campus with some areas unable to provide the

optimum level of support. It seemed timely for the policy and related issues to be revisited.

PART 3. PROGRAMS AND COURSEWORK
ITEM 11. UNDERGRADUATE AND GRADUATE PROGRAMS

The Committee noted the following ANU closing dates for new programs to be included in publications:

- . UAC 2007 Graduate booklet Intakes 4-6: 27 February
- . UAC 2008 Graduate booklet Intakes 1-3: 15 June
- . 2008 Local Undergraduate Guide: 1 March
- . Undergraduate UAC Guide: 27 April (the UEC meets on 9 April)
- . Undergraduate programs that miss the Guide: 1 July

New and changed programs for 2008 would be considered at the April meeting of the Committee.

ITEM 12. UNDERGRADUATE AND GRADUATE COURSEWORK

The Committee noted.

- A summary (163/2007) of new and changed undergraduate and graduate courses approved by ANU College Deans and notified to the course registry since 15 September 2006;
- The Bachelor of Music (1132/2007) Academic Program Information Form and memorandum of 19 December 2006 for the introduction of an honours year in the program and associated combined degree programs which had been approved by the Deputy Vice-Chancellor.

PART 4. ITEMS OF OTHER BUSINESS
ITEM 13. OTHER BUSINESS AND QUESTION TIME

- **Academic Calendar**
A draft report was being finalised for distribution to areas for comment.
- **Student Appeal and Review Processes**
The Committee noted comments from the Head of School, ANU College of Law, about confusion and overlap between the provisions of the *Examination Rules 2006* and the ANU policy, "Assessment Review and Appeals".

The Chair advised that the matter would be taken-up and asked the Dean to forward the paper to the Secretary.

- **Membership and Attendance at Committee Meetings**
The Chair undertook to consider matters raised in discussion relating to the membership of the Committee and the status and role of non-members from ANU Colleges attending meetings with the ANU College Dean.

PART 2: REPORTS AND POLICY MATTERS (continued)
ITEM 14. STUDENT GRIEVANCE RESOLUTION

The Committee noted background to the item and considered the following papers:

- Draft *Student Grievance Resolution* (167/2007)
- Draft *Student Grievance Procedures* (168/2007)

The Committee noted:

- . That the new policy would replace the University's *Policy on Discrimination and Harassment*. A staff grievance resolution policy was also in train
- . Unhelpful discrimination and harassment separations had been removed in the document and a three-step resolution process retained
- . An external review process could stop or suspend the internal process (see 1.3)
- . Concerns expressed by the President of PARSA about a need for clarification and precision in the drafting and about establishing conditions to ensure the successful operation of the policy.

After discussion, the Committee:

- (i) Noted the draft policy, *Student Grievance Resolution* (167/2007);
- (ii) Referred the draft to members for comments to be forwarded to the Office of the Deputy Vice-Chancellor by early March.

jab/26 February 2007