

**AUSTRALIAN NATIONAL UNIVERSITY  
UNIVERSITY EDUCATION COMMITTEE**

**Meeting No. 1, 2008**

Meeting No. 1, 2008 of the University Education Committee will be held on

**Tuesday 19 February 2008**

**at 2.00 pm in the**

**Ross Hohnen Room of the Chancelry**

Apologies:  
Ext.54080

J A Bruce  
Secretary to the Committee

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**AGENDA SUMMARY**

**PART 1: PROCEDURAL ITEMS**

- \*1. Minutes**
- \*2. Matters Arising**
- \*3. Announcements and Apologies**
- \*4. Starred Items**
- \*5. Confidential Items**
- 6. Matters under Consideration**

**PART 2: REPORTS AND POLICY MATTERS**

- 7. University Policy Committees**
- \*8. Report from the Deputy Vice-Chancellor**
- \*9. Higher Education Accreditation**
- \*10. Review of Higher Degree Research Training**
- \*11. Review of Postgraduate Coursework Education: Implementation**
- \*12. Education Management Plan**
- \*13. Education Related Policies**

**PART 3: PROGRAMS AND COURSEWORK**

- 14. Undergraduate and Graduate Programs**
- 15. Undergraduate and Graduate Coursework**

**PART 4: ITEMS OF OTHER BUSINESS**

- \*16. Other Business and Question Time**

**Procedural Matters for Members to note:****OPERATING PROCEDURES**

The operating procedures of the University Education Committee are detailed in paper 45/2008 (at [http://info.anu.edu.au/OVC/Committees/040PP\\_Education/index.asp](http://info.anu.edu.au/OVC/Committees/040PP_Education/index.asp)).

**CONFIDENTIAL ITEMS**

Consistent with the policy and practice of Council, all matters in the agenda of the University Education Committee relating to individual persons, including appointments, enrolment, candidacy for degrees, personal details, performance and conduct are declared to be confidential. If any member wishes to raise a confidential matter in relation to any other item, he or she should do so under Item 5. After consideration of the confidential items, observers will be admitted to the meeting.

**DISCLOSURE OF PECUNIARY OR MATERIAL PERSONAL INTEREST**

Sections 27F to section 27H of the *Commonwealth Authorities and Companies Act 1997* <http://scaleplus.law.gov.au/html/pasteact/2/3067/top.htm> impose a duty to disclose any material personal interest in a matter which relates to the affairs of the University. This disclosure must give details of the nature and extent of the interest, the relation of the interest to the affairs of the University, and be given at a meeting as soon as practicable after the person becomes aware of the interest. The nature and extent of the interest must be recorded in the minutes of the meeting. Unless the meeting determines otherwise, a person who has a material personal interest in a matter must not be present while the matter is being considered at the meeting, and must not vote on the matter.

**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.

jab/7 February 2008

**PART 1: PROCEDURAL ITEMS****\*ITEM 1. MINUTES**

The unconfirmed minutes of Meeting No. 6, 2007 of the University Education Committee (1092/2007) held on 29 November 2007 have been circulated (published at [http://info.anu.edu.au/OVC/Committees/040PP\\_Education/meetings.asp](http://info.anu.edu.au/OVC/Committees/040PP_Education/meetings.asp)).

**Amendment: Item 8. Graduate Studies Initiative**

The minutes of Item 8. and Item 15.4 have been amended as detailed in the revised minutes (1092a/2007 attached).

**For confirmation****\*ITEM 2. MATTERS ARISING****\*ITEM 3. ANNOUNCEMENTS AND APOLOGIES****3.1 Apologies****To be received****3.2 Announcements****For noting****\*ITEM 4. STARRED ITEMS**

The starred items are: 1, 2, 3, 4, 5, 8, 9, 10, 11, 12, 13 and 16. The Chair will ask whether any member wishes to star other items. The Chair will then ask for a motion that the unstarred items be approved without debate as set out in the agenda.

**\*ITEM 5. CONFIDENTIAL ITEMS**

Any confidential matters will be dealt with in this part of the agenda.

**For consideration****ITEM 6. MATTERS UNDER CONSIDERATION**

- Assessment Practices: ANU Colleges asked to respond by 28 March
- Review of Postgraduate Coursework Education Implementation: See Item 11.
- Annual Class Timetabling: See Item 8.
- Enabling Courses:
  - . Career Development Elective
  - . Extended University English
- Board of Studies establishment: See Item 8.
- HDR Training Review: See Item 10.
- AUQA Audit recommendations: See Item 8.
- Student Reservist Support Policy: See Item 13.

**For noting**

**PART 2: REPORTS AND POLICY MATTERS**  
**ITEM 7. UNIVERSITY POLICY COMMITTEES**

**PURPOSE**

For members to note the current provisions for the operation of the University's Education policy Committee.

**BACKGROUND**

Council, at its meeting on 7 December 2007, approved the *Academic Board and University Policy Committees Rules 2007* (published at <http://www.anu.edu.au/cabs/rules/acadboard&subcteesrules.pdf>). The membership, terms of reference, conduct of meetings and provisions relating to alternates for the University Education Committee are detailed in the attached extract (44/2008) from the *Rules*.

The *Membership and Operating Procedures* of the University Education Committee have been updated (paper 45/2008 attached) and published at [http://info.anu.edu.au/OVC/Committees/040PP\\_Education/index.asp](http://info.anu.edu.au/OVC/Committees/040PP_Education/index.asp)

Membership changes from 2008 are:

- Pro Vice-Chancellor (Education): Professor Elizabeth Deane
- President, ANUSA, or nominee: Ms Jamila Rizvi, President
- Mr Darren Brown, Director, International Development and Cooperation (standing invitation to attend).

ANU College Deans have notified the Chair of the following appointments of alternates and arrangements:

CAP: Professor Kent Anderson – Dean's alternate for all meetings  
 CASS: Dr Monique Skidmore – Dean's alternate in the Dean's absence  
 CBE: A/Professor Alex Clarke – Dean's alternate in the Dean's absence; will attend meetings with the Dean where feasible  
 CECS: Dr Chris Johnson – Dean's alternate for all meetings  
 CoL: Dr J-P Fonteyne – Dean's alternate in the Dean's absence; will attend meetings with the Dean where feasible  
 CMHS: Professor Rosemary Martin – Dean's alternate in the Dean's absence  
 CoS: Dr Richard Baker – Dean's alternate in the Dean's absence; may attend meetings with the Dean where feasible

The Committee membership has been published at:

[http://info.anu.edu.au/OVC/Committees/040PP\\_Education/membership.asp](http://info.anu.edu.au/OVC/Committees/040PP_Education/membership.asp)

**SPONSOR:** Deputy Vice-Chancellor

**RECOMMENDATION**

That the Committee note Part 4. of the *Academic Board and University Policy Committees Rules 200* (extract 44/2008) relating to the University Education Committee, the revised *Membership and Operating Procedures* (45/2007), changes in the membership, and the appointment of ANU College Dean alternates.

**\*ITEM 8. REPORT FROM THE DEPUTY VICE-CHANCELLOR**

**PURPOSE**

For the Deputy Vice-Chancellor to report on matters of interest to the Committee.

**BACKGROUND**

A report will be made by the Deputy Vice-Chancellor on current issues:

- University Retreat 6-8 February 2008: Web address for presentations to be provided
- Portfolio Arrangements for the New Government
- See Revised [\*National Protocols for Higher Education Approval Processes\*](#) Implemented from 31 December 2007 pending legislative change in the Commonwealth and all the States and Territories
- Australian Higher Education Congress 2008, 17 – 18 March 2008  
See [www.acevents.com.au/education2008](http://www.acevents.com.au/education2008)
- Enrolments Semester I, 2008: Registrar to report
- Annual Class Timetabling
- Board of Studies  
Attachment: Terms of reference and membership ([50/2008](#)) approved by the Vice-Chancellor
- Commercialisation Training Scheme  
Attachment: DDoGS Survey of CTS Scholarship Arrangements ([55/2008](#))
- Staff appointments

**SPONSOR:** Deputy Vice-Chancellor

**RECOMMENDATION**

That the Committee note the report from the Deputy Vice-Chancellor.

**\*ITEM 9. NATIONAL HIGHER EDUCATION ACCREDITATION**

**PURPOSE**

To inform the University's input to the Inquiry into the desirability of a national higher education accreditation body.

**BACKGROUND**

Attachments:

- [Invitation](#) to Make a Written Submission, from Director, PhillipsKPA, 28 January 2008
- *Joint Committee on Higher Education Inquiry into the desirability of a national higher education accreditation body – Consultation [discussion paper](#), January 2008*

The inquiry is being undertaken with the objective of contributing to “an informed discussion by Ministers and officials on ways to promote greater national consistency in the recognition and accreditation of higher education institutions and courses”.

The Committee is invited to comment on the JCHE discussion paper. Comments should be forwarded to the Office of the Vice-Chancellor by 25 February 2008. The main issues for consideration are set out in the “Consultation Questions” 1. to 8. at pages 27-28 of the paper.

**SPONSOR:** Deputy Vice-Chancellor

**RECOMMENDATION**

That the Committee:

- (i) note the JCHE *Consultation Discussion paper*;
- (i) provide advice on the matters raised in “Consultation questions” to assist the development of the University's submission to the Inquiry.

**\*ITEM 10. HIGHER DEGREE RESEARCH TRAINING REVIEW****PURPOSE**

To receive and comment on the Report and Recommendations from the Higher Degree Research Training Review.

**BACKGROUND**

The management of higher degree research processes and a review of training at ANU were topics for discussion at the February 2007 University Retreat. The HDR Training Review Reference Group, chaired by Professor Thomas, was subsequently established by the Vice-Chancellor to consider improvements to higher degree research training. It has been supported during the year by Working Parties in the areas of:

- Attraction and Recruitment
- Content and Supervision of the HDR training program
- Scholarships and Funding
- Administrative Arrangements
- Management Advice and Reporting

## Attachments:

- *2007 Review of Higher Degree Research at ANU Summary Report*, January 2008 ([48/2008](#))
- *2007 Higher Degree Research Review Recommendations and Implementation Plan* ([49/2008](#))

**SPONSOR:** Professor Mandy Thomas, Pro Vice-Chancellor

**RECOMMENDATION**

That the Committee:

- (i) note the *2007 Review of Higher Degree Research at ANU Summary Report* (48/2008); and
- (ii) provide advice to the Pro Vice-Chancellor on the recommendations of the Review.

**\*ITEM 11. REVIEW OF POSTGRADUATE COURSEWORK  
EDUCATION: IMPLEMENTATION**

**PURPOSE**

To receive and comment on the Report on the implementation of the *2005 Review of Postgraduate Coursework Education*.

**BACKGROUND**

The Committee, at its meeting of 17 August 2007, noted a revised timetable for the report on the implementation of recommendations of the *2005 Report of the Review of Postgraduate Coursework Education* and the observations of the Pro Vice-Chancellor, Professor Stanton, that the implementation report would bring together much of what was currently being done in graduate coursework and help inform an awards structure for ANU from undergraduate to graduate coursework to research against the backdrop of the 2007 Retreat and the Retreat for 2008.

The Implementation Report has been compiled in consultation with the Pro Vice-Chancellor and the Deputy Vice-Chancellor and takes account of the following:

- Responses received from:  
ANU Colleges.  
[Note: ANU CMHS has very little graduate coursework at present and has been concentrating on building that up. The College has indicated broad support for the recommendations.]  
Dr Markus Buchhorn, ICT Environs, DOI
- Comments from:  
Professor Marie Carroll, Director, Quality Enhancement  
Dr Linda Hort, Director, CEDAM  
Ms Deborah Veness, Team Leader, Flexible Learning Project
- *ANU Performance Portfolio 2007*
- ANU College Access English information
- Reference to relevant ANU policies and codes

Attachments and References:

- *Report on the Implementation of the 2005 Review of Postgraduate Coursework Education: Summary (47/2008)*
- Composite Responses from ANU Colleges (46/2008) – hard copy only
- *Report of the Review of Postgraduate Coursework Education (246a/2005)* (See: [http://info.anu.edu.au/OVC/Committees/040PP\\_Education/discussion.asp](http://info.anu.edu.au/OVC/Committees/040PP_Education/discussion.asp))
- University Committee on Education Policy meeting 4, 2007: Item 8. (See [http://info.anu.edu.au/OVC/Committees/040PP\\_Education/index.asp](http://info.anu.edu.au/OVC/Committees/040PP_Education/index.asp))

**SPONSOR:** Professor Robin Stanton, Pro Vice-Chancellor

**RECOMMENDATION**

That the Committee:

- (i) note the Implementation Report on the *2005 Review of Postgraduate Coursework Education*; and
- (ii) endorse the recommendations of the *Report on Implementation (47/2008)*.

**\*ITEM 12. EDUCATION MANAGEMENT PLAN**

**PURPOSE**

To note the University's 2008 Education Management Plan.

**BACKGROUND**

Attachment:

- *A Plan for the Management of Education at ANU to 2008 (52/2008)*

The University's Education Management Plan, which was updated in mid 2007, has been renumbered and republished at

[http://info.anu.edu.au/OVC/Executive/020PP\\_Strategies,\\_Initiatives\\_and\\_Alliances/index.asp](http://info.anu.edu.au/OVC/Executive/020PP_Strategies,_Initiatives_and_Alliances/index.asp)

**SPONSOR:** Deputy Vice-Chancellor

**RECOMMENDATION**

That the Committee:

- (i) note *A Plan for the Management of Education at ANU to 2008 (52/2008)*;
- (ii) note actions to be taken during 2008.

## **\*ITEM 13. EDUCATION RELATED POLICIES**

### **PURPOSE**

To inform members of recent policy developments and seek input about policy issues.

### **BACKGROUND**

#### **13.1 Student Evaluations of Courses and Teaching**

Professor Stanton will speak in relation to a University policy in the use of student evaluations of teaching and courses.

#### **13.2 Granting of Awards in Exceptional Circumstances**

From time to time, exceptional circumstances arise that are judged by the relevant delegate to warrant consideration being given to the granting of a degree, diploma or certificate although the requirements for the award have not been fully satisfied. These instances are rare and usually relate to terminal illness and premature death. Where a decision is made to award a pass bachelor degree or an undergraduate diploma in this circumstance, the ANU College Dean may proceed under sr 3.6(1) and sr 5.6(1) of the *Undergraduate Awards Rules*. The practice has generally been that the affected student has no more than a semester left to complete and his or her record of performance is such that satisfactory completion would be anticipated. It has been suggested that similar enabling provisions should be made explicit in legislation and procedures relating to bachelor honours degrees, graduate coursework awards and research awards.

- . The same provisions as those in place for bachelor degrees and undergraduate diplomas could be adopted for graduate coursework awards.
- . For research-based awards, special provisions could be made in respect of students who have progressed well into the program and where there is a body of work, for the supervisor and the ANU College Dean to recommend the award of the degree of candidature or an award at a different level. This approach departs from the current practice of appointing examiners (normally two external) to assess the body of work and recommend on an award.

#### **13.3 *Medical Leave Statute 2007 and Medical Leave Rules 2007***

(See: <http://www.anu.edu.au/cabs/rules/index.html> )

The purpose of the new legislation approved by Council on 7 December 2007 is to provide the University with a pathway for dealing with students who exhibit symptoms of a serious illness that prevent them from undertaking their study or cause them to behave in violent or other harassing ways, either towards themselves or others. The provisions recognise that the University must have a process to force students to deal with the impact of serious health conditions as a 'back stop' to the voluntary processes and other obligations that already exist in some other University and Commonwealth legislation. The *Statute* and *Rules* were drafted by the Legal Office after a review of similar legislation used by Australian and international universities and following extensive consultation with relevant areas in the University. Protection of personal privacy has been a paramount consideration. The range of remedies include directing a student to have a medical examination at the

cost of the University (this is still voluntary on the part of the person) and/or to take short periods of leave, medication or to modify behaviours, and may lead to termination of a student's enrolment. Appeal provisions are available.

#### **13.4 Student Reservist Support Policy (51/2008 attached)**

The policy has been approved by the Deputy Vice-Chancellor and published at [http://info.anu.edu.au/Policies/\\_REG/Procedures/Student\\_Reservist\\_Support.asp](http://info.anu.edu.au/Policies/_REG/Procedures/Student_Reservist_Support.asp)

**SPONSOR:** Deputy Vice-Chancellor

#### **RECOMMENDATION**

That the Committee:

- (i) endorse the proposal from the Pro Vice-Chancellor, Professor Stanton, for the establishment of a working party for a policy on the use of student evaluations of courses and teaching;
- (ii) provide advice in relation to proposed changes to the relevant student legislation and processes for the granting of awards in exceptional circumstances;
- (iii) note the recently introduced *Medical Leave Statute 2007 and Medical Leave Rules*; and
- (iv) note the *Student Reservist Support Policy (51/2008)*.

**PART 3. PROGRAMS AND COURSEWORK**  
**ITEM 14. UNDERGRADUATE AND GRADUATE PROGRAMS**

**PURPOSE**

To note approvals since the November meeting of the Committee and consider new program proposals for endorsement.

**BACKGROUND**

**14.1 Graduate Programs**

**ANU College of Science**

The following have been approved by the Deputy Vice-Chancellor:

- Master of Science Communication *MScComm* 48 Units introduced from 2008 ([1093/2007](#) attached)

To establish a named degree for clearer identification of the program of study.

- Deletion: Master of Science specialising in Science Communication from the date of nil current student enrolments.

- Master of Environment; Graduate Diploma of Environment; Graduate Certificate of Environment

Specification of courses to be made available by ANU Colleges for the core and specialisation components of the programs was requested at Meeting 4/2007.

The Deputy Vice-Chancellor has sighted the courses (extract from *Fenner School of Environment and Society 2008 Postgraduate Handbook* attached hard copy only).

**14.2 Undergraduate Programs**

The following have been approved by the Deputy Vice-Chancellor:

**ANU College of Arts and Social Sciences**

- Bachelor Visual Arts

New Digital Media major from 2008 ([1063/2008](#) attached) to replace the BA(Digital Arts), as recommended in the Review of New Media and Digital Arts.

- Deletion: Bachelor of Arts (Digital Arts) from the date of nil current student enrolments.

**ANU College of Business and Economics**

- Bachelor of Business Administration *BBA* ([162/2008](#) attached)

New program from January 2009

**SPONSOR:** Deputy Vice-Chancellor

**RECOMMENDATION**

That the Committee:

- (i) note program approvals by the Deputy Vice-Chancellor;
- (ii) endorse the introduction of the Bachelor of Business Administration and its inclusion in the Schedule to the *Undergraduate Awards Rules*;
- (iii) endorse the program changes detailed in 14.3 above.

**ITEM 15. UNDERGRADUATE AND GRADUATE COURSEWORK**

**PURPOSE**

To note new and changed undergraduate and graduate course approvals by ANU College Deans.

**BACKGROUND**

A summary of course changes notified to the course registry to 12 February 2008 is attached ([54/2008](#)).

**SPONSOR:** ANU College Deans

**RECOMMENDATION**

That the Committee note the summary of undergraduate and graduate course changes ([54/2008](#)).

**PART 4. ITEMS OF OTHER BUSINESS**

**\*ITEM 16. OTHER BUSINESS AND QUESTION TIME**

**PURPOSE**

For Committee members to ask questions and raise items of other business.

**BACKGROUND**

**SPONSOR:** Deputy Vice-Chancellor

**RECOMMENDATION**

That the Committee note the matters raised and the responses.