

AUSTRALIAN NATIONAL UNIVERSITY**UNIVERSITY EDUCATION COMMITTEE****Meeting No. 1, 2008**

Meeting No. 1, 2008 of the University Education Committee was held on Tuesday 19 February 2008 at 2.15 pm in the Ross Hohnen Room of the Chancelry.

Present: Professor Cram (in the Chair); Professor Thomas; Professor Stanton; Professor Deane, Mr Beckett; Dr Baker; Mr Choo; Professor Coper; Mrs Douglass; Professor Houghton; Professor Jeffrey; Professor Martin; Professor Oakes; and Professor Peterson.

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 person interest in matters listed in 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.

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

The minutes of Meeting No. 6, 2007 of the University Education Committee (1092a/2007) held on 29 November 2007 were confirmed as amended at Item 8. and Item 15.4 (published at http://info.anu.edu.au/OVC/Committees/040PP_Education/meetings.asp).

ITEM 2. MATTERS ARISING**ITEM 3. ANNOUNCEMENTS AND APOLOGIES**

3.1 Apologies were received from Mr Brown and Ms Rizvi.

3.2 Announcements

The Chair welcomed Professor Deane, Pro Vice-Chancellor (Education), new members of the Committee, and those attending a meeting for the first time.

ITEM 4. STARRED ITEMS

The starred items were: 1, 2, 3, 4, 5, 8, 9, 10, 11, 12, 13 and 16. The unstarred items were approved without debate as set out in the agenda.

ITEM 5. CONFIDENTIAL ITEMS

There were no confidential matters. Mr Akers, Dr Fonteyne, Ms Gouldthorp, Ms Holenstein, Dr Kiley, Dr Smith, Ms Veness attended as observers.

ITEM 6. MATTERS UNDER CONSIDERATION

The Committee noted matters currently 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.

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

The Committee noted:

- The membership, terms of reference, conduct of meetings and provisions relating to alternates for the University Education Committee extracted (44/2008) from the *Academic Board and University Policy Committees Rules 2007* approved by Council, at its meeting on 7 December 2007 (see <http://www.anu.edu.au/cabs/rules/acadboard&subcteesrules.pdf>);
- The updated *Membership and Operating Procedures* of the Committee (45/2008) (see http://info.anu.edu.au/OVC/Committees/040PP_Education/index.asp);
- The following membership changes from 2008:
 - 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)
 (see the Committee membership at: http://info.anu.edu.au/OVC/Committees/040PP_Education/membership.asp);
- The appointments of alternates and arrangements notified by ANU College Deans to the Chair:
 - 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.

ITEM 8. REPORT FROM THE DEPUTY VICE-CHANCELLOR

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

- **University Retreat 6-8 February 2008** (see finalised papers at: http://info.anu.edu.au/OVC/Executive/070PP_Reports_and_Papers/index.asp)
 - . the major educational areas were focussed on in discussions relating to the policies of the new Government
 - . while the University’s education program was generally believed to be working well, the need for innovation, the importance of undergraduate programs, and the potential for training through ANU College were among the issues that had been highlighted
 - . attention to the quality of programs needs to be maintained

Note: The 2007 Course (Program) Experience and Postgraduate Research Experience Questionnaires components of the Graduate Destination Survey have been published at: <http://unistats.anu.edu.au/itfigures/Feb08/ceq.html>

- **Portfolio Arrangements for the New Government**
 - . as foreshadowed in the lead up to the 2007 elections, education and research have been located under separate portfolios, with the Hon. Julia Gilliard the Minister for Education, Employment and Workplace Relations, and the Hon. Senator Kim Carr responsible for Innovation, Industry, Science and Research
 - . see http://www.australia.gov.au/Government_Sites_by_Portfolio
 - . education compacts with Government would be a topic at future Committee meetings
 - . the National Innovation Review was the current focus with a paper from the ANU currently in preparation
 - . an announcement about a review of Higher Education was likely in the coming months
- **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
- **Conferences**
 Five major conferences with different education orientations have been scheduled in Sydney within a six-week period in autumn.
 It was agreed that effort should be made to minimise duplication in attendance where possible. Conferences for Senior Officers should be noted at meetings of the Committee and members attending invited to report.
- **Enrolments Semester I, 2008** (Report from Registrar)
 Applications and offers in all categories had increased for 2008. Enrolments numbers were positive and ahead of 2007 and would become clearer in the coming weeks. Accommodation and staff workloads were pre4ssure points for the University with the increase in student numbers.

- **Annual Class Timetabling** (Registrar)
 - . A one-year timetable in place of mid-stream adjustments has been under discussion
 - . Workplace Productivity Program funding, for the University to devise and implement large changes in flexible delivery of education, may be available to assist this transition
 - . The Pro Vice-Chancellor, Professor Stanton, would be reporting back to the University Education Committee regarding progress and opportunities for systems design
 - . ANU College plans were pivotal to the project. A consultant was being commissioned to gather the plans together and achieve consistency and unified directions
 - . The issue of earlier timetabling of classes to accommodate students and build enrolments has been taken-up with timetabling for Semester II planned for late April/early May

- **Board of Studies**

Members noted the terms of reference and membership (50/2008) of the Board of Studies, approved by the Vice-Chancellor.

- **Commercialisation Training Scheme**
 - . The amended ANU entry in the *DDoGS Survey of CTS Scholarship Arrangements* (55a/2008 revised) reads:

“Australian National University
The ANU offers a Graduate Certificate in Commercialisation. The program runs for 13 weeks full-time with students required to suspend their enrolment in Higher Degree Research programs while enrolled in the Graduate Certificate. The scholarship covers the tuition fees for the Graduate Certificate and provides a living allowance at the Australian Postgraduate Award rate, plus \$2500, for the six-month period of the program. PhD students applying for a domestic scholarship must be an Australian citizen, a permanent resident of Australia or a New Zealand citizen.”
 - . the Graduate Certificate in Commercialisation would be on offer again in Semester II and a further proposal is in preparation.
 - . An *ANU Innovation* business planning competition has been designed for staff and students to come forward with proposals or linkage programs

- **Recent staff appointments include:**

Pro Vice-Chancellor, Professor Deane; Dr Neil Rodgers, Director, Student Services; Dr Louise Osborne, Executive Officer to the Deputy Vice-Chancellor; Mr David Akers, Executive Officer to the Vice-Chancellor; Ms Vera Holenstein, Executive Officer to the Pro Vice-Chancellor, Mandy Thomas; Graduate Education Unit: Professor Marie Carroll, Director, Mr Greg Ellis, Industry and Development; Ms Priscilla Wadham, Liaison Officer; Dr Anna Robinson, Academic Adviser.

- **ANU Secondary College**
 - . The outcome of the mathematics, physics and chemistry teaching initiative through ANU Secondary College has proven to be very positive.
 - . A review by the Chair of the technical scaling committee in NSW is to be undertaken in early 2008.
 - . Introductory Biology and Japanese streams are to be introduced from May this year.
 - . The opportunities for students and for access by ANU may be expanded in the future subject to consultation

ITEM 9. NATIONAL HIGHER EDUCATION ACCREDITATION

The Committee noted that the invitation to provide input to the Inquiry into the desirability of a national higher education accreditation body. The inquiry was 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 following papers were noted:

- ‘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*

Principal comments referred for inclusion in the ANU’s response were:

- . As ANU is a self-accrediting institution, the possible establishment of a national higher education accreditation body is unlikely to have much direct impact on the University
- . If such a body were to be established, it should not be permitted to impact on the role, functions, and powers of self-accrediting institutions, such as their capacity to accredit courses offered by related entities
- . The current system of State/Territory accreditation works effectively. A national body poses the risk of increased regulation and an additional administrative burden
- . 5.d in the Consultation Questions raised the question of the appropriate relationship between a national body and professional accreditation schemes, most of which operate on a national basis and apply ‘best practice’. Any national accreditation body could possibly quality assure the professional accreditation schemes with award accreditation remaining with the professions
- . 5.e raises the configuration of a national accreditation body in terms of its relationship to the AUAQ. Integration of AUQA functions in to a national body with oversight of non-self-accrediting course standards and the quality of educational outcomes, may have some merit for strengthening the national QA framework and, concurrently, encouraging a quality audit regime that recognises institutional difference in the sector.

ITEM 10. HIGHER DEGREE RESEARCH TRAINING REVIEW

Professor Thomas spoke to the *2007 Review of Higher Degree Research at ANU Summary Report*, January 2008 (48/2008) and the *Recommendations and Implementation Plan* (49/2008), commenting that:

- . The focus of the review has been on research and training and the quality of the PhD, not only outcomes. These areas are now reflected in the Innovation, Industry, Science and Research portfolio under the new Government;
- . A submission will be made to the Minister following a 2-day discussion by Deans and Directors of Graduate Studies in Australia to draw attention in particular to the need for software to improve recording and data management;
- . HDR was an area of growth for the University as evidenced by the report on enrolments for 2008.

Note: The full report has been published at:

http://info.anu.edu.au/OVC/Executive/070PP_Reports_and_Papers/index.asp

It was noted in discussion that:

- . The reference to 84% of ANU HDR students receiving a scholarship did not reflect variations between ANU Colleges and areas within Colleges. A detailed breakdown would be provided;
- . Submission by published work continues to be available under the Research Awards Rules and the relevant provisions would be forwarded to the Dean of the ANU College of Law;
- . The HDR package within Student 21 and other improvements regarding document handling are currently under review by the Registrar's Division;
- . The paper, 'Moving Doctoral Education into the Future' (tabled), discusses in a USA context similar issues to those addressed by the review and is affirmation of the path that ANU is taking;
- . Areas experience difficulties in being able to assess qualifications gained from and the standing of many institutions in South and East Asia. This issue has also been raised by DDoGS. Mechanisms at the national level would assist all Australian institutions, e.g. admission tests, qualifying exams. The Registrar undertook to publicise to staff the availability of existing information from the International Education Office and other sources such as UAC and AEI-NOOSR.

The Committee:

- (i) Noted the *2007 Review of Higher Degree Research at ANU Summary Report*, January 2008 (48/2008) and congratulated Professor Thomas on the culmination of the excellent work of the review; and
- (ii) Endorsed the *2007 Review of Higher Degree Research at ANU Recommendations and Implementation Plan* (49/2008).

ITEM 11. REVIEW OF POSTGRADUATE COURSEWORK EDUCATION: IMPLEMENTATION

The Committee received the report, *Review of Postgraduate Coursework Education – Implementation* (47/2008), noting that the report had been compiled in consultation with the Pro Vice-Chancellor and the Deputy Vice-Chancellor and took account of responses received from ANU Colleges (46/4008); comments from relevant University officers; material from the *ANU Performance Portfolio 2007*; ANU College Access English information; and relevant ANU policies and codes.

The Committee also noted the *Report of the Review of Postgraduate Coursework Education* (246a/2005) (at http://info.anu.edu.au/OVC/Committees/040PP_Education/discussion.asp) and Minute 8. of the University Committee on Education Policy meeting No. 4, 2007 (at http://info.anu.edu.au/OVC/Committees/040PP_Education/index.asp).

The Chair commented that the report responded to an important review undertaken two years earlier and provided a platform for going forward. Changes overtaken by more recent events were also captured in the report.

The Committee noted the report, *Review of Postgraduate Coursework Education – Implementation* (47/2008), and endorsed the recommendations detailed in the report.

ITEM 12. EDUCATION MANAGEMENT PLAN

The Deputy Vice-Chancellor advised that the University's 2007 education management Plan had been reproduced with minor changes for 2007 and published 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). The Plan was important in a number of ways and was also required in satisfaction of the Teaching and Learning Performance Fund eligibility requirements. Work to be undertaken by the Pro Vice-Chancellor (Education) during the year would focus on:

- . more reporting from ANU College Deans, and metrics for measuring progress;
- . development of an aspirational high-level statement;
- . iterative review and reconstruction of the Plan in relation to ANU College plans, which themselves, could be iterated. Areas would be consulted and feedback invited, in particular, about indicators.

Consideration of education issues for the University in work on the Plan would also help inform future negotiations about the Government's proposed compacts.

The Committee noted:

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

ITEM 13. EDUCATION RELATED POLICIES

13.1 Student Evaluations of Courses and Teaching

It was noted:

- . Professor Stanton and Dr Hort have been engaged in discussions about ANUSET and post ANUSET reporting systems;
- . Formation of a working party to review student evaluations was timely. At present, ANUSET is conducted on a voluntary basis and is confidential to staff members. There is no underpinning policy for the evaluation that is conducted for about 80% of courses on offer;
- . Questions to be addressed should include: access, such as by the Head of School; coverage; the range of staff involvement; timing of the evaluation; a set of principles to guide teaching staff including external lecturers and part-time staff;
- . The ANU College of Science described its approach to course evaluation and focus groups to identify any problems.

The Committee:

- (i) Endorsed the proposal from the Pro Vice-Chancellor, Professor Stanton, for the establishment of a working party comprising the Professor Deane, Pro Vice-Chancellor (Education), Professor Stanton, Pro Vice Chancellor, Dr Hort, Director, CEDAM, and a postgraduate and an undergraduate student representative;
- (ii) Noted that draft terms of reference would be circulated to College Deans and the Vice-Chancellor.

13.2 Granting of Awards in Exceptional and Unfortunate Circumstances

The Committee noted that, from time to time, exceptional and unfortunate 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 were rare and usually related to terminal illness and premature death. Guidelines to support delegates in respect of the granting of awards in these circumstances could be useful and should contemplate separation of these exceptional situations from any assessment requirement, particularly in the case of research-based awards.

The Committee requested that guidelines for the granting of awards in exceptional circumstances be drafted and submitted to a future meeting of the Committee.

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

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

The Committee noted that the purpose of the new legislation, approved by Council on 7 December 2007, was 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. Areas were encouraged to familiarise themselves with the provisions.

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

The Committee noted the *Student Reservist Support Policy*, which had been approved and published at http://info.anu.edu.au/Policies/_REG/Procedures/Student_Reservist_Support.asp.

Following discussion about developing a more generic policy applicable to a range of student circumstances, the Deputy Vice-Chancellor drew attention to the need for a framework to address broader issues of flexible learning and the relationship between attendance and academic performance.

PART 3. PROGRAMS AND COURSEWORK

ITEM 14. UNDERGRADUATE AND GRADUATE PROGRAMS

14.1 Graduate Programs

- (i) The Committee noted that the following had been approved by the Deputy Vice-Chancellor:

ANU College of Science

- Master of Science Communication *MScComm* 48 Units introduced from 2008 (1093/2007). 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
The Deputy Vice-Chancellor has sighted the courses for the core and specialisation components of the programs requested at Meeting 4/2007 (extract from *Fenner School of Environment and Society 2008 Postgraduate Handbook*).

- (ii) The Committee endorsed the introduction of the following from January 2009 and its inclusion in the Schedule to the *Graduate Coursework Awards Rules*:

ANU College of Asia and the Pacific

- Master of Diplomatic Studies *MDiplS* 48 units (802/2008); graded coursework award from January 2009
New courses: Diplomacy, Politics and the United Nations (803/2008)
Nuclear Strategy in the Asian Century (804/2008)
Deletion: Weapons of Mass Destruction

- (iii) The Committee noted that a proposal was in preparation through the ANU College of Business and Economics for the introduction of a Master of Commercialisation from Semester II, in the Commercialisation Training Scheme.

14.2 Undergraduate Programs

- (i) The Committee noted that the following had been approved by the Deputy Vice-Chancellor:

ANU College of Arts and Social Sciences

- Bachelor of Visual Arts
New Digital Media major from 2008 (1063/2008) 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.

- (ii) The Committee endorsed the introduction of the following from January 2009 and its inclusion in the Schedule to the *Undergraduate Awards Rules*:

ANU College of Business and Economics

- Bachelor of Business Administration *BBA* 144 (162a/2008), noting the correction to the Program Structure which read:
 - . "Not more than 60 units at 1000-level of which at least 48 must be from Schedule 1" has been deleted and replaced by 'Not more than 60 units at 1000-level with not more than 12 of these units from courses not listed in Schedule 1'.

ITEM 15. UNDERGRADUATE AND GRADUATE COURSEWORK

The Committee noted a summary of course changes approved by ANU College Deans and notified to the course registry to 12 February 2008 (54/2008).

PART 4. ITEMS OF OTHER BUSINESS

ITEM 16. OTHER BUSINESS AND QUESTION TIME

16.1 University English Language Requirements for Admission

The Deputy Vice-Chancellor advised that a more structured means of approval and recording of English language waivers had been introduced by his Office. The process involved:

- . evidence of proficiency requiring that an ANU academic actually speaks to the person and confirms that their proficiency appears adequate;
- . a review of proficiency in the 3rd month; and
- . remedial studies, funded by the local area, if the review finds the student's proficiency wanting

The Registrar had also been asked to review ANU's English language requirement framework. The review should also address UAC domestic student language requirements and guidelines in instances where English language competency has not been tested.

16.2 Combined Degrees

The Manager of CASS Student Services, Mrs Douglass, raised the need for some rationale and guidelines for: discontinuation of programs, e.g. on enrolment grounds; and for customisation of programs to accommodate student interest. It was noted that wider consultation was needed with all ANU Colleges in order to elicit framing principles about learning pathways more generally, i.e. that do not necessarily involve a whole program.

The Registrar and ProVice-Chancellor (Education) were asked to discuss the particular concern in ANU CASS with Mrs Douglass.

jab/6 March 2008