

THE AUSTRALIAN NATIONAL UNIVERSITY**UNIVERSITY EDUCATION COMMITTEE****Meeting No. 2, 2007**

Meeting No. 2, 2007 of the University Education Committee was held on Friday 20 April 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 Thomas, Pro Vice-Chancellor; Professor Brown; Professor Cardew-Hall (for Professor Richards); Mr Beckett; Professor Coper; Professor Houghton; Professor Kersten; Dr Martin (for Professor Gatenby); Ms Newman-Martin; Professor Oakes; Dr Skidmore (for Professor Shoemaker) and Ms Ye.

By invitation: Mr Clarke; Mr Connolly and Mrs Hancock (Items 13.2 and 14.1); Professor Carroll; Dr Hort; Dr Powles (Item 12.); Mr Sherman (Items 13.2 and 14.1); Mr Watt.

In attendance: Ms Bruce

OPERATING PROCEDURES

Operating procedures of the University Education Committee are detailed in paper 164a/2007 (at http://info.anu.edu.au/OVC/University_Education_Committee/index.asp)

DISCLOSURE OF PECUNIARY OR MATERIAL PERSONAL INTEREST

See Items 9. and 14.3.

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. 1, 2007 of the University Education Committee (183/2007) held on 22 February 2007 were confirmed (published at http://info.anu.edu.au/OVC/University_Education_Committee/index.asp).

ITEM 2. MATTERS ARISING**Item 13. Student Appeal and Review Processes**

See Item. 17.

Item 7. 1st bullet point Executive Officer Support for Educational Matters

The Committee noted that Executive Officer support for educational matters across the DVC and PVC portfolios would be provided by Dr Andrew Smith, Office of the Vice-Chancellor.

Item 7. 7th bullet point Promotions Review

The review of promotions processes has been discussed with ANU College Deans and received a positive response. The cycle mirrors the 2006 round with a 31 July closing date for applications.

Item 7. 4th bullet point University Retreat 7-9 February 2007

It was noted that some of the issues raised by Dr Baker's paper were already being pursued.

ITEM 3. ANNOUNCEMENTS AND APOLOGIES

3.1 Apologies were received from Mrs Douglass, Professor Gatenby and Ms Verney.

3.2 Announcements

ITEM 4. STARRED ITEMS

The starred items were: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14.1 and 16.

The unstarred items were approved without debate as set out in the agenda.

ITEM 5. MEMBERSHIP AND ATTENDANCE AT UEC MEETINGS

The Committee noted that the membership of the University Education Committee would be revised to allow for ANU College Deans to designate alternates to attend meetings of the Committee.

It was also noted that:

- (i) Alternate is a standing designation;
- (ii) An alternate has all of the rights of an ANU College Dean at meetings. An alternate must act for the College Dean in all matters to be considered by the Committee;
- (iii) The ANU College Dean determines when the alternate is to attend.

The Chair may confer speaking rights in respect of non-members who attend meetings by invitation (without voting rights). This applies in relation to any person with carriage of educational matters in a College who accompanies the ANU College Dean to a meeting.

ITEM 6. CONFIDENTIAL ITEMS

There were no confidential matters. Mr Connolly, Mrs Hancock, Ms Pandey, Dr Powles, Mr Sherman, Dr Smith and Professor Warhurst attended the meeting as observers.

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:

- **AUQA submission**

The portfolio has been submitted to DEST. Bound copies would be distributed to the University Executive, ANU College Deans and Convenors and ANU staff and students involved in interviews. Any updates to the material should be forwarded to Professor Carroll.

A preliminary one-day visit has been scheduled for 20 June and would also help shape the July audit. Other preparations, including interview arrangements, were in progress.

- **Funds for travel:**

The Vice-Chancellor's travel grants to support ANU staff and students were attracting a high degree of interest. The grants:

- . support visits to the University by academics with exceptional records
- . support travel by recently appointed and/or junior staff (academic and general) to further their ANU careers
- . enable higher degree students to undertake a period of study at an overseas institution
- . enable undergraduate students to undertake a semester of study at an overseas institution.

Mobility grants application forms have been sent out to ANU Colleges.

Urgent requests for assistance will be treated on an *ad hoc* basis.

- **ANU Enterprise College**

Issues raised at the February Committee meeting were being taken forward. The document, *ANU Enterprise Pty Ltd – ANU College (290/2007)*, was providing useful insight for the ANUE Board of Directors. Mr Beckett has been appointed to the Board.

The appointment of the Director (“Principal”) of the College was imminent. Associate Degrees programs through ANUC are being considered.

Comments arising in discussion included:

- . Visual arts access to the community is already incorporated through a \$1.6m allocation to the Schools of Art and Music
- . ANUC as a provider of ANU accredited award program offerings is to be explored
- . the highly valued Associate Degrees with CIT will remain in place
- . the Advisory Committee will be reconstituted with the Deputy Vice-Chancellor and Registrar as conveners.

- **IARU meeting 28-29 March 2007**

Papers discussed at the meeting of Presidents were the IARU Workshop on Undergraduate Education – “The Transforming Power of Undergraduate Education” (192/2007) and the IARU Workshop on Graduate Education – “Tomorrow’s Professor and Professionals” (289/2007). The group is moving forward with a current focus being given to IARU Global Summer Schools, removing barriers to mobility and cooperation in program provision.

- **ANU International Links**
Spreadsheets of ANU International Links 2007 (189/2007) and Off Shore Programs 2007 (191/2007) published at the AVCC website were noted. Any updates should be referred to the Registrar.
- **Enrolment Update from the Registrar**
Domestic student enrolments at 31 March (except for HDR) were below the DEST targets. A strong mid-year intake would aim to net about 100 EFSL. International student numbers were good across all categories.

The schedule of fees was being distributed for final checking and confirmation.

Graduation ceremonies on 12 and 13 July will be held at the AIS. The end-of-year ceremonies will be one week later than in previous year, on 20 and 21 December, and will be held at the Great Hall, Parliament House.

Ideas for a whole year timetable will be brought to the next Committee meeting.

- **Contracts involving Education Matters**
New and improved business processes for business related education contracts are being prepared for circulation to ANU College Deans and Business Managers.
- **Academic Expertise and Public Debate**
The University's statement was noted: <http://info.anu.edu.au/Policies/Documents/PDF/Governance/academicfreedom.pdf>

ITEM 8. HIGHER DEGREE RESEARCH TRAINING PROGRAM REVIEW

Professor Thomas reported on the impetus for the Review and the progress of the [Reference Group and Working Parties](#). The main focus of the Review was:

- . increasing the number of HDR students
- . increasing the quality and content of the HRD experience for students
- . to brand the ANU PhD
- . improving efficiencies in the administration of HDR

The Review would be finalised by the end of 2007 with some matters to be addressed for implementation during the year. Issues that had emerged from meetings were the need to clarify the role of conveners and the possible appointment of an Associate Dean of HDR in all ANU Colleges.

The "Update on HDR Training"(190/2007) and Professor Thomas's report were noted.

ITEM 9. COMMERCIALISATION TRAINING SCHEME

Professor Houghton declared an interest in this item and advised that he teaches the course BUS8181. The meeting determined that Professor Houghton remain present for the discussion.

The Chair reported on the establishment of the Commercialisation Training Scheme (CST) initiated under *Backing Australia's Ability* to provide training for PhD students in areas of commercialisation.

The Committee noted that:

- . details of funding arrangements and guidelines from DEST about the content of the commercialisation program were focussed around a Graduate Certificate of six months full-time (1 year part-time)
- . 15 scholarships were available for RTS students and 2 from the Vice-Chancellor for international students. The PhD course would be suspended for the duration of the program and the completion date extended accordingly
- . a working party had been developing the program within the constraints from DEST and for commencement in Second Semester 2007.
- . the second stage of planning involved a Masters program to be offered from 2008 articulating from the Graduate Certificate. This was likely to have greater appeal for persons external to ANU and in the fee-paying context
- . the Graduate Certificate (overview tabled) would comprise 4 core courses
- . consideration would be given to rebadging the course "Engineering Law".

The Committee broadly endorsed the proposal for a Graduate Certificate in Commercialisation as described in the overview, noting that some operational matters were still being worked through. (See also Item 14.3)

ITEM 10. FLEXIBLE EDUCATION

Professor Stanton updated members on progress with the graduate coursework and flexible learning projects since the February meeting of the Committee. It was noted that:

- . Professor Carroll has been appointed Graduate Coursework Development Leader
- . links would be put in place through visits and a mapping exercise with parallel processes in Colleges
- . a contract with an external market researcher was underway
- . drafts of sample bids for flexible learning support would be made available to Colleges
- . the appointment of a Flexible Team Leader would be announced in the near future with commencement expected in about four weeks.

Comments arising in discussion related to:

- . although the immediacy of needs in the graduate coursework area was driving the start-up, engagement with Colleges would provide a rich framework which would apply across all coursework
- . the timeline for applications, funding and building teams. Teams would be drawn from the community of people and practices already visible on campus, budget arrangements would be compatible with College processes, and bidding would be function oriented
- . the treatment of staff time in bids. All projects must be processed through the ANU College Dean and transparent and clear arrangements determined in relation to supervision.

The Committee noted the report from the Pro Vice-Chancellor.
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ITEM 11. STUDENT GRIEVANCE RESOLUTION

The Chair advised that following further discussions, the *Student Grievance Resolution* (167a/2007) and *Student Grievance Procedures* (168a/2007) were being referred to the Legal Office for review. Student representatives would be consulted about any changes and the policy progressed by the Deputy Vice-Chancellor once the review has been completed.

A proposal for a webpage to point to procedures for various internal and external policies and legislation to do with appeals, reviews and grievances would be taken forward.

ITEM 12. ACADEMIC CALENDAR

The Committee noted that a Working Party had been established in 2006 to examine the University's academic calendar and to consider, in particular:

- alternatives to the existing structure of two semesters that would facilitate student and staff take-up of academic opportunities at northern hemisphere institutions;
- the alignment between the existing academic calendar and important external dates, such as the AVCC Common Weeks and ACT school holidays;
- the constraints made by the existing calendar on more flexible approaches to the delivery of education, particularly in the areas of postgraduate coursework.

The *Report from the Working Party* (291/2007) and Additional Information about the current calendar were received. The Chair of the Working Party, Professor Coper, summarised the views of the Working Party.

It was noted in discussion that:

- . revised term and semester dates could be implemented in the student system for 2008 and dates already published in 2007 Handbooks corrected for 2008
- . R5. would achieve easier reporting for all coursework
- . engagement in programs with institutions in the northern hemisphere and the IARU and growth requires a cultural change rather than adjustment of the calendar
- . the proposed 10-2-3 formula for Semester II would be likely to place a heavy burden on teaching staff and students. Students pay for their education and the University needs to be alert to any impact the formula may have. Would a 9-2-4 pattern be preferable?
- . the points raised by the report about flexible learning and concurrently teaching intensively presented a challenge
- . there are highly important tensions between what students expect from their study and having time to pursue other interests.

After discussion, it was agreed that the Report (with minor amendments) should be released for comment by the ANU community.

PART 3. PROGRAMS AND COURSEWORK
ITEM 13. UNDERGRADUATE PROGRAMS

The Committee considered proposals for new and changed undergraduate programs for 2008 and agreed to:

- (i) endorse the proposals for the following new degree programs and recommend that they be approved for introduction from 2008:

ANU College of Engineering and Computer Science

- Bachelor of Engineering (Honours) (Research and Development) *192 units* (187/2007)

ANU College of Engineering and Computer Science and ANU College of Science

- Combined Bachelor of Engineering (Honours) (Research and Development)/Bachelor of Science *240 units* (188/2007);

- (ii) recommend that the relevant Schedules to the *Undergraduate Awards Rules* be amended to include the new degree programs;
- (iii) refer matters concerning the Bachelor of Laws (Graduate) and the Juris Doctor (see also Item 14.3) back to the ANU College of Law for further discussion.

ITEM 14. GRADUATE PROGRAMS

The Committee considered proposals for new and changed graduate programs for 2008 and agreed to:

- (i) endorse new plans from 2008 for the Master of Arts (Professional and Applied Ethics) (1127/2006) in the ANU College of Arts and Social Sciences.

The new plans will make the degree available to students who are unable to spend a semester in Norway by offering three semesters of study (full-time) at ANU (some of which may be by distance education or at delivery points in Canberra, Melbourne, Sydney or overseas);

- (ii) endorse in principle the proposal for the Graduate Certificate in Commercialisation *24 units* for introduction from Semester II, 2007. [An Academic Proposal Information Form will be prepared and submitted for approval by the Deputy Vice-Chancellor.] (See also Item 9.)
- (iii) recommend that, subject to the Deputy Vice-Chancellor's approval of the award program, the relevant Schedule to the *Graduate Coursework Awards Rules* be amended to include the Graduate Certificate in Commercialisation;
- (iv) note the proposal for the Juris Doctor *JD* (292/2007 and memo) and a submission from the ANU Law Students' Society (tabled);
- (v) after wide discussion of a range of issues, to refer the Juris Doctor proposal and related matters concerning the Bachelor of Laws (Graduate) back to the ANU College of Law for further consideration and to the Deputy Vice-Chancellor.

ITEM 15. UNDERGRADUATE AND GRADUATE COURSEWORK

The Committee noted a summary of undergraduate and graduate course changes approved by ANU College Deans and notified to the course registry between 15 February and 12 April 2007 (185/2007).

PART 4. ITEMS OF OTHER BUSINESS**ITEM 16. OTHER BUSINESS AND QUESTION TIME****PART 2: REPORTS AND POLICY MATTERS (continued)****ITEM 17. COURSEWORK REVIEW AND APPEAL POLICY**

The Committee noted:

- Draft *Assessment Review and Appeals* policy (293/2007)
- “Confusion in Student Appeal and Review processes” from the Head of School, ANU College of Law
- *Examinations Rules 2006* (see: <http://www.anu.edu.au/cabs/rules/ExamsRules.pdf>) and *Assessment Review and Appeals* (at http://info.anu.edu.au/Policies/_REG/Policies/Assessment_Review_and_Appeals.asp)

Advice received at the February meeting of the Committee pointed to a level of overlap and potential confusion between the *Examinations Rules 2006* and the University’s *Assessment Review and Appeals* policy. This position had been summarised in the paper from the Head of School, ANU College of Law.

It was noted that the amended *Assessment Review and Appeals* statement achieves alignment between the *Rules* and the processes. It continues to provide for reviews at the lecturer and departmental levels but for only one appeal to the Dean and that through the *Rules*. Wording in the document had also been updated.

The Committee:

- (i) endorsed the revised *Assessment and Review Appeals* procedures (293/2007); and
- (ii) noted the implementation date of 1 May 2007.

jab/30 April 2007