

AUSTRALIAN NATIONAL UNIVERSITY

Summary of Actions from the UEC Response (1397/2008) to the ANUSA Undergraduate Review of Teaching and Learning and Other Related UEC Policy Discussions

RECOMMENDATION	ACTION	STATUS
4.Digital Lecture Delivery	(iv) agreed to develop a University policy on the use of digital technologies in lectures that requires lectures to be recorded, arrangements for accessing those recordings including the time period, and the conditions under which an ANU College Dean may permit a lecturer to depart from the policy; (v) agreed to establish a working party to develop the policy	Working Party convened by PVC 1 st meeting scheduled 6/4
9.Electronic submission of assessment items	(ii) that anonymous assessment is not compromised through electronic submission of assessment issue	Working Party (under r4.(iv) above)
6. Special Consideration and Special Examinations	(i) issues surrounding special consideration and special examinations raised in the Report and in other forums	DoS has met with Sub-deans/equivalents and will report to 5 June UEC: on strategies to dislodge current student perceptions and a plea for consistency in the application of the current guidelines
10.Student Evaluation of Learning	(iii) issue of disclosure and confidentiality of reports (in principle that ANUSET and other student reports on the evaluation of learning should be accessible to supervisors)	To be taken forward by the DVC on receipt of the Survey and Student Feedback Working Party
12.On-line Course Descriptions	(i) improvements to on-line course descriptions	DRSS Working Party on Study@ in progress
14.Plagiarism and Other Academic Conduct	(ii) to address concerns raised in the Report with a view to a revised draft <i>Code of Practice for Student Academic Honesty</i> ;	1 st Draft for UEC 9/4
15.Student Complaints and Appeals	(ii) greater promotion of the avenues available to students to raise concerns and have them addressed informally and for complaints of substance to be initiated and resolved;	DRSS 1 st stage of matrix discussed with PVCE and PVC@; 2 nd stage to align with student life cycle to

	(iv) role of the Dean of Students and that the services provided by that Office should be made more widely known to undergraduate students enrolled at ANU (v) University Sector Ombudsman - University should await the Government's response and developments that may arise from a forthcoming conference on the topic	commence week of 6/4 See DoS report on conference (below*)
16. Course flexibility	- Flexibility of choice in single undergraduate degrees and graduate coursework (ii) flexibility of choice in combined undergraduate degree programs will be explored in a proposed review of combined degree structures in 2009.	Addressed by UEC Aug/Sep 2008 PVCE seeking external evaluator
1. Anonymous Assessment	(v) end-of-year examinations errors in student numbers on examination scripts - for consideration of the introduction of error checking and other possible streamlining processes	Under consideration by DRSS for SI examinations
18. Course Outlines	(ii) the introduction of course outlines with indicative information and hyperlinks to access information published at different websites (iii) a modified template that takes account of the substantive issues raised in the responses received from ANUSA and ANU Colleges and a plan for implementation from 2009	"Checklist" in progress through office of PVC(E) with a view to SII introduction Substantive issues have been identified for building into the "Checklist" as appropriate

Extract from Minutes (Item 5.5) of University Community Equity Committee Meeting of 10 December 2008

- Discussions about an independent national ombudsman for universities

A project on student complaint resolution has been funded by the Australian Learning and Teaching Council. At a recent conference organised by the project leaders, Professor Oakes spoke about the history and nature of the Dean of Student's role. Investing in early stage problem solving was unique in the system. In an interview reported in the Higher Education Supplement, Ms Deech, Britain's inaugural independent adjudicator of student complaints, agreed that an informal campus 'ombudsman' as a first point of call is the preferred model. Issues being faced by the UK were "what is independent" in a system where universities fund the national office, and reluctance on the part of institutions to invest concurrently in on-campus problem solving services. Overall, the conference did not appear to support a national university ombudsman.

Issues Of Assessment Policies and Practices and Communication with Students

arising from the UEC Response to the ANUSA Review of Teaching and Learning, the Guidelines for Assessment (361/2008) which have been endorsed by UEC for ANU Colleges to follow, and the discussion of the Survey and Student Feedback Working Party.

These issues are also relevant to the course outline discussion.

5.Consultation on Means of Assessment	(ii)to ensure that discourse on assessment occurs in a form that would be appropriate to their College and disciplines	ANU College Deans and College Education Committees with reference to existing University policy <i>Determination of systems and Consulation of Assessment</i>
7.Student Representation Student Evaluations of Courses and Teaching (UEC 11/08 Item 10.1)	(ii)A proposal for liaison committees which could accommodate the assessment function <i>Interim report and recommendation from the Survey and Student Feedback Working Party (1276/2008) recommends that ANU Colleges establish a Student Liaison Committee (or equivalent) with, in part, a role in facilitating discussion and resolution of students concerns with teaching and learning</i>	ANU College Education Committees requested to adopt appropriate processes if not already in place and report their practices to UEC
3. (Marking Rubrics and) Assessment Criteria	(ii)assessment criteria should be determined for each piece of assessment in a course and included in course outlines	ANU College Deans and College Education Committees
17.Word Counts	(i) the development of College guidelines that accommodate different disciplines and lead to clarity for students about expectations	ANU College Deans and College Education Committees and/or Divisional level
8.Examinations and In-Class Assessment Outside of Examination Period	(i) lecturing staff address how mid-semester examination clashes and other reasonable student requests to sit assessment at an alternative time will be handled as part of the consultation on assessment with students at the commencement of the course; (iii) referred to ANU College Education Committees for discussion and advice, the issue of capturing and registering all educationally significant events and processes through the Learning Management System	Course Authority & ANU College Deans ANU College Deans and College Education Committees
1.Anonymous Assessment	(iv)policy on blind marking of written assessment conducted locally, including what	ANU College Deans and

	assessment would be affected and whether or not it may be on an optional basis	Education Committees
9. Electronic submission of assessment items	(iv) guidelines for the dissemination of clear information to students about how to submit assessment electronically and, where appropriate, in a manner that is compatible with any ANU College policies on anonymous assessment	ANU College Deans and Education Committees See Working Party r4(iv) above
2. Electronic Communications with Students	(iv) modes of communication to be used by a lecturer should be set out in the course information guide readily available to all students enrolled in a course and announced in the first lecture.	Course Authority & ANU College Deans
Refer to Guidelines for Assessment endorsed by UEC for ANU Colleges to follow (UEC 4/08)	R1. content of past papers in forthcoming examinations R2. release of examination questions prior to open or closed book examinations and the conditions R3. access to past answers and 'model' answers and the conditions R4. access to non-returnable assessment items, including examination script books, and the arrangements for viewing	ANU College Deans and College Education Committees
13. Viewing Examination Scriptbooks	(ii) arrangements for students to view examination script books to be articulated in course outlines.	ANU College Deans and College Education Committees
11. Plagiarism Software	(i) lecturers to provide systematic advice to students that plagiarism detection software will be used in a course. This information should be included in the course outline;	Course Authority & ANU College Deans
14. Plagiarism and Other Academic Conduct	(iii) access for students to relevant policies via hyperlinks in course outlines.	Course Authority & ANU College Dean/Administration