

**WORKING PARTIES**  
and other meetings to do with education/teaching & learning

NAME	PURPOSE	MEMBERSHIP	TIMEFRAME
<p><b>Working Party on Quality and Standards</b> (formed February 2009 following Leadership Retreat)</p>	<p>Quality and Standards in Teaching and Learning In particular, to map level of attainment with reference to a range of materials including:</p> <ul style="list-style-type: none"> <li>. CEQ and Graduate Destination Survey</li> <li>. Graduate Skills Assessment</li> <li>. Graduate Record Examinations (GRE) in the USA</li> <li>. Collegiate Learning Assessment, also US, i.e. generic skills</li> <li>. External benchmarking</li> </ul>	<p>Chair: Professor Deane, PVC(E) Members: Professor Aidan Byrne, CPS Professor Alex Clarke, CBE Professor Chris Baker, CECS Dr Gerry Corrigan/Dr Anna Cowan, CMBE Professor Joan Beaumont, CASS Professor Kent Anderson, CAP Dr Gerlese Akerlind, CEDAM Professor Marie Carroll, Director, SEEE&amp;QA Ms Molly O'Brien, CoL Recent graduate/Student rep: Ms Adele Morrison Secretary: Dr Andrew Smith, EO</p>	<p>During 2009</p>
<p><b>ANU Experience Project</b> (formed April 2008)</p>	<p>To identify initiatives and opportunities for sharing that may be packaged to enrich the student experience at ANU.</p>	<p>Chair: Professor Deane, PVC(E) Members: Dr Tim Hassall, CAP Mr Jeff Hargrave, Manager, External Relations, CASS Professor Alex Clarke, CBE Dr Chris Johnson, CECS Dr Gerry Corrigan, CMBE Professor Stephen Bottomley, COL Dr Richard Baker, COS Dr Michael Shortland, Deputy Registrar, Student Services Professor Marie Carroll, Director, SEEE&amp;QA Dean of Students: Professor Penny Oakes ANUSA President: Mr Sham Sara Secretary: Dr Andrew Smith, EO</p>	<p>Oral report from Chair presented to UEC 9 April 2009 on 2008 activities:</p> <ul style="list-style-type: none"> <li>. <b>Internships</b> Office established in DRSS</li> <li>. <b>Student work</b> and strategies to provide career opportunities. A paper has been circulated to ANU College Deans and discussions have commenced with College General Managers</li> </ul> <p><b>2009 focus</b></p> <ol style="list-style-type: none"> <li>1. best practice for supporting students in first year and</li> <li>2. issues of International student engagement</li> </ol>

<p><b>Survey and Student Feedback Working Party</b> (sometimes referred to as the Evaluations Review Working Party) (initially signalled for action March 2008, WP established September 2008)</p>	<p>To review student evaluations at ANU. In particular, to:</p> <ul style="list-style-type: none"> <li>. Determine a policy about the type and frequency of student evaluations used at ANU</li> <li>. Consider issues relating to access to student evaluation information data</li> <li>. Consider the use of student evaluation data within the ANU, including the purposes for which it is gathered, the level of aggregation for certain purposes and the time that the information is kept</li> </ul> <p>The working party was also to consider the details of the student evaluation questions and modes of evaluating teaching other than those based on student perspectives.</p>	<p>Chair: Professor Liz Deane, PVC(E) Members: Professor Stephen Bottomley, CoL Professor Alex Clarke, CBE Dr Anna Cowan, CMBE ANUSA Vice-President Professor Penny Oakes, DoS Dr Chris Johnson, CECS Ms Leone Nurbasari, Statistical Services Mr Peter Haines, Statistical Services Head, CEDAM: Dr Gerlese Ackerlind Mr Stephen Darwin, CEDAM Professor Kent Anderson, CAP Professor Robin Stanton, PVC CASS representative? Secretary: Dr Andrew Smith, EO</p>	<p>Interim report made to UEC, 28 November 2008</p>
<p><b>English Language Levels Working Party</b> (formed about November 2008)</p>	<p>To consider English language levels required for admission at ANU.</p>	<p>Chair: Mr Tim Beckett, Registrar Members: Ms Annie Bartlett, ASLC Professor E Deane, or Andrew Smith, EO Mr Tony Wynack , General Manager, CBE Ms Therese Douglass, Admissions, DRSS Dr Sharyn Errington, Colleges of Science Dr Chris Johnson, CECS Ms Miriam Gani/Professor Stephen Bottomley, CoL Dr Linda Hort, ANU College Secretary: Ms Felicity Gouldthorp, Head, Office of Policy and Regulation, DRSS</p>	<p>Expects to report to August 2009 UEC.</p>
<p><b>Australian Higher Education Graduate Statement Working Party</b> (formed February 2009)</p>	<p>To develop the ANU Graduate Statement within the Australian Higher Education Graduate Statement Framework.</p>	<p>Co-Chair: Mr Tim Beckett, Registrar Co-Chair: Mr Mark Erickson, Deputy Registrar, SAS Members Ms Lucy Agar, Student Research Administrator, CBE</p>	<p>During 2009</p>

		<p>Mr Brendon Colquhoun, Manager, Examinations and Graduations, DRSS  Dr Paul Compston, Assoc Dean (Undergraduate), CECS  Prof Elizabeth Deane, PVC(E)  Ms Vanessa Gotting, Manager, CASS Student Office  Ms Sue Hancock, Manager, CoL  Ms Tegan Kelly, President, PARSA  Ms Marian Irvine, HDR Student Liaison Officer, Colleges of Science  Mr Sham Sara, President, ANU Students' Association  Dr Andrew Smith, EO (Education)  Ms Ping Yu, Student Manager, CAP Student Office  Secretary: Mr Paul Bissett, ANU AHEGS Project Coordinator, DRSS</p>	
<p><b>Admissions Process Working Party</b>  (formed March 2009)</p>	<p>To review all admissions processes - application, registration, evaluation, outcomes and matriculation - and to recommend process changes to improve efficiencies and quality assurance.</p>	<p>Chair: Mark Erickson, Deputy Registrar, SAS  Members  Ms Joan Rabey, Manager, CBE Student Office  Mr Paul Melloy, Manager, CECS Student Office (alternate – Jerry Czub)  Ms Jenny Borszcz, Deputy Manager, CASS Student Office  Ms Sue Hancock, Manager, CoL Student Office  Ms Marian Irvine, HDR Student Liason Officer, Colleges of Science (alt. Panit Thamsongsana)  Ms Ping Yu, Student Manager, CAP Student Office  Ms Sarah Hawkins, Manager, Admissions, DRSS  Mr Jason McIntyre, Student Business Solutions, DRSS  Secretary: Ms Therese Douglass, Head, Admissions, DRSS</p>	<p>During 2009</p>
<p><b>Study@ANU Working Party</b>  (commenced about mid 2008)</p>	<p>To improve and streamline the Course and Program approval process, and to increase the reporting capabilities of Study@.</p>	<p>Chair: Mark Erickson, Deputy Registrar, SAS  Members:  Mr Michael Johns, Systems and Desktop Services, DOI</p>	<p>During 2008 - 2009</p>

		<p>Ms Sacha Coles, DRSS  Ms Megan Knight and/or Ms Panit Thamsongsana,  Student Services, Colleges of Science  Ms Vanessa Gotting, Manager Student Office, CASS  Ms Ping Yu, Student Manager, CASS  Mrs Joan Rabey, Executive Officer, CBE  Mrs Sue Hancock, Manager, CoL Student Office  Ms Jill Mayo, Student Adviser, CECS  Ms Deb Pioch, HDR Student Officer, CECS  Secretary: Ms Felicity Gouldthorp, Head, Office of  Policy and Regulation, DRSS</p>	
<p><b>Working Party on  Digital Lecture Delivery  and Electronic  Submission of  Assessment Items</b>  (formed March 2009)</p>	<p>4. Digital Lecture Delivery  The University Education Committee:  .....  (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;</p> <p>9. Electronic submission of assessment items  The University Education Committee:</p> <p>(i) noted that having different practices for the  electronic submission of assessment is not  necessarily problematic, but that the issue of  anonymity for the marking of assessment may  raise issues for the practices;</p> <p>(ii) recommended that the University should  ensure that anonymous assessment is not  compromised through electronic submission of  assessment</p>	<p>Chair: Professor Stanton, PVC  Members:  Professor Joan Beaumont, CASS  Dr Richard Baker, Colleges of Science  Ms Deborah Veness, CBE  ANUSA President: Mr Sham Sara  Dr Markus Buchhorn, DOI  Secretary: Mr David Whisker</p>	<p>During 2009</p>

<p><b>Masters Framework Working Party</b> (formed April 2008)</p>	<p>To review the graduate coursework structures within the University, specifically to</p> <ul style="list-style-type: none"> <li>. identify existing graduate coursework structures and how these are used within the University;</li> <li>. recommend a common framework to be adopted across the University for graduate coursework programs; and</li> <li>. identify pathways from graduate coursework to higher degree research.</li> </ul>	<p>Chair: Professor Elizabeth Deane, PVC(E) Members: Dr Barbara van Leeuwen, Colleges of Science (Alt: Dr Paula Newitt) Dr Kylie Message, CASS Dr Anna Cowan, CMHS Dr Chris Johnson, CECS Dr Alex Clarke, CBE Mr Gary Tamsitt/ Professor Don Rothwell, CoL Dr Rob Ayson, CAP Secretary: Dr Andrew Smith, EO</p>	<p>Report adopted UEC 9 April 2009</p>
<b>OTHER MEETINGS</b>			
<p><b>Associate Deans Education/Teaching &amp; Learning Group</b> (expanded role from September 2008)</p>	<p>Role as an “early warning system” and for identifying cross-campus collaboration on course and academic program developments and opportunities.</p>	<p>Chair: Professor E Deane, PVC(E) Members: Professor Alex Clarke, CBE Dr Chris Johnson, CECS Ms Denise Ferris, CASS Dr Jonathan Powles, COL Professor Kent Anderson, CAP Professor Nicholas Glasgow, CMBE Dr Richard Baker, COS Dr Andrew Smith, EO attending</p>	
<p><b>Student Services Advisory Group</b> (reconstituted from April 2009)</p>	<ul style="list-style-type: none"> <li>. Dispersal of information relating to student services. A theme may be proposed for each meeting, with an invited guest from a student services or other area leading discussion.</li> <li>. Forum for input from members relating to student services, in order to improve communications, reporting and quality improvements.</li> <li>. Development of across campus projects and programs to benefit students in such areas as</li> </ul>	<p>Chair: Dr Michael Shortland, Deputy Director, Student Services Members: Professor Penny Oakes, Dean of Students Ms Marie Wensing, University Accommodation Services Dr George Watt, Ursula Hall Mr Peter Warrington, Unilodge Ms Tegan Kelly, PARSA President, or alternate. Mr Sham Sara, ANUSA President, or alternate. Ms Ann Bell, International Student Services</p>	

	welfare, development, integration, support, and access.	Dr Paula Newitt, Colleges of Science Mrs Joan Rabey, CBE Ms Felicity Gouldthorp, Office of Policy and Regulation Secretary: Ms Lynn Materne, EA to Head of Student Services	
<b>Academic Developers Educational Technologist and Flexible Learning Group</b>		Chair: Professor E Deane, PVC(E) Members: Ms Alexandra Knight, CoL Ms Aliya Steed, COL Dr Barbara van Leeuwen, Colleges of Science Mrs Debbie Pioch, HDR Student Officer, CECS Ms Deborah Veness, CBE Educational Developer, CMBE/CPS Dr Gerlese Akerlind, CEDAM Dr Gerry Corrigan, CMBE Mr James Meek, CAP & CASS Ms Jennifer Jones, CEDAM Ms Jenny Edwards, ISSP, DOI Dr Jonathan Powles, COL Dr Kim Blackmore, CECS Ms Marina Lobastov, DOI Dr Megan Poore, CASS Dr Paula Newitt, Colleges of Science Mr Stephen Darwin, CEDAM Dr Andrew Smith, EO attending	
<b>Meetings of Sub-Deans (or equivalent) with Dean of Students</b>	A forum for discussion of current student and student related issues e.g. discussed special examinations and special consideration issues		