

**AUSTRALIAN NATIONAL UNIVERSITY**

**UNIVERSITY EDUCATION COMMITTEE**

**Meeting No. 3, 2007**

Meeting No. 3, 2007 of the University Education Committee was held on Friday 15 June 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; Mr Kandola (for Ms Verney); Professor Kersten; Professor Glasgow; Ms Newman-Martin; Professor Oakes; Professor Shoemaker and Ms Ye.

**By invitation:** Professor Carroll; Dr Hort; Ms Veness (Item 7.); Mr Watt.

**In attendance:** Ms Bruce

**OPERATING PROCEDURES**

The operating procedures of the University Education Committee are detailed in paper 164a/2007 (at [http://info.anu.edu.au/OVC/Committees/040PP\\_Education/index.asp](http://info.anu.edu.au/OVC/Committees/040PP_Education/index.asp))

**DISCLOSURE OF PECUNIARY OR MATERIAL PERSONAL INTEREST**

There were no disclosures of pecuniary or material personal interest in matters listed on 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. 2, 2007 of the University Education Committee (302/2007) held on 20 April were confirmed (and are accessible at [http://info.anu.edu.au/OVC/Committees/040PP\\_Education/meetings.asp](http://info.anu.edu.au/OVC/Committees/040PP_Education/meetings.asp))

**ITEM 2. MATTERS ARISING**

- **Item 11. Student Grievance Resolution:** see Item 11.
- **Item 12. Academic Calendar:** see Item 11.
- **Item 14. (iv) Graduate Programs: *Juris Doctor***  
The Dean, ANU College of Law, reported on the very productive discussions held with students and the Deputy Vice-Chancellor which had led to an acceptance of the proposed *Juris Doctor* and its inclusion in the UAC Guide for

2008. Transitional arrangements had presented the greatest challenge and a reasonable accommodation had been reached on the issue. (See also Item 13.3)

### **ITEM 3. ANNOUNCEMENTS AND APOLOGIES**

**3.1 Apologies:** An apology was received from Ms Verney.

**3.2 Announcements**

### **ITEM 4. STARRED ITEMS**

The starred items were: 1, 2, 3, 4, 5, 7, 8, 9, 10, 11 2<sup>nd</sup> bullet point, 13.3, 15 and 16. The unstarred items were approved without debate as set out in the agenda.

### **ITEM 5. CONFIDENTIAL ITEMS**

There were no confidential items. Dr Baker, Ms Hope, Dr Powles and Dr Smith attended as observers.

### **ITEM 6. UNIVERSITY POLICY COMMITTEES**

The Committee noted the revised terms of reference for the University's policy committees as determined by the Vice-Chancellor on the recommendation of the Academic Board:

- “(iii) that the University Education Committee, the University Research Committee, the University Information Strategy Committee and the Committee on University Community be policy committees which advise
- (a) the Chair of the Committee on all matters within the remit of the Committee; and
  - (b) the Academic Board on major issues within the remit of the Committee relevant to the University's strategic plans and overarching policy, and on any matter referred to the Committee by the Academic Board.”

The University Community Equity Committee had since been established as one of the four policy committees following the disbandment of the Committee on University Community and the Equity and Diversity Advisory Committee. Amendments to the legislation were in progress to reflect the new arrangements and membership provisions.

## **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:

- **Federal Budget 2007- Summary** (312/2007)  
The budget announcements had been generally positive for ANU and the sector, apart from:
  - . no adjustment to indexation of operating grants

- . no increase in CGS funding per place for Funding Cluster 2 and the reduction in the number of bands, which would likely affect ANU CBE the most

Bids for capital funding of building infrastructure and systems improvement were in progress. Bids for the future would also be made through the new Higher Education Endowment Fund (HEEF) initiative. Eligibility for the Collaboration Funds scheme for rural and regional institutions would also be explored.

- **AUQA**

Professor Carroll advised that:

- . a preliminary visit from would take place on 20 June and the three-day audit from 23 July
- . the panellists were: Ms Kristoffersen, Audit Director; Professor Robinson, University of Otago; Professor Massy, President, The Jackson Hole Higher Education Group Inc; Sir Graeme Davies, Vice-Chancellor, University of London; Professor Emeritus Lee (formerly PVC at UNSW); and Emeritus Professor Lister (formerly University of Queensland)
- . additional information to the Performance Portfolio had been requested and was being supplied
- . the ANU College of Arts and Social Sciences and the ANU College of Engineering and Computer Science had been targeted for the audit. The Council and Academic Board were also areas for audit.

The Committee discussed briefly aspects of the Portfolio and responses to some of the additional requests that had been received, including about mentoring of students by world-class researchers and programs reviews.

- **Flexible Learning**

- . Professor Stanton introduced Ms Deb Veness, the Flexible Learning Team (FLT) Leader and noted that Dr Jonathan Powles had also joined the Team
- . a *pro forma* would be distributed the following week for ANU College engagement applications
- . all aspects of staffing and resource issues had been worked through with ANU College Deans to enable staff to participate in projects
- . each ANU College should nominate a contact and notify the FLT

Members noted work in progress on the Web CT platform to take effect in 2008 and that transitional arrangements were being put in place. The need for adequate representation from ANU Colleges on the advisory committee was emphasised. Any issues should be taken-up with Professor Stanton off-line.

- **Graduate Coursework**

Professor Carroll reported that:

- . discussions had been held with ANU College Deans and program conveners about future directions for coursework
- . the consultant and two ANU representatives would be approaching Commonwealth Government Departments in the coming months about thematic and course-based packages
- . project management opportunities were also to be taken-up in discussions with the Department of Defence

Members noted that existing parallel course and program arrangements with Government Departments and discussions should continue, but fresh undertakings should await the outcome of negotiations about creating these new opportunities.

- **Review of Division of Registrar and Student Services**
  - . the Terms of Reference (309/2007) of the review were noted
  - . the report was expected from the administrative review held 4-7 June
- **Enrolments**

The Registrar reported that:

  - . there was a shortfall of about 77.2 (1%+) EFSL below the DEST target
  - . 109 offers (up from 96 in 2006) would be made in the June UAC round using Semester I parameters
  - . a report would be made to the August UEC on the performance in Semester I of students admitted on the basis of the Unitest
- **ANU College**

Dr John See, Principal of ANU College, would commence on 1 July
- **Teaching Equipment**
  - . the 2007 Teaching Equipment Fund (dated 31 May) allocations were noted
  - . the streamlined and simplified processes and criteria adopted this year had worked well and would be continued in 2008
- **Second Language Studies: Group of Eight position (See: <http://www.go8.edu.au/policy/papers/2007/Languages%20Summit%20Comm%20uniqu%20E9.pdf>)**
  - . the issue of development of Australia's language capability and subsequently the Go8 National Languages Summit had resulted largely from community pressure
  - . it was hoped that this would provide traction for further profitable discussions
- **ANU Staff Development Scholarships**

See: <http://www.anu.edu.au/sas/admission/sds/index.php>

  - . the Scholarships were currently under advertisement and would be publicised more widely, including on the Billboard
  - . other course of study and non-award opportunities and arrangements raised in the Committee's discussion would be explored for 2008.

Professor Stanton commented that more generic setting for postgraduate coursework at ANU would be a topic for discussion at a future meeting of the University Education Committee.

## **ITEM 8. HIGHER DEGREE RESEARCH TRAINING PROGRAM REVIEW**

Professor Thomas reported that the review was progressing well. The Reference Group expected to be able to announce a suite of HDR reforms within six months that would

form a major marketing package for ANU as leader in the field of postgraduate research training. The focus of much of the reforms was:

- . Pathways to the PhD. A proposal for a combined PhB/PhD program, with scholarship commencing in the honours year of the undergraduate degree, to attract and retain top students would come forward
- . Equity entry to HDR training, including for indigenous students
- . Quality PhD programs, e.g.
  - Teaching in commercialisation
  - University-wide approach
  - Oral examination prior to submission to test the quality of a thesis
- . Improving the student experience, e.g. in areas of supervision

The Committee noted the report.

## **ITEM 9. ASSOCIATE DEGREE PROGRAM**

The Committee considered an initiative described in the paper *ANU Associate Degree Program (352/2007)* for ANU to offer and award Associate Degrees delivered in cooperation with ANU College.

The Chair advised that decisions were pending on moving forward with the proposal, on a date of commencement and about program design. Consultants had been engaged to undertake a market survey. Some significant aspects of the proposal were:

- . fully HECS funded places for domestic students (5% over enrolment places)
- . an important equity initiative
- . students to be enrolled at ANU in an ANU Associate Degree
- . the Associate Degree was an AQF recognized award
- . an academic model for a paced learning experience extending possibly by up to one semester
- . ANU courses to be credited to an ANU undergraduate degree

Principal comments arising in discussion related to:

- . marketing and engagement in a highly competitive Canberra market and tapping the emerging market of persons unable to gain admission to university
- . diversity of entry to ANU and maintaining a high achieving profile. UC Berkeley was cited as an example of an institution where there is great diversity in modes of entry without elitism
- . the additional time taken to complete a degree which could be a disincentive
- . issues of international recruitment, e.g. concerns about a lower IELTS requirement and questions of program substitution; a non-equity based program in respect of international students
- . management matters, such as entry points in either or both semesters; arrangements with ANU College etc
- . consultation with ANU Colleges, particularly about managing the changes that the introduction of the Associate Degree would require
- . the benefits of more options for the ANU in the current climate, i.e. of fluctuations in Year 12 numbers; possible external assessment of the UAI on enrolments etc.

The Committee noted that degree programs conducted by the Canberra Institute of Technology were unaffected by the proposed initiative and that the CIT would be informed about the current discussions.

#### **ITEM 10. IARU GLOBAL SUMMER PROGRAM**

The Committee noted that the *Discussion Paper on Proposed IARU Global Summer Program* (308/2007) would be addressed further at a meeting of ANU College representatives with the Director, International Development and Cooperation. Initial feedback indicated that five universities had agreed to participate and some others were expressing interest.

#### **ITEM 11. POLICIES AND PROCEDURES DEVELOPMENTS**

##### **11.1 *Academic Progress in Undergraduate and Graduate Coursework Awards Procedures* (310/2007)**

The Committee noted the *Procedures* (310/2007) approved by the Deputy Vice-Chancellor, which complement the *Academic Progress Rules 2006*.

##### **11.2 *Student Complaint Resolution***

The Committee endorsed the revised documents, subject to minor corrections to some terminology:

- *Student Complaint Resolution Policy* (167b/2007)
- *Student Complaint Procedures* (168b/2007)

##### **11.3 *Academic Calendar* (refer Item 12., minutes of previous meeting)**

The Committee noted that the recommendations of the *Report of the Working Party on the Academic Calendar* (291/2007) had been adopted following consultation with areas and consideration by the Deputy Vice-Chancellor and Vice-Chancellor. Teaching periods for 2008 had been notified and published at [http://info.anu.edu.au/OVC/Committees/110PP\\_Principal\\_Dates/index.asp](http://info.anu.edu.au/OVC/Committees/110PP_Principal_Dates/index.asp).

Discussions were continuing about the impact of the calendar on educational flexibility.

### **PART 3. PROGRAMS AND COURSEWORK**

#### **ITEM 12. UNDERGRADUATE PROGRAMS**

The Committee:

##### **12.1 *New Programs***

##### **ANU College of Engineering and Computer Science**

Noted revised titles approved for the following degree programs since the April meeting of the Committee:

- *Bachelor of Engineering (Research and Development)* Abbrev: *BE(R&D)* (187a/2007)
- *Bachelor of Engineering (Research and Development)/Bachelor of Science* (188a/2007)

**12.2 Changes to Programs for 2008****ANU College of Business and Economics**

- *Bachelor of International Business* (473/2007):

Endorsed the revision to the major to provide a more coherent program of study in international business.

**12.3 New and Changed Majors for 2008**

- *Bachelor of Commerce*:

Endorsed to following changes:

- *Corporate Sustainability* (472/2007): addition of a secondary major
- *International Business* (927/2006): revised major to provide a more coherent program of study in international business
- *Management* (928/2006): revised major to provide a broader program of study in management
- *Information Systems* (499/2007): revised major due to change in course offering

**ITEM 13. GRADUATE PROGRAMS**

The Committee:

**13.1 New Programs for 2008****ANU College of Business and Economics**

Endorsed the following new award programs for introduction from 2008 and recommended that the Schedules to the *Graduate Awards Rules* be amended to include the awards among those that the University may confer:

- *Graduate Certificate in Economic Policy* (498/2007) *GradCertEcPolicy* Units 24
- *Graduate Certificate in Business Information Management* (160/2007) *GradCertBusInfMgt* Units 24
- *Master of Health Economics* (500/2007) *MHlthEc* Units 48: Master by coursework ungraded.

**13.2 Approval of New Programs**

- *Graduate Certificate in Commercialisation*

Abbrev. *GradCertCommercialisation* Units 24 (469b/2007)

Noted:

- that the Deputy Vice-Chancellor had approved the Academic Program for the Commercialisation Training Scheme (CTS) to be run at ANU from Second Semester, 2007
- the Graduate Certificate would be coordinated by the ANU College of Business and Economics
- that the CTS had been advertised with a closing date for applications of 15 June and a Scholarships Selection Committee formed from the four key ANU Colleges
- the new course ENGN6611 *Law for Commercialisation* approved by the Dean, ANU College of Engineering and Computer Sciences.

**13.3** *Juris Doctor*

Noted a report from the Dean:

- . that “Transition Arrangements for the JD” (311/2007) had been formulated following extensive discussions with students and the Deputy Vice-Chancellor. Some students remained ambivalent about the proposal, for instance on the ground that the degree may become more prestigious than the LLB. At the same time, there was broad support for rebadging the LLB for graduates
- . undergraduates enrolled in combined programs with law would be eligible to take out the non-law degree and transfer to the JD. Additional work could be necessary for the award of the two degrees (over six years in total)
- . that the College was seeking to tailor the JD to tie in with the graduate educational experience. Core accreditation requirements meant there was considerable overlap between the LLB and the JD and students would attend the same classes. JD students would have access to graduate coursework electives and have a research requirement, which may involve additional assessment in some courses

Noted:

- . that the Deputy Vice-Chancellor had approved the *Juris Doctor* for introduction from 2008;
- . that a revised proposal and possible amendments to the *Graduate Coursework Awards Rules* would be submitted to the Committee.

**13.4** **Changes to Programs****ANU College of Business and Economics**

Noted changes to the following programs detailed in the documentation:

- *Master of Business* (506/2007)
- *Master of Commerce* (507/2007)
- *Master of Business Information Systems* (505/2007)
- *Master of Economic Policy* (504/2007)
- *Master of Financial Management* (471/2007)
- *Master of Information Systems Studies* (508/2007)
- *Master of Management* (467/2007)
- *Master of Marketing* (466/2007)

**ITEM 14. UNDERGRADUATE AND GRADUATE COURSEWORK**

The Committee noted a summary of course changes approved by ANU College Deans and notified to the course registry between 13 April and 6 June 2007 (307/2007).

**PART 4. ITEMS OF OTHER BUSINESS****ITEM 15. OTHER BUSINESS AND QUESTION TIME****15.1 Assessment Review and Appeal Procedures**

A question from the Dean of the ANU College of Science was taken on notice about the conduct of enquiries and whether there are any requirements beyond procedural fairness/natural justice issues and the Rules, such as the application of rules of evidence.

**PART 2: REPORTS AND POLICY ITEMS (continued)**  
**ITEM. 16 ANNUALISED TIMETABLE**

Principal comments arising in consideration of the “Timetabling Discussion Paper” (313/2007) were:

- . the main issues were to do with:
  - . resources, especially workload balancing in the administration, and
  - . the trade-off between the advantages of early notification of the timetable against the advantages of opportunities to adapt and fine-tune the timetable as more information becomes available
- . currently about 60% of classes were rescheduled between Semester I and II, some classes more than once
- . it was reported that staff and students generally would prefer to have a clear indication of the timetable 18 months in advance to assist planning, students with employment arrangements, and educational outcomes
- . the full teaching week, Monday to Friday, should be locked in and used for timetabling classes. Bidding for slots should be actively discouraged
- . early timetabling could result in inaccurate clash information, student complaints and loss of flexibility of choice and learning options. It was unclear what could be done to resolve the different positions if the University wishes to retain the current level of flexibility and promote this to attract students
- . increasing session teaching could be explored, noting that international students must maintain a minimum three course load to be full-time

The Committee noted that an examination of processes, i.e. frozen times, penalties on changes, business rules such as dates for variations, may provide a way forward. It was agreed to ask the Registrar to examine the processes associated with timetabling and to report back to a future meeting.

jab/20 July 2007