

**AUSTRALIAN NATIONAL UNIVERSITY
UNIVERSITY EDUCATION COMMITTEE**

Meeting No. 3, 2009

Meeting No. 3, 2009 of the University Education Committee will be held on

Friday 5 June 2009

at 9.30 am in the

Ross Hohnen Room of the Chancelry

Apologies:
Ext.54080

J A Bruce
Secretary to the Committee

AGENDA SUMMARY

PART 1: PROCEDURAL ITEMS

- *1. Minutes
- *2. Matters Arising
- *3. Announcements and Apologies
- *4. Starred Items
- *5. Items of Other Business
- *6. Confidential Items

PART 2: REPORTS AND POLICY MATTERS

- *7. Reports
- *8. Higher Degree Research and Research Training
- *9. Policies and Procedures
- *10. Education Related Issues
- *11. Reports from Committees
- 12. Oversight of Educational Pathways and Relationships

PART 3: ITEMS OF OTHER BUSINESS

- *13. Other Business and Question Time

Procedural Matters for Members to note:**OPERATING PROCEDURES**

The operating procedures of the University Education Committee are detailed in paper 132/2009 (at http://info.anu.edu.au/OVC/Committees/040PP_Education/index.asp).

CONFIDENTIAL ITEMS

Consistent with the policy and practice of Council, all matters in the agenda of the University Education Committee relating to individual persons, including appointments, enrolment, candidacy for degrees, personal details, performance and conduct are declared to be confidential. If any member wishes to raise a confidential matter in relation to any other item, he or she should do so under Item 6. After consideration of the confidential items, observers will be admitted to the meeting.

DISCLOSURE OF PECUNIARY OR MATERIAL PERSONAL INTEREST

Sections 27F to section 27H of the *Commonwealth Authorities and Companies Act 1997* <http://scaleplus.law.gov.au/html/pasteact/2/3067/top.htm> impose a duty to disclose any material personal interest in a matter which relates to the affairs of the University. This disclosure must give details of the nature and extent of the interest, the relation of the interest to the affairs of the University, and be given at a meeting as soon as practicable after the person becomes aware of the interest. The nature and extent of the interest must be recorded in the minutes of the meeting. Unless the meeting determines otherwise, a person who has a material personal interest in a matter must not be present while the matter is being considered at the meeting, and must not vote on the matter.

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.

jab/27 May 2009

PART 1: PROCEDURAL ITEMS

***ITEM 1. MINUTES**

The unconfirmed minutes of Meeting No. 2, 2009 of the University Education Committee (519/2009 attached) held on 9 April 2009 have been circulated (published at http://info.anu.edu.au/OVC/Committees/040PP_Education/meetings.asp)

For confirmation

***ITEM 2. MATTERS ARISING**

Item 10. Development of Graduate Coursework

The Report from the Masters Framework Working Party (1367b/2009) has been submitted for approval of the recommendations.

Item 7. Working Parties on Education or Teaching and Learning Topics

Details of current Working Parties have been published at http://info.anu.edu.au/ovc/assets/Committees/040PP_Education/uecmgt2_2009/WPstopicandmshiptableapr09.pdf.

***ITEM 3. ANNOUNCEMENTS AND APOLOGIES**

3.1 Apologies

To be received

3.2 Announcements

For noting

***ITEM 4. STARRED ITEMS**

The starred items are: 1, 2, 3, 4, 5, 6, 7.2-4, 8, 9, 10, 11.1 and 13.

The Chair will ask whether any member wishes to star other items. The Chair will then ask for a motion that the unstarred items be approved without debate as set out in the agenda.

***ITEM 5. ITEMS OF OTHER BUSINESS**

The Chair will ask members to advise of any matters they intend to raise under Item 13. Other Business and Question Time.

***ITEM 6. CONFIDENTIAL ITEMS**

Any confidential matters will be dealt with in this part of the agenda.

For consideration

PART 2: REPORTS AND POLICY MATTERS

ITEM 7. REPORTS

PURPOSE

For the Committee to receive reports on matters of interest.

BACKGROUND

7.1 Notebook ([666/2009](#))

***7.2 Report from the Pro Vice-Chancellor (Education)**

- Festival of Teaching
 - Working Party on Student Evaluation and Validation
See: http://info.anu.edu.au/ovc/Executive/070PP_Reports_and_Papers
 - Reviews of Academic Award Programs: Update on the development of a review framework
 - Alliances
 - . IARU
 - . University of Edinburgh
- The Deputy Vice-Chancellor will report.

***7.3 Report from the Pro Vice-Chancellor (Research)**

- New Institute of Advanced Studies: Update

***7.4 Report from the Registrar**

- Australian Higher Education Graduation Statement

SPONSOR: Chair of the Committee

RECOMMENDATION

That the Committee note the reports.

***ITEM 8. HIGHER DEGREE RESEARCH AND RESEARCH TRAINING**

PURPOSE

To inform the Committee about current issues in higher degree research and research training.

BACKGROUND

8.1 Higher Degree Research Sub-committee

Attachment: Report ([526/2009](#)) from meeting 2, 2009 held on 4 May

8.2 Reviewing HDR Training

8.3 Unallocated scholarships

Attachment: *Scholarships Available for Mid-Year Allocation 2009* ([647/2009](#))

This advice as been sent to ANU Colleges.

8.4 Overtime PhD's

SPONSOR: Pro Vice-Chancellor (Research)

RECOMMENDATION

That the Committee:

- (i) Note the Report from the Higher Degree Research Committee ([526/2009](#));
- (ii) Note the remaining items and any matters arising in discussion.

***ITEM 9. POLICIES AND PROCEDURES**

PURPOSE

For consideration of education related policies and procedures.

BACKGROUND

9.1 Student Academic Integrity

Attachment: Revised *Code of Practice* (521b/2009) (to be circulated)

A draft policy and procedures have been prepared, based on the paper supported at the 9 April 2009 meeting (517/2009), and circulated to the student associations, ANU Colleges and members of the Committee for comment. Responses have been referred to the working group. A revised *Code* (521b/2009) will be distributed separately.

9.2 Practices Relating to Special Examinations

Attachment: *Special Examinations* ([670/2009](#))

Practices related to the granting of special examinations were raised in the ANUSA *Undergraduate Review of Teaching and Learning 2008* considered by the Committee at its November 2008 meeting. A working group of ANU College Associate Deans (Education) and student advisers convened by the Dean of Students has discussed this issue. Their suggestions summarised are:

- . An email from the Registrar to all students emphasising the Special Examination policy (actioned).
- . Adopt consistency across Colleges in the timing of special examinations, and, specifically, that they be held within 2 weeks of the release of results after both S1 and S2 examination periods.
- . The Delegated Authorities for approving special examinations be *pro active* in requiring evidence of inability to attend an examination, and that they follow-up on suspected roting of the special examinations provisions.
- . Consideration be given to limiting the total number of special examinations allowed per student per degree program (inapplicable to students registered with DSC).

SPONSOR: Chair of the Committee

RECOMMENDATION

That the Committee:

- (i) Endorse the *Code of Practice for Student Academic Integrity* (521b/2009) policy and procedures and recommend that they be approved for introduction from Semester II, 2009;
- (ii) Endorse in principle the suggestions relating to special examinations and refer them to the Deans of ANU Colleges for action.

***ITEM 10. EDUCATION RELATED ISSUES**

PURPOSE

For the Committee to:

- (i) Discuss a revised model for the academic year;
- (ii) Note *Budget Measures* from the announcement of the 2009-10 Budget;
- (iii) Provide input to ANU's response to the AUQA *Discussion Paper*.

BACKGROUND

10.1 Academic Terms

Attachments:

- Academic Year Proposal ([689/2009](#))
- [4 Even Quarters Model](#)

Reconsideration of the current academic year, and especially the 10-2-3 week Second Semester, was proposed at the meeting of the Committee held on 28 November 2008. The Registrar has canvassed views on various models including trimester and quarter systems and proposes that the Committee endorse the 6 week quarter model for further investigation and that a Working Party provide a comprehensive new Academic Year proposal for the august meeting of the Committee.

10.2 Government Budget 2009-10

Attachment: *Budget Measures* ([667/2009](#))

The Deputy Vice-Chancellor will be available to speak to the item.

10.3 National Consultation on Academic Achievement Standards

Reference: *AUQA Setting and Monitoring Academic Standards for Australian Higher Education - A Discussion Paper* [linked](#)

Attachment: Pages 1-7 of the *Discussion Paper*

AUQA has invited responses by 6 July 2009.

SPONSOR: Chair of the Committee

RECOMMENDATION

That the Committee:

- (i) Endorse the academic year 6-week quarter model for further investigation and that a Working Party be formed to frame a comprehensive new academic year proposal for the August meeting of the Committee;
- (ii) Note education related budget measures detailed in paper 667/2009;
- (iii) Comment on the proposals contained in the AUQA Discussion Paper.

ITEM 11. REPORTS FROM COMMITTEES

PURPOSE

To receive:

- (i) Reports from College Education Committees including progress reports on post meeting actions from the April meeting of the University Education Committee;
- (ii) The report of the Review of the Bachelor of Arts (New Media Arts);
- (iii) A summary of promotions statistics from the 2008 round.

BACKGROUND

***11.1 ANU College Education Committees**

Reports have been received from:

- ANU College of Medicine, Biology and Environment and ANU College of Physical Sciences Education Committee ([402/2009](#))
- ANU College of Business and Economics ([430/2009](#)) and a Report relating to Issues of Assessment Policies and Practices and Communication with Students - Summary of Actions ([691/2009](#))
- ANU College of Arts and Social Sciences ([229/2009](#)) and Report of the Review of the Bachelor of Arts (New Media Arts) ([665/2009](#))

11.2 Promotions Round 2008

Attachment: Summary of Promotions Statistics ([690/2009](#))

SPONSOR: Chair of the Committee

RECOMMENDATION

That the Committee:

- (i) Note the reports received from ANU College Education Committees and any comments arising in discussion;
- (ii) Note the Report of the Review of the Bachelor of Arts (New Media Arts);
- (iii) Note the summary of statistics on the promotions round for 2008;

ITEM 12. OVERSIGHT OF EDUCATIONAL PATHWAYS AND RELATIONSHIPS

PURPOSE

To seek the Committee's endorsement of a new sub-committee and changes to existing sub-committee governance arrangements.

BACKGROUND

The terms of reference and membership of sub-committees of the University Education Committee have been published at http://info.anu.edu.au/ovc/Committees/040PP_Education

12.1 Oversight Arrangements

Attachment: *A Note on Oversight Arrangements for Educational Pathways and Relationships* (663/2009) from the Deputy Vice-Chancellor.

12.2 Board of Graduate Studies

Attachments:

- Terms of reference for the Board of Graduate Studies (672/2009)
- Report from the Board of Studies meeting of 9 December 2009 (671/2009)

The Board supported a proposal that the Graduate Studies Program should be the focus of the Board's role and that the name should be changed to Board of Graduate Studies. Revised terms of reference have been drafted in consultation with the Deputy Vice-Chancellor, chair of the Board.

12.3 Education Quality Sub-committee

The Report from the Working Party on Student Evaluation and Validation is available at http://info.anu.edu.au/ovc/Executive/070PP_Reports_and_Papers

Recommendation 6. reads:

“That an Education Quality committee be established to provide advice on the quality of education at the ANU and oversight the implementation of the above recommendations. This committee would be established as a sub-committee of the University Education Committee. It would have cross-College representation and would consider University-wide issues relating to educational quality. Other tasks of this committee might be:

- Oversight of student surveys relating to educational quality (including CEQ and ANUSET) and Colleges responses to these surveys
- Oversight of student grades and progression rates
- Oversight of graduate quality evaluation.”

SPONSOR: Chair of the Committee

RECOMMENDATION

That the Committee:

- (i) Note the summary of *Oversight Arrangements for Educational Pathways and Relationships* (663/2009);
- (ii) Approve the terms of reference and membership of the Board of Graduate Studies;
- (iii) Approve the establishment of the Education Quality Sub-committee in the terms of R6. of the Report from the Working Party on Student Evaluation and Validation and request that terms of reference and the composition of the sub-committee be put to a future meeting of the Committee.

PART 3. ITEMS OF OTHER BUSINESS

***ITEM 13. OTHER BUSINESS AND QUESTION TIME**

PURPOSE

For Committee members to ask questions and raise items of other business.

BACKGROUND

SPONSOR: Chair of the Committee

RECOMMENDATION

That the Committee note the matters raised and the responses.