

**AUSTRALIAN NATIONAL UNIVERSITY
UNIVERSITY EDUCATION COMMITTEE
Meeting No. 3, 2009**

Meeting No. 3, 2009 of the University Education Committee was held on Friday 5 June 2009 at 9.30 am in the Ross Hohnen Room of the Chancelry.

Present: Professor Deane (in the Chair); Professor Cram, Deputy Vice-Chancellor; Professor Stanton, Pro Vice-Chancellor; Professor Thomas, Pro Vice-Chancellor (Research); Professor Anderson; Mr Auckett; Ms Bartlett; Mr Beckett; Professor Bottomley; Professor Byrne; Professor Glasgow; Professor Houghton; Professor Johnson; Professor Makkai; Professor Oakes and Mr Sara.

By invitation: Ms Gouldthorp (Item 7.4) and Dr Hort.

Observers: Dr Baker; Professor Beaumont; Professor Clarke; Ms Gouldthorp; Mr Meek; Dr Shortland; Ms Kottege; Dr Smith and Ms Yu.

In attendance: Ms O'Connor

Disclosure of Pecuniary or Material Personal Interest

There were no disclosures of pecuniary or material person interest in matters listed in 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.

MINUTES

PART 1: PROCEDURAL ITEMS

ITEM 1. MINUTES

The minutes of Meeting No. 2, 2009 of the University Education Committee (519a/2009) held on 9 April 2009 were confirmed, subject to the following amendment:

- Page 6, Digital Delivery of Lectures – amend (iii) by the deletion of “once the policy has been finalised” to read:
“(iii) Noted that consideration would be given to framing a new section on digital lecture delivery in the *Code of Practice for Teaching and Learning*.”
(published at http://info.anu.edu.au/OVC/Committees/040PP_Education/meetings.asp)

ITEM 2. MATTERS ARISING

The Committee noted:

- **Item 7. Working Parties on Education or Teaching and Learning Topics**
Details of current Working Parties had been published at http://info.anu.edu.au/ovc/assets/Committees/040PP_Education/uecmgt2_2009/WPstopicandmshiptableapr09.pdf .
- **Item 10. Development of Graduate Coursework**
The recommendations of the Report of the Masters Framework Working Party (1367b/2009) had been approved.

- **Item 11. Digital Delivery of Lectures**

ANU College Deans reported briefly on implementation of the proposal that, subject to any exemptions approved by the Dean, all lectures be digitally captured from second semester. It was noted that pending the development of a University framework, some ANU Colleges were working on a College policy outlining the parameters of digital capture - what constitutes a lecture and what may be exempted from digital capture.

The Deputy Vice-Chancellor informed the Committee that there had been a significant shift in the approach to the proposed *Intellectual Property Statute* and that provisions relating to copyright ownership will be similar to those currently applying. The ownership of course materials and of the digital recording are two separate issues which need to be addressed.

ITEM 3. ANNOUNCEMENTS AND APOLOGIES

3.1 No apologies had been received for the meeting.

ITEM 4. STARRED ITEMS

The starred items were: 1, 2, 3, 4, 5, 6, 7.2-7.4, 8, 9, 10, 11.1 and 13. The unstarred items were approved without debate as set out in the agenda.

ITEM 5. ITEMS OF OTHER BUSINESS

There were no matters of other business foreshadowed.

ITEM 6. CONFIDENTIAL ITEMS

There were no confidential items.

PART 2: REPORTS AND POLICY MATTERS

ITEM 7. REPORTS

The Committee noted the following reports:

7.1 Pro Vice-Chancellor (Education) Notebook (666/2009)

7.2 Report from the Pro Vice-Chancellor (Education)

- Review of Student Residential Facilities

The terms of reference of the Review of Student Residential Facilities have been released and are publicly available on the ANU Billboard. The Review Panel will include Dr Neil Rodgers and a member from the University of York.

- Quality of Education at ANU

The Working Party on Student Evaluation and Validation has considered how graduate quality and learning outcomes might be assessed. A draft paper "Enabling, evaluating and validating the quality of Education at ANU" was tabled. The paper identified some initial actions to be taken, including a generic skills exam for ANU honours students and all external HDR applicants, an "external examiners" system, surveys of graduates five and ten years after graduation and the development of two survey instruments on teaching and learning. An Education Quality Sub-committee would be established as a subcommittee of the University Education Committee to provide advice and oversight of the quality of education at ANU (see Item 12.3).

Professor Deane informed the Committee that she was going to Glasgow to undergo training with the Quality Assurance Agency of Scotland.

- Australian Qualifications Framework

The Australian Qualifications Framework Council has released for consultation a proposal to strengthen the Framework. The Registrar advised that some comments had been sent to the Vice-Chancellor's Office and the Deputy Vice-Chancellor advised that comments had also been sent to the Group of Eight. Members were invited to forward their comments on the proposal to any of the Pro Vice-Chancellor (Education), the Deputy Vice-Chancellor or the Executive Officer to the Vice-Chancellor.

- Festival of Teaching

The Festival of Teaching will be held next week. It has been broadly publicized and staff and students are encouraged to attend.

- Working Party on Student Feedback

The Student Feedback Working Party has been looking at how to ensure that feedback from students is used to improve the quality of teaching. Professor Deane tabled an Executive Summary of the paper on a new Student Evaluation framework for ANU, which has been circulated to ANU Colleges for comment. It is proposed to replace the current ANUSET system with a new model based on two separate questionnaires – an *Experience of Learning* questionnaire and an *Experience of Teaching* questionnaire. Statistical Services will undertake the administration of the questionnaires while CEDAM will use the data to provide advice on the enhancement of teaching and learning. The focus is on how to improve the feedback loop to improve the student experience.

Members discussed the question of whether completion of the teaching and learning questionnaires by students should be compulsory.

With respect to the present ANUSET, the UEC again discussed the issue of whether the survey results are confidential to the staff member and how might this apply to the proposed new surveys. The Chair reminded the Committee that the Vice-Chancellor and Deputy Vice-Chancellor had agreed at the [November 2008 meeting] to look into the Working Party's requirements when they were clear. The Deputy Vice-Chancellor advised that the issue of teaching performance might not be a part of the terms of reference for this Working Party, since there are formal processes that apply.

The view was expressed that the quality of teaching does need to be addressed in a systematic way. Students wish to see how the evaluation of teaching has been used to improve the quality of teaching, and Heads of academic areas need course evaluation data to be able to assess whether courses are meeting the expectation of students. The Chair indicated that the outcomes from *Experience of Learning Questionnaire* will be public.

The Deputy Vice-Chancellor commented that the quality of teaching and learning is a proper consideration for the university as a whole, and the performance of individual teachers is a matter addressed within the supervisory arrangements of the University. Supervisors would consult with the ANU College Dean and the Director of Human Resources in the event of a desire to manage poor teaching performance.

- *Reviews of Academic Award Programs* policy and procedures have been published at http://policies.anu.edu.au/policies/review_of_academic_award_programs/policy as a guide to Colleges. The development of a broader framework for University reviews is in progress.

7.3 Report from the Pro Vice-Chancellor (Research)

- New Institute of Advanced Studies: Update

Professor Thomas informed the Committee that the primary objective of the proposal is to improve research outcomes at the ANU. The model is predicated on the evaluation of research quality and the allocation of funding according to a formula which takes into account the number of researchers whose peer-assessed work meets the quality threshold, the cost of research and the number of PhD students. The final draft of the proposal will go to ANU College Deans and Directors later this month.

7.4 Report from the Registrar

- Australian Higher Education Graduation Statement

The data collection for program descriptors has commenced.

- Second Semester Admissions

Places in award programs had been advertised regionally and locally. Direct applications with the University close on 23 June.

- Graduate Education Unit

A Graduate Education Unit is to be re-established, headed by Professor Marie Carroll.

- Overseas Qualifications

Action is needed to re-establish the Admissions Standards Subcommittee or, given the Deans' authority to approve admission, some other similar committee needs to be established to provide consistent advice on overseas qualifications for admissions purposes. A structure and possible terms of reference will be circulated for comment.

- Policies and Procedures

It is planned to present education policies and procedures on the web in a way which reflects the student life cycle and the student administration workflow. Ms Gouldthorp gave a brief overview of how the information will be presented on the web. A suggestion was made that a link to this site should appear on every Web CT page.

7.5 Report from the Deputy Vice-Chancellor

- Alliances

➤ IARU

The Deputy Vice-Chancellor advised that IARU is working well in the area of educational initiatives and informed the Committee that:

- there had been 700 applications to attend the global summer program.

- Dr Richard Baker had conducted a workshop in Cambridge on the special attributes of education in research intensive universities.
- a pilot program is being developed for summer internships.
- it is proposed to hold a workshop on the transforming power of education, probably in 2010.

➤ University of Edinburgh

Discussions are taking place on a bilateral relationship with the University of Edinburgh and each ANU College is exploring the associated educational and research opportunities.

ITEM 8. HIGHER DEGREE RESEARCH AND RESEARCH TRAINING

8.1 Higher Degree Research Sub-committee

The Committee noted the report of Meeting 2, 2009, of the Higher Degree Research Sub-committee held on 4 May.

8.2 Reviewing HDR Training

In recent years, PhD graduates have rated ANU well above the national average in terms of infrastructure and services and quality of teaching but below the national average on research supervision. It is clear from focus groups of PhD students that the quality of supervision is still an issue. A small working party is looking at ways of dealing with this.

8.3 Unallocated Scholarships

There should be some centrally funded scholarships available for allocation in mid year although it is unlikely that there will be more than two per ANU College.

8.4 Overtime PhDs

3% of PhD students took more than 4 years to complete their programs in 2005. This percentage has now increased to 10%. The reasons for this are not clear but there are obvious implications for resources. ANU Colleges will be asked to ascertain which PhD candidates fall into this category and to work out a framework for completion of their programs. Ways of improving the situation are being considered, including the offering of completion scholarships in each College.

ITEM 9. POLICIES AND PROCEDURES

9.1 Student Academic Integrity

The Committee endorsed the *Code of Practice for Student Academic Integrity* (521b/2009) policy and procedures and recommended that they be approved for introduction from Semester II, 2009.

9.2 Practices relating to Special Examinations

Professor Oakes reported on the deliberations of a working group of student advisers and College Sub- Deans and their equivalents convened to discuss practices relating to the granting of special examinations. Professor Oakes advised that the special examination process was not working in a fair and equitable manner. There would appear to be a subculture of students which believes that examinations need not be

done in the formal examination period. The situation is exacerbated by the readiness of some general practitioners to give medical certificates and the willingness of some staff to grant special examinations on the basis of a certificate which does not disclose the nature or severity of an illness. The ANU needs to demonstrate to students its commitment to the integrity of the examination process while at the same time, approaching the issue from the perspective of helping and monitoring.

There is also the issue of inconsistency in relation to the timing of special examinations. The ANU College of Law conducts them two weeks after the release of examination results whereas in some ANU Colleges, special examinations are conducted in the week prior to the start of the next semester.

In relation to the disclosure of the nature and/or severity of the illness in the application for a special examination, the Committee noted that there is a form which GPs are requested to complete but in some cases the matter of privacy has been raised. It was suggested that this could be managed by the student disclosing the nature of the illness to an intermediary such as the Disability Services Unit, the University Counselling Service or the Dean of Students.

There was general support for the pastoral approach to the granting of special examinations.

The Committee agreed that:

- (i) ANU College Deans be requested to provide information on the practices of the College relating to Special Examinations, including the timing of special examinations;
- (ii) ANU College Deans (with the exception of Law) be requested to advise whether it would be possible to restrict the time between the end of the examination period and the period in which special examinations are normally conducted;
- (iii) The Dean of Medicine and Health Sciences be requested to review the form to be completed by a medical practitioner in conjunction with a student's application for a special examination;
- (iv) The President of the ANU Students' Association be invited to submit comments on the granting of special examinations.

ITEM 10. EDUCATION-RELATED ISSUES

10.1 Academic Terms

Reconsideration of the academic year, and especially the 10-2-3 week second semester, was proposed at the meeting of the University Education Committee held on 28 November 2008. The Registrar canvassed views on various models including trimester and quarter systems. The Committee noted a report from the Registrar on the academic year (689/2009) in which he advised that the 6 week quarter model received more support than the trimester model. The Committee noted two models for the 6 week quarters. The first model has a longer mid year break and the second model has one week less mid year break. The most contentious issue is the amount of time between examinations and graduation.

The following points were made in the ensuing discussion:

- . The ANU College of Business and Economics works on a combination of terms (postgraduate) and semester (undergraduate). The issue for the College is to maintain the 13 weeks as staff teach 6 weeks and conduct examinations in the seventh week. A 6-6 structure is acceptable if staff still have the option of an examination period in the “middle” week between each of the 6 week terms.
- . The ANU College of Law has a growing summer program. There are concerns about the reduction from 13 weeks to 12 weeks but accept that the 6-7 model is awkward.
- . The ANU College of Physical Sciences would prefer that first semester start later than the middle of February as staff are preparing research grants at this time. Also, the College does not support a 2 week examination period in mid semester.
- . The ANU College of Engineering and Computer Science is also concerned about the mid February commencement date for first semester and the fact that the second semester break no longer coincides with the school holidays.
- . The ANU College of Asia and the Pacific endorses the 6-6 model and has a particular concern with trying to design the winter period to align with IARU calendars.
- . The ANU College of Arts and Social Sciences supports 6-6 but shares the concerns with the early start in February which is not attractive to either students or staff.
- . Law students, in particular, are concerned about the reduction from 13 to 12 weeks. Students also have a preference for finishing earlier in November.

The Registrar undertook to model both a 6-6 and a 6-7 structure for further consideration.

10.2 Government Budget 2009-10

The Deputy Vice-Chancellor spoke briefly to a paper on the Budget Measures from the announcement of the 2009/2010 Budget (667/2009). He advised that although the demand-driven funding for higher education would encourage institutions to increase their undergraduate enrolments, the Vice-Chancellor is concerned that any significant increases at ANU will lead to intolerable pressure on teaching spaces and resources. It would also constitute a shift away from the ANU model which is moving towards graduate studies with a small undergraduate base. The ANU is exploring ways to increase the number of highly proficient students from low-socioeconomic status backgrounds in line with the Government’s equity of access agenda.

10.3 National Consultation on Academic Achievement Standards

The Committee noted the paper *AUQA Setting and Monitoring Academic Standards for Australian Higher Education – A Discussion paper*. AUQA has invited responses by 6 July 2009.

ITEM 11. REPORTS FROM COMMITTEES

11.1 ANU College Education Committees

The Committee noted the following Reports:

- 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)
- ANU Colleges of Physical Sciences and Medicine, Biology and Environment (401/2009)

English language requirements – International Exchange Students, School of Art

The Committee noted a recommendation from the CASS Education Committee that an IELTS of 5 be accepted for admission to exchange programs offered by the School of Art, provided that this practice is limited to exchange programs in applied creative practice and to specific institutional partnerships; and that the School of Art report to the College Education Committee at the conclusion of each year on the performance of students admitted with this score.

The Director of the Faculty of Arts advised that she had received assurances from the School of Art that these students could cope with the applied experience, as such students have in the past. Furthermore, this is an exchange relationship and the Japanese partners do not require that ANU students have a high level of proficiency in the Japanese language.

The Registrar indicated that an IELTS of 5 meant that the student was functionally illiterate in the English language. The University needs to be sure that the student will be safe in the University environment, given the occupational health and safety issues involved, and be able to benefit from the residential experience. The Deputy Vice-Chancellor advised that the School of Art has provided a level of support to these students in the past and has provided assurance in relation to the OH&S issues.

The Deputy Vice-Chancellor informed the Committee that in the exercise of his delegation to determine English language requirements for admission to the ANU, he does not give blanket waivers. Rather, he prefers to consider each application on a case by case basis, having regard to the welfare of the student.

The Committee supported the position of the Deputy Vice-Chancellor that there be no blanket waiver of the University's English language requirements for exchange students in programs offered by the ANU School of Art. It was agreed that requests should be considered by the Deputy Vice-Chancellor on a case by case basis.

11.2 Promotions Round 2008

The Committee noted a summary of statistics on the promotions round for 2008 (690/2009).

ITEM 12. OVERSIGHT OF EDUCATIONAL PATHWAYS AND RELATIONSHIPS

12.1 Oversight Arrangements

The Committee noted the summary of *Oversight Arrangements for Educational Pathways and Relationships* (663/2009) from the Deputy Vice-Chancellor.

12.2 Board of Graduate Studies

The report from the Board of Studies meeting of 9 December 2009 (671/2009) was noted. 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.

The Committee approved the membership and terms of reference for the Board of Graduate Studies (672/2009).

12.3 Education Quality Sub-committee

It was noted that Recommendation 6. of the Report from the Working Party on Student Evaluation and Validation 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 education quality. Other tasks of this committee might be:

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

The Committee approved 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 requested that the 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

There were no matters of other business.

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16.6.09