

**AUSTRALIAN NATIONAL UNIVERSITY
UNIVERSITY EDUCATION COMMITTEE**

Meeting No. 5, 2008

Meeting No. 5, 2008 of the University Education Committee will be held on

Friday 12 September 2008

at 9.30 am in the

R C Mills 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
- 7. Matters Under Consideration

PART 2: REPORTS AND POLICY MATTERS

- *8. Report from the Chair
- *9. Education Issues
- *10. Education Policies
- *11. Graduate Studies and Training
- 12. Reports from ANU Colleges

PART 3: PROGRAMS AND COURSEWORK

- 13. Undergraduate Programs
- *14. Graduate Programs

PART 4: ITEMS OF OTHER BUSINESS

- *15. 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 45/2008 (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/1 September 2008

PART 1: PROCEDURAL ITEMS

***ITEM 1. MINUTES**

The unconfirmed minutes of Meeting No. 4, 2008 of the University Education Committee (922/2008 attached) held on 15 August 2008 have been published at http://info.anu.edu.au/OVC/Committees/040PP_Education/meetings.asp.

For confirmation

***ITEM 2. MATTERS ARISING**

Item 10.1 A New Approach to the Allocation of Centrally Funded Merit-Based Undergraduate Scholarships

The Vice-Chancellor has approved the Committee's recommendations and the funding arrangements for new and continuing scholars for implementation from the 2008 round.

For noting

***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, 8, 9, 10, 11, 14.1 and 15.

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 15. Other Business and Question Time.

***ITEM 6. CONFIDENTIAL ITEMS**

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

For consideration

ITEM 7. MATTERS UNDER CONSIDERATION

- Education Management Plan
- Student Evaluations of Courses and Teaching
- Policies under Review:
 - . Granting of Awards in Exceptional and Unfortunate Circumstances
 - . University English Language Requirements for Admission (See Item 11.)
- Enrolment Processing Arrangements for New Undergraduate Students
- Policy and Schedule of program reviews
- Review of structure, arrangements for and management of combined degrees

For noting

PART 2: REPORTS AND POLICY MATTERS

***ITEM 8. REPORT FROM THE CHAIR**

PURPOSE

For the Committee to receive reports on matters of interest.

BACKGROUND

Reports will be received on the following:

- **Teaching Festival update**
- **2008 Institution Assessment Framework Information Collection submission from ANU**

SPONSOR: Chair of the Committee

RECOMMENDATION

That the Committee note the reports.

***ITEM 9. EDUCATION ISSUES**

PURPOSE

For discussion of education issues and to provide advice.

BACKGROUND

9.1 Academic Program Development: Associate Deans (Education) Forum

A meeting of Associate Deans (Education) with the Pro Vice-Chancellor (Education) has discussed an initiative for identifying cross-campus program opportunities and for an “early warning system” at a pre-emptive stage of the development of proposals. Professor Deane will report.

9.2 Advisory Boards

Attachment: *Program Advisory Boards* (799/2008) from the Director, Faculty of Arts, ANUCASS

(http://info.anu.edu.au/OVC/Committees/040PP_Education/uecmtg4_2008/799progadvisbdsjul08.pdf)

The Committee is asked to consider the discussion paper about the development of Advisory Boards for each award program. The proposed Advisory Board would serve as a means for obtaining formal input from external bodies into program development and review.

9.3 The “10% Rule”

Attachments:

- *The 10% Rule - A proposal to allow coursework students greater choice of elective courses* ([923/2008](#))
- [Summary](#), and Responses from ANU Colleges ([1079/2008](#))

The proposal would allow students to choose freely from the range of electives available across all areas of the University for up to 10% of the unit value of their programs of study.

9.4 Undergraduate and Graduate Course Information

Attachments:

- *Publication of Course Information* ([924/2008](#))
- Responses from ANU Colleges ([1090/2008](#))

SPONSOR: Chair of the Committee

RECOMMENDATION

That the Committee:

- (i) note the report from the Pro Vice-Chancellor (Education) and support the introduction of an Associate Deans (Education) Forum on program intentions chaired by the Pro Vice-Chancellor (Education);
- (ii) note the discussion of the paper *Program Advisory Boards (799/2008)* and refer it to ANU Colleges for comments to be provided for the November meeting of the Committee;
- (iii) note the paper *Publication of Course Information (924/2008)* and comments from ANU Colleges;
- (iv) support the proposals that:
 - . ANU Colleges undertake annual reviews of all course offerings;
 - . for the 2009 Scheduling process, the accessible pages of Study@ only contain descriptions for courses available for the current year of publication and for the two following years, and that such courses be clearly annotated. All courses without a scheduled availability would be hidden from view on Study@;
- (v) note the arrangements relating to course descriptions contained in the published *Undergraduate Handbook*.

***ITEM 10. EDUCATION POLICIES**

PURPOSE

For discussion of the paper on English Language Admission Requirements for Students at ANU.

BACKGROUND

Attachment and Reference:

- *English Language Admission Requirements for Students* (draft [1080/2008](#))
- Current Policy: *English Language Admission Requirements for International Students* (789a/2005) at [http://info.anu.edu.au/Policies/ REG/Policies/English Language Admission Requirements for International Students.asp](http://info.anu.edu.au/Policies/REG/Policies/English_Language_Admission_Requirements_for_International_Students.asp)

The University Education Committee meeting held on 19 February 2008 noted that the Registrar had been asked to review ANU's English language requirement framework including UAC domestic student language requirements and guidelines in instances where English language competency has not been tested. A more structured means for approval and recording of English language waivers has been introduced by the Deputy Vice-Chancellor this year involving:

- . evidence of proficiency, requiring that an ANU academic speaks to the person and confirms that their proficiency appears adequate;
- . a review of proficiency in the 3rd month; and
- . remedial studies, funded by the local area, if the review finds the student's proficiency wanting.

The draft policy and procedures have been prepared after consultation with the Admissions Office, the Registrar, and the Student Administration Managers in the ANU Colleges with input also from the Deputy Vice-Chancellor.

Some issues for consideration by the Committee are:

- A proposal to raise the IELTS (and equivalent) score to 7 for all award programs, or at the very least for any "language rich" programs;
Note: Some programs demand a higher score currently than others on the grounds that study in that area is more language intensive.
- Any further requirements for the waiver process

ANU's current policy foreshadows that as the University approaches its capacity in international student enrolments and as the academic admission requirements (UAI cut-offs) increase, English requirements will need to be revisited. Raising the level of English language competency required for admission has been commented on in some other forums also. One observation made to the University Community Equity Committee in discussion of cross-cultural communication and English language communication issues was that there is a strong case for setting the required level at 7.0 for all programs at ANU to assist students to communicate orally at an advanced level, *and* to cope socially. Also, that if the University admits students with a given language score it has a responsibility to help if it proves inadequate. Further advice indicates that international undergraduate students are now under-represented as a cohort in academic progress in proportion to their enrolment, a result assisted by the International Office's early intervention program.

SPONSOR: Registrar

RECOMMENDATION

That the Committee provide advice on the draft policy and note any matters arising in discussion of the issues.

***ITEM 11. GRADUATE STUDIES AND TRAINING**

PURPOSE

For discussion of the proposed formation of a Graduate Studies and Training Division.

BACKGROUND

Attachment:

- *ANU Graduate Studies and Training* ([1091/2008](#))

The attached paper sets out a proposal to form a small Division to support campus-wide elements of graduate studies and training at ANU. The Division would draw its administrative support from DRSS. The paper also discusses a proposal for enhancing the Master of Studies through "Advanced" and "Honours (research)" elements.

SPONSOR: Deputy Vice-Chancellor

RECOMMENDATION

That the Committee

1. note the paper *ANU Graduate Studies and Training* (1091/2008); and
2. refer the proposal for enhancing the Master of Studies through "Advanced" and "Honours (research)" elements to ANU College Education Committees for discussion with the request that they provide advice to the Board of Studies.

ITEM 12. REPORTS FROM ANU COLLEGES

PURPOSE

For the Committee to receive reports from ANU College education committees.

BACKGROUND

Reports have been received from (attached):

- ANU College of Business and Economics ([608/2008](#))
- ANU College of Science ([771/2008](#))
- ANU College of Asia and the Pacific ([419/2008](#))

SPONSOR: Pro Vice-Chancellor (Education)

RECOMMENDATION

That the Committee note the reports and any issues arising from discussion.

PART 3. PROGRAMS AND COURSEWORK
ITEM 13. UNDERGRADUATE PROGRAMS

PURPOSE

For consideration of new and changed undergraduate programs.

BACKGROUND

[Note: Papers that are not attached are available on request.]

13.1 Changes to Existing Programs from 2009

ANU College of Asia and the Pacific

- Bachelor of Asian-Pacific Studies ([1078/2008](#) linked)
 The present contextual major is composed of (1) two introductory courses, (2) two 'core' courses, (3) two elective courses relevant to the area of specialisation, and (4) two relevant courses from anywhere at the ANU. The proposed change would allow one 'core' course to be counted as an introductory course. Thereby increasing to three the elective courses. The rationale for the change is to allow earlier specialisation for those students seeking a narrower, but deeper, expertise.

13.2 Discontinuation of Award Program

- Bachelor of Arts (Asian Studies)

13.3 Undergraduate Courses

Attachments: Reports on course changes (from 30 May) to 18 August 2008:

- ANU College of Science ([1082/2008](#) attached)

Note: Reports from other ANU Colleges are attached at Item 12. above.

SPONSOR: Chair of the Committee

RECOMMENDATION

That the Committee:

- (i) endorse proposed changes to the Bachelor of Asian-Pacific Studies (1078/2008)
- (ii) note the discontinuation of the Bachelor of Arts (Asian Studies) following the review of the curriculum for 2009;
- (iii) note the summaries of course changes approved by ANU College Deans.

ITEM 14. GRADUATE PROGRAMS

PURPOSE

For consideration of new and changed graduate programs.

BACKGROUND

[Note: Papers that are not attached are available on request.]

*14.1 New and Changed Programs

ANU College of Science

Specialization in Environmental Science

- **Master of Science** ([1085/2008](#) attached) by coursework and research
 - **Graduate Diploma in Science** ([1086/2008](#) linked) by coursework
- The Master and Graduate Diploma programs consists of 8 courses (48 units). 6 Courses (36 units) must be selected from those with EMSC, ENVS or BIOL prefixes. The final structure and content of the program for each student will be developed after discussion with the student and appraisal of their background, previous knowledge and future intentions, and must be approved by the Graduate Studies Advisor and relevant School(s). In full-time mode, the 8 courses (48 units) of coursework and research are normally taken over two consecutive semesters.

The Master program may be completed in one of the following two ways:

(a) 25% research essay option

- 5 courses (30 units) relevant to Environmental Science, at least 2 courses (12 units) of which must have EMSC, ENVS or BIOL prefixes
- Independent Research Project or Special Topic course (6 units) with the same prefix as that of the Major Research Essay
- Major Research Essay with EMSC, ENVS or BIOL prefix* (12 units - maximum length 15,000 words) on an agreed topic; the work must show wide reading and understanding as well as evidence of critical analysis and/or appropriate use of advanced techniques.

or

(b) 50% sub-thesis option

- 3 courses (18 units) relevant to Environmental Science, approved by the Graduate Studies Advisor;
- Independent Research Project or Special Topic course (6 units) with the same prefix as that of the Sub-thesis;
- Sub-thesis with EMSC, ENVS or BIOL prefix* (24 units - length 20,000-25,000 words) on an agreed topic; the work must show wide reading and understanding as well as evidence of critical analysis and/or appropriate use of advanced techniques, at a higher level of development than the Major Research Essay.

Notes: * in exception cases approved by the Graduate Studies Advisor and relevant School, the Major Research Essay or Sub-thesis may comprise courses with another Science prefix.

Admission to the 50% thesis option requires evidence of Distinction-level performance in 2 courses, or equivalent, relevant to the proposed field of research. The choice of research topic under either option is dependent on the availability and agreement of a supervisor. These issues should be the subject of discussion with the Graduate Studies Advisor at an early stage.

- **Graduate Certificate in Environmental Science** ([1087/2008](#) linked) *Grad Cert Env Sc 24 units*: New award
4 courses (24 units) relevant to environmental science approved by the Graduate Studies Advisor and relevant School(s). 18 units must be selected from the courses with BIOL, EMSC, ENVS prefixes. The final program for each student will be developed by the program delegate, after discussion with the student.

ANU College of Asia and the Pacific

- Graduate Studies in International Affairs: Master of Arts (International Relations) requirements ([1089/2008](#) attached)

Amend entry requirement to sub-thesis (15,000 words) component to:
Successful completion of the coursework at the level of distinction average or above (with no fails recorded), and with a minimum grade of 75% in each of the two 12-unit core Masters courses, MA(IR).

14.2 Graduate Courses

Attachments: Reports on course changes (from 30 May) to 18 August 2008

- ANU College of Science ([1081/2008](#) and [1084/2008](#) attached)
- ANU College of Medicine and Health Sciences ([1083/2008](#) attached)

Note: Reports from other ANU Colleges are attached at Item 12. above.

SPONSOR: ANU College Deans

RECOMMENDATION

That the Committee:

- endorse the introduction of a new specialisation in Environmental Science in the Master of Science and Graduate Diploma in Science from 2009;
- recommend the introduction from 2009 of a Graduate Certificate in Environmental Science *Grad Cert Env Sc* and its inclusion in the *Schedule* to the *Graduate Coursework Awards Rules* as an award that the University may confer;
- endorse revision of the entry requirement to the sub-thesis component of the Master of Arts (International Affairs) as detailed in paper 1089/2008;
- note the summaries of course changes approved by ANU College Deans.

PART 4. ITEMS OF OTHER BUSINESS

***ITEM 15. OTHER BUSINESS AND QUESTION TIME**

PURPOSE

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

BACKGROUND

SPONSOR:

RECOMMENDATION

That the Committee note the matters raised and the responses.