

**AUSTRALIAN NATIONAL UNIVERSITY  
UNIVERSITY EDUCATION COMMITTEE**

**Meeting No. 6, 2008**

Meeting No. 6, 2008 of the University Education Committee will be held on

**Friday 28 November 2008**

**at 2.00 pm in the**

**Ross Hohnen Room of the Chancelry**

**There will be a short break for afternoon tea during the meeting**

Apologies:  
Ext.54080

J A Bruce  
Secretary to the Committee

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**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 in Progress**

**PART 2: REPORTS AND POLICY MATTERS**

- \*8. ANUSA Undergraduate Review of Teaching and Learning 2008**
- \*9. English Language for Study at ANU**
- \*10. Education Issues**
- \*11. ANU's Graduate Coursework Framework**
- \*12. Education, Performance and Promotion**
- \*13. Report from the Chair**
- \*14. Reports**

**PART 3: PROGRAMS AND COURSEWORK**

- \*15. Undergraduate and Graduate Programs**
- \*16. Undergraduate and Graduate Coursework**

**PART 4: ITEMS OF OTHER BUSINESS**

- \*17. 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](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/14 November 2008

## **PART 1: PROCEDURAL ITEMS**

### **\*ITEM 1. MINUTES**

The unconfirmed minutes of Meeting No.5, 2008 of the University Education Committee (1092/2008 attached) held on 12 September have been circulated (published at [http://info.anu.edu.au/OVC/Committees/040PP\\_Education/meetings.asp](http://info.anu.edu.au/OVC/Committees/040PP_Education/meetings.asp))

**For confirmation**

### **\*ITEM 2. MATTERS ARISING**

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

#### **3.1 Apologies**

**To be received**

#### **3.2 Announcements**

##### **Membership:**

Undergraduate student representative: Ms Rizvi's term as President and Ms Firth's term as Vice-President of ANUSA, end on 30 November. The incoming President, and representative on the Committee, is Mr Sham Sara and his alternate, Mr Tom Galvin.

**For noting**

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

The starred items are: 1, 2, 3, 4, 5, 6, 8.1, 8.2, 9.2, 9.3, 10.1, 10.3, 11, 12, 13, 14.1(1), 15.1(1), 16.1 and 17.

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 17. 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 IN PROGRESS**

- Education Management Plan
- Student Evaluations of Courses and Teaching: See Item 10.
- Enrolment Processing Arrangements for New Undergraduate Students: See Item 10.
- Policy and Schedule of program reviews: In progress
- Review of structure, arrangements for and management of combined degrees
- Program Advisory Boards: For consideration at the 17 February 2009 meeting
- Course Outlines: A Guide for Students: See Item 8.
- Graduate Studies Program -ANU Graduate and Continuing Education: See Item 15.
- English Language Admission analysis: See Item 9.

**For noting**

## **PART 2: REPORTS AND POLICY MATTERS**

### **\*ITEM 8. ANUSA UNDERGRADUATE REVIEW OF TEACHING AND LEARNING 2008**

#### **PURPOSE**

To consider any issues arising from the report of a review of teaching and learning conducted by ANUSA.

#### **BACKGROUND**

##### **\*8.1 Review Report**

Attachments:

- Report ([1100/2008](#))
- Summary of Issues raised in the Report ([1374/2008](#))
- Responses to the Report ([1371/2008](#))

This evaluation from the student perspective is the first formal review of teaching and learning practices to have been initiated by the ANU Students' Association. Comments have been received from ANU Colleges and the Registrar.

Ms Rizvi will speak to the Report. The Vice-Chancellor will attend the meeting for the item.

##### **\*8.2 Course Outlines: A Guide for Students**

Attachment:

- Responses from all ANU Colleges ([1098/2008](#))

The responses broadly support the introduction in principle of a template for the provision of information to students in a modified format to that proposed by the Pro Vice-Chancellor (Education) in August 2008 (863/2008).

**SPONSOR:** Vice-Chancellor

#### **RECOMMENDATION**

That the Committee:

- (i) provide advice to the Vice-Chancellor on possible improvements to teaching and learning quality at ANU arising from the Review Report;
- (ii) endorse in principle the introduction of common content for course outlines;
- (iii) request that the Pro Vice-Chancellor (Education) proceed to develop a modified template that takes account of the substantive issues raised in the responses received from ANU Colleges and a plan for implementation from 2009.

**\*ITEM 9. ENGLISH LANGUAGE FOR STUDY AT ANU****PURPOSE**

For discussion of English language considerations relating to study at ANU.

**BACKGROUND****9.1 English Language Admission Requirements**

Attachment:

- *Policy: English Language Admission Requirements for Students* ([1080C/2008](#))
- English language waiver *pro-forma* ([1379/2008](#)) and draft [website](#)

Some revisions have been made to the policy following consultation since the September meeting of the Committee, and the waiver *pro-forma* has been drafted.

**\*9.2 International Students: Addressing English Language Difficulties**

Attachment:

- *International Student English Language Requirements* from President, ANUSA ([1383/2008](#))

**\*9.3 Studies of International Student Cohorts and Their Academic Performances**

At its meeting of 12 September 2008, the Committee requested an analysis of the relationship between performance and English language admission levels at ANU and English language admission requirements at comparator universities. The Registrar will speak to the results from four studies carried out on various aspects of international student performance:

- Study of the ACT UAC International Student Cohort and Their Academic Performances at University ([1375/2008](#))
- A Study of the Impact of the Academic Progress Assistance Provided to International Students at the ANU ([1376/2008](#))
- A Study on the Correlation Between IELTS Score and Academic Performances of International Students at ANU ([1377/2008](#))
- Comparative Study on the Academic Performances of International and Domestic Students ([1378/2008](#))

**SPONSOR:** Pro Vice-Chancellor (Education)

**RECOMMENDATION**

That the Committee:

- (i) Recommend that the revised Policy: *English Language Admission Requirements for Students* ([1080c/2008](#)) be approved for implementation from January 2009;
- (ii) Note any matters arising in discussion of *International Student English Language Requirements*;
- (iii) Note the interim report on aspects of international student performance and that responses from ANU Colleges will form the basis of a consolidated report in 2009.

## **\*ITEM 10. EDUCATION ISSUES**

### **PURPOSE**

For the Committee:

- (i) To receive reports on current reviews and the recommendations
- (ii) To discuss issues relating to the Second Semester teaching term formula

### **BACKGROUND**

#### **\*10.1 Student Evaluations of Courses and Teaching**

Attachment:

- *Interim report and recommendation from the Survey and Student Feedback Working Party ([1276/2008](#)) and proposed ANUSA model for a Student Advisory Group*

A review of student evaluations at ANU was supported at the February meeting of the Committee. The Working Party chaired by the Pro Vice-Chancellor (Education) is in progress. Recommendations from the Interim Report are that:

- (i) CEDAM undertake a review and revision of ANUSET. This has commenced.
- (ii) ANU Colleges establish a Student Liaison Committee (or equivalent) with, in part, a role in facilitating discussion and resolution of students concerns with teaching and learning.

#### **10.2 Enrolment Processing Arrangements**

Attachment:

- *New Enrolments Working Party Report ([1369/2008](#))*

The Working Party on New Enrolments, established by the Registrar at the request of the August meeting of the Committee, has completed its review of the current model used for enrolling new students at ANU. A pilot business process is proposed for the pre-enrolment and enrolment of new students commencing a Bachelor of Arts (3100) program at ANU in Semester II, 2009.

#### **\*10.3 Second Semester 10-2-3 Teaching Term**

Attachment:

- *Summary of Student concerns: 10/3 Week term structure, Semester II 2008 ([1382/2008](#))*

**SPONSOR:** Pro Vice-Chancellor (Education)

### **RECOMMENDATION**

That the Committee:

- (i) Note the Interim Report (1276/2008) from the Survey and Student Feedback Working Party;
- (ii) Request ANU Colleges to consider the proposal for ANU College Student Advisory Groups and report to a future meeting of the Committee;
- (iii) Note the New Enrolments Working Party (1369/2008) and the proposed pilot for the mid-year intake in 2009;
- (iv) Note any matters arising from discussion of the Second Semester teaching term formula.

**\*ITEM 11. ANU's GRADUATE COURSEWORK FRAMEWORK**

**PURPOSE**

For consideration of a common framework for graduate coursework in the University.

**BACKGROUND**

Attachment:

- *Report from the Masters Framework Working Party* ([1367/2008](#))

The working party established by the Pro Vice-Chancellor (Education) in April 2008 has completed its review of graduate coursework structures within the University.

The broad terms of reference for the review were to:

- identify existing graduate coursework structures and how these are used within the University;
- recommend a common framework to be adopted across the University for graduate coursework programs; and
- identify pathways from graduate coursework to higher degree research.

The Committee is asked to consider the recommendations 1. to 6. and Appendix E of the Report at pages 5, 6 and 20.

**SPONSOR:** Pro Vice-Chancellor (Education)

**RECOMMENDATION**

That the Committee:

- (i) note the Report from the *Masters Framework Working Party* (1367/2008);
- (ii) support the adoption of a common framework for graduate coursework at ANU in the terms of the recommendations of the Report.

**\*ITEM 12. EDUCATION, PERFORMANCE AND PROMOTION**

**PURPOSE**

For discussion of issues surrounding the weighing of academic work in education alongside research.

**BACKGROUND**

Attachments:

- *Education, Performance and Promotion* ([1364/2008](#)) from the Deputy Vice-Chancellor
- *Promotion to Professor* ([1368/2008](#)) from the Pro Vice-Chancellor (Education)

Recommendations from the Deputy Vice-Chancellor's paper are that:

1. The Education Committee recommend a format for an “education output bibliography” that parallels the formats used in research output bibliography;
2. Academic's performance and promotion documentation henceforth includes an education bibliography in the recommended format, covering at least for the past two years of work (recognising that earlier information may be difficult to recover); and
3. After trialling this for 1 year, consideration be given to a convenient form of “expert assessment” of the education bibliography that parallels the current “expert assessment” of the best work in a research bibliography. This could entail the relevant sub-Dean and Program Convener checking a box that states that the course or supervision has been delivered to a quality acceptable to ANU.

**SPONSOR:** Deputy Vice-Chancellor

**RECOMMENDATION**

That the Committee:

- (i) note the discussion;
- (ii) support the above recommendations in principle and refer them together with the supporting documentation (papers 1364/2008 and 1368/2008) to the Vice-Chancellor and the Director, Human Resources.

**\*ITEM 13. REPORT FROM THE CHAIR****PURPOSE**

For the Committee to receive reports on matters of interest.

**BACKGROUND**

Pro Vice-Chancellor (Education) will report on:

- Festival of Teaching
- Reviews
  - . Foundation Studies ([1251/2008](#) attached)
  - . PhB Review
  - . Review of ANU Secondary College
- International Assessment of Higher Education learning Outcomes (AHELO): OECD Feasibility Study
- Incidental Fees Guidelines and Compliance

References:

- . Funding and Student Support Branch, DEEWR, [letter](#) of 17 November 2008  
[http://www.dest.gov.au/sectors/higher\\_education/policy\\_issues\\_reviews/key\\_issues/AIP\\_2005/default.htm#Administrative\\_Information\\_for\\_Providers:\\_Student\\_Support](http://www.dest.gov.au/sectors/higher_education/policy_issues_reviews/key_issues/AIP_2005/default.htm#Administrative_Information_for_Providers:_Student_Support)
- *ANU Research and Education Master Plan* at  
[http://info.anu.edu.au/OVC/Committees/030PP\\_Community/\\_ucecmtg5\\_2008/ANUResearchEducationMasterPlan2008Final.pdf](http://info.anu.edu.au/OVC/Committees/030PP_Community/_ucecmtg5_2008/ANUResearchEducationMasterPlan2008Final.pdf)
- Commercialisation Training Scheme

Pro Vice-Chancellor, Professor Thomas, will comment on:

- *Inquiry into research training and research workforce issues in Australian universities – Interim Report* at  
[http://www.aph.gov.au/House/committee/isi/research/interim\\_report.htm](http://www.aph.gov.au/House/committee/isi/research/interim_report.htm)

The Registrar will report on:

- Enrolments
- December Graduation Ceremonies
- Graduation Statement

**SPONSOR:** Chair of the Committee

**RECOMMENDATION**

That the Committee note the reports.

**\*ITEM 14. REPORTS****PURPOSE**

To receive reports from Sub-committees of the University Education Committee and from ANU College Education Committees.

**BACKGROUND****\*14.1 Reports from Sub-Committees****\*(1) Higher Degree Research Sub-Committee**

Attachments:

- Report from meeting No. 2, 2008 ([1273/2008](#))
- Oral Presentation ([1252/2008](#))

Current Issues for noting:

- Oral Presentation
- Mandatory research integrity training program for PhD students

**(ii) University Awards Committee**

The Deputy Vice-Chancellor has approved the transfer of responsibility to the Registrar for examining proposals for the introduction of undergraduate and postgraduate prizes, scholarships, bursaries and other awards and for oversight of the conditions of award during the life of the award, and for recommendations for the acceptance of, or changes to, conditions of award. The transfer will take effect from 1 December 2008.

Previously, this role was listed in the terms of reference of the University Awards Sub-committee and carried out by the Dean of Students, as Chair, acting on behalf of the Committee. The terms of reference are being revised accordingly.

**14.2 Reports from ANU COLLEGES**

The following reports have been received:

- ANU College of Asia and the Pacific ([420/2008](#))
- ANU College of Medicine, Biology and Environment ANU College of Physical Sciences Education Committee ([772/2008](#))
- ANU College of Arts and Social Sciences ([1259/2008](#) and [1260/2008](#))
- ANU College of Law ([1381/2008](#))

**SPONSOR:** Pro Vice-Chancellor (Education)

**RECOMMENDATION**

That the Committee:

- (i) note the reports;
- (ii) note the implementation of the proposal from the 2007 HDR Review for the introduction of the oral presentation for PhD students commencing in 2008 as described in paper 1252/2008;
- (iii) note the introduction of a mandatory research integrity training program for all new PhD students from 2009 as a candidature milestone.

**PART 3. PROGRAMS AND COURSEWORK**  
**\*ITEM 15. UNDERGRADUATE AND GRADUATE PROGRAMS**

**PURPOSE**

For consideration of new and changed programs and to note proposals approved since the September meeting of the Committee.

**BACKGROUND**

**\*15.1 New Graduate Award Programs from 2009**

**\*(i) Graduate Studies Program**

Attachments:

- *ANU Graduate and Continuing Education* ([1091a/2008](#))
- GSP Academic Program Information Form ([1263a/2008](#))

The proposal:

- . is to extend the existing program to include a research component
- . envisages that the following awards would be available subject to satisfactory completion of courses at the required levels:
  - Certificate of Graduate Studies (24 units)
  - Diplomas of Graduate Studies (36 units)
  - Master of Studies (48 units)
  - Master of Advanced Studies (72 units) (new)
  - Master of Studies (Honours) (96 units) (new)

Alternatives raised in subsequent discussions are:

- . to name the honours award “Master of Studies with Research” and not use the term “honours” in the title because of issues to do with entry and progress standards normally required to achieve particular classes of honours in a Master by coursework and research degree at ANU; or
- . to abandon the Honours/Advanced distinction and require at least 24 units of research courses in a Master of Advanced Studies (in a 96 unit program). This would be equivalent to adding another flavour to transitional, advanced, specialist called "research".

**(ii) Master Degrees Approved since the September meeting:**

- **Master of Science specialising in Science Communication** *MSc* 48 units ([1085/2008](#) attached): ungraded Master degree by coursework jointly between ANU CPS/CMBE and National University of Singapore ANU staff will participate in the teaching program at NUS.
- **Master of Islam in the Modern World** *MIMW* 48 units ([1205/2008](#) attached): graded Master degree by coursework offered by the ANU College of Arts and Social Sciences

**15.2 Changes to Graduate Award Programs from 2009** ([1384/2008](#) attached)

- **Master of Culture, Health and Medicine** ([730/2008](#) linked)
- **Master of Business** ([1256/2008](#) linked) and **Master of Commerce** ([1257/2008](#) linked)

**15.3 Changes to Undergraduate Award Programs from 2009** (1384/2008 attached)

- **Bachelor of Arts (New Media Arts)** ([1211/2008](#) linked)
- **Bachelor of Asia-Pacific Studies** ([1370/2008](#) linked)

**15.4 Discontinued Programs** (1384/2008 attached)

**SPONSOR:** Pro Vice-Chancellor (Education)

**RECOMMENDATION**

That the Committee:

- (i) endorse an extension of the Graduate Studies Program to include a research component and advise on the naming and requirements for the new award(s);
- (ii) endorse proposed changes to graduate award programs for 2009;
- (iii) note new and changed award programs approved by the Pro Vice-Chancellor (Education)

## **\*ITEM 16. UNDERGRADUATE AND GRADUATE COURSEWORK**

### **PURPOSE**

To note new and changed undergraduate and graduate course approvals  
To consider the introduction of a course dealing with complex contemporary ideas.

### **BACKGROUND**

#### **\*16.1 Undergraduate 3000-Level Course Dealing with Complex Contemporary Ideas**

- *Proposal for a new undergraduate course* ([1365/2008](#) attached) to commence Semester 2, 2009 presented cooperatively by all ANU Colleges

#### **16.2 ANU Associate Degree**

- **Associate Degree co-taught with ANU College**  
The following courses were circulated to the Board of Studies for comment and have been approved for Semester 1, 2009:
  - ASGS1019 Physics and its Foundations
  - ASGS1015 Business Information Systems
  - ASGS1020 Individual and Society in Asia and the Pacific\*
  - ASGS1017 New Media, the Web and its Tools
  - ASGS1014 Systems and Processes in Accounting
  - ASGS1018 Foundations of International Relations: Europe in the Modern Era
- **Associate Degree co-taught with CIT**
  - Science specialisation - revised statement of courses ([1280/2008](#) attached)

#### **16.3 New Courses in the Graduate Studies Program**

The following courses have been approved for introduction from 2009 to count for credit towards awards in the Graduate Studies Program and where the relevant ANU College decides to recognise them for credit towards an award that they offer. The courses are also available on a not-for-credit basis for graduate coursework students generally.

- Introduction to Writing for Government (3 units)
- Intermediate Writing for Government (3 units)

#### **16.4 Undergraduate and Graduate Courses**

Reports on new and changed courses approved by ANU College Deans have been received from:

- ANU College of Science ([1250/2008](#) attached)
- ANU College of Arts and Social Sciences (1259/2008 extract)
- ANU College of Engineering and Computer Science ([1362/2008](#))
- ANU College of Asia and the Pacific (420/2008 extract)
- ANU College of Business and Economics ([1047/2008](#))

**SPONSOR:** Deputy Vice-Chancellor

## **RECOMMENDATION**

That the Committee:

- (i) note the *Proposal for a new undergraduate course* (1365/2008) dealing with complex contemporary ideas;
- (ii) as Deans to consider nominating a colleague with experience and interest in the pedagogy of complexity and argumentation to assist with the Deputy Vice-Chancellor in the development of the curriculum for the course;
- (iii) note course approvals since the September meeting of the Committee.

**PART 4. ITEMS OF OTHER BUSINESS**

**\*ITEM 17. OTHER BUSINESS AND QUESTION TIME**

**PURPOSE**

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

**BACKGROUND**

**17.1 Meetings Schedule for 2009**

Meetings of the University Education Committee have been scheduled as follows:

Tuesday 17 February, 9.30 am, Ross Hohnen Room  
Thursday 9 April, 9.30 am, Ross Hohnen Room  
Friday 5 June, 9.30 am, Ross Hohnen Room  
Friday 14 August, 9.30 am, Ross Hohnen Room  
Friday 11 September, 9.30 am, RC Mills Room  
Friday 27 November, 9.30 am RC Mills Room

This information has been published at:

[http://info.anu.edu.au/OVC/Committees/040PP\\_Education/meetings.asp](http://info.anu.edu.au/OVC/Committees/040PP_Education/meetings.asp)

**SPONSOR:** Chair of the Committee

**RECOMMENDATION**

That the Committee:

- (i) note matters raised and the responses;
- (ii) note the schedule of Committee meetings for 2009