



UNIVERSITY EDUCATION COMMITTEE MINUTES – 5 MAY 2022

Minutes of the 02/2022 meeting of the University Education Committee held at 9.30am on Thursday 5 May in the Council Room and via the Zoom video-conferencing platform.

MEMBERS PRESENT:

Prof Theo Farrell (Chair)	Prof Trish Mundy
Ms Leanne Cambridge	Ms Nuala O'Donnell
Prof Honglin Chen	Dr Kellie Ridges
Dr Ken Cliff	Mr Dominic Riordan
Prof Julia Coyle	A/Prof Montse Ros
Mr Ray Coury	Prof Ann Rogerson
Dr Alison Freeman	A/Prof Danielle Skropeta
Mr Benjamin Hamill	A/Prof Sibylle Schwab
Ms Theresa Hoynes	Mr Manmeet Singh Batra
Ms Margie Jantti	Dr Elena Vlaha-Gjorgievska
A/Prof Julie Kiggins	Prof Karen Walton
A/Prof Tracey Kuit	A/Prof Ika Willis
Dr Kimberly McMahon-Coleman	Dr Noelene Weatherby-Fell
Belinda Gibbons	

APOLOGIES AND LEAVE OF ABSENCE:

Ms Jaymee Beveridge	Mr Felix Lanceley
Dr Kellie Buckley-Walker	Dr Martin O'Brien
Dr Jeri Childers	Prof Greg Rose
Mr Jackson Cocks	Prof Christian Ritz
Prof Louise Hickman	Ms Megan Smith
Mr Narayan Khanal	Prof Wilma Vialle

IN ATTENDANCE:

Ms Gemma Cutting (AQS)	Ms Kylie Parker (Minutes Secretary)
Ms Allison Clode (AQS)	Mr Rob Sim (Admissions, Fees and Scholarships)
Ms Katie McKenzie (Executive Officer)	Ms Jan Sullivan (AQS)
Ms Carly Lavings (Rep: Mr Jackson Cocks)	Mr Rene Wechner (IMTS)
Dr Henry Lee (Rep: Mr Felix Lanceley)	

PART 1: OFFICIAL BUSINESS

1.1 Welcome and Acknowledgement of Country

The Chair welcomed all members and attendees and gave a special welcome to new members Dr Jeri Childers (Director of Education, iAccelerate), Mr Jackson Cox (Chair of Student Advisory Committee), Prof Louise Hickman (Pro Vice-Chancellor Health – Sydney Campuses) and A/Prof Ika Willis (Chair of SAES).

Dr Ken Cliff gave the Acknowledgement of Country.

1.2 Apologies and Leave of Absence

The Chair noted the apologies as listed above.

1.3 Arrangement of Agenda

1.3.1 Conflicts of Interest

No conflicts of interest were raised by the Committee.

1.3.2 Confidential Items

No confidential items are included in the agenda papers.

1.3.3 Starring of items under General Business

The following items were starred for discussion: 3.1 to 3.05 and 3.7. There were two late items; Online Examination Procedure and, Guidelines for Good Practice in Live Online Meetings. The former was starred for discussion and the later was held over for discussion at the June meeting of the UEC.

1.3.4 Adoption of Unstarred Items

RESOLVED 2022/13

that the University Education Committee adopt the resolutions that are put to the Committee unstarred.

1.3 Confirmation of Minutes

RESOLVED 2022/14

that the Minutes of the 01/2022 University Education Committee meeting of 16th February 2022 be confirmed and signed as a true record.

1.5 Business Arising from the Minutes

There was no business arising from the Minutes.

1.6 Chair's Report

The Chair spoke briefly on the following topics:

Graduation

Graduation ceremonies were held on campus from May 2-4 and were a great success, particularly in the face of last minute venue changes. Units and staff from across UOW collaborated in the logistics and coordination of the ceremonies, led by SASD and with integral input from the Indigenous Strategy Unit. The Chair noted the Smoking Ceremonies and involvement of local Elders as highlights. The Chair also noted with appreciation that numerous students and staff volunteered their time to ensure the smooth running of these ceremonies.

Proctorio

A number of concerns about Proctorio with respect to academic integrity and privacy raised by students and staff have been addressed in the feedback process. A video in which the DVC(A) addresses these concerns will be released in the coming week. The Chair noted that the starred item Online Examination Procedure would provide members further opportunity to discuss.

Academic Consideration

The Chair informed the Committee of a large backlog of Academic Consideration applications in Autumn and T1 Sessions, due mainly to COVID and the recent floods. A number of changes to improve the process and minimise evidence requirements to create a more efficient workflow have been implemented.

PART 2: COMMITTEE BUSINESS

2.1 Education Policy and Quality Subcommittee Minutes

RESOLVED 2022/15

that the University Education Committee note the minutes of the Education Quality and Policy Subcommittee from the 22 March 2022 meeting, as provided in the agenda papers.

2.2 Education Policy and Quality Subcommittee 2022 Work Plan

RESOLVED 2022/16

that the University Education Committee endorse and ratify the EPAQ Work plan for 2022 as attached to the agenda papers.

2.3 Student Academic Experience Subcommittee Minutes

The Chair thanked the PVC (Students) for her leadership of the Student Academic Experience Subcommittee and also congratulated A/Prof Ika Willis on her appointment as Chair of the Subcommittee.

RESOLVED 2022/17

that the University Education Committee receive the unratified Minutes of the meeting of the Education Policy and Quality Subcommittee held on 9 November 2021 as amended.

2.4 Learning Platform Advisory Group Minutes

RESOLVED 2022/18

that the University Education Committee note the minutes of the Learning Platform Advisory Group (LPAG) meetings held on 3rd December 2021 and on 4th February 2022.

PART 3: GENERAL BUSINESS

Late Item 1 Draft Online Exam Procedures

Mr Rob Sim addressed the Committee and provided some background on the implementation of Proctorio for online invigilated exams. Members were advised that the system was piloted in Autumn 2021 and Summer Session 2022. Mr Sim provided a summary of the new procedures, which join the Exam Rules suite of procedures. The new procedures mirror existing procedures where possible but have been modified for the online exam environment. Mr Sim advised that work is continuing in this space and will be an ongoing process that will include further consultation with staff across the University. A number of committee members indicated they are gathering feedback from their respective Faculty/Unit to forward onto SASD for consideration.

Prof Ann Rogerson noted the incorporation of feedback on Academic Integrity aspects associated with online exams and highlighted training requirements for invigilators and Faculty staff.

Mr Sim advised that the suite of procedures currently focus on centrally administered end of session exams but there were future plans to widen the scope to include mid-session assessments and open book examinations. Mr Dominic Riordan advised that one premise of the policy suite was to capture the core principles that should apply to any examination such as fairness, maintaining Academic Integrity and equitable access for students, but noted that further clarity regarding the scope of the procedures was needed.

RESOLVED 2022/19

that University Education Committee note:

- (i) Note the report on the implementation of the Proctorio exam invigilation system and associated policy changes to support the conduct of online examinations;*
- (ii) Endorse the draft Online Examination Procedures as set out in the agenda paper; and*
- (iii) Note that the draft Online Examination Procedures will be submitted to the Academic Senate for endorsement and thereafter submitted to the Deputy Vice-*

Late

Item 2 Guidelines for Good Practice in Live Online Meetings

The Chair advised that the item will be held over to the next meeting.

***3.1 TEQSA Update**

Ms Jan Sullivan spoke to this item and drew the Committee's attention to the following:

- The University's 2021 risk assessment has been received from TEQSA, which categorised the University as low risk in all areas except for 'risk to students' and 'risk to financial position', which are categorised as moderate risk. This is based on results for Coursework Graduate Satisfaction surveys that dropped three percent and to a decline in the UOW's operating margin.
- TEQSA's 2022 list of priorities has been released. It includes contract cheating, oversight of third-party arrangements, moving beyond Covid-19 and student safety and wellbeing.

Mr Riordan advised of a recent meeting between himself, the DVC(A) and the TEQSA Associate Director, with the main focus of discussion being on UOW's response to the pandemic and student and staff wellbeing. Members were reminded of the relaxation to the online delivery requirements in ESOS legislation for international students. Mr Riordan noted in this meeting, the importance of receiving adequate warning if these requirements were to revert back to previous standards.

RESOLVED 2022/20

that the University Education Committee note the TEQSA and Sector Update as provided in the agenda paper.

***3.2 Collaborative Delivery Policy Suite**

Ms Jan Sullivan addressed the Committee and provided background on the Collaborative Delivery Policy Suite. Ms Sullivan outlined the three supporting procedures, which govern the assessment of a new collaborative delivery arrangement, subject level quality assurance and a collaborative review of program delivery. Members were advised that the purpose of the policy suite was to ensure that students receive the same standard of education regardless of their location of study. Ms Sullivan advised that in regards to UOW's 2018 re-registration, the University received praise from TEQSA on its comprehensive suite of third-party policies and offshore arrangements. Ms Sullivan discussed the proposed changes to the procedures as outlined in the agenda paper, noting the changes aimed to provide clarity around collaborative delivery procedural requirements. Ms Sullivan also discussed the issue of 'twinning', noting that this refers to an arrangement where UOW and a partner University each delivers part of a program, leading to a single award. Members were informed that following a 2020 accreditation review, it was agreed that policy and procedures in relation to twinning should be incorporated in the Collaborative Delivery Policy Suite.

Members were informed that the proposed changes had been reviewed by the Associate Deans (International) and the suite had been to the Transnational Education Subcommittee, who have endorsed the proposed changes. Ms Sullivan noted that pending endorsement from UEC, the policy suite will go to Academic Senate for endorsement.

Prof Rogerson advised that KDU Malaysia were erroneously advertising a Bachelor of Business Dual Award that had not yet been agreed to by UOW. Mr Riordan acknowledged that the error is likely the

result of a failure to follow procedures, rather than a gap in the procedures themselves. Mr Riordan advised that regardless, it is an important issue and should be addressed directly with KDU Malaysia.

ACTION 2022/05

Mr Riordan to follow up with KDU Malaysia regarding the issue of advertising Dual Award courses, that may not have been through the correct course approval procedures.

RESOLVED 2022/21

that the University Education Committee:

- (i) endorse the rescission of the Annual Review of Transnational Education (Twinning) Programs Procedures;*
- (ii) endorse the proposed amendments to the Collaborative Delivery Policy suite; and*
- (iii) refer the revised policy documents to Academic Senate for endorsement and to the delegated authority for approval.*

***3.3 Academic Integrity and Academic Misconduct Report**

Prof Ann Rogerson addressed the Committee and provided members with an update on the Academic Integrity and Misconduct Report. The report summarises UOW's Academic Integrity initiatives undertaken throughout 2021 and provides an analysis of academic misconduct data trends. Members were advised that the 2020 data showed an increase in student collusion, most likely due to complications arising from the shift to online learning. Prof Rogerson discussed the following recommendations, as outlined in the agenda paper:

- engage with the Students as Partners Working Group and representatives from the broader student representatives group to better engage students in the academic integrity landscape.
- prioritise updates to the Academic Misconduct BPM system to allow for bulk reporting of poor academic practice cases in first year subjects.
- review and update the Academic Integrity Policy and academic misconduct definitions to take into account trends in the sector.

One member noted that Subject Coordinators lacked the ability to 'close the loop' in regard to reported academic misconduct cases and determine whether students have completed the required training modules. Prof Rogerson advised that students who are required to complete the Academic Integrity module, have their grades blocked until they do so.

The Chair invited the Student Representatives to comment on any issues related academic integrity or misconduct. One Student Representative highlighted the need for consistency across Faculties in the way academic integrity is embedded in courses.

Several members noted that a bulk reporting tool for Academic Integrity cases would be highly useful for teaching staff. Prof Rogerson was commending for her ongoing excellent work in this challenging space.

RESOLVED 2022/22

that the University Education Committee:

- (i) Note the Academic Integrity and Misconduct Report 2021 as provided in the agenda paper; and*
- (ii) endorse the recommendations contained in the report.*

***3.4 Annual Student Complaints and Appeals Report**

Mr Riordan spoke to this item, noting the recent retirement of the Student Ombudsman, A/Prof Margaret Wallace, who contributed heavily to the Report. Members were provided with background on the Student Complaints and Appeals Report and advised that in 2020, the total number of requests for Review of Mark or Grade was lower than the previous year, but was slightly higher again in 2021.

There was also an increase in the time taken to provide students an outcome of their appeal. These factors are most likely due to Covid -19 and the move to online delivery and will continue to be monitored. Mr Riordan discussed the recommendations as outlined in the agenda papers.

Prof Trish Mundy raised an issue regarding the Stage 1 A appeal process and the application of the Teaching and Assessment Policy Suite, which essentially precludes a review of grade for an assessment that has previously been subject to moderation and calibration practices. Prof Mundy suggested that clarity was needed around what effect moderation and calibration practices have on the early stage appeal process. A/Prof Julie Kiggins noted that this was also an issue at the Stage 1b level. Ms Sullivan advised that the TAPS policy was due for review and that this would be noted in the Issues Log.

Several members noted the need for a greater distinction between a general and an academic complaint, and supported the recommendation for a single portal for students to lodge any form of complaint. The Chair suggested further discussion take place between AQS and Director of Student Life, Dr Kellie Ridges.

Mr Riordan noted that the Report had been received by the Student Academic Experience Subcommittee and the Education Policy and Quality Subcommittee and will continue to incorporate feedback received.

ACTION 2022/06

Mr Riordan to follow up with Dr Kellie Ridges regarding Recommendation 5 of the Student Complaints and Appeals Report.

RESOLVED 2022/23

that the University Education Committee receive the Student Complaints and Appeals Report 2021 and endorse the recommendations contained therein.

3.5 Revised Course Progress Policy

Ms Allison Clode spoke to this item and provided background on the revised Course Progress Policy. Ms Clode outlined the proposed policy amendments as outlined in the agenda papers which address the new requirements under Job-Ready Graduates legislation. Members were also informed of recent Coursework Exclusion process improvements. Ms Clode drew members attention to the addition of Clause 8 to the policy which outlines the following requirements and amendments:

- students maintain a reasonable completion rate of 50% in order to maintain a Commonwealth supported place
- allow students to seek to remove a fail record from their completion rate if special circumstances apply
- provide guidance around course transfer options if a student loses their CSP

Ms Clode discussed the following recommended amendments to the exclusion appeals process:

- reduce the internal appeal stages and move to a two stage internal process
- remove the requirement for DVC(A) approval for Stage 1 outcomes
- update Faculty Exclusion Appeals Committee membership to remove the requirement to include an external Head of Students Stage 1 appeals

Ms Clode asked members to provide feedback on the Course Progress Policy, noting there is no pressing deadline for feedback.

RESOLVED 2022/24

that the University Education Committee:

- (i) provide feedback and endorse the proposed amendments to the Course Progress Policy as set out in the agenda papers; and*
- (ii) note these provisions will be forwarded to the Academic Senate for endorsement and to the Delegated Authority for approval, to become effective on approval.*

3.6 Course Review and Approval Activities**RESOLVED 2022/25**

that the University Education Committee note the report on course approval and course review activities conducted during 2021 as outlined in the agenda papers

***3.7 Review of Late Subject Enrolment Approvals**

Ms Alison Clode spoke to this item and discussed the intent to limit the delegations for late enrolments approvals after census date, to the Director, Human Services and the DVC(A). Members were advised that to enrol a student after census date, a delegated authority would need to confirm that late enrolment was due to an administrative error and not due to student error. Ms Clode also discussed the following proposed policy changes:

- amendment to clause 27.01 of the Delegations of Authority Policy to cover re-enrolling students
- amendment to clause 27.01 to ensure requests for late subject enrolments after the end of week two, until the end of week 3, meet the provisions under the Compassionate and Compelling circumstances guidelines
- amendment to section 4.42 of the Coursework Rules to ensure that students enrolling late, meet with a Head of Students.

Prof Ann Rogerson advised that students often mistakenly withdraw from subjects. In these instances, students need to be manually re-enrolled after census date. Such occurrences should be classified as administrative errors in order to allow the student to continue with the subject and retain a Commonwealth supported place. Mr Rob Sim advised that he would follow up on this issue.

Several members noted the importance of support measures such as students meeting with the Subject Coordinator or Head of Students to develop a study plan and ensure that their late enrolment won't adversely affect their studies. Members agreed that late enrolment should only be approved in extenuating circumstances and only when it is determined that late enrolment will not unduly effect the student's ability to pass the subject.

ACTION 2022/07

Mr Rob Sim to follow up on the instances of students accidentally withdrawing from subjects and investigate the addition of a pop-up alert asking students to confirm their intention to withdraw.

RESOLVED 2022/26

that the University Education Committee:

- (i) endorse the proposed amendments to the Delegations of Authority Policy; and*
- (ii) endorse the proposed amendments to the Coursework Rules;*
- (iii) refer the revised policy documents to University Council for endorsement and the delegated authority for approval.*

3.8 Global Strategy Enabling Plan (GSEP)

RESOLVED 2022/27

that the University Education Committee note the Global Strategic Enabling Plan – 2022 to 2025 as provided in the agenda papers.

3.9 WATTLE Annual Report

RESOLVED 2022/28

that the University Education Committee note the 2021 report of the Wollongong Academy for Tertiary Teaching and Learning Excellence as provided in the agenda papers.

3.10 National Priorities and Industry Linkage Fund (NPILF) Pilot Plan

RESOLVED 2022/29

that the University Education Committee note the National Priorities and Industry Linkage Fund Pilot Plan as provided in the agenda papers.

3.11 Learning and Teaching Innovation Grants Report

RESOLVED 2022/30

that the University Education Committee note the Learning and Teaching Innovation Grants (LTIG) report on 2022 funded projects as provided in the agenda paper.

3.12 LTC Academic Development and Support for Teaching

RESOLVED 2022/31

that the University Education Committee note the update of the activities undertaken by LTC to support academic development and learning and teaching as provided in the agenda papers.

PART 4: OTHER BUSINESS

4.1 Other Business

The Chair noted the recent retirement of A/Prof Margaret Wallace and thanked her for all of her contributions to the University, noting her many contributions to teaching, research and the student experience, and specifically her amazing work in her role as Student Ombudsman.

PART 5: NEXT MEETING

The next meeting of the University Education Committee is scheduled for 22 June 2022.

Signed as a true record:



Chairperson