



UNIVERSITY EDUCATION COMMITTEE MINUTES – 15 FEBRUARY 2023

Minutes of the 01/2023 meeting of the University Education Committee held at 9.30am on Wednesday 15 February, held in the Council Room and via the Zoom video-conferencing platform.

MEMBERS PRESENT:

Prof Theo Farrell (Chair)	Mr Felix Lanceley
Dr Kylie Austin	Ms Nuala O'Donnell
Dr Kellie Buckley-Walker	Dr Germanas Peleckis
Ms Leanne Cambridge	Prof Nina Reynolds
Dr Ken Cliff	Dr Kellie Ridges
Prof Honglin Chen	Mr Dominic Riordan
Mr Jackson Cocks	Prof Ann Rogerson
Mr Ray Coury	A/Prof Montse Ros
Dr Alison Freeman	A/Prof Sibylle Schwab
A/Prof Xiaoping Gao	Mr Michael Valceski
Prof Louise Hickman	Prof Wilma Vialle
Ms Margie Jantti	Dr Elena Vlahu-Gjorgievska
A/Prof Julie Kiggins	Prof Karen Walton
A/Prof Tracey Kuit	Dr Noelene Weatherby-Fell
	A/Prof Ika Willis

APOLOGIES AND LEAVE OF ABSENCE:

Mrs Jaymee Beveridge	Mr Narayan Khanal
Ms Leanne Cambridge	Dr Kimberly McMahon-Coleman
Prof Louise Hickman	Prof Christian Ritz
Ms Theresa Hoynes	

IN ATTENDANCE

Ms Allison Clode (AQS)	Ms Katie McKenzie (Executive Officer)
Mrs Beth Just (SASD)	Ms Jan Sullivan (AQS)
Dr Alyce Mason (LTC)	Ms Kylie Parker (Minutes Secretary)
Ms Clare McKenzie (Library)	

PART 1: OFFICIAL BUSINESS

1.1 Welcome and Acknowledgement of Country

The Chair welcomed all members and attendees and extended thanks to outgoing Committee Members Prof Trish Mundy, Ms Megan Smith, Mr Narayan Khanal and Mr Manmeet Singh-Batra. The Chair welcomed Dr Kylie Austin who has joined the Committee as the new Associate Director, Student Equity and Success.

A/Prof Montse Ros 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: 2.2 to 2.4, 3.1, 3.2 and 4.1 to 4.4

1.3.4 Adoption of Unstarred Items

RESOLVED 2023/01

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

1.4 Confirmation of Minutes

RESOLVED 2023/02

that the minutes of the previous meeting held on 5 October 2022, as attached to the agenda paper, 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 provided the following report:

The PVCS Workplace Change Update

There is an urgent need to enhance our student services & support, and thereby improve the student experience at UOW. The PVCS workplace change process concluded in November 2022. It has enabled us:

- to consolidate and enhance our support for student mental health and wellbeing, by creating a unified team in the Division of Student Life.
- to improve coordination in our outreach and recruitment activities through a new OFSD.
- to consolidate our support for WIL and CDL through the establishment of a new Centre for Student Employability in LTC.

We have also appointed a new strategic lead for student equity, Dr Kylie Austin, who will lead the development of a new Student Equity and Success Strategy for UOW.

In parallel, this month we concluded the final stage of LTC Workplace Change, and this will see the Learning Development team move from LTC to DSL, in order to be co-located with the Student Equity and Success team and Student Mental Health and Wellbeing team in DSL. The purpose is to drive a more coherent, student-centred approach to improving student success and retention.

Finally, under the wider DVCA restructure, Theresa Hoynes has been appointed Director of Division of Student Life and Dr Kellie Ridges has been appointed Director of Student Administration Services Division.

Thanks to all colleagues who engaged and strengthen the change proposals.

A/Prof Sibylle Schwab queried whether Faculties should be pausing any Faculty run student success activities or alternatively, be engaging with the Student Equity and Success unit, given the possibility of overlap. The Chair advised that the Division of Student Life will be developing activities and programs to promote student success but that Faculties are not discouraged from developing their own Faculty specific student support programs. Dr Kylie Austin noted that consultation and collaboration with Faculties will continue alongside the development of all student success programs to ensure synergy and reduce any overlap. The Chair advised that the DSL will also engage with the Student Academic Experience Subcommittee to help align priorities. One panel member noted that an organisational chart outlining who to contact, within the newly formed Divisions, would be helpful.

ACTION 2023/01: *Develop and distribute a Division of Student Life organisational chart and 'who to contact' list.*

UOW SES 2022 Results

In January, UOW received its 2022 Student Experience Survey results.

Undergraduate student overall satisfaction +8.5% to 76.1%

- 2.9% below 2019

Postgraduate student overall satisfaction + 6.9% to 74.3%

- 1.9% above 2019

Improvements in all UG scales and almost all PG scales (except Skills Development)

- UG Learner Engagement: +20%
- PG Learner Engagement: +12.7%
- PG Skills Development: -0.2%.

But some way still to go.

- UG Learner Engagement: -7.9% on 2019
- PG Learner Engagement: -7.0% on 2019
- UG Teaching Quality: -2.8% on 2019
- 2019 scores below 2018

DSL will take the lead on the SES strategy, and our preparations for SES 2023. Academic Quality and Standards Division will take the lead on Teaching Quality and collaborate with Faculties on SES action plans.

Several members recognised the amazing work of the Faculty and central unit staff that has encouraged the improvement of these results and increased overall student satisfaction from

2019, especially when noting current resourcing has not returned to the level of previous years.

Graduate Outcomes Survey (GOS) 2022

Graduate Outcomes Survey (GOS) 2022 reports were published online this week.

There is some good news for UOW in the 2022 Graduate Outcomes Survey, with the University being specifically mentioned as one of four universities nationally that saw the largest increases in full-time employment of domestic graduates.

- Our Full-Time Employment rate jumped 14.7% to 80.2%. In NSW, this puts us ahead of UTS and WSU but still behind UON, UNSW and USyd. Nationally, UOW now ranks 19/42 in UG full time employment, and UOW graduates are above the national average.
- Our Overall Employment rate increased in line with national average, and UOW now ranks 28/42 with our graduates slightly below the national average.

The 2022 International Graduate Outcomes Survey showed that UOW is sitting below the national rates for Full-Time and Overall employment but above the national median salary.

Committee Member Surveys

An update on the UEC, SAES and EPAQ committee member survey's conducted in 2021 and 2022.

- Results were presented to committees in late 2022 and UEC endorsed a review of the committee memberships and where appropriate, the ToR, and that the Chairs and Executive Officers consider administrative adjustments to agenda papers and workplans.
- A proposal for a revised membership model has been developed, however, plans to present the new model to UEC are now on hold while a review of the Academic Senate is underway. The finalisation of the Senate review is expected in Q2, after which time, it will be used to inform the UEC and subcommittee membership and ToR.

In the interim, the Chairs and Executive officers will liaise to ensure that their respective workplans are aligned and that the implementation of items and other updates are reviewed regularly to maintain the alignment, strengthen the communication of the committees, and improve the transparency of how feedback is incorporated, and actions followed up on.

The Year Ahead

- UOW is on track to achieve target for domestic and international enrolments – will return us to our 2019 position.
- We returned 80% of classes and large lectures in 2022 and expect this to continue in 2023. A UOW model for flexible learning is being developed by LTC and will involve extensive stakeholder consultation.
- The new model for Orientation called “Its Go Time”, now extends across semester 1 and includes nine thematic areas: Get Started, Respect, Connect, Succeed, Forward, Thrive, Belong, Live, Party (responsibly). These activities and resources aim to be delivered to the right students at the right time.

Dr Austin noted that over 700 students had already engaged in these activities pre-commencement, which will hopefully lessen the number of queries received by Heads of

Students at the beginning of session. 4000 students are enrolled in the upcoming Faculty orientations. One Committee Member noted that tutors are often the first point of contact to receive queries from students, suggesting it would be beneficial to ensure all tutors are aware of the available resources to point students towards. Dr Kellie Ridges advised this would be explored.

ACTION 2023/2

Dr Kellie Ridges to consider how to best inform teaching staff of the student resources available to students at the start of session.

- There is a new Student Mental Health service model which will include culturally appropriate support, a more unified approach, increased student access to support and more digital resources.
- There are currently 2000 beds in University accommodation which we expect to be at 95% occupancy in 2023. We have increased UOW accommodation through refurbishment of facilities and secured 80 additional externally provided beds for semester 1. The promotion of Homestays will increase, and we will work with community partners to increase capacity for future years.

PART 2: COMMITTEE BUSINESS

2.1 Updated UEC Terms of Reference

RESOLVED 2023/03

that the University Education Committee endorse the revised Terms of Reference, as provided in the agenda papers and forward the revisions to Academic Senate for approval.

***2.2 Draft UEC 2023 Work Plan**

No comments were received regarding the Draft UEC 2023 Work Plan.

RESOLVED 2023/04

that the University Education Committee endorse the UEC Workplan for 2023.

***2.3 Educational Quality and Policy Subcommittee Minutes**

Dr Ken Cliff, the Chair of the Educational Quality and Policy Subcommittee, provided members with an update on the Academic Consideration Policy, noting that the rollout of the changes within the Policy were planned for Spring session. Members were advised that policy changes would be widely communicated with all staff to ensure their inclusion in Spring subject outlines.

Dr Cliff also provided an update on the Subject and Teacher Evaluation Platform, noting that the working party had reconvened to address such issues as the system rollout, improving evaluation response rates, and building staff confidence in the platform.

Members were also informed of upcoming ESOS training which will be available to all staff responsible for ESOS compliance.

RESOLVED 2023/05

that University Education Committee note the minutes of the Educational Policy and Quality Subcommittee (EPAQ) meeting held on 6th December 2022 as provided in the agenda papers.

***2.4 Student Academic Experience Subcommittee Minutes**

A/Prof Ika Willis advised members that membership of the Student Academic Experience Subcommittee was currently under consideration, in light of the reorganisation of the Student Support Division. Discussions will take place with new and existing Committee Members to identify the Committee's top action items for 2023.

RESOLVED 2023/06

that University Education Committee note the minutes of the Student Academic Experience Subcommittee (SAES) meeting held on 26th October 2022 as provided in the agenda papers.

2.5 Learning Platform Advisory Group Minutes

RESOLVED 2023/07

that University Education Committee note the unratified minutes of the Learning Platform Advisory Group (LPAG) meeting held on 7th October 2022 as provided in the agenda paper.

PART 3: SCHEDULED UPDATES – UEC WORK PLAN

***3.1 TEQSA Compliance Update and Quality Improvement Plan Annual Report**

Ms Jan Sullivan, from the Academic Quality and Standards Unit, provided the Committee with some background on TEQSA compliance and gave a presentation which highlighted the following points regarding the University's upcoming TEQSA re-registration application:

- Planning for TEQSA re-registration has commenced with the submission date being 27th September 2024. CRICOS registration is also due on this date.
- To be registered, universities must demonstrate compliance with the Higher Education Standards Framework and submit evidence relating to a set of core standards. Additional standards may be applied according to each university's risk profile and regulatory history.
- Core standards cover learning environments, institutional quality assurance, governance and accountability and representation, and information management.
- Key evidence requirements include independent reviews on academic governance and the University's response to these reviews.
- TEQSA has the power to revoke registration or impose conditions such as shortening the registration period, require regular reporting in non-compliance areas or imposing a charge for the cost of compliance monitoring. The ESOS Act gives TEQSA the power to cancel or suspend CRICOS registration or impose limitations to international student enrolments or financial penalties.
- Conditional registrations on universities are often reported on in the media.

Ms Sullivan highlighted the University's goal to obtain an unconditional Provider and CRICOS re-registration and embed regulatory compliance to business operations through an assurance management framework. It was noted that in 2018, the University's Provider and

CRICOS registrations were renewed unconditionally. The assessment included two additional standards relating to offshore delivery and research and research training. UOW was found to have demonstrated a high quality of teaching and learning, a strong research culture, robust quality assurance processes, high academic and research integrity, commitment to increasing participation of Indigenous students and a high standard of record keeping. Ms Sullivan discussed the Quality Improvement plan for 2022, as outlined in the agenda papers, noting that monitoring of Student Performance by Entry Pathway and Policy Reviews were both a high priority. Members were advised of the TEQSA re-registration Steering Group and Working Group, and the timeline and key activities involved in the planning for re-registration.

One Committee Member referred to Standard 8 of the Quality Improvement Plan regarding Academic Integrity, noting that a large amount of work had previously fallen to the Faculty Investigation Committees to investigate misconduct cases. It was suggested that it ease pressure off Faculty staff who often don't have access to all the information needed, if there were a dedicated team responsible for investigating Academic misconduct cases. Mr Dominic Riordan advised that there was a current shift within the sector to have more centralized dedicated investigative resources in place, to support Academic Integrity and Misconduct processes, which has been flagged with the new Chief Integrity Officer. Several Committee Members highlighted to need for staff to engage with the Academic Integrity training resources available in the Academic Misconduct Management System, suggesting this should be considered as a requirement for Subject Coordinators.

The Chair emphasized the integral nature of the TEQSA re-registration and asked that any requests from the Academic Quality and Standards Unit to support the University's application, be prioritized.

ACTION 2023/3

The Chair to liaise with Human Resources to investigate if the completion of the Academic Integrity Module could be made mandatory for Subject Coordinators.

RESOLVED 2023/08

that the University Education Committee note the Report on TEQSA Compliance and Preparing for Re-registration as provided in the agenda papers.

3.2 Annual ESOS Audit Report

The Chair noted the internal audit undertaken by AQS, of the ESOS National Code, Standards 1 and 6, and queried if audits of Standards 2 to 5 would take place. Ms Katie McKenzie advised Members that two standards per year are audited, ensuring all standards are audited over a 5-year period, the results of which feed into an external audit. Discussion followed regarding the two areas in which the University was flagged as non-compliant, as outlined in the agenda paper and the steps being undertaken to rectify these issues. This includes the large piece of ongoing work within the Future Education Unit to ensure that the information shown in the Course Finder and the International Student Guide is accurate and reflected across all platforms, as well as updating the training modules available to staff responsible for ESOS compliance and Agent Management. Ms McKenzie noted that ongoing conversations were taking place between AQS and PODS to incorporate ESOS related training modules into the onboarding of new staff.

RESOLVED 2023/09

that the University Education Committee:

- i. note the ESOS National Code Audit Report 2022 as provided in the agenda paper;*
- ii. endorse the recommendations contained therein; and*
- iii. refer the Report to Academic Senate.*

PART 4: GENERAL BUSINESS

***4.1 General Artificial Intelligence – Implications for Assessment**

Mr Dominic Riordan spoke to this item and discussed the recent emergence of Artificial Intelligence programs and their impact on the sector as a whole and on Academic Integrity. It was highlighted that this was a quickly changing and evolving area with many unknowns, such as how it will affect student behaviour. Discussion followed regarding the positive and negative impacts of the recently launched ChatGTP. Mr Riordan advised that work was taking place to ensure all related policies regarding AI programs were clear, highlighting that teaching staff have the option to recognise AI programs as a legitimate source of information for students to use. Members were advised that the launch of TEQSA's Academic Masterclass on Academic Integrity had recently been delayed, to enable the inclusion of guidance relating to AI programs. AQS will be collaborating with Faculty staff as these programs continue to emerge and evolve, to develop strategies to detect the misuse of these programs, and their possible usage as a legitimate student learning resource.

Prof Ann Rogerson addressed the Committee noting that many teaching staff were seeking concrete guidance on this issue, which is currently very difficult to provide due to the quickly evolving capabilities of the many AI programs currently assessable to students. Members were advised that the best action teaching staff can take currently is to look at how these programs are being used specific to their discipline, how companies are incorporating AI technology within their field, and discuss the practical and ethical implications of the use of these programs with students. Prof Rogerson advised that AI technology will ultimately have to be embedded within Curriculum and for the foreseeable future, it is unlikely any reliable detection tools will be available.

Dr Alyce Mason advised that LTC were working closely with the Prof Rogerson, AQS and other sources of knowledge to collate the most up to date information and advice for teaching staff to access. Members were shown the newly created Impact of Artificial Intelligence page on the Learning and Teaching Hub, where this information can be accessed. This site will also promote any upcoming events or training sessions. The Chair advised that a Universe article and an all-staff email will go out shortly to promote this resource. It was noted that there was no capacity to implement any changes to policy or processes for Autumn session but that the Academic Integrity Advisory Group are developing a resource containing 'tips and tricks' regarding assessment vulnerabilities and how to discuss AI usage with students. This will hopefully be made available on the L&T Hub to all teaching staff for Autumn session.

Committee Members thanked Prof Rogerson, LTC and AQS for all the work undertaken in this space.

ACTION 2023/4

The Academic Integrity Advisory group to develop a 'tips and tricks' resource regarding AI programs, to be accessible through the L&T hub.

RESOLVED 2023/10

that University Education Committee note the update on generative artificial intelligence and its implications for assessment, as provided in the agenda papers.

***4.2 ESOS Compliance – Return of Onshore International Students**

Mrs Beth Just spoke to this item and briefly discussed TEQSA's recent announcement of the requirement for Universities to return to full compliance monitoring for all students who hold International Student Visa's. Mrs Just also highlighted the recent announcement from the Chinese Government regarding the return to on campus study requirements, which resulted in many offshore students without current Visa's. Mrs Just advised that solutions regarding this issue were being sought and a communications plan is being drafted to advise affected students of their options. Members were informed that data regarding the number of International and Offshore students will become available after census date.

RESOLVED 2023/11

that University Education Committee note the information relating to the Return to Compliance Monitoring, as provided in the agenda paper.

***4.3 Academic Consideration Policy Review**

Dr Ken Cliff addressed the Committee and provided some background on the recent work undertaken by the Academic Consideration Policy Review Working Group. Members were advised of the Group's aim to close the gap between the academic consideration process and the reasonable adjustments process, to better support students in this space. Dr Cliff provided a summary of the proposed policy changes as outlined in the agenda papers, which were largely informed through consultation with staff and students. Members were advised that the proposed changes were slated to be implemented in Spring session. Dr Kylie Austin briefly discussed the interim arrangements in place for Autumn session, as outlined in the agenda paper and the Implementation and Communication plan which aims to inform Faculty staff of how to incorporate the changes to Academic Consideration to Subject Outlines.

RESOLVED 2023/12

that the University Education Committee;

- i. endorse the amendments to the Student Academic Consideration Policy as detailed in the agenda papers for Spring / Trimester 3 2023 implementation;*
- ii. note the interim arrangements for implementation in Autumn / Trimester 2 2023, and*
- iii. note that these provisions and consequential amendments will be submitted to the Academic Senate for endorsement before being submitted to the Vice Chancellor for approval, to become effective on approval.*

***4.4 Library Collections Policy**

Ms Margie Jantti provided members with an overview of the Library Collections Policy and highlighted the following key priorities:

- The need to provision access to electronic and digital copies of content to all students is a priority.

- Implementation of Policy principles have been strengthened to incorporate a safe and inclusive collection management that is mindful of Indigenous Cultural Intellectual Property and restricted materials.
- Strengthening relationships between vendors of information and knowledge resources to negotiate better conditions of access such as open access and removal of digital rights restrictions, and improved usability features across different devices.

Ms Jantti extended her thanks to the Woolyungah Indigenous Centre, the Information Compliance Unit and Ms Clare McKenzie for their contributions to this ongoing piece of work.

RESOLVED 2023/13

that University Education Committee endorse the revised Library Collections Policy as provided.

4.5 External Referencing Procedures

RESOLVED 2023/14

that the University Education Committee endorse the amended External Referencing: Peer Review

PART 5: OTHER BUSINESS

5.1 Other Business Arising

No other business was raised.

PART 6: NEXT MEETING

The next meeting of the University Education Committee is scheduled for 3 May.

Signed as a true record:



Chairperson