



UNIVERSITY EDUCATION COMMITTEE MINUTES – 17 AUGUST 2022

Minutes of the 04/2022 meeting of the University Education Committee held at 9.30am on Wednesday 17 August via the Zoom video-conferencing platform.

MEMBERS PRESENT:

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| Prof Theo Farrell (Chair) | Prof Trish Mundy |
| Dr Kellie Buckley-Walker | Ms Nuala O'Donnell |
| Ms Jaymee Beveridge | Dr Germanas Peleckis |
| Ms Leanne Cambridge | Prof Nina Reynolds |
| Prof Honglin Chen | Dr Kellie Ridges |
| Dr Jeri Childers | Mr Dominic Riordan |
| Dr Ken Cliff | A/Prof Montse Ros |
| Prof Julia Coyle | Prof Greg Rose |
| Mr Ray Coury | Prof Ann Rogerson |
| A/Prof Xiaoping Gao | A/Prof Sibylle Schwab |
| Prof Louise Hickman | Mr Manmeet Singh Batra |
| Mr Benjamin Hamill | Ms Megan Smith |
| Ms Theresa Hoynes | Mr Michael Valceski |
| Ms Margie Janetti | Prof Wilma Vialle |
| A/Prof Julie Kiggins | Dr Elena Vlaha-Gjorgievska |
| A/Prof Tracey Kuit | Prof Karen Walton |
| Mr Felix Lanceley | Dr Noelene Weatherby-Fell |
| Dr Kimberly McMahon-Coleman | |

APOLOGIES AND LEAVE OF ABSENCE:

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| Mr Jackson Cocks | Dr Martin O'Brien |
| Dr Alison Freeman | Prof Christian Ritz |
| Mr Narayan Khanal | A/Prof Ika Willis |

IN ATTENDANCE:

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| Ms Luisa Roberts (Representing Alison Freeman) | Ms Tammy Small (Woolyungah Indigenous Centre) |
| Ms Kylie Parker (Minutes Secretary) | Mr Rene Wechner (IMTS) |

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 Professor Nina Reynolds the incoming Chair of Academic Senate, Associate Professor Xiaoping Gao incoming

Chair of WATTLE, and new Academic Senate representatives Dr Germanas Peleckis and Mr Michael Valceski.

Professor Wilma Vialle 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 3.4 and 3.6.

1.3.4 Adoption of Unstarred Items

RESOLVED 2022/45

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

1.4 Confirmation of Minutes

RESOLVED 2022/46

that the minutes of the previous meeting held on 22 June 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's Report, as below, was circulated to members via email at the conclusion of the meeting.

Division of Student Life

In late 2021, the StudentLife@UOW program was launched to identify tactical actions and develop a strategic plan for improving the student experience, in light of the challenges experienced by students due to the COVID pandemic, and how these were reflected in the 2020 SES results.

The Vice Chancellor established the DVCA portfolio in January 2022, to enable a wholistic and whole-of-institution approach to enhancing the overall student experience at UOW.

The next steps include a proposal to establish a new Division of Student Life within the DVCA. This will provide a number of benefits:

- Establish a single business owner for Student Life
- Develop strategy and KPIs for student experience
- Bring coherence to and expand our work on student partnerships
- Expand student engagement, in partnership with Pulse
- Develop more wholistic approach to supporting students in residence
- Develop capacity for our overall Student Life program of work

The proposal involves:

- Moving student accommodation out of SASD into the newly established Division of Student Life (DSL)
- Moving some other discrete teams out of SASD into DSL
- Importantly this proposal involves no job losses
- Theresa Hoynes will take on the role of Director of DSL, and Kellie Ridges will take on the role of Director SASD
- There has been consultation with the Student Life Steering Group and the Student Advisory Council
- The consultation process for impacted staff will continue until the end of August. Should the proposal be accepted, we aim to have DSL operational by early Sept.

Global Learning Institute

The need to enhance collaboration across our global campus network emerged as a strong theme at the VC's Strategy Event at the end of July. To realise this opportunity, we are establishing the UOW Global Learning Institute (GLI).

This will be a partnership platform to leverage the expertise and resources of both UOW & UOWGE to co-design and co-deliver course offerings and transnational learning opportunities for our students. Core to this will be a global portfolio of online offerings.

We have established a Task & Finish Group (T&F) to develop the vision for the GLI and partnership model to empower L&T collaboration across the UOW global network. The T&F will determine the priority areas for course collaboration under the GLI, as well as a resourcing model and governance structure to support course development and delivery.

The T&F will be chaired by the DVCA and includes representation from LTC, FED, AQS, UOWD, academic champions from the four faculties, and finance leads from DVCA and UOWGE. The GLI governance structure will include student representation.

Open Day 2022

The 2022 Open Day at the Liverpool and Wollongong campuses took place with 300 people (including potential future students and friends and family) attending at Liverpool and 5,500 at Wollongong. At the Wollongong Open Day we had 259 taster sessions, activities, demonstrations, consultation opportunities tours, & workshops across campus.

PART 2: COMMITTEE BUSINESS

2.1 Education Policy and Quality Subcommittee Minutes

The Chair briefly discussed the high number of Academic Considerations requests received in Autumn session and asked Associate Deans (Education) to take note of a current review of the Academic Considerations process, being co-led by Dr Ken Cliff and Ms Kylie Austin.

RESOLVED 2022/47

that the University Education Committee note the minutes of the Education Quality and Policy Subcommittee from the 26 July 2022 meeting, as provided in the agenda papers.

2.2 Student Academic Experience Subcommittee Minutes

RESOLVED 2022/48

that the University Education Committee note the minutes of the Student Academic Experience Subcommittee from the 1 June 2022 meeting, as provided in the agenda papers.

2.3 Learning Platform Advisory Group Minutes

RESOLVED 2022/49

that the University Education Committee note the minutes of the Learning Platform Advisory Group (LPAG) meeting held on 1 June 2022.

PART 3: GENERAL BUSINESS

***3.1 Indigenous Student Completion Plan**

Ms Jaymee Beveridge addressed the Committee and provided some background on the Indigenous Student Completion Plan. Members were shown the 2021 student data, including the number of referrals and student engagement and success/completion rates, and were advised of the live resources that would soon be made available on the intranet. Members were also advised that 2020 had the highest number of Indigenous student graduates in history, with 2021 expected to show similar results. Ms Beveridge noted that 80 staff recently completed Cultural Humility training. Several members commended the work completed in this space.

RESOLVED 2022/50

that the University Education Committee note the Indigenous Student Completion Plan as presented to the Committee and outlined in the Agenda paper.

***3.2 Reconciliation Action Plan**

Miss Tammy Small spoke to this item, advising members that there were no Reconciliation Action Plan deliverables risks identified in the first or second quarter of 2022. Members were advised of the areas of the RAP report that needed attention, the low 'interest versus uptake' in regards to engagement with the online modules, and the development of a budget plan that incorporates UOW's Indigenous Strategy and RAP deliverables. Members were encouraged to engage with the AIATSI-CORE: Cultural Learning Opportunity, which can be accessed through Unified, and will soon be a part of staff on-boarding.

Ms Small advised that 73% of the 2022 RAP deliverables had either been or were being actioned. Members were informed that the streamlining of processes, raising awareness and safeguarding of information, knowledge and culture was now a key focus.

RESOLVED 2022/51

that the University Education Committee note the verbal report from the Manager Projects, Indigenous Advancement on the Reconciliation Action Plan, as provided at the meeting.

***3.3 UOW Student Mental Health Update**

Prof Julia Coyle addressed the Committee and summarised the UOW Student Mental Health Model and its aim to encompass the University-wide endeavour to:

- Promote the development of mental health strategies at all levels of the institution.
- Embed these strategies across all aspects of University life, including governance, policy and curriculum.
- Move away from a service-centred perspective.
- Encourages collaboration between all units and Faculties.

Prof Coyle discussed the objectives of the Student Mental Health Advisory Group, who continue to provide advice and recommendations for the development of an action plan, and to develop and endorse any proposed strategies. The Group's membership includes internal and external members and four student representatives. Members were advised of the outcomes being sought by the UOW Student Mental Health Strategy which are:

- Providing graduates with resilience and a sound understanding of mental health
- An inclusive, supportive organisational culture that provides compassionate support and facilitates mental health.
- Staff that are confident and will to engage students presenting with mental health concerns.

Prof Coyle discussed the new service model of the Student Mental Health Engagement Service and briefly discussed the mixed group of specialists that form the Student Support Advice and Student Mental Health Specialists teams. Partnering with Lifeline Direct and Grand Pacific Health, the service provides:

- Telehealth and in person consults
- 24/7 cover and referral pathways
- Proactive initiatives such as a pilot of co-designed ,skills-based psychoeducation workshops
- Service KPI's that enable agile responses to emergent needs, and feedback loop to facilitate quality service provisions

Prof Coyle discussed the newly named Student Accessibility and Inclusion Service (previously named Disability Services), that provides personalised assistance for students living with a disability. Prof Coyle also discussed the new booking portal 'Access', which is available on the UOW website and can be used by students to register, book appointments, and communicate with SAI Case Managers. Staff can also use the portal to access information on the service. Prof Coyle noted that a substantial number of students who register with the SAI service, do so due to mental health issues.

Prof Coyle advised that the Student Mental Health Advisory Group was seeking feedback on ways to reduce undue university stressors on students, who are already grappling with substantial personal stress due to socio-global events. The group also seeks advice to inform a tailored effort for students from the LGBTQI+ community and students with disabilities. The Student Mental Health Advisory Group is also seeking feedback on ways to address students financial insecurity and to embed mental health awareness and resilience building activities into curriculum. Several members agreed that these activities should be included in curriculum early in first year subjects. The Chair suggested that the ways in which the available mental health services are communicated to students needs further consideration, and that asking subject coordinators to convey these messages, may not be the best strategy to produce clear and coherent messaging.

A/Prof Rogerson advised that there have been instances where teaching staff have received Reasonable Adjustments for students they aren't teaching in Spring Session. Prof Coyle advised that IMTS and the vendor, were currently addressing all technical issues with the Access Portal.

Prof Honglin Chen noted that currently, Reasonable Adjustments are sent to Subject Coordinators and queried if it were possible to include their supervisors. Prof Coyle advised that she would follow up on this query.

ACTION 2022/07

Prof Coyle to investigate if Reasonable Adjustments can be supplied to both Subject Coordinators and their supervisors.

Mr Michael Valceski suggested that consulting the Student Union would be helpful when considering how to address students financial concerns.

Several members commended the work undertaken in this space but proposed that further consultation with a broader range of staff was needed. Professor Coyle advised that further consultation including focus groups, was planned. Members agreed to remove the second and third proposed resolutions to allow for continued consultations.

RESOLVED 2022/52

that University Education Committee note the update provided by the Pro Vice-Chancellor (Students) on the implementation of the UOW Student Mental Health Model, through the Student Mental Health Strategy, and Student Mental Health Action Plan (2022-2023).

***3.4 Student Performance by Admissions Pathways and Equity Groups**

Mr Dominic Riordan spoke to this item, advising members that the Comparative Student Outcomes data should include comprehensive reporting of students by pathway. Mr Riordan noted that this data had not been fully reported on in the last few years, which is a pressing issue, in light of the upcoming TEQSA re-registration. Members were advised that granular level reporting of student performance of UOW College's pathway programs into UOW courses is available but other student pathway data is not. Mr Riordan discussed the importance of monitoring the effectiveness of related admissions policies and practices to ensure appropriate offers to students who are suitably prepared and likely to succeed. Mr Riordan advised members of a project proposal to be submitted to the Information Management Unit, that will engage a Business Analyst, to establish effective broad-scale pathways reporting. Mr Riordan also discussed the pressing need to re-establish a full suite of data analysis on performance of equity student groups.

One member queried if the performance of students being admitted through English language pathway courses other than through UOWC, will be included in future data sets. Mr Riordan advised that the scope of the project would ideally be considered by the appointed Business Analyst. It was suggested that it would be beneficial for this data to be included in the project as it could be considered a risk to the University.

RESOLVED 2022/53

that the University Education Committee note the verbal update from the Director of Academic Quality and Standards on the review of student performance by admissions pathways and equity groups, as provided at the meeting.

3.5 Annual UOW College Australia Report on Student Performance at UOW

RESOLVED 2022/54

that the University Education Committee note the Annual UOW College Australia report on student performance at UOW, as provided in the agenda papers.

***3.6 Student Lifecycle Technology Committee**

Mr Ray Coury addressed the Committee and provided some background in the newly established Student Lifecycle Technology Committee. Members were advised that the role of the Committee is to govern technology systems relating to the entire student journey.

Mr Coury discussed the Committee's membership and Terms of Reference and the recommended action and implementation plan, as outlined in the agenda paper. Mr Coury invited feedback from members regarding the Committee's Terms of Reference and to assist in identifying all system and platform involved in the management of the student lifecycle.

Mr Coury acknowledged the agenda papers incorrectly named Learning, Teaching and Curriculum as having been consulted about the proposal and apologised for the oversight. Members discussed the need for further consultation on the proposal, including an examination of how the proposed committee would align with the Learning Platform Advisory Group.

ACTION 2022/08

Mr Coury to follow up with Ms Leanne Cambridge and have further discussions on the alignment of the work of the Student Lifecycle Technology Committee and the Learning Platform Advisory Group

Several members suggested adding student representation to the Committee's membership. Mr Coury requested advice on the appropriate level of student representation. It was suggested that posing this query to the Student Advisory Council would be beneficial. One member also suggested adding a Heads of Students as an advisor on the Committee, as they work closely with students. The Chair advised that voting members of the Committee consisted of very senior level executive staff as the scope of the Committee reaches across many units, and suggested the Student Life Steering Group should also be consulted regarding the membership and ToR. One member noted that the SAC was quite oversubscribed and that an Expression of Interest process would identify students with a particular interest in this area, who may not be on SAC. Members agreed that further discussion regarding student representation on the Committee was needed.

ACTION 2022/09

Mr Coury to initiate further discussion with the Student Advisory Council and the Student Life Steering Group regarding student representation on the Student Lifecycle Technology Committee.

Several Committee members commended the significant amount of work involved in this space, noting it would greatly contribute to improving the overall student experience.

RESOLVED 2022/55

that University Education Committee endorse the Terms of Reference for planned Student Lifecycle Technology Committee as provided in the attached paper.

3.7 Short Courses Progress Update**RESOLVED 2022/56**

that University Education Committee note the short courses progress update as provided in the agenda papers.

3.8 Sydney and Southwest Sydney Strategic Priorities and Enabling Strategies**RESOLVED 2022/57**

that University Education Committee note the Sydney and Southwest Sydney Strategic Priorities and Enabling Strategies update as provided in the agenda papers.

PART 4: OTHER BUSINESS**4.1 Other Business**

The issue of Moodle templates was raised with one member querying whether students were included in the consultation process that took place, during its development. Ms Cambridge advised that large scale consultations did take place, that included comprehensive student feedback.

PART 5: NEXT MEETING

The next meeting of the University Education Committee is scheduled for 5 October 2022.

Signed as a true record:

A handwritten signature in black ink, consisting of a stylized initial 'R' followed by a checkmark-like flourish.

Chairperson