



UNIVERSITY EDUCATION COMMITTEE MINUTES – 22 JUNE 2022

Minutes of the 03/2022 meeting of the University Education Committee held at 9.30am on Wednesday 22 June via the Zoom video-conferencing platform.

MEMBERS PRESENT:

Prof Theo Farrell (Chair)	Prof Trish Mundy
Prof Honglin Chen	Ms Nuala O'Donnell
Dr Jeri Childers	Dr Kellie Ridges
Dr Ken Cliff	Mr Dominic Riordan
Mr Jackson Cocks	A/Prof Montse Ros
Prof Julia Coyle	Prof Greg Rose
Mr Ray Coury	Prof Ann Rogerson
Dr Alison Freeman	A/Prof Sibylle Schwab
Prof Louise Hickman	Mr Manmeet Singh Batra
Ms Theresa Hoynes	Prof Wilma Vialle
Ms Margie Jantti	Dr Elena Vlaha-Gjorgievska
A/Prof Julie Kiggins	Dr Kellie Buckley-Walker
A/Prof Tracey Kuit	Prof Karen Walton
Mr Felix Lanceley	A/Prof Ika Willis
Dr Kimberly McMahan-Coleman	Dr Noelene Weatherby-Fell

APOLOGIES AND LEAVE OF ABSENCE:

Ms Jaymee Beveridge	Dr Martin O'Brien
Ms Leanne Cambridge	Prof Christian Ritz
A/Prof Belinda Gibbons	A/Prof Danielle Skropeta
Mr Benjamin Hamill	Ms Megan Smith
Mr Narayan Khanal	

IN ATTENDANCE:

Ms Katie McKenzie (Executive Officer)	Ms Kylie Parker (Minutes Secretary)
Dr Kate Bowles (ASSH)	Mr Rene Wechner (IMTS)
Ms Kath McCollim (Global Enterprises)	Ms Frances Windsor (Future Education)
Mr Paul Morgan (IMTS)	
Ms Paris Rawaqa (UOW Student Advisory Council)	

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 Cocks (Chair of Student Advisory Committee) and Prof Louise Hickman (Pro Vice-Chancellor Health – Sydney Campuses)

A/Prof Ika Willis 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. Item 3.8 and 3.9 were starred for discussion but due to the presenter being unable to attend the meeting, were held over to the next meeting of the UEC.

1.3.4 Adoption of Unstarred Items

RESOLVED 2022/32

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

1.3 Confirmation of Minutes

RESOLVED 2022/33

that the Minutes of the 01/2022 University Education Committee meeting of 5th May 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:

New Education Minister

Jason Clare is the newly appointed Federal Education Minister. While immediately the new Government will have many competing priorities, there is an opportunity for the higher education sector to initiate new conversations and create a more constructive relationship with the Federal Government.

DVCA Portfolio Mission Statement

The DVCA and the Directors of the DVCA portfolio have developed a mission statement together that aims to capture the overarching purpose each of the seven divisions within the portfolio. The proposed mission statement is:

‘Transforming lives together - We are a passionate and inclusive community that seeks to create opportunities and empower people to achieve their full potential. Staff and students work in partnership to ensure outstanding university education and experiences for all. We see strength in diversity and collaboration, and view equality as essential. We are proud to acknowledge Aboriginal custodianship of Country and to take the path of reconciliation’.

Several members praised the statement, noting that it resonated with them.

UEC Member Survey

Members were reminded of the UEC Member Survey, which all members have been emailed a link to complete. The results will be used to contribute to the Committee's effectiveness and ensure appropriate representation of UEC and its subcommittees. Survey results will be reported on at the next UEC meeting.

TEQSA Re-registration

The Academic Quality and Standards unit are continuing their vital work on the 2024 TEQSA re-registration application. Several policy reviews are underway and will be out for consultation shortly. Working groups will be formed to support reviews of the Exams Rules and Procedures, Teacher and Assessment Policy Suite, Supplementary Assessment Policy, Academic Integrity Policy and Academic Consideration Policy. Members were asked to advise Ms Katie McKenzie if they wish to be involved in any related working groups.

PART 2: COMMITTEE BUSINESS

2.1 Education Policy and Quality Subcommittee Minutes

RESOLVED 2022/34

that the University Education Committee note the minutes of the Education Quality and Policy Subcommittee from the 17th May 2022 meeting, as provided in the agenda papers.

2.2 Learning Platform Advisory Group Minutes

RESOLVED 2022/35

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

PART 3: GENERAL BUSINESS

***3.1 Live Online Meeting Guidelines**

Dr Kate Bowls addressed the Committee and provided background on the proposed Live Online Meeting Guidelines. Members were advised that the Staff-Student Partnership Innovation Hub were tasked with creating a set of guidelines to assist teaching staff and students in best practice, in the online learning environment. The Hub was further asked to consider the issue of students turning cameras on/off in online classes.

Ms Paris Rawaqa addressed the Committee and discussed the proposed guidelines and their rationale, as outlined in the agenda paper. Members were informed that many teaching staff had voiced concern over student engagement and students not switching on their cameras in online classes, and students had expressed hesitation in being required to do so. Ms Rawaqa noted the need to address the competing interests of a student's right to privacy and the teaching goal of attendance and good online engagement. It was ultimately concluded that requiring students to turn on their cameras would not be feasible or good pedagogy and that giving students greater control in their online learning experience, is the most productive way to improve engagement.

Discussion followed, with several Committee members noting that while it may not be ideal to require students to turn on their cameras in online classes, it is imperative that they are encouraged and felt comfortable to do so. Dr Ken Cliff proposed that feedback within the Faculty of Arts, Social Science and Humanities suggested it was timely to reconsider the purpose of tutorials, and view them not as catch up classes, but as purpose-built lessons for a group of enrolled students who require learning support and engagement. The Chair noted that this was valuable feedback that could contribute to

promoting a sense of community in the online environment. Several members commended the guideline that proposes paying teaching staff for their time to greater prepare for online teaching. A/Prof Montse Ros noted that some exceptions regarding students and camera use need to be made due to accreditation requirements relating to certain assessments. It was also noted that the proposed guideline suggesting students inform the teacher when and why they are stepping away from their computer, is a step backward and could be a constant disruption to the class.

Members were asked to provide any additional feedback on the proposed guidelines to Ms Rawaqa.

RESOLVED 2022/36

that the University Education Committee endorse the Live Online Meeting Guidelines as provided in the agenda papers.

***3.2 Course Design Procedures**

Mr Riordan spoke to this item, noting that due to a number of significant policy and process initiatives not yet incorporated, sizeable revisions to the Course Design Procedures were required. Mr Riordan discussed the proposed changes as outlined in the agenda paper, noting the Procedures were intended to be a single point of reference to assist in designing courses that are consistent with the Australian Qualification Framework and the Higher Education Standards Framework. Members were advised that the proposed Course Portfolio Structure Model, that was included in the Course Portfolio Principles White Paper, had been incorporated into the Course Design Procedures, which details a set of characteristics for course designers to consider. Mr Riordan discussed the proposed changes, including:

- Changes to Assurance of Learning.
- New language around delivery modes.
- Formally adopting the language of ‘introduce, develop and assure’ to assist in constructive alignment and for use in curriculum or course mapping.
- Formally adopting the UOW Curriculum Model.

Members were advised that extensive consultation had taken place in developing the draft Procedures, which have been endorsed by the Education Policy and Quality Subcommittee and the Quality Assurance Review Group. Feedback received from EPAQ and during consultation, resulted in several amendments, including:

- Further clarification on double badging of subjects.
- Changing the acceptable minimums for credit points for 3+3 and 4+3 double degrees from 216 cp and 264 cp to 192 cp and 240 cp respectively.
- Adopting consistent terminology for vertically integrated programs of study.

Professor Ika Willis queried if any further significant changes to the Course Design Procedures were envisaged and if they were safe to be used in current course design planning. Mr Riordan advised that no significant changes were expected due to the wide consultation that had already occurred. In response to a number of similar queries from Committee members, Mr Riordan clarified that ‘mixed mode delivery’ would include subjects that deliver both online and on campus classes and noted the difficulty in using language and definitions that correctly identify the varying delivery modes that are now widely used. Mr Riordan further clarified that at a course level, students should be able to complete the course in the delivery mode they were offered when enrolling, and at a subject level, delivery mode definitions advise students on how they will undertake the subject throughout the session.

Members were asked to provide any additional feedback to Mr Riordan.

RESOLVED 2022/37

that the University Education Committee:

- (i) *Note the background paper on the review of the Course Design Procedures as set out in the agenda papers;*
- (ii) *Endorse the Course Design Procedures as set out in the agenda papers;*
- (iii) *Note the draft Course Design Procedures will be presented to Academic Senate for endorsement, and to the Deputy Vice-Chancellor (Academic and Student Life) for approval; and*
- (iv) *Note that minor consequential amendments to other policy documents will be referred to the appropriate delegated authority for approval.*

***3.3 International Education Agent Policy Review**

Ms Kath McCollim addressed the Committee, reminding members that the issue of Agent Management had been raised at the previous UEC meeting. Members were informed that International Student Recruitment and Agent Management was transferred to UOW Global Enterprises (UOWGE) in 2021. At this time UOWGE was advised by AQS that the International Education Agent Policy was due for review. Ms McCollim provided a summary of the key proposed changes as outlined in the agenda paper, which include:

- The transfer of responsibility for the appointing and managing of International Student Recruitment Agents on behalf of UOW and UOW College Australia (UOWCA), from UOW to UOWGE.
- A commitment by UOWGE to only work with Agents who are of high quality and demonstrate the highest level of ethical standards.
- An increase in rigour and transparency of the Agent management process, in addition to Agent management performance being reviewed annually.
- Six potential phases of appointment, training, monitoring, renewal, suspension and termination.
- More detail provided in each phase of the criteria for decision making, data sources, the process, and communication requirements.

Members were advised the draft policy had been reviewed by AQS and had been endorsed by the Education Policy and Quality Subcommittee, after the incorporation of their feedback.

RESOLVED 2022/38

that the University Education Committee:

- (i) *Endorse the amendments to the International Education Agent Policy; and*
- (ii) *Note that the International Education Agent Policy will be submitted to Academic Senate for endorsement and to the Vice-Chancellor for approval.*

***3.4 International Education Agent Management Annual Review**

Ms Kath McCollim spoke to this item, advising members that the first annual International Education Agent Management review conducted by UOWGE had taken place. Members were advised that this review used the UOW Agent Management Framework as a basis to develop an improved framework that ensures a consistent and transparent approach. Ms McCollim advised that reviews would now be conducted yearly as opposed to every five years. One noted consequence of this review, was that thirty non-performing agents did not have their contracts renewed. The Chair noted that identifying underperforming Agents was integral.

Members were informed that future reviews will be more comprehensive once the new proposed Policy has been communicated to Agents.

RESOLVED 2022/39

that the University Education Committee notes the International Education Agent Management Annual Review (2021).

3.5 Regional Campuses Strategic Priorities and Enabling Strategies

RESOLVED 2022/40

that the University Education Committee note the Regional Campuses Strategic Priorities and Enabling Strategy update as provided in the agenda paper.

3.6 Course and Subject Information Systems Update

RESOLVED 2022/41

that the University Education Committee note the Digitalisation of Course and Subject Information Update as provided in the agenda paper.

3.7 Course Portfolio Strategic Planning

RESOLVED 2022/42

that the University Education Committee note the Course Portfolio Strategic Planning Update as provided in the agenda paper

3.8 Indigenous Student Completion Plan

This item was held over to the next UEC meeting.

3.9 Reconciliation Action Plan

This item was held over to the next UEC meeting.

3.10 Access and Participation Plan for Student Equity

RESOLVED 2022/43

that the University Education Committee note the final UOW Enabling Equity Students Action Plan 2022-2023.

3.11 T-Shaped Graduates Update

RESOLVED 2022/44

that the University Education Committee note the progress report on work related to T-Shaped Graduates and provide feedback to pvc@uow.edu.au

PART 4: OTHER BUSINESS

4.1 Other Business

The Chair noted that this would be the last meeting attended by the outgoing Chair of Academic Senate Professor Greg Rose and thanked him for his many valuable contributions to UEC.

PART 5: NEXT MEETING

The next meeting of the University Education Committee is scheduled for 17 August 2022.

Signed as a true record:

A handwritten signature in black ink, consisting of a stylized initial 'R' followed by a long horizontal stroke that curves upwards at the end.

Chairperson