



## UNIVERSITY EDUCATION COMMITTEE MINUTES – 10 MAY 2023

Minutes of the 2/2023 meeting of the University Education Committee held at 9.30am on Wednesday 10 May, held in the Council Room and via the Zoom video-conferencing platform.

### MEMBERS PRESENT:

Prof Theo Farrell (Chair)	Dr Kimberly McMahon-Coleman
Dr Kylie Austin	Germanas Peleckis
Mrs Jaymee Beveridge	Mr Ashok Pichandi
Dr Kellie Buckley-Walker	Prof Nina Reynolds
Ms Leanne Cambridge	Dr Kellie Ridges
Prof Honglin Chen	Mr Dominic Riordan
Mr Ray Coury	Prof Ann Rogerson
Dr Alison Freeman	A/Prof Montse Ros
A/Prof Xiaoping Gao	A/Prof Sibylle Schwab
Prof Louise Hickman	Mr Michael Valceski
Ms Theresa Hoynes	Prof Wilma Vialle
A/Prof Julie Kiggins	Dr Elena Vlahu-Gjorgievska
A/Prof Tracey Kuit	Ms Grace Walker
Mr Felix Lanceley	Prof Karen Walton
Ms Nuala O'Donnell	A/Prof Ika Willis

### APOLOGIES AND LEAVE OF ABSENCE:

Dr Ken Cliff	Dr Noelene Weatherby-Fell
Ms Margie Jantti	

### IN ATTENDANCE

Mrs Beth Just (SASD)	Mr Rene Wechner (IMTS)
Mr John Littrich (Student Ombudsman)	Mr James Conroy (Library Services)
Ms Jan Sullivan (AQS)	Ms Katie McKenzie (Executive Officer)
Ms Melissa Zaccagnini (Student Life Division)	Ms Kylie Parker (Minutes Secretary)

## PART 1: OFFICIAL BUSINESS

### 1.1 Welcome and Acknowledgement of Country

The Chair welcomed all members and attendees and extended a special welcome to two new Student Representative Committee members, Mr Ashok Pichandi and Ms Grace Walker.

A/Prof Tracey Kuit 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: 2.1, 2.2, 2.4, 3:1 to 3.3, 4.1 and 4.4

### 1.3.4 Adoption of Unstarred Items

#### **RESOLVED 2023/15**

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

### 1.4 Confirmation of Minutes

#### **RESOLVED 2023/16**

*that the minutes of the previous meeting held on 15 February 2023, 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 Members with an update on the UOW Campus Plan, which will replace the 2016 UOW Masterplan. The approach for this piece of work is being shaped by several considerations such as the need for an overarching future vision for UOW as a 'Multicampus, global and Australian University'. It will be strongly aligned with UOW Strategy and working with Students as Partners will be core to the approach. The Chair noted that digital technologies will continue to transform learning and teaching practices for many years to come. The importance of environmental sustainability in future campus design and connection to Country and collaboration with First Nation leaders and knowledge holders on the continued path towards Reconciliation was also noted.

The Chair outlined the two stages of the Plan. The first stage involves developing a UOW multicampus vision for the University's regional, metro, Wollongong, and offshore campuses. The second stage will involve the development of a set of onshore campus and infrastructure plans that articulate development priorities and associated timelines. Extensive consultations with students, staff and community stakeholders will take place to ensure the development of a plan that addresses issues such as:

- making campuses more accessible and inclusive for everyone
- support future digital learning initiatives and collaboration
- reflect UOW's global identity

A Member noted that office spaces, in addition to teaching spaces, should be considered for refurbishments. The Chair concurred, noting the importance of improving the campuses for all stakeholder groups, and advised of Facilities Management Division's rolling plan regarding refurbishments which included establishing thermal comfort within all buildings across campus.

Members suggested that most students prefer a mix of on campus and online classes and it would be beneficial to know in advance the days attendance on campus is required, to allow them to juggle work and study more successfully. It was suggested that if Timetabling were able to incorporate this goal into their scheduling, it could greatly improve the student experience. Dr Kellie Ridges advised that the Timetabling team were currently working with FMD to explore this goal of 'clustering' student on-campus classes wherever possible. Dr Ridges noted this is a complex piece of work that requires

consideration of the needs of both students and teaching staff. Scheduling for future sessions will incorporate the use of very new technology such as real time student enrolment data and Artificial Intelligence programs.

**RESOLVED 2023/17**

*that the University Education Committee note the Chair's Report as provided at the meeting.*

## **PART 2: COMMITTEE BUSINESS**

### **\*2.1 Educational Quality and Policy Subcommittee Minutes**

The Chair provided an update on behalf of the Chair of Educational Policy and Quality subcommittee, advising that revisions to the Teaching Assessment Policy suite are progressing. At the previous EPAQ meeting, the substantial work undertaken to compile the Academic Integrity Report was noted and thanks were given to everyone involved. The insights provided in the Academic Complaints Report highlight the current issues facing the Student Ombudsman, were also commended.

**RESOLVED 2023/18**

*that University Education Committee note the minutes of the Educational Policy and Quality Subcommittee (EPAQ) meeting held on 28<sup>th</sup> March 2023 as provided in the agenda papers.*

### **\*2.2 Student Academic Experience Subcommittee Minutes**

The Chair of the Student Academic Experience Subcommittee (SAES) A/Prof Ika Willis advised members that after extensive discussions with various stakeholders, SAES will be seeking to update their Terms of Reference to solidify where the Subcommittee sits within the broader governance structure. A/Prof Willis outlined some of the focal points for the SAES for the upcoming year, including orientation and outreach programs, student feedback and complaints, and student progression.

Ms Leanne Cambridge advised that Learning, Teaching and Curriculum are currently testing a range of new tools in the learning environment and noted the opportunity for collaboration and support for the goals of SAES in this area.

**ACTION 2023/5**

*LTC to liaise with The Chair of SAES to identify areas for collaboration in the learning environment space.*

**RESOLVED 2023/19**

*that University Education Committee note the minutes of the Student Academic Experience Subcommittee (SAES) meeting held on 15<sup>th</sup> March 2023 as provided in the agenda papers.*

### **2.3 Educational Quality and Policy Subcommittee ToR and 2023 Work Plan**

**RESOLVED 2023/20**

*that the University Education Committee;*

- (i) approve the revised Terms of Reference as provided in the agenda papers; and*
- (ii) approve the revised Work Plan for 2023 to 2024 as provided in the agenda papers.*

### **\*2.4 Learning Platform Advisory Group Minutes**

Prof Ann Rogerson addressed the Committee, at the request of members of the Learning Platform Advisory Group, to raise the issue of staff communication regarding the planned Moodle upgrade. Prof Rogerson noted that the upgrade is scheduled to take place in December 2023 and highlighted the importance of providing clear and timely communication to teaching staff regarding the upgrade and

cut-off dates for Moodle site changes. Ms Leanne Cambridge advised that LTC was working with the vendor and IMTS to confirm dates, which will be widely communicated to teaching staff and included on the Learning and Teaching Hub website.

**RESOLVED 2023/21**

*The University Education Committee note the ratified Minutes of the of the Learning Platform Advisory Group (LPAG) meeting held on 3<sup>rd</sup> February 2023 and the unrated Minutes of the of the Learning Platform Advisory Group (LPAG) meeting held on 14<sup>th</sup> April 2023 as provided in the agenda paper.*

**PART 3: SCHEDULED UPDATES – UEC WORK PLAN**

**\*3.1 Academic Integrity Report 2022**

Ms Jan Sullivan from the Academic Quality and Standards Division (AQS) provided the Committee with background on the Academic Integrity Report and a presentation which emphasized the following key points:

- The number of serious misconduct cases has increased by 90%
- International and postgraduate students are over-represented among cases, though this is common across the sector
- Exam-based cheating has increased by 184% since 2019.
- Contract cheating cases are down from the previous year by 35%, though this could be because of lower instances of detection
- Detection of misconduct is more challenging due to AI programs

Ms Sullivan discussed emerging challenges and risks facing the higher education sector and specific challenges posed for UOW, including increased workloads for staff dealing with misconduct cases, and no increase in resourcing. Members were advised that many Universities are now establishing centralized academic integrity units who are trained to detect and investigate misconduct cases, taking the pressure off teaching staff. Ms Sullivan discussed the recommendations as outlined in the agenda papers which include:

- considering a new governance model and the current assignment of responsibilities across faculties and other units
- building investigation and detection capacity, as well as increased staff training through mandatory academic integrity training as part of the academic staff induction
- explore ways other than StartSmart, to inform students on good academic practice
- encourage communities of practice across Faculty Investigation Committees to improve consistency of outcomes
- improve rates of referral to learning support services
- improve English language support for international students
- review assessment design to minimise opportunity for misconduct

Members voiced concern that the University is significantly under resourced in this area and noted the need for further support for assessment design to minimize opportunities for misconduct. The Chair noted that Autumn session has shown wide scale use of School-based exams, which was originally intended to be a mechanism for small cohorts but is now being used for large cohorts, increasing the potential for issues. Committee members were advised of work being undertaken by SASD and LTC to engage with Schools and subject-coordinators and advise of best practice for Spring assessments.

The Chair and other Committee members voiced their support for all the recommendations contained within the report and commended the contributors to the report.

**RESOLVED 2023/22**

*that the University Education Committee note the Academic Integrity Report 2022, as provided in the agenda paper, and endorse the recommendations contained therein.*

**\*3.2 Student Complaints and Appeals Report 2022**

Ms Jan Sullivan spoke to this item and provided some background on the Student Complaints and Appeals report, noting the report was the joint effort of AQS, the Student Ombudsman, the Complaints Management Centre and the Student Advocacy Service. Ms Sullivan discussed the complaints and appeals data contained within the report and how it can highlight the effectiveness of the complaints and appeals policy and processes and potential areas to reduce the number of student complaints and appeals.

The Student Ombudsman, Mr John Littrich, addressed the Committee and further discussed the key points of the report, noting the first three recommendations addressed the large number of complaints and appeals relating to assessments, supplementary assessment, and final exams. These recommendations aim to ensure that staff are aware of policy requirements in relation to timely assessment feedback and ensuring students know who to contact to discuss results. Recommendation 4 and 5 regarding the implementation of a single point of contact to simplify the complaints process for students, and the development of an online portal for HDR complaints and appeals, were discussed.

Members were advised that recommendation 6 was developed due to the significant increase in admission appeals, which now constituted most appeals handled by the Student Ombudsman. Dr Kellie Ridges noted that the Student Administration Services Division are currently working on providing more information in admission outcomes letters to students but noted the record number of admission applications that were received this year would be contributing to the number of subsequent appeals lodged.

The Committee acknowledged the work of the Student Ombudsman and the Academic Appeals Administrator, Ms Marion Allen, who is retiring in July, after decades of service whilst working at UOW.

**RESOLVED 2023/23**

*that the University Education Committee note the Student Complaints and Appeals Report 2022, as provided in the agenda paper, and endorse the recommendations contained therein.*

**\*3.3 Collaborative Delivery Summary Report 2022**

Mr Dominic Riordan from the Academic Quality and Standards Division, addressed the Committee and provided some background on the Collaborative Delivery Summary report. Mr Riordan briefly discussed the current contractual arrangements regarding all major collaborative teaching partnerships across the eight offshore locations, as outlined in the agenda papers. Members were advised that the collaborative delivery arrangements will be scrutinised as part of the University's TEQSA re-registration process to ensure UOW's delivery at all offshore locations are of an equivalent student experience standard to onshore delivery. Mr Riordan advised members of several new offshore delivery locations expected to commence delivery in the next 18 months. Members were advised that a gap analysis is being conducted to ensure that the level of delivery and educational support at each of the offshore collaborative delivery locations is consistent with the Higher Education Standards.

**RESOLVED 2023/24**

*that the University Education Committee note the 'UOW Collaborative Delivery Summary Report 2022' as provided in the agenda papers.*

**3.4 WATTLE Annual Report 2022**

The Chair commended the work of all staff who contributed to the WATTLE 2022 Annual Report, highlighting the Teaching Circles initiative that allows staff to explore and reflect upon learning and teaching related issues, in a safe and supportive space, and the recently run workshops designed to support Neurodivergent students.

**RESOLVED 2023/25**

*that University Education Committee note the Wollongong Academy for Tertiary Teaching & Learning Excellence (WATTLE) - 2022 Annual Report as provided with the agenda papers.*

### **3.5 Learning and Teaching Innovation Grants Report**

#### **RESOLVED 2023/26**

*that University Education Committee note the Wollongong Academy for Tertiary Teaching & Learning Excellence (WATTLE) - 2022 Annual Report as provided with the agenda papers.*

### **3.6 LTC Support for Teaching Update**

#### **RESOLVED 2023/27**

*that University Education Committee note the Learning, Teaching & Curriculum 2023 (YTD) report on Academic development - support for teaching, as provided in the agenda paper.*

### **3.7 WIL AC Progress Report**

#### **RESOLVED 2023/28**

*that University Education Committee note:*

- (i) progress against the identified priorities of UOW's National Priorities and Industry Fund (NPILF) Plan for the WIL priority area;*
- (ii) progress update provided on key strategic projects that are pivotal to scaling and delivering quality WIL; and*
- (iii) progress update regarding the proposal to broaden the scope of the WIL AC remit to include governance of UOW Entrepreneurs, as provided in the agenda papers.*

### **3.8 Course Review and Approvals Update**

#### **RESOLVED 2023/29**

*that the University Education Committee note the report on course approval and course review activities conducted during 2022 as outlined in the agenda papers.*

### **3.9 UOWGE Agent Management Review 2022**

#### **RESOLVED 2023/30**

*that the University Education Committee note the UOWGE Agent Management Review 2022, as outlined in the agenda papers.*

## **PART 4: GENERAL BUSINESS**

### **\*4.1 Students as Partners Update**

Ms Melissa Zaccagnini from the Student Life Division provided members with a verbal update on progress towards meeting the commitments of Students as Partners Memorandum of Understanding, which was co-signed by the Vice Chancellor and the Students Advisory Council in 2021. Members were advised of the commitment undertaken by the University to create a framework and associated tools to assist in embedding the Students as Partners ethos in all practices.

Members were advised of the Students as Partners Working Group, who are contributing to the development of the Students as Partners framework and toolkit. The aim is to establish a set of student priority related goals that can be added as an addendum to the original MOU, by the end of year. Committee members were advised of the timeline for 2023 including a round of consultation with stakeholders during the development and testing of the framework and toolkit before moving onto the embedding phase. It was noted that this would be an ongoing piece of work involving many areas

across the University and would be subject to continuous improvement cycles, as Students as Partners becomes embedded into the core functions and student experience at UOW.

**RESOLVED 2023/31**

*that University Education Committee note the Student Life- Students as Partners update, as provided at the meeting.*

**4.2 Subject and Teacher Evaluation Procedures**

**RESOLVED 2023/32**

*that the University Education Committee:*

- (i) endorse the consolidated Subject and Teacher Evaluation Procedures as set out in the agenda papers; and*
- (ii) note the draft Subject and Teacher Evaluation Procedures will be submitted to the Academic Senate for endorsement, and to the Deputy Vice-Chancellor (Strategy and Assurance) for approval.*

**4.3 Amendments to Admissions Procedures**

**RESOLVED 2023/33**

*that the University Education Committee;*

- (i) endorse the amendments to the Admissions Procedures as provided in the agenda papers; and*
- (ii) note that these changes will be submitted to the Academic Senate for endorsement before being submitted to the Delegated Authority for approval, to become effective on approval.*

**\*4.4 TEQSA Re-registration Update**

Ms Jan Sullivan provided members with an update on the University's TEQSA re-registration. Members were reminded that the submission date for the University's re-registration application is the 27<sup>th</sup> September, 2024. Ms Sullivan drew the Committee's attention to the table on page 258 of the agenda papers and highlighted the following:

- as part of re-registration, the University will undergo three External Reviews which will focus on academic governance processes, corporate governance and ESOS compliance
- the review of academic governance is already underway
- the review of corporate governance will take place between June-November and will involve a site visit from the External Reviewer, including a survey of and interview with Council members

The Chair noted that staff involved in interview with the External Reviewers will be provided with some guidance on what to expect during the process.

**RESOLVED 2023/34**

*that the University Education Committee note the TEQSA Re-registration Update as provided in the agenda papers.*

**4.5 TEQSA ESOS- Return to Compliance Monitoring**

**RESOLVED 2023/35**

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

## PART 5: OTHER BUSINESS

### 5.1 Other Business Arising

On behalf of the Faculty of Business and Law, Prof Ann Rogerson sought advice from the Committee about how to secure financial and other support to implement recommendations determined through course reviews, noting that many initiatives are not covered by Learning and Teaching Grants. The Chair noted the broad range of recommendations for course reviews and suggested the Faculty contact central units, such as LTC and Student Life, regarding recommendations that might be appropriately supported by them.

Mr Michael Valceski asked if it is possible, within the current administrative systems to send an automatic email to tutors when a student withdraws from a subject.

The Chair noted that this would be the last meeting attended by Prof Wilma Vialle due to her upcoming retirement and thanked her for her valuable contribution to UEC and the University over many years. Members concurred with the Chair's remarks and gave Prof Vialle a round of applause.

#### **ACTION 2023/6**

*SASD to check if automatic emails can be sent to relevant tutors when a student withdraws from a subject.*

## PART 6: NEXT MEETING

The next meeting of the University Education Committee is scheduled for 13 July.

Signed as a true record:



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Chairperson