
ACADEMIC STANDARDS AND POLICY COMMITTEE

2:00pm – 4:00pm, Tuesday 14 February 2017

Senate Room, Quadrangle (A14)

Members Present: Professor Jane Hanrahan (Chair); Isabella Brook, President, SRC; Associate Professor Alex Chaves, Veterinary Science; Karen Cochrane, Nominee of the President, SUPRA; Dr Frances Di Lauro, Arts & Social Sciences; Associate Professor Geoff Frost, Business; Associate Professor Peter Gibbens; Engineering & IT; Professor Manuel Graeber, Medicine; Kerrie Henderson, Office of General Counsel; Associate Professor Glen Hill, Architecture, Design & Planning; Associate Professor Tom Hubble, Science (for Helen Agus); Associate Professor Veysel Kayser, Pharmacy; Dr Peter Knight, Medicine; Associate Professor Tony Masters, Chair of the Academic Board; Associate Professor Mark Melatos, Arts & Social Sciences; Professor Pip Pattison, Deputy Vice-Chancellor (Education); Associate Professor Maurice Peat, Business School; Associate Professor Jennifer Rowley, Sydney Conservatorium of Music; Professor Anne Twomey, Law.

Attendees: Dr Matthew Charet, Secretary; Dr Glenys Eddy, Committee Officer, Secretariat; Myrophora Koureas, Policy Analyst, SAS Program; Associate Professor Peter McCallum, Director, Educational Strategy.

Apologies: Helen Agus, Science (Associate Professor Tom Hubble attending instead); Associate Professor Tania Gerzina, Dentistry; Associate Professor Robyn Gibson, Education and Social Work; Dr Debra Shirley, Health Sciences; Associate Professor Ann Elias, Sydney College of the Arts.

MINUTES

1 WELCOME AND APOLOGIES

The Chair welcomed new and returning members and conveyed apologies from those unable to attend.

2 PROCEDURAL MATTERS

2.1 Minutes of Meeting 7/2016 on 9 November 2016

The minutes of the previous meeting were approved as a true record.

Resolution ASPC17/1-1

That the Academic Standards and Policy Committee resolve that the minutes of meeting 7/2016, held on 9 November 2016, be confirmed as a true record.

2.2 Business Arising

The Chair advised re: Action 5/2016 that she has contacted the DVC (Registrar) and has been advised that the Deputy Registrar will develop a solution to address the issue of automatic termination of candidature for students who have exceeded the time limit to complete the program of study in which they are enrolled. Given the small volume of students affected, the solution is likely to consist of a scheduled report identifying cases requiring action, followed by manual processing as necessary.

Associate Professor McCallum advised that Action 6/2016 is no longer necessary.

The Committee noted that Action 7/2016 was completed by circulation immediately following the previous meeting and can be closed as resolved.

Professor Graeber commended the inclusion in the minutes of his recommendation that the terms of reference be revised to incorporate the setting and monitoring of academic standards. The Chair advised that as part of the follow-on from the Review of the Academic Board, the structure of the Board and its committees would be reviewed and suggested that this activity be incorporated into discussions arising from the review.

Comment was made arising from the minutes for Item 4.1 Replacement Assessments, with the observation made that the DVC (Registrar) advised at that meeting that it was not part of the proposal put to the committee to require the submission of replacement examination scripts at the same time as the script for the original examination. Recent communication from the DVC (Registrar) suggests that simultaneous submission is required, and the Chair undertook to

communicate this discrepancy to the DVC (Registrar).

***Action 1/2017:** Communicate with DVC (Registrar) to clarify expectation for the timing of lodgement of replacement examination scripts. **Responsible:** Chair. **Timing:** As soon as possible.*

3 STANDING ITEMS

3.1 Report of the Chair

The Chair advised that she had nothing to report.

Resolution ASPC17/1-2

That the Academic Standards and Policy Committee note the report of the Chair.

3.2 Report of the Academic Board meeting, 2 November 2016

In addition to the written report circulated with the agenda, Associate Professor Masters advised that the report of the external review of Academic Board has been received and is currently with the Chancellor and Vice-Chancellor for comment before wider dissemination. It is anticipated that the report will be circulated with the agenda pack for the 28 February meeting of Academic Board.

Resolution ASPC17/1-3

That the Academic Standards and Policy Committee note the report of the Academic Board meeting held on 7 December 2016.

3.3 Committee Forward Plan

The Chair advised that this document has been developed to enable longer-term planning to assist the committee in meeting its responsibilities by identifying reports and essential actions that need to be undertaken through the year. Members were asked to provide any additional items to the Secretary.

Resolution ASPC17/1-4

That the Academic Standards and Policy Committee note the Committee Forward Plan for 2017, as presented.

4 ITEMS FOR ACTION

4.1 Decisions Matrix

Ms Koureas informed the committee that the Decisions Matrix has been previously approved by the Academic Board, and that this amendment incorporates revisions arising from the centralisation of examinations management. Several minor items of feedback have been provided by the University Executive Education Committee subsequent to the version distributed with the agenda, and that these will be incorporated before the proposal is presented to the Academic Board for approval. It is proposed to include a revised version of the Decisions Matrix as Schedule Three in the *Assessment Procedures 2011*.

In discussion, Ms Henderson advised that the formatting of the Matrix will be adjusted as appropriate for inclusion in the formal policy template and that no substantial changes will arise because of this. Concern was expressed that Unit of Study Coordinators do not have access to high-level data and members were advised that each faculty has Faculty Champions who can access more sophisticated data via enhanced system capability. Ms Koureas undertook to follow up how best the Faculty Champions can be identified to Unit of Study Coordinators. A mechanism for standardised management of responses to Special Consideration for group assessment was also requested and Ms Koureas undertook to follow up.

The proposal was endorsed, subject to incorporation of the minor amendments recommended by the University Executive Education Committee.

***Action 2/2017:** Provide Unit of Study Coordinators with identity of Faculty Champions to enable access to data relating to Special Consideration. **Responsible:** Myrophora Koureas. **Timing:** As soon as possible.*

***Action 3/2017:** Mechanism for standardised management of responses to Special Consideration for group assessment to be sought. **Responsible:** Myrophora Koureas. **Timing:** As soon as possible.*

possible.

Resolution ASPC17/1-5

That the Academic Standards and Policy Committee recommend that the Academic Board amend the Assessment Procedures 2011 to include as Schedule 3 the Decisions Matrix (Special Consideration and Special Arrangements), as amended, with effect from Semester 1 2017.

4.2 Strategic Review of Assessment

Associate Professor McCallum spoke to this item and advised that the paper is designed to initiate a broader conversation regarding assessment, as committed to in the Strategic Plan 2016 – 2020. The desirability of developing methods for measuring the effectiveness of assessment, increasing the authenticity and integrity of assessment and reducing the volume of summative assessment are points of emphasis in the paper. The formulation of assessment plans for majors, minors and programs of study is called for, relating to the volume of assessment and where and how to assess. To enable this, it is proposed to form a working party to enable University-wide consultation, and also to draw on expertise in the School of Education and Social Work. This working party is intended to be small but will consult widely, and will draw on participants invited by the DVC (Education) and Chair of Academic Board.

In discussion, Ms Henderson recommended that the working party liaise closely with the Organisational Design team to avoid clashes in timing of core activities. Professor Pattison advised that there is to be a discussion at the University Executive regarding timing, and that the review will be undertaken with sensitivity to the volume of other change processes that are currently underway across the University. The need for clear communications is also understood. Associate Professor McCallum observed that scoping will need to be undertaken regarding policy and procedural impacts arising from the review of assessment.

The possible impact of this review on the development and implementation of the new curriculum was raised, and Associate Professor McCallum suggested that it is anticipated that the two activities will take place in parallel. Possible tension between reducing summative assessment and needing to provide a mark for a unit of study was raised for further exploration, as was the accommodation of a diversity of discipline-specific variations in learning requirements and assessment practices.

The establishment of an Assessment Working Party was endorsed as presented.

Resolution ASPC17/1-6

That the Academic Standards and Policy Committee:

- (1) endorse the convening of an Assessment Working Party by the Deputy Vice Chancellor (Education) and the Chair of the Academic Board;*
- (2) discuss the paper "Strategic Review of Assessment"; and*
- (3) note the process for implementing goals in the University of Sydney Strategic Plan 2016 – 2020 relating to assessment.*

5 ITEMS FOR NOTING

5.1 2015 Vice-Chancellor's Academic Misconduct and Plagiarism Taskforce Implementation Report

Associate Professor McCallum advised that this paper provides a twelve month follow-up on action taken arising from the report of the Vice-Chancellor's Academic Misconduct and Plagiarism Taskforce, as presented to Senate in 2015. It details the establishment of the Office of Educational Integrity and comprehensive record keeping which will enable the determination of whether measures to foster educational integrity are working. The process for educational integrity reporting has also been adjusted (as outlined in Item 5.4 below, approved by the committee by circulation in January) to allow faculties to spend more time analysing data and formulating strategies to address trends rather than collecting the data itself. Amendments to policy and procedures for addressing academic misconduct have also been enacted. Members were advised that the online Educational Integrity module has been improved and is easier to complete. Possible correlation between module completions and drop-out rates was suggested for further investigation.

The committee noted this report.

Resolution ASPC17/1-7

That the Academic Standards and Policy Committee note the report of the Vice-Chancellor's Academic Misconduct and Plagiarism Taskforce implementation program.

5.2 Academic Board / SEG Phase Four Faculty Review Report – Engineering and Information Technologies

The committee noted this report.

Resolution ASPC17/1-8

That the Academic Standards & Policy Committee note the Academic Board / SEG Phase Four Faculty Review Report for the Faculty of Engineering and Information Technologies.

5.3 Academic Board / SEG Phase Four Faculty Review Report – Education and Social Work

The committee noted this report.

Resolution ASPC17/1-9

That the Academic Standards & Policy Committee note the Academic Board / SEG Phase Four Faculty Review Report for the Faculty of Education and Social Work.

5.4 Educational Integrity Reporting – By Circulation

The committee noted this report.

Resolution ASPC17/1-10

That the Academic Standards & Policy Committee formally note its approval by circulation of a proposal relating to Educational Integrity reporting, as circulated in January 2017.

6 OTHER BUSINESS

6.1 Any Other Business

Ms Cochrane sought clarification regarding the method by which student involvement in the University is coordinated, and offered the assistance of SUPRA in this regard.

Next meeting: 2:00pm – 4:00pm, **Tuesday 14 March 2017**
Senate Room, Quadrangle

A full copy of the Academic Standards and Policy Committee papers is available at:

<http://sydney.edu.au/secretariat/pdfs/academic-board-committees/academic-standards/2017/20170214-ASPC-Agenda-Pack.pdf>