
ACADEMIC STANDARDS AND POLICY COMMITTEE

2:00pm – 4:00pm, Tuesday 13 February 2018

Senate Room, Quadrangle (A14)

Members Present: Professor Jane Hanrahan (Interim Chair); Associate Professor Salvatore Babones (Academic Board); Dr Vasiliki Betihavas (Nursing); Professor Alan Fekete (Academic Board); Associate Professor Vincent Gomes (Engineering & IT); Professor Manuel Graeber (co-opted, Medicine); Imogen Grant (President, SRC); Kerrie Henderson (co-opted, Office of General Counsel); Nanda Jorsz (nominee of the President, SUPRA); Patty Kamvounias (Academic Board); Dr Adrienne Keane (Architecture, Design & Planning); Dr Peter Knight (Medicine); Professor Greg Murray (Dentistry); Associate Professor John O'Byrne (Science, for Helen Agus); Associate Professor Rita Shackel (Law).

Attendees: Dr Matthew Charet (Secretary); Associate Professor McCallum (Director, Education Strategy) (for Items 4.1 and 5.1); Georgie Wheadon (Senior Project and Policy Officer, DVC (Education) (for Items 4.1 and 5.1)).

Apologies: Helen Agus (Science) (Associate Professor John O'Byrne attending instead); 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 (co-opted, Business); Dr Debra Shirley (Health Sciences).

1/2018

MINUTES

1 WELCOME AND APOLOGIES

The Chair welcomed members to the first meeting for 2018 and apologies were noted as recorded above.

2 PROCEDURAL MATTERS

2.1 Minutes of the Previous Meeting

The minutes of the previous meeting held on 14 November 2017 were approved as a true record.

Resolution ASPC18/1-1

That the Academic Standards and Policy Committee resolve that the minutes of meeting 8/2018, held on 14 November 2017, be confirmed as a true record.

2.2 Business Arising

The Chair advised that there was no business arising

2.3 Revised Terms of Reference

The Chair advised that prior to the meeting, the Co-Presidents of SUPRA had made a written submission requesting to expand the membership of the committee to include a postgraduate student member of the Academic Board, and this was supported by the committee. Members were advised that the majority of the other amendments are to bring the terms of reference into alignment with the powers delegated to the Academic Board, as well as to ensure that the Academic Board fulfils its function in ensuring that the University adheres to the *Higher Education Standards Framework (Threshold Standards) 2015*.

In discussion, it was observed that reference to Standards 2.4.2 and 2.4.3 may be misplaced or misnumbered (these refer to student grievances), and that some of the activities currently included may be better allocated to the new Academic Quality Committee. The Chair and Secretary undertook to liaise with the Office of General Counsel to determine whether further amendments are necessary and if so, would advise the committee.

Subject to these actions, the draft terms of reference were endorsed for presentation to the Academic Board.

Resolution ASPC18/1-2

That the Academic Standards & Policy Studies Committee recommend that the Academic Board approve the revised Terms of Reference, as presented, with effect from 6 March 2018.

3 STANDING ITEMS

3.1 Report of the Chair

The Chair advised that she had nothing to report.

Resolution ASPC18/1-3

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

3.2 Report of Academic Board

Members noted the written report circulate with the agenda.

Resolution ASPC18/1-4

That the Academic Standards and Policy Committee note the report of the Academic Board meeting held on 28 November 2017.

4 ITEMS FOR ACTION

4.1 Education Portfolio: Proposed Revisions to Course Resolution Templates

The Director, Education Strategy, advised members that the proposed amendments have been recommended to better reflect recent changes to curriculum and degree structures across the University, to enable greater consistency across award courses, and to facilitate transfer of resolutions into a new curriculum management tool that is currently under development. The University Policy Manager provided a number of amendments to ensure that the templates correctly reference policy, and strongly recommended that existing resolutions be reviewed by faculties to ensure that current inconsistencies and errors are not simply transferred into the new template. She offered to discuss this further with the Director, Education Strategy prior to implementation.

The proposal was endorsed for presentation to the Academic Board.

Resolution ASPC18/1-5

That the Academic Standards and Policy Committee recommend that the Academic Board adopt the revised undergraduate and postgraduate course resolutions templates, as presented, with immediate effect.

5 ITEMS FOR NOTING

5.1 Education Portfolio: Implementation of Anonymous Marking

The Director, Education Strategy, informed members that anonymous marking was approved by the Academic Board in late 2016 but due to implementation issues, it had subsequently been agreed to delay implementation until 2018. This has enabled Canvas to be configured to accommodate anonymous marking by enabling the submission of written assessments that are identified only by Student ID (SID).

In discussion, Professor Fekete expressed support for the idea but had concerns regarding the practical challenges of implementation (especially for exam marking). He observed that in his experience as an examiner, students will frequently mistranscribe their SID, making it challenging to correctly identify the student to whom the results are to be allocated. He strongly recommended that a trial be undertaken in the first instance – using several medium-sized units of study – to practically test the system before it is rolled out across the institution. The Chair advised that following conversation at the Committee when anonymous marking was first proposed, the Deputy Vice-Chancellor (Registrar) was asked to ensure that exam seat numbers would be allocated by SID; this would enable easier processing of results and eliminate difficulties in processing results currently presented by varying systems of alphabetisation used across the University. It was also suggested that the Examinations Office be asked to check that an SID is provided on each paper before it is forwarded to examiners.

The impact of anonymisation on assessment-related processes such as Special Consideration and students identifying as disabled, was also flagged for further consideration. It was observed in this regard that some faculties currently require the inclusion of supporting documentation to online submission of assessment by impacted students, which would impact on anonymity.

Members sought clarification as to who was responsible for communicating the implementation of anonymous marking to Unit of Study Coordinators, with several members (who are also Unit of Study Coordinators) observing that they had been ignorant of the requirement until seeing the paper circulated with the agenda. The Director, Education Strategy, advised that the Associate Dean (Education) was responsible for communicating this requirement to their faculty.

The Director, Education Strategy, undertook to follow up these concerns.

Resolution ASPC18/1-6

That the Academic Standards & Policy Committee note that anonymous marking of written assessments and formal examinations will commence at the beginning of Semester 1 2018.

6 OTHER BUSINESS

6.1 Any Other Business

Ms Henderson informed members that it is desirable for the University to return to an annual review of the Delegations of Authority and in aid of this, at the next meeting of the Academic Board the Chair will invite proposals for amendments to the Delegations for presentation to the 27 June meeting of Senate. As the Delegations have higher authority than policy, it is important to ensure that any amendments to the Delegations are appropriately reflected in amendments to policy and procedures where required.

There being no other business, the meeting concluded at 2:43pm.

Next meeting: 2:00pm – 4:00pm, **Tuesday 10 April 2018**
Venue to be advised.

A full copy of the Academic Standards and Policy Committee papers is available at:
sydney.edu.au/secretariat/pdfs/academic-board-committees/academic-standards/2018/20180213%20ASPC%20Agenda%20Pack.pdf