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## ACADEMIC STANDARDS AND POLICY COMMITTEE

2:00pm – 4:00pm, Tuesday 12 February 2019

Level 5 Function Room, F23 Administration Building

**Members:** Professor Jane Hanrahan (Chair); Associate Professor Helen Agus (Science); Dr Vasiliki Betihavas (Nursing); Dr Bret Church (Pharmacy); Professor Alan Fekete (Academic Board); Associate Professor Vincent Gomes (Engineering & IT); Professor Manuel Graeber (co-opted, Medicine & Health); Dane Luo (Vice-President, SRC) (for Jacky He); Kerrie Henderson (co-opted, Office of General Counsel); Associate Professor Elaine Huber (Business) (for Professor Peter Bryant); Patty Kamvounias (Academic Board); Kaylyn Ke (nominee of the President, SUPRA); Associate Professor Alex Lefebvre (Arts & Social Sciences); Associate Professor Tony Masters (Chair of the Academic Board); Associate Professor Peter McCallum (Director, Educational Strategy) (for Professor Pip Pattison); Associate Professor Maurice Peat (co-opted, Business); Associate Professor Alison Purcell (Health Sciences); Professor Rita Shackel (Law).

**Attendees:** Dr Matthew Charet (Secretary); Professor Ross Coleman (Director, Graduate Research); Allison L'Armour (SUPRA Student Advice & Advocacy Service).

**Apologies:** Associate Professor Salvatore Babones (Academic Board); Professor Peter Bryant (Business) (Associate Professor Elaine Huber attending instead); Jacky He (President, SRC) (Dane Luo attending instead); Dr Adrienne Keane (Architecture, Design & Planning); Dr Peter Knight (Medicine & Health); Professor Greg Murray (Dentistry); Professor Pip Pattison (Deputy Vice-Chancellor (Education)) (Associate Professor Peter McCallum attending instead).

1/2019

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### UNCONFIRMED MINUTES

#### 1 WELCOME AND APOLOGIES

##### 1.1 Acknowledgement of Country

The Committee acknowledged and paid respect to the traditional custodians of the land on which they met: the Gadigal people of the Eora Nation; and paid respect to the knowledge embedded forever within the Aboriginal Custodianship of Country and to elders past, present and future.

##### 1.2 Welcomes and Apologies

The Chair welcomed members and advised of apologies as recorded above. This was followed by a discussion of meeting protocols to be observed throughout the year.

#### 2 PROCEDURAL MATTERS

##### 2.1 Minutes of Previous Meeting

###### **Resolution ASPC19/1-1**

*The Academic Standards and Policy Committee resolved that the minutes of meeting 6/2018, held on 6 November 2018, be confirmed as a true record.*

##### 2.2 Business Arising

There was no business arising.

#### 3 STANDING ITEMS

##### 3.1 Report of the Chair

The Chair reminded that the revision of the *Educational Services Agreements Policy 2017*, which was discussed by the Committee on several occasions in 2018, is on the work slate for 2019 and is anticipated to return to the Committee later in the year.

###### **Resolution ASPC19/1-2**

*The Academic Standards and Policy Committee noted the report of the Chair.*

### 3.2 Report of Academic Board

The Chair of Academic Board advised that he had nothing to add to the written report.

#### **Resolution ASPC19/1-3**

*That the Academic Standards & Policy Committee note the report of the Academic Board meeting held on 27 November 2018.*

## 4 ITEMS FOR ACTION

### 4.1 Approval of Accredited Micro-Credentials

The Director, Educational Strategy, spoke to this paper, which opens discussion regarding the introduction of a micro-credential framework for post-Bachelor study at the University. The current proposal is to develop a 12 credit point Sydney Professional Certificate, to be available as a post-Bachelor credential which allows upskilling at a sub-Graduate Certificate level. Governance of the offering is intended to parallel that for the Master of Advanced Studies via the Board of Interdisciplinary Studies (BIS), with pathways and subject inclusion to be proposed by faculties and University schools. It is currently intended to offer a set program in defined specialisations comprised of selected units of study (that is, not enabling any combination of 12 credit points to be undertaken). Members were reminded that the Coursework Rule was amended by Senate in late 2018 to enable oversight of the certificate and other non-AQF qualifications by the Academic Board; amendment of the Coursework Policy is to follow, as proposed in this paper. Members were also advised that the proposal has been endorsed to proceed by the (BIS) but has yet to be seen by the Curriculum and Course Planning Committee. The interrelationship of the Sydney Professional Certificate with existing offerings was flagged as an area for further discussion (for example, whether transfer into a Graduate Certificate or Graduate Diploma would be possible and if so, under what mechanisms; the accumulation of study to a sufficient volume to be awarded a Graduate Certificate or longer qualification also needs consideration). Imposition of a time limit for completion is to be resolved.

In discussion, the treatment of prerequisites for component units of study needs to be addressed, noting that at present it is intended for this certificate to be composed of already-existing non-OLE units of study (to enable both agility and specialisation). The difference between this course and offerings currently available via the Centre for Continuing Education was also explored. Members were advised that exemplar learning outcomes for the certificate have been developed (as per the proposal), providing a higher level of attainment than completion of individual units of study; hence the attraction of this type of specialised study. Fees would be determined by the units of study undertaken, with a discussion to be held regarding whether students would pay the Student Services and Amenities Fee (SSAF).

Faculty feedback was invited as to whether the intended structure works; whether the inclusion of an unstructured version (that is, composed of any 12 credit points of units of study) as an exit pathway is advisable; and whether only 5000-level units of study and above should be included (rather than 4000-level as proposed in the current paper).

The discussion paper was endorsed to proceed to the Academic Board and to a full course proposal, to be presented to a future meeting.

#### **Resolution ASPC19/1-4**

*The Academic Standards and Policy Committee:*

- (1) noted the discussion paper on a framework for the governance and approval of accredited micro-credentials; and*
- (2) endorsed the proposal to establish a Sydney Professional Certificate (noting that a full proposal will be submitted via the University's course approval process).*

## 5 ITEMS FOR NOTING

### 5.1 Continuing and Extra-Curricular Education Procedures (previously circulated)

This paper was noted by the Committee as circulated.

**Resolution ASPC19/1-5**

*The Academic Standards and Policy Committee noted the Academic Board's endorsement of the Continuing and Extra-Curricular Education Procedures 2018, the Continuing and Extra-Curricular Education reporting template, and the course evaluation and approval template.*

**5.2 Further Actions to Address Increasing Risk of Contract Cheating (previously circulated)**

This paper was noted by the Committee as circulated.

**Resolution ASPC19/1-6**

*The Academic Standards and Policy Committee noted the further actions endorsed by the University Executive to address the impact of third party services on the University's educational integrity.*

**5.3 Availability of Unit of Study Materials and Canvas Sites (previously circulated)**

In discussion, several members advised that Canvas sites for some 1000- and 5000-level units of study are not yet live. The Chair of Academic Board suggested that unit of study coordinators provide simple course-related information in the first week of class (such as census dates, where to find your SID and the like), and it was noted that the Canvas template could be adjusted for future semesters to include such information.

**Resolution ASPC19/1-7**

*The Academic Standards and Policy Committee noted the Academic Board's approval to amend the Learning and Teaching Policy 2015.*

**5.4 Postgraduate Research Support Scheme Procedures**

The Director, Graduate Research, informed members that this paper had been presented to the Graduate Studies Committee for endorsement and had been provided to the Committee for noting. Members were advised that the procedures enable greater transparency and fairness in the allocation of Postgraduate Research Support Scheme funding by providing a consistent framework for allocations across the University. The procedures also encourage communication and feedback to students and applicants as to funding processes and priorities.

This paper was noted by the Committee.

**Resolution ASPC19/1-8**

*The Academic Standards and Policy Committee noted the draft Postgraduate Research Support Scheme Procedures, as presented.*

**6 OTHER BUSINESS**

**6.1 Any Other Business**

There being no other business, the meeting concluded at 3:10pm.

**Next meeting:** 2:00pm – 4:00pm, **Tuesday 19 March 2019**  
Level 5 Function Room, F23 Administration Building

A copy of the non-confidential Academic Standards and Policy Committee papers is available at:  
[sydney.edu.au/secretariat/pdfs/academic-board-committees/academic-standards/2019/20190212-ASPC-Agenda-Pack.pdf](http://sydney.edu.au/secretariat/pdfs/academic-board-committees/academic-standards/2019/20190212-ASPC-Agenda-Pack.pdf)