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## UNDERGRADUATE STUDIES COMMITTEE

10:00am – 12:00pm, Tuesday 23 May 2017

Senate Room

**Members Present:** Associate Professor Wendy Davis (Chair); Isabella Brook (President of the SRC); Dr Lisa Conlon (for Dr Jennifer Green, Nursing and Midwifery); Dr Wayne Cotton (Education and Social Work); Dr Anthony Dracopoulos (for Dr Anne Rogerson, Arts and Social Sciences); Professor Alan Fekete (Engineering and Information Technologies); Anne Fernandez (Deputy Registrar Nominee); Associate Professor Jamie Glister (Law); Dr Mark Halaki (Health Sciences); Associate Professor Catherine Hardie (for Associate Professor Rae Cooper, Business); Dr Tina Hinton (Medicine); Dr James Humberstone (Sydney Conservatorium of Music); Mr Andrew Lavery (Sydney College of the Arts); Associate Professor Tony Masters (Chair of the Academic Board); Dr Gary Muscatello (Veterinary Science); Dr Kimberly Mathieu Coulton (Dentistry); Dr Dagmar Reinhardt (Architecture, Design and Planning).

**Attendees:** Dr Matthew Charet (Executive Officer to Academic Board); Dr Glenys Eddy (Committee Officer).

**Apologies:** Associate Professor Tina Bell (Agriculture, Food and Natural Resources); Associate Professor Rae Cooper (Business); Disha Dhanda (student representative); Dr Jennifer Green (Nursing and Midwifery); Dr Anne Rogerson (Arts and Social Sciences); Dr Jenny Saleeba (Science); Associate Professor Tim Wilkinson (Chair, Admissions Committee).

2017/02

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## UNCONFIRMED MINUTES

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### 1 WELCOME AND APOLOGIES

The Chair welcomed everyone to the meeting.

#### **Resolution UGSC2017/2-1**

*The Undergraduate Studies Committee resolved to note that apologies have been received from the members above and that they be excused for their absence.*

### 2 PROCEDURAL MATTERS

#### **2.1 Minutes of Meeting 2017/1 (7 February 2017)**

The minutes of the meeting held on the 7<sup>th</sup> of February 2017 were accepted as a true record of the meeting.

#### **Resolution UGSC2017/2-2**

*The Undergraduate Studies Committee resolved that the minutes of meeting 7/2016 on 16 November 2016 be confirmed as a true record.*

#### **2.2 Actions Arising**

#### **Resolution UGSC2017/2-3**

*The Undergraduate Studies Committee noted that there were no outstanding actions from the previous meeting.*

### 3 STANDING ITEMS

#### 3.1 Report of the Chair

Associate Professor Davis noted that, since the faculties were required to meet early deadlines for the approval of new units of study for 2018, very few course amendment proposals had been submitted to the USC. Consequently, the meetings scheduled for March and April had been cancelled, and the USC is expecting to receive a large number of proposals in the coming months. Many of the new and amended majors for the new curriculum will have further amendments.

For the text descriptions of the majors' requirements in 2016, specific unit of study codes were listed. With the current intention to change the text to make it simpler and clearer, the unit types will be listed, but not specific units of study. For the majors with no change to their substance, a template will be proposed to the Board of Interdisciplinary Studies and the USC. If the template is approved, these majors would not be required to go through the standard amendment process. Associate Professor Davis observed that, in 2016, a number of the most impacted faculties used place-holder units for the purpose of outlining the structure of the new majors. With the specificity of the units now having been determined, some majors will change their structure from what had been indicated previously. Clarification was sought as to how descriptive the text outlining the majors' requirements will be. The text will specify how many core and electives will be needed to complete the major, without including unit codes.

The Committee supported the design of a template for the purpose of streamlining the approval process for these text-only amendments to majors. Associate Professor Davis will discuss the design and use of the template with the Education Strategy Team.

#### **Resolution UGSC2017/2-4**

*That the Undergraduate Studies Committee note the report of the Chair.*

#### **Resolution UGSC2017/2-5**

*That the Undergraduate Studies Committee agree to consider a template for use in the approval process for amendments to majors.*

#### **3.1.1 Report of the Academic Board Meeting of 28 March 2017**

Associate Professor Masters reported that the Academic Board had accepted the recommendations of the Academic Board Review Committee. The Academic Board had approved the concept of removing the procedures from the Rule. Updates to the Academic Governance Rule are necessary. The Academic Board Rule will define the Board; Delegations of Senate will be removed. Election procedures will be placed into a procedures document. Associate Professor Masters has asked for comment on the Academic Board rule, wants to take it to Senate for approval in July, so that work can begin on elections. Associate Professor Masters proposed to Senate that the locus of decision making on courses would reside more with the Academic Board committees, with the proviso that no course can run until it has been approved by Senate. This will free up time for the Academic Board to focus on strategic matters. The Senate is comfortable with adjusting the membership to appoint members of the Academic Board to the committees and minimizing the Academic Board's discussion of routine decisions.

#### **3.1.2 Report of the Academic Board Meeting of 2 May 2017**

Associate Professor Masters reported that he had reminded members of their agreement that items should be starred in advance of the Academic Board meeting. This is intended to place more responsibility onto the USC and GSC, but no more than they have held in the past.

#### **Resolution UGSC2017/2-6**

*That the Undergraduate Studies Committee note the report of the Academic Board meetings of 28 March and 2 May 2017.*

### 4 ITEMS FOR APPROVAL

#### **Major Course Proposals**

No major course proposals had been received for this meeting.

### **Minor Course Proposals**

#### **4.1 Faculty of Dentistry: Bachelor of Oral Health course resolutions**

Dr Kimberly Mathieu Coulton presented the proposal to the Committee. The Bachelor of Oral Health is the last of Dentistry's courses to undergo a review of its progression rules to align them with the Coursework Policy 2014. The proposed amendments consist of the addition of a third statement under Section 4: Requirements for Award to specify that students must attend clinical simulation and placements to pass the course, the deletion of the current statement from Section 5, Progression Rules, and the addition of specific progression rules for all years of the course. One of the statements is to be deleted from Section 8, Credit for Previous Study.

Amendments to Section 4 were needed to make clear that the clinical component of the course must be passed. Whereas failed units can be repeated and remediated without necessarily holding up the student's progress through an entire year, the clinical practice must be passed for progression to occur. Dr Mathieu Coulton stated that, in the units that have a clinical component, the students must demonstrate competence in order to progress. The current typical failure rate is approximately five out of 45 students. Assessments take place just prior to the student's beginning patient care. If the student fails, they need to repeat the year of study. It was reported that other areas of the University, such as Business, are also looking to have barrier assessments.

Associate Professor Masters suggested making the units rather than the practical assessment the barrier to progression, given that the criteria for passing the clinical component are embedded in the marking for the units of study. Professor Fekete argued that, from the structural perspective, where progression is to depend on the whole year being passed, the advantage of programs that operate by the year is that they prevent students from continuing with some of the units in the higher year when they have not passed all from the current year.

Associate Professor Masters observed an ambiguity between statement 6 of the Progression Rules, that "If repeating a year would cause a student to exceed the maximum time limit for the award course, the student will not be allowed to progress further in the course", and the ten-year time-limit. It was established that over-enrolment was not possible, as units in Semester 1 are not offered in Semester 2 and vice versa. This statement also appears to prevent students from approaching the Dean of Dentistry for a longer period of time in which to complete the degree. The statement's removal was suggested.

Associate Professor Masters also suggested inclusion of a reference to three documents in Section 3(b) and received an assurance from Dentistry that OGC had been involved in the review of the course resolutions.

The Committee endorsed the proposal for submission to the Academic Board with the provision that reference to the three documents is added to statement 3(b) in the Progression Rules.

#### **Resolution UGSC2017/2-7**

*That the Undergraduate Studies Committee recommend Academic Board:*

- 1) *approve the proposal from the Faculty of Dentistry to amend the Bachelor of Oral Health;*
- 2) *approve the amendment to the course resolutions arising from the proposal, with effect from 1 January 2018, with the provision that three documents are referred to in the Progression Rules, 3(b).*

#### **4.2 Sydney Law School: Bachelor of Laws elective UoS tables**

Jamie Glister presented the proposal to the Committee, which concerned the amendment of units for the Elective table of units. The Committee endorsed the proposal for submission to Academic Board without further comment.

#### **Resolution UGSC2017/2-8**

*That the Undergraduate Studies Committee recommend Academic Board:*

- 1) *approve the proposal from the Sydney Law School to amend the Bachelor of Laws;*
- 2) *approve the amendment to the degree tables arising from the proposal, with effect from 1 January 2018.*

## 5 ITEMS FOR NOTING

### 5.1 Strategic Review of Assessment Progress Update May 2017

Associate Professor Glister and Tristan Enright spoke to the progress update. The Assessment Working Group is developing a university-wide approach to assessment, including strategies for assessing project units and for helping academics map assessments into the whole program. Some faculties carry out assessment throughout a course, but some faculties do not have the resources for this; all options for how and when assessment is to occur are being discussed at present. The review will be discussed at the Academic Board meeting on the 13<sup>th</sup> of June, followed by a Town Hall on the 14<sup>th</sup> of June.

There is a commitment to developing and assessing the Graduate Qualities. It is undecided as yet as to whether Graduate Attributes and Graduate Qualities will run in parallel or whether one will replace the other. Some believed that Qualities had superseded the Attributes. The means for assessing Graduate Qualities is being considered.

Associate Professor Glister reported that part of the final work of the Working Group will be to provide exemplars of best assessment practice. It was established that, although a detailed Assessment Policy already exists, the Academic Board intends to review it.

Professor Fekete enquired as to whether the Working Group had considered differences between types of degree. It was considered that there were qualities common to liberal and professional degrees, but also that assessment is different inherently for the different disciplines. The Working Group is trying to devise a common approach, although it was noted that a number of issues related to the concept in broad terms were still to be worked out.

Professor Fekete commented that, in terms of assessment at the degree, major and minor levels, it must be remembered that minors do not have the Capstone at the end in the generalist degrees, making it harder to determine what a minor might be intended to achieve, and suggested placing the focus on the major, the contents of which can be placed in the Capstone.

#### **Resolution UGSC2017/2-8**

*The Undergraduate Studies Committee noted the May update on the Strategic Review of Assessment Progress.*

## 6 OTHER BUSINESS

### 6.1 Any Other Business

Some future meetings might be scheduled for longer and reading assignments will be used, when needed. Reading assignments will be circulated with the agenda.

With there being no other business, the meeting closed at 10.54 am.

#### **Date of next meeting**

10:00am-12:00pm, Tuesday 4 July 2017,

Senate Room, Quadrangle