
UNDERGRADUATE STUDIES COMMITTEE

10:00am – 12:00pm, Tuesday 1 August 2017
Senate Room, Quadrangle

Members Present: Associate Professor Wendy Davis (Chair); Isabella Brook (President of the SRC); Dr Stephen Carter (Pharmacy); Dr Lisa Conlon (Nursing and Midwifery); Associate Professor Rae Cooper (Business); Dr Wayne Cotton (Education and Social Work); Professor Alan Fekete (Engineering and Information Technologies); Anne Fernandez (Deputy Registrar Nominee); Associate Professor Jamie Glister (Law); Dr Mark Halaki (Health Sciences); Dr Melissa Hardie (Arts and Social Sciences); Dr James Humberstone (Sydney Conservatorium of Music); Associate Professor Tony Masters (Chair of the Academic Board); Dr Gary Muscatello (Veterinary Science).

Attendees: Dr Matthew Charet (Executive Officer to Academic Board); Dr Glenys Eddy (Committee Officer), Edwina Grose (Student Administration Services); Associate Professor Peter McCallum (DVC Education Portfolio); Professor Pauline Ross (Associate Dean Education, Science).

Apologies: Associate Professor Tina Bell (Agriculture, Food and Natural Resources); Dr Kimberly Mathieu Coulton (Dentistry); Dr Jenny Saleeba (Science); Associate Professor Tim Wilkinson (Chair, Admissions Committee).

2017/04

MINUTES

1 WELCOME AND APOLOGIES

The Chair welcomed everyone to the meeting and thanked those representing absent colleagues for their contribution.

Resolution UGSC2017/4-1

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 2017/3 (4 July 2017)

With reference to Item 4.4.1 of the previous meeting, Professor Cooper reported that the removal of the strike at 6.1.B of the course resolutions had not been carried out, as it had been deemed not necessary. The Chair instructed that any necessary corrections to proposals were to be submitted to Glenys Eddy within the next two days.

The minutes of the meeting held on the 4th of July 2017 were accepted as a true record of that meeting.

Resolution UGSC2017/4-2

The Undergraduate Studies Committee resolve that the minutes of meeting 2017/2 on 23 May 2017 be confirmed as a true record.

2.2 Actions Arising

Please see Item 3.1 below, Report of the Chair.

Resolution UGSC2017/4-3

The Undergraduate Studies Committee resolve to note that there were no outstanding actions from the previous meeting.

3 STANDING ITEMS

3.1 Report of the Chair

The Chair thanked committee members, the DVCE Portfolio, and substitutes for absent members, particularly Professor Phil Poronnik and Oliver Smith, for their contributions at the last meeting, work on checking proposals for compliance, and for implementing corrections since the last USC meeting in preparation for their submission to the Academic Board for its meeting on the 25th of July.

The Chair reported that staff from the School of Chemical and Biomolecular Engineering have met with the DVCE Portfolio with respect to the development of the new Chemical Engineering majors for the Bachelor of Engineering (Honours). At the last meeting, the decision had been taken to develop these new majors for a 2019 implementation, for which a proposal will be submitted to the next meeting.

Resolution UGSC2017/4-4

That the Undergraduate Studies Committee resolve to note the report of the Chair.

3.2 Report of the Academic Board meeting 25 July 2017

At its recent meeting, the Board resolved that ex-officio members will be able to vote for the Chair of Academic Board. Under normal circumstances, this matter would have been circulated to various committees, but as the Academic Board Rule needed to be approved in time for elections to occur in Semester 2, this is being brought directly to the attention of those committees that would have normally received this in their agendas.

Resolution UGSC2017/4-5

That the Undergraduate Studies Committee resolve to note the report of the Academic Board meeting of the 25th of July 2017.

4 ITEMS FOR APPROVAL

Minor Course Proposals

4.1 DVC Education Portfolio: proposed use of AAM for Dalyell stream

Leah Schwartz reported that, when the Dalyell scheme was incorporated into many of the resolutions, the use of the Weighted Average Mark (WAM) in the first year was retained, though the Academic Model team had expressed a preference for the use of the Annual Average Mark (AAM). The AAM is weighted by credit point values, but not the year level as the WAM is. No difference exists between the two for the first 48 credit points of a student's enrolment. Associate Professor McCallum confirmed that this change can be implemented in the system for 2018, as the diets have been constructed with this in mind. He and Matthew Charet will liaise with the relevant stakeholders concerning the execution of the necessary course resolution amendments. This will include updating the preamble, which currently refers to an outdated policy.

The Committee approved the proposal for submission to the Academic Board.

Resolution UGSC2017/4-6

That the Undergraduate Studies Committee recommend that the Academic Board:

- 1. approve the proposal from the Deputy Vice Chancellor Education Portfolio; and*
- 2. approve the minor amendment to the progression and entry requirements for the Dalyell Stream in course resolutions and unit tables to replace references to the terms, "Weighted Average Mark," "WAM," and "Weighted Average Mark over each 48 credit point block" with "Annual Average Mark" and "AAM" in accordance with the current practice for measuring progression requirements.*

4.2 Faculty of Science: Bachelor of Liberal Arts and Sciences

Dr Muscatello presented the proposal to the Committee, which consisted of the addition of new Science, Engineering and Arts units of study for 2018 and the deletion of those no longer available for 2018. The need for consistency with respect to description of prerequisites was noted. It had been stated at the previous meeting that, whilst changes to first-year units were made to ensure that students could enrol in the new first year curriculum, changes to prerequisites for second year units should be avoided. Associate Professor McCallum recommended consultation with the Academic Model team to ensure that these changes could be made for 2018.

With the proviso that the changes may not be able to be implemented for 2018, the Committee approved the proposal for submission to the Academic Board.

Resolution UGSC2017/4-7

That the Undergraduate Studies Committee recommend that the Academic Board:

- 1. approve the proposal from the Faculty of Science to amend the Bachelor of Liberal Arts and Sciences; and*
- 2. approve the amendment of the table of units of study arising from the proposal, with effect from 1 January 2018.*

4.3 Faculty of Science: Bachelor of Science / Master of Nutrition and Dietetics

Dr Muscatello presented the proposal, which reflected changes in unit offerings for 2018.

For the first-year chemistry and biology units, units being replaced were listed as prohibitions against the new units, to avoid 'double-taking' of equivalent units.

With the proviso that a consistent nomenclature is implemented where necessary, the Committee approved the proposal for submission to the Academic Board.

Resolution UGSC2017/4-8

That the Undergraduate Studies Committee recommend that the Academic Board:

- 1. approve the proposal from the Faculty of Science to amend the Bachelor of Science / Master of Nutrition and Dietetics; and*
- 2. approve the amendment of the table of units of study arising from the proposal, with effect from 1 January 2018.*

4.4 Faculty of Science: Bachelor of Science (pre-2018) – Neuroscience Table 1

Dr Muscatello informed the committee that the proposal arose from the need to replace core units of study in the Neuroscience Major Table 1 with those being offered in 2018 for the new curriculum.

With the proviso that the changes may not be able to be implemented for 2018, the Committee approved the proposal for submission to the Academic Board.

Resolution UGSC2017/4-9

That the Undergraduate Studies Committee recommend that the Academic Board:

- 1. approve the proposal from the Faculty of Science to amend the Bachelor of Science; and*
- 2. approve the amendment of the table of units of study arising from the proposal (Neuroscience Major Table 1), with effect from 1 January 2018.*

5 ITEMS FOR NOTING

5.1 DVC Education Portfolio: Higher Education Standards Framework and University Policy

Associate Professor McCallum reported that a review of the Higher Education Standards Framework, carried out in preparation for the TEQSA re-registration visit, by some University portfolios at the beginning of the 2017 had revealed the need for the University to address policy and practice with respect to staff qualifications and educational arrangements with other parties. As the latter still refers to an older set of institutional agreement guidelines, it is proposed to replace the old guidelines with a new policy and the existing policy from 2011 concerning research agreements.

Where external agencies provide education to the University's students, the University maintains an agreement with the other party, and still has the responsibility for the quality of education provided. Where there is high risk, this needs to be identified and mitigated through the agreement review process.

Associate Professor Glister drew the meeting's attention to a potential problem with staff qualifications, using the Law School as an example, where professors without a PhD but with an AQF 9 qualification and 30 years of experience would fail to meet the qualification standard of having a qualification a level higher than the standard being taught. Two types of exceptions to this rule are possible: the possession of experience deemed equivalent, as some teachers are noted to have experience valuable to student, and those undergoing teacher training and engaged in teaching assistant work.

Associate Professor Glister highlighted the importance of the contribution of these teachers and the need for them to be able to coordinate their own units. It was observed that a definition of teacher would aid the separation of the coordination and teaching or guiding roles, so that coordination and oversight roles were not limited by the qualification rule.

A corrected version of the Student Placement Policy developed in 2015 reflects a more substantive change insofar as the policy is to apply to all projects and not just to those involving external partners. It was suggested that the Policy needs to cover both external agencies and students undertaking external projects. Professor Fekete raised two matters to do with assessment, the first being that assessment must be determined by academic members of staff (although this should not prohibit a component of the assessment being awarded by an external party) as external parties have no calibration to the internal context. Associate Professor McCallum agreed to craft the appropriate wording to embody this. The second related to the assessment of group projects, where each member was awarded the same mark regardless of the quality of their individual contribution. It was noted that group marks can be a source of resentment among students. Associate Professor McCallum agreed to review and revise the wording. It was suggested that the term group work be defined for the purpose as it is often used but the Policy is worded in terms of 'project'.

Associate Professor McCallum expressed his appreciation for the feedback offered by the Committee and requested that any further feedback be submitted to him after the meeting. This paper has been submitted to ASPC and UE Education for further discussion and feedback.

Resolution UGSC2017/4-10

That the Undergraduate Studies Committee note:

1. *the proposed creation of a Collaborative Education and Research Training Agreements Policy 2017 (provisional name) (Attachment 1)*
2. *amendments to the Learning and Teaching Policy 2015 (Attachment 2); and*
3. *amendments to the Student Placement Policy (new name Student Placement and Projects Policy) (Attachment 3).*

6 OTHER BUSINESS

6.1 Any Other Business

There being no other business, the meeting closed at 11.00 am.

Next meeting – 10:00am-12:00pm, Tuesday 19 September 2017,
Senate Room, Quadrangle