
UNDERGRADUATE STUDIES COMMITTEE

10:00am – 12:00pm, Tuesday 27 March 2018

New Law School Annexe SR 440

Members Present: Dr Melissa Hardie (Chair); Dr Ross Anderson, Architecture, Design and Planning; Dr Stephen Carter, Pharmacy; Dr Ülkü Yüksel, Business; Dr Anthony Dracopoulos, Arts and Social Sciences; Denzel Florez, Student Representative; Imogen Grant, President of the SRC; A/Prof Tina Hinton, Sydney Medical School; Dr Kate Edwards, Health Sciences; Dr James Humberstone, Sydney Conservatorium of Music; A/Prof Tony Masters, Chair of Academic Board; Prof Pauline Ross *representing* Dr Gary Muscatello, Science; A/Prof Bronwyn Winter, Nominee of Academic Board; Dr Fernanda Penalzoza, Nominee of Academic Board; A/Prof Marjorie Valix, Engineering and Information Technologies; A/Prof Nial Wheate, Nominee of Academic Board;

Attendees: A/Prof Julien Pollack, Engineering and Information Technologies; Dr Matthew Charet, Executive Officer to Academic Board; A/Prof Peter McCallum, Director, Education Strategy, DVC (Education); Christine Lacey, Engineering and Information Technologies; and Alyssa White, Committee Officer.

Apologies: Deren Bozdog, Student Representative; Prof Adam Bridgeman, Director, Educational Innovation; Dr Lisa Conlon, Nursing and Midwifery; A/Prof Jamie Glistler, Sydney Law School; and Edwina Grose, Deputy Registrar Nominee;

2018/2

MINUTES

1 WELCOME AND APOLOGIES

The Chair welcomed members and attendees to the meeting with a particular welcome to new student representative Denzel Florez. She commented on the continued importance of the student voice within the committee.

The Committee noted apologies, as recorded above.

The Chair requested that Item 3.2 and Item 6.1 be presented to the meeting as the first order of business as the Chair of the Academic Board had teaching commitments and was unable to stay for the duration of the meeting. The Committee was supporting of this item rearrangement.

Resolution UGSC2018/2-1

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 Previous Meeting

The Minutes of the meeting held on 6 February 2018 were accepted as a true record of the meeting.

Resolution UGSC2018/2-2

The Undergraduate Studies Committee resolved that the minutes of meeting 2018/1 on 6 February 2018 be confirmed as a true record.

2.2 Actions Arising

The Chair provided a verbal update on the actions of the Committee, it was noted without discussion.

Resolution UGSC2018/2-3

The Undergraduate Studies Committee noted the updates provided on outstanding actions from the previous meeting.

2.3 Confirmed Terms of Reference

At its meeting of 20 February 2018, the Committee discussed and endorsed draft Terms of Reference for presentation to the Academic Board for approval. At its meeting of 6 March 2018, the Academic Board approved the adoption of these Terms of Reference, with effect from 6 March 2018.

Resolution UGSC2018/2-4

That the Undergraduate Studies Committee note the approval of Terms of Reference by the Academic Board at its meeting of 6 March 2018, as presented.

3 STANDING ITEMS

3.1 Report of the Chair

The report was noted by the Committee without discussion.

Resolution UGSC2018/2-5

The Undergraduate Studies Committee noted the report of the Chair.

3.2 Report of the Academic Board meeting 6 March 2018

The report was noted by the Committee without discussion.

Resolution UGSC2018/2-6

The Undergraduate Studies Committee noted the report of the Academic Board meeting of 6 March 2018.

4 ITEMS FOR ACTION

MAJOR COURSE PROPOSALS

No items were presented to the committee.

MINOR COURSE PROPOSALS

4.1 Engineering and Information Technologies: Reformulation of Table A majors in the Bachelor of Engineering

Associate Professor Valix presented the proposal to the Committee, she detailed the rationale behind the proposed changes to ensure alignment with the Learning & Teaching Policy 2015. As part of the process of reviewing and revising the existing BE(Hons) majors several additional fields of study were identified where FEIT Schools have research expertise and existing units of study which could be formed into majors. Therefore, several new majors were also proposed.

The Committee discussed the inherently interdisciplinary nature of the Engineering degree, and the need for consideration of accreditation when changing core units. It was confirmed that there is ongoing communication with the Education Portfolio to ensure opportunities for Engineering students.

The proposal was endorsed for 2019 implementation

Resolution UGSC2018/2-7

That the Undergraduate Studies Committee recommend that the Academic Board approve:

- a) *The proposal from the Faculty of Engineering and Information Technologies to amend the Table A*
- b) *majors in the Bachelor of Engineering (Honours) and related degrees;*
- c) *The proposal from the Faculty of Engineering and Information Technologies to introduce new majors in the Bachelor of Engineering (Honours) and related degrees;*
- d) *The proposal from the Faculty of Engineering and Information Technologies to amend the course resolutions for the Bachelor of Engineering (Honours) and related degrees;*
- e) *The amendment to the table of Units of Study arising from these proposals, with effect from Semester 1, 2019.*

4.2 **Engineering and Information Technologies: Amendment of the Project Management Table S major resulting from changes to the Bachelor of Project Management**

Associate Professor Pollack presented the proposal to the Committee, detailing the changes required. These changes are largely a consequence of an overarching review of the Bachelor of Project Management (BPM) degree including new unit development and name changes to reflect the focus of the units. The Committee was presented with a detailed explanation on the real-world application that is experienced by students with the Project Management major.

The proposal was endorsed for 2019 implementation

Resolution UGSC2018/2-8

That the Undergraduate Studies Committee recommend that the Academic Board approve:

- a) *The proposal from the Faculty of Engineering and Information Technologies to amend the Project Management Table S major from 2019.*

4.3 **Science: E12 in combined Science degrees**

Professor Ross presented the proposal to the Committee, she detailed the E12 program, an alternative entry pathway that allows applicants with low socio-economic backgrounds and/or circumstances of hardship (including financial and rural background) to gain admission to the University with an ATAR slightly below the standard cut-off.

In the past this scheme has been unavailable to students attempting to gain admission to the Bachelor of Science/Doctor of Dental Medicine and Bachelor of Science/Doctor of Medicine.

The Committee was supportive of this change, with questions asked around the specific timing of the E12 program asked. The Committee will receive a copy of the current E12 program brochure for information with the next agenda pack.

The proposal was endorsed for 2019 implementation

Resolution UGSC2018/2-9

That the Undergraduate Studies Committee recommend that the Academic Board:

1. *approve the proposal from the Faculty of Science to allow students to enter the Bachelor of Science / Doctor of Dental Medicine and Bachelor of Science / Doctor of Medicine via the E12 alternative entry pathway; and*
2. *approve the amendment of faculty and course resolutions arising from this proposal, with effect from 1 January 2019.*

4.4 **Sydney School of Architecture, Design and Planning: Bachelor of Design in Architecture Minor Course Amendment**

Dr Anderson presented the proposal to the Committee, he outlined the changes including amendment to the Course Resolutions and proposed changes to the Units of Study Table. The Committee was provided with confirmation that students requiring the proposed to be removed transitional provisions had graduated.

The proposal was endorsed for 2019 implementation

Resolution UGSC2018/2-10

That the Undergraduate Studies Committee recommends that the Academic Board:

1. *Approve the proposal from the Sydney School of Architecture, Design and Planning to amend the Bachelor of Design in Architecture,*
2. *Approve the amendments to the Course Resolutions arising from the proposal, and*
3. *Approve the amendments to the Units of Study table, with effect from 1 January 2019.*

4.5 **Sydney School of Architecture, Design and Planning: Bachelor of Architecture and Environments Minor Course Amendment**

Dr Anderson presented the proposal to the Committee, highlighting the changes taking place to the Units of Study table. Discussion took place on the specific wording for how elective unit

choices from other Faculties would be approved with the Faculty to discuss potential administrative options to ensure minimisation of additional workload to course coordinators, and others involved.

The proposal was endorsed for 2019 implementation

Resolution UGSC2018/2-11

That the Undergraduate Studies Committee recommends that the Academic Board:

1. *Approve the proposal from the Sydney School of Architecture, Design and Planning to amend the Bachelor of Architecture and Environments, and*
2. *Approve the amendments to the Units of Study table, with effect from 1 January 2019.*

5 STRATEGIC ITEMS

No items were presented to the committee.

6 ITEMS FOR NOTING

6.1 Academic Board: Late Penalties – Common Submission Time

The Chair of Academic Board provided the Committee with an overview on the paper for noting. He confirmed that accreditation and pedagogical requirements had been considered when developing the proposal. He also assured the Committee that consultation with Turn It In and Canvas had occurred to ensure there were no system overload issues.

Resolution UGSC2018/2-12

That the Undergraduate Studies Committee endorse the recommendation of the UE Education Committee that a common system of Late Penalties and a common submission time of 23:59 for written assessments be adopted, with effect from Semester 1 2019.

6.2 Education Portfolio: Update on Implementation of Strategic Initiatives Relating to Assessment

The Director, Education Strategy provided the Committee with an update on the implementation of strategic initiatives relating to assessment. He provided information on the University wide-approach to assessment and detailed some of the upcoming milestones for Faculties to achieve. He was provided with feedback from the Committee on the need for a strong communication plan to be developed to accompany large initiatives that will require bodies of work from the Faculties. Questions were raised on student perspectives for graduate outcomes, with the Director, Education Strategy to report back to the Committee when appropriate with this information.

Resolution UGSC2018/2-13

That the Undergraduate Studies Committee:

1. *note the 2017 report of the Assessment Working Group whose recommendations were fully endorsed by the Academic Board on 28 November 2017;*
2. *note that the Academic Board has agreed that for all undergraduate degrees, there should be a coordinator for each degree, stream, specialisation, program or major;*
3. *note that the Academic Board has agreed faculties should review learning outcomes for all degrees, streams, programs and majors to give expression to the graduate qualities by July 2018;*
4. *note that the Academic Board has agreed that assessment plans be developed for degrees, streams, programs and majors by December 2018;*
5. *note the interim definitions for the graduate qualities developed by the Assessment Working Group (Attachment 2);*
6. *note the timeline for faculties to meet obligations to the Academic Board to implement strategic initiatives relating to assessment in 2018 (Attachment 5); and,*
7. *note that undergraduate course and curriculum component coordinators will be invited to attend a series of Educational Innovation professional development workshops to assist with the completion of faculty tasks resulting from the Board's recommendations (Attachment 6).*

7

OTHER BUSINESS

The Meeting adjourned at 11:30 am.

Date of next meeting

10:00am-12:00pm, Tuesday 24 April 2018 (reserve), Senate Room, Quadrangle