
UNDERGRADUATE STUDIES COMMITTEE

10:00am – 12:00pm, Tuesday 4 September 2018

Senate Room

Members Present: Dr Melissa Hardie (Chair); Dr Ross Anderson, Architecture, Design and Planning; Dr Stephen Carter, Pharmacy; Dr Lisa Conlon, Nursing and Midwifery; Dr Anthony Dracopoulos, Arts and Social Sciences; Dr Kate Edwards, Health Sciences; Denzel Florez, Student Representative; Edwina Grose, Deputy Registrar Nominee; A/Prof. Catherine Hardy, Business; Dr James Humberstone, Sydney Conservatorium of Music; A/Prof Tony Masters, Chair of Academic Board; Dr Gary Muscatello, Science; Dr Fernanda Penalosa, Nominee of Academic Board; A/Prof Marjorie Valix, Engineering and Information Technologies; Dr Kevin Walton, Sydney Law School; A/Prof Nial Wheate, Nominee of Academic Board.

Attendees: Dr Matthew Charet, Executive Officer to Academic Board; Dr Glenys Eddy, Committee Officer; Christine Lacey, Engineering and Information Technologies; A/Prof Peter McCallum, Director, Education Strategy, DVC (Education); Dr Wanli Ouyang, Engineering and Information Technologies; Stuart Skene, Sydney Nursing School; Georgina Wheaton, DVC Education Portfolio; and Dr Dong Yuan, Engineering and Information Technologies.

Apologies: Prof Adam Bridgeman, Director, Educational Innovation; Dr Kimberly Mathieu Coulton, Dentistry; A/Prof. Tina Hinton, Sydney Medical School; A/Prof Bronwyn Winter, Nominee of Academic Board.

2018/6

MINUTES

1 WELCOME AND APOLOGIES

The Chair welcomed members and attendees to the meeting, and noted the apologies received.

Resolution UGSC2018/6-1

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 2018/5, 10 July 2018

The Minutes of the meeting held on 10 July 2018 were accepted as a true record of the meeting.

Resolution UGSC2018/6-2

The Undergraduate Studies Committee resolved that the minutes of meeting 2018/5 on 10 July 2018 be confirmed as a true record of that meeting.

2.2 Actions Arising

No comment was offered on the actions arising.

Resolution UGSC2018/6-3

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

3 STANDING ITEMS

3.1 Report of the Chair

No report was submitted by the Chair.

3.2 Report of the Academic Board

A/Prof. Masters had nothing to add to his reported as submitted.

Resolution UGSC2018/6-4

The Undergraduate Studies Committee noted the report of the Academic Board meeting of 1 May 2018.

4 ITEMS FOR ACTION

MAJOR COURSE PROPOSALS

No items were presented to the committee.

MINOR COURSE PROPOSALS

4.1 Faculty of Science: Bachelor of Veterinary Science/Doctor of Veterinary Medicine course resolutions

The proposal consisted of clarifying the requirements for award including the credit points required from each of the relevant unit of study tables, and the requirements for the Honours degree.

A/Prof. Masters queried the following, suggesting that clarification and approval be sought from Science prior to the suggested amendments being submitted to Academic Board:

1. the meaning of Clause (3) in Part 5: Progression Rules, Clause (3), suggesting that it should read that students will be transferred...from (not until) 2019.”
2. Clause (3) (a) (iii) in Part 6: Requirements for the Honours Degree, should be amended to read, “enrolling in and completing the units of study for ~~this course~~ the Bachelor of Veterinary Biology Honours.”

Pending the recommended amendments having been made, the Committee endorsed the proposal for submission to Academic Board.

Resolution UGSC2018/6-5

That the Undergraduate Studies Committee recommend that the Academic Board:

1. *approve the proposal from the Faculty of Science to amend the Bachelor of Veterinary Biology/Doctor of Veterinary Medicine; and*
2. *approve the amendment to the Course Resolutions arising from the proposal with effect from 1 January 2019.*

4.2 Faculty of Engineering and Information Technologies: Bachelor of Engineering Honours: new major in Intelligent Information Engineering

Dr Dong Yuan presented the proposal to the Committee, which consisted of adding a new major to the BE Honours. As the proposed amendment to the course resolutions indicated the new major was to be available from 2020 onward, the change from 2019 to 2020 outlining the Transitional Provisions was thought to be redundant. The Chair agreed to the removal of the redundancy.

It was observed that the project unit for this major, ELEC5622, would facilitate a proactive approach to interdisciplinarity. With the re-correction of the proposed amendment to the Transitional Provisions having been made, the Committee endorsed the proposal for submission to Academic Board.

Resolution UGSC2018/6-6

That the Undergraduate Studies Committee recommend that the Academic Board:

1. *approve the proposal from the Faculty of Engineering and Information Technologies to amend the Bachelor of Engineering Honours;*
2. *approve the amendment to the Course Resolutions arising from the proposal with effect from 1 January 2019; and*
3. *approve the amendment to the table of Units of Study arising from these proposals, with effect from Semester 1, 2020.*

4.3 Faculty of Health Sciences: Bachelor of Applied Science course resolution amendment

Kate Edwards presented the proposal to the Committee, the purpose of which was to clarify the resolutions for the Bachelor of Applied Science relating to the requirements for and award of Honours. The Committee endorsed the proposal for submission to Academic Board.

Resolution UGSC2018/6-7

That the Undergraduate Studies Committee recommend that the Academic Board:

1. *approve the proposal from the Faculty of Health Sciences to amend the Bachelor of Applied Science (Diagnostic Radiography), Bachelor of Applied Science (Exercise Physiology), Bachelor of Applied Science (Occupational Therapy), Bachelor of Applied Science (Physiotherapy) and Bachelor of Applied Science (Speech Pathology); and*
2. *approve the amendment to the course resolutions arising from the proposal with effect from 1 Jan 2019.*

4.4 Sydney Nursing School: Bachelor of Nursing (Post-Registration) course amendment

Dr Lisa Conlon presented the proposal, the purpose of which was to align the required English Language proficiency requirements for the Bachelor of Nursing (Post-registration) with the University's English requirements. Clarification was sought concerning the reference to 'school' in Clause 3 (3) (a). It was recommended that this clause be amended to refer to Sydney Medical School. Pending this amendment having been made, the Committee endorsed the proposal for submission to Academic Board.

Resolution UGSC2018/6-8

That the Undergraduate Studies Committee recommend that the Academic Board:

1. *approve the proposal from the Sydney Nursing School to amend the Bachelor of Nursing (Post-registration); and*
2. *approve the amendment to the course resolutions arising from the proposal with effect from 1 Jan 2019.*

4.5 Sydney Pharmacy School:

Bachelor of Pharmacy and Bachelor of Pharmacy (Honours), and the Bachelor of Pharmacy Management and Bachelor of Pharmacy Management (Honours)

Professor Stephen Carter presented the proposal, the purpose of which was to amend the progression rules for the Bachelor of Pharmacy and the Bachelor of Pharmacy and Management. The addition of 2 extra units to Clause 6 (5) gives students who fail a fourth-year unit more opportunities for progression.

A/Prof. McCallum suggested that the reference to specific units in this clause be according to either name or code for consistency. Pending this amendment having been made, the Committee endorsed the proposal for submission to Academic Board.

Resolution UGSC2018/6-9

That the Undergraduate Studies Committee recommend that the Academic Board:

1. *approve the proposal from the Faculty of Medicine and Health to amend the Bachelor of Pharmacy; Bachelor of Pharmacy (Honours); Bachelor of Pharmacy Management; Bachelor of Pharmacy Management (Honours); and*
2. *approve the amendment to the course resolutions arising from the proposal with effect from 1 Jan 2019.*

5 STRATEGIC ITEMS

No strategic items were presented to the Committee for this meeting.

6 ITEMS FOR NOTING

6.1 2019 Undergraduate Studies Meeting Dates

The Chair requested that members convey to their faculties that 7 May 2019 is the final date for 2020 course approvals, including major and minor course amendments. The Committee Officer undertook to amend the list to include the reference to major and minor course amendments and resend it to members.

Edwina Grose reported that she and Georgina Wheadon, mindful of the variability in understandings of what constitutes a major and minor course amendment, are writing a paper to clarify the differences between minor and major course amendments and the relevant deadlines. This is to be submitted for the next meeting. The importance of recognizing the UAC deadlines (for instance, for next year, the end-date was February this year) was noted in the context of deadlines for undergraduate curriculum changes.

The Chair welcomed the submission of this paper to the USC meeting scheduled for the 30th of October.

Resolution UGSC2018/6-10

That the Undergraduate Studies Committee note the meeting dates for 2019.

6.2

Global Student Recruitment & Mobility:

Outbound Student Mobility Policy

A/Prof. McCallum presented the draft policy to the Committee, which is currently in the process of being socialized throughout the University. It is yet to go to ASPC before being submitted to Academic Board. He drew attention to a number of matters associated with the new policy: the change to eligibility requirements; the granting of credit for mobility; the establishment of a credit precedent database and a travel registry for mobility; the drafting of roles and responsibilities for mobility governance. He clarified that students cannot currently undertake a mobility experience in a country of which they are a citizen.

A/Prof. McCallum responded to two queries raised about the current mobility context. In addressing the question of whether the University is transferring funding offshore via its student mobility program, he noted that students enrol in a shell unit, the cost of which is funded to that faculty, each party looks after its own cost for exchange mobility. Second, A/Prof. McCallum acknowledged the need to address the lack of a process for assessing programs at other universities, and the need for clear guidelines about responsibilities, processes for ensuring that units undertaken elsewhere are acceptable to the parent faculty, and quality assurance processes. He acknowledged the problems associated with retrospective credit applications from students who study at another university without seeking prior credit approval. However, he observed that the University does have a process enshrined in policy. In cases where students seek credit after the event or undertake a unit from a university whose program we are unfamiliar with, these can be assessed individually. The new credit /credit precedent database will be of use in the latter situation.

It was established that incoming exchange students are covered by existing policies, which should be congruent with the University's Admissions Policy. Arising in the context of discussion of the WAM appropriate for students accepted into mobility programs, it was deemed important to note that our own policy covers students going overseas, but not the other institution that accepts them; the WAM that they accept is their decision.

Concern was expressed about the capacity of students with a WAM of 50 being capable of meeting the progression requirements, given that some students in some faculties are just satisfying the progression requirements. The Chair observed that in FASS 67% of students have more than a 65% WAM, and the Faculty feels able to satisfy the target without lowering the WAM. Members questioned why the WAM for exchange in particular was being lowered, as opposed to other forms of mobility such as OLEs that contain a mobility component, and suggested that students with a lower WAM would be suited to forms of mobility other than exchange, although no broad agreement about the WAM lowering had been reached.

The Chair suggested that the Committee express some caution over the WAM of 50 for exchange, and suggest that exchange might not be the best form of mobility for all students.

A/Prof. McCallum noted the existence of the large amount of evidence suggesting that these mobility experiences have a positive effect on a student's learning. He undertook to contact partners to ask if they wished to add requirements.

The Committee also made the following suggestions:

- With reference to Part 16, Student Mobility Register, Clause (3), in order to mitigate against unintended consequences a note should be added after Clause 3, to state that students are advised to register with Foreign Affairs. Students should not be given the impression that the University replaces Foreign Affairs, as the University cannot act in a consular role.
- The Policy should refer to student administration processes generally rather than to specific units and roles.

Resolution UGSC2018/6-11

That the Undergraduate Studies Committee notes the development of the Outbound Student Mobility Policy.

6.3

Educational Integrity:

Educational Integrity Trend Report, Semester 1 2018

A/Prof. McCallum reported that some comparative figures related to domestic versus international students in the areas of educational integrity were larger than first thought, and needed to be corrected in the report. He undertook to circulate a corrected version to members. The Trend Report identifies the trends identified with respect to academic dishonesty among the international cohort, and the measures in place to address this.

There is concern among the University community concerning the aggressive advertising by external companies offering tutoring to students, the circulation of quiz questions, student credit card details being passed to criminals, and student being blackmailed as a result of contact with these people. A/Prof. McCallum commented on the alarming increase in the incidence of contract cheating, with around 300 contract cheating sites in existence currently. Other universities have concerns over students being blackmailed and threatened over contract cheating. UNSW currently has an amnesty program. Members suggested that the University offer means of addressing such problems, such as employing editors to work with the University's students. This would also function as a means of maintaining some control over the amount of assistance students get. Room would need to be found in the curriculum to address these matters. A/Prof. McCallum expressed his support for this idea, although thought would need to be given to how this would be implemented, as it would be desirable that the editing process does not obscure the student's own learning and ability. It was suggested that students who seek help throughout semester could access editing.

The Chair enquired as to whether the faculties meet to discuss their different approaches to dealing with these matters. A/Prof. McCallum reported that the Education Portfolio meets with the faculties a couple of times a year, and had met with them recently. A set of guidelines is to be submitted to the Academic Quality Committee.

Resolution UGSC2018/6-12

That Undergraduate Studies Committee note the Educational Integrity Trend Report for Semester 1 2018.

7

OTHER BUSINESS

Dr Penaloza raised the matter of the growing concern within FASS over the way in which the University is looking to attract funding for Humanities and Social Sciences, and the proposed Memorandum of Understanding for the Ramsay Centre, about which FASS academics have not been consulted. Although at the most recent Academic Board meeting the Vice-Chancellor had reported it to be in the conversation stage only, a draft was to be presented on Monday. She enquired as to whether the Undergraduate Studies Committee has any say in this matter and in the nature of the Bachelor of Arts programs offered by the University.

The Chair of Academic Board commented that it is inappropriate for committees and the Academic Board to dictate what FASS will teach, and, according to procedure, the Academic Board cannot approve curriculum that does not have the relevant faculty's prior approval. He emphasised that if FASS does not want to teach a course, then it cannot be submitted to the Board, and therefore cannot be taught. The Chair of Academic Board also observed that policies addressing accepting money are specific, our charter of academic freedom must be preserved. All curriculum proposals must progress from faculty-level to Undergraduate or Postgraduate Studies, then to Academic Board before implementation, but the forum for expressing reservations is at the faculty-level.

The Chair thanked everyone for their attendance at the meeting. There being no other business, the Meeting closed at 11.53 am.

Date of next meeting

10:00am-12:00pm, Tuesday 23 October 2018, F23 Level 5 Function Room