MINUTES OF A MEETING OF THE TEACHING AND LEARNING COMMITTEE
HELD ON THURSDAY, 8 NOVEMBER 2012, IN THE OLD SENATE ROOM

PRESENT
Director, Centre for the Advancement of Teaching and Learning (Winthrop Professor Denise Chalmers) – Acting Chair
Nominee of the Chair of the Academic Board (Winthrop Professor Linc Schmitt)
Nominee of the University Librarian and Director (Information Management) (Ms Jill Benn)
President, Guild of Undergraduates (Mr Matthew Mckenzie)
President, Postgraduate Student Association (Ms Aisling Blackmore)
Chair/Representative of each Faculty Teaching and Learning Committee:
  Faculty of Architecture, Landscape and Visual Arts (W/Prof Bill Taylor)
  Faculty of Arts, Humanities and Social Sciences (Dr Neil O’Sullivan)
  Nominee of the UWA Business School (Associate Professor Nick Letch)
  Faculty of Education (Assistant Professor Elaine Sharpin)
  Faculty of Engineering, Computing and Mathematics (Professor Cara MacNish)
  Faculty of Law (Winthrop Professor Mark Israel)
  Faculty of Life and Physical Sciences (Associate Professor Peter Whipp)
  Faculty of Medicine, Dentistry and Health Sciences (Associate Professor Sandra Carr)
Kaye Macpherson-Smith, Executive Officer

BY INVITATION (STANDING INVITEES)
Ms Siri Barrett-Lennard, English Language and Learning Skills Adviser, Student Services

BY INVITATION
Asst/Prof Bourgault du Coudray, Faculty of Arts, for a discussion of the Cultural Competence Research Report (for item 16).
Assoc/Prof Kati Tonkin, Faculty of Arts, for item 16.
Professor Ian Reid, Senior Academic Reviewer, for item 17.

APOLOGIES
Pro Vice-Chancellor (Education) (Winthrop Professor Jane Long) – Chair
UWA Business School (Professor Philip Hancock) - Deputy Chair
Nominee of the School of Indigenous Studies (Assistant Professor Melville Thomas)
University Librarian and Director (Information Management) (Dr Mary Davies)
Mr Brian Greene, Associate Director, Policy and Planning, Information Technology Services (ITS)
Ms Sally Jackson, Administrative Officer, Academic Policy Services
Dr Sato Juniper, Graduate Research and Scholarships Office
Dr Greg Marie, Director, Institutional Research Unit
Professor Sally Sandover, Academic Director, Educational Strategies Office
Mr Mike Shearer, Head of College (Trinity)
Mr Kelly Smith, Director, International Centre

WELCOME AND THANKS – REF: F12155
The Acting Chair welcomed members, Ms Jill Benn, Assoc Prof Nick Letch, Asst/Prof Chantal Bourgault du Coudray (for item 16), and noted that Professor Ian Reid would attend for item 17.

The Acting Chair conveyed the Teaching and Learning Committee Chair’s thanks to all members and standing invitees for their contribution to the work of the Teaching and Learning Committee during 2012, and to those members whose term of appointment to the Committee expires towards the end of the year.

DECLARATIONS OF POTENTIAL FOR CONFLICT OR PERCEIVED CONFLICTS OF INTEREST – REF: F12155
No declarations for potential or perceived conflicts of interest were recorded.

1. MINUTES – REF: F12154
RESOLVED – TLC 26/12
To confirm the minutes of the Teaching and Learning Committee meeting held on 7 June 2012, and,
to confirm the noting of decisions and items taken by way of circulars by the Teaching and Learning Committee on 22 June, 2 August and 6 September 2012.

2. BUSINESS IN PROGRESS FOR NOTING SINCE PREVIOUS MEETING

Members noted:
(i) That the Chair of the eLearning and Learning Spaces Standing Committee had met with all Deans to consider any outstanding issues in relation to eLearning and learning spaces in the context of the New Courses. The Deans had not identified any outstanding issues for the eLearning and Learning Spaces Standing Committee's attention.

3. UNIVERSITY POLICY ON: EVALUATION OF NEW EDUCATIONAL TECHNOLOGIES – Ref: F42869

The Chair advised that the University Policy on: Evaluation of New Educational Technologies paper was currently being reviewed by Academic Policy Services policy writers for alignment with the University's policy requirements and it was anticipated a final draft policy would soon be ready for circulation to Committee members, for members’ endorsement. When endorsed the policy would be transmitted to Academic Council for consideration.

4. UWA INTERNAL STUDENT SURVEY – Ref: F42348

Members were advised that the proposed UWA Internal Student Survey had been considered by a small review team, as requested by the Future Framework Implementation Committee. The survey had been transmitted to the Senior Deputy Vice Chancellor for further action.

5. TEACHING AND LEARNING DEVELOPMENT FUND 2012 – Ref F: 25751

Members were advised that submissions had been received from all faculties and the School of Indigenous Studies for Teaching and Learning Development Fund 2012 Scheme funds. All submissions were approved and the distribution of funds was in progress.

6. SPECIAL CONSIDERATION POLICY UPDATE – Ref: F25751-04

Members were reminded that the University Policy on Special Consideration (as approved by Academic Council in March 2011) was under review. It was noted that although the Faculty Administrative Officers and Sub-Deans Group had provided generally favourable responses regarding the policy, a faculty had raised concerns about the policy's operation with respect to the adjustment of marks. Subsequently the Academic Secretary had invited all Deans to provide faculty feedback on any concerns they had with the policy. The Academic Secretary would also review Callista data collated at the end of 2012 to determine if there had been any effect on the number of Special Consideration applications considered since the revised policy was operationalised.

7. MEETING DATES FOR 2013 – REF: F12153

Members noted the Teaching and Learning Committee meeting schedule (and corresponding cut-off dates for receipt of material to be placed on the agenda) for 2013.


Members were advised that the University Senate had approved an allocation of $621,850 to the Teaching and Learning Committee for 2013. The details of the Committee’s bid were provided for members’ information.

[Executive Officer’s note: Advice has been received that the actual amount approved was $622,000.]

9. INFORMAL REVIEW TEACHING AND LEARNING STANDING COMMITTEES – Ref: F12154

Members were advised that an informal review had considered the membership and future meeting schedule of the four Teaching and Learning Committee Standing Committees. A summary of the
review discussion was provided for members’ information. It was noted that the Deputy Chair, Teaching and Learning Committee would discuss this information early in 2013 with the incoming Deputy Vice Chancellor (Education).

10. TEACHING AND LEARNING COMMITTEE – END OF YEAR REPORTS FROM STANDING COMMITTEES – REF: F27833, F13621, F29380, F30117

Annual reports from the Teaching and Learning Committee’s four Standing Committees (the Awards, Assessment and Evaluation, eLearning and Learning Spaces, and Grants and Schemes Standing Committees) were noted.

11. CENTRE FOR THE ADVANCEMENT OF TEACHING AND LEARNING (CATL) – ANNUAL REPORT – REF: F12090

Members noted an annual report provided by the Centre for the Advancement of Teaching and Learning.

12. TEACHING AND LEARNING WEEK 2013 UPDATE

Members were advised of the planning to date for the 2013 Teaching and Learning Week (Monday 3rd to Friday 7th June):

1. Theme “Internationalisation @ UWA”
2. Teaching Awards Ceremony, UniClub 4th June 6.00 – 8.00pm
3. Teaching Research Colloquium 6th June 9.00am – 1.00pm


The paper entitled Marks and Grades at UWA 2008-2011 (Amended version, 21 June, 2012) was provided for members’ information.

In response to a member’s concern it was noted that the ongoing issue of variable grades across faculties was still to be addressed. It was agreed this would be referred to the Assessment and Evaluation Standing Committee for consideration in early 2013, and then to the Teaching and Learning Committee for discussion.

Members discussed the possibility of there being some variation in the grades of students who completed a unit as a broadening unit, and those who completed the same unit as part of a major. A member agreed to check if this data was available, and if available, to refer this information back to the Committee for further discussion.

Members also discussed the possibility of comparing the ATAR entrance scores with the marks and grades data. It was agreed a proactive approach should be taken to better understand this area, and to refer further discussion of this topic to a future Teaching and Learning Committee meeting.

14. THE UWA ASSESSMENT AND FEEDBACK PROJECT REPORT 2012 – Ref: F35247

Members were reminded that the Assessment and Feedback Project commenced in 2011 as a project jointly funded by the UWA Teaching and Learning Committee and CATLyst network, and as requested by the Pro Vice-Chancellor (Education). The project was initially led by Dr Zoe Anderson (as Project Administrator in 2011) and was finalised by Asst/Prof Rashmi Watson (as Assessment and Feedback Project Manager in 2012).

The UWA Assessment and Feedback Project Report 2012 was provided for members’ information.

15. PRACTICUMS WORKING PARTY UPDATE – Ref: F41286

Members were reminded that to progress the work already undertaken surrounding student learning activities involving host agencies in workplace-based supervision and projects, internships and placements at UWA, the Senior Deputy Vice-Chancellor and Pro Vice-Chancellor (Education) had
commissioned the Practicum Working Party, under the dual auspices of the University Teaching and Learning Committee and the Board of Coursework Studies.

Members were also advised that the Practicum Working Party Report would be discussed in detail by this Committee early in 2013.

16. CULTURAL COMPETENCE RESEARCH REPORT – Ref: F15932

Members were reminded that in January 2012 the Teaching and Learning Committee provided funds to support teaching and learning research that focused on building cultural competence through student exchange. Asst/Prof Chantal Bourgault du Coudray (as lead researcher) provided a research progress report entitled *Building Cultural Competence through International Education: Action Research Towards a Sustainable Pedagogy* for members' information.

Asst/Prof Bourgault du Coudray explained that the research was funded from a number of sources, including this Committee. It was noted that there were two phases to the research; a summary of each phase was provided. Members discussed various aspects of the research proposals and provided their feedback to the project team.

17. ASSESSMENT ITEMS AND WEIGHTINGS – Ref: F34091

Members were reminded that in September the Teaching and Learning Committee had considered a paper entitled *Assessment Items and Weightings*, as circulated by the Chair. Members were advised of the progress to date on this matter. Professor Ian Reid reiterated the pathway that had been taken as part of a Review of Undergraduate Curriculum Management, which had been undertaken by Academic Policy Services (APS). The review included:

- Feedback provided by all faculties and other stakeholders regarding an appropriate process for recording assessment via the Committees’ approval processes.
- TLC members’ feedback as provided to APS by the University Education Executive Group.
- A workshop (held in October) that was attended by professional and academic faculty representatives, Chairs of the Boards of Studies, and representatives from key areas such as APS, Student Systems and Publications, when the assessment items and weightings issue were discussed extensively.
- A Review Working Party that had met to consider the faculties’ request for more flexibility in this area.
- Further faculty feedback based on the Review Working Party’s initial proposed way forward.

This process would conclude with the workshop attendees’ (including the Deputy Chair, TLC) endorsement of the final proposed recommendations before they would be provided to the Boards of Studies Chairs (for consideration) and the Education Executive Group (for approval). When endorsed by the Education Executive Group the report would be referred to the Teaching and Learning Committee for its information.

It was noted that advice received from APS had suggested the outcome would be favourable to the feedback provided by all areas.

In response to members’ questions it was confirmed that:

- Although the details of assessments would not be spelt out in the University Handbook, preservation of the learning outcomes and the relationship of assessments to the learning outcomes remained paramount.
- University policy requires students to be informed at the start of semester regarding unit assessments although the level of information provided in the Handbook statements would vary between faculties.
- The unit outline would continue to provide the definitive assessment detail.
- A report would be provided at the conclusion of the Review process and it would be referred to the Teaching and Learning Committee for its information.
18. DISCUSSION: VICE-CHANCELLOR’S UWA FUTURES PAPER

Members were reminded that in August this year Vice-Chancellor Paul Johnson provided a paper entitled UWA Futures as a basis for all staff to discuss and debate the University’s future goals and how these should be achieved in the context of the changing world of higher education. The paper outlined 15 proposals under the headings of:

- Education
- Research
- Community
- Internal operation

Members considered the paper in the context of issues to raise either as a Committee to the Vice Chancellor, or for future Teaching and Learning Committee consideration.

Members’ comments and questions included:

- It would be difficult for faculties to resource the University's proposed profile pathway of simultaneous electronic and face-to-face courses.
- The view that course delivery in both forms would need to be addressed as UWA is currently lagging technologically.
- What would be the University’s future niche if the face-to-face teaching niche was diluted?
- What would the future value proposition be for UWA?
- What type of University experience would UWA provide in the future?

Members noted the need for increased staff technology skill sets to ensure a level that would meet students’ capabilities, and that more time was needed to plan for technology based courses.

Further discussion of this topic was deferred until the next Committee meeting.

19. INFORMAL REPORT FROM THE ACTING CHAIR

The Acting Chair’s report noted:

- The issue of credit for Massive Open Online Courses (MOOCs, such as Coursera), and that this would be considered by the ELearning and Learning Spaces Standing Committee next week, and would then be referred to the Teaching and Learning Committee for consideration.
- The Australian Qualifications Framework (AQF) update on Level 8 courses, and the Tertiary Education Quality and Standards Agency’s (TEQSA) interest in developing Level 9 courses. It was noted that it would be up to the University to determine and present a rationale that is consistent for Level 9 courses and that TEQSA compliance was required by 2014.
- The annual survey on the efficiency and effectiveness of the Teaching and Learning Committee would be circulated to all members and standing invitees within the next few weeks and feedback on ways to improve the Committee’s performance would be greatly appreciated.

20. NEXT MEETING

The next meeting of the Teaching and Learning Committee will be held on Thursday, 7 March 2013, 2.00 – 4.00pm in the Senate Room.

The cut-off date for submission of items for the Committee’s agenda is 21 February. Items should be forwarded to Sue Smurthwaite sue.smurthwaite@uwa.edu.au