The University of Western Australia

MEMBERS OF THE TEACHING AND LEARNING COMMITTEE
Deputy Vice-Chancellor (Education) (Winthrop Professor Alec Cameron) - Chair
Chair of the Academic Board (Winthrop Professor John Cordery)
Dean of Coursework Studies (Winthrop Professor Grady Venville)
Pro Vice-Chancellor (International) (Mr Iain Watt)
Director, Centre for the Advancement of Teaching and Learning (Winthrop Professor Denise Chalmers)
Acting University Librarian and Director (Information Management) (Mr Brian Greene)
President, Guild of Undergraduates (Mr Thomas Henderson)
President, Postgraduate Students’ Association (Mr David Raithel)
Chair of each Faculty Teaching and Learning Committee or Dean of Faculty or nominee:
  Faculty of Architecture, Landscape and Visual Arts (Winthrop Professor Simon Anderson)
  Faculty of Arts (Professor Helene Jacquemard)
  UWA Business School (Winthrop Professor Philip Hancock)
  Faculty of Education (Winthrop Professor Helen Wildy)
  Faculty of Engineering, Computing and Mathematics (Professor Cara MacNish)
  Faculty of Law (Associate Professor Meredith Blake)
  Faculty of Medicine, Dentistry and Health Sciences (Professor Sandra Carr)
  Faculty of Science (Winthrop Professor Brendan Waddell)
Nominee of the Dean of the School of Indigenous Studies (Associate Professor Grant Revell)
Executive Officer (Ms Sue Smurthwaite)

BY INVITATION (INCLUDING STANDING INVITEES)
Dr Sato Juniper, Graduate Research and Scholarships Office
Dr Greg Marie, Institutional Research Unit (IRU)
Dr Judy Skene, Student Services
Mr Brian Greene, Information Services
Professor Sally Sandover, Regional Programs
Mr Kelly Smith, International Centre
Mr Mike Shearer, Head of College (Trinity)
Dr Elizabeth Constable, Vice-Chancellor

STANDING OBSERVER
Ms Sally Jackson, Administrative Officer, Academic Policy Services

TEACHING AND LEARNING COMMITTEE AGENDA BY CIRCULAR

As advised by email on 26th March 2014 the meeting of the Teaching and Learning Committee scheduled for Thursday, 3rd April 2014 has been cancelled as there is insufficient business to warrant a meeting.

Attached are items for information and one item is flagged for future discussion. Members are asked to consider the general principles proposed by the Open Online Education Working Party at Item 5, and consult with colleagues as required. This item will be discussed at the 5th June meeting.

Ms Sue Smurthwaite
Director
Academic Policy Services
ITEMS FOR COMMUNICATION AND NOTING

1. DISTRIBUTION OF SURF EVALUATION DATA AT UWA – Ref F14217, F54462
During 2013 (June and September) the Teaching and Learning Committee considered and supported a proposal to disseminate SURF data more broadly and, as a consequence, a University Policy on SURF Survey Data and its Dissemination was formulated and approved by the Academic Council in October 2013 (R129/13).

At its meeting held in November 2013, the Academic Board received a request for the item to be considered as a ‘special matter’ under the provisions of Clause 9 of the Academic Council constitution. As resolved by the Academic Board (R146/13) the issue of distribution of SURF evaluation data at the University was considered by the Academic Board at its 19th March 2014 meeting.

Following debate, the matter was put to a vote and by an overwhelming majority, the Board:

“RESOLVED - 13
to endorse the Academic Council’s endorsement (by R129/13) of the University Policy on Students’ Unit Reflective Feedback (SURF) Survey Data and its Dissemination.”

For members’ information the full minute extract is available on the web at http://www.governance.uwa.edu.au/committees/academic-board. Item 10 refers.

Members are also reminded that the report ‘Analysis of SURF Survey results 2009 – 2013, was circulated to members of the Teaching and Learning Committee by Dr Greg Marie, Director of the Institutional Research Unit on 19th March 2014.

For information and noting.

2. STUDENT EXPERIENCE – STUDENT SATISFACTION – REF: F42348
The Committee’s role is to advise and make recommendations on matters relating to teaching and learning, in particular the quality of teaching and learning. In addition, at the last meeting, the Deputy Vice-Chancellor (Education) advised members that a priority for 2014 is to improve the student experience, as evidenced by student satisfaction indicators, including the University Experience Survey (UES) amongst others. At that meeting members were encouraged to utilise the extensive data available via the EIS to review the quality of teaching within their portfolios.

Under the auspices of the Education Executive, preliminary work in this area has commenced as follows:

- Establishment of a small expert group (DVC(E), Dean of Coursework Studies, Directors of Planning Services, IRU and CATL) to focus on the range of survey instruments, survey results and lessons learnt and relationships between different instruments.
- The Dean of Coursework Studies, in liaison with the Associate Deans (Teaching and Learning/Education) network will have a special meeting in April/May to consider survey data including the GUG, UES, SURF, etc. The focus will be on UWA’s strengths and areas of concern, including a review of ideas and strategies to improve UWA’s performance in these surveys.
- DVC(E) to liaise with Faculty Deans, as part of the cycle of planning and accountability, to review performance against Faculty OPP targets for student satisfaction.

The Chair will report back to members in due course as this preliminary work progresses and issues are ready for consideration by the Committee.

For information and noting.

3. UWA EDUCATION FUTURES PROJECT – VISION STATEMENT – REF 5026
On recommendation of the University’s Teaching and Learning Committee (R3/14) the Academic Board, at its 19th March 2014 meeting, considered the UWA Education Futures Project Vision Statement, which was presented by the Deputy Vice-Chancellor (Education).
For members’ information, by Resolution 12/14, the UWA Education Futures Vision Statement was endorsed by the Academic Board.

For information and noting.

4. 2012 TEACHING AND LEARNING DEVELOPMENT FUND SCHEME - REPORTS - REF:F43212

In 2012 the Teaching and Learning Development Fund was used to support projects in the Faculties and the School of Indigenous Studies that addressed identified post-new courses 2012 implementation challenges. More information is available on the Fund’s website at http://www.teachingandlearning.uwa.edu.au/staff/funding/teaching-and-learning

As required by the Scheme, final reports were to be submitted by Associate Deans (Teaching and Learning/Education) in early 2014. The following reports have been received, and have been considered by the Associate Dean’s network at a meeting on 21st March 2014:

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Final Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Architecture, Landscape and Visual Arts</td>
<td>Received – project completed</td>
</tr>
<tr>
<td>Arts</td>
<td>Received – project completed</td>
</tr>
<tr>
<td>Business</td>
<td>Received – project completed</td>
</tr>
<tr>
<td>Education</td>
<td>Received – project completed</td>
</tr>
<tr>
<td>Engineering, Computing and Mathematics</td>
<td>Project in progress</td>
</tr>
<tr>
<td>Law</td>
<td>Received – project completed</td>
</tr>
<tr>
<td>Medicine, Dentistry and Health Sciences</td>
<td>Received – project completed</td>
</tr>
<tr>
<td>Science</td>
<td>Not received</td>
</tr>
<tr>
<td>Indigenous Studies</td>
<td>Received – project completed</td>
</tr>
</tbody>
</table>

The final reports are available on the Fund’s website.

Following consideration by the Associate Deans, the Dean of Coursework Studies, advises as follows;

- the outstanding report will be followed up;
- in accordance with normal practice, any unspent funds will be returned to the Teaching and Learning Committee;
- where a project has not been completed, a revised timeline (21st November 2014) to complete the project will be set, or, if the project is no longer viable, the funding will be returned.

For information and noting.

5. OPEN ONLINE EDUCATION WORKING PARTY – PROPOSED GENERAL PRINCIPLES REF: F54420

At its meeting held on 3rd October 2013, the Teaching and Learning Committee established an Open Online Education Working Party (R16/13), convened by the Chair of the Academic Board, Winthrop Professor John Cordery.

As a reminder to members, the scope and terms of reference are as follows:

**“Scope**

The scope of this Working Party will be UWA units or courses offered that:

- do not lead to a degree, diploma, certificate or other qualification awarded by UWA (not-for-credit); and
- are fully online.

**Terms of Reference:**

The Open Online Education Working Party provides advice to the Teaching and Learning Committee, within the above scope, in the following areas:
1. Policies and processes to ensure appropriate governance and quality assurance for online education.
2. UWA strategy for online education.
3. UWA platforms for online course development, other than Coursera (eg Class2Go, Moodle, etc).
4. Appropriate resources for development of this area.
5. Opportunities and innovations developed for not-for-credit offerings that could be incorporated into the University’s degree course offerings.”

At this early stage of its deliberations, the Working Party has referred the following proposed general principles to the Teaching and Learning Committee for its consideration and feedback. It is intended that discussion of this item take place at the Committee’s next meeting (5th June 2014), and these principles are provided at this early stage to enable members to consult widely and seek input from colleagues.

“1. General Principles
1.1 All open online units are subject to a quality assurance process designed to ensure that they provide participants with an engaging and high quality learning experience, one that accords with the University’s mission, values and vision for education.

1.2 All open online units offered by the University must be able to demonstrate that they:
- have clear academic objectives;
- offer a coherent curriculum that is based on sound educational principles;
- provide an engaging student learning experience; and
- are technically viable.

1.3 Accordingly, proposals for online units should identify:
- the desired learning outcomes for students;
- how those learning outcomes will be achieved;
- the assessment mechanisms to be used, and how these are tailored to the learning outcomes;
- opportunities for student evaluative feedback on their learning experience;
- which staff and schools will be responsible for teaching and administering the unit;
- the resources needed to deliver the unit, and who will provide these resources;
- when the unit is to be delivered and the platform(s) to be used.

2. Approval
2.1 Proposals for open online units are subject to approval by a standing committee of the Board of Coursework Studies or delegated authority.
2.2 The approval process needs to be reviewed every two years.”

For information and consultation with colleagues.

6. NEXT MEETING
The next meeting of the Teaching and Learning Committee will be held on Thursday, 5th June 2014 at 2.00pm in the Senate Room. The cut-off date for submission of items for the Committee’s agenda is Thursday, 22nd May 2014. Please refer issues for discussion to the Executive Officer, Ms Sue Smurthwaite (sue.smurthwaite@uwa.edu.au).

1 Definition of ‘open online units’ to be determined.