Meeting 8/10 of the Committee was held at 2.30pm on Thursday 7th October 2010 in Room 3.33, Level 3, Health Sciences Building

PRESENT: E Muir-Cochrane (in the Chair), P Glover, S Parker, D Prideaux, B Sanderson, J Thompson,

APOLOGIES: J Ash, P Bennett, A Butcher, G Brideson, C Drummond, C Ellison, J Greenhill, D Green, R Sliuzas, L Siegloff, H Smigiel, B Whitby

IN ATTENDANCE: T Comely (Executive Officer)

The Chair opened the meeting with the following welcome:

Na Marni (Welcome). As is the practice of Flinders University I begin by acknowledging the Indigenous peoples of this country. In particular I acknowledge the Kaurna peoples, the traditional owners of the lands and waters of the region on which Flinders University is located.

Starring of Agenda Items

Items 1.2.1, 1.2.2, 1.2.4, 1.2.5, 1.2.6. 2.3, 4, 5, 6 and 11 were starred for discussion. All other items were noted or endorsed, as appropriate.

1. MINUTES

1.1 Approval of Minutes

The minutes of meeting 7/10 were approved and signed.

The Committee reviewed the action list arising from that meeting (FTLC 61/10). In relation to item 1.1 on the action list, the Committee agreed that it would be useful if all members of FTLC could be notified of any important developments arising from the National Health Workforce Taskforce in order to facilitate a swift response, if needed.

1.2 Matters Arising from Previous Meetings

1.2.1 Five Yearly Course Review Report- Master of Audiology

A report was awaited from the School of Medicine Board of Education in response to the following issues which had been raised by the DVC(A) and discussed at the September meeting:
• The comments about Audiology moving from a deficit in 2010 to a surplus in 2011, whereas for Speech Pathology and Audiology combined, an overall deficit in 2011 was projected- a proper explanation of the budget was required;
• Whether there was the capacity to increase staffing- a clear response to this question was required, including an action plan if relevant;
• That the issue of compliance with the School workload model be addressed. The response needed to state how this would be done and how the School would ensure that staff were able to engage in research and other areas of the University’s profile.

D Prideaux reported that he had met with the relevant Cluster Head and Course Coordinator and that a formal response would be submitted to the Board of Education the following week, and thence to the November meeting of FTLC. He indicated that the course was small (21 placements and four staff) and had been cross-subsidised by the Speech Pathology programs. It was currently in a slight surplus and this was likely to increase because of the enrolment of a cohort of Norwegian international students and also because of the income generated by Flinders Hearing Services. The improved financial position would allow the employment of additional staff and would consequently allow an improvement in the workloads of existing staff.

1.2.2 Role of Faculty Sub-Committee

At the September meeting, the Committee agreed that in the light of poor attendance at Sub-Committee meetings, any course proposals requiring consideration be placed on the agenda for FTLC.

The Committee was asked to reconsider this decision for the following reasons:

• FTLC met only once a month from March - November and its agenda was generally very full
• No FTLC meetings were scheduled from November to February
• Course proposals generally required prompt consideration to meet VCC deadlines

After due discussion, the Committee agreed that the Sub-Committee continue for the time-being, pending the publication of the University’s new course approval process and documentation and a consequential review of the way in which course development and approval was conducted in the Faculty. Members acknowledged the need to avoid double-handling of proposals and queried whether Schools might focus primarily on budgetary issues and strategic intent and leave consideration of curriculum content to the FTLC sub-committee. Members agreed that it was very important to facilitate scholarly critique at Faculty level. Recent experience in considering course proposals had often not been ideal because of the constant pressure for executive approval of proposals which were perceived to be urgent and strategically important in order to meet VCC deadlines.
The Committee agreed that the meeting dates for the Sub-Committee be published a year ahead and that all members of FTLC be rostered to undertake their share of the workload. As soon as the University’s new course approval process was published, clear timelines for the submission of course proposals for the following year would also be promulgated.

1.2.3 Deputy Chair of Committee

The Committee was informed that Faculty Board had approved the appointment of Claire Drummond as Deputy Chair of FTLC for a period of one year, during Lisa Schmidt's secondment to the Centre for University Teaching.

1.2.4 ‘At Risk’ Commencing First Year Undergraduate Students

The Committee was reminded that the DVC(A) had asked Faculties to submit reports on their strategies for indentifying and following up ‘at risk’ students in first year second semester topics, focussing, where possible on second semester commencers.

The Committee received and noted the Faculty’s report (FTLC 62/10). J Thompson reported that the School of Nursing and Midwifery intended to hold a meeting to explore the issues further, particularly because of the difficulties arising from the late arrival of international students. Members commented that the University’s expectation that ‘at risk’ students would be identified and followed up in the first four weeks of semester was problematic. Four weeks was too short a period to assess whether someone was truly ‘at risk’ and a number of the potential ‘at risk’ students had no local contact details recorded on the student system.

Members agreed that the point at which it was possible to truly identify ‘at risk’ students might vary from course to course and that there should be flexibility in the approaches taken. E Muir-Cochrane agreed to convey the Committee’s comments to EMAG and to retain this item on the agenda for discussion at a future meeting.

1.2.5 Committee’s Report to Director, Academic and Student Administration

The Committee had agreed at the August meeting to convey to the Director, Academic and Student Administration some concerns and recommendations relating to the following:

- Forged Medical Certificates;
- Student Applications for Remission of HECS Debt and Re-credit of Student Learning Entitlement; and
- Supplementary Examinations.

These concerns had originated in the Biomedical Topics Examinations Board.
The Committee noted the response received (FTLC 63/10) and was particularly disappointed that the Director of Academic and Student Services had declined to provide a centralised coordinated approach to the coordination of further supplementary examinations. The Committee did not accept the rationale for this decision and E Muir-Cochrane agreed to raise the matter at EMAG.

1.2.6 Bachelor of Midwifery – C2R2 Exemption

The Committee noted that the DVC(A) had approved the exemption of the B Midwifery from the C2R2 process in 2011, because the Australian Nursing and Midwifery Council (ANMC) had confirmed that it would be unable to accredit the revised course in time. The existing B Mid curriculum would therefore be reinstated for 2011.

S Parker reported that the experience with Midwifery was an illustration of the significant turnaround time required by the ANMC to accredit courses. The Council had indicated that at least 9 months was needed, if no changes were required and this applied to both new courses and to significant changes to existing courses. Even changes to assessment had to be notified to the ANMC.

2. REPORT FROM THE CHAIR

- Executive Dean’s Awards for Teaching Excellence and University Teaching and Learning Innovation Grants

The Committee was informed that the extended deadline for nominations for these awards had been 30th September, 2010 and two nominations had now been received. The Committee appointed the following small sub-committee to assess the nominations and make a recommendation on them to the Executive Dean:

  - E Muir Cochrane
  - C Drummond
  - J Greenhill
  - J Thompson

The Committee noted that the deadline for Stage 1 applications for the Flinders Teaching and Learning Innovation Grants was 11 October and it agreed that the same group be appointed to assess those nominations too.

Secretary’s Note: In the light of the fact that E Muir-Cochrane and C Drummond were subsequently team members in a Stage 1 application, C Ellison was appointed to the assessment group and J Coveney, former Chair of FTLC agreed to act as an adjudicator, if required.

- Health Sciences Celebration of Teaching

The Committee was informed that the DVC(A) and Prof J Shapter (State Science Educator of the Year) had both confirmed their availability to speak at the afternoon event on 2 November. The Committee received a draft program for the afternoon, noting that confirmation was awaited from the IPE Group about their presentation. (FTLC 64/10) The Secretary undertook to
contact L Gum to seek her confirmation of who would speak on behalf of the group and the title of their presentation.

- **Knowledge Exchange Grants**

The Committee’s attention was drawn to information about the pilot round of Knowledge Exchange Grants. (FTLC 65/10) In 2011, funding would be offered in two competitive rounds with up to $10,000 available per project. A briefing session was to be held on 26th October from 2-4pm in the Noel Stockdale Room.

- **Work Integrated Learning Policy**

Academic Senate had approved the establishment of a Work-Integrated Learning Policy at its September meeting and had rescinded the University’s Policy on Student Placement. The Chair had received a request that C Macleod, the University’s Work Integrated Learning Officer and H Stephenson, CUT Project Officer be given the opportunity to address the Committee about the new policy. The Committee agreed that they be invited to attend the Committee’s first meeting in 2011.

3. **2010 KAMS EDUCATION PROCESS**

The Committee’s attention was drawn to a memorandum from the DVC(A) about the 2010 KAMS Education process. (FTLC 66/10) The DVC(A) and David De Bellis (Head of the Planning Services Unit) would be conducting a demonstration of the new Business Intelligence Framework for analysing the 2010 KAMS data on Tuesday 12 October at 12noon. The demonstration would take about 2 hours, allowing time for questions and would be held in Lecture Theatre 2, FMC. All members were encouraged to attend.

Undergraduate Course Coordinators were required to submit annual reports this year, using the standard template and these reports must be submitted to Tina Comely, Secretary of FTLC by 25 October 2010. In addition, Faculties were required to provide the DVC(A) with their updated Course Review Schedules.

The Committee discussed a draft Course Review Schedule which had been prepared by the Secretary and it agreed that the following changes be made:

- Grad Dip and Masters in Mental Health Nursing – move to 2013
- Midwifery programs – move to 2014

4. **C2R2 PROJECT**

The Committee was informed that at a recent meeting of the University’s C2R2 Steering Group, the following issues had been discussed and recommendations made:

- **Enrolment Support Issues**
Subject to confirming system functionality and establishing suitable protocols, course convenors, topic coordinators and/or School and Faculty staff would be able to record approvals for pre-requisite waivers via Student Two web or directly through Student Two, as applicable, which would considerably reduce the need to double handle such requests.

That study plan amendments involving the addition of transition topics and of agreed specified topics to complete course requirements be made as close to the decision points as possible.

The Faculty C2R2 Coordinating Group had agreed with these recommendations in principle, subject to clarification about training and funding to provide the necessary support and subject also to limiting School/Faculty responsibility for study plan changes to the addition of transition topics and to one-off special enrolment requests.

- **Timetable Checking**

  The Group was concerned about the risk of any unintended and unforeseen clashes in the 2011 timetable which could affect students’ ability to register for classes as part of the enrolment process. Student Systems was investigating the possibility of arranging the facility to ‘test’ the timetable in advance, but the Steering Group suggested that, particularly in the case of double degrees, Course Coordinators liaise with each other to ensure that the timetables work. These conversations needed to happen once the draft timetable had been completed and before it was published to students on 15 November.

- **Teaching Resources and Assessment Practices**

  Faculties were asked to report on the extent to which curriculum changes arising from the C2R2 process would be reflected in teaching materials and assessment practices at the topic level and what would be the most effective way of checking whether the curriculum descriptions and assessment outlined in topic forms matched what was being taught and assessed.

  The Faculty C2R2 Coordinating Group had discussed this and suggested that any checking deemed necessary could be undertaken via Statement of Assessment Methods forms and being responsive to student feedback via topic SETs etc.

- **Staff Availability**

  The Steering Group had asked that key staff who were involved in enrolments be aware of the dates for student enrolment and class registration and that they make themselves available to respond to the significant number of enrolment FAQs which were likely to arise during the enrolment period. Alternatively, if they were on leave, they ensure that the task was formally delegated to an appropriate staff member and that staff in Enrolment Services and in the Faculty office were aware of this.

The Committee received and noted the details of the enrolment and class registration dates (FTLC 67/10).
In relation to the first dot point, members expressed their concern about the additional workload which this shift in responsibilities from Enrolment Services to the Faculties would represent. Some Course Coordinators confirmed that they would not be able to absorb the extra work and they undertook to forward their concerns to the Faculty General Manager.

Members noted the suggestions in relation to checking the timetable.

Members were surprised by the statement in the third dot point since course and topic handbooks would be based on documentation contained in the C2R2 Course and topic forms and this would be reflected in the topic Statement of Assessment Methods.

5. FRAMEWORK FOR FLEXIBILITY IN ACADEMIC WORK

Members noted that Faculty Strategic Advisory Committee had asked FTLC for comments on the Vice-Chancellor’s proposed Framework for Flexibility in Academic Work (FTLC 68/10).

Secretary’s Note: Members made a number of comments on the circulated document but it came to light after the meeting that the attachment circulated had not been the most up to date version of the paper. The up to date version was subsequently circulated to those members who had been present at the meeting with the request that they submit comments direct to the Secretary. No comments were received. The Vice-Chancellor had also circulated the document to all academic staff for comment on 25 September.

6. FIVE YEARLY COURSE REVIEWS – FACULTY PROCEDURES

The Committee was reminded that at the August meeting, it had agreed that L Schmidt (with assistance from the Secretary) review the Faculty’s current procedures for consideration of Five Yearly Review reports and Implementation plans in the light of the processes used by other Faculties and prepare a discussion paper for consideration.

In the light of the low attendance numbers at the meeting, the Committee agreed to defer consideration of the document until the November meeting. (FTLC 69/10)

7. REPORTS FROM UNIVERSITY/FACULTY COMMITTEES

7.1 Academic Senate

The Committee received and noted the unconfirmed minutes of the September meeting of Academic Senate. (FTLC 70/10)

7.2 EMAG

The Committee was informed that the minutes of the August meeting of EMAG were not yet available.

8. REPORT FROM FACULTY SCHOLAR

In the absence of P Bennett, no report was made.
9. REPORT FROM CENTRE FOR UNIVERSITY TEACHING
In the absence of H Smigiel, no report was made.

10. REPORT FROM STUDENT LEARNING CENTRE
In the absence of R Sliuzas, no report was made.

11. ATTENDANCE AT FTLC
Members were concerned about the poor attendance at this meeting and at other recent meetings of FTLC and agreed that this and membership of the Committee be reviewed at the November meeting.

Dated this          day of      2010

Chairperson

31st October, 2010