

THE AUSTRALIAN NATIONAL UNIVERSITY
DIVISION OF SCIENCE, HEALTH AND ENGINEERING
DIVISIONAL EDUCATION COMMITTEE

Meeting No 3

Meeting No. 3 of the Divisional Education Committee will be held on

Thursday 17 June 2004
from 2pm until 4pm in the
Mills Room, Chancelry

Apologies:
Ext. 50429
e-mail: DEC.Secretary@anu.edu.au

Wayne Errington
Secretary

Members who are unable to attend the meeting should notify the Secretary in advance.

AGENDA SUMMARY

PART 1: GENERAL ITEMS

- **1. Minutes**
- **2. Announcements and Apologies**
- **3. Starred Items**
- **4. Items of Other Business**
- **5. Matters Under Consideration**

PART 2: POLICY ITEMS

- **6. Recalibration of Undergraduate Marking Scale**
- **7. Higher Education Information Management System**
- **8. Participation as an Item of Assessment**
- **9. Review of Graduate Coursework Education**

PART 3: HIGHER RESEARCH DEGREE ITEMS

Nil

PART 4: UNDERGRADUATE COURSEWORK ITEMS

- 10. Action by the DVCE**
- 11. New or Revised Undergraduate Coursework Proposals**

PART 5. GRADUATE COURSEWORK ITEMS

****12. Working Rules**

****13. New or Revised Graduate Coursework Proposals**

14. Graduate Course Awards

PART 6. OTHER BUSINESS

Procedural Matters for Members to note:

OPERATING PROCEDURES

The Divisional Education Committees' operating procedures are forthcoming.

CONFIDENTIAL ITEMS

Consistent with the policy and practice of Council, all matters in the agenda of the Divisional Education Committees relating to individual persons, including appointments, enrolment, candidacy for degrees, personal details, performance and conduct are declared to be confidential.

DISCLOSURE OF PECUNIARY OR MATERIAL PERSONAL INTEREST

Sections 27F to section 27H of the *Commonwealth Authorities and Companies Act 1997* <http://www.dofa.gov.au/ff/acts/cacact1997/top.htm> impose a duty to disclose any material personal interest in a matter which relates to the affairs of the University. This disclosure must give details of the nature and extent of the interest, the relation of the interest to the affairs of the University, and be given at a meeting as soon as practicable after the person becomes aware of the interest. The nature and extent of the interest must be recorded in the minutes of the meeting. Unless the meeting determines otherwise, a person who has a material personal interest in a matter must not be present while the matter is being considered at the meeting, and must not vote on the matter.

USE OF INSIDE INFORMATION OR POSITION

Under sections 24 and 25 of the *Commonwealth Authorities and Companies Act 1997*, a member of the Divisional Education Committee must not make improper use of his or her position or of inside information to gain an advantage for himself or herself or to cause detriment to the University or to another person.

PART 1: GENERAL ITEMS

****ITEM 1. MINUTES**

The unconfirmed minutes of the 2nd meeting of the Committee (540/2004) are attached.

For confirmation

****ITEM 2. ANNOUNCEMENTS AND APOLOGIES**

For noting

****ITEM 3. STARRED ITEMS**

The items starred are 1, 2, 3, 4, 5, 6, 7, 8, 9, 12, 13.1.2

The Chair will ask whether any member wishes to star other items. The Chair will then ask for a motion that the unstarred items be approved without debate as set out in the Agenda.

****ITEM 4. ITEMS OF OTHER BUSINESS**

The Chair will ask whether members intend to raise matters under **Other Business**.

****ITEM 5. MATTERS UNDER CONSIDERATION**

- Minimum Resources Policy for Research Students
Referred to a working party by GDC in October 2003 to review and recommend and improvements to the policy.
- Graduate Course Awards
Implementation of working party recommendations (48/2004), including discontinuation of some GCAs, by 30 June 2004.

PART 2: POLICY ITEMS

****ITEM 6. RECALIBRATION OF THE UNIVERSITY MARKING SCALE**

PURPOSE

To review the University's grading policy with a view to returning the minimum score for High Distinction results to 85%, with corresponding bands for other grades and a 15% band for Pass.

BACKGROUND

The Teaching and Learning Committee of the Faculty of Arts has recommended an immediate review of the University's current grading policy with a view to returning the minimum score for undergraduate High Distinction to 85%, with corresponding bands of 75-84% for Distinction grade, 65-74% for Credit grade and 50-64% for Pass grade.

The advantage of the proposed scale would be to reserve the grade of High Distinction for truly exceptional achievement, and encourage greater use of the Pass grade. Any recalibration of the University marking scale should also take into account marking arrangements for graduate coursework in order to ensure consistency.

The proposal is attached (677/2004).

SPONSOR

Dean, Faculty of Arts

RECOMMENDATION

That a cross-divisional working party be established to review the University's current grading policy.

****ITEM 7. HIGHER EDUCATION INFORMATION MANAGEMENT SYSTEM**

PURPOSE

To update members on the University's administrative arrangements for complying with sections of the Higher Education Support Act 2003.

BACKGROUND

The Higher Education Support Act 2003 has introduced a large number of changes to the higher education sector, most of which take effect from 1 January 2005. Many of these changes require explicit responses from the ANU in terms of policies, procedures or systems. Members received a briefing from the Director, SAS on 23 April about the Higher Education Information Management System (HEIMS), Commonwealth Higher Education Student Support Number, and associated loans programs.

The relevant Statistical Services Issues Paper is attached (Issue 1/2004).

SPONSOR

DVCE

RECOMMENDATION

That the Committee note the Statistical Services Issues Paper.

****ITEM 8. PARTICIPATION AS AN ITEM OF ASSESSMENT****PURPOSE**

To consider the appropriate role of student participation as an item of assessment.

BACKGROUND

Participation is used as an item of assessment throughout the University, with five to ten per cent of total marks the most common value assigned to this item. Some combination of the following criteria are normally used to assess tutorial/discussion participation:

- attendance
- notes on assigned reading
- contribution to the discussion (quantitative and qualitative)
- contribution to online forums

A number of questions arise from this recognition of participation. What criteria should be used to assess participation? Some areas require participation criteria to be issued with course material. If a student appeals against marks allocated for participation, how can their participation be re-marked? Where participation forms a substantial percentage of overall assessment, is pass/fail the most appropriate marking scale?

SPONSOR

Deputy Vice-Chancellor (Education)

RECOMMENDATION

That the Committee discuss participation as an item of assessment.

****ITEM 9. REVIEW OF GRADUATE COURSEWORK EDUCATION**

PURPOSE

To note the establishment of a review into graduate coursework education at ANU.

BACKGROUND

The Deputy Vice-Chancellor (Education) has established a review of graduate coursework at ANU to make recommendations to the Vice-Chancellor. The review will encompass the following issues:

- admission and entry
- marketing
- alumni relations
- scholarships
- fees
- range of offerings and modes of delivery
- links with HDR programs

The terms of reference for the review are attached (918/2004).

SPONSORS

Deputy Vice-Chancellor (Education)

RECOMMENDATION

That the Committee note the establishment of the review.

PART 4 UNDERGRADUATE COURSEWORK ITEMS

ITEM 10. ACTION BY THE DEPUTY VICE-CHANCELLOR (EDUCATION)

- 10.1** The DVCE approved all undergraduate and graduate coursework items recommended by the March meeting of the Committee.

For noting

ITEM 11. NEW AND AMENDED UNDERGRADUATE COURSEWORK PROPOSALS

11.1 Faculty of Science

11.1.1 Bachelor of Science

Bachelor of Science Communication

A proposal has been received from the Faculty of Science to change the name of programs and courses in Scientific Communication to Science Communication from 2005 in line with the recognition of science communication as a discipline and profession. The proposal affects the following courses and programs:

- *Bachelor of Scientific Communication* becomes *Bachelor of Science Communication*
- **SCOM2001** *Scientific Communication* becomes *Science Communication* (also available in the *Bachelor of Science*)

The proposal is attached (549/2004). See Part 5 for changes to the Graduate Diploma in Scientific Communication.

For recommendation

11.1.2 Bachelor of Science (Psychology)

The School of Psychology has proposed a change from an annual 12-unit first-year course (**PSYC1001** to be deleted) to the following two 6-unit courses from 2005:

- **PSYC1003** *Introduction to Psychology I*
- **PSYC1004** *Introduction to Psychology II*

The proposal is attached (560/2004).

For recommendation

11.2 Faculty of Science

Changes to Program Requirements

The Faculty of Science has recommended the following changes to the Faculty of Science Rules concerning program requirements to take effect in 2005:

11.2.1 The list of courses offered by other Faculties that are also classified as Science courses is to include **ANTH2026** *Medical Anthropology* Group B.

Bachelor of Medical Science

The statement:

“an additional 24 units of Group B or C courses offered by a science-related department (i.e. Department or School in the Faculty of Science or the Department of Computer Science or the School of Finance and Applied Statistics).”

is to be amended to read;

“an additional 24 units of Group B or C courses.”

11.2.2 The Following changes are to be made to the Faculty of Science Rules concerning program requirements:

The Science component in all combined degrees entries are to be amended to read:

“Science

At total of 96 units including:

- At least 72 units of Group A,B & C courses offered by a Science related department (ie Department or School in the Faculty of Science or the Department of Computer Science or the School of Finance and Applied Statistics).
- No more than 36 units of group A courses.
- No fewer than 36 units of Group C courses.
- The completion of one Science major.
- 24 units other than first year units.”

“Admission to the degree of Bachelor of Science requires a total of 144 units including:

- Not less than 96 units of Science courses
- Further courses to the value of not less than 48 units offered in or approved by either of the relevant Faculties.
- No more than 48 units of first year courses may be counted for admission to the BSc program before the combined program request has been completed.”

BSc REM combined programs, entries are to be amended to read:

“A total of 96 units including;

- at least 24 units of Group A courses selected from BIOL1005, BIOL1006, GEOG1007, GEOG1008, GEOL1002, GEOL1003, SRES1001 and SRES1003.
- at least 12 units of group B courses selected from ECOS2001, GEOG2013, GEOG2014, GEOG2015, GEOG2016, SRES2001, SRES2007.
- at least 36 units of Group C courses with ECOS, FSTY, GEOG, GEOL or SRES prefixes.
- Group B courses must include one of ECOS2001, GEOG2014, GEOG2016, SRES2001 and SRES 2007.

- One of GEOG2014 or SRES3007 must be included.
- 24 units of which not more than 12 units can be first year courses.

BSc(Res & Env Man)/LLB combined degree students cannot count LAWS3103 in the program.

Admission to the degree of Bachelor of Science (Resource and Environmental Management) requires:

At least 144 units including:

- at least 96 units of courses defined above.
- Further courses to the value of at least 48 units taught in or approved by either of the relevant Faculties.
- No more than 36 units of first year non-law courses may be included.
- No more than 48 first year units if admission to the BSc(REM) occurs before the combined program requirements have been completed.”

11.2.3 The Following changes are to be made to the Faculty of Science Rules concerning program requirements:

The program requirement statements for the following degrees:

- BA/BSc (For)
- BA Visual/ B Sci (For)
- B Asian Stud/ BSc (For)
- B Com/ BSc (For)
- BSc(For)/B Econ

are to include the words:

“No more than 48 first year units may be counted if admission to the Bachelor of Science (Forestry) occurs before the combined program requirements have been completed.”

The program requirement statement for the degree:

- B Music/BSc (Psych)

is to include the words:

“No more than 48 first year units may be counted if admission to the Bachelor of Science (Psychology) occurs before the combined program requirements have been completed.”

Background information on each of these changes is attached (921/2004).

For recommendation

PART 5 GRADUATE COURSEWORK ITEMS

ITEM 12. WORKING RULES

Working Rules have hitherto been approved and amended by the Graduate Degrees Committee, where they were required to be tabled annually. Working Rules are composite documents for graduate students enrolled in a particular graduate program including advice on such matters as articulation, status and academic progress. The following issues surrounding Working Rules will be considered in light of the revised committee system:

- Should Working Rules continue to be recognised through the central committee process? They could be an optional advisory publication for local areas, subject to University rules and policy.
- In light of legal advice that Working Rules are not binding unless distributed before enrolment, should Working Rules be published centrally or at the discretion of academic areas?

For consideration

ITEM 13. NEW AND AMENDED GRADUATE COURSEWORK PROPOSALS

13.1 Faculty of Science

13.1.1 Graduate Diploma in Science Communication

The Faculty of Science has proposed changing the name of the Graduate Diploma in Scientific Communication to the Graduate Diploma in Science Communication from 2005. The following changes to existing courses are also proposed:

- **SCOM8001** *Print and Electronic Media* becomes *Mass Media* (with the unit weighting changed to 6 from 12 units)
- **SCOM8004** *Fieldwork/Placement* (unit weighting changed to 18 from 12 units)

The proposal (549/2004), including details of the changed courses, is attached to Part 4.

For recommendation

ITEM 14 GRADUATE COURSE AWARDS

14.1 New or Revised Graduate Course Awards Research School of Information Sciences and Engineering

RSISE has proposed a new Graduate Course Award entitled *Neuro-Dynamic Programming*. The proposal is attached (914/2004).

For recommendation