



MONASH University
Education

EDUCATION COMMITTEE MEETING

Incorporating
Course Directors Meeting
AGENDA

Meeting No. 1/09

Wednesday 18 February

10.30 am – 12.30 pm

**Room G08, Clayton Campus
Room 2S120, Gippsland Campus
Room A3.21, Peninsula Campus**

FACULTY OF EDUCATION EDUCATION COMMITTEE

Combined Course Directors and Education Committee Meeting No. 1/09 to be held on Wednesday 18 February 2009 at 10.30 am, in the Dean's Conference Room G08, Clayton Campus, Room 3.21 Peninsula Campus, Room 2S120 Gippsland Campus via video conferencing.

Apologies should be forwarded prior to the meeting to Executive Officer, Sharon Cahill on 9905 9810 or email sharon.cahill@education.monash.edu.au

AGENDA

Members having a direct commercial or financial interest in any item before this meeting must declare that interest to the Chair via the Executive Officer prior to consideration of the item, and must not take part in a vote on any matter concerning it.

1 ATTENDANCE

1.1 Present

1.2 In Attendance

1.3 Apologies: Dr Janette Simmonds

1.4 On Leave

1.5 Membership

Members are asked to note that revised membership proposal prepared in 2007 is yet to be considered.

2 CONSIDERATION OF THE AGENDA

2.1 Starring of Items

The Chair will provide members with the opportunity to star additional items for discussion.

2.2 Notice of Motion

The Chair will move that for all items other than those starred, the recommendations contained therein be adopted without discussion or the information noted.

*** 3 MINUTES**

- 3.1 Minutes of Previous Education Meeting 7/08** **EC01/09**
See minutes attachment EC01/09

Recommendation

That the minutes of meeting No. 7/08 of Education Committee held on Wednesday 26 November 2008, be confirmed as an accurate record of that meeting and signed.

- 3.2 Minutes of Previous Course Directors Meeting 2/08. See Minutes** **EC02/09**
attachment EC02/09

Recommendation:

That the minutes of Course Directors meeting 2/08 be accepted as a true and accurate record of that meeting.

4 MATTERS ARISING FROM THE PREVIOUS EDUCATION COMMITTEE MINUTES

Matters arising will be tabled in the Chair's Report.

5 CURRICULUM APPROVALS/AMENDMENTS

- 5.1 5.1.1** **EC03/09**

Significant unit Amendment**EDF2004 Issues in Classroom Environments**

This proposed significant unit amendment to EDF2004 includes a change to the title to "***EDF2004 Curriculum enquiry***" as well as synopsis, objectives and assessment tasks to now provide a unit which provides an introduction to education.

Recommendation:

That Education Committee endorse for forwarding to Faculty Board the proposed significant unit amendment including change of title to "***EDF2004 Curriculum enquiry***" as well as changes to the synopsis, objective and assessment tasks. Effective 1 January 2010.

5.1.2 **EC04/09****Significant unit amendment****EDF4510 Connecting the Curriculum**

This proposed significant unit amendment changes the unit's objectives, synopsis and assessment. These changes will enhance the Secondary Course by adding a specific focus on curriculum theory. Effective semester two 2009.

Recommendation:

That Education Committee endorse for forwarding to Faculty Board the changes to objectives, synopsis and assessment for unit "***EDF4510 Connecting the curriculum***". Effective semester two, 2009

5.1.3**EC05/09****Significant unit amendment**

This proposed significant unit amendment to EDF4004 includes a change to title to "***EDF4004 Curriculum and assessment***" in order to strengthen and promote a focus on curriculum, including planning of learning sequences. The title and content of the unit have been expanded to now become *Curriculum and assessment*, to draw attention to and enhance the focus on curriculum in concert with assessment. Effective 1 January 2010.

Recommendation:

That Education Committee endorse for forwarding to Faculty Board the changes to *EDF4004 Assessing learning* include change of title to "***EDF4004 Curriculum and assessment***. Effective 1 January 2010.

5.2**5.2.1****EC06/09****Minor unit amendments**

These unit handbook entries have been amended slightly, in response to queries from VIT accreditation panel, through addition of specific reference to personal literacy, numeracy and ICT of students; literacy and numeracy needs of secondary school students and planning of learning sequences where these were not already listed.

Recommendation:

That Education Committee endorse for forwarding to Faculty Board the minor unit amendments to:

EDF4005 Productive classrooms
 EDF4006 Professional engagement
 EDF4007 Schooling and diversity
 EDF4730 Professional experience 1A
 EDF4731 Professional experience 1B
 EDF4110 Arts education
 EDF4111 Business education
 EDF4112 English language and literacy education
 EDF4113 General science education
 EDF4114 Health, outdoor and physical education
 EDF4115 Information, communication technologies and new media
 EDF4116 Mathematics and numeracy education
 EDF4117 Second language pedagogy
 EDF4118 Social and environmental education
 EDF4119 The world of Jewish education
 Effective semester two 2009.

5.2.2**EC07/09****Minor unit amendment**

This proposed minor unit amendment to ***EDF6851 Mentoring and coaching 1*** changes the assessment to:

- A literature review (2,500 words): 40%;
- A major work (5,500 words): 60%, of either:
- A detailed Plan to develop and implement a mentoring initiative: or
- A Case study OR Essay on a mentoring related topic.

Effective Semester two 2009

Recommendation:

That Education Committee endorse for forwarding to Faculty Board the change to assessment for "***EDF6851 Mentoring and coaching 1***. Effective Semester Two 2009.

***6 CHAIRS REPORT**

The Chair will table his report at the meeting.

- Masters
- Retreat topics
- Forum topics

7 DIRECTOR OF STUDENT AFFAIRS REPORT

To be tabled at the meeting.

SUB-COMMITTEES, COURSE DIRECTORS AND PROJECT REPORTS**8 PLACEMENTS SUB COMMITTEE**

- 9 EDUCATION QUALITY SUB COMMITTEE.** This committee met on 11/02. Some proposals are tabled for discussion and forwarding to the management retreat on 19/20 February. See attachment EC08/09 containing papers **EC08/09**
- a) Education Committee and "quality" and
 - b) Student experience sub-committee Terms of Reference.

10 ADMISSIONS & SCHOLARSHIP SUB COMMITTEE**11 COURSE DIRECTORS REPORTS**

11.1 Secondary
Nil

11.2 Primary
Course Director will report verbally at the meeting.

11.3 Early Childhood
Course Director will report verbally at the meeting on EC enrolments.

11.4 Psychology **EC09/09**
See report EC09/09

11.5 Postgraduate Education
TBA

11.6 BSOR **EC10/09**
See report EC10/09

11.7 Leadership
Nil

11.8 Adult Learning
TBA

- 12 SPECIAL CONSIDERATION** **EC11/09**
For noting: **EC12/09**
EC13/09
Change to the policy and procedures relating to special consideration to take effect for all teaching periods with a census date after 15 February 2009. The

new policy and procedures will apply to semester one 2009.

13 ITEMS FOR DISCUSSION AND/OR NOTING

14 NEXT MEETING

11 am – 12.30 pm, Wednesday 29 April, 2009.

Education Committee Members

Dr Geoff Romeo	Chair – Associate Dean Teaching
Mr Peter Lawford	Faculty Manager
Dr Amanda Berry	Director Student Affairs
Professor Dennis Moore Dr Janette Simmonds	Course Director Psychology OR Deputy Course Director Psychology
Dr. Jennifer Rennie	Course Director Primary
tba	Course Director Early Childhood
Associate Professor Phillip Payne	Course Director BSOR
Professor John Loughran	Course Director Secondary
Professor Terri Seddon Dr Allie Clemans	Course Director Work & Learning OR Deputy Course Director Work & Learning
Dr. Jane Southcott	Course Director Masters
Associate Professor Judy Gray	Course Director Leadership
Associate Professor Bruce Waldrip	Dean's nominees x 2
TBA	Postgraduate and International students' representative
	Undergraduate student representative
Ms Bronwyn Smith	Manager, Faculty Development
Ms Sue Plowright	Manager Academic Services and Quality
Mr Gerard Schnabl	Manager Admissions and Student Services
Ms Susan Kenton	Partnerships and Professional Placements Manager
Ms Sharon Cahill	Executive Officer

Additional Distribution

Ms Maree Mayne/Ms Cathy Arena
Ms Samantha Bennett
Ms Pearl Rischin
Mrs Louise Broadbent
Ms Melissa Booth
Ms Kate Anderson
Ms Reandra Juwono
Mr Steven Ngoi
Ms Joanna Donagan
Mr Mayur Katariya
Ms Winifred Hirst (Matheson Library)
Mr Sunil Kumar

Course Directors Members

Chair - Associate Dean Teaching Dr Geoff Romeo

Director Student Affairs – Dr Mandi Berry

Associate Dean Staff - Assoc. Prof. Barbara Clarke

Course Director Psychology - Dr Janette Simmonds for Prof. Dennis Moore

Course Director Primary - Dr Jennifer Rennie

Course Director Early Childhood - tba

Course Director BSOR - Assoc. Professor Phillip Payne

Course Director Secondary – Professor John Loughran (Alternative Dr Margaret Plunkett)

Course Director Work and Learning - Prof. Terri Seddon (Alternative Dr Allie Clemans)

Course Director Post Graduate - Dr Jane Southcott

Course Director Leadership - Assoc. Prof Judy Gray

Manager Academic Services and Quality - Ms Sue Plowright

Manager Admissions and Student Services - Mr Gerard Schnabl

Executive Officer: Sharon Cahill

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Melissa Booth

Reandra Juwono

Sharon Cahill

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