



# **EDUCATION COMMITTEE MEETING**

## **AGENDA**

**Meeting No. 3/09**

**Wednesday 17 June**

**11 am – 12.30 pm**

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

**FACULTY OF EDUCATION  
EDUCATION COMMITTEE**

*Education Committee Meeting No. 3/09 to be held on Wednesday 17 June 2009 at 11.00am, 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](mailto: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.

<b>1</b>	<b>ATTENDANCE</b>		
	<b>1.1</b>	<b>Present:</b>	
	<b>1.2</b>	<b>In Attendance:</b> Sharon Cahill	
	<b>1.3</b>	<b>Apologies:</b> Ms Susan Kenton	
	<b>1.4</b>	<b>On Leave:</b> Ms Susan Plowright, Dr Janette Simmonds.	
	<b>1.5</b>	<b>Membership</b> Members are asked to note that revised membership proposal prepared in 2007 is yet to be considered.	
<b>2</b>	<b>CONSIDERATION OF THE AGENDA</b>		
	<b>2.1</b>	<b>Starring of Items</b> The Chair will provide members with the opportunity to star additional items for discussion.	
	<b>2.2</b>	<b>Notice of Motion</b> The Chair will move that for all items other than those starred, the recommendations contained therein be adopted without discussion or the information noted.	
<b>*3</b>	<b>MINUTES</b>		
	<b>3.1</b>	<b>Minutes of Previous Education Meeting 2/09</b> See attachment <i>EC</i> . <b>Recommendation</b> That the minutes of meeting No. 2/09 of Education Committee held on Wednesday 6 May 2009, be confirmed as an accurate record of that meeting and signed.	<b>EC45/09</b>
<b>4</b>	<b>MATTERS ARISING FROM THE PREVIOUS EDUCATION COMMITTEE MINUTES</b>		

<b>5</b>	<b>CURRICULUM APPROVALS/AMENDMENTS</b>		
5.1	5.1.1	<p><b>Significant course amendment</b>  <b>3741 Masters in Regional and Community Development</b>  <b>3742 Graduate Diploma in Regional and Community Development</b></p> <p>Following feedback from students this proposed significant course amendment for Education Committee endorsement proposes to offer this course with more choice of units. It is proposed that the number of core units are reduced from four to two and that the two previous core units become elective units. Effective 1 January 2010.</p> <p><b>Recommendation:</b>  That Education Committee endorse for forwarding to Faculty Board for approval the significant course amendment to reduce the number of core units from four to two and that the two previous core units become elective units in courses <b>3741 Masters in Regional and Community Development 3742 Graduate Diploma in Regional and Community Development and 3742 Graduate Diploma in Regional and Community</b>. Effective 1 January 2010</p>	Available at meeting
5.2	5.2.1	<p><b>Minor course amendment</b>  <b>Bachelor of Adult Learning and Development</b></p> <p>A new unit <b>EDF3810 Mentoring at work</b> is being introduced following the review in 2008 of the Bachelor of Adult Learning &amp; Development program. The unit has been offered successfully for 3 years under the umbrella of EDF4238 Negotiated investigation in education. The creation of a new and separate unit acknowledges the ongoing contribution of the unit to the program. Effective 1 January 2010.</p> <p><b>Recommendation:</b>  That Education Committee endorse for forwarding to Faculty Board for approval the new unit <b>EDF3810 Mentoring at work</b>. Effective 1 January 2010.</p>	EC46/09
5.3	5.3.1	<p><b>New unit proposal</b>  <b>EDF3810 Mentoring at work</b></p> <p>This new unit <b>EDF3810 Mentoring at work</b> is being introduced following the restructure of 2296 Bachelor of Adult Learning and Development. Effective 1 January 2010.</p> <p><b>Recommendation</b>  That Education Committee endorse for forwarding to Faculty Board for approval the new unit <b>EDF3810 Mentoring at work</b>. Effective 1 January 2010.</p>	EC47/09
5.4	5.4.1	<p><b>Minor unit amendment</b>  <b>EDF6210 Language Testing and assessment</b></p> <p>This minor unit amendment to <b>EDF6210 Language Testing and Assessment</b> is required as part of the recently updated Master of Education (second languages International) requiring a change to the current assessment tasks to make this unit more suitable for intensive delivery off-shore. Effective 1 January 2010.</p> <p><b>Recommendation:</b>  That Education Committee endorses for forwarding to Faculty Board for approval the minor unit amendment to <b>EDF6210 Language Testing and Assessment</b>. Effective 1 January 2010.</p>	EC48/09

		<p><b>5.4.2 Minor unit amendment</b>  <b>EDF6228 Content-based teaching in languages</b>  This minor unit amendment is informed by world wide recent research into content and language integrated learning approaches to the teaching of foreign and second languages, particularly in Europe. They reflect a more up-to-date overview of this pedagogical approach and research area. Effective 1 January 2010.</p> <p><b>Recommendation:</b>  That Education Committee endorses for forwarding to Faculty Board for approval the minor unit amendments to EDF6228 Effective 1 January 2010.</p>	EC49/09
		<p><b>5.4.3 Minor unit amendment</b>  <b>EDF6233 Theory and practice of TESOL</b>  This minor unit amendment to <i>EDF6233 Theory and practice of TESOL</i> is required make the assessment for students in Singapore relevant to their context. Effective 1 July 2009.</p> <p><b>Recommendation:</b>  That Education Committee endorses for forwarding to Faculty Board for approval the minor unit amendments to <i>EDF6233 Theory and practice of TESOL</i>. Effective 1 July 2009.</p>	EC50/09
		<p><b>5.4.4 Minor unit amendment</b>  <b>EDF6236 Language, society and cultural difference</b>  This minor unit amendment to <i>EDF6236 Language, society and cultural difference</i> includes a change to the synopsis and assessment. Effective 1 July 2009.</p> <p><b>Recommendation:</b>  That Education Committee endorses for forwarding to Faculty Board for approval the minor unit amendments to <i>EDF6236 Language, society and cultural difference</i>. Effective 1 July 2009.</p>	EC51/09
	5.5	<p><b>APPLICATION FOR RE-ACCREDITATION OF A NON-AWARD COURSE</b>  <b>Supporting Children with Additional Needs in Early Childhood Programs</b>  With current accreditation for this course expiring in June 2009; re-accreditation is sought. This course is recognised by the Faculty to the value of six credit points at Undergraduate level. Effective 29 June 2009.</p> <p><b>Recommendation:</b>  That Education Committee endorse for forwarding to Faculty Board for approval the application for re-accreditation of the <i>Supporting Children with Additional Needs in Early Childhood program</i>. Effective 29 June 2009.</p>	EC52/09
6	<p><b>FOR NOTING</b></p> <ul style="list-style-type: none"> <li>• <b>Change to Faculty Assessment Policy</b>  Faculty Assessment Policy has been updated to reflect the Special Consideration changes which reflects the new University Special Consideration changes introduced earlier this year is now on the Faculty web at  <a href="http://education.monash.edu.au/students/current/admin/policies/assesspolicy.html">http://education.monash.edu.au/students/current/admin/policies/assesspolicy.html</a></li> <li>• <b>Change to Bachelor of Arts component of double degrees:</b></li> </ul>		Available at meeting

	<ul style="list-style-type: none"> <li>• 1641 Bachelor of Arts / Bachelor of Education - Secondary</li> <li>• 1541 Bachelor of Arts and Bachelor of Education – Primary</li> </ul> <p>For approval by our Faculty Board.</p>	
<b>*7</b>	<p><b>CHAIRS REPORT</b> The Chair will table his report at the meeting.</p> <ul style="list-style-type: none"> <li>• Assessment Policy</li> <li>• Board of Examiners Chief Examiners responsibilities and legal responsibilities. Unit Coordinators on Long Service Leave and staffing implications.</li> <li>• Education Who's Who notification and negotiation with Association Dean (Teaching).</li> </ul> <p><b>Recommendation:</b> That Course Directors and Course Advisors negotiate with Associate Dean (Teaching) any alternative arrangements in relation to Course Director and Course Advisor positions for leave greater than two weeks and notify ADT of alternative arrangements for leave less than two weeks.</p>	
<b>*8</b>	<p><b>Copyright laws and compliance</b> Megan Deacon, Copyright Adviser for Monash University will give a short talk on copyright law and compliance. <a href="http://copyright.monash.edu.au/">http://copyright.monash.edu.au/</a></p>	
<b>9</b>	<p><b>DIRECTOR OF STUDENT AFFAIRS REPORT</b> Report attached. <i>See EC54/09.</i></p>	<b>EC53/09</b>
<b>SUB-COMMITTEES, COURSE DIRECTORS AND PROJECT REPORTS</b>		
<b>10</b>	<b>PLACEMENTS SUB COMMITTEE</b>	
<b>11</b>	<p><b>EDUCATION QUALITY SUB COMMITTEE</b></p> <ul style="list-style-type: none"> <li>• <b>Proposal to Faculty Forum:</b> How do we encourage staff to engage with quality data?</li> </ul>	<b>Available at meeting</b>
<b>12</b>	<b>ADMISSIONS &amp; SCHOLARSHIP SUB COMMITTEE</b>	
<b>13</b>	<b>COURSE DIRECTORS REPORTS</b>	
	<p><b>13.1 Secondary</b> Course Director, John Loughran will deliver a verbal report at the meeting.</p>	
	<b>13.2 Primary</b>	
	<b>13.3 Early Childhood</b>	
	<b>13.4 Psychology</b>	
	<b>13.5 Postgraduate Education</b>	

	<b>13.6</b>	<b>BSOR</b>	
	<b>13.7</b>	<b>Leadership</b>	
	<b>13.8</b>	<b>Adult Learning</b>	
<b>* 14</b>	<b>PROGRESS REPORT ON MASTERS PROJECT</b> Ms Joanna Donagan will delivery a verbal report on the progress of this project		
<b>* 15</b>	<b>ITEMS FOR DISCUSSION AND/OR NOTING</b> In completing an annual policy compliance audit, the following two policies and procedures were considered important for Education Committee to follow up and consider further.  <b>Course Review Policy:</b> <a href="http://www.policy.monash.edu/policy-bank/academic/education/quality/coursework-course-review-policy.html">http://www.policy.monash.edu/policy-bank/academic/education/quality/coursework-course-review-policy.html</a> <b>Blind Marking of Examinations Policy:</b> <a href="http://www.policy.monash.edu/policy-bank/academic/education/assessment/blind-marking-of-examinations-policy.html">http://www.policy.monash.edu/policy-bank/academic/education/assessment/blind-marking-of-examinations-policy.html</a>		
<b>16</b>	<b>NEXT MEETING</b> Wednesday 19 August at 11 am		

**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
Dr. Kerith Power	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
Mr Mark Baker	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