



EDUCATION COMMITTEE MEETING

MINUTES

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**

MINUTES

1 ATTENDANCE

1.1 Present:

ADT Dr Geoff Romeo - Chair

Dr Amanda Berry, Associate Professor Judy Gray, Mr Peter Lawford, Professor John Loughran, Associate Professor Phillip Payne, Mr Gerard Schnabl, Professor Terri Seddon, Associate Professor Bruce Waldrip.

Dr Jennifer Rennie at Gippsland Campus

Dr Peter De Vries at Peninsula Campus

1.2 In Attendance:

Ms Megan Deacon (Copyright Advisor, Central Services Division, Library), Ms Bronwyn Dethick, Mrs Louise Broadbent, Ms. Sharon Cahill

1.3 Apologies: Ms Joanna Donagan, Ms Susan Kenton

1.4 On Leave: Ms Susan Plowright, Dr Janette Simmonds

1.5 Membership

Members were 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 provided members with the opportunity to star additional items for discussion. Additional starred items 13.1, 13.2, 13.6, 13.7. Item 14 was unstarred.

2.2 Notice of Motion

The Chair moved that 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 2/09

Recommendation

Minutes of meeting No. 2/09 of Education Committee held on Wednesday 6 May 2009, were confirmed as an accurate record of that meeting and signed.

Carried

4 MATTERS ARISING FROM THE PREVIOUS EDUCATION COMMITTEE MINUTES

For Action/Information:

Unit Guide template – Geoff Romeo will follow up with Steven Ngoi regarding clearer link to the template and assignment drop box issues.

G Romeo

(ALTC) Australian Learning and Teaching Council Project – Professor Terri Seddon will organise discussion with Dr Lorraine Bennett from the Centre for the Advancement of Learning and Teaching (CALT).

T Seddon

5 CURRICULUM APPROVALS/AMENDMENTS

5.1 Significant course amendment

3741 Masters in Regional and Community Development 3742 Graduate Diploma in Regional and Community Development

Following feedback from students this proposed significant course amendment for Education Committee endorsement proposed to offer this course with more choice of units. It was proposed that the number of core units be reduced from four to two and that the two previous core units become elective units. Effective 1 January 2010.

Recommendation:

Education Committee endorsed for forwarding to Faculty Board for approval the significant course amendment to reduce the number of core units in these courses from four to two and that the two previous core units become elective units in **3741 Masters in Regional and Community Development** and **3742 Graduate Diploma in Regional and Community Development**. Effective 1 January 2010. Carried.

5.2 Minor course amendment

Bachelor of Adult Learning and Development

A new unit **EDF3810 Mentoring at work** be introduced following the review in 2008 of the Bachelor of Adult Learning and Development program. The unit was offered successfully for 3 years under the umbrella of EDF4238 Negotiated investigation in education. The creation of a new and separate unit would acknowledge the ongoing contribution of the unit to the program. Effective 1 January 2010.

Recommendation:

Education Committee endorsed for forwarding to Faculty Board for approval the change to 2296 Bachelor of Adult Learning and Development to replace the current unit EDF4238 Negotiated investigation in education with a new unit **EDF3810 Mentoring at work**. Effective 1 January 2010.

5.3 New unit proposal

EDF3810 Mentoring at work

This new unit **EDF3810 Mentoring at work** be introduced following the restructure of 2296 Bachelor of Adult Learning and Development. Effective 1 January 2010.

Recommendation

Education Committee endorsed for forwarding to Faculty Board for approval the new unit **EDF3810 Mentoring at work**. Effective 1 January 2010.

5.4 5.4.1 Minor unit amendment

EDF6210 Language Testing and assessment

This minor unit amendment to **EDF6210 Language Testing and Assessment** was 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.

Recommendation:

Education Committee endorsed for forwarding to Faculty Board for approval the minor unit amendment to ***EDF6210 Language Testing and Assessment***. Effective 1 January 2010.

5.4.2 Minor unit amendment

EDF6228 Content-based teaching in languages

This minor unit amendment was informed by world wide recent research into content and language integrated learning approaches to the teaching of foreign and second languages, particularly in Europe. The change reflected a more up-to-date overview of this pedagogical approach and research area. Effective 1 January 2010.

Recommendation:

Education Committee endorsed for forwarding to Faculty Board for approval the minor unit amendments to ***EDF6228 Content-based teaching in languages*** Effective 1 January 2010.

5.4.3 Minor unit amendment

EDF6233 Theory and practice of TESOL

This minor unit amendment to ***EDF6233 Theory and practice of TESOL*** was required to make the assessment for students in Singapore relevant to their context. Effective 1 July 2009.

Recommendation:

Education Committee endorsed for forwarding to Faculty Board for approval the minor unit amendments to ***EDF6233 Theory and practice of TESOL***. Effective 1 July 2009.

5.4.4 Minor unit amendment

EDF6236 Language, society and cultural difference

This minor unit amendment to ***EDF6236 Language, society and cultural difference*** included a change to the synopsis and assessment. Effective 1 July 2009.

Recommendation:

Education Committee endorsed for forwarding to Faculty Board for approval the minor unit amendments to ***EDF6236 Language, society and cultural difference***. Effective 1 July 2009.

5.5 APPLICATION FOR RE-ACCREDITATION OF A NON-AWARD COURSE

Supporting Children with Additional Needs in Early Childhood Programs

Current accreditation for this course will expire in June 2009; re-accreditation was sought. This course was recognised by the Faculty to the value of six credit points at Undergraduate level.

Recommendation:

Education Committee endorsed for forwarding to Faculty Board for approval the application for re-accreditation of the ***Supporting Children with Additional Needs in Early Childhood program***. Effective 29 June 2009.

6 FOR NOTING

- **Change to Faculty Assessment Policy**

Members were asked to note that Faculty Assessment Policy had been updated to reflect the new University Special Consideration changes introduced earlier this year and now on the Faculty web at:

<http://education.monash.edu.au/students/current/admin/policies/assesspolicy.html>

- **Change to Bachelor of Arts component of double degrees:**

Education Committee noted that a change to the Faculty of Arts component of the following double degrees was awaiting approval from our Faculty Board:

- 1641 Bachelor of Arts / Bachelor of Education - Secondary
- 1541 Bachelor of Arts and Bachelor of Education – Primary

7* CHAIRS REPORT

Dr Geoff Romeo tabled his report at the meeting (see *ADT report to EC03 09*) and highlighted the following:

- **Assessment Policy** – Faculty will need to comply with new University assessment policy to be introduced in January 2010.
- **Education Who's Who** notification and negotiation with ADT.
- **Sessional staff** and the CALT STEP program.
- **Education Budget including Placements and LTPF**
- **Vice Chancellors Awards**
- **Teaching Day** – Wednesday September 2, 2009
- **Teaching Seminar** - Wednesday October 28

For Action/Information:

- **Sessional Staff – STEP Program.** That new Academic sessional staff receives 3.5 hrs of in-house STEP tuition before commencement of semester. Staff starting late in the semester to receive CALT tuition. This training would be voluntary for existing staff and mandatory for new sessional staff. As this is a resourcing matter the Chair will take it to Dean's Executive Group. *G Romeo*
- **Education Who's Who notification and negotiation with Association Dean (Teaching).** Any changes to Course Directors and Course Advisors positions need to be discussed with the ADT. Please especially note that Course Directors and Course Advisors will 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. *G Romeo/ Course Directors*
- **Education Portfolio Budget allocation:** Geoff Romeo and Peter Lawford will meet next week to discuss budget allocation. *G Romeo/ P Lawford*

8* Copyright laws and compliance

Ms Megan Deacon, Copyright Adviser for Monash University gave a short talk on copyright law and our attention to compliance and in particular on Monash's CAL licence which is up for renewal. Megan reported that a likely future focus would be on what is being put on blackboard and on-line and flagged that this may be a potential copyright issue.

For Action/Information:

- Course Directors to remind staff to go through readings and reserves and/or check the library catalogue to make sure that the Faculty complies with the copyright licence and refer to copyright website: *Course Directors*
<http://copyright.monash.edu.au/>
- Display Copyright Agency Limited (CAL) licence on unit guide template. *G Romeo*
- Brownyn Dethick (TLC) be the first point of call regarding copyright.

9 DIRECTOR OF STUDENT AFFAIRS REPORT

See document EC53/09

SUB-COMMITTEES, COURSE DIRECTORS AND PROJECT REPORTS

10 PLACEMENTS SUB COMMITTEE Nil

11 EDUCATION QUALITY SUB COMMITTEE

- **Proposal to Faculty Forum:**
How do we encourage staff to engage with quality data?

12 ADMISSIONS & SCHOLARSHIP SUB COMMITTEE Nil

13 COURSE DIRECTORS REPORTS

13.1* Secondary

Course Director, Prof. John Loughran reported that the Secondary Teacher Education Retreat held at the Country Place, Kalorama was a very positive day. Prof Loughran reported that the venue was excellent and appreciated by the staff who attended. Prof Loughran will be following up on issues that came out of the retreat.

13.2 Primary

- Dr Jennifer Rennie noted that this was her last meeting as Course Director for Primary and thanked Academic Service Office and others for their help over the last 2.5 years.
- Dr Peter De Vries reported that Berwick had been a positive venue for Primary Education meetings.

13.3 Early Childhood Nil

13.4 Psychology Nil

13.5 Postgraduate Education Nil

13.6* BSOR

Associate Professor Phillip Payne reported that it was impossible for BSOR students to course complete on time because of the current structure of Double Degree programs. Work needs to be done on mutual understanding on these BSOR issues by the VIT. Prof Payne will bring this matter up at the next staff meeting.

13.7* Leadership

Associate Prof Judy Gray reported that Leadership is not tendering for new contracts.

13.8* Adult Learning

Prof. Terri Seddon reported:

- BAL&D course had undergone a review and will be running in 2010. Potential to rollover into Masters.
- Adult Learning current down to 2-3 staff members only. It was almost impossible to run this area with 2 people. This number is below critical mass.

14 PROGRESS REPORT ON MASTERS PROJECT

Ms Joanna Donagan was a late apology. Information about this project will be sent out to critical friends by the end of the week.

15* ITEMS FOR DISCUSSION AND/OR NOTING

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.

Course Review Policy:

<http://www.policy.monash.edu/policy-bank/academic/education/quality/coursework-course-review-policy.html>

Blind Marking of Examinations Policy:

<http://www.policy.monash.edu/policy-bank/academic/education/assessment/blind-marking-of-examinations-policy.html>

For Action/Information: Course Directors to check that examination papers are blind refereed.

*Course
Directors*

URGENT MINOR UNIT AMENDMENTS PAST DEADLINE

Urgent minor amendments affecting some semester two 2009 units required a decision in between Education Committee meetings.

For Action/Information

Education Committee endorsed in principle the late requests for minor unit amendments to the following units and delegated authority to approve these proposals to a special purpose Education Committee Executive to make final decisions and forward to Faculty Board for noting.

- **EDF4419 Physics education**
- **EDF6324 European perspectives on music education**
- **EDF6010/EDF6020 - Professional projects (A) & (B)**
- **EDF1616 Lifespan physical activity and wellness**

*EC Exe
Committee*

16 NEXT MEETING

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 Dr Peter De Vries	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