

EDUCATION COMMITTEE MEETING

MINUTES

Meeting No. 4/09

Wednesday 19 August 2009

11.30 am – 1.00 pm

**Room G08, Clayton Campus
Gippsland Campus Room 2S114,
Peninsula Campus Room 2S120**



FACULTY OF EDUCATION EDUCATION COMMITTEE

Education Committee Meeting No. 4/09 was held on Wednesday 19 August 2009 at 11.30am, in the Dean's Conference Room G08, Clayton Campus, and via video conferencing from Peninsula and Gippsland Campuses.

Minutes

1 ATTENDANCE

1.1 Present:

ADT Dr Geoff Romeo (Chair)

Dr Damon Anderson, Dr Amanda Berry, Associate Professor Judy Gray, Mr Peter Lawford, Associate Professor Phillip Payne, Ms S Plowright, Mr Gerard Schnabl, Dr Janette Simmonds

Assoc Prof Bruce Waldrip at Gippsland Campus
Dr Peter de Vries, at Peninsula Campus

1.2 In Attendance:

Ms Sharon Cahill, Dr Zane Ma Rhea.

1.3 Apologies:

Ms. Joanna Donagan, Ms Susan Kenton, Dr. Kerith Power, Dr Jane Southcott.

1.4 On Leave:

Professor John Loughran, Professor Terri Seddon

1.5 Membership

The Chair welcomed Dr Libby Tudball as Director of Professional Placements.

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: 3, 5, 8, 10.

2.2 Notice of Motion

Resolution

Recommendations were adopted without discussion for all items other than those starred.

3 MINUTES

3.1 Minutes of Previous Education Meeting 3/09

Recommendation

That the minutes of meeting No. 3/09 of Education Committee held on Wednesday 17 June 2009, be confirmed as an accurate record of that meeting and signed.

Carried with the following amendment to item 13.6:

"Associate Professor Phillip Payne reported on a number of difficulties and challenges for BSOR/Ed double degree students progressing through the course to completion in the minimum time. A/Prof Payne will report on

progress on this matter at the next meeting”.

4 MATTERS ARISING FROM THE PREVIOUS EDUCATION COMMITTEE MINUTES

See Chairs Report (*Item 6*).

5 CURRICULUM APPROVALS/AMENDMENTS

5.1 5.1.2 Significant unit amendments

Recommendation:

That Education Committee endorse for forwarding to Faculty Board the following units with re-coded first numeric code characters:

EDF2810 (*Level 2 - was EDF3801*) Program design and delivery

EDF2811 (*Level 2 - was EDF3803*) Working with difference

EDF3811 (*Level 3 - was EDF2808*) Policy and change in adult education and training

Effective 1 January 2010.

Carried

5.2 5.2.1 Minor unit amendment

Recommendation:

That Education Committee endorse for forwarding to Faculty Board the minor unit amendments to: ***EDF4216 Issues and planning in primary mathematics***. Effective 1 January 2011.

Carried

5.3 5.3.1 For noting

A new unit, **EDF 2809 Workplace learning and development** was approved at Faculty Board 03 09 following approval by Education Executive Committee on 24 July 2009. This new unit will be introduced following the restructure of 2296 Bachelor of Adult Learning and Development. Effective 1 January 2010.

Carried

6 CHAIRS REPORT

The Chair tabled his report at the meeting and highlighted the following issues:

Assessment Policy: Faculty will have to review and revise its assessment policy and procedures in line with a new university-wide assessment policy to be introduced in 2010. The Chair requested Course Directors to make staff aware of the new assessment policy.

Grading Policy: There is to be an amendment to the grading policy. Education Committee will be advised when this revised policy is to commence.

Length of Semesters: The university will introduce 12 week semesters commencing in 2011.

Teaching Seminar: Wed 28 October at Clayton and via video conferencing to Gippsland and Peninsula. Possible topic – plagiarism software.

VC awards for Teaching Excellence: three nominations from the Faculty were put forward.

Educate 09: Dr Michael Henderson will be presenting the Faculty of Education's presentation at the 2009 Vice-Chancellor's Showcase of Teaching Excellence Monday 14 September.

Postgraduate Research Experience Questionnaire: (PREQ) 2008 (*circulated at the meeting*).

Course Experience Questionnaire and Graduate Destination Results: (*circulated at the meeting*).

OCL '09: Changing pedagogical landscapes: 2009 project continues <http://www.education.monash.edu.au/staff/projects/ocl-project/>

Placements:

Dr Libby Tudball - new Director of Professional Placements
Country Education Project - Peter De Vries and Linda Henderson Coordinating
South Africa – Dr Graham Parr Coordinating
Singapore – Dr Justen O'Connor Coordinating

STEP Sessional Staff Project: being organised by Mandi Berry.

OUA Grad Dip Ed Development Good feedback from OUA regarding Primary Grad Dip Ed units.

Volunteer gateway: Opportunities for student to volunteer via a new portal and also a physical presence in the Clayton Campus Centre.

Faculty Forum: 9 Sept – Marilyn Fler and Joanna Donagan will present Masters redevelopment.

LTPF 2009 Education Budget: Undergraduate teaching quality budget for this year is \$70,000. Funds must be spent in 2009. Education committee discussed how the funds could be best used.

Resolution:

Education Committee endorsed a course development based initiative using funds from the 2009 LTPF budget for Undergraduate students.

Geoff Romeo will meet next week with Undergraduate Course Directors to work out an agreement regarding the use of these funds for this initiative.

Carried.

7 DIRECTOR OF STUDENT AFFAIRS REPORT

The Director of Student Affairs, Dr Amanda Berry delivered an oral report highlighting:

Supporting student transition: Dr Berry has been gathering a list of students who are failing and sending lists to Course Advisors to follow up. Dr Berry reported that there is a need to identify where students tend to be experiencing the most problems and measures to better identify failing students earlier.

Scholarships and Awards. More strategic targeting of eligible students needed. Approach to identifying potential awardees and processes for organising prizes and awards need to be more streamlined. Monash medals – need to advertise better and generally celebrate student progress.

8 DIRECTOR OF PROFESSIONAL PLACEMENTS

The new Director of Professional Placements, Dr Libby Tudball reported that her new role was complex and there was a need for academic leadership. Dr Tudball had 8 weeks to develop a strategic plan and will report back to this committee. Key priorities included:

- Understanding of issues from all stakeholders
- Reconnecting partnerships we seemed to have lost
- looking at variations in unit evaluations

Mr Gerard Schnabl, Manager, Admissions & Student Services reported that currently there was no policy covering students being accompanied by members of the public on placements. This behaviour needed to be discouraged and Gerard sought committee approval to make a statement in the placement manual to cover this matter.

Recommendation:

Education Committee endorsed the proposal that Faculty adopt a formal policy which clearly articulates that students are not permitted to be accompanied on placement/fieldwork/ELPs by members of the public not enrolled in the relevant unit of study unless extenuating circumstances apply. Appropriate text to be determined by the placements office and the Director of Professional Placements

Carried.

SUB-COMMITTEES, COURSE DIRECTORS AND PROJECT REPORTS

9 EDUCATION QUALITY SUB COMMITTEE

Quality 03 09 meeting held 5 August 2009.

Ms Sue Plowright reported that Quality sub-committee Had been discussing a range of suggestions to improve the effectiveness of the committee and its meetings. Proposed revision of Terms of Reference were discussed.

Recommendation:

Education committee noted that:

- Tasos Barkatsas, Margaret Plunkett and Sue Plowright were appointed to form a Student Experience Data working group.
- This working group would develop recommendations for utilizing new reporting formats from CHEQ.
- John Roodenburg and Joel Windle would be approached to act as 'critical friends' as appropriate.

Note: At the meeting, general agreement was reached on the proposed Terms of Reference for a revised Education Quality Sub-committee but it was noted that changes would need to be approved by Faculty Board. Following subsequent discussions at Education Executive meetings, the ADT has decided to reschedule a discussion about the Terms of Reference and thus the sub-committee membership and arrangements will continue until this matter has been further considered by Education Committee.

Unit Evaluations

Unit evaluations contain student comments about how units could be improved. Education Committee was asked to think about how this information could be processed and fed back to unit leaders.

Resolution:

Sue Plowright and Geoff to develop a process to encourage unit leaders to access the information available and to provide information to each unit leader in a manageable format.

10 ADMISSIONS & SCHOLARSHIP SUB COMMITTEE

English language policy

Mr Gerard Schnabl reported that Monash University has recently changed English language requirements and that the existing Faculty document has been updated to reflect these new requirements.

Mr Peter Lawford requested that committee compare our faculty's more stringent English Language requirements with those of the University and investigate if tougher requirements are giving our faculty better outcomes and improving outcomes for students.

Recommendation:

That Education Committee endorse for forwarding to Faculty Board the amendments to the Faculty's English Language requirements as set out in document ECC60/09. Effective August 2009.

Carried with the following note:

That research be undertaken to see if the higher level of English language demanded by this faculty is achieving the desired outcomes. Geoff Romeo and Peter Lawford to discuss.

11 COURSE DIRECTORS REPORTS

11.1 Secondary

Nil

11.2 Primary

See written report from Course Director, Peter de Vries. (*Attachment 1 follows*).

11.3 Early Childhood

See written report from Course Director, Dr Kerith Power. *Attachment II follows*).

11.4 Psychology

Dr Janette Simmonds delivered an oral report of Psychology activities highlighting:

- Faculty of Education Psychology Programs will take on the management of the Postgraduate Diploma of Psychology from 2010.
- The response to the conditional accreditation of the M Psych(Couns) and M Psych(Ed & Dev) and the combined M Psych(Couns)/PhD and M Psych(Ed & Dev)/PhD has been submitted to the Head of the Academic Organisational Unit for our accredited psychology programs in the School of Psychology, Psychiatry and Psychological Medicine in the Faculty of Medicine, Nursing and Health Sciences. This will be passed on to APAC. Two additional psychologist academic staff positions are needed to meet the Australian Psychology Accreditation Council (APAC) required staff postgraduate student ratio and a request has been made to the Dean.
It is expected that APAC's determination of the accreditation status of the four degrees will be made known in October.

11.5 Postgraduate Education

Nil

11.6 BSOR

Associate Prof Phil Payne delivered an oral report of BSOR activities highlighting:

- Double Degree/Sport and Outdoor Recreation/Education (secondary). Systemic problem of potential for student non-attendance and compliance with attendance requirements. Aim to timetable year 2 and year 3 Ed classes ideally into Monday - Wednesday (and one day only if possible) so as to minimise systemic timetabling issues and impact on students. Course directors will continue to negotiate solutions. Aim at improving student experience.
- BSOR had a wonderful open day (at Peninsula and Clayton) with considerable interest from prospective students.
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11.7 Leadership

Associate Prof Judy Gray delivered an oral report of Leadership activities highlighting:

- Currently tendering for Master of School Leadership – IP in courses. Opportunity to revamp the program. Deadline of 4 September.

11.8 Adult Learning

Mr Damon Anderson delivered a written report highlighting:

- Review and restructure of BALD course for 2010. Redesigning the way the units are coupled.
- Master of Ed - 4 TAFE programs running.
- Master in Adult Learning (Global) going well. Main issue is staffing. Only 4 staff with 2 currently on leave.

12 PROGRESS REPORT ON MASTERS PROJECT

Ms Joanna Donagan was a late apology to this meeting. Ms Donagan reported via Executive Officer prior to the meeting that:

- Critical friends' responses are currently being sought.
- Some of those consulted were concerned about the ways in which staff would have input into rethinking the Research Methodology unit/s.

There were also a number of concerns about implementation issues which is not a function of this rethink, although the report will alert the faculty to practical matters that have arisen. More information can be viewed at:

<http://www.education.monash.edu.au/staff/projects/masters-rethink/>

13 ITEMS FOR DISCUSSION AND/OR NOTING

Unit Electives. Dr Peter de Vries proposed a working party to examine faculty elective offerings and how students can better access information about electives on offer.

Resolution:

Peter de Vries to form a working party to review faculty electives with a view to better integrate, refine and identify areas for possible new electives. Peter will send out expression of interest via Geoff Romeo. Zane Ma Rhea has indicated her interest to be on this working party. The working party will report back to next Education Committee with recommendations.

Carried

Integrating EDF4513/EDF6310 units Dr Zane Ma Rhea spoke to this item. Currently there are no links to these electives from either the course handbook or from course maps. Dr Ma Rhea requested that these units be more accessible to prospective students.

Resolution:

Integrating EDF4513/EDF6310 units into course maps and handbooks

Dr Zane Mc Rhea to meet with Education Executive next Tuesday to discuss visibility of indigenous units EDF4513/EDF6310 on website.

Carried

14 NEXT MEETING

Wednesday 14 October 2009 at 11am

Education Committee Members

Anderson , Damon	Deputy Course Director Work & Learning
Baker , Mr Mark	Undergraduate student representative
Berry , Dr Amanda	Director Student Affairs
de Vries , Dr Peter	Course Director Primary
Gray , Associate Professor Judy	Course Director Leadership
Kenton , Ms Susan	Partnerships and Professional Placements Manager
Lawford , Mr Peter	Faculty Manager
Mitchell , Dr. Ian	Acting Course Director Secondary
Payne , Associate Professor Phillip	Course Director BSOR
Plowright , Ms Sue	Manager Academic Services and Quality
Power , Dr. Kerith	Course Director Early Childhood
Romeo , Dr Geoff	Chair – Associate Dean Teaching
Schnabl , Mr Gerard	Manager Admissions and Student Services
Simmonds , Dr Janette	Deputy Course Director Psychology
Southcott , Dr. Jane	Course Director Postgraduate
Smith , Ms Bronwyn	Manager, Faculty Development
Tudball , Dr Libby	Director of Professional Placements
Waldrip , Associate Professor Bruce	Dean's nominee
TBA	Deans nominee
TBA	Postgraduate and International students' representative

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

Late attachments

Item 11.2

Primary

report from Course Director, Peter de Vries

Course Director Report

Open day was a resounding success, with very strong interest in both undergraduate single, and double primary degrees and the graduate diploma primary. Staff participation was excellent.

Next year's placement calendars were endorsed by faculty board and are available on the placements website. There are still concerns about conflicting placements in the new units which attract students across a variety of programs.

First semester OUA units were evaluated by Mandi Axmann, Manager educational design and development for OUA. Units were assessed as being highly commendable. The only benchmark requiring improvement was opportunities for student collaboration.

The next unit writing day has been scheduled for Thursday October 1st, 10-4 at Berwick. There is a lot of writing to occur for semester 1 next year – 7 on campus units and 3 OUA units.

The focus for the next campus based primary staff meetings will be on assessment, as this has been an ongoing issue particularly for graduate diploma primary students.

Staff have been given a "permission to use student work" proforma, which has been developed in consultation with the university copyright office and university solicitor's office to streamline requests to use student work.

Primary program management committee have identified 3 areas requiring attention: 1) introduction of the eportfolio, 2) developing a mentorship program for first year students, and 3) resolving the nature of the placement for students in EDF1304 at Peninsula and Gippsland.

Item 11.3

Early Childhood

Report from Course Director, Dr Kerith Power

City BECs enrolment numbers have increased from 30 to 110 in 2009-08-18

New lecturing staff for 2009 are Dr Jane Bone and Ms Corine Rivalland.

Placement calendars for 2010 have been negotiated in co-operation with the Primary and BSOR programs .

The early childhood science unit EDF1322 is being delivered in association with the Monash Peninsula Early Childhood Centre.