



**MONASH** University  
Education

# **EDUCATION COMMITTEE MEETING**

## **MINUTES**

**Meeting No. 7/08**

**Wednesday 26 November 2008**

**11.30 am – 1.00 pm**

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

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**FACULTY OF EDUCATION  
EDUCATION COMMITTEE**

*Education Committee Meeting No. 7/08 was held on Wednesday 26 November 2008 at 11.30am, in the Dean's Conference Room G08, Clayton Campus, Room 3.21 Peninsula Campus, Room 2S120 Gippsland Campus via video conferencing.*

**MINUTES****1 ATTENDANCE****1.1 Present**

Dr Geoff Romeo: Chair

Dr Amanda Berry, Dr Janette Simmonds, Associate Professor Phillip Payne, Dr Alex Kostogriz, Professor Terri Seddon, Dr. Jane Southcott, Ms Sue Plowright, Mr Gerard Schnabl, Ms Susan Kenton.

**1.2 In Attendance****1.3 Apologies**

Dr Joce Nuttall, Mr Peter Lawford, A/Prof. Judy Gray.

**1.4 On Leave**

Ms Sharon Cahill, Dr Jennifer Rennie,

**1.5 Membership**

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

**Recommendation:**

Education Committee thanked and acknowledged outgoing members:

- Mr Mark Baker.
- Dr Jennifer Rennie.

For their contribution to the operations of the Committee.

**Carried.**

**2 CONSIDERATION OF THE AGENDA****2.1 Order of Agenda**

Members noted that this agenda was a trial to reorder items considered by Education Committee to ensure business matters were fully addressed.

**2.2 Starring of Items**

The Chair provided members with the opportunity to star additional items for discussion. Items 7, 11.1 and 11.6 were added.

**2.3 Notice of Motion**

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

**Carried**

### 3 MINUTES

#### 3.1 Minutes of Meeting 6/08

Members noted that minutes of meeting 06/08 would be circulated for approval via email.

### 4 MATTERS ARISING FROM THE MINUTES

#### 4.1 Strategic Discussion

A previous Education Committee meeting agreed to host a strategic discussion involving Peter Lawford, Dennis Moore, Joanna Donagan, Judy Gray, Joce Nuttall, Terri Seddon, Susan Kenton and Jane Southcott to frame the problems and report back to Education Committee Report with recommendations. This had not happened.

#### 4.2 Course Directors and Course Advisors for 2009

Refer ADT report below.

#### 4.3 Workload allocation for placement units

It was noted that Alex Kostogriz had been in discussions with AD Staffing.

### 5 CURRICULUM APPROVALS/AMENDMENTS

#### 5.1 New Courses

Nil

#### 5.2 Strategic Course amendments

##### 12.2.1 3209 Master of Education (TESOL International)

This strategic course amendment proposed to offer the MEd TESOL (International) in Singapore with two intakes per annum, commencing July 2009. This proposal was agreed in principle at the previous Education Committee meeting and Education Executive Committee was given the authority to approve for forwarding to Faculty Board. The draft paperwork was available for members to read for their information.

#### 5.3 Minor Course amendments

##### 5.3.1 3210 Post Graduate Diploma of Education (TESOL)

This proposal added an additional unit to the TESOL specialism pathway to give more choice to students not wishing to go on to further research.

##### **Recommendation:**

Education Committee approve for forwarding to Faculty Board the minor course amendment (Document EC120/08) to include **EDF6234 Curriculum design and evaluation in languages education**, effective 1 January 2009.

**Carried.**

#### 5.4 Significant Unit amendments

Nil.

#### 5.5 Minor Unit amendments

##### 5.5.1 EDF6540 Ethics in counseling

This minor unit amendment adjusts the assessment tasks to reduce the current five tasks to two tasks. No changes to the 8000 word

requirement were proposed.

**Recommendation:**

Education Committee endorse for forwarding to Faculty Board the minor unit amendment for **EDF6540 Ethics in counseling** (Document EC121/08), effective 1 January 2009.

**Not carried. This proposal was referred to Dr Janette Simmonds as the relevant Course Director.**

**5.6 Course, elective and other offerings**

This is a new standing agenda item to ensure that any changes to offerings can be noted in Education Committee minutes to be reflected in the Handbook and Callista.

**5.6.1 EDF4512 Gifted Education**

This unit will now be offered on-campus as well as off-campus in Semester 2 2009.

**5.6.2 3209 Master of Education (TESOL International)**

DEEWR has approved reinstatement of this course thus the Faculty will now be offering it from Semester 1 2009.

**5.7 BusEco course transfer requirements**

The Faculty of Business and Economics has forwarded for noting the following average requirement for transfer into their courses from any course in Monash:

Destination Course	Current % Average to Transfer	Proposed % Average to Transfer
<b>Bachelor of Commerce</b>	70%	75%
Double degree – Clayton (not managed by the FBE)		
Arts/Economics	70%	75%
Music/Commerce Commerce/Education	60%	75%
Commerce/Law – varies year to year	70%	80%
Commerce/Pharmacy	70% + UMAT	80%

**6 CHAIRS REPORT**

The Chair tabled and spoke to his report and took questions. Points additional to those in the report or highlighted, are itemized below:

**Acknowledgements:**

- Thank you to all Course Leaders, Course Advisers, Unit leaders, Chief Examiners and teaching staff.
- Thank you to Gerard and his staff (Student Services), to Sue and her staff (Academic Services) and to Sharon.
- Thank you Mandi (Director of Student Affairs).

**Learning and Teaching Quality Committee:** In relation to the multi-campus policy draft, Geoff felt that we are complying with it in most part.

All

**Action:** members were invited to contact Geoff if they had a comment about the draft guidelines.

**Education Policy and Programs Committee**

- **Length of semester:** we don't agree with shortening semesters, because of placements. Large faculties are driving to get results out on time.
- **Masters:** It was noted that:

- There was much discussion at the university level about what is a masters and also at government level in relation to the Bradley Review of qualification frameworks.
- The model included in the report had been approved by Academic Board. Some of the diagrams included in the report needed reworking and there were many issues for the Faculty to consider including the BALD and SOR courses and honours pathways.

**Action:**

It was agreed that:

- Education Committee would establish a Working party to generate a position paper for distribution regarding masters course profiles.
  - Geoff Romeo and Jane Southcott to schedule a strategic discussion sometime during the last two weeks of the year.
  - Amy Cutter Mackenzie or Phil Payne would be the SOR representative.
- Placements project:** It was noted that:
- Tony Brandenburg was no longer project manager. The project report would be available shortly and would come to Education Committee and the Dean's Executive.
  - Susan Kenton reported that an initial week of testing on the new database would commence on 15 December. A second week would occur in January. The database should be ready for us by the middle of 2009 because there is a need to populate with a great deal of historical data before it could be used. Reports are not housed in the first iteration of the data base but will be part of the second phase development.
- Education Portfolio positions and responsibilities:**  
It was noted that Secondary Course advisers were to be Stephen Keast and Scott Webster and that Al Trelfall was the SOR Technician; and that John Roodenburg and Janette Simmonds were Course Directors for the MPsych/Phd courses.
- Action:** members were asked to inform Geoff if there was additional erroneous or missing information in the draft outline.
- **Multi-campus policy:** There are still some questions about managing units across campuses when there are differences of opinions and pedagogies.
  - **International education:**  
**Action:** Geoff will speak to Cynthia Joseph about the viability of International Education coming within the scope of the Work and Learning course.
  - **Miscellaneous:** Following general discussion, it was agreed that:
    - Course Directors could appoint someone to deputise for committee roles in their absence.
    - It would be useful to have a list of who's going to be on OSP and other leave if possible.
    - The issue of workload points for unit leaders appeared to still be unresolved.
- Action:** Geoff to follow up.

Geoff, Jane,  
Sue

Geoff

## 7 DIRECTOR OF STUDENT AFFAIRS REPORT

The DSA provided an oral report particularly noting that Anita Devos and Rosemary Viète presented at the transition roundtable. Points included: know your students and put excellent teachers in first year units, A considerable amount of funding was available and Mandi sought ideas to propose transition activities next year.

**Action:** Members were asked to forward ideas to Mandi.

All

## SUB-COMMITTEES, COURSE DIRECTORS AND PROJECT REPORTS

**8 PLACEMENTS SUB COMMITTEE**

Nil

**9 EDUCATION QUALITY SUB COMMITTEE**

Members were asked to note therefore that a written report would be forwarded to Education Committee members for information following the scheduled Education Quality Sub-committee meeting that afternoon. Members also noted that:

- Unit evaluation results for Semester 2 2008 had been released and a report would be prepared in the same format as the one prepared for Semester One 2008.
- Units delivered over summer would be evaluated via a paper based format. These units would be mainly those delivered in Singapore but would include the City BECs units.

**10 ADMISSIONS & SCHOLARSHIP SUB COMMITTEE**

Nil.

**11 COURSE DIRECTORS REPORTS**

Course Directors had the opportunity to provide a report.

**11.1 Secondary**

Alex Kostogriz provided an oral report which included the following points:

- This year had been Alex's first year as Course Director and while there had been a number of issues to resolve, things were falling into place.
- The year was the 'year of placements' because the bulk of discussions and work related to the introduction of placement units. Differences in understandings of placement pedagogies had generated a lot of discussion but he was looking forward to the new placement units because there were some clear positive aspects and hopefully unit leaders for those units would be finalised soon.
- He would be creating a working party next year to officially evaluate the Secondary rethink and to integrate the Placement Project recommendations into the course.

**11.2 Primary**

As outgoing Course Director Primary, Jennifer Rennie provided a written report (Document EC123/08). She was unable to attend the meeting because she was in Singapore.

**11.3 Early Childhood****11.4 Psychology**

Dr Janette Simmonds provided an oral report which included the following points:

- Accreditation of the two MPysch (Counseling & Ed &Dev) was under threat if staffing levels were not substantially increased. No progress about increased staffing had as yet occurred.
- Placement opportunities in South Africa were still a little uncertain due to safety issues. But there were two potential schools that could provide safe sites. Next year there was likely to be one exchange student attending a school located adjacent to the Sunway campus.

It was agreed that Alex and Janette would meet to discuss the possibility of including a core curriculum unit for Psychology Specialism

Alex and  
Janette

secondary students.

### **11.5 Postgraduate Education**

#### **11.6 BSOR**

Assoc. Prof. Phil Payne Course Director SOR provided an oral report which included the following points:

- That the team had held a meeting last week in which achievements were announced.
- The team was negotiating possible articulation of diplomas from Republic Polytechnic Singapore to attract around 15 international students who would come to Australia to complete their course. The initial stages of the course would be designed by the team but taught by the Polytechnic staff.
- Another VCE Physical Education program for local high school students would be delivered in 2009.
- Two new staff members would be starting shortly with an extensive orientation program.
- Next year would be exciting.

#### **11.7 Leadership**

Course Director Assoc. Prof. Judy Gray provided a written report (Document EC124/08).

#### **11.8 Adult Learning**

Prof. Terri Seddon provided an oral report which highlighted two particular achievements:

- The team was conducting a review of the BALD course and had received very positive feedback about the program. A number of creative ideas are under consideration.
- The cohort masters program had become much more routinised with the establishment of a three year rolling cycle with intakes of roughly 100 students per annum. This model had been very well received by the sector and the profile Monash had in this field was distinctive.

## **12 ITEMS FOR DISCUSSION AND/OR NOTING**

### **12.1 Meeting dates and schedule for 2009:**

A draft Faculty Calendar had been circulated. Members were asked for comment.

A discussion was held about how to best use the teaching seminars. One idea was to focus on the Passport agenda. It was suggested to have a set of reflections about where it can be engaged with in the faculty and where it cannot. The seminars could open up awareness of the possible opportunities and constraints to use the Passport model to push us to think further.

### **12.2 Taking students off campus and OH&S compliance**

This matter was flagged for a discussion in the future.

## **13 NEXT MEETING**

This was the final meeting for 2008.

**Acknowledgement: The meeting thanked Geoff Romeo for his work during the year as ADT.**

**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 Joce Nuttall	Course Director Early Childhood or
Associate Professor Phillip Payne	Course Director BSOR
Dr Alex Kostogriz Dr Margaret Plunkett	Director Secondary OR Deputy Course Director Secondary
Professor Terri Seddon Dr Allie Clemans	Course Director Work & Learning OR Deputy Course Director Work & Learning
Professor John Loughran Dr. Jane Southcott	Course Director Masters OR Deputy Course Director Masters
Associate Professor Judy Gray	Course Director Leadership
TBA	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 Rosie Johnston  
 Ms Pearl Rischin  
 Mrs Louise Broadbent  
 Mr Nathan Voll  
 Ms Melissa Booth/Ms Linda Mink  
 Ms Kate Anderson  
 Ms Bronwyn Dethick  
 Ms Reandra Juwono  
 Mr Steven Ngoi  
 Ms Joanna Donagan  
 Mr Mayur Katariya  
 Ms Winifred Hirst (Matheson Library)