



MONASH University
Education

Course Directors

Minutes

DRAFT

**Meeting No. 2/08
6 August 2008
11.30-1pm**

**Clayton Campus Dean's Conference Room
Peninsula Campus A 3.21
Gippsland**

FACULTY OF EDUCATION

COURSE DIRECTORS

Minutes

Meeting No. 02/08 of the Course Directors of the Faculty of Education held on Wednesday 6 August, 2007 11.30am- 1.00pm, in Room G08, Clayton Campus, A 3.21 Peninsula Campus and Gippsland campus via video conference.

1 ATTENDANCE

- 1.1 Present:** ADT Geoff Romeo – Chair;
Dr Jennifer Rennie at Gippsland
Assoc. Prof. Barbare Clarke, Dr Joce Nuttall, Dr Jane Southott, Mr Gerard Schnabl, Dr Alex Kostogriz

It was noted that a meeting for Research Node leaders had been called at the same as the Course Directors meeting and that this was an unfortunate clash requiring a number of people to make a choice about which meeting to attend.

- 1.2 In Attendance:** Winifred Hirst, Steven Ngoi, Sue Plowright

- 1.3 Apologies:** Assoc. Prof. Judy Gray; Assoc. Prof Philip Payne, Prof. Terri Seddon, Dr Janette Simmonds.

2 CONSIDERATION OF THE AGENDA

2.1 Starring of Items

The Chair provided 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. **Carried.**

4 MINUTES OF THE PREVIOUS MEETING

Minutes of Course Directors meeting 01/08 were previously circulated

Recommendation:

That the minutes of course Directors meeting 01/08 be accepted as a true and accurate record of that meeting

Moved: Joce Nuttall Seconded: Alex Kostogriz

Carried

5 MATTERS ARISING FROM PREVIOUS MINUTES

5.1 Roles and responsibilities

At the previous meeting the following actions were listed:

Actions:

- Develop explicit dissemination of information processes regarding decisions of meetings.

Sue and Geoff to add in a summary to go into body of text.

- Seek to have Unit Leaders/Coordinators included on the Education Portfolio roles and responsibilities

Geoff, Sue, Sharon

Refer pg 9

Coordinators – no 5 on Project Plan for Development of New Units: Unit Coordinators and chief examiners

- Multi-campus issues of power. Should be unit leader but not necessarily unit coordinator. Different nuts and bolts.
- Role of unit leader should be delineated clearly.
- Jennifer: need a body on each campus however still need to figure out descriptions of those roles to ensure that people need to work together.
- Jane: EDF4007 Clay and Gipps on and off. Unit coordinator for each cohort common unit guide, common reader
- Barb – unit coordinator at each campus and each mode
- Joce – cohorts have separate BoE. Chief examiner re locations
- Lack of clarity about unit coordinator, chief examiner. Where there are tensions there needs to be someone to adjudicate should be Course Director.
- Unit leader and unit writer leader is not necessarily the same thing.

Recommendations/actions:

- **Each unit mode and location to have its own unit leader. In the event of tension or lack of consensus, the Course Director is the 'adjudicator'**
- **Chief examiner – is the unit leader.**
- **New units – a writing team coordinator position to be established with workload points**
- **Unit leader role descriptions to be developed**
- **There may be a case where a unit leader is assigned to ensure the timely production of unit materials...**

Geoff to put this on one sheet of paper.

Workload points for unit leader/coordination:

For a particular unit in a particular cohort there would be two components of unit responsibility – teaching and coordination. In most cases the same person will do both. (formula still to be worked out in detail - As unit coord student queries depending on number of students. Weekly meeting with tutors for big units. There is an additional allowance for units over 150 students.

Barb says refer staff forum for more information and discussion.

What comes first are the decisions we make about the pedagogy and then what follows

5.2 Course Directors reporting to Education Committee

Refer pg 9

The following action was listed in the previous minutes.

**Action: Clarify where program level minutes etc. go Is there a central place and access issues need to be resolved.
Academic Services**

Refer to the communication protocol attached.

5.3 Unit coordination/high demand

The following recommendation was recorded in the previous minutes:

**Recommendation:
That ADStaff/Faculty consider splitting teaching and coordination points at the senior retreat.
Barb Clarke, Geoff Romeo, Course Directors**

The status of this action will be reported on.

6 MASTER IN REGIONAL AND COMMUNITY DEVELOPMENT

The Master, Grad Dip and Grad Cert in Regional and Community Development

will be delivered commencing 2009 from the Gippsland campus. The matter of who should be the relevant Course Director and Course Advisor(s) was discussed. It was agreed to explore whether the units in this course would be available to Med students; that the most appropriate program area was Adult Learning through Terri Seddon; and that a Gippsland based Course Adviser was required – Laura Brearly was suggested.

Action: Geoff to talk to Terri Seddon and Margaret Somerville with above suggestions.

7 TEACHING ALLOCATIONS

ADT(S) Barb Clarke provided an up-date on teaching allocations for Semester Two 2008 and plans for 2009.

Barb also tabled a one page document for discussion. It was agreed that following discussions and suggestions that Barb would adjust the document and circulate to all staff.

Action: Barb, Geoff, Sue.

9 UNIT MATERIALS PREPARATION: SEMESTER TWO REPORT

See below

A report on the preparation of materials for Semester 2 2008 was tabled

10 UNIT DEVELOPMENT: THREE YEAR PLAN

Refer separate file

Discussion included:

- How we select staff to be members of writing teams
- Coordination across units although written by specialists
- Retreat/working days
- Kit for writers to embed context when writing units – VIT
- Link with ocl project and desk top support
- Mapping of units to
- Needs to be really inclusive process
- Developing units with big picture in mind is crucial.
- People who are on leave this semester should be informed and asked how they want to be involved
- Workload points for development of new units

Recommendations:

- Staff will be invited via distribution of a spreadsheet with suggestions of writing teams and opportunity to provide first and second preference.

Action: Joce Jennifer and Geoff

- Package for writing teams/clusters to be developed to encapsulate the context and prior information developed through unit proposal process etc. Include some 'bare minimums' for unit development.

Action: Geoff/Academic Services team

- Workload points
 - Development of ocl unit team/individual = +80 points
 - Development of on campus unit = +40
 - Points to be allocated in semester that unit is taught.
- MUSO sites

Recommendation:

4e:

40+ something points in recognition of additional expectations thus another 20 points. 1 pt equals 1 hour work.

Set clear expectations of what they are going to do – particularly for on-campus to increase expectations.

Blackboard template:

Steven to send out a site map for consultation.

Steven to up-date language to what we already use.
Study Guide
Decide on course site – Steven to send out draft for consultation.
Course writing and development happens in the MUSO site.
We have an Ed template which looks a bit like what's on whiteboard.
Send out drafts for feedback.
'Retreats' 2 five hour slots per semester – no sleepovers. Any thoughts, send to Geoff. Geoff to define bare minimums. Text book sellers could attend. It's okay to set a prescribed text. Info for dissemination soon.

***11 Masters**

12 Other Business

Members are asked to note that given meetings are of shorter duration in 2008, there will usually be no 'Other Business' item on Education Portfolio agendas. Items for information or discussion need to be forwarded to the Executive Officer prior to the meeting for inclusion in the agenda. The Executive Officer will send a reminder email seeking agenda items around two weeks prior to each meeting.

***13 Next meeting**

There is no scheduled meeting. Is there a need to hold a meeting before the end of the year?

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 (Alternative Dr Glenn Auld)

Course Director Early Childhood - Dr Joce Nuttall

Course Director BSOR - Assoc. Professor Phillip Payne

Course Director Secondary - Dr Alex Kostogriz (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: Ms Sue Plowright

Additional distribution

Melissa Booth/Linda Mink

Bronwyn Dethick/Desiree D'Argent

Reandra Juwono

Sharon Cahill

Pearl Rischin

Steven Ngoi

Evan Kritikakos

James Donovan



MONASH University
Education

Course Directors
Meeting 02/08 Item 4

Course Directors

Minutes

Meeting No. 1/08
13 February 2008

Dean's Conference Room G08
Clayton Campus

FACULTY OF EDUCATION**COURSE DIRECTORS****Minutes**

Meeting No. 01/08 of the Course Directors of the Faculty of Education held on Wednesday 13 February, 2007 11am-12.30pm, in Room G08, Clayton Campus.

1 ATTENDANCE

1.1 Present: ADT Geoff Romeo – Chair; Mandi Berry; Barb Clarke; Judy Gray; Alex Kostigriz; Jaentte Simmonds; Joce Nuttall; Phillip Payne; Sue Plowright; Gerard Schnabl; Terri Seddon; John Loughran;
On voice-point: Jennifer Rennie

1.2 In Attendance: Sharon Cahill

1.3 Apologies:

1.4 On Leave:

***1.5 Membership:** Membership was confirmed as per the list below.

2 CONSIDERATION OF THE AGENDA**2.1 Starring of Items**

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

2.2 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. All unstarred items were therefore adopted.

3 Introduction and welcome*3.1 Welcome by ADT**

Geoff welcomed members to the first meeting and indicated that he was looking forward to a productive partnership. He indicated that in his two week absence Mandi Berry was acting ADT.

3.2 Acknowledgement of previous ADT**Resolution:**

Course Directors acknowledged and commended Assoc. Prof. Brenton Doecke as the outgoing ADT for his dedication to and leadership of the Education Portfolio in the preceding three years.

Carried

3.3 ADT, Director Student Affairs, Course and Deputy Director roles and responsibilities

The ADT lead a discussion based on the attached Education Portfolio people and roles documents.

Discussion of roles and responsibilities:

- Director Student Affairs
 - Could involve celebration of student achievements as well as grievances.
 - Academic Progress, Discipline Committee etc.
 - Would like to develop an overview role to consider the needs of students across courses and campuses and leadership element of the role.
 - Working closely with Gerard and Evan
 - Structure of unit leader to deal with particular issues in the first instance, Course Advisors/pathway deal with unresolved matters. Matters then go to Director

Student Affairs.

- Placements reference group is the body to deal with particular placements issues.
- Course Advisors and unit coordinators need to be informed about their role,. Some processes could be further developed and communicated. Creating Unit coordinators' motivation to do this work.

Actions:

- **Develop explicit dissemination of information processes regarding decisions of meetings.**
- **Seek to have Unit Leaders/Coordinators included on the Education Portfolio roles and responsibilities**

Geoff, Sue, Sharon

3.4 Course Directors reporting to Ed Committee

A draft reporting template was discussed.

Resolution:

- **Course Directors provide a written paragraph on 'what's hot' that is not starred. 'Nothing new to report' is also considered reasonable.**
- **Items for discussion or issues or initiatives to be provided as separate agenda items.**

Action: Clarify where program level minutes etc. go Is there a central place and access issues need to be resolved.

Academic Services

3.5 Frequency of Course Director meetings

Arrangements to hold two Course Directors meetings in 2008 were confirmed. Additional meetings could be called as and when necessary.

4 Liaison with the Library

Winifred Hirst introduced herself and outlined Library services provided Ppt presentation to be forwarded.

5 Unit coordination/High demand

The following proposal was discussed:

That further consideration be given to the allocation of teaching load points for a designated unit coordinator who does not teach in that unit, or only a small component of it, according to high demand situations (preparation of unit guides, unit materials, student issues, assessment management, student progress/placement, coordination/collation of results, reporting, etc).

Discussion included:

- Sessional staff responsibilities including being available to students
- Coordinating all sessional staff who are largely absent
- Flexible teaching
- Definition of a unit and identification of variables
- Current formula doesn't encourage collaboration (disputed)
- Support and induction for sessional staff

Recommendation:

That ADStaff/Faculty consider splitting teaching and coordination points at the senior retreat.

Barb Clarke, Geoff Romeo, Course Directors

6 Semester One teaching allocations

Barb Clarke provided an up-date on teaching allocations for Semester One 2008. Key points included:

- Some small gaps but allocations were nearly all finalized.
- For noting: for some sessional staff it had been necessary not to yet confirm their Semester 2 teaching in order to address lower loads in some areas.

7 Minor and Significant Unit amendment forms

Adjusted Minor and Significant unit amendment forms were explained to members. Volunteers were welcomed.

8 Other Business

Members were asked to note that given meetings were of shorter duration in 2008, there would usually be no 'Other Business' item on Education Portfolio agendas. Items for information or discussion would need to be forwarded to the Executive Officer prior to the meeting for inclusion in the agenda. The Executive Officer would send a reminder email seeking agenda items around two weeks prior to each meeting.

9 Next meeting

The next meeting has been scheduled for Wednesday 6 August. Venue G08 Clayton.

Draft

Education Portfolio communication protocol: ensuring clear and effective communication with all teaching staff

In order to facilitate transparent and effective communication within the Education Portfolio with all teaching staff, the following strategies and practices are proposed:

Strategies:

A. That the Associate Dean Teaching, Director Student Affairs, Manager Admissions & Student Services and Manager Academic Services and Quality ensure that all teaching staff via direct email and via Course Directors (as per B. below) are provided with regular and adequate information regarding important Education Portfolio issues, events and matters for distribution to program staff and clearly identify information that should be distributed.

B. That each Course Director ensures staff teaching in their program area are informed of:

1. Education Committee decisions:

- via circulation of the Summary of Decisions as soon as it is available
- by alerting staff that the agenda and/or minutes are available on the Faculty website

2. Education Portfolio initiatives such as projects, seminars, celebrations

3. Opportunities for recognition of innovative ideas and teaching practices

4. Information provided by those in A. above.

Summary text in body of email.

C. That Course Directors table reports from Program Committee meetings at Education Committee at least twice per calendar year in the form of meeting notes/minutes or a summary report.

Infrastructure:

1. In order to achieve the above, in consultation with each Course Director(s):

- a Faculty email list will be created and actively maintained for teaching staff in each program area. Administrators will include the relevant Course Directors/Deputies and at least two Academic Services staff.
- Regular program meetings will be scheduled throughout the calendar year and will be included in the Faculty calendar.

Review and up-date of protocol:

The protocol will be reviewed at the first meeting of Education Committee in each calendar year and will be distributed to staff at the commencement of each calendar year.

