

# **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 an 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

<b>Anderson</b> , Damon	Deputy Course Director Work & Learning
<b>Baker</b> , Mr Mark	Undergraduate student representative
<b>Berry</b> , Dr Amanda	Director Student Affairs
<b>de Vries</b> , Dr Peter	Course Director Primary
<b>Gray</b> , Associate Professor Judy	Course Director Leadership
<b>Kenton</b> , Ms Susan	Partnerships and Professional Placements Manager
<b>Lawford</b> , Mr Peter	Faculty Manager
<b>Mitchell</b> , Dr. Ian	Acting Course Director Secondary
<b>Payne</b> , Associate Professor Phillip	Course Director BSOR
<b>Plowright</b> , Ms Sue	Manager Academic Services and Quality
<b>Power</b> , Dr. Kerith	Course Director Early Childhood
<b>Romeo</b> , Dr Geoff	Chair – Associate Dean Teaching
<b>Schnabl</b> , Mr Gerard	Manager Admissions and Student Services
<b>Simmonds</b> , Dr Janette	Deputy Course Director Psychology
<b>Southcott</b> , Dr. Jane	Course Director Postgraduate
<b>Smith</b> , Ms Bronwyn	Manager, Faculty Development
<b>Tudball</b> , Dr Libby	Director of Professional Placements
<b>Waldrip</b> , 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 1<sup>st</sup>, 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.

## Policies and guidelines for Unit Materials in the Faculty of Education For Semester 1 2010

The following policies and guidelines have been endorsed by Education Committee. Staff are asked to follow these Guidelines in the preparation of learning and teaching materials for **on campus**, **off campus/OUA** and off site, generally including **off shore** student groups. Individual arrangements will be made for **cohorts** on a case by case basis.

Refer timelines below.

Type of Materials	Policies and Guidelines
Unit Guide	<p>Unit guides should be skeletal and will be using the <b>web based template</b>. Click on the url to get access to your units template:  <a href="http://www.infotech.monash.edu.au/units/unit-guide-education/">http://www.infotech.monash.edu.au/units/unit-guide-education/</a></p> <p>Any information particular to groups of students or individual teaching staff should be placed in individually tailored Blackboard/MUSO sites and/or a study guide, but all information must be consistent with the Handbook entry.</p> <p><b>Cross-campus policy</b> requires that there will only be one unit guide per unit. This is a university policy. An extract is below but the whole policy can be found at:  <a href="http://www.policy.monash.edu/policy-bank/academic/education/awards/academic-programs-offered-from-multiple-campuses-policy.html">http://www.policy.monash.edu/policy-bank/academic/education/awards/academic-programs-offered-from-multiple-campuses-policy.html</a></p> <p>ii) there will be only one unit outline for all campus unit offerings. The unit outline is to contain information which is common to all campus offerings as well as information which is specific to each campus offering;</p> <p>(iii) campus specific variations of examples, case studies, texts, references and other learning resources is permitted with the approval of the relevant multi-campus unit management group;</p> <p>(iv) unit assessment policies, including the proportion of examination and non-examination assessments, hurdles, and result calculation policies, will be identical at all campuses;</p> <ul style="list-style-type: none"> <li>▪ The guide can make it clear which academic staff should be contacted for each campus and can include campus specific information.</li> <li>▪ For <b>on campus students</b>, the unit guide will be available online on Blackboard</li> <li>▪ For <b>off campus/OUA students</b>, the unit guide will be despatched by OCLC at least 2 weeks prior to the start of the semester and an electronic version of it will be available on Blackboard a week prior to the start of semester.</li> <li>▪ <b>OUA unit guides</b> have a different front cover and Appendix A because OUA students are not enrolled as Monash students, but the content should be the same as for off campus students.</li> </ul>
Blackboard site	<p>Each unit should have <b>one blackboard site</b> but folders can be created within the site for specific groups of students. These folders can exclude other groups of students. It is recommended that the <b>Blackboard template</b> that has been developed for the OCL project be applied to each site. This template ensures that generic information is managed by Steven rather than each academic on each site.  <b>Contact e-learning designers at each campus for on the job training and ideas for your site. Brett/Linda at Gippsland, Sarah at Peninsula and Steven at Clayton.</b></p>

Study Guide	<p><b>Recommendation:</b> That Blackboard sites are used more actively in place of printed study guides. This allows for more interaction with and responsiveness to students and means that activities and materials can be prepared more iteratively as the semester progresses. However, arrangements for off campus students with limited access to the internet, may have to be taken into consideration.</p> <ul style="list-style-type: none"> <li>▪ The study guide should not exceed 100 pages (200 sides) for a 6 point unit and 200 pages (400 sides) for a 12 point unit</li> <li>▪ For <b>on campus students</b>, a printed study guide is to be distributed during the first week of semester</li> <li>▪ For <b>off campus/OUA students</b>, the study guide will be despatched by OCLC at least 2 weeks prior to the start of the semester</li> </ul>
Unit Reader	<ul style="list-style-type: none"> <li>▪ The unit reader should not exceed 100 pages (200 sides) for a 6 point unit and 200 pages (400 sides) for a 12 point unit</li> <li>▪ For <b>on campus students</b>, the unit reader will be sold through the University bookshops</li> <li>▪ For <b>off campus/OUA students</b>, the unit reader will be despatched by OCLC at least 2 weeks prior to the start of the semester.</li> </ul> <p><b>Recommendations :</b></p> <ul style="list-style-type: none"> <li>▪ Please consider only printing core-readings and digitising supplementary readings via the library. Contact campus Libraries for advice <b>OR</b></li> <li>▪ Have your reader made available on a CDROM for sale to on-campus students through Bookshops and posted to off-campus students via OCLC. (Printed copies can be sent to OCL students if they have special needs. These students can be identified through placing a statement on each Blackboard site letting students know who to contact to obtain a hard copy).</li> </ul>
Lab Guide / Manual	<ul style="list-style-type: none"> <li>▪ The Lab Guide/Manual should not exceed 100 pages (200 sides) for a 6 point unit and 200 pages (400 sides) for a 12 point unit</li> <li>▪ For <b>on campus students</b>, a printed lab guide is to be distributed during the first week of semester</li> <li>▪ For <b>off campus/OUA students</b>, the study guide will be despatched by OCLC at least 2 weeks prior to the start of the semester.</li> </ul>

## Semester 1, 2010 Unit Materials and Blackboard sites

### Timelines:

For your information the following timelines have been previously approved by Education Committee.

Materials	Submission Date	Information
Off Campus OUA Materials	<b>13 Nov – 27 Nov 2009</b> - or earlier if possible	<ul style="list-style-type: none"> <li>• Draft unit guide/study materials and Readers to be submitted to Academic Services</li> <li>• Copyright Declaration Form – <a href="http://www.copyright.monash.edu.au/declaration-form-unit-readers.doc">http://www.copyright.monash.edu.au/declaration-form-unit-readers.doc</a></li> </ul>
On Campus Materials	<b>8 January 2010</b> - or earlier if possible	<p><b>Hard copy</b> study materials and Readers to be submitted to Academic Services</p> <ul style="list-style-type: none"> <li>• Copyright Declaration Form – <a href="http://www.copyright.monash.edu.au/declaration-form-unit-readers.doc">http://www.copyright.monash.edu.au/declaration-form-unit-readers.doc</a></li> </ul> <p>On-line materials – see below</p>

### MUSO sites:

8 January 2010	All unit offerings will have one MUSO site created
15 January 2010*	Unit Leaders can gain access to their relevant MUSO sites and upload other staff or notify Steven of other staff to upload.
22 February 2010*	One week prior to the start of semester. All students gain access to MUSO.  Please aim to have most relevant materials available on MUSO by this time.
1 March 2010	The start of Semester 1, 2010

\*Earlier access can be granted on request. Contact Steven 52795 or [steven.ngoi@education.monash.edu.au](mailto:steven.ngoi@education.monash.edu.au)

To assist you (the academics) in preparing and finalising your unit materials, please get in contact with the Teaching and Learning services team at your local campus.

Campus	Academic Services Staff	Contact Information
Clayton	Heather Phillips or Marie Jones	E-mail: <a href="mailto:Heather.Phillips@Education.monash.edu.au">Heather.Phillips@Education.monash.edu.au</a> Phone: 990 52904 E-mail: <a href="mailto:Marie.Jones@education.monash.edu.au">Marie.Jones@education.monash.edu.au</a> Phone: 990 52863
Clayton – Psychology Programs	Reandra Juwono	E-mail: <a href="mailto:Reandra.Juwono@education.monash.edu.au">Reandra.Juwono@education.monash.edu.au</a> Phone: 990 54393
Gippsland	Melissa Booth	E-mail: <a href="mailto:Melissa.Booth@education.monash.edu.au">Melissa.Booth@education.monash.edu.au</a> Phone: 990 26969
Peninsula	Draga Thomas	E-mail: <a href="mailto:Draga.Tomas@education.monash.edu.au">Draga.Tomas@education.monash.edu.au</a> Phone: 990 44505

Early Childhood courses

Education Committee report for 14/10/2009

Teaching allocations are underway for 2010

Two additional positions have been advertised, one at lecturer A and one at Lecture B

The EC staff Quality Retreat will take place on 23<sup>rd</sup> and 24<sup>th</sup> November 2009. The intention of this retreat is to develop a concerted approach to improving the quality of our teaching, according to the University's quality parameters and to our own pedagogical goals.

Kerith Power

Course co-ordinator