1. UWA CURRICULUM MANAGEMENT INTO THE FUTURE

Sue Smurthwaite (Associate Directors Academic Policy Services), Jan Cardy (Senior Administrative Officer, APS), Maxwell Keeble (Administrative Officer, APS) and Kabilan Krishnasamy (Education Policy Officer, APS) from Academic Policy Services were in attendance to discuss the development of processes that will support the approval processes and data management of:

- Pre-NC2012 (those to be taught out) – changes to approved units, majors and honours specialisations
- NC2012 – minor and major changes to approved undergraduate and postgraduate curriculum which will need to take effect from Semester 2, 2012 and beyond
- New undergraduate proposals for offer from 2013 and beyond
- New postgraduate proposals for offer from 2013 and beyond

A list of FAQs regarding UWA Curriculum management into the future was tabled to members (Attachment A).

It was noted that a process for the management of changes to ‘existing’ courses was currently being developed by Sylvia and Claire McIlroy where it has been suggested to freeze the 2012 existing undergraduate course rules and that these and transition arrangements developed by faculties in accordance with the University Policy on Transition Arrangements relating to the Introduction of New Undergraduate Degree Courses govern what pre-2012 undergraduate degree course students must do to complete their courses. Claire and Sylvia will be speaking to the faculties in the next few weeks to discuss how those changes will be managed into the future. Any queries/feedback should be emailed to Claire or Sylvia.

Jan Cardy discussed the process for changes to NC2012 units and courses on offer from Semester 2, 2012, indicating that a process is currently being developed and should be available by early November to accommodate re-enrolments. The process will accommodate only critical changes: faculties will be notified as soon as the process is available.

Max Keeble and Adam Stubbs are currently developing a process for the submission of new unit proposals: faculties will be advised as soon as it is available.

An approval process for new undergraduate proposals for offering in 2013 is currently being finalised.

Jan noted that a ‘matrix’ demonstrating the appropriate approval process and including related policies, is currently being prepared and will be distributed to faculties in November. The matrix will also include a comprehensive list of changes and details of what changes need to go where. Any queries should be directed to Jan Cardy jan.cardy@uwa.edu.au

Kabilan noted that the approval process for NC2012 postgraduate submissions has ended and noted that some faculties have yet to tackle alignment issues associated with existing courses. A member queried what constituted an ‘aligned’ courses. Kabilan advised that that any course existing prior to 2012 that was to be offered to new students after 2012 must be be ‘aligned’ ie conform to the requirements of NC2012.

A member queried how changes to unit details currently managed at the faculty level, such as changes to learning outcomes, assessment distribution, examinations etc, would be managed. Kabilan noted that the matrix previously referred to would address how all changes should be dealt with

Sylvia noted that the (SIMS) Honours application portal will be opening soon and that faculties will be emailed a spreadsheet showing the honours courses and specialisations that are currently identified as being available for new students in 2012. Faculties will be asked to indicate whether the list is accurate and what, if any, restrictions apply (eg course available only to applicants who have completed undergraduate study at UWA).
Sylvia reminded members that Academic Council had approved the retention of a concurrent diploma in Modern Languages and had endorsed the introduction of four Undergraduate Diplomas to be available to postgraduate students. **Executive Officer’s Note:** The minutes of that meeting are available at the following link [http://committees.intranet.uwa.edu.au/__data/page/42301/090711_Academic_Council_Mins.doc](http://committees.intranet.uwa.edu.au/__data/page/42301/090711_Academic_Council_Mins.doc)

Sylvia noted that faculties had been contacted with a request that they indicate which undergraduate majors will be offered as undergraduate diplomas.

For members’ information, details of approved curriculum for the Bachelor of Arts, Bachelor of Commerce, Bachelor of Design and Bachelor of Science new undergraduate degree courses are available at the following link [http://www.teachingandlearning.uwa.edu.au/1226946](http://www.teachingandlearning.uwa.edu.au/1226946).

These include:
- majors and unit sequences
- unattached electives
- all undergraduate units offered in each degree course
- Honours specialisations and unit sequences

**2. UPDATE FROM ACADEMIC COUNCIL**

Sylvia provided the following update on Academic Council circular dated 9 October 2011:

- **Unit Quotas in New Courses 2012**
  Council noted a list of approved Unit Quotas for 2012, which is available at the following link: [http://committees.intranet.uwa.edu.au/__data/page/42314/Att_D_BCS_Unit_quotas.pdf](http://committees.intranet.uwa.edu.au/__data/page/42314/Att_D_BCS_Unit_quotas.pdf)

- **Establishment of a Go8 Joint PhD Programme**
  Sylvia noted that the rules surrounding PhD funding and recording of PhD completions have changed with DEEWR recently announcing that from 2012 universities could report partial completions. It was noted that this was a significant move forward and would allow universities to share completion data as well as completion funding for jointly enrolled PhD students.

- **University Policy on Academic Conduct: Ethical Scholarship, Academic Literacy and Academic Misconduct**
  Sylvia noted that the whole area of assessment would be reviewed in 2012 and that existing guidelines and procedures had been used to develop the policy, which was approved by Academic Council.

- **University Policy on Assessment**
  This policy was approved by Academic Council, who noted that assessment as a whole, including policy and good practice would be reviewed in 2012 following the introduction of NC2012 and completion of the current UWA Assessment and Feedback Project.

- **University Policy on Transition Arrangements relating to the introduction of new Undergraduate Degree Courses**
  This policy was approved by Academic Council. Sylvia noted that the principles reflected in the policy are enshrined in the Report of the Student Transition Working Party (previously approved by Academic Council), who developed the principles through a comprehensive consultation process with faculties and other interested parties. A copy of the UP on Transition Arrangements as attached to the Council agenda is available at the following link: [http://committees.intranet.uwa.edu.au/__data/page/42314/Att_K_UP_Transition_Arrangements.pdf](http://committees.intranet.uwa.edu.au/__data/page/42314/Att_K_UP_Transition_Arrangements.pdf)

- **University Policy on Admission to UG degree courses – alternative pathway to UWay**
  This item was approved by Academic Council noting that the amendments reflected currently practice and that the associated principles had inadvertently been excluded from the policy as originally approved by Academic Council.
University Policy on Admission to UG Degree Courses – Alternative Admission Pathway for Music

This item was approved by Academic Council. It was noted that the amendment provided for special entry provisions for talented music students whose ATAR fell slightly below the University’s minimum. It was noted that has been a long-established practice which had not been captured in the recent review of admission policy.

The Academic Council minutes are available at the following link http://committees.intranet.uwa.edu.au/acaboard/academic_council_from_2010/agendas/2011/9_october_circular

3. DISABILITY PLAN AND DISABILITY STANDARDS IN EDUCATION

Bev Hill, Associate Director, Equity and Diversity, spoke to the group about the Disability Plan and Disability Standards in Education and how the plan can be accommodated in the teaching and learning arena. A copy of the UWA Disability Access and Inclusion Action Plan 2011-2016 (DAIAP) is attached (Attachment B).

Bev noted that there are six operational objectives that support DIAAP, one objective being “Teaching and Learning”, the core business of the University.

Bev reminded members of the requirement for the University to take into account the needs of the ever-growing section of the University community that could not be accommodated through standard procedures.

Bev noted that there had been a focus on ‘Special Consideration’ resulting in the development of a policy. The Special Consideration application form had been rewritten as part of the process. Students were no longer required to provide details of an illness (be it a mental health or physical health issue) but were required to provide a ‘functional assessment’ explaining how their circumstances affected their ability to do certain things. Bev noted that further changes to the form may be needed in response to feedback from stakeholders.

Bev stressed the importance of maintaining the confidentiality aspect of ‘Special Consideration’ forms.

Also of concern was the issue of ‘practicum’ or ‘field work’, particularly with some agencies charging high fees for ‘practicum’ opportunities and sometimes not being prepared to take students who appeared to be unwell, despite the students having their condition under control.

With regard to faculty level assessment tasks, it was noted that the format of the assessment mechanism statement format be user friendly for students with a disability and that faculties should consider whether it is possible to be more flexible in relation to the format in which assignments are submitted, for example whether it was essential that an item be delivered by hand in hard copy. For some students the very act of coming on to campus could be very taxing. For this reason, as well as many others, recording of lectures should be strongly supported.

A member from the Faculty of Business noted that Uniprint provides a service to print and deliver student assignments that were sent in electronically. The Faculty of ECM noted that the current format provided by Uniprint does not suit most of their assignment requirements but it is pursuing development of a suitable format at the present time.

Bev noted access issues are ongoing for students with disabilities, and that the ‘access to premises’ policy will come into force this year, providing a particular challenge for UWA. Building refurbishments are now obliged to address the issue of access for people with a disability. It was noted that often local areas do not have the budget to cater for this; however the University has an obligation to provide proper access and there are some limited funds available to those areas that have funding concerns.
4. OTHER BUSINESS

- Special Consideration Form submission

Sylvia noted a request from Harvey that for reasons of confidentiality and consistency all Special Consideration forms should be mailed intact in an envelope marked ‘special consideration’ and sent in the plastic bags to Student Administration.

Study Plans & Student/Staff Connect

Viv James noted that SIMS had completed a local development to permit individual study plans to be recorded on Callista and provide an approval process and asked if the faculties would be interested in a demonstration. Members confirmed their interest. In response to a query, Viv noted that the study plans accommodated students enrolled in courses being taught out. It was noted that plans could be created for an individual student or for a group of students. Where plans applied to a group of students, a facility would be available to report on, remove or replace study plans for the group.

LPS noted that they have successfully managed study plans for all students this year. While the process had been very labour intensive, the longer term benefits were considered to be very positive. Sylvia reminded members that transition funding had been made available to facilitate the introduction of new courses.

It was noted that interested parties would be contacted in the next few weeks with dates for demonstration of the study plan facility.