

**COLLEGE EDUCATION COMMITTEE
MEETING 11-20**

A meeting of the College Education Committee will be held via Microsoft Teams meeting, at **10.00 am on Monday, 23 November 20.**

NOTES

#	Agenda Item	
1.	Acknowledgement of Kurna Land The Chair acknowledges that the Committee is meeting on the traditional country of the Kurna people of the Adelaide Plains, and that the Committee recognises and respects their cultural heritage, beliefs and relationship with the land and acknowledges that they are of continuing importance to the Kurna people living today.	
2.	Acceptances: Karen Burke da Silva, Anna Shillabeer, Carl Mooney, Christopher Biro, Cassandra Hood, Emma McKenzie, Jeanne Young, Jodie Zada, Masha Smallhorn, Deb West, Rebecca Whitehead, Sherry Randhawa, Lerryn Pennell, Peggy Brooksby (library), Callan O'Connor, Carl Mooney, Jacqui Troath. Apology: Jamie Quinton (honours vivas am)	
3.	Minutes Minutes of the meeting held on 26 October 20 <i>Recommendation: That the College Education Committee approve the minutes of the meeting held on 26 October 20.</i> Approved	
4.	Actions from last meeting, 26 October meeting [10-2020]	
	Sherry, Anna, Karen	Student Recruitment - think about a program to offer to international students who will not be returning home
	Chris	Provide an updated list from International office of international students who are remaining in Adelaide, so we can reach out to them. 500 international students are onshore now. The report can be filtered by courses.
	Chris, Masha	Student Retention - Work together on how we can support students from an administrative and academic point of view. Masha and 1 TPD to join the Student Progress Committee Chris will include Masha in the Calendar invite for the next Student Progress Committee meeting in February 2021 For a quorum for this Committee a student must attend, but under graduates are not back at University in February.

# Agenda Item		
4.	Actions from last meeting, 26 October meeting [10-2020] cont.	
	Chris	Science Honours - go back to SAS team to see if they know of any students who have had enrolment issues with an honours project in more than 1 degree It does not appear that there will be too much of an issue having the new Honours topic be labelled with the STEM prefix as opposed to the current discipline specific prefixes. The limited number of students who decide to do Honours in multiple Science disciplines is limited and should be able to be managed by the SAS team.
	Chris	Student retention: Chris to go back to Course Coordinators to see if they had had contact with students, how has the student responded. Bring report to the next meeting.
	TPDs	Recruit 2 new students for the Student Progress Committee for next year Two Student nominees have been received for Student Progress Committee. Aljim Labilles and Jessica Williams. Once students have been spoken to find out if they are happy to do it, Lerryn will arrange an invitation.
5.	Dean's update - Some chemistry vivas have been rescheduled to online, others have been rescheduled. - Biology vivas went ahead last week during shutdown. - Clare Pollock would like all Supp exams to remain online. - Exams for accreditation or licensing can remain face-to-face - Workload and fairness issues with going online - Not fair for students if it is a different exam - Not fair for Topic Coordinators to make a new exam as well - Karen to talk to Topic Coordinators about change-over to online exams - Issues with lockdown? - Lightning hit the Biology building over the weekend and alarm system locked out - Biodiversity Centre and other locations lost power - Biodiversity Centre closed and technicians moved to another building	
6.	Academic Integrity - Natural Sciences: Narelle Hunter - Chemistry & Physics: Zhongfan Jia - Engineering: Expression of Interest sent out - Computer Science & Mathematics: Carl Mooney. Carl meeting with Ian in the New Year to confirm. Carl will continue to attend the College Uni-level Academic Integrity Forums 3 new Academic Integrity Officers will require support, Carl agreed to do this - Final results due 22 November. Cases coming in now – requests to answer the case have 5 business days to respond – minimum of 30 November. This will hold up some results going in. - Anyone under investigation give them an “I”.	

7.	External Course Accreditation Reviews – status update • Computer Science and IT Accreditation has finished, and we have passed. • Waiting to hear back from Committee with a few corrections to be put in place over next 6 months. • Start working on Engineering Accreditation next. • Admin support will be provided by Tori Allen in the CSE Ops Team. • Karen suggested one meeting be held in December before everyone heads off on leave.
8.	Course Quality Advisory Groups • Nothing to report.
9.	Student Recruitment a) Domestic b) International Domestic • Working on preference campaign; we have reasonable numbers of 1st preferences but very high numbers of 2nd, 3rd & 4th preferences that we would like to convert some of these to 1st preferences. • New series of webinars being set up to potentially change some of those preferences. • 120 students have not chosen Flinders University's Animal Behaviour – convert some to 1st preferences. International - Brett: • 26 students have accepted for Semester 1. Last year 42. Last year we recruited 199 for Semester 1. Our target is 100. Action: Brett to provide a report to next Committee meeting on how many are onshore as opposed to offshore • Lots of webinars being held – M EngMgt and Eng Mgt • Lot of campaigns around IT • MEng/BEng – some online. Message is 'start online and when borders open come and join us'. • Sherry: requested a spreadsheet from Brett detailing which areas IT, Engineering, Nanotech or Engineering etc; once we have this then SAS can work out study plan and we can plan from there. Action: Brett to send weekly report to Karen, for distribution, showing the updated numbers. • If borders open Semester 2, 2021 we will insist on students coming here • If students do S1 online and the borders do not open, what will happen? ○ Defer until they can come back onshore? This will differ College by College and Topic by Topic. • Karen suggested University Policy needed to cover this aspect. Action: Brett to take up with International office.

9.	Student Recruitment – International <i>(cont.)</i> - Sherry: query about practicals/intensives not done this year will impact pre-requisites for next year. Do we offer 2nd year online too? - There will be workload issues if Year 2 is also online and teach all other students as well - In some subjects could offer online practicals, but can only do with additional staff - Need to work out study plan and look for gaps in delivery - First pilot to bring international students in has been put on hold
10.	STEM 4.Zero Curriculum Review Update - All academics meeting on 15 December to map out courses that will be delivered. - STEM topics to be included. - STEAM topics will be discussed as well. - Rachel Gein to be invited to be aware of level of work coming forward – huge workload, assistance will be required for Rachel. - Changes to every course across the College. Topic changes to every course. - Implementing a number of core topics in all topics that are not currently there – 3-5 topics in every one
11.	Indigenous Education and Student Support A few programs will be rolled out next year.
12.	Student Retention - Uni-wide meeting postponed to next week to find out how many students contacted. - Will be meeting over Collaborate with Student Ambassadors
13.	Honours Report - Chemistry and Physics vivas start today and will be completed this week - Biology vivas will be completed this week - Large number of Honours students given extensions into January – will be approved by Exam Board next week - Julie tracking vivas done online - Face-to-face vivas will take place from this Wednesday - Cathy Abbott advised all final Honours due by end of January for APA/PG ranking. - Honours Supervisors to encourage Honours students to do PhD; aim to get some of current Honours students to do a PhD - Alistair and Cathy discussion re PhD – devise a program to become part of the Program - a combination of demonstrator/tutor work (50%) and stipend covered by their Supervisor (50%). Provide an approach for students to get funding. - Formerly offered ½ time Level A academic (1/2 \$40-45K pa). Demonstrator/tutor \$12K pa + Lab to provide \$12Kpa. 100 students every year apply for a Scholarship to do a PhD, but only 20 get a scholarship.

14.	Course and Topic Approval 1. COURSE CHANGE PROPOSALS 1.1. Graduate Certificate in Science (Water Resource Management) Graduate Diploma in Science (Water Resource Management) Master of Science (Water Resource Management) • Form B: Full Proposal • Form J: Course Change; Graduate Certificate in Science (Water Resource Management) • Form J: Course Change; Graduate Diploma in Science (Water Resource Management) • Form J: Course Change; Master of Science (Water Resource Management) Main change: BGL change to POAD topics. To ensure that course is not affected by topics delivered elsewhere Approved
14.	Course and Topic Approval (cont.) 1.2 Graduate Diploma in Nanotechnology Master of Nanotechnology • Form B: Full Proposal • Form J: Course Change; Graduate Diploma in Nanotechnology • Form J: Course Change; Master of Nanotechnology Main change: Update option topic list in postgraduate Nanotechnology; add PHYS8731 Classical Physics GE to the option list and remove INNO9001 as an option. Approved 2. Executive Approvals – noted. 2.1. Engineering double degrees proposal Discontinue: Bachelor of Engineering (Robotics)(Honours), Master of Engineering (Electronics) New course: Bachelor of Engineering (Robotics)(Honours), Master of Engineering (Electrical and Electronic) New course: Bachelor of Engineering (Environmental)(Honours), Master of Engineering (Civil) New course: Bachelor of Engineering (Electrical and Electronic)(Honours), Master of Engineering (Mechanical) 2.2. Postgraduate Engineering proposal Discontinue: Master of Engineering Science (Software) Discontinue: Graduate Diploma in Engineering Science (Biomedical) – Exit Award Discontinue: Graduate Diploma in Engineering Science (Electronics) – Exit Award Course Change: Graduate Diploma in Engineering Science Course Change: Master of Engineering Science – suite of all specialisations Course Change: Master of Engineering – suite of all specialisations
15.	Library Report • The Library can find suitable online learning material for topics. Action: TPDs send this out to Topic Coordinators to see if there are more resources they need for next year, particularly around reading etc.

16.	Any Other Business Nil
17.	Member Update • Brett queried the new IT courses ○ Anna confirmed they will be ready for next year. Paperwork has been to Rachel who had some queries, FVM to go to Karen for approval. 95% done. To launch S2, 2021. • Jodi – new round of international student support payments has been advised to students ○ Any international who previously received a payment, can apply ○ Opened up to others who did not previously receive it ○ Looking at what will be offered around counselling support, activities, etc • Karen – additional activities will be offered in College to support mental wellbeing. ○ Lockdown last week a number of students complained about moving to online assessment; some have deferred. Many may feel it is not fair and may possibly apply for an NGP. Clare Pollock to advise on this. ▪ NGP any student in a first-year topic ▪ Topic Coordinators do not deal with this ▪ SAS had 500 requests for NGP in S1 ▪ S2 should only be first year's plus a few others ▪ Auto-request online goes to SAS ▪ Do not allow Honours or placement students to apply for an NGP • Honours in S1 – do not know how to deal with this in Exam Board – will it affect ranking? • Sherry: equipment to be moved from ground floor Digital Fab lab next to Engineering Services Room to be more accessible during the day. Cannot currently use the room unless it is supervised; this will make it more flexible. It will be near the technicians upstairs.
18.	Next Meeting The next meeting will be 15 February 2021. College staff meet face-to-face in PHYS1300, other Committee members via Microsoft Teams