

A meeting of the College Education Committee will be held via Microsoft Teams meeting, and face-to-face in PHYS1300, at **10.00 am on Monday, 31 August 20.**

MINUTES

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. Welcome and Apologies

Present: Karen Burke da Silva, Anna Shillabeer, Christopher Biro, Jeanne Young, Jodie Zada, Masha Smallhorn, Rachel Gein, Lerryn Pennell, Deborah West, Sherry Randhawa, Jacqui Troath, Ingo Koeper, Brett Wagner, Cassandra Hood

Apologies: Carl Mooney, Christine Cornell, Imogen Marshall, Jamie Quinton

For noting

3. Minutes of Previous Meeting

Minutes of the meeting held on 3 August 20

*Recommendation: That the College Education Committee approve the minutes of the meeting held on 3 August 20. **Approved***

4. Actions from Previous Meeting, 7-20

Karen & TPDs	To work on a survey to be sent to College Staff <i>Equivalent to student survey and how staff felt about the online teaching. Will we roll this into another survey, or it may be a separate survey.</i>
TPDs	Provide dates for CQAG Meetings to Ingo Science 24 & 25 September Anna – mid semester (set up before the end of September) Sherry – unsure Action: Lerryn to get dates from Sherry & Anna. Invite Karen to the CQAGs as well. Talk about new STEM 4.0 Curriculum project.
Ingo	Send CQAG scheduling through before the next Committee Meeting

5. Dean's Update

- Tonsley Open Day went very well. Esther and STEM Outreach team did a very good job.
- Lots of tours available for students and their parents.
- Numbers were capped due to COVID restrictions.
- Glass walls with mathematical equations were popular with both students and parents.
- Tonsley – Maths – not full before the event may have filled up on the day.
- Science Bedford Park Open Day is this Saturday – numbers more modest but Esther has been spruiking to high schools to build the numbers.

Discussion on Assessment Policy.

- Working Group has worked on the Assessment Policy over the last 2 years.
- Consultants have been held with staff, student workshops, Senior Executive Team consultations, student council has seen it – 95% there.
- New Policy is more student-centred. Looked at how much assessment is necessary. Consensus has been reached.

Key points

- Exams should not be the norm – should be sound reasoning why there would be an exam
- If a subject is failed there should be opportunity to resubmit on a 20% assessment.
- Any assessment should not be worth more than 40%.
- Reduce the number of assessment pieces. It was originally 3 but now it is a minimal number of assessments.

Feedback:

The biggest issue from our College is around the re-submit aspect of this Policy mainly as we have such large topics and the impact on workload.

- We wanted it to be open for all students but there was a lot of push back on it specifically in relation to workload.

Policy will favour those who fail. Deb West encouraged Karen to put in feedback on this aspect of the Policy. If number of assessment pieces reduced, then it will open up some time for re-mark.

- It should only apply to written pieces but not to exams.

Two options:

1. Not being able to resubmit, but allow a larger number of assessment pieces, or
 2. Fewer assessment pieces and the option to resubmit
- In terms of scientific writing, the only way you see improvement is if the student uses the feedback and has to do it on at least on a couple of opportunities. In Biology and Society they had to do it every week with a minimum of 8 to 10 pieces throughout the whole year. We saw a dramatic increase in student learning ability through that process.
 - When it's the same assessment task it works well but students find it difficult to apply feedback to something different especially in first year. Give feedback on their first piece and then they re-submit that they are more likely to take the feedback on board. In second year, you can have assignments linked to each other.
 - What is the definition of 'deferred assessment'? Does that apply to tests, lab practicals, anything?

Release the grade but not the exam.

- Students want to know their grade; it could be made available on FLO for the final exam. Release the grade but not the exam

Deborah happy to work with the College to develop/implement the rubric and what it looks like.

Many students go into next assessment with no feedback on previous assessment; build in the feedback time into the SAMs.

6. Academic Integrity

- There has been a conversation with Carl who has agreed to continue as the College Academic Integrity Officer.
- Ian will send out an EOI to get a couple of deputies in place as well; they will be trained up to assist Carl in that role.
- One at Tonsley and one at Bedford Park.

7. External Course Accreditation Reviews – status update

- David Powers, Anna and others are working on the Computer Science Accreditation.
- More detail is required for the mappings between the skills framework for IT and CS – it is a far more detailed process than in the past.
- There will no trouble meeting the deadlines is required to the Operations Support.
- Engineering accreditation next year will be massive.
- The process we are going through will be documented – flowchart it – so not too many roadblocks for future accreditations.

8. Course Quality Advisory Groups

Nothing to report

9. Student Recruitment

a) Domestic

- Uni is anticipating some growth next year. Alistair is keen on a very high target. Hoping for 15% per year, or a doubling of numbers within 5 years.
- Clearly there is room for a lot of growth internationally as well as in Engineering and IT.
- Flinders get more science students than the other Universities. As we become known as the place to go for Science coupled with our Curriculum Review and our Programs, that will drive recruitment.
- As an Executive Team we are meeting on the strategic plan in the next week or so. We will have a better idea on how we will get the growth by time of next CEC meeting.

b) International

- S1/2021 looking quite good, applications are looking good and are 10% up on this time last year.
- UG space more growth mainly in Engineering and IT. PG quite flat and PG Science is down a bit.
- Expecting the new Engineering Management program to be a significant opportunity.

Ideas to increase our student numbers:

- International – clear opportunity is for PG in IT. New Engineering Management and removing the GPA for Engineering, setting up some new courses in IT will see some growth.
- Domestic - start having tours in specific areas, in cyber security, civil engineering and make it after school finishes, 4 pm; open it up to our target schools. We need to do a specific tour of Tonsley not a generic around campus tour.
- Adelaide University is giving students with a high ATAR an entrance scholarship, i.e. direct or guaranteed entry.
 - Peter has been trying to push through, but nothing yet for that go-ahead. It is a very good strategy and very positive.
- Giving Scholarships to the high ATAR students to bring them into our advanced programs.
- Adelaide University gives all students in the advanced programs a scholarship on entry, so we need to be able to compete with that.
- Monash give an NCP scholarship. Not necessarily money but a scholarship for a travel program during the course.
- 1 day a month UniSA teach into topics at primary school – Chinese language, STEM topics.
- Find out what STEM Outreach are doing and how we can help them. Haydon has that role to interact with that team, he will update the next STEM Academy meeting.
- Alistair wants to offer every student either an online or blended option to study here at Flinders.
 - The TPDs & Karen have struggled with this as no time or budget for it.
 - We do however have budget to provide not only the online tutorials and lectures aspect but then to run intensive practicals the mid-semester break.
 - Offering that and transforming it for a unique online but blended learning experience.
- Learn online and come in once or twice a semester to do their hands-on experience.

- Most of our practicals are embedded in the learning so we would have to work out how to do it; it would be more doable than a fully online degree.
- Whole semester of no practical skills – we are seeing this in S2 with lack of practical skills. Twice a year would be better than once, so there is room for improvement.
- A model to trial and a good recruitment tool. May try this next year.

10. Curriculum Review Update [Karen/Ingo]

- CQAGs are meeting to discuss.
- Aim is to cut UG offerings down to 250 topics.

11. Indigenous Education and Student Support

- Jean-Marc is holding 2 Kurna Histories of South Australia Cultural Engagement Experience Workshops – both are fully subscribed.

12. Student Retention [Masha]

- Outreach in Weeks 3 and 4.
- Worked with planning analytics and all 1st year topic coordinators provided list with low engagement with FLO.

Action: Masha to provide report to next meeting

13. Honours Report

- First Honours recruitment session on 14 September. A separate session for Honours at Tonsley in early October.
- Advertising on FLO shortly. Karen Website for Honours College as committed money for this to happen.

14. Course and Topic Approvals

1. New Course Proposals

- 1.1. Graduate Certificate in Engineering Management
- Graduate Diploma in Engineering Management
- Master of Engineering Management
- Bachelor of Engineering (Civil)(Honours)
- Master of Engineering Management
- Bachelor of Engineering (Electrical and Electronic) (Honours)
- Master of Engineering Management
- Bachelor of Engineering (Mechanical)(Honours)
- Master of Engineering Management

Action: Sherry to speak to Peter Torjul.

Approved

2. NEW TOPIC PROPOSALS

- 2.1. BIOL3xxx Ecology and Geomorphology of Coastal Environments

This essentially is a rename. BIOL rather than ENVS. Discontinue ENVS3791.

Approved

In future, Lerryn to ensure all topic changes/renames/ discontinues are itemised on the agenda.

3. TOPIC CHANGE PROPOSALS

- 3.1. ENGR2792/8792 Software Engineering 2
- Shaowen update to what is being taught

Approved

3.2 ENGR2702 Electrical Circuits and Machines

Prerequisite update.

Action: Sherry to look at all the topics to see if all the topics are needed before the next meeting— reduce/merge some of the topics. Look at topics across all the Degrees. 9 research units are in the Masters program (the Project), or 18 units (the Thesis).

Approved.

3.3 STAT1132 Statistics 1

Rachel – topic title change – Gobert change to Statistics using R. (R is a software program)

Statistics 1 is more general. Using R is very specific. Do not include R in the title.

Not approved.

Action: Rachel to discuss this further with Gobert.

15. Library Report

- Please refer to September report attached
- Heidi: Nothing major to report – library is looking into usage of different resources across different Colleges.

16. Any Other Business

- Jacqui queried about UG Certificate in Cyber Security – it is set up as an exit award. They will not get the parchment at the end of the year. Is this the way it was set up? It is a one-off standalone degree – they are admitted to the BIT.
- Rachel suggested Jacqui speak with Lorraine from CILT and Jung from systems to see how they intended it to work.
- Peter Torjul may be able to assist.

17. Member Update

- Roundtable for Committee Members to provide update – nil to report.

18. Executive Approvals for noting - nil

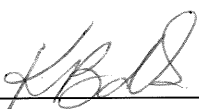
Course and Topic Proposal Status Report

19. Next Meeting

- The next meeting is scheduled for 28 September 20, but it may not be held as will be preparing for the ACSME Conference
- Will Executively approve items but if too many items will hold a short meeting.
- College staff meet face-to-face in PHYS1300, other Committee members via Microsoft Teams

The meeting closed at 11.30 am

**Confirmed as a true and accurate record of the CSE College Education Committee Meeting
held on 31 August 2020, as circulated.**


Chair

26/10/20
Date