



College Education Committee Meeting 1-2020

College of Science and Engineering

Minutes

Date: Monday 17 February 2020

Time: 10am – 12pm

Location: Physical Science Room 1300 – Staff Training Room

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

In attendance: Anna Shillabeer; Carl Mooney; Chris Biro; Jeanne Young; Karen Burke Da Silva; Masha Smallhorn; Peggy Brooksby; Rachel Gein; Ingo Koeper; Jacqui Troath; Jamie Quinton; Sherry Randhawa; Victoria Allen

Apologies: Jodie Zada; Deborah West; Brett Wagner; Brett Wilkinson; Debbie Macpherson; Gunther Andersson; Veronica Ghee

3. Minutes of Previous Meeting

The College Education Committee Meeting 9-2019 was held on Monday 25 November 2019. The committee confirmed the minutes of this meeting.

4. Actions from Previous Meetings

All actions prior to this meeting to be marked complete. Tori will follow up all actions with a reminder email. Please advise Tori if there is anything on the action list that is still outstanding.

5. Dean's update

- Organising distance teaching options for students stranded in China due to coronavirus and require Topic Coordinator support.
- The College will support these students in semester 1 if they want to stay enrolled. All students will be given an individualised plan based on the recommendations of the Topic Coordinators. TPD's to support the TC's. If students can arrive before second semester then we can run practical intensives. What kind of funding will the College be providing?
- Finders cannot support exams in China so we need to think about different assessments that will require extensive IDS support. All communication is channelled through Chris and TPD's and TC's work across topics of people affected.
- Clare Pollock's curriculum 2020 will be continuing this year. Karen will meet with Clare on Friday to discuss Flinders becoming a member of the Higher Education Academy.
- There are some new procedures and policies to follow regarding WIL in placement.

Action: Ingo to check the policy on re-marking.

6. Academic Integrity

- Karen asked TPD's to send names of students that could be on our next meeting: 1 student per teaching program; a range of undergraduate students and 1 post graduate student; nominate 3 students from the topic rep group and 1 Masters/PhD student.

Actions:

- Cathy Abbott to nominate 1 Coursework Masters/PhD student.
- Anna to nominate an international Coursework Masters student.
- TPD and student reflection to be added to the next agenda as a standing item.
- Carl to contact Linda Frost for the data on the total number of student cases that came through the College last year including the teaching programs and topic levels and present the report at the next meeting.
- Lerryn to send a thank you letter to the students that were on the committee last year.

7. Internal Course Accreditation Reviews – status update *

- Anna advised IT is on hold for now.
- The Software Engineering program is due to be accredited with EA in October.
- Sherry advised we need a repository where all lecture notes, lab notes are stored in the one place to make it easier for the external Advisory Board.

Actions:

- Rachel to check with Lorraine and report back on pushing out the Software Engineering accreditation so that it aligns with the IT accreditation.
- Karen to look into support for external accreditation.
- Lerryn to add external review to the next agenda.

8. Course Quality Advisory Groups

Actions:

- TPD's to update the list of Course Coordinators and send to Karen and the SAS team.
- TPD's to give Jacqui and Karen access to the FLO site.
- Set up CQAG meetings Tuesday Week 1 and before the mid -semester break and send agenda items to Karen.

9. Student Recruitment

a) Domestic

- Karen meeting with Peter Torjul and others today about the STEM Outreach program and how it can work together with the STEM Academy. They have outlined 50 focussed target schools for the College for this year. Karen will not confirm numbers until she is provided with more information about the role of the STEM Outreach team.
- Peter Torjul's group will no longer be paying for student ambassadors.
- There is 1 vacant STEM Outreach Officer position. Should we leave this vacant and use that salary to pay ambassadors?

b) International

- A member of ISS can sit on the Student Success Working Group.
- Currently 184 international students admitted of a target of 190 (28 undergrads and 156 post grads).
- Postgrad Engineering up to 51 (22 undergrad engineering students, 29 Engineering Science and 38 postgrad science students).

10. Curriculum Review Update

Not discussed.

11. Student Retention

- Masha advised the Student Success Working Group is meeting tomorrow and they are hoping to go ahead with similar activities as last year.
- Ingo, Masha and Hayden will run a CSE scavenger hunt FLO topic in Orientation week to Week 4.
- Student Wellbeing (led by Mike Kyrios) is a university wide program that will run alongside the Student Success Program. The focus will be on student mental health and wellbeing. There will be 2 high level meetings with the committee this year and they will identify a number of working parties.
- All academics will have the opportunity to complete a revised version of Mental Health First Aid in our College and there will be a longer one available for people who are taking students on field trips.
- Focus on retention, especially international student retention, will be important.
- Killer topic reviews happening this week.

Actions:

- Put together a report for Karen outlining the number of students we had last year and the number we have this year and how many different activities were put in place that you were aware of. Karen to give the report to Alistair.
- Sherry and Anna to set up a meeting with Jose and get the international student retention package underway.

12. Honours Report

- Recruitment is up by 50%
- Mike Gardner leading the joint topic where all of the honours students, other than engineering, are enrolled. A number of Honours Coordinators are teaching into that topic.
- College down on PhD students so hoping the honours increase will lead to more PhD students.
- Alistair plans for staff to use their consulting/ left over funds to pay half a PhD stipend and the College will pay the other half.
- Staff that take on supervisory positions with honours students should not necessarily be marking honours theses. If staff take on that workload then they will receive a reduction in assessment workload.
- Assign assessors outside of their area of expertise. Within a teaching program people will need to mark more broadly.

13. Course and Topic Approval

Not discussed.

14. Any Other Business

Action:

- Sherry to work with Rachel on pathway programs in engineering – flexible entry and pathway. Bach Eng (flex entry) and Bach Eng (general entry).

15. Executive Approvals for noting

None

Meeting finished 11.30am