

College Education Committee Meeting 2-2020

College of Science and Engineering

Minutes

Date: Monday 16 March 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, Laura Chiappara-Estevez, Masha Smallhorn, Rachel Gein, Ingo Koeper, Jamie Quinton, Kenneth Pope, Tori Brown, Victoria Allen

Apology: Christopher Biro, Lerryn Pennell, Jeanne Young, Jodie Zada, Karen Burke Da Silva, Rachele Draper, Brett Wagner, Brett Wilkinson, Deborah West, Gunther Andersson, Jacqui Troath, Sherry Randhawa, Cassandra Hood, Veronica Ghee

4. Minutes of Previous Meeting*

The College Education Committee approved the minutes for meeting 1-2020, held on Monday 17 February 2020.

5. Actions from Previous Meetings

Discussed and updated (*see attachment*).

6. Dean's update

Not discussed.

7. Academic Integrity

- Overall last year there were 47 reported cases to Central: 26 in Semester 1 and 21 in Semester 2.
- *See attachment.*
- Anna has changed some of the assessment in the STEM topic.
- Academic Integrity Officers met a fortnight ago and flagged some areas of concern in regard to assessment policy changes.

Action: Carl to identify the topics where there are a large number of academic integrity cases.

Action: Ingo to prepare the Science Review for this committee. Ingo to bring the list of recommendations from the College Science Review last year to this Committee and prioritise the recommendations.

8. Internal Course Accreditation Reviews – status update *

Not discussed.

9. External Course Accreditation Review

Not discussed.

10. Course Quality Advisory Groups

- CQAG's will go ahead.

11. Teaching Program Directors*

Not discussed.

12. Student Recruitment

- a) Domestic
- b) International

13. Curriculum Review Update – Curriculum 4.0

- Will start a curriculum review project soon and send out communication.

14. Student Retention

Not discussed.

15. Honours Report*

- Ingo advised all Honours courses are more streamlined. There is one central topic that all honours students study. Science and Math Honours students presented their proposal on one day which really worked.

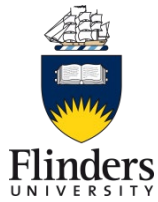
16. Tori Brown report

- If you would like Examination Services to run your exam for you then submit an exam request form via Exams Manager software and when submitting choose written, online or schedule only. The Exams form has been customised to only ask questions relating to the written exam.
- The Exams Office will upload all information onto the website.
- Exam requests will hopefully open next week.
- Please update TC details.
- This year there will be no printing of exam papers internally. 4 weeks prior to the exam all exam papers will need to be uploaded into the Exams Manager software and only the Examinations Office will print exam papers. This is due to a security/academic integrity issue.
- Staff will need to submit a separate exam request for deferred and supplementary exams.
- OKTA verified has been rolled out to staff and is optional for students.
- Semester 1 exams - students are exempt from using the log in.
- Changes to SAMS will be approved once the situation has been confirmed. Will communicate with students.
- Kenneth suggested organising a PD on writing exams that are ungooglable and encouraging academics to write shorter open book exams.

Action: Tori - The deadline for exams to be submitted should be changed to 9am Monday morning instead of 5pm Friday

17. Student Reflection

Not discussed.



18. Course and Topic Approval

See attached

19. Any Other Business

- If TC's need help setting up their readings list there will be training available in the Library in April.
- The Central Library is now open 24/7 (all 3 floors) and all student ID cards will have access to the library after hours. Staff are only available 9am-5pm. Security have been alerted.

20. Executive Approvals for noting

See attached

Meeting closed 10.45am.