The University of Western Australia  
Faculty of Life and Physical Sciences

MEMBERS OF THE FACULTY OF LIFE AND PHYSICAL SCIENCES TEACHING AND LEARNING COMMITTEE

Professor Geoff Hammond (Chair)  
Dr Jane Emberson (Academic Student Advisor)  
Ms Jenny Gamble (Faculty Manager)  
Dr Nancy Longnecker (Teaching and Learning Co-ordinator)

Representatives from Schools:  
Dr Jan Meyer (Anatomy and Human Biology)  
Professor Don Robertson (Biomedical, Biomolecular and Chemical Sciences)  
Dr Peter Whipp (Sport Science, Exercise and Health)  
Associate Professor Ian McArthur (Physics)  
Dr Vance Locke (Psychology)

Other Representatives:  
Dr Des Hill (Mathematics and Statistics)  
Dr Thomas Martin (Senior Lecturer/Faculty Offshore Programs Director)  
Mrs Vickie Falcetta (Representative from FNAS)  
Ms Felicity Renner (Biological Sciences Library)  
Mr David Enright (Senior Administrative Officer/Offshore Programs)  
Ms Rachel Owens (Postgraduate Student Representative)  
Miss Tess Vermeulen (Undergraduate Student Representative)

The next meeting of the Teaching & Learning Committee will be held in the Faculty Meeting Room 158 on Tuesday 12 May 2009 at 2pm. All members are expected to attend or ensure that a representative from the School will attend on their behalf.

1. MINUTES
   Confirmation of the minutes of the meeting of the Teaching and Learning Committee held on Tuesday 14 April 2009.

2. DECLARATIONS OF POTENTIAL FOR CONFLICT OR PERCEIVED CONFLICT OF INTEREST
   The Chair invites members to declare interest in relation to any item on the agenda.
3. ITEMS/BUSINESS IN PROGRESS FOR NOTING SINCE PREVIOUS MEETING

<table>
<thead>
<tr>
<th>Item/Business in Progress</th>
<th>Progress Update</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching and Learning Guide for Faculty Staff.</td>
<td>Draft to be checked by Faculty Student Advisor and Faculty Manager prepared by Ms Heather Morton</td>
<td>On hold</td>
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<tr>
<td>The specification of learning outcomes for courses and majors offered in the Faculty.</td>
<td>Audit to be undertaken by Teaching and Learning Co-ordinator. School to recommend major/s sequence</td>
<td>In progress</td>
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<tr>
<td>Audit of each major sequence to determine whether English Language Competency Skills are shown in at least one unit in each year level.</td>
<td>Audit to be undertaken by Teaching and Learning Co-ordinator. School to recommend major/s sequence</td>
<td>In progress</td>
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<tr>
<td>Faculty Operational Priorities Plan (OPP) implementation strategies and targets.</td>
<td>Faculty Manager has updated implementation strategies and targets and distributed them to members for consideration</td>
<td>In progress</td>
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<tr>
<td>New grade for failed component (FC); is it appropriate to have a supplementary assessment in all components of a unit.</td>
<td>School representatives to report</td>
<td>In progress</td>
</tr>
<tr>
<td>Master of Science Thesis – Faculty positional statement on completion by papers.</td>
<td>Representative from the Graduate Research School unable to attend meetings because of prior engagements. However, update to be provided by the Sport Science, Exercise and Health representative</td>
<td>In progress</td>
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Part I – Items for Communication to be dealt with en bloc

There are no items for inclusion Part I

Part II – Items for Decision to be dealt with en bloc

PSB would like to have the BSc (Sports Science) degree program currently running at PSB accredited by the Australian Association for Exercise and Sports Science (AAESS). This would require replacing the unit HMES3387 Human Performance in Industry Ergonomics and Occupational Biomechanics in Industry with HMES3301 Exercise Prescription for Health and Fitness. There should be no curriculum issues running HMES3301 at PSB and because the unit emphasises corporate and community health and fitness and general exercise prescription rather than athletic training and fitness, there should be no equipment or facilities issues either. The Chair recommends accepting this proposal.
4. **CHAIR’S REPORT**
The Chair will report on Teaching and Learning issues of interest to members.

5. **MASTER OF SCIENCE THESIS – FACULTY POSITIONAL STATEMENT ON COMPLETION BY PAPERS**
A discussion on whether the Faculty should take a position on submission of papers for a Master of Science by research was foreshadowed at the March meeting. There was some doubt as to what would be expected of a masters student if they chose to submit their thesis as a paper or series of papers and further guidance has been provided from the Sport Science, Exercise and Health representative (Attachment A).

6. **SCHOOL REPORTS**
Representatives will report on Teaching and Learning activities in their Schools.

7. **TEACHING AND LEARNING CO-ORDINATOR REPORT**
Teaching and Learning Co-ordinator will report on current Teaching and Learning issues. This will include an update on the Communication Skills working party related to Recommendation 12 for the Course Review which stated “that every undergraduate major include at least one unit with an explicit focus on oral and written communication skills”.

8. **STUDENT REPRESENTATIVE REPORT**
Postgraduate and Undergraduate representatives will report on any issue or concerns from the student body.

9. **OTHER ITEMS OF BUSINESS**
CHAPTER

1. Introduction: (Traditional)
   a. Overarching questions
   b. How the thesis links to the paper/s

2. Literature Review: (Traditional)

3. The Paper/s

4. General Discussion/Conclusion: (Not a repeat of what has already been said in the paper/s)
   a. Links papers together
   b. Future work
   c. Ties the elements together
   d. Completes the story
   e. Prevents it from being disjointed – linking process

5. Appendices
   a. Extended Methods: (If Required)
      i. This may not be required if the methods have been fully enunciated in the paper/s
   b. Letters, questionnaires, interview transcripts etc
   c. Ethics approval
   d. CD: Interviews/transcripts etc