The University of Western Australia  
Faculty of Life and Physical Sciences

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

Dr Nancy Longnecker (Chair and CATLyst)
Dr Jane Emberson (Academic Student Advisor)
Ms Jenny Gamble (Faculty Manager)

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

Other Representatives:
Associate Professor Les Jennings (Mathematics and Statistics)
Dr Mark Cregan (Senior Lecturer/Faculty Offshore Programs Director)
Ms Marjan Heibloem (Representative from FNAS)
Ms Felicity Renner (Biological Sciences Library)
Mrs Judy Fetherston (Representative, Faculty Offshore Programs)
Ms Jacqueline McNally (Postgraduate Student Representative)
Miss Matilda Oke (Undergraduate Student Representative)

Visitors:
Dr Thomas Martin (Senior Lecturer/Faculty Offshore Programs Director (November 2008 onwards))

The next meeting of the Teaching & Learning Committee will be held in the Faculty Meeting Room 158 on Tuesday 14 October 2008 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 9 September 2008.

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>
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<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>Faculty policies in relation to scaling. Formal request to SIMS for standardised marks</td>
<td>Chair and Faculty Manager to report</td>
<td>In progress</td>
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<tr>
<td>The specification of learning outcomes for courses and majors offered in the Faculty.</td>
<td>CATLyst to report</td>
<td>CATLyst to report at October meeting</td>
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<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>CATLyst to report</td>
<td>In progress</td>
</tr>
<tr>
<td>Proposal for Undergraduate Learning and Teaching Research Internship Scheme</td>
<td>CATLyst to report</td>
<td>CATLyst to report at October meeting</td>
</tr>
<tr>
<td>Faculty Operational Priorities Plan (OPP) implementation strategies and targets</td>
<td>Faculty Manager to report</td>
<td>Faculty Manager to report at October meeting</td>
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<tr>
<td>Should students at PSB be offered a 1) BSc Science and Technology or 2) BSc with selected majors</td>
<td>Faculty Student Advisor to report</td>
<td>In progress</td>
</tr>
<tr>
<td>Breakdowns of the destinations of students who do not complete their course from the Institutional Research Unit</td>
<td>Chair to report</td>
<td>In progress</td>
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Part I – Items for Communication to be dealt with en bloc

4. REUSING AND SHARING TECHNOLOGY-SUPPORTED LEARNING DESIGNS FORUM

Members are asked to circulate details of a Reusing and Sharing Technology-Supported Learning Designs Forum to be held at Edith Cowan University on 10 November 2008 (Attachment A)

Staff who wish to register are asked to contact Ms Tania Behr, t.bher@ecu.edu.au by 24 October 2008. Further information can be obtained from Ron Oliver at ECU r.oliver@ecu.edu.au

5. SCIENCE LIBRARY NEWS (IRIS)

By the beginning of September only twenty percent of newly enrolled science students had completed the compulsory Library skills module Science IRIS. Schools are asked to encourage their students to complete this module as soon as possible so that they can derive most benefit from it and apply their newly acquired skills to their assignments throughout the remainder of the semester.

6. TEACHING QUALITY INDICATORS PROJECT

UWA is a partner in the Teaching Quality Indicators Project which is supported by the Australian Learning and Teaching Council. The purpose of the project was to develop indicators of good teaching which would help academics (particularly new appointees)
develop and document their teaching. The Faculty had been asked to provide feedback by the end of September. The Chair’s response is attached (Attachment B).

Part II – Items for Decision to be dealt with en bloc
There are no items for inclusion Part II

Part III – Items for Discussion and Decision

7. CHAIR’S REPORT
The Chair will report on Teaching and Learning issues of interest to members.

8. EDUCATION FOR TOMORROW’S WORLD: COURSES OF ACTION
The report of the University’s Review of Course Structures has been released and a Full Faculty meeting is to be held in October to discuss this issue. Four working parties are in the process of being set up to consider the following:
- The Bachelor of Philosophy
- Define major sequence (complementary units for major and restructure of programs to meet the new course structures)
- Broadening units (which may be cross disciplinary) and
- Masters programs

The Executive Summary (Attachment C) points out the main features of the proposal and the report is available on the web at:

www.coursestructuresreview.uwa.edu.au

Members are asked to consider the Executive Summary and the report for discussion at the October meeting.

9. INSTANCES OF ENQUIRY-BASED TEACHING
A discussion of the 2007 paper ‘Linking teaching and research in disciplines and departments’ by Jenkins, Healey and Zetter was foreshadowed at the July meeting. The paper looked at ways to develop scientific thinking in undergraduate students. At the August meeting Committee members were asked to consider some of the innovations described in the paper with an aim to identifying simple and practicable means of strengthening the teaching-research nexus in the undergraduate curriculum. For the October meeting School representatives are asked to report on instances of enquiry-based teaching in their Schools with a view to disseminating these instances more widely in the Faculty.

10. UNIVERSITY POLICIES IN RELATION TO SCALING
The issue of scaling of marks had been raised at the July meeting of the committee and also at a meeting of the Associate Deans. It was clear that University policy requires: Any scaling must be approved by the School of Faculty and any scaling of marks must be described in the assessment mechanism on the relevant unit outline. Students need to be notified in advance of any adjustments that were applied routinely and systematically. Adjustment of marks for an unforeseen problem (such as a systematic discrepancy between markers of an assignment) would not be classed as scaling. School representatives are asked to report on what methods of scaling or mark adjustment, if any, they implement and what these methods are intended to achieve. Any replies received thus far will be tabled at the meeting.
11. **REVIEW OF ASSESSMENT**
   At the last meeting the Chair distributed the Report for Faculties on the Review of Assessment at the University (Attachment D). Schools are asked to consider the report for discussion at the October meeting.

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

13. **CATLYST REPORT**
   CATLyst will report on current Teaching and Learning issues.

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

15. **OTHER ITEMS OF BUSINESS**