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 (CATLyst)

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

Other Representatives:
Associate Professor Les Jennings (Mathematics and Statistics)
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)

Visitor:
Dr Mark Cregan (Senior Lecturer/Faculty Offshore Programs Director)

The next meeting of the Teaching & Learning Committee will be held in the Faculty Meeting Room 158 on Tuesday 9 September 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 12 August 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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</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>Identify instances of enquiry-based teaching in their Schools with a view to disseminating these instances more widely in the Faculty.</td>
<td>School representatives to report</td>
<td>In progress</td>
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<tr>
<td>Faculty policies in relation to scaling. School representatives to identify:</td>
<td>School representatives to report</td>
<td>In progress</td>
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<tr>
<td>1. what methods of scaling or mark adjustment, if any, they implement, and</td>
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<tr>
<td>2. what these methods are intended to achieve.</td>
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<tr>
<td>Faculty policies in relation to scaling. Determine if standardised marks can be calculated and reported in SIMS.</td>
<td>Chair and Faculty Manager to report</td>
<td>In progress</td>
</tr>
<tr>
<td>The specification of learning outcomes for courses and majors offered in the Faculty.</td>
<td>CATLyst to report</td>
<td>In progress</td>
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Part I – Items for Communication to be dealt with en bloc

4. **UNDERGRADUATE LEARNING AND TEACHING RESEARCH INTERNSHIP SCHEME (ULTRIS)**

A new research internship scheme which is designed to provide selected undergraduates the opportunity to experience a range of research genres is being trialled in 2009. Funded through the LTPF grants, the ULTRIS will offer 10 internships (one per faculty and for the School of Indigenous Studies) worth $3000 each. Faculties and Schools are invited to participate in the internship in a number of ways as outlined in the attached memorandum (Attachment A).

More information about the Internship can be found at:


Applications close on 3 October 2008

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

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

6. **TEACHING AND LEARNING OPERATIONAL PRIORITIES PLAN (OPP)**
   The top Teaching and Learning priorities indentified by Schools at the July meeting has been circulated to members via email. The following were identified as priorities:

   **Anatomy and Human Biology**
   - Sustainable and efficient teaching
   - The Teaching-Research nexus

   **Biomedical, Biomolecular and Chemical Sciences**
   - Reviewing efficiency and effectiveness of undergraduate teaching
   - Continuing to improve undergraduate and postgraduate student experience
   - Recruitment of high-quality students

   **Physics**
   - Streamline unit offerings to a high-quality core

   **Psychology**
   - Teaching infrastructure – offering units in alternate years
   - Research experience currently available to second-year and third-year students will be included in the first-year curriculum.

   **Sport Science, Exercise and Health**
   - Reduce staff-student ratios
   - Upgrade laboratory facilities.

   Schools are asked to consider the priorities and identify the top three priorities for the Faculty.

   Information regarding the OPP process is also available on the web at:
   
   http://www.teachingandlearning.uwa.edu.au/tl4/teaching_and_learning_committee/subcommittees_and_ad_hoc_working_parties/opp_working_party_education

7. **ISSUES RELATING TO PSB**
   The committee have been asked to discuss the following issues in relation to PSB.
   - Should the Faculty offer a straight BSc through PSB to enable students who have completed a degree to complete the BSc as a second degree (and not as a named program)? This would require completing units to the value of a minimum of 72 points, including all requirements of the major sequence.
   - Under the rules of the BSc a student who has failed a unit twice is prevented from continuing in that unit. A suggestion has been made that students undertaking studies through PSB be allowed to undertake a core unit for a third time within the BSc course. Members are asked for their views.
8. TEACHING AND LEARNING INDICATORS
At the last meeting members were given a copy of the 2008 Teaching and Learning Indicators. The indicators showed that teaching in the Faculty had generally been well received although there were areas in which the Faculty could improve, including learning resources in undergraduate units, creating the sense of a ‘learning community’ in undergraduates, and the students’ experience in postgraduate courses. Committee members were asked to consider the report within their schools.

A supplementary report of those indicators where the faculty performed below the average will follow. Members are asked to consider which indicators should be addressed first.

9. TEACHING QUALITY INDICATORS PROJECT
UWA is a partner in the Teaching Quality Indicators Project which is supported by the Australian Learning and Teaching Council. A copy of the draft framework for evaluating teaching quality was tabled at the August meeting and is attached (Attachment B). The purpose of the project is to develop indicators of good teaching which would help academics (particularly new appointees) develop and document their teaching.

Feedback is sought on the proposed indicators.

In a related aspect of the project the teaching and learning policies and practices of each faculty have been collated. The resultant database is now available on the Teaching and Learning website at:


All members of the UWA community will be able to view the database (through the UWA intranet) and representative(s) of each faculty will be given access to update it. The database can be used to find faculty policy and to compare different faculties’ policies and practices. The information contained in the database will be updated in October 2008.

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

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

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

13. OTHER ITEMS OF BUSINESS