## Faculty of Science

### TEACHING & LEARNING COMMITTEE

<table>
<thead>
<tr>
<th>Members</th>
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<tbody>
<tr>
<td>Associate Dean, Teaching and Learning (Chair)</td>
<td>Associate Professor Peter Hammond</td>
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<tr>
<td>Deputy Dean</td>
<td>Professor Brendan Waddell</td>
</tr>
<tr>
<td>Manager, Education (Executive Officer)</td>
<td>Ms Fiona Birt</td>
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<tr>
<th>Schools</th>
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<tr>
<td>Agricultural &amp; Resource Economics</td>
<td>Associate Professor Steven Schilizzi</td>
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<tr>
<td>Anatomy, Physiology &amp; Human Biology</td>
<td>Dr Anthony Bakker</td>
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<tr>
<td>Animal Biology</td>
<td>Dr Nicola Mitchell</td>
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<tr>
<td>Chemistry &amp; Biochemistry</td>
<td>Dr Martha Ludwig</td>
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<tr>
<td>Earth &amp; Environment</td>
<td>Dr Julian Clifton</td>
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<tr>
<td>Physics</td>
<td>Associate Professor Paul Abbott</td>
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<tr>
<td>Plant Biology</td>
<td>Dr Patrick Finnegan</td>
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<tr>
<td>Psychology</td>
<td>Dr Troy Visser</td>
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<tr>
<td>Sport Science, Exercise &amp; Health</td>
<td>Mr Martin Anderson</td>
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<tr>
<th>Representative of the Science Student Office</th>
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<tr>
<td>Senior Adviser, Student Experience</td>
<td>Dr Megan Ellyard</td>
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<tr>
<td>Senior Adviser (Undergraduate)</td>
<td>Ms Barbara Goodwin</td>
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<tr>
<th>Student Representation</th>
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| At least 2 representatives of undergraduate students | Mr Alex Tsaknis  
 Ms Molly Ireland |
| At least 2 representatives of postgraduate students | Ms Mercedes Belica  
 Ms Genevieve Simpson |

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<tr>
<th>By Invitation</th>
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<tbody>
<tr>
<td>Science Library</td>
<td>Ms Merrilee Albatis (Science Library)</td>
</tr>
<tr>
<td>Albany Centre</td>
<td>Ms Jennifer O’Neil</td>
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| Centre of Excellence – Natural Resource Management | Dr Barbara Cook  
 Ms Michelle Bailey (for minutes) |

The next meeting of the Teaching & Learning Committee will be held on **Thursday, 22nd October** commencing at 3:00 pm in the Science Boardroom.

Members are reminded that only those apologies received before or at the meeting will be recorded as such.

**Fiona Birt**  
Manager (Education)
AGENDA

1. WELCOME

2. APOLOGIES
   Apologies have been received from:
   - Associate Professor Paul Abbott

3. DECLARATIONS OF POTENTIAL OR PERCEIVED CONFLICTS OF INTEREST - REF: F45712
   Members are asked to indicate any potential or perceived conflicts of interest.

4. MINUTES (SEPT 2015)
   Members are asked to confirm the Minutes of the Meeting of the Teaching & Learning Committee of 24th September 2015 as a true and correct record of that meeting. The minutes and relevant attachments to the minutes are attached (Attachment A) and also available from the Faculty’s intranet at: http://www.science.uwa.edu.au/staff/committee/faculty-of-science-committees/science-teaching-and-learning-committee

5. ACTIONS IN PROGRESS

<table>
<thead>
<tr>
<th>Item</th>
<th>Responsibility / Due Date</th>
<th>Status</th>
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<tr>
<td>Inbound Study Abroad Short Term Research Training</td>
<td>SAO Curriculum</td>
<td>Ongoing: Any suggestions / ideas on ways to promote research to study abroad students should be sent to the Senior Administrative Officer, Curriculum</td>
</tr>
<tr>
<td>Flipping Science Forum – An ‘exchange of information’ session was organised in the Common Room for Science teaching staff to exchange teaching methods and provide peer feedback.</td>
<td>Dr Megan Ellyard</td>
<td>The theme will remain as a Flipped classroom and will promote blended learning and pedagogical practices. An online community for staff is being developed in Blackboard and will include discussion boards. All staff are encouraged to enrol and make use of this tool. Members of the committee are asked to voluntarily self-enrol (refer Attachment B). Any ideas regarding the development of this tool are welcome.</td>
</tr>
<tr>
<td>Student Exchange Partner Universities – development of a unit database for credit</td>
<td>Fiona Birt</td>
<td>Schools are asked to provide details of a minimum of five exchange partner universities with expertise in their discipline so that these can be recommended to UWA students. To progress this, the Science Student Office agreed to provide Unit Coordinators with advice on the universities students most want to attend. In progress: Fiona Birt has emailed study abroad office for further information. A Computer Science (CITS3200) project proposed by Physics is underway to develop a Study Abroad database. A group of students are currently working on a web tool that will use a keyword matching system to identify comparable units at partner universities. The final project is due by the end of the semester and will be demonstrated at a subsequent T&amp;L meeting if the outcomes of the development look promising.</td>
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Science Teaching and Learning Agenda 22nd October 2015
PART I: ITEMS FOR COMMUNICATION TO BE DEALT WITH EN BLOC

6. INFORMATION FLOW BETWEEN TEACHING & LEARNING/CURRICULUM/EDUCATION COMMITTEES

This standing item was introduced to improve the information flow and awareness in the Teaching & Learning/Education space for members of the committee.

- University Education Committee: minutes of meeting of 14 September 2015 and noting of decisions by circular of 15 October 2015. Items were:
  
  1. CHANGES TO UNIVERSITY POLICY ON ENGLISH LANGUAGE COMPETENCE FOR ADMISSION TO DEGREE STUDY (UP11/30) – REF F37823
     1.1. WACE English Concession Changes
     1.2. English language competence requirements for admission to accredited psychology postgraduate courses
  
  2. CHANGES TO UNIVERSITY POLICY ON DEFERRAL FOR COMMENCING POSTGRADUATE COURSEWORK STUDENTS (UP13/14) – REF F53686
     2.1. Psychology courses
     2.2. Juris Doctor – Ref F35162

- University Curriculum Committee: noting of decisions by circular, 22 September 2015 and 29th September 2015

  1. NEW UNDERGRADUATE UNATTACHED ELECTIVE UNIT FROM 2016
  2. CHANGES TO UNDERGRADUATE CURRICULUM
  3. RESCISSION OF UNDERGRADUATE UNATTACHED ELECTIVES FROM 2016
  4. RESCISSION OF POSTGRADUATE UNITS FROM 2016
  5. RESCISSION OF PRE-2012 COURSES FROM 2016
  6. RESCISSION OF PRE-2012 UNITS FROM 2016

- University Education Futures Strategy Group: minutes of special meeting of 7 September 2015

  1. REVIEW OF ASSESSMENT: REVIEW OF ASSESSMENT WORKING GROUP REPORT AND UNIVERSITY POLICY ON ASSESSMENT - Ref F70940, F74883
  2. TEACHING AND LEARNING INDICATORS – REF F7622

- Faculty of Science Committees

7. WAM ASSESSMENT MANUAL

The Admissions Centre has announced the development of documented advice for the process of assessing Weighted Average Mark equivalence for overseas qualifications for admission to postgraduate coursework courses. This document articulates two significant changes to the Admissions assessment process, which are:

1. Development of universal advice for the equivalence between UWA’s WAM requirements, and the results achieved in home institutions.
2. Ceasing the process of manual WAM conversion and instead adopting a method of cut-off equivalence in the assessment of Weighted Average Mark requirements for postgraduate coursework courses.

The attached document (Attachment C) details the process by which Admissions will make WAM Equivalence assessment, and also contains a table of overseas countries and the relevant UWA WAM equivalent cut-off for a variety of grading systems for each country.

Prior to this there has not been a centrally advised WAM equivalence table as there have been different methodologies used by different faculties. The development and implementation of this document is a key step in standardising and streamlining the admissions process.

Effective 13 October 2015, this document supersedes all existing WAM equivalence tables in use by Admissions. However it does not supersede existing arrangements or agreements between Admissions and a Faculty Office (such as delegated authority or lack thereof). Whether this document is used in admissions assessments outside of the remit of Admissions is at the discretion of the relevant business unit manager.

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Any major changes to the document will be distributed to the list of stakeholders located on the second page of this document. Significant changes will also be sent to the reviewers for feedback before a change is made. The reviewers have been selected to include the Faculty Administrative Officer (or relevant advisor) for each faculty.

Please Note: This document is currently only for internal distribution. For a variety of reasons this document cannot be distributed to external groups, including students and international agents, under any circumstances. Neither can the information in this document be published on the web.

Further enquiries can be directed to:
- Rick Ackerman, Manager Admissions on t: x3091; e: rick.ackerman@uwa.edu.au or
- Sam Eakins, Project Officer, Admissions on t: x3266 or email: sam.eakins@uwa.edu.au.

8. UNIVERSITY POLICY ON ASSESSMENT – IMPLEMENTATION PLAN CONSULTATION

(a) At its September meeting, the Teaching and Learning Committee discussed the new policy and a number of concerns were raised. These concerns were compiled and submitted to the Dean of Coursework Studies on Thursday 1st October as Attachment D.

(b) Email from Dean of Coursework Studies (Grady Venville) for Noting:
UWA conducted a comprehensive review of assessment between April and October 2015. At the October 7 meeting, Academic Council resolved to unanimously approve in principle the recommendations, as contained in the Review of Assessment Working Group Report and the new University Policy on Assessment, effective from 1 January 2016. The approval is subject to consideration of any further feedback by the Dean of Coursework Studies on the implementation plan of the policy from a teaching perspective and acceptance of a report on the plan at the December meeting of the Academic Council.

Consultation on the new Assessment Policy is continuing with two open forums scheduled as follows:

Open Forums:
- Monday 26th October 12pm – 1pm (Venue: Mathematics: Blakers Lecture Theatre (G.18))
- Wednesday 28th October 1pm – 2pm (Arts: Fox Lecture Theatre (G.59))

Implementation is to be staged over two main phases:

Ø The first implementation phase will start on 1 January 2016 with the implementation of all aspects of the new policy that are consistent with current policy and/or aspects that can be implemented without compelling impediments.

Ø The second implementation phase will start on 1 January 2017 and includes aspects of the policy that require technical development and/or may require changes to curriculum through the annual change process in CAIDI (Curriculum Approval Information Database online).

The parts of the policy that are included in each phase are now clearly indicated in the new policy. Feedback on these two phases of implementation is welcome.

Feedback is to be provided direct to Faculty Associate Deans (Teaching and Learning/Education) by the deadline of Thursday, 5 November 2015 in the form of succinct, constructive, dot pointed feedback.

For more information including copies of the approved policy containing the implementation plan and an implementation plan overview, and details for providing feedback please see the web at: http://www.governance.uwa.edu.au/reviews-academic-and-administrative/review

For information.
PART II: ITEMS FOR DECISION TO BE DEALT WITH EN BLOC

There are no items for decision to be dealt with en bloc.

PART III: ITEMS FOR DISCUSSION AND DECISION

9. INFORMATION FLOW BETWEEN SCHOOL & FACULTY T&L COMMITTEES

Faculty T&L reps will be asked to provide a verbal update from their schools regarding Teaching & Learning matters.

10. REVIEW OF COURSES

A three-year Review of Courses is currently being conducted across the University. The first phase will concentrate on Cycle 1 courses, the Bachelor of Arts, Bachelor of Science, Bachelor of Design and Bachelor of Commerce. A call for submissions has been sent out with particular focus on the structure of the major, complementary units, broadening units, electives, study abroad, service learning, embedded communication and research (CARS), indigenous studies (ICE) and Academic Conduct Essentials (ACE). The closing date for submission is Friday 23rd of October. Further information including background and scope of the Review is available on the ‘Review of Courses’ website.

At its September meeting, the Faculty of Science Teaching and Learning Committee considered the Review and a submission document has been prepared. This is attached (Attachment E) for Members’ reference and comment, prior to its referral to the Review Panel.

For discussion.

11. INCIDENTAL STUDENT FEES AND CHARGES FOR 2016

Incidental student fees and charges are costs incurred by students as part of their studies at UWA that are in addition to their tuition fees.

Incidental fees and charges incurred by students are governed by the Higher Education Support Act and implemented at the University in accordance with the UWA Policy on Incidental Student Fees and Charges.

In accordance with this policy, new or amended incidental fees for Faculty of Science units must be approved by the Teaching and Learning Committee. Incidental fees cannot be levied on students prior to approval by the Deputy Dean and the Dean of Coursework Studies.

Members are provided with amendments to the existing incidental student fees and charges for 2016 (Attachment F to the agenda) for approval; and with the proposed new incidental student fees and charges for 2016 (Attachment G to the agenda) for approval.

For discussion and decision.

12. SESSIONAL STAFF

On 27 August 2015 the UWA Education Committee approved, via email, a copy of the UWA Good Practice Guide for the Management, Support and Development of Sessional Staff. The Guide was subsequently made available on the Centre for Education Futures website on 6 October 2015 (Attachment H).

According to the Minutes of the Education Committee, unlike a University Policy that is binding on all staff, the Guide is to be viewed as an informing document to ensure consistency in practice, where relevant, with regard to managing, supporting and developing sessional staff.

The Guide includes:

1) Sessional staff should be employed for an entire teaching period; should participate in regular meetings;
should participate in professional development learning activities; should be treated in an inclusive manner.

2) Every school/faculty should have a co-ordinator of sessional staff.
   1. 2.1-3) Sessional staff should have access to: appropriate physical space; induction processes; resources (LMS, email, internet etc); a formal academic mentor/supervisor; professional development opportunities (online, face-to-face, networking, learning activities, support for teaching award applications).

3) Schools should identify and retain high quality sessional staff through: equitable recruitment processes; identifying the contribution sessional staff make to the school; recognising sessional staff through Teaching Awards.

4) Co-ordinators should undertake a systematic review of the reliance on sessional staff with a view to mitigating any potential risks to the University.

The Science Faculty Teaching and Learning Committee could move towards meeting some aspects of the Guide through:

- Appointing a co-ordinator of sessional staff, and establishing processes whereby sessional staff are informed of the co-ordinator and their responsibilities
- Making teaching development opportunities, in particular, the Flipping Science and Science Teaching Staff Community, continually visible to sessional staff
- Ensuring equitable access to the Post Graduate Certificate in Tertiary Teaching, when available
- Encouraging submissions for the Faculty of Science Student Teacher Award. (There were no recipients in 2014-15)
- Making sessional staff aware of the Guide and services to be provided to sessional staff by the Faculty of Science, as per the Guide

Additionally, the Faculty of Science could attempt to ‘fill the gap’ in services/opportunities provided by the former CATL, including through encouraging postgraduate sessional staff to: undertake curriculum development projects; undertake pedagogical research; apply for teaching and learning grants; and attend the WA Teaching and Learning Forum.

For discussion.

13. ANY OTHER BUSINESS

14. NEXT MEETING

The next meeting of this Committee is scheduled for 26th November at 3:00 pm in the Science Boardroom (G108), Ground Floor, Agriculture Central Building.