UNIVERSITY COURSES COMMITTEE
Meeting No. 35

Minutes of the meeting held on Wednesday 12 March 2025 by videoconference.

1. Welcome and Apologies

The Chair opened the meeting at 9.04pm with an Acknowledgement of Country and welcomed members and attendees.

Members Present

Professor Graham Brown	Deputy Vice-Chancellor (Academic) (Chair
Mr Mike Ferguson	Pro Vice-Chancellor (International) or nominee
Ms Heather McGregor	Pro Vice-Chancellor, Student Success or nominee
Associate Professor Mark Bassett	Director, Academic Quality and Standards
Professor Lucie Zundans-Fraser	Deputy Dean, Faculty of Arts and Education
Professor Jenny Kent	Deputy Dean, Faculty of Business, Justice and Behavioural Science
Associate Professor Brendon Hyndman	Acting Associate Dean (Academic), Faculty of Arts and Education
Associate Professor Julia Lynch	Associate Dean (Academic), Faculty of Business, Justice and Behavioural Sciences
Associate Professor Rachel Whitsed	Associate Dean (Academic), Faculty of Science and Health
Associate Professor Christopher Orchard	Acting Chair, Indigenous Board of Studies or Nominee
Dr Kelly Tribolet	Elected member, Faculty of Arts and Education
Dr Michelle Eastwood	Elected member, Faculty of Science and Health
Ms Rebecca Acheson	Nominated member, Educational Design Lead, Division of Learning and Teaching
Dr Annabel Matheson	Nominated member, Faculty of Science and Health
Mr Simon Wakeling	Nominated member, Faculty of Arts and Education
Ms Rebecca Frauenfelder	Acting Manager, Course Administration Team, Faculty of Science and Health

Attendees

Mrs Steph Daskein	Course and Subject Accreditation Officer
Mr James Elibank Murray	Manager, Course and Subject Accreditation
Ms Hannah Miller	Projects and Reporting Coordinator, Division of Student Experience
Ms Natasha Bailo (from Item 6)	Executive Officer, Office of the Deputy Vice-Chancellor (Academic)
Ms Amanda Lynch	Manager, Course Administration Team, Faculty of Arts and Education
Ms Verinnia Lansom	Governance Officer (Minutes)

Apologies

Dr Jason Howarth	Elected member, Faculty of Business, Justice and Behavioural Sciences
Mr Mike Bryant	Academic Director,
Professor Janelle Wheat	Pro Vice-Chancellor (Learning and Teaching)
Ms Sandra Sharpham	Executive Director, Student Experience
Mr Matthew Granfield	Executive Director, Customer Experience

Membership of the University Courses Committee Standing Committee

In relation to the membership of the University Courses Committee (UCC) Standing Committee (SC) the UCC:

i) noted the vacancy 'one member of the UCC, nominated by the Committee';

ii) noted the current membership of the UCC SC was as follows:

- Professor Graham Brown   Deputy Vice-Chancellor (Academic) (Chair).
- Professor Janelle Wheat   Pro Vice-Chancellor (Learning and Teaching).

- Professor Jenny Kent   Member of the UCC, nominated by the Committee.
- Vacant   Member of the UCC, nominated by the Committee.
- Associate Professor Rachel Whitsed   Member of the UCC, nominated by the Committee,

    iii) welcomed Associate Professor Julia Lynch, to the membership of the UCC SC with a term of office ending 30 June 2025.

2. Declaration of Interests

There were no interests raised or declared by members.

3. Confirmation of Agenda

The agenda was confirmed, noting that Proposal-23188, Graduate Certificate in Learning and Teaching in Higher Education was withdrawn from the agenda.

4. Action Sheet

The Board reviewed the Action Sheet and noted the following:

Item Ref	Action	Update
UCC34/3 23 Oct 24	Discuss Comprehensive Course Review reporting for 2025 and the possibility of a faculty combined report for future reporting with the ADAs.	Discussions were underway. Action item complete.
UCC34/4 23 Oct 24	Amend the Comprehensive Course Review report to identify delayed courses before submission to AS.	Complete.

5. Chair's Report

The Chair provided a brief update on the 2025 major strategic project titled 'Models of Engagement' noting:

- The project would consider 4 models of engagement, broadly the models would be: a fully online model, a fully face-to-face model and 2 hybrid models.
- The project would clearly define the value proposition of each model to connect to different market segments and the University's commitment to how students would engage via each model.
- The consultative process would see each course allocated to one model, with the exception of Nursing and Teacher Education programs which were sufficiently large and have a varied market segmentation to allow for economic delivery in two modes. Other courses may also be considered if financially viable.
- The UCC would be involved in the consultation process and in the method of allocating courses to appropriate models.

See Item 6 also.

6. Course Documents

Faculty Boards provide endorsement of course changes within Faculty Board minutes and assure the University Courses Committee of the Board's consideration of issues, progress, and monitoring of associated actions.

Prior to the University Courses Committee meeting, members reviewed Course Documents and recorded questions, comments, and suggested amendments via the comments field in CDAP. The UCC referred to these comments to guide discussion.

The course proposals before the UCC were discussed, and the following points were noted:

Master of Advanced Medical Radiation Practice - Proposal-36675
- Following the Annual Course Health check the course was identified as nonviable and would be discontinued from 2026. Members noted the teach-out plan was attached.

Master of Inclusive Education (with specialisations) - Proposal-32411
- To enhance viability and relevance following the review it was recommended to discontinue the Advanced Practice and Leadership specialisations, revise the structure of the Master of Inclusive Education and amend the Graduate Certificate as an exit point.
- Admissions information and specialisation terminology would be updated pending endorsement from the Executive Dean and Deputy Vice-Chancellor (Academic).
- Members noted enrolment patterns were available via the Student Study Planner.

Master of Nursing - Proposal-36677
- To discontinue in 2026 due to low enrolments. Members noted the Master of Health business case had been approved and would provide a broad number of specialisations allowing flexibility and curriculum consolidation.

Master of Arts (Theological Studies) - Proposal-32401
- The review was to meet the Curriculum Architecture Principles (CAPs) and included a number of subjects being recoded to 500 level.
- The Acting Associate Dean (Academic), (ADA) Faculty of Arts and Education undertook to confirm the course learning outcome mapping.
- The high number of subject offerings was discussed. Members noted the number of subjects made available by the partner.
- Discussions around the Master were considered in conjunction with the Bachelor of Theology.
- The Master of Arts (Theological Studies) would be returned for amendment.

Undergraduate Certificate in Food and Nutrition - Proposal-36676
- To ensure the proposal receives correct endorsement and approval the ADA Faculty of Science and Health (FOSH) undertook to confirm if the discontinued undergraduate certificate currently had active students.

Following the meeting the ADA FOSH confirmed that the Undergraduate Certificate in Food and Nutrition did currently have active students.

Bachelor of Theology (Honours) - Proposal-32394
- Admission requirements and curriculum mapping to course learning outcomes to be updated.
- 500 level subjects to be addressed to meet CAPs requirements for honours degrees. Paired subjects to be considered.
- Members noted the Bachelor of Theology (Honours) aligns with the Master of Arts (Theological Studies) as they share subjects. This was not the case for the Bachelor of Theology (Honours) and the Bachelor of Theology.
- Bachelor of Theology (Honours) would be returned for amendment.

Graduate Certificate in Digital Health - Proposal-36590
- A new course capitalising on market demand and staff expertise, that in due course may feed into the new Master of Health.
- Clarification required around the wording of electives.

Bachelor of Paramedicine and Bachelor of Paramedicine (Honours) - Proposal-36504
- The ability to align the course review and the professional accreditation was beneficial in the restructuring of the course with changes including updating the honours structure and changing subject codes to PAR.
- Members noted that while the course did not meet the breadth CAPs, it did contain the required Indigenous content and was constrained in providing unrestricted electives due to the requirements meeting the accreditation standards. This would be noted in the proposal.

- The Executive Summary section 'Impact on existing cohorts' would be updated noting that negotiations were continuing with the accrediting body to determine if current first year students would be able to transfer into the second year of this new program.

Bachelor of Veterinary Biology/Bachelor of Veterinary Science - Proposal-37427
- Updates to the Admission Requirements and Language Requirements fields and minor amendments would be made.

The Chair advised members that discussions had commenced around considerably restricting the conditions under which interviews were used as part of an admissions process. This would address time delays in providing students with an offer, staff workload and any potential risk of biases emerging in an interview process.

RESOLUTION UCC35/1 The University Courses Committee resolved to **endorse and recommend** to Academic Senate the following Accreditation -Coursework proposals, for approval:
- Master of Advanced Medical Radiation Practice - Proposal-36675
- Master of Nursing - Proposal-36677
- Undergraduate Certificate in Food and Nutrition - Proposal-36676.

RESOLUTION UCC35/2 The University Courses Committee resolved to **endorse** the following course proposal, as amended, and **recommend** to Academic Senate, for approval:
- Master of Inclusive Education (with specialisations) - Proposal-32411
- Graduate Certificate in Digital Health - Proposal-36590
- Bachelor of Paramedicine and Bachelor of Paramedicine (Honours) - Proposal-36504.

RESOLUTION UCC35/3 The University Courses Committee resolved to **not endorse** the following course proposals:
- Master of Arts (Theological Studies) - Proposal-32401
- Bachelor of Theology (Honours) - Proposal-32394.

RESOLUTION UCC35/4 The University Courses Committee resolved to **approve** the Major Change -Coursework proposal Bachelor of Veterinary Biology/Bachelor of Veterinary Science - Proposal-37427 as amended.

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7. **FY2024 Third-Party Education Arrangements Review**

The paper was taken as read and members discussed the following:

- How the recommendations of the report would work with existing governance structures around Third-Party Arrangements (TPA), such as Academic Management Committees and steering committees where this was already reported and progressed through the existing TPA process.
- The recommendations around operational level details of student performance reporting and QUASAR actions appeared to indicate an additional level of reporting would be required.
- The reference to the partnership with Ming Hua Theological College should read that the 'Teach Out' phase commenced mid-2024 in lieu of 2025.
- A focus on scholarly activity would need to be undertaken in 2025 in lieu of the review scheduled for 2027, as written in the report.
- Concern was expressed that the TPA review had been submitted to Academic Senate (AS) prior to its sub-committees. Members agreed that for future reporting the TPA should go to the Academic Quality and Standards Committee before progressing to AS and was not required at UCC.

- The Chair and Pro Vice-Chancellor (International) undertook to discuss with the Risk and Compliance Unit, the scope of the report to clarify academic and management governance to ensure assessments and recommendations were related to policy and procedural matters only, and to avoid unnecessary duplication in reporting and potentially divergent recommendations.

> **ACTION UCC35/1** Discuss with the Risk and Compliance Unit, the scope of the report to clarify academic and management governance to ensure assessments and recommendations were related to policy and procedural matters only. (DVCA, PVCI)

> **RESOLUTION UCC35/5** The University Courses Committee resolved to note the summary of findings of the 2024 Annual Review of Third-Party Education Arrangements.

8. **Professional Accreditation Risk Rating Framework Review**

The UCC meeting of 21 August 2024 requested a review of the Professional Accreditation risk ratings, conditions, and definitions to ensure future Professional Accreditation Risk Rating Framework reporting provided more insightful and actionable data. (Action UCC33/4, 21.8.2024 refers).

The Chair introduced the paper and noted that current risk rating reporting was retrospective, primarily based on the number of conditions imposed and their financial impact, rather than adopting a forward-looking lens.
- The Director, Academic Quality and Standards (DAQS) confirmed that four recommendations emerged from the review, and with UCC endorsement, a proposed replacement framework would be formally submitted to a future UCC.
- Members expressed concern regarding who would provide academic oversite of a proposed new system requiring judgement, in lieu of a primarily algorithmic model. The Chair requested the DAQS clearly articulate who would be undertaking the risk assessments in the formal submission
    - It was further noted that not all Course Directors were directly involved in professional accreditation and ADA and Deputy Dean roles also vary within Faculties.
  The Chair also requested the submission clarify how, by whom and what risks would escalate to UCC.

> **RESOLUTION UCC35/6** The University Courses Committee resolved to:
> 1. **note** the Professional Accreditation Risk Rating Framework Review; and
> 2. **approve** the recommendations in the report.

9. **Annual Report Against UCC Terms of Reference 2024**

Members noted the asynchronous use of CDAP had been beneficial in all levels of a proposals workflow. Discussions continue around the Faculty Course and Subject Review Panel, and the Indigenous Board of Studies moving to an asynchronous process, before proposals come to the UCC.

> **RESOLUTION UCC35/7** The University Courses Committee resolved to **endorse and recommend** the University Courses Committee 2024 Assurance Report to Academic Senate.

10. **Previous Minutes (UCC and UCC SC)**

> **RESOLUTION UCC35/8** The University Courses Committee resolved to **approve** the minutes of the University Courses Committee meeting held on 23 October 2024 as a true and accurate record.

11. Academic Senate Minutes

> **RESOLUTION UCC35/9** The University Courses Committee resolved to **note** the minutes of the Academic Senate meetings held 18 November 2024 and 19 February 2025.

12. Minutes of the Committees reporting to UCC

> **RESOLUTION UCC35/10** The University Courses Committee resolved to **note** the following minutes of the Committees that report to the University Courses Committee:
> - Faculty of Arts and Education Faculty Board 10 February 2025
> - Faculty of Business, Justice and Behavioural Sciences Faculty Board 11 February 2025
> - Faculty of Science and Health Faculty Board 10 February 2025
> - Indigenous Board of Studies 4 December 2024.

13. Annual Plan

> **RESOLUTION UCC35/11** The University Courses Committee resolved to **note** the current Annual Plan.

14. University Courses Committee – Role and Responsibilities of Members

> **RESOLUTION UCC35/12** The University Courses Committee resolved to **note** the University Courses Committee - Role and Responsibilities of Members.

15. Other Business

There were no other items of business.

16. Next Meeting

The next meeting of the University Courses Committee was scheduled to be held from 9:00 am – 12:00 pm on Wednesday, 30 April 2025 by videoconference. The agenda for this meeting closes on 14 April 2025.

There being no further business, the meeting concluded at 10:20am.

Signed as a true and accurate record:

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Chair   Date