

ANU COLLEGE OF BUSINESS & ECONOMICS (CBE) EDUCATION COMMITTEE

CONFIRMED MINUTES

Minutes of Meeting No. 02/2021 of the College of Business & Economics Education Committee held on Monday 22 March 2021 at 10:00 am in the Allan Barton Forum.

Present: Dr Bronwen Whiting (Chair), Dr Jo Drienko, Dr Rebecca Tan, Associate Professor Marvin Wee, Dr Jananie William, Dr Marina Iskhakova, Dr Dana Hanna, Ms Louise Barclay, Ms Cait Rawson, Mr Jayden Pham, Mr Riley Smithers, Associate Professor Vinh Lu, Dr Alex Richardson, Ms Tanya Ali, Professor Lilia Ferrario

In Attendance: Ms Sophia Schwerdtfeger (Secretariat), Ms Hollie Herne,

Apologies: Dr Katerina Kormusheva, Dr Jenni Bettman, Dr Hoang Long Chu, Ms Rui Gao, Dr Jillian Schedneck

PART 1 – PROCEDURAL MATTERS

*1 Announcements and Apologies

The Committee noted the apologies above.

*2 Starred Items

*3 Minutes

Attachment 1 – Unconfirmed minutes from meeting 01/2021

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The minutes of meeting 01/2021 held on 22 February 2021 were approved as an accurate and true record of the meeting, pending the following amendment:

8. Report from Schools

Research School of Accounting:

The last sentence should read, "She thanked the RSFAS colleagues for sharing their experiences and expertise with Proctorio with them."

*4 Matters Arising from the Minutes

- **Student Services items carried over from CBEEC10/20 - Credit for students going on an exchange program at a non-ANU partner.**

As confirmed at the previous Education Committee meetings, CBE students would not go on an exchange program in 2021. Therefore, the Chair would update the Committee on this matter's progress as soon as it is available.

***5 Confidential items**

No confidential items were submitted.

PART 2 – REPORTS

***6 Report from the Chair**

6.1 Report on Education Matters

- Invigilated exams - Preliminary discussion with the Registrar indicated that in-person invigilated exams would not be offered for the remainder of 2021. There was a further discussion about potentially not offering in-person invigilated exams in future. However, the Chair raised her concerns about the link between no in-person invigilated exams and the number of misconduct issues CBE has had to deal with recently. Furthermore, professional societies require in-person invigilated exams for course accreditation. The Chair said that the Deputy Vice-Chancellor (Academic) undertook to raise this issue with all the professional accreditation societies in the near future. This matter would be discussed again later this year.

ACTION: The Chair asked the ANUSA representatives to obtain the views from other students regarding in-person exams vs other alternatives.

- Adjustment to the grading scale - The grade of a WN (withdrawn with failure) will be removed, which means that students can withdraw from their courses before the last day prior to the exam period and only receive a WD (withdrawal without failure). Therefore, academics should ensure that the final assessment's due date is scheduled after the first day of exams.
- Program and Course review Processes – The Committee should note the new process under agenda item 18.
- CBEEC memo template – a new standardised memo template to use would be circulated to the Committee asap.
- Course review training – Mr Richard Lander-Clarke was seconded to CLT and will conduct the training. The Chair will liaise further with Mr Lander-Clarke regarding a suitable date for the training to be provided to the reviewers.

6.2 Higher Education Academy (HEA) Fellowship Scheme

The Chair encouraged academic staff within CBE to engage with the program as an exercise in reflecting on their teaching methodology and practices and noted that the program is also open to professional staff who work within the education/teaching space.

6.3 Conflicts of Interest

Committee members must declare any material personal interests, whether they are actual, potential or perceived, at the start of each meeting or before discussion of the relevant agenda item or topic. Details of material personal interests declared by Committee members, and actions taken, are appropriately recorded in the minutes.

***7 Report from the Educational Technologist**

Ms Herne reported on the following:

The challenges experienced with the dual delivery mode had been resolved.

RSA would be using Proctorio for the first time during the mid-semester exam, using an external link through Pearson. Students would test the link first to see if everything is going well as planned.

Ms Herne and CLT would provide Gradebook training in the upcoming weeks, and she could also offer one to one training to staff. The Chair also highlighted that the use of Gradebook would be mandatory in Semester 2 2021.

***8 Reports from Schools**

Research School of Accounting: Dr Tan reported that RSA would be having a pizza meet and greet event on 23 March. Proctorio was used for the first time during the BUSN1001 supplementary exam and would possibly be used for other RSA courses in future.

Research School of Economics: Dr Hanna reported that one RSE academic staff member applied for a HEA. A pizza meet and greet event was scheduled for students on Wednesday, 24 March.

Research School of Finance, Actuarial Studies and Statistics: Dr Jo Drienko reported that RSFAS would be having a pizza meet and greet event during the week of 29 March.

Research School of Management: Dr Richardson reported that a pizza meet and greet event was scheduled for 25 March. The School made progress with the new one and two years Master of Management programs, and the draft proposals would be circulated to other Schools for comment. He thanked Mr McFadden and Mr Martin for addressing the technical issues experienced in the teaching rooms.

***9 Report from the Associate Dean (Advancement and Engagement)**

Associate Professor Lu reported on the following.

1. Events: Two virtual sessions with tutors in CBE are scheduled during weeks 6 and 9, focusing on making the most of tutorials and tips & tricks on meeting tutors' expectations.
2. Year in Industry Programs: Industry consultations have taken place, with strong support for the value of the program. Currently, the ADE is discussing the program proposals with other ADEs for informal feedback, with the view to have the proposals submitted to AQAC3 in April. The programs would be promoted during Open Day in August if approved by AB/AQAC4 in July. Talks will continue with industry partners (whose suggestions include, an aim of 5 places in the programs in the first intake, formation of a steering committee for program implementation, flexibility in placement period to distinguish CBE's programs from those in Sydney, and running of roundtable discussions in Canberra, Sydney and Melbourne with key alumni and prepare post-approval activities (e.g., marketing plan, scholarship conditions of award, application process)).
3. Employability programs: Preparation for Sem 2 (Special Industry Project and Internship program) is ongoing.
4. Engagement with MIEACT (Mental Illness Education ACT): Mental health training for CBE students – materials from the organisation, are awaiting before they could undertake any student-focused activities.

***10 Report from the Director of Students and Learning**

Dr Bettman was absent from this meeting, and no report was submitted.

***11 Report from CBE Student Services**

Ms Ali reported on the following:

- Year to date – Student Services received 6860 email enquiries, 95% resolved within three working days.
- The Help desk open hours were reduced and will now be available from 9:30am to 4 pm.
- An intern who would be working on data reporting was appointed to improve services to students.
- Several staff members in Student Services are currently unwell.

PART 3 – CURRICULUM PROPOSALS

*12 Research School of Accounting

Dr Tan spoke to the curriculum items from RSA

12.1 Program Amendment

HACCT

Bachelor of Accounting (Hons)

Attachment 3

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Under Admission requirements, second dot point: a concern was raised about the “ANU 70 percent” in the sentence.

ACTION: The ANU 70 percent should remain under the admission requirements, pending confirmation from the Education Governance team that the requirement is consistent with other programs.

Under Admission requirements, remove the paragraph starting with “The National Register of higher education providers is....”

Resolution: The program amendment was endorsed, pending the amendment above and the Education governance team's confirmation that the ANU 70 percent is consistent with other programs.

PART 4 – ITEMS OF OTHER BUSINESS

13 MIEACT/ANU Mental Health Program

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Attachment 4

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Resolution: The Committee noted the MIEACT/ANU Mental Health Program.

*14 Item 19 - Student Academic Integrity Policy

Draft Policy: Student academic integrity policy

Attachment 5

Page 26

Resolution: The Committee was requested to provide any further feedback to education.cbe@anu.edu.au by COB, 25 March 2021.

*15 Item 20 Student Academic Integrity Procedure

Draft Procedure: Academic Integrity

Attachment 6

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The Committee discussed the draft procedure and provided the following comments:

- Clause 3(a) states that “and continue to provide support throughout the course or as appropriate” - the type of support that should be provided requires further clarification.
- Clause 7 – suggest that the word ‘appropriate’ be inserted before academic practice to highlight that poor or inappropriate academic practice is the conduct being identified.

Resolution: The Committee was requested to provide any further feedback to education.cbe@anu.edu.au by COB, 25 March 2021.

***16 Item 21. Student Surveys and Evaluations Procedure**

Proposed revisions to the Procedure: Student surveys and evaluations (ANUP_004602)

Attachment 7 Page 34

Resolution: The Committee was requested to provide feedback on the Student Surveys and Evaluations Procedure to education.cbe@anu.edu.au by 12 April 2021.

17 Admissions data 2018-2021

Admissions data 2018-2021

Attachment 8 Page 38

Resolution: The Committee noted the Admissions data 2018-2021.

18 Program and Course review Processes

Program and Course review Processes

Attachment 9 Page 41

Resolution: The Committee note the Program and Course review Processes.

19 ANU Student Managed Fund: 2020 Annual Report

2020 Annual Report for the ANU Student Managed Fund

Attachment 10 Page 43

Resolution: The Committee noted the 2020 Annual Report for the ANU Student Managed Fund.

20 Next meeting date

The next meeting will be held on **Tuesday 27 April at 10.00am.**

***21 Other business and question time**

Lecture time slots - For logistical reasons, lectures should start 5 minutes past the hour and finish 5 minutes before the hour – The Chair will raise this issue in the ADE meetings. DDEs were requested to discuss the matter with teaching staff in their Schools.

ACTION: The Chair and the DDEs undertook to discuss this matter further with the appropriate audience.

Online (Zoom) tutorial – A question was raised as to whether it was permissible to record a live, online (Zoom) tutorial, and post the recording onto the class Wattle site – in particular, whether students would need to be provided with notice that the intention was to record and post the class; and whether they should mute their cameras for the recording.

ACTION: The Chair will raise the question with the Privacy Officer, Ms Roxanne Missingham.

The meeting closed at 10:55am