**Attachment A**

**Common Units Committee**

**MINUTES for Meeting Number 2, 2014**

**2pm, 20th October, Building Orange 4.2.08**

Present: Chair: Martin Carroll, Nicola Rolls, Birut Zemits, Barbara White, Bernadette Royal, Elizabeth Thynne, Clare McVeity, Sharon Bridgeman, Mike Miloshis.

1. **Welcome and Apologies**

The Chair welcomed the committee members and accepted apologies from Richard Head, Zoe Carmichal, Giselle Byrnes, Greg Shaw, Terry Dunbar and Sue Carthew

1. **Minutes of Previous Meetings**

**Resolution:** That the minutes be accepted.

**2.1 Actions arising from previous meetings**

Item no.1 Advanced standing - OMP to provide comparative reports on all paths via which students can achieve advanced standing.

At the last meeting Theme Leader, CU presented a comparative assessment of Navitas student outcomes overtime (those who received advanced standing versus those who did not). The data confirmed that those students who achieve a CT are not disadvantaged and achieve comparative success. It was suggested that additional comparisons be run for other students who receive advanced standing.

PVCA advised that this will prove valuable as it is likely that there will be some policy discussion around advanced standing soon and that this would supplement findings from the previous research work undertaken by NR, Bill Tyler and the team.

**Action: Theme Leader, CU to request OMP provide comparative reports to the CU committee on all paths via which students can achieve advanced standing.**

Item no. 2 Possibility of Essington students being able to choose to study either CUC100 or CUC106 in 2015.

Theme Leader, CU discussed the logistics of students being able to choose to study either CUC100 or CUC106 in 2015 with the Director - Office of Student Administration & Equity Services (OSAES) who advised this can be done at short notice as it is not a commonwealth reporting unit and com under the HEPP funding strand.

In terms of fees, CUC100 charges $755 per student which fits under the humanities course funding area. The Director - OSAES suggested that as CUC106 sits under the design and engineering stream it would cost $1076 unless this adjusted to achieve parity.

It is anticipated that there will be 70-75 students year 12 students in 2015. 3 students went on to engineering from the last cohort, they studied CUC100 but were also required to complete CUC106 which is a compulsory unit for their course.

PVCA confirmed that a minimum number of 20 students will be needed to make this viable and that the fees would not be adjusted.

**Action: Theme leader, CU to meet with D Canon, Essington to ascertain approx. nos of students interested in studying CUC106 rather than CUC100 in 2015.**

Item no. 3 Possible relocation of 5 library YouTube videos to Sharestream.

Ongoing.

Item no. 4 IntoUni prog - Kormilda students’ advanced standing

Terry McClafferty (TM) provided the Theme Leader, CU with a sample of a student’s report from research project B, the curriculum area where Terry was working with Kormilda to embed academic literacies. However, the sample did not demonstrate clear evidence of specific academic skills. Theme Leader, CU pointed out to TM that CDU will need more samples and clearly defined process before students are given advanced standing.

Theme Leader, CU provided TM with info and materials about the literacies they need to develop, TM advised he was present in the classrooms and aided scaffolding.

PVCA advised that a strategic approach is needed whereby CDU help Kormilda reform their curriculum prior to advanced standing being granted.

**Action: IntoUni prog - Kormilda students advanced standing – meeting with PVCA, Theme Leader, CU, HOS Education and Terry McClafferty discuss way forward**

Kormilda have submitted their *International Baccalaureate* (IB) curriculum to PVCA. CDU considered giving advanced standing for the IB 4 years ago, but it was not pursued further. Other universities including Griffiths give up to 40 cps for the IB.

**Action: Circulate International Baccalaureate curriculum documentation received from Kormilda to Theme Leader, CU and Associate Deans L&T**

Item no.5 Explore ways of getting information to students about CT earlier.

Ongoing.

Item no. 6 Report back to committee on outcomes of forthcoming CUC106 working party meeting.

To be addressed in standing items.

1. **Standing items**

**3.1 Theme Leaders report** (Attachment B)

CUC106 review group has met to discuss strategies for improving attrition. CUC100 unit development continues. Supporting staff on other campuses has taken a considerable amount of time and raised new challenges.

Theme Leader, CU advised that only 10% of the revenue base for the program gets passed on. A bid has been submitted via SALL’s operational plan for 2.5 additional staff for the program.

Research project – update available by early next year, once 2014 data is analysed.

CUC100 internal coordinator will be travelling to Melbourne in November to help work with staff teaching in the unit.

**Action: CUC100 internal coordinator to report back to PVCA regarding suitability of premises in Melbourne**

**3.2 CUC107 report** (Attachment C).

CUC107 coordinator presented the report for the Semester 1 delivery of the unit. She advised that there were 14 staff in the unit for semester 2. Susi Woolf had over 30 students in Sydney at the start (predominantly ESL). Students find the content of the unit particularly valuable. New staff include Mikiko Kawano from Navitas.

This semester 50% of internal CUC107 students are international, Theme Leader, CU has been holding weekly literacy scaffolding workshops to provide them with additional support.

Evening collaborate sessions are better attended than those held during the day. CUC107 coordinator to establish the numbers of students who listen to recorded sessions.

**Action: Follow up with OLT team collaborate stats for CUC107**

CUC107 coordinator noted that there were a relatively high number of withdrawals from Sydney.

**Action: CUC107 coordinator to investigate high withdrawal rate for CUC107 in Sydney campus**

***General discussion in relation to withdrawal issues***

PVCA advised that CDU have just received the latest risk assessment from TEQSA who have indicated that our first year attrition level is too high at 28.4%. The TEP accounts for 1/3 of that figure. TEQSA have expressed concern about CDU’s rapid growth, combined with high and increasing attrition and comparatively low CEQ results (this is sitting at approx. 76% which is at the lower end).

PVCA advised that with this in mind, the CU committee needs to develop a strategy to decrease levels of attrition within the program.

Theme Leader, CU pointed out that further investigation is needed into tracking what happens when students withdraw – do they reenrol the next semester for example?.

**Action: Investigate (via Penny Szybiak/other) what happens to students after they have withdrawn from one of the CU’s – this can form part of CU retention strategy**

Associate Dean L&TFEHSE advised that the ‘At risk’ project, part of the student retention project is working with schools across CDU to identify what information is required at the point of enrolment to identify students at risk and then once identified consider what strategies can be put in place to retain those students. CU team have arranged to meet with the retention project officer next week and have an open line of communication regarding the Online Success research project.

**Action: Unit coordinators to include number of participating students with SELT results**

Theme Leader, CU advised that the withdrawal figures include students who gained CT. Students enrol, examine the unit content and then apply for credit transfer which takes approx.2 weeks at which point they are withdrawn from that enrolment and given a CT in advanced standing.

**Action: Convene meeting with PVCA, Team Leader - Accreditation and Registration, Coordinator, Academic Liaison Unit and Theme Leader, CU to investigate whether students given CT are given a withdrawal grade and thereby contribute to attrition figures**

Associate Dean L&TFEHSE also noted some anomalies in the % grades recorded in the unit report and suggested number of participants should be noted as well.

**Action: Ensure unit coordinators are using same method of data collection/ presentation for CU committee meeting reports.**

**3.3 CUC100 report** (Attachment D)

CUC100 coordinator’s presented the report for the semester 1 delivery of the unit. The external coordinator confirmed that both the internal and external teams are working well. A number of former Casuarina employees are now working as external tutors. Enrolments are up this semester to 791. The withdrawal rate is 38% for external students and 20% for internal students.

CUC100 internal coordinator advised that given the higher than anticipated internal student numbers there was a need to open a 3rd internal class. Melbourne campus had more than anticipated over 40 and that created some staffing challenges which are exacerbated by the fact that ATMC staff are employed and administered through ATMC. Feedback has been very positive.

**3.4 CUC106 report** (Attachment E)

There were a high number of international students at the start of semester who struggled to understand what the unit was about, however, over the course of the semester their level of engagement increased. The withdrawal rate has dropped to 40% (8% lower than during sem 2, 2013).

Based on the actions from the working party investigating CUC106 drop-out, changes to the unit will be implemented over summer semester which we believe will assist in reducing the high number of withdrawals.

The team are applying for a mobility grant via EWB to allow some CDU students to attend a humanitarian summit in India.

Coordinator, CUC106 commented that the working party review meeting went well and the team was supportive of the changes to the assessments. These are relatively minor but reduce the workload and the number of team assignments. Students will be required to complete an individual assignment at the beginning of the unit which the team are hoping will ensure more buy-in from students regarding the focus of the unit and what is required prior to undertaking group work. HOS - Engineering and IT has seen and supported the proposed unit changes and advised that there were no implications in terms of Engineers Australia (EA) accreditation.

Associate Dean L&T FEHSE flagged some potentially useful student communication tolls introduced by Dr Gwendolyn Lawrie at a recent workshop.

**Action: Theme leader, CU to report back to committee on outcomes of CUC106 working party meeting to discuss issues of high withdrawal.**

**Action: Associate Dean L&T FEHSE to share links to peer assessment tools with committee members** (PRAZE *web-based peer review system,* University of Melbourne, Others from *Dr Gwendolyn Lawrie, UQ*)

**3.5 Library Information Skills report**

Liaison and Academic Support Coordinator advised that the library continue to work well with the common unit team and the collaborate sessions are well received. Discussions have taken place with both coordinators of CUC100 about embedding a 10 week scaffolded library skills pilot program in to the unit SS 2014. Students will be required to practice researching and referencing skills each week as well as quizzes to track their progress. The library team had embedded this program into a literature unit in Sem 2 (worth 5% of the assessment), data is being collected about the success of this, however anecdotally it appears to have been well received.

Associate Dean L&T FEHSE queried whether it might be possible to embed this as a component part of one/more of the CUs within some of the assessment items?

Theme Leader, CU confirmed that the team would consider this as part of the unit revision for CUC100 and CUC106.

**Action: Liaison and Academic Support Coordinator to provide feedback to committee on pilot of embedded 10 wk library skills pilot program in CUC100 during SS in early 2015**

PVCA advised that a working group will be meeting shortly to establish how library services will be committed in Melbourne. PVCA invited the Liaison and Academic Support Coordinator to discuss this with the Director of Library Services.

1. **CUC100 sustainability update**

Theme Leader, CU advised that the university L&T committee suggested changes to the CARP documentation for CUC100. Subsequently, the unit development team have made some changes and checked these with the unit review group, who made some additional suggestions which have now been embedded in the documentation. The next step is to seek feedback from this committee which the team will undertake at the next meeting.

Relaying the query from the unit review group, the Theme Leader, CU asked whether *sustainability* can be confirmed as one of the university’s key goals going forward. This will determine whether we include knowledge of sustainability as a learning outcome in CUC100.

Will it be a unit via which all students are exposed to sustainability as required by the university or will we refer to the unit as one that builds literacy through the exploration of a “topic of interest”.

PVCA confirmed that the university council approved the sustainability strategy document at the end of 2013. It contains an express provision for embedding sustainability as a key attribute. However, no executive member of the team was given charge of it. In addition, the VC has not fully engaged with the document as yet.

**Action: PVCA to circulate sustainability document approved by CDU council.**

PVCA proposed that embedding sustainability into the curriculum could be discussed at a university workshop/seminar early 2015 provided the VC is on board at that stage.

PVCA confirmed that the revised unit details should not be taken to the ULTC until such time as the strategic engagement is in place.

Theme Leader, CU pointed out that the unit development team is keen to keep the momentum going and will continue to work on as much of the development of the unit as is possible in the meantime.

**5. Other business**

**5.1 HE standards**

PVCA advised that the approval of the new higher education standards has slowed at a national level. The standards will be presented to the minister in November, consultation will take place early next year and implementation is likely in January 2016.

The standards require that universities demonstrate that they have attended to the preparatory learning needs of students and in a footnote it states that this includes English language. CDU argued for this footnote to be removed. However, the contents of the footnote are now included in the body of the standards document.

CDU therefore is required to embed English language proficiency into the curriculum.

**Action: Theme Leader and Unit Coordinators to meet and discuss embedding language proficiency assessment and other recommendations from Barthel report into CU’s**

Associate Dean L&T FEHSE pointed out that the majority of CDU’s students at masters level have English as a second language. There is a need to address this at post graduate level as well. Other universities have an elective unit that all international students must complete to meet these needs.

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| **Actions Arising** |
| **No.** | **Item** | **Person** | **Timeframe** | **Progress** |
| 1. | Theme leader, CU to request OMP provide comparative reports to the CU committee on all paths via which students can achieve advanced standing. | Theme leader, CU | November | Pending |
| 2. | Theme leader, CU to meet with D Canon, Essington to ascertain approx. nos of students interested in studying CUC106 rather than CUC100 in 2015. | Theme leader, CU | Next meeting | Awaiting response |
| 3. | Liaison and Academic Support Coordinator to discuss possible relocation of 5 YouTube videos to Sharestream with Bill Searle, Manager - Learning  | Liaison and Academic Support Coordinator | Next meeting |  |
| 4.  | Inter uniprog - Kormilda students advanced standing – meeting with PVCA, Theme Leader, CU, HOS Education and Terry McClafferty discuss way forward | Theme leader, CU | Prior to next meeting | Item G |

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| 5. | Circulate International Baccalaureate curriculum documentation received from Kormilda to Theme Leader, CU and Associate Deans L&T | PVCA | Prior to next meeting | Completed |
| 6. | Theme Leader CU to explore ways of getting information to students about CT earlier (including enrolment packages, common units website, Online Orientation site) | Theme leader, CU | Next meeting | Ongoing |
| 7. | Report back to PVCA regarding suitability of premises in Melbourne | Coordinator, CUC100 | Early December? | Completed through C.McVeity |
| 8. | Investigate high withdrawal rate for CUC107 in Sydney campus | Coordinator CUC107 | Next meeting | Item 3.2 |
| 9. | Investigate (via Penny Szybiak/other) what happens to students after they have withdrawn from one of the CU’s – this can form part of CU retention strategy | Theme Leader, CU |  | Ongoing |
| 10. | Ensure unit coordinators are using same method of data collection/presentation for CU committee meeting reports. | Theme Leader, CU, Coordinators CU’s | Next meeting | Completed |
| 11. | Unit coordinators to include rate of student completion with SELT results  | Coordinators, CU’s | Next meeting and ongoing | Completed |
| 12. | Follow up with OLT team collaborate stats for CUC107 | Coordinator CUC107 |  | Completed |
| 13. | Convene meeting with PVCA, Team Leader - Accreditation and Registration , Coordinator, Academic Liaison Unit and Theme Leader, CU to investigate whether students given CT are given a withdrawal grade and thereby contribute to attrition figures | Theme Leader, CU | Prior to next meeting | Completed |
| 14. | Share links to peer assessment tools with committee membersInc. PRAZE *web-based peer review system,* University of Melbourne) and others from *Dr Gwendolyn Lawrie, UQ* | Associate Dean L&T, FEHSE |  | Completed |
| 15. | Theme leader, CU to report back to committee on outcomes of CUC106 working party meeting to discuss issues of withdrawal and unit content. | Theme leader, CU | November meeting | Item 6 |
| 16. | Provide feedback to committee on pilot of embedded 10 wk library skills pilot program in CUC100 during SS | Liaison and Academic Support Coordinator | Early 2015 | Item 3.5 |
| 17. | Circulate sustainability document approved by CDU council | PVCA | Prior to next meeting | Completed |
| 18. | Theme Leader and Unit Coordinators to meet and discuss embedding language proficiency assessment and other recommendations from Barthel report into CU’s | Theme Leader, CU | Prior to next meeting | Ongoing |