MINUTES

Meeting No. 3/2015
Present Alistair Rendell, Ramesh Sankaranarayana, Dirk Pattinson, John Slaney, Shayne Flint, Steve Gould, Natalie Young
Venue R212 - Ian Ross Conference Room (Building # 31)
Date/Time Thursday 6th August 2015 1:00PM

Welcome and Apologies
The Chair welcomed all members in attendance as noted in the listing above and noted the apologies received from Lynette Johns-Boast.

Minutes of Previous Meeting
The Committee provided some corrections and alterations to the minutes from the previous meeting (2/2015) and noted that with these amendments, confirmed that the minutes were a true and accurate account of the meeting.

Matters Arising from Minutes and Action Items
The Committee received an update on Action Items from CDC 2/2015 as follows:

- **Grounding Principles (Why, How, What) Discussion** - The Committee noted that work is still ongoing in an attempt to more clearly articulate the nature and purpose of the Grounding Principles for the school.

- **Masters Course Working Group** – The Committee noted the report and list of recommendations provided by the Working Group addressing a number of identified issues with the Postgraduate Coursework offerings in the School (specifically Masters course prerequisites, specialisations and odd/even offerings). It was noted that the Chair would review the documents submitted by the working group out-of-session and would circulate an annotated version with a list of Action Items for the Committee’s consideration and action.

The Committee agreed in principle with the findings of the report and the subsequent recommendations provided by the Working Group.

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<td>1</td>
<td>Director to consolidate feedback gathered on the “Why, How, What” Discussion of the Grounding Principles and Graduate Attributes and appoint a group to review the efficacy of the current educational programs against the identified mission/values</td>
<td>Alistair Rendell</td>
<td>Ongoing</td>
<td>Progress to be provided at next CDC Meeting – 24/09/2015</td>
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<td>2</td>
<td>Associate Director (Education) to annotate the Masters Working Group documentation with action items and circulate to the Committee for discussion and action.</td>
<td>Ramesh Sankaranarayana</td>
<td>Ongoing</td>
<td>Next CDC Meeting – 24/09/2015</td>
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Starred Items
The starred items were noted by the Committee.

Report from Chair
- Audit of COMP1730 (Final Report Received) – The Committee noted that the external audit of COMP1730 had been completed in June and that the official report had been received by the School.

It was discussed that although the feedback was generally very positive, the auditor had raised the issue that a 20% failure rate in first year courses appeared to be too low and upon review of previous assessment item samples, a number of students should technically not have passed. Preliminary feedback noted the risks/implications of higher than typical pass rates in first year courses include students progressing into later year courses without the requisite skills and knowledge to succeed.

It was noted that the School executive and the responsible Convenor for COMP1730 will review the report is more detail and determine a list of priorities and action items based on the recommendations put forward by the auditor. Any subsequent amendments to the course will be tabled at a future CDC Meeting for endorsing.

- ACS and EA Accreditations – The Chair acknowledged the significant contribution Shayne Flint has made in assisting the School and broader College in preparation for the impending ACS and EA Accreditation documentation and visits. The Committee noted that the final EA submission documentation had been completed and was being reviewed by the Director RSE prior to being submitted on Monday 10th August 2015.

- CECS Teaching and Learning Seminar Series – The Committee noted the suite of presentations that had been organised by the Associate Director (Education) – Computer Science to share innovative and best-practice solutions the teaching and learning challenges. The Chair noted that the list of presenters was still being finalised but the Committee members were strongly encouraged to attend to support their Colleagues who are scheduled to give a talk.

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<td>3</td>
<td>COMP1730 Audit Report to be circulated to CDC and College Executive.</td>
<td>Ramesh Sankaranarayana</td>
<td>Ongoing</td>
<td>Circulate External Course Audit Report to Committee and College Executive by next CDC (Thursday 24th September, 2015).</td>
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<td>4</td>
<td>Circulate schedule for CECS Teaching and Learning Seminar Series</td>
<td>Ramesh Sankaranarayana</td>
<td>Completed</td>
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**Report from Associate Dean (Education)**

The Committee noted the Draft Strategic Intent document provided by the Associate Dean (Education) for discussion and feedback.

The Associate Dean (Education) advised that the Strategic Intent Document is meant to act as a "signpost" (as opposed to a prescriptive plan with detailed deliverables) that identifies the priorities for each key area (i.e. IT, International, Education and HDR), as well as the corresponding goal posts.

It was noted that the intended pathway of consultation, feedback and notification for this document was as follows:

Curriculum Development Committees (RSCS and RSE) → Executive Committee → College Education Committee → CECS Staff (Notification Only) → Period of Review → Published on CECS Webpage

The Associate Dean (Education) acknowledged feedback submitted by Lynette Johns-Boast and encouraged all additional feedback to be submitted directly to him by September (in time for the College Executive Meeting).
The following feedback points were briefly discussed by the Committee:
- Research-led education is referred to in the preamble of the paper but is not reflected in the subsequent goals;
- Further public consultation around the definition of a “Research-led” university is required;
- Clarification required around modifiers (e.g. “small-scale”).
- Display of appearance of the Strategic Plan on the webpage (once it's approved) – drop downs to avoid long pages/scrolling;
- Strong agreement with tip-level goals, particularly engagement with multi-disciplinary areas.

### Position Description Statements for Program Convenors

The Committee noted the draft Position Descriptions for the following roles:

- RSCS Associate Director (Education)
- RSCS Program Convenor
- RSCS Honours Convenor
- RSCS Course Convenor
- RSCS Coursework and Engage Learning Coordinator
- RSCS Associate Director (Research)
- RSCS or RSEng HDR Convenor and Delegated Authority
- RSCS HDR Engaged Learning Coordinator
- RSCS Research Support and Outcomes Coordinator

The Committee raised several, general points of concern around the language and subsequent inference of responsibility for decisions and actions that are perhaps inappropriate for the position. For example, it was noted that there is some ambiguity around the “External Relationship Management” responsibilities of Course Convenors, particularly as it relates to industry and media. It was suggested that “engaging with” instead of “management of” is more appropriate for that level of responsibility. There was also concern raised over the requirement for Program Convenors to “Maintain Programs and Courses and local Degree Program webpages” – specifically that while a Program Convenor should be responsible for monitoring/auditing published information, maintenance of these various systems is not appropriate.

The consensus of the Committee was that there needs to be a clear channel of decision-making and responsibility that differentiates the positions but also compliments the overall teaching, learning and engagement efforts of the School at every level.

The Chair requested that the Committee review the suite of draft Position Descriptions out-of-session and provide feedback where necessary.

### Change to the Honours Requirements (AQF 8 Compliance)

The Committee noted the process currently under way within the School (driven by the Associate Director (Education) and Student Services) to ensure the 3+1 and embedded Honours programs are compliant with AQF requirements. This process includes a review of the Learning Outcomes, Course Descriptions and Prerequisite information for a select number of 3XXX courses, all 4XXX courses and all co-badged courses; as well as identifying a potential Research Methods course (a COMP4xxx version of the existing COMP2560 course).
The Chair noted the “Guidelines on Writing Learning Outcomes” document that was circulated to the Committee, which is being used by Student Services (along with the AQF 8 requirements and Bloom’s Taxonomy) as the basis for any Learning Outcome amendment recommendations.

The Committee noted the comments received from Lynette Johns-Boast regarding the implementation of Bloom’s Taxonomy for Learning Outcome vocabulary – specifically that Learning Outcomes from first year to later year courses should be written holistically to ensure the competencies are gradually built upon so that students progressively engage with and show mastery of the higher-order skills.

With regard to the +1 Honours program, it was suggested that COMP2550 would be more appropriate to co-badge with a 4XXX level course to meet the Research Methods requirements for the program. The Committee requested that the Honours Convenor review the Degree Rules, along with COMP2550 and potentially a 3XXX level Special Topics Course and make some recommendations that will satisfy the AQF8 and Research Training requirements.

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<td>6</td>
<td>List of Co-Badged Courses to be provided to AD(Edu) CS for review and decision on 3XXX/4XXX coding and Learning Outcome revision requirements (in line with AQF 7/8 standards)</td>
<td>Natalie Young, Ramesh Sankaranarayana</td>
<td>Completed</td>
<td>Report attached – 26/05/2015</td>
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<td>7</td>
<td>AD(Edu) CS and Honours Convenor to review Courses within BSENG and BAC to determine required amendments/co-badging/recoding (in line with AQF8 level standards).</td>
<td>Ramesh Sankaranarayana, John Slaney</td>
<td>Ongoing</td>
<td>Progress to be provided at next CDC – 24/09/2015</td>
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<td>8</td>
<td>Review and provide recommendations for Research Training in the +1 Honours Program.</td>
<td>John Slaney</td>
<td>Ongoing</td>
<td>Progress to be provided at next CDC – 24/09/2015</td>
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**External Audit of Honours Projects**

The Committee noted the need for annual external audits to be conducted on the marking and comments of Honours Theses. The purpose is to seek external input to calibrate/compare the output ANU Honours students and our marking of their research with other Australian institutions for quality assurance, as well as benchmarking for accreditation.

The Committee also noted that an Honours Program Review (to be led by the Honours Program Convenor) was scheduled for 2015/2016, where engaging regular external auditors (both for annual thesis marking calibration and 3-year program audits) would be a recommendation that would institute a culture of review.

**SELS Feedback Requirements**

The Committee noted the new requirements for providing feedback to the university for course with an SELS Overall Satisfaction rating of <50%.

The Chair proposed a tiered audit process be implemented in collaboration with the Course Convenors that consists of:

1. An internal Peer Review - to manage courses that have an <50% or 50%-59% satisfaction rating for the first time; and
2. An external audit – to manage courses that have received an overall satisfaction rating of <50% for a second or subsequent time.
It was proposed that for both the internal Peer Review and External Audits, recommendations would be made to improve the course and appropriate and timely actions is expected to be implemented by the Course Convenor.

The Committee agreed in principle with the proposal submitted by the chair, with the following conditions:
- Clear Terms of Reference be established for the Peer Review Panel (including mechanisms for a systematic approach to gathering information);
- Timeline and workflow of the process (from poor SELS Result to outcome of internal/external review);
- Potential outcomes and feedback requirements to Convenors;
- Recommendations for the information/documentation required from the Convenor to be provided to the Peer Review Panel.

The Committee also noted the courses with <50% satisfaction scores and those in the 50% - 59% range which require feedback to the university.

It was noted that COMP4130 had achieved a significant improvement in overall satisfaction; however, was still under <50% and would therefore require external review. The Committee agreed that course is required for professional accreditation and therefore can’t be removed but that changes would need to be seriously considered by the school in order to improve the perceptions of students.

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| 9         | CDC Chair to approach nominated Peer Review Panel members:  
- Eric McCreath  
- Salman Durrani  
- Dirk Pattinson (Chair) | Ramesh Sankaranarayana | Ongoing | Progress to be provided at next CDC – 24/09/2015 |
| 10        | CDC Chair to develop and circulate:  
- ToR for Peer Review Panel;  
- Timeline and workflow of the process;  
- List of outcomes and associated actions for Peer Review Panel to utilise;  
- Information/Documentation required from Course Convenors | Ramesh Sankaranarayana | Ongoing | |
| 11        | Associate Director (Education) to arrange for external review of COMP4130 (in consultation with Course Convenor) | Ramesh Sankaranarayana | Ongoing | |

**Other Business**

No other business raised.

**Next meeting**

The next meeting is scheduled for Thursday, 24th September 2015 1:30PM – 3:00PM

Meeting Closed at 3:00PM.