

ACADEMIC QUALITY AND STANDARDS COMMITTEE

Meeting No. 11

Unconfirmed minutes of the meeting held on Monday, 10 March 2025 by videoconference.

1. Welcome and Apologies

The Chair opened the meeting at 10.00am with an Acknowledgement of Country and welcomed members and attendees.

Members Present

Professor Janelle Wheat	Pro Vice-Chancellor (Learning and Teaching) (Chair)
Mr Mike Bryant	Academic Director, Education Strategy
Associate Professor Jenny Kent	Deputy Dean, FOBJBS
Professor Lucie Zundans-Fraser	Deputy Dean, FOAE
Dr Brendon Hyndman	Acting Associate Dean, Academic, FOAE
Associate Professor Rachel Whitsed	Associate Dean, Academic, FOSH
Associate Professor Julia Lynch	Associate Dean, Academic, FOBJBS
Associate Professor Mark Bassett	Director, Academic Quality and Standards and Academic Lead (AI)
Mr Mike Ferguson	Pro Vice-Chancellor (International)
Associate Professor Susan Mlcek	Academic staff member from FOAE with expertise in learning and teaching
Dr Prue Laidlaw	Academic staff member from FOSH with expertise in learning and teaching
Ms Jilly Taylor	Professional/general team member with expertise in grade administration
Mr Carlo Iacono	University Librarian
Associate Professor Narelle Patton	Academic staff member from FOSH with responsibility for workplace learning
Ms Louise Skilling	Academic staff member from FOBJBS with expertise in learning and teaching

Attendees

Ms Kim Sharp	Governance Officer (Minutes)
Ms Bec Acheson	Education Design Lead
Ms Reagan Petzel	Executive Officer, DLT
Ms Stephanie Daskein	Course and Subject Accreditation Officer

Apologies

Ms Lisa Campbell	Academic staff member from FOAE with responsibility for workplace learning
Ms Heather McGregor	Pro Vice-Chancellor (Student Success)
Ms Emma Marshall	Student representative
Professor Sarah O'Shea	Dean, Graduate Research
Professor Tony Dreise	Pro Vice-Chancellor (First Nations Engagement)

2. Declaration of Interests

There were no interests raised or declared by members or attendees.

3. Confirmation of Agenda

The agenda was confirmed.

4. Previous Minutes

RESOLUTION AQSC11/1 The Academic Quality and Standards Committee resolved to approve the minutes of the meeting held on 21 October 2024 as a true and accurate record.
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5. Action Sheet

The Committee noted that all outstanding action items from 2024 had been completed.

6. Faculty of Science and Health Courses

The Associate Dean, Academic, Faculty of Science and Health (ADA, FOSH) reported on the Faculty's consideration of the Annual Course Performance Health Checks (ACHCs) and proposed actions, and the Faculty's Annual Course Performance Health Check (Summary Report). Actions, reviewers' comments and feedback, where applicable, were presented to members via CDAP.

6A Faculty of Science and Health Course Reviews for Approval.

There were no course reviews from the Faculty of Science and Health for the 10 March 2025 meeting of the AQSC.

6B Faculty of Science and Health Annual Course Performance Health Checks for Approval

The ADA introduced the paper and reported on the following:

- The Faculty's review of the following ACHCs:
 1. 4409GS01 Bachelor of General Studies (Science)
 2. 4710AS01 Master of Animal Science 2024
 3. 5406AE01 Bachelor of Applied Science (Outdoor Recreation and Ecotourism)
 4. 4505BP01 Bachelor of Physiotherapy (Honours)
 5. 4022SM01 Undergraduate Certificate in Sports Media
 6. 4418SM01 Bachelor of Sports Media 2024
 7. 4022EX01 Undergraduate Certificate in Exercise Studies.
- The metrics used to consider the Faculty's annual course health checks and to determine actions plans included the viability of courses, the student experience and student achievement.
- The Faculty's consideration of the Bachelor of Physiotherapy (Honours), noting that while student experience data had dropped slightly, no other concerns were raised by faculty staff or the AQSC reviewers.

The Committee noted that the ADA (FOSH) and the Deputy Deans (FOAE and FOBJS) would meet to consider how future ACHC checks should be presented to the AQSC. Members noted that a common report format would be developed to ensure consistency and that the details and discussion from school and faculty level consideration of courses was included in submissions.

ACTION AQSC11/1 Meet to consider how future Annual Course Health Checks should be presented to the AQSC. [ADA (FOSH) and the Deputy Deans (FOAE and FOBJS)]

RESOLUTION AQSC11/2 The Academic Quality and Standards Committee resolved to **approve** the Annual Course Health Check action plans for the Faculty of Science and Health.

6C Faculty of Science and Health Annual Course Performance Health Check (Summary Report)

The ADA reported on the FOSH Annual Course Performance Health Check (Summary Report) and advised the following:

- The paper reported on comments made in ACHCs in the previous year and on progress against the approved actions.
- That none of the ACHCs were overdue and all actions were on track as planned.

RESOLUTION AQSC11/3 The Academic Quality and Standards Committee resolved to **note** the Annual Course Performance Health Check (Summary Report) from the Faculty of Science and Health.

7. Faculty of Arts and Education Courses

The Acting Associate Dean, Academic, Faculty of Arts and Education (ADA, FOAE) reported on the Faculty's consideration of course reviews and the Annual Course Performance Health Checks (ACHCs). Reviewers' comments and feedback, where applicable, were presented to members via CDAP.

7A Faculty of Arts and Education Course Reviews for Approval

Members discussed the following in relation to the course reviews and recommended actions:

The Master of Communication (with specialisations)

Members noted that the course had low enrolments (currently three students) and poor viability going forward. Concerns were raised that the course review document was out of date, did not demonstrate evidence of discussion and debate at a school or faculty level and had not been endorsed by the Faculty Board. AQSC agreed to request that the Acting ADA, FOAE return the course to the Faculty for amendments and the addition of rationales for its viability going forward. The course review was not approved.

The Graduate Certificate in Communication

The ADA reported that the Graduate Certificate in Communication had experienced similar issues to the Master's program, with low enrolments and poor viability. The Committee recommended that the Faculty review the course document, revise the learning outcomes, amend the proposal to better reference its link with the Master's program and include evidence of discussion and debate at a School and Faculty level. The course review was not approved.

The Graduate Certificate in Audiovisual Archiving

The ADA advised that the course was unique in the sector, and despite low enrolments, was considered to be viable as it was made up of subjects already offered in the Master of Information Studies. The AQSC recommended that the Faculty review the wording in the document to clarify why a course with ongoing low enrolments was not considered to be an issue for concern. A suggestion that the course be offered every second year was discussed but members noted that this could have implications for students enrolling in the Masters program. The course review was approved, subject to the ADA taking AQSC feedback into consideration before the review was submitted to the UCC.

The Graduate Certificate in Indigenous Cultural Competency

AQSC noted that the current course has faced significant challenges in terms of enrolments, course structure and alignment with curriculum architecture principles and had been deemed as not viable in its current format. The Faculty has recommended that the course move immediately into a re-design phase to ensure compliance and to improve student outcomes. The course review was approved.

The Graduate Certificate in Wiradjuri Language and Nation Building

The Committee discussed the course review and noted that the course has a strong alignment with the curriculum architecture principles and was achieving high student outcomes. The ADA advised that changes would be made to the course's aims, structure, learning resources and assessments. The course review was approved.

The Graduate Certificate in TESOL

The Committee noted that due to declining enrolments, the School had requested a discontinuation of the course from 202530. Intakes of new students have been suspended and a teach out plan has been developed. The School had noted that moving forward, microcredentials could be developed to cover this subject area. The course review was approved.

ACTION AQSC11/2 Update CDAP to reflect AQSC approval of the FOAE course reviews.
[Governance Officer]

RESOLUTION AQSC11/4 The Academic Quality and Standards Committee resolved to **approve** the following course reviews from the Faculty of Arts and Education:

1. The Graduate Certificate in Audiovisual Archiving;
2. The Graduate Certificate in Indigenous Cultural Competency;
3. The Graduate Certificate in Wiradjuri Language and Nation Building; and
4. The Graduate Certificate in TESOL.

7B Faculty of Arts and Education Annual Course Performance Health Checks for Approval

The ADA, Faculty of Arts and Education (FOAE) reported on the following Faculty's Annual Course Health Checks:

- 1421AM01 Bachelor of Communication(Advertising)/Bachelor of Business(Marketing)
- 1414CA01 Bachelor of Creative Arts and Design (with Specialisations)
- 1419CI01 Bachelor of Creative Industries (with specialisation)
- 1419CS01 Bachelor of Creative Industries (with specialisations)
- 1715CO01 Master of Communication (generic and with specialisation)
- 3416EP01 Bachelor of Education (Early Childhood and Primary)
- 3415OE01 Bachelor of Outdoor Education
- 4409LH01 Bachelor of Health Science (Leisure and Health)
- 1715CA01 Master of Child and Adolescent Welfare
- 1408LB01 Bachelor of Arts
- 1420CP01 Bachelor of Education (Early Childhood and Primary)
- 3429TA01 Bachelor of Education (Technology and Applied Studies)
- 1911SW01 Doctor of Social Work
- 1320CC01 Graduate Certificate in Case Management and Coordinated Care
- 1307HS01 Graduate Certificate in Human Services (with Specialisations)

- 1322DC01 Graduate Certificate in Digital Communication
- 3408TS01 Bachelor of Teaching (Secondary)
- 1323ID01 Graduate Certificate in Intersectionality, Diversity and Inclusion
- 1023IS01 Undergraduate Certificate in Islamic Studies
- 1410LS01 Bachelor of Liberal Studies (Arts)
- 1022EC01, 1022CR01 and 1022TH01 - Undergraduate Certificates.

The ADA provided the following additional updates in relation to the Faculty's ACHCs:

- There had been no significant increase in student numbers in the Graduate Certificate in Case Management and Coordinated Care over a 5-year period.
- Discussions have been held to consider discontinuing the Graduate Certificate in Human Services course and including the key subjects from this course in the Graduate Certificate in Leadership in Human Services.
- That, while the Doctor of Social Work course was considered to be a sustainable program, it continued to have low enrolments and changes would be made in line with the action plan.
- A recommendation, that going forward, the Bachelor of Arts only be offered as an online program.
- That strategic initiatives planned by Course Directors for the suite of undergraduate certificates were on pause pending government decisions in relation to these awards.

RESOLUTION AQSC11/5 The Academic Quality and Standards Committee resolved to **approve** the Annual Course Health Check action plans for the Faculty of Arts and Education.

8. Faculty of Business, Justice and Behavioural Sciences Course Reviews

The Associate Dean, Academic, Business, Justice and Behavioural Sciences (FOBJBS) reported:

- there were no course reviews or Annual Course Performance Health Checks from the Faculty of Business, Justice and Behavioural Sciences for the 10 March 2025 meeting; and
- the Faculty's Annual Course Performance Health Check (Summary Report) would be submitted to the 5 May 2025 meeting.

9. Academic Quality and Standards Committee 2024 Assurance Report to Academic Senate

The Chair advised that the Committee was required to provide an assurance report to Academic Senate in relation to activities conducted during 2024. Members approved the report.

RESOLUTION AQSC11/6 The Academic Quality and Standards Committee resolved to **approve** and **recommend** the Academic Quality and Standards Committee 2024 Assurance Report to Academic Senate.

10. 2024 Third-Party Education Arrangements Review

The Chair introduced the Third-Party Education Arrangements Review. Items discussed included the following:

- Section 1 advised that the Office of Engagement and Enterprise, in collaboration with Legal Services, has been conducting a review of the University's agreements with third-party education partners throughout 2024 and that the University was scheduled to respond to TEQSA on these agreements by 20 March 2025. The Chair advised that she would follow up on progress with this report.
- Section 3 referred to a desktop review of the University Scholarly Activity Framework and the reporting and recording of scholarly activity. Members noted that this section was now out of date, as the Deputy Vice-Chancellor, Academic has removed the requirement for scholarly activity to be recorded in CRO.
- Section 5 referred to continuous improvement recommendations. The Committee:
 - noted the recommendation for the establishment of a process for monitoring and reporting on the status of QUASAR actions to support timely completion and strengthen accountability. Members agreed more discussion was needed to clarify how the University currently monitors and reports on the status of QUASAR actions to avoid adding another layer of oversight to this work.
 - agreed that more discussion was needed around the recommendation that the adequacy of summary reporting on TPA academic performance to Academic Senate via the Annual Student Performance Report be assessed.
 - noted the recommendation to review the moderation sample selection process to ensure assessments in subjects delivered by TPAs are included in the QA process. Members noted that, as sample sizes and processes for moderation were clearly prescribed in partnership manuals, it was unclear if this work would be in addition to what was already being managed in the faculties. AQSC noted that Academic Management Committees and Steering Committees also played a role in the oversight of TPAs and their delivery.
- Section 1.3 reported that the University's partnership with the Ming Hua Theological College. The Deputy Dean, FOAE advised that this course moved into a 'Teach Out' phase in 2024 rather than 2025 as indicated in the report.
- Concerns that, to date only global TPA reports rather than individual reports have been available for consideration, noting that this has meant that some comments raised in the reports were not relevant to all TPAs.

The Chair advised that she would convene a meeting with the Dir, Risk and Compliance, Assoc Dir, Compliance, the Manager, Academic Quality Enhancement, the Deputy Deans (FOAE and FOBJS), the ADA (FOSH) and Dir, AQS and AL (AI) to consider reporting and recommendations in relation to third party arrangements.

ACTION AQSC11/3 Convene a meeting with the Dir, Risk and Compliance, Assoc Dir, Compliance, the Manager, Academic Quality Enhancement, the Deputy Deans (FOAE and FOBJS), the ADA (FOSH) and Dir, AQS and AL (AI) to consider reporting and recommendations in relation to third party arrangements. [Chair]

RESOLUTION AQSC11/7 The Academic Quality and Standards Committee resolved to **note** the summary of findings of the 2024 Annual Review of Third-Party Education Arrangements.

11. Charles Sturt University Sydney and Melbourne Campus Report

The Deputy Dean, Faculty of Business, Justice and Behavioural Sciences reported on the Charles Sturt University Sydney and Melbourne campuses and updated members on the following:

- The first student intake for the Melbourne Campus has commenced.
- There are currently 110-120 students enrolled over both the Sydney and Melbourne campuses.
- Ongoing concerns around attrition on the Sydney Campus and acknowledgment that when significant numbers of students left a course, the student experience was affected.
- The poaching of students by private providers continues to have a significant impact on student numbers on the Sydney Campus. All 7 students in the Master of Professional Accounting have now left CSU, as have all 16 students enrolled in the Bachelor of Business.
- Navitas has continued work to improve the student experience by organising a number of social events which were linked with activities that support academic performance.
- The new Master of Project Management and Leadership (Professional Practice) and the Master of Business Data Analytics programs have been approved for offering on both the Sydney and Melbourne campuses.
- Work is ongoing to try to ensure recruiting firms were recruiting genuine students for the courses offered on both campuses.

RESOLUTION AQSC11/8 The Academic Quality and Standards Committee resolved to **note** the verbal report on the Charles Sturt University Sydney and Melbourne Campuses from the Deputy Dean, Faculty of Business, Justice and Behavioural Sciences.

12. Academic Quality and Standards Committee – Role and Responsibilities of Members

RESOLUTION AQSC11/9 The Academic Quality and Standards Committee resolved to **note** the Statement of Role and Responsibilities of Academic Quality and Standards Committee Members.

13. Annual Plan

The Annual Plan was noted.

RESOLUTION AQSC11/10 The Academic Quality and Standards Committee resolved to **note** the Academic Quality and Standards Committee Annual Plan.

14. Other Business

There was no other business.

15. Next Meeting

The next meeting of the Academic Quality and Standards Committee will be held from 10.00am to 1.00pm on Monday, 5 May 2024 by videoconference. The agenda for this meeting closes on Thursday, 17 April 2024.

There being no further business, the meeting concluded at 11.30am.

Signed as a true and accurate record:

Chair

Date