



Charles Sturt
University

UNIVERSITY COURSES COMMITTEE Meeting No. 36

NOTICE OF MEETING

Date Wednesday 30 April 2025

Time 9.00am – 12.00pm

Location Zoom -
<https://charlessturt.zoom.us/j/62010711736?pwd=8H9zRTu6EaKATYpOoOKbZYqCmsjFbb.1>

Meeting ID: 620 1071 1736

Passcode: 665674

Members	22
Quorum	12

Members	Position	Committee Term Ends
Professor Graham Brown	Deputy Vice-Chancellor (Academic) (Chair)	Ex-officio
Professor Janelle Wheat	Pro Vice-Chancellor (Learning and Teaching) or nominee	Ex-officio
Mr Mike Bryant	Academic Director, Education Strategy	Ex-officio
Mr Mike Ferguson	Pro Vice-Chancellor (International) or nominee	Ex-officio
Ms Sandra Sharpham	Executive Director, Student Experience or nominee	Ex-officio
Ms Heather McGregor	Pro Vice-Chancellor, Student Success or nominee	Ex-officio
Mr Matthew Granfield	Executive Director, Customer Experience	Ex-officio
Ms Rachel Stephens	Co-Director Academic Quality, Standards and Integrity	Ex-officio
Professor Lucie Zundans-Fraser	Deputy Dean, Faculty of Arts and Education	Ex-officio
Professor Jenny Kent	Deputy Dean, Faculty of Business, Justice and Behavioural Science	Ex-officio
Associate Professor Brendon Hyndman	Acting Associate Dean (Academic), Faculty of Arts and Education	Ex-officio
Dr Julia Lynch	Associate Dean (Academic), Faculty of Business, Justice and Behavioural Sciences	Ex-officio
Associate Professor Rachel Whitsed	Associate Dean (Academic), Faculty of Science and Health	Ex-officio
Associate Professor Christopher Orchard	Acting Chair, Indigenous Board of Studies or Nominee	Ex-officio
Dr Kelly Tribolet	Elected member, Faculty of Arts and Education	30 June 2026
Dr Jason Howarth	Elected member, Faculty of Business, Justice and Behavioural Sciences	30 June 2025
Dr Michelle Eastwood	Elected member, Faculty of Science and Health	30 June 2026
Ms Rebecca Acheson	Nominated member, Educational Design Lead, Division of Learning and Teaching	30 June 2025
Dr Annabel Matheson	Nominated member, Faculty of Science and Health	30 June 2025
Mr Simon Wakeling	Nominated member, Faculty of Arts and Education	30 June 2026
Ms Rebecca Frauenfelder	Acting Manager, Course Administration Team, Faculty of Science and Health	30 June 2025
(Vacant)	Student Member	30 September 2026
Members (Attendance as required. Not part of quorum)		
Associate Professor Matthew Winslade	Associate Dean (Research), Faculty of Arts and Education	Ex-officio
Professor Zahid Islam	Associate Dean (Research), Faculty of Business, Justice and Behavioural Sciences	Ex-officio
Associate Professor Sandra Savocchia	Acting Associate Dean (Research), Faculty of Science and Health	Ex-officio
Attendees		
Ms Natasha Bailo	Executive Officer, Office of the Deputy Vice-Chancellor (Academic)	
Mr James Elibank Murray	Manager, Course and Subject Accreditation	
Ms Bec Salmon	Manager, Academic Quality Enhancement	
Ms Verinnia Lansom	Governance Officer and Committee Secretary	

University Courses Committee Meeting No. 36			AGENDA		Wednesday 30 April 2025	
No	Item		Responsibility	Purpose	Time	Page
1	Welcome and Apologies	*	Chair	Noting	9.00am	4
2	Declaration of Interests	*	Chair	Decision		5
3	Confirmation of Agenda	*	Chair	Decision		6
4	Action Sheet	*	Chair	Discussion		7
For Decision/Discussion						
5	Chair's Report	*	Chair	Noting	9:15	8
6	Course Documents	*	Chair/ADAs	Decision		9
7	Review of the Graduate Learning Outcomes		PVC LT	Discussion		10
Matters Taken as Read						
8	Previous UCC and UCC SC Minutes	*	Chair	Decision		13
9	Academic Senate Minutes	*	Chair	Noting		14
10	Minutes of the Committees Reporting to UCC	*	Chair	Noting		15
11	Annual Plan	*	Chair	Decision		16
Close						
12	Other business	*	Chair	Discussion		18
13	Next meeting	*	Chair	Noting		19
Meeting Close					12.00pm	

* Standing Item



Item 1: Welcome and Apologies

Acknowledgement of Country

"I acknowledge the traditional custodians of the lands that I am coming to you from today in this virtual space. I also acknowledge the traditional custodian of the various lands on which you all are joining from today.

I pay my respect to Elders past and present and extend that respect to celebrate the rich cultural diversity of all First Nations people here today."

Membership of the University Courses Committee

The University Courses Committee (UCC) welcomed Ms Rachel Stephens, Co-Director Academic Quality, Standards and Integrity to the committee membership and Ms Bec Salmon, Manager, Academic Quality Enhancement as an attendee.

Apologies

The following apologies were received:

- Dr Kelly Tribolet
- Ms Sandra Sharpham
- Mr Mike Bryant



Item 2: Declaration of Interests

Members are responsible for disclosing circumstances that give rise or may give rise to actual, potential or perceived conflicts of interest.

Declarations should be submitted to Governance prior to the meeting

The University Courses Committee will determine the appropriate course of action, which may include the member leaving the meeting for the duration of the item or abstaining from discussion and/or decision. If the meeting is held by flying minute a determination will be made by the Chair in consultation with Governance.



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Item 3: Confirmation of Agenda



Action Sheet - University Courses Committee

Meeting Date	Action Number	Action	Responsible Officer	Due Date	Status	Status Information
12-Mar-25	UCC35/1	Discuss with the Risk and Compliance Unit, the scope of the report (FY2024 Third-Party Education Arrangements Review) to clarify academic and management governance to ensure assessments and recommendations were related to policy and procedural matters only. (DVCA, PPCI)	DVCA, PPCI	14-Apr-25	Completed	PDVCA met with RCU and reached agreement about scope of RCU Third Party Education Arrangements Review: RCU has a responsibility around procedural assurance that we are following our academic governance processes with Third Party Providers but does not have the capacity to make academic judgment over the sufficiency of Partner academic activity.



item 5: Chair's Report

The Chair may provide a verbal report as required.



Item 6: Course Report

PURPOSE

To:

- consider submissions for accreditation and discontinuance (teach-out arrangements) for courses of study leading to degrees and awards offered by the University; and
- approve major changes to an award course of study.

RECOMMENDATION

The University Courses Committee resolves to:

1. **endorse and recommend** to Academic Senate the following Accreditation -Coursework proposals, for approval:

- Proposal-33628 Bachelor of Nursing
- Proposal-40761 Master of International Education (School Leadership)
- Proposal-40671 Graduate Diploma of Adult Language, Literacy and Numeracy
- Proposal-36894 Master of GIS and Remote Sensing and Graduate Certificate in GIS and Remote Sensing
- Proposal-40670 Bachelor of Educational Studies
- Proposal-40679 Graduate Certificate in Audiovisual Archiving
- Proposal-36939 Bachelor of Geospatial Science and Undergraduate Certificate in Geospatial Science
- Proposal-32394 Bachelor of Theology (Honours)
- Proposal-40668 Bachelor of Adult and Vocational Education
- Proposal-41608 Bachelor of Podiatric Medicine
- Proposal-32401 Master of Arts (Theological Studies)
- Proposal-40892 Bachelor of Teaching (Secondary) Discontinuation
- Proposal-40893 Bachelor of Teaching (Primary) Discontinuation

2. **approve** the Major Change -Coursework proposals:

- Proposal-36620 Master of Applied Business (with specialisations)
- Proposal-41715 Bachelor of Occupational Therapy
- Proposal-40898 Bachelor of Education (Early Childhood and Primary)
- Proposal-41720 Master of Clinical Exercise Physiology
- Proposal-41714 Bachelor of Physiotherapy
- Proposal-41538 Bachelor of Oral Health (Therapy and Hygiene)
- Proposal-36389 Bachelor of Medical Laboratory Science (Pathology)

KEY MATTERS FOR CONSIDERATION

As per Faculty Board minutes and CDAP.

KEY MATTERS FOR NOTING

As per Faculty Board minutes and CDAP.

LINK. Please refer to the courses for endorsement via CDAP at the following link:

[University Courses Committee – Meeting UCC-36](#)

Prepared by: 22/04/2025 Verinnia Lansom, Governance Officer

Approved by: 22/04/2025 Professor Graham Brown, Chair University Courses Committee

Cleared by: 22/04/2025 Professor Graham Brown, Chair University Courses Committee



Item 7: Review of the Graduate Learning Outcomes (GLOS)

PURPOSE

To provide the University Courses Committee (UCC) with a summary of the outcomes from the Review of Charles Sturt University's Graduate Learning Outcomes (GLOs).

RECOMMENDATION

The University Courses Committee resolves to **note** and endorse the recommendations of the Review of the Graduate Learning Outcomes as outlined.

BACKGROUND

In 2024, a review of the Charles Sturt Graduate Learning Outcomes (GLOs) was initiated to ensure these were relevant, current, and fit for purpose. A working party consulted with numerous stakeholders and engaged in a benchmarking activity led by the Division of Learning and Teaching. The key outcome of this phase of work was a recommendation to consolidate and reduce the number of GLOs.

In early 2025, the consolidated GLOs and proposed short descriptors were presented to the Learning and Teaching Leadership Team and other key stakeholders for discussion. This included feedback from the faculties and schools and other business units at Charles Sturt, First Nations leadership, the LiFE Committee, the Indigenous Board of Studies, and Course Directors in the Faculty of Science and Health and the Faculty of Arts and Education. Their feedback has been incorporated into the revised GLOs and short descriptors, outlined below.

KEY ISSUES

1. Ensure the GLOs are fit for purpose. A review of GLOs within the Regional University Network and against the skills on the rise from the World Economic Forum, highlighted the opportunities to consolidate our GLOs.

2. Reduce the complexity of applying the GLOs in practice without undermining the quality of the mapping process or outcomes.

- It was identified that the mapping of the three levels of the GLOs structure (knowledge, skills, application) and Course Learning Outcomes (CLOs) added unneeded complexity in CDAP but provides no discernible value and that this mapping was not required for any other quality assurance purposes.
- It was identified that the mapping of GLOs to individual assessment items is currently being undertaken by a minority of subject conveners and in an adhoc manner, but there is no policy or quality assurance requirement for it.

KEY RECOMMENDATIONS:

1. Consolidate and reduce the GLOs from nine to six and develop a short descriptor for each that succinctly articulates the expected knowledge, skills, and application. The final GLOs and their short descriptors (incorporating feedback received) are outlined below:

- Academic Literacy and Numeracy:** Demonstrate the capacity to effectively understand, interpret, analyse, and communicate information in context through the application of knowledge and skills in academic literacy and numeracy.
- Information and Digital Literacies:** Demonstrate the capacity to be active, confident, informed, and adaptable digital citizens and critical thinkers who can transmit, communicate and transfer knowledge through the application of information, research and digital literacies.

- iii. **Professional Practice:** Demonstrate the capacity to become successful in and contribute meaningfully to their chosen profession and broader community by applying a range of discipline-specific and professional knowledge, skills, capabilities and values and engaging in life-long learning, and evidence-informed and reflective practice.
 - iv. **First Nations Cultural Safety:** Demonstrate a commitment to cultural safety and social justice in their practice through critical reflection on and examination of the cultural and historical issues, power and privilege affecting First Nations lives and communities.
 - v. **Global Citizenship:** Demonstrate the capacity to work effectively in a global world and across social, cultural, economic, geo-political and environmental contexts by applying a range of global citizenship knowledge, skills, capabilities and values.
 - vi. **Sustainable and Ethical Practice:** Demonstrate the capacity to engage in sustainable practice and ethical decision making by critically balancing a range of social, cultural, economic, and environmental factors in a way that ensures ecological health, thriving society and individual wellbeing, now and for future generations.
2. Reduce the complexity of the mapping of GLOs to curriculum by:
- i. Removing the three levels (knowledge, skills, application) from the GLOs structure and the need for GLOs to be mapped to the three levels in the CDAP system. This will reduce mapping actions from 18 (6 new GLOs x 3 levels each) to 6. As part of this change, the short descriptors of the GLOs above have been reviewed to ensure they cover knowledge, skills, and application.
 - ii. Removing the need to map GLOs to individual assessments. This will reduce the complexity of the mapping and align with the institutional shift towards programmatic assessment.

Impact on university policy and procedure

- Course and subject procedure – coursework design – minor update needed to clause 10 to align with revised GLOs
- Indigenous Australian Content in Courses and Subjects Policy – editorial update to clause 35 which refers to the Indigenous Cultural Competence GLO

Major Risk	Risk Monitoring and Management	Does this sit within risk appetite?
No major risks are anticipated. However, there is a need to engage in a comprehensive communications strategy and update of associated resources and processes to ensure that the changes are appropriately embedded.	<p>Charles Sturt University has a High Appetite to take risks with regards to the conceptualisation and development of market-orientated innovated courses with the potential to provide the University with a competitive difference and contribute to ongoing commercial success.</p> <p>Charles Sturt University has a Low Appetite to take risks with the potential to compromise student outcomes and progression through to graduation, teaching excellence, course accreditation, academic integrity and educational standards by the University or its third-party education arrangements.</p>	Yes

ACTIONS AND NEXT STEPS

Once the proposal is endorsed at UCC, the policy and procedure updates will be undertaken. A comprehensive communications strategy will be utilised to socialise the changes and updates will be undertaken to student and staff facing websites and resources, CDAP, and the Subject Outline Tool Assessment section.

COMPLIANCE

Legislative Compliance	This submission contributes to compliance with 3.1: Course Design of the <u>Higher Education Standards Framework (Threshold Standards) 2021</u>
Policy/TOR Alignment	This submission is made in accordance with the <u>Course and subject procedure – coursework design</u>

Prepared by: 14/04/2025 Koshila Kumar, Sub Dean (Academic Development), DLT
Approved by: 14/04/2025 Janelle Wheat, Pro Vice-Chancellor (Learning and Teaching), DLT
Cleared by: 14/04/2025 Janelle Wheat, Pro Vice-Chancellor (Learning and Teaching), DLT



Item 8 Previous Minutes (UCC and UCC SC)

PURPOSE

To approve the minutes of the previous UCC and UCC SC meetings.

RECOMMENDATION

The University Courses Committee resolves to **approve** the minutes of the University Courses Committee meeting held on 12 March 2025 as a true and accurate record.

ATTACHMENTS/LINKS

A. [AS UCC 35 250312 Minutes](#)



Item 9 Academic Senate Minutes

PURPOSE

To provide the University Courses Committee with the record of business considered by Academic Senate at its recent meeting.

RECOMMENDATION

The University Courses Committee resolves to **note** the Minutes of the Academic Senate meeting held on 16 April 2025.

KEY ISSUES

The Chair will highlight items of relevance to the University Courses Committee.

COMPLIANCE

Legislative Compliance	This decision contributes to compliance with: 1. Standard 6.3 of the Higher Education Standards Framework 2021
Policy Alignment	This decision is made in accordance with the Faculty Boards – MTOR and Governance (Academic Senate) Rule 2018

RISK ASSESSMENT

Risk appetite according to the Risk Appetite Statement.	Legislative and Regulatory Compliance: Charles Sturt University is committed to high level of compliance with relevant legislation, regulatory compliance obligations and internal policies and procedures. Charles Sturt University has a Very Low Appetite for any intentional behaviours which result in non-compliances with any of its relevant legislative requirements, regulatory compliance obligations and internal policies and procedures.
Consequence of decision in relation to risk appetite	This decision sits within the current risk appetite.

LINK

A. [Notice of Resolutions for AS200 16 April 2025.](#)

Prepared by: 22/04/2025 Verinnia Lansom, Governance Officer
 Approved by: 22/04/2025 Kate Hayden, Manager, Governance
 Cleared by: 22/04/2025 Professor Graham Brown, Chair University Courses Committee

Item 10: Minutes of the Committees Reporting to the University Courses Committee

PURPOSE

To provide the minutes from meetings of committees that report to the University Courses Committee.

RECOMMENDATION

The University Courses Committee resolves to **note** the minutes of the Committees that report to the University Courses Committee.

KEY ISSUES

The minutes for meetings of committees that report to the University Courses Committee are provided for the information of members:

Faculty of Arts and Education Faculty Board	24 March 2025
Faculty of Business, Justice and Behavioural Sciences Faculty Board	25 March 2025
Faculty of Science and Health Faculty Board	24 March 2025
Indigenous Board of Studies	12 February and 2 April 2025

Any items that require specific consideration and or decision by the University Courses Committee will appear as separate items on the agenda.

COMPLIANCE

Legislative Compliance	This decision contributes to compliance with Standard 6.3 Higher Education Standards Framework 2021 .
Policy Alignment	This decision is made in accordance with the University Courses Committee Membership and Term of Reference and the relevant sub-committee Membership and Terms of Reference in the Policy Library .

RISK ASSESSMENT

Risk appetite according to the Risk Appetite Statement.	Legislative and Regulatory Compliance: Charles Sturt University is committed to high level of compliance with relevant legislation, regulatory compliance obligations and internal policies and procedures. Charles Sturt University has a Very Low Appetite for any intentional behaviours which result in non-compliances with any of its relevant legislative requirements, regulatory compliance obligations and internal policies and procedures.
Consequence of decision in relation to risk appetite	This decision sits within the current risk appetite.

LINKS

- A. [Faculty of Arts and Education Faculty Board](#)
- B. [Faculty of Business, Justice and Behavioural Sciences Faculty Board](#)
- C. [Faculty of Science and Health Faculty Board](#)
- D. [Indigenous Board of Studies Minutes](#)

Prepared by: 17/04/2025 Verinnia Lansom, Governance Officer
Approved by: 22/04/2025 Kate Hayden, Manager Governance
Cleared by: 22/04/2025 Professor Graham Brown, Chair University Courses Committee

University Courses Committee

Report / Item	Responsible Officer/s	2025					Action / Committee Pathway	TOR	HESF	Comments	Committee Timings
		12-Mar	30-Apr	18-Jun	27-Aug	22-Oct					
Course Profile											
Major Changes to an award course of study.	Associate Deans Academic	As required					Approve (Submit to Senate for noting)	11(a)	5.1 5.3 5.4		UCC and AS - as required
Reaccreditation (accreditation) - Review Report for individual courses	Manager, Course and Subject Accreditation / Course Directors / Associate Deans (Research) / Associate Deans (Academic)	As required					Endorse Full Report (from ADAs to Senate for approval)	11(e)	5.1 5.3 5.4		UCC and AS - as required
Reaccreditation (accreditation) - Annual Review of Schedule and Progress	Manager, Course and Subject Accreditation / Associate Deans (Academic)					x	Endorse Summary Report to Senate	11(f)	3.1.5 5.1 5.3.1 5.3.2 7.1		UCC - Oct AS - Nov
Comprehensive Course Review Summary	Manager, Course and Subject Accreditation / Associate Deans (Academic)					x	Endorse Summary Report to Senate and ARC	11(e)	1.4.2 3.1 5.1	To provide a snapshot of where the previous years' CCRs are up to and any key themes that emerged.	FBs - Sep UCC - Oct AS - Nov ARC - Nov CNL - Dec (via ARC and AS reporting)
Third Party Provider and Partner Annual Summary Report (including risks and relevant actions & annual update on Charles Sturt University Sydney campus)	Risk and Compliance Unit	x					Note	10(d)	5.3 5.4 7.1	To include reporting on the Charles Sturt University Sydney and Charles Sturt University Melbourne campuses. This report will be removed from the 2026 Annual Plan at the request of UCC and as confirmed by the Director, Risk and Compliance.	
Risk and Compliance Report - Academic Risks (relevant risks)	Risk and Compliance Unit	As required					Note	14	5.3 5.4 7.1		
Internal Accreditation											
Accreditation and discontinuance (teach-out arrangements) for courses of study leading to degrees and awards offered by the University.	Associate Deans Academic	As required					Endorse The ADA provides a Summary Report to Senate	11(a)	5.1 5.3 5.4	Research courses are to go to URC, prior to going to Senate. Policy is being reviewed.	UCC and AS - as required
External (Professional) Accreditation											
Professional Accreditation Report (including HDR courses and faculty updates on progress, conditional approvals, and plans for meeting conditions or re-applying)	Manager, Course and Subject Accreditation				x		Approve Summary Report to Senate and ARC	(12)	3.1.5 5.1 6.2.1.i 7.1.2		FBs - Jun UCC - Aug AS - Nov ARC - Nov
Delegate Reports / Referrals											
Report from Faculty Boards - 1. confirming that relevant policy and procedures have been met; ii. relating to courses in accordance with the Delegation Schedule E - Academic and Research;	Chairs, Faculty Board / Governance Officer	As required					Note / Endorse / Approve	11(g)	6.3		
Items referred to and from UCC, AQSC, URC, AS and other committees or officers on all matters relevant to the course profile and the academic governance of the courses of the University.	Chair, UCC	As required					Note / Endorse / Approve	(17) & (19)	6.3		
Indigenous Board of Studies - Minutes	Chair, IBS	When available					Note	11(d)	5.3.2 5.3.4		
Indigenous Board of Studies - Annual Report on Progress against Indigenous Australia Content in Courses and Subject Policy	Chair, IBS			x			Note	11(d)	5.3.2 5.3.4		
Governance											

Report / Item	Responsible Officer/s	2025					Action / Committee Pathway	TOR	HESF	Comments	Committee Timings
		12-Mar	30-Apr	18-Jun	27-Aug	22-Oct					
Policy Reviews (relevant policies)	Policy owners	As required					Endorse Full Report to Senate	(15)	6.3		
Academic Senate Sub-Committee Self-Assessment	Governance					X	Note / discuss	All TOR	All	This report has been added to the annual plans as part of the action to address Recommendation of the 2023 Baird Report.	
Review of Annual Plan	UCC / Manager, Governance	x	x	x	x	x*	Note *Approve for the following year.	All TOR	6.3	*For the following year.	
Annual Assurance Report	Chair / Governance Officer	x					UCC to AS. Full Report to Senate	All TOR	6.3		
Statement of Role and Responsibilities	Governance	x									



Item 12: Other Business

Item 13: Next Meeting

No.	Date	Time	Location	Agenda Close
35	Wednesday 12 March 2025	9.00am – 12.00pm	Videoconference	24 February
36	Wednesday 30 April 2025	9.00am – 12.00pm	Videoconference	14 April
37	Wednesday 18 June 2025	9.00am - 12.00pm	Videoconference	2 June
38	Wednesday 27 August 2025	9.00am - 12.00pm	Videoconference	11 August
39	Wednesday 22 October 2025	9.00am - 12.00pm	Videoconference	3 October