

## UNIVERSITY COURSES COMMITTEE

### Meeting No. 37

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Unconfirmed minutes of the meeting of the University Courses Committee held at 9.00 am on Wednesday 18 June 2025 by videoconference.

#### Present:

Professor Graham Brown  
Professor Janelle Wheat  
Dr Prue Laidlaw  
Mr Mike Ferguson  
Ms Heather McGregor  
Mr Matthew Granfield  
Ms Sandra Sharpham  
Mr Mike Bryant  
Professor Jenny Kent

Professor Will Letts  
Associate Professor Christopher Orchard  
Associate Professor Brendon Hyndman  
Associate Professor Rachel Whitsed  
Dr Jason Howarth

Dr Michelle Eastwood  
Ms Rebecca Acheson

Dr Annabel Matheson  
Mr Simon Wakeling  
Ms Rebecca Frauenfelder

Chair & Provost and Deputy Vice-Chancellor (Academic)  
Pro Vice-Chancellor (Learning and Teaching)  
Deputy Chair, Academic Senate  
Pro Vice-Chancellor, International  
Pro Vice-Chancellor, Student Success (PVCSS)  
Executive Director, Customer Experience (EDCE)  
Executive Director, Student Experience  
Academic Director, Education Strategy  
Deputy Dean, Faculty of Business, Justice and Behavioural Sciences  
Acting Deputy Dean, Faculty of Arts and Education  
Acting Chair, Indigenous Board of Studies  
Acting Associate Dean (Academic), Faculty of Arts and Education  
Associate Dean (Academic), Faculty of Science and Health  
Elected member, Faculty of Business, Justice and Behavioural Sciences  
Elected member, Faculty of Science and Health  
Nominated member, Educational Design Lead, Division of Learning and Teaching  
Nominated member, Faculty of Science and Health  
Nominated member, Faculty of Arts and Education  
Acting Manager, Course Administration Team, Faculty of Science and Health

#### Apologies:

Dr Kelly Tribolet  
Associate Professor Julia Lynch

Elected member, Faculty of Arts and Education  
Associate Dean (Academic), Faculty of Business, Justice and Behavioural Sciences

#### Attendees:

Ms Rachel Stephens  
Mr James Elibank-Murray  
Ms Bec Salmon  
Ms Amanda Lynch

Ms Clare Jonker  
Ms Kate Hayden

Co-Director, Academic Quality, Standards and Integrity  
Manager, Course and Subject Accreditation (MCSA)  
Manager, Academic Quality Enhancement  
Manager, Course Administration Team, Faculty of Arts and Education  
Director, Portfolio Operations and Strategy (Academic Portfolio)  
Manager, Governance (Minutes)

### 1. Welcome and Apologies

The University respectfully acknowledges the traditional owners and custodians of the lands on which we live and work together. Charles Sturt University and its staff pay respect to Elders within First Nations communities and acknowledge the continuity of cultures, languages, leadership and knowledge systems. We acknowledge First Nations peoples' continuous connection to Country, recognising the unique, diverse identities and cultures of peoples in our communities, regions and nation. As such, we value the collaboration to strongly position First Nations peoples in our university, through languages, leadership, cultures, knowledge, research and ceremonies.

The Chair opened the meeting with an acknowledgement of Country and welcomed members and attendees. Dr Prue Laidlaw, Deputy Chair, Academic Senate was welcomed to her first meeting as a member of the Committee.

The Chair acknowledged Dr Howarth, Ms Acheson, Dr Matheson and Ms Frauenfelder, whose terms would conclude on 30 June 2025 and expressed appreciation for their valuable contributions to the work of the Committee.

## 2. Declaration of Interests

There were no declarations of interest.

## 3. Confirmation of Agenda

A motion was carried for the adoption of the Items Taken as Read.

## 4. Action Sheet

The Committee noted that an update for action item UCC36/2 would be provided to the August 2025 meeting.

## 5. Chair's Report

The Chair provided an update to the Committee on the following:

- The University had met with TAFE during the previous week, and several initiatives were identified to further progress the partnership, including consideration of a proposal to streamline credit arrangements by integrating credit training packages within the Curriculum Design, Accreditation and Publication (CDAP) system. If possible, a mechanism would be built into CDAP to flag any changes made to the credit registers maintained by either the University or the partner institution, to ensure all parties were aware of the change and any potential impacts.
- The PVCLT is progressing the work on the University's assessment redesign as a matter of high-priority, particularly given TEQSA's focus on assessment integrity and the use of GenAI. It was anticipated that TEQSA would soon implement robust regulations around assessment integrity.

It was proposed that CDAP be used as the single source for assessments, as the current processes were unclear, and the assessments and subject outlines tended to vary slightly from those stored in CDAP. The Provost and the MCSA agreed to discuss the matter offline.

The PVCLT confirmed discussions were underway with the Division of Information Technology to prioritise the Subject Outline Tool project, as that was another high-priority area.

### **RESOLUTION UCC37/1**

The University Courses Committee resolved to **note** the verbal report from the Chair.

## 6. Course Report

*Faculty Boards provide endorsement of course changes within Faculty Board minutes and assure the University Courses Committee of the Board's consideration of issues, progress, and monitoring of associated actions.*

*Prior to the University Courses Committee meeting, members reviewed Course Documents and recorded questions, comments, and suggested amendments via the comments field in CDAP. The UCC referred to these comments to guide discussion.*

The course proposals before the UCC were discussed, and the following points were noted:

Customs Studies - New - Proposal-36261

Customs Broking - New - Proposal-36262

Customs International Forwarding - New - Proposal-36263

- The Master of Applied Business was endorsed by the Committee in April 2025 and approved by Academic Senate (Senate) in May 2025 with the three specialisations: Customs Studies, Customs Broking and International Forwarding; however, the documents had been resubmitted as it was not clear whether Senate had approved the proposals for a 2025 or 2026 commencement.

- It was confirmed that the specialisations were not entry points; they were part of the degree, and the timing was not critical; however, if the commencement were to be changed to 2026, amendments would need to be made to published documents.
- The Chair noted the submission to Senate was based on a 2025/60 implementation and there had been no discussion by Senate to change the implementation to 2026. The Committee agreed to note the specialisations and to review the approval process to clarify the commencement year and whether any further actions were required.

*Secretary's note: Following a review, it was confirmed that the course and the new specialisations were processed out of sequence, though all were approved correctly, and no further action was required. Action UCC37/1 now closed.*

#### Bachelor of Clinical Science (Medicine) / Doctor of Medicine – New – Proposal 42666

- There were no significant changes to the course structure, which was identical to the previous course. However, new subject codes were included to differentiate the course from the Joint Medical Program with Western Sydney University (WSU) and to enable the students in the new program to be tracked.
- The teach-out plan, which was attached via the related proposals and the business case, detailed the impacts on current students. The teach-out plan had been endorsed by the Joint Program Steering Committee and submitted to WSU for consideration by its Senate, and no feedback had been provided to date. The latest version of the teach-out plan would be provided to the University's Senate in August 2025.
- The University was seeking standalone accreditation of the Medical School with the Australian Medical Council (AMC). The AMC had conducted a site visit and had provided its initial findings. The findings did not highlight anything of concern, and the University was confident of a supportive accreditation for the standalone medical program.
- The current course would not be suspended until the outcome of the accreditation was known; the University expected to receive confirmation in August 2025. If, for some reason, the accreditation was not approved, the University would continue the joint program with WSU.
- The original course review schedule timing would remain in place, given that a new course would require a review in 3 years from its implementation, and this would be 2028 anyway.
- The inherent requirements included in the proposal were highlighted.

#### Graduate Diploma of GIS and Remote Sensing [Exit point only] & Master of GIS and Remote Sensing – Proposal 42355

- The Graduate Diploma and Masters had been suspended, and approval was being sought for the reaccreditation of the discontinuation to allow the teach-out to continue.

#### Bachelor of Educational Studies – Proposal 40670

- The proposal included minor revisions to ensure CAPs compliance and mapping.
- The strength of the pathways had been challenging. The MCSA was acknowledged for his assistance in mapping the flow of the pathways within CDAP to the Master of Teaching.
- Further discussions would need to be held on the possibility of reinstating shell courses within CDAP, noting that in the past, these were used to effectively map to the components of a course rather than down to the individual subject level and the arrangement was mainly used for the education courses due to their complexities.

#### Bachelor of Adult and Vocational Education

- The MCSA noted the item had been deferred to the August 2025 meeting.

**ACTION UCC37/1** Review the approval process for the Master of Applied Business with specialisations to determine whether the proposals had been approved correctly, and whether any further action was required. (MG, MCSA)

**RESOLUTION UCC37/2**

The University Courses Committee resolved to **endorse** and **recommend** to Academic Senate the following Accreditation-Coursework proposals for approval:

- Proposal 42666 Bachelor of Clinical Science (Medicine) / Doctor of Medicine – New
- Proposal 42355 Graduate Diploma of GIS and Remote Sensing [Exit point only] & Master of GIS and Remote Sensing
- Proposal 40670 Bachelor of Educational Studies

## 7. Admissions Policy and Procedure

The EDCE provided a briefing on the scheduled review of the Admissions Policy and Procedure, noting that relatively minor changes had been made to the documents; however, a more comprehensive review was likely to occur as part of the implementation of the Student Management Transformation Project.

Members discussed:

- The changes made in relation to the English language requirements to remove duplication and inconsistent information, particularly around the mode of instruction, noting that there were no new requirements introduced.
- Connections - First Nations Entry Program, requesting some slight changes to the language for the following clauses:
  - Clause (116) included provisions for 'applicants who may not yet have met the necessary entry requirements for admission'; however, there were often broader reasons as to why people may complete the program.
  - Clause (118) specified 'successful completion of this five-day entry program'; however, five days should not be specified as the program could change over time and may be offered on a different schedule.
  - The risks associated with the use of the word 'pathways' in an admissions context, particularly given the work underway to broaden the concept of pathways in line with the implementation of the Pathways Framework (Framework), and the discussions with TAFE around lifelong learning and pathways to careers.

The Chair suggested a review of the Policy Library Glossary be undertaken to ensure the University's definitions of terms such as 'pathway' and 'articulation agreement' were accurately reflected in policy and to allow administrative updates to be made where required. The PVCSS agreed to include a review of the terminology relating to the Framework and to liaise with the EDCE on suggested changes to clauses 116 and 118.

- The new minimum academic entry requirements for undergraduate certificates specified 'NSW Higher School Certificate (HSC), or equivalent'; however, the entry requirement needed to be the same as that of the Diploma, which was 'NSW Year 10 RoSA or equivalent'.

**ACTION UCC37/2** Provide feedback on the Admissions Policy and Procedure in relation to the section on Connections - First Nations Entry Program to the Executive Director, Customer Experience, prior to submission of the Policy to Academic Senate for approval. [PVCSS]

**ACTION UCC37/3** Review the Policy Library Glossary to ensure the terminology and definitions being used in documentation for the implementation of the Pathways Framework, including 'pathways' and 'articulation agreement' are accurate. [PVCSS]

**ACTION UCC37/4** Update the Admissions Policy and Procedure in consideration of the feedback of the Committee, prior to submission to Academic Senate for approval. [EDCE]

**RESOLUTION UCC37/3**

The University Courses Committee resolved to:

1. **endorse** the Admissions Policy and recommend approval to Academic Senate, subject to minor amendments;
2. **endorse** the Admissions Procedure and recommend approval to the Provost and Deputy Vice-Chancellor (Academic); and
3. **note** the expiration of the Admissions Entry Requirements (Coursework) Procedure.

**8. FOSH Inherent Requirements**

The ADA, FOSH presented the Inherent Requirement documents for which approval was being sought, as the courses were either professionally accredited, or students enrolled in the course would be working with animals. The ADA FOSH highlighted:

- The Admissions Policy stipulated that prospective students be advised of inherent requirements where they were present, to ensure students were aware of the requirements before they enrolled.
- The presentation of the inherent requirements was consistent across the courses, due to the development of agreed definitions and templates.
- The inherent requirements were similar across the courses but with discipline-specific exemplars.
- The Committee was being asked to approve the inherent requirements as the Admissions Policy was silent on approval protocols, and it had previously been agreed that the Committee would consider these documents for approval.

The Chair requested a review of policy be undertaken to ensure the Committee's authority to approve Inherent Requirements was explicit.

**ACTION UCC37/5** Liaise with the Manager, Policy and Records to ensure the University Courses Committee's authority to approve Inherent Requirements was explicit in policy. [MG]

**RESOLUTION UCC37/5** The University Courses Committee resolved to **approve** the Inherent Requirements documents for the following courses:

- Bachelor of Animal Science
- Bachelor of Dental Science
- Bachelor of Equine Science
- Graduate Diploma of Clinical Practice (Paramedicine)
- Graduate Diploma of Midwifery
- Bachelor of Clinical Science (Medicine) / Doctor of Medicine
- Bachelor of Paramedicine
- Bachelor of Pharmacy
- Bachelor of Technology

**9. Previous Minutes (UCC and UCC SC)**

**RESOLUTION UCC37/6** The University Courses Committee resolved to **approve** the minutes of the University Courses Committee meeting held on 30 April 2025, as a true and accurate record.

**10. Academic Senate Minutes**

**RESOLUTION UCC37/7** The University Courses Committee resolved to **note** the minutes of the Academic Senate meeting held on 16 April 2025.

**11. Minutes of the Committees reporting to UCC**

**RESOLUTION UCC37/8** The University Courses Committee resolved to **note** the minutes of the meetings of the Committees that report to the Committee.

**12. Minutes of the Committees reporting to UCC**

**RESOLUTION UCC37/9** The University Courses Committee resolved to **note** the minutes of the meetings of the Committees that report to the Committee.

**13. Indigenous Australian Content in Courses and Subjects Policy Progress Report**

**RESOLUTION UCC37/10** The University Courses Committee resolved to **note** the progress report on the Indigenous Australian Content in Courses and Subjects Policy.

**14. Annual Plan**

**RESOLUTION UCC37/11** The University Courses Committee resolved to **note** the current Annual Plan.

**15. Other Business**

The FOSH ADA noted she was going on a combination of long service leave and research leave for the next 3 months, advising that Dr Prue Laidlaw would be acting ADA, FOSH during the period.

**16. Next Meeting**

The next meeting of the University Courses Committee was scheduled to be held from 9:00 am – 12:00 pm on Wednesday, 27 August 2025 by videoconference. The agenda for this meeting closes on 11 August 2025.

There being no further business, the meeting concluded at 9.50 am.

Signed as a true and accurate record:

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Date