A meeting of the University Assessment Committee will be held at 12:30pm on Monday 23 October 2017. The meeting will be video-conferenced between Room 2.06, Bray Centre (N54), Nathan, Room 3.04A, Academic 1 (L05), Logan and Room 1.04, The Chancellery (G34), Gold Coast.

Apologies may be advised by emailing Erika Menezes at e.menezes@griffith.edu.au or by telephoning extension 57879.

## DISTRIBUTION LIST

### Committee Members

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Chairperson of the Committee appointed by the Deputy Vice Chancellor (Academic)</td>
<td>Professor Nicholas Buys</td>
<td>From 14 October 2016 up to 31 December 2018</td>
</tr>
<tr>
<td>Deans (Learning and Teaching)</td>
<td>Professor Nan Bahr (Arts, Education and Law)</td>
<td>Ex officio</td>
</tr>
<tr>
<td>Associate Professor Therese Wilson (Acting)</td>
<td>Ex officio</td>
<td></td>
</tr>
<tr>
<td>Professor Ross Guest (Griffith Business School)</td>
<td>From 19 September 2017 up to 18 December 2017</td>
<td></td>
</tr>
<tr>
<td>Professor Nicholas Buys (Griffith Health)</td>
<td>Ex officio</td>
<td></td>
</tr>
<tr>
<td>Associate Professor Fran Sheldon (Griffith Sciences)</td>
<td>Ex officio</td>
<td></td>
</tr>
<tr>
<td>Dean, Learning Futures or Nominee</td>
<td>Professor Alf Lizzio</td>
<td>From 14 October 2016 up to 31 December 2018</td>
</tr>
<tr>
<td>Director, Student Administration or Nominee</td>
<td>Ms Susan Allen</td>
<td>From 14 October 2016 up to 31 December 2018</td>
</tr>
<tr>
<td>Academic Registrar or Nominee</td>
<td>Ms Karen van Haeringen</td>
<td>From 14 October 2016 up to 31 December 2018</td>
</tr>
<tr>
<td>Up to two members of the Academic Staff with specialist expertise, appointed by the Deputy Vice Chancellor (Academic)</td>
<td>Vacant</td>
<td></td>
</tr>
<tr>
<td>Secretary: Ms Robyn Coates (ext 57462)</td>
<td>For Item 6.0</td>
<td></td>
</tr>
<tr>
<td>PRESENT BY INVITATION</td>
<td>Ms Gabrielle O’Brien, Manager, Student Equity Service.</td>
<td>For Item 6.0</td>
</tr>
<tr>
<td>Ms Rebecca Seymour, Senior Project Manager, Student Administration</td>
<td>For Items 8.0 and 9.0</td>
<td></td>
</tr>
<tr>
<td>Melinda O’Neill, Senior Project Manager, IT Architecture and Solutions</td>
<td>For item 8.0</td>
<td></td>
</tr>
<tr>
<td>Nader Jarufe, Business Analyst, IT Architecture and Solutions</td>
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University Assessment Committee Agenda 8/2017
23 October 2017

GRiffith University
University Assessment Committee

A meeting of the University Assessment Committee will be held at 12:30pm on Monday 23 October 2017. The meeting will be video-conferenced between Room 2.06, Bray Centre (N54), Nathan, Room 3.04A, Academic 1 (L05), Logan and Room 1.04, The Chancellery (G34), Gold Coast.

Ms Robyn Coates
Secretary

1.0 APOLOGIES

Apologies may be advised by emailing Erika Menezes at e.menezes@griffith.edu.au or by telephoning extension 57879.

2.0 MEMBERSHIP

The University Assessment Committee welcomes Associate Professor Therese Wilson, Deputy Head of School (Learning and Teaching), Griffith Law School, who is acting in the role of Dean (Learning and Teaching) from Tuesday 19 September 2017.

3.0 CONFIRMATION OF MINUTES

The minutes of the University Assessment Committee’s 7/2017 meeting have been circulated. Following University Assessment Committee’s 7/2017 meeting, an error was discovered in the Exam Paper Error Report. An updated version of the report is attached.

To be taken as read and confirmed

4.0 DECLARATION OF INTEREST

Members are required to identify any conflict of interest, including family or other personal relationship/s as outlined in the University policies on Conflict of Interest and Personal Relationships in the Workplace, which exist in respect of any of the items on the agenda. When an interest has been declared, the Chair may resolve that the member:

- Leaves the meeting while the item of business is discussed; or
- Participates in the discussion but withdraw from the meeting before the vote and/or decision; or
- Stays but does not participate in either the debate or vote/decision; or
- Stays with full debating and voting/decision rights.

All declarations of interest will be recorded in the minutes, together with any ensuing action.

5.0 CHAIR’S REPORT

The Chair will report on particular matters of interest to the Committee.

5.1 Proposed Retreat of the University Assessment Committee

At its 6/2017 meeting, the Committee resolved to arrange a retreat of the University Assessment Committee to look at strategic issues informed by institutional data. In order to facilitate event planning for the retreat, the Committee is asked to consider whether timing the retreat to coincide with its May 2018 meeting would be suitable. The Committee is also asked to identify the following:

- strategic issues
- attendees
- duration of the event
- structure of the retreat.
5.2 Review of Academic Committee

The seven year review of Academic Committee was conducted on 27 September 2017 by Professor Geoff Kiel. The Chair University Assessment Committee had an opportunity to meet with Professor Kiel as part of the review process.

For discussion

6.0 BUSINESS ARISING FROM THE MINUTES

6.1 Progress Report on Action Arising from University Assessment Committee

A progress report (2017/8005077) identifying outstanding actions from previous meetings is attached for noting by the University Assessment Committee. Some of the outstanding items are on the agenda for discussion.

6.2 Assessment and Review Summit

The Deputy Academic Registrar attended the inaugural Assessment and Review Summit at the Pullman Melbourne on the Park on 19 and 20 September.

A number of sessions at the Summit were of particular interest and are attached for discussion:

- ‘Embedding an institutional framework for employability’, presented by Doug Cole, Head of Global Employability and Enterprise, Higher Education Academy
- ‘Engaging in the IRU Academic Calibration Process for subject review and working towards utilising the Peer Review Portal to support program review’, presented by A/Prof Michelle Lasen, Head, Teaching Quality and Student Success, Learning, Teaching and Student Engagement, James Cook University
- ‘The Impact of Institutional Assessment and Feedback Reforms on Academic Practice’, presented by Dr. Simon B Bedford, Curriculum Design and Development, University of Wollongong.

Copies of these presentations are also available from the University Assessment Committee SharePoint site.

6.3 Matters of Policy and Precedent Trimester 2, 2017

Attached for noting is the Matter of Policy and Precedent (2017/8005083) for Trimester 2 School Assessment Board meetings.

6.4 Timing of Deferred/Supplementary Assessment in 2018 Academic Calendar

The Deputy Vice Chancellor (Academic) has asked Exams & Timetabling to model whether it is possible for deferred/supplementary exams to be held in the evenings of weeks 1 & 2 of the following trimester.

For discussion,

ORDERING OF THE AGENDA

At this point in the agenda, members may propose that any matter on the agenda, not included in Section I, be so included.

SECTION I: MATTERS FOR DEBATE AND DECISION

7.0 ASSESSMENT - REASONABLE ADJUSTMENTS

7.1 The Disability Standards for Education 2005 (Cth) are subordinate legislation to the Disability Discrimination Act 1992 (Cth). They came into effect in 2005 and ‘give students and prospective students with disabilities the right to education and training on the same basis as students without disabilities’ (Disability Standards for Education 2005, Guidance Notes, page 42).
7.2 In order to give effect to the Standards, the University continues to update a range of policies and other supporting documents. These include the attached:

- Reasonable Adjustments for Assessment – Students with Disabilities Policy (2017/8005082),
- Griffith University Disclosure Statement – current, track changed version and clean (2017/8005078) and diagram of the steps to take in completing the Disclosure Statement.

7.3 University Assessment Committee last considered these documents at its 6/2013 meeting, and at that time key considerations, when determining whether reasonable adjustments could be made, were:

- the need to maintain academic integrity
- the need to clearly identify inherent or essential requirements of programs and the courses that contribute to those requirements
- the importance of not making adjustments in any way that would preclude a student from meeting the program learning outcomes.

7.4 The Griffith University Disclosure Statement is linked to the Student Charter which states in Section 3.2:

The University expects students to:

- disclose relevant information about circumstances that may impact on their capacity to undertake their studies for the purpose of making reasonable adjustments;

The Griffith University Disclosure Statement focuses on two provisions of the Disability Standards for Education 2005 (Cth) in particular:

Section 3.4, Reasonable Adjustments, sub-section (3) states:

'(3) In assessing whether an adjustment to the course of the course or program in which the student is enrolled, or proposes to be enrolled, is reasonable, the provider is entitled to maintain the academic requirements of the course or program, and other requirements or components that are inherent in or essential to its nature.

Note In providing for students with disabilities, a provider may continue to ensure the integrity of its courses or programs and assessment requirements and processes, so that those on whom it confers an award can present themselves as having the appropriate knowledge, experience and expertise implicit in the holding of that particular award.'

Section 10.4 Protection of public health states:

'These Standards do not render it unlawful for an education provider to isolate, or discriminate against, a student with a disability if the disability is an infectious disease or other condition and it is reasonably necessary to so isolate or discriminate to protect the health and welfare of the student with a disability or the health and welfare of others.'

7.5 Ms Gabrielle O’Brien, Manager, Student Equity Service, will attend the meeting to speak to the amendments to the Reasonable Adjustments for Assessment – Students with Disabilities Policy (2017/8005082) and the Griffith University Disclosure Statement (2017/8005078).
Recommendation

7.6 University Assessment Committee is asked to approve the attached:

- Reasonable Adjustments for Assessment – Students with Disabilities Policy (2017/8005082); and
- Griffith University Disclosure Statement (2017/8005078);

for immediate implementation.

For consideration

8.0 POSTGRADUATE QUALIFICATIONS (AQF LEVEL 8 & 9) POLICY

8.1 At its 1/2017 meeting, University Assessment Committee resolved to recommend amendments to the Postgraduate Qualifications (AQF Level 8 & 9) Policy (2017/8006019) to bring the submission dates for dissertations in postgraduate coursework qualifications in line with those approved for Honours qualifications.

8.2 Proposed amendments to the Postgraduate Qualifications (AQF Level 8 & 9) Policy (2017/8007051) have been drafted and will be presented to the next meeting of Programs Committee for consideration and endorsement prior to forwarding to Academic Committee for approval.

8.3 A copy of the Postgraduate Qualifications (AQF Level 8 & 9) Policy (2017/8007051) is attached for noting by University Assessment Committee.

For noting

9.0 STREAMLINING ACADEMIC STANDING

9.1 Rebecca Seymour, Senior Project Manager, Student Administration, Melinda O'Neill, Senior Project Manager, IT Architecture and Solutions and Nader Jarufe, Business Analyst, IT Architecture and Solutions, have been invited to the meeting to demonstrate the planned new online academic standing system for review by University Assessment Committee.

Recommendation:

9.2 The University Assessment Committee is asked to review the planned online system and provide feedback.

For consideration and advice

10.0 ONLINE PROCTORING

Rebecca Seymour, Senior Project Manager, Student Administration has been invited to the meeting to provide an update on Online Proctoring.

For noting

SECTION II: MATTERS REQUIRING RATIFICATION OR EXECUTIVE ACTION

Nil.

SECTION III: MATTERS FOR NOTING AND WHERE APPROPRIATE, ACCEPTANCE OF RECOMMENDATIONS

11.0 GOOD PRACTICE NOTE: ADDRESSING CONTRACT CHEATING TO SAFEGUARD ACADEMIC INTEGRITY

TEQSA have released a Good Practice Note: Addressing Contract Cheating to Safeguard Academic Integrity. The Note recognises Griffith University as exhibiting excellent academic integrity practice and showcases the work of Griffith University in Good Practice Examples 1
and 9. The Deputy Academic Registrar will be attending the launch of the Good Practice Note on Friday 27 October in Sydney.

For noting

12.0 OTHER BUSINESS
NIL

13.0 NEXT MEETING

The next meeting of the University Assessment Committee will be held on Monday 20 November 2017 at 12.30pm in N54_2.06 Bray Centre, Nathan and video conferenced to G34_1.04 The Chancellery, Gold Coast.

<table>
<thead>
<tr>
<th>Significant Committee Events</th>
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</thead>
<tbody>
<tr>
<td>• Next meeting – 12.30pm, Monday 20 November 2017</td>
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<tr>
<th>Deadlines</th>
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<tr>
<td>• Agenda items for 20 November 2017 meeting required by Friday 10 November 2017.</td>
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<tr>
<th>Committee SharePoint Web Address</th>
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<tbody>
<tr>
<td>• <a href="https://committees.griffith.edu.au/Pages/Home.aspx">https://committees.griffith.edu.au/Pages/Home.aspx</a></td>
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</tbody>
</table>
Select the University Assessment Committee site. Username is your staff number, and password is the same as your Griffith portal login. Call the Secretary on extension 57879 for advice or if experiencing difficulties with the site.