

CIRCULATORY RESOLUTION MEETING MINUTES: HECC CM3/20/1

Date and Time:	Thursday, 26 March 2020
Members:	Associate Professor Jenene Burke - (Chair) Mr Eric Holm – Chair, Academic Board (nominee) Professor Andy Smith – Deputy Vice-Chancellor (Academic) Associate Professor Nina Fotinatos – Chair, Learning and Teaching Committee Associate Professor Jason Giri – Pro Vice Chancellor International (nominee) Associate Professor Kim Dowling – School of Science, Engineering and Information Technology (nominee) Dr Carolyn Johnstone – School of Arts (nominee) Associate Professor Damian Morgan – Federation Business School (nominee) Dr Judith Lyons – School of Nursing and Healthcare Professions (nominee) Dr Anna Fletcher – School of Education (nominee) Dr Lara Wakeling - School of Health and Life Sciences (nominee) Ms Sharon Austin – Manager, Registrar Services Ms Lisa Bale - VET Curriculum and Quality Committee (nominee) Ms Christine Peacock – Elected member, Higher Education Academic Vacant - Elected member, TAFE
Executive Officer:	Ms Shona Adams

Federation University Australia acknowledges the Traditional Custodians of the lands and waters where its campuses are located, and we pay our respects to Elders past and present, and extend our respect to all Aboriginal and Torres Strait Islander and First Nations Peoples.

Circulatory Resolution Meeting
Amendment to the Course Assessment Modifications (2020) Form
HECC CM3/20/1

Recommendation

Approval of the Course Assessment Modifications (2020) Form and process.

Background

The purpose of this recommendation is to approve a process and the 'Course Assessment Modification (2020) Form' that allows the documentation of any essential course assessment modifications to Course Outlines that are required in exceptional circumstances (such as the current COVID19 social distancing requirements), and that cannot meet university approval timelines.

The process requires approval for any changes to course outlines, for courses that have already commenced in Semester 1 2020, by at least two senior staff in the relevant school (as specified on the form) and a Higher Education Curriculum Committee (HECC) nominee prior to implementation. This document then becomes an addendum to the existing Course Description that was provided to students at the beginning of the semester. The form, with the current (approved) Course Outline, must be tabled at School Board for noting before proceeding to HECC meeting 3/20 or 4/20 for noting. The modification will only be made on a one-off basis.

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That the Course Assessment Modifications (2020) Form and outlined process for the changes to the course outlines that have already commenced in Semester 1 2020, be approved.

Please note, that a copy of the revised Course Assessment Modification (2020) is attached, for noting.

Course Assessment Modifications (2020)

The purpose of this form is to document any **course assessment modifications** to Course Outlines that are required in exceptional circumstances and that cannot meet university approval timelines. Approval for any such changes must be given by at least two school senior staff and a HECC nominee prior to implementation (as outlined in Table 5). **This document becomes an addendum to the existing Course Description document** that was provided to students at the beginning of the semester. The timeframe for the amended assessment tasks must also be specified on this form. **This option is only available for Semester 1 (2020).**

Table 1: Course Details	
Course Code	Type here
Course Name	Type here
Course Coordinator	Type here
Semester offered	Type here
Location	Type here

Table 2: Please list all course assessment tasks				
No. of assessment (for ex. 1, 2, 3 etc)	Due Date	Task Weighting (%)	Assessment type	Learning task

Table 3: Additional consideration factors	
	Indicate 'Yes' or 'No'
The current Course Outline is attached	
Is this assessment task aligned to accreditation requirements?	
Is this assessment task aligned to any articulation agreement?	

Please indicate any assessment task that requires amendment. **Fill out a Table 4 for each assessment task that is to be amended.**

Table 4: Assessment change details					
Current assessment details			Proposed assessment details		
Learning Task	Assessment Type	Weighting	Learning Task	Assessment Type	Weighting
Reasons for change: <ul style="list-style-type: none"> • Please describe why the original task is unable to be completed and why this change is necessary • Please describe how deliberations have considered program and course learning outcomes, volume of learning, student experience, mapping to program learning outcomes, graduate attributes, articulation and accreditation requirements etc • Please explain how equivalency will be maintained with the amended assessment task • Please note that no change to the assessment weighting can be implemented 					
Course Coordinator to type here					

Table 5: Approval for assessment modifications from at least two school senior staff and Chair, Higher Education Curriculum Committee (or nominee)

Role	Date	Signatures
Associate Dean (Teaching Quality), Dean, or Deputy Dean		
Program Coordinator		
Discipline Lead		
Chair, HECC or nominee		

- Note 1: The Course Coordinator is responsible for gathering approval
- Note 2: Approvals must be returned to the Course Coordinator within 48 hours (where practical)

Table 6: Communication to key stakeholders:

Key stakeholder	Responsibility by	Completion Date
Teaching Team	Course Coordinator via electronic communication such as email and/or/TEAMS	
Program Coordinator	Course Coordinator via electronic communication such as email and/or/TEAMS	
Students	Course Coordinator via moodle forum and highlighting addendum to current Course Description (highlighting key changes)	
Academic Services regarding storage of document	Course Coordinator to send completed form to member of the Academic Services in FDL	
School Board	Course Coordinator to send completed form to the next School Board for inclusion on the agenda	
Indicate when this addendum is being noted at HECC (Meeting 3 or Meeting 4) (2020)	Executive Officer of School Board to send item to HECC for agenda for meeting 3 or 4 (2020)	

End of document