

**COMMITTEE OF CHAIRS
OF ACADEMIC BOARDS/SENATES
OF UNIVERSITIES IN NSW AND THE ACT**

COMMITTEE OF CHAIRS
OF ACADEMIC BOARDS/SENATES
OF UNIVERSITIES IN NSW AND THE ACT

-- Information for members --

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c/- Governance Support Unit
University of Technology, Sydney
Updated 30 May 2005

Introduction

This information has been compiled to give Committee of Chairs members easy access to reference materials about the Committee.

Most of the materials are extracted from official sources such as the minutes of meetings, and explain such matters as the functions and objectives of the Committee, membership matters, Committee practices and meetings.

The information will be updated from time to time as circumstances require. The contents can also be supplemented and amended to suit the needs of members. It is available in hard copy and on-line, via the Committee of Chairs web site:

<http://www.gsu.uts.edu.au/cabs/index.html>

If you have any suggestions or questions about this information, or regarding the Committee generally, please contact either of the following:

| | |
|----------------------------|--|
| Chair of the Committee | Professor Tony Baker University of Technology, Sydney (ph 9514 1764) Anthony.Baker@uts.edu.au |
| Secretary to the Committee | Mr Des Petersen University of Technology, Sydney (ph 9514 1240) Des.Petersen@uts.edu.au |

Welcome from the Chair

I am delighted to welcome you to membership of the Committee of Chairs, which is a standing committee of the NSW Vice-Chancellors' Conference.

Over the years, this particular committee has developed a convivial work style and a very lively interest in student and academic matters relating to its work, and has proven to be an excellent way to share experiences and ideas. There is a good deal of very significant work being done within the universities to improve the profile of Academic Boards and Senates, and to marry collegial practices with contemporary methods, without necessarily compromising the collegial tradition that gives Academic Boards and Senates their unique value.

The Committee of Chairs also provides a useful link between the Board of Studies and the higher education sector, and the Board of Studies relies on the Committee for such tasks as HSC Category reviews. It is a very useful forum for discussion of issues that have a direct impact on the sector. These include the current reforms initiated by the Minister for Education, Science and Training, The Hon Dr Brendan Nelson, particularly a proposed Australian Certificate of Education and the possibility of migrating universities from state to federal legislation.

Your participation in Committee activities is vital, and will ensure that the Committee remains a relevant and respected source of opinion to the Board of Studies. I look forward to working with you.

Professor Tony Baker
Chair

Schedule of meetings for 2005

There will be four Committee of Chairs meetings during 2005, to be held at various venues as follows:

| | |
|-----------------------------|-------------------|
| 9:30 am Thursday 7 April | ANU |
| 9:30 am Thursday 9 June | Wollongong |
| 9:30 am Thursday 4 August | UNE |
| 9:30 am Thursday 13 October | UNSW ¹ |

Details regarding the practical arrangements for meetings are provided later in this guide. From the point of view of arranging your diary and travel, the following details may be useful.

Meetings usually run from 9:30 am to about midday, and are followed by lunch, which usually runs to about 2:00 pm. It is customary for members to meet for dinner at 7:30 pm the night before each meeting. This means that members travelling from towns away from the venue would need to arrange travel to arrive in town by about 7:00 pm the night before the meeting. Members can normally arrange travel to return to their own campus from about 2:00 pm on the day of the meeting. Any changes to these arrangements will be highlighted on the Notice of Meeting distributed with each agenda.

The meeting schedule is also available on-line via the following web page:

<http://www.gsu.uts.edu.au/cabs/index.html#meetingdates>

About 10 days before each meeting, an email notice will be sent to all members detailing information regarding the venue, parking, restaurant arrangements and so on. The agenda is distributed a week before each meeting.

¹ Arrangements for this meeting are subject to finalisation of the program for the national meeting of Presiding Members/Chairs of Academic Boards and Senates, to be held at UNSW on Thursday 13 October and Friday 14 October 2005.

Overview of Committee responsibilities

The Committee of Chairs was established to:

1. Be composed of the Chairs of Academic Boards/Senates of Universities in NSW and the ACT;
2. Share information and coordinate advice on academic matters of interest to Universities in NSW and the ACT;
3. Make recommendations to the NSW Vice-Chancellors' Conference on matters of academic policy and procedure;
4. Investigate references from the NSW Vice-Chancellors' Conference;
5. Investigate references from Academic Boards/Senates of Universities in NSW and the ACT;
6. Liaise with the NSW Board of Studies and Universities Admissions Centre (NSW and ACT) on behalf of the NSW Vice-Chancellors' Conference;
7. Liaise with the Technical Committee on Scaling on matters relating to the Higher School Certificate and the Universities Admission Index;
8. Provide a forum for Chairs of Academic Boards/Senates of Universities in NSW and the ACT to share best practice and discuss matters of common interest; and
9. Elect a Chair from its members by its members with the Chair's term of office being two years, as long as he/she remains a member of the Committee.

The Committee of Chairs and the Board of Studies

One of the roles of the Committee of Chairs is to:

Liaise with the NSW Board of Studies and Universities Admissions Centre (NSW and ACT) on behalf of the NSW Vice-Chancellors' Conference.

Specific activities undertaken include:

- Making recommendations to the Board of Studies regarding Category reviews.
- Making nominations to the Board of Studies regarding membership of Industry Curriculum Committees (ICCs).
- Making nominations to the Board of Studies regarding tertiary representatives on HSC examination committees/panels.
- Making nominations to the Board of Studies regarding a representative on the UDBEC (university-developed board-endorsed courses) committee of the NSW Board of Studies.

The Chair is a member of the New South Wales Board of Studies and attends meetings of the Board and responds to requests from the Board regarding Committee nominations for Board of Studies Industry Curriculum Committees. The University nominated members of the Industry Curriculum Committees must be nominated through the Chair of the Committee of Chairs. The Chair also assists the Board of Studies in promulgating the call for nominations for Board of Studies Examination Committees. These nominations do not come only through the Chair and may be made directly to the Board.

Membership (including financial procedures)

The current Chair of the Committee of Chairs, Professor Tony Baker, is from the University of Technology, Sydney. The Secretary to the Committee of Chairs is currently Mr Des Petersen, also from the University of Technology, Sydney. A full membership list is attached.

Financial procedures for member contributions

1. Annual Contribution

At the meeting of 31 May 2001, the Committee of Chairs resolved that the annual contribution for membership of the Committee would be \$2,100 (plus GST) (Item 5.2):

RESOLVED COC01/04

That the annual contribution from member Universities to the Committee of Chairs account will be \$2,100 (excluding GST) from the new financial year (1/7/01).

This amount was decided after noting that no increase had been made for a number of years from the previous amount of \$1,800. The Committee also noted that all universities that are members of the New South Wales Vice-Chancellors' Conference (NSWVCC) are automatically members of the Committee of Chairs, which is a standing committee of the NSWVCC.

2. Method of Collection

Accounts will be issued in July every year for the annual contribution (based on a July – June financial year) and will be mailed to Chairs.

3. Support costs by the institution providing the Chair

The institution providing the Chair is responsible for the collection of subscriptions and their management in an institutional account. This is normally done by way of a simple budget to ensure the funds are expended appropriately. The institution providing the Chair is able to recoup the costs involved by charging them to the Committee of Chairs account. This normally involves charging the Committee of Chairs account for such things as a proportion of the time of the Secretary (currently at 10% including on-costs), any additional staffing support, costs of printing and distributing meeting papers, hospitality and other related costs.

Summary of financial responsibilities relating to meetings

Committee members (or their institutions) are responsible for the cost of their own travel to the meeting and their accommodation and associated costs.

The Chair is responsible for the cost of the members' dinner the night before each meeting.

The hosting campus is responsible for the cost of venues, the welcome and morning teas, signposting, and miscellaneous incidentals by way of providing general infrastructure support for the meeting.

The Vice-Chancellor (or Senior Executive) of the host campus is responsible for the cost of the Committee lunch.

Agenda

The agenda is the approved list of matters to be considered at each meeting.

The cut-off for agenda items is two weeks before the meeting. If you wish to contribute an agenda item, or to comment on any existing items, you must provide the necessary material to the Chair or Secretary at least two weeks before the meeting, preferably by email.

Agendas will be distributed to members a week before each meeting, in both hard copy and electronic versions. The agenda always provides details of the time and venue of the meeting. Any change of routine (e.g. a different venue) will be highlighted on the agenda.

The format of each Committee agenda is generally as follows:

1. APOLOGIES/WELCOMES/FAREWELLS
2. MINUTES OF THE MEETING OF (insert date)
(For confirmation)
3. BUSINESS ARISING FROM THE MINUTES/BUSINESS WITHOUT NOTICE
(Normally, any business arising is automatically included on the agenda as an item. This section is for any additional matters arising.)
4. HSC CATEGORY (A or B) COURSES
(This is the current major project of the Committee)
5. PRESENTATIONS
(Any people invited to give presentations on matters of interest to the Committee.)
(The President of the Office of the NSW Board of Studies or nominee is invited to report regularly to the Committee.)
6. FINANCIAL STATEMENT
(Lists any transactions since last meeting and gives current balance.)
7. CONFERENCES AND MEETINGS
(Includes announcements of forthcoming conferences and events.)
8. ANY OTHER ITEMS
9. ANY OTHER GENERAL BUSINESS
10. NEXT MEETING
(Reminder re the date and venue of the next meeting.)

How to contribute an agenda item or agenda materials

If you wish to contribute an agenda item, a useful first step is to alert the Secretary, who can advise you on the best way of proceeding.

The Secretary will assist so that the motions and supporting materials can be worked into the best shape possible, to enable the Committee to focus its discussion on the substantive issues, and have available to it all the relevant documentation in good time to allow for a detailed reading and any other necessary preparation. The Committee's Standing Orders require submission of materials at least 12 days before a meeting.

Generally, the tabling of items is discouraged, because it does not give members adequate time to read and consider the item, or to consult with colleagues. If you wish to table an item, alert the Chair or Secretary as early as possible before the meeting, to give sufficient time for the item to be written up in the appropriate format and printed.

If you have supplementary material relating to an existing agenda item, please email it to the Secretary, so that it can be distributed electronically to members before the meeting.

Attending Committee of Chairs meetings

Travel and accommodation arrangements

Committee members make their own travel and accommodation arrangements, and the costs of such travel and accommodation is born by each Committee member's institution. Prior to each meeting, information about suitable accommodation options (such as motels close to the meeting venue) will be provided.

Parking

Car parking on most campuses is tightly controlled, so it is usually necessary, if you wish to drive to a meeting, to liaise with the Secretary well in advance of the meeting to ensure that a parking permit can be obtained. Parking will be arranged as near as practicable to the meeting venue.

Arrival at the venue

Members are provided with a campus map or venue locator (often via the institution's web site). The meeting venue is normally signposted and staff are on hand to greet arriving members. A welcome morning tea is available from about 8:30 am.

Urgent contact details

If you are likely to arrive late, or have any last minute changes that need to be notified to the Chair, please call the following mobile number:

0408 408 883

Meeting times

The Committee meets four times a year, and each meeting is held at a different campus. Meetings start on time at 9:30 am, and usually finish by noon. During the meeting, a morning tea is provided at about 10:30 am. Meetings are followed by lunch hosted by the university providing the venue (usually represented by its Vice-Chancellor). Members usually disperse at about 2:00 pm.

Alternates

If you are unable to attend a meeting, you may nominate an alternate to attend in your place (normally a Deputy Chair of your Academic Board/Senate). If this becomes necessary, please let the Secretary know in advance.

Minutes

The minutes are the official record of decisions made at each meeting, and as such they form part of the official record, and are a valuable archive. The minutes also provide the basis for all follow-up action to implement Committee decisions and to communicate them to all necessary parties. The minutes are written as soon as practicable after each meeting and are cleared by the Chair. At that stage they are 'unconfirmed'. The unconfirmed Minutes are emailed to members for their information and as an action sheet to alert members to any agreed actions that need to be taken.

The minutes of the previous meeting are included in the agenda papers for the next meeting of the Committee, for confirmation. Once confirmed, the minutes are posted on the Committee's web site.

Details of the debate (who said what) are not normally recorded in the minutes. Rather, the minute item may include brief background material that is relevant to the decision or is relevant in clarifying the context or history of an item, the essence of the discussion (where it throws light on the decision) and the decision itself. Sometimes, discussion of a major issue may take up considerable meeting time, but the minutes will not attempt to capture every nuance or change in direction of a lengthy or detailed discussion. Rather, the minutes will only identify the key points and main trends in the discussion that are relevant to the final decision.

If you have any query regarding the minutes, please contact the Secretary.

Actions arising from the Minutes

The process of initiating the implementation of Committee decisions is undertaken by the Secretary, on the basis of the unconfirmed minutes. In this process, the Secretary writes to each person who needs to be informed about a Committee decision or needs to take action as a result of a decision. For the most part, these communications are handled by email. The Secretary will specify what information needs to be noted or what action needs to be taken, as well as providing any other relevant background.

Category Reviews

The Committee of Chairs conducts routine reviews of Category A and Category B curriculum courses for the HSC. In 2004, for example, it completed a full review of Category B courses. The Category A reviews will be a major activity for the Committee during 2005.

The normal procedure for these reviews is for Committee members to take responsibility for particular courses, to seek expert feedback (usually from within their own institution), and to report back with a recommendation as to whether the course should continue in its present Category or be changed to a different Category.

Report format

The format for reporting on Category Reviews has been adopted² as follows:

1. Responses with respect to each of the criteria below, as far as possible.
2. A rationale for the categorisation, particularly if a change of Category is recommended.
3. In considering the criteria, it is clear that some are “higher-level” than others eg a problem under Criterion 8 may simply reflect a poorly designed assessment instrument rather than a fatal flaw in the course. Criteria such as 1, 4, 5, 6 and 7 appear very important in formulating an overall judgement.
4. If the course is to remain as Category B, suggest what changes might be required and/or what issues need to be addressed in order to have the course re-categorised in Category A. If it is felt that any attempt to modify the course in order to meet Category A criteria would radically alter the intention of the course, and its likely student group, please make a statement of that nature.

Criteria for categorisation

The criteria used to categorise Board courses are, in broad terms, as follows:

- the intrinsic academic rigour of the course;
- the depth of knowledge and understanding expected of the student, as outlined in the course objectives and the sample examination papers;
- the suitability of the proposed subject for the definition of a prerequisite or a level of assumed knowledge for tertiary studies.

² At meeting (04/3) of the Committee of Chairs held on 26 August 2004, the Chair was asked to draw up these criteria (item 4.1). They were subsequently adopted by use. The format was amended at meeting (05/1) held on 7 April 2005.

In applying these criteria, it is suggested that the Committee of Chairs consider the following questions:

1. Does the proposed course provide a body of knowledge recognised as a coherent entity in existing university courses?
2. Is the course the main course in this field of study in the secondary school sector?
3. What is the level of complexity of concepts and ideas involved in the syllabus? Are the concepts and ideas interrelated and coherent in the development of studies in the course?
4. To what extent will students be required to develop ideas related to the course and its content through reading and research? To what extent will students be encouraged or required to develop these ideas through extended writing?
5. To what extent are students required to analyse, synthesise and hypothesise on the basis of argument and evidence contained within the course?
6. Are students encouraged to develop original and creative thought on the subject matter of the course?
7. To what extent is success in this course likely to be indicative of success in later university studies in the same area?
8. To what extent does the sample examination paper test the students' understanding of the subject matter of the course?
9. If the course relates to a subject with an extensive practical component (eg. Art, Music, Dance), what is the level of skill required of the students and what is the relationship both in importance (percentage of final assessment) and dependence between the theoretical and practical component?

These questions have been adapted in the following pages into a simple format to be used for the review process.

CATEGORISATION REPORT FOR _____(insert course name)

1. Does the proposed course provide a body of knowledge recognised as a coherent entity in existing university courses?

YES

NO

Comment

2. Is the course the main course in this field of study in the secondary school sector?

YES

NO

In cases where the course is not the main course in the area, please indicate the other courses.

3. (a) What is the level of complexity of concepts and ideas involved in the syllabus?

High

Moderate

Low

(b) Are the concepts and ideas inter-related and coherent in the development of studies in the course?

YES

NO

Comment

4. (a) To what extent will students be required to develop ideas related to the course and its content through reading and research?

Greatly Moderately To a minor degree

(b) To what extent will students be encouraged or required to develop these ideas through extended writing?

Greatly Moderately To a minor degree

Comment

5. To what extent are students required to analyse, synthesise and hypothesise on the basis of argument and evidence contained within the course?

Greatly Moderately To a minor degree

Comment

6. Are students encouraged to develop original and creative thought on the subject matter of the course?

YES NO

Comment

7. To what extent is success in this course likely to be indicative of success in later university studies in the same area?

Highly indicative Moderately indicative Poorly indicative

Comment

8. To what extent does the sample examination paper test the student's understanding of the subject matter of the course?

Well Moderately Poorly

Comment

9. If the course relates to a subject with an extensive practical component (eg. Visual Art, Drama, Music, Dance), what is the level of skill required of the students and what is the relationship both in importance (percentage of final assessment) and dependence between the theoretical and practical component?

Emphasis on skill Little emphasis on skill Not applicable

Comment

OVERALL

The course _____ (insert course name) is recommended to be categorised as:

Category A

Category B

Overall Comment

When you have completed a Category Review report, email it (as a Word attachment) to the Secretary, and it will be included on the agenda for the next meeting.

Reminders and contacts

Apologies

Always let the Secretary know if you cannot attend a meeting, if you are going on PEP or leave, or are resigning or changing positions within your University and your membership of the Committee is affected (by email to Des.Petersen@uts.edu.au)

Change of postal/delivery address

If you change your postal or delivery address for papers, or wish to have agenda papers delivered to a different address, please inform the Secretary by e-mail.

Change of email address

Virtually all Committee communications and announcements are conducted by email. It is therefore essential that, if you change your email address, you inform the Secretary.

Contributing an agenda item

If you wish to contribute an item to a meeting agenda, let the Chair or Secretary know as early as possible (i.e. at least three weeks before a meeting).

The Chair of the Committee of Chairs is Professor Tony Baker, University of Technology, Sydney (ph. 9514 1764).

The Secretary to the Committee of Chairs is Mr Des Petersen University of Technology, Sydney (ph. 9514 1240).

The Committee of Chairs web site and related pages are at:

<http://www.gsu.uts.edu.au/cabs/index.html>

Standing orders³

THE COMMITTEE OF CHAIRS OF ACADEMIC BOARD/SENATES IN NSW/ACT STANDING ORDERS and RULES OF PROCEDURE (COC02/1)

Introduction

The following standing orders and rules of procedure have been developed at the request of the Committee of Chairs to facilitate the conduct of the Committee's business. They should be read in conjunction with the Committee's Terms of Reference (Appendix A).

The Standing Orders may be varied by the Committee of Chairs from time to time as appropriate.

1. COMMITTEE MEMBERSHIP

The Committee comprises all the Chairs/Presidents of the Academic Boards or Senates in NSW and the ACT.

1.1 Annual Contribution

At the meeting of 31 May 2001, the Committee of Chairs resolved that the annual contribution for membership of the Committee would be a standard amount to be determined to cover Secretariat costs, payable at the commencement of the financial year. The Committee may from time to time vary the amount of the annual contribution. The Financial Procedures are attached as Appendix B.

2. TECHNICAL COMMITTEE ON SCALING

The Technical Committee on Scaling (TCS) provides regular reports to the Committee. The TCS's Terms of Reference are attached as Appendix C. The TCS also submits matters for approval to the Committee in keeping with the delegated responsibility from the New South Wales Vice-Chancellors' Conference (NSWVCC) to the Committee of Chairs for categorisation of HSC subjects and scaling of the HSC.

3. SCHEDULE, NUMBER AND LOCATION OF MEETINGS

The Committee will meet usually three times per year, in March, May and August, and in November if required. The Committee will usually meet on the last Thursday in those months, from 9/10 am to 3/4 pm, at the Chair's discretion.⁴

³ As some details are now out of date, the Standing Orders are due to be reviewed and updated.

⁴ At a subsequent meeting it was agreed to vary the meeting schedule.

The schedule of meeting dates coincides with the meeting dates for the New South Wales Vice-Chancellors' Conference, which usually meets in February, June, September and November.

Meetings should normally alternate between big city and small city/town locations.

3.1 Scheduling of Business

The Committee will consider nominations for the New South Wales Board of Studies Examination Committees in May each year.

The Committee will receive regular reports from the Chair on Board of Studies matters, from the Chair of the TCS and from the Office of the New South Wales Board of Studies.

The Committee agrees to share policy documents and other information useful to members.

Acknowledgment should be made of sources.

4. SPECIAL MEETINGS

Special meetings may be called from time-to-time at the discretion of the Chair.

5. MEMBERS

5.1 Role of Chair

The Chair is charged with the responsibility of conveying Committee of Chairs' business to the New South Wales Vice-Chancellors' Conference. S/he must ensure the efficient functioning of the Committee to effect not just the decision-making process but also to encourage and support collegiality and the flow of information. The Chair also speaks on behalf of the Committee of Chairs.

The Chair attends meetings of the New South Wales Board of Studies⁵ and responds to requests from the Board of Studies regarding Committee of Chairs nominations for Board of Studies Curriculum Committees. The University nominated members of the Curriculum Committees must be nominated through the Chair of the Committee of Chairs. S/he also assists the Board of Studies in promulgating the call for nominations for Board of Studies Examination Committees. These nominations do not come only through the Chair and may be made directly to the Board of Studies.

In the conduct of meetings of the Committee, all reasonable discretion is allowed to the Chair.

⁵ The current Chair (2005) is a member of the Board of Studies.

5.2 Election of Chair

When a new Chair is required, the Committee shall elect one of its members by a "first past the post" method.

5.3 Term of Chair

The term of the Chair will be two years, subject to the Chair remaining a member of the Committee. A Chair will be limited to two consecutive two-year terms.

5.4 Chair of Technical Committee on Scaling

A member of the TCS with relevant expertise or background in accordance with the Terms of Reference of the TCS will be appointed by the Committee of Chairs to chair the TCS. The Chair of the TCS will make regular reports to the Committee of Chairs (see Item 2 above and TCS Terms of Reference, Appendix B).

5.5 Term of Members

The term of members is dependent upon the term for which they are elected/appointed to Chair the Academic Board/Senate of their University. Their term on the Committee of Chairs will commence on their assuming this role and cease when their term is up on their Academic Board/Senate or they resign.

5.6 Board of Studies Representation

The President of the Office of the NSW Board of Studies or nominee will be invited to report regularly to the Committee, at least twice per year. S/he will from time-to-time be accompanied by another Officer of the Board of Studies as the Board of Studies sees fit.

6. THE AGENDA

The agenda will be prepared by the Secretary to the Committee under the oversight of the Chair. The Secretary to the Committee will usually be the Secretary of the Academic Board over which the Chair of the Committee of Chairs presides. Members may contact the Chair to put items on the agenda. The agenda should be structured to allow adequate discussion time for items.

6.2 Agenda Papers

All papers concerning items for consideration for inclusion on the agenda should be received by the Secretary at least twelve days before the next meeting of the Committee.

The finalised agenda and papers shall be dispatched by the Secretary one week before the meeting of the committee, by email and post, and also posted on the Committee of Chairs' website.

7. THE MEETING

To ensure the efficient consideration of business by the Committee:

- the meeting will consider the business on the agenda. Other business shall be considered only if the Chair and a majority of other members present agree;
- discussion of items should be contained and to the point. The Chair may suggest forming a working party to prepare documentation, setting out arguments and identifying recommendations for matters that are broad in focus or highly contentious;
- items under Business Without Notice should be signalled at the commencement of the meeting;
- items under Business Without Notice should be discouraged where there is no supporting documentation. For policy matters, tabled discussion papers under Business Without Notice should be considered at the next meeting of the committee;
- meetings may be cancelled only if there is insufficient business on the decision of the Chair.

8. QUORUM

A quorum will be half the members plus one. A quorum must be reached when the Committee is resolving on policy matters delegated by the NSWVCC.

9. ADJOURNMENT OF MEETINGS AND MAINTENANCE OF THE QUORUM

The Chair may adjourn a meeting of the Committee in appropriate circumstances; for example, if it is clear that it is unlikely that a quorum will be maintained or a long or contentious item of business is about to be discussed and it seems advisable that the Chair adjourn the meeting before commencing discussion on that item rather than cutting off discussion in mid-stream.

The Chair shall not adjourn a meeting to prevent a motion or amendment being put save with the approval of two-thirds of the meeting present. This discretion shall not limit any other powers of the Chair to adjourn a meeting.

10. METHOD OF VOTING AT MEETINGS

At all meetings of the Committee, voting in relation to any issue shall be on the voices except that:

- (a) the Chair shall have a discretion to take a vote on either a show of hands or by ballot. In exercising this discretion, the Chair shall consider whether there is a feeling in the meeting as to a preferable method of taking the vote or
- (b) any two members may request the Chair to take the vote by either of a show of hands or by ballot.

11. ABSENCE FROM MEETINGS

11.1 Chair

If the Chair is absent from a meeting of the Committee, the meeting shall elect a Chair for that meeting from the members present.

11.2 Other Members

Absences by other members are to be monitored, with the Chair counselling any member failing to attend two consecutive meetings. Members should send a nominee, such as a Deputy Chair of Academic Board/Senate, if they are unable to attend.

11.3 Apologies

Apologies are to be recorded in the minutes for any meeting of the Committee.

11.4 Alternates/Nominees

A nominee or alternate may attend, speak and vote at meetings in a member's stead. The nominee or alternate must be a member of the Academic Board of the University concerned, and should preferably be a Deputy Chair. The Committee may choose to invite non-members to attend and speak in cases where this will assist the Committee in its work.

12. RECORD OF MEETINGS

The Committee of Chairs will be serviced by the Secretariat of the University of the Chair in the preparation of the agenda and minutes and their dispatch. The draft minutes must be approved by the Chair. No alterations of substance may be made to the approved minutes without the consent of the Chair. The agenda and minutes of the Committee will be made available to every member of the Committee by mail and also posted on the Committee's website.

13 March 2002 (UNSW)

Revised 28 March 2002 (Committee of Chairs)

Appendix A

To be confirmed by the NSWVCC

Committee of Chairs of Academic Boards of Universities in NSW and the ACT

(revised at 23 August 2001 Committee of Chairs meeting)

The Committee of Chairs will:

1. Be composed of the Chairs of Academic Boards/Senates of Universities in NSW and the ACT;
2. Share information and coordinate advice on academic matters of interest to Universities in NSW and the ACT;
3. Make recommendations to the NSW Vice-Chancellors' Conference on matters of academic policy and procedure;
4. Investigate references from the NSW Vice-Chancellors' Conference;
5. Investigate references from Academic Boards/Senates of Universities in NSW and the ACT;
6. Liaise with the NSW Board of Studies and Universities Admissions Centre (NSW and ACT) on behalf of the NSW Vice-Chancellors' Conference;
7. Liaise with the Technical Committee on Scaling on matters relating to the Higher School Certificate and the Universities Admission Index;
8. Provide a forum for Chairs of Academic Boards/Senates of Universities in NSW and the ACT to share best practice and discuss matters of common interest; and
9. Elect a Chair from its members by its members with the Chair's term of office being two years, as long as he/she remains a member of the Committee.

Appendix B

FINANCIAL PROCEDURES for Member Contributions

COMMITTEE OF CHAIRS OF ACADEMIC BOARDS/SENATES IN NSW & THE ACT

1. Annual Contribution

At the meeting of 31 May 2001, the Committee of Chairs resolved that the annual contribution for membership of the Committee would be \$2,100 (plus GST) (Item 5.2).

RESOLVED COC01/04

That the annual contribution from member Universities to the Committee of Chairs account will be \$2,100 (excluding GST) from the new financial year (1/7/01).

This amount was decided after noting that no increase had been made for a number of years from the previous amount of \$1,800. The Committee also noted that all universities that are members of the New South Wales Vice-Chancellors' Conference (NSWVCC) are automatically members of the Committee of Chairs, which is a standing committee of the NSWVCC.

2. Method of Collection

The University of New South Wales has recently issued invoices to member universities for the financial year 1/7/01 to 30/6/02. This has been handled through the University's Accounts Receivable Department. The invoices were sent directly to the members of the Committee of Chairs.

Accounts will be issued in July every year for the annual contribution and will be mailed to Chairs.

14 August 2001

Appendix C

TECHNICAL COMMITTEE ON SCALING

1. Background

The McGaw Review (Shaping Their Future: Recommendations for Reform of the Higher School Certificate) has brought into sharp focus the need for a structural change in the processing of data to produce the Tertiary Entrance Rank. From the time the Board of Secondary School Studies, as it was then, relinquished scaling and calculation of an aggregate in 1987 the production of the Tertiary Entrance Score and then the Tertiary Entrance Rank has been carried out on an ad hoc basis.

For several years the aggregate was produced by the University of Sydney on behalf of the New South Wales universities. The initial costs to develop and test a computer program were borne by the University of Sydney as well as the ongoing costs associated with the maintenance of the program and the annual production of the aggregate. During this phase the scaling process was controlled by the University of Sydney through Professor Eugene Seneta. Ownership of the scaling algorithm was vested in the University of Sydney and although a Technical Committee was instituted it was an advisory committee only. Advice from that committee could be rejected by the University of Sydney.

When Professor Seneta stepped down as Chair of the Technical Committee and subsequently withdrew from the scaling operation, Dr George Cooney replaced him as Chairman of the committee and Professor John Mack replaced Professor Seneta as a member of the group of people who produced the aggregate.

Shortly after the Technical Committee became a committee of the New South Wales Vice-Chancellors' Conference, reporting to it through the Committee of Chairs of Academic Boards/Senates of Universities in New South Wales and the ACT. The committee, at that stage, comprised representatives from all New South Wales and ACT universities. There was, and is, no fixed term of office, and members tended to be drawn from Mathematics and Statistics disciplines. Since that time the Technical Committee has provided advice on scaling matters to the Committee of Chairs which accepted responsibility for the calculation of the aggregate. The scaling operation itself is currently carried out by Professor Mack, Professor Cooney and Ms McAllister (the programmer).⁶

⁶ This material has been superseded, but is included here as part of the documentation as originally approved. It will be presented for formal amendments at a later meeting of the Committee of Chairs.

Currently the Board of Studies provides the universities with HSC examination marks and moderated school assessments from which TERs are produced. In return the universities provide the Board with TERs which enable them to provide information to individual students on behalf of UAC, schools and systems. There will be changes in the transfer of data in 1997 and subsequent years if the recommendations of the McGaw review are accepted.

Costs associated with the production of the TER are met by UAC and comprise a 0.5 programmer's salary plus equipment and associated costs. In 1997 the costs will total approximately \$45,000.

The following sections contain a proposed structure for the Technical Committee on Scaling and its operations.

2. Proposed Structure for the Technical Committee on Scaling

The Technical Committee on Scaling

The Technical Committee on Scaling is a committee of the New South Wales Vice-Chancellors' Conference which reports through the Committee of Chairs of Academic Boards/Senates of Universities in New South Wales and the ACT.

A. Composition

1. The committee comprises a Chair, and one representative from each of the universities in New South Wales and the ACT, the Board of Studies and the Universities Admissions Centre.
2. The Chair is appointed by the Committee of Chairs.
3. A Deputy Chair will be appointed from the committee members.
4. University representatives will be appointed by their Vice-Chancellors.
5. The representative of the Board of Studies will be appointed by the President of the Board.
6. The representative of UAC will be appointed by the Director of UAC.
7. The Chair and members of the committee will be appointed initially for up to three (3) year terms with the possibility of renewal. In the first instance terms will be arranged so that continuity of membership is maintained and a regular rotation pattern be established.
8. The Chair will :
 - be an expert in educational measurement and the derivation of selection indices for universities,
 - have demonstrated research skills,

- have an interest in, and experience of, assessment and reporting at secondary and tertiary levels,
 - have an extensive knowledge and understanding of procedures used by the Board of Studies to determine its patterns of reported marks, and
 - be able to work with the organisations involved in the production of the TER.
9. The members of the committee will have extensive knowledge and understanding of the New South Wales Higher School Certificate and selection methods for universities, be aware of methods for developing selection indices and have demonstrated research skills.

B. Terms of Reference

The Committee will :

- (i) provide technical and policy advice to the Committee of Chairs on matters pertaining to the TER and other selection indices,
- (ii) carry out such research as is necessary to develop reliable and valid selection indices for universities.
- (iii) respond to requests for research on selection indices from the Committee of Chairs, and
- (iv) prepare appropriate reports on the scaling process for the Committee of Chairs.

C. Meetings of the Technical Committee

The committee will normally meet four (4) times annually: February, May, August and November.

D. Subcommittees

The Technical Committee will have one subcommittee:

Year 12 Liaison Subcommittee, comprising the Chair, at least one other member of the Technical Committee, staff from UAC and the Board of Studies and the programmer. This subcommittee will normally meet at least three times a year (May, July, October) to discuss issues concerned with data transfer, data quality, compatibility of computer programs, updating of results, and other related issues as they arise.

This subcommittee will report to the Technical Committee.

E. Responsibilities of Chair of Technical Committee.

The Chair of the Technical Committee is responsible to the Committee of Chairs for:

1. Providing advice from the Technical Committee on Scaling to the Committee of Chairs on matters pertaining to selection indices in general and the TER in particular
2. Producing the Tertiary Entrance Rank in accord with decisions made by the Committee of Chairs on the advice of the Technical Committee.

This entails ensuring that :

- decisions about the scaling algorithm are reflected in the scaling program,
 - data are received from the Board of Studies and TERs transmitted to UAC,
 - adequate lines of communication exist between the Board, UAC and the Technical Committee on Scaling.
3. Calculating the TER/Interstate Transfer Index conversion table.
 4. Initiating and executing appropriate research on selection indices.
 5. Producing appropriate reports for the Committee of Chairs including an annual report on the production of the TER for dissemination to schools. (see note below).
 6. Maintaining adequate documentation of the scaling process.
 7. Liaising with officers of the Board of Studies and UAC on scaling matters.
 8. Convening the Year 12 Liaison Subcommittee.
 9. Supervising the programmer responsible for the maintenance and modification of the scaling programs.

Note: Appropriate reports/memos may only be transmitted to outside bodies under explicit delegated authority from the Committee of Chairs.

F. Secretarial Support

Secretarial support for meetings of the committee and its subcommittee will be provided by UAC.

G. Production of the TER.

The TER will be produced by the Chair and at least one other member of the Technical Committee and the programmer.

27th June 1997

Membership of the Committee of Chairs

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| <i>Australian Catholic University</i> | Associate Professor Peter Camilleri |
| <i>Charles Sturt University</i> | Professor David Green |
| <i>Macquarie University</i> | Professor Bruce Kercher |
| <i>Southern Cross University</i> | Associate Professor Roger Bronks |
| <i>The Australian National University</i> | Professor Malcolm Gillies |
| <i>The University of New England</i> | Professor Majella Franzmann |
| <i>The University of New South Wales</i> | Professor Tony Dooley |
| <i>The University of Newcastle</i> | Professor Linda Connor |
| <i>The University of Sydney</i> | Professor John Carter |
| <i>The University of Wollongong</i> | Professor David Griffiths |
| <i>University of Canberra</i> | Dr Ruth Foxwell |
| <i>University of Technology, Sydney</i> | Professor Anthony Baker (Chair) |
| <i>University of Western Sydney</i> | Professor Anne Cusick |

The following officials may attend meetings:

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| <i>Macquarie University</i> | Professor George Cooney (Chair of the Technical Committee on Scaling) |
| <i>NSW Board of Studies</i> | Professor Gordon Stanley (President) |
| <i>NSW Board of Studies</i> | Mr Andrew Goodyer (Acting Manager) |