

OFFICE OF THE BOARD OF STUDIES

UNIVERSITY REPRESENTATION ON BOARD CURRICULUM AND EXAMINATION COMMITTEES

Meeting: 2.30pm Wednesday 20 February 2002

MINUTES

Present

Victoria Finlay – Secretary to the CCAB

Paul Hewitt – Inspector, PDHPE, OBOS

David Patterson – Manager, Policy & Development, OBOS (Chair)

Sandra Sleeman – Senior Policy Officer, OBOS

Garry Webb – Principal Assessment Officer, OBOS

Apologies

Prof K McConkey Chair, CCAB

Marian Ware – Executive Assistant, CCAB Secretariat

1. Welcome and introductions

The chair welcomed participants to the meeting.

2. Committee of Chairs of Academic Boards/Senates in NSW/ACT

2.1 Membership

An updated list of members is available on the CCAB website at www.secretariat.unsw.edu.au/committee_chairs.htm

2.2 Role and responsibilities

See Attachment 1

3. Board Curriculum Committees

2.1 Membership

Membership of each BCC is on a widely representative basis including education systems, parent organisations, teacher unions, tertiary sector, etc.

Where a BCC identifies the need for additional expertise, it may second two extra members with the required expertise. In such cases, the BCC Chair submits names of suitable secondees for approval by the Board.

The system of nominating representatives and the autonomous nature of the BCCs, reporting as they do directly to the Board, are in keeping

with the Board's determination to keep its curriculum processes open, accountable and independent.

2.2 *Role and responsibilities*

The Board's curriculum responsibilities involve the development of syllabuses in the various Key Learning Areas. The Board establishes BCCs and Project Teams to advise on the quality of the curriculum product at each phase as well as the integrity of the process.

The BCCs are established by the Board for a specific syllabus development project or set of projects as the Board determines. They monitor the progress of each project making recommendations directly to the Board. Industry Curriculum Committees serve a similar purpose for VET courses.

2.3 *Recruitment of new members*

The president of the Board writes to the organisations requesting nominations for representatives to the BCC and sends a form for the organisations to return to the Board with the names of the nominees. It is the responsibility of the organisations to choose their own nominees.

2.4 *Recruitment from CCAB*

The tertiary sector nominees are the responsibility of the Committee of Chairs of Academic Boards. There are two tertiary sector members on each BCC, these cannot both be from the same university.

4. Board Examination Committees

2.1 *Membership*

School Certificate Test and HSC Examination Committees comprise 50% teacher and 50% academic representation and, as far as possible, equal numbers of government/non-government, male/female, city/country representatives.

Appointments are made on an annual basis with the possibility of extension for a further one year. Chairs and committee members cannot teach Year 12 in the subject they are setting in the year of the examination.

2.2 *Role and responsibilities*

The committees write test papers for the School Certificate and examination papers for the Higher School Certificate. They also contribute to reports on student examination performance.

2.3 *Recruitment of new members*

Information about vacancies on examination committees is published through the Board Bulletin, the BOS website and faxstream to all schools and TAFE colleges. Expressions of Interest forms are normally due at the OBOS in June. Prospective members submit application forms and these are reviewed by a selection panel comprising Board members (or nominees) and staff of the OBOS. For the position of examination committee chair, the President is a member of the selection panel. All appointments are formally ratified by the President of the Board.

2.4 Recruitment from CCAB

In general, representatives from tertiary institutions deal directly with the OBOS. As far as possible, each committee is chaired by an academic. Selection panels for the chairs are chaired by the President of the Board who formally ratifies the appointments. The chairs are appointed for a two-year term with possibility of extension.

There are some subject areas (eg in the HSIE KLA) where the Board has difficulty in finding academic committee members. The Board's preference is for academics from the professional rather than applied disciplines and at present there is a shortage of such people in some subject areas.

Sometimes the Chair of the CCAB helps disseminate information to universities on behalf of the OBOS, however interested parties are to respond directly to the OBOS and not to the Chair of the CCAB.

5. General Business

The following points were made in discussion:

- During the formation of a BCC the President writes to the Chair of the CCAB who emails members requesting nominations from universities;
- These nominations should come to the OBOS via the Chair of the CCAB who confirms the nominations. Unlike the procedures for Examination Committees, nominations should not be made directly to the OBOS from universities but should be directed through the Chair of the CCAB;
- To raise awareness of the Board's committees among university personnel information could be placed on the CCAB website, emailed to CCAB members, publicised in higher education journals and placed on the agenda at CCAB meetings. [Note: The matter is to be discussed at the CCAB's March meeting in relation to the development of standing orders];
- University representatives should be informed of the success or otherwise of their applications.

The following recommendations were endorsed:

- That the OBOS consider setting up email lists for committees to give earlier notice of meetings.
- That the OBOS ensure that all requests for CCAB nominations for Curriculum Committees be channelled through the Chair of the CCAB, and that no direct approaches be made to universities.
- That the OBOS consider requesting nominations via email to the Chair and make provision for nominations to be made on the web or via email.
- That the Chair of the CCAB emphasise to the CCAB that responses to requests for nominations for Curriculum Committees from the CCAB be made directly to him, and not to the OBOS.