

**LA TROBE UNIVERSITY
ACADEMIC BOARD
CURRICULUM, TEACHING AND LEARNING COMMITTEE**

Student Admissions, Retention and Success Committee

MINUTES

Meeting 4/2010 of the Student Admissions, Retention and Success Committee was held at 2.00pm-4.00pm on Tuesday 16 March 2010, in the David Myers Meeting Room, Level 1, David Myers Building, Bundoora

Members in Attendance

Professor Tom Angelo	Pro Vice-Chancellor (Curriculum and Planning) (Acting Chair)
Ms Nellie Green	nominee of Director- Indigenous Education
Ms Glenys Harding	Acting Director, Internal Reporting & Surveys (MIU)
Ms Lyn Hedger	nominee of Director- Academic Services
Ms Bernadette Knewstubb	nominee of Associate Dean (Academic) FLM
Ms Elizabeth Lavender	nominee of PVC (Regional)
Mr Adrian McMillan	SRC Representative
Mr C Schneider	nominee of Associate Dean (Academic), FSTE
Dr Glyn Thomas	nominee of Associate Dean (Academic) FE (video conference)

Co-opted Members

Ms Janne Gorman	Director, Future Students Centre
Ms Kristine Kellerman	Manager, AEGTO and VTAC Liaison Officer

Others in Attendance

Ms Raelene Reece	Faculty Education
Ms Robyn Sinclair	Secretariat

Apologies

Professor John Rosenberg (Chair)	Deputy Vice-Chancellor (International and Future Students)
Ms Liz Stinson	Director – International
Mr Gary Thomas	nominee of PVC-Equity and Student Services

PART A – PROCEDURAL MATTERS

ACTION

4.1 Welcome and Introductions

The Acting Chair welcomed members to the fourth meeting of the Student Admissions, Retention and Success (SARS) Committee; introductions were made and the apologies noted.

4.2 Acting Chair's Report

To facilitate the Committee's consideration of the busy agenda, the Acting Chair informed the Committee that he would forego this item.

PART B – MATTERS FOR APPROVAL

ACTION

4.3 Minutes of Meeting

The Committee confirmed the minutes of Student Admissions, Retention and Success Committee held on 26 November 2009, SARSC09/16(M)) as a true and accurate record.

4.4 Matters Arising

Professor Angelo informed the meeting that matters arising from the minutes of the meeting held on the 26 November 2009 were to be considered under the following agenda items of the meeting. Three matters: the IELTS standards, LTUI College and the MIU data types, will be considered at subsequent meetings of the Committee.

PART C- ITEMS FOR DISCUSSION AND INFORMATION

ACTION

4.5 VTAC Supplementary Sweep Update

The Committee received tabled paper SARS10/02, entitled *Report to Student Admissions, Retention and Success Committee 15 March 2010*.

The Manager, Admissions, Examinations and Graduations, Ms K Kellerman spoke to the report and in so doing highlighted the following:

- in 2010 the Committee had raised concerns about how the VTAC supplementary sweep would operate and the tabled report was designed to provide some feedback on the process;
- the manual process employed by VTAC relied on Faculties working with spreadsheets of applicants who had not received any offers in prior rounds and were willing to be contacted by Universities; and
- LTU made an offer to 368 applicants and received 35 enrolments.

Members of the Committee noted that:

- this scheme was received positively, as it accorded LTU the opportunity to access high quality applicants who would have been previously lost to the University; and
- selection officers found the timing difficult and VTAC needs to further refine the process to facilitate sorting of applicants and identification of type of degree and where applicants lived.

Action: It was agreed that the VTAC Liaison Officer be invited to provide feedback to VTAC with regards the data management issues.

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The Acting Chair concluded discussion on this item by thanking Ms Kellerman for her report.

4.6 Terms of Reference and 2010 Schedule of Business

The Committee received paper SARS10/03 entitled *2010 Business Schedule and Terms of Reference Review*.

The Executive Officer informed the Committee that a schedule of business for 2010 had been developed in consultation with members of the Committee and should be viewed as a dynamic document that will provide the framework for the Committee's consideration of business. A further aim of the Schedule was to align the business of the Committee with its Terms of Reference and in turn, provide an evaluative tool by which the Committee can review its performance for 2010.

The Committee noted that many of the items were time sensitive and that it was important that key people provide ongoing advice about items and their scheduling. The Committee noted its general assent with the 2010 Business Schedule.

4.7 Report on Regional Bonuses

The Committee received paper SARS10/04 entitled *Regional Bonus Schemes*.

The Director, Future Students, Ms J Gorman informed the Committee that a review of regional bonus schemes had been conducted and as a consequence, the following recommendations had been proposed

- SEAS (Special Entry and Access Scheme) rural or isolated operating through VTAC- no changes;
- RRAS(Rural and Regional Student Access Scheme)- that the current bonus of 3 aggregate points be increased to 5 aggregate points in line with competitors. That the bonus apply to postcodes with RRMA classification of 3 or more;
- the Pharmacy scheme- be subsumed into the RRAS;
- Health Sciences- that the current ENTER bonuses be subsumed in RRAS; and
- Dentistry- retain separate bonus scheme due to its high ENTER score.

The Committee was informed that the proposed changes would capture a broader range of students. The following matters were raised by the Committee:

- it was important to attain some consistency with the bonus schemes across the University;
- LTU needed to develop a university wide response to bonuses and the minimum ENTER:
- A policy decision needed to be informed by accessible data indicating the correlation between success rate of students with adjusted ENTER scores;
- the University is working towards better processes to support pathways and transitional and bridging programs but these are not in place at this stage;
- there may be other variables that need to be taken into account when considering students below the 50 ENTER range;
- the creation of a conditional admission program may provide some facility to support the students with low ENTER scores;
- the University will need to embark on the development of bridging and transition programs in order to meet its growth targets. The numbers within differing cohorts will inform the particular programs required;
- existing indigenous entry pathways have been designed with similar aims to the proposed conditional enrolment programs;
- DfL is making sure that pathways are created and supported by units designed to ensure success; and
- the VTAC deadlines required the University to resolve the issue of the bonuses and minimum ENTER score at the next scheduled meeting of the Committee at the latest;

Recommendation: It was agreed that:

- the recommendations relating to the alignment of the current schemes be endorsed; and
- that a revised Bonuses and minimum ENTER position paper, informed by data, be circulated among key stakeholders presented to the next scheduled meeting of the Committee.

Action: Ms J Gorman, via the Secretariat, to circulate a discussion paper on the Bonuses and minimum ENTER to all members of the Committee prior to the next meeting.

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4.8 Mature Age Entry

The Committee received paper SARS10/05 entitled *Mature Age Recruitment Discussion Paper*.

Ms Janne Gorman informed the Committee that the Faculties had been interviewed in relation to their selection practices of mature age students. La Trobe University accepts two different kinds of VTAC applications from mature age student, Non- Year 12 Normal

Entry and Non-Year 12 Mature Age Entry Scheme. The current issues with regards mature age entry include:

- lack of clear information to applicants resulting in confusion in the market; and
- the definition of mature age was not helpful as it currently includes applicants with no educational background and applicants with educational qualifications but over 21 years old.

The Committee was advised that the two key recommendations in the report were:

- that for 2011, that the Non-Year 12 Mature Age Entry Scheme is made available only to applicants who do not meet the minimum tertiary entry requirements; and
- that for 2011 entry applicants who meet the minimum tertiary entry requirements, and who have not studied for a year, may supplement their application by sitting the STAT multiple choice.

The Committee identified that it would be preferable to identify the potential pathways into courses and how to apply. The Committee acknowledged that VTAC oversees the MAES and therefore LTU did not have complete autonomy over the schemes. For LTU's marketing purposes it was critical to ameliorate the current confusion.

The Committee noted that;

- age of applicants may not be the critical issue and that previous education may, in fact, be a more significant variable ; and
- in order for the University to grow and meet its equity targets, it will be important that future entry hurdles are predictive of success in courses.

Resolution: it was agreed that Ms J Gorman will convene a meeting of an expert group with the aim of redrafting the recommendations to attain a simplified and clear approach to a limited set entry points for differing cohorts.

Action: Ms J Gorman to convene a working group to develop a revised set of recommendations. Secretariat to circulate the paper prior to the next meeting,

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4.9 Other Business

There was no other business.

4.10 Next Meeting

The next meeting is scheduled for 20 April 2010, 2.00pm-4.00pm, David Myers Meeting Room, Ground Floor David Myers Building, Bundoora.