

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

**Student Admissions, Retention and Success Committee**

**MINUTES**

Meeting 5/2010 of the Student Admissions, Retention and Success Committee was held at 2.00pm-4.00pm on Tuesday 20 April 2010, in the David Myers Meeting Room, Level 1, David Myers Building, Bundoora

**Members in Attendance**

Professor John Rosenberg (Chair)	Deputy Vice-Chancellor (International and Future Students)
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 Bernadette Knewstubb	nominee of Associate Dean (Academic) FLM
Ms Elizabeth Lavender	nominee of PVC (Regional) (via video conference)
Mr C Schneider	nominee of Associate Dean (Academic), FSTE
Ms Liz Stinson	Director – International
Dr Glyn Thomas	nominee of Associate Dean (Academic) FE

**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 of Education
Ms Robyn Sinclair	Secretariat

**Apologies**

Mr Gary Thomas	nominee of PVC-Equity and Student Services
Ms Lyn Hedger	nominee of Director- Academic Services

**PART A – PROCEDURAL MATTERS**

**ACTION**

**5.1 Welcome and Introductions**

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

**5.2 Chair's Report**

The Chair thanked Professor Tom Angelo for his chairing of the March meeting of the Committee during his absence from the University.

The Committee was advised that an agreed decision of the Compact Projects Development Group was to conduct a series of community consultation sessions on approaches to increasing participation in higher education during 2010. These sessions were to include TAFEs, Schools and community groups and were designed to support LTU's goals on increasing participation, especially for low SES. It was envisaged that these sessions would primarily gather feedback from the community groups on how LTU can work with them. It is anticipated that the Local Director of Education will open each event, thereby emphasising the primary community focus.

In relation to a query about how DEEWR will measure low SES and other participation indicators, the Committee was advised that there was a consultation paper disseminated by DEEWR late in 2009, but

no further decisions have been made at this stage. The Committee was informed that the secondary schools had the most reliable information about the status of their cohort.

## **PART B – MATTERS FOR APPROVAL**

## **ACTION**

### **5.3 Minutes of Meeting**

The Committee confirmed the minutes of Student Admissions, Retention and Success Committee held on 16 March 2010 SARS10-06(M)) as a true and accurate record.

### **5.4 Matters Arising**

#### **5.4.1 Regional Bonuses and mature Age Entry- Minimum ENTER**

The Committee received paper SARS10/08 entitled *Minimum ENTER*.

The Chair informed the Committee that this matter had been advanced directly to Academic Board in light of the impending VTAC deadlines. The April meeting of Academic Board had resolved to endorse a proposal that the University consider applicants through SEAS, or applicants eligible for the RRSAS, whose ENTERs are below 50, where this will bring their ENTERs up to at least 50.

The Committee noted that this decision should be viewed as providing a “level playing field”. The Committee agreed that VTAC could provide more clarity around minimum ENTER by producing and advertising two entry categories: Raw and Aggregated data. Such a change in VTAC operations would require agreement across the sector.

#### **Resolution 5.4.1**

The Chair agreed to raise the issue of advertising Raw and Aggregated data with the VTAC Management Committee and invited Ms K Kellerman to provide a briefing paper on this matter.

Chair  
VTAC LO

## **PART C– ITEMS FOR DISCUSSION AND INFORMATION**

## **ACTION**

### **5.5 Evaluation of SALT Pilot Scheme**

The Committee received tabled paper SARS10/10 entitled *Schools Access La Trobe (SALT) Program*.

The Director, Future Students, Ms J Gorman informed the Committee that the SALT Scheme had been introduced three years ago as an alternative pathway for students in La Trobe’s catchment areas. The program was initially conducted as a pilot over two years with an extension for 2010.

Ms Gorman highlighted the following points related to the Scheme:

- applications and enrolments from SALT have increased significantly since the Scheme’s inception;
- improved percentages of valid applications had been attained; and
- a large increase in the number of offers and good conversion rates of offers to admissions had been achieved.

The Committee undertook a discussion on the report, and in so doing, highlighted the

following matters:

- the 10 point ENTER requirement should be changed to provide more flexibility to cater for more courses;
- SARS review of the Faculty setting of the minimum ENTERs for each SALT course would be consistent with the Committee's Terms of Reference. To this end, it was agreed that the Faculty be invited to prepare a proposal for each course and provide the Committee with this material by the May meeting; and
- it was agreed that a formal policy and procedure related to the SALT scheme needed to be developed in future for consideration by Academic Board.

### **Resolution 5.5**

The Committee endorsed the following recommendations, as amended, and agreed to forward to the CTLC for its ratification:

1. the SALT Program be retained, and Future Students provide an annual report to SARS on program outcomes;
2. each Faculty will be invited to submit their courses and the respective minimum ENTERS to the May meeting of the SARS Committee for its review;
3. up to 20% of offers (as a proportion of total offers) be allocated to SALT applicants;
4. A school ranking of 6 or 7 will be an acceptable basis on which to make an offer for a place;
5. Faculties may specify a minimum ENTER below 50 for SALT courses; and
6. once the SALT schools have increased their tertiary participation rates to 60% or more, for 2 consecutive years, then their eligibility for continuation in the Scheme may be reviewed.

### **5.6 Mature Age and Non Year 12 Entry**

The Committee received paper SARS10/09 entitled *Mature age/non-year 12 entry 2011*.

Ms J Gorman recounted for the Committee that at its previous meeting the Committee had received a paper on Mature Age and Non Year 12 Entry and had requested that this be simplified. Paper SARS10/09 was the culmination of the feedback provided by the March meeting of the SARS Committee.

The Committee was advised that the key change to the existing definition was enunciated in 1.3.1 of the paper and clearly distinguished between people with a qualification and people without any formal qualifications. The former group may wish to sit a STAT if their ENTER is not commensurate with "clearly in" statistics.

The Committee noted that these resolutions were operational in nature and that a review of the Admissions Policy to incorporate these matters and the previous resolutions approved by Academic Board will be forthcoming.

### **Resolution 5.6**

The Committee resolved to refer the following recommendations to the Curriculum Teaching and Learning Committee for ratification:

1. That LTU's Mature Age Special Entry scheme is amended and will be expressed in the VTAC / UAC Guides for 2011 entry as:

*La Trobe University will consider an applicant who:*

- *Is 21 years of age on 1 January 2011; and*

- *Is a non-year 12 applicant; and*
  - *Has not satisfied minimum tertiary requirements; and*
  - *Has completed a Pi form; and*
  - *Has sat the appropriate STAT as specified in [www.latrobe.edu.au/coursefinder](http://www.latrobe.edu.au/coursefinder) and*
  - *Has completed any other Mature-Age Entry extra requirements specified in [www.latrobe.edu.au/coursefinder](http://www.latrobe.edu.au/coursefinder)*
2. That LTU adopts a university-wide admissions approach for non-year 12 applicants and that for 2011, this will be expressed in the VTAC and UAC guides as:

*Non-year 12 applicants may choose to supplement their academic record by sitting the STAT if they:*

- *Have an ENTER attained in 2009, or earlier, which is below the 2010 clearly-in ENTER for the course*
- *Have TAFE or other qualifications with ungraded assessment (only pass/fail results rather than actual grades)*
- *Have TAFE or university qualifications, obtained in 2009 or before, not deemed competitive for entry. Please contact the relevant faculty for further advice.*

## 5.7 Identification of SARS Data Requirements

The Committee received paper SARS10/11 entitled *Data Requirements for SARS Committee*.

The Chair informed the Committee that the aim of this item was to provide guidance to MIU about the type of data that could inform the Committee's review of progression, completions and retention. The data needed to be presented over a time series to reveal retention and progression trends at the Faculty, Course and Campus levels. This data should also be presented for specific cohorts: TAFE articulation, SALT applicants and equity and other identifiable entry groups.

The Committee was advised that the data was not available until later in any given year and agreed, accordingly, to consider this item at its September meetings. It was proposed that the Committee receive reports from MIU consisting of not only the raw data, but also analysis which highlights both excellent and poor performance. Data on national averages by disciplines would provide a useful benchmarking tool.

The Committee noted that it would be advisable to demarcate full-time progression data from part-time EFTSL. The constraints on the identification of various cohorts imposed by the current information systems were also noted.

### Resolution 5.7

The Committee resolved that the September meeting of the SARS receive an annual report on Retention, Completions and Progressions. This will be reviewed by the meeting and a response will be sought by the Faculties for consideration by the October meeting. A report from the SARS Committee will be provided to Academic Board pursuant to this process.

Mgr MIU  
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## 5.8 Review of the Committee's Terms of Reference

The Committee received paper SARS10/12 entitled *Review of Terms of Reference of SARSC*.

The Chair recounted for the Committee that the Curriculum Teaching and Learning Committee had invited the Committee to review its Terms of Reference in light of the recommendation that that the following Term of Reference be transferred to the Programs Committee,

*Approve and refer to Curriculum, Teaching and Learning Committee Articulation agreements for TAFE and other domestic and offshore providers. Communicate details of approved programs to Future Students Centre, Academic Services, Office of the PVC(QE) and documents to Legal Services.*

The Committee agreed to amend the membership category D to read, "A nominee of the Pro Vice-Chancellor Regions". In light of the Committee's power to co-opt members with given expertise, it was agreed that expertise in the UAC system could be addressed through co-option if required.

The Committee canvassed the notion that there be a discrete Term of Reference related to monitoring English Language requirements. The Committee was informed that there is currently an *English Language Entry Requirements* policy, however, at this stage, there was no schedule of acceptable English language standards to augment it. It was noted that the issue of English language entry requirements will be considered by the May meeting of the SARS.

Discussion about the Admissions Policy was also undertaken and it was agreed that Academic Board needs to have a process for monitoring the admissions of every course. The Admissions Policy needed to refer to both the *English Language Entry Requirements* Policy and the role of the Student Admissions, Retention and Success Committee in monitoring English Language requirements.

### **Recommendation 5.8**

The Committee agreed to forward the following changes to its Terms of Reference to the Curriculum Teaching and Learning Committee for endorsement and referral to the Academic Board:

- to re-name for the Committee, Committee for Admissions, Retention and Success for Students;
- to redraft composition category D to read, "A nominee of the Pro Vice-Chancellor (Regions)";
- remove the fifth Term of Reference;
- meeting frequency to be recorded as at least 6 times per annum; and
- to reword the first Term of Reference to read as follows: and  
*Make recommendations on University entrance requirements (academic and English language) and monitor compliance with policies related to student admissions, reporting annually to the Academic Board via the Curriculum, Teaching and Learning Committee;*

*[Secretarial Note: A draft copy of the revised Terms of Reference appears as an Attachment to the minutes].*

### **5.9 Indigenous Entry policy**

The Committee received paper SARS10/13 entitled *Entry Policy for Indigenous Australian Applicants*.

The Manager, Indigenous Student Services, Ms Nellie Green, spoke to this item, and in so doing, raised the following points:

- whilst the policy document before the Committee was still in draft form, there have been, however, instances where the associated application form has been used successfully for entry into courses;
- currently there exist varied approaches to enrolment of Indigenous students who have not come through a Year 12 entry, with resulting variations in the number of

- enrolments;
- the University requires a more systemic approach to Indigenous admissions and a policy and associated procedures would help mitigate this situation; and
- it was unclear where the University is moving with Indigenous Entry and that the foreshadowed discussion about the Indigenous Entry Strategy may provide further insight.

The Committee noted the importance of developing a policy framework to guide Indigenous Entry and was advised that the *Indigenous Entry Strategy* will aim to address the issues raised by Ms Nellie Green in a systemic fashion.

It was foreshadowed that the issues around policy and procedures will be considered further in tandem with the presentation on the Strategy at the May meeting.

#### **5.10 Format for Faculty Reports on Student Retention, Progression and Completion**

The Committee received emailed paper SARS10/15 entitled *2007 to 2009 summary of Course Enrolments, Admissions, Completions and Retentions*.

The Committee noted that this item had been considered under agenda item 7 (refer to minute 5.7).

#### **5.11 Change of IELTS to Physiotherapy and Podiatry Courses**

The Committee received paper SARS10/14 entitled *Change to IELTS Requirements for Physiotherapy and Podiatry Courses*

The Committee noted that the proposal to change the IELTS for the suite of Physiotherapy and Podiatry courses was driven by the need to comply with new national registration standards stipulating a minimum IELTS of 7.

##### **Resolution 5.11**

The Student Admissions, Retention and Success Committee approved the change to the IELTS for the following courses:

- Bachelor of Health Sciences and Master of Physiotherapy Practice;
- Master of Physiotherapy Practice (GEM program)
- Bachelor of Health Sciences and Master of Podiatric Practice.
- Master of Podiatric Practice (GEM Program)

#### **5.12 Next Meeting**

The next meeting is scheduled for 18 May 2010, 2.00pm-5.00pm, David Myers Meeting Room, Ground Floor David Myers Building, Bundoora.