

10 June 2021 SRC meeting action items

Item	Actions
Skills assessments - students want more practice sessions prior to skills assessments	Teachers advised to add these practice sessions to the unit outlines where possible for the longer units. For shorter units' students will be referred to review the Elsevier skills videos prior to the skills assessment.
Marking discrepancy	All coordinators advised to set up marking moderation meetings. All coordinators are reviewing their assessment rubrics
Assessments Inconsistency in Brightspace where assessments are stored. All units should have this in assessments for consistency. Some units had assessment embedded in week/or session and could not locate. Wording of assessment questions are confusing	Professional development (PD) conducted for all teachers by Sanjaya (Digital learning manager) on correct processes for saving assessments to Brightspace. All assessment questions are currently being reviewed by coordinators to be ready for Semester 2.
Multiple assessments required but feedback not given before the next one is due so no opportunity for improvement.	Teachers were advised to mark within timeframes so that feedback can be given before the next task is due. Teachers to ask for marking support from EMs if not meeting marking timelines.
Assessments being all due in last few weeks of term	Teachers were advised to draw up assessment blueprints and map out the assessment due dates per stage.
Assessment feedback generic ie. 'Great Work'. Not provided with areas of improvement. Would appreciate constructive feedback rather than 'read and understand question' response.	All coordinators are reviewing their assessment rubrics. It may be time consuming to give individual feedback but strengthening the rubrics will give students more information.
Flipped learning -Ensure that the prepare section has reasonable prepare work. One unit quoted as having 13 hours of prepare.	Teacher has explained this as a combination of revision and prepare work. The teacher will separate the revision on Brightspace.
HLTENN003 has videos that are 1-hour duration & this is too long	Teacher has responded that instructions were given for students to watch a specific 10-minute portion of the video only.
Uniforms - Students raised concerns regarding quality of polyester uniforms. They burn easily and are not comfortable. Student informed by teachers wearing wrong colour uniform based on gender.	Gabby K suggested review of uniforms. To have the organisation to come in semester 2 to review. Teachers were advised at combined DN meeting that uniforms were unisex.

<p>Teacher responses to emails - Emails to teachers were not being responded to in a timely manner. Some students waiting 2 weeks for response. Teachers advised to set communication parameters at the start of the unit. Response time within 3 working days.</p>	<p>Teacher concerned has been addressed by Kirsty Brown and Michelle Hall (Acting HOD).</p>
<p>Clinical Placement – Response time to emails. Some students receiving responses 6 weeks after sending their email</p> <ul style="list-style-type: none"> •Clinical Placement phone number not easily accessible •Need open communication with the Placement team – weekly announcements preferable •Implementing a courtesy email to notify students that documents/emails have been received and actioned •Students wish to be notified of upcoming placements as far in advance as possible •Customer service manner from Placement team requires improvement. In one instance, a staff member has slammed door on a student multiple times. 	<p>Gabby has addressed all Clinical Placement concerns with Placement team. On Brightspace, Clinical Placement phone number and announcement updates located on Diploma of Nursing Landing Page/Find Department Homepage /Nursing. All students have been advised about this page.</p>