

**LA TROBE UNIVERSITY**

**ACADEMIC BOARD**

Minutes of the four hundred and forty-first meeting of the Academic Board held in the Council Chamber, John Scott Meeting House, La Trobe University, Bundoora Campus on Wednesday 9 June 2010 at 9.30am.

**Present:** Professor Malcolm Rimmer (Chair), Professor Simon Crowe (Deputy Chair), Professor Tom Angelo, Dr Meeuwis Boelen, Professor Andrew Brennan, Professor Philip Broadbridge, Dr Andrew Brookes, Professor Tim Brown (*Acting Vice-Chancellor*), Professor Jianfu Chen, Dr Megan Davidson, Professor Ainslie Dewe, Professor Geoff Durden, Dr Kerry Ferguson, Mr Neil Fetting, Professor Tanya Fitzgerald, Dr Kerry Fitzmaurice, Ms Margarita Frederico, Professor Noel Gough, Ms Cham Thuy Ha, Dr Jim Hammerton, Dr Christine Hawkins, Professor Zahirul Hoque, Dr Linsey Howie, Dr Andrew Hughes, Dr Peter Hughes, Dr Julie Jackson, Dr Elizabeth Johnson, Professor Jae Kim, Professor Dianne Kirkby, Ms Liz Lavender, Dr Katherine Legge, Professor Lorraine Ling, Dr Norva Lo, Dr Geoffrey Mayer, Mr Venkat Narayanan, Dr Jenni Oates, Dr Suzanne O'Keefe, Professor Vaughan Prain, Professor Belinda Probert, Professor Margaret Robertson, Dr Doug Rogers, Dr Jennifer Sheed, Dr Kay Souter, Professor David Spencer, Mr Robert Stephenson, Professor Annette Street, Dr Glyn Thomas, Dr Pamela Wallace, Dr Caroline Walta, Dr Julie White and Professor Evan Willis.

**Secretariat:** Angela Cowburn, Executive Officer (Academic Board), Governance Policy and Planning Unit

**In Attendance:** Mr Bruce Carboon, Professor Phoebe Chen, Professor Gavin Jack and Ms Liz Stinson.

**PART A – PROCEDURAL MATTERS**

	<b>ACTION</b>
<p><b>(i) Apologies</b></p> <p>Apologies were received from the Vice-Chancellor, Professor Carol Adams, Ms Lee Ann Bassar, Professor Lin Crase, Professor Karen Dodd, Ms Kirsty Duncan Ms Roxan Fabiano, Professor Gerry Farrell, Professor Sandy Gifford, Dr Trevor Hogan, Dr Stephen Kent, Professor Marilyn Lake, Ms Sarah Malek, Dr James McArdle, Professor Brian McGaw, Professor Tim Murray, Ms Kathleen Pleasants, Professor John Rosenberg, Professor Hal Swerissen, Dr Brian Usher and Dr David Wilkinson.</p>	
<p><b>(ii) Approval of Agenda</b></p> <p>The Board resolved to approve the Agenda, as circulated.</p>	
<p><b>(iii) Outstanding Matters</b></p> <p>The Board received and noted report AB10/84.</p>	

**(iv) Matters Approved on Behalf of Academic Board**

The Board received report ABI0/85 and noted the following matters which had been approved on its behalf since the last meeting:

- (a) Award of higher degrees and conferring of awards *in absentia*, as detailed in Attachment A to ABI0/85.
- (b) A proposal from the Faculty of Health Sciences to offer the Master of Health Administration (China) at another location (Peking University, China), as detailed in Attachment B to ABI0/85.

**(v) Report of the Vice-Chancellor**

The Board received and noted tabled paper ABI0/86, the Report of the Vice-Chancellor, which can be located at the following link:

<https://intranet.latrobe.edu.au/academicboard/assets/downloads/vc-reports-2010/VC's-report-june2010.pdf>. The *Acting* Vice-Chancellor, Professor Tim Brown spoke to the report. The report included information regarding the following matters:

- (a) *National Press Club Address by Federal Minister for Education*
- (b) *2010-2011 Higher Education Budget Analysis*
- (c) *Victorian Tertiary Education Plan*
- (d) *Strategic Objectives: Meetings with Members of Parliament*
  - Increased access & retention
  - Relevant research to build local communities
- (e) *National Rental Affordability Scheme (NRAS)*
- (f) *Citations for Outstanding Contribution to Student Learning 2010*
- (g) *La Trobe University Excellence in Research Awards*
- (h) *Excellence in Research for Australia (ERA) update*
- (i) *Henry Tax Review: Potential Impact on Student Income Support*
- (j) *Memoranda of Understanding with Tongji University and Tsinghua University, People's Republic of China*
- (k) *10<sup>th</sup> China-Australia Universities Forum*

**PART B – MATTERS FOR APPROVAL**

**441.1 Confirmation of Minutes**

The minutes of the meeting held on 12 May 2010 [ABI0/82(M)] were confirmed.

**441.2 Items for Approval not requiring discussion**

**441.2.1 Award of Degrees and Diplomas**

The Board received report ABI0/87 and **resolved** to endorse the award of higher degrees and conferring of awards *in absentia*, as detailed therein.

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**441.2.2 Establishment of Prizes**

The Board **resolved** to establish formally the following Prizes:

- (a) Humanities and Social Sciences: Soroptimist International of Bendigo Award, as detailed in report ABI0/88.
- (b) Humanities and Social Sciences: Art History Alumni Prize, as detailed in report ABI0/89.
- (c) Humanities and Social Sciences: Lilit Thwaites Prize, as detailed in report ABI0/90.

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Ms D Lynn  
Ms K Allitt

- (d) Humanities and Social Sciences: First Year Anthropology Prize, as detailed in report AB10/91.
- (e) Humanities and Social Sciences: Miguel Valiente Prize, as detailed in report AB10/92.

#### 441.2.3 Membership of Committees

(a) *Library Committee*

The Board **resolved** to approve the membership of the Library Committee, as detailed in AB10/93.

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### 441.3 Standing Committees of Academic Board

#### 441.3.1 Report of Regional Committee: 12 May 2010

The Board received report AB10/94 and noted that the Regional Committee had considered the following items at their most recent meeting:

- Planning for growth, including the need for Faculties to report space shortfalls for next year as soon as possible. Campus Directors were asked to participate in the existing Faculty process.
- Some reallocation of roles within the Regional Office were to occur, due to the part-time secondment of Dr Andrew Harvey, Director of Regional Operations.
- Shortages in academic skills support across some regional campuses had been noted due to the strong growth in first year student numbers and the need for increased capacity would be raised with the Deputy Vice-Chancellor and the Pro Vice-Chancellor (Curriculum and Academic Planning).
- The Regional Committee would seek to report to the Planning and Resources Committee and not Academic Board. A paper to this effect would be provided to the Board for endorsement.

#### 441.3.2 Report of Curriculum Teaching and Learning Committee: 26 May 2010

The Board received report AB10/95.

(a) *Double, Combined and Joint Qualifications Policy*

The Board **resolved** to endorse, for referral to Council the Double, Combined and Joint Qualifications Policy, as detailed in Attachment One to report AB10/95. The Board also **resolved** to endorse the Double, Combined and Joint Qualifications Procedures.

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(b) *Course Approvals*

- The Board **resolved** to endorse the proposal from the Faculty of Science, Technology and Engineering to change the nomenclature of the Bachelor of Conservation Biology and Ecology with Honours to the Bachelor of Science (Wildlife and Conservation Biology) with Honours, as detailed in Attachment Two to report AB10/95.
- The Board **resolved** to endorse the proposal from the Faculty of Law and Management to change the nomenclature of the Bachelor of Business (Sport and Leisure Management) Honours to the Bachelor of Business (Sport Management) Honours, as detailed in Attachment Three to report AB10/95.

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- The Board **resolved** to endorse the proposal from the Faculty of Law and Management to revise the Bachelor of Business (Sport Management), as detailed in Attachment Four to report AB10/95.
  - The Board **resolved** to endorse the proposal from the Faculty of Law and Management to introduce the:
    - Bachelor of Business (Event Management/Marketing);
    - Bachelor of Business (Event Management/Tourism Management); and
    - Bachelor of Business (Tourism Management/Marketing);as detailed in Attachment Five to report AB10/95.
  - The Board **resolved** to endorse the proposal from the Faculty of Law and Management to introduce the Master of Accounting (Research Studies), as detailed in Attachment Six to report AB10/95.
- (c) *Schools Access at La Trobe (SALT) Program*  
The Board resolved to ratify the following recommendations from the Curriculum, Teaching and Learning Committee regarding the SALT Program:
- The SALT Program be retained, and Future Students to provide an annual report to SARS on program outcomes.
  - Each Faculty would be invited to submit their courses and the respective minimum ENTERS to the May meeting of the SARS Committee for its review.
  - Up to 20% of offers (as a proportion of total offers) to be allocated to SALT applicants.
  - A school ranking of 6 or 7 would be an acceptable basis on which to make an offer for a place.
  - Faculties may specify a minimum ENTER below 50 for SALT courses.
  - Once the SALT schools had increased their tertiary participation rates to 60% or more, for 2 consecutive years, then their eligibility for continuation in the Scheme may be reviewed.
- The Board also noted the report on the SALT program, as detailed in Attachment Seven to report AB10/95.
- (d) *Teaching and Learning Technologies Policy*  
The Board **resolved** to endorse, for referral to Council, the Teaching and Learning Technologies Policy, as detailed in Attachment Eight to report AB10/95.
- (e) *Review of the Sub-Committees' Terms of Reference*  
The Board **resolved** to endorse the amendments to the Terms of Reference of the following sub-committees of the Curriculum Teaching and Learning Committee, as detailed in Attachment Nine to report AB10/95:
- Learning Spaces and Technologies Committee;
  - Programs Committee; and
  - Committee for Admissions, Retention and Success for Students (previously named Student Admissions, Retention and Success Committee).
- (f) *Policy and Procedures required for AQTF/VRQA Compliance*  
The Board **resolved** to endorse, for referral to Council, the following policies, as detailed in Attachment Ten to AB10/95:
- Code of Practice (VET) Policy;
  - Qualifications Issuance Policy

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The Board **resolved** to endorse the following procedures, as detailed in Attachment Ten to AB10/95:

- Qualifications Issuance Procedures
- Assessment Procedures (VET)
- Moderation/Validation of Assessment Procedures (VET)
- Continuation Improvement Procedures (VET), accompanied by Continuous Improvement Strategy.

It was noted that the following procedures had been presented to the respective administrative units for approval:

- Records Management Procedures (VET)
- VET Trainer and Assessor Recruitment and Professional Development Procedures.

(g) *For Information*

- The Curriculum Teaching and Learning Committee had renewed the co-option of the following members for the remainder of 2010:
  - Mr Shem Macdonald, Educational Designer, Faculty of Education;
  - Dr Hester Joyce, Lecturer, Cinema Studies Program; and
  - Dr Peter Cartwright, Lecturer, BiochemistryDr Suzanne Salmon, Senior Lecturer, School of Accounting was also co-opted.
- Report on Learning Management Replacement System Replacement.
- Major Course Changes - a proposal from the Faculty of Health Sciences to change the IELTS of:
  - Bachelor of Health Sciences and Master of Physiotherapy Practice
  - Master of Physiotherapy Practice (GEM Program)
  - Bachelor of Health Science and Master of Podiatric Practice
  - Master of Podiatric Practice (GEM Program)
- Subject Template and Lifecycle Policy.
- Victorian Tertiary Admissions Centre Non-Year 12 and Mature Age Entry.

**441.3.3 Report of Research and Graduate Studies Committee: 28 May 2010**

The Board received report AB10/96.

The Pro Vice-Chancellor (Graduate Research) requested that recommendations 3 & 4 in the report (the Higher Degrees by Research Milestones, Reporting and Confirmation of Candidature Procedures, as detailed in attachment RGS/10/84; and the Supervision of Research Students Procedures, as detailed in attachment RGS/10/87) be deferred to the next meeting of Board, due to issues with the paperwork circulated.

(a) *Higher Degrees by Research: Policies and Procedures*

The following amendments to the documentation were suggested:

- A clause regarding APA to be added.
- Addition of comment regarding international students being ineligible to get a visa.
- 3.1 & 3.5 of the Procedures needed to be clarified.
- Requirements for "off-campus" students and the amount of time required at LTU needed to be further clarified.

It was requested that the Pro Vice-Chancellor (Graduate Research) discuss the proposed amendments with the Deputy Vice-Chancellor and Director, La Trobe International, and then forward the amended documentation to the Pro Vice-Chancellor (Quality Enhancement) for review.

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The Board **resolved** to endorse, for referral to Council, the Conditions of Candidature for Higher Degrees by Research Policy, as detailed in attachment RGS/10/85 to report AB10/96, **subject to** amendment.

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The Board also **resolved** to endorse the Conditions of Candidature for Higher Degrees by Research Procedures, as detailed in attachment RGS/10/86 to report AB10/96, **subject to** amendment.

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#### **441.3.4 Report of Honorary Awards Committee: 10 May 2010**

The Board received report AB10/97.

- (a) The Board **resolved** to endorse that an honorary degree be bestowed upon Dr Mary White.
- (b) The Board **resolved** to endorse, for referral to Council, that the title of Emeritus Professor be conferred upon Professor Bob Seviour – Applied Sciences.
- (c) The Board **resolved** to endorse the revised procedures and criteria for the award of Honorary Degrees, as detailed in Attachment C to report AB10/97.

EO(AB)

#### **441.4 Other Matters**

##### **441.4.1 AUQA Quality Audit of LTU: Action Plan in Response to Recommendations and Affirmations**

The Pro Vice-Chancellor (Quality Enhancement) spoke to report AB10/98, an action plan in response to AUQA's recommendations and affirmations arising from the quality audit undertaken in 2009.

The Board **resolved** to endorse the AUQA Audit Action Plan 2010, as detailed in report AB10/98.

PVC(QE)

##### **441.4.2 Library Committee Structure**

The Board received report AB10/99 and noted that there had been a recent review of the Library Committee structure following the Functional Review and Organisational Change to align with new arrangements.

The Board noted that when Academic Board committees are reviewed in 2011 the inclusion of the Chairs of the three campus Library Consultative Committees is made explicit in the composition.

#### **PART C – MATTERS FOR INFORMATION**

##### **441.5 Items for Information**

###### **441.5.1 Adjunct Appointments**

The Board received report AB10/100 and noted that the Vice-Chancellor had recently made the following adjunct appointments:

Dr J Carr

- (a) Adjunct Associate Professor: Dr Julie Beadle-Brown, Social Work and Social Policy, Faculty of Health Sciences (appointment – three years).
- (b) Adjunct Associate Professor: Associate Research Professor Stefania Fatone, National Centre for Prosthetics and Orthotics (appointment – three years).
- (c) Adjunct Professor: Mr Ross Armstrong, School of Human Biosciences, Faculty of Health Sciences (appointment – three years).
- (d) Adjunct Professor: Dr David Caple, School of Human Biosciences, Faculty of Health Sciences (appointment – three years).
- (e) Adjunct Associate Professor: Dr Todd Bentley, School of Human Biosciences (appointment – three years).
- (f) Adjunct Principal Research Fellow: Jason Smythe, Psychological Science (appointment – three years).
- (g) Adjunct Associate Professor: Dr Carol Harvey, School of Occupational Therapy (re-appointment – three years).
- (i) Adjunct Professor: Professor Richard Wassersug, ARCSHS (appointment – three years).

#### **441.5.2 Report of Academic Promotions Committee: June 2010**

The Board received the Report of the Academic Promotions Committee: June 2010 and noted that the persons named therein had been promoted, as detailed in report AB10/101.

### **PART D – DISCUSSION**

#### **441.6 Different Instances of a Subject**

##### **Discussion Panel:**

- (a) Dr Kerry Fitzmaurice, Associate Dean (Academic), Faculty of Health Sciences
- (b) Professor Evan Willis, Associate Dean (Regions), Faculty of Humanities and Social Sciences
- (c) Dr Katherine Legge, Associate Dean (Regional), Faculty of Science, Technology and Engineering
- (d) Dr Suzanne O'Keefe, Associate Dean (Albury-Wodonga), Faculty of Law and Management

Dr Fitzmaurice spoke about the issues facing the Faculty of Health Sciences regarding different instances of a subject:

- Majority of courses are accredited externally.
- Potentially teaching across 9 campuses.
- Subject teams are multi-campus, with one subject co-ordinator.
- Learning outcomes are required to be the same across subject.
- Assessment is the same – major assessment tasks are moderated.
- The development of an academic governance structure within the Faculty to monitor quality and consistency between different instances of a subject and multi campus courses.

Professor Willis spoke about his experience coordinating a first year sociology subject with 1000 students, across five campuses and attempting to give those students a broadly equivalent experience. There is common core material, but lecturers may add to this with slightly different material. The priority is

improving the student experience. Professor Willis advised that marking is a serious issue requiring some thought when it comes to different instances of a subject. There is double marking of all A and N students in the Faculty of Humanities and Social Sciences.

Dr Legge spoke about her experience in the Faculty of Science, Technology and Engineering. The Faculty works closely to the University "Different Instances of a Subject" policy. The control of subjects is centralised (usually at Bundoora) to ensure that the subject is taught in exactly the same way across campuses. Inter-Faculty collaboration is more difficult. Dr Legge suggested that there should be more inter campus responsibility with regard to multi-campus instances. Concerns regarding the current policy included overlapping policy/procedures with regard to different Faculties and how realistic some of the requirements were.

Dr O'Keefe advised that the Faculty of Law and Management had a very complicated configuration when dealing with the "Different Instances of a Subject" policy:

- The Faculty of Law and Management have a Different Instances of a Subject Management policy which refers to the University policy.
- Could involve 11 different instances of a subject over three semesters.
- Subject co-ordinator is usually Bundoora-based.
- Intention behind policy is admirable, but doesn't encourage a team approach or collaboration.

The Deputy Vice-Chancellor thanked the speakers for their frankness.

Ms Lavender noted that complexities were increased by casual staff.

Mr Narayanan suggested that regional colleagues were often treated like TAFE teachers and the development of regional staff was important.

Dr Johnson suggested that problems become greater when nested qualifications and external providers were added to the mix.

The Chair suggested that the Policy be reviewed in light of the discussion, with particular thought given to the roles of subject coordinators and teams.

The meeting closed at 11.10am.

#### **441.7 Next Meeting**

9.30am  
Wednesday 11 August 2010  
Council Chamber  
John Scott Meeting House  
Bundoora Campus

Chair: \_\_\_\_\_

Date: \_\_\_\_\_