

LA TROBE UNIVERSITY

ACADEMIC BOARD

Minutes of the four hundred and twenty-third meeting of the Academic Board held in the Council Chamber, John Scott Meeting House, La Trobe University, Bundoora Campus on Wednesday 14 May 2008 at 9.30am

**PRESENT:** Professor M Rimmer (Chair), Mr L Batchelor, Dr A Brookes, Professor T Brown, Dr G Byrne, Professor J Chen, Professor S Crowe, Professor D de Vaus, Professor K Dodd, Mr D Ensor (*vice* Mr B Goddard), Dr K Ferguson, Ms M Frederico, Professor N Gough, Professor C Handley, Professor N Hoogenraad, Dr J Jackson, Ms Mary Kennedy-Jones (*vice* Dr L Howie), Ms Heather King, Ms Helen King, Dr A Kokavec, Ms L Lavender, Dr K Legge, Professor L Ling, Ms V Mansel Lees, Dr E Michael, Ms S Morrissey, Professor P Murphy, Ms K Nix, Dr J Oates, Dr S O'Keefe, Professor R W Parish, Mr J Penwill, Professor V Prain, Dr G Prince, Professor B Probert, Ms J Rayner, Mr P Richardson, Professor M Robertson, Dr D Rogers, Dr M Ryan, Dr P Stacey, Professor L Tilley, Professor R Wales, Professor R Walker, Dr D Wilkinson, Professor E Willis, Professor P Wilson, Mr Y Yang and Dr L Yates.

**SECRETARIAT:** Ms A Cowburn

**IN ATTENDANCE:** Professor R Adams, Mr P Boyle, Professor R Brownlee, Mr B Carboon, Professor A Frost, Mr L Lyell, Dr E Martens, Mr J Molony, Professor M Pitts, Ms K Sheehan, Dr M Shortland and Professor G Stephenson.

**PART A: PROCEDURAL MATTERS**

**(i) Apologies and Attendance**

The Chair welcomed the following new members to Academic Board: Dr Howard Nicholas, Head, Regional Education; Dr Jennifer Sheed, Head, Education, Bendigo; Professor Roger Wales, Acting Head, Education, Bundoora; and from the Faculty of Humanities and Social Sciences: Professor Marilyn Lake; Mr John Penwill; and Dr Janna Thompson.

Apologies were received from the Vice-Chancellor, Professor Carol Adams, Ms Lee Ann Basser, Dr Sue Beeton, Professor Andrew Brennan, Dr Andrew Brookes, Dr Lin Crase, Dr Megan Davidson, Professor Geoffrey Durden, Dr Kerry Fitzmaurice, Mr Peter Foreman, Mr Bob Goddard, Professor Raymond Harbridge, Dr Linsey Howie, Dr Bruce James, Professor Marilyn Lake, Dr Geoffrey Mayer, Dr James McArdle, Dr Howard Nicholas, Professor Susan Paxton, Mr Jeremy Seward, Ms Fran Sheehan and Professor Hal Swerissen.

**(ii) Approval of Agenda and ordering of Agenda Items**

The Board resolved to approve the Agenda, as circulated, with the addition of the following item:

- \*4.5 Amendment to Promotion to Level B and Level C, Lecturer, Senior Lecturer, Research Fellow and Senior Research Fellow (circulated paper AB08/55).

The Board received the following tabled papers:

- AB08/38 *Attachment E*, Report of Selection Committee: Associate Professor of Oral Health
- AB08/38 *Attachment F*, Report of Selection Committee: John Richards Chair in Rural Aged Care Research
- AB08/38 *Attachment G*, Report of Selection Committee: Two Chairs in Law
- AB08/38 *Attachment H*, Report of Selection Committee: University Librarian
- AB08/38 *Attachment I*, Establishment of Position and Appointment without Advertising: Research Director (Principal Research Fellow)
- AB08/38 *Attachment J*, Interim Appointment: Academic Director, Bundoora, Faculty of Education
- AB08/40 Award of Degrees and Diplomas

**(iii) Outstanding Matters**

The Board received and noted report AB08/37.

**(iv) Matters approved on behalf of Academic Board**

The Board received report AB08/38 and noted the following matters which had been approved on its behalf since its last meeting:

- (a) Award of degrees and diplomas, conferring of awards *in absentia* and award of higher degrees, as detailed in Attachment A to AB08/38;
- (b) Establishment of Position and Composition of Selection Committee:
  - (i) *Associate Professor/Senior Lecturer in Sociology*, as detailed in Attachment B to AB08/38;
  - (ii) *Director, Learning and Teaching, Division of Nursing and Midwifery*, as detailed in Attachment C to AB08/38;
- (c) Membership of Committee:
  - (i) *Selection Committee: Senior Lecturer/Associate Professor in Special Needs Education*  
Dr Jennifer Sheed, Academic Director, Bendigo, and Associate Dean Academic, Faculty of Education;
- (d) Award of D M Myers Medals – 2007:
  - o Health Sciences Ms Sarah Ann Warby
- (e) Alumni Award – 2007:
  - o Health Sciences Mr Adam Travis Fenton
- (f) Establishment of Prizes:
  - (i) Science, Technology and Engineering: Genesearch Honours Prize in Biochemistry, as detailed in Attachment D to AB08/38;
- (g) Report of Selection Committees:
  - (i) Associate Professor of Oral Health, as detailed in confidential tabled Attachment E to AB08/38;
  - (ii) John Richards Chair in Rural Aged Care Research, as detailed in confidential tabled Attachment F to AB08/38;
  - (iii) Two Chairs in Law, as detailed in confidential tabled Attachment G to AB08/38;
  - (iv) University Librarian, as detailed in confidential tabled Attachment H to AB08/38;
- (h) Establishment of Position and Appointment without Advertising:
  - (i) Research Director (Principal Research Fellow), as detailed in confidential tabled Attachment I to AB08/38;
- (i) Interim Appointment:
  - (i) Academic Director, Bundoora, Faculty of Education, as detailed in confidential tabled Attachment J to AB08/38.

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

The Board received and noted circulated paper AB08/39, the Report of the Vice-Chancellor, which is located at the following link: <http://www.latrobe.edu.au/academicboard/reports.html>. It was noted that the Vice-Chancellor was an apology for this meeting and would not be speaking to his report. The report included information regarding the following matters:

- (a) University financial position
  - As part of the Workplace Productivity Programme supported by a Commonwealth grant, the University had commissioned external consultants Phillips KPA to review, and recommend changes to, the planning and budget framework of the University.
  - A full report would be made to the Finance and Resources Committee on 19 May 2008 regarding several points of apparent deviation of projected expenditure from the planned expenditure set out in the 2008 budget.
- (b) People:
  - Professor Robert Manne, Politics Program; Professor Judith Brett, Politics Program and Head of School of Social Sciences; and Dr Julian Meyrick, Post Doctoral Fellow in the Drama Program, were participants at the Prime Minister's 2008 summit. The Board noted that Ann-Marie Scully, a La Trobe student, also participated.

- Dr Julie Jackson, Pro Vice-Chancellor (Quality Enhancement) recently returned from quality audit visits to Sur University College in Oman and Newcastle University in Australia and had been appointed as the Victorian Vice-Chancellor's nominee to the Victorian Higher Education Advisory Committee.
  - Dr Gary Thomas, Director, Indigenous Education, had been leading an Indigenous Higher Education delegation at the United National Permanent Forum on Indigenous Issues in New York.
- (c) Awards/Honours
- Dennis Warren, Law Librarian, was presented with the annual Ted Glasson award for the most outstanding feature length article in the journal Australian Law Librarian (2007).
  - Professor Don Harding, Department of Economics was awarded one of the prestigious Thompson Scientific Citation Awards for 2007.
  - Faculty winners of the 2008 La Trobe University Citations for Outstanding Contribution to Student Learning were:
    - Tom Fisher, Law
    - Rajiv Khosla, Business
    - Adrian Jones, Historical and European Studies
    - James Leibold, Asian Studies Program
    - Fiona Bird, Zoology
    - Robert Glaisher, Rodney Lindrea, David Osborne, Glenys Shirley, Sabine Wilkens and Chris Bradley, Civil Engineering and Physical Sciences
    - Susan Lawler, Environmental Management and Ecology
    - John McDonald, Faculty Staff
    - Luke Prendergast, Mathematics and Statistics
    - Katherine Seaton, Mathematics and Statistics
  - Professor Ian Robinson, Head, School of Engineering and Mathematical Sciences, had been nominated as La Trobe's representative on the newly formed Australian Council of Deans of ICT.
  - Congratulations to La Trobe Law students, Hannah Nijam and Matthew Raggart, who had been successful in gaining a place in the Aurora Native Title Internships Program.
  - Florian Schwaz, an international student from Germany, had been admitted to practice as a solicitor in Victoria.
  - Glenn Boardman, a 4<sup>th</sup> year Electronic Engineering student, had won the Institution of Engineering and Technology Student Prize for Victoria.
- (d) Research achievements
- Professor Reinout Quispel, Mathematics and Statistics, had received a funding extension from the Centre of Excellence MASCOS to the end of 2010.
  - Mr John McDonald, Science Peer Mentor Program Co-ordinator, received \$100,000 for In2Science from the George Alexander Foundation, in addition to the \$260,000 the program received from the Department of Education and early Childhood Development.
  - Dr Paul Pigram's LIEF funding for Advanced Surface Characterisation Facility funds, comprising a total of \$700,000 over 2007-2008, was now available.
  - Professor Bob Brownlee's LIEF funding for Enhanced NMR Research, comprising a total of \$320,000 over 2007-2008, was now available.
  - The Trust of the Sir Edmund Hillary Outdoor Pursuits Centre of New Zealand had invited Dr Andrew Brookes, La Trobe University's Centre for Excellence in Outdoor and Environmental Education, to join New Zealand QC Mr Bruce Corkill in a two person review team to prepare a report on the recent tragedy in which six students and one teacher died on the Mangalepopo River.
- (e) External visitors
- Senator Kim Carr, Minister for Innovation, Industry, Science and Research, visited the Centre for Dialogue on the Bundoora campus on 18 April.

## **PART B: MATTERS FOR APPROVAL**

### **423.1 CONFIRMATION OF THE MINUTES**

The minutes of the meeting held on 19 March 2008 [AB08/36(M)] were confirmed.

## 423.2 ITEMS APPROVED WITHOUT DISCUSSION

### 423.2.1 Award of Degrees and Diplomas

The Board received tabled report AB08/40 and **resolved** to endorse the award of degrees and diplomas and award of higher degrees as detailed therein.

AEGTO/  
RGSO

### 423.2.2 Establishment of prizes

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

- (a) Faculty of Health Sciences: Royal College of Nursing High Achiever Award [*amendment*], as detailed in report AB08/41; and
- (b) Faculty of Law and Management: Dianne and Paul McGrath Prize – Felmile Pty Ltd [*amendment*], as detailed in report AB08/42.

Fac. Reg.  
Ms D Lynn  
Ms K Allitt

### 423.2.3 Membership of Committees

#### (a) Library Committee

The Board received report AB08/43 and noted the membership of the Library Committee contained therein.

Sec. LC

### 423.2.4 Adjunct Appointments

The Board received report AB08/44 and noted that the Vice-Chancellor had recently made the following adjunct appointments:

Dr J Carr

- (a) Adjunct Professor: Professor Mary Law, School of Occupational Therapy (re-appointment).
- (b) Adjunct Professor: Professor Margot Prior, School of Psychological Sciences (initial appointment).
- (c) Adjunct Associate Professor: Mr Russell Renhard, Australian Institute for Primary Care (initial appointment).
- (d) Adjunct Associate Professor: Dr Don Miller, National Institute for Deaf Studies (initial appointment).
- (e) Adjunct Professor: Professor Anthony Love, School of Psychological Science (initial appointment).

### 423.2.5 Award of 2007 D M Myers Medals

The Board received report AB08/45 and **resolved** to award a 2007 D M Myers Medal to:

- Science, Technology and Engineering Mr Bryn Smith

Fac. Reg./  
AEGTO

### 423.2.6 Legal Services Report

The Board received report AB08/46 and **resolved** as follows:

Dir. LS

- (a) to amend Regulation 21.4 Masters Degree by Coursework;
- (b) to amend Regulation 21.1 Graduate and Postgraduate Diplomas;
- (c) to amend Regulation 21.7 Graduate and Postgraduate Certificates;
- (d) to amend Regulation 21.8 Bachelor Degrees.

### 423.3 STANDING COMMITTEES OF ACADEMIC BOARD

#### 423.3.1 Report of Research and Graduate Studies Committee: 29 February 2008

The Board received report AB08/47. Professor Tim Brown, Chair, Research and Graduate Studies Committee spoke to the report.

##### (a) *Reviews of Research Centres*

The Board noted that the Committee had considered draft amended *Guidelines for the Establishment and Operation of University Research Centres and Institutes* as well as a list of current research centres and institutes. It was also noted that while the Guidelines specified that centres were within Faculties, a number of research centres and institutes were outside the Faculty structure. Members of the Research and Graduate Studies Committee strongly supported the location of centres and institutes within a Faculty structure.

The Dean, Faculty of Humanities and Social Sciences, had the following queries:

- What would the recommendation mean for research centres and institutes in operational terms?
- What would happen with regard to any of the centre's current debts, obligations and commitments?
- Which research centres would go to which faculty? The ownership may be ambiguous.

It was also noted that there were a number of proposed multi-disciplinary research centres in the University's strategic plan and it was queried where these would be located.

The Deputy Vice-Chancellor (Research) advised that a detailed paper answering many of these queries would be taken to the Planning and Resources Committee this Friday, then on to the Research and Graduate Studies Committee and Academic Board.

The Board **resolved** to endorse that from henceforth all research centres and institutes were to be considered part of a Faculty, with the exception of the Institute for Advanced Studies.

Sec. RGSC

It was also noted that a number of centres were overdue for review, and the Committee had agreed:

- that University centres (centres currently not associated with a Faculty) be reviewed under the aegis of the Research and Graduate Studies Committee;
- that Faculties organise the review of at least one centre within their responsibility, using the *Terms of Reference for the Review Committee, Research Centres and Institutes*, and report back to the Research and Graduate Studies Committee; and
- that the *Guidelines for Establishment and Operation of University Research Centres and Institutes* be revised mid-2008 following the completion of a number of reviews.

##### (b) *Membership of the Research and Graduate Studies Committee*

The Board noted that consideration was being given to the appointment, as members of the Research and Graduate Studies Committee, of the chairs of its sub-committees, in order to facilitate communication and to enable the Committee to be more strategic in its approach to issues.

##### (c) *Research Operational Plan*

The Board noted that a research operational plan was being developed to support the objectives of the University's Strategic Plan.

##### (d) *Research Division*

The Board noted the creation of the Research Division effective from 1 January 2008.

(e) *Research Quality Framework*

The Board noted that Senator K Carr, Minister for Innovation, Science, and Research, had announced that the Research Quality Framework exercise would not proceed. The Excellence in Research for Australia (ERA) initiative would be developed in collaboration with the Australian Research Council. It was expected that the ERA would involve assessment at the discipline level within universities, and would be simpler in its approach than the RQF.

(f) *Australian Code for the Responsible Conduct of Research*

The Board noted that the Committee's working party on the responsible conduct of research planned to hold a meeting in mid-March 2008 to consider responses to a briefing paper distributed in late 2007.

It was also noted that the *Australian Code for the Responsible Conduct of Research* required the archiving of research data and that the University currently did not have a centre to do this. The Deputy Vice-Chancellor Research advised that there were plans in place to provide this by 2009.

(g) *Membership*

Higher Degrees Committee (Research)

The Board noted the following membership of the Higher Degrees Committee (Research):

- Dr Andrew Bendrups as a member from the Faculty of Health Sciences, from 19 February 2008 to 18 February 2010, with Dr T Bach as alternate for that period.
- Dr S Martin as member from the Faculty of Humanities and Social Sciences, from 19 February 2008 to 18 February 2010, with Dr D Tacey as alternate for that period.

Human Ethics Committee

The Board noted the membership of the Human Ethics Committee, as detailed in report AB08/47.

Human Ethics Committee

The Board noted the membership of the Animal Ethics Committee, as detailed in report AB08/47.

Publications Committee

The Board noted the membership of the Publications Committee, as detailed in report AB08/47.

Genetic Manipulation Supervisory Committee

The Board noted the membership of the Genetic Manipulation Supervisory Committee, as detailed in report AB08/47.

**423.3.2 Report of Academic Committee: 1 April 2008**

The Board received report AB08/48. Professor Belinda Probert, Chair, Academic Committee spoke to the report.

(a) *Proposal to amend the course structure of the Bachelor of Medicinal Chemistry*

The Board **resolved** to endorse a proposal from the Faculty of Science, Technology and Engineering to amend the course structure of the Bachelor of Medicinal Chemistry, as detailed in Attachment A to report AB08/48.

DVC(R)

Fac. Reg.

- (b) *Proposal to introduce the Bachelor of Psychological Science/Master of Occupational Therapy Practice and the Bachelor of Psychological Science/Master of Occupational Therapy Practice (Honours)*

The Board **resolved** to endorse a proposal from the Faculty of Science, Technology and Engineering to introduce the Bachelor of Psychological Science/Master of Occupational Therapy Practice (BPsychSc/MOccTherPrac) and the Bachelor of Psychological Science/Master of Occupational Therapy Practice (Honours) (BPsychSc/MOccTherPrac(Hons)), as detailed in Attachment B to report AB08/48.

Fac. Reg.

- (c) *2008 Annual Report of the Honours Year Grants Committee*

The Board received and noted the 2008 Annual Report of the Honours Year Grant Committee, as detailed in Attachment C to report AB08/48.

- (d) *2007 First Year Experience Report*

The Board noted that Academic Committee had received the results of “*The First Year Experience at La Trobe University in 2007*” study undertaken by the Centre for the Study of Higher Education.

#### 423.4 OTHER MATTERS

##### 423.4.1 Associate Professor of Aged Care

The Board received and noted report AB08/49, advice from the Selection Committee for the position of Associate Professor of Aged Care that they had resolved not to recommend an appointment at Associate Professor level at this time.

##### 423.4.2 Format of Faculty Annual Reports

The Board received and noted report AB08/50, a discussion paper regarding the format of Faculty Annual Reports. It was noted that Deans were currently required under Regulation 12.4 and Statute 11 to provide an annual report to Academic Board. The Regulation and the Statute do not prescribe the type of content that should be provided in these reports.

The Deputy Vice-Chancellor (Academic) proposed that each faculty provide an annual summary (approximately two pages) of their success in meeting their strategic objectives with regard to teaching and learning, research and internationalisation, as outlined in the faculty operational plan.

The Board **resolved** to endorse the following recommendation:

Faculty annual reports are to be submitted to the third meeting of Academic Board each year and contain a summary of the faculty’s performance in meeting the strategic objectives outlined in their annual operational plan.

DVC(A)/  
Deans

##### 423.4.3 Promotion to Level D Academic: amendment to procedures

The Board received and noted report AB08/51, proposed amendments to the procedures for Promotion to Level D Academic.

The Board **resolved** to endorse the proposed amendments to Section 5.11 - *Promotion to Level D Academic* – of the Human Resources Manual, as detailed in the attachment to report AB08/51.

Dr J Carr

**423.4.4 Proposal for the creation of a Student Representative Network at La Trobe University**

The Board received and noted report AB08/52, a proposal from the Students' Representative Council (SRC) for the creation of a Student Representative Network at La Trobe University. Mr Peter Boyle, President, SRC, spoke to the proposal.

After some discussion, the Board requested that this item be deferred and further clarification regarding the nomination process in comparison to the electoral process be provided to the next meeting.

Pres, SRC

**423.4.5 Amendment to Promotion to Level B and Level C, Lecturer, Senior Lecturer, Research Fellow and Senior Research Fellow**

The Board received and noted circulated report AB08/55, a proposed amendment to the policy on *Promotion to Level B and Level C, Lecturer, Senior Lecturer, Research Fellow and Senior Research Fellow*.

The Board **resolved** to endorse the removal of the second of the specific eligibility criteria within the policy on *Promotion to Level B and Level C, Lecturer, Senior Lecturer, Research Fellow and Senior Research Fellow*, which reads as follows:

Mr K Brown

- Research Officers and Research Fellows on contracts of three (3) years or less are not eligible to apply through this policy.

**PART C: MATTERS FOR INFORMATION**

**423.5 ITEMS FOR INFORMATION**

**423.5.1 Minutes of the Faculty Boards**

The Board received and noted the following minutes of the Faculty Boards:

- |  |                  |
|--|------------------|
| (a) Health Sciences: 20 February 2008                  | FHS/FB0108/1M    |
| (b) Humanities and Social Sciences: 5 March 2008       | LHUSS/FB2008/12M |
| (c) Law and Management: 6 February 2008                | FLM/FB08/01M     |
| (d) Science, Technology & Engineering: 6 December 2007 | LST/FB/07/7M     |

**PART D: QUESTIONS WITH NOTICE**

There were no "Questions with Notice" provided.

**PART E: DISCUSSION**

**423.6 Academic Board: position paper and policy framework**

Professor Malcolm Rimmer, Chair, Academic Board

The Chair spoke to report AB08/53, a discussion paper regarding Academic Board. It was noted that issues including the role of the Academic Board and the 2005 AUQA Audit; statutory objectives and terms of reference for the Board; academic policy; the Academic Board committee structure; officers of Academic Board; and stimulating debate, were discussed in the report.

The Chair advised that the position paper had principally been prompted by Recommendation 2 from the 2005 AUQA Audit report, which read as follows:

AUQA recommends that La Trobe University develop a comprehensive framework for the development, approval, dissemination, monitoring and review of policies that takes into account appropriate delegations to faculties and campuses.



The Pro Vice-Chancellor (Equity and Student Services) requested that “student engagement” be part of the schedule of debates (see recommendation 6).

The Board **resolved** to endorse the following recommendations:

- |    |  |                         |
|----|--|-------------------------|
| 1. | That La Trobe should act in keeping with the mainstream view amongst Australian universities, affirm Academic Board as the principal academic policy making and advisory body, and require Academic Board to assist in remedying the weaknesses identified by AUQA. Several changes follow from this.  |                         |
| 2. | That the following terms of reference be established for Academic Board: <ul style="list-style-type: none"> <li>• Academic Board is responsible for approving and monitoring the implementation of policy on academic matters including admission to degrees, diplomas and other awards; new and revised programs; teaching and learning; assessment; student conduct; research; reviews of courses and academic units; academic staff promotions and senior (Level D &amp; Level E) academic appointments; and prizes and scholarships.</li> <li>• Academic Board will consider and advise the Vice-Chancellor and the University Council on academic matters and any other broad issues which affect the academic excellence of the University.</li> <li>• Academic Board will provide a forum to facilitate information flow and debate within the University.</li> </ul> | EO(AB)                  |
| 3. | (a) That all existing academic policies be audited by a small working party.<br>(b) That the Academic Board endorses the recommendations contained in paper AB08/54 related to the development and implementation of a policy framework.   | PVC(QE)                 |
| 4. | That the Chair, Academic Board, establish a Working Party to review the Academic Board committee structure and address the issues noted above. The Working Party will review terms of reference, membership, sub-committee structures and reporting guidelines and provide recommendations to Academic Board. The Working Party will comprise the Chair, Academic Board; Deputy Vice-Chancellor (Academic); Deputy Vice-Chancellor (Research); and two members of Academic Board who have been involved in one of the three main policy committees.  | Chair/EO(AB)            |
| 5. | (a) That provision be made in legislation for an elected Deputy Chair and Assistant Deputy Chair of Academic Board.<br>(b) The Deputy Chair and Assistant Deputy Chair be assigned to chair major policy committees of Academic Board.   | Dir. LS<br>Chair/EO(AB) |
| 6. | A schedule of debates is to be planned linked to reporting the key performance indicators on admission, teaching & learning, and research designated in the University Strategic Plan.   | AB WG                   |

Dr Julie Jackson, Pro Vice-Chancellor (Quality Enhancement)

The Pro Vice-Chancellor (Quality Enhancement) spoke to report AB08/54, a discussion paper regarding a policy framework for the University.

It was noted that, in response to Recommendation 2 from the 2005 AUQA Audit report, a Working Group had been established by the Vice-Principal (Resources and Administration) to develop a policy framework for the University. An outline of the results of the work of that Working Group and recommendations for the implementation of the framework were provided in the report.

It was agreed that the approvals flowchart should be amended to include the following:

- |  |         |
|--|---------|
| <ul style="list-style-type: none"> <li>• Chairs of major policy committees of Academic Board would be able to refer policy to Academic Board or the Senior Management Committee; and</li> <li>• referral of policy from Academic Board to Faculty Boards.</li> </ul> | PVC(QE) |
|--|---------|

The Board **resolved** to endorse the following recommendations:

PVC(QE)

1. Endorse the policy document '*Developing La Trobe University Policy*' and the associated procedures document.
2. Endorse the attached approvals flowchart which specifies that academic policies and procedures are to be approved by the Academic Board, and that administrative policies and procedures are to be approved by the Senior Management Committee.
3. Commission a working group to audit academic policies and procedures to identify those policies that are adequate, those requiring revision and any gaps in the academic policy structure.
4. Approve as the membership of this working group; the Chair, Academic Board; Pro Vice-Chancellor (Quality Enhancement); Director, RGSO; Director, Academic Services; and a Faculty Registrar.
5. Require this working group to report to the August 13 meeting of Academic Board on the outcome of the policy audit.

The Deputy Vice-Chancellor (Academic) reported that the quality of applicants (and the appointees) with regard to recent University senior appointments was impressive.

The meeting closed at 10.45am.

**NEXT MEETING:**      **9.30am**  
                             **Wednesday 11 June 2008**  
                             **Council Chamber**  
                             **John Scott Meeting House**  
                             **Bundoora Campus**

**CONFIRMED BY CHAIR** \_\_\_\_\_ **DATE** \_\_\_\_\_