

LA TROBE UNIVERSITY

ACADEMIC BOARD

Minutes of the four hundred and twenty-eighth meeting of the Academic Board held in the Council Chamber, John Scott Meeting House, La Trobe University, Bundoora Campus on Wednesday 19 November 2008 at 9.30am

**PRESENT:** Professor M Rimmer (Chair), Professor C Adams, Professor T Angelo, Ms L A Basser, Mr L Batchelor, Dr S Beeton, Dr A Brookes, Professor T Brown, Professor J Chen, Dr L Crase, Professor D De Vaus, Professor A Dewe, Professor G Durden, Mr K Farrell, Dr K Ferguson, Professor D Finlay, Dr K Fitzmaurice, Ms M Frederico, Professor C Handley, Professor R Harbridge, Professor N Hoogenraad, Dr L Howie, Dr E Johnson, Professor P Johnson (Vice-Chancellor), Dr D Kirkby, Dr A Kokavec, Ms L Lavender, Dr K Legge, Professor L Ling, Dr J McArdle, Dr E Michael, Professor P Murphy, Dr H Nicholas, Ms K Nix, Dr J Oates, Dr S O'Keefe, Mr J Penwill, Professor V Prain, Dr G Prince, Professor B Probert, Professor M Robertson, Dr M Ryan, Mr J Seward, Dr J Sita, Dr K Souter, Professor D Spencer, Dr P Stacey, Professor H Swerissen, Professor L Tilley, Dr B Usher and Dr L Yates

**SECRETARIAT:** Ms A Cowburn

**IN ATTENDANCE:** Professor R Brownlee, Mr B Carboon, Mr D Ensor, Ms (Sally) Dongping Huang, Professor Don Phillips, Professor Marian Pitts and Professor G Stephenson

**PART A: PROCEDURAL MATTERS**

**(i) Apologies and Attendance**

Apologies were received from Professor A Brennan, Dr G Byrne, Professor Simon Crowe, Dr Megan Davidson, Ms Heather King, Professor Susan Paxton, Dr J Sheed, Dr K Souter and Dr David Wilkinson.

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

The Board resolved to approve the Agenda, as circulated.

**(iii) Outstanding Matters**

The Board received and noted report AB08/121.

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

The Board received report AB08/122 and noted the following matters which had been approved on its behalf since its last meeting:

- (a) Award of degrees and diplomas, as detailed in Attachment A to AB08/122.
- (b) Membership of Committees:
  - (i) Higher Doctorates Committee, as detailed in Attachment B to AB08/122.
- (c) Report of the Honorary Awards Committee, as detailed in confidential tabled Attachment C to AB08/122.
- (d) Report of Selection Committees:
  - (i) Professor of Marketing, as detailed in confidential tabled Attachment D to AB08/122.
  - (ii) Professor of Human Resources Management, as detailed in confidential tabled Attachment E to AB08/122.
  - (iii) Associate Professor in Pharmacy, as detailed in confidential tabled Attachment F to AB08/122.
  - (iv) Professor of Finance, as detailed in confidential tabled Attachment G to AB08/122.
  - (v) Professor of Accounting, as detailed in confidential tabled Attachment H to AB08/122.

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

The Board noted that the Vice-Chancellor had not provided a written report and would not be providing a verbal report, due to giving a presentation in the final item of the meeting '*La Trobe University at the end of 2008: the State of the Nation*' (see item 6).

**PART B: MATTERS FOR APPROVAL**

**428.1 CONFIRMATION OF THE MINUTES**

The minutes of the meeting held on 8 October 2008 [AB08/119(M)] were confirmed.

**428.2 ITEMS APPROVED WITHOUT DISCUSSION**

**428.2.1 Award of Degrees and Diplomas**

The Board received tabled report AB08/124 and **resolved** to endorse the award of higher degrees and conferring of awards *in absentia* as detailed therein.

AEGTO/  
RGSO

**428.2.2 Establishment of prizes**

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

Fac. Reg.  
Ms D Lynn  
Ms K Allitt

- (a) Faculty of Law and Management: Maddocks Property Law Prize, as detailed in report AB08/125.
- (b) Faculty of Law and Management: Alan Missen Foundation Prize, as detailed in report AB08/126.
- (c) Faculty of Law and Management: Taxation Institute of Australia Prize for Income Tax Law, as detailed in report AB08/127.
- (d) Faculty of Law and Management: Taxation Institute of Australia Prize for Advanced Tax Law, as detailed in report AB08/127.
- (e) Faculty of Education: Flo Robinson Memorial Postgraduate Special Education Scholarship [amendment]; Mildura District Primary Principals Prize; Mildura RSL Aboriginal and Torres Islander Scholarship.

**428.2.3 Adjunct Appointments**

The Board received report AB08/130 and noted that the Vice-Chancellor had recently made the following adjunct appointments:

Snr Appts  
Officer, HR

- (a) Adjunct Professor: Professor Kevin Nicholas, School of Life Sciences (initial appointment – 1 November 2008 to 2011).
- (b) Adjunct Professor: Professor Marc Tennant, School of Dentistry and Oral Health (initial appointment – three years).
- (c) Adjunct Professor: Professor Peter Frappell, School of Life Sciences (initial appointment – two years).
- (d) Adjunct Professor: Professor Edith Bavin, School of Psychological Science (initial appointment – three years).
- (e) Adjunct Associate Professor: Dr James Athanasou, School of Public Health (initial appointment – three years).
- (f) Adjunct Professor: Dr Hanny Calache, School of Dentistry and Oral Health (re-appointment – three years).

**428.2.4 Membership of Committees**

- (a) *Academic Misconduct Review Committee*

Sec. AMRC

The Board **resolved** to approve the continuation of the appointment of Dr Peter Stacey as the Chair of the Academic Misconduct Review Committee until 31 December 2009.

#### 428.2.5 Legal Services Report

The Board received report AB08/131 and **resolved** as follows:

- (a) to amend Regulation 18.1 Admission to Course and Admission to Status.

Dir. LS

#### 428.2.6 Report of the Academic Promotions Committees

The Board received confidential tabled report AB08/132 and **resolved** to endorse that the persons named therein be promoted to Level B or C, as detailed in the report, with effect from 1 January 2009.

HR Mgr,  
Bendigo

### 428.3 STANDING COMMITTEES OF ACADEMIC BOARD

#### 428.3.1 Report of Research and Graduate Studies Committee: 29 August 2008

The Board received report AB08/133.

(a) *Excellence in Research for Australia*

The Board noted that during discussion by the Research and Graduate Studies Committee regarding decisions taken by the Minister, Innovation, Industry, Science and Research, the following points were made:

- members expressed concern regarding the inclusion of publications of staff employed as at 31 March 2008, and indicated a preference for the inclusion of publications previously reported as part of the Higher Education Research Data Collection;
- the eligibility for inclusion of adjunct appointees remained unclear;
- researchers would not be assigned Field of Research Codes; rather research outlets such as journals would be assigned FOR codes;
- the definition of eligible outputs was yet to be determined, and would be considered by the Indicators Advisory Group; and
- it remained unclear as to whether individual universities or the Australian Research Council would be responsible for negotiating copyright issues as part of the development of institutional repositories.

(b) *Ethics and Research Funding*

The Board noted that the Research and Graduate Studies Committee had received and considered a proposal to allow partial release of research funds prior to ethics approval and resolved "that research funds capped at 3 months' salary for a research assistant be available for release from contract or grant funds prior to ethics approval being obtained where the grant or contract proposal specifies the use of grant or contract funds for the preparation of the ethics application."

#### 428.3.2 Report of Research and Graduate Studies Committee: 1 October 2008

The Board received report AB08/134.

(a) *Research Integrity Policy*

The Board **resolved** to endorse, for referral to Council, the new Research Integrity policy, as detailed in Attachment 1 to report AB08/134.

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Sec., RGSC

(b) *Victorian Partnership for Advanced Computing Services and Subscription*

The Board noted that the Research and Graduate Studies Committee had received and considered a report on VPAC services and subscription, as detailed in Attachment 2 to report AB08/134.

(c) *Identification of Research Strengths*

The Board noted that identification of research strengths would provide a focus for the promotion of the University's research profile; would be a requirement for submission of proposals for Future Fellowships; critical in attracting additional funding from the Commonwealth; and critical for decisions on internal research funding.

**428.3.3 Report of Research and Graduate Studies Committee: 10, 20 & 31 October 2008**

The Board received report AB08/135.

(a) *Higher Degrees Research Policy Templates*

The Board **resolved** to endorse, for referral to Council, the following new Higher Degrees Research policies:

- Examination of Research Theses, as detailed in Attachment 1 to report AB08/135.
- Research Student Selection Criteria, as detailed in Attachment 2 to report AB08/135.
- Supervision of Research Students, as detailed in Attachment 3 to report AB08/135.
- Support for Research Postgraduates, as detailed in Attachment 4 to report AB08/135.

EO(AB)/  
Sec., RGSC

(b) *Administration of Human Ethics Applications*

The Board noted that the Research and Graduate Studies Committee had established a working party to review the Draft Documents for Ethics Review Process which had been submitted to the University Human Ethics Committee, to analyse both models presented, to prepare a paper for consideration by the Research and Graduate Studies Committee, and to make a recommendation of a preferred model or a new model.

(c) *Australian Research Council Grants Results*

The Board noted that there had been disappointing outcomes from the recently completed ARC Discovery Grants round and more positive results in the Linkage Projects Scheme. A special meeting had been held to discuss possible ways to improve participation in the ARC Linkage Projects Grants Scheme.

(d) *Animal Welfare Bureau Audit*

The Board noted that auditors from the Animal Welfare Bureau had visited the University on 29 October 2008, and were expected for a further visit on 6 November 2008. The auditors had expressed continuing concern regarding air-conditioning at the Central Animal House.

(e) *Review of the Centre for Sustainable Regional Communities*

The Board noted that the Research and Graduate Studies Committee had received and considered the report on the review of the Centre for Sustainable Regional Communities. The Panel had included both internal and external members and covered Centre activities at both the Bundoora and Bendigo campuses. It was noted that the Centre had won two ARC grants, despite the lack of administrative back-up within the Centre. The Dean, Faculty of Law and Management, was currently considering the recommendations from the Panel.

(f) *Research Strengths*

The Board received and noted a report on Research Strengths at La Trobe University, as detailed in Attachment 5 to AB08/135.

(g) *Membership: Genetic Manipulation Supervisory Committee*

The Board noted that the following appointments to the Genetic Manipulation Supervisory Committee:

Category A: Dr Vilma Stanisich  
Category B: Dr Anthony Gendall  
Category D: Kamaljit Singh  
Category G: Dr Ian Swift  
Category J: Mr Zisis Poulos

#### 428.3.4 Report of the Selection and Enrolment Committee: 16 October 2008

The Board received report AB08/136.

(a) *Admissions policy and associated procedures*

The Board **resolved** to endorse, for referral to Council, the new Admissions Policy (Undergraduate and Postgraduate Coursework), as detailed in Attachment 1 to report AB08/136.

EO(AB)

The Board also **resolved** to endorse the new Admissions Procedures Application and Selection (Undergraduate and Postgraduate Coursework), as detailed in Attachment 2 to report AB08/136 and the Admissions Procedures – Deferment, as detailed in Attachment 3 to report AB08/136.

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#### 428.3.5 Report of Academic Committee: 21 October 2008

The Board received report AB08/137.

(a) *Proposal to introduce a Master of International Business/Master of International Relations*

The Board **resolved** to endorse a proposal from the Faculty of Humanities and Social Sciences to introduce a Master of International Business/Master of International Relations (MIB/MIR).

Fac. Reg.

(b) *Proposal to introduce a Master of International Business/Master of Global Communications*

The Board **resolved** to endorse a proposal from the Faculty of Humanities and Social Sciences to introduce a Master of International Business/Master of Global Communications (MIB/MGC).

Fac. Reg.

(c) *Faculty of Health Sciences: request for courses to be expired*

The Board **resolved** to endorse a proposal from the Faculty of Health Sciences to cease offering the following courses for admission to new students:

Fac. Reg.

- Bachelor of Health Information Management
- Bachelor of Occupational Therapy
- Bachelor of Orthoptic and Ophthalmic Sciences
- Bachelor of Physiotherapy
- Bachelor of Podiatry
- Bachelor of Prosthetics and Orthotics
- Bachelor of Public Health
- Bachelor of Human Services
- Bachelor of Social Work/Bachelor of Human Services
- Bachelor of Speech Pathology

(d) *Proposal to amend the course title of the Master of Biotechnology and Bioinformatics*

The Board **resolved** to endorse a proposal from the Faculty of Science, Technology and Engineering to amend the course title of the Master of Biotechnology and Bioinformatics to the Master of Biotechnology and Bioinformatics (Honours).

Fac. Reg.

<p>(e) <i>Articulation Agreement tables</i></p> <p>The Board <b>resolved</b> to endorse the following articulation agreement tables:</p> <ul style="list-style-type: none"> <li>• Sunraysia Institute of TAFE/Faculty of Education: Diploma of Children’s Services/Bachelor of Education.</li> <li>• Sunraysia Institute of TAFE/Faculty of Education: Diploma of Community Welfare Work/Bachelor of Education.</li> <li>• Sunraysia Institute of TAFE/Faculty of Education: Diploma of Conservation and Land Management/Bachelor of Education.</li> <li>• Sunraysia Institute of TAFE/Faculty of Law and Management: Diploma of Accounting/Bachelor of Business, Bachelor of Commerce.</li> </ul>	<p>Fac. Reg.s</p>
<p>(f) <i>Nested Qualifications policy and procedures, Double Qualifications policy and procedures, and Single Subject Studies policy and procedures</i></p> <p>The Board <b>resolved</b> to endorse, for referral to Council, the new Nested Qualifications policy, as detailed in Attachment C to report AB08/137.</p> <p>It was noted that the Double Qualifications policy and procedures and the Single Subject Studies policy and procedures had been reformatted into the University approved format.</p>	<p>EO(AB)</p>
<p>(g) <i>Different Instances of a Subject policy and procedure</i></p> <p>The Board <b>resolved</b> to endorse, for referral to Council, the new Different Instances of a Subject policy, as detailed in Attachment D to report AB08/137.</p>	<p>EO(AB)</p>
<p>(h) <i>Conversion of Administrative Codes (Temporary Grades)</i></p> <p>The Board <b>resolved</b> to endorse, for referral to Council, the new Conversion of Administrative Codes (Temporary Grades) policy, as detailed in Attachment E to report AB08/137.</p>	<p>EO(AB)</p>
<p>(i) <i>Academic Progress Monitoring and Intervention policy</i></p> <p>The Board <b>resolved</b> to endorse, for referral to Council, the Academic Progress Monitoring and Intervention policy, as detailed in Attachment F to report AB08/137.</p>	<p>EO(AB)</p>
<p>(j) <i>Faculty of Health Sciences: Transition policy</i></p> <p>The Board <b>resolved</b> to endorse the establishment of a Transition policy for the Faculty of Health Sciences, as detailed in Attachment G to report AB08/137.</p>	<p>Fac. Reg.</p>
<p>(k) <i>Proposal to offer the Bachelor of Information Technology through the Australian Campus Network</i></p> <p>The Board <b>resolved</b> to endorse the proposal from the Faculty of Science, Technology and Engineering to offer the Bachelor of Information Technology through the Australian Campus Network, as detailed in Attachment H to report AB08/137.</p>	<p>Fac. Reg.</p>
<p>(l) <i>Proposal to restructure the Master of Information and Communication Technology</i></p> <p>The Board <b>resolved</b> to endorse the proposal from the Faculty of Science, Technology and Engineering to restructure the Master of Information and Communication Technology, as detailed in Attachment I to report AB08/137.</p>	<p>Fac. Reg.</p>
<p>(m) <i>Proposal to offer the Bachelor of Health Sciences/Master of Physiotherapy Practice and the Bachelor of Health Sciences/Master of Physiotherapy Practice (Honours) at the Masterskill College of Nursing and Health, Cheras, Malaysia</i></p> <p>The Board resolved to endorse the proposal from the Faculty of Health Sciences to offer the Bachelor of Health Sciences/Master of Physiotherapy Practice and the Bachelor of Health Sciences/Master of Physiotherapy Practice (Honours) at the Masterskill College of Nursing and Health, Cheras, Malaysia, as detailed in Attachment J to report AB08/137.</p>	<p>Fac. Reg.</p>

(n) *Proposal to establish an articulation agreement with the Sunraysia Institute of TAFE*

The Board **resolved** to endorse the proposal from the Mildura Campus to establish an articulation agreement with the Sunraysia Institute of TAFE.

Campus Dir.

(o) *Proposal to introduce a Master of Teaching (Mathematics Education)*

The Board **resolved** to endorse the proposal from the Faculty of Education to introduce a Master of Teaching (Mathematics Education) (MTeach(Maths)), as detailed in Attachment K to report AB08/137.

Fac. Reg.

(p) *Proposal to introduce a Bachelor of Social Work (Honours)/Bachelor of Human Services*

The Board **resolved** to endorse the proposal from the Faculty of Health Sciences to introduce a Bachelor of Social Work (Honours)/Bachelor of Human Services (BSW(Hons)/BHumanServ), as detailed in Attachment L to report AB08/137.

Fac. Reg.

The Deputy Vice-Chancellor advised that the first meeting of the recently established Curriculum, Teaching and Learning Committee had been held and the Committee had agreed in principle to a policy proposal regarding redesign and replacement of the La Trobe SET and QAU systems. There would be wide consultation with the Faculties and the proposal would then be brought back to the Board next year.

#### 428.4 OTHER MATTERS

##### 428.4.1 Electronic Access to Academic Board agenda and papers

The Board received and noted report AB08/138, a discussion paper recommending electronic access to Academic Board agenda and papers in an effort to reduce costs and the impact on the environment.

The Board **resolved** to endorse the change of process in providing access to the agenda and papers, as follows:

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1. Establishment of an additional page on the Academic Board website providing links to all the forthcoming meeting's Academic Board paperwork.
2. An agenda to be forwarded to all Academic Board members listing the links to papers, in both paper and electronic form, allowing Academic Board members to print off only what they choose. Confidential tabled papers would still be provided in paper form on the day of the meeting.
3. The Executive Officer to have access to a laptop linked to a data projector in the meeting. If any items are queried by Board members this would allow the Executive Officer to project the paper onto the screen at the meeting.

##### 428.4.2 Report of Selection Committee: Director, Learning and Teaching

The Board received and noted the Report of Selection Committee: Director, Learning and Teaching, as detailed in report AB08/139.

The Board noted that the Committee had resolved not to recommend an appointment at the level of Associate Professor at this time and that the position was currently in abeyance subject to the reconsideration of the organisation of the Division of Nursing and Midwifery.

Snr Appts  
Officer, HR

##### 428.4.3 Text on Testamur – Testamur Policy/Procedures

The Board received and noted report AB08/140, requesting an amendment to the already approved Testamur policy and associated procedures/guidelines.

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

Dir., AS

- The language of instruction should be noted on all testamurs for courses taught in languages other than English.
- That the change is not retrospective to existing graduates.
- That all existing courses taught in languages other than English implement the change for current students and new admissions.

- That all new courses that will be taught in languages other than English consider this change.

## **PART C: MATTERS FOR INFORMATION**

### **428.5 ITEMS FOR INFORMATION**

#### **428.5.1 Minutes of the Faculty Boards**

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

- |   |              |
|---|--------------|
| (a) Law and Management: 3 September 2008                  | FLM/FB08/05M |
| (b) Science, Technology and Engineering: 3 July 2008      | LST/FB/08/4M |
| (c) Science, Technology and Engineering: 4 September 2008 | LST/FB/08/5M |

## **PART D: DISCUSSION**

### **428.6 La Trobe University at the end of 2008: the State of the Nation**

The Vice-Chancellor reported that it had been a difficult and challenging year at La Trobe, with significant focus being placed on the considerable administrative barriers in place. As a result of the work done, the University would be well placed to meet challenges in 2009.

The Vice-Chancellor spoke to a presentation that can be accessed at the following link:

<http://www.latrobe.edu.au/academicboard/assets/downloads/discussions-08/State%20of%20the%20Nation%20-%20Nov2008.pdf>

#### Discussion

It was noted that CEQ results had been found useful and staff were disappointed that MIU had stopped providing a summary. They could also be a useful tool with regard to student retention rates. It was agreed that student survey information should be made available to all staff and students and that there should be rigorous analysis of the data provided.

It was queried whether the end date for academic staff redundancies could be extended to the end of 2009, so as not to disrupt classes. The Vice-Chancellor advised that there were clear criteria for the VRS and that any academic staff that were essential would not be eligible.

It was queried whether any details could be provided regarding the University's plans for postgraduate scholarships and the government's plans for APA expansion. The Deputy Vice-Chancellor (Research) advised that no clear timelines had been given and La Trobe had an opportunity to better position itself with regard to scholarships.

The Vice-Chancellor advised that big changes were anticipated next year as a result of the Bradley Review.

It was queried what measures were being put in place to support the invigoration of research grant applications. The Vice-Chancellor advised that peer mentoring was important and those with experience with grant applications and on grant panels should be utilised for advice. It was noted that a different approach to research support was required and that a functional review of the research services area had been undertaken. This process of organisational change would be conducted in two phases: the appointment of a Director, Research Services; then consultation with staff regarding a restructure.

The Chair thanked the Vice-Chancellor for his summary of the year that had been, and wished all Board members a Merry Christmas.

The meeting closed at 11.10am.



**NEXT MEETING:**      **9.30am**  
                             **Wednesday 11 February 2009**  
                             **Council Chamber**  
                             **John Scott Meeting House**  
                             **Bundoora Campus**

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