

LA TROBE UNIVERSITY

ACADEMIC BOARD

Minutes of the four hundred and twenty-ninth meeting of the Academic Board held in the Council Chamber, John Scott Meeting House, La Trobe University, Bundoora Campus on Wednesday 11 February 2009 at 9.30am

PRESENT: Professor M Rimmer (Chair), Professor C Adams, Professor T Angelo, Ms L A Basser, Professor J Brett, Dr A Brookes, Professor T Brown, Professor J Chen, Professor A Dewe, Professor G Farrell, 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, Ms D Huang, Dr J Jackson, Professor P Johnson (Vice-Chancellor), Dr T Joiner, Dr D Kirkby, Dr A Kokavec, Ms L Lavender, Dr K Legge, Dr C Lenard (*vice* Dr G Byrne), Ms K Long-Davidson, Professor T Murray, Dr H Nicholas, Ms K Nix, Dr J Oates, Professor V Prain, Professor B Probert, Dr M Ryan, Ms F Sheean, Dr J Sheed, Dr J Sita, Dr K Souter, Professor D Spencer, Professor H Swerissen, Dr J Thompson, Dr D Wilkinson and Professor E Willis.

SECRETARIAT: Ms A Cowburn

IN ATTENDANCE: Professor D Altman, Mr L Batchelor, Mr B Carboon, Professor C Bigby, Dr M Durur, Mr D Ensor, Professor T Fitzgerald, Ms P Herman, Mr J Molony, Professor M Robertson and Dr J White.

The Vice-Chancellor provided an update on the University response to the Victorian bushfires and how the bushfires had affected the University community. There had clearly been a severe impact on staff and students at all campuses and condolences and sympathy were extended to those affected. The University had set up a special staff fund and counselling was available. The University was also providing further support to affected communities by making available University accommodation to those who had lost their homes in Bendigo and Bundoora and for 200 fire fighters at Beechworth. It was noted that an email from the Vice-Chancellor had been circulated yesterday providing information about the University response to the Victorian bushfires and how the bushfires had affected the University community and any more significant information would be provided as it became available.

PART A: PROCEDURAL MATTERS

The Chair announced that there had been a change in the layout of Academic Board meetings due to economy measures and that this was the first meeting that papers could be accessed electronically via the Academic Board website. It was also noted that the new Policy Library website was up and running and could be accessed at the following link: <http://www.latrobe.edu.au/policy>.

(i) Apologies and Attendance

The Chair welcomed the following new members to Academic Board: Dr Wan Ng; Professor Annette Street; Professor Marilyn Lake; Mr Christopher Palmer; Professor Kamran Ahmed; Professor Gary Magee; Dr Terry Joiner; Ms Dongping Huang; Mr Drew Howel; and Ms Katherine Long-Davidson.

Apologies were received from Dr Sue Beeton, Professor Andrew Brennan, Dr Graeme Byrne, Dr Lin Crase, Professor David de Vaus, Mr Peter Foreman, Mr Greg Jamieson, Dr Tony Jarvis, Dr Elizabeth Johnson, Professor Marilyn Lake, Professor Lorraine Ling, Dr James McArdle, Ms Virginia Mansel Lees, Dr Ewen Michael, Dr Wan Ng, Dr Suzanne O'Keefe, Mr Christopher Palmer, Professor Roger Parish, Dr Geoff Prince, Ms Joanne Rayner, Dr Brian Usher and Professor Peter Wilson.

(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 AB09/02.

(iv) Matters approved on behalf of Academic Board

The Board received report AB09/03 and noted the following matters which had been approved on its behalf since its last meeting:

- (a) Conferring of awards *in absentia*, as detailed in Attachment A to AB09/03.
- (b) Establishment of Prizes:
 - (i) Faculty of Health Sciences: The Bernard Rechter Graduate Research Prize for Honours [*amendment*], as detailed in Attachment B to AB09/03.
- (c) Electronic submission of assignments:
 - (i) A proposal from the Faculty of Health Sciences to amend the University Academic Misconduct Policy, as detailed in Attachment C to AB09/03.
- (d) Course proposals:
 - (i) A proposal from the Faculty of Health Sciences to offer the Bachelor of Nursing (post registration) at Masterskill College of Nursing and Health, Cheras, Malaysia, as detailed in Attachment D to AB09/03.
 - (ii) A proposal from the Faculty of Health Sciences to offer the Bachelor of Nursing (with Honours) at Masterskill College of Nursing and Health, Cheras, Malaysia, as detailed in Attachment E to AB09/03.
 - (iii) A proposal from the Faculty of Science, Technology and Engineering to introduce the Master of Biotechnology (MBT), as detailed in Attachment F to AB09/03.
- (e) Report of the Honorary Awards Committee, as detailed in confidential tabled Attachment G to AB09/03.
- (f) Report of the Standing Committee on Level D Academics, as detailed in confidential tabled Attachment H to AB09/03.
- (g) Report of the Personal Chairs Committee, as detailed in confidential tabled Attachment I to AB09/03.
- (h) Report of Selection Committees:
 - (i) Professor of International Development, as detailed in confidential tabled Attachment J to AB09/03.
 - (ii) Associate Professor in Periodontology, as detailed in confidential tabled Attachment K to AB09/03.
 - (iii) Professor of Management, as detailed in confidential tabled Attachment L to AB09/03.
 - (iv) Associate Professor of Management, as detailed in confidential tabled Attachment M to AB09/03.
 - (v) Professor and Head of School of Engineering and Mathematical Sciences, as detailed in confidential tabled Attachment N to AB09/03.
 - (vi) La Trobe University/Department of Primary Industry Researcher in the Biosciences Research Centre with the title of Professor, as detailed in confidential tabled Attachment O to AB09/03.
 - (vii) La Trobe University/Department of Primary Industry Researcher in the Biosciences Research Centre with the title of Professor, as detailed in confidential tabled Attachment P to AB09/03.
 - (viii) Professor of Molecular Archaeology, as detailed in confidential tabled Attachment Q to AB09/03.
 - (ix) Associate Professor of Finance, as detailed in confidential tabled Attachment R to AB09/03.
 - (x) Professor of Systems Biology and Bioinformatics, as detailed in confidential tabled Attachment S to AB09/03.
 - (xi) Associate Dean Research and Professor in the Faculty of Law and Management, as detailed in confidential tabled Attachment T to AB09/03.

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

The Board received and noted tabled paper AB08/108, the Report of the Vice-Chancellor, which can be located at the following link: <http://www.latrobe.edu.au/academicboard/vc-reports.html>. The report included information regarding the following matters:

- Semester 1 enrolments
- Bradley Review of Higher Education
- Green Paper on Curriculum Review and Renewal
- 2009 Learning and Teaching Performance Fund allocations
- Excellence in Research for Australia – ERA
- Funding for Integrated Rural Health Workforce Development

The Vice-Chancellor announced that Professor David Vaux, School of Molecular Sciences, had been awarded the biennial Macfarlane Burnet Medal by the Australian Academy of Science, recognising scientific research of the highest standing in the biological sciences. As part of the award he would deliver the Academy's prestigious Biennial Macfarlane Burnet Lecture next year. It was agreed that there should be a formal celebration of the award of the medal to Professor Vaux.

VC/
Dean, FSTE

It was queried whether any the 2009 Learning and Teaching Performance Fund allocations would be provided to the faculties to assist in their good works. The Vice-Chancellor advised that it was still to be determined exactly how the funding would be spent, but most would probably be earmarked for curriculum design and delivery. The Deputy Vice-Chancellor and Pro Vice-Chancellor (Curriculum and Academic Planning) would provide advice.

DVC/
PVC(C&AP)

It was queried whether there would be any assistance in achieving the outcomes expected with ERA. The Deputy Vice-Chancellor (Research) advised that a great deal of effort would be required to ensure that the ERA process was successful in the very short turnaround time provided. It was noted that an ERA Steering Committee already existed and there would be a number of sub-committees established with specific responsibilities. The Steering Committee's composition consisted of a representative from the Faculty of Science, Technology and Engineering, a representative from the Faculty of Humanities and Social Sciences and sub-committee Chairs.

PART B: MATTERS FOR APPROVAL

429.1 CONFIRMATION OF THE MINUTES

The minutes of the meeting held on 19 November 2008 [AB08/141(M)] were confirmed.

429.2 ITEMS APPROVED WITHOUT DISCUSSION

429.2.1 Award of Degrees and Diplomas

The Board received report AB09/05 and **resolved** to endorse the award of degrees and diplomas, conferring of awards *in absentia* and award of higher degrees as detailed therein.

AEGTO/
RGSO

429.2.2 Establishment of prizes

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

Fac. Reg.
Ms D Lynn
Ms K Allitt

- Faculty of Humanities and Social Sciences: The English First Year Prize, as detailed in report AB09/06.
- Faculty of Humanities and Social Sciences: The Australian Literature Prize, as detailed in report AB09/07.
- Faculty of Humanities and Social Sciences: The English Honours Prize, as detailed in report AB09/08.
- Faculty of Humanities and Social Sciences: The Jane Austen Prize, as detailed in report AB09/09.
- Faculty of Science, Technology and Engineering: GHD/La Trobe University Civil Engineering Scholarship Program, as detailed in report AB09/10.
- Faculty of Science, Technology and Engineering: The Hospira Prize in Medicinal Chemistry, as detailed in report AB09/11.

429.2.3 Adjunct Appointments

The Board received report AB09/12 and noted that the Vice-Chancellor had recently made the following adjunct appointments:

- (a) Adjunct Professor: Dr Bernard Neville, School of Educational Studies (initial appointment – three years).
- (b) Adjunct Lecturer: Dr Sandra Tunley, School of Psychological Science (initial appointment – one year).
- (c) Adjunct Associate Professor: Professor Graeme Houghton, School of Public Health (initial appointment – three years).
- (d) Adjunct Senior Lecturer: Sally Fawkes, School of Public Health (initial appointment – 5 January to 30 June 2009).
- (e) Adjunct Professor: Dr David Marshall, School of Historical and European Studies (initial appointment – three years).

Snr Appts
Officer, HR

429.3 STANDING COMMITTEES OF ACADEMIC BOARD

429.3.1 Report of Academic Committee: 18 November 2008

The Board received report AB09/13.

(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 AB09/13.

Fac. Reg.

(b) *Course Lifecycle Policy and supporting documents*

The Board **resolved** to endorse a proposal from the Office of the Pro Vice-Chancellor (Quality Enhancement) to introduce a Course Lifecycle Policy and Course Approval, Course Revision, Course Review and Course Suspension and Closure procedures, as detailed in Attachment B to AB09/13.

PVC(QE)

(c) *Review and Re-Mark of Students' Academic Work Policy and Procedures*

There was discussion regarding the proposal to establish a Review and Re-Mark of Students' Academic Work Policy. It was noted that requests for remarking in the Faculty of Law and Management were a logistical nightmare. It was suggested that the "grounds for requesting" could be further reviewed.

The Board requested that the proposal from the Academic Services Division to establish a Review and Re-Mark of Students' Academic Work Policy and Procedures, as detailed in Attachment C to AB09/13, be referred to the Curriculum, Teaching and Learning Committee for further discussion.

EO(CTLC)

(d) *Proposal for the addition of a minor in Logistics to the Bachelor of Business*

The Board **resolved** to endorse a proposal from the Faculty of Law and Management for the addition of a minor in Logistics to the Bachelor of Business, as detailed in Attachment D to AB09/13.

Fac. Reg.

(e) *Proposal to introduce a Diploma in Business*

The Board **resolved** to endorse a proposal from the Faculty of Law and Management to introduce a Diploma in Business, as detailed in Attachment E to AB09/13.

Fac. Reg.

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| <p>(f) <i>Proposal to introduce a Graduate Certificate of Information Systems Management</i></p> <p>The Board resolved to endorse a proposal from the Faculty of Law and Management to introduce a Graduate Certificate of Information Systems Management, as detailed in Attachment F to AB09/13.</p> | <p>Fac. Reg.</p> |
| <p>(g) <i>Proposal for the addition of a minor in International Business to the Bachelor of Business</i></p> <p>The Board resolved to endorse a proposal from the Faculty of Law and Management for the addition of a minor in International Business to the Bachelor of Business, as detailed in Attachment G to AB09/13.</p> | <p>Fac. Reg.</p> |
| <p>(h) <i>Proposal to amend the entry requirements for the Bachelor of Business (Human Resources)</i></p> <p>The Board resolved to endorse a proposal from the Faculty of Law and Management to amend the entry requirements for the Bachelor of Business (Human Resources), as detailed in Attachment H to AB09/13.</p> | <p>Fac. Reg.</p> |
| <p>(i) <i>Proposal to amend the entry requirements for the Bachelor of Business (Marketing)</i></p> <p>The Board resolved to endorse a proposal from the Faculty of Law and Management to amend the entry requirements for the Bachelor of Business (Marketing), as detailed in Attachment I to AB09/13.</p> | <p>Fac. Reg.</p> |
| <p>(j) <i>Proposal to include majors and minors on testamurs and transcripts</i></p> <p>The Board resolved to endorse a proposal from the Faculty of Law and Management to change the policies on testamurs and transcripts to have all majors and minors included on both testamurs and transcripts, as detailed in Attachment J to AB09/13.</p> | <p>Dir. AS</p> |
| <p>(k) <i>Proposal for the Division of Nursing and Midwifery at the Albury-Wodonga campus to participate in the Riverina Nursing Studies Project</i></p> <p>The Board resolved to endorse a proposal from the Faculty of Health Sciences for the Division of Nursing and Midwifery at the Albury-Wodonga campus to participate in the Riverina Nursing Studies Project, as detailed in Attachment K to AB09/13.</p> | <p>Fac. Reg.</p> |
| <p>(l) <i>Quality Assurance: Master of Engineering in Pavements and Master of Technology in Pavements</i></p> <p>The Board noted that Academic Committee had received a request from the Faculty of Science, Technology and Engineering for ratification with respect to quality assurance for the Master of Pavements and Master of Technology in Pavements. It was noted that the courses were approved in 2002 and since then there had been changes in what the University required with respect to the quality assurance of course documentation.</p> | |

429.3.2 Report of Committee for Curriculum, Teaching and Learning: 18 November 2008

The Board received report AB09/14.

- (a) *Composition, Membership and Terms of Reference*
- The Board noted that the Curriculum, Teaching and Learning Committee had received their composition, membership and terms of reference as approved by Academic Board.
- (b) *The Role and Purpose of Sub-Committees*
- The Board noted that Committee had received and discussed a draft copy of the proposed new committee structure of the Academic Board and draft composition, membership and terms of reference for the following sub-committees:

- (i) Learning Technologies Committee
- (ii) Admissions, Retention and Success Committee
- (iii) Student Engagement Committee.

(c) *The Future of Academic Committee*

The Board noted that Committee had discussed the future of Academic Committee and agreed that Academic Committee should be replaced with a Programs Committee, a sub-committee of the Curriculum, Teaching and Learning Committee.

(d) *Student Feedback Policy and Procedures*

The Board noted that Committee had received a proposal from the Pro Vice-Chancellor (Curriculum and Academic Planning) for the redesign and replacement of La Trobe SET and QAU systems. Once the new systems were in place there would be an education/training process to ensure that all staff of the University were made fully aware of the new systems.

429.4 OTHER MATTERS

429.4.1 Proposal to change the name of the Spanish Program

The Board received and noted report AB09/15, a proposal from the Faculty of Humanities and Social Sciences to change the name of the Spanish Program.

The Board **resolved** to endorse the proposal from the Faculty of Humanities and Social Sciences to change the name of the Spanish Program from Spanish (with Portuguese, Catalan and Galician) to Spanish (with Portuguese and Catalan).

Fac. Reg.

429.4.2 Report of Selection Committee: Professor of Media Studies

The Board received and noted the Report of Selection Committee: Professor of Media Studies, as detailed in report AB09/16.

The Board noted that the Committee had resolved not to recommend an appointment at this time.

Snr Appts
Officer, HR

429.4.3 Revision of Library Committee composition and terms of reference

The Board received and noted report AB09/17, a proposal to revise the composition and terms of reference of the Library Committee.

The Board **resolved** to endorse the proposal to revise the composition and terms of reference of the Library Committee, as detailed in Attachment A to report AB09/17.

EO(AB)

429.4.4 Student Feedback: policies and procedures

The Board received and noted report AB09/18, a proposal from the Office of the Pro Vice-Chancellor (Quality Enhancement) to introduce a Student Feedback on Teaching Policy, Student Feedback on Teaching Procedures, Student Feedback on Subjects Policy and Student Feedback on Subjects Procedures.

It was queried whether, subject to confidentiality, survey results would be made available to students. The Pro Vice-Chancellor (Curriculum and Academic Planning) advised that there was limited access to the results for confidentiality reasons.

The Board **resolved** to endorse the proposal from the Office of the Pro Vice-Chancellor (Quality Enhancement) to introduce a Student Feedback on Teaching Policy, Student Feedback on Teaching Procedures, Student Feedback on Subjects Policy and Student Feedback on Subjects Procedures, as detailed in report AB09/19, **subject to** the minor amendments requested by the NTEU.

PVC(QE)

429.4.5 Continuous Quality Improvement Framework

The Board received report AB09/19, a proposal from the Office of the Pro Vice-Chancellor (Quality Enhancement) for a Continuous Quality Improvement Framework. The Board noted the suggested allocation of responsibilities

The Board **resolved** to endorse the proposal from the Office of the Pro Vice-Chancellor (Quality Enhancement) to adopt the La Trobe University Continuous Quality Improvement Framework, as detailed in report AB09/19.

PVC(QE)

PART C: MATTERS FOR INFORMATION

429.5 ITEMS FOR INFORMATION

429.5.1 Minutes of the Faculty Boards

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

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| (a) Humanities and Social Sciences: 3 September 2008 | LHUSS/FB2008/56M |
| (b) Law and Management: 9 October 2008 | FLM/FB08/06M |

PART D: DISCUSSION

429.6 Getting ready for AUQA – the continuous quality improvement framework

Discussion Panel:

- Dr Julie Jackson, Pro Vice-Chancellor (Quality Enhancement)
- Professor Paul Johnson, Vice-Chancellor
- Professor Tim Brown, Deputy Vice-Chancellor (Research)

The Panel spoke to a presentation that can be accessed as the following link:

<http://www.latrobe.edu.au/academicboard/assets/downloads/discussions-09/Academic%20Board%20Presentation%20Feb%202009.pdf>

Discussion

Professor Adams noted that the Deputy Vice-Chancellor (Research) had specifically mentioned the decline in Faculty of Law and Management publications and advised that the Faculty's results should improve now that quality, not just quantity, was a measurement of research output.

The Deputy Vice-Chancellor (Research) strongly encouraged the Faculty of Law and Management's decision to concentrate on quality and advised that all faculties should think about these types of issues leading up to the audit.

The meeting closed at 11.10am.

**NEXT MEETING: 9.30am
Wednesday 18 March 2009
Council Chamber
John Scott Meeting House
Bundoora Campus**

CONFIRMED BY CHAIR _____ DATE _____