

## LA TROBE UNIVERSITY

### ACADEMIC BOARD

Minutes of the four hundred and thirty-ninth meeting of the Academic Board held in the Council Chamber, John Scott Meeting House, La Trobe University, Bundoora Campus on Wednesday 14 April 2010 at 9.30am.

**Present:** Professor Malcolm Rimmer (Chair), Professor Carol Adams, Professor Tom Angelo, Ms Lee Ann Basser, Dr Meeuwis Boelen, Professor Andrew Brennan, Professor Philip Broadbridge, Dr Andrew Brookes, Professor Jianfu Chen, Professor Lin Crase, Professor Simon Crowe (Deputy Chair), Professor Ainslie Dewe, Ms Kirsty Duncan, Professor Geoff Durden, Ms Roxan Fabiano, Mr Neil Fetting, Professor Paul Fisher, Professor Tanya Fitzgerald, Dr Kerry Fitzmaurice, Dr Elspeth Frew, Professor Noel Gough, Ms Cham Thuy Ha, Dr Jim Hammerton, Dr Christine Hawkins, Dr Trevor Hogan, Professor Nick Hoogenraad, Dr Linsey Howie, Dr Andrew Hughes, Dr Peter Hughes, Dr Julie Jackson, Dr Tony Jarvis, Dr Elizabeth Johnson, Professor Paul Johnson (Vice-Chancellor), Dr Terri Joiner, Dr Stephen Kent, Professor Jae Kim, Professor Dianne Kirkby, Professor Marilyn Lake, Ms Liz Lavender, Dr Katherine Legge, Professor Lorraine Ling, Dr Norva Lo, Ms Sarah Malek, Dr Geoffrey Mayer, Dr James McArdle, Professor Brian McGaw, Professor Tim Murray, Mr Venkat Narayanan, Dr Jenni Oates, Dr Suzanne O'Keefe, Professor Roger Parish, Professor Vaughan Prain, Professor Belinda Probert, Dr Jennifer Sheed, Mr Andrew Skewes, Dr Kay Souter, Professor David Spencer, Mr Robert Stephenson, Professor Annette Street, Professor Hal Swerissen, Dr Caroline Walta, Dr Julie White, Dr David Wilkinson and Professor Evan Willis.

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

**In Attendance:** Professor Jim Cameron, Mr Bruce Carboon, Dr Muyesser Durur, Professor Richard Freadman, Professor Don Harding, Professor Gavin Jack, Ms Meg Lithgow, Ms Cathy McKenna, Ms Professor Alison Perry, Ms Terese Thomas, Professor Leann Tilley and Professor Yvonne Wells.

#### PART A – PROCEDURAL MATTERS

	<b>ACTION</b>
<p>The Chair welcomed Ms Cathy McKenna and Ms Terese Thomas, Bachelor of Business students being mentored by the Executive Director, Shepparton Campus.</p>	
<p><b>(i) Apologies</b></p> <p>Apologies were received from Professor Tim Brown, Professor Gerry Farrell, Dr Kerry Ferguson, Dr Wan Ng, Ms Kathleen Pleasants, Professor Margaret Robertson, Dr Doug Rogers, Professor John Rosenberg, Dr John Russell, Professor Gillian Sullivan Mort, Dr Glyn Thomas, Dr Brian Usher and Dr Pamela Wallace.</p>	

**(ii) Approval of Agenda**

The Board resolved to approve the Agenda, as circulated.

**(iii) Outstanding Matters**

The Board received and noted report AB10/38.

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

The Board received report AB10/39 and noted the following matters which had been approved on its behalf since the last meeting:

- (a) *Award of degrees and diplomas and conferring of awards in absentia*, as detailed in Attachment A to AB10/39.
- (b) *Report of the Honorary Awards Committee*, as detailed in Attachment B to AB10/39.
  - Emeritus Professor Don Phillips – Department of Biochemistry.

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

The Board received and noted tabled paper AB10/40, 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-April2010.pdf>. The report included information regarding the following matters:

- (a) *Social Security and Other Legislation Amendment (Income Support for Students) Bill 2009*
- (b) *Enrolment Updates: Undergraduate domestic enrolments*  
The Vice-Chancellor thanked all staff, academic and general, who had worked so diligently to ensure that the University met its targets. It was noted that the University was facing significant issues regarding space and the recruitment and retention of staff in the future.
- (c) *Partnership with Melbourne Heart Football Club*
- (d) *Campus Issues*
  - Regional Engagement Report Launches
  - Regional Development Australia: Loddon Mallee Roundtable
  - Vale CR Kevin Gibbins
- (e) *Victorian Tertiary Education Plan*  
The Vice-Chancellor encouraged staff to read the full report which is available at the following link:  
<http://www.skills.vic.gov.au/corporate/providers/universities/victorias-plan-for-tertiary-education>.
- (f) *International Issues: India*
- (g) *Accolade: Emeritus Professor Gilah Leder*

**PART B – MATTERS FOR APPROVAL**

**439.I Confirmation of Minutes**

The minutes of the meeting held on 17 March 2010 [AB10/36(M)] were confirmed, with the following amendments:

- Page 7, paragraph 7: replace “agreed” with “argued; and
- Page 8, paragraph 4: replace “suggested” with “noted”.

EO

## 439.2 Items for Approval not requiring discussion

### 439.2.1 Award of Degrees and Diplomas

The Board received report ABI0/41 and **resolved** to endorse the award of degrees and diplomas, higher degrees, conferring of awards *in absentia* and rescission of award, as detailed therein.

AEGTO/  
RGSO

### 439.2.2 Establishment of Prizes

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

- (a) Health Sciences: The Back in Motion Achievement Prize, as detailed in report ABI0/42.
- (b) Health Sciences: Carolyn O’Gorman Plenty Valley Community Health Scholarships, as detailed in report ABI0/43.
- (c) Law and Management: Mildura Development Corporation Prize, as detailed in report ABI0/44.

Dir.O&P  
Ms D Lynn  
Ms K Allitt

## 439.3 Standing Committees of Academic Board

### 439.3.1 Report of Regional Committee: 17 March 2010

The Board received report ABI0/45 and noted that the Regional Committee had considered the following items at their most recent meeting:

- The Chair formally thanked Kent Farrell for his contribution to the Mildura campus and La Trobe University.
- Faculty representatives would report back to the committee on the progress of Faculties in developing diplomas.
- A clear University position on the issue of the student allowance bill would be developed and circulated to campus Executive Directors.
- The Regional Operations report to University Council was due on 26 April and would form baseline data for comparison in future years.
- Initial data on regional research would be updated to include MDFRC and any other missing elements, and this would form the basis of benchmarking in regional HDRs, publications and quantum.

### 439.3.2 Report of Curriculum, Teaching and Learning Committee: 24 March 2010

The Board received report ABI0/46.

(a) *Design for Learning Policies:*

#### Graduate Capabilities for Undergraduate Students Policy

The Board **resolved** to endorse, for referral to Council, the Graduate Capabilities for Undergraduate Students Policy, as detailed in Attachment 1 to ABI0/46.

EO

#### Undergraduate Curriculum Design Policy

The Board **resolved** to endorse, for referral to Council, the Undergraduate Curriculum Design Policy, as detailed in Attachment 2 to ABI0/46.

EO

Undergraduate First Year Experience Policy

The Board **resolved** to endorse, for referral to Council, the Undergraduate First Year Experience Policy, as detailed in Attachment 3 to AB10/46, **subject to** the addition of the Executive Director, Bendigo, and First Year Co-ordinators to those listed under “responsibility for implementation”.

EO/  
PVC(CAP)

The University Librarian suggested that information literacy should be made more explicit in the procedures when these were formulated.

Majors and Minors in Bachelor Degrees Policy and Procedures

The Pro Vice-Chancellor (Quality Enhancement) advised that this policy would effectively rescind a decision taken by the Board in 2009 regarding the names of majors on testamurs.

The Board **resolved** to endorse, for referral to Council, the Majors and Minors in Bachelor Degrees Policy and Procedures, as detailed in Attachment 4 to AB10/46.

EO

Academic Integrity Policy and Procedures

Mr Stephenson noted that the policy was silent with regard to representation for students. The Director, Academic Services, advised that the Academic Misconduct Statute covered this.

The Board **resolved** to endorse, for referral to Council, the Academic Integrity Policy and Procedures, as detailed in Attachment 5 to AB10/46, **subject to** the addition of the words “to teach” and “as appropriate” to the Policy Statement.

EO/  
PVC(QE)

Credit Points and Student Workload Policy

The Board **resolved** to endorse, for referral to Council, the Credit Points and Student Workload Policy, as detailed in Attachment 6 to AB10/46.

EO

(b) *Course Approvals:*

- The Board **resolved** to endorse the proposal from the Faculty of Science, Technology and Engineering to offer the Diploma of Computing at ACN, as detailed in Attachment 7 to AB10/46.
- The Board **resolved** to endorse the proposal from the Faculty of Law and Management to introduce the Bachelor of Politics, Philosophy and Economics, as detailed in Attachment 8 to AB10/46.

Dir.O&P/  
EO(CTLC)

Dir.O&P/  
EO(CTLC)

(c) *Review of Student Feedback Policies and Procedures*

Dr Boelen moved the following amending motion:

Subject co-ordinators required to share data with all staff who contribute more than 10% to the teaching of a subject.

The motion was defeated.

Dr Johnson suggested that this requirement could become part of the role description for subject co-ordinators. Mr Narayanan recommended that all staff that teach more than 10% of a subject should be entitled to receive the data rather than requiring subject co-ordinators to circulate the data. Professor Swerissen suggested that these issues be referred back to the appropriate body to consider.

Ms Fabiano queried whether student feedback forms were available to students who did not attend the class where they were distributed.

The Board **resolved** to endorse the revised Student Feedback Procedures and Guidelines.

EO(FRC)/  
PVC(CAP)

It was noted that the Curriculum Teaching and Learning Committee had also considered the following items at their most recent meeting:

- Articulation table: Kangan Batman Institute-LTU (001) Diploma of Printing and Graphic Arts (Multimedia) to Bachelor of Graphic Design.
- Course suspension: Faculty of Education – Master of Teaching (Bundoora) (Primary Teaching) and (Secondary Teaching) from 01.01.2010 to 31.12.2010.
- Progress Report: Learning Management System Replacement Project.

#### **439.3.3 Report of Research and Graduate Studies Committee: 26 March 2010**

The Board received report AB10/47.

- (a) *Research and Graduate Studies Committee: membership*  
The Board noted the revised membership of the Research and Graduate Studies Committee, as detailed in Attachment RGS/10/40 to AB10/47.
- (b) *ARC Fellowships Scheme*  
The Board **resolved** to endorse the proposed wording for new applications in the ARC Fellowships Scheme, as detailed in Attachment RGS/10/41 to AB10/47, **subject to** removing the words “fixed-term” under Alternative D.
- (c) *Victorian eResearch Review*  
The Board **resolved** to endorse the documents pertaining to the Victorian eResearch Review, as detailed in Attachments RGS/10/44 and RSG/10/45 to AB10/47.
- (d) *Sub-Committees*  
The Board noted that the Research and Graduate Studies Committee had received the minutes of the Animal Ethics Committee meeting number 127, held on 11 February 2010, and the minutes of the Genetic Modification Supervisory Committee number 92, held on 17 February 2010.

DVC(R)

DVC(R)

#### **439.4 Other Matters**

##### **439.4.1 Distinguished Professors and Charles La Trobe Professors: establishment of policies and procedures**

The Board received and noted report AB10/48, a proposal to introduce the new categories of Distinguished Professor - to enable La Trobe to attract senior world class academic researchers who are eminent scholars in their field and who have achieved international distinction for their research and scholarly work, and Charles La Trobe Professor - to reward and retain the University's most productive professorial staff.

The Board **resolved** to endorse, for referral to Council, the policies and procedures for the two new categories of professor, as listed following:

- Policy for Appointment of Distinguished Professors
- Procedures for Appointment of Distinguished Professors
- Policy for the Awarding of the Title Charles La Trobe Professor

Dr J Carr

- Procedures for the awarding of the Title Charles La Trobe Professor

#### **439.4.2 Minimum ENTER**

The Board received and noted report AB10/59, a proposal to reduce the minimum ENTER for certain applicants.

The Board **resolved** to endorse a proposal from the Student Admissions, Retention and Success Committee that the University consider applicants through SEAS, or applicants eligible for the RRSAS, whose ENTERs are below 50, where this will bring their ENTERs up to at least 50.

EO(SARS)/  
DVC(I&FS)

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

#### **439.5 Items for Information**

##### **439.5.1 Adjunct Appointments**

The Board received report AB10/49 and noted that the Vice-Chancellor had recently made the following adjunct appointments:

- Adjunct Professor: Professor Leeanne Carey, School of Occupational Therapy (re-appointment – three years).
- Adjunct Associate Professor: Susan Helen Koch, Division of Research, Faculty of Health Sciences (appointment – three years).

##### **439.5.2 Report of Academic Promotions Committee: April 2010**

The Board received the Report of the Academic Promotions Committee: April 2010 and noted that the persons named therein had been promoted, as detailed in report AB10/50.

##### **439.5.3 Senior Academic Appointments**

The Board received report AB10/51 and noted that the following senior academic appointments had recently been made:

- Professor Isabelle Ellis, Professor of Rural and Regional Nursing.
- Professor Pheobe Chen, Professor of Computing Science/Computer Engineering.
- Professor Ken McPhail, Professor of Accounting.
- Professor Norie Neumark, Professor of Media Studies.
- Professor Poyago-Theotoky, Professor of Applied Economics.

##### **439.5.4 Membership: Library Committee**

The Board received report AB10/52, the membership of the Library Committee for 2010.

##### **439.5.5 Minutes of the Faculty Boards**

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

- Health Sciences: 23 February 2010 [AB10/53]
- Law and Management: 14 January 2010 [FLM/FB10/01(M)]
- Law and Management: 23 March 2010 [FLM/FB10/02(M)]  
Professor Harding brought attention to a matter listed in the minutes regarding space being a critical issue for the Faculty and urged the University to consider the difficulties created as a result of the lack of

space. The Vice-Chancellor thanked Professor Harding for raising the issue, which was a University-wide one that the University was well aware of, and doing as much as possible about.

- (d) Science, Technology and Engineering: 4 June 2009 [LST/FB/09/4(M)]
- (e) Science, Technology and Engineering: 6 August 2009 [AB10/54]
- (f) Science, Technology and Engineering: 3 September 2009 [AB10/55]
- (g) Science, Technology and Engineering: 9 December 2009 [AB10/56]
- (h) Science, Technology and Engineering: 4 February 2010 [AB10/57]
- (i) Science, Technology and Engineering: 4 March 2010 [AB10/58]

## **PART D – DISCUSSION**

### **439.6 Managing Growth and Quality**

#### **Discussion Panel:**

- (a) Professor Belinda Probert, Deputy Vice-Chancellor
- (b) Professor Brian McGaw, Dean, Faculty of Science, Technology and Engineering
- (c) Professor David Spencer, Associate Dean (Academic), Faculty of Law and Management

The Panel spoke to a presentation that can be accessed at the following link:  
<https://intranet.latrobe.edu.au/academicboard/assets/downloads/discussions-2010/Discussion%20Slides-April%202010.pdf>

Professor McGaw spoke about growth and quality, the government drivers and funding for growth, the pathways available for students and outlined the retention rates for students with low ENTER scores.

Professor Spencer reported on the quality elements of Design for Learning that will support growth, and encouraged staff to take part in the staff development offered.

Professor Probert spoke about the general support within the University for the goals of growth and equity, but the concern that these goals should not be achieved at the cost of La Trobe's research strengths. She suggested that the goals of research and teaching excellence could both be supported through:

- Bridging or enabling courses and diploma pathways, both of which would not involve time of research active staff
- Design for Learning first year principles which would produce better prepared students at second and third year
- Increased funding to support teaching of low SES students

Mr Stephenson suggested that preparation of students was the key and it was important to note that many low SES students were highly motivated to achieve.

The meeting closed at 11.20am.

### **439.7 Next Meeting**

9.30am  
Wednesday 12 May 2010  
Council Chamber  
John Scott Meeting House  
Bundoora Campus

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

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