

LA TROBE UNIVERSITY

ACADEMIC BOARD

Minutes of the four hundred and thirty-second meeting of the Academic Board held in the Council Chamber, John Scott Meeting House, La Trobe University, Bundoora Campus on Wednesday 10 June 2009 at 9.30am

PRESENT: Professor M Rimmer (Chair), Professor C Adams, Professor K Ahmed, Professor T Angelo, Professor T Brown, Dr L Crase, Professor S Crowe, Dr M Davidson, Professor G Durden, Mr K Farrell, Dr K Ferguson, Professor R Harbridge, Dr A Harvey, Professor N Hoogenraad, Professor Z Hoque, Ms D Huang, Dr J Jackson, Dr T Jarvis, Professor D Kirkby, Ms L Lavender, Dr K Legge, Professor L Ling, Ms K Long-Davidson, Dr E Michael, Dr H Nicholas, Dr S O'Keefe, Professor R Parish, Professor S Paxton, Professor V Prain, Dr G Prince, Professor M Robertson, Dr D Rogers, Ms F Sheean, Dr K Souter, Professor A Street and Dr J Thompson.

SECRETARIAT: Ms A Cowburn

IN ATTENDANCE: Mr B Carboon, Ms R di Corpo, Ms J Gorman (*vice* Ms J Martin), Dr M Kennedy-Jones (*vice* Dr L Howie), Mr L Lyell, Ms M Obenchain, Professor A Perry and Professor H Westerbeek.

PART A: PROCEDURAL MATTERS

(i) Apologies

Apologies were received from the Vice-Chancellor, Ms Lee Ann Basser, Professor Andrew Brennan, Professor Judith Brett, Dr Graeme Byrne, Professor Jianfu Chen, Professor David de Vaus, Professor Ainslie Dewe, Dr Kerry Fitzmaurice, Ms Margarita Frederico, Professor Noel Gough, Dr Linsey Howie, Mr Greg Jamieson, Dr Elizabeth Johnson, Dr Anna Kokavec, Professor Marilyn Lake, Professor Lorraine Ling, Professor Gary Magee, Ms Virginia Mansel Lees, Ms Katherine Nix, Dr Jenni Oates, Professor Belinda Probert, Ms Jo Rayner, Dr Jennifer Sheed, Dr Jodi Sita, Professor David Spencer, Dr Glyn Thomas, Dr David Wilkinson and Professor Evan Willis.

(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 AB09/66.

(iv) Matters approved on behalf of Academic Board

The Board received report AB09/67 and noted the following matters which had been approved on its behalf since its last meeting:

- (a) Award of degrees and diplomas and rescission of award, as detailed in Attachment A to AB09/67.
- (b) Changes to Committee terms of reference, as detailed in Attachment B to AB09/67.
- (c) Establishment of Prizes:
 - (i) Faculty of Education: The Wilf Savage Practicum Award, as detailed in Attachment C to AB09/67.

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

The Board received and noted tabled paper AB09/68, 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:

- Matters arising from Council
- Launch of Regional Strategy
- Open Faculty Meetings
- Heidelberg Schools Regeneration Project
- Project Management of EIF-funded Projects

It was noted that there was some community opposition to the Heidelberg Schools Regeneration Project and that the University was in danger of being seen to take the side of the State Government with regard to the closure of some schools in the area. The Deputy Vice-Chancellor (Research) advised that he would take these comments on notice and provide advice to the Vice-Chancellor, who was at the launch of the Project this morning.

DVC(R)

PART B: MATTERS FOR APPROVAL

432.1 CONFIRMATION OF THE MINUTES

The minutes of the meeting held on 13 May 2009 [AB09/64(M)] were confirmed.

432.2 MATTERS ARISING

432.2.1 Query regarding proposed Appeals Committee
(Previous reference – 431.4.1, AB09.64(M) – 13.05.09)

The Board received and noted report AB09/69, a response to a query raised at the May Academic Board meeting regarding the proposed new Appeals Committee.

432.3 ITEMS APPROVED WITHOUT DISCUSSION

432.3.1 Award of Degrees and Diplomas

The Board received report AB09/70 and **resolved** to endorse the award of degrees and diplomas, award of higher degrees and conferring of awards *in absentia* as detailed therein.

AEGTO/
RGSO

432.3.2 Establishment of prizes

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

- (a) Albury-Wodonga Campus: AlburyCity Community Leadership Prize [*amendment*], as detailed in report AB09/71, **subject to** the following amendment:

The “Criteria of Award” to include:

- Current or former student of the Albury-Wodonga Campus.

Fac. Reg.
Ms D Lynn
Ms K Allitt

432.3.3 Membership of Committees

- (a) *Library Committee*

The Board **resolved** to approve the following appointment to the Library Committee:

- Zulfa Sakhiya – LUPA *vice* Cham Ha Thuy.

Sec. LC

432.3.4 Legislation: Academic Board Regulations 2009

The Board received and noted report AB09/72, the proposed new Academic Board Regulations 2009, under the new Academic Board Statute 2009, which the Council approved at its meeting on 2 March 2009.

The Board **resolved** to endorse the proposed Academic Board Regulations 2009, as detailed in report AB09/72, **subject to** the following amendment:

Dir. LS

- Remove Part 2, Section 3 (Members ex officio), (n) and (o). Part 2, Section 3, (m) would satisfy all three categories.

432.3.5 Establishment of the Greek Archives Project Committee

The Board received and noted report AB09/73, a recommendation to establish a Greek Archives Project Committee. It was noted that as a result of findings and recommendations from the Review of the National Centre for Hellenic Studies and Research, it had been agreed that a process was required to find a resolution to the issue of the Greek Archives.

The Deputy Vice-Chancellor (Research) requested that Recommendation 11 of the Review Report, as detailed below, be referred to in the terms of reference.

That the process of digitizing materials for the GARA database be reviewed and that if it is decided to continue with the database project priority be given to making available on-line those materials that are likely to be unique to the holdings at the NCHSR.

The Board **resolved** to endorse the establishment of the Greek Archives Project Committee with the composition, membership, terms of reference and reporting lines, as detailed in Attachment A, **subject to** the addition of the following term of reference:

EO(AB)

6. To review the process of digitizing materials and recommend on priorities and processes for digital availability of material.

432.3.6 Adjunct Appointments

The Board received report AB09/74 and noted that the Vice-Chancellor had recently made the following adjunct appointments:

Snr Appts
Officer, HR

- (a) Adjunct Associate Professor: Stephen Chu, School of Public Health (re-appointment – three years).
- (b) Adjunct Associate Professor: Graeme Hart, School of Public Health (re-appointment – three years).
- (c) Adjunct Professor: Professor Jim McLennan, School of Psychological Science (re-appointment – to 31 December 2010).

432.4 STANDING COMMITTEES OF ACADEMIC BOARD

432.4.1 Report of the Curriculum, Teaching and Learning Committee: 20 May 2009

The Board received report AB09/75.

(a) *Policies and procedures*

The Board **resolved** to endorse, for referral to Council, the Grades of the University Policy and the associated Schedule of Assessment Grades and Administrative Codes, as detailed in Attachment A to AB09/75, **subject to** the inclusion of the different types of assessment codes.

Dir. AS

(b) *Programs Committee: course approvals*

The Board **resolved** to endorse the following course proposals:

EO(AB)

- (i) a proposal from the Faculty of Science, Technology and Engineering for closure of the Bachelor of Agricultural Science and the Bachelor of Chemical Sciences offerings on the Albury-Wodonga and Bendigo Campuses, as detailed in Attachment B to AB09/76.
- (ii) a proposal from the Faculty of Science, Technology and Engineering for closure of the Bachelor of Chemical Sciences offering on the Bundoora Campus, as detailed in Attachment C to AB09/76.

- (iii) a proposal from the Faculty of Science, Technology and Engineering for a new coursework double Masters' degree to be taught at Bundoora from Semester 2, 2009, as detailed in Attachment D to AB09/76.
- (iv) a proposal from the La Trobe International College for course approval and accreditation of the Foundation Studies Program, as detailed in Attachment E to AB09/76.

In response to a query whether many students would be affected by the course closures in the Faculty of Science, Technology and Engineering, it was noted that the courses had low enrolments and the closures would have no impact on students.

(c) *Curriculum, Teaching and Learning Committees*

The Board noted the Committee had received progress reports from the following committees:

- Learning Spaces and Technologies Committee.
- Student Admission, Retention and Success Committee.
- Programs Committee.

(d) *Report of the Student Forum*

The Board noted that the Report of the Student Forum, held to gather student opinions on curriculum, teaching, learning and technology, could be found at: <http://www.bsabendigo.com.au/>

(e) *The Curriculum, Teaching and Learning Centre*

The Board noted Committee members had been updated on the programs for Semester 2 offered by the Curriculum, Teaching and Learning Centre. Of particular significance was the launch of the first subject in the new 60 credit point Graduate Certificate in Higher Education. It was also noted that there were 20-minute 'Lecture Theatre AV Equipment Orientation' workshops available.

432.4.2 Report of the Research and Graduate Studies Committee: 29 May 2009

The Board received report AB09/76.

(a) *Panel Membership for Independent Review of the use of animals*

The Board noted that the Chair for the Independent Review of the Use of Animals Panel would be Professor Ross Day, an Adjunct Professor at La Trobe, who had extensive experience in this area. Professor Day would be assisted by Dr David Phillips, Director, Research Services, as Executive Officer.

(b) *Policies and Procedures*

The Board noted that the following policies had been withdrawn from the agenda:

- o Research Contracts, Grants, Consultancies, Collaborations and Joint Ventures Policy, as detailed in Attachment 1 to AB09/76.
- o Personal Outside Work Policy, as detailed in Attachment 3 to AB09/76.

The Board **resolved** to endorse, for referral to Council, the following policies and procedures:

- o Research Centres and Institutes Policy and Procedures, as detailed in Attachment 2 to AB09/76.
- o Publication of Research Findings Policy, as detailed in Attachment 4 to AB09/76.

(c) *Reports of Sub-Committees and Working Parties*

The Board noted that the Committee had received the minutes of the Human Ethics Committee held on 20 April 2009 and an ERA Steering Committee update.

EO(AB)

432.5 OTHER MATTERS

432.5.1 Centre for Dialogue 2008 Annual Report

The Board received and noted report AB09/77, the Centre for Dialogue 2008 Annual Report.

PART C: MATTERS FOR INFORMATION

432.6 ITEMS FOR INFORMATION

432.6.1 Minutes of the Faculty Boards

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

- | | |
|---------------------------------------|---------------|
| (a) Education: 19 February 2009 | FOE-FB09-010M |
| (b) Health Sciences: 23 February 2009 | FB01230209M |

432.6.2 Minutes of the Library Committee: 27 April 2009

The Board received and noted the minutes of a meeting of the Library Committee held on 27 April 2009, as detailed in report LIB09/15(M).

PART D: DISCUSSION

432.7 AUQA preparations

Dr Julie Jackson, Pro Vice-Chancellor (Quality Enhancement), spoke to a presentation that can be accessed at the following link:

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

Discussion

The Board noted that La Trobe needed to improve its quality of record keeping and management of information. It was suggested that announcements regarding available benchmarking information could be made via UniNews. The Pro Vice-Chancellor (Quality Enhancement) agreed that there were many ways that the University could improve on the reporting of benchmarking information to the University community, including:

- Annual production of a mini quality portfolio.
- Annual reporting of indicators to Academic Board and Council by the Vice-Chancellor.

The Chair thanked Dr Jackson and noted that a link to the AUQA portfolio would be added to the Academic Board website:

<http://www.latrobe.edu.au/quality/portfolio/2009-performance-portfolio.html>

The meeting closed at 10.30am.

**NEXT MEETING: 9.30am
Wednesday 12 August 2009
Council Chamber
John Scott Meeting House
Bundoora Campus**

CONFIRMED BY CHAIR _____ DATE _____