

LA TROBE UNIVERSITY

ACADEMIC BOARD

Minutes of the four hundred and thirtieth meeting of the Academic Board held in the Council Chamber, John Scott Meeting House, La Trobe University, Bundoora Campus on Wednesday 18 March 2009 at 9.30am

**PRESENT:** Professor M Rimmer (Chair), Professor C Adams, Professor K Ahmed, Ms L A Basser, Professor A Brennan, Dr A Brookes, Professor P Broadbridge, Professor T Brown, Professor J Chen, Dr L Crase, Professor D de Vaus, Professor A Dewe, Professor G Durden, Professor G Farrell, Mr K Farrell, Dr K Ferguson, Professor D Finlay, Professor T Fitzgerald, Ms M Frederico, Professor N Gough, Professor C Handley, Professor N Hoogenraad, Mr D Howell, Ms D Huang, Mr G Jamieson, Professor P Johnson (Vice-Chancellor), Professor M Lake, Ms L Lavender, Dr K Legge, Dr C Lenard (*vice* Dr G Byrne), Professor L Ling, Dr J McArdle, Ms V Mansel Lees, Dr E Michael, Professor T Murray, Dr H Nicholas, Dr J Oates, Dr S O'Keefe, Mr C Palmer, Professor R Parish, Professor S Paxton, Professor V Prain, Dr G Prince, Professor B Probert, Professor M Robertson, Dr M Ryan, Ms F Sheean, Dr J Sheed, Dr J Sita, Dr K Souter, Professor A Street, Professor H Swerissen, Dr G Thomas, Dr J Thompson, Dr B Usher and Professor E Willis.

**SECRETARIAT:** Ms A Cowburn

**IN ATTENDANCE:** Professor D Altman, Mr B Carboon, Professor C Bigby, Mr D Ensor, Professor Z Hoque, Mr S Houston, Professor G Lamb and Professor A Perry.

**PART A: PROCEDURAL MATTERS**

**(i) Apologies and Attendance**

The Chair welcomed the following new members to Academic Board: Professor Philip Broadbridge, Professor Noel Gough, Professor Tanya Fitzgerald, Professor Margaret Robertson and Dr Glyn Thomas.

Apologies were received from Professor T Angelo, Dr Sue Beeton, Dr Andrew Brookes, Dr Graeme Byrne, Professor Simon Crowe, Dr Kerry Fitzmaurice, Mr Peter Foreman, Professor Raymond Harbridge, Dr Linsey Howie, Dr Julie Jackson, Dr Elizabeth Johnson, Professor Gary Magee, Ms Katherine Nix, Ms Joanne Rayner, Dr Doug Rogers, Professor Mark Sandeman, Dr Jennifer Sheed, Professor Leann Tilley 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 AB09/22.

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

The Board received report AB09/23 and noted the following matters which had been approved on its behalf since its last meeting:

- (a) Award of degrees and conferring of awards *in absentia*, as detailed in Attachment A to AB09/23.
- (b) Membership of Committees:
  - (i) Library Committee [*amendment*], as detailed in Attachment B to AB09/23.

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

The Board received and noted tabled paper AB09/24, 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:

- Government's Response to the Bradley Review
- Finance and Resources Planning: Student Load
- Major Funding Proposals: Education Investment Fund
- La Trobe Rural Health School
- La Trobe Institute for Molecular Science (LIMS)

Government's Response to the Bradley Review: Discussion

It was queried what the implications would be for the University's profile as a result of the seemingly unspecified and open-ended system with regard to high and low cost courses. The Vice-Chancellor advised that the government was proposing a "free market" where Universities would have to respond to market pressures. As a result the government budget could blow out significantly if there was a high demand for high cost programs. Certain issues (ie equity and access goals or delivering a certain number of professionals) may affect the Government's decisions on funding.

How could La Trobe University generate income for any additional support that may be required? The Vice-Chancellor advised that universities may need to bargain with the government for higher support. It was clear that the University would need to change its approach to learning support which required expansion and additional resources. More accessible pathways for students also needed to be developed.

As universities move from a uniform approach to the sector, a set of alternatives may emerge. What regulatory controls may be in place in the future? Is it possible that there could be new entrants in the market? The Vice-Chancellor speculated that there most likely would not be much restructuring prior to 2012. Beyond that there may be some deregulation of the sector with a number of new entrants (including private sector operators, TAFEs) which would require universities to defend their market position, forcing some tough decisions to be made regarding what is offered and what should be expanded upon.

Would there be any inter-university cooperation with regard to the proposed research hubs? The Vice-Chancellor advised that inter-university cooperation would be desirable, but it would appear that hubs would be based at separate universities.

**PART B: MATTERS FOR APPROVAL**

**430.1 CONFIRMATION OF THE MINUTES**

The minutes of the meeting held on 11 February 2009 [AB09/20(M)] were confirmed.

**430.2 ITEMS APPROVED WITHOUT DISCUSSION**

**430.2.1 Award of Degrees and Diplomas**

The Board received report AB09/25 and **resolved** to endorse the award of degrees and diplomas, rescission of awards, conferring of awards *in absentia* and award of higher degrees as detailed therein.

AEGTO/  
RGSO

**430.2.2 Establishment of prizes**

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

- (a) Faculty of Science, Technology and Engineering: Astrid Renehan 2<sup>nd</sup> Year Pharmacy Award, as detailed in report AB09/26.
- (b) Faculty of Science, Technology and Engineering: Ionix Security Award to Maxsum Solutions Award [*name change*], as detailed in report AB09/27.
- (c) Faculty of Science, Technology and Engineering: Priggs Pharmacy Award to Rochester Pharmacy Award [*name change*], as detailed in report AB09/28.

Fac. Reg.  
Ms D Lynn  
Ms K Allitt

- (d) Faculty of Science, Technology and Engineering: Information Technology Mentor's Award, as detailed in report AB09/29.
- (e) Faculty of Science, Technology and Engineering: Information Technology Unit Prize, as detailed in report AB09/30.
- (f) Faculty of Health Sciences: Otto Bock Clinical Excellence Award, as detailed in report AB09/31.

#### 430.2.3 Adjunct Appointments

The Board received report AB09/32 and noted that the Vice-Chancellor had recently made the following adjunct appointments:

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Officer, HR

- (a) Adjunct Associate Professor: Dr Jeanne Daly, Mother and Child Health Research (initial appointment – to 31 March 2012).
- (b) Adjunct Professor: Professor Brent Fisse, School of Law (re-appointment – three years).
- (c) Adjunct Professor: Dr Ian Dunn, School of Law (re-appointment – three years).
- (d) Honorary Associate: Dr John Schutz, Mathematics.
- (e) Adjunct Associate Professor: Dr Julian Feller, School of Physiotherapy (re-appointment – three years).

#### 430.2.4 Report of the Honorary Awards Committee

The Board received report AB09/33, the Report of the Honorary Awards Committee, which had met on 10 March 2009.

EO(AB)

The Board **resolved** to endorse, for referral to Council, that the title Emeritus Professor be conferred on the following former members of staff:

- (a) Professor Dimitrie George Stephenson – Zoology, Faculty of Science, Technology and Engineering.
- (b) Professor Robin Jeffrey – Politics, Faculty of Humanities and Social Sciences.

The Board also **resolved** to endorse, for referral to Council, that the title Emeritus Scholar be conferred on the following former members of staff:

- (a) Dr Bruce James – Chemistry, Faculty of Science, Technology and Engineering.
- (b) Dr Richard Zann – Zoology, Faculty of Science, Technology and Engineering (posthumous award).
- (c) Dr Oliver Mendelsohn – Law, Faculty of Law and Management.
- (d) Dr Richard Luke – Agriculture, Faculty of Science, Technology and Engineering.

#### 430.2.5 Award of 2008 D M Myers Medals

The Board received report AB09/34 and **resolved** to award 2008 D M Myers Medals to:

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AEGTO

- Education: Megan Elizabeth Webster
- Health Sciences: Nadia Maree Costa/Andrew Michael McMillan
- Humanities and Social Sciences: Gabrielle Catherine Elizabeth Hodge
- Law and Management: Robert Kelly
- Science, Technology and Engineering: Connie Sew Niouk Li Wai Suen

#### 430.2.6 Alumni Award - 2008

The Board received report AB09/35 and **resolved** to award a 2008 Alumni Award to:

Fac. Reg./  
AEGTO

- Health Sciences: Ms Sarah Jane Malone

430.3 STANDING COMMITTEES OF ACADEMIC BOARD

430.3.1 Report of the Curriculum, Teaching and Learning Committee: 25 February 2009

The Board received report AB09/36.

(a) *Certificate IV in Aboriginal Cultural Heritage Management*

The Board **resolved** to endorse a proposal from the Faculty of Humanities and Social Sciences to offer a Certificate IV in Aboriginal Cultural Heritage Management, as detailed in Attachment A to AB09/36.

Fac. Reg.

(b) *Composition, Membership and Terms of Reference*

The Board **resolved** to endorse the amendments to the composition, membership and terms of reference of the Curriculum, Teaching and Learning Committee, as detailed in Attachment B to AB09/36.

EO(CTLC)

(c) *Review and Re-Mark of Students' Academic Work policy and procedures*

The Board **resolved** to endorse the proposal from the Division of Academic Services to introduce a Review and Re-Mark of Students' Academic Work policy and procedures, as detailed in Attachment C to AB09/36.

Dir.AS

(d) *Enabling Courses policy and procedures*

The Board **resolved** to endorse a proposal from the Office of the Pro Vice-Chancellor (Quality Enhancement) to establish an Enabling Courses policy and associate procedures, as detailed in Attachment D to AB09/36.

PVC(QE)

(e) *Report on the Review of the Graduate Certificate in Higher Education*

The Board noted that the Education Faculty Board had endorsed the Report on the Review of the Graduate Certificate in Higher Education and all recommendations. The Faculty had advised that they would work with the Curriculum, Teaching and Learning Centre to reshape the course as recommended in the review report and would seek to develop pathways from the Graduate Certificate in Higher Education into a Master of Higher Education and a Doctor of Higher Education.

The Board **resolved** to endorse the proposed actions of the Faculty of Education regarding the report on the review of the Graduate Certificate in Higher Education and the recommendations contained therein.

Fac. Reg.

(f) *The Role and Purpose of Sub-Committees*

The Board noted that the Committee had received the proposed new academic Board Committee structure and the draft composition and terms of reference for sub-committees of the Curriculum, Teaching and Learning Committee. It was also noted that the sub-committees may not be formally established prior to the May meeting of Academic Board.

(g) *New Evaluation Tools – Student Feedback on Subjects and Student Feedback on Teaching*

The Board noted that the Committee had received examples of the new evaluation tools – Student Feedback on Subjects and Student Feedback on Teaching – which should be available in mid-March.

(h) *Curriculum Green Paper*

The Board noted that the Committee had discussed the green paper on *Curriculum Review and Renewal at La Trobe University*, the report and recommendations of the Curriculum Taskforce. Feedback had been positive and there appeared to be strong support for the key issues. Among the recommendations, six issues had arisen that would require working parties of the Curriculum, Teaching and Learning Committee. These were:

- ICT and support learning
- Budget model
- Language learning
- Honours and Masters
- Multi campus teaching
- Flexible teaching

**430.3.2 Report of the Research and Graduate Studies Committee: 28 November 2008**

The Board received report AB09/37.

(a) *Centre for Technology Infusion*

The Board **resolved** to endorse the draft Constitution of the Centre for Technology Infusion, as detailed in Attachment A to AB09/37.

EO(RGSC)

(b) *Excellence in Research for Australia*

The Board noted that the University had successfully participated in the Australian Research Council's SEER (System to Evaluate Excellence in Research) pilot for material on the Physics, Chemistry and Earth Sciences discipline cluster. The activity raised a number of issues which would aid in planning for the full ERA exercise.

(c) *Review of the Australian Institute for Primary Care*

The Board noted that the Committee had received and approved the report on the review of the Australian Institute for Primary Care. The AIPC had evolved from a group established to undertake contract research to one increasingly involved in competition for national grants. The Institute now had a target of 20% of funding from schemes in the National Competitive Grants Index.

(d) *Conduct of Research*

The Board noted that the Committee had been disappointed in the lack of interest in training sessions and seminars on conduct and integrity in research and advocated the development of on-line training modules as a requirement for new staff and postgraduate students. The Committee had approved the appointment of Professor A Brennan and Professor L Tilley to the working party from 2009.

**430.3.3 Report of the Research and Graduate Studies Committee: 6 March 2009**

The Board received report AB09/38.

(a) *Research Strategic Plan 2009-2012*

The Board noted that the draft Research Strategic Plan 2009-2012 is to be presented at a future date.

DVC(R)

The Deputy Vice-Chancellor reported that the Research and Graduate Studies Committee had discussed the latest developments regarding Excellence in Research for Australia and advised that the University's Research Strengths should:

- (1) be described by four digit Fields of Research (FoRs), with four digit FoRs being represented in at most one Research Strength;

<p>(2) consist of FoRs which will, in the best belief of the relevant faculties, be strongly evaluated under ERA and, in particular, must qualify for ERA rating. Minimally the nominated FoRs should be strong amongst universities in Australia – for example, at least in the top third of universities in that field in Australia.</p> <p>(3) be subject to revision when more information and ERA evaluations become available.</p>	
<p>It was noted that all eligible researchers would be invited by email to go to an on-line website to list their publications from 2002-2007. This information could provide opportunities for the University to utilise this data to present a good case for additional research funding.</p>	
<p>(b) <i>Research Operational Plan 2009-2012</i></p>	
<p>The Board <b>resolved</b> to endorse the draft Research Operational Plan 2009-2012, as detailed in Attachment 1 to AB09/38.</p>	<p>DVC(R)/ EO(RGSC)</p>
<p>(c) <i>Administration of Human Ethics</i></p>	
<p>The Board <b>resolved</b> to endorse the revised procedures and terms of reference for the University Human Ethics Committee, as detailed in Attachment 2 to AB09/38.</p>	<p>EO(RGSC)</p>
<p>(d) <i>Research Centres and Institutes</i></p>	
<p><i>Institute for Social Participation</i> The Board <b>resolved</b> to endorse the draft constitution of the Institute for Social Participation, as detailed in Attachment 3 to AB09/38.</p>	<p>EO(RGSC)</p>
<p><i>Institute for Human Security</i> The Board <b>resolved</b> to endorse the draft constitution of the Institute for Human Security, as detailed in Attachment 4 to AB09/38.</p>	<p>EO(RGSC)</p>
<p><i>Institute for Social and Environmental Sustainability</i> The Board <b>resolved</b> to endorse the draft constitution of the Institute for Social and Environmental Sustainability, as detailed in Attachment 5 to AB09/38.</p>	<p>EO(RGSC)</p>
<p><i>Research Centre for Contemporary Greek Studies</i> The Board <b>resolved</b> to endorse the draft constitution of the Research Centre for Contemporary Greek Studies, as detailed in Attachment 6 to AB09/38.</p>	<p>EO(RGSC)</p>
<p><i>Graeme Clark Centre for Bionic Ear and Neurosensory Research</i> The Board <b>resolved</b> to endorse the draft constitution of the Graeme Clark Centre for Bionic Ear and Neurosensory Research, as detailed in Attachment 13 to AB09/38.</p>	<p>EO(RGSC)</p>
<p><i>Olga Tennison Autism Research Centre</i> The Board <b>resolved</b> to endorse the draft constitution of the Olga Tennison Autism Research Centre, as detailed in circulated Attachment 14 to AB09/38.</p>	<p>EO(RGSC)</p>
<p><i>Research Centre Template Constitution</i> The Board <b>resolved</b> to endorse the draft Research Centre template constitution, as detailed in Attachment 7 to AB09/38.</p>	<p>EO(RGSC)</p>
<p>(e) <i>Intellectual Property Policy</i></p>	
<p>In response to concerns that were raised regarding the alterations that had been made to the previous Intellectual Property Policy, the Deputy Vice-Chancellor (Research) agreed to defer this item to allow for further discussion and consultation.</p>	<p>DVC(R)/ EO(RGSC)</p>
<p>(f) <i>Outside Work Policy</i></p>	
<p>The Board <b>resolved</b> to endorse, for referral to Council, the Outside Work Policy, as detailed in Attachment 9 to AB09/38.</p>	<p>EO(RGSC)</p>

(g) *Membership, University Human Ethics Committee*

The Board noted the amended membership of the University Human Ethics Committee, as detailed in Attachment 10 to AB09/38.

(h) *Membership, Animal Ethics Committee*

The Board noted the amended membership of the Animal Ethics Committee, as detailed in Attachment 11 to AB09/38.

(i) *ARC Discovery Applications*

The Board received and noted a report on the number of ARC Discovery applications by School and Faculty, as detailed in Attachment 12 to AB09/38.

#### 430.4 OTHER MATTERS

##### 430.4.1 Abolishment of the award of Personal Chairs

The Board received and noted report AB09/39, a proposal from the Deputy Vice-Chancellor to abolish the award of Personal Chairs. It was noted that the introduction of criteria for promotion to Level E offered a viable pathway for staff to progress to professorial level and that the University should abolish the award of Personal Chairs.

The Board **resolved** to endorse the recommendation that the award of Personal Chairs be abolished.

Snr Appts  
Officer, HR

##### 430.4.2 Humanities Academic Skills Unit: Annual Report 2008

The Board received and noted report AB09/40, the 2008 Annual Report of the Humanities Academic Skills Unit.

##### 430.4.3 English Language Entry Requirements policy

The Board received and noted report AB09/41, a proposal from the Office of the Pro Vice-Chancellor (Quality Enhancement) to introduce an English Language Entry Requirements Policy.

The Board **resolved** to endorse the introduction of an English Language Entry Requirements policy, as detailed in report AB09/41.

EO(AB)

##### 430.4.4 Professorial Appointments: proposed amendments to HRM Section 4.1

The Board received and noted report AB09/42 a proposal to amend Section 4.1 of the Human Resources Manual. It was noted that that a detailed review of the committee structures and procedures for academic appointments across all levels would occur within the next 12 months. Pending the review, there were aspects of the procedures for the selection and appointment of professors which were deemed unnecessary.

The Board **resolved** to endorse the following amendments to procedures:

1. that Academic Board no longer be required to approve to refilling/establishing of professorial positions prior to advertising;
2. that Academic Board no longer be required to appoint the selection committees;
3. that the size of selection committees be reduced from 7-9 members to 5-7 members, with the following composition:
  - (a) Vice-Chancellor or nominee
  - (b) Deputy Vice-Chancellor  
or  
Deputy Vice-Chancellor (Research)
  - (c) Dean of faculty or when the dean is an applicant, nominee of the Vice-Chancellor
  - (d) Head of school, or when the head is an applicant, a representative of the school elected by members of the school

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(e) One other external persons of professor equivalent standing

Optional

(f) Up to two nominees to ensure representation of both genders or to provide for additional expertise

Every selection committee should contain at least two members of each gender, and, if the statutory membership does not fulfil this condition, the dean must nominate additional member(s) as provided for in (f) above.

The provision in (e) above is intended to cover cases where strong links outside the University (e.g. with industry or CSIRO) are relevant or appropriate, and nominees should be of suitably senior standing.

4. that in cases where the number of category A applicants is small (4 or less) the sub-committee of the selection committee which ranks the applications may recommend that these applicants proceed to interview. Only in cases where the category A list comprises 5 or more applicants would it be necessary to convene a meeting of the full committee to reduce the "long list" to a "short list" for interview.
5. that the selection committee will make a recommendation to the Vice-Chancellor, who will have the authority to approve the appointment, and will report the outcome of the selection process to the Academic Board.

#### **430.4.5 International Engagement Plan**

The Board received and noted report AB09/43, the La Trobe University International Engagement Plan, which was collaboratively developed by the Pro Vice-Chancellor (Quality Enhancement), the Associate Deans International and La Trobe International.

The Board **resolved** to endorse the adoption of the La Trobe University International Engagement Plan, as detailed in report AB09/43.

PVC(QE)

#### **430.4.6 Academic Year: 2010**

The Board received and noted report AB09/44, a report from the Curriculum, Teaching and Learning Committee regarding the 2010 academic year.

It was noted that a special meeting of the Committee had been held to discuss some of the key issues associated with the construction of the academic year, standard teaching periods and key dates. There had also been some consideration of a 12 week semester. It had been agreed that there were very complex issues involved and that a working party would be established to provide recommendations regarding the 2011 academic year to the Board by the end of the year.

There was a query regarding whether there would be a mid year supplementary/special exam period in 2010. The Director, Academic Services, advised that the dates for the mid year supplementary/special exam period were still to be confirmed but were listed in Appendix 1 as 26 July to 6 August.

The Board **resolved** to endorse:

- (a) That Semester 1 commence on Monday 1 March 2010.
- (b) That Supplementary/Special Examinations revert to an early January time period (6-13 January in 2010).
- (c) That the 2010 Academic Year be adopted by the University, as detailed in Appendix 1 to report AB09/44.

Dir.AS

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

#### **430.5 ITEMS FOR INFORMATION**

##### **430.5.1 Minutes of the Faculty Boards**

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

- (a) Humanities and Social Sciences: 5 November 2008                      LHUSS/FB2008/76M
- (b) Humanities and Social Sciences: 4 February 2009                      LHUSS/FB2009/44M



(c) Law and Management: 3 December 2008

FLM/FB08/07M

The meeting closed at 10.55am.

**NEXT MEETING: 9.30am**  
**Wednesday 13 May 2009**  
**Council Chamber**  
**John Scott Meeting House**  
**Bundoora Campus**

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

**DATE** \_\_\_\_\_