

LA TROBE UNIVERSITY

ACADEMIC BOARD

Minutes of the four hundred and thirty-first meeting of the Academic Board held in the Council Chamber, John Scott Meeting House, La Trobe University, Bundoora Campus on Wednesday 13 May 2009 at 9.30am

PRESENT: Professor M Rimmer (Chair), Professor C Adams, Professor T Angelo, Ms L A Basser, Dr S Beeton, Professor A Brennan, Professor J Brett, Dr A Brookes, Professor P Broadbridge, Dr A Brookes, Professor T Brown, Dr G Byrne, Professor J Chen, Dr L Crase, Professor S Crowe, Dr M Davidson, Professor D de Vaus, Professor A Dewe, Professor K Dodd, Mr K Farrell, Dr K Ferguson, Dr K Fitzmaurice, Mr P Foreman, Ms M Frederico, Professor N Gough, Professor C Handley, Professor R Harbridge, Dr A Harvey, Professor N Hoogenraad, Professor Z Hoque, Mr D Howell, Dr L Howie, Ms D Huang, Dr J Jackson, Mr G Jamieson, Dr E Johnson, Professor P Johnson (Vice-Chancellor), Dr T Joiner, Professor D Kirkby, Dr A Kokavec, Professor M Lake, Ms L Lavender, Dr K Legge, Professor L Ling, Ms K Long-Davidson, Dr J McArdle, Professor G Magee, Ms V Mansel Lees, Dr W Ng, Dr H Nicholas, Ms K Nix, 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 J Sheed, Dr J Sita, Dr K Souter, Dr J Thompson, Professor L Tilley, Dr D Wilkinson and Professor E Willis.

SECRETARIAT: Ms A Cowburn

IN ATTENDANCE: Mr L Batchelor, Professor C Bigby, Mr B Carboon, Ms L Carey, Dr J Carr, Ms R di Corpo, Dr M Durer, Mr D Ensor, Ms J Gorman, Mr S Houston, Mr P Lodhiya, Mr L Lyell, Professor G Sullivan Mort and Ms S Went.

PART A: PROCEDURAL MATTERS

(i) Apologies and Attendance

The Chair welcomed the following new members to Academic Board: Dr Andrew Harvey and Professor Zahirul Hoque.

Apologies were received from Professor David Finlay, Professor Tanya Fitzgerald, Dr Tony Jarvis, Dr Ewen Michael, Professor Tim Murray, Ms Fran Sheean, Professor David Spencer, Professor Annette Street, and Professor Hal Swerissen.

(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 AB09/47.

(iv) Matters approved on behalf of Academic Board

The Board received report AB09/48 and noted the following matters which had been approved on its behalf since its last meeting:

- (a) Award of degrees, award of higher degrees and conferring of awards *in absentia*, as detailed in Attachment A to AB09/48.
- (b) Establishment of Prizes:
 - (i) Faculty of Health Sciences: Aquatic Physiotherapy Group Prize [*amendment*], as detailed in Attachment B to AB09/48.
 - (ii) Faculty of Health Sciences: The Henry Schein Halas First Year Prize, as detailed in Attachment C to AB09/48.

- (iii) Bendigo Campus: Richard & Claire Guy Regional Planning Bursary, as detailed in Attachment D to AB09/48.
- (iv) Faculty of Health Sciences: Colgate-Palmolive Academic Award in Dentistry, as detailed in Attachment E to AB09/48.
- (v) Faculty of Health Sciences: Colgate-Palmolive Academic Award Oral Health, as detailed in Attachment F to AB09/48.
- (c) Membership of Committees:
 - (i) Library Committee, as detailed in Attachment G to AB09/48.
- (d) Course proposal:
 - (i) A proposal from the Faculty of Science, Technology and Engineering to introduce a Master of Civil Engineering (Sustainable Infrastructure) (MCEng) and Master of Civil Engineering (Sustainable Infrastructure) (MCEng(Hons)), as detailed in Attachment H to AB09/48.
- (e) Report of Selection Committee:
 - (i) Dean, Faculty of Humanities and Social Sciences, as detailed in tabled confidential Attachment I to AB09/48.

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

The Board received and noted circulated paper AB09/49, 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:

- Strategic Planning Update: Bradley Review of Higher Education
- Deputy Vice-Chancellor (International and Future Students)
- Appointment of Dean, Faculty of Humanities and Social Sciences
- Major Funding Proposals: Education Investment Fund
 - (a) La Trobe Rural Health School
 - (b) La Trobe Institute for Molecular Science (LIMS)
- Disability and Social Inclusion Issues
 - (a) Funding for Autism Specific Early Learning and Care Centre
 - (b) La Trobe Lifeskills Memorandum of Understanding
- Articulation Agreement with NMIT
- Swine Influenza
- LTU awarded Employer of Choice for Women Citation for 2009

Federal Budget

The Vice-Chancellor announced that in last night's Federal Budget La Trobe University was the recipient of \$123.7 million from the Education Investment Fund to establish the La Trobe Rural Health School in Bendigo and the La Trobe Institute for Molecular Sciences at Bundoora. This funding was seen to be a clear vote of confidence in the University and the Vice-Chancellor congratulated all who had been involved in the preparation of these successful bids. The Board noted La Trobe received 13% of the total allocation of the Education Investment Fund which was \$934 million.

PART B: MATTERS FOR APPROVAL

431.1 CONFIRMATION OF THE MINUTES

The minutes of the meeting held on 18 March 2009 [AB09/45(M)] were confirmed.

431.2 ITEMS APPROVED WITHOUT DISCUSSION

431.2.1 Award of Degrees and Diplomas

The Board received report AB09/50 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

431.2.2 Establishment of prizes

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

- (a) Faculty of Law and Management: Australian Taxation Office Prize for Advanced Tax Law, as detailed in report AB09/51.
- (b) Faculty of Law and Management: Peter Murphy Research Prize, as detailed in report AB09/52.

Fac. Reg.
Ms D Lynn
Ms K Allitt

431.2.3 Adjunct Appointments

The Board received report AB09/53 and noted that the Vice-Chancellor had recently made the following adjunct appointments:

Snr Appts
Officer, HR

- (a) Adjunct Professor: Professor Sibao Shen, School of Law (initial appointment – three years).
- (b) Adjunct Professor: Ms Muriel Bamblett, School of Social Work and Social Policy (initial appointment).
- (c) Adjunct Associate Professor: Ms Annette Jackson, School of Social Work and Social Policy (initial appointment).
- (d) Adjunct Professor: Ms Kathleen (Jan) Carter, School of Social Work and Social Policy (initial appointment).
- (e) Adjunct Senior Lecturer: Dr Peter Martin, Faculty of Education (initial appointment).
- (f) Adjunct Associate Professor: Dr Michael Murray, ACEBAC (re-appointment – two years).
- (g) Adjunct Associate Professor: Dr Sally Garratt, ACEBAC (re-appointment – two years).
- (h) Adjunct Professor: Professor Olga Krupkova, School of Engineering and Mathematical Sciences (initial appointment – three years).
- (i) Adjunct Professor: Professor Willy Sarlet, School of Engineering and Mathematical Sciences (initial appointment – three years).
- (j) Adjunct Professor: Professor Demeter Krupka, School of Engineering and Mathematical Sciences (initial appointment – three years).
- (k) Adjunct Associate Professor: Dr John Roberts, School of Engineering and Mathematical Sciences (initial appointment – three years).
- (l) Adjunct Associate Professor: Dr Jennifer McIntosh (re-appointment – one year).
- (m) Adjunct Associate Professor: Dr Julia Shelley, ARCSHS (re-appointment – until 31 December 2009).
- (n) Adjunct Professor: Professor Peter Trudgill, RCLT (re-appointment – three years).
- (o) Adjunct Associate Professor: Dr Virginia Lewis, Australian Institute for Primary Care (initial appointment).
- (p) Adjunct Associate Professor: Dr Peter Howard, School of Public Health (initial appointment – one year).
- (q) Honorary Visitor: Dr Hamidreza Farrokh Islamlou, Mother and Child Health Research Centre (6-month period).
- (r) Adjunct Associate Professor: Dr Patricia Buckley (initial appointment – 3 years).

431.2.4 Membership of Committees

- (a) *Committee on Outside Studies Programs*

The Board **resolved** to approve the following appointments to the Committee on Outside Studies Programs:

- Dr Lorraine Staehr – Faculty of Science, Technology and Engineering *vice* Dr Edith Bavin (appointment to October 2009).
- Professor Zahirul Hoque – Faculty of Law and Management *vice* Professor Peter Murphy (appointment to October 2009).

Snr Appts
Officer, HR

431.3 STANDING COMMITTEES OF ACADEMIC BOARD

431.3.1 Report of the Curriculum, Teaching and Learning Committee: 29 April 2009

The Board received report AB09/54.

<p>(a) <i>Membership</i></p> <p>The Board resolved to endorse the addition of four co-opted members to the membership of the Curriculum, Teaching and Learning Committee, as follows:</p> <ul style="list-style-type: none"> • Mr Shem Macdonald, Educational Designer, Faculty of Education • Dr Hester Joyce, Lecturer, Cinema Studies Program • Dr John Shannon, Senior Lecturer, School of Economics & Finance • Dr Peter Cartwright, Lecturer, Biochemistry 	<p>EO(AP)</p>
<p>(b) <i>Access to assessed material retained by the University policy and procedures</i></p> <p>The Board resolved to endorse, for referral to Council, the Access to Assessed Material Retained by the University policy and procedures, as detailed in Attachment A to AB09/54.</p>	<p>EO(AB)</p>
<p>(c) <i>Review of La Trobe University International College</i></p> <p>The Board received and noted the Review of the Foundation Studies and Diploma Program offered by La Trobe University International College report and the action plan developed, as detailed in Attachment B to AB09/54.</p> <p>The Board resolved to endorse the action plan developed regarding the recommendations outlined in the Review of the Foundation Studies and Diploma Program offered by La Trobe University International College report.</p>	<p>PVC(QE)/ Dir.LTIC</p>
<p>(d) <i>Comparability of assessment and subject review form, comparability of assessment (moderation) guidelines, and guidelines for interpreting the different instance of a subject procedures</i></p> <p>The Board resolved to endorse the comparability of assessment and subject review form, comparability of assessment (moderation) guidelines, and guidelines for interpreting the different instances of a subject procedures, as detailed in Attachment C to AB09/54.</p>	<p>PVC(QE)/ Dir. AS/ Policy Officer</p>
<p>(e) <i>Course approvals</i></p> <p>The Board resolved to endorse the following course proposals:</p> <ol style="list-style-type: none"> (i) a proposal from the Faculty of Science, Technology and Engineering to revise the course structure of the Bachelor of Pharmacy, as detailed in Attachment D; (ii) a proposal from the Faculty of Humanities and Social Sciences to change the name of the Bachelor of Arts in Contemporary European Studies to the Bachelor of European Studies; (iii) a proposal from the Faculty of Education to introduce the Master of Teaching (P-12), as detailed in Attachment E; (iv) a proposal from the Faculty of Health Sciences to offer the Bachelor of Human Services and Master of Social Work double degree at the Mildura Campus, as detailed in Attachment F; (v) a proposal from the Faculty of Health Sciences to offer the existing Bachelor of Health Sciences and Master of Podiatric Practice and Bachelor of Health Sciences and Master of Podiatric Practice (Honours) at Bendigo and other regional campuses, as detailed in Attachment G; (vi) a proposal from the Faculty of Health Sciences to offer the existing Bachelor of Health Sciences and Master of Speech Pathology and Bachelor of Health Sciences and Master of Speech Pathology (Honours) at Bendigo and other regional campuses, as detailed in Attachment H; (vii) a proposal from the Faculty of Health Sciences to introduce the Bachelor of Health Science and Master of Paramedic Practice and Master of Paramedic Practice, as detailed in Attachment I; (viii) a proposal from the Faculty of Health Sciences to offer the first year of the existing Bachelor of Health Sciences and Master of Occupational Therapy Practice at the Albury-Wodonga, Shepparton and Mildura campuses, as detailed in Attachment J; 	<p>Fac. Reg./ Dir. AS</p>

- (ix) a proposal from the Faculty of Health Sciences to offer the first year of the existing Bachelor of Health Sciences and Master of Physiotherapy Practice and Bachelor of Health Sciences and Master of Physiotherapy Practice (Honours) at the Albury-Wodonga, Shepparton and Mildura campuses, as detailed in Attachment K;
- (x) a proposal from the Faculty of Health Sciences to offer the Bachelor of Social Work (Honours) at the Mildura campus, as detailed in Attachment L;
- (xi) a proposal from the Faculty of Humanities and Social Sciences to change the name of the Diploma of Arts (Graphic Design) to the Diploma of Graphic Design;
- (xii) a proposal from the Faculty of Health Sciences to introduce the La Trobe University Initial Registration for Overseas Nurses (IRON) non award course, as detailed in Attachment M;
- (xiii) a proposal from the Faculty of Science, Technology and Engineering to offer the Bachelor of Information Technology through the Australian Campus Network in two streams, as detailed in Attachment N:
 - Two semesters per annum over 156 weeks; and
 - Three semesters per annum over 104 weeks;
- (xiv) A proposal from the La Trobe University International College to change the name of the Diploma programs which were previously names “Exit Year 11” and “Exit Year 12” to the following:
 - Diploma of Information Systems (Standard Entry);
 - Diploma of Information Systems (Accelerated Entry);
- (xv) the following articulation agreement tables:
 - TAFE NSW Riverina Institute/Faculty of Science, Technology and Engineering: Advanced Diploma of Civil Engineering Design 8011/Bachelor of Civil Engineering, Bendigo Campus; and
 - Canberra Institute of Technology/Faculty of Science, Technology and Engineering: Advanced Diploma of Civil Engineering (Structural Design)/Bachelor of Civil Engineering, Bendigo Campus.

(f) *New Executive Officer*

The Board noted that the Committee welcomed Ms Rebecca di Corpo, Executive Officer (Academic Programs), a new staff member in the Governance, Planning and Policy Unit who would be providing secretariat support to the Curriculum, Teaching and Learning Committee and its sub-committees.

(g) *Multi-campus teaching*

The Board noted that a communication campaign regarding the guidelines concerning how staff should prepare themselves for multi-campus teaching would be undertaken before the start of second semester.

(h) *Learning Technologies Sub-Committee*

The Board noted that the Committee had received and noted the minutes of the Learning Technologies Sub-Committee held on Monday 30 March 2009.

(i) *Curriculum White Paper*

The Board noted that the Committee had received, noted and discussed the draft Curriculum White Paper.

(j) *Promotions Policy and Procedures*

The Board noted that the Committee had received and noted the draft La Trobe University Academic Promotions Policy and Procedures and a promotions matrix.

(k) *Implications of a recent Supreme Court Decision – Freedom of Information Act 1982 (Vic.)*

The Board noted that the Committee had received an issues paper provided by the Director, Academic Services, and the Pro Vice-Chancellor (Quality Enhancement) regarding the implications of a recent Supreme Court case (*University of Melbourne v. McKean*) which had considered whether a student had the right to access examination papers and examination marking guides for subjects that the student had undertaken. The University of Melbourne had not wanted to release an examination and two marking guides requested because it used their content in an electronic bank of possible examination questions and related marking guides. Based on a strict interpretation of the *Freedom of Information Act 1982 (Vic.)*, the Supreme Court found against the University.

(l) *Graduate Attributes: Numeracy or Quantitative Reasoning*

The Board noted that there had been no consensus on numeracy or quantitative reasoning as a graduate attribute and that resources would be required to support the embedding of numeracy in the curriculum and as a graduate attribute.

(m) *Bendigo Student Association Student Forum*

The Board noted that the Committee had received and noted a report on a student forum held to gather student opinions on curriculum, teaching, learning and technology provided by the President of the Bendigo Student Association.

(n) *Learning Languages other than English Working Party*

The Board noted that the Committee had established a Learning Languages other than English Working Party. Members were to include:

- Ms Anamaria Ducasse
- Dr Kaori Okano
- Dr Howard Nicholas
- Mr Lachlan Batchelor

431.3.2 Report of the Research and Graduate Studies Committee: 1 May 2009

The Board received report AB09/55.

(a) *Independent Review of the use of animals in research and teaching at La Trobe University*

The Board noted the draft terms of reference provided by the Bureau of Animal Welfare for the independent review of the use of animals in research and teaching at La Trobe University, as detailed in Attachment 1 to AB09/55. It was also noted that a list of nominations for panel members had been compiled.

(b) *Research Strategic Plan*

Refer to item 4.4.

(c) *Policies and procedures*

The Board **resolved** to endorse, for referral to Council, the following policies and procedures, as detailed in Attachment 3 to AB09/55:

- Research Student Selection Criteria procedures
- Supervision of Research Students procedures
- Support for Research Postgraduates procedure
- Examination of Research Theses procedures
- Policy on the Management of Research Data and Records
- Intellectual Property Policy

EO(AB)

(d) *Reports of Sub-Committee and Working Parties*

The Board noted that the Committee had received and noted minutes from the Higher Degrees Committee (Research) meeting number 200, the Animal Ethics Committee meeting number 118 and the ERA Steering Committee meeting held on 2 April 2009. The Animal Ethics Committee Annual Report for 2008 and the Annual Report of the Publications Committee for 2008 had also been received and noted.

(e) *Institute for Molecular Science*

The Board **resolved** to endorse a name change and inclusion of members from other faculties in the revised constitution of the Institute for Molecular Science (previously the Australian Institute for Molecular Medicine), as detailed in Attachment 4. It was noted that the revisions to the constitution would make the Institute one of four cross-Faculty, cross-disciplinary Institutes in the Research Plan.

Dir. Research

431.4 OTHER MATTERS

431.4.1 Professionalising the Board, Reforms to Committees and Policies & Annual Reporting on Academic Quality

The Board received and noted report AB09/56, a proposal from the Chair, Academic Board, to professionalise the Board, reform the Board's committees and policies and report annually on academic quality. The Chair spoke to the report.

The Board **resolved** to endorse:

Professionalising the Board:

- (a) The inclusion of the Chair of Academic Board in the membership of the Planning and Resources Committee. Dir. GPPU
- (b) The provision of costs for a 0.4 time release for the Chair and a 0.2 time release for a Deputy Chair from the next election cycle (term commencing February 2010). ED, HR
- (c) The provision of a small annual budget (\$10,000) for Academic Board to provide for the following costs: ED, F&RP
 - Conference expenses.
 - Function expenses.
 - Travel expenses for regional student representatives.
 - Induction training.
- (d) The development and establishment of an induction program for new Academic Board members. Chair/EO(AB)
- (e) The development and establishment of annual (self) review of Academic Board. Chair/EO(AB)
- (f) The addition of senior student administrators (eg. the Director, Academic Services/Registrars) to the ex-officio membership of Academic Board. Chair/EO(AB)

Reforms to Committees and Policies:

- (a) The proposed new Academic Board committee structure, as detailed in Attachment D. EO(AB)
- (b) The revised composition, membership and terms of reference for the Research and Graduate Studies Committee, as detailed in Attachment E. Dir. R
- (c) The establishment of new Academic Board policy committees: EO(AB)
 - Student Engagement Committee, as detailed in Attachment F.
 - International Committee, as detailed in Attachment G, **subject to** the addition of a student representative nominated by the SRC.
 - Regional Committee, as detailed in Attachment H, **subject to** the addition of a student representative nominated by a regional student body.
- (d) The establishment of the following sub-committees of Academic Board policy committees: EO(AP)
 - Admissions, Retention and Success Committee (to replace the Selection and Enrolment Committee), as detailed in Attachment I.
 - Learning Technologies Committee, as detailed in Attachment J.
 - Programs Committee, as detailed in Attachment K.
- (e) The disbandment or phasing out of the following Academic Board committees: EO(AB)
 - Academic Committee.
 - Committee of Inquiry.
 - Committee on Intellectual Property.
 - Publications Committee.

- Academic Misconduct Review Committee.
- Academic Progress Review Committee.
- Higher Degrees Appeals Committee.
- Higher Degrees Academic Misconduct Review Committee.
- Faculty Academic Promotions Committee
- Selection Committee for Personal Chairs
- Standing Committee on Level D Academics
- Standing Committee on Level E Academics

Annual Reporting on Academic Quality:

(a) The introduction of annual reporting on academic quality from:

- the major policy committees to the Board; and
- the Chair to Council.

The following measures are indicative of what may be monitored:

- Admissions policy (are we admitting students who are unlikely to succeed?)
- Assessment policy (what proportion of subjects comply?)
- Different instances of a subject (again – what proportion of subjects comply?)
- Student feedback on subjects/teaching (what is the incidence of surveys/what is our performance like/what follow-up occurs?)
- Course lifecycle policy (are we following a schedule – where are the Review reports?)
- Organisational Unit Review Policy (again – are we following a schedule & where are the reports?)
- Research Integrity Policy (what is the incidence of reported problems/have we reportable data on research ethics application success rates?)

Chair

The Board noted that the effectiveness of the recommendations would be reviewed after two years.

EO(AB)

It was queried what form the proposed Appeals Committee would take. The Chair advised that he would discuss this with the Director, Legal Services, and further information would be provided to the next Board meeting.

It was noted that LUPA had requested to be involved in the student representative network that had been established in 2008. It was suggested that the student groups should consult between themselves regarding this issue.

431.4.2 Curriculum Review and Renewal: White Paper

The Board received and noted circulated report AB09/57, Curriculum Review and Renewal: White Paper. The Deputy Vice-Chancellor spoke to the report.

It was requested that the first paragraph of the introduction be amended to include some additional words clarifying that the University was not only interested in recruiting students with low cultural capital.

DVC/Prof J
Brett

A motion that the Curriculum, Teaching and Learning Committee continue to consider the inclusion of numeracy or quantitative skills as a graduate capability was defeated. It was noted that there had been much debate about this topic and the University would be moving forward and designing a non-compulsory subject to provide these types of skills to students.

The Board **resolved** to endorse the Curriculum Review and Renewal White Paper and the recommendations contained therein, **subject to** amendment to the introduction.

DVC

The recommendations are listed below:

Recommendation 1:

That all undergraduate programs adopt the following shared La Trobe University graduate capabilities, to be defined in appropriate discipline or field-specific terms, and to be assessed against agreed standards of student achievement:

- Writing
- Speaking
- Inquiry/research
- Critical thinking

Creative problem-solving
Team work.

Recommendation 2:

That student learning be promoted by the explicit adoption of additional discipline or field-specific learning outcomes which are clearly defined at appropriately high standards of achievement.

Recommendation 3:

That all programs map the introduction, development, assessment and evaluation of these shared graduate capabilities and discipline- or field-specific learning outcomes within and across their constituent subjects.

Recommendation 4:

That all programs develop and offer 'cornerstone' subjects – or provide the equivalent – in the first semester of enrolment, which will provide all students with a strong foundation for academic success and enable:

- a) the identification of students at risk in terms of general academic literacy;
- b) the identification of students at risk in terms of their specific preparation for the program of study; and
- c) the provision, as required, of early support for students identified as being at risk.

Recommendation 5:

That all programs assess student progress against agreed program outcomes and University-level graduate capabilities mid-program (at the end of first year, or at an appropriate point in second year) to provide staff and students with formative feedback needed to improve curriculum and teaching effectiveness and student learning success.

Recommendation 6:

That all programs develop and offer a final year 'capstone' subject, or equivalent, to provide an effective culmination point for programs as well as to offer students orientation to opportunities for further study, employment and career development.

Recommendation 7:

That programs and faculties be encouraged to identify and develop, with support from the University, appropriate ways to educate students about the challenges to individuals and communities posed by climate change, globalisation and inequality, with particular attention paid to how these phenomena may affect students' chosen careers and lives as educated citizens.

Recommendation 8:

That programs and faculties be encouraged to identify and develop, with support from the University, appropriate ways to educate students about the history and culture of Australia's Indigenous peoples, and the broader significance of cultural diversity.

Recommendation 9:

That all programs employ meaningful, measurable and transparent key indicators and standards of academic quality, student learning, and student success in ongoing monitoring, annual evaluation and planning processes, program reviews, and other similar processes.

Recommendation 10:

That the University's Orientation and first-year experience programs should be designed, coordinated, and evaluated by a University-wide steering group, including student representation, reporting to the Deputy Vice Chancellor.

Recommendation 11:

That academic and language support resources and staff be embedded in the Faculties, as far as practicable, and allocated strategically to support and develop the capacities of those students with the greatest need.

Recommendation 12:

That the University provides student administration and services across the spectrum, including enrolment, career services, and alumni service, in a co-ordinated and learning-centred way.

Recommendation 13:

That the University ensure that the development of teaching and learning technologies and learning spaces, both real and virtual, be undertaken in a co-ordinated and learning-centred way.

Recommendation 14:

That central funding be provided to encourage Schools and Faculties to support the participation of their teaching staff in the range of staff development programs on offer.

Recommendation 15:

That all continuing and casual academic staff and relevant library staff engaged in teaching, tutoring, and/or providing academic support be required to complete the appropriate University programs on effective, research-based teaching and learning, unless they have already successfully completed an equivalent program elsewhere.

Further, that all new academic teaching and academic support staff be required to complete the relevant program(s) during their first twelve months of full-time employment.

It is also recommended specifically that:

- All casual lecturers and tutors be required to participate in a three-hour workshop on effective teaching.
- All continuing academic staff with teaching responsibilities be required to participate in a three-day workshop on principles and practices of effective teaching and subject design at La Trobe University.

In answer to a query regarding when the steering group to review the University's Orientation and first-year experience would be established (recommendation 10), the Pro Vice-Chancellor (Equity and Student Services) advised that it would be established immediately, aiming for implementation before Orientation 2010.

431.4.3 Academic Promotions Policy & Procedures and Promotion Evidence Matrix

The Board received and noted report AB09/58, the draft Academic Promotions Policy and Procedures and a promotion evidence matrix. The Deputy Vice-Chancellor spoke to a presentation outlining the changes which can be accessed at the following link:

<http://www.latrobe.edu.au/academicboard/assets/downloads/Papers-09/May/promotions%20powerpoint%20presentation.pdf>

The Board **resolved** to endorse, for referral to Council, the Academic Promotions Policy and the Academic Promotions Procedures.

EO(AB)

It was requested that the planned Q and A sessions be held at all campuses.

DVC

431.4.4 Research Strategic Plan

The Board received and noted report AB09/59, the draft Research Plan 2009-2012. The Deputy Vice Chancellor (Research) spoke to the report, noting that the Appendices are not part of the plan, although parts of the Plan refer to the Appendices. Appendix A will be revised as additional data becomes available.

It was noted that the Research Plan 2009-2012 was a "living" document that would be amended as required.

Professor Chen noted the inapplicability of SCOPUS as a citation measure for Law. Professor Adams also noted limitations of citations as a measure of quality, and that the proportion of quality journals included in SCOPUS in some of the disciplines of the Faculty of Law and Management was currently so small, that any comparison across universities was meaningless.

The Board **resolved** to endorse the adoption of the Research Plan 2009-2012. It was noted that Appendix A would not be made available as a public document.

DVC(R)

431.4.5 Vice-Chancellor's Report of Senior Academic Appointments

The Board received and noted report AB09/60, advice regarding the following senior academic appointments made by the Vice-Chancellor:

- Dr Karl Alexander Adelaar, Associate Professor of Linguistics, School of Communication, Arts and Critical Enquiry.
- Dr Amanda Richdale, Principle Research Fellow, Olga Tennison Autism Research Centre, School of Psychological Science.
- Professor John Rosenberg, Deputy Vice-Chancellor (International and Future Students).

431.4.6 The Philippines Australia Studies Centre Annual Report

The Board received and noted report AB09/61, the Philippines Australia Studies Centre Annual Report.

431.4.7 The 6th Annual Report of the Thesis Eleven Centre

The Board received and noted report AB09/62, the 6th Annual Report of the Thesis Eleven Centre.

431.4.8 2009 AUQA Audit Portfolio: request for Members' input

The Board received and noted report AB09/63, an invitation from the Pro Vice-Chancellor (Quality Enhancement) for members to comment on the first draft of the 2009 AUQA Audit portfolio, which can be viewed at the following link: <http://www.latrobe.edu.au/quality/2009-performance-portfolio.html>

All comments should be provided to the Pro Vice-Chancellor (Quality Enhancement) via email at quality@latrobe.edu.au by 22 May 2009.

PART C: MATTERS FOR INFORMATION

431.5 ITEMS FOR INFORMATION

431.5.1 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: 4 March 2009 | LHUSS/FB2009/53M |
| (b) Law and Management: 3 March 2009 | FLM/FB09/01M |

The meeting closed at 11.20am.

NEXT MEETING: 9.30am
Wednesday 10 June 2009
Council Chamber
John Scott Meeting House
Bundoora Campus

CONFIRMED BY CHAIR _____

DATE _____