



## ACADEMIC BOARD

Minutes of the four hundred and eighty-fourth meeting of the Academic Board held in the Council Chamber, John Scott Meeting House, La Trobe University, Melbourne Campus on Wednesday 11 November 2015 at 9.30am.

**Present:** Professor Simon Crowe (Chair), Professor Christine Bigby (Deputy Chair), Dr Lisa Amir, Professor Tony Baker, Professor Andrew Brennan, Professor Michael Clarke, Professor John Dewar (Vice-Chancellor), Dr Kerry Fitzmaurice, Ms Margarita Frederico, Dr Elspeth Frew, Dr Deborah Gleeson, Dr Peter Green, Dr Darren Henry, Ms Jasmine Ingram, Mr Greg Jamieson, Dr Stephen Kent, Dr Jennifer Laing, Professor Betty Leask, Professor Jane Long, Professor Tony McGrew, Dr Carol McKinstry (*via videoconference*), Professor Meg Morris, Mrs Susan Nalder, Dr Chris Pakes, Ms Jennifer Peasley, Dr Luke Pendergast, Dr Alison Ravenscroft, Ms Gemma Saccasan, Dr Martin Steinbauer, Mr Robert Stephenson (*via videoconference*), Dr Guinever Threlkeld, Dr Chris Van Der Poel, Dr Peter Vitartas and Professor Eleanor Wertheim.

**Secretariat:** Angela Cowburn, Senior Executive Officer, Governance and Policy Services.

**In Attendance:** Dr MaryAnne Aitken, Mr Matt Brett, Dr Melody Carter (*vice* Dr Bill McGuiness), Professor Kay Crossley, Dr Richard Frampton, Professor Amanda Kenny (*via videoconference*), Ms Natalie MacDonald, Mr Leon Morris, Dr Carolyn O'Dwyer and Professor Susan Paxton.

### PART A – PROCEDURAL MATTERS

|   | ACTION |
|---|--------|
| <p><b>(i) Apologies &amp; Membership</b></p> <p>Apologies were received from Professor Paula Baron, Ms Lee Ann Basser, Professor Philip Broadbridge, Dr Buly Cardek, Professor Amalia Di Iorio, Professor Leigh Drake, Dr David Hoxley, Dr Catherine Lang, Professor Sue Martin, Dr Bill McGuiness, Dr Deborah Neal, Professor Keith Nugent, Professor Robert Pike, Dr Julie Rudner, Ms Jillian Scanlon, Dr Christopher Scanlon, Professor Brian Smith, Professor Richard Speed, Dr Gwenda Tavan and Dr Lawrie Zion.</p> <p>The Chair acknowledged that this was the final Academic Board meeting for the student members coming to the end of their term of office and thanked them for their contributions to the Board and the University.</p> <p>The Chair provided particular thanks to Emeritus Professor Andrew Brennan who was retiring at the end of the year. He will be sorely missed at the Board where he had been a constant contributor and a wonderful adjudicator for a number of debates.</p> |        |
| <p><b>(ii) Approval of Agenda</b></p> <p>The Board <b>resolved to approve</b> the Agenda, as circulated, <b>subject to</b> the starring of the following item:</p> <p>3.3 Report of the Coursework Committee: 15 October 2015</p>   |        |

**(iii) Outstanding Matters**

The Board received and noted report AB15/96.

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

The Board received, noted and ratified report AB15/97, a summary of matters which had been approved by the Chair or Deputy Chair on behalf of the Board:

- (a) Emeritus Professor Nomination: Andrew Brennan, as detailed in Attachment A to AB15/97.
- (b) Honorary Degree Nomination: The Hon John Brumby, as detailed in Attachment B to AB15/97.
- (c) Coursework Committee
  - A proposal from the Coursework Committee to change the title of:
    - Graduate Diploma in Development Studies to the Graduate Diploma of International Development (AGDST);
    - Graduate Certificate in Development Studies to the Graduate Certificate of International Development (ACDST)
  - as detailed in Attachment C to AB15/97.

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

The Board received and noted circulated paper AB15/98, the Report of the Vice-Chancellor, which can be located at the following link:

<https://unite.latrobe.edu.au/sites/sc/sgc/abc/abmeeting2015/Paper/8/98-VCsReport-November2015.pdf>.

**Discussion:**

- In response to a query regarding what actions the University was taking regarding the low assessment in some instances of 'research environment' by ARC Grants panel members– whereby good overall reports from assessors did not match up with the panel assessments – it was suggested that there should be more LTU staff on panels. It was also noted that the University is talking with the ARC President about this issue.

**PART B – MATTERS FOR APPROVAL**

**484.1 Confirmation of Minutes**

The minutes of the meeting held on 14 October 2015 [AB15/94(M)] were confirmed.

**484.2 Items for Approval not requiring discussion**

**484.2.1 Award of Degrees and Diplomas**

The Board received circulated report AB15/99 and **resolved to approve** the award of degrees and diplomas and award of higher degrees as detailed therein.

AEGTO  
RO

#### 484.2.2 Establishment of Prizes

The Board **resolved to approve** the amendment of the following prize:

- (a) College of Arts, Social Sciences and Commerce: Peter Murphy Research Prize, as detailed in report AB15/100.

MgrUE  
T Noone  
A&A  
GenMgr

#### 484.3 Standing Committees of Academic Board

##### 484.3.1 Report of Academic Quality Committee: 21 October 2015

The Board received report AB15/101 and noted that the Academic Quality Committee had considered the following items at a meeting held on 21 October 2015:

- (a) Report of the Chair.  
(b) Membership.  
(c) Academic Policy Monitoring and Compliance Report.  
(d) Delays in Response by Policy Owners to Policy Review Requests - Update.  
(e) TEQSA.  
(f) Proposed Meeting Dates 2016.

EO(AQC)

##### 484.3.2 Report of Admissions Committee: 29 October 2015

The Board received report AB15/102 and noted that the Admissions Committee had considered the following items at a meeting held on 29 October 2015:

- (a) Articulation Agreements:

*College of Science, Health and Engineering*

Bendigo Kangan Institute

- o Diploma of Information Technology Networking/Bachelor of Information Technology
- o Certificate IV in Allied Health Assistance (BKI-LTU 004)/Bachelor of Health Sciences (Melbourne)
- o Certificate IV in Allied Health Assistance (BKI-LTU 026)/Bachelor of Health Sciences (Bendigo)
- o Certificate IV in Dental Assisting/Bachelor of Health Sciences

Sunraysia Institute of TAFE

- o Diploma of Information Technology Networking/Bachelor of Information Technology

Bachelor of Human Services and Master of Social Work at La Trobe

- o Diploma of Community Services Work at Bendigo Kangan Institute (both Melbourne and Bendigo)
- o Diploma of Community Services Work at Chisholm Institute
- o Diploma of Community Services Work at Wodonga Institute
- o Diploma of Community Services Work at Sunraysia Institute

*College of Arts, Social Science and Commerce*

Bendigo Kangan Institute

- o Certificate IV in Conservation and Land Management/Bachelor of Outdoor Recreation Education
- o Diploma of Conservation and Land Management/Bachelor of Outdoor Education (Educational Nature Tourism)
- o Diploma of Early Childhood Education and Care/Bachelor of Early Learning
- o Articulating into the Bachelor of Business/Bachelor of Accounting
  - Diploma of Management

- Diploma of Human Resource Management
- Diploma of Accounting
- Advanced Diploma of Accounting
- Diploma of Human Resource Management
- Diploma of Management
- Advanced Diploma of Management
- Diploma of Travel and Tourism

Wodonga Institute of TAFE

- Diploma of Photo Imaging/Bachelor of Creative Arts (Photography)
- Certificate IV in Outdoor Recreation Education/Bachelor of Outdoor Recreation Education
- Diploma of Accounting
- Advanced Diploma of Accounting
- Diploma of Events

Sunraysia Institute of TAFE

- Certificate IV in Conservation and Land Management/Bachelor of Outdoor Recreation Education
- Certificate IV in Design/Bachelor of Creative Arts
- Certificate IV in Visual Arts/Bachelor of Creative Arts
- Certificate IV in Agribusiness/Bachelor of Business/Bachelor of Business (Accounting)

Chisholm Institute

- Articulating into the Bachelor of Business/Bachelor of Business (Accounting)
  - Advanced Diploma of Business
  - Diploma of Project Management
  - Diploma of Management
  - Advanced Diploma of Management
  - Diploma of Accounting
  - Advanced Diploma of Accounting
  - Diploma of Human Resource Management
  - Diploma of Business Administration
  - Diploma of Events
  - Diploma of Hospitality
  - Diploma of Sports Development
  - Diploma of Travel and Tourism

Melbourne Polytechnic

- Articulating into the Bachelor of Business/Bachelor of Business (Accounting)
  - Diploma of Human Resource Management
  - Diploma of Marketing
  - Advanced Diploma of Marketing
  - Diploma of International Business
  - Diploma of Accounting

TAFE NSW Riverina Institute

- Articulating into the Bachelor of Business/Bachelor of Business (Accounting)
  - Diploma of Management
  - Diploma of Human Resource Management
  - Advanced Diploma of Management
  - Advanced Diploma of Management (Human Resources)
  - Diploma of Accounting

(b) Admissions Policy and Procedures.

(c) La Trobe Comparative Performance on Selected Equity Measures.

- (d) 2015 Aspire Students
- (e) Aspire Early Admissions Program Update.
- (f) Update on Direct Applications for Semester 1, 2016.

The Board **resolved to approve** the following revised Admissions Policy and Procedures, **subject to** the provision of a Policy Cover Sheet:

- Admissions Policy
- Admissions – Application and Selection Procedure
- Admissions – Widening Participation and Selection Procedure
- Admissions – Deferral Procedure
- Admissions – Transfer Procedure

EO(AC)  
EO(Policy)

#### **484.3.3 Report of Coursework Committee: 15 October 2015**

The Board received report AB15/103 and noted that the Coursework Committee had considered the following items at a meeting held on 15 October 2015:

- (a) Chair's Report.
- (b) Matters Arising from the Minutes.
- (c) Course Submissions from the Colleges of ASSC and SHE.
- (d) 2015 Membership Survey and Annual Review.
- (e) Final Meeting Date for 2015.

The Board **resolved to approve** the following course submissions, as detailed in Attachment One to AB15/103:

(a) *New Courses*

College of Science, Health and Engineering

- Master of Mental Health Nursing HMMN
- Graduate Diploma in Mental Health Nursing HGMM

(b) *Course Revisions*

College of Arts, Social Sciences and Commerce

- Bachelor of Arts ABA – change to name of the Media major
- Bachelor of Accounting LBCSY
- Master of Community Planning and Development AMCPD and the Graduate Diploma of Community Planning AGCPD
- Master of International Development AMIDV and the Graduate Diploma of International Development AGDST
- Graduate Diploma in Strategic Communication AGSC, Master of Strategic Communication AMSTC – name change to Graduate Diploma in Communication (Public Relations) and Master of Communication (Public Relations)
- Graduate Diploma in Journalism Innovation AGJI, Master of Journalism Innovation AMJI – name change to Graduate Diploma in Communication (Journalism Innovation) and Master of Communication (Journalism Innovation)
- Graduate Diploma in International Relations AGIR, Master of International Relations AMIRL
- Graduate Diploma in International Development AGDST, Master of International Development AMIDV
- Graduate Diploma in Community Planning and Development AGCPD, Master of Community Planning and Development AMCPD

College of Science, Health and Engineering

- Master of Clinical Audiology HMAUD
- Bachelor of Applied Science and Master of Clinical Audiology HZHCCA

EO(CC)  
GenMgrs  
DD SAdm

- Master of Dietetic Practice HMDP
- Bachelor of Paramedic Practice and Bachelor of Public Health HZPPNW, HZPPNB, HZPPNM, HZPPNP
- Bachelor of Biological Sciences SBBIS
- Bachelor of Biological Sciences (Advanced Science) SBBASA
- Bachelor of Bioscience SBBIO
- Bachelor of Information Technology SBITD
- Bachelor of Information Technology SBITSD
- Bachelor of Human Services and Master of Social Work HZSK
- Bachelor of Human Nutrition HBHN and the Bachelor of Human Nutrition HBHNHK

(c) *Course Closure*

College of Science, Health and Engineering

- Master of Business Information Systems RMBIS

The dissatisfaction of students regarding changes to the Botany degree were raised. The Head of the Department of Ecology, Environment and Evolution advised that he had been active in responding to students concerns on-line but was happy to speak to any concerned students.

**484.3.4 Report of Education Committee: 28 October 2015**

The Board received report AB15/104 and noted that the Education Committee had considered the following items at a meeting held on 28 October 2015:

- Chair's Report.
- Reports from Service and Academic Units.
- Subject and Course Co-ordination Policy and Procedures.
- Revisions to the Different Instances of a Subject Policy and Procedures.
- Revisions to the Subject Online Minimum Presences Policy and Procedures.
- Consultant's Report and Revisions to the Academic Progress, Intervention and Monitoring Policy and Procedures.
- Revision to the Education Committee's Terms of Reference.
- Report from the AARU.
- Final Report from AI Working Group.
- La Trobe Comparative Performance on Selected Equity Measures 2011-2014.
- Report on Student Success and Retention.

The Board **resolved to approve:**

- the Course and Subject Coordinators Policy; Course Coordinators Procedure; and Subject Coordinators Procedure, as detailed in Attachment One to AB15/104.
- revisions to the Subject Minimum Online Presence Policy and Subject Minimum Online Presence Procedure, as detailed in Attachment Two to AB15/104.
- revisions to the Academic Progress Monitoring and Intervention Policy and Academic Progress Monitoring and Intervention Procedure, as detailed in Attachment Three to AB15/104.
- the revisions to the Terms of Reference of the Education Committee, as detailed in Attachment Four to AB15/104.

EO(Policy)  
EO(EC)

**484.3.5 Report of Research and Graduate Studies Committee: 23 October 2015**

The Board received report AB15/105 and noted that the Research and Graduate Studies Committee had considered the following items at a meeting held on 23 October 2015:

- (a) Survey Software Tools.
- (b) Progress on Research Platforms.
- (c) Research Centres Review and Implementation.
- (d) Priorities for Research in 2016.
- (e) Sub-Committee Reports.
  - Animal Ethics Committee*
    - Minutes of meetings held on 13 August 2015 and 17 September.
    - Revisions to the Animal Ethics Committee Terms of Reference and Animal Ethics Procedure
  - Genetic Manipulation Supervisory Committee*
    - Minutes of a meeting held on 29 July 2015
    - 2014 GMSC Annual Report
  - Board of Graduate Research*
    - Report for the meeting held on 19 August 2015.
    - 2014 Annual Report of the Higher Degrees Committee
    - Revised Board of Graduate Research Terms of Reference
- (f) Research Data Management Working Group Report.
- (g) Research Centres and Institutes Annual Reports.
  - Judith Lumley Centre 2014
  - La Trobe Institute for Molecular Science 2014
  - Olga Tennison Autism Research Centre 2014-2015

The Board **resolved to approve**:

- (i) the revised Research Misconduct Procedure, as detailed in Attachment B to AB15/105.
- (ii) the new Research Integrity: Higher Degree Student Research Misconduct Procedure, as detailed in Attachment C to AB15/105.
- (iii) the Research Integrity – Schedule of Responses and Penalties for Higher Degree Student Research Misconduct, as detailed in Attachment D to AB15/105.
- (iv) the revised Animal Ethics Committee Terms of Reference, as detailed in Attachment E to AB15/105.
- (v) the revised Animal Ethics Procedure, as detailed in Attachment F to AB15/105.
- (vi) the revised Board of Graduate Research Terms of Reference, as detailed in Attachment G to AB15/105.

EO(Policy)  
EO(RGSC)

**484.4 Other Matters**

**484.4.1 Educational Partnerships Policy**

The Board received report AB15/106 and **resolved to approve** the:

- Educational Partnerships Policy
  - Educational Partnerships – Agreement Procedure
  - Educational Partnerships – Third Party Teaching Arrangements Procedures
- subject to** the provision of a Policy Cover Sheet.

SDVC  
EO(Policy)

**484.4.2 Emeritus Professor Nomination: Barry Carr**

The Board received report AB15/107 and **resolved** to **approve** the proposal from the Head, School of Humanities and Social Sciences, as endorsed by the Vice-Chancellor, to confer the title of Emeritus Professor on Professor Barry Carr.

EO(AB)

**484.4.3 Higher Doctorate Examination: Professor Tim Murray**

The Board received report AB15/108 and **resolved** to **approve** the proposal from the Higher Doctorate Examination Committee that the award of Doctor of Letters be conferred upon Professor Timothy Murray.

DGR

**484.4.4 Recommendation for Posthumous Award: McIntyre**

The Board received report AB15/109 and **resolved** to **approve** the proposal from the Board of Graduate Research, as endorsed by the Deputy Vice-Chancellor (Research), that the award of Master of Visual Arts be conferred posthumously to Ms Elizabeth McIntyre.

DVC(R)  
DGR

**484.4.5 Establishment of a Committee of Inquiry**

The Board received report AB15/110 and **resolved** to **approve** the appointment of the following members to a Committee of Inquiry, established under Section 8 of the *Degrees, Diplomas and Other Awards Statute 2009*:

EO(AB)  
DirLS  
MgrG&PS

- Professor Paula Baron
- Dr Christopher Scanlon
- Dr Anthony Gendall

**PART C – MATTERS FOR INFORMATION**

**484.5 Matters for Information**

**484.5.1 Adjunct Appointments**

The Board received report AB15/111 and noted that the Vice-Chancellor and Senior Deputy Vice-Chancellor had recently approved the following adjunct appointments:

HR

- Adjunct Professor: Professor Pei Likun, School of Psychology and Public Health, College of SHE (appointment – 3 years).
- Adjunct Professor: Professor Ewa Roos, Allied Health - Sports Science, College of SHE (appointment – 3 years).
- Adjunct Associate Professor: Dr Phil Bowman, School of Applied Systems Biology (appointment – 3 years).

**484.5.2 Report of the Academic Promotions Committee: October 2015**

The Board received the Report of the Academic Promotions Committee: October 2015 and noted that the persons named therein had been promoted, as detailed in report AB15/112.

EO(APC)



**PART D – DISCUSSION**

**484.6 Teaching Quality at La Trobe**

Professor Jane Long, Senior Deputy Vice-Chancellor, spoke to a presentation regarding Teaching Quality at La Trobe, student feedback and initiatives in response to student experience feedback, which can be accessed at the following link:

<https://unite.latrobe.edu.au/sites/sc/sgc/abc/abmeeting2015/Useful%20resources/8/Jane%20Long%20-%20Teaching%20Quality.pdf>

Professor Tony McGrew, Pro Vice-Chancellor, College of Arts, Social Science and Commerce reported that the College had established a Portfolio Development Group that was focused on student satisfaction, retention and success. The College were also concentrating on infrastructure investment and the improvement of teaching spaces.

Professor Tony Baker, APVC (Coursework), College of SHE, then provided a brief outline of the College of Science, Health and Engineering experiences and initiatives in this space.

It was agreed that due to the limited amount of time provided for discussion of these issues, time would be set aside at the February 2016 meeting for further review.

SDVC  
EO(AB)

**484.7 State of the Nation: Vice-Chancellor's Address**

Professor John Dewar, Vice-Chancellor, provided his annual 'State of the Nation' address. The presentation slides can be accessed at the following link:

<https://unite.latrobe.edu.au/sites/sc/sgc/abc/abmeeting2015/Useful%20resources/8/John%20Dewar%20-%20State%20of%20the%20Nation%202015.pdf>

The meeting closed at 11.10am.

**484.8 Next Meeting**

9.30am  
Wednesday 10 February 2016  
Council Chamber  
John Scott Meeting House  
Melbourne Campus

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

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