



## ACADEMIC BOARD

Minutes of the four hundred and ninety-first meeting of the Academic Board held in the Council Chamber, John Scott Meeting House, La Trobe University, Melbourne Campus on Wednesday 12 October 2016 at 9.30am.

**Present:** Professor Christine Bigby (Chair), Professor Paula Baron (Deputy Chair), Dr Julie Andrews, Professor Tony Baker, Ms Emily Bariola, Dr John Bevaqua, Dr Adam Bird, Professor Lynn Bosetti, Professor Philip Broadbridge, Dr Naveen Chilamkurti, Dr Eva Dakich, Professor John Dewar (Vice-Chancellor), Professor Amalia Di Iorio, Dr Kerry Fitzmaurice, Ms Margarita Frederico, Dr Elspeth Frew, Dr Anthony Gendall, Mr Marcus Gheller, Dr Daniel Grant, Dr Peter Green, Professor Mark Gussy (*via videoconference*), Professor Jane Hamilton (*via videoconference*), Dr David Hoxley, Dr Stephen Kent, Professor Patrick Keyzer, Professor Betty Leask, Professor Roger Lumley, Professor Sue Martin, Dr Carol McKinstry (*via videoconference*), Dr Deborah Neal, Professor Keith Nugent, Dr Jodi Oakman, Dr Sue O'Keefe, Ms Jennifer Peasley, Dr Greg Powell, Dr Luke Prendergast, Mr Brent Richie (*via videoconference*), Dr Chris Scanlon, Professor Brian Smith, Professor Richard Speed, Dr Gwenda Tavan, Dr Guinever Threlkeld and Dr Peter Vitartas.

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

**In Attendance:** Dr MaryAnne Aitken, Mr Bo Bonificio, Mr Matt Brett, Professor Leeanne Carey, Dr Richard Frampton, Dr Lil Kennedy, Professor Nicolette Lee, Ms Natalie MacDonald, Professor Chris Mackie, Professor Mary Anne Noone, Professor Susan Paxton, Professor Joanna Poyago-Theotoky and Professor Mark Rose.

### PART A – PROCEDURAL MATTERS

	<b>ACTION</b>
<p><b>(i) Apologies &amp; Membership</b></p> <p>Apologies were received from Dr Lisa Amir, Dr Buly Cardak, Professor Sheila Crewther, Professor Karen Dodd, Professor Leigh Drake, Professor Tanya Fitzgerald, Dr Deborah Gleeson, Professor Andy Hill, Professor Russell Hoye, Dr Greg Jamieson, Professor Catherine Itsiopoulos, Dr Jennifer Laing, Dr Catherine Lang, Professor Jane Long, Dr Bernice Mathisen, Professor Tony McGrew, Dr Bill McGuinness, Mrs Susan Nalder, Professor Chris Pakes, Dr Bruce Pridham, Mr Kelly Smith, Professor Pamela Snow, Dr Damian Spencer, Dr Martin Steinbauer, Mr Robert Stephenson, Dr Suzanne Young and Professor Lawrie Zion.</p>	
<p><b>(ii) Approval of Agenda</b></p> <p>The Board <b>resolved</b> to <b>approve</b> the Agenda, as circulated.</p>	
<p><b>(iii) Outstanding Matters</b></p> <p>The Board received and noted report AB16/93.</p>	

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

The Board received, noted and ratified report AB16/94, a summary of matters which had been approved by the Chair or Deputy Chair on behalf of the Board:

- (a) Award of Degrees and Diplomas, as detailed in Attachment A to AB16/94.
- (b) Academic Quality Committee: composition/membership, as detailed in Attachment B to AB16/94.
- (c) Emeritus Professor Nomination: David Bradley, as detailed in Attachment C to AB16/94.
- (d) Proposal from the College of Science, Health and Engineering, endorsed and referred by the Coursework Committee, for the following course revisions, as detailed in Attachment D to AB16/94:
  - Bachelor of Community Services/Associate Degree Community Services – Chisholm Partnership to be offered at the Dandenong and Frankston Campuses.
  - Bachelor of Healthcare (Nursing Foundation) – Chisholm Institute to be offered at the Berwick and Frankston Campuses.

**(v) Report of the Chair**

The Chair provided a brief verbal update on current issues, including:

- In response to a matter raised at the September meeting regarding setting an additional meeting of Academic Board in December to ensure the timely approval of course proposals, the Chair advised that there were a number of projects underway regarding the course approval process and timelines of course approvals, including:
  - Curriculum Management Governance Group
  - Decision Making Accountability

It was noted that until these projects were concluded and processes revised and implemented, there was a standing practice in place to ensure the timely approval of course submissions over the months when Academic Board did not meet.

- The issue raised at the September meeting regarding an error in the paperwork for the Bachelor of Arts had been fixed and the revised paperwork had been approved out-of-session and would be provided to Academic Board at the November meeting for their ratification.
- A transcript of the Panel Discussion (*What Type of University Do We Want to Have?*) from the previous meeting had been circulated to Board members with the papers and had also been circulated to Council members. It can be accessed at the following link:  
<https://unite.latrobe.edu.au/sites/sc/sgc/abc/abmeeting2016/Useful%20resources/6/WhatTypeofUniversityDoWeWanttoHave-transcript.pdf>.
- The Research Centre Strategic Framework and its associated policies and procedures will be discussed at the November Academic Board meeting.
- New members of the Academic Quality Committee include:
  - Professor Jane Hamilton
  - Dr Jodi Oakman
  - Professor Gillian Sullivan Mort

- The Academic Board executive had attended the annual CABS (Chairs of Academic Boards, Senates & Secretaries) Conference in Fremantle, with the agenda comprising a number of topical items, including:
  - Committee matters and Academic Board innovation.
  - TEQSA presentation on achieving compliance.
  - Academic Freedom
  - Academic Integrity.
  - The student voice.Any presentation slides provided will be uploaded onto the Academic Board Unite site for members' information.
- Sessions will be held regarding the latest marketing research insights. The Vice-President (Administration) will be providing advice to Heads of Schools.
- Due to a large amount of business being carried forward, the November meeting of Academic Board has been extended by 30 minutes. It is hoped that members can also remain for morning tea after the meeting.

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

The Board received and noted circulated paper AB16/95, the Report of the Vice-Chancellor, which can be located at the following link: <https://unite.latrobe.edu.au/sites/sc/sgc/abc/abmeeting2016/Paper/7/95-VCSReport-October2016.pdf>. The Vice-Chancellor spoke to the report and reported the following additional items.

- Higher Education Reform Panel had been announced and included:
  - Peter Noonan
  - Andrew Norton
  - Sally Walker
  - Michelle AllenThe Minister is keen to have the reform package in place by 2018.
- *TEQSA Update*: La Trobe has been undergoing the reaccreditation process. A copy of the draft report should be provided soon, with an opportunity for the University to respond. TEQSA have expressed some concerns, with a number of breaches advised regarding our TNE arrangements and professional accreditation for a number of courses listed on our website. The Vice-Chancellor highlighted the importance of compliance with the University's policies and advised that there had been discussion with the Chair regarding the importance of the role of the Academic Quality Committee in ensuring academic policy compliance.
- Subject Improvement Plans had been reviewed by the Vice-Chancellor who thanked the subject and course conveners and the Associate Pro Vice-Chancellors (Coursework) for their hard work in putting these together.
- The Sunday Night program on Channel 7 had highlighted the issue of sexual assault on University campuses. A review of these issues is part of Project Unified, being led by Dr Corinne Manning, Deputy Directory, Diversity and Inclusion.
- A memorial service had been held for Inga Clendinnen, an internationally renowned historian and former member of La Trobe staff.

- Golden Lanyard (staff giving) time: please donate.

**Discussion:**

- The issue of student satisfaction of teaching and how to improve the data involved by improving response rates was raised. It was suggested that one way to improve response rates was to let students know that their advice was being acted on.

## **PART B – MATTERS FOR APPROVAL**

### **491.1 Confirmation of Minutes**

The minutes of the meeting held on 14 September 2016 [AB16/91(M)] were confirmed.

### **491.2 Items for Approval not requiring discussion**

#### **491.2.1 Award of Degrees and Diplomas**

The Board received circulated report AB16/96 and **resolved to approve** the conferring of awards *in absentia* and award of higher degrees, as detailed therein.

AEGTO  
GRS

### **491.3 Standing Committees of Academic Board**

#### **491.3.1 Report of Admissions Committee: 8 September 2016**

The Board **received** and **noted** AB16/97, the report of the Admissions Committee from a meeting held on 8 September 2016. The following items were considered:

- (a) Articulation Tables.
- (b) Postgraduate Enabling Program.
- (c) Revised English Language Entry Requirements Schedule 1.
- (d) Aspire 2016: Semester 1 Outcomes.
- (e) 2017 Aspire Offer Outcomes.

The Board **noted** that the following Articulation Tables were approved by the Admissions Committee:

*Sunraysia Institute of TAFE*

- Certificate IV Information Technology Networking/Bachelor of Information Technology/Bachelor of Business Information Systems.
- Certificate IV in Business/Bachelor of Business.
- Certificate IV in Commercial Cookery/Bachelor of Business.
- Certificate IV in Leadership and Management/Bachelor of Business.
- Certificate IV in Health Administration/Bachelor of Business.

*Sports Education and Development Australia (SEDA)*

- Certificate IV in Tertiary Preparation/Bachelor of Arts.
- Certificate IV in Tertiary Preparation/Bachelor of Business
- Diploma of Sports Development/Bachelor of Business/Bachelor of Business (Accounting).

*Australian Futures Project Limited*

- 21<sup>st</sup> Century Service (21CS): Solving Complex Problems for Australia's Future/Master of Business Administration.

*Box Hill Institute of TAFE*

- Diploma of Sport Development/Bachelor of Business, **subject to** revision.

*Sunraysia Institute of TAFE*

- Diploma of Hospitality/Bachelor of Business, **subject to** revision.

The Board **resolved to approve:**

- the proposed admissions requirements of the Postgraduate Enabling Program (PEP) for international students, as detailed in Attachment A to AB16/97.
- the Postgraduate Enabling Program as a suitable feeder program into College-agreed and relevant postgraduate programs.
- the delivery of the Postgraduate Enabling Program in Melbourne.
- the proposed amendments to Schedule 1 of the English Language Entry Requirements, as detailed in Attachment B to AB16/97.

EO(AC)  
MgrEP  
DirIR

#### 491.3.2 Report of Coursework Committee: 15 September 2016

The Board **received** and **noted** AB16/98, the report of the Coursework Committee from a meeting held on 15 September 2016. The following items were considered:

- (a) Chair's Report.
- (b) Matters Arising from the Minutes.
- (c) Course Submissions from the Colleges of ASSC and SHE.
- (d) Agricultural and Veterinarian Academic Review Report and Action Plan.
- (e) 2017 Meeting Dates.

The Board **resolved to approve:**

the following course submissions, as detailed in Attachment 1 to AB16/98:

(a) *Course Revisions*

College of Arts, Social Sciences and Commerce

- Bachelor of Commerce LBCOM
- Bachelor of Commerce/Bachelor of Agricultural Science LZCAG
- Bachelor of Commerce/Bachelor of Science LZCOMS
- Bachelor of Commerce/Bachelor of Health Sciences LZCHS
- Bachelor of Commerce/Bachelor of International Relations LZCIR
- Bachelor of Commerce/Bachelor of Arts LZCOMA
- Bachelor of Commerce/Bachelor of Laws LZCOML
- Bachelor of Commerce/Bachelor of Computer Science LZCCS
- Bachelor of Business LBB
- Bachelor of Business (Accounting) LBBC
- Bachelor of Business (Event Management) LBBEM
- Bachelor of Business (Human Resources Management) LBBHR
- Bachelor of Business (Marketing) LBBMK
- Bachelor of Business (Sport Management) LBBS
- Bachelor of Business (Tourism and Hospitality) LBBTH
- Bachelor of Commerce LBCOM (2<sup>nd</sup> revision)
- Bachelor of Finance LBF
- Bachelor of International Business LBIB
- Bachelor of Accounting LBC LBCSY
- Bachelor of Politics, Philosophy and Economics LBPPE
- Bachelor of Business LBB, ECCBW, RBB, RBBM, LMBBP

EO(CC)  
GenMgrs  
DD SAdmin  
APVC(CW)

- Bachelor of Business (Accounting) LBBC, LBBCW, LBBCB, LBBCM, LBBCS (2<sup>nd</sup> revision)
- Bachelor of Business (Event Management) LBEM (2<sup>nd</sup> revision)
- Bachelor of Business (Human Resources Management) LBBHR (2<sup>nd</sup> revision)
- Bachelor of Business (Marketing) LBBMK (2<sup>nd</sup> revision)
- Bachelor of Business (Sport Management) LBBS (2<sup>nd</sup> revision)
- Bachelor of Business (Tourism and Hospitality) LBBTH (2<sup>nd</sup> revision)
- Bachelor of Commerce LBCOM (3<sup>rd</sup> revision)
- Bachelor of Finance LBF (2<sup>nd</sup> revision)
- Bachelor of International Business LBIB (2<sup>nd</sup> revision)
- Bachelor of Arts ABA – cessation of majors

College of Science, Health and Engineering

- Bachelor of Science SBSSI
- Bachelor of Biomedical Science SBMSSI

(b) *New Courses*

College of Science, Health and Engineering

- Bachelor of Health Sciences (Medical Classification) – new exit point from Bachelor of Health Science (Medical Classification)/Bachelor of Health Information Management HZMCHM

The Board also noted:

- (i) that the ratio of campus delivery for the Master of Cybersecurity SMCYC, SMCYL and SMCYB has been amended to deliver completely on a single campus.
- (ii) that the Chair of the Board had approved the revisions to the Bachelor of Community Services HBCS/Associate Degree in Community Services and the Bachelor of Healthcare (Nursing Foundation) HBNDSC out-of-session.
- (iii) that the Coursework Committee endorsed the following meeting dates for 2017:
  - 16 February
  - 16 March
  - 20 April
  - 18 May
  - 15 June
  - 20 July
  - 17 August
  - 21 September
  - 19 October
  - 16 November

#### 491.4 Other Matters

##### 491.4.1 Respect @ La Trobe

Ms Lil Kennedy, Senior Project Coordinator, Health and Wellbeing Initiatives, provided a brief verbal update regarding Respect @ La Trobe, part of Project Unified, a university-wide program committed to violence prevention and support and dedicated to ensuring we provide a safe and welcoming environment for students, staff and visitors across campuses.

**491.4.2 Discussion Paper: Strengthening Academic Board – a proposal**

The Board **received** and **noted** AB16/99, a proposal to strengthen La Trobe's Academic Board, prepared by the Chair and Deputy Chair, Academic Board. Professor Christine Bigby handed the Chair over to Professor Paula Baron, Deputy Chair, for discussion of this item.

Professor Bigby advised that the proposal had risen out of informal conversations with the Chancellor, members of the senior executive and a number of academic staff members, where the importance of a strong and engaged Academic Board had been agreed. Endorsement of the proposal by the Board is sought, before seeking the endorsement of Council. If endorsement is provided, a further paper, with the necessary supporting paperwork, would be provided to Academic Board for approval by early in the year.

The proposal included:

- Inclusion of elected professional staff to the membership of Academic Board and in the electorate.
- Inclusion of all members of the professoriate as full members of the Academic Board.
- Amending the membership of all the Board's Policy Committees to include at least two Academic Board nominees, and its' Sub-Committees to include one nominee of the Board.
- Changing the Terms of Reference of the Board's Policy Committees to embed the role of Academic Board nominees in their operations.
- Revise the quorum for meetings to 20.
- Finding ways to connect the student representatives on Academic Board with the sub-committee structure.
- Review and revision of all documents and templates for managing the business of the Board, including procedures and standing orders; determining Board priorities; commission of reports and presentations; and the out-of-session approval process.
- The Vice-Chancellor's commitment to discuss future Academic Board involvement in considering the strategic direction of the University.

**Discussion:**

- An alternative was proposed, with a smaller central Board that sets academic strategy. Concerns were raised regarding the proposal's recommendations to increase the size of the Board and the reduction of the quorum to 20. The current high percentage of ex officio members on the Board was also raised as an issue.
- It was suggested that reflection of the multi-campus nature of the University should be elaborated in any changes to the membership.
- Work needs to be done to improve on the current low rate of student participation at University Committees.
- The level of engagement appears to be the issue, not the size of the Board.
- An open agenda item to encourage questions without notice was suggested.
- Lack of involvement and lack of voice are issues.

Academic Board **resolved to endorse** the proposal for the strengthening of the Board, for referral to Council for their endorsement, subject to some minor amendments to include diversity, engagement and the student voice and taking into account some of the concerns raised.

Chair  
EO

It was noted that a formal paper regarding changes to the Board, with supporting paperwork, would be provided to Academic Board for approval early in 2017.

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

### **491.5 Matters for Information**

#### **491.5.1 La Trobe Institute for Molecular Science – Annual Report 2015**

The Board received and noted AB16/100, the La Trobe Institute for Molecular Science – Annual Report 2015.

DirLIMS

#### **491.5.2 Report of the Academic Promotions Committee: September 2016**

The Board received the Report of the Academic Promotions Committee: September 2016 and noted that the persons named therein had been promoted, as detailed in report AB16/101.

EO(APC)

The meeting closed at 10.55am.

### **491.6 Next Meeting**

9.30am  
Wednesday 9 November 2016  
Council Chamber  
John Scott Meeting House  
Melbourne Campus

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

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