



## ACADEMIC BOARD

Minutes of the four hundred and ninety-sixth meeting of the Academic Board held in the Library Seminar Room 1.34, Level 1, Library, La Trobe University, Melbourne Campus on Wednesday 14 June 2017 at 9.30am.

**Present:** Professor Christine Bigby (Chair), Professor Paula Baron (Deputy Chair), Dr Julie Andrews, Dr Irene Blackberry, Dr Narelle Brack, Professor Phil Broadbridge, Dr Edgar Burns, Dr Jacob Chandler, Professor Grant Drummond, Dr Jason Dutton, Dr Warwick Frost, Dr Daniel Grant, Dr Peter Green, Professor Catherine Itsiopoulos, Professor Stephen Kent, Professor Betty Leask, Professor Sue Martin, Dr Sheila McCormack, Professor Lisa McKenna, Dr Carol McKinstry, Dr Robyn Murphy, Professor Keith Nugent, Dr Jodi Oakman, Professor Chris Pakes, Ms Jennifer Peasley, Professor Rob Pike, Dr Luke Prendergast, Dr Miranda Rose, Professor Brian Smith, Mr Kelly Smith, Dr Damian Spence, Mr Robert Stephenson, Dr Keir Strickland, Professor Gillian Sullivan Mort, Dr Gwenda Tavan, Dr Colleen Thomas, Dr Terrie Waddell, Professor Anne Wallace, Dr Mary Whiteside, Mr Avrom Wolf and Dr Lawrie Zion.

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

**In Attendance:** Dr MaryAnne Aitken, Dr Richard Frampton, Professor Richard Gray, Professor Katie Holmes, Professor Nicki Lee, Professor Birgit Loch, Professor Chris Mackie, Mr Leon Morris, Professor Meg Morris, Professor Susan Paxton, Dr Paul Ramage and Professor Magnus Tideman.

### PART A – PROCEDURAL MATTERS

	<b>ACTION</b>
<p><b>(i) Apologies &amp; Membership</b></p> <p>Apologies were received from Professor John Dewar (Vice-Chancellor), Professor Tony Baker, Dr Josie Barbaro, Dr Joanna Barbousas, Professor Lynn Bosetti, Professor Michael Clarke, Professor Amalia Di Iorio, Professor Leigh Drake, Professor Tanya Fitzgerald, Dr Deborah Gleeson, Professor Jane Hamilton, Dr Emma Henderson, Professor Russell Hoyer, Professor Patrick Keyzer, Dr Prem Kurup, Professor Anthony McGrew, Professor Lisa McKenna, Professor Hylton Menz, Mr Susan Nalder, Dr Deborah Neal, Professor Mary Anne Noone, Dr Greg Powell, Professor Pamela Snow, Dr Guinever Threlkeld, and Dr Suzanne Young.</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 AB17/54.</p>	

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

The Board received, noted and ratified report AB17/55, a summary of matters which had been approved by the Chair or Deputy Chair on behalf of the Board since the last meeting:

- (a) Coursework Committee
  - (i) A proposal from the College of Arts, Social Sciences and Commerce, as referred by the Coursework Committee from a meeting held on 23 March 2017, to introduce a new double degree – the Bachelor of Business/Bachelor of Arts, as detailed in Attachment A to AB17/55.  
NB: This proposal was listed in the out-of-session paper provided to the Board on 10 May 2017, but the paperwork was not provided.
- (b) School of Engineering and Mathematical Sciences Review – Academic Board nominee, as detailed in Attachment B to AB17/55.

**(v) Report of the Chair**

The Chair provided a brief verbal update on the following items:

- (a) Very positive feedback had been received regarding the Strategic Plan refresh discussion that occurred at the last meeting. It was noted that a summary transcript was attached to the minutes and could be accessed on both the Academic Board Unite site and the New Strategic Plan consultation intranet page.
- (b) The paperwork for formalising the changes to Academic Board and the policy committee membership is provided for members approval (item 4.3). All changes will take effect on 1 January 2018.

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

The Board received and noted circulated paper AB17/56, the Report of the Vice-Chancellor, which can be located at the following link:

<https://unite.latrobe.edu.au/sites/sc/sgc/abc/abmeeting2017/Paper/4/56-VCsReport-June2017.pdf>.

The *Acting* Vice-Chancellor also provided a brief verbal update on the following issues:

- (a) Professor Kerri-Lee Krause has been appointed as Deputy Vice-Chancellor (Academic) and will commence on 17 July 2017. The Board moved a vote of thanks to Professor Betty Leask for Acting in the role after the departure of Professor Jane Long.

**PART B – MATTERS FOR APPROVAL**

**496.1 Confirmation of Minutes**

The minutes of the meeting held on 10 May 2017 [AB17/52(M)] were confirmed.

<p><b>496.2 Items for Approval not requiring discussion</b></p>	
<p><b>496.2.1 Award of Degrees and Diplomas</b></p> <p>The Board received circulated report AB17/57 and <b>resolved</b> to <b>approve</b> the conferring of awards <i>in absentia</i>, the rescission and conferral of awards and award of higher degrees, as detailed therein.</p>	<p>AEGTO GRS</p>
<p><b>496.3 Standing Committees of Academic Board</b></p>	
<p><b>496.3.1 Report of Academic Quality Committee: 17 March 2017</b></p> <p>The Board received report AB17/58 and noted that the Academic Quality Committee had considered the following items at a meeting held on 17 March 2017:</p> <p>(a) Report of the Chair.  (b) Standards (TEQSA) Alignment Program Report.  (c) Policy Compliance Reports:      o Research Integrity Policy      o Graduate Examinations Policy      o Academic Integrity Policy  (d) Report into the Review of the Implementation of the Third Party Teaching Arrangements Action Plan.  (e) Annual Review Report from the Admissions Committee.</p> <p>The Chair, Academic Quality Committee, reported that concerns had again been raised regarding the delay in School Review reports being provided to the Committee (and subsequently the Board) and that these concerns had been elevated to the area that administers the reviews.</p>	<p>EO(AQC)</p>
<p><b>496.3.1.1 Standards (TEQSA) Alignment Program Report</b></p> <p>The Board received and noted the Standards (TEQSA) Alignment Program Report, as detailed in AB17/59.</p>	<p>ED(EP&amp;Q)</p>
<p><b>496.3.1.2 Course Monitoring and Review Developments</b></p> <p>The Board received and noted the Course Monitoring and Review Development Update, as detailed in AB17/60.</p> <p>The Executive Director, Educational Partnerships and Quality, advised that her Office is currently developing a revised course review procedure to improve efficacy and align with the requirements stipulated by TEQSA. The draft is currently out with a small audience for consultation and then will be circulated to the whole University community for further consultation this month. The final draft will be provided to Academic Board for approval.</p> <p>Issues regarding the course and subject coordinator roles were raised by Board members, including:</p> <ul style="list-style-type: none"> <li>• The use of casual staff to fill these important leadership roles.</li> <li>• PD assumes a level of control that the Course Coordinator often does not have.</li> <li>• Level Bs acting in the role of Course Coordinator, which should be a Level C.</li> </ul>	<p>ED(EP&amp;Q)</p>

- Perceived lack of support – Course Coordinators should be adequately rewarded with a time allowance.

#### **496.3.1.3 Course Management Reform Program Overview**

The Board received the Course Management Program Overview, as detailed in AB17/60, and noted the work to be undertaken over the next 12 months in relation to course management reform. The Director, Course Management Reform, briefly presented the program objectives, background and reform stages.

Dir.CMR  
VPA

In response to a query regarding where the data source could be located that supported the statement that LTU has the largest number of courses in Australia, it was agreed that this would be circulated to Board members.

#### **496.3.2 Report of Coursework Committee: 18 May 2017**

The Board received report AB17/62, and noted that the Coursework Committee had considered the following items at meetings held on 18 May 2017:

- (a) Matters Arising from the Minutes.
- (b) Course Submissions from the College of ASSC and SHE.
- (c) Amendments to the Majors and Minors in Bachelor Degrees Policy.
- (d) Course Lifecycle – Course Review Procedure Waiver Request.
- (e) Master of Cybersecurity (Law) – request to bring commencement date forward.

The Board **resolved to approve:**

- (i) the following course proposals, as detailed in Attachment A to AB17/62:

##### *(a) New Courses*

##### College of Science, Health and Engineering

- Bachelor of Veterinary Nursing SBVN/Associate Degree of Veterinary Nursing SAVN/Diploma of Animal Studies SDAS
- Bachelor of Engineering Honours (Industrial) SHENI, SHENIB
- Diploma in Food and Nutrition HDFN

##### *(b) Course Revisions*

##### College of Science, Health and Engineering

- Master of Chemical Science SMCHS
- Master of Biotechnology Bioinformatics SMBB
- Graduate Diploma in Biotechnology and Bioinformatics SGBB
- Bachelor of Civil Engineering (Honours) SHCE, SHCEB
- Graduate Diploma of Midwifery HGMID, HGMIDB
- Bachelor of Pharmacy (Honours) SHPB
- Master of Clinical Audiology HMAUD
- Bachelor of Community Services HBCS

##### College of Arts, Social Sciences and Commerce

- Graduate Certificate in Higher Education RCHE
- Bachelor of Criminology LBCR, Bachelor of Laws/Bachelor of Criminology LZCRL
- Bachelor of Early Learning EBEL

##### *(c) Course Closures*

##### College of Science, Health and Engineering

- Miscellaneous – Nursing (Singapore) HSNSI
- Undergraduate Miscellaneous – Health Sciences (Hong Kong) HSUH

EO(CC)  
GenMgms  
DD SAdmin  
APVC(CW)

- Graduate Certificate in Nursing (Spinal Cord Injury) HCNSCI
  - Master of Nursing HMND
  - Master of Nursing (Complementary) HMNX
  - Bachelor of Engineering (Honours) SHENG, SHENGB
  - Master of Health Administration HMHAC
- College of Arts, Social Sciences and Commerce
- Education Courses EDGTE, EGEMYP, EMTP, EMTPW, EMPTS, EMTSB, EVEDB, RBEDM
- (ii) the revised *Majors and Minors in Bachelor Degrees Policy and Procedure*, as detailed in Attachment B to AB17/62. EO(CC)  
Policy Adv
- (iii) the proposal for the commencement date of the Master of Cybersecurity (Law) be brought forward to 9 July 2017, as detailed in Attachment C to AB17/62. EO(CC)
- (iv) A Course Lifecycle Course Review Procedure waiver request to waive the requirement that each review panel include a minimum of one external academic for the following review groups: EO(CC)  
Policy Adv  
ED(EP&Q)
- Speech Pathology
  - Social Work
  - Clinical Audiology
  - Occupational Health Safety & Ergonomics

#### 496.3.3 Report of Education Committee: 17 May 2017

The Board received report AB17/63 and noted that the Education Committee had considered the following items at a meeting held on 17 May 2017:

- (a) Membership Feedback pm AGS Data and Reports.
- (b) Commencing Student Transition Experience Policy.
- (c) Qualifications Issuance Policy.
- (d) Conscientious Objections Policy Review.
- (e) Centre for Higher Education Equity and Diversity Research (CDEEDR) Report to the Education Committee.
- (f) 2016 Student Complaints Report
- (g) Comparative Performance on Selected Equity Measures.

The Board **resolved** to **approve** the:

- revised *Qualifications Issuance Policy and Procedure*.
- *Qualifications Issuance – Contents of Academic Certification Procedure*.
- *Award Nomenclature Schedule*.
- revised *Nested Qualifications Policy*.
- revised *Double, Combined, Dual and Joint Qualifications Policy*.
- rescission of the *Australian Qualifications Framework (AQF) Alignment – Award Nomenclature Procedure*.

as detailed in Attachment One to AB17/63.

#### 496.3.4 Report of Research and Graduate Studies Committee: Graduate Research Scholarships Policy and Procedure

The Board received report AB17/64 and **resolved** to **approve** the Graduate Research Scholarships Policy and Procedure, as detailed in Attachment 1 to AB17/64, to apply immediately to all candidates, **subject to** the addition of the following sentence to Clause (22):

*The provision of La Trobe University Full-Fee Research Scholarships to candidates enrolled beyond the maximum periods of support outlined in*

EO(EC)  
ED(SS&A)

EO(RGSC)  
Policy Adv  
DeanGS

*(21) will be considered by the Board of Graduate Research upon request only under exceptional circumstances.*

**496.4 Other Matters**

**496.4.1 Emeritus Professor Nomination: Noel Gough**

The Board **resolved to approve** the proposal from the Head of the School of Education, as endorsed by the Vice-Chancellor, to confer the title of Emeritus Professor on Professor Noel Gough, as detailed in AB17/65.

EO  
OVC

**496.4.2 Award of Honorary Degree: Zelda D’Aprano**

The Board **resolved to approve** the award of an honorary degree (DLitt) to Ms Zelda D’Aprano, as referred by the Vice-Chancellor and detailed in AB17/66.

OVC  
AAO  
MgrGC&E

**496.4.3 Academic Board – formalising the changes to membership**

The Board received and noted AB17/67, a report formalising the changes to the membership of Academic Board and its Policy Committees and providing clarity around the timelines for the implementation of the approved changes.

EO  
Legal Office

The Board **resolved to endorse**, for referral to Council, the Academic Board Regulations 2017, as detailed in Attachment A to AB17/67, effective 1 January 2018.

The Board also **resolved to approve** the Instrument of Delegation, delegating to the Academic Board Executive Committee the power to exercise the functions, powers and duties of the Academic Board set out in Section 2 of the Statute when the Academic Board is not meeting, as detailed in Attachment C to AB17/67, effective 1 January 2018.

**496.4.4 Research Portfolio Update**

The Board received and noted the DVC Research Portfolio Report, as detailed in AB17/68. The Deputy Vice-Chancellor (Research) spoke to a presentation, which can be accessed at the following link:

<https://unite.latrobe.edu.au/sites/sc/sgc/abc/abmeeting2017/Useful%20resources/4/DVCR-PortfolioReport-June2017.pdf>.

**PART C – MATTERS FOR INFORMATION**

**496.5 Matters for Information**

**496.5.1 Report of the Academic Promotions Committee: May 2017**

The Board received the Report of the Academic Promotions Committee: May 2017 and noted that the persons named therein had been promoted, as detailed in report AB17/69.

EO(APC)

**PART D – DISCUSSION**

**496.6.1 ATAR & Success Rates**

This item was deferred to the next meeting.

Chair,AC

**496.6.2 QILT Data**

The *Acting* Deputy Vice-Chancellor (Academic) spoke to a presentation on the Quality Indicators for Teaching and Learning (QILT) statistical analysis of the 2016 Student Experience Survey (SES), which can be accessed at the following link:

<https://unite.latrobe.edu.au/sites/sc/sgc/abc/abmeeting2017/Useful%20resources/4/SES-DVCA-Presentation.pdf>.

The meeting closed at 11.00am.

**496.7 Next Meeting**

9.30am  
Wednesday 9 August 2017  
Chamber  
John Scott Meeting House  
Melbourne Campus

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

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