



ACADEMIC BOARD

Minutes of the four hundred and seventy-seventh meeting of the Academic Board held in the Council Chamber, John Scott Meeting House, La Trobe University, Melbourne Campus on Wednesday 19 November 2014 at 9.30am.

Present: Professor Simon Crowe (Chair), Ms Lee Ann Basser, Dr Pauleen Bennett (*via videoconference*), Professor Andrew Brennan, Dr Melody Carter, Dr Naveen Chilamkurti, Professor Michael Clarke, Dr Mary Debrett, Professor John Dewar (Vice-Chancellor), Professor Leigh Drake, Dr Kerry Fitzmaurice, Ms Margarita Frederico, Professor Nick Hoogenraad, Professor Teresa Iacono (*via videoconference*), Dr Catherine Itsiopoulos, Dr Julie Jackson, Mr Greg Jamieson, Dr Mary Kennedy-Jones, Dr Susan Lawler (*via videoconference*), Dr Katherine Legge, Professor Lorraine Ling (*via videoconference*), Professor Jane Long, Dr Bill McGuinness, Dr Jillian Murray, Mrs Susan Nalder, Dr Deborah Neal, Professor Keith Nugent, Dr Chris Pakes, Ms Jennifer Peasley, Ms Karina Quinn, Mr Ben Reeson, Dr Mary Rosengren (*via videoconference*), Dr Christopher Scanlon, Professor Richard Speed, Ms Rose Steele, Mr Robert Stephenson, Dr Jan Strugnell, Dr Guiniver Threkheld and Dr Raelene Wilding.

Secretariat: Angela Cowburn, Senior Executive Officer, Governance Services.

In Attendance: Professor Philip Broadbridge, Dr Richard Frampton, Dr Andrew Harvey, Ms Natalie MacDonald, Professor Sue Martin and Professor Mary Anne Noone.

PART A – PROCEDURAL MATTERS

(i) Apologies & Membership

The Chair thanked the student and elected staff members whose terms of office conclude at the end of 2014 for their valued contributions.

The Chair acknowledged that this was Emeritus Professor Lorraine Ling and Emeritus Professor Nick Hoogenraad's final Academic Board meeting and thanked them both for their many and varied contributions to the Board and the University over many years.

The Board was reminded that the biannual Academic Board Self Assessment Survey – a chance to provide feedback on the Board's activities – would be circulated to all members later that day. Members were encouraged to use this opportunity to reflect on their membership on Academic Board.

Apologies were received from Professor Christine Bigby (Deputy Chair), Dr Peter Cox, Professor Jane Farmer, Mr Earl Jobling, Dr Stephen Kent, Professor Noel Meyers, Professor Meg Morris, Dr Sue O'Keefe, Professor Wenny Rahayu, Professor Graham Schaffer, Dr Damian Spencer, Dr Peter Vitartis, Dr Suzanne Young and Dr Lawrie Zion.

ACTION

(ii) Approval of Agenda

The Board **resolved** to **approve** the Agenda, as circulated.

(iii) Outstanding Matters

The Board received and noted report AB14/148.

(iv) Matters Approved on Behalf of Academic Board

The Board received and noted report AB14/149, 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 and Conferring of awards *in absentia*, as detailed in Attachment A to AB14/149.
- (b) Establishment of Prizes
 - (i) La Trobe Business School: Bachelor of Commerce Scholarship, as detailed in Attachment B to AB14/149.
 - (ii) Albury-Wodonga Campus: AlburyCity Student Scholarships (extension), as detailed in Attachment C to AB14/149.
 - (iii) Albury-Wodonga Campus: AlburyCity Community Leadership Prize (extension), as detailed in Attachment D to AB14/149.
- (c) Course approvals
 - A proposal from the Faculty of Humanities and Social Sciences to reinstate the following Honours courses previously closed by the Academic Board at its August meeting for 2015, as detailed in Attachment E to AB14/149.
 - Bachelor of Archaeology with Honours
 - Bachelor of Social Sciences with Honours
 - Bachelor of Legal Studies with Honours
 - A proposal from the Faculty of Business, Economics and Law to revise the Master of Business Information Management and Systems, as detailed in Attachment F to AB14/149.

(v) Report of the Vice-Chancellor

The Board received and noted paper AB14/150, the Report of the Vice-Chancellor, which can be located at the following link:

<https://unite.latrobe.edu.au/sites/sc/sgc/abc/abcMeeting2014/Papers/8/150-VCSReport-November2014.pdf>.

The Vice-Chancellor spoke to the report and reported the following additional items:

- a) Thanked Emeritus Professor Nick Hoogenraad and Emeritus Professor Lorraine Ling for their long and distinguished service to the University.
- b) Acknowledged the achievements of the outgoing President of the La Trobe Student Association, elected undergraduate student member Ms Rose Steele.

PART B – MATTERS FOR APPROVAL	
477.1 Confirmation of Minutes	
The minutes of the meeting held on 8 October 2014 [AB14/146(M)] were confirmed.	
477.2 Items for Approval not requiring discussion	
477.2.1 Award of Degrees and Diplomas	
The Board received report AB14/151 and resolved to approve the conferring of awards <i>in absentia</i> and award of higher degrees, as detailed therein.	AEGTO RGSO
477.2.2 Amendment to Academic Board September 2015 Meeting Date	
The Board resolved to approve a change of date for an Academic Board meeting scheduled in 2015 from Wednesday 16 September 2015 to <i>Wednesday 9 September 2015</i> .	EO
477.3 Standing Committees of Academic Board	
477.3.1 Report of Admissions Committee: 9 October 2014	
The Board received report AB14/152 and noted that the Admissions Committee had considered the following items at a meeting held on 9 October 2014:	
<ul style="list-style-type: none"> (a) Articulation Agreements/Tables: <ul style="list-style-type: none"> • Sunraysia Institute of TAFE. • HELP University. (b) Response to admissions Committee regarding the proposed Articulation between Bendigo Kangan Institute’s Diploma of Engineering and La Trobe University’s Bachelor of Mechatronic and Robotic Engineering. (c) Update on the Admissions Review and Recommendations. (d) Revised Articulation Procedures and Guidelines. (e) Domestic Coursework Scholarships Policy and Procedure. (f) Special Entry and Access Procedures. 	
The Board resolved to approve the proposed revisions to the Terms of Reference of the Admissions Committee, as detailed in Attachment A to AB14/152.	EO(AB) EO(AC)
477.3.2 Report of Programs Committee: 16 October 2014	
The Board received report AB14/153 and noted that the Programs Committee had considered the following items at a meeting held on 16 October 2014:	
<ul style="list-style-type: none"> (a) Chair’s report. (b) Matters arising from the minutes. (c) Matters approved out-of-session. (d) Report on the teach-out of the Bachelor of Business Majors. (e) Course submissions from the Faculties of Health Sciences and Business, Economics and Law. 	

The Board **resolved** to **approve** the following course submissions, as detailed in Attachment One to AB14/153:

(a) *Course Revisions*

Faculty of Health Sciences

- Master of Nursing (Nurse Practitioner)
- Bachelor of Health Sciences and Master of Clinical Prosthetics and Orthotics
- Master of Clinical Prosthetics and Orthotics
- Bachelor of Applied Sciences and Master of Clinical Prosthetics and Orthotics and Master of Clinical Prosthetics and Orthotics

Faculty of Business, Economics and Law

- Master of Business Information Management and Systems (approved AB OOS).

(b) *Course Closures*

Faculty of Business, Economics and Law

- Bachelor of Business (BGO- HongKong).
- Bachelor of Business (BGO- Singapore).
- Bachelor of Business (Jiangsu).
- Bachelor of Business (Nilai).
- Bachelor of Business (Hospitality Management) (Singapore).
- Master of International Business (China).

Faculty of Education

- Graduate Diploma in Education (Secondary), effective 31 December 2014.

Faculty of Health Sciences

- Bachelor of Health Sciences/Bachelor of International Development
- Master of Physiotherapy.
- Bachelor of Health Information Management (International)
- Bachelor of Health Sciences and Master of Occupational Therapy Practice (Honours).
- Master of Occupational Health
- Bachelor of Occupational Therapy (Hons)/Bachelor of Psychological Science.
- Bachelor of Occupational Therapy/Bachelor of Psychological Science.
- Bachelor of Health Sciences and Master of Orthoptics (Honours).
- Master of Orthoptics (Honours).
- Bachelor of Health Sciences and Master of Speech Pathology (Honours).
- Master of Speech Pathology.
- (Post)Graduate Diploma in Human Communication Sciences
- Graduate Diploma in Human Services.
- Master of Social Work (Honours).
- Bachelor of Human Services and Master of Social Work (Honours).

Faculty of Humanities and Social Sciences

- Bachelor of International Development.
- Bachelor of International Development (Honours).

EO(PC)
AD,SA(CS)
DirsO&P

477.3.3 Report of Academic Quality Committee: 22 October 2014

The Board received report AB14/154 and noted that the Academic Quality Committee had considered the following items at a meeting held on 9 October 2014:

- (a) Policies for Compliance Review:
 - Graduate Capabilities for Undergraduate Students Policy and Procedure Review
 - Australian Qualifications Framework – Policy and Procedures
- (b) Research Suite of Policies:
 - Intellectual Property Policy and Procedure
 - Research Contracts, Grants, Consultancies, Collaborations and Joint Ventures Policy and Procedure
 - Research Centres and Institutes Policy and Procedure
 - Outside Work Policy and Procedure
 - Research Data Management Policy
 - Research Data Retention and Disposal Policy and Procedure
 - Use of External Data Services Policy and Procedure
- (c) Response to the Academic Quality Committee: Research Students Policies
 - Conditions of Candidature for Higher Degrees by Research Policy and Procedure
 - Support for Research Postgraduates Policy.

477.3.4 Report of Research and Graduate Studies Committee: 24 October 2014

The Board received report AB14/155 and noted that the Research and Graduate Studies Committee had considered the following items at a meeting held on 24 October 2014:

- (a) Update on Graduate Research School.
- (b) Research Data Management and Research Project Auditing Report.
- (c) Reports of Sub-Committees
 - Animal Ethics Committee
 - (i) Minutes of meetings held on 10 July 2014, 14 August 2014, 11 September 2014
 - (ii) Revised Terms of reference
- (d) Annual Reports from Centres and Institutes
 - Centre for Materials and Surface Science Annual Report 2014
 - Trendall Annual Report 2012-2013
 - Australian Institute for Primary Care and Ageing Annual Report 2013

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

- the Board of Graduate Research membership/composition and terms of reference, as detailed in Attachment A to AB14/155.
- the revised composition and terms of reference for the Animal Ethics Committee, as detailed in Attachment B to AB14/155.

EO(RGSC)
EO(BGR)
EO(AEC)

In response to a suggestion that Category F of the composition of the new Board of Graduate Research – one higher degree by research candidate at doctoral level – be amended to include that they be nominated from the Student Representative Network, it was also noted that the Chair had already been in

discussion with the current incumbent who had been nominated by that body.

477.3.5 Report of Education Committee: 29 October 2014

The Board received report AB14/156 and noted that the Education Committee had considered the following items at a meeting held on 29 October 2014:

- (a) *Acting Chair's Report.*
- (b) Courses and Subjects and Regional Impacts.
- (c) Attendance Policy La Trobe University Sydney Campus.
- (d) Timetable Rebuild in 2015 and 2016.
- (e) Minor Adjustments to Academic Policies and Procedures to Align with Future Ready.
- (f) Revisions to the suite of Subject Lifecycle and Course Lifecycle Policies and Procedures.
- (g) External Review of the Design of the Student Feedback on Subjects and Student Feedback on Teaching Surveys.
- (h) Phase Out Action Plan for Video Conferencing.

The Board also noted:

- the decision to rebuild the Timetable in 2015 and 2016, as detailed in Attachment Three to AB14/156.
- the Report of the External Review of the Design of the Student Feedback on Subjects and Student Feedback on Teaching, as detailed in Attachment Four to AB14/156.

The Board **resolved to approve:**

- the introduction of the new policy Attendance Policy La Trobe University Sydney Campus, as detailed in Attachment One to AB14/156.
- the revisions to the suite of Course Lifecycle Policy and Procedures, as detailed in Attachment Two to AB14/156, and listed as follows:
 - Course Lifecycle Policy.
 - Course Lifecycle – New Coursework Program Procedures.
 - Course Lifecycle – Course Revision Procedures.
 - Course Lifecycle – Course Review Procedures.
 - Course Lifecycle – Course Suspension and Closure Policy.
 - Course Lifecycle – Course Suspension and Closure Procedures.

EO(EC)
EO(Policy)

477.4 Other Matters

477.4.1 First Year Experience

The Executive Director, Learning and Teaching, spoke to a presentation, which can be accessed at the following link:

<https://unite.latrobe.edu.au/sites/sc/sgc/abc/abcMeeting2014/UsefulResources/8/FYE-Presentation-BettyLeask.pdf>.

In response to a suggestion that the small amount of training provided by the University in pastoral care issues for sessional tutors and HDR student tutors placed additional pressure on them and that a few extra hours of paid support would be greatly appreciated, it was noted that the newly created Graduate Research School was developing a University Teacher Training Module in which pastoral care could be added as a key item.

It was queried what strategies were in place to roll out the First Year Experience to students in second year or with advanced standing – often the case at regional campuses. The Board were advised that the Academic Early Warning System should pick these students up and coordinators can refer students into the system. It was noted that more work needs to be done regarding retention from second to third year and students that transition.

It was suggested that it would be useful to track the inflow figures as well as the outflow figures with regard to student transfers.

In response to a query regarding what the University was doing to better communicate to students the services available to them, it was noted that next year there would be a resource available in the Library for student queries – Ask La Trobe – and that a planned improvement of LMS would make services easier to find on-line.

477.4.2 School Review Policy, Procedure, Terms of Reference and Schedule

The Board received report AB14/157, a proposal to introduce a formal policy framework for the operation of regular cyclic reviews of schools. It was noted that this policy would replace the current Faculty Review Policy, Procedure and Generic Terms of Reference.

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

- School Review Policy, as detailed in Attachment 1 to AB14/157.
- School Review Procedure, as detailed in Attachment 2 to AB14/157.
- generic terms of reference for the review of Schools, as detailed in Attachment 3 to AB14/157.
- School Review Schedule 2015-2019, as detailed in Attachment 4 to AB14/157.

EO(Policy)
CoS
RO, PRIO

It was further noted that this documentation had also been approved by the Planning and Resources Committee on Friday 3 October 2014, subject to minor amendments which had been addressed.

477.4.3 Recognition of Student Organisations Policy

The Board received report AB14/158, a proposed policy on Recognition of Student Organisation.

It was noted that additional editing was required prior to sending the Policy to Council for their approval:

- Replacing 'Faculty' with 'College'.
- Section 4 (iii) to be reworded – it was suggested that the use of the word 'must' was inappropriate.

ED,SSA

The Board **resolved** to **endorse**, for referral to Council, the Recognition of Student Organisations Policy, **subject to** the required amendments listed above being made.

EO(Policy)
ED,SSA

PART C – MATTERS FOR INFORMATION

477.5 Matters for Information

477.5.1 Adjunct Appointments

The Board received report AB14/159 and noted that the Vice-Chancellor had recently made the following adjunct appointments:

HR

- a) Adjunct Associate Professor: Dr Austin Simon Locke, Exercise Physiology, La Trobe Rural Health School, Faculty of Health Sciences (appointment – 3 years).
- b) Adjunct Associate Professor: Dr James Athanasou, Public Health, Faculty of Health Sciences (re-appointment – 3 years).
- c) Adjunct Professor: Professor Arkady Zaslavsky, Big Data Computing and Mobile Computing, Computer Science & Computer Engineering, School of Engineering and Mathematical Sciences, Faculty of Science, Technology and Engineering (appointment – 3 years).
- d) Adjunct Associate Professor: Associate Professor Graeme O’Keefe, School of Cancer Medicine/LIMS, Faculty of Science, Technology and Engineering (appointment – 5 years).
- e) Adjunct Professor: Professor Ian Freckelton QC, La Trobe Law School, Faculty of Business, Economics and Law (appointment – 3 years).

477.5.2 Report of the Academic Promotions Committee: October 2014

The Board received the Report of the Academic Promotions Committee: October 2014 and noted that the persons named therein had been promoted, as detailed in report AB14/160.

EO(APC)

477.5.3 Senior Academic Appointments Report: October 2014

The Board received report AB14/161 and noted that the following senior academic appointment had recently been made:

HR

- Professor Andrew Bennett, Professor in Ecology.

477.5.4 Minutes of the Faculty Boards

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

- (a) Science, Technology and Engineering: 4 September 2014, as detailed in AB14/162.

477.5.5 Minutes of the Library Committee: 20 October 2014

The Board received and noted the minutes of the Library Committee from a meeting held on 20 October 2014 [LIB14/34].

EO(LC)

PART D – DISCUSSION

477.6 State of the Nation: Vice-Chancellor's Address

Professor John Dewar, Vice-Chancellor, spoke to a presentation which can be accessed at the following link:

<https://unite.latrobe.edu.au/sites/sc/sgc/abc/abcMeeting2014/UsefulResources/8/Vice-Chancellors-YearinReview.pdf>.

Discussion:

- It was suggested that universities should be advocating for more funding for higher education before deregulation. It was noted that all the Vice-Chancellors are against the 20% cut in government subsidy, and that UA has been lobbying hard on this issue. The VC indicated that his support for deregulation was not the equivalent of support for a cut in public subsidy or of a cost shift to students.
- In response to a query regarding whether the Vice-Chancellor had any inside information regarding details of the proposed government legislation, he advised that he did not and that much would be decided by Jacqui Lambie's defection from PUP and the impact of the Victorian State Election.
- In response to a query regarding whether there would likely be impacts from new entrants into the more competitive market (ie NYU Sydney), the Vice-Chancellor agreed that there were globalising institutions that may see opportunities here, but they would be unlikely to benefit from the increased competition.

The meeting closed at 11.10am.

477.7 Next Meeting

9.30am
Wednesday 11 February 2015
Council Chamber
John Scott Meeting House
Melbourne Campus

Chair: _____

Date: _____