



ACADEMIC BOARD

Minutes of the four hundred and ninety-second meeting of the Academic Board held in the Council Chamber, John Scott Meeting House, La Trobe University, Melbourne Campus on Wednesday 9 November 2016 at 9.30am.

Present: Professor Christine Bigby (Chair), Professor Paula Baron (Deputy Chair), Dr Julie Andrews, Professor Lynn Bosetti, Dr Naveen Chilamkurti, Professor Michael Clarke, Professor John Dewar (Vice-Chancellor), Professor Karen Dodd, Professor Leigh Drake, Dr Kerry Fitzmaurice, Ms Margarita Frederico, Dr Elspeth Frew, Dr Anthony Gendall, Mr Marcus Gheller, Dr Daniel Grant, Dr Darren Henry, Professor Andy Hill, Dr David Hoxley, Professor Russell Hoyer, Mr Greg Jamieson, Dr Stephen Kent, Professor Patrick Keyzer, Dr Catherine Lang, Professor Betty Leask, Professor Sue Martin, Dr Carol McKinstry (*via videoconference*), Mrs Susan Nalder, Dr Deborah Neal (*via videoconference*), Professor Keith Nugent, Mr Matthew Oates, Dr Sue O'Keefe, Professor Chris Pakes, Ms Jennifer Peasley, Professor Wenny Rahayu, Mr Brent Richie, Dr Chris Scanlon, Professor Brian Smith, Mr Kelly Smith, Dr Damian Spencer, Dr Tonya Stebbins, Dr Guinever Threlkeld, Dr Peter Vitartas and Professor Eleanor Wertheim.

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

In Attendance: Mr Matt Brett, Professor Kay Crossley, Mr Alistair Duncan, Dr Richard Frampton, Ms Robyn Harris, Professor Katie Holmes, Professor Patrick Humbert, Professor Helen Lee, Professor Jayne Lucke, Professor Chris Mackie, Mr Leon Morris, Professor Meg Morris, Professor Mary Anne Noone, Professor Susan Paxton, Professor Joanna Poyago-Theotoky, Professor Mark Rose, Professor Nora Shields and Professor Magnus Tideman.

PART A – PROCEDURAL MATTERS

	ACTION
<p>(i) Apologies & Membership</p> <p>Apologies were received from Dr Lisa Amir, Dr Joanna Barbousas, Professor Philip Broadbridge, Dr Buly Cardak, Professor Tanya Fitzgerald, Dr Deborah Gleeson, Dr Peter Green, Professor Jane Hamilton, Dr Jennifer Laing, Professor Jane Long, Dr Bernice Mathisen, Dr Bill McGuinness, Dr Nicola McNeil, Dr Jodi Oakman, Professor Robert Pike, Dr Greg Powell, Dr Luke Prendergast, Dr Julie Rudner, Professor Pamela Snow, Professor Richard Speed, Mr Robert Stephenson, Dr Gwenda Tavan, Dr Suzanne Young and Professor Lawrie Zion.</p>	
<p>(ii) Approval of Agenda</p> <p>The Board resolved to approve the Agenda, as circulated, subject to the starring of the following items for discussion:</p> <ul style="list-style-type: none">3.1 Report of Academic Quality Committee: 19 October 2016.3.2 Report of Coursework Committee: 20 October 2016. <p>It was also noted that Part D, Item 6 – the Vice-Chancellor's State of the Nation address – had been moved up the agenda to directly after the Report of the Vice-Chancellor.</p>	

(iii) Outstanding Matters

The Board received and noted report AB16/104.

(iv) Matters Approved on Behalf of Academic Board

The Board received, noted and ratified report AB16/105, a summary of matters which had been approved by the Chair or Deputy Chair on behalf of the Board since the last meeting:

- (a) Proposal from the College of Arts, Social Sciences and Commerce to establish the La Trobe Business School Commerce Honours Excellence Scholarship, as detailed in Attachment A to AB16/105.
- (b) Proposal from the College of Science, Health and Engineering, referred by the Coursework Committee, to create an exit point at the Graduate Diploma level from the Master of Nursing (Wound Management), as detailed in Attachment B to AB16/105.
- (c) Resubmission from the College of Arts, Social Sciences and Commerce of the revised Bachelor of Arts, to adjust the allocation of credit points for the electives from 60 to 45; include the non-credit bearing subjects, Wominjeka and AIM; and include the name of a single subject omitted on one of the pages in the first iteration, as detailed in Attachment C to AB16/105.

(v) Report of the Chair

The Chair provided a brief verbal update on current issues.

- (a) The Chair thanked all the outgoing members for their input. These included the following student members whose one year term would be completed on 31 December 2016:
 - Emily Bariola
 - Marcus Gheller
 - Brent Ritchie
 - Betty Belay
 - Tri Minh Tran

The Chair also thanked the elected College academic staff members whose two year term would also be completed at the end of the year. It was noted that correspondence would soon be circulated to the College General Managers to request that the College election process commence and the Chair encouraged current elected members to run again. It was further noted that the student elections for 2017 were currently underway.

- (b) The biannual Academic Board Self Assessment Survey will be circulated today. Members are encouraged to fill in the survey.
- (c) The Executive Director (Planning and Governance), provided a brief verbal update regarding the TEQSA reregistration process and advised that the University is currently preparing a submission of additional information and comments on the draft Summary of Findings.

(vi) Report of the Vice-Chancellor

The Board received and noted circulated paper AB16/106, 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/8/106-VCsReport-November2016.pdf>.

The Vice-Chancellor welcomed Professor Magnus Tideman, Professor of Social Work (commencing February 2017) and Professor Patrick Humbert – just two examples of outstanding appointments that had recently been made. It was noted that the OVC was preparing a list of the Level D & E appointments which would be provided as an addendum to the Report of the Vice-Chancellor at the next meeting.

OVC

PART D – DISCUSSION

492.6 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/abmeeting2016/Useful%20resources/8/Final%20AB%20State%20of%20the%20Nation%202016.pdf>.

Discussion:

- In response to a query regarding what strategies were needed to transition the University from 3.0 to 4.0, it was noted that employability, innovation and La Trobe Online were a number of strategies already being worked on with the University. The biggest challenge was seen to be the skillset and interest of the University's staff, with reform being required.
- It was noted that there had been a marked improvement in the University's research performance, but not in the teaching performance and queries were raised as to how the University should manage this.
- The Vice-Chancellor advised that partnerships, specialisation and collaboration would be essential for the University to thrive in the current and future environment.
- It was also suggested that the University faced the challenge of a highly regulated environment.

PART B – MATTERS FOR APPROVAL

492.1 Confirmation of Minutes

The minutes of the meeting held on 12 October 2016 [AB16/102(M)] were confirmed.

492.2 Items for Approval not requiring discussion

492.2.1 Award of Degrees and Diplomas

The Board received circulated report AB16/107 and **resolved to approve** the conferring of awards *in absentia* and award of higher degrees, as detailed therein.

AEGTO
GRS

492.2.2 Revision to the D M Myers Medal process and criteria

The Board received report AB16/108 and **resolved** to **approve** the proposal to streamline the administration and coordination of the process around the D M Myers University Medal and to issue the award at College level with two recipients per College annually.

MgrUE
ED(SS&A)
GenMgrs

492.3 Standing Committees of Academic Board

492.3.1 Report of Academic Quality Committee: 19 October 2016

The Board **received** and **noted** AB16/109, the report of the Academic Quality Committee from a meeting held on 19 October 2016. The following items were considered:

- (a) Report of the Chair.
- (b) Academic Quality Committee: membership.
- (c) Policy Compliance – Best Practice Guidelines.
- (d) Update on New Policy Software.
- (e) Mechanism to Monitor Compliance with Student Feedback on Subjects Policy.
- (f) Academic Policy Monitoring and Compliance Report.
- (g) Draft AQC Business Schedule 2017.
- (h) AQC Proposed Meeting Dates 2017.

The Board **resolved** to **endorse** the appointment of Professor Philip Broadbridge as Deputy Chair of the Academic Quality Committee.

The Deputy Chair reported that as a result of concerns of quality and compliance, including a number of issues raised with TEQSA, some additional work was going to be put into the business plan for the Academic Quality Committee next year, with the Committee reverting back to their original way of operating with more direct end effective monitoring of policy compliance.

EO(AQC)

492.3.2 Report of Coursework Committee: 20 October 2016

The Board **received** and **noted** AB16/110, the report of the Coursework Committee from a meeting held on 20 October 2016. The following items were considered:

- (a) Chair's Report.
- (b) Matters approved out of session.
- (c) Matters Arising from the Minutes.
- (d) Course Submissions from the Colleges of ASSC and SHE.
- (e) Revisions to the Course Lifecycle Policy and Procedures.

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

- (i) the following course submissions, as detailed in Attachment 1 to AB16/110:

(a) Course Revisions

College of Arts, Social Sciences and Commerce

- Bachelor of Arts ABA
- Bachelor of Arts and Master of Teaching AZATS
- Bachelor of Business LBB, ECBBW, LMBBP, LMBBSY, RBB, RBBM
- Bachelor of Business (Event Management) LBBEM
- Bachelor of Business (HRM) LBBHR
- Bachelor of Business (Marketing) LBBMK

EO(CC)
GenMgrs
DD SAdmin
APVC(CW)

- Bachelor of Business (Sport Management) LBBS
- Bachelor of Business (Tourism and Hospitality) LBBTH
- Bachelor of Business (Accounting and Finance) LBBAF
- Bachelor of Business (Accounting) LBBC, LBBCB, LBBCM, LBBCS, LBBCW
- Bachelor of Accounting LBC, LCSY
- Bachelor of Finance LBF
- Bachelor of International Business LBIB
- Bachelor of International Business LBIBSY
- Bachelor of Politics, Philosophy and Economics LBPPE
- Bachelor of Commerce LBCOM
- Bachelor of Commerce/Bachelor of Agricultural Science LZCAG
- Bachelor of Commerce/Bachelor of Science LZCOMS
- Bachelor of Commerce/ Bachelor of Laws LZCOML
- Diploma of Business LDBSC
- Bachelor of Business LBB (2nd revision)
- Bachelor of Business (Accounting) LBBC (2nd revision)
- Bachelor of Business (Event Management) LBEM (2nd revision)
- Bachelor of Business (HRM) LBBHR (2nd revision)
- Bachelor of Business (Marketing) LBBMK (2nd revision)
- Bachelor of Business (Sport Management) LBBS (2nd revision)
- Bachelor of Business (Tourism and Hospitality) LBBTH (2nd revision)
- Bachelor of Commerce LBCOM (2nd revision)
- Bachelor of Finance LBF (2nd revision)
- Bachelor of International Business LBIB (2nd revision)
- Bachelor of Arts ABA (2nd revision)

College of Science, Health and Engineering

- Bachelor of Science SBS
- Master of Health Administration/Graduate Diploma in Health Services Management, to be offered in Sichuan
- Master of Health Sciences HMHS, HMHSB
- Master of Information and Communication Technology
- Master of Occupational Therapy Practice HMOTH MHOTPB
- Master of Computer Science SMCSC

(b) Course Closures

College of Arts, Social Sciences and Commerce

- Master of Marketing Management LMMMT

College of Science, Health and Engineering

- Graduate Diploma in Orthoptic Studies HGO

(ii) The minor revisions to the following policies and procedures, as detailed in Attachment Two to AB16/110:

- Course Lifecycle – Course Suspension and Closure Policy
- Course Lifecycle – Course Suspension and Closure Procedures
- Course Lifecycle Policy
- Course Lifecycle – Course Revision Procedures

The Board also noted that the Coursework Committee suspended the following course:

- Bachelor of Science and Master of Teaching SZSTS, as detailed in Attachment Three to AB16/110.

EO(CC)
PolicyAdv

The Board also received a late circulated addendum to AB16/110a and **resolved** to **approve** the proposal from the College of Arts, Social Sciences and Commerce to revise the following courses:

- Bachelor of Early Childhood and Primary Education EBECP, EBECB
- Bachelor of Education (Primary) EBEDP, EBEDPB, EBEDPM
- Bachelor of Education (Secondary) EBEDS, EBEDSB, EDEDSM
- Bachelor of Educational Studies EBEST, EBESTB, EBESTM, EBESTP
- Master of Teaching (Primary) EMTCP, EMTCPW, EMTCPB
- Master of Teaching (Secondary) EMTCS, EMTCSB, EMTCSW
- Bachelor of Laws/Bachelor of Arts LWLAT, LWLATB
- Bachelor of Commerce/Bachelor of Arts LZCOMA
- Bachelor of Creative Arts ABCA, ABCAB, ABCAM
- Bachelor of Technology Education EBTE, EBTEB

EO(CC)
GenMgr
DD SAdmin
APVC(CW)

The Chair, Coursework Committee, also reported that an issue of a seemingly large amount of scheduled course reviews being deferred by Schools had been raised by the Committee. The Chair, Academic Board, suggested that the issue of compliance with the Course Review Procedure should be referred to the Academic Quality Committee for their action/attention.

Chair, AQC

492.3.3 Report of Education Committee: 26 October 2016

The Board received report AB16/111 and noted that the Education Committee had considered the following items at a meeting held on 26 October 2016:

- Chair's Report.
- Update on Central Recording of Student Achievement Against the Capstones.
- Report on University's Appeals Committees.
- Revisions to Different Instances of Subjects Policy and Procedures.
- Request for a Policy Waiver from College of SHE.
- Revisions to the Student Charter.
- Revisions to the Hallmark Policy and Procedures.
- The Australian Graduate Survey.
- Beyond Graduation 2015.
- Proposed Changes to the David Myers Medal.
- La Trobe University Digital Literacies Framework.
- 2017 Meeting Dates.
- Matters Raised by BSU.
- Revisions to the Timetabling of Teaching Spaces Policy and Procedures.

The Board **resolved** to **endorse**, for referral to Council, the revised Charter of Student Rights and Responsibilities, as detailed in Attachment One to AB16/111.

EO(EC)
PolicyAdv

The Board **resolved** to **approve** the Refreshed Hallmark Program Policy and Refreshed Hallmark Program Procedure, as detailed in Attachment Two to AB16/111.

EO(EC)
PolicyAdv

The Board also **resolved** to **endorse**:

- the request for a policy waiver from the College of SHE and Action Plan, as detailed in Attachment Three to AB16/111.
- the Digital Literacies Framework, as detailed in Attachment Four to AB16/111.

EO(EC)
GenMgr
UniLib

The Board also noted the following 2017 meeting dates for the Education Committee:

- 15 February
- 15 March
- 17 May
- 19 July
- 16 August
- 20 September
- 18 October
- 16 November

492.3.4 Report of Research and Graduate Studies Committee: 21 October 2016

The Board received report AB16/112 and noted that the Research and Graduate Studies Committee had considered the following items at a meeting held on 21 October 2016:

- (a) Research Data Management
- (b) Research Performance Report
- (c) Research Centres Policy and Procedure
- (d) Peer Review Policy and Procedure
- (e) Publication and Dissemination of Research Outputs Policy and Procedure
- (f) RGSC Meeting Dates for 2017
- (g) Sub-Committee Reports:
 - Animal Ethics Committee: 9 June & 11 August 2016
 - Board of Graduate Research: 21 September 2016
 - La Trobe Institutional Biosafety Committee: 26 July 2016 & the 2015 LTIBC Annual Report.
- (h) 2015 Annual Reports of Research Centres:
 - Australian Research Centre in Sex, Health and Society
 - Judith Lumley Centre
 - Institute for Human Security and Social Change
 - Centre for Health Communication and Participation
 - Australian Institute for Primary Care and Ageing
 - Living with Disability Research Centre
 - Institute for Latin American Studies
 - Murray-Darling Freshwater Research Centre
 - La Trobe Institute for Molecular Science
 - Centre for Research on Language Diversity
 - Olga Tennison Autism Research Centre

The Board **resolved to approve:**

- (i) the Research Centres Policy and the Research Centres Procedures and **endorsed** the Research Centre Strategic Framework, as detailed in Attachment A to AB16/112.
- (ii) the Peer Review Policy and Peer Review Procedure, as detailed in Attachment B to AB16/112.
- (iii) the Publication & Dissemination of Research Outputs Policy and Publication & Dissemination of Research Outputs Procedure, as detailed in Attachment C to AB16/112.
- (iv) the rescission of the following policies and procedures:
 - Publication of Research Findings Policy and Procedure.
 - Research Data Retention and Disposal Policy.

EO(RGSC)
PolicyAdv

- Use of External Data Service Providers Policy.
- (v) the change to the entry requirements for the Doctor of Nursing, as detailed in Attachment D to AB16/112. EO(RGSC)
DeanGS
- (vi) the proposal for a new Professional Doctorate in Midwifery (Doctor of Midwifery HDMID), as detailed in Attachment D to AB16/112. DD SAdmin
- (vii) the revised terms of reference for the La Trobe Institutional Biosafety Committee, as detailed in Attachment E to AB16/112. EO(RGSC)

492.4 Other Matters

492.4.1 Student Feedback on Subjects – improving the response rates

The Executive Director, Planning and Governance, spoke to a presentation regarding what is being done to improve the response rates to the Student Feedback on Subjects survey. This presentation can be accessed at the following link:

<https://unite.latrobe.edu.au/sites/sc/sgc/abc/abmeeting2016/Useful%20resources/8/AB%20on%20SFS%20response%20rates%20-%20FINAL.pdf>.

It was noted that this closes out an item that has been on the matters arising list since August 2016 when the Executive Director, Planning and Governance, offered to provide a full report to the Board regarding what PIPU, in conjunction with the Colleges, were doing in this space.

Discussion:

- It was noted that the Policy does require that feedback is provided to students and it was agreed that provision of data regarding compliance with policy to the Academic Quality Committee would be useful. It was noted that this data collection would need to be created – it does not currently exist. Chair, AQC
ED(P&G)
- It was suggested that there could be quick wins if we reviewed what the subjects tracking higher than average were doing.
- Analysis regarding block teaching, blended and online subjects was being done and would be brought back to the Board. ED(P&G)

PART C – MATTERS FOR INFORMATION

492.5 Matters for Information

492.5.2 Report of the Academic Promotions Committee: October 2016

The Board received the Report of the Academic Promotions Committee: October 2016 and noted that the persons named therein had been promoted, as detailed in report AB16/113. EO(APC)

The meeting closed at 11.15am.

492.7 Next Meeting

9.30am
Wednesday 8 February 2017
Council Chamber
John Scott Meeting House
Melbourne Campus

Chair: _____

Date: _____