



Minutes of the five hundred and fifth meeting of the Academic Board held in the Chamber, John Scott Meeting House, La Trobe University, Melbourne Campus on Wednesday 8 August 2018 at 9.30am.

Present: Professor Christine Bigby (Chair), Ms Sasha Almeida, Dr Sarah Anderson, Dr Julie Andrews, Ms Kate Ashman, Ms Carolyn Ballagh, Dr Josie Barbaro, Dr Pauleen Bennett, Dr Ishaq Bhatti, Professor Nick Bisley, Professor Lynn Bosetti, Dr Narelle Brack, Mr Kevin Brianton, Professor Philip Broadbridge, Dr Buly Cardak, Professor Mike Clarke, Professor Kay Crossley, Professor Amalia Di Iorio, Dr Michael Dillon, Dr Elly Djouma, Professor Phillip Dolan, Professor Grant Drummond, Dr Jason Dutton, Professor Anne-Maree Farrell, Professor Christopher Fisher, Professor Della Forster, Dr Tracy Fortune, Professor Margarita Frederico, Dr Warwick Frost, Dr Anthony Gendall, Dr Deborah Gleeson, Ms Nellie Green, Professor Jane Hamilton, Professor Irene Blackberry, Professor Katie Holmes, Professor Russell Hoye, Mr Simon Huggard (*vice* Jennifer Peasley), Professor Catherine Itsiopoulos, Mr Greg Jamieson, Dr Sejal Kendal, Professor Stephen Kent, Mr Mohsin Khawaja, Ms Spomenka Krizmanic, Professor Emmanuel Kuntsche, Dr Prem Kurup, Dr Amy Larsen, Professor Nicki Lee, Ms Alexandra Lloyd Leighton, Professor Birgit Loch, Professor Chris Mackie, Dr Kate Mai, Ms Virginia Mansel Lees, Dr Dona Martin, Professor Susan Martin, Dr Silvia McCormack, Dr Carol McKinstry, Ms Nicole Melitsis, Professor Meg Morris, Dr Robyn Murphy, Ms Susan Nalder, Dr Deborah Neal, Professor Mary Anne Noone, Professor Keith Nugent, Professor Ibolya Nyulasi, Dr Jodi Oakman, Professor Chris Pakes, Dr Alison Parkes, Professor Simon Pervan, Professor Robert Pike, Dr Luke Prendergast, Professor Wenny Rahayu, Professor Brian Smith, Mr Kelly Smith, Professor Richard Speed, Dr Evelien Spelten, Ms Mira Stammers, Mr Robert Stephenson, Ms Emma Stirling, Dr Keir Strickland, Dr Rwth Stuckey, Dr Colleen Thomas, Dr Suzane Vassallo, Dr Terrie Waddell, Professor James Walker, Professor Yvonne Wells, Dr David Wilson, Mr David Wishart, Professor Suzanne Young, Ms Andrea Young, Professor Lawrie Zion.

Secretariat: Susan Rees-Osborne, Senior Executive Officer, Governance and Policy Services.

In Attendance: Dr Richard Frampton, Ms Robyn Harris, Ms Fiona Reed, Dr MaryAnne Aitken, Ms Natalie MacDonald, Mr Paul Ramage, Dr Jeanette Fyffe

Welcome to Country Dr Julie Andrews delivered a 'Welcome to Country' in which she acknowledged the Wurundjeri as the traditional owners of the land upon which the Melbourne Campus is located and paid her respects to elders past and present. Dr Andrews also acknowledged the traditional owners of the lands upon which the various regional campuses are located and paid respect to the elders past and present of those lands.

Dr Andrews spoke of the recent NAIDOC Week festivities held 8-15 July with the overarching theme of 'Because of her, we can'. Activities on La Trobe campuses included flag raising ceremonies, lunches, an art exhibition and a symposium. The theme, celebrating indigenous women past and present, resonates strongly for the La Trobe University community, aligning well with our gender equality programs and projects such as Square the Ledger and the SAGE report.

PART A – PROCEDURAL MATTERS

(i) Apologies & Membership

Apologies were received from Kerri-Lee Krause, Matthew Nicholson, Nick Bond, Emma Henderson, Julie Kiroluch, Kate Bridgman, Lisa McKenna, Matthias Ernst, Clare

ACTION

McCausland, Andrew Hill, Mark Gussy, Jennifer Peasley, Joanna Barbousas, Paula Baron, Jessica Vanderlelie, Jennifer Oates, Jason Crain, David Winkler, Eleanor Wertheim, Patrick Keyzer, Nicole El Haber, Rachel Huxley, Guinever Threlkeld, Gillian Sullivan Mort, Anne Wallace.

Non-member attendees not present: Leon Morris, Paul Farley, Peter Powell.

(ii) Approval of Agenda (AB18/53)

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

(iii) Outstanding Matters (AB18/54)

The Board received and **noted** the Outstanding Matters report AB18/54.

(iv) Matters Approved on Behalf of Academic Board (AB18/55)

The Board received, **noted and ratified** report AB18/55, a summary of matters which had been approved by the Chair or Deputy Chair on behalf of the Board since the last meeting:

(a) Award of Degrees, as detailed in Attachment A

(b) Course proposals from the Coursework Committee, as detailed in Attachment B :

- Bachelor of Applied Cloud Technology (SBACTO, SAACTO, SDACTO) (New Coursework)
- Bachelor of Biomedical Science (Medical) (SBMMB, SBMMWO (New Coursework)
- Bachelor of Biomedical Science (SBMB) (Major Revision)

(c) Course proposals from the Coursework Committee, as detailed in Attachment C:

- Bachelor of Veterinary Nursing (SBVN) (Major Revision)
- Master of Disability Practice (Major Revision)

(d) Matters referred by the Education Committee, as detailed in Attachment D:

Educational Partnerships Procedure – Articulation
Educational Partnerships Procedure – Agreements

(e) Matters referred by the Research and Graduate Studies Committee, as detailed in Attachment E:

Proposal to change the name of the Murray Darling Freshwater Research Centre to be the 'Research Centre for Freshwater Ecosystems', in the School of Life Sciences

(f) Course proposals from the Coursework Committee, as detailed in Attachment F:

Diploma of Sports Coaching and Development (HDSCD) (New Course)

(g) Course proposals from the Coursework Committee, as detailed in Attachment G:

- Master of Physiotherapy Practice (HMPYP, HMPYB) (Major Revision)
- Master of Occupational Therapy Practice (HMOTH, HMOTPB) (Major Revision)
- Master of Social Work (HMSK, HMSKB, HMSKM, HMSKW) (Major Revision)
- Master of Public Health (HMPHC) (Major Revision)
- Graduate Certificate in Art Therapy (HCART) (New)
- Master of Sports Physiotherapy (HMSPH), Master of Sports Physiotherapy and Master of Musculoskeletal Physiotherapy (HZSPMY) (Major Revision)

(v) **Report of the Chair**

The Chair did not deliver a formal report but noted the unusually large number of requests for out of session approval of course proposals prior to this meeting, and acknowledged the amount of work involved for administrative staff and the Academic Board Executive Committee members.

(vi) **Report of the Vice-Chancellor (AB18/56)**

The Board received and **noted** circulated paper AB18/56, the Report of the Vice-Chancellor, which can be located at the following link:

<https://unite.latrobe.edu.au/sites/sc/sgc/abc/abmeeting2018/default.aspx?InstanceID=5>

VC

The Vice-Chancellor spoke to the report and provided a brief update on the following additional items:

- Congratulations to Dr Megan Maher and Dr Suresh Mathivanan from the School of Molecular Sciences who were recently awarded ARC Future Fellowships
- The University will be the lead partner in Australia's first medicinal agriculture research hub. The Hub is the first initiative of the La Trobe Institute for Agriculture and Food, and industry and community partners are being sought for projects to transform the scope, scale and translation of agri-food research
- Successful Open Days have been held at Bundoora and Shepparton campuses so far. The Vice-Chancellor thanked all staff involved
- The Foreign Influence Transparency Scheme came into force on 29 June 2018 however the scheme's final details are yet to be released. The Vice-Chancellor undertook to report back to the Board regarding the University's obligations, when further details are available.

PART B – MATTERS FOR APPROVAL

505.1 Confirmation of Minutes (AB18/52)

The minutes of the meeting held on 13 June 2018 [AB18/52(M)] were **confirmed** as a true and accurate record.

505.2 Items for Approval

505.2.1 Award of Degrees and Diplomas (AB18/57)

The Board received circulated report AB18/57 and **resolved** to **approve** the award of degrees and diplomas, as detailed therein.

AEGTO
GRS

505.2.2 Proposal to Establish a New Framework of Graduate Research Pathways to PhD (AB18/58)

The Dean of Graduate Studies, Graduate Research School, spoke to paper AB18/58, outlining the final proposal to establish a new framework of graduate research pathways. It was emphasised that the proposal is for the framework only and that the working group will develop the appropriate policies and consultation and communication plans. It was noted that all relevant policies will be submitted to the Academic Board for approval and there will be further opportunities for discussion. The timeline for implementation is late 2019. Members noted the need to ameliorate the risk of any confusion in the market.

DVCR
D,GS

The Board **resolved** to **approve** the final proposal to establish a new framework of graduate research pathways.

505.2.3 Appeals Policy (AB18/59)

The Vice-President (Administration) spoke to paper AB18/59, advising that this policy is part of a suite of mostly administrative policies relating to the Respect.Now.Always program. Due to the potential impact upon students, the proposed changes to this policy require dual approval from both the Vice-Chancellor and the Academic Board. Members were advised that the Vice-Chancellor approved the policy at a meeting of Senior Executive Group in July 2018.

VPA

The Board **resolved** to **approve** the changes to the Appeals Policy.

505.3 Standing Committees of Academic Board

505.3.1 Report of Academic Quality Committee: 21 June 2018 (AB18/60)

The Board received report AB18/60 and noted that the Academic Quality Committee had considered the following items at a meeting held on 21 June 2018:

- NAVITAS update
- Revised Policy Compliance Reports
- School and Division Reviews
- Standards (TEQSA) Alignment Program Report

The Board **noted** the report of the Academic Quality Committee.

EO(AQC)

505.3.2 Report of Admissions Committee: 7 June 2018 (AB18/61)

The Board received report AB18/61 and noted that the Admissions Committee had considered the following items at a meeting held on 7 June 2018:

- College of ASSC Undergraduate Course Entry for Tertiary Enabling Program/Tertiary Preparation Program
- Articulation tables
- Success vs ATAR
- Tracking of entrants through articulation pathways

The Board also noted that the following items had been endorsed out of session by the Chair, Admissions Committee:

- Update to Terms of Reference and Membership of the Admissions Committee;
- Revised English Language Entry Requirements Procedure – Schedule 1 and 2

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

- College of Arts, Social Sciences and Commerce Undergraduate Course Entry for Tertiary Enabling Program/Tertiary Preparation program;
- Update to Terms of Reference and Membership of the Admissions Committee;
- Revised English Language Entry Requirements Procedure – Schedule 1 and 2.

EO (AC)

505.3.3 Report of Coursework Committee: 21 June 2018 (AB18/62)

EO (CC)

The Board received report AB18/62 and noted that the Coursework Committee had considered the following items at a meeting held on 21 June 2018:

- (a) Course submissions from the College of Science, Health and Engineering
- (b) Course submissions from the College of Arts, Social Sciences and Commerce

The Board resolved to **approve** the following course proposals, as detailed in Attachment A to AB18/62:

a) New Courses

College of Science, Health and Engineering

- Graduate Diploma in Child, Family and Community Nursing (HGCFN)
- Master of Midwifery (HMMV)
- Nested Exit Only Courses from Master of Nursing (HMN)
 - Graduate Certificate in Perioperative Practices (HCNPP)
 - Graduate Diploma in Perioperative Practices (HGNPP)
 - Graduate Certificate in Acute/Critical Care (HCNACC)
 - Graduate Diploma in Acute/Critical Care (HGNACC)
- Master of Healthcare Analytics (MHCA), Graduate Certificate in Healthcare Analytics (HCHCA), Graduate Certificate in Digital Health (HCDH), Graduate Certificate in Digital Health for Clinical Practice (HCDCP), Graduate Certificate in Health Data Integrity and Auditing (HCHIA)

b) Course Revisions

College of Arts, Social Sciences and Commerce

- Bachelor of Business (Event Management) (LBBEMSI)
- Master of Business Analytics (LMBAN), Graduate Diploma in Business Analytics (LGBAN), Graduate Certificate in Business Analytics (LCBAN)
- Economics Major within the following courses:
 - Bachelor of Commerce (LBCOM)
 - Bachelor of Commerce/Bachelor of Agricultural Sciences (LZCAG)
 - Bachelor of Commerce/Bachelor of Arts (LZCOMA)
 - Bachelor of Commerce/Bachelor of Biomedicine (LZCBM)
 - Bachelor of Commerce/Bachelor of Computer Science (LZCCS)
 - Bachelor of Commerce/Bachelor of Health Sciences (LZCHS)
 - Bachelor of Commerce/Bachelor of International Relations (LZCIR)
 - Bachelor of Commerce/Bachelor of Laws (LZCOML)
 - Bachelor of Commerce/Bachelor of Science (LZCOMS)
 - Bachelor of Accounting (LBC)
 - Bachelor of Accounting/Master of Financial Analysis (LZCFA)
 - Bachelor of International Business (LBIB)
 - Bachelor of Business (LBB)
 - Bachelor of Business (Agribusiness) (LBBAB)
 - Bachelor of Business (Accounting) (LBBC)
 - Bachelor of Business (Event Management) (LBBEM)
 - Bachelor of Business (Human Resource Management) (LBBHR)
 - Bachelor of Business (Tourism and Hospitality) (LBBTH)
 - Bachelor of Business (Marketing) (LBBMK)
 - Bachelor of Business (Sport Management) (LBBS)
 - Bachelor of Business/Master of Management (LZBMM)

➤ Bachelor of Arts (ABA)

College of Science, Health and Engineering

- Bachelor of Human Nutrition (HBHN)
- Bachelor of Human Nutrition (Hong Kong) (HBHNHK)
- Bachelor of Human Nutrition with Honours (HHHN)
- Bachelor of Psychological Science with Honours (SHPS)
- Master of Nursing Science (HMNSCO), Graduate Diploma in Nursing Science (HGNSCO), Graduate Certificate in Nursing Science (HCNSCO)
- Master of Nursing (HMN)
- Bachelor of Health Sciences (Medical Classification) (HBHMC, HBHMSY)
- Master of Public Health and Master of Health Administration (HZPHHA), Master of Public Health and Master of International Development (HZPHID, HZPHID)
- Graduate Diploma in Rehabilitation Studies (HGRST)

c) Course Closures

College of Arts, Social Sciences and Commerce

- Bachelor of Economics/Bachelor of Asian Studies (LZEAS)
- The Tertiary Enabling Program (ETEP)

College of Science, Health and Engineering

- Graduate Diploma in Nursing (Child, Family and Community) (HGNCFC)
- Master of Midwifery (HMMID)
- Nested Exit Only Courses from the Master of Nursing (HMN)
 - Graduate Certificate in Nursing (Acute Care) (RCNAC)
 - Graduate Diploma in Nursing (Acute Care) (HGAC)
 - Graduate Certificate in Nursing (Breast Care) (HCNBC)
 - Graduate Diploma in Nursing (Breast Care) (HGNBC)
 - Graduate Certificate in Nursing (Cancer/Palliative Care) (HCNCP)
 - Graduate Diploma in Nursing (Cancer/Palliative Care) (HGNCPC)
 - Graduate Diploma in Nursing (Child, Family and Community) (HGNCFC)
 - Graduate Certificate in Nursing (Critical Care) (RCNCC)
 - Graduate Diploma in Nursing (Critical Care) (HGNC)
 - Graduate Certificate in Nursing (Perianaesthetic Care) (HCNPA)
 - Graduate Diploma in Nursing (Perianaesthetic Care) (HGNC)
 - Graduate Certificate in Nursing (Perioperative Care) (HCNPC)
 - Graduate Diploma in Nursing (Perioperative Care) (HGNC)
 - Graduate Certificate in Nursing (Renal Care) (HCNRC)
 - Graduate Diploma in Nursing (Renal Care) (HGNC)
 - Graduate Certificate in Nursing (Spinal Cord Injury) (HCNSCI)
 - Graduate Diploma in Nursing (Spinal Cord Injury) (HGNSCI)
 - Graduate Certificate in Nursing (Urological and Continence) (HCNUC)
 - Graduate Diploma in Nursing (Urological and Continence) (HGNUC)
 - Graduate Certificate in Wound Management (HCWM)
 - Graduate Diploma in Nursing (Wound Management) (HGNC)

d) Course Suspensions

College of Arts, Social Sciences and Commerce

- Bachelor of Business/Master of Management (LZBMM)
- Bachelor of Accounting/Master of Financial Analysis (LZCFA)

505.3.4 Report of Coursework Committee: 19 July 2018 (AB18/63)

The Board received report AB18/63 and noted that the Coursework Committee had considered the following items at a meeting held on 19 July 2018:

- (a) Course submissions from the College of Science, Health and Engineering
- (b) Course submissions from the College of Arts, Social Sciences and Commerce
- (c) Academic Course Review Panel Report and Action Plan, from the College of Science, Health and Engineering

EO(EC)

The Board resolved to **approve** the following course proposals, as detailed in Attachment A to AB18/63:

a) Course Revisions

College of Arts, Social Sciences and Commerce

- Bachelor of Early Childhood and Primary Education (EBECB, EBECBP)
- Bachelor of Business (Sport Development and Management) (LBBSB)
- Bachelor of Accounting (LBCD) Dandenong
- Diploma of Business (LDBE) East China
- Media Studies Major within the following courses:
 - Bachelor of Business (LBB)
 - Bachelor of Business (Accounting) (LBBC)
 - Bachelor of Business (Agribusiness) (LBBAB)
 - Bachelor of Business (Event Management) (LBBEM)
 - Bachelor of Business (Human Resource Management) (LBBHR)
 - Bachelor of Business (Marketing) (LBBMK)
 - Bachelor of Business (Sport Management) (LBBS)
 - Bachelor of Business (Tourism and Hospitality) (LBBTH)
 - Bachelor of Commerce (LBCOM)
 - Bachelor of Finance (LBF)
 - Bachelor of International Business (LBIB)
- Bachelor of Criminology (Honours) (LHCR)

College of Science, Health and Engineering

- Bachelor of Human Nutrition (Hong Kong) (HBHNNK)
- Bachelor of Business Information Systems (SBBIIY)
- Bachelor of Agriculture and Technology (SBATE)
- Master of Ergonomics, Safety and Health (HMERGD)
- Master of Health Administration (HMHA, HMHADE)
- Master of Health Science (HMHS), Graduate Diploma in Health Policy (HGHPOL), Graduate Certificate in Health Promotion (HCHP), Graduate Diploma in Health Promotion (HGHPRO), Graduate Certificate in Health Policy (HCHPO), Graduate Diploma in Health Promoting Palliative Care (HGHP)
- Master of Business Administration and Master of Health Administration (HZMBHA, HZMBHO)
- Master of Mental Health Nursing (HMMN, HGMMN)
- Master of Family Therapy (HMCFTH, HMCLFT), Graduate Diploma in Family Therapy (HGFT), Graduate Certificate in Family Therapy (HCFT)
- Master of Statistical Science (SMST)

b) Course Closures

College of Arts, Social Sciences and Commerce

- International Management Minor College of Science, Health and Engineering
- Graduate Diploma in Health Research Methodology (HGHRM)

c) Academic Course Review Panel Report and Action Plan

College of Science, Health and Engineering

- Master of Nursing Science (HMNSCO)

505.3.5 Report of Education Committee: 20 June 2018 (AB18/64)

The Board received report AB18/64 and noted that the Education Committee had considered the following items at a meeting held on 20 June 2018:

- (a) Course and Subject Management Policy Suite
- (b) CHEEDR Non-Participating Enrolments at La Trobe University
- (c) 2018 Education Committee Business Schedule update
- (d) LTU0AIM and ABSOWOM online subjects
- (e) Policy Waiver – Credit Points and Course Structure Policy
- (f) Educational partnership Procedure – Articulation and Educational Partnerships Procedure – Agreements
- (g) Course and Subject Management Policy Suite
- (h) Student Experience survey High Level Summary 2017

EO (EC)
ED, Q&S

Members were advised that the revisions to the Course and Subject Management Policy suite will assist in streamlining course management processes. Members noted the need to reduce confusion around the course proposal process and the Office of Quality and Standards was invited to submit a professional development strategy and implementation plan relating to this policy suite, to a future meeting of the Board.

The Academic Board **resolved** to **approve** the Course and Subject Management Policy Suite, comprising:

1. New Course and Subject Management Policy
2. New Course and Subject management Procedure – New Course and Subject Proposals
3. New Course and Subject Management Procedure – Revisions, Suspensions and Closures
4. New Schedule – Approval requirements for changes to courses and subjects
5. New Course and Subject Management Procedure – Course Review
6. New Course and Subject management Procedure – Professional Recognition
7. Rescission of the Course Lifecycle Policy
8. Rescission of the Course Lifecycle – New Coursework Program Procedure
9. Rescission of the Course Lifecycle – Course Revision Procedure
10. Rescission of the Course Lifecycle – Course Suspension and Closure Policy
11. Rescission of the Course Lifecycle – Course Review Procedure
12. Rescission of the Course Lifecycle – external Accreditation Procedure
13. Rescission of the Subject Lifecycle Policy
14. Rescission of the Subject Lifecycle – New Subject Approval Procedure

15. Rescission of the Subject Lifecycle – Subject Revision Procedure
16. Rescission of the Subject Lifecycle – Subject Suspension and Closure Procedure
17. Renaming of the Subject Lifecycle – Subject Review Procedure to the Course and Subject Management Procedure – Subject Reviews
18. Renaming of the Course Lifecycle – CRICOS Registration Procedure to the Course and Subject Management Procedure – CRICOS Registration

505.3.6 Report of Research and Graduate Studies Committee: OOS 26 July 2018 (AB18/65)

The Board received report AB18/65 and noted that the Research and Graduate Studies Committee had considered the following items at a meeting held Out of Session on 26 July 2018:

- (a) The establishment of the Centre for Health Law and Society (CHLS) in the Law School
- (b) The establishment of the Optus La Trobe Cyber Security Hub: A Research Centre of La Trobe University

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

- the establishment of the Centre for Health Law and Society (CHLS) in the Law School
- the establishment of the Optus La Trobe Cyber Security Hub: A Research Centre of La Trobe University.

EO (RGSC)

PART C – MATTERS FOR INFORMATION

505.4 Matters for Information

505.4.1 Course Management Reform Program Overview (AB18/66)

The Director, Course Management Reform spoke to the item, summarising the outcomes of the course management reform project from January 2017 to June 2018. Three key areas of activity were undertaken, comprising:

- Engagement with all divisions to support the development and completion of required actions;
- Development and implementation of processes and practices to support the enhancements of key activities;
- Identification of technology requirements to support ongoing improvements in course management.

The outcomes of the program included:

- Development of the Course Register – establishment of a single source of truth in relation to courses
- Review and mapping of course management business processes
- Creation of new processes and practices to support the effective management of course information
- Establishment of the functional requirements to support the identification and potential purchase of an end state technology solution.

The Academic Board **noted** the outcomes from the Course Management Reform Program Overview report.

P Ramage
ED, Q&S

505.5 Next Meeting

9.30am
Wednesday 12 September 2018
Chamber
John Scott Meeting House
Melbourne Campus

505.6 PANEL DISCUSSION

Academic Promotions Review – a panel discussion

Panel members:

- Professor Keith Nugent
- Professor Chris Mackie
- Dr Fiona Bird

KN
CM
FB
JF

Professor Keith Nugent introduced the discussion, noting that the ongoing academic promotions review has established that La Trobe has a lower academic promotion rate and a lower academic promotion application rate compared to both the IRU and the entire sector. It was noted that the promotions success rate is relatively high compared to the sector, and that the balance of applications from men and women reflect the gender balance present within the University, demonstrating that there is not a gender issue in relation to academic promotions.

The review working group proposes to **simplify the application process** by reducing the number of submission deadlines from continuous to 2-4 times per year, and reduce the requirements for assessors and referees and the number of reports needed, to make the process less onerous.

The working group is also considering development of a clearly defined career path for **teaching focused academic staff** from levels A to E, with explicitly articulated requirements for promotion to each level. The challenge of measuring teaching quality was noted but Dr Fiona Bird advised that many universities employ various methods to evidence teaching quality, which La Trobe may be able to utilise, where appropriate. It was acknowledged there is currently an emphasis on numbers rather than teaching quality.

Professor Chris Mackie reported on the category of **Academic Citizenship** in the context of the promotions process, noting that the working group is seeking to better articulate what academic citizenship looks like and how much weight it should be given when considering applications for promotion. It was reported that the current promotion process views teaching and research as the key criteria, and academic citizenship is not always adequately considered.

In the discussion following the presentation, the following matters were raised:

- the need for inclusion of 'research impact' in the criteria matrix
- the process of sourcing external assessors can be burdensome for Heads of Schools
- it would be helpful if the promotions website hosted examples of excellent applications
- the Workload Management System can be a disincentive to engage in academic leadership activities.

Professor Nugent thanked members for their contributions and invited further feedback on all aspects of the review, advising that members can contact the Project Manager Dr Jeanette Fyffe via the Senior Administration Officer at promotionsreview@latrobe.edu.au

A copy of the powerpoint presentation (*AB18/67*) delivered at the meeting can be found at the following link:

<https://unite.latrobe.edu.au/sites/sc/sgc/abc/abmeeting2018/default.aspx?InstanceID=5>

The meeting closed at 11.00am.

Chair: _____

Date: _____