



ACADEMIC BOARD

Minutes of the four hundred and sixty-second meeting of the Academic Board held in the Council Chamber, John Scott Meeting House, La Trobe University, Melbourne Campus on Wednesday 13 February 2013 at 9.30am.

Present: Professor Simon Crowe (Chair), Professor Christine Bigby (Deputy Chair) (*via videoconference*), Ms Eshan Arya, Dr Pauleen Bennett, Professor Allan Borowski, Professor Andrew Brennan, Dr Andrew Brookes, Mr Bruce Carboon, Dr Damon Cartledge, Dr Peter Cartwright, Professor Michael Clarke, Professor John Dewar (Vice-Chancellor), Professor Leigh Drake, Dr Kerry Ferguson, Mr Neil Fettling, Dr Kerry Fitzmaurice, Mr Peter Foreman, Dr Greg Heath, Professor Russell Hoye, Dr Julie Jackson, Dr Tony Jarvis, Dr Elizabeth Johnson, Dr Mary Kennedy-Jones, Dr Stephen Kent, Dr Anthony Kerr, Dr Katherine Legge, Professor Jane Long, Dr Claire Macken, Professor Chris Mackie, Dr Sue Martin, Professor Paul Mather, Dr Carol McKinstry (*via videoconference*), Professor Brian McGaw, Ms Diana Nagel, Ms Mary-Anne Noone, Professor Keith Nugent, Ms Katia Overmars, Dr Chris Pakes, Professor Jennifer Peasley, Ms Kathleen Pleasants (*via videoconference*), Dr Alison Ravenscroft, Professor Margaret Robertson, Professor John Rosenberg, Dr Kath Ryan, Dr Christopher Scanlon, Dr Brian Smith, Mrs Joy Spark (*via videoconference*), Dr Damian Spencer, Professor Hal Swerissen, Dr Terrie Waddell and Dr Suzanne Zyngier.

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

In Attendance: Dr Ric Canale, Professor Don Harding, Dr Andrew Harvey, Professor Diane Kirkby, Ms Natalie MacDonald, Professor Hylton Menz, Dr Bret Stephenson and Professor Peta Tait.

PART A – PROCEDURAL MATTERS

(i) Attendance/Apologies

The Chair thanked all members who attended the annual Academic Board Induction Program the week prior and welcomed all new members, including the following new senior members of staff:

- Professor Jane Long, Deputy Vice-Chancellor (Academic).
- Professor Keith Nugent, Deputy Vice-Chancellor (Research).
- Professor Jennifer Peasley, University Librarian.

Apologies were received from Professor Karen Dodd, Professor Paul Fisher, Ms Margarita Frederico, Professor Noel Gough, Dr Liz Lavender, Professor Lorraine Ling, Dr Bill McGuinness, Professor Meg Morris, Dr Sue O'Keefe, Dr Warren Paul, Professor Joanna Poyago-Theotoky, Dr Anita Raspovic, Mr Andrew Skewes, Dr Gwenda Tavan, Dr Caroline Walta and Dr Kim Williams.

ACTION

(ii) Approval of Agenda

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

(iii) Outstanding Matters

The Board received and noted report AB13/02.

(iv) Matters Approved on Behalf of Academic Board

The Board received report AB13/03 and noted the following matters which had been approved on its behalf since the last meeting:

- (a) Award of Degrees and Diplomas, Award of Higher Degrees and Conferring of Awards *in absentia*, as detailed in Attachment A to AB13/03.
- (b) Establishment of Prizes:
- (i) Faculty of Science, Technology and Engineering: First Year Prize in Chemistry Foundations; The Professor Jim Morrison Prize in General Principles of Chemistry; and First Year Prize in Applications of Chemistry, as detailed in Attachment B to AB13/03.
 - (ii) Faculty of Science, Technology and Engineering: Trust for Nature Scholes Scholarships Funding Program, as detailed in Attachment C to AB13/03.
 - (iii) Faculty of Science, Technology and Engineering: R L Reid Agricultural Science Prize, as detailed in Attachment D to AB13/03.
 - (iv) Faculty of Science, Technology and Engineering: The Science and Industry Endowment Fund – Undergraduate Scholarship in Science/IT/Engineering, as detailed in Attachment E to AB13/03.
 - (v) Faculty of Science, Technology and Engineering: Rochester Chemmart Pharmacy Social Responsibility Award, as detailed in Attachment F to AB13/03.
 - (vi) Faculty of Business, Economics and Law: The FBEL Bachelor of Business (Event Management/Marketing) Scholarship; and The FBEL Bachelor of Business (Sport Development and Management) Scholarship, as detailed in Attachment G to AB13/03.
 - (vii) Faculty of Business, Economics and Law: La Trobe University – Hanoi University Partnership 10th Anniversary Outstanding MBA Alumnus Award, as detailed in Attachment H to AB13/03.
- (c) External Relations Committee of Council: out-of-session
- (i) Emeritus Professor: Professor Roger Parish, as detailed in Attachment I to AB13/03.
 - (ii) Honorary Doctorate of Letters: Dr Meenaskshi Gopinath, as detailed in Attachment J to AB13/03.
- (d) Significant Course Revision:
A proposal from the Faculty of Business, Economics and Law for significant revision to the following courses, as detailed in Attachment K to AB13/03:
- Master of Laws.
 - Master of Laws in Global Business Law.
- (e) Course Closures:
A proposal from the Faculty of Business, Economics and Law for the closure of the following courses, as detailed in Attachment L to AB13/03:
- Bachelor of Finance (Banking) – LBFB.
 - Bachelor of Finance (Corporate Finance) – LBFCF.
 - Bachelor of Finance (Investment) – LBFI.

- Bachelor of Finance (International Banking and Finance) – LBFIB.
 - Bachelor of Finance (Financial Risk Management) – LBFMR.
 - Bachelor of Finance (Wealth Management) – LBFWM.
- (f) Major Course Revisions:
A proposal from the Faculty of Business, Economics and Law for major course revisions to the following courses, as detailed in Attachment M to AB13/03:
- Bachelor of Art/Bachelor of Accounting.
 - Bachelor of Accounting/Bachelor of Economics.
 - Bachelor of Accounting/Bachelor of Finance.
- (g) Course Submissions: referred from Programs Committee and Education Committee, as detailed in Attachment N to AB13/03:
New Course:
- Faculty of Education
- Bachelor of Early Learning
- Major Course Revisions:*
- Faculty of Humanities and Social Sciences
- AMIR Master of International Relations, including the creation of the nested qualifications, ACIR Graduate Certificate in International Relations and AGIR Graduate Diploma in International Relations
 - AMIRH Master of International Relations, including the change of name to AMIRS Master of International Relations (Research Studies)
 - AMIDV Master of International Development, including the creation of the nested qualifications, ACIR Graduate Certificate in International Relations and AGDST Graduate Diploma in Development Studies and ACDST Graduate Certificate in Development Studies
- Faculty of Science, Technology and Engineering
- Bachelor of Computer Systems Engineering, including name change
 - Bachelor of Electronic Engineering, including name change
 - Bachelor of Computer Science (Honours)/Bachelor of Electronic Engineering, including name change
 - Bachelor of Civil Engineering, including name change
 - Bachelor of Civil Engineering/Bachelor of Science, including name change
 - Bachelor of Civil Engineering/Bachelor of Business, including name change
- Significant Course Revision:*
- Faculty of Science, Technology and Engineering
- Master of Science in Physical Science
- Course Closures:*
- Faculty of Humanities and Social Sciences
- AGID Graduate Diploma of International Development, effective 31 December 2013
 - AMIDH Master of International Development with Honours, effective 31 December 2013
- Faculty of Education
- EMTC Master of Teaching, effective 31 December 2012
 - EMTPE, EMTPB Master of Teaching (Primary), effective 31 December 2012
 - EMTS, EMTSB Master of Teaching (Secondary), effective 31 December 2012
 - EMTME Master of Teaching (Mathematics Education), effective 31

December 2012

Faculty of Science, Technology and Engineering

- Master of Information Technology (Intel Systems and Intel Computing), effective 31 December 2012
- Master of Information Technology (Software Engineering), effective 31 December 2012
- Master of Information Technology/Master of Business Administration, effective 31 December 2012
- Graduate Certificate in Wine and Wine Appreciation, effective 31 December 2012
- Graduate Diploma in Wine and Wine Appreciation, effective 31 December 2012
- Postgraduate Diploma in Wine Production, effective 31 December 2012
- Master of Wine and Wine Appreciation, effective 31 December 2012
- Master of Biotechnology and Bioinformatics (Hons), effective 31 December 2012
- Master of Biotechnology/Master of Business Administration, effective 31 December 2012

New non-award courses to be delivered by La Trobe Melbourne:

- General English
- English for Further Study 3
- English for Further Study 4
- English for Further Study 5
- English for Further Study 6

(v) Report of the Vice-Chancellor

The Board received and noted paper AB13/04, the Report of the Vice-Chancellor, which can be located at the following link:

<https://unite.latrobe.edu.au/sites/sc/sgc/abc/abcmeeting013/MP/1/04-VCsReport-February2013.pdf>. The Vice-Chancellor spoke to the report.

Other issues highlighted were:

- Enrolment update – thanks to all staff for their hard work during the VTAC offers period.
- *Vale* Professor Jim Morrison, foundation Professor.
- Farewell Professor Robin Williams, Director, Alumni & Advancement, who has announced his retirement for health reasons.

PART B – MATTERS FOR APPROVAL

462.1 Confirmation of Minutes

The minutes of the meeting held on 14 November 2013 [AB12/180(M)] were confirmed.

462.2 Items for Approval not requiring discussion

462.2.1 Award of Degrees and Diplomas

The Board received report AB13/05 and **resolved** to approve the conferring of awards *in absentia* and award of higher degrees and, as detailed therein.

AEGTO/
RGSO

462.2.2 Establishment of Prizes

The Board **resolved** to establish, amend or cancel the following Prizes:

- (a) Health Sciences: Excellence in the Rehabilitation Counselling Major in the Bachelor of Health Sciences Prize, as detailed in report AB13/06.
- (b) Health Sciences: Victorian Voice Interest Group Speech Pathology Student Award [*cancellation*], as detailed in report AB13/07.
- (c) Science, Technology and Engineering: TA McLelland Memorial Award [*revision*], as detailed in report AB13/08.
- (d) Science, Technology and Engineering: PDL First Year Pharmacy Award [*revision*], as detailed in report AB13/09.
- (e) Science, Technology and Engineering: PDL Second Year Pharmacy Award [*revision*], as detailed in report AB13/10.
- (f) Science, Technology and Engineering: PDL Third Year Legislation Award [*revision*], as detailed in AB13/11.
- (g) Science, Technology and Engineering: PDL Third Year Dispensing Award [*revision*], as detailed in report AB13/12.
- (h) Science, Technology and Engineering: SHPA Pharmacy Practice and Advanced Counselling Prize [*revision*], as detailed in AB13/13.
- (i) Science, Technology and Engineering: SHPA 3rd Year Therapeutics Award [*revision - from SHPA Clinical Pharmacy and Pharmacoepidemiological Research Award*], as detailed in AB13/14.
- (j) Science, Technology and Engineering: Kenn Raymond – Pharmaceutical Care Award, as detailed in AB13/15.

MgrUE
T Noone
Dir.O&P
A&A

462.2.3 Committee Membership

(a) *Academic Quality Committee*

The Board **resolved** to approve Dr Kath Ryan as a Category D – Academic Board nominee with expertise in research training – member of the Academic Quality Committee.

EO(AQC)

462.3 Standing Committees of Academic Board

462.3.1 Report of Academic Quality Committee: 21 November 2012

The Board received report AB13/16 and noted that the Academic Quality Committee had considered the following items at a meeting held on 21 November 2012:

- (a) Report of the Chair.
- (b) Cluster 10 policies for Review and Initial Report: Qualifications Policy and Procedures.
- (c) Cluster 11 policies for Review and Initial Report: Academic Progress Monitoring and Intervention Policy and Procedures.
- (d) AQC's Progress against its Terms of Reference for 2012.
- (e) Academic Board Committee Membership Survey 2012.

462.3.2 Report of Education Committee: 28 November 2012

The Board received report AB13/17 and noted that the Education Committee had considered the following items at a meeting held on 28 November 2012:

- (a) Chair's report.
- (b) Timetabling of Teaching and Learning Space Policy and Procedures.

- (c) Revisions to the Majors and Minors in Bachelor Degrees Policy and Procedures.
- (d) Revisions to Credit Point and Student Workload Policy.
- (e) 2012 Annual Review of the Education Committee.
- (f) Reports of the Programs Committee held on 15 November and the Learning Spaces and Technologies Committee held on 15 October.
- (g) Students with disabilities.
- (h) Programs Committee reporting lines.

The Board noted that the thirty-first meeting represented the final meeting of the *Acting* Chair Professor Philip Steele. The Board also noted the acknowledgements and leadership of Professor Steele in the teaching and learning portfolio during his time at La Trobe University.

The Board **resolved** to approve:

- (a) The revisions to the *Major and Minors in Bachelor Degrees Policy and Major and Minors in Bachelor Degrees Procedures*, as detailed in Attachment One to AB13/17.
- (b) The revisions to the *Credit Points and Student Workloads Policy*, including the revision of the title to *Credit Points and Course Structure Policy*, as detailed in Attachment Two to AB13/17.
- (c) The introduction of *Timetabling of Teaching Learning Space Policy*, *Timetabling of Teaching Learning Space Procedures* and Schedule A to Timetabling Procedures – Activity Types to be Timetabled, as detailed in Attachment Three to AB13/17.

EO(EC)/
EO(Policy)

462.3.3 Report of Research and Graduate Studies Committee: 14 December 2012

The Board received report AB13/18 and noted that the Research and Graduate Studies Committee had considered the following items at a meeting held on 14 December 2012:

- (a) Chair's Report – ERA Results.
- (b) Strategic Plan Implementation Group (Research) update.
- (c) The future of Institutes.
- (d) Amendment to La Trobe Excellence in Research Awards application.
- (e) Review of Pharmaceutical Patents.
- (f) Bridging Fellowships.
- (g) Reports of Sub-Committees and Working Parties:
 - Higher Degrees Committee Research:
 - Minutes of Meeting – 17 October 2012.
 - Minutes of Meeting – 7 November 2012.
 - University Human Ethics Committee:
 - Minutes of Meeting – 10 December 2012.
 - Animal Ethics Committee:
 - Minutes of Meeting – 11 October 2012.
 - Genetic Manipulation Supervisory Committee:
 - Minutes of Meeting – 21 November 2012.
 - Member appointments of the following:
 - Category E(Engineer) – Mr Sam Wishart
 - Category H (Lay Person) – renomination of Dr David Hay
 - Category I (Co-Opt) – renomination of Dr Susanna Herd

The Board also received and noted the revised La Trobe Excellence in Research Awards – Instructions for Applicants for 2013 Award, as detailed in Attachment 1 to AB13/18.

462.4 Other Matters

462.4.1 Transition to AQF

Dr Julie Jackson, Pro Vice-Chancellor (Educational Partnerships and Quality) gave a presentation/update on the Australian Qualifications Framework and the compliance of La Trobe programs. This presentation can be accessed at the following link:

<https://unite.latrobe.edu.au/sites/sc/sgc/abc/abcmeeting013/DiscussionItems/1/JulieJackson-AQF.pdf>.

462.4.2 Emeritus Professors – Criteria and Appointment Procedures

The Board received report AB13/19 and **resolved** to approve:

- the revised Emeritus Professor Appointment Procedures, for referral to Council for noting, as detailed in Attachment A to AB13/19; and
- the discontinuation of the use of the title Emeritus Scholar.

SDVC/
EO(AB)/
EO(Policy)/
EO(Council)

It was noted that the Senior Deputy Vice-Chancellor was working with People & Culture regarding a proposal for staff recognition/awards.

462.4.3 Academic Board Self Assessment 2012

The Board received report AB13/20, the results of the Academic Board Self Assessment Survey 2012.

It was noted that there had been a deterioration of the response rate and the Chair advised that there would be a review into whether the survey should be continued on an annual basis.

Chair/
EO

PART C – MATTERS FOR INFORMATION

462.5 Items for Information

462.5.1 Adjunct Appointments

The Board received report AB13/21 and noted that the Vice-Chancellor had recently made the following adjunct appointments:

- (a) Adjunct Professor: Professor Peter Seidel, Law, Faculty of Business Economics and Law (re-appointment – 3 years).
- (b) Adjunct Senior Lecturer: Dr Mary Omodei, School of Psychological Science, Faculty of Science, Technology and Engineering (re-appointment – 1 year).
- (c) Adjunct Associate Professor: Dr Graham Flannery, School of Psychological Science, Faculty of Science, Technology and Engineering (re-appointment – 1 year).

P&C

- (d) Adjunct Associate Professor: Alan Tucker, School of Psychological Science, Faculty of Science, Technology and Engineering (re-appointment – 1 year).
- (e) Adjunct Associate Professor: Professor John Roberts, School of Engineering and Mathematical Sciences, Faculty of Science, Technology and Engineering (re-appointment – 3 years).
- (f) Adjunct Professor: Jim Patrick, Electronic Engineering, Faculty of Science, Technology and Engineering (appointment – 3 years).
- (g) Adjunct Professor: Professor Robert McLachlan, School of Engineering and Mathematical Sciences, Faculty of Science, Technology and Engineering (appointment – 3 years).
- (h) Adjunct Professor: Professor Peter Degeling, School of Public Health and Human Biosciences, Faculty of Health Sciences (re-appointment – 3 years).
- (i) Adjunct Professor: Dr Nick Richardson, Journalism, School of Social Sciences and Communications, Faculty of Humanities and Social Sciences (appointment – 3 years).
- (j) Adjunct Professor: Professor Nicholas Samaras, La Trobe Institute for Molecular Science, Faculty of Science, Technology and Engineering (appointment – 3 years).
- (k) Adjunct Associate Professor: Dr Cathy Balding, Public Health, Faculty of Health Sciences (re-appointment – 3 years).
- (l) Adjunct Associate Professor: Dr Warwick Middleton, Public Health, Faculty of Health Sciences (appointment – 3 years).
- (m) Adjunct Professor: Ms Karen Quinlan, Faculty of Humanities and Social Sciences (appointment).
- (n) Adjunct Associate Professor: Dr Julia Shelley, ARCSHS, School of Public Health and Human Biosciences, Faculty of Health Sciences (re-appointment – 3 years).
- (o) Adjunct Associate Professor: Dr Tonya Stebbins, School of Humanities, Faculty of Humanities and Social Sciences (appointment – 2 years).
- (p) Adjunct Associate Professor: Dr Michael Hurley, ARCSHS, School of Public Health and Human Biosciences, Faculty of Health Sciences (appointment – 3 years).
- (q) Adjunct Associate Professor: Dr Garrett Prestage, ARCSHS, School of Public Health and Human Biosciences, Faculty of Health Sciences (appointment – 3 years).
- (r) Adjunct Professor: Professor Tony Paolini, School of Psychological Science, Faculty of Science, Technology and Engineering (appointment – 3 years).
- (s) Adjunct Professor: Professor Tony Ellwood, Faculty of Humanities and Social Sciences (appointment).
- (t) Adjunct Professor: Professor Marilyn Lake, Faculty of Humanities and Social Sciences (appointment).
- (u) Adjunct Associate Professor: Dr Brian Usher, Physics, Faculty of Science, Technology and Engineering (appointment – 1 year).

- (v) Adjunct Professor: Professor Ray Watterson, La Trobe Law School, Faculty of Business Economics and Law (appointment – 3 years).

462.5.2 Report of Academic Promotions Committee: February 2013

The Board received the Report of the Academic Promotions Committee: February 2013 and noted that the persons named therein had been promoted, as detailed in report AB13/22.

EO(APC)

462.5.3 Senior Academic Appointments

The Board received report AB13/23 and noted that the following senior academic appointments had recently been made:

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- Professor Amalia Di Iorio, Director, MBA Programme.
- Professor Jan Farmer, Associate Dean (Research), Faculty of Health Sciences.
- Dr Christopher Pakes, Associate Dean (Research), Faculty of Science, Technology and Engineering.
- Dr Carol Adams, Professor in Accounting.
- Associate Professor Nora Shields, Professor of Clinical and Community Practice (Allied Health, Northern Health).
- Professor Paul Mather, Head, La Trobe Business School.
- Professor Tanya Fitzgerald, Associate Dean (Research), Faculty of Education.

PART D – DISCUSSION

462.6 Understanding First Year Attrition

The Chair introduced the Panel:

- (a) Dr Andrew Harvey, Head, Access and Achievement Research Unit.
- (b) Dr Bret Stephenson, First Year Coordinator, Faculty of Humanities and Social Sciences.
- (c) Dr Kerry Fitzmaurice, Associate Dean (Academic), Faculty of Health Sciences.

Dr Harvey briefly outlined the findings detailed in a paper coauthored by his Unit '*Understanding First Year Attrition within the Bachelor of Arts*'. This research resulted from a request of the Executive Dean, Faculty of Humanities and Social Sciences. His presentation can be accessed at the following link:

<https://unite.latrobe.edu.au/sites/sc/sgc/abc/abcmeeting013/DiscussionItems/1/AndrewHarvey-BA-Presentation-Academic-Board.pdf>.

Dr Stephenson provided the Faculty of Humanities and Social Sciences response to the findings in Dr Harvey's paper, including examples of what the Faculty were doing and why. His presentation can be accessed at the following link:

<https://unite.latrobe.edu.au/sites/sc/sgc/abc/abcmeeting013/DiscussionItems/1/BretStephenson-AB-Feb2013.pdf>.

Dr Fitzmaurice outlined the Faculty of Health Sciences' experience regarding first year attrition and provided some data regarding levels of first year attrition for the last 3 years (or since the introduction of the Bachelor of Health Sciences common first year) which can be accessed at the following link:

<https://unite.latrobe.edu.au/sites/sc/sgc/abc/abcmeeting013/DiscussionItems/1/KerryFitzmaurice-FHSAttrition.pdf>

Discussion:

- It was noted that there was rich data available which reported that there was a huge cost arising from attrition and that it was incredibly important (and cost effective) to implement programs in an attempt to reduce attrition.
- In response to a query regarding the Student Learning Advisor's skills/experience, Dr Stephenson advised that the majority were postgraduate students; originally trained for face-to-face with students; envisioned to be part of an Early Warning System; had some training from the Future Student Call Centre; and followed strict scripts. He also noted that if the SLAs could not answer a particular query, they offered to ring the student back.
- It was noted that while there was a defined period for undergraduate deferments, these could be extended.
- Board members requested that the pilot results be made available to them once complete.
- It was noted that the Faculty of Business, Economics and Law had been running a conversion process over summer with positive results.
- It was suggested that there was a gap between the recruitment and retention processes where students can sometimes be lost.

HeadA&AU

The meeting closed at 11.05am.

462.7 Next Meeting

9.30am
Wednesday 13 March 2013
Council Chamber
John Scott Meeting House
Melbourne Campus

Chair: _____

Date: _____