



ACADEMIC BOARD

Minutes of the four hundred and seventy-fifth meeting of the Academic Board held in the Council Chamber, John Scott Meeting House, La Trobe University, Melbourne Campus on Wednesday 10 September 2014 at 9.30am.

Present: Professor Simon Crowe (Chair), Professor Christine Bigby (Deputy Chair), Ms Lee Ann Basser, Dr Pauline Bennett (*via videoconference*), Professor Andrew Brennan, Dr Melody Carter, Dr Naveen Chilamkurti, Professor Michael Clarke, Professor Jane Farmer, Professor Paul Fisher, Dr Kerry Fitzmaurice, Dr Trevor Hogan, Professor Nick Hoogenraad, Professor Russell Hoyer, Dr Julie Jackson, Mr Earl Jobling (*via videoconference*), Professor Patrick Keyzer, Dr Susan Lawler (*via videoconference*), Dr Katherine Legge (*via videoconference*), Professor Lorraine Ling (*via videoconference*), Professor Jane Long (*Acting Vice-Chancellor*), Professor Meg Morris, Mrs Susan Nalder (*via videoconference*), Dr Deborah Neal, Dr Sue O'Keefe, Dr Chris Pakes, Professor Joanna Poyago-Theotoky, Mr Ben Reeson, Dr Mary Rosengren (*via videoconference*), Dr Kath Ryan, Dr Christopher Scanlon, Professor Richard Speed, Dr Damian Spencer, Dr Donna Starks, Mr Robert Stephenson (*via videoconference*), Dr Guiniver Threkheld (*via videoconference*), Dr Peter Vitartis and Dr Lawrie Zion.

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

In Attendance: Professor Philip Broadbridge, Mr Alistair Duncan, Dr Richard Frampton, Mr Matthew Lee, Ms Natalie MacDonald, Professor Mary Anne Noone, Mr Geoff Payne (*vice Ms J Peasley*), Ms Fiona Reed and Professor Eleanor Wertheim.

PART A – PROCEDURAL MATTERS

| | ACTION |
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| <p>(i) Apologies & Membership</p> <p>Apologies were received from the Vice-Chancellor, Dr Bircan Erbas, Ms Margarita Frederico, Professor Teresa Iacono, Mr Greg Jamieson, Dr Mary Kennedy-Jones, Dr Stephen Kent, Dr Sandra Leggat, Professor Brian McGaw, Dr Bill McGuinness, Professor Keith Nugent, Ms Jennifer Peasley, Ms Karina Quinn, Dr Jan Strugnell, Dr Suzanne Young and Dr Suzanne Zyngier.</p> | |
| <p>(ii) Approval of Agenda</p> <p>The Board resolved to approve the Agenda, as circulated.</p> <p>It was noted that item 6 – Discussion: University Campus Master Plan – would not be going ahead due to the unexpected passing of a member of the I&O team. The Chair and Board sent their condolences to the I&O team and Paul Donovan's family.</p> | |
| <p>(iii) Outstanding Matters</p> <p>The Board received and noted report AB14/116.</p> | |

(iv) Matters Approved on Behalf of Academic Board

The Board received and noted report AB14/117, a summary of matters which had been approved by the Chair or Deputy Chair on behalf of the Board:

- (a) Conferring of awards *in absentia*, as detailed in Attachment A to AB14/117.
- (b) Establishment of Prizes
 - Faculty of Business, Economics and Law: J B Davros Family Foundation Masters Scholarship, as detailed in Attachment B to AB14/117.
- (c) Emeritus Professor nominations
 - (i) Professor Brian McGaw, as detailed in Attachment C to AB14/117.
 - (ii) Professor Nick Hoogenraad, as detailed in Attachment D to AB14/117.
 - (iii) Professor John King, as detailed in Attachment E to AB14/117.
- (d) Course approvals.
 - (i) A proposal from the Faculty of Business, Economics and Law to establish the new double degree Bachelor of Laws and Bachelor of Media and Communication, as detailed in Attachment F to AB14/117.
 - (ii) A proposal from the Faculty of Business, Economics and Law to revise the Bachelor of International Business and the Bachelor of Business, as detailed in Attachment G to AB14/117.

(v) Report of the Vice-Chancellor

The Board received and noted paper AB14/118, 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/6/118-VCsReport-September2014.pdf>.

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

- (a) Sincerest condolences to the family and colleagues of Mr Paul Donovan, Senior Property Manager, I&O Planning and Development Office, who passed unexpectedly the day before.
- (b) Fair Work Commission decision had been handed down yesterday.
- (c) Congratulations to the La Trobe project team lead by Professor John Devlin that won a 2014 Victoria Engineering Excellence Award in the category of "Research, Development and Innovation".
- (d) Office of Learning and Teaching citations to be announced soon.

Funding Future Ready Program Update

The Board received and noted paper AB14/119, the Funding Future Ready Program Report.

The Executive Director, Human Resources provided an update on the Fair Work Commission decision:

- The Fair Work Commission handed down its decision in the dispute with the NTEU about our change process on Tuesday 9 September.
- The Deputy-President has determined that staff should have the opportunity to provide feedback on this global change. The Deputy-President felt that it was important for staff and the NTEU to be able to review the elements and provide the Vice-Chancellor with a view on the global change.
- Staff have until close of business (14 working days) on 29 September to provide submissions/input.

- Staff will be able to view the documentation that was submitted during the Fair Work Commission hearing – it cannot be copied – to enable them to provide feedback. No additional OCIS document is required to be produced for this process. Access to documentation will be managed via HR Assist.
- All changes are on hold until all feedback has been reviewed and considered – no redundancies will be made and no changes under the OCISs and Decisions to Proceed will be implemented. This includes the EOI process and Selection Panels.

In response to a query regarding how regional staff would be able to gain access to the documentation, the Executive Director advised that the HR leadership team would be further discussing this and advice would be circulated as to how this would be managed.

PART B – MATTERS FOR APPROVAL

475.1 Confirmation of Minutes

The minutes of the meeting held on 13 August 2014 [AB14/114(M)] were confirmed.

475.2 Items for Approval not requiring discussion

475.2.1 Award of Degrees and Diplomas

The Board received report AB14/120 and **resolved to approve** the award of degrees and diplomas, conferring of awards *in absentia* and award of higher degrees, as detailed therein.

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475.2.2 Proposed Meeting Dates 2015

The Board received report AB14/121 and **resolved to approve** the meeting dates for 2015, as detailed below:

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|-------------|--------------|
| 11 February | 12 August |
| 11 March | 16 September |
| 13 May | 14 October |
| 10 June | 11 November |

The Board also noted that meetings would be held at 9.30am in the Council Chamber of John Scott Meeting House, Melbourne Campus.

475.3 Standing Committees of Academic Board

475.3.1 Report of Academic Quality Committee: 20 August 2014

The Board received report AB14/122 and noted that the Academic Quality Committee had considered the following items at a meeting held on 20 August 2014:

- (a) Policies for Compliance Review:
- Conditions for Candidature for Higher Degrees by Research Policy and Procedure.
 - Research Student Selection Criteria Policy and Procedure.

- Support for Research Postgraduates Policy.
 - Research Integrity Policy.
 - Undergraduate First Year Experience Policy.
- (b) Faculty of Business, Economics and Law Faculty Review 12 Month Monitoring Report.
- (c) Policy Working Group – Academic Policies and Monitoring Implementation and Compliance.

The Board also noted:

- (i) the compliance report for the Undergraduate First Year Experience Policy, as detailed in Attachment A to AB14/122.
- (ii) the Faculty of Business, Economics and Law Faculty Review 12-Month Monitoring Report, as detailed in Attachment B to AB14/122.

EO(AQC)

475.3.2 Report of Programs Committee: 21 August 2014

The Board received report AB14/123 and noted that the Programs Committee had considered the following items at a meeting held on 21 August 2014:

- (a) Chair's report.
- (b) Matters arising from the minutes.
- (c) Matters approved out-of-session.
- (d) Course submissions from the Faculties of Humanities and Social Sciences; Health Sciences; and Science, Technology and Engineering.
- (e) 2015 Meeting Schedule for the Committee.

The Board also noted the dedicated contributions to academic governance by the former Director of Academic Services, Mr Bruce Carboon.

The Board **resolved** to **approve** the following course submissions, as detailed in Attachment One to AB14/123:

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- (a) New Courses
- Faculty of Health Sciences
- Bachelor of Food and Nutrition
 - Bachelor of Exercise Science
 - Master of Exercise Physiology
 - Bachelor of Medical Classification, Bachelor of Medical Classification and Bachelor of Health Information Management
- (b) Course Closures
- Faculty of Science, Technology and Engineering
- Postgraduate Diploma in Mathematics, effective 1 January 2015
 - Postgraduate Diploma in Genetics, effective 1 January 2015
 - Postgraduate Diploma in Psychology, effective 1 January 2015
 - Graduate Diploma in Biocomputing and Biometric Security, effective 1 January 2015
 - Master of Biocomputing and Biometric Security, effective 1 January 2015
- (c) Course Revisions
- Faculty of Humanities and Social Sciences
- Master of Journalism (Digital) name change to Master of Journalism Innovation.

The Board also **resolved** to **endorse** the following meeting dates for the Programs Committee in 2015:

- 19 February
- 19 March
- 16 April
- 21 May
- 18 June
- 16 July (reserved)
- 20 August
- 17 September
- 15 October
- 19 November

475.3.3 Report of Education Committee: 27 August 2014

The Board received report AB14/124 and noted that the Education Committee had considered the following items at a meeting held on 27 August 2014:

- Chair's Report.
- Academic Integrity Action Plan.
- 2013 Academic Integrity Report.
- Exemption from Advanced Standing, Articulation and Credit Transfer Policy.
- New Policy and Procedures – Higher Education in VCE Studies.
- Revisions to Student Feedback on Subjects Policy and Procedures.
- Report on External Review of Student Feedback of Subjects and Student Feedback of Teaching.
- Report on Embedding the Essentials.
- 2013 University Experience Survey.
- Employer Satisfaction Survey.
- Standing Report from the Learning Technologies Working Group.
- Policy Matters forwarded by the Programs Committee.

The Board also noted the Education Committee's granting of an exemption to five Bachelor of Agriculture and Technology students under the Advanced Standing, Articulation and Credit Transfer Policy.

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

- the revisions to the Student Feedback on Subjects Policy; Student Feedback on Subjects – Administration Procedures; and Student Feedback on Subjects – Publication Procedures, as detailed in Attachment One to AB14/124.
- the new Higher Education in VCE Studies (HEVS) Policy and Higher Education in VCE Studies (HEVS) Procedures, as detailed in Attachment Two to AB14/124.

The Board also **resolved** to **endorse** the following 2015 meeting dates for the Education Committee:

- 25 February
- 25 March
- 27 May
- 22 July
- 26 August
- 23 September
- 28 October
- 25 November

EO(EC)
EO(Policy)

475.3.4 Report of Research and Graduate Studies Committee: 22 August 2014

The Board received report AB14/125 and noted that the Research and Graduate Studies Committee had considered the following items at a meeting held on 22 August 2014:

- (a) 2014 Academic Rankings of World Universities.
- (b) Supervision of Research Students Policy and Procedure and the Research Students Selection Criteria Policy.
- (c) Research Data Management Report.
- (d) Research Project Auditing Report.
- (e) Update on Graduate Research School.
- (f) Report of Sub-Committees:
 - Higher Degrees Committee (Research): minutes of meetings held on 4 June, 2 July and 6 August 2014.
 - Animal Ethics Committee: minutes of a meeting held on 5 June 2014.
 - University Human Ethics Committee: minutes of a meeting held on 16 June 2014.
- (g) Annual Reports from Centres and Institutes:
 - Centre for Sport and Social Impact.
 - Centre for Public Sector Governance, Accountability and Performance.
 - Centre for Technology Infusion.
 - Australian Research Centre in Sex, Health and Society.
 - Olga Tennison Autism Research Centre.
 - Institute of Latin American Studies.
 - Thesis Eleven Centre for Cultural Sociology.
 - Institute for Human Security and Social Change.

The Board **resolved to approve:**

- (i) to expand the current Genetic Manipulation Supervisory Committee terms of reference to incorporate biosafety and biosecurity and rename the Committee to the La Trobe University Institutional Biosafety Committee (LTUIBC), as detailed in Attachment A to AB14/125.
- (ii) to change the composition membership of the University Human Ethics Committee to include two additional members – 1 lay member and 1 lawyer, as detailed in Attachment B to AB14/125.

EO(RGSC)

The Pro Vice-Chancellor (Graduate Research) and Manager, Institutional Rankings, spoke to the item regarding the 2014 Academic Ranking of World Universities (ARWU), where for the first time since the ranking's inception in 2003, La Trobe University did not rank in the top 500. It was suggested that the University could focus on Research Institutes to change the current landscape. It was noted that a multi-faceted response was being reviewed by the Deputy Vice-Chancellor (Research) and that the Manager, Institutional Rankings would be presenting the initiatives to accelerate re-entry into the AWRU top 500 at the October Board meeting.

EO(AB)

475.4 Other Matters

475.4.1 Funding Future Ready: Revisions to Academic Board Regulations and Academic Board Composition/Membership

The Board received report AB14/126, proposed revisions to Academic Board Regulations and Academic Board Composition Membership which had resulted from the proposed Funding Future Ready changes to the University structures and the outcomes of the Simplify Governance project stream.

The Board **resolved** to **approve** the revised Academic Board Regulations, as detailed in Attachment A to AB14/126.

The Board **resolved** to **endorse**, for referral to Council, the revised Academic Board composition/membership, as detailed in Attachment B to AB14/126.

It was further noted that these will come into effect on 1 January 2015, but that an interim provision regarding members *ex officio* had been made to ensure that as new senior appointments commence they automatically become voting members of the Board.

475.4.2 AQF Compliance

The Board received and noted report AB14/127, an update on the University's compliance with the following AQF requirements:

From 1 January 2015, all new enrolments will be in qualifications that meet the requirements of the AQF. From this date, students already enrolled in qualifications may complete the qualification in which they enrolled or may transfer without disadvantage to an equivalent qualification that meets the requirements of the AQF. Authorised issuing organisations will have publicly available policies or procedures to assist with this transition.

The Pro Vice-Chancellor (Educational Partnerships and Quality) reported that the University would be AQF compliant for the 1 January 2015 deadline.

The Chair thanked the Pro Vice-Chancellor (Educational Partnerships and Quality), on behalf of the Board, for all the time and effort put into ensuring that the University was compliant with the AQF requirements.

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EO(PC)

PART C – MATTERS FOR INFORMATION

475.5 Matters for Information

475.5.1 Adjunct Appointments

The Board received report AB14/128 and noted that the Vice-Chancellor had recently made the following adjunct appointments:

- a) Honorary Adjunct Professor: Jean-Charles Pinoli, Department of Electronic Engineering, Faculty of Science, Technology and Engineering (re-appointment – 3 years).

HR

- b) Honorary Adjunct Associate Professor: Sylvia Gong, Department of Electronic Engineering, Faculty of Science, Technology and Engineering (re-appointment – 3 years).
- c) Adjunct Associate Professor: Dr Oriane Noelle Landry, School of Psychological Science, Faculty of Science, Technology and Engineering (appointment – 3 years).

475.5.2 Minutes of the Faculty Boards

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

- (a) Science, Technology and Engineering: 3 July 2014, as detailed in AB14/129.

PART D – DISCUSSION

475.6 University Campus Master Plan

The discussion item was deferred to the October meeting.

The meeting closed at 10.30am.

475.7 Next Meeting

9.30am
Wednesday 8 October 2014
Council Chamber
John Scott Meeting House
Melbourne Campus

Chair: _____

Date: _____