



ACADEMIC BOARD

Minutes of the four hundred and ninety-ninth meeting of the Academic Board held in the Chamber, John Scott Meeting House, La Trobe University, Melbourne Campus on Wednesday 11 October 2017 at 9.30am.

Present: Professor Christine Bigby (Chair), Professor Paula Baron (Deputy Chair), Dr Julie Andrews, Dr Josie Barbaro, Dr Joanna Barbousas, Mr Bo Bonifacio (*vice* Mr Kelly Smith), Professor Lynn Bosetti, Dr Narelle Brack, Professor Phil Broadbridge, Dr Edgar Burns (*via videoconference*), Dr Jacob Chandler, Professor Michael Clarke, Professor Jason Crain, Professor Grant Drummond, Dr Jason Dutton, Dr Anthony Gendall, Dr Deborah Gleeson, Professor Jane Hamilton, Dr Darren Henry, Professor Russell Hoye, Professor Rachel Huxley, Professor Catherine Itsiopoulos, Dr Prem Kurup, Ms Virginia Mansel Lees, Professor Sue Martin, Professor Paul Mather, Professor Lisa McKenna, Mr Jesse Munzel (*via videoconference*), Dr Robyn Murphy, Mrs Susan Nalder, Dr Deborah Neal, Dr Jodi Oakman, Mr Matthew Oates, Mr Simon O'Mallon (*via videoconference*), Professor Chris Pakes, Ms Jennifer Peasley, Dr Greg Powell, Dr Luke Prendergast, Mr Matthew Riddle (*vice* Professor Betty Leask), Professor Brian Smith, Professor Pam Snow (*via videoconference*), Dr Evelien Spelten, Mr Robert Stephenson (*via videoconference*), Dr Tonya Stebbins, Dr Keir Strickland, Professor Gillian Sullivan Mort, Dr Gwenda Tavan, Dr Colleen Thomas, Dr Guinever Threlkeld, Dr Suzanne Vassallo, Professor James Walker, Dr Mary Whiteside and Professor Lawrie Zion.

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

In Attendance: Dr MaryAnne Aitken, Professor Leeanne Carey, Professor Pompeu Casanovas Romeu, Professor Kay Crossley, Dr Richard Frampton, Professor Margarita Frederico, Professor Teresa Iacono (*via videoconference*), Professor Emmanuel Kuntsche, Ms Natalie MacDonald, Professor Chris Mackie, Professor Hylton Menz, Dr Eve Merton, Professor Mark Rose and Professor Magnus Tideman.

PART A – PROCEDURAL MATTERS

	ACTION
<p>(i) Apologies & Membership</p> <p>Apologies were received from Professor John Dewar (Vice-Chancellor), Professor Tony Baker, Dr Melanie Bish, Dr Irene Blackberry, Professor Leigh Drake, Dr Warwick Frost, Professor Stephen Kent, Professor Patrick Keyzer, Professor Kerri-Lee Krause, Professor Anthony McGrew, Dr Carol McKinstry, Professor Mary Anne Noone, Professor Keith Nugent, Professor Robert Pike, Professor Wenny Rahayu, Mr Kelly Smith, Professor Richard Speed and Professor Eleanor Wertheim.</p>	
<p>(ii) Approval of Agenda</p> <p>The Board resolved to approve the Agenda, as circulated.</p>	
<p>(iii) Outstanding Matters</p> <p>The Board received and noted report AB17/108.</p>	

(iv) Matters Approved on Behalf of Academic Board

The Board received, noted and ratified report AB17/109, 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 and diplomas
- (b) School of Psychology and Public Health Review Panel: Academic Board nominee - Professor Kamran Ahmed.
- (c) Admissions Committee: 7 September 2017

The following proposals, referred by the Admissions Committee from their meeting on 7 September 2017:

1. An application to have the Management Development Institute Singapore (MDIS) Diploma in Biomedical Sciences accepted as meeting La Trobe's admission requirements for Bachelor degree programs and added to the admission schedule.
2. The updated International Undergraduate table of equivalency and Postgraduate selection methodology of selection requirements.

- (d) Coursework Committee: 7 September 2017

The following course proposals from the College of Science, Health and Engineering, as referred by the Coursework Committee from a meeting held on 7 September 2017:

New Course

- Bachelor of Cybersecurity SBCY

Course Revisions

- Bachelor of Biological Sciences SSBIS (Continuing Students)
- Bachelor of Science SBS (Continuing Students)
- Bachelor of Agricultural Sciences SBAG SBAGW
- Bachelor of Animal and Veterinary Biosciences SBAVB, SBAVW

(v) Report of the Chair

The Chair provided a brief verbal update on the following items:

- (a) *Academic Board staff and student elections*

At the close of nominations at midday on Monday 9 October the following nominations had been received:

- Undergraduate Students = 7 nominations (for 3 positions)
- Postgraduate Students = 6 nominations (for 2 positions)
- Level 1-8 Professional Staff = 9 nominations (for 5 positions)
- Level 9 + Professional Staff = 9 nominations (for 5 positions)
- Level A/B academic staff = 17 nominations (for 15 positions)
- Level C/D academic staff = 10 nominations (for 15 positions)

Congratulations to the 10 Level C/D academic staff nominated, who all automatically become members, their two-year term commencing on 1 January 2018 and concluding on 31 December 2019. A second call for nominations for the five remaining Level C/D academic staff positions will be circulated.

Each of the other categories require an election and in accordance with the provisions of the Academic Board Regulations, an electronic ballot will be

conducted. A broadcast email message will be sent on Monday 23 October 2017 to all eligible staff with information on “How to Vote” and voting will commence **23 October 2017** at 12.00 noon and will close on **30 October 2017** at 12.00 noon.

(vi) Report of the Vice-Chancellor

The Board received and noted circulated paper AB17/110, the Report of the Vice-Chancellor, which can be located at the following link:

<https://unite.latrobe.edu.au/sites/sc/sgc/abc/abmeeting2017/Paper/7/110-VCSReport-October2017.pdf> .

The *Acting* Vice-Chancellor also provided a brief verbal update on the following issues:

- (a) The final draft of the Strategic Plan will be discussed at Council on Monday 16 October.
- (b) There are two Pro Vice-Chancellor positions being advertised: Pro Vice-Chancellor Learning Quality and Innovation; Pro Vice-Chancellor Student Success. These are a reconfiguration of existing positions whose incumbents are retiring from the University.
- (c) Election of Chair and Deputy Chair, Academic Board: following the call for nominations for the positions of Chair and Deputy Chair of Academic Board, which closed at 12 noon on Monday 2 October, one nomination for the position of Chair and one nomination for the position of Deputy Chair was received by the Returning Officer. Congratulations to Professor Christine Bigby on her re-election as Chair, Academic Board, and Professor Paula Baron on her re-election as Deputy Chair, Academic Board.
- (d) Dr John Forster, an academic member of staff is missing. The University’s thoughts are with John’s family and friends.

PART B – MATTERS FOR APPROVAL

499.1 Confirmation of Minutes

The minutes of the meeting held on 13 September 2017 [AB17/106(M)] were confirmed.

498.2 Items for Approval not requiring discussion

499.2.1 Award of Degrees and Diplomas

The Board received circulated report AB17/111 and **resolved to approve** the conferring of awards *in absentia* and the award of higher degrees, as detailed therein.

AEGTO
GRS

499.3 Standing Committees of Academic Board

499.3.1 Report of Research and Graduate Studies Committee: 18 August 2017

The Board received report AB17/112 and **resolved to approve** the:

- Graduate Research Candidature Policy and Procedure, as detailed in Annex A to AB17/112, to apply immediately to all candidates.
- Graduate Research Progress Policy and Procedure and the Graduate Research Show Cause Procedure, as detailed in Annex B to AB17/112, to apply immediately to all candidates upon approval, with transitional arrangements applying to all currently enrolled candidates until 30 April 2018.

The Board also **resolved to approve** the rescission of:

- Conditions of Candidature for Higher Degrees by Research Policy and Procedure, effective immediately.
- Higher Degrees by Research Milestones, Reporting and Confirmation of Candidature Policy and Procedure, effective 1 May 2018.
- Research Progress Panels Policy, effective 1 May 2018.
- Research Progress Panels Procedure, effective 1 May 2018.

The Board noted that these were major changes. The Dean of Graduate Studies provided a brief overview of the changes:

The review of these policies form part of the total review of all graduate research training policies instigated by the Board of Graduate Research which commenced in early 2015.

Graduate Research Candidature Policy

The current Conditions of Candidature Policy does not provide sufficient guidance or detail for supervisors, candidates or the Graduate Research School, with many conditions being written into candidature forms, letters of offer, guidelines and web pages. The new policy and procedure is a comprehensive document outlining all the critical aspects of candidature in one place.

Graduate Research Progress Policy and Procedure and the Graduate Research Show Cause Procedure

There were several drivers for a comprehensive review of the existing progress management regime at La Trobe, including: pervasive failure of the current RPP system; 2015 Higher Education Threshold Standards; Education Services for Overseas Students (ESOS) National Code; and requirements of the Research Training Program. This policy and associated procedures outlines the key measure for monitoring and supporting the progress of all candidates.

EO(RGSC)
Policy Adv
DeanGS

499.3.2 Report of Admissions Committee: 7 September 2017

The Board received report AB17/113 and noted that the Admissions Committee had considered the following items at a meeting held on 7 September 2017:

- (a) Revised Admission Requirements
- (b) Election of Deputy Chair
- (c) Admissions Policy and Procedures
- (d) Phoenix Project
- (e) Items on Attrition, Retention and Success
- (f) International Selection Requirements

EO(AC)

(g) Advanced Standing Policy and Procedures

The Board also noted that the following articulation tables had been approved at the Admissions Committee meeting:

College of Arts, Social Sciences and Commerce

Bendigo Kangan Institute

- Certificate IV in Conservation and Land Management/Bachelor of Outdoor Recreation Education

Sunraysia Institute of TAFE

- Certificate IV in Conservation and Land Management/Bachelor of Outdoor Recreation Education

College of Science, Health and Engineering

University of Electronic Science

- Bachelor of Science – Applied Physics/Master of Science in Physical Science

499.3.3 Report of Education Committee: 20 September 2017

The Board received report AB17/114 and noted that the Education Committee had considered the following items at a meeting held on 20 September 2017:

EO(EC)

- Online Student Satisfaction from the Student Experience Survey.
- Succeed at La Trobe Semester 1, 2017.
- 2017 International Student Barometer (ISB) Survey Results.
- Requests for Policy Waivers.

499.3.4 Reports of Coursework Committee: 7 September and 21 September 2017

The Board received report AB17/115, and noted that the Coursework Committee had considered the following items at meetings held on 7 September and 21 September 2017:

- Matters Arising from the Minutes.
- Course Submissions from the College of Science, Health and Engineering.
- Course Submissions from the College of Arts, Social Sciences and Commerce.
- Updated Academic Course Review Schedule.

The Board **resolved to approve** the following course proposals, as detailed in Attachment A to AB17/115:

(a) Course Revisions

College of Science, Health and Engineering

- Bachelor of Applied Information Technology SBAIO
- Bachelor of Agricultural Sciences/Bachelor of International Development SZAGID
- Bachelor of Medicinal Chemistry SBMC
- Master of Art Therapy HMAT
- Bachelor of Health Sciences with Honours HHHS, HHHSB
- Master of Ergonomics, Safety and Health HMESHD/Graduate Certificate in Occupational Health, Safety and Ergonomics HCOSED
- Bachelor of Science (Application in Society) SBSAP, SBSAPB, SBSAPW/Bachelor of Science and Society SBSSO, SBSSOB, SBSSOW

College of Arts, Social Sciences and Commerce

EO(CC)
GenMgrs
DD SAdmin
APVC(CW)

- Bachelor of Arts/Health Sciences AZAHS
- Bachelor of Laws/Bachelor of Science LWLSCB/LWLLSC
- Bachelor of School Minor Structures: Corporate Finance, Human Resources management, International Commerce, International Management, Management, Marketing
- Bachelor of Commerce/Bachelor of Biomedicine LZCBM
- Bachelor of Commerce/Bachelor of Science LZCOMS
- Bachelor of Commerce/Bachelor of Health Science LZCHS
- Bachelor of Commerce/Bachelor of Computer Science LZCCS
- Bachelor of Commerce/Bachelor of Agricultural Science LZCAG

(b) Course Closures and Suspensions

College of Science, Health and Engineering

- Bachelor of Paramedic Practice/Bachelor of Public Health Promotion HZPPNB, HZPPHB
- Graduate Diploma in Nursing HGN
- Graduate Diploma in Nursing (Research Methods) HGNRM
- Doctor of Nursing HDNC

College of Arts, Social Sciences and Commerce

- Graduate Diploma in Education (Primary) EGEPJ
- Graduate Diploma in Educational Studies RGESTW
- Graduate Diploma in Outdoor and Environmental Education RGOE
- Master of Applied Linguistic, China EMALCC
- Master of Laws in Global Business LMLGBL
- Graduate Diploma in Fraud Investigation LGFI
- Graduate Certificate in Fraud Investigation LCFI
- Graduate Certificate in Conflict Resolution LCCR
- Bachelor of Laws/Bachelor of Asian Studies LWLAS
- Master of Archaeology AMA
- Master of Applied Cultural Heritage AMACH, AMACHB
- Graduate Diploma in Humanities AGH
- Graduate Diploma in Applied Cultural Heritage AGACH, AGACHB
- Graduate Diploma in Arts RGA
- Graduate Certificate in Strategic Communication ACSC
- Graduate Certificate in Development Studies ACDST
- Graduate Certificate in Applied Cultural Heritage ACACH, ACACHB
- Bachelor of Strategic Communication (Honours) AHSC, AHSCB
- Bachelor of Community Development (Health Promotion and Planning) ABCDP
- Master of Sport Business LMSB
- Master of Financial Analysis (Financial Planning) LMFAFP
- Master of Business Administration LMBA
- Master of Business (Management) LMBMC
- Master of Accounting (Research Studies) LMARS
- Graduate Diploma in Tourism Management – City LGTM
- Graduate Diploma in Management LGM
- Graduate Diploma in Business Administration LGBAC

- Graduate Certificate in Management LCM
- Graduate Certificate in Financial Planning LGCP
- Graduate Certificate in Business Administration – City LGBAC
- Bachelor of Business/Bachelor of Asian Studies LZBAS
- Bachelor of Business (Tourism Management) (Honours) LHBTM
- Bachelor of Business (Tourism and Hospitality) LBBTHM
- Bachelor of Business (Tourism and Hospitality) (Honours) LHBTH
- Bachelor of Business (International Supply Chain Management) RBBISC
- Bachelor of Business (Hospitality Management) Albury-Wodonga LBBHM
- Bachelor of Business (Hospitality Management) (Honours) LHBHM
- Bachelor of Business (Tourism and Hospitality) Other Site LBBTHO
- Bachelor of Business with Honours LHB
- Graduate Certificate in Journalism Innovation ACJI

PART C – MATTERS FOR INFORMATION

499.4 Matters for Information

499.4.1 Report of the Academic Promotions Committee: September 2017

The Board received the Report of the Academic Promotions Committee: September 2017 and noted that the persons named therein had been promoted, as detailed in report AB17/1116.

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PART D – DISCUSSION

499.5 ERA: processes and significance

The Chair introduced the following panel members:

- Professor Sue Martin, Associate Pro Vice-Chancellor (Research), CASSC
- Mr Alistair Duncan, Deputy Director, Rankings, Research Quality Analysis
- Dr Eve Merton, Manager Strategic Partnerships
- Dr Tonya Stebbins, Associate Professor, Linguistics
- Dr MaryAnne Aitken, Executive Director, Research Services

A presentation can be accessed at the following link:

<https://unite.latrobe.edu.au/sites/sc/sgc/abc/abmeeting2017/Useful%20resources/7/Presentation-AcademicBoard-ERAEl%202018.pdf>.

- Professor Sue Martin provided an explanation of what ERA is, what it means and how it is important to the University.
- Alistair Duncan provided an overview of ERA, how it is structured and the ERA activities involved at La Trobe University.
- Dr Eve Merton provided an overview of the impact and engagement aspects and information regarding how the process is running at La Trobe.

- Dr Tonya Stebbins provided an overview of the challenges of her experience writing a case study for the research impact pilots.
- Dr MaryAnne Aitken provided a summary and fielded questions from the floor.

Discussion:

- The difference between impact studies and engagement studies was discussed.
- It was noted that there appeared to be a strong focus on ERA and a query was raised regarding whether there were any other research initiatives being focused on by the University.
- The importance of the University being involved in the pathway to impact.
- ERA is about current measures and impact.
- Strategic investment and positioning is important.
- The University's RFAs have been in place for 5 years and provide a good supporting framework.
- Dr Eve Merton invited staff to contact her if they wanted further information about the Research Impact Pilot outcomes.

The meeting closed at 11.00am.

499.6 Next Meeting

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

Chair: _____

Date: _____