



## ACADEMIC BOARD

Minutes of the five hundred and twelfth meeting of the Academic Board held in the Chamber, John Scott Meeting House, La Trobe University, Melbourne Campus on Wednesday 12 June 2019 at 9.30am.

- Present:** Professor Christine Bigby (Chair), Professor Paula Baron (Deputy Chair), Dr Brian Abbey, Dr Hossam Aboel Naga, Dr Sasha Anderson, Dr Julie Andrews, Dr Kate Ashman (*via videoconference*), Professor Jordana Bayer, Dr Adam Bird, Professor Nick Bisley, Professor Lynn Bosetti, Dr Narelle Brack, Dr Kate Bridgman, Ms Elizabeth Capp, Ms Sarah Cox, Professor Susan Dodds, Professor Grant Drummond, Dr Jason Dutton, Professor David Edvardsson, Dr Megan Fisher, Dr Tracey Fortune, Dr Warwick Frost, Dr Anthony Gendall, Dr Deborah Gleeson, Mr Damien Hamel, Dr Emma Henderson, Professor Katie Holmes, Professor Rachel Huxley, Mr Greg Jamieson, Ms Pam Kappelides, Dr Sejal Kendal, Mr Mohsin Khawaja, Ms Julie Kioluch (*via videoconference*), Ms Spomenka Krizmanic, Professor Stephen Kent, Mr Mohsin Khawaja, Professor Kerri-Lee Krause, Dr Amy Larsen, Professor Helen Lee, Professor Christopher Mackie, Dr Kate Mai, Ms Virginia Mansel-Lees (*via videoconference*), Professor Dennis McDermott, Dr Sarah Midford, Dr Robyn Murphy, Dr Deborah Neal, Professor Jennifer Oates, Dr Suzanne O'Keefe, Professor Chris Pakes, Professor Robert Pike, Professor Joanna Poyago-Theotoky, Dr Luke Prendergast, Ms Fiona Salisbury, Mr Abd Al Rahman, Professor Jill Slay, Professor Brian Smith, Mr Kelly Smith, Dr Kersten Steiner, Mr Robert Stephenson (*via videoconference*), Dr Rwth Stuckey, Dr Gwenda Tavan, Dr Colleen Thomas, Dr Guinever Threlkeld, Professor James Walker, Professor Yvonne Wells, Dr David Wilson, Mr David Wishart, Ms Andrea Young and Professor Suzanne Young.
- Secretariat:** Angela Cowburn, Senior Executive Officer, Governance and Policy Services.
- In Attendance:** Dr MaryAnne Aitken, Ms Anne Brouwer, Dr Richard Frampton, Ms Robyn Harris, Ms Keerthana Krishnasamy, Mr Fotios Lampropoulos, Mr Leon Morris, Dr Paul Ramage, Ms Bridget Soulsby and Ms Ariane Virgona.
- Acknowledgement of Country:** Professor Dennis McDermott acknowledged and paid respects to the traditional owners of the land upon which the La Trobe Campuses are situated: Latji Latji and Barkindji (Mildura), Dja Dja Wurrung (Bendigo), Dhudhuroa and WayWurru (Wodonga), Yorta Yorta and Bangerang (Shepparton), Wurundjeri (Bundoora), Wurundjeri and Boonerwung (City) and Gadigal (Sydney). On behalf of the University Professor McDermott paid respects to the elders past and present, emerging leaders and future generations.

### PART A – PROCEDURAL MATTERS

#### 512.1 Welcome and Apologies

The Chair welcomed members to the five hundred and twelfth meeting of the Academic Board.

#### ACTION

The Chair also welcomed the following members to their first Academic Board meeting:

- Professor Susan Dodds, Deputy Vice-Chancellor (Research & Industry Engagement)
- Dr Megan Fisher, Pro Vice-Chancellor (Industry Engagement)

Apologies were received from Professor John Dewar (Vice-Chancellor), Ms Carolyn Ballagh, Dr Josie Barbaro, Dr Joanna Barbousas, Dr Ishaq Bhatti, Professor Irene Blackberry, Dr Melanie Bish, Professor Nick Bond, Ms Donna Burnett, Dr Buly Cardak, Professor Shaun Collin, Professor Jill Cook, Professor Kay Crossley, Professor Amalia Di Iorio, Professor Matthias Ernst, Professor Simon Evans, Professor Anne-Maree Farrell, Professor Christopher Fisher, Professor Margarita Frederico, Ms Nellie Green, Dr Peter Green, Professor Jane Hamilton, Professor Andy Herries, Professor Andrew Hill, Professor Russell Hoye, Professor Petko Kalev, Professor Fiona Kelly, Professor Patrick Keyzer, Professor Nicki Lee, Professor Birgit Loch, Professor Paul Mather, Dr Silvia McCormack, Professor Matthew Nicholson, Dr Jennifer Oates, Dr Sonia Reisenhofer, Ms Natasha Romas, Mr Jeremy Seward, Professor Nora Shields, Dr Keir Strickland, Dr Suzane Vassallo, Dr Terrie Waddell, Professor Ann Wallace, Professor Jim Whelan, Professor Karen Willis, Professor Carlene Wilson, Professor Rob Wilson and Professor Lawrie Zion.

#### **512.2 Approval of the Agenda**

The Board **resolved** to **approve** the agenda, as circulated (AB19/34(A)).

#### **512.3 Matters Outstanding**

The Board **noted** that there were no matters outstanding.

#### **512.4 Out of Session Approvals on Behalf of Academic Board**

The Board **received**, **noted** and **ratified** report AB19/35, a summary of matters which had been approved on behalf of the Board since the last meeting:

- a. Award of Degrees and Diplomas; Conferring of Awards in absentia; and Award of Research Degrees, as detailed in Attachment A to AB19/35.
- b. Nancy Millis Medal Awards, as detailed in Attachment B to AB19/35.

#### **512.5 Report of the Chair**

The Chair, Professor Christine Bigby, provided a brief verbal update on the following:

- Thank you to everyone who provided an Expression of Interest in becoming members of the following committees and working groups following the last meeting:
  - Disability Access & Inclusion Committee, as detailed in agenda item 11.1, including advice that Alex Leighton has been nominated as a student member.
  - Board of Graduate Research Committee, as detailed in agenda item 11.2.

- Academic Freedom Working Group, as detailed in agenda item 11.3, including advice that Annabelle Romano has been nominated as a student member.
- There have been some minor changes to the Academic Board Regulations to provide a clearer distinction between academic governance and the senior executive. These will come into effect (once approved by Council) in time for the next election which will occur in October this year. The revised Academic Board Regulations are detailed in agenda item 10.
- An initial report on testamur errors is detailed in agenda item 16. The Chair advised that a more detailed report regarding this issue would be provided to Academic Board in August.

#### 512.6 Report of the Vice-Chancellor

The Board **received** and **noted** paper AB19/36, the Report of the Vice-Chancellor, which can be located at the following link:

<https://unite.latrobe.edu.au/sites/sc/sgc/abc/abmeeting2019/Paper/5/36-VCsReport-June2019.pdf>.

The *Acting* Vice-Chancellor, Professor Kerri-Lee Krause, also provided a brief verbal update on the following issues:

- A warm welcome to Professor Dodds and Dr Fisher.
- Congratulations to the many staff and alumni who were amongst the Queen's Birthday Honours list recipients announced on the weekend, including:
  - Dr Penelope Davies, AM
  - Dr Dianne Winkler, AM
- \$5m has been awarded to the Shepparton Campus.
- La Trobe has been selected to deliver the Nexus Program for high achieving teachers.
- Professor Coaldrake's review into Australia's higher education provider category standards.

### PART B – MATTERS FOR APPROVAL

#### 512.7 Confirmation of the Minutes of the Previous Meeting

Academic Board **confirmed** the minutes of the 511<sup>th</sup> meeting held on 10 April 2019 were a true and accurate record (AB19/33(M)).

#### 512.8 Award of Degrees and Diplomas

The Board received paper AB19/37 and **resolved to approve** the conferring of awards *in absentia*, conferring of past awards *in absentia* and the award of research degrees, as detailed therein.

AEGTO  
GRS

#### 512.9 Standing Committees of Academic Board

### 512.9.1 Report of Coursework Committee: 18 April 2019

The Board received report AB19/38 and **noted** that the Coursework Committee had considered the following items at a meeting held on 18 April 2019:

- (a) Course Submissions from the College of Arts, Social Sciences and Commerce.
- (b) Course Submissions from the College of Science, Health and Engineering.
- (c) Action Plan and Panel Review Report for the Master of Marketing Academic Course Review.
- (d) New member – the committee welcomed Professor James Walker, who has been appointed a member of the Committee as a nominee of the Academic Board.

The Board **resolved to approve:**

- (a) *New Courses*, as detailed in Attachment A to AB19/38  
College of Science, Health and Engineering
  - Graduate Certificate in Addiction Medicine (SCAMB)
  - Bachelor of Electrical and Electronic Engineering (Honours)College of Arts, Social Sciences and Commerce
  - Master of Management (Supply Chain and Logistics)
- (b) *Course Revisions*, as detailed in Attachment B to AB19/38  
College of Arts, Social Sciences and Commerce
  - Master of Professional Archaeology
- (c) *Academic Course Review Action Plans and Follow Up Reports*, as detailed in Attachment C to AB19/38  
College of Arts, Social Sciences and Commerce
  - Action Plan and Panel Review Report for the Master of Marketing

EO(CC)  
GenMgrs  
DD SAdmin  
APVC(CW)

### 512.9.2 Report of Coursework Committee: 16 May 2019

The Board received report AB19/39 and **noted** that the Coursework Committee had considered the following items at a meeting held on 16 May 2019:

- (a) Course Submissions from the College of Arts, Social Sciences and Commerce.
- (b) Course Submissions from the College of Science, Health and Engineering.
- (c) New course submissions from the Graduate Research School.

The Board **resolved to approve:**

- (a) *New Courses*, as detailed in Attachment A to AB19/39  
College of Science, Health and Engineering
  - Master of Professional Psychology (Bendigo)College of Arts, Social Sciences and Commerce
  - Bachelor of Archaeology (ABARC)
  - Bachelor of Humanities, Innovation and Technology (ABHIT)
  - Bachelor of Languages and Linguistics (ABLL)
- (b) *Course Revisions*, as detailed in Attachment B to AB19/39  
College of Science, Health and Engineering
  - Graduate Diploma in Child, Family and Community NursingCollege of Arts, Social Sciences and Commerce
  - Bachelor of Commerce/Bachelor of Laws (LWCOML/LZCOML)
- (c) *Course Closures*, as detailed in Attachment C to AB19/39  
College of Science, Health and Engineering

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DD SAdmin  
APVC(CW)

- Bachelor of Health Sciences in Dentistry/Master of Dentistry
  - Bachelor of Applied Science and Maser of Orthoptics
  - Bachelor of Applied Science and Master of Podiatric Practice
  - Bachelor of Applied Science and Master of Clinical Prosthetics and Orthotics
  - Bachelor of Applied Science and Master of Clinical Audiology
- (d) *Academic Course Review Action Plans and Follow Up Reports*, as detailed in Attachment D to AB19/39
- College of Science, Health and Engineering
- Action Plan for the Master of Nursing (Nurse Practitioner) Academic Course Review
- College of Arts, Social Sciences and Commerce
- Action Plan and Panel Review Report for the Bachelor of Urban, Rural and Environmental Planning and Master of Community Planning Academic Course Review

*[Secretariat Note: Following distribution of the papers, a request for urgent out-of-session approval of the following new courses (detailed in Attachment A to AB19/39) was received and actioned:*

College of Science, Health and Engineering

- *Master of Social Work (Shepparton)*
- *Bachelor of Prosthetics and Orthotics (Honours)*
- *Bachelor of Orthoptics (Honours)*
- *Bachelor of Podiatry (Honours)*
- *Bachelor of Dental Science (Honours)*

College of Arts, Social Sciences and Commerce

- *Master of Management (Supply Chain and Logistics) (Hanoi)*

*These new courses were approved by the Academic Board Executive Committee out-of-session and will be reported as such to the next Board meeting.]*

### **512.9.3 Report of Education Committee: 15 May 2019**

The Board received report AB19/40 and **noted** that the Education Committee had considered the following items at a meeting held on 15 May 2019:

- (a) Academic Calendar 2020-2022.
- (b) Centre for Higher Education Equity and Diversity Research (CHEEDR) Projects Update.
- (c) Development of La Trobe's student equity and diversity plan.
- (d) Student Complaints Annual Report 2018.
- (e) Course Monitoring and Review Program Update.
- (f) 2018 Graduate Outcomes Survey Report.
- (g) 2018 Student Experience Survey Report.

The Board **resolved** to **approve** the proposed 2020 Academic Calendar, as detailed in Attachment A to AB19/40.

EO(EC)  
ED,SS

### **512.9.4 Report of Research and Graduate Studies Committee: 11 April 2019**

The Academic Board received report AB19/41 and **noted** that the Research and Graduate Studies Committee had considered the following items at a meeting held on 11 April 2019:

- (a) Changes to the Graduate Research policy suite
- (b) Research Centres Update
- (c) Excellence in Research Australia & Engagement and Impact Assessment (ERA & EIA).
- (d) Research Performance Report.
- (e) Higher Degree Research Models.
- (f) Annual Reports of Research Centres and Institutes - 2017, as detailed in Attachment F to AB19/41:
  - Centre for Public Sector Governance Accountability and Performance
  - Centre for Technology Infusion
  - John Richards Centre for Rural Ageing Research
  - Murray-Darling Freshwater Research Centre (now Centre for Freshwater Ecosystems)
- (g) Sub-Committee Reports:
  - Animal Ethics Committee: minutes from a meeting held on 14 March 2019.
  - University Human Ethics Committee: minutes from a meeting held on 7 March 2019.
  - La Trobe Institutional Biosafety Committee: minutes from a meeting held on 21 February 2019.

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

- (a) Graduate Research Admissions Policy (previously known as Research Student Selection Criteria Policy), as detailed in Attachment A to AB19/41.
- (b) Graduate Research Candidature Policy, as detailed in Attachment B to AB19/41.
- (c) Graduate Research Progress Policy, as detailed in Attachment C to AB19/41.
- (d) Graduate Research Scholarships & RTP Policy, as detailed in Attachment D to AB19/41.
- (e) Graduate Research Course Accreditation Policy, as detailed in Attachment E to AB19/41.

#### **512.9.5 Report of Research and Graduate Studies Committee: 16 May 2019**

The Academic Board received report AB19/42 and **noted** that the Research and Graduate Studies Committee had considered the following items at a meeting held on 16 May 2019:

- (a) Research Centres Update
- (b) Research Performance Report.
- (c) Research Internationalisation.
- (d) Research Misconduct Findings for 2018 (TEQSA requirements).
- (e) Research Centres Annual Reports, as detailed in Attachment C to AB19/42:
  - 2017 Centre for Research on Language Diversity.
  - 2017 Centre for the Study of the Inland.
  - 2017 Research Centre for Applied Alpine Ecology.
  - 2018 China Studies Research Centre Annual Report.
- (f) Graduate Research Load and Completions.
- (g) Board of Graduate Research.
- (h) Sub-Committee Reports:
  - Animal Ethics Committee: minutes from a meeting held on 17 April 2019.

EO(RGSC)  
Policy Adv.

- University Human Ethics Committee: minutes from a meeting held on 4 April 2019.
- La Trobe Institutional Biosafety Committee: minutes from a meeting held on 18 April 2019.

The Board **resolved to approve** the:

- (a) Revised Board of Graduate Research Terms of Reference as detailed in Attachment A to AB19/42.
- (b) Following graduate research course proposal and variations, as detailed in Attachment B to AB19/42:
  - Doctor of Philosophy
  - Doctor of Philosophy, for candidates enrolled in a PhD awarded jointly with another institution
  - Master of Philosophy
  - Master of Science
  - Master of Arts

EO(RGSC)  
EO(BGR)  
DD SAdmin

#### 512.9.6 Report of Admissions Committee: 12 June 2019

The Academic Board received report AB19/43 and **noted** that the Admissions Committee had considered the following items at a meeting held on 12 June 2019:

- (a) Advance Standing Policy.
- (b) Student Equity and Diversity Plan.
- (c) Articulation Tables from the College of Arts, Social Sciences and Commerce.
- (d) Articulation Tables from the College of Science, Health and Engineering.
- (e) Enabling effective Academic Governance through improved Data/Reporting.
- (f) Course Revision proposal for Master of Clinical Psychology/Master of Clinical Neuropsychology – referred by the Coursework Committee.
- (g) Admissions Transparency Update Report.
- (h) International Load Working Group (April 2019) Report.

The Board **resolved to approve** the Revisions to the Advanced Standing Policy, including changing the title to Credit Policy, as detailed in Attachment A to AB19/43.

EO(AC)  
Policy Adv.

#### 512.10 Academic Board Regulations: amendment

The Board received paper AB19/44, and **resolved to endorse** the revised Academic Board Regulations, as detailed in Attachment A, for referral to Council.

EO

#### 512.11 Committee Membership

##### 512.11.1 Disability Access and Inclusion Sub-Committee

The Board received report AB19/45 and **resolved to approve**:

- (a) the nomination of Professor Jacinta Douglas (expert in disability) to the Disability Access and Inclusion Sub-Committee under Category A – Nominee of the Board (Chair).
- (b) the nomination of the following under Category B – four nominees of Academic Board:

EO(DA&ISC)

- Professor Teresa Iacono (Bendigo Campus, expert in disability, SHE College)
- Dr Rwth Stuckey (lived experience of disability and academic expert in disability, SHE College)
- Dr Tal Aratem-Berman (lived experience of disability and academic expert in disability, SHE College)
- Dr Pam Kappelides (academic expertise in disability, ASSC College)

#### 512.11.2 Board of Graduate Research

The Board received report AB19/46 and **resolved to approve** the following Academic Board nominations for membership to the Board of Graduate Research:

ChairBGR  
EO(BGR)

Category D: Academic Research Leader, nominated by Academic Board for 2-year term (one from each College)

- Professor Helen Lee (ASSC)
- Dr Jodi Oakman (SHE)

Category E: Academic Coursework Leader, nominated by Academic Board for 2-year term (one from each College)

- Professor Jenni Oates (SHE)
- Professor Zahirul Hoque (ASSC)

#### 512.11.3 Academic Freedom Working Group

The Board received report AB19/47 and **resolved to approve** the following Academic Board nominations for membership to the Academic Freedom Working Group:

EO(AFWG)

- Miriam Bankovsky (ASSC)
- Deborah Gleeson (SHE)

#### 512.12 Honorary Degrees

The Board received paper AB19/48 and late circulated paper AB19/48a, and **resolved to approve** the following applications for Honorary Degrees to be conferred in 2019:

EO

- Amitabh Bachchan – DLitt
- Professor Annabelle Duncan – DSc
- Katharine Viner – DLitt
- Maureen Wheeler – DLitt
- Shah Rukh Kahn – DLitt

#### 512.13 Panel Discussion: Student experiences – what’s working well and what could we be doing better?

The Chair and Deputy Chair introduced the following panel members, all students at La Trobe:

- Anne Brouwer (PhD/School of Business)
- Ariane Virgona (Honours/Psychology)
- Keerthana Krishnasamy (Undergraduate/Law and Business)
- Mohsin Khawaja (PhD/School of Business)

The students were invited to talk to the following topics:



- Why they had come to La Trobe? What kept them at La Trobe? How is it different from other universities?
- Their experiences of La Trobe.
- One thing that they love about La Trobe, and what they would fix if they could raise magic wand

**Issues raised:**

- Why come to La Trobe?
  - Staff are welcoming and helpful.
  - A good interdepartmental/interdisciplinary culture.
  - Accidentally came to LTU Open Day and the experience was so inviting that they decided to study here.
  - Possibility of a PhD in their area of study.
  - Campus seen as a home away from home for some of the international cohort.
- Concerns:
  - *Students may receive incorrect advice, and this can impact their progression.* The example given was of poor advice given by LTI regarding the credit required to change courses. This raised the question of what the University could do when students receive incorrect advice that affects or delays their completion.
  - *Delay in offer of scholarship.* The example given was that the La Trobe offer was very slow, while the offer made by a competitor was quite fast. The student's preference was for La Trobe, so they rejected the other offer. This caused significant stress for the student in taking a risk of rejecting an offer from another university without having a firm offer from La Trobe in place.
  - *Information flows and administrative efficiencies.* Concern was expressed about insufficient expertise of front line ASK La Trobe staff and the need for specialist advisers for specific courses
  - *Uneven and sometimes poor quality of teaching of sessional staff:* Problems include communication skills and lack of engagement in class. Particular concern was expressed about the selection processes for tutors and it was suggested this may be the issue. These selection processes do not follow the similar rigorous process used for permanent staff and are not standard across the University.
  - *Poor attendance at lectures and tutorials.* Specific concern was raised about the balance of lectures and tutorials, where lectures were 2 hours in length, and tutorials one hour.
  - *Intellectual property rights:* RHD students had particular concerns about this issue. Does data and rights to use these belong to the student or the staff? it takes time to work this out, and the Ethics application forms place the supervisor as CI, and this can lead to an assumption the supervisor owns the data. Further, the power imbalance between supervisor and student can mean that students are unable to challenge assertions of IP rights made by supervisors. Clearer guidelines and communication around issues of IP, and authorship are important for all higher degree students.
- Wishlist:
  - All student associations, clubs & societies linked on one platform.
  - Graduate Research School to hold regular information sessions clearly communicating IP rights to postgraduate students.
  - PVC Commendation Award: review the eligibility (part time students are currently ineligible).

- Tutor Award – often given to tutors badly rated by students. Review the criteria/evidence for the award.
- Staff should follow-up and meet agreed deadlines for administrative matters relating to RHD administration and supervision – if students hold up their end of the bargain, the University should too.
- Good tutors who strongly support their students can make a huge difference to student satisfaction and achievement.
- Additional quiet study space in the library.
- Efficiencies of communication with students and between students.

**Discussion:**

During discussion questions and issues were raised:

- The connection between lectures and tutorials were not always clear.
- A number of the issues raised by the panel members are recognised and the challenge for staff members and the Board is to ensure that the concerns raised are actioned.
- What could we do as Academic Board to fix these issues? Policies often exist, but problems lie in implementation and communication of policy.
- Sessional teachers are important – SHE has introduced paid professional development for sessional staff.
- We survey students a lot, but the information is not always fed back.
- Cases of grievance between supervisors and candidates – a culture of power imbalance can lead to student not wanting issues on the record.
- It was suggested that Panel Chairs for RHD Progress Panels should not be from the discipline, particularly small disciplines. Seniority of Chairs and independence of Chairs suggested.
- Supervisory issues if a supervisor is on leave, OSP etc. The University should ensure that an alternative supervisor is provided.
- Disturbing to note that students are receiving the wrong advice and then not being provided with a remedy.
- Professor Kerri-Lee Krause noted that the following activities were currently occurring that could impact on some of the issues raised:
  - Review of the student feedback instruments.
  - Thematic analysis of the open-ended responses to SFS to more thoroughly understand reasons for satisfaction or dissatisfaction
  - The Education Committee is currently reviewing survey data and how it could be better utilised.
  - DVC (A) meetings with Heads of School meetings and Directors of Teaching & Learning.
  - Course reviews and monitoring processes.
- The Dean of Graduate Studies noted the progressive development of online information modules for higher degree by research students and the recent launch of a system of online forms.
- Further actions to be taken:
  - Document key themes from today and refer issues identified to the relevant senior executive and or Board standing committee requesting a report on activity or progress to remedy those actions to the student community and Academic Board.

Chair

- The Dean of Graduate Studies agreed to prioritise the introduction of an IP module to the set of modules available to graduate research students.

Dean GS

The Chair and Deputy Chair thanked the panel on behalf of the Board.

#### **PART C – MATTERS FOR INFORMATION**

##### **512.14 2018 DVCR Portfolio Report to Council**

The Board **received** and **noted** paper AB19/49, the 2018 DVCR Portfolio Report to Council.

DVCR

##### **512.15 Student Staff Ratio – Further Analysis**

The Board **received** and **noted** paper AB19/50, a briefing paper on the student staff ratio.

EO

##### **512.16 Initial Report on Testamur Errors**

The Board **received** and **noted** paper AB19/51, the initial report on Testamur Errors, noting that a further report of findings would be provided to Academic Board in August.

EO

##### **512.17 Next Meeting**

The next meeting of Academic Board will be held at 9.30am on Wednesday 14 August 2019 in the Chamber, John Scott Meeting House, Melbourne Campus.

The meeting closed at 11.00am.