



## ACADEMIC BOARD

Minutes of the five hundredth meeting of the Academic Board held in the Chamber, John Scott Meeting House, La Trobe University, Melbourne Campus on Wednesday 8 November 2017 at 9.30am.

**Present:** Professor Paula Baron (Chair), Ms Nishtha Aggarwal, Dr Josie Barbaro, Dr Joanna Barbousas, Dr Ishaq Bhatti, Professor Lynn Bosetti, Dr Narelle Brack, Professor Phil Broadbridge, Dr Edgar Burns (*via videoconference*), Dr Jacob Chandler, Dr Susanne Davies, Professor Leigh Drake, Professor Grant Drummond, Dr Jason Dutton, Dr Warwick Frost, Dr Anthony Gendall, Dr Deborah Gleeson, Professor Jane Hamilton, Dr Emma Henderson, Dr Darren Henry, Professor Russell Hoye, Professor Catherine Itsiopoulos, Professor Kerri-Lee Krause, Dr Prem Kurup, Ms Virginia Mansel Lees (*via videoconference*), Professor Sue Martin, Ms Wendy Martinec (*vice* Mr Kelly Smith), Dr Carol McKinstry (*via videoconference*), Mrs Susan Nalder, Dr Deborah Neal, Professor Mary Anne Noone, Dr Jodi Oakman, Mr Matthew Oates, Professor Chris Pakes, Dr Greg Powell, Dr Luke Prendergast, Mr Matthew Riddle (*vice* Professor Betty Leask), Ms Linda Sheridan (*vice* Ms Jennifer Peasley), Professor Pam Snow (*via videoconference*), Professor Richard Speed, Dr Evelien Spelten, Mr Robert Stephenson, Dr Keir Strickland, Dr Colleen Thomas, Dr Suzanne Vassallo, Professor James Walker, Professor Anne Wallace and Professor Lawrie Zion.

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

**In Attendance:** Professor Andrew Bennett, Professor Nick Bisley, Mr Alistair Duncan, Dr Richard Frampton, Professor Richard Gray, Ms Robyn Harris, Professor Andy Hill, Professor Patrick Humbert, Professor Amanda Kenny (*via videoconference*), Professor Nicki Lee, Ms Natalie MacDonald, Professor Chris Mackie, Mr Leon Morris and Professor Mark Rose.

### PART A – PROCEDURAL MATTERS

	<b>ACTION</b>
<p>(i) <b>Apologies &amp; Membership</b></p> <p>Apologies were received from Professor Christine Bigby, Professor John Dewar (Vice-Chancellor), Dr Julie Andrews, Professor Tony Baker, Professor Mike Clarke, Professor Jason Crain, Professor Amalia Di Iorio, Professor Stephen Kent, Professor Patrick Keyzer, Professor Birgit Loch, Professor Lisa McKenna, Dr Robyn Murphy, Professor Keith Nugent, Ms Jennifer Peasley, Professor Robert Pike, Mr Jeremy Seward, Professor Brian Smith, Mr Kelly Smith, Dr Damian Spencer, Professor Gillian Sullivan Mort, Dr Gwenda Tavan and Dr Terrie Waddell.</p>	
<p>(ii) <b>Approval of Agenda</b></p> <p>The Board <b>resolved</b> to <b>approve</b> the Agenda, as circulated.</p>	
<p>(iii) <b>Outstanding Matters</b></p> <p>The Board received and noted report AB17/119.</p>	

**(iv) Matters Approved on Behalf of Academic Board**

The Board received, noted and ratified report AB17/120, a summary of matters which had been approved by the Chair or Deputy Chair on behalf of the Board since the last meeting:

- (a) Conferring of Awards *in absentia* and Award of Higher Degrees, as detailed in Attachment A to AB17/120.
- (b) Coursework Committee  
A proposal to revise the Postgraduate Enabling Program, including the delivery of the program in Melbourne, as referred by the Coursework Committee from a meeting held on 19 October 2017, as detailed in Attachment B to AB17/120.

**(v) Report of the Chair**

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

- (a) Council approved the revised Academic Board Regulations 2017 that were referred by the Board from their October meeting
- (b) *Academic Board staff and student elections*

At the close of the elections held for:

- Level A/B Academic Staff;
- Level 1-8 Professional Staff;
- Level 9+ Professional Staff;
- Undergraduate Students;
- and Postgraduate Students

at midday on Monday 30 October, the following were declared elected to Academic Board from 1 January 2018:

Level A/B Academic Staff (15 positions)

1. Sarah Anderson
2. Sarah Midford
3. Brad Hodge
4. Amy Larsen
5. Tania Romano
6. Silvia McCormack
7. Emma Stirling
8. Margaret Hickey
9. Kate Ashman
10. Nicole El-Haber
11. Mira Stammers
12. Kate Bridgman
13. Katherine Jukic
14. Pam Kappelides
15. Kate Mai

Level 1-8 Professional Staff (5 positions)

1. Sarah Cox
2. Julie Kiroluch
3. Carolyn Ballagh
4. Nicole Melitsis
5. Sejal Kendal

Level 9+ Professional Staff (5 positions)

1. Clare McClausland
2. Spomenka Krizmanic
3. Donna Burnett
4. Nellie Green
5. Andrea Young

Undergraduate Students (3 positions)

1. Tharaa El Achkar (Metropolitan)
2. Alexandra Lloyd Leighton (Metropolitan)
3. Luke Hall (Bendigo)

Postgraduate Students (2 positions)

1. Sasha Almeida (Bendigo)
2. Mohsin Khawaja (Metropolitan)

(c) *Level C/D Academic Staff*

As noted at the October Academic Board meeting, at the close of call for nominations for the 15 positions for Level C/D Academic Staff on the Board, there were 10 nominations received. The following were declared duly elected:

1. Suzanne Vasallo
2. Ruth Stuckey
3. Jennifer Jones
4. Buly Cardak
5. Donna Martin
6. Brian Abbey
7. Christopher Fisher
8. Tracy Fortune
9. Warwick Frost
10. Suzanne O'Keefe

A second call for nominations for the remaining 5 positions was made. 18 nominations were received by 12 noon on Friday 3 November and an election will be held for those remaining positions.

(vi) **Report of the Vice-Chancellor**

The Board received and noted circulated paper AB17/121, 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/8/121-VCsReport-November2017.pdf>.

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

- (a) 500<sup>th</sup> Academic Board meeting.
- (b) Thank you to all the staff currently working particularly hard on exams, marking and the build-up to the Summer teaching period.
- (c) *Higher Education Policy Update*: the University are reviewing a number of scenarios while awaiting the outcome of the higher education reform proposals.
- (d) *Strategic Plan*: the design and layout is due to be finalised this week with the final document released to staff and stakeholders next week. Work is being done on the cascading KPIs.

- (e) All Staff Briefings have recently been held. Staff at all the regional campuses were particularly welcoming of the senior executive team.
- (f) Work is currently underway regarding embedding the La Trobe cultural qualities.
- (g) Several refurbished learning spaces have recently opened:
  - Library
  - Career Ready space
  - Indigenous Education Centre

**Discussion:**

- In response to concerns raised regarding timetabling processes, it was noted that an Academic Reference Group had been established (including Directors of Teaching and Learning and Heads of Department) to clarify the guiding principles with regard to timetabling.
- It was noted that there had been some student-related frustrations regarding the examination process this Semester.

**PART B – MATTERS FOR APPROVAL**

**500.1 Confirmation of Minutes**

The minutes of the meeting held on 11 October 2017 [AB17/117(M)] were confirmed.

**500.2 Items for Approval not requiring discussion**

**500.2.1 Award of Degrees and Diplomas**

The Board received circulated report AB17/122 and **resolved to approve** the conferring of awards *in absentia*, rescission and conferral of award, rescission of award for future ceremony conferral and the award of higher degrees, as detailed therein.

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**500.3 Standing Committees of Academic Board**

**500.3.1 Report of Admissions Committee: Revised Admissions Policy Suite and Advanced Standing Policy**

The Board received report AB17/123 and **resolved to approve:**

- Admissions Policy
- Admissions Procedure
- Admissions Procedure – Transfer
- Advanced Standing Policy

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**500.3.2 Report of Academic Quality Committee: 18 October 2017**

The Board received report AB17/124 and noted that the Academic Quality Committee had considered the following items at a meeting held on 18 October 2017:

- (a) Presentation on Course Information
- (b) Standards (TEQSA) Alignment Program Report

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- (c) Policy Compliance Reports
  - VET Assessment Policy
  - Working with Children Policy
- (d) School and Divisional Review Reports
- (e) Report on Third Party Teaching Arrangements
  - Foreign Trade University
  - Goulburn Ovens TAFE
  - Governance Institute
  - Chisholm Institute
  - Hanoi University
- (f) Academic Quality Committee – meeting dates and business scheduled for 2018

### 500.3.3 Report of Coursework Committee: 19 October 2017

The Board received report AB17/125, and noted that the Coursework Committee had considered the following items at a meeting held on 19 October 2017:

- (a) Matters Arising from the Minutes.
- (b) Course Submissions from the College of Science, Health and Engineering.
- (c) Course Submissions from the College of Arts, Social Sciences and Commerce.
- (d) Course and Subject Management Policy.
- (e) Academic Course Review Panel report for the Bachelor of Applied Science/Master of Occupational Therapy Practice.

It was noted that the new Course and Subject Management Policy, as detailed in Attachment B to AB17/125, had been withdrawn and would be provided as a full policy suite for approval next year.

It was also noted that the recommendation regarding the Academic Course Review Panel Report for the Bachelor of Applied Science/Master of Occupational Therapy Practice, as detailed in Attachment C to AB17/125, was also withdrawn and will be returned to Academic Board when the action plan in response to the Report is available.

The Board **resolved to approve:**

- (i) the following course proposals, as detailed in Attachment A to AB17/125:
  - (a) *Course Revisions*  
College of Arts, Social Sciences and Commerce
    - Diploma of Languages, Spanish and Italian ADIL
    - Graduate Certificate in Financial Risk Management LGCM
    - Master of Financial Analysis (Investment) LMFAIN
    - Master of Financial Analysis LMFAN
    - Master of Financial Analysis (Financial Risk Management) LMFRM
    - Bachelor of Arts with Honours AHA
    - Bachelor of Laws (Undergraduate Entry) with Honours, Bachelor of Laws (Graduate Entry) with Honours LHL
    - Bachelor of Laws/Bachelor of Business – Bendigo LWLBUSH
    - Master of Business Administration LMMBA

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DD SAdmin  
APVC(CW)

- Master of Business Administration (Advanced) LMMBAA
- Master of Business Administration – Hanoi Vietnam LMMBAH
- Master of Business Administration (Online) LMMBAO
- Master of Business Information Management and Systems – Melbourne LMBISC

College of Science, Health and Engineering

- Bachelor of Nursing (Post-Registration) HBNSK
- Graduate Diploma in Art Therapy HGAT, Master of Art Therapy HMART parent course
- Bachelor of Applied Information Technology SBAIO, Associate Degree of Applied Information Technology SAAIO, Diploma of Applied Information Technology SDAIO
- Graduate Diploma in Computer Science SGCS
- Graduate Diploma in Information Technology SGIT
- Bachelor of Animal and Veterinary Biosciences with Honours SHAVB, SHAVW
- Bachelor of Psychology (Honours) SHP, SHPYB, SHPYW
- Master of Clinical Psychology SMCP
- Master of Data Science SMDS
- Master of Information Technology (Computer Networks) SMITCN
- Bachelor of Animal and Veterinary Biosciences SBANS
- Bachelor of Human Services and Master of Social Work HZSK, HZSKW, HZSKB, HZSKP, HZSKM
- Bachelor of Biological Sciences with Honours SHBIS, SHBISW
- Bachelor of Science (Wildlife and Conversation Biology) with Honours SHSWCB, SHSWCW
- Graduate Diploma in Health Promoting Palliative Care HGHP – alternative exit, Graduate Diploma in Health Promoting Palliative Care HGHPD online – alternative exit
- Bachelor of Biomedical Science with Honours SHMES
- Bachelor of Biological Sciences (Advanced Science) SBBASA
- Bachelor of Bioscience SBBIO

*(b) Course Closures and Suspensions*

College of Arts, Social Sciences and Commerce

- Bachelor of Asian Studies with Honours AHAS
- Master of Outdoor and Environmental Education RMOEE

College of Science, Health and Engineering

- Bachelor of Nursing Science with Honours HHNSCB, HHNSCW
- Graduate Certificate in Mental Health Nursing RCMHN
- Bachelor of Science/Bachelor of Science Education
- Bachelor of Science (Honours)/Master of Nanotechnology
- Bachelor of Nursing (Post-Registration) HBNSH, HBNSI, HBNSJ, HBNP

**500.3.4 Report of Education Committee: 18 October 2017**

The Board received report AB17/126 and noted that the Education Committee had considered the following items at a meeting held on 18 October 2017:

- (a) Postgraduate Research Experience Questionnaire
- (b) Student Involuntary Medical Leave Procedure
- (c) La Trobe University Digital Literacies Framework: Implementation Update
- (d) Centre for Higher Education Equity and Diversity Research Centre Report
- (e) Student Retention and Success 2010-2015
- (f) Definition of Blended Learning

The Board **resolved to approve:**

- the new Student Involuntary Medical Leave Policy and Procedure, as detailed in Attachment A to AB17/126.
- the addition of Professor Chris Pakes, Dean, Graduate Research School, as a new co-opted member of the Education Committee.

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### **500.3.5 Report of Research and Graduate Studies Committee: 20 October 2017**

The Board received report AB17/127 and noted that the Research and Graduate Studies Committee had considered the following items at a meeting held on 20 October 2017:

- (a) Research Performance Report – August
- (b) Research Centres
  - Centre for the Study of the Inland
  - La Trobe Sport and Exercise Medicine Research Centre
  - Centre for Future Landscapes
  - Centre for Health Communication and Participation
  - John Richards Centre for Rural Ageing Research
- (c) Model for HDR Pathways Project
- (d) Student position on the Research and Graduate Studies Committee
- (e) Biosafety and Biosecurity Policy
- (f) Research Integrity Policy and Research Misconduct Procedures
- (g) Genetically Modified Organism Procedure
- (h) Board of Graduate Research Committee
- (i) University Human Ethics Committee

The Board **resolved to approve:**

- the establishment of the Centre for the Study of the Inland (CSI) in the College of Arts, Social Sciences and Commerce, as detailed in Attachment 1 to AB17/127.
- the establishment of the La Trobe Sport and Medicine Research Centre (LASEM) in the School of Allied Health, as detailed in Attachment 2 to AB17/127.
- the establishment of the Research Centre for Future Landscapes in the School of Life Sciences, as detailed in Attachment 3 to AB17/127.
- the proposal to move the Centre for Health Communication and Participation from the Department of Public Health to the School of Psychology and Public Health, as detailed in Attachment 4 to AB17/127.
- the proposal to move the John Richards Centre for Rural Ageing Research from the School of Nursing and Midwifery to the La Trobe Rural Health School, as detailed in Attachment 5 to AB17/127.
- the amended RGSC Terms of Reference, as detailed in Attachment 6 to AB17/127, **subject to** the following amendment:
  - 'Graduate Research Student Society' to be amended to 'Graduate Researchers Team'.

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- the Biosafety and Biosecurity Policy, as detailed in Attachment 7 to AB17/127.
- the revised Research Integrity Policy and Research Misconduct Procedure, as detailed in Attachment 8 to AB17/127.
- the Genetically Modified Organism Procedure, as detailed in Attachment 9 to AB17/127.
- amendments to the re-named Graduate Research and RTP Scholarship Policy and Procedure, being implemented at the advice of the Department of Education, as detailed in Attachment 10 to AB17/127, **subject to** Clause 31 and 32 being removed.
- changes to the names of the following two Graduate Research Procedures, as detailed in Attachment 10 to AB17/127:
  - Graduate Research Nominations and Appointment of Examiners Procedure to *Graduate Research Examinations Procedure – Nomination and Appointment of Examiners*.
  - Graduate Research Thesis Requirements, Submission and Retention Procedure to *Graduate Research Examinations Procedure – Thesis Requirements, Submission and Retention*.
- the Animal Ethics Procedure, as detailed in Attachment 11 to AB17/127.

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#### 500.4 Other Matters

##### 500.4.1 Course Monitoring and Review Report

The Board received and noted the Course Monitoring and Review briefing, as detailed in report AB17/128.

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##### 500.4.2 Emeritus Professor Nomination: Professor Geoff Prince

The Board **resolved to approve** the proposal from the Head of the School of Engineering and Mathematical Sciences, as endorsed by the Vice-Chancellor, to confer the title of Emeritus Professor on Professor Geoff Prince, as detailed in AB17/129.

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### PART C – DISCUSSION

#### 500.5 Key priorities for the DVC Academic Portfolio

Professor Kerri-Lee Krause, Deputy Vice-Chancellor (Academic) presented the key priorities for the DVCA Academic Portfolio. The presentation slides can be accessed at the following link:

<https://unite.latrobe.edu.au/sites/sc/sgc/abc/abmeeting2017/Useful%20resources/8/DVCAPresentation-November2017.pdf>.

Professor Krause outlined a number of priorities for the DVCA Portfolio, including:

- Selection process had commenced for two new Pro Vice-Chancellors (Pro Vice-Chancellor, Learning Quality and Innovation; Pro Vice-Chancellor, Student Success).



- Digital Learning Strategy and LTO: Emeritus Professor Ron Oliver to conduct a review and evaluation of the DLS and will be asked to advise on better consolidation and integration of our online and DLS processes.
- Emeritus Professor Sally Kift, formerly from JCU has been invited to take stock of the student-facing support across the University in an effort to consolidate our activities.
- Academic Promotions Policy and Procedures are being reviewed.
- A review of the Academic Workload System is underway.
- The creation of bespoke data reports for staff to better enable evidence-based decision-making and engagement.

**Discussion:**

- The DVCA welcomed suggestions for the best way to engage (including suggestions for suitable forums) in conversations about learning and teaching and learning, particularly in the regions.
- Comment was made about workload allocations for Level A and B academic staff in the areas of research and teaching.
- In response to a query regarding what kind of data would form the basis for 'bespoke' reports, the DVCA welcomed input and advice from the academic community about the types of reports that would be most relevant and helpful to academic staff at a local level.
- With regard to student experience feedback, it was noted that academic staff have little control over complaints regarding rooms, timetabling etc and they don't have any input into the questions asked of students via the student feedback survey.
- It was agreed that the Course Coordinator role is critically important and aspects of the role should be reviewed including workload allocations and the ways in which the role is taken into account in the promotions process. The DVCA welcomed advice regarding the best ways to meet with course coordinators to further discuss.

The meeting closed at 10.55am.

**500.6 Next Meeting**

9.30am  
Wednesday 14 February 2018  
Chamber  
John Scott Meeting House  
Melbourne Campus

Chair: \_\_\_\_\_

Date: \_\_\_\_\_