



## ACADEMIC BOARD

Minutes of the five hundred and first meeting of the Academic Board held in the Chamber, John Scott Meeting House, La Trobe University, Melbourne Campus on Wednesday 14 February 2018 at 9.30am.

**Present:** Professor Christine Bigby (Chair), Professor Paula Baron (Deputy Chair), Sasha Almeida, Ms Sarah Anderson, Dr Julie Andrews, Mrs Kate Ashman (*via videoconference*), Ms Carolyn Ballagh, Dr Josie Barbaro, Dr Joanna Barbousas, Ms Samantha Barlow (*via videoconference*), Dr Pauleen Bennett (*via videoconference*), Dr Ishaq Bhatti, Dr Irene Blackberry (*via videoconference*), Dr Narelle Brack, Dr Kate Bridgman, Professor Phil Broadbridge, Ms Donna Burnett, Dr Edgar Burns (*via videoconference*), Professor Leanne Carey, Dr Jake Chandler, Professor Mike Clarke, Ms Sarah Cox, Professor Jason Crain, Dr Susanne Davies, Professor John Dewar (Vice-Chancellor), Professor Amalia Di Iorio, Dr Elly Djouma, Professor Grant Drummond, Miss Nicole El-Haber, Professor Christopher Fisher, Dr Warwick Frost, Dr Anthony Gendall, Dr Deborah Gleeson, Dr Daniel Grant, Professor Richard Gray, Ms Nellie Green, Dr Peter Green, Professor Jane Hamilton, Dr Emma Henderson, Mr Brad Hodge, Professor Katie Holmes, Professor Russell Hoyer, Professor Patrick Humbert, Professor Rachel Huxley, Mr Michael Iroche, Ms Jennifer Jones, Dr Katherine Jukic, Ms Pam Kappelides, Dr Sejal Kendal, Professor Amanda Kenny (*via videoconference*), Professor Stephen Kent, Ms Spomenka Krizmanic, Professor Kerri-Lee Krause, Dr Prem Kurup, Dr Amy Larsen, Professor Nicki Lee, Ms Alexandra Lloyd Leighton, Professor Birgit Loch, Professor Chris Mackie, Dr Kate Mai, Dr Dona Martin, Professor Susan Martin, Dr Clare McCausland, Dr Siliva McCormack, Professor Susan McDonald, Dr Carol McKinstry (*via videoconference*), Ms Nicole Melitsis, Dr Sarah Midford, Professor Meg Morris, Dr Robyn Murphy, Mrs Susan Nalder, Dr Deborah Neal, Professor Mary Anne Noone, Professor Keith Nugent, Mr Matthew Oates, Professor Chris Pakes, Dr Alison Parkes, Ms Jennifer Peasley, Professor Simon Pervan, Professor Robert Pike, Dr Greg Powell, Professor Joanna Poyago-Theotoky, Dr Luke Prendergast, Professor Mark Rose, Professor Miranda Rose, Mr Jeremy Seward, Professor Brian Smith, Mr Kelly Smith, Professor Pam Snow (*via videoconference*), Professor Richard Speed, Dr Evelien Spelten, Ms Mira Stammers, Mr Robert Stephenson (*via videoconference*), Mrs Emma Stirling, Dr Keir Strickland, Dr Rwth Stuckey, Professor Gillian Sullivan Mort, Dr Colleen Thomas, Dr Guinever Threkheld, Dr Suzanne Vassallo, Dr Terri Waddell, Professor James Walker, Professor Anne Wallace, Dr Mary Whiteside, Dr David Wilson, Professor Rob Wilson, Mr David Wishart, Ms Andrea Young, Professor Suzanne Young and Professor Lawrie Zion.

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

**In Attendance:** Dr MaryAnne Aitken, Ms Anna Maria Bonnici, Mr Matt Brett, Mr Alistair Duncan, Dr Richard Frampton, Mr Andy Giddy, Ms Robyn Harris, Ms Natalie MacDonald, Mr Leon Morris, Ms Fiona Reed and Mr Mark Smith.

**PART A – PROCEDURAL MATTERS**

**ACTION**

**(i) Apologies & Membership**

Apologies were received from Dr Melanie Bish, Professor Nick Bisley, Professor Nick Bond, Professor Jianfu Chen, Professor Jill Cook, Professor Simon Crowe, Professor Phillip Dolan, Dr Jason Dutton, Mr Steiner Ellingsen, Dr Tracy Fortune, Professor Sue Grieshaber, Ms Margaret Hickey, Professor Andrew Hill, Professor Catherine Itsiopoulos, Professor Patrick Keyzer, Ms Julie Kiroluch, Professor Helen Lee, Ms Virginia Mansel Lees, Professor Paul Mather, Professor Lisa McKenna, Dr Jodi Oakman, Ms Natasha Romas, Professor Magnus Tideman, Professor Carlene Wilson.

**(ii) Approval of Agenda**

The Board **resolved to approve** the Agenda, as circulated, **subject to** the following:

- additional late circulated paper AB12/12 to be discussed under item 3.2 – Report of the Coursework Committee.
- withdrawal of item 4.1 – Rescission of Advanced Standing Policy and Procedure.

**(iii) Outstanding Matters**

The Board received and noted report AB18/02.

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

The Board received, noted and ratified report AB18/03, 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, Conferring of Awards *in absentia* and Award of Higher Degrees, as detailed in Attachment A to AB18/03.
- (b) Coursework Committee
  - (i) The following course proposals, referred by the Coursework Committee from a meeting held on 16 November 2017, as detailed in Attachment B to AB18/03:

**New Courses**

College of Science, Health and Engineering

- Bachelor of Healthcare
- Bachelor of Cybersecurity/Bachelor of Psychological Science

**Course Revisions**

College of Science, Health and Engineering

- Bachelor of Health Sciences HBHS, HBHSB
- Graduate Diploma in Health Policy HGHPOL/Graduate Certificate in Health Policy HCHPO
- Bachelor of Health Sciences in Dentistry/Master of Dentistry HZHSDD, Bachelor of Health Sciences in Dentistry HBHSD
- Graduate Diploma in Electronic Engineering SGEE
- Graduate Diploma in Science SGSC
- Master of Data Science SMDS, Graduate Diploma in Data Science SGDS

- Master of Information Technology SMIT
- Master of Telecommunications and Network Engineering SMTNE
- Bachelor of Nursing (Pre-Registration) HBN
- Bachelor of Nursing (Enrolled Nurse) HBNE
- Bachelor of Nursing (Enrolled Nurse) HBNEK
- Bachelor of Nursing (Graduate Entry) HBNGE
- Bachelor of Nursing/Bachelor of Midwifery HZNMD, HZNMDB
- Bachelor of Science SBSC

College of Arts, Social Sciences and Commerce

- Master of Marketing LMMKT
- Bachelor of Accounting/Master of Financial Analysis – Melbourne LZCFA
- Bachelor of Physical Health and Outdoor Education

**Course Closures and Suspensions**

College of Science, Health and Engineering

- Bachelor of Biomedical Science SBMS
- Bachelor of Science STBSM Mildura
- Bachelor of Information Technology (Professional) SBITP
- Bachelor of Social Work BVBSWW Wodonga

(ii) The resubmitted proposal from the La Trobe Business School for a variation to the Academic Course Review Procedure, as detailed in Attachment B to AB18/03.

(iii) The following course revisions, referred by the Coursework Committee from a meeting held on 16 November 2017, as detailed in Attachment C to AB18/03:

College of Science, Health and Engineering

- Bachelor of Biological Sciences SBBIS
- Bachelor of Agricultural Sciences with Honours SHARS

College of Arts, Social Sciences and Commerce

- Bachelor of Laws/Bachelor of Media and Communication

(c) Admissions Committee

The updated English Language Entry Requirements Procedure: Schedule 1, as referred from a meeting of the Admissions Committee held on 2 November 2017, as detailed in Attachment D to AB18/03.

(d) Academic Board – co-opted membership, as detailed in Attachment E to AB18/03.

(e) Emeritus Professor Nominations

- Susan Paxton, as detailed in Attachment F to AB18/03.
- Anthony McGrew, as detailed in Attachment G to AB18/03.

(f) School of Psychology and Public Health Review Panel – Academic Board nominee, as detailed in Attachment H to AB18/03.

**(v) Report of the Chair**

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

- (a) Warm welcome to all new members.
- (b) Thanks to all who attended the first Academic Board Induction Program. For those who missed out, a second Induction Program will be held on **Wednesday 7 March at 9.30am.**

- (c) Many thanks to all who provided an expression of interest for the Academic Board nominated positions on the Policy Committees. There were approximately 30 nominations and membership will be finalised in the next fortnight.
- (d) Two Emeritus Professor nominations were approved on behalf of the Board out-of-session (*as detailed in item (iv) above*):
  - Susan Paxton
  - Tony McGrew

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

The Board received and noted circulated paper AB18/04, the Report of the Vice-Chancellor, which can be located at the following link:

<https://unite.latrobe.edu.au/sites/sc/sgc/abc/abmeeting2018/Document%20Library2/1/04-VCsReport-February2018.pdf>.

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

- An incident had been widely reported in the media over the weekend regarding an LTU international student and an assault on their home stay sponsor. There is a risk that this incident will have significant impact for the international education industry overall. Staff and student support has been made available. It was noted that the University's incident response procedures worked extremely well.
- The fundraising target has been surpassed.
- *Indigenous Education*
  - 10<sup>th</sup> anniversary of Kevin Rudd's apology.
  - Refurbished Ngarn-Gi Bagora Indigenous Centre opening was held last week.
  - Positive news contained in the 2017 Closing the Gap report shows that Indigenous students that hold a university degree have the same employment outcomes as non-Indigenous graduates.
- Congratulations to Professor Paula Baron who has been named a Principal Fellow of the Higher Education Academy.
- *LTU Initiatives:*
  - Work has commenced on the Sports Park.
  - Lobbying for state government funding has commenced with regard to the Campus Master Plan and continues with the federal government with regard to a Medical School.
  - Meetings held with various stakeholders in Bendigo this week regarding Bendigo becoming a 'University-city'.
- Professor Tanya Fitzgerald will be standing down as Head of School of Humanities and Social Sciences at the end of next week. Thanks were given for her many years of service to La Trobe, including both Head of School of Education and School of Humanities and Social Sciences.

**PART B – MATTERS FOR APPROVAL**

**501.1 Confirmation of Minutes**

The minutes of the meeting held on 8 November 2017 [AB17/130(M)] were confirmed.

**501.2 Items for Approval not requiring discussion**

**501.2.1 Award of Degrees and Diplomas**

The Board received circulated report AB18/05 and **resolved to approve** the conferring of awards *in absentia*, rescission and conferral of awards and the award of higher degrees, as detailed therein.

AEGTO  
GRS

**501.3 Standing Committees of Academic Board**

**501.3.1 Report of Admissions Committee: 2 November 2017**

The Board received report AB18/06 and noted that the Admissions Committee had considered the following items at a meeting held on 2 November 2017:

- (a) Articulation tables.
- (b) Review of English Language Entry Requirement Procedure: Schedule 1.
- (c) Timetable of Actions – 2018 Student Selection and Admissions.
- (d) Revision to Admissions Requirements for Postgraduate Courses
- (e) Admissions Policy Suite and Advanced Standing Policy.
- (f) Admissions Committee Terms of Reference.

The Board **resolved to approve** the minor revision to the entry requirements for the Master of Occupational Therapy and the Master of Social Work.

The Board noted that the following articulation tables were approved by the Admissions Committee out-of-session on 10 October 2017:

*Bendigo Kangan Institute*

- Diploma of Professional Writing and Editing/Bachelor of Arts – English Major/Bachelor of Arts – Creative and Professional Writing Major/Bachelor of Creative Arts – Writing Major.
- Diploma of Conservation & Land Management/Bachelor of Outdoor Education (Educational Nature Tourism) (BE)

*Sunraysia Institute of TAFE*

- Diploma of Conservation and Land Management/Bachelor of Outdoor Education (Educational Nature Tourism) (EBOEB)

The Board also noted that the following articulation tables were approved by the Admissions Committee out-of-session on 23 October 2017:

*La Trobe Melbourne*

- Diploma of Business/Bachelor of Business (Accounting)/Bachelor of Accounting
- Diploma of Business/Bachelor of Business (all campuses)/Bachelor of Finance/Bachelor of Commerce/Bachelor of International Business

The Board noted that the following articulation tables were approved by the Admissions Committee at their meeting on 2 November 2017:

College of Arts, Social Sciences and Commerce

EO(AC)

*Bendigo Kangan Institute*

- Advanced Diploma of Accounting/Bachelor of Business/Bachelor of Business (Accounting)
- Diploma of Hospitality Management/Bachelor of Business
- Diploma of Event Management/Bachelor of Business
- Diploma of Travel and Tourism/Bachelor of Business

*Sunraysia Institute of TAFE*

- Diploma of Business/Bachelor of Business
- Certificate IV in New Small Business/Bachelor of Business

*Chisholm Institute*

- Diploma of Leadership and Management/Bachelor of Business

College of Science, Health and Engineering

*Sri Lanka Institute of Information Technology*

- Bachelor of Science (Honours) Information Technology/Bachelor of Information Technology

**501.3.2 Report of Coursework Committee: 16 November 2017**

The Board noted that the majority of business discussed at the meeting of the Coursework Committee held on 16 November 2018 had been dealt with out-of-session, as detailed in item (iv) – Attachments B and C to AB18/03 .

The Board received report AB18/07 and **resolved to approve** the revised Credit Points and Course Structure Policy.

EO(CC)  
Policy Adv

The Board also received late circulated report AB18/12 and **resolved to approve:**

EO(CC)  
GenMgr  
DD SAdmin  
APVC(CW)

- the proposal from the College of Arts, Social Sciences and Commerce for a major revision of the Business School Major: Management (BE,BU), as detailed in Attachment Three to AB18/12
- the proposal from the College of Arts, Social Sciences and Commerce to introduce the Diploma of Tertiary Studies and nested non-award Tertiary Preparation Program, as detailed in Attachment Two of AB18/12 noting that these programs had been referred by the Coursework Committee from a circular out-of-session approval on 7 February 2018.

**501.3.3 Report of Education Committee: 15 November 2017**

The Board received report AB18/08 and noted that the Education Committee had considered the following items at a meeting held on 15 November 2017:

- Enhancing the Quality of the Student Experience at La Trobe: Council Strategic Discussion Paper.
- Evaluation of Curriculum Redesigns using the iSAMR Framework.
- Teaching Excellence Principles – College of Arts, Social Sciences and Commerce.
- Assessment Policy and Associated Procedures.
- Special Consideration Policy
- Student Transition Experience Policy and Procedures.

The Board **resolved to approve:**

Policy Adv  
EO(EC)

- Assessment Policy suite:
  - Assessment Policy, as detailed in Attachment B to AB18/08.
  - Assessment Standards, as detailed in Attachment C to AB18/08, **subject to** removal of the remark regarding dual markers.

- Assessment Procedure – Assurance of Results, as detailed in Attachment D to AB18/08.
  - Assessment Procedure – Supplementary Assessment for Hurdle Requirements, as detailed in Attachment F to AB18/08.
  - Assessment Schedule – Grades and Administrative Codes, as detailed in Attachment G to AB18/08.
  - Rescission of the following policies and procedures, as detailed in Attachment A to AB18/08:
    - Existing Assessment Policy.
    - Access to Assessed Material Retained by the University Policy.
    - Assessment Procedure – Hurdles – Additional (Supplementary) Assessment Procedure.
    - Grades of the University Policy.
- (b) Special Consideration Policy, as detailed in Attachment H to AB18/08.
- (c) Student Transitional Experience Policy Suite, as detailed in Attachment I to AB18/08:
- Student Transitional Experience Policy.
  - Student Transitional Experience Procedure – Coursework Students.
  - Student Transition Experience Responsibilities Matrix.
  - the rescission of the Undergraduate Student Orientation Policy.

After much discussion, the Board **resolved to not approve** the Assessment Procedure – Review and Re-Mark of Assessment Tasks, as detailed in Attachment E to AB18/08, and referred the item back to the Education Committee for further review and discussion and provision to a future meeting of Academic Board for approval.

#### 501.4 Other Matters

##### 501.4.1 Rescission of Advanced Standing Policy and Procedure

This item was removed from the agenda.

#### PART C – MATTERS FOR INFORMATION

#### 501.5 Matters for Information

##### 501.5.1 Report of the Academic Promotions Committee: November 2017

The Board received the Report of the Academic Promotions Committee: November 2017 and noted that the persons named therein had been promoted, as detailed in report AB18/10.

EO(APC)

##### 501.5.2 Report of the Academic Promotions Committee: December 2017

The Board received the Report of the Academic Promotions Committee: December 2017 and noted that the persons named therein had been promoted, as detailed in report AB18/11.

EO(APC)

**PART D – DISCUSSION**

**501.6 State of the Nation: Vice-Chancellor's address**

Professor John Dewar, Vice-Chancellor, presented his annual '*State of the Nation*' address, providing an overview of LTU's 2017 and providing insight into some of the issues that would need to be addressed in the higher education sector in 2018.

The presentation slides can be accessed at the following link:

<https://unite.latrobe.edu.au/sites/sc/sgc/abc/abmeeting2018/Useful%20resources/1/VC-StateoftheNation-Address.pdf>.

The meeting closed at 11.00am.

**501.7 Next Meeting**

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

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

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