



ACADEMIC BOARD

Minutes of the five hundred and third meeting of the Academic Board held in the Chamber, John Scott Meeting House, La Trobe University, Melbourne Campus on Wednesday 9 May 2018 at 9.30am.

Present: Professor Christine Bigby (Chair), Professor Paula Baron (Deputy Chair), Dr Brian Abbey, Dr Julie Andrews, Ms Kate Ashman (*via videoconference*), Ms Carolyn Ballagh, Dr Ishaq Bhatti, Professor Nick Bisley, Professor Irene Blackberry, Professor Lynn Bosetti, Dr Narelle Brack, Mr Kevin Brianton, Professor Phillip Broadbridge, Dr Edgar Burns (*via videoconference*), Professor Mike Clarke, Ms Sarah Cox, Professor Kay Crossley, Professor John Dear (Vice-Chancellor) (*via videoconference – part of meeting*), Dr Elly Djouma, Professor Phil Dolan, Professor Grant Drummond, Dr Nicole El-Haber, Professor Christopher Fisher, Dr Tracy Fortune, Professor Margarita Frederico, Dr Warwick Frost, Professor Richard Gray, Dr Peter Green, Mr Luke Hall (*via videoconference*), Professor Jane Hamilton, Professor Katie Holmes, Professor Catherine Itsiopoulos, Mr Greg Jamieson, Dr Jennifer Jones (*via videoconference*), Dr Pam Kappelides, Professor Stephen Kent, Mr Mohsin Khawaja, Ms Spomeka Krizmanic, Professor Kerri-Lee Krause, Dr Prem Kurup, Dr Amy Larsen, Professor Helen Lee, Professor Nicki Lee, Professor Birgit Loch, Professor Christopher Mackie, Dr Kate Mai, Dr Dona Martin, Professor Susan Martin, Dr Clare McCausland, Dr Silvia McCormack, Professor Lisa McKenna, Dr Carole McKinstry (*via videoconference*), Dr Sarah Midford, Dr Deborah Neal, Professor Mary Anne Noone, Professor Keith Nugent, Dr Jodi Oakman, Mr Matthew Oates, Dr Michael O’Keefe, Dr Suzanne O’Keefe, Professor Chris Pakes, Dr Alison Parkes, Dr Luke Prendergast, Professor Wenny Rahayu, Professor Miranda Rose, Professor Brian Smith, Professor Pam Snow (*via videoconference*), Professor Richard Speed, Dr Evelien Spelten, Ms Mira Stammers, Mr Robert Stephenson (*via videoconference*), Dr Keir Strickland, Dr Rwth Stuckey, Dr Colleen Thomas, Dr Guinever Threkheld (*via videoconference – part of meeting*), Professor Jessica Vanderlelie, Dr Suzanne Vasallo, Dr Terrie Waddell, Professor James Walker, Dr David Wilson, Professor Rob Wilson, Mr David Wishart 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, Dr Richard Frampton, Ms Robyn Harris and Dr Paul Ramage.

Welcome to Country Dr Julie Andrews provided a ‘Welcome to Country’ where she acknowledged the Wurundjeri as the traditional owners of the land upon which the Melbourne Campus is located and paid her respects to elders past and present. Dr Andrews also acknowledged the traditional owners of the lands upon which the various regional campuses are located and paid respect to the elders past and present of those lands.

DISCUSSION – QUALITY TEACHING AND LEARNING AT LA TROBE UNIVERSITY

Panel members:

- Professor Kerri-Lee Krause, Deputy Vice-Chancellor (Academic)
- Professor Paula Baron, Pro Vice-Chancellor (Learning, Quality and Innovation)
- Professor Jessica Vanderlelie, Pro Vice-Chancellor (Student Success)

Professor Kerri-Lee Krause provided an overview of the student-centred focus of the La Trobe University strategic objectives for 2018-2022. The key priorities include:

- outstanding student experience

- student employability and success
- 2 taskforces have been established:
- Teaching Quality Taskforce: led by Professor Paula Baron, Pro Vice-Chancellor (Learning, Quality and Innovation).
 - Student Success Taskforce: led by Professor Jessica Vanderlelie, Pro Vice-Chancellor (Student Success).
- Work completed in the past 6 months that will contribute to furthering the University's strategic objectives:
- LTLT Review.
 - Digital Learning Strategy Evaluation.
 - Sally Kift Report – Student Learning Support Stocktake.

Professor Vanderlelie provided a brief overview regarding the focus of the Student Success Taskforce, noting that strategy is being developed with University-wide collaboration. The four key themes are as follows:

1. Student support and student advising.
2. Student orientation and transition.
3. Employability.
4. Student Partnership.

Professor Baron provided an overview of the Teaching Quality Taskforce, noting that it is primarily staff-facing, whilst the Student Success Taskforce is primarily student-focused. Some of the key issues that the Taskforce will be looking at:

- Engaged, motivated staff are key to a good student experience.
- Promoting the value of teaching and learning as much as research and changing the perception that at LTU research trumps teaching.

The Teaching Quality Strategy will be informed by:

- The Learning and Teaching Plan.
- The Teaching Quality Taskforce.
- La Trobe Online –BAU.

The Teaching Quality Taskforce meets fortnightly with different stakeholders, with a focus on the following 3 key questions:

1. What are we doing well?
2. What can we improve on?
3. How can we improve?

Issues that have arisen thus far:

- Professional development
- Subject design
- SFS
- Systems
- Customer service
- Student support

Discussion

The Chair invited questions and comments from the audience and the following points/questions were highlighted:

- Microcredentialing and short courses are important in some areas but we are not nimble in our approval processes. How could this be addressed?
- In response to the above query, the Deputy Vice-Chancellor (Academic) advised that areas should look at the non-award space for microcredentialing and stackability in the first instance. In the award space there would need to be a more thorough discussion, including requirements for quality assurance.
- It was noted that a Senior Executive Group Working Group is currently reviewing microcredentialing. The Course Lifecycle Review was also noted as another piece of work that was assisting in reducing the time taken to get courses approved.
- In response to a query whether it would be possible to stagger some of the administrative requirements of subject coordinators, it was agreed to look into the specifics as the process should be as smooth as possible.

- Timelines (ie SIS, timetabling, handbook, marketing etc) were seen as an issue with regard to innovation and improvement – lack of nimbleness. It was noted that the Timetabling Taskforce would be reviewing these issues and looking for opportunities for streamlining.
- In response to a query regarding how teaching could be more valued, the following points were made:
 - Workload management System – ensure the right amount of points are allocated for teaching and learning.
 - Cultural work.
 - New Collective Agreement allows for more tailored workload profiles.
 - Promotion processes are currently under review.
- Research and teaching should both be valued – it is not a competition.
- SFS and SFT policies and procedures are currently under review.
- It was queried whether student feedback forms could be processed in time for staff SEMS meetings.
- It was noted that as a result of the Subject Improvement Process in 2016 there had been an uplift in SFS in the School of Business.
- SIP to be coming out today and to be aligned with the annual course monitoring process in the future.
- Fragmented sets of student support services were seen as an issue.
- Currently reviewing how we support sessional staff and induct them.

PART A – PROCEDURAL MATTERS

	ACTION
<p>(i) Apologies & Membership Apologies were received from Sasha Almeida, Ms Sarah Anderson, Dr Josie Barbaro, Dr Joanna Barbousas, Professor Nick Bond, Dr Kate Bridgman, Professor Amalia Di Iorio, Tharaa El Achkar, Professor Matthias Ernst, Dr Anthony Gendall, Dr Deborah Gleeson, Professor Dan Grant, Ms Jess Grant, Ms Nellie Green, Professor Mark Gussy, Dr Emma Henderson, Mr Brad Hodge, Professor Russell Hoye, Professor Helen Irving, Ms Julie Kiroloch, Mrs Susan Nalder, Dr Matthew Nicholson, Mr Simon O’Mallon, Ms Jennifer Peasley, Professor Rob Pike, Mr Kelly Smith, Mrs Emma Stirling and Ms Andrea Young.</p>	
<p>(ii) Approval of Agenda The Board resolved to approve the Agenda, as circulated.</p>	
<p>(iii) Outstanding Matters The Board received and noted report AB18/28.</p>	
<p>(iv) Matters Approved on Behalf of Academic Board The Board received, noted and ratified report AB18/29, a summary of matters which had been approved by the Chair or Deputy Chair on behalf of the Board since the last meeting:</p> <p>(a) Award of Degrees, as detailed in Attachment A to AB18/29.</p> <p>(b) Coursework Committee The following course proposals, referred by the Coursework Committee from a meeting held on 15 March 2018, as detailed in Attachment B to AB18/29: <i>Course Revisions</i> <u>College of Science, Health and Engineering</u></p> <ul style="list-style-type: none"> • Bachelor of Agriculture and Technology (SBATE) • Bachelor of Science/Bachelor of Business (SZSBB) • Graduate Diploma in Midwifery (HGMID, HGMIDB) • Master of Advanced Occupational Therapy (HMAOT, HMAOTD)/Graduate Certificate in Occupational Therapy – Paediatrics (HCPOT) • Master of Social Work (HMSK, HMSKB, HMSKM, HMSKW) 	

- Bachelor of Applied Science and Master of Speech Pathology (HZHCSP, HZHCSB, HZHCSM, HZHCSS, HZHCSW)/Master of Speech Pathology (HMSP, HMSPB)
- Bachelor of Applied Science and Master of Occupational Therapy Practice (HZHOT, HZHOTB, HZHOTM, HZHOTS, HZHOTW)
- Bachelor of Applied Science and Master of Orthoptics (HZVSO)/Master of Orthoptics (HMORT)

Course Closures and Suspensions

College of Science, Health and Engineering

- Bachelor of Exercise Science (HBES)

College of Arts, Social Sciences and Commerce

- Graduate Diploma of Professional Accounting

Course Review Panel Report

Academic Course Review Panel Report and Action Plan: Postgraduate Public Health Courses: Master of Health Sciences, Master of Health Administration, Master of Public Health and associated double degrees and graduate certificates.

- (c) La Trobe Business School Review Panel - Academic Board nominee, as detailed in Attachment C to AB18/29.
- (d) Academic Board policy committee membership, as detailed in Attachment D to AB18/29.
- (e) Award of Degrees, as detailed in Attachment E to AB18/29.
- (f) Award of Degrees amendment, as detailed in Attachment F to AB18/29.

(v) Report of the Chair

The Chair did not provide a report.

(vi) Report of the Vice-Chancellor

The Board received and noted circulated paper AB18/30, 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%20Library2/3/30-VCsReport-May%202018.pdf>.

The Deputy Vice-Chancellor (Academic) spoke to the report and provided a brief update on the 2018-2019 Commonwealth Budget which had been released overnight.

Preliminary budget analysis was provided highlighting:

- Impact for Victoria
- Major wins for La Trobe, including:
 - Murray-Darling Medical Schools Network
 - La Trobe becomes part of the Rural Health Multidisciplinary Training Program
- Positive regional announcements
- Positive announcements for research
- The negatives for universities

It was noted that fuller analysis would be circulated to All University Staff within the next week. [Secretariat note: the updated slides are attached and can also be accessed at the following link:

https://unite.latrobe.edu.au/sites/sc/sgc/abc/abmeeting2018/Useful%20resources/3/Commonwealth%20Budget%202018-19%20All%20Staff%20Briefing%20PM_Final.pdf]

PART B – MATTERS FOR APPROVAL

503.1 Confirmation of Minutes

The minutes of the meeting held on 14 March 2018 [AB18/26(M)] were **confirmed** as a true and accurate record, **subject to** an amendment to the attached transcript.

503.2 Items for Approval not requiring discussion

503.2.1 Award of Degrees and Diplomas (AB18/31)

The Board received circulated report AB18/31 and **resolved to approve** the award of degrees and Diplomas, as detailed therein.

AEGTO
GRS

503.3 Standing Committees of Academic Board

503.3.1 Report of Academic Quality Committee: 5 March 2018 (AB18/32)

The Board received report AB18/32 and noted that the Academic Quality Committee had considered the following items at a meeting held on 5 March 2018:

- (a) Compliance monitoring of the Research Data Management Policy.
- (b) Standards (TEQSA) Alignment Program Report.
- (c) Policy Compliance Reports discussion.
- (d) Report on Third Party Teaching Agreements:
 - o Sichuan University
 - o PSB Academy
 - o Suni TAFE
 - o Melbourne Polytechnic
 - o Navitas
 - o Wodonga Institute of TAFE
- (e) Academic Quality Committee – meeting dates and business schedule for 2018.
- (f) School Review Schedule 2018.

The Deputy Chair also provided a verbal report on items that had been raised at a more recent meeting of the Academic Quality Committee, including:

- Actions that had been taken regarding incorrect conferral of awards.
- Academic Policy monitoring.
- School Reviews.

EO(AQC)

503.3.2 Report of Admissions Committee: 29 March 2018 (AB18/33)

The Board received report AB18/33 and noted that the Admissions Committee had considered the following items at a meeting held on 29 March 2018:

- (a) Articulation tables.
- (b) Revision of the former Advanced Standing and Credit Transfer Procedure.
- (c) Advanced Standing and Recognition of Prior Learning Decisions – Annual Report.
- (d) Admissions Committee – 2018 Annual Business Schedule.

- (e) Admissions Committee 2017 Annual Review of Progress Against the Terms of Reference.
- (f) Update on 2019 Admissions Cycle in the Context of the Commonwealth's Admissions Transparency Requirements and Standards.
- (g) Admissions Committee: new members.
- (h) Aspire Program 2017 – Full Year Outcomes.

The Board **resolved to approve** the rescission of the former Advanced Standing and Credit Transfer Procedure.

The Board noted that the following articulation tables were approved by the Admissions Committee at their meeting on 29 March 2018:

College of Arts, Social Sciences and Commerce

Jiangsu University of Science and Technology

- Bachelor of Business Administration/Bachelor of Business (Marketing)
- Bachelor of Business Administration/Bachelor of Business (Human Resource Management)
- Bachelor of Business Administration/Bachelor of Finance
- Bachelor of Business Administration/Bachelor of International Business
- Bachelor of Business Administration/Bachelor of Business (Accounting)/Bachelor of Accounting

Daqian Jiaotong University

- Bachelor of Business Administration/Bachelor of Business (Accounting)/Bachelor of Accounting

Sunraysia Institute of TAFE

- Diploma of Hospitality Management/Bachelor of Business
- Certificate IV in Agribusiness/Bachelor of Business
- Diploma of Graphic Design/Bachelor of Creative Arts – Visual Arts Major
- Certificate IV in Visual Arts/Bachelor of Creative Arts – Visual Arts Major
- Diploma of Horticulture/Bachelor of Business
- Diploma of Viticulture/Bachelor of Business (Agribusiness)

Republic Polytechnic

- Diploma in Hotel and Hospitality Management/Bachelor of Business (Tourism and Hospitality) and Bachelor of Business (Event Management)
- Diploma in Integrated Events Management/Bachelor of Business (Tourism and Hospitality) and Bachelor of Business (Event Management)

Ngee Ann Polytechnic

- Diploma in Tourism and Resort Management/Bachelor of Business (Tourism and Hospitality) and Bachelor of Business (Event Management)

Nanyang Polytechnic

- Diploma in Hospitality and Tourism Management/Bachelor of Business (Tourism and Hospitality) and Bachelor of Business (Event Management)

Singapore Polytechnic

EO(AC)
Policy Adv

- Diploma in Integrated Events and Project Management/Bachelor of Business (Tourism and Hospitality) and Bachelor of Business (Event Management)

Temasek Polytechnic

- Diploma in Hospitality and Tourism Management/Bachelor of Business (Tourism and Hospitality) and Bachelor of Business (Event Management)
- Diploma in Leisure and Events Management/Bachelor of Business (Tourism and Hospitality) and Bachelor of Business (Event Management)

College of Science, Health and Engineering

Sunraysia Institute of TAFE

- Certificate IV in Laboratory Techniques/Bachelor of Biological Sciences
- Certificate IV in Laboratory Techniques/Bachelor of Science

503.3.3 Report of Coursework Committee: 15 March 2018 (Attachment B, AB18/29)

This matter was considered as part of item (iv) Matters Approved on Behalf of the Board, as detailed in Attachment B to AB18/29.

503.3.4 Report of Coursework Committee: 19 April 2018 (AB18/34)

The Board received report AB18/34 and noted that the Coursework Committee had considered the following items at a meeting held on 19 April 2018:

- (a) Academic Course Review Panel Reports and Action Plans from the College of Science, Health and Engineering.
- (b) Course submissions from the College of Science, Health and Engineering.
- (c) Course Submissions from the College of Arts, Social Sciences and Commerce.

The Board **resolved to approve:**

- (i) the following course proposals, as detailed in Attachment A to AB18/34:

(a) Course Revisions

College of Arts, Social Sciences and Commerce

- Bachelor of Arts (Minors)
- Master of Business Administration LMMBA
- Master of Business Administration (Advanced) LMMBAA
- Master of Business Administration Hanoi LMMBAH
- Master of Business Administration Online LMMBAO
- Master of Financial Analysis/Master of Business Administration LZFABA

College of Science, Health and Engineering

- Bachelor of Community Services HBCS, Associate Degree of Community Services HACCS, Diploma of Community Studies HDICS
- Bachelor of Public Health Promotion HBPHPB

EO(CC)
GenMgr
DD SAdmin
APVC(CW)

- Graduate Certificate in Musculoskeletal Physiotherapy HCMP, Master of Musculoskeletal Physiotherapy HMMSPC, Master of Sports Physiotherapy and Master of Musculoskeletal Physiotherapy HZSPMY
- Graduate Certificate in Sports Physiotherapy HCSP, Master of Sports Physiotherapy HMSPH, Master of Sports Physiotherapy and Master of Musculoskeletal Physiotherapy HZSPMY
- Diploma in Health Sciences HDHSB
- Bachelor of Nursing (Honours) HHNUS
- Master of Midwifery HMMID
- Master of Nursing (Nurse Practitioner) HMNNP
- Bachelor of Health Sciences and Master of Orthoptics HZHORT
- Master of Public Health and Master of International Development HZPHID
- Bachelor of Health Sciences and Master of Occupational Therapy HZHSOT, HZHSOB
- Bachelor of Science Singapore SBSSI
- Bachelor of Civil Engineering/Bachelor of Science RZCES
- Bachelor of Computer Science in Games Technology SBCSGT
- Bachelor of Veterinary Nursing SBVN, Associate Degree of Veterinary Nursing SAVN, Diploma of Animal Studies SDAS
- Bachelor of Computer Systems Engineering SHCSY
- Bachelor of Electrical Engineering (Honours) SHELE
- Bachelor of Medicinal Chemistry with Honours SHMC
- Bachelor of Biomedicine (Honours) SHMD
- Master of Chemical Sciences SMCHS
- Bachelor of Computer Systems Engineering SVCSE
- Bachelor of Civil Engineering SVEB
- Bachelor of Electronic Engineering SVEE
- Bachelor of Computer Science (Honours)/Bachelor of Electronic Engineering SWCSEE
- Bachelor of Agricultural Sciences/Bachelor of Business SZAGB
- Bachelor of Civil Engineering (Honours)/Bachelor of Business SZCEBB
- Bachelor of Civil Engineering (Honours)/Bachelor of Science SZCESB
- Bachelor of Computer Science/Bachelor of Accounting SZCSC
- Bachelor of Science/Bachelor of Science Education SZSSE
- Graduate Diploma in Health Services Management HGHSMG, Harbin HGHSMH, Sichuan HGHSSC, Graduate Certificate in Health Services Management HCHSM, China Health HCHSMH
- Bachelor of Health Sciences/Bachelor of International Development HZHSID
- Bachelor of Science/Bachelor of Accounting SZSC
- Bachelor of Science/Bachelor of Commerce SZSCO3

- Bachelor of Applied Science and Master of Clinical Audiology HZHCCA, Master of Clinical Audiology HMAUD
- Bachelor of Applied Science and Master of Podiatric Practice HZLLPP, Master of Podiatric Practice HMPOD
- Bachelor of Applied Science and Master of Dietetic Practice HZNDP, Master of Dietetic Practice HMDP
- Bachelor of Applied Science and Master of Physiotherapy Practice HZPHPP, HZPHPB, HZPHPM, HZPHPS, HZPHPW, Master of Physiotherapy Practice HMPYP, HMPYPB
- Bachelor of Applied Science and Master of Clinical Prosthetics and Orthotics HZPOTC

(b) Course Closures and Suspensions

College of Science, Health and Engineering

- Bachelor of Business/Bachelor of Information Technology RZBC

(ii) The following Academic Course Review Panel Reports and Action Plans, as detailed in Attachment B to AB18/34:

College of Science, Health and Engineering

- Bachelor of Human Nutrition HBHN, Bachelor of Applied Science and Master of Dietetic Practice HZNDP, Master of Dietetic Practice HMDP
- Master of Nursing HMN

503.3.5 Report of Education Committee: 21 March 2018 (AB18/35)

The Board received report AB18/35 and noted that the Education Committee had considered the following items at a meeting held on 21 March 2018:

- (a) Conflicts of Interest Procedure – Staff Authored Texts and Conflict of Interest Policy.
- (b) Domestic Coursework Scholarship Policy.
- (c) Assessment Standards and Assessment Procedure – Review and Re-Mark of Assessment Tasks.
- (d) La Trobe University Academic Year Calendar: 2019, 2020 & 2021.
- (e) Contract Cheating
- (f) International Student Barometer Survey Results.
- (g) Non-Participating Enrolments at La Trobe University.
- (h) Success and Retention Report.
- (i) Timetable Requirements and SIS Requests for 2019.

The Board **resolved to approve:**

- the new Conflict of Interest Procedure – Staff Authored Texts, as detailed in Attachment A to AB18/35.
- minor revisions to the Conflict of Interest Policy, as detailed in Attachment B to AB18/35.
- the request for a waiver of the Credit Points and Course Structure Policy for three students enrolled in the Bachelor of Business (Accounting), as detailed in Attachment C to AB18/35, noting that this was approved by the Education Committee out-of-session.

EO(EC)
Policy Adv
ED(EP&Q)
ED(HR)

The Board also noted the Domestic Coursework Scholarships Policy, as detailed in Attachment D to AB18/35, noting that it will be referred to

the Senior Executive Group via the Scholarships Committee and Course Portfolio and Scholarships Committee for approval.

PART C – MATTERS FOR INFORMATION

503.4 Matters for Information

503.4.1 Deputy Vice-Chancellor (Research) Portfolio Report (AB18/36)

The Board received and noted the Deputy Vice-Chancellor (Research) Portfolio Report, as detailed in AB18/36, noting that the report provides an update on the activities of the Research Portfolio to deliver Future Ready goals for the period March 2017 to February 2108.

The Deputy Vice-Chancellor (Research) also provided a brief verbal update on the following:

- ERA report to be submitted on Friday – thanks to all who contributed.
- ERA Impact Assessment due in June.
- Tracey Banivanua Mar Scholarships Fellowships: 35 applicants for 3 places. These will be announced next week.
- Travel Fellowships for Carers – the demand for these have been low.

503.4.2 Report of the Academic Promotions Committee: March 2018 (AB18/37)

The Board received the Report of the Academic Promotions Committee: March 2018 and noted that the persons named therein had been promoted, as detailed in report AB18/37.

EO(APC)

The meeting closed at 11.00am.

503.5 Next Meeting

9.30am
Wednesday 13 June 2018
Chamber
John Scott Meeting House
Melbourne Campus

Chair: _____

Date: _____