

LA TROBE UNIVERSITY

ACADEMIC BOARD

Minutes of the four hundred and fifty-eighth meeting of the Academic Board held in the Council Chamber, John Scott Meeting House, La Trobe University, Melbourne Campus on Wednesday 8 August 2012 at 9.30am.

Present: Professor Simon Crowe (Chair), Professor Carol Adams, Professor Paula Baron, Dr Pauleen Bennett, Dr Ishaq Bhatti, Professor Christine Bigby, Professor Judith Brett, Professor Philip Broadbridge, Dr Andrew Brookes, Professor Tim Brown, Mr Bruce Carboon, Dr Peter Cartwright, Professor Michael Clarke, Professor Paul Collier, Professor Lin Crase, Professor John Dewar (Vice-Chancellor), Professor Ainslie Dewe, Professor Leigh Drake, Professor Jane Farmer, Dr Kerry Ferguson, Mr Neil Fettleing, Dr Kerry Fitzmaurice, Mr Peter Foreman, Ms Margarita Frederico, Professor Noel Gough, Professor Nick Hoogenraad, Dr Peter Hughes, Dr Julie Jackson, Dr Tony Jarvis, Dr Elizabeth Johnson, Dr Stephen Kent, Dr Anthony Kerr, Dr Liz Lavender, Dr Katherine Legge, Professor Lorraine Ling, Dr Sue Martin, Dr Geoffrey Mayer, Ms Stephanie McCall, Professor Brian McGaw, Dr Bill McGuinness, Dr Marion Milton, Ms Mary-Anne Noone, Dr Sue O'Keefe, Professor Joanna Poyago-Theotoky, Dr Kath Ryan, Dr Brian Smith, Dr Kay Souter, Professor Richard Speed, Dr Damian Spencer, Professor David Spencer, Professor Hal Swerissen, Dr Gwenda Tavan, Dr Terrie Waddell, Dr Caroline Walta, Professor Evan Willis and Dr Suzanne Zyngier.

Secretariat: Robyn Sinclair, Senior Executive Officer, Governance Services.

In Attendance: Professor Brian Davey, Professor Geoffrey Durden and Professor Phillip Steele.

PART A – PROCEDURAL MATTERS

	ACTION
<p>(i) Attendance/Apologies</p> <p>Apologies were received from Professor Alan Borowski, Mr Rick Churchill, Mr David Ensor, Mr Earl Jobling, Dr Mary Kennedy-Jones, Dr Carol McKinstry, Dr Chris Pakes, Dr Warren Paul, Professor Margaret Robertson, Professor John Rosenberg and Mrs Joy Spark.</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 AB12/96.</p>	
<p>(iv) Matters Approved on Behalf of Academic Board</p> <p>The Board received report AB12/97 and noted the following matters which had been approved on its behalf since the last meeting:</p> <p>(a) Establishment of Prizes (Attachments A-D in paper AB12/97):</p> <p>(i) Faculty of Humanities and Social Sciences: The Tatiana</p>	

- Proskouriakoff Scholarship in Maya Archaeology
- (ii) Faculty of Science, Technology and Engineering: First Year Statistical Methods Prize.
 - (iii) Faculty of Business, Economics and Law: Ashurst Prize for Corporations Law
 - (iv) Faculty of Business, Economics and Law: Ashurst Prize for Law of Contracts
- (b) A proposal from the Faculty of Education for a suite of major revisions and concomitant course closures, as detailed in Attachment E to AB12/97:
- (i) Bachelor of Outdoor Education (major revision).
 - (ii) Bachelor of Outdoor Recreation Education (major revision).
 - (iii) Bachelor of Outdoor Education (extended) (major revision).
 - (iv) Bachelor of Nature Resources Education (course closure).
 - (v) Bachelor of Nature Tourism (course closure).
 - (vi) Bachelor of Outdoor Environmental Education (course closure).
- (c) Franchising Arrangement with Kangan Batman Institute (Attachment F)
- (i) A proposal to offer the La Trobe Tertiary Enabling Program through Kangan Batman Institute.

v Report of the Vice-Chancellor

The Board received and noted paper AB12/98, the Report of the Vice-Chancellor, which can be located at the following link:

<https://unite.latrobe.edu.au/sites/sc/sgc/abc/abmeeting2012/Document%20Library/5/098-VC%27s%20report%20August%202012.pdf>.

The Vice-Chancellor spoke to the report.

The Vice-Chancellor also reported on the following issues:

- the significant and outstanding contributions to the University made by the departing University Librarian, Professor Ainslie Dewe;
- the publication of the Grattan Institute Report, *Graduate Winners*, and its implications for future student funding;
- the imminent publication of the Faculty of Humanities and Social Sciences OCIS;
- the recent consultation between regional TAFEs and LTU on collaborative programs for building relationships and pathways;
- senior appointments;
- the Office of Learning and Teaching Fellowship awarded to Associate Professor Liz Johnson, Associate Dean (Academic), Faculty of Science, Technology and Engineering; and
- the progress of the development of the University Strategic Plan.

The Vice-Chancellor responded to questions from the floor with regards matters raised during his report.

PART B – MATTERS FOR APPROVAL

458.1 Confirmation of Minutes

The minutes of the meeting held on 13 June 2012 [AB12/94(M)] were confirmed.

458.2 Items for Approval not requiring discussion

458.2.1 Award of Degrees and Diplomas

The Board received report AB12/99 and **resolved** to endorse the award of degrees and diplomas, award of higher degrees and conferring of awards *in absentia*, as detailed therein.

AEGTO/
RGSO

458.2.2 Establishment of Prizes

The Board **resolved** to establish/amend the following Prizes:

- (a) Health Sciences: The Bendigo Regional Occupational Therapy Award, as detailed in report AB12/100
- (b) Health Sciences: The Alfred Group – Janet Sloane Rehabilitation Award [*amendment*], as detailed in report AB12/101
- (c) Health Sciences: Heathcote Health PhD Scholarship as detailed in report AB12/102
- (d) Health Sciences: Rochester and Elmore District Health Service PhD ‘Improving the Health of Communities through Participation’ PhD Scholarship’ as detailed in report AB12/103

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458.3 Standing Committees of Academic Board

458.3.1 Report of Research and Graduate Studies Committee: 15 June and 25 July

The Board received report AB12/104 and noted that the Research and Graduate Studies Committee had considered the following items at a meeting held on 15 June and 20 July 2012:

- (a) AgriBio update on technical completion
- (b) DVC R Business Plan 2013
- (c) Amendments to Confirmation of Candidature Policy and Procedures
- (d) Strategic Plan, World Ready: La Trobe in 2017) – Research
- (e) National Research Investment Plan Discussion Paper
- (f) ARC Linkage Projects Report
- (g) Reports of Sub-Committees and Working Parties:
 - Higher Degrees Committee Research, Minutes of Meeting 4 June 2012
 - University Human Ethics Committee, Minutes of Meeting 4 June 2012
 - Animal Ethics Committee, Minutes of Meeting, 10 May 2012 and 14 June, 2012
 - Genetic Manipulation Supervisory Committee, Minutes of Meeting 16 May, 2012
 - eResearch Committee 5 June 2011
- (h) Reports from Members of Faculty Research Committees
 - Centre for Public Sector Governance, Accountability and Performance Annual Report 2011
 - Centre for Technology Infusion Annual Report 2011
 - Institute for Human Security Annual Report 2011
 - Institute for Social Participation Annual Report 2011

- La Trobe Refugee Research Centre Annual Report 2011
- La Trobe Institute for Molecular Science (LIMS) Annual Report 2011
- La Trobe Institute for Social and Environmental Sustainability Annual Report 2011
- Musculoskeletal Research Centre Annual Report 2011

The Board also noted that the aforementioned Annual Reports were attached to the Report of the Research and Graduate Studies Committee AB12/104.

458.3.2 Report of the Academic Quality Committee: 20 June 2012

The Board received report AB12/105 and noted that the Academic Quality Committee had considered the following items at a meeting held on 20 June 2012:

- (a) Report of the Chair;
- (b) Achievement and Progression of the SALT [Schools Access La Trobe];
- (c) Response to Cluster 4 policies on Graduate Research Policies and Procedures
- (d) Cluster 7 policies for Review:
 - Academic Integrity Policy and Procedure
 - Academic Misconduct Guidelines Penalties and Guidelines for Avoiding Plagiarism;
- (e) Draft Criteria for Initial Appraisal of Policies and Procedures;
- (f) Draft Review Schedule for Academic Policies;
- (g) Academic Board Standing Committees Annual Reports- Genetic Manipulation and Supervisory and University Human Ethics Committee;
- (h) Faculty Review Policy and Procedures; and
- (i) Faculty of Health Sciences Review Report and Implementation Plan

Professor Bigby informed the Board that the Committee had referred the Report and Implementation Plan of the Faculty Health Sciences to the Board for information. The Academic Quality Committee had recommended some changes to the Terms of Reference of the Review Panels and these were currently being incorporated and a revised Faculty Review Policy, Procedure and Term of Reference will be presented to a subsequent meeting of the Board.

The Board **resolved** to approve:

- *Policy Review Schedule for 2012-2013* and the Audit Template to be used by policy owners (refer to Attachment One, paper AB12/105).

The Academic Board **noted**:

- the *Faculty Health Sciences Review Panel Report* and the *Faculty Implementation Plan* (refer to Attachment Two, paper AB12/105).

EO(AQC)/
EO(Policy)

458.3.3 Report of the Education Committee: 25 July 2012

The Board received report AB12/106 and noted that the Education Committee had considered the following items at a meeting held on 25 July 2012:

- (a) Membership Report
- (b) Academic Misconduct Report 2011
- (c) Conscientious Objection Policy and Procedure

- (d) Shift to the Twelve Week's Semester.
- (e) Revisions to the Grades of University Policy and Schedule
- (f) Report of the Programs Committee held on 14 June 2012
- (g) Consultation on Graduate and Vocational Graduate Certificates and Diplomas in the AQF
- (h) Orientation Transition Survey Report
- (i) Progress Report of Education Committee.

The Academic Board considered the proposal to reduce the current thirteen-week semester to twelve-weeks, commencing in 2014. The Pro Vice-Chancellor (Educational Partnerships and Quality) Dr Julie Jackson advised the Board that the proposal had emanated from the need to apply appropriate quality assurance processes to student assessment. The Board noted that La Trobe University is the only Victorian University to run 13-week semesters. This proposal was supported.

The Board **resolved**:

- (a) to note the contributions of Professors Angelo and Dewe to the Academic Board's committee system and the University as a whole;
- (b) approve that the duration of the academic semester be reduced from 13 weeks to 12 weeks, commencing 2014 and that the following supporting policies be introduced (as detailed in Attachment One to paper AB12/106)

- *Quality Assurance of Assessment and Results Policy*
- *Chief Examiners Policy and Procedures;*
- *Moderation and Validation of Assessment Policy and Procedures*

- (c) to approve the following course submissions (as detailed in Attachment Two to paper AB12/106):

i. New Courses

Faculty of Business, Economics and Law

- *LMMGT Master of Management*
- *LMMHR Master of Management [Human Resource Management]*
- *LMMEI Master of Management [Entrepreneurship and Innovation]*

ii. Major Course Revisions to be Approved by Academic Board

Faculty of Health Sciences

- *HZBAHA Master of Business and Master of Health Administration*

iii. Course Closures

Faculty of Education

- *ECACCW, EGACCW Graduate Certificate and Graduate Diploma in Art, Community and Cultural Education, effective from 31 December 2011*
- *ECPAP Graduate Certificate in Performing Art (Primary), effective from 31 December 2011*
- *RGAL Graduate Diploma in Adult Literacy and Basic Education, effective from 31 December 2011*

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| <ul style="list-style-type: none"> • <i>EDGEPW Graduate Diploma in Education (P-12)</i>, effective from 31 December 2011 • <i>RGITE Graduate Diploma in Industry Training and Education</i>, effective from 31 December 2011 • <i>EDMAEC, RMAECW Master of Adult Education</i>, effective from 31 December 2011 | <p>EO(EC)/
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DirO&P</p> |
| <p><u>Faculty of Humanities and Social Sciences</u></p> | |
| <ul style="list-style-type: none"> • <i>Bachelor of Contemporary European Studies</i>, effective from Semester 2, 2012 • <i>Bachelor of Contemporary European Studies (Honours)</i>, effective from Semester 2, 2012 • <i>Bachelor of Asian Studies</i>, effective from Semester 2, 2012 • <i>Bachelor of Media Studies and Bachelor of Asian Studies</i>, effective from Semester 2, 2012 • <i>Graduate Certificate in Humanities and Social Sciences</i>, effective from Semester 1, 2013 • <i>Graduate Certificate in Journalism</i>, effective from Semester 1, 2013, • <i>Graduate Certificate in Media Studies</i>, effective from Semester 1, 2013 • <i>Graduate Diploma in Humanities and Social Sciences</i>, effective from Semester 1, 2013 • <i>Graduate Diploma in Journalism</i>, effective from Semester 1, 2013 • <i>Post Graduate Diploma in Media Studies</i>, effective from Semester 1, 2013 • <i>Master of Arts (Coursework)</i>, effective from Semester 2, 2012 • <i>Master of Arts Preliminary</i>, effective from Semester 2, 2012 • <i>Postgraduate Diploma in Cinema Studies</i>, effective from Semester 2, 2012 • <i>Postgraduate Diploma in Cinema and Media Studies</i>, effective from Semester 2, 2012 • <i>Graduate Diploma in Media Studies</i> • <i>Postgraduate Diploma in Media Studies</i>, effective from Semester 2, 201 | <p>EO(EC)/
DirAS/
DirO&P</p> |
| <p>(d) to approve the Revisions to the <i>Course Lifecycle –Course Revision Procedures</i> to reduce the amount of change to compulsory coursework to subjects for a minor revision (<i>as outlined in Attachment 3 to paper AB12/106</i>)</p> | <p>EO(EC)/
EO(Policy)
EO(EP &Q)/</p> |
| <p>(e) to note the <i>2011 Academic Misconduct Report (Attachment 4 to paper AB12/106)</i>.</p> | <p>Dir Ac Sv</p> |

458.4 Other Matters

There were no other matters

PART C – MATTERS FOR INFORMATION

458.5 Items for Information

458.5.1 Adjunct Appointments

The Board received report AB12/107 and noted that the Vice-Chancellor had recently made the following adjunct appointments:

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- (a) Adjunct Professor: Professor Lawrie Moloney, School of Public Health and Human Biosciences, Faculty of Health Sciences (appointment – 3 years).
- (b) Adjunct Research Fellow: Dr Warwick Hosking, ARCSHS, Faculty of Health Sciences (appointment – 3 years).
- (c) Adjunct Professor: Professor Meg Morris, Allied Health/Physiotherapy, Faculty of Health Sciences (appointment – 3 months).
- (d) Adjunct Professor: Dr Anna Koltunow, Botany Department, School of Life Sciences, Faculty of Science, Technology and Engineering (appointment – 3 years).
- (e) Adjunct Professor: John Sturdy, La Trobe Business School, Faculty of Business, Economics and Law (appointment – 3 years).
- (f) Adjunct Professor: Ms Sheila O’Sullivan, Strategic Communication, CACE, Faculty of Humanities and Social Sciences (appointment – 3 years).
- (g) Adjunct Associate Professor: Dr Roger Croome, Environmental Management & Ecology, Faculty of Science, Technology and Engineering (appointment – 3 years).
- (h) Adjunct Associate Professor: Ms Andrea Shaw, Department of Human Biosciences, Centre for Ergonomics and Human Factors, Faculty of Health Sciences (appointment – 2 years).
- (i) Adjunct Professor of Higher Education: Professor Tom Angelo, Faculty Education (appointment – 12 months).
- (j) Adjunct Professor: Professor Malcolm Rimmer, School of Economics, Centre for Water Policy and Management (appointment – 3 years).
- (k) Adjunct Research Fellow: Kent Patrick, Australian Research Centre in Sex, Health and Society (ARCSHS); Faculty of Health Sciences (appointment – 3 years).
- (l) Adjunct Professor: Professor Roger Armstrong, School of Agricultural Science, (re-appointment -3 years)

458.5.2 Report of Academic Promotions Committee: August 2012

The Board received the Report of the Academic Promotions Committee: August 2012 and noted that the persons named therein had been promoted, as detailed in report AB12/108.

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458.5.3 Senior Academic Appointments

The Board received report AB12/109 and noted that the following senior academic appointments had recently been made:

- Professor Peter Wilson, Head of Department, Dentistry and Oral Health.
- Professor Tanya Fitzgerald, Head of School, Faculty of Education
- Dr Julie Beadle-Brown, Professor of Disability Studies

- Mrs Lynne Jansen, Head of Department, Paramedicine
- Professor Susan McDonald, Head of Department, Midwifery
- Ms Emma Whitelaw, Director La Trobe Institute for Molecular Sciences;
- Mr Nicholas Taylor, Professor of Allied Health
- Professor Meg Morris, Head of School, Allied Health
- Professor Meg Morris, Professor Allied Health
- Dr Suzanne Zyngier, Associate Dean, International Programs
- Professor Hylton Menz, Research Professor, NHMRC

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458.5.4 Library Year in Review 2011

The Board received and noted report AB12/110.

458.5.5 Minutes of the Library Committee: June 2012

The Board received and noted LIB12/111(M), the minutes of the Library Committee from a meeting held on 20 June 2012.

458.5.5 Minutes of the Faculty Boards

The Board received and noted the following minutes of the Faculty Boards:

- (a) Business, Economics and Law: 24 April 2012 (FBEL/FB12/04M).
- (b) Business, Economics and Law: 28 May 2012 (FBEL/FB12/05M)
- (c) Business, Economics and Law: 19 June 2012 (FBEL/FB12/06M)
- (d) Science Technology and Engineering: 2 February 2012 (AB12/112)
- (e) Science Technology and Engineering: 1 March 2012 (AB12/113)
- (f) Science Technology and Engineering: 5 April 2012 (AB12/114)
- (g) Science Technology and Engineering: 3 May 2012 (AB12/115)
- (h) Health Sciences: 26 June 2012 (AB12/116)

PART D – DISCUSSION

458.6 Service Teaching: *Yours, Mine and Ours*

The Deputy Chair, Professor Christine Bigby introduced the Discussion Panel:

- (a) Professor Philip Broadbridge, Head, School of Engineering and Mathematical Sciences
- (b) Associate Professor Kerry Fitzmaurice, Associate Dean (Academic), Faculty of Health Sciences
- (c) Professor Paul Collier, Head, La Trobe Business School

Discussion:

Professor Philip Broadbridge spoke to a presentation which can be accessed at the following link:

<https://unite.latrobe.edu.au/sites/sc/sgc/abc/abmeeting2012/Discussion%20Items/5/ServiceTchg2.pdf>

Professor Broadbridge provided three models for service teaching:

- Mode 1 – traditional approach where disciplinary experts teach the subjects of the course owned by another Faculty or School:

- Mode 2- specialist teachers are employed by the Faculty or School to teach the specific discipline: and
- Mode 3- joint responsibility among disciplines where staff from different disciplines work together on design and delivery of the subject.

Associate Professor Kerry Fitzmaurice informed the Board that many of the University's courses were strictly regulated by professional accrediting bodies and that this regulation often extended to who can teach subjects. There were many successful models of joint service delivery in the area of Health Sciences and the importance of the contextual nature of the subjects could not be overlooked.

Professor Paul Collier invited the Academic Board to consider the issue from the notion of the domain of a subject and the contextual elements of the learning outcomes and experiences of the learner. Focusing on the learners: their experiences, present and future knowledge and skills should underpin any guidelines developed around service teaching.

<https://unite.latrobe.edu.au/sites/sc/sgc/abc/abmeeting2012/Discussion%20Items/5/Slide%20on%20Service%20Teaching%20Paul%20Collier.pdf>

During the general discussion that ensued, there was general agreement about the need to develop guidelines or policy in relation to Service Teaching at La Trobe University. Dr Julie Jackson (Pro Vice-Chancellor Educational Partnerships and Quality) provided an undertaking to the Board to take stewardship of the development of a policy.

The meeting closed at 11.00m.

458.7 Next Meeting

9.30am
Wednesday 12 September 2012
Council Chamber
John Scott Meeting House
Melbourne Campus

Chair: _____

Date: _____