



ACADEMIC BOARD

Minutes of the four hundred and seventy-eighth meeting of the Academic Board held in the Council Chamber, John Scott Meeting House, La Trobe University, Melbourne Campus on Wednesday 11 March 2015 at 9.30am.

Present: Professor Simon Crowe (Chair), Dr Lisa Amir, Ms Julie Andrews, Ms Lee Ann Basser, Dr John Bevacqua, Professor Andrew Brennan, Mr James Canty, Dr Buly Cardek, Professor Michael Clarke, Professor Sheila Crewther, Dr Susanne Davies, Professor Tanya Fitzgerald, Ms Margarita Frederico, Dr Elspeth Frew, Dr Anthony Gendall, Dr Deborah Gleeson, Dr Peter Green, Dr Darren Henry, Dr David Hoxley, Ms Jasmine Ingram, Dr Julie Jackson, Dr Hester Joyce, Dr Stephen Kent, Dr Catherine Lang, Professor Sue Martin, Professor Paul Mather, Dr Bernice Mathisen, Professor Anthony McGrew, Dr Bill McGuinness, Mrs Susan Nalder, Dr Deborah Neal, Dr Chris Pakes, Ms Jennifer Peasley, Dr Luke Prendergast, Mr Bruce Pridham (*via videoconference*), Dr Julie Rudner, Ms Gemma Saccasan, Ms Jillian Scanlon (*via videoconference*), Dr Christopher Scanlon, Dr Brian Smith, Professor Richard Speed, Dr Damian Spencer, Dr Martin Steinbauer, Mr Robert Stephenson, Dr Gwenda Tavan, Dr Guiniver Threkheld, Dr Chris Van Der Poel, Dr Peter Vitartis and Dr Lawrie Zion.

Secretariat: Angela Cowburn, Senior Executive Officer, Governance Services.

In Attendance: Dr MaryAnne Aitken, Mr Matt Brett, Dr Richard Frampton, Dr Andrew Harvey, Professor Katie Holmes, Dr Jeska Rees and Professor Mark Rose.

PART A – PROCEDURAL MATTERS

(i) Apologies & Membership

The Chair welcomed all new members, noting that there had been a huge changeover in the Board membership as a result of the University's structural change that came into effect on 1 January 2015.

Apologies were received from the Vice-Chancellor, Professor Christine Bigby (Deputy Chair), Professor Leigh Drake, Dr Kerry Fitzmaurice, Professor Jane Hamilton, Dr Catherine Itsiopoulos, Mr Greg Jamieson, Dr Susan Lawrence, Professor Jane Long, Dr Carol McKinstry, Professor Meg Morris, Professor Keith Nugent and Professor Graham Schaffer.

The Chair advised the Board that the Academic Board executive had been in close contact with the LTU Legal Office regarding the Future Ready (Amendments) Statute 2015 (which is currently with the Minister's office awaiting final approval – we have been informed by the Minister's office that the delay is due to the change of Government late in 2014). As a result of this delay, the new Academic Board Regulations which govern the membership of the Board have yet to be finally approved, resulting in the Board not being properly constituted. To ensure that the academic 'business' of the University can continue Council has formally approved an Instrument of Delegation (Academic Matters)

ACTION

https://intranet.latrobe.edu.au/matrix/_data/assets/pdf_file/0003/55092/Instrument-of-Delegation-No.1-of-2015-Academic-Matters.pdf – which has a sunset clause whereby it ceases to have any effect as soon as the Regulations have been approved – delegating the Academic Board’s statutory powers to Professor Simon Crowe. In an effort to retain our normal collegial and democratic processes with regard to academic governance at the University, we will continue to hold meetings of the Board and any item on the agenda that is approved by the Board at this meeting will be deemed to be approved and if a matter is proved to be controversial or members of the Board require amendment these items will be held over until the Board is properly constituted.

[Secretariat Note: In accordance with the La Trobe University Instrument of Delegation No. 1 of 2015 (Academic Matters) all matters minuted as ‘approved’ have been approved by the Chair.]

(ii) Approval of Agenda

The Board **resolved** to **approve** the Agenda, as circulated.

(iii) Outstanding Matters

The Board received and noted report AB15/02.

(iv) Matters Approved on Behalf of Academic Board

The Board received and noted report AB15/03, a summary of matters which had been approved by the Chair or Deputy Chair on behalf of the Board:

- (a) Award of Degrees and Diplomas, Conferring of awards *in absentia* and Higher Degrees, as detailed in Attachment A to AB15/03.
- (b) Establishment of Prizes
 - (i) Department of Computer Science & Computer Engineering: Information Technology Professional Award, as detailed in Attachment B to AB15/03.
 - (ii) Faculty of Health Sciences: The Phonak Award for best research dissertation in audiology, as detailed in Attachment C to AB15/03.
 - (iii) Alumni and Advancement Office: The FutureMaker Scholarships, as detailed in Attachment D to AB15/03.
 - (iv) Faculty of Humanities and Social Sciences: The Richard Broome Indigenous History Prize, as detailed in Attachment E to AB15/03.
 - (v) Faculty of Humanities and Social Sciences: The John Alexander Salmond Prize for Historical Narrative, as detailed in Attachment F to AB15/03.
 - (vi) School of Nursing and Midwifery: The Sharon Gan Chiew Lian Nursing Bursary), as detailed in Attachment G to AB15/03.
- (c) The Indigenous La Trobe Strategy: ‘gamagoen yarrbat’, as detailed in Attachment H to AB15/03.
- (d) Committee membership
Dr Peter Vitartas, Acting Pro Vice-Chancellor (Educational Partnerships and Quality) appointed as interim Chair, Programs Committee from 22 December 2014 to 30 January 2015.
- (e) Academic Policy Proposals, as detailed in Attachment I to AB15/03.
Proposals referred by the Education Committee to revise:
 - the Subject Lifecycle Policy
 - the Subject Lifecycle – New Subject Approval Procedure
 - the Subject Lifecycle – Subject Design Policy

- the Subject Lifecycle – Subject Review Procedures
 - the Subject Lifecycle – Subject Revision Procedure
 - the Subject Lifecycle – Subject Suspension and Closure Procedure
- and establish:
- the La Trobe Essentials Policy
 - the La Trobe Essentials Procedure
- (f) Course Proposals
- (i) A proposal from the College of Science, Health and Engineering, referred by the Higher Degrees Committee (Research) and the Research and Graduate Studies Committee, to revise the structure of the Professional Doctorates in Health Science, as detailed in Attachment J to AB15/03.
- (ii) Course revisions which were endorsed at a Programs Committee meeting held on 20 November 2014, as detailed in Attachment K to AB15/03:
- Faculty of Humanities and Social Sciences: Bachelor of Arts – addition of a Creative and Professional Writing Major
 - Faculty of Humanities and Social Sciences: Bachelor of Creative Arts – addition of a Creative and Professional Writing Major
 - Faculty of Business, Economics and Law: Bachelor of Laws and Bachelor of Media Communication
 - Faculty of Business, Economics and Law: Bachelor of Law and Bachelor of Arts
- (iii) Proposals from the Faculty of Science, Technology and Engineering, as detailed in Attachment L to AB15/03:
- Revision of the Bachelor of Agriculture and Technology – addition of another major ‘Agricultural Studies’.
 - Suspension of the Bachelor of Civil Technology for 12 months.
 - Revision of the Bachelor of Science offered in conjunction with PSB Academy, Singapore.
 - Revision of the Bachelor of Animal and Veterinary Biosciences – first year to be offered at the Albury-Wodonga Campus.
 - Revision and closure of the Bachelor of Pharmacy – updating the Bachelor of Pharmacy to Bachelor of Pharmacy (Honours).
- (iv) Proposals from the College of Science, Health and Engineering, as detailed in Attachment M to AB15/03:
- Course closures:
 - Bachelor of Applied Science & Master of Podiatry Practice at Mildura, Shepparton, Albury-Wodonga and Bendigo.
 - Course revision:
 - Bachelor of Information Technology – Sydney Campus.
- (g) Emeritus Professor nominations
- (i) Professor Harry Clarke, as detailed in Attachment N to AB15/03.
- (ii) Professor Gordon Walker, as detailed in Attachment O to AB15/03.
- (iii) Faculty of Humanities and Social Sciences, as detailed in Attachment P to AB15/03:
- Professor John Carroll
 - Professor David Tacey
 - Professor Paul Salzman
 - Professor Peter Beilharz
 - Professor Alberto Gomes
 - Professor Peta Tait
 - Professor Norie Neumark

- Professor Richard Freadman
- Professor John Wiltshire
- (iv) Professor Allan Borowski, as detailed in Attachment Q to AB15/03.
- (h) Award of Degrees and Diplomas, Conferring of awards *in absentia* and Higher Degrees, as detailed in Attachment R to AB15/03.
- (i) Double Degree Award not conferre3d, as detailed in Attachment S to AB15/03.
- (j) Establishment of Prizes
 - (i) Alumni and Advancement Office: The Radford Foundation Second Chance Scholarships, as detailed in Attachment T to AB15/03.
 - (ii) School of Nursing and Midwifery: The Sharon Gan Chiew Lian Nursing Bursary, as detailed in Attachment U to AB15/03.
- (k) Course Revisions
 - (i) A proposal from the College of Arts, Social Sciences and Commerce to revise the Bachelor of Early Learning, as detailed in Attachment V to AB15/03.
 - (ii) A proposal from the College of Arts, Social Sciences and Commerce to offer the Diploma of Business at Sichuan University, China and delete the offering at JiTong University, as detailed in Attachment W to AB15/03.

(v) Report of the Vice-Chancellor

The Board received and noted paper AB15/04, the Report of the Vice-Chancellor, which can be located at the following link:

<https://unite.latrobe.edu.au/sites/sc/sgc/abc/abmeeting2015/Paper/2/04-VCSReport-March2015.pdf>. The Chair briefly spoke to the report.

PART B – MATTERS FOR APPROVAL

478.1 Confirmation of Minutes

The minutes of the meeting held on 19 November 2014 [AB14/163(M)] were confirmed.

478.2 Items for Approval not requiring discussion

478.2.1 Award of Degrees and Diplomas

The Board received report AB15/05 and **resolved** to **approve** the conferring of awards *in absentia* and award of higher degrees, as detailed therein.

AEGTO
RO

478.2.2 Establishment of Prizes

The Board **resolved** to **approve** the establishment of the following prizes:

- (a) La Trobe Business School: CFA Program Partner Scholarship, as detailed in report AB15/06.
- (b) College of Arts, Social Sciences and Commerce: Australian Private Capital Undergraduate Scholarship in Business (Finance major) or Finance, as detailed in report AB15/07.
- (c) College of Science, health and Engineering – Bendigo Campus: Rotary Club

MgrUE
T Noone
A&A
GenMgr

of Bendigo South Bursary Program, as detailed in report AB15/08.

478.3 Standing Committees of Academic Board

478.3.1 Report of Education Committee: 26 November 2014

The Board received report AB15/09 and noted that the Education Committee had considered the following items at a meeting held on 26 November 2014:

- (a) Chair's Report
- (b) Courses and Subjects and Regional Assessment Impacts.
- (c) Revised Subject Lifecycles Policy and Procedures.
- (d) La Trobe Essentials Policy and Procedures.
- (e) Student Success Strategy and Interventions.
- (f) Update on Academic Integrity Action Plan.
- (g) Presentation on 2014 Outcome of the International Student Barometer.
- (h) Annual Review of the Education Committee.

The Board also noted that the following items had been approved out-of-session by the Chair, Academic Board (*as detailed in Attachment I to AB15/03*):

- La Trobe Essentials Policy and Procedure.
- Revisions to the suite of Subject Lifecycle Policy and Procedures.

478.3.2 Report of Programs Committee: 20 November 2014

The Board received report AB15/10 and noted that the Programs Committee had considered the following items at a meeting held on 20 November 2014:

- (a) Chair's report.
- (b) Matters arising from the minutes.
- (c) Course submissions from the Faculty of Humanities and Social Sciences and Faculty of Business, Economics and Law.
- (d) Academic Course Review Reports and Action Plans.
- (e) 2014 Annual Review of the Programs Committee.
- (f) Students as Key Stakeholders in the Course Approvals Process.

The Board **resolved to approve** the following Academic Course Review Reports and Action Plans:

- Bachelor of Laws and Bachelor of Laws (Graduate Entry), as detailed in Attachment One to AB15/10.
- Bachelor of Medicinal Chemistry and Bachelor of Science (Chemistry Major), as detailed in Attachment Two to AB15/10.
- Bachelor of Health Sciences and Bachelor of Business, as detailed in Attachment Three to AB15/10.

The Board also noted that this was the final meeting of the Programs Committee in its current configuration and acknowledged the appreciation of the valued and dedicated contributions of the following outgoing members of the Committee:

- Dr Craig Deed
- Mr Greg Jamieson
- Dr Chris Scanlon
- Dr Vilma Stanisich
- Dr Sherrie Wentworth
- Dr Peter Vitartas

EO(EC)

EO(PC)
GenMgrs

It was also noted that all course submissions recommended by the November meeting of the Programs Committee were out-of-session approved by the Chair, Academic Board (*as detailed in AB15/03*).

478.3.3 Report of Coursework Committee: 19 February 2015

The Board received report AB15/11 and noted that the Coursework Committee had considered the following items at a meeting held on 19 February 2015:

- (a) Chair's report.
- (b) Out-of-session approvals.
- (c) Matters arising from the minutes.
- (d) Membership Report.
- (e) Course submissions.
- (f) Reaccreditation of Postgraduate Biotechnology Courses.
- (g) Revisions to the New Coursework Program Procedures.

The Board **resolved to approve:**

- (i) The following course submissions, as detailed in Attachment One to AB15/11:
Course Revisions
College of Arts, Social Sciences and Commerce
 - Bachelor of Business
- (ii) The reaccreditation of the Master of Biotechnology, Master of Biotechnology and Bioinformatics and graduate Diploma of Biotechnology and Bioinformatics for a period of 5 years, based upon the 12 Month Review of the Action Plan, as detailed in Attachment Two to AB15/11.

EO(PC)
GM(ASSC)
DepDir(SA)

EO(PC)
GM(SHE)
DepDir(SA)

The Board also noted the changes to the management processes in the Course Lifecycle - New Coursework Program Procedures, as detailed in Attachment Three to AB15/11.

478.3.4 Report of Research and Graduate Studies Committee: 20 February 2015

The Board received report AB15/12 and noted that the Research and Graduate Studies Committee had considered the following items at a meeting held on 20 February 2015:

- (a) Research Policies and Procedures.
- (b) Research Misconduct Procedure.
- (c) Research Data Management Services
- (d) Research Office Structure.
- (e) Graduate Research School.
- (f) Maximum HDR Supervision Hours.
- (g) Reports of Sub-Committees
 - Animal Ethics Committee
 - (i) Minutes of meetings held on 9 October and 13 November 2014.
 - University Human Ethics Committee
 - (i) Minutes of meetings held on 13 October and 8 December 2014.
 - (ii) Revised terms of reference.

The Board **resolved to approve:**

- the revised Research Misconduct Procedure, as detailed in Attachment A to

EO(RGSC)

- AB15/12.
- the revised terms of reference for the University Human Ethics Committee, as detailed in Attachment B to AB15/12.

EO(Policy)
EO(UHEC)

478.3.5 Report of Education Committee: 25 February 2015

The Board received report AB15/13 and noted that the Education Committee had considered the following items at a meeting held on 25 February 2015:

- Chair's Report.
- Regional Impact Assessment Guidelines.
- Revisions to the Undergraduate Curriculum Design Policy and Procedures.
- Membership Report.
- Academic Calendar 2016-2018.
- Annual Business Schedule.

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

- the Academic Dates 2016-2018, as detailed in Attachment One to AB15/13, noting that the Board approved the 2015-2017 dates in 2014.
- the revisions to the Undergraduate Curriculum Design Policy and the Undergraduate Curriculum Design Procedure, as detailed in Attachment Two to AB15/13.
- The extension of the membership categories B to F from which a Deputy Chair can be appointed, as detailed in Attachment Three to AB15/13.

EO(EC)
ED(SS&A)
EO(EC)
EO(Policy)

EO(EC)

478.4 Other Matters

478.4.1 Honorary, Adjunct and Clinical Staff Appointments and Visiting and Affiliated Staff Procedure

The Board received report AB15/14 and **resolved** to **approve** a proposal to introduce an Honorary, Adjunct and Clinical Staff Appointments and Visiting and Affiliated Staff Procedure, as detailed in Annex 1 to AB15/14. It was noted that this Procedure had been reviewed and endorsed by the Planning and Resources Committee.

SEPM,OVPA
VPA
SDVC
EO(Policy)

478.4.2 Academic Promotions Policy Revisions

The Board received report AB15/15, a proposal to introduce revise the Academic Promotions Policy and Academic Promotions Procedure, resulting from a review which focused on alignment with the new Collective Agreement and the Future Ready Academic Expectations.

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

- Academic Promotions Policy, as detailed in Attachment 1 to AB15/15.
- Academic Promotions Procedure, as detailed in Attachment 2 to AB15/15.

EO(Policy)
MSI,OSDVC
SDVC

478.4.3 Academic Board Self Assessment 2014

The Board received and noted report AB15/16, the results of the Academic Board Self Assessment Survey 2014.

478.4.4 Annual Report of the Committee on Outside Studies Programs 2014

The Board received and noted report AB15/17, the Annual Report of the Committee on Outside Studies Program.

PART C – MATTERS FOR INFORMATION

478.5 Matters for Information

478.5.1 Adjunct Appointments

The Board received report AB15/18 and noted that the Vice-Chancellor had recently made the following adjunct appointments:

HR

- a) Adjunct Professor: Professor Janna Thompson, Department of Philosophy, School of Social Sciences and Communications (re-appointment – 1 year).
- b) Adjunct Associate Professor: Dr Vicki Kotsirilos, Dietetics & Human Nutrition Department, School of Allied Health (appointment – 3 years).
- c) Adjunct Professor: Professor Carolyn Unsworth, School of Allied Health (re-appointment – 3 years).
- d) Adjunct Professor: Dr Laurens Tan, La Trobe Art Institute (appointment – 3 years).
- e) Adjunct Associate Professor: Mr James Smith, Public Health (appointment – 3 years).
- f) Adjunct Professor: Professor Ian Coyle, Law (appointment – 3 years).
- g) Adjunct Professor: Professor Sarah Pink, European Languages (re-appointment – 1 year).
- h) Adjunct Professor: Professor Richard Mackay, Archaeology (re-appointment – 5 years).
- i) Adjunct Professor: Tim Flannery, Ecology, Environment and Evolution, Life Sciences (appointment – 3 years).
- j) Adjunct Associate Professor: Professor Megan Davidson, Department of Physiotherapy (re-appointment – 3 years).
- k) Adjunct Associate Professor: Mr Richard Rose, Community and Clinical Allied Health, School of Allied Health (re-appointment – 3 years).
- l) Adjunct Associate Professor: Farshad Faroudi, School of Cancer Medicine (appointment – 5 years).

478.5.2 Senior Academic Appointments Report: January 2015

The Board received report AB15/19 and noted that the following senior academic appointment had recently been made:

HR

- Professor Eleanor Wertheim, Head, Department of Psychology and Counselling.

478.5.3 Senior Academic Appointments Report: February 2015

The Board received report AB15/20 and noted that the following senior academic appointments had recently been made:

HR

- Professor Kay Crossley, Professor, Sports Medicine Research.
- Professor Jillianne Cook, Professor, Sports Medicine Research.

**478.5.4 Report of the Academic Promotions Committee:
December 2014**

The Board received the Report of the Academic Promotions Committee: December 2014 and noted that the persons named therein had been promoted, as detailed in report AB15/21.

EO(APC)

**478.5.5 Report of the Academic Promotions Committee: February
2015**

The Board received the Report of the Academic Promotions Committee: February 2015 and noted that the persons named therein had been promoted, as detailed in report AB15/22.

EO(APC)

PART D – DISCUSSION

478.6 The Indigenous La Trobe Strategy – *gamagoen yarrbat*

Professor Mark Rose, Executive Director, Indigenous Strategy and Education, spoke to the Indigenous La Trobe Strategy – *gamagoen yarrbat*, as detailed in AB15/23 and a presentation, which can be accessed at the following link: <https://unite.latrobe.edu.au/sites/sc/sgc/abc/abmeeting2015/Useful%20resources/2/Gamagoen%20Yarrbat%20Indigenous%20Education%20Strategy%20-%20Academic%20Board.pdf>.

Discussion:

- In response to a query regarding whether the rise in year 12 completions were predominantly VCAL, it was noted that most were and that a key focus of the Indigenous Strategy was working with parents to create a better understanding about the positive impacts of higher education.
- There was some discussion regarding the Certificate IV in Aboriginal Cultural Heritage Management, offered by the School of Humanities and Social Sciences in partnership with the Office of Aboriginal Affairs Victoria, providing one of many pathways into University for Aboriginal and Torres Strait Islander students.
- In response to a query regarding the strength of linkages with the TAFE sector, it was noted that the University has many great partnerships and pathways throughout the Victorian TAFE sector, including local TAFE linkages with our regional campuses and the Tertiary Enabling Program.
- It was also noted that our campus environments could also be seen as an attraction in attracting Aboriginal and Torres Strait Islander students.

The meeting closed at 10.25am.

478.7 Next Meeting

9.30am
Wednesday 13 May 2015
Council Chamber
John Scott Meeting House
Melbourne Campus

Chair: _____

Date: _____