

LA TROBE UNIVERSITY

ACADEMIC BOARD

Minutes of the four hundred and fifty-third meeting of the Academic Board held in the Council Chamber, John Scott Meeting House, La Trobe University, Melbourne Campus on Wednesday 9 November 2011 at 9.30am.

Present: Professor Malcolm Rimmer (Chair), Professor Tom Angelo, Professor Paula Baron, Ms Lee Ann Bassar, Professor Andrew Brennan, Professor Judith Brett, Mr Bruce Carboon, Mr Rick Churchill, Professor Michael Clarke, Professor Lin Crase, Professor Brian Davey, Professor Leigh Drake, Professor Geoff Durden, Dr Kerry Ferguson, Mr Neil Fetting, Professor Tanya Fitzgerald, Dr Kerry Fitzmaurice, Ms Margarita Frederico, Dr Trevor Hogan, Dr Catherine Itsiopoulos, Dr Julie Jackson, Dr Elizabeth Johnson, Professor Paul Johnson (Vice-Chancellor), Dr Stephen Kent, Professor Jae Paul Kim, Dr Liz Lavender, Dr Katherine Legge, Professor Lorraine Ling, Dr Norva Yeuk-Sze Lo, Dr Sue Martin, Dr Geoffrey Mayer, Professor Brian McGaw, Dr Bill McGuinness, Mr Venkat Narayanan, Mr Matt Oates, Dr Suzanne O'Keefe, Dr Kay Souter, Professor Hal Swerissen, Professor Richard Tay, Dr John Tebbutt, Dr Brian Usher, Mr Alexander van de Water and Professor Evan Willis.

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

In Attendance: Ms Kerryn Amery (*vice* Professor A Dewe), Professor Jim Cameron, Professor Susan Paxton, Professor Joanna Poyago-Theotoky and Ms Gabrielle Reilly.

PART A – PROCEDURAL MATTERS

	ACTION
<p>(i) Attendance/Apologies</p> <p>Apologies were received from Professor Carol Adams, Professor Tim Brown, Professor Simon Crowe, Professor Ainslie Dewe, Ms Kirsty Duncan, Professor Jane Farmer, Professor Paul Fisher, Professor Noel Gough, Dr Mary Kennedy-Jones, Professor Paul Mather, Professor Tim Murray, Dr Howard Nicholas, Professor Vaughan Prain, Dr John Russell, Professor David Spencer, Dr Pamela Wallace and Dr Julie White.</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 AB11/152.</p>	
<p>(iv) Matters Approved on Behalf of Academic Board</p> <p>The Board noted that there were no matters to report.</p>	

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

The Board received and noted paper AB11/153, the Report of the Vice-Chancellor, which can be located at the following link:

<https://unite.latrobe.edu.au/sites/sc/sgc/abc/9%20November/Document%20Library/1/153-VCsReport-November2011.pdf>. The Vice-Chancellor spoke to the report.

The Board received advice that the Faculty of Law and Management proposed name change to the Faculty of Business, Economics and Law, effective 1 November 2011, had been approved by the Vice-Chancellor in accordance with the delegation from Council to authorise and specify faculty names pursuant to s2(1)(b) of the *La Trobe University Act 2009*.

It was noted that the Federal Government had announced that there would be caps on the 2012 introduced 'uncapped' system which placed restraints on sub-degree programs, and representations would be made to the Government regarding this.

In response to a query regarding the effect of the Knight Report and changes to student visa requirements, it was noted that there may be a further significant decline in international student numbers, particularly in Semester One 2012, resulting from a deferral of take up of offers until the new visa arrangements come into effect.

La Trobe's poor performance in the most recent ARC round was noted and the Vice-Chancellor agreed that the results were concerning and encouraged staff to think strategically about internal consortia and larger collaborative applications.

PART B – MATTERS FOR APPROVAL

453.1 Confirmation of Minutes

The minutes of the meeting held on 12 October 2011 [AB11/150(M)] were confirmed, **subject to** the addition of Mr Bruce Carboon as an apology.

453.2 Items for Approval not requiring discussion

453.2.1 Award of Degrees and Diplomas

The Board received report AB11/154 and **resolved** to endorse the conferring of awards *in absentia* and award of higher degrees, as detailed therein.

AEGTO/
RGSO

453.2.2 Committee Membership

(a) Faculty of Health Sciences Review

The Board **resolved** to endorse the appointment of Professor Paul Pigram (*vice* Professor Judith Brett) to the Faculty of Health Sciences Review Panel (internal senior academic, to be appointed by Academic Board).

PRIO

453.2.3 Establishment of Prizes

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

- (a) Health Sciences: Westate Social Work Awards, as detailed in report AB11/155.
- (b) Health Sciences: Holsworth Dentistry Bursary, as detailed in report AB11/156.
- (c) Alumni and Advancement Office: Fairbrother Foundation Scholarship, as detailed in report AB11/157.

MgrUE
T Noone
Dir.O&P
A&A

453.2.4 Proposal for Approval of New Prizes and Scholarships

The Board received report AB11/158 and **resolved** to:

- approve the revised Academic Board prize pro forma to be used when submitting new prize or scholarship proposals; and
- endorse the proposal that all new prize or scholarship proposals are required to be reviewed by the Alumni and Advancement Office prior to submission to the Board.

MgrUE
A&A
Dir.O&P

453.3 Standing Committees of Academic Board

453.3.1 Report of Academic Quality Committee: 12 October 2011

The Board received report AB11/159 and noted that the Academic Quality Committee had considered the following items at a meeting held on 12 October 2011:

- (a) Faculty of Education Review Action Plan.
- (b) Research Integrity Policy and Australian Code for the Responsible Conduct of Research.
- (c) Report on University Human Ethics Procedures.
- (d) Genetically Modified Organisms Procedures.
- (e) 2012 Meeting Dates.
- (f) Assessment Policy and Procedures.
- (g) Comparability of Assessment – Moderation Guidelines.
- (h) Different Instances of a Subject Policy, Procedures and Guidelines.
- (i) Draft Conflict of Interest Procedures and the Prescription of Texts.
- (j) Model for Self-Review of the Academic Board's Standing Committees.
- (k) Meeting Protocols.

453.3.2 Report of Education Committee: 26 October 2011

The Board received report AB11/160 and noted that the Education Committee had considered the following items at a meeting held on 26 October 2011:

- (a) Late Submission of Assessment Tasks Policy and Procedures.
- (b) Professional Academic Development for Teaching – Provisions and Participation Policy and Procedures.
- (c) Undergraduate Student Orientation Policy.
- (d) Subject Learning Guide Template.
- (e) Report of the Programs Committee held on 13 October 2011.
- (f) Report on Academic Integrity Module.

The Board **resolved**:

- (a) to **approve** the revised Late Submission of Assessment Tasks Policy and Procedures, as detailed in Attachment One to AB11/160, **subject to**:

EO(EC)/
EO(Policy)

- | | |
|--|------------------------------|
| <ul style="list-style-type: none"> • the insertion of the line “Late submission of take home exams is not permitted”; and • the addition of “<i>For individual</i> assessment tasks of 15% or more”. | EO(EC)/ |
| <p>(b) to refer the new Professional Academic Development for Teaching – Provision and Participation Policy and Procedures, as detailed in Attachment Two to AB11/160, back to the Education Committee to deal with the following concerns:</p> <ul style="list-style-type: none"> • Definitions – what constitutes professional development/training? • Clarify funding. • Pragmatic implementation. | EO(EC)/
EO(Policy) |
| <p>(c) to approve the new Undergraduate Student Orientation Policy, as detailed in Attachment Three to AB11/160.</p> | EO(EC)/
EO(Policy) |
| <p>(d) to refer the Subject Learning Guide template, as detailed in Attachment Four to AB11/160, back to the Education Committee with a request for simplification and a reduction in the size of the template.</p> | EO(EC)/ |
| <p>(e) to approve the following significant course revisions, as detailed in Attachment Five to AB11/160:</p> <ul style="list-style-type: none"> • Faculty of Health Sciences: <ul style="list-style-type: none"> - Bachelor of Health Management, including the creation of the new course title, Bachelor of Health Management (International). | EO(EC)/
DirAS/
DirsO&P |
| <p>(f) to approve the following major course revisions, as detailed in Attachment Five to AB11/160:</p> <ul style="list-style-type: none"> • Faculty of Health Sciences: <ul style="list-style-type: none"> - Bachelor of Health Sciences and Master of Dietetic Practice (HZHSDP). - Master of Occupational Health (HMOHDE). [<i>Secretariat Note: the Board received advice that this course was being further reviewed and a request for course closure would be provided in the near future.</i>] - Master of Ergonomics, Safety and Health (HMESH D). | EO(EC)/
DirAS/
DirsO&P |
| <p>(g) to approve the following course closures, as detailed in Attachment Five to AB11/160:</p> <ul style="list-style-type: none"> • Faculty of Science, Technology and Engineering: <ul style="list-style-type: none"> - Graduate Diploma of Psychology (SGP, RGP and STGPW) from 1 January 2012. | EO(EC)/
DirAS/
DirsO&P |
| <p>(h) to approve the following recommendations regarding the Academic Integrity Module, as detailed in Attachment Six to AB11/160:</p> <ul style="list-style-type: none"> • That all commencing undergraduate coursework students be required to enroll in and complete a version of AIM from Semester One, 2012, as part of their course requirements. • That all commencing postgraduate coursework students be required to enroll in and complete a version of AIM from Semester One, 2012, as part of their course requirements. • That advance standing be awarded where a student has completed the LTU AIM within the previous four years. • That the results for the AIM subject be treated as per any other enrolled subject whereby a ‘P’ grade is awarded for a Pass and a ‘NS’ grade where students fail to complete the required AIM subject. | EO(EC)/
DirAS/
DirsO&P |
| <p>(i) to approve the amended Academic Integrity Policy and Procedures, as detailed in Attachment Seven to AB11/160.</p> | EO(EC)/
EO(Policy) |

453.3.3 Report of Research and Graduate Studies Committee: 28 October 2011

The Board received paper AB11/161 and noted that the Research and Graduate Studies Committee had considered the following items at a meeting held on 28 October 2011:

- (a) Centres and Institutes:
- AD Trendall Research Centre for Ancient Mediterranean Studies - revised constitution.
- (b) Review of research training for higher degree students and early career researchers.
- (c) A consultation paper by DIISR on 'Defining Quality for Research Training in Australia'.
- (d) Reports of Sub-Committees and Working Parties:
- University Human Ethics Committee: meeting held on 10 October 2011.
 - Animal Ethics Committee: meetings held on 11 August and 8 September 2011.

The Board **resolved** to:

- **approve** the revised Constitution of the AD Trendall Research Centre for Ancient Mediterranean Studies, as detailed in Attachment A to AB11/161.

DVC(R)
DirRS
EO(RGSC)

453.3.4 Report of Honorary Awards Committee: October 2011

The Board received paper AB11/162, the Report of Honorary Awards Committee, and **resolved** to endorse, for referral to Council, the proposal from the Faculty of Health Sciences for the title of Emeritus Scholar to be conferred upon Dr David Legge.

EO(HAC)/
MgrGov

PART C – MATTERS FOR INFORMATION

453.4 Items for Information

453.4.1 Senior Academic Appointments

The Board received report AB11/163 and noted that the following senior academic appointment had recently been made:

- Professor Chen Weisan, Professor of Immunology

PART D – DISCUSSION

453.5 Vice-Chancellor's "State of the Nation"

The Board noted that this was the final Academic Board meeting for the outgoing Vice-Chancellor, Professor Paul Johnson, who was taking up the position of Vice-Chancellor of the University of Western Australia. On behalf of the Board, the Chair wished the Vice-Chancellor well and praised him for his many contributions during his time at La Trobe.

Professor Paul Johnson, Vice-Chancellor, gave a presentation regarding the state of the University which can be accessed at the following link:
<https://unite.latrobe.edu.au/sites/sc/sgc/abc/9%20November/Discussion%20Items/1/VC-StateoftheUni.pdf>.

The meeting closed at 11.15am.

453.6 Next Meeting

9.30am
Wednesday 8 February 2012
Council Chamber
John Scott Meeting House
Melbourne Campus

Chair: _____

Date: _____