



The University of Sydney

Academic Board Minutes

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Minutes of the meeting of the Academic Board held at 2 pm on Wednesday 7 October 2009 in the Professorial Board Room

There were present: the Chair (Professor B Sutton) presiding; the Vice-Chancellor and Principal (Dr M Spence); Chairs of Standing Committees (Professors B Bennett and T Aspromourgos; and Associate Professor P McCallum); Professors M Adams, A Boyd, D Day, S Garton, P Groundwater, J Hearn, G Llewellyn, R Magnusson, A Peters, I Ramzan, G Triggs, K Trigwell, J White and P Wolnizer. Associate Professors A Fekete, L Harris, A Jamalipour, P McCallum, I Odeh, N O'Dwyer, A Twomey, M Walton and H Zoellner. Drs T Anthony, D Auld, F Collyer, S Cox, M Edmond, M Fisher, N Hajjar, J Hanrahan, K Nelson, C Taylor. Mr P Ball, Ms J Henderson, Mr N Irving, Ms R Kumar, Mr D Liu, Mr J Shipp, Mr A Thomas, Ms J Truman, Mr G Weary and Mr N White.

Present as observers: Ms E Howse (SRC) and Ms L Young (Secretariat).

In attendance: Mr M Charet (Committees Officer, Secretariat)

★ 1. Apologies

The Board noted that apologies had been received from: Professors D Armstrong, A Brewer, R Ewing, A Johnston, S Kable, B Paltridge, S Short and K Walker; Associate Professors E Blignaut, L Chappell, A Dunn, M Fairskye, M Halliwell, D Hibbs (Professor P Groundwater attending in his stead), A Holland, L Hossain, G Ryan and S Williams; Drs L Cutcher, B Jones, S Mansfield, D Moses, S Ronaldson and L Scanlon; Mr A McLeod and Ms J Mooney.

★ 2. Arrangement of agenda

★ 2.1 Starring of items

Members of the Board were invited to star for discussion any unstarred items. The following items were starred: 11.2.1.1 and 12.2.2.

2.2 Adoption of unstarred items

Resolution 214/09

That the Academic Board resolve as recommended with respect to all unstarred items.

3. Minutes of previous meeting

Resolution 215/09

That the Academic Board adopt the minutes of the previous meeting held on 26 August 2009, as a true record.

4. Business arising from Minutes (not dealt with elsewhere in the Agenda)

There was no business arising from the minutes.

★ **5. Discussion Topic**

5.1 A proposal for changes to the structure, function and membership of the committees of the Academic Board

Members noted that this item would be held over to the next meeting on 11 November 2009.

★ **6. Report of the Chair**

6.1 Report on Senate matters

6.1.1 Report of the Senate meeting held on 21 September 2009

The Chair noted that the report had been circulated with the agenda.

Resolution 216/09

That the Academic Board note the report of the Chair of the Academic Board on academic matters considered by Senate at its meeting of 21 September 2009.

6.2 Honours and Distinctions

The Board noted and congratulated by acclamation the recipients of honours and distinctions, as set out in the agenda.

Resolution 217/09

That the Academic Board note the report of the Chair of the Academic Board on the honours and distinctions and congratulate the recipients, as set out in the report presented.

Action: Chair of the Academic Board to write to recipients congratulating them on their honours and distinctions.

The Chair also reported on progress of the revision of the Student Appeals policy, noting that he had been in dialogue with Ms Sarah Heesom of the Office of General Counsel regarding the incorporation of comments received after the previous meeting of the Academic Board. A draft had been prepared and it was anticipated that this would be finalised for discussion at the next meeting.

★ **7. Report of the Vice-Chancellor and Principal**

7.1 Report on Senate Matters

7.1.1 Report of the Senate meeting held on 21 September 2009

The Vice-Chancellor noted that the report of this meeting had been circulated with the agenda.

Resolution 218/09

That the Academic Board note the report of the Provost and Deputy Vice-Chancellor on behalf of the Vice-Chancellor and Principal on matters considered by Senate at its meeting held on 21 September 2009.

7.2 General Report

The Vice-Chancellor informed the Academic Board that the development of strategic processes and budgeting were currently at the forefront of his activity, with the necessity of making savings of \$38 million for the 2010 budget the immediate goal, and that this target had been set to “balance the books”. The Vice-Chancellor advised that he and the Provost had met with every faculty and senior portfolio to identify areas where savings could be made, and that the findings would be consolidated and discussed in

SEG. He advised that only three faculties had thus far met the savings targets, with a fourth close to doing so, and so the conversation was ongoing.

Mr Colin Rockliff (Director, Campus Infrastructure Services) had been asked to conduct an audit of infrastructure projects that had been proposed by faculties, as it had been noted that there were several instances of the same project appearing in different proposals under a number of different names. It was hoped that this audit would allow for the prioritisation of infrastructure projects, and the Vice-Chancellor noted that the process would be a challenging one.

The Vice-Chancellor reported that the foundation of the Institute of Obesity, Nutrition and Exercise had left the University with liability of well over \$300 million and perhaps closer to \$400 million, and that this affected the ability of the University to borrow for other property projects. Whilst careful to point out that this does not quash opportunities, it has necessitated a reappraisal of the University's principles for prioritising projects, its ability to service new loans, and the management of the University's existing properties. Dr Spence identified several components to the situation: that there are real financial constraints on the University's ability to build over the short term which are not solely a product of the Global Financial Crisis; that work regarding prioritisation is happening; and that it is not unreasonable to expect that pressing infrastructure needs will be met over the next five to ten years. He emphasised that this was not a message of despair, but that the situation needs ongoing attention within these constraints.

It was noted that the Brand Project was progressing, and SEG had approved a new visual identity to accompany the University's new logo. The emphasis of the University as an institution focussed on the creation of new knowledge was a core part of the branding, with the University to acknowledge its heritage but to present itself as actively engaged with the life of the mind.

It was reported that SEG had approved the creation of a new committee, the Course Profile Steering Committee, which would look at issues of student load planning and the sustainability and compatibility of new courses before the course was presented to the Academic Board for consideration of its academic merit.

The Vice-Chancellor also advised that a new governmental quality assurance agency was being established, the Tertiary Education Quality and Standards Agency (TEQSA), and that this body was currently looking at how best to achieve its aims. It had been looking at the UK Quality Assurance Agency for Higher Education's approach, and it was noted that whatever model it ultimately adopted, the University would need to be flexible in the issues examined by its committees. It was suggested that issues such as course objectives and the setting of clearly established outcomes that correlated to modes of assessment and available units of study might be a key part of this body's mandate, and that this will represent a substantial amount of work for the University to ensure that national standards are met by our courses.

In discussion, the Vice-Chancellor was asked whether it might be useful to rework the phrase "whatever their social and cultural background" in the University's statement of purpose (as presented in the Vice-Chancellor's PowerPoint presentation to the University community), to indicate that the

cultural background of students and staff was of central value to the institution. It was suggested that “drawing on” might be a more felicitous turn of phrase, and the Vice-Chancellor undertook to feed this into the planning process. Dr Spence also observed that while the University was interested in the diversity of students and of research, it was not invariably the case that marginalised groups were able to thrive in the current environment. It was suggested that the presentation be made more widely, to facilitate dissemination within faculties, and the Vice-Chancellor undertook to circulate it to faculties.

Dr Spence advised that a “brand book” would shortly be disseminated, which would expand the conversation beyond the physical minutiae of logos and letterheads to explicate how the University might refocus its core values around the new brand. He suggested that the University also needed to create a way of collecting and collating the stories of its participants, noting that the stories made it easier to speak about the University and its aspirations.

Associate Professor McCallum suggested that regardless of the direction established by TEQSA, the University needed to form its own view about the establishment of standards and quality framework procedures, and that these would be useful regardless of external factors. The Vice-Chancellor suggested that the Learning and Teaching section of the green paper proposes such activity. He observed that it was sometimes claimed to be a core part of academic freedom to allow academics to teach what they want, but that this can be at odds with the need to impart core knowledge and generic skills and that the University needed to develop a much clearer sense of the purpose and coherence of some of its courses.. He suggested that the University might prove to be a key target for TEQSA and so we should be prepared for issues they might identify.

Professor Sutton suggested that a core challenge will be to meet national and international standards, but to retain a unique set of skills to distinguish our graduates from those of our competitors. The Vice-Chancellor suggested that one part of TEQSA’s mandate may be to examine whether we meet the expectations that we have set ourselves, and that this will be assessed alongside evaluation of whether our graduates meet minimum standards of competency. Professor Garton raise the issue of how standards will be met and how an institution might prove that its graduates meet these minimum standards, noting that cross-institutional grading of assessment had been proposed as one solution. It was observed that the University will ideally be guiding the establishment of these standards rather than fighting against them.

Resolution 219/09

That the Academic Board note the report of the Vice-Chancellor.

★ 8. Question time

Associate Professor McCallum provided comments on the Report to Senate, specifically relating to the proposal put forward by a Fellow for the establishment of a Wentworth Scholarship. Associate Professor McCallum reminded the Academic Board that the Delegations of Authority indicated that oversight of scholarships is under the direction of the Academic Board and that the proposal had not been put to the Postgraduate Awards Sub-Committee. He also expressed concern that the mechanisms for funding this proposed award were not clearly established and might conceivably impact on the funding available for the international scholarships already offered by the University. He expressly asked that the issue of funding be more closely examined. The Chair advised that he had

been present at the meeting of Senate and spoke to the item, and it had been agreed that under the Delegations of Authority the proposal would be referred to the Academic Board for consideration, with the proposal to be redrafted.

Resolution 220/09

That the Academic Board note the questions and responses provided.

9. Reports of the Faculties

9.1 Report of the Faculty of Nursing and Midwifery

9.1.1 Amendment to the Constitution of the Faculty of Nursing and Midwifery

Resolution 221/09

That the Academic Board recommend that Senate approve the amendments to the Senate Resolutions relating to the Constitution of the Faculty of Nursing and Midwifery, as set out in the report presented.

Action: The Chair to recommend that Senate approve the amendments to the Resolutions of Senate relating to the Constitution of the Faculty of Nursing and Midwifery.

The Dean and Faculty Manager of the Faculty of Nursing and Midwifery to note the Academic Board's approval of the amendments to the Resolutions of Senate relating to the Constitution of the Faculty of Nursing and Midwifery.

File No. (036/0006/00210)

9.1.2 Amendment to the Governance of Faculties, Colleges, College Boards, Departments, Schools and Committees

Resolution 222/09

That the Academic Board recommend that Senate approve the amendments to the Senate Resolutions relating to the Governance of Faculties, Colleges, College Boards, Departments, Schools and Committees, as set out in the report presented.

Action: The Chair to recommend that Senate approve the amendments to the Resolutions of Senate relating to the Governance of Faculties, Colleges, College Boards, Departments, Schools and Committees.

The Dean and Faculty Manager of the Faculty of Nursing and Midwifery to note the Academic Board's approval of the amendments to the Resolutions of Senate relating to the Governance of Faculties, Colleges, College Boards, Departments, Schools and Committees.

File No. (036/0006/00170)

9.1.3 Semester and Vacation Dates 2010

Resolution 223/09

That the Academic Board approve the semester and vacation dates for the Faculty of Nursing and Midwifery for the year 2010, as set out in the report presented.

Action: The Dean and Faculty Manager of the Faculty of Nursing and Midwifery to note the Academic Board's approval of the semester and vacation dates for the year 2010.

File No. (2001/29)

9.2 Report of the Sydney Conservatorium of Music

9.2.1 Semester and Vacation Dates 2010

Resolution 224/09

That the Academic Board approve the semester and vacation dates for the Sydney Conservatorium of Music for the year 2010, as set out in the report presented.

Action: The Dean and Faculty Manager of the Sydney Conservatorium of Music to note the Academic Board's approval of the semester and vacation dates for the year 2010.

File No. (2001/29)

9.3 Report of the University of Sydney Summer and Winter School

9.3.1 Response to Questions on 2009 Winter School Report

A response to this item was tabled at the meeting and is appended to the minutes below.

Resolution 225/09

That the Academic Board note the response to questions on the 2009 Winter School Report, as set out in the report presented.

10. Report of the Undergraduate Studies Committee

(Professor Scott Kable)

★ 10.1 Oral report on behalf of the Chair

In the absence of Professor Kable, the Deputy Chair (Dr Hanrahan) advised that there was nothing to add to the written report.

10.2 Report of the meeting held on 16 September 2009

10.2.1 Report of the Admissions Sub-Committee

10.2.1.1 Admission to Undergraduate Courses policy

Resolution 226/09

That the Academic Board approve the amended table of comparative English test scores, as set out in the report presented.

Action: The Executive Officer to amend the policy Admission to Undergraduate Courses on Policy OnLine.

File No. (P23)

10.2.1.2 Faculty Proposals

(1) Sydney Conservatorium of Music: Bachelor of Music (Performance), Bachelor of Music Studies, Diploma of Music

Resolution 227/09

That the Academic Board approve the adoption of qualifications for undergraduate entry to the

Bachelor of Music (Performance), Bachelor of Music Studies or Diploma of Music degrees at the Sydney Conservatorium of Music by students who have successfully completed the specified requirements from Hong Kong Baptist University, with effect from 1 January 2010, as set out in the report presented.

Action: The Dean and Faculty Manager of the Sydney Conservatorium of Music to note the Academic Board's approval of the adoption of qualifications for undergraduate entry to the Bachelor of Music (Performance), Bachelor of Music Studies or Diploma of Music degrees at the Sydney Conservatorium of Music by students who have successfully completed the specified requirements from Hong Kong Baptist University.

File No. (2000/4196, 2000/4198)

10.2.2 Reports from Faculties

10.2.2.1 Faculty of Arts: Undergraduate Units of Study

Resolution 228/09

That the Academic Board note the report from the Faculty of Arts related to undergraduate units of study.

10.2.2.2 Faculty of Economics and Business

(1) All undergraduate degrees within the Faculty of Economics and Business

Resolution 229/09

That the Academic Board approve the proposal from the Faculty of Economics and Business to standardise the requirements for a major within the Faculty's undergraduate degrees with effect from 1 January 2011, as set out in the report presented.

Action: The Dean and Faculty Manager of the Faculty of Economics and Business to note the Academic Board's approval of the proposal to standardise the requirements for a major within the Faculty's undergraduate degrees and submit resolutions via CMS.

File No. (003/0017/00010, 003/0017/00012, 003/0017/00013)

(2) Bachelor of Commerce and its combined degrees

Resolution 230/09

That the Academic Board approve the amendments to the Faculty Resolutions for the Bachelor of Commerce and its combined degrees, with effect from 1 January 2011, as set out in the report presented.

Action: The Dean and Faculty Manager of the Faculty of Economics and Business to note the Academic Board's approval of the proposal to amend the Bachelor of Commerce and its combined degrees and submit resolutions via CMS.

File No. (003/0017/00012)

10.2.2.3 Faculty of Education and Social Work

- (1) **Bachelor of Education (Secondary: Humanities and Social Sciences), Bachelor of Education (Secondary: Mathematics), Bachelor of Education (Secondary: Science) and their combined degree programs**

Resolution 231/09

That the Academic Board approve the amendments to the Faculty Resolutions for the Bachelor of Education (Secondary: Humanities and Social Sciences), Bachelor of Education (Secondary: Mathematics), Bachelor of Education (Secondary: Science) and their combined degree programs relating to subject areas, with effect from 1 January 2010, as set out in the report presented.

Action: The Dean and Faculty Manager of the Faculty of Education and Social Work to note the Academic Board's approval of the proposal to amend the Bachelor of Education (Secondary: Humanities and Social Sciences), Bachelor of Education (Secondary: Mathematics), Bachelor of Education (Secondary: Science) and their combined degree programs and submit resolutions via CMS.

File No. (2001/7119, 003/0030/00020, 003/0030/00021)

- (2) **Bachelor of Education (Secondary: Humanities and Social Sciences), Bachelor of Education (Secondary: Mathematics), Bachelor of Education (Secondary: Science) and their combined degree programs**

Resolution 232/09

That the Academic Board approve the amendments by the Faculty of Education and Social Work to the Faculty Resolutions for Bachelor of Education (Secondary: Humanities and Social Sciences), Bachelor of Education (Secondary: Mathematics), Bachelor of Education (Secondary: Science) and their combined degree programs; with effect from 1 January 2010, as set out in the report presented.

Action: The Dean and Faculty Manager of the Faculty of Education and Social Work to note the Academic Board's approval of the proposal to amend the Bachelor of Education (Secondary: Humanities and Social Sciences), Bachelor of Education

(Secondary: Mathematics), Bachelor of Education (Secondary: Science) and their combined degree programs and submit resolutions via CMS.

File No. (2001/7119, 003/0030/00020, 003/0030/00021)

10.2.2.4 Faculty of Law: Bachelor of Laws

Resolution 233/09

That the Academic Board approve the amendments to the Faculty Resolutions for the Bachelor of Laws and its combined degrees, with effect from 1 January 2010, as set out in the report presented.

Action: The Dean and Faculty Manager of the Faculty of Law to note the Academic Board's approval of the proposal to amend the Bachelor of Laws and its combined degrees and submit resolutions via CMS.

File No. (003/0019/00019)

10.2.2.5 Faculty of Nursing and Midwifery: Bachelor of Nursing (Honours)

Resolution 234/09

That the Academic Board approve the amendments to the Faculty Resolutions of the Faculty of Nursing and Midwifery relating to the Bachelor of Nursing (Honours), with effect from 1 January 2010, as set out in the report presented.

Action: The Dean and Faculty Manager of the Faculty of Nursing and Midwifery to note the Academic Board's approval of the proposal to amend the Bachelor of Nursing (Honours) and submit resolutions via CMS.

File No. (003/0033/00001)

10.2.3 Proceedings of the Committee

Resolution 235/09

That the Academic Board note the proceedings of the Undergraduate Studies Committee meeting held on 16 September 2009, as set out in the report presented.

11. Report of the Graduate Studies Committee (Associate Professor Peter McCallum)

★ 11.1 Oral report of the Chair

Associate Professor McCallum referred members to the written report of the Committee, and advised on several items on the current agenda. He noted that proposed changes to the Master of Professional Engineering (Item 11.2.2.3) had been necessitated by an ongoing process of consultation with the professional accreditation body, Engineers Australia, relating especially to the admission requirements for the program. This consultation had indicated concerns that applicants without suitable undergraduate preparation might not have an adequate grounding to

receive accreditation, and it was noted that this might have implications to several of the students currently enrolled in the degree. The Faculty of Engineering and Information Technologies has been asked to report to the Graduate Studies Committee regarding the implications of these concerns and the support that would be available to those students to ensure a successful resolution to the issue of professional accreditation. In discussion, it was noted that the proposal had been implemented without the Academic Board's approval. It was also noted that several other universities have a similar graduate-entry program which is accredited by Engineers Australia, but that all of these programs are of three year duration. It was suggested that the difficulties relating to accreditation arose because of the University's desire to limit postgraduate programs to a maximum duration of two years, which had resulted in the program effectively compressing three years of instruction and experience into two years. The faculty advised the Academic Board that it had revised the admission requirements for the degree and that Engineers Australia was now satisfied that its requirements would be met, and that the faculty was working on an individual basis with students currently enrolled in the degree to facilitate their accreditation, including sponsoring the accreditation and providing additional units of study to ensure they meet requirements. Associate Professor McCallum indicated that the Graduate Studies Committee was continuing to work with the faculty to resolve these issues and ensure that future advertising will adequately reflect the degree.

Associate Professor McCallum also discussed the AQF Council's decision to strengthen the AQF process, suggesting that the proposed changes represent a large shift from current practice and that ongoing discussions are being held to formulate the new framework. Matters of particular attention included professional entry and pathways for undergraduate entry. The Academic Board was informed that the matter would be more fully discussed at the SEG Education meeting of 18 October 2009, at which feedback would be invited.

Resolution 236/09

That the Academic Board note the report of the Chair of the Graduate Studies Committee.

11.2 Report of the meeting held on 23 September 2009

11.2.1 Proposals for new and amended postgraduate courses

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11.2.1.1 Faculty of Medicine: Master of Clinical Trials Research, Graduate Diploma in Clinical Trials Research and Graduate Certificate in Clinical Trials Research

In discussion, it was noted that the Faculty of Nursing had proposed, and the Academic Board had approved, the introduction of a Master of Clinical Trials Practice at the Academic Board meeting of 27 May 2009, and that the current proposal seemed to substantially overlap with this degree. It was suggested that the issue of duplication and overlap in the University's degree offerings had a strategic component for the University as a whole, as well as an academic and consultative component, and that it would be appropriate for the Senior Executive Group to be given an opportunity to express a view on the strategic implications of approving new courses with considerable overlap.

The Chair of the Graduate Studies Committee advised that the Dean of the Faculty of Medicine had been in communication about some issues relating to the proposal immediately prior to the meeting of the Academic Board.

The Vice-Chancellor asked whether commonalities between the proposed degree and the existing Nursing degree had been examined before the proposal was put to the Academic Board, and was informed by the Dean of Nursing that the matter had been the subject of extensive discussion with her faculty and that the previously approved Master of Clinical Trials Practice represented a compromise as a result of those negotiations. She also indicated that Nursing was strongly supportive of the introduction of a single degree with two streams to accommodate the different focuses of Nursing and Medical students.

Given these issues, the Academic Board endorsed a suggestion that the proposal be referred to the Senior Executive Group (SEG) for consideration of the strategic matters involved.

The Dean of the Faculty of Nursing sought confirmation that the proposed commencement of the Master of Clinical Trials Practice in Semester 1 2010 would not be impeded by this discussion and was told that that degree had already been endorsed by the Academic Board and Senate and there was no proposal for rescission of that approval. It was noted, however, that some future revision of the Nursing degree (including available units of study) might be appropriate following consultation once the current proposal had been further discussed.

Resolution 237/09

That the proposal from the Faculty of Medicine to introduce the Master of Clinical Trials Research, Graduate Diploma in Clinical Trials Research and Graduate Certificate in Clinical Trials Research, be referred to SEG for consultation.

Action: The Chair to refer the proposal from the Faculty of Medicine to introduce the Master of Clinical Trials Research, Graduate Diploma in Clinical Trials Research and Graduate Certificate in Clinical Trials Research, to SEG for consultation.

File No. (TBA)

11.2.1.2 Faculty of Education and Social Work: Master of Education (Educational Management and Leadership)

Resolution 238/09

That the Academic Board approve the proposal from the Faculty of Education and Social Work to offer the Master of Education (Educational Management and Leadership)

in Singapore, with effect from 1 January 2010, as set out in the report presented.

Action: The Chair to recommend that Senate endorse the Academic Board's approval of the proposal from the Faculty of Education and Social Work to offer the Master of Education (Educational Management and Leadership) in Singapore, noting that there are no consequent amendments to the Resolutions of Senate.

The Dean and Faculty Manager of the Faculty of Education and Social Work to note the Academic Board's approval of the proposal to offer the Master of Education (Educational Management and Leadership) in Singapore.

File No. (003/0030/00029)

11.2.1.3 Faculty of Nursing and Midwifery: Graduate Certificate in Clinical Trials Practice

Resolution 239/09

That the Academic Board:

- (1) approve the proposal from the Faculty of Nursing and Midwifery to introduce the Graduate Certificate in Clinical Trials Practice;
- (2) recommend that Senate:
 - (a) endorse the Academic Board's approval of the proposal;
 - (b) approve the amendment of the Resolutions of Senate related to the Degrees, Diplomas and Certificates in the Faculty of Nursing and Midwifery; and
 - (c) approve the introduction of the Resolutions of Senate related to the course;
- (3) approve the introduction of the Faculty Resolutions relating to the course;

with effect from 1 January 2010, as set out in the report presented.

Action: The Chair to recommend that Senate endorse the Academic Board's approval of the proposal from the Faculty of Nursing and Midwifery to introduce the Graduate Certificate in Clinical Trials Practice, approve the amendments to the Resolutions of Senate relating to the Degrees, Diplomas and Certificates in the Faculty of Nursing and Midwifery, and approve the introduction of the Resolutions of Senate related to the course.

The Dean and Faculty Manager of the Faculty of Nursing and Midwifery to note the Academic Board's approval of the proposal to introduce the Graduate Certificate in Clinical Trials Practice, and submit resolutions via CMS.

File No. (TBA)

11.2.2 Reports from Faculties

11.2.2.1 Faculty of Architecture, Design and Planning: Master of Architecture

Resolution 240/09

That the Academic Board:

- (1) approve the proposal from the Faculty of Architecture, Design and Planning to amend the Master of Architecture, and
- (2) approve the amendments to the Faculty Resolutions related to the course with effect from 1 January 2010, as set out in the report presented.

Action: The Dean and Faculty Manager of the Faculty of Architecture, Design and Planning to note the Academic Board's approval of the proposal to amend the Master of Architecture and submit resolutions via CMS.

File No. (2007/2407)

11.2.2.2 Faculty of Economics and Business: Executive Master of Business Administration

Resolution 241/09

That the Academic Board:

- (1) approve the proposal from the Faculty of Economics and Business to amend the Executive Master of Business Administration, and
- (2) approve the amendments to the Faculty Resolutions related to the course with effect from 1 January 2010, as set out in the report presented.

Action: The Dean and Faculty Manager of the Faculty of Economics and Business to note the Academic Board's approval of the proposal to amend the Executive Master of Business Administration and submit resolutions via CMS.

File No. (2008/3105)

11.2.2.3 Faculty of Engineering and Information Technologies: Master of Professional Engineering

Resolution 242/09

That the Academic Board:

- (1) approve the proposal from the Faculty of Engineering and Information Technologies to amend the Master of Professional Engineering,
- (2) recommend that Senate:
 - (a) endorse the Academic Board's approval of the proposal;
 - (b) approve the amendment of the Resolutions of Senate related to the course; and
- (3) approve the introduction of new Faculty Resolutions related to the course

with effect from 1 January 2010, as set out in the report presented.

Action: The Chair to recommend that Senate endorse the Academic Board's approval of the proposal from the Faculty of Engineering and Information Technologies to amend the Master of Professional Engineering and approve the amendments to the Resolutions of Senate relating to the course.

The Dean and Faculty Manager of the Faculty of Engineering and Information Technologies to note the Academic Board's approval of the proposal to amend the Master of Professional Engineering and submit resolutions via CMS.

File No. (TBA)

11.2.2.4 Faculty of Health Sciences: Faculty Policies

Resolution 243/09

That the Academic Board note the reports from the Faculty of Health Sciences regarding amendments to faculty policies on clinical progression and occupational health and safety disclosure, as set out in the report presented.

11.2.2.5 Faculty of Law

(1) Master of Administrative Law and Policy, Master of International Law, Master of Jurisprudence, Master of Taxation, Graduate Diploma in Commercial Law, Graduate Diploma in Corporate Securities and Finance Law, Graduate Diploma in International Law, Graduate Diploma in Jurisprudence, Graduate Diploma in Taxation

Resolution 244/09

That the Academic Board

(1) approve the proposal from the Faculty of Law to amend the Master of Administrative Law and Policy, Master of International Law, Master of Jurisprudence, Master of Taxation, Graduate Diploma in Commercial Law, Graduate Diploma in Corporate Securities and Finance Law, Graduate Diploma in International Law, Graduate Diploma in Jurisprudence and Graduate Diploma in Taxation, and

(2) approve the amendments to the Faculty Resolutions related to the courses

with effect from 1 January 2010, as set out in the reports presented.

Action: The Dean and Faculty Manager of the Faculty of Law to note the Academic Board's approval of the proposal to amend the Master of Administrative Law and Policy, Master of International Law, Master of Jurisprudence, Master of Taxation, Graduate

Diploma in Commercial Law, Graduate Diploma in Corporate Securities and Finance Law, Graduate Diploma in International Law, Graduate Diploma in Jurisprudence and Graduate Diploma in Taxation and submit resolutions via CMS.

File No. (003/0019/00007, 003/0019/00008, 003/0019/00014, 2000/3487, 2002/1058, 2002/1059)

(2) Master of Administrative Law and Policy, Master of International Business and Law, Master of International Law, Graduate Diploma in Commercial Law, Graduate Diploma in International Business Law, Graduate Diploma in International Law

Resolution 245/09

That the Academic Board

- (1) approve the proposal from the Faculty of Law to amend the Master of Administrative Law and Policy, Master of International Business and Law, Master of International Law, Graduate Diploma in Commercial Law, Graduate Diploma in International Business Law and Graduate Diploma in International Law, and
- (2) approve the amendments to the Faculty Resolutions related to the courses

with effect from 1 January 2010, as set out in the reports presented.

Action: The Dean and Faculty Manager of the Faculty of Law to note the Academic Board's approval of the proposal to amend the Master of Administrative Law and Policy, Master of International Business and Law, Master of International Law, Graduate Diploma in Commercial Law, Graduate Diploma in International Business Law and Graduate Diploma in International Law and submit resolutions via CMS.

File No. (003/0019/00015, 2000/3487, 2002/1058)

(3) Master of International Taxation

Resolution 246/09

That the Academic Board

- (1) approve the proposal from the Faculty of Law to amend the Master of International Taxation, and
- (2) approve the amendments to the Faculty Resolutions related to the courses

with effect from 1 January 2010, as set out in the reports presented.

Action: The Dean and Faculty Manager of the Faculty of Law to note the Academic Board's approval of the

proposal to amend the Master of International Taxation and submit resolutions via CMS.

File No. (TBA)

11.2.2.6 Faculty of Nursing and Midwifery

- (1) **Bachelor of Arts/Master of Nursing, Bachelor of Science/Master of Nursing, Bachelor of Health Science/Master of Nursing, Master of Nursing (Graduate Entry)**

Resolution 247/09

That the Academic Board

- (1) approve the proposal from the Faculty of Nursing and Midwifery to amend the Bachelor of Arts/Master of Nursing, Bachelor of Science/Master of Nursing, Bachelor of Health Science/Master of Nursing and Master of Nursing (Graduate Entry), and
- (2) approve the amendments to the Faculty Resolutions related to the courses with effect from 1 January 2010, as set out in the reports presented.

Action: The Dean and Faculty Manager of the Faculty of Nursing and Midwifery to note the Academic Board's approval of the proposal to amend the Bachelor of Arts/Master of Nursing, Bachelor of Science/Master of Nursing, Bachelor of Health Science/Master of Nursing and Master of Nursing (Graduate Entry) and submit resolutions via CMS.

File No. (003/0033/00004)

- (2) **Master of Cancer and Haematology Nursing, Master of Clinical Nursing, Master of Clinical Trials Practice, Master of Emergency Nursing, Master of Intensive Care Nursing, Master of Mental Health Nursing, Master of Nursing (Nurse Practitioner), Graduate Diploma in Cancer and Haematology Nursing, Graduate Diploma in Clinical Nursing, Graduate Diploma in Clinical Trials Practice, Graduate Diploma in Emergency Nursing, Graduate Diploma in Intensive Care Nursing, Graduate Diploma in Mental Health Nursing, Graduate Certificate in Cancer and Haematology Nursing, Graduate Certificate in Clinical Nursing, Graduate Certificate in Clinical Trials Practice, Graduate Certificate in Emergency Nursing, Graduate Certificate in Intensive Care Nursing, Graduate Certificate in Mental Health Nursing**

Resolution 248/09

That the Academic Board

- (1) approve the proposal from the Faculty of Nursing and Midwifery to amend the Master of Cancer and Haematology Nursing, Master

- of Clinical Nursing, Master of Clinical Trials Practice, Master of Emergency Nursing, Master of Intensive Care Nursing, Master of Mental Health Nursing, Master of Nursing (Nurse Practitioner), Graduate Diploma in Cancer and Haematology Nursing, Graduate Diploma in Clinical Nursing, Graduate Diploma in Clinical Trials Practice, Graduate Diploma in Emergency Nursing, Graduate Diploma in Intensive Care Nursing, Graduate Diploma in Mental Health Nursing, Graduate Certificate in Cancer and Haematology Nursing, Graduate Certificate in Clinical Nursing, Graduate Certificate in Clinical Trials Practice, Graduate Certificate in Emergency Nursing, Graduate Certificate in Intensive Care Nursing and Graduate Certificate in Mental Health Nursing, and
- (2) approve the amendments to the Faculty Resolutions related to the course with effect from 1 January 2010, as set out in the reports presented.

Action: The Dean and Faculty Manager of the Faculty of Nursing and Midwifery to note the Academic Board's approval of the proposal to amend the Master of Cancer and Haematology Nursing, Master of Clinical Nursing, Master of Clinical Trials Practice, Master of Emergency Nursing, Master of Intensive Care Nursing, Master of Mental Health Nursing, Master of Nursing (Nurse Practitioner), Graduate Diploma in Cancer and Haematology Nursing, Graduate Diploma in Clinical Nursing, Graduate Diploma in Clinical Trials Practice, Graduate Diploma in Emergency Nursing, Graduate Diploma in Intensive Care Nursing, Graduate Diploma in Mental Health Nursing, Graduate Certificate in Cancer and Haematology Nursing, Graduate Certificate in Clinical Nursing, Graduate Certificate in Clinical Trials Practice, Graduate Certificate in Emergency Nursing, Graduate Certificate in Intensive Care Nursing and Graduate Certificate in Mental Health Nursing and submit resolutions via CMS.

File No. (TBA)

11.2.2.7 Faculty of Science

- (1) **Doctor of Clinical Psychology/ Master of Science, Master of Bioethics (Honours), Master of Bioethics, Master of Applied Science (Bioinformatics), Master of Environmental Science and Law, Master of Applied Science (Environmental Science), Master of Applied Science (Microscopy & Microanalysis), Master of Applied Science (Molecular Biotechnology), Master of Medical Physics, Master of Applied Nuclear Science, Master of Photonics and**

Optical Science, Master of Applied Science (Health Psychology), Master of Applied Science (Psychology of Coaching), Master of Applied Science (Spatial Information Science), Master of Applied Science (Wildlife Health and Population Management), Graduate Diploma in Bioethics, Graduate Diploma in Applied Science (Bioinformatics), Graduate Diploma of Applied Science (Environmental Science), Graduate Diploma in Applied Science (Microscopy & Microanalysis), Graduate Diploma in Applied Science (Molecular Biotechnology), Graduate Diploma in Medical Physics, Graduate Diploma in Applied Nuclear Science, Graduate Diploma in Photonics and Optical Science, Graduate Diploma in Applied Science (Health Psychology), Graduate Diploma in Applied Science (Psychology of Coaching), Graduate Diploma in Applied Science (Spatial Information Science), Graduate Diploma in Applied Science (Wildlife Health and Population Management), Graduate Certificate in Bioethics, Graduate Certificate in Applied Science (Bioinformatics), Graduate Certificate in Applied Science (Environmental Science), Graduate Certificate in Science (History & Philosophy of Science), Graduate Certificate in Applied Science (Microscopy & Microanalysis), Graduate Certificate in Applied Science (Molecular Biotechnology), Graduate Certificate in Applied Science (Applied Positive Psychology), Graduate Certificate in Applied Science (Health Psychology), Graduate Certificate in Applied Science (Psychology of Coaching), Graduate Certificate in Applied Science (Spatial Information Science) and Graduate Certificate in Applied Science (Wildlife Health and Population Management)

Resolution 249/09

That the Academic Board

- (1) approve the proposal from the Faculty of Science to remove the tables of units of study from the Faculty Resolutions for the Doctor of Clinical Psychology/ Master of Science, Master of Bioethics (Honours), Master of Bioethics, Master of Applied Science (Bioinformatics), Master of Environmental Science and Law, Master of Applied Science (Environmental Science), Master of Applied Science (Microscopy & Microanalysis), Master of Applied Science (Molecular Biotechnology), Master of Medical Physics, Master of Applied Nuclear Science, Master of Photonics and Optical Science, Master of Applied Science (Health Psychology), Master of Applied Science (Psychology of Coaching), Master of Applied Science (Spatial Information Science) and Graduate Certificate in Applied Science (Wildlife Health and Population Management)

Science (Spatial Information Science), Master of Applied Science (Wildlife Health and Population Management), Graduate Diploma in Bioethics, Graduate Diploma in Applied Science (Bioinformatics), Graduate Diploma of Applied Science (Environmental Science), Graduate Diploma in Applied Science (Microscopy & Microanalysis), Graduate Diploma in Applied Science (Molecular Biotechnology), Graduate Diploma in Medical Physics, Graduate Diploma in Applied Nuclear Science, Graduate Diploma in Photonics and Optical Science, Graduate Diploma in Applied Science (Health Psychology), Graduate Diploma in Applied Science (Psychology of Coaching), Graduate Diploma in Applied Science (Spatial Information Science), Graduate Diploma in Applied Science (Wildlife Health and Population Management), Graduate Certificate in Bioethics, Graduate Certificate in Applied Science (Bioinformatics), Graduate Certificate in Applied Science (Environmental Science), Graduate Certificate in Science (History & Philosophy of Science), Graduate Certificate in Applied Science (Microscopy & Microanalysis), Graduate Certificate in Applied Science (Molecular Biotechnology), Graduate Certificate in Applied Science (Applied Positive Psychology), Graduate Certificate in Applied Science (Health Psychology), Graduate Certificate in Applied Science (Psychology of Coaching), Graduate Certificate in Applied Science (Spatial Information Science) and Graduate Certificate in Applied Science (Wildlife Health and Population Management), and

- (2) approve the amendments to the Faculty Resolutions related to the courses

with effect from 1 January 2010, as set out in the reports presented.

Action: The Dean and Faculty Manager of the Faculty of Science to note the Academic Board's approval of the proposal to remove the tables of study from the Faculty Resolutions for the Doctor of Clinical Psychology/ Master of Science, Master of Bioethics (Honours), Master of Bioethics, Master of Applied Science (Bioinformatics), Master of Environmental Science and Law, Master of Applied Science (Environmental Science), Master of Applied Science (Microscopy & Microanalysis), Master of Applied Science (Molecular Biotechnology), Master of Medical Physics, Master of Applied Nuclear Science, Master of Photonics and Optical Science, Master of Applied Science (Health Psychology), Master of Applied Science (Psychology of

Coaching), Master of Applied Science (Spatial Information Science), Master of Applied Science (Wildlife Health and Population Management), Graduate Diploma in Bioethics, Graduate Diploma in Applied Science (Bioinformatics), Graduate Diploma of Applied Science (Environmental Science), Graduate Diploma in Applied Science (Microscopy & Microanalysis), Graduate Diploma in Applied Science (Molecular Biotechnology), Graduate Diploma in Medical Physics, Graduate Diploma in Applied Nuclear Science, Graduate Diploma in Photonics and Optical Science, Graduate Diploma in Applied Science (Health Psychology), Graduate Diploma in Applied Science (Psychology of Coaching), Graduate Diploma in Applied Science (Spatial Information Science), Graduate Diploma in Applied Science (Wildlife Health and Population Management), Graduate Certificate in Bioethics, Graduate Certificate in Applied Science (Bioinformatics), Graduate Certificate in Applied Science (Environmental Science), Graduate Certificate in Science (History & Philosophy of Science), Graduate Certificate in Applied Science (Microscopy & Microanalysis), Graduate Certificate in Applied Science (Molecular Biotechnology), Graduate Certificate in Applied Science (Applied Positive Psychology), Graduate Certificate in Applied Science (Health Psychology), Graduate Certificate in Applied Science (Psychology of Coaching), Graduate Certificate in Applied Science (Spatial Information Science) and Graduate Certificate in Applied Science (Wildlife Health and Population Management) via CMS.

File No. (TBA)

(2) Graduate Diploma in Psychology

Resolution 250/09

That the Academic Board

- (1) approve the proposal from the Faculty of Science to amend the Graduate Diploma in Psychology, and
 - (2) approve the amendments to the Faculty Resolutions related to the course
- with effect from 1 January 2010, as set out in the reports presented.

Action: The Dean and Faculty Manager of the Faculty of Science to note the Academic Board's approval of the proposal to amend the Graduate Diploma in Psychology and submit resolutions via CMS.

File No. (003/0021/00023)

11.2.2.8 Sydney Conservatorium of Music: Master of Music Studies (Performance) and Graduate Diploma in Music (Performance)

Resolution 251/09

That the Academic Board:

- (1) approve the proposal from the Sydney Conservatorium of Music to amend the Master of Music Studies (Performance) and Graduate Diploma in Music (Performance), and
- (2) approve the amendments to the Faculty Resolutions related to the course with effect from 1 January 2010, as set out in the report presented.

Action: The Dean and Faculty Manager of the Sydney Conservatorium of Music to note the Academic Board's approval of the proposal to amend the Master of Music Studies (Performance) and Graduate Diploma in Music (Performance) and submit resolutions via CMS.

File No. (TBA)

11.2.3 Proceedings of the Committee

Resolution 252/09

That the Academic Board note the proceedings of the Graduate Studies Committee meeting held on 23 September 2009, as set out in the report presented.

11.3 Report of the Graduate Studies Committee meeting held on 25 March 2009: Follow-up item

11.3.1 Faculty of Medicine: Master of Qualitative Health Research, Graduate Diploma in Qualitative Health Research and Graduate Certificate in Qualitative Health Research

Resolution 253/09

That the Academic Board approve the amendments to the policy "Postgraduate English Language Requirements", with effect from 1 January 2010, as set out in the report presented.

Action: The Executive Officer to amend the policy "Postgraduate English Language Requirements" on Policy OnLine.

File No. (P24)

12. Report of the Learning and Teaching Committee
(Professor Tony Aspromourgos)

★ **12.1 Oral report of the Chair**

Professor Aspromourgos summarised current activities of the Committee with mindfulness of the fact that the current structure of the Academic Board would be changing in 2010. He advised that the revision of several policies was being finalised, including Assessment and Examination of Coursework, Students At Risk, Student Appeals and Academic Honesty, and that it was anticipated that these would be sufficiently well-developed for consideration by the Academic Board by the end of the year.

Resolution 254/09

That the Academic Board note the report of the Chair of the Learning and Teaching Committee.

12.2 Report of the meeting held on 23 September 2009

12.2.1 Academic Board Faculty Reviews: Faculty of Economics and Business

Resolution 255/09

That the Academic Board note the Academic Board Phase 3 Review Reports for the Faculty of Economics and Business, as presented.

★

12.2.2 Academic Board Resolutions: Assessment and Examination of Coursework

Ms Jenny Henderson raised several issues relating to the review of the Assessment and Examination of Coursework resolutions, and expressed concern that the implications of the revision on the implementation of the revised resolutions had not been adequately taken into consideration.

It was noted that the replacement of the Professional Practitioners Certificate (PPC) by a generic medical certificate was of concern, as a medical certificate often did not contain sufficiently detailed information to allow a judgement concerning the impact of the illness on performance. It was noted that the inclusion of the 'tick-box' section on the PPC was implemented to make up for the fact that many medical practitioners did not follow AMA guidelines in completing medical certificates, and that the PPC provided sufficient information to enable an academic judgement to be made. It was also observed that without the PPC, practitioners such as the Counselling Service would be forced to revert to writing a letter outlining the level of impact, which would in turn require interpretation by the academics making the judgement and deciding on the outcome of an application, leading to concerns about the time spent assessing each application and the accompanying resourcing implications.

It was observed that the revised policy enabled students to request specific outcomes to be considered by the academics (such as extension of due date or reweighting of assessment tasks), and that this was not universally desirable as the outcome should be an academic decision.

It was noted that the revised resolutions refer to various forms, which had not been provided as part of the review (for example, at 5.5.2.2).

Concern was expressed that under the revised guidelines, application for Special Arrangements on religious grounds must be applied for at the time of enrolment. It was noted that this had resourcing implications both in the requirement to record applications at the time of enrolment and with administration of subsequent changes required if units of study were varied after enrolment.

It was also noted that the automatic award of a DNF result to a student whose application took more than six weeks to process was problematic as it did not allow for consideration of individual circumstances, and might conceivably prevent a student from graduating. It was therefore suggested that the word 'will' be replaced by 'may' to allow some flexibility.

Ms Henderson requested that the current proposal therefore be delayed to enable broader consultation, consideration and comment.

The Chair observed that the Working Party that had formulated this revision was composed of a broadly representative range of disciplines and that the resolutions had been under review for over a year. It was noted that there had been agreement on the form of the revision in the Working Party, and also that the revision had been discussed in the last three meetings of the Learning and Teaching Committee, including at a meeting specially-convened to discuss the revision alone, and it was therefore felt that there had been ample opportunity for faculties to provide feedback to the review.

It was noted that the matter of the PPC had been suggested by Student Support Services, and that it was at their instigation that the reversion to a simple medical certificate had been recommended. It was also noted that the decision to frame the proposal had been developed over the course of several meetings during which there was adequate opportunity for concerns to be raised. Dr Taylor, the Science representative on the Learning and Teaching Committee, advised that she had not been able to attend the August and September meetings and so had not been able to comment on the final stages of the draft revision.

Ms Henderson observed that the implementation of changes to the Special Consideration system in the middle of semester was problematic, and suggested that the earliest date for any changes to come into effect should be Semester 1 2010.

Dr Edmond suggested that, given the impact of the revised document on faculties, it might be worthwhile to circulate the final revision again, as earlier drafts might not have received the attention they deserved due to the 'tracked changes' presentation. Professor Aspromourgos cautioned that if the revision was to be implemented from Semester 1 2010 it must be approved by the Academic Board before the end of the year, and so suggested that comments on the draft be forwarded directly to the Chair of the Learning and Teaching Committee. Any suggestions could then be incorporated and the document returned to the Academic Board at its next meeting. Mr Charet agreed to forward the document to Faculty Managers and Deans on behalf of the Academic Board, with a ten day timeline for comments to be returned.

Professor White suggested that as the minutiae of administrative impact is difficult for committees to establish, the revised policy should be road-tested to see if it achieved the desired effects. She volunteered the Faculty of Nursing to participate in this testing, and Professor Day suggested that the Faculty of Science would also be happy to participate in such a trial. It was agreed that Nursing and

Science would communicate on how best to proceed in this regard. Professor Day further suggested that this process become standard practice before the implementation of any future policy changes.

The Vice-Chancellor suggested that this matter illustrated two procedural keys: that no-one reads 40 page policy documents (although it is their responsibility to do so) and that wide dissemination is sometimes not sufficient to ensure ownership. He suggested that focus groups might perhaps be used to identify issues, especially for policies with resource implications, noting that some faculties will identify issues that might not be picked up by other faculties. It was also essential for faculties to ensure that the same people were not consulted at faculty level as were involved in the process centrally, so that consultation occurs both horizontally and vertically.

Dr Spence also suggested making it clear in the cover email that accompanies distribution of revised documents which sections are deserving of closest scrutiny, so that participants can prioritise the most vital changes for examination if they are pressed for time.

Professor Garton suggested that in future, policy revisions might be sent to Associate Deans and faculty managers to ensure the widest possible dissemination. Associate Professor Fekete suggested that part of the difficulty is knowing who needs to know about changes, and therefore finding the best people to invite to comment is the key to receiving useful feedback. Professor Sutton observed that the Academic Board can only assume that the representatives who are appointed by the faculties to its Standing Committees are the most appropriate recipients of the information disseminated, and that these representatives can consult internally to obtain comments from faculty stakeholders. He further cautioned that the issue of communication will become central in the planned restructure of the Academic Board, and that participants on the Board's committees will need to be more diligent in communicating the discussions of which they are a part.

Resolution 256/09

That the Academic Board disseminate the draft 'Academic Board Resolutions: Assessment and Examination of Coursework' to faculties for further comment.

Action: The Secretariat to distribute the draft policy to Deans and Faculty Managers, with advice to return feedback to the Chair of the Learning and Teaching Committee as advised.

The Faculty Managers of Nursing and Science to liaise regarding the trial of the proposed revisions.

File No. (2001/3435)

12.2.3 Executive Summary of the Learning Centre's 2008 Annual Report

Resolution 257/09

That the Academic Board note the executive summary of the Learning Centre's 2008 Annual Report, as presented.

12.2.4 Proceedings of the Committee

Resolution 258/09

That the Academic Board note the proceedings of the Learning and Teaching Committee meeting held on 23 September 2009, as set out in the report presented.

13. Report of the Research and Research Training Committee (Professor Bruce Sutton)

★ 13.1 Oral report by the Chair

Professor Sutton advised that the SEG Research Committee had discussed the development of principles whereby the University would negotiate research agreements, and was gratified to note that this would provide a philosophical guide to moving the University's research forward. It was observed that the development of principles would ensure that standards and practice were both constructively derived. He advised that the relationship between SEG and the Academic Board was the key, and that mechanisms for passing items between the various committees needed to be developed

Resolution 259/09

That the Academic Board note the report of the Chair of the Research and Research Training Committee.

13.2 Report of the meeting held on 16 September 2009

13.2.1 Proposals for New and Amended Courses

13.2.1.1 Faculty of Arts: Master of Philosophy

Resolution 260/09

That the Academic Board:

- (1) approve the proposal from the Faculty of Arts to amend the Master of Philosophy;
- (2) recommend that Senate endorse the Academic Board's approval of the proposal, noting there are no subsequent amendments to the Resolutions of Senate; and
- (3) approve the amendment of the Resolutions of Faculty relating to the course,

with effect from 1 January 2011, as set out in the report presented.

Action: The Chair to recommend that Senate endorse the Academic Board's approval of the proposal from the Faculty of Arts to amend the Master of Philosophy, noting there are no subsequent amendments to the Resolutions of Senate.

The Dean and Faculty Manager of the Faculty of Arts to note the Academic Board's approval of the proposal to amend the Master of Philosophy and submit resolutions via CMS.

File No. (003/0015/00040)

13.2.2 Academic Board Phase Three Faculty Review Reports
13.2.3.1 Faculty of Arts

Resolution 261/09

That the Academic Board note the update report arising from the Phase Three Academic Board Faculty Review of the Faculty of Arts.

13.2.3 Proceedings of the Committee

Resolution 262/09

That the Academic Board note the proceedings of the Research and Research Training Committee meeting held on 16 September 2009, as set out in the report presented.

14. Report of the Academic Staffing Committee
(Professor Belinda Bennett)

★ **14.1 Oral report of the Chair**

Professor Bennett advised that she had nothing to add to the written report.

14.2 Report of the meeting held on 9 September 2009
14.2.1 Proceedings of the Committee

Resolution 263/09

That the Academic Board note the proceedings of the Academic Staffing Committee meeting held on 9 September 2009, as set out in the report presented.

15. General Business

There were no items of general business.

The meeting closed at 3.32 p.m.

Signed as a correct record

Chair

Date

Tabled Item 9.3.1 **Response to Questions on 2009 Summer and Winter School**

From: Megan Kemmis
Sent: Monday, 21 September 2009 10:01 AM
To: John Hearn
Subject: Academic Board meeting - question without notice on 2009 Sydney Winter School

Dear Professor Hearn

At its meeting of 26 August 2009, the Academic Board noted the report of the 2009 Sydney Winter School. The Co-President of SUPRA, Mr Nick Irving, raised a question regarding the report, and the Board agreed that this matter should be referred to your office for a response. The question from Mr Irving is as follows:

Our question is regarding some further reporting on Winter and Summer School income. It is our understanding that withdrawal from a subject after a certain time period attracts a \$500 penalty fee, and that some students withdraw so late that they forfeit the entire fee.

We would like to know what dollar amount and percentage of Summer/Winter School income comes from the \$500 penalty fee, and how much comes from forfeited fees.

It would be greatly appreciated if a response to this query could be made available for the Board's next meeting on 7 October 2009.

Kind regards

Megan

Megan Kemmis
Manager, Secretariat
Executive Officer to the Academic Board
University Secretariat

From: Jillian Stewart
Sent: Thursday, 24 September 2009 8:19 AM
To: John Hearn
Subject: RE: Academic Board meeting - question without notice on 2009 Sydney Winter School

Dear John,
Here is my response to the following question from Academic Board:

“Our question is regarding some further reporting on Winter and Summer School income. It is our understanding that withdrawal from a subject after a certain time period attracts a \$500 penalty fee, and that some students withdraw so late that they forfeit the entire fee.

We would like to know what dollar amount and percentage of Summer/Winter School income comes from the \$500 penalty fee, and how much comes from forfeited fees”.

Summer/ Winter School

In keeping with Government policy, (as in semesters one and two), students who withdraw from the Summer/Winter School after the Census dates forfeited their entire fee. The percentage of total revenue is as follows:

SS09 Fee Revenue (Final)	\$10,874,848
WS09 Fee Revenue (interim)	3,342,970
Total	\$14,217,818

Amount Summer/Winter School income from forfeited fees **\$97,980**
(0.69% of total Summer/Winter School revenue).

Withdrawal Penalty

There has always been a withdrawal penalty in the Summer/Winter schools because there are quotas on all subjects and in many cases large waiting lists, particularly in Summer School. There are insufficient teachers to expand the number of places in many classes. Students pay their tuition fee on enrolment. Last summer there were nearly 6,500 applicants who had to be enrolled in three months and in Winter 1740.

Students can withdraw without penalty until one week before classes commence. After this date, Summer School students were charged a late withdrawal fee of \$500, in Winter it was \$250.

If the circumstances warranting withdrawal after this date were beyond a students control (eg sickness, personal circumstances, wrong faculty information, faculty had made a late decision on their previous semester grade,) the penalty was not applied.

Amount of Summer Income from penalty fee **\$39,990**
(0.28% of total revenue) .

Kind regards,
Jillian