



Academic Board

Meeting held on Wednesday 15 October 1997

Minutes of the meeting of the Academic Board held at 2 pm on Wednesday 15 October 1997 in the Professorial Board Room.

There were present: the Chair (Professor R Pesman) presiding, the Deputy Chairs (Professors D Cockayne, J Lawler, J R Lawrence, R McPhedran and A Sefton), the Acting Vice-Chancellor and Principal (Professor D Anderson), Associate Professors R Arnold and R Atherton, Dr A E Brew, Professors K K Campbell, B Cass, J Chudleigh and R E Collins, Associate Professors L J Copeland and D Dragovich, Professor R Dunn, Associate Professor C J Durrant, Professors K Eltis, L D Field and D R Fraser, Associate Professor F Fricke, Professor G Gill, Associate Professor C B Gillies, Professors M A Harris and R Hewitt, Associate Professor P Jones, Professor J F Kinnear, Associate Professor A F Masters, Mr J McNicoll, Dr P Phibbs, Professors J Raper, B D Roufogalis and R L Russell, Associate Professor M Sankey, Professors W Schworm, J P Seale and G P Steven, Associate Professor G M Stone and Mr R Wilson.

Present as observers were: Dr W Adams (Secretary to the Academic Board), Professors R Johnstone and L M Koder, Mr J Shipp and Professor D Weisbrot.

Present by invitation were: Ms L Maral and Messrs T Robinson and R Silver.

In attendance: Miss E R Ring.

P 107/97 Starring

Members of the Board were invited to star any unstarred item which they wished to have discussed..

*** The Board resolved as recommended with respect to all unstarred items.

108/97 Minutes

1. Minutes of the meeting held on 10 September 1997

*** The Board confirmed the minutes of the meeting held on Wednesday, 10 September 1997 as a correct record.

2. Business arising out of the minutes

None.

109/97 Report of the Chair

The following reports had been circulated and tabled:

(see agenda and supplementary agenda item A4.)

Part I

1. Report on Senate Matters

*** The Board noted the report.

P 2. Semester and vacation dates for the year 2000

The Chair reported that while the Board was asked to approve the revised semester and vacation dates for the year 2000, she had starred the item to report that this might not be the last time that the Board would have to consider the issue. The AV-CC recently

contacted universities with a request that they close for a four-week period in September 2000. The University was at the moment only closing for three weeks.

Also, the University did not as yet know what was happening to the school year or to the timetabling of the HSC in 2000. The Chair reported that she understood that UAC was seeking advice from the Board of Studies on whether there were to be any changes to the timetabling of the HSC. Any delays in the HSC schedule and the release of the TER would have very considerable implications for the University's enrolment procedures and for the starting date for semester 1 in 2001.

*** The Board amended the semester and vacation dates for the year 2000 as recommended.

3. National Teaching Development Grants

*** The Board congratulated the recipients of the Grants.

4. Academic Board agenda papers on the Web

*** The Board noted the report.

5. Draft Student Appeals Document

*** The Board noted the report.

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6. NSW Government's White Paper on HSC Reform

The Chair reported that she had started the item in order to report on developments. At present the Board's Working Party on the HSC White Paper was preparing a submission which would focus on the retention of 3 unit subjects. Because of the constraints of time and the need to have a submission to the Minister by the end of the month, she proposed to send the Working Party's submission by that time with the qualification that it had not been approved by the Board. The submission would be presented to the November meeting of the Board, and any substantial modification would be sent on to the Minister.

The Chair asked whether there was any dissent from this focus on the retention of 3-unit subjects.

*** There being no comment or dissent to the Chair's proposals, the Board's agreement was taken as read.

7. Review of policy on personal chairs, promotion for research-only academic staff and the award of titles

*** The Board noted the report.

8. Implications for research of section 316(1) of the Crimes Act

*** The Board noted the report.

9. Intellectual Property Draft Document

*** The Board noted the report.

10. Action under delegated authority and reports from the Academic Groups

*** The Board noted the report.

11. Questions on notice

*** The Board noted that no questions were received this month.

12. Glossary

*** The Board endorsed the Glossary, as requested.

13. Australian Awards for University Teaching

*** The Board noted the report.

P Part II

At the meeting the Chair reported on the following matter:

Credit points

The Chair reported that Professor Lawler, Chair of the Undergraduate Studies Committee, and she wished to thank all the Deans and their staff who had made very valiant efforts to structure their awards to meet the requirement of a uniform pattern across the University of 48 credit points a year. Seventeen of the eighteen faculties had now been able to meet the requirements. The remaining Faculty, the Faculty of Economics, had identified a number of local problems which it was now seeking to address, and she was grateful for the co-operation of the Faculty and confident that it would soon be able to meet Board policy.

*** The Board noted the Chair's report.

110/97 Statement by the Vice-Chancellor and Principal

The following reports had been circulated and tabled:

(see agenda and supplementary agenda item A5.)

Part I

1. Report on Senate Matters

*** The Board noted the report.

P Part II

At the meeting, the Acting Vice-Chancellor reported on the following matters:

1. University Teaching Hospital

Professor Anderson reported that a public forum on the proposal had been held on 1 October, and a model of the proposed development was on display in Fisher Library. Professor Anderson said that the Vice-Chancellor had indicated to Senate that he would call for submissions from interested parties and that these would be reviewed by the Planning Committee; he also said that the Chair of the Finance Committee had reported that the Finance Committee would review the financial plan for the proposal.

Professor Anderson said that consultative process was therefore in train, and there was opportunity for further submissions from the university community.

2. Code of Conduct

Professor Anderson reported that Senate had adopted the Code of Conduct, noting that the Code might need to be modified at a later stage in terms of both language and also substance so that it would comply with the Intellectual Property Policy which was currently being developed.

3. Summer School

Professor Anderson reported that it was intended to implement the Summer School in the early part of 1998. The interim Director, Dr John Mack, was finalising administrative matters and seeking information from the relevant faculties about the units of study to be offered, which appeared to number 60.

Professor Anderson said that he wished to pay tribute to Professors Johnstone and Weisbrot and the Consultative Committee for their achievement.

4. Kolej Antarabangsa

Professor Anderson reported that Professor Watts had been re-appointed as the Academic Director of the Kolej Antarabangsa until February 1999. The Board of the Kolej had now appointed a Registrar thereby sparing Professor Watts the double role.

5. **Division of Administrative Support Services**

Professor Anderson reported on the following changes that had taken place, or were to take place, in the Division of Administrative Support Services:

(1) **Personnel Services**

Professor Russell Lansbury had been invited to undertake a review of Personnel Services with the assistance of Tina Jackson, a private consultant, and Ian Gray.

Ms Cathy Glass was resigning as of the following Friday, and Ms Jeanette Deitch would be Acting Director of Personnel Services.

(2) **Position of Registrar**

The position of Registrar had been advertised, with a focussing of the duties on student administration and related support services. The Registrar would continue to be Secretary to Senate and the Academic Board.

Consequent upon the appointment of a Registrar and upon a number of administrative structural changes the Division of Administrative Support Services would be disbanded. From 8 October Campus Services had been transferred to Professor Eltis' portfolio, but Childcare would remain within the Registrar's brief.

6. **International Office**

Professor Anderson reported that Mr Beckett had resigned from the position of Director of the International Office and that Mr Peter Dodd had been appointed as Acting Director.

7. **University Budget**

Professor Anderson reported that the Finance Committee would consider the subsequent developmental stage of the consolidated University Budget the next day. The Budget's parameters set out further detail of the strategy which had been presented to the Board. He wished to put on record his appreciation of Professors Eltis and Koder, Mr Davidson and other academic colleagues who developed together a strategically valuable Budget document.

8. **Collaborative activities with the University of New South Wales**

Professor Anderson reported on the following collaborative activities with the University of New South Wales:

(1) **Combined Universities Laboratory Animal Service (CULAS)**

The CULAS venture, which had set out to provide specific pathogen free rodents for the Universities, had not been seen as viable and the operation was to be closed. The venture had resulted in a deficit, but, interestingly, had nevertheless provided insights on how collaborations could be better undertaken. Unfortunately the universities were now faced with a problem in obtaining requisite supplies of experimental animals.

(2) **Australian Graduate School of Management and the Graduate School of Business**

Work was proceeding on the proposed merger of the Australian Graduate School of Management and the Graduate School of Business, and it was hoped to see progress in the not too distant future.

(3) **Australian Technology Park**

A Global Information Workshop would be held on 26-28 October at the Australian Technology Park at which a collaborative venture between the ATP and the San Diego Super-Computer Centre would be announced.

9. **Higher education and the West Review**

Professor Anderson reported that the first report from the West Review Committee was expected during the next week or so. It was interesting to reflect on the wide range of submissions made to the Review Committee, with all their variations, and then to consider the four commissioned reports — and then to attempt to predict the West Committee's major thrusts.

10. Pro-Vice-Chancellor (Research)

Professor Anderson reported that Professor Siddell would take up duties as Pro-Vice-Chancellor (Research) on 24 November.

He wished to put on record his appreciation of Professor Gill's support during his period as Acting Pro-Vice-Chancellor (Research) and to thank him for his stewardship. The Board endorsed Professor Anderson's comments with acclamation.

*** The Board noted the report.

111/97 Report by the Vice-Chancellor and Principal on proctorial matters

*** The Board noted that the Acting Vice-Chancellor tabled a report.

112/97 Report of the Faculty of Architecture

The following report had been circulated:

(see agenda item B2.)

Semesters 1998

*** The Board approved the semester dates for the Faculty of Architecture for 1998, as requested.

113/97 Report of the Faculty of Nursing

The following report had been circulated:

(see agenda item B13.)

Semester and Vacation dates 1998

*** The Board approved the semester dates for the Faculty of Nursing for 1998, as requested.

114/97 Report of the Undergraduate Studies Committee

The following report had been circulated:

(see agenda item C1.)

1. Amendment of the Resolutions of the Senate**(1) Faculty of Engineering**

*** The Board, acting on behalf of Senate:

- (a) amended the Resolutions of the Senate to effect the introduction of the new award programs, the Bachelor of Engineering/Bachelor of Science and the Bachelor of Engineering/Bachelor of Arts;
- (b) amended the Resolutions of the Senate to effect the introduction of the new specialisations, Computer Engineering and Telecommunications Engineering, in the Bachelor of Engineering program; and
- (c) approved major changes to the Bachelor of Engineering program and amended the Resolutions of the Senate to effect them.

(2) Faculty of Law

*** The Board, acting on behalf of Senate, approved major changes to the Bachelor of Laws program and amended the Resolutions of the Senate to effect them.

(3) Faculty of Science

*** The Board, acting on behalf of Senate, amended the Resolutions of the Senate to effect the new designated program of study, the Bachelor of Science (Advanced Mathematics) from 1 January 1998.

(4) Orange Agricultural College

*** The Board, acting on behalf of Senate, approved the introduction of the Honours program and adopted new Resolutions of the Senate relating to undergraduate award programs at Orange Agricultural College.

2. English language requirements

*** The Board approved the recommendation.

The Board also determined that faculties which prescribe further assessment must report the circumstances and the form of the assessment to the Undergraduate Studies Committee.

3. Orange Agricultural College: Extended Semester Option

*** The Board endorsed the educational management practice of the Extended Semester Option, as recommended.

4. University preparation programs

*** The Board:

- endorsed the University Preparation Programs for admission by International Students for undergraduate programs as recommended; and
- recommended that Senate amend its Resolutions with immediate effect as follows:
The Resolutions relating to Admission to Undergraduate degrees (pp 86-88, Calendar 1996, vol I) are amended by adding the following new section 11.:
 11. An international student will become eligible for consideration for admission to undergraduate courses upon the successful completion of such University Preparation Programs as may be approved by the Academic Board from time to time.

5. Proceedings of the Committee

- (1) **Draft set of procedures for the consideration of student appeals against academic decisions made in relation to undergraduate or postgraduate course awards**
- (2) **Admission and selection into fee-paying undergraduate courses in 1998**
- (3) **Working party: Approval mechanisms for new courses and major changes to existing courses**
- (4) **Admissions**
- (5) **Working Party on Uniform Reporting of Honours Grades**

*** The Board noted the report.

115/97 Report of the Graduate Studies Committee

The following report had been circulated:

(see agenda item C2.)

1. Amendment of the Resolutions of the Senate**(1) Faculty of Engineering**

*** The Board recommended that Senate:

- approve the introduction of the Graduate Certificate in Technology Commercialisation; and
- amend its Resolutions and adopt new Resolutions to effect the new program.

(2) Faculty of Health Sciences

*** The Board recommended that Senate:

- approve the introduction of the Graduate Certificate in Clinical Data Management; and
- amend its Resolutions to effect the new program.

(3) Faculty of Law

*** The Board:

- recommended that Senate approve the introduction of the following new postgraduate programs and amend its Resolutions and adopt new Resolutions to effect them
 - Master of International Taxation
 - Graduate Diploma in Taxation
 - Graduate Diploma in Environmental Law
 - Graduate Diploma in Commercial Law
 - Graduate Diploma in Corporate, Securities and Finance Law
- acting on behalf of Senate, approved amendments to the following existing programs and amended the Resolutions of the Senate and adopted new Resolutions to effect the amendments
 - Master of Taxation

- Master of Criminology
- Graduate Diploma in Criminology

(4) Faculty of Medicine

*** The Board recommended that Senate:

- approve the introduction of the Graduate Diploma in Indigenous Health Promotion; and
- amend its Resolutions and adopt new Resolutions to effect the new program.

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2. Electronic submission of theses

Professor Hewitt said that he was in support of the proposal for electronic submission of theses, but considered that the form of submission should not be limited to Word, WordPerfect and ASCII (the text format for the MS DOS operating system). Professor Lawrence said that the list of acceptable forms for submission could certainly be expanded to encompass others that were mutually acceptable to both students and examiners.

*** The Board approved in principle that provision be made for the electronic submission and examination of higher degree theses, as recommended, noting that provision would also be made for electronic submission of theses in formats other than Word and WordPerfect.

3. Proceedings of the Committee

- (1) Membership of the Committee
- (2) Report of the PhD Award Sub-Committee
- (3) Report of the Coursework Sub-Committee
- (4) Higher doctorates
- (5) Deferment of public availability of theses
- (6) Electronic publication of theses
- (7) Introduction of off-shore delivery of existing programs
- (8) Co-tutelle with the Université de Paris III
- (9) Re-naming of research Master's degrees as "Master of Philosophy in ..."

*** The Board noted the report.

116/97 Report of the Teaching and Learning Committee

The following report had been circulated:

(see agenda item C3.)

Proceedings of the Committee

1. Mid-year provision to 'show cause'
2. Membership changes
3. Future directions for the Centre for Teaching and Learning
4. Teaching statements in staffing policies
5. Certification of university teachers
6. Work in progress

*** The Board noted the report.

117/97 Report of the Research Committee

There was no report this month.

118/97 Report of the Library and Information Technology Committee

The following report had been circulated:

(see agenda item C5.)

1. Report of the Library Reference Group

*** The Board noted the report.

2. Report of the IT Reference Group

*** The Board noted the report.

3. Membership of Library and IT Reference Groups

*** The Board appointed Associate Professor Kummerfield to membership of the Library and Information Technology Committee.

4. Information Technology Committee Budget 1998

*** The Board noted the report and referred it to the Information Technology Committee.

5. Student Access Centres

*** The Board endorsed the report and referred it to the Information Technology Committee.

119/97 Report of the Academic Staffing Committee

The following reports had been circulated:

(see agenda item C6.)

A. First Report

1. Report of the Chair

2. Promotion of Academic Research-Only Staff to Levels B, C and D

3. Personal Chairs

*** The Board noted the report.

B. Second Report

Title of Emeritus Professor

*** The Board recommended that Senate approve the amendment of the procedures relating to the award of the title of Emeritus Professor, as recommended.

120/97 Membership of Central Promotions Committees (1997)

The following report had been circulated:

(see agenda item C7.)

1. Personal Chair

2. Lecturer

*** The Board amended the Committee memberships as recommended.

121/97 Report of the Committee appointed to consider applications for promotion from Senior Lecturer to Associate Professor or Reader

The following report had been circulated:

(see agenda item D1.)

*** The Board noted the report.

122/97 Report of the Committee appointed to consider applications for promotion from Lecturer to Senior Lecturer

The following report was tabled:

(see agenda item D2.)

*** The Board noted the report.