



Academic Board

Meeting held on Wednesday 10 June 1998

Minutes of the meeting of the Academic Board held at 2 pm on Wednesday 10 June 1998 in the Professorial Board Room.

There were present: the Chair (Professor R Pesman) presiding, the Deputy Chairs (Professors D J H Cockayne, R McPhedran and A Sefton), the Acting Deputy Chair (Associate Professor M Painter) the Vice-Chancellor and Principal (Professor G Brown), Professor C Adam, Ms S Baker, Dr R Bohringer, Professors LW Burgess and B Cass, Mr T Clark, Associate Professors D Davey, D Dragovich and C J Durrant, Professor K Eltis, Associate Professor D Farnill, Professor L D Field, Dr D P Godden, Professors M A Harris and R Hewitt, Ms C Hyde, Professor H Kendig, Associate Professor A F Masters, Dr R A Mitchell, Professor G T Moore, Doctors M Peat and P Phibbs, Professors J Raper, B D Roufogalis, W Schworm and G Sherington, Professors V Spate, G P Steven, T Walter and J Webber, Messrs L Whittington and T J Wilkinson, and Dr G Wright.

Present as observers were: Dr W Adams (Secretary to the Academic Board), Associate Professor R Ross, Mr J Shipp, Professors D Siddle and J A Young.

Present by invitation were: Associate Professor T Koppi and Mrs L Rose,

In attendance: Ms O Cornelius.

P 59/98 Starring

Members of the Board were invited to star any unstarred item which they wished to have discussed. All other items were dealt with as recommended in the agenda.

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

60/98 Minutes

1. Minutes of the meeting held on 13 and 18 May 1998

*** The Board confirmed the minutes of the meetings held on 13 May and 18 May 1998 as a correct record.

2. Business arising out of the minutes

(1) Deferred items

The Board considered the following items which had been deferred from the adjourned meeting held on 13 May 1998.

P (a) Minute Item 49/98

**Statement by the Acting Vice-Chancellor and Principal, Part I
Academic policy matters arising out of the proposed merger (joint venture)
of the operations of the Graduate School of Business (GSB) and the
Australian Graduate School of Management (AGSM) at UNSW**

Noting its previous deliberations on the proposed merger of the operations of the GSB and AGSM, and with no further discussion:

*** The Board endorsed (*nihil obstat*) the academic aspects of the report and agreed to notify Senate of its endorsement of the proposed merger (joint venture) of the operations of the Graduate School of Business (GSB) and the Australian Graduate School of Management (AGSM).

P (b) **Minute Item 50/98**
Sydney Summer School Pilot Program

This item was starred for discussion at the May meeting of the Board. When the quorum was lost, it was agreed to defer consideration of it to the June Board meeting.

In response to queries raised in relation to reports previously received on the operation of the Sydney Summer School Pilot Program, and on the external evaluation of the program, the Chair confirmed that:

- information on income generated by the Summer School, and on the costs incurred, would be provided to the next meeting of the Board;
- the finding of the external evaluator that small class sizes were seen by participants as one of the Program's chief benefits was an issue that could be taken into consideration in future planning for normal semester class sizes;
- the related issue of teaching contact hours in normal semesters was to be considered by the end of 1998;
- planning for the 1999 Sydney Summer School was well under way and that process would take into account the findings of the external evaluation of the 1998 Program.

*** The Board noted the report on the Operation of the Sydney Summer School Pilot Program and the Report of the External Evaluation of the University of Sydney Pilot Summer School Program held in January/February 1998.

P (c) **Minute Item 56/98**
Report of the Library and Information Technology Committee, Part I

1. **Staff and Student Access to the Intranet**

This item was starred for discussion at the May meeting of the Board. When the quorum was lost, it was agreed to defer consideration of it to the June Board meeting.

During discussion, the Board noted key elements of its policy relating to student access to the Intranet (adopted April 1998), namely, that such access would be free of charge to students and that, while arrangements for the management of student access centres had not yet been finalised, it was proposed that access to the centres would be free and readily available.

*** The Board noted the report.

(2) **Minute Item 53/98**
Report of the Undergraduate Studies Committee, Part I

Expansion of the Broadway Scheme

At its May meeting, the Board received the Committee's advice that it had approved the expansion of the Broadway Scheme to accept applications from outside NSW and the ACT.

*** The Board approved amendments to Board Resolutions as detailed below (deleted text struck through, new text underlined):

REQUIREMENTS FOR ADMISSION

2. Equity Programs

Whilst entry to the University is based primarily upon academic merit, the University recognises that, for many reasons, some applicants are not able to demonstrate their full potential for success at tertiary level study through the normal qualifying examinations. The University, therefore, provides means for such applicants to enter courses. These schemes are:

(1) The Broadway Scheme

The Broadway Scheme can assist current ~~NSW and ACT Year 12~~ candidates ~~at attempting an Australian standard Year 12 qualification at a NSW, ACT or interstate high school, who have suffered long-term educational disadvantage, or severe disadvantage during the final years of High School~~ Years 11 and 12, to gain entry to the University.

Applicants who have previously attained a NSW UAI/TER (or equivalent) or who already have a tertiary record are not eligible to apply under the Broadway Scheme. Applicants who are attempting an accumulated NSW Higher School Certificate ~~or ACT Year 12 or interstate equivalent~~ are eligible for consideration under the Broadway Scheme provided they can demonstrate that they have been educationally disadvantaged over the entire period spent completing Years 11 and 12.

Long term educational disadvantage may result from many and varied causes including English language problems, disrupted schooling, financial hardship, geographical isolation, chronic illness, disability or personal trauma.

61/98 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 Chair reported, in a tabled paper, that Senate, at its meeting of 1 June 1998, with regard to the report of the Academic Board:

- (1) approved new Senate Resolutions relating to Admission and Enrolment as recommended;
- (2) approved the amendment of the constitution of the Faculty of Science as recommended;
- (3) approved amendments to resolutions of the Faculty of Science as recommended;
- (4) approved in principle the introduction of the Bachelor of Behavioural Health Science degree;
- (5) noted the views of Academic Board members on academic policy matters arising out of the proposed merger (joint venture) of the operations of the Graduate School of Business (GSB) and the Australian Graduate School of Management (AGSM) at UNSW;

*** The Board noted the report.

2. Cancellation of the July Board meeting

Noting that there did not appear to be any urgent business for the July Board:

*** the Board:

- cancelled the meeting provisionally scheduled for 15 July 1998; and
- authorised the Chair to act on its behalf in respect of any urgent business that may arise prior to the August Board meeting.

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3. University Plan, 1999-2004

Documentation relating to the draft University Plan for the years 1999-2004 had been included with agenda papers. The Board noted that it had been referred to the Deputy Chairs of the Board for consideration by the appropriate Board Committees in the first instance.

In presenting the Plan to the Board, the Chair outlined the component parts of the documentation, including:

- a memorandum on the Revised University Plan 1999-2004 from the Vice-Chancellor;
- a background document;
- a revised draft statement on the Role and Values of the University;
- a draft statement on seven Major Goals with associated Objectives.

The Chair advised that input to the draft plan was now sought from all levels of the University, including departments, faculties, colleges and boards, on the appropriateness of the revised Goals and Objectives, on strategies that were appropriate to meet those Objectives (strategies either already in place or proposed new strategies) and the means by which it could be demonstrated that strategies were achieving Objectives.

Noting the tight deadlines for response (20 July 1998, with preliminary proposals to the Deputy Vice-Chancellor (Planning and Resources) by 12 June to enable preparatory work to be undertaken prior to the Heads of Department Forum on 17-18 June), the Chair proposed that submissions might be prepared by the various Board committees for the areas for which they had particular responsibility and where they wished to have input. For example, Objectives relating to attracting high quality students would be considered by both the Graduate and Undergraduate Studies Committees; those relating to research and education in research would be considered by the Research and Postgraduate Studies Committees. She advised that a submission relating to the Library was to be prepared by the Library and Information Technology Committee, in co-operation with the Research Committee (given the desirability of aligning library acquisitions and cancellations to research priorities) and that the informal working group she had previously established would consider Objectives and strategies relating to flexible learning. The Chair proposed that submissions from individual members of the Board should be e-mailed to the relevant Board Committee and that submissions regarding general issues should be e-mailed to her.

During discussion, various queries relating to minor elements of the draft Plan were raised, and the Vice-Chancellor's advice that the draft Plan was designed to provide a frame into which plans developed at various levels could fit was noted.

*** The Board received the advice of the Chair concerning the draft University Plan 1999-2004, noting that submissions were invited from all levels of the University by 20 July 1998.

4. Student Ombudsman's annual report

*** The Board noted an extract from the 1997 annual report to Senate of the Student Ombudsman.

5. Questions on notice

*** The Board noted that no questions had been received for the June meeting of the Board.

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Part II

The Chair reported on the following matter:

1. Assessment policy

The Chair drew to the Board's attention draft Assessment policy, which was to be considered later in the meeting, and advised that she was working with Professor A Sefton and Ms N Downey on redrafting related Resolutions. She anticipated that, subject to the

Board's endorsement of the proposed new policy, proposals for amending existing Resolutions relating to Assessment would be referred to the Board for consideration by the end of the year, and foreshadowed a review of Examination processes, with a proposal to be brought to the Board later in the year.

*** The Board noted the Chair's report on developments in the areas of Assessment and Examinations.

62/98 Statement by the Vice-Chancellor and Principal

The following report had been tabled (see supplementary agenda item A4):

Part 1

1. Report on Senate Matters

The Vice-Chancellor advised that Senate, at its meeting on 1 June 1998:

- (1) noted the Vice-Chancellor's confidential report on: Deanships; University Rankings; Veterinary Science Issues; and Industrial Relations Commission Ruling;
- (2) noted that the Chair Appointments Committee had approved offers of appointment to the positions of: Dean, Faculty of Dentistry; Chair of Neonatal Medicine, Western Sydney Area Health Service and Royal Alexandria Hospital for Children; Professor and Associate Dean, Western Clinical School; Chair of Economics; Chair of Special Education; and CISCO Systems Chair of Internet Working;
- (3) noted advice concerning progress in relation to the University Teaching Hospital proposal;
- (4) noted action taken in relation to a proposal concerning the Biomedical Building, Australian Technology Park;
- (5)
 - (a) endorsed *nem con* the proposal for the merger of the operations of the Graduate School of Business and the Australian Graduate School of Management at the University of New South Wales to form a new joint venture business school, subject to the Academic Board confirming its support for the academic policies in the Joint Venture Agreement; and
 - (b) noted that the Vice-Chancellor would subsequently take steps to complete the Agreement by 30 September 1998, as specified in Item 20.1 of the Agreement.
- (6) noted a report on budgetary issues facing the Library, prepared by the Deputy Vice-Chancellor (Academic and Staffing) and the Chair of the Academic Board;
- (7) noted that a group of staff had organised activities for National Sorry Day;
- (8) noted the Vice-Chancellor's report on the University Delegation he had led to the People's Republic of China (20 April - 13 May 1998);
- (9) noted honours and awards to:
 - Professor Max Bennett, Department of Physiology and Institute of Biomedical Research, awarded the Academy of Science's Burnet Medal and Lecture, the nation's most prestigious prizes in biomedical research, for his work on nerves and nerve endings;
 - Professor Lester Burgess, Dean of the Faculty of Agriculture, elected a Fellow of the Australasian Plant Pathology Society in recognition of his distinguished service to the science of plant pathology;
 - Professor Gus Lehrer, Department of Pure Mathematics, elected as a Fellow of the Australian Academy of Science;
 - The Honourable James Spigelman QC, appointed Chief Justice of New South Wales.
- (10) noted that the Minister had agreed to vary the terms of Dorothy Poate Memorial Lectureship Trust, as requested by Senate in April 1996;
- (11) approved the 1998 Budget Stage 2 Update (Version 1.1);
- (12) approved amendments to the Constitution of the Save Sight Institute, as recommended;

- (13) approved recommendations for appointment of members to the following bodies:
- Civil Engineering Foundation;
 - Orange Advisory Council;
 - Science Foundation for Physics.
- (14) noted the Chancellor's report on the procedures for submitting names for Honorary Awards.

*** The Board noted the report.

P Part II

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

1. Meeting with Federal Minister

The Vice-Chancellor reported that, while attending a recent meeting of GO8 Vice-Chancellors, he had raised with Dr David Kemp, Federal Minister for Employment, Education, Training and Youth Affairs, the issue of research infrastructure funding. It appeared likely that the level of such funding to the sector was to be restored, but it was at this stage unclear as to how any increased funding was to be made available to universities.

2. Industrial Relations Commission Determination

The Board noted the Vice-Chancellor's advice that the recent Industrial Relations Commission determination defined the limited circumstances where university staff could be employed on a contract basis (such employment being illegal in other circumstances). The Commission was of the view that the Award was the mechanism by which universities should address industrial relations issues and that, previously, universities had sought to circumvent the Award through the use of contract positions. The University now had no option but to operate within the Award; in so doing, an increasing emphasis on performance management, including performance assessment and enhancement, was inevitable.

Pro-Vice Chancellors (College) were to be briefed on the issue on 12 June; the matter was also to be considered at the Heads of Department Forum in June.

3. AVCC Meeting

At a recent meeting, the Australian Vice-Chancellor's Committee had adopted a unanimous position on payment of full-fees: the group agreed that full-fee paying students should be offered the option of deferring payment of fees, as was currently an option for HECS-liable students.

4. University Planning

The Vice-Chancellor briefed the Board on new requirements of the Commonwealth Department of Employment, Education, Training and Youth Affairs for each university to provide, as a part of the information collected in the annual educational profiles exercise, a Quality Assurance and Improvement Plan. This Plan would be linked to the University Plan, and would include performance indicators against which success in key areas might be assessed.

*** The Board noted the report of the Vice-Chancellor Part II.

63/98 Report of the Academic Forum

The Board received the report of the meeting of the Academic Forum held on 18 May 1998.

1. Membership of the Academic Forum

The Board received, for recommendation to Senate, the recommendation of the Academic Forum that Dr Simon Carlile, of the Department of Physiology, be appointed to membership of the Academic Forum for the term of his appointment as Assistant Pro-Vice-Chancellor (Information Technology) under Section 5.1 (r) of the Academic Governance Rules of the Academic Forum. Section 5.1 (r) states:

“If Senate so decides, any other person appointed by the Senate on the recommendation of the Academic Board.”

*** The Board recommended that the Senate appoint Dr Carlile to membership of the Academic Forum as recommended.

2. Forum Focus: “Is the nexus between teaching and research essential, symbiotic or merely convenient?”

*** The Board noted the report of the Forum Focus: “Is the nexus between teaching and research essential, symbiotic or merely convenient?”

3. Reports for noting

The Forum noted that the following reports had been circulated:

- Report from Senate
- Report of the Chair of the Academic Forum
- Report of the Vice-Chancellor
- Report of the Chair of the Academic Board

*** The Board noted the reports received by the Academic Forum

64/98 Report of the Faculty of Architecture

The Board received the report of the meeting of the Faculty of Architecture held on 29 April 1998.

1. Amendment of the Resolutions of the Senate: Constitution of the Faculty of Architecture

The Board considered the Faculty’s recommendation that the Resolutions of Senate relating to the Constitution of the Faculty of Architecture (*Calendar 1996 - Volume I: Statutes and Regulations*, pages 156-167) be amended by **deleting** the existing Constitution and **substituting instead** the following new Constitution, with immediate effect :

1. The Faculty of Architecture shall comprise the following persons :
 - (a) the Professors, Readers, Associate Professors, Senior Lecturers, Lecturers and Associate Lecturers, whose appointments are at the level of 60 per cent or above, being members of the academic staff in the Departments of Architectural and Design Science or Architecture, Planning and Allied Arts;
 - (b) one member of each of the Faculties of Arts, Economics, Engineering, and Science, and of the Sydney College of the Arts nominated biennially in the second semester by the Dean of the Faculty or Director of the College concerned to hold office for a period of two years from 1 January in the year following such nomination;
 - (c) such other members of the academic staff of the Departments of the Faculty with responsibility for the general conduct of particular courses in the curriculum as are appointed by the Faculty on the nomination of the Heads of Department concerned;
 - (d) *Professores Emeriti* who were former members of the Faculty of Architecture;
 - (e) such other persons holding appointment as Professorial Fellow and other honorary appointments in the Departments who were former members of the Faculty;
 - (f) such other members of the research staff in the Faculty holding appointments of Research Fellow and above whose appointments are at the level of 60 per cent or above;
 - (g) five students enrolled in undergraduate and graduate courses administered by the Faculty or its Departments, selected in the manner prescribed by resolution of the Senate;
 - (h) four members of the general staff of the Faculty and its Departments, who, in the opinion of the Faculty, have a close and appropriate association

- with its work of teaching and research, to be elected by general staff members of the Faculty and its Departments;
- (i) the Presidents (or nominee) of :
 - (i) the New South Wales Chapter of the Royal Australian Institute of Architects;
 - (ii) the Board of Architects of New South Wales;
 - (iii) the New South Wales Institute of the Royal Australian Planning Institute; and
 - (j) such other persons as may be appointed by the Faculty on the nomination of the Dean for such period as determined by the Faculty; and
 - (k) *ex officio* members in accordance with by-laws and resolutions of the Senate.
2.
 - (a) The members referred to in subsections 1(c), (h) and (i) shall be appointed at the first meeting of the Faculty in the first semester in each year, and shall hold office until the first meeting of the Faculty in the first semester of the next year or in regard to subsections 1 (c) and (h) until their membership of the academic and general staff ends, whichever is the sooner.
 - (b) Members shall be eligible for re-appointment or re-election.
 - (c) A person shall cease to hold office if that person ceases to hold the qualification by virtue of which that person was eligible to hold office.
 - (d) If a vacancy occurs in the office of a member appointed in accordance with subsections 1(g) to (i) inclusive, the vacancy may be filled in like manner to the appointment, and the person so appointed shall hold office for the balance of the term of the person being replaced.
 3. Pursuant to the resolutions of the Senate, the Faculty of Architecture shall be responsible for all matters concerning the degrees, diplomas and certificates in the Faculty. The Faculty shall consider and report on all matters referred to it by the Senate, the Vice-Chancellor or the Academic Board, and may of its own motion report to the Academic Board on all matters relating to research, studies, lectures, examinations, degrees, diplomas and certificates in the Faculty.
 4. The Faculty of Architecture shall meet at least twice each academic semester.

The Board noted that the purpose of these amendments was (1) to take into account changes necessary following recent departmental consolidation within Faculty, (2) to allow for membership of *Professores Emeriti* of the Faculty and persons nominated by the Dean, (3) to allow increased membership from external professional organisations and (3) to allow membership by general staff.

*** The Board recommended that Senate amend its Resolutions relating to the constitution of the Faculty of Architecture as recommended, with immediate effect.

65/98 Report of the Undergraduate Studies Committee

Part I

The Board received the report of the meeting of the Undergraduate Studies Committee held on 19 May 1998.

1. Amendment of the Resolutions of the Senate Faculty of Health Sciences

(1) Bachelor of Behavioural Health Science

The Board considered a proposal from the Faculty of Health Sciences for the introduction in 1999 of a new Bachelor of Health Science course, and noted that:

- the correct title of the course was Bachelor of Behavioural Health Science;
- the purpose of the proposal was to equip graduates with significant skills in sociology and psychology applied to health, high level skills in

research and evaluation methodology, skills in negotiation and dispute resolution, and high level understanding of the ethical and legal obligations of people working in the health system.

- Senate had approved the proposal in principle, on the recommendation of the Board, at its June 1998 meeting;
- the Committee recommended approval of the proposal for the introduction of the new course and the amendment of the Resolutions of the Senate, as recommended in the document presented, in order to effect the new course.

*** The Board, acting on behalf of Senate, approved the new Bachelor of Behavioural Health Science course and amended the Resolutions of the Senate as recommended, effective from 1 January 1999.

(2) Bachelor of Health Science (Occupational Therapy) - Honours program

The Board considered a proposal from the Faculty of Health Sciences for the introduction in Second Semester 1998 of an Honours program within the existing Bachelor of Health Science (Occupational Therapy) course, noting that:

- the proposed program was for fee-paying international students and that one student currently enrolled in the degree program had indicated interest in completing the Honours program;
- the Committee recommended approval of the proposal for the introduction of the honours program and the amendment of the Resolutions of the Senate, as recommended in the document presented, in order to effect the Honours program.

*** The Board, acting on behalf of Senate, approved the new Honours program in the Bachelor of Health Science (Occupational Therapy) degree and amended the Resolutions of the Senate as recommended, effective from Semester 2 1998.

2. Amendment of the Resolutions of the Academic Board: Procedures for Admission to Undergraduate Courses at the University of Sydney - The Broadway Scheme

The Board noted that:

- the Committee recommended that the Resolutions of the Board relating to the Procedures for Admission to Undergraduate Courses at the University of Sydney be amended to extend eligibility for consideration under the Broadway Scheme to those who undertake the full NSW HSC/ACT Year 12 and interstate equivalent Year 12 programs through a TAFE College, with effect for 1999 admissions;
- the purpose of this amendment was to provide equity in access to TAFE College applicants who were at present ineligible to be considered under the Broadway Scheme.

*** The Board approved amendments to Board Resolutions as detailed below (deleted text struck through, new text underlined):

REQUIREMENTS FOR ADMISSION

2. Equity Programs

(1) The Broadway Scheme

The Broadway Scheme can assist current NSW and ACT Year 12 candidates at high school or TAFE college, who have suffered long-term educational disadvantage, or severe disadvantage during ~~the final years of High School~~ Years 11 and 12, to gain entry to the University.

Applicants who have previously attained a NSW UAI/TER (or equivalent) or who already have a tertiary record are not eligible to apply under the Broadway Scheme. Applicants who are attempting an accumulated NSW Higher School Certificate or ACT Year 12 are eligible for consideration under the Broadway Scheme provided they can demonstrate that they have been educationally disadvantaged over the entire period spent completing Years 11 and 12.

Long term educational disadvantage may result from many and varied causes including English language problems, disrupted schooling, financial hardship, geographical isolation, chronic illness, disability or personal trauma.

P 3. Nomenclature changes for courses at Orange Agricultural College

The Board noted the Committee's advice that the Chair of the Board had given in principle agreement to the following changes in names of awards at Orange Agricultural College in order to meet the deadline for entries for the 1999 UAC handbook.

<i>CURRENT</i>	<i>PROPOSED</i>
<i>Bach Mangt (Farm Business)</i>	<i>Bach Farm Management</i>
<i>Bach Mangt (Rural Business Admin)</i>	<i>Bach of Rural Business Admin</i>
<i>Bach Mangt (Equine Business)</i>	<i>Bach Equine Management</i>
<i>Bach Mangt (Horticulture)</i>	<i>Bach Hort Management</i>
<i>Bach Mangt (Land Resources)</i>	<i>Bach Land Management</i>
<i>Bach Business (Ag Comm)</i>	<i>Bach Agribusiness</i>

The Dean of the Faculty of Agriculture expressed concern that the Faculty had not been given more opportunity for input to the proposed change of name of the Bachelor of Management (Land Resources) to the Bachelor of Land Management. A new course so named had been under development in the Faculty for a period of some time, and he proposed that a working party be set up, comprising representatives of the Faculties of Agriculture and Science and of Orange Agricultural College to review the issue and develop an appropriate proposal for consideration by the Undergraduate Studies Committee in the first instance.

*** The Board:

- established a working party comprising representatives of the Faculties of Agriculture and Science and Orange Agricultural College to review the use of the course title *Bachelor of Land Management* and to develop a proposal for consideration by the Undergraduate Studies Committee;
- noted that when Orange Agricultural College had completed its review of undergraduate courses it would forward proposals for major changes to the Undergraduate Studies Committee for consideration;
- endorsed the action of the Chair in giving in principle approval to the following changes in names of awards at Orange Agricultural College:

<i>CURRENT</i>	<i>PROPOSED</i>
<i>Bach Mangt (Farm Business)</i>	<i>Bach Farm Management</i>
<i>Bach Mangt (Rural Business Admin)</i>	<i>Bach of Rural Business Admin</i>
<i>Bach Mangt (Equine Business)</i>	<i>Bach Equine Management</i>
<i>Bach Mangt (Horticulture)</i>	<i>Bach Hort Management</i>
<i>Bach Business (Ag Comm)</i>	<i>Bach Agribusiness</i>

P 4. Common result grades

The Board considered a proposal for the introduction of a common, simplified system of result grades and, during discussion, noted that:

- problems were anticipated by the Faculty of Health Sciences in implementing the result of INC, as defined in the proposal presented. While it was suggested that the Faculty might be able to use the 'comments' field available on the Student System to overcome any anticipated problems, it was agreed that it would be appropriate for the Faculty to refer the issue to the Undergraduate Studies Committee for consideration;
- the review of Examination processes foreshadowed earlier in this meeting by the Chair would give consideration to issues relating to the time frames for finalising INC results and the need to review the grounds upon which additional testing may be permitted;
- the Registrar's advice on the time-frame for phasing out the result of PCON was to be received by the Board at its next meeting in August.

*** The Board received a proposal for the simplification of result grades, and adopted the schedule of permanent and temporary results as presented.

5. **Proceedings of the Committee**

*** The Board noted proceedings of the Committee concerning:

- (1) Membership of the Undergraduate Studies Committee
- (2) Admissions Working Party membership
- (3) Admission and selection into fee-paying undergraduate courses
- (4) Work in progress

P **Part II**

There was no Part II report.

66/98 Report of the Graduate Studies Committee

Part I

The Board received the report of the meeting of the Graduate Studies Committee held on 25 May 1998.

1. Amendment of the Resolutions of the Senate

The Board received reports of a Working Party appointed by the Committee to consider a proposal from Sydney College of the Arts to introduce a PhD program at the College. A copy of the proposal was also received.

*** The Board, acting on behalf of Senate, approved the proposal to introduce a PhD program at the Sydney College of the Arts and amended the Resolutions of the Senate as recommended, effective from 1 January 1999.

2. Annual faculty reports on postgraduate teaching and reviews of postgraduate coursework

The Board received a report, as adopted by the Graduate Studies Committee, from the Coursework Sub-Committee. The report had been prepared by the Chair of the Sub-Committee, Associate Professor Ross, on annual faculty reports on postgraduate teaching and reviews of postgraduate coursework.

*** The Board noted the report on Annual Faculty Reports on Postgraduate Teaching and Reviews of Postgraduate Coursework during 1997, and agreed to forward it to Senate for information.

P **3. Position papers on Parallel Teaching , Flexible Modes of Delivery, and Semesterisation and nomenclature issues for postgraduate programs**

The Board received Position Papers from the Committee's Coursework Sub-Committee on:

- Parallel Teaching in Undergraduate and Postgraduate Coursework Programs;
- Distance, Alternative and Flexible Modes of Delivery in Postgraduate Coursework Programs; and
- Semesterisation and nomenclature issues for postgraduate programs from SIS.

The Dean of the Faculty of Agriculture sought clarification of Recommendation (1) as presented in the position paper on Parallel Teaching. That recommendation provided, in respect of articulated Graduate Certificate/Graduate Diploma/Coursework Master's programs, that there be a general principle that there be no teaching of postgraduate students in parallel with undergraduate pass students except with the prior approval of the Graduate Studies Committee. The Dean was of the view that it was not appropriate for this provision to apply to coursework Master's programs not in an articulated pathway, such as those offered for many years by the Faculty, in the main to overseas students who often undertook concurrently year 3 and year 4 units of study. He expressed the view that it would be inappropriate for the Faculty to be required to seek approval for this long-standing practice, and pointed out that AUSAID scholarships were only available for students enrolled in award programs; they are not available for preliminary studies. The number of students likely to be affected by implementation of the Recommendation was

small, and it was only feasible to offer them undergraduate units of study, where required, through existing undergraduate classes.

The Chair of the Coursework Sub-Committee advised that:

- the principle proposed had been the subject of extensive discussion;
- strong support had been received for the principle;
- stand-alone Master's programs were intended to be subject to the principle;
- the Graduate Studies Committee held the view that students commencing studies without an appropriate academic background should undertake additional studies required before they were admitted to Master's degree candidature.

He suggested that the Faculty may wish to recommend to the Graduate Studies Committee, for consideration, that the proposed restriction on parallel teaching of postgraduate students and undergraduate students be confined to parallel teaching with advanced undergraduate students.

The Board:

- (i) agreed that the Position Paper on Parallel Teaching, and associated recommendations, lie on the table until the next meeting of the Board, pending further discussions between the Faculty of Agriculture and the Graduate Studies Committee;
- (ii) endorsed the Position Paper on Distance, Alternative and Flexible Modes of Delivery and associated recommendations to assist in the development of distance, alternative and flexible modes of delivery in postgraduate courses, as follows:
 - (a) Planned and explicitly delivered rather than assumed induction of new postgraduate coursework students into the learning community of the University in non-conventionally delivered programs is essential - this needs to address independence and self-paced learning, technical skills, and administration. The Centre for Teaching and Learning (CTL) might be asked to develop a series of case studies and/or workshops addressed to the contribution of this to effective teaching and learning in non-conventional settings.
 - (b) Specification of quality management systems to ensure that all learning materials (both print and electronic) meet standards concomitant with the University of Sydney's image and expectations. This might be addressed by a consortium of expertise from within the University including representatives from the Teaching and Learning Committee, CTL, the Centre for New Technologies in Teaching and Learning (NeTTL), Orange Agricultural College and other experienced parties.
 - (c) Briefing information on examination management for distance learners could be obtained through Orange Agricultural College and/or from other Australian universities with experience in this, such as the Open Learning Australia.
 - (d) A compilation of suggested authentication processes be prepared by the CTL as a resource for use across the University.
- (iii) endorsed the Position Paper on Issues relating to the development and implementation of semesterisation and nomenclature issues emanating from the SIS Working Party in respect of Postgraduate Programs, and its associated recommendation, as follows:
 - All postgraduate coursework programs (ie, Master's degrees, Graduate Diplomas and Graduate Certificates) will have their requirements specified in terms of the number of full-time semesters of work required, where a full-time semester equals 24 credit points.
 - All units of study within postgraduate coursework programs will be allocated credit points on the basis that 24 credit points will represent one semester's full-time study.
 - Where it is offered, the Summer Session will be equivalent to a half-semester (ie, 12 credit points on the basis that 24 credit points will represent one semester's full-time study).

- A unit of study will have the same credit point value irrespective of the course or faculty in which it is taken. (Where there is common teaching of different groups of students, eg honours bachelor's and postgraduate coursework students, and there are different requirements prescribed, the unit of study will need to be assigned different codes and descriptions for the different groups of students.)
- Units of study such as "Treatise", "Dissertation" and the like may be recorded as year-long units and do not need to be broken into single-semester units.
- It is acknowledged that the structures of postgraduate courses differ sufficiently from those of undergraduate courses to allow the minimum number of credit points being assigned to a unit of study to be 1 credit point (rather than 3). No fractional credit points may be used.
- The level of detail recorded by the SIS will be a matter of discretion for faculties; the information required by the SIS is that which is reflected on students' transcripts of academic record. It is acknowledged that there are different levels of record-keeping required; some information, such as the results in various units of study, may need to be kept at faculty-level.
- It will be a matter for each faculty to determine whether students' results in some or all units of study are recorded by the SIS.
- The new system should be operational from January 1999.

4. Proceedings of the Committee

*** The Board noted proceedings of the Committee concerning:

- (1) Membership of the Graduate Studies Committee
- (2) Report of the PhD Award Sub-Committee
- (3) Report of the Coursework Sub-Committee
- (4) Terms of reference of the Committee
- (5) Payment of examiners of higher degrees theses
- (6) Work in progress

P Part II

There was no Part II report.

67/98 Report of the Teaching and Learning Committee

Part I

A. First report

The Board received the report of the meeting of the Teaching and Learning Committee held on 7 May 1998.

P

1. Assessment policy draft

Professor A Sefton, Chair of the Teaching and Learning Committee, introduced draft assessment policy documents, namely:

- Principles of Assessment; and
- Assessment: Rights and Responsibilities of the Institution, Faculties and Departments, Staff, Students.

Both documents had been circulated with the agenda.

Professor Sefton advised that, in developing the policy drafts, the Committee had consulted widely and had received strong support for its proposals. In view of the diverse range of related policies currently in place, the Committee had opted to develop a framework of principles from which related policies could be developed, and pointed out that this framework would support the foreshadowed review of Examinations. It was also consistent with other policy documents relating to teaching. She advised that it was

envisaged that the proposed new principles presented would be phased in over a period of two years; several aspects, including an increasing emphasis on formative assessment and a move to adopt criterion referencing would need time for planning and implementation.

In response to comments and suggestions made by Board members, Professor Sefton advised that:

- while the Committee had considered the desirability of standards to be set for grades and marks for particular groups, the issue could be clarified in the draft Principles of Assessment document presented;
- in view of the two year implementation time frame, it would be sensible for faculties and departments to commence moving towards implementation now, but, where necessary, existing policies should remain in place in the interim period; faculties could proceed at their own pace as long as they declared which system they were operating under;
- the documents presented were statements of principle and did not contain detail; faculties and departments would need to work out how best to apply them;
- the Committee was of the view that it was desirable for examination scripts and other forms of summative assessment (other than secure data banks) to be held by departments/faculties for up to six months for review by students; this period was favoured by the Committee so that students could seek a review in the light of their later performance;
- while some may prefer to retain the practice of awarding grades on a proportional basis, norm referencing could result in arbitrary cut-offs. If the correct standards were set, then the highest grades should be reserved for students who met all of a range of criteria. The Board may wish to develop guidelines in this regard;
- the 'Rights and Responsibilities' document would be amended as suggested to recognise the right of students to be informed of the mechanism for appeal. Appropriate amendments were to be made to the sections relating to 'Responsibilities of Departments and Faculties' and 'Rights and Responsibilities of Students'.

*** Noting that faculties were to advise the June 1999 meeting of the Board on progress in relation to the implementation of the proposals presented, the Board adopted as policy the documents presented, namely:

- Principles of Assessment; and
- Assessment Rights and Responsibilities of the Institution, Faculties and Departments, Staff, Students, as amended.

2. Proceedings of the Committee

*** The Board noted the following proceedings of the Committee:

- (1) Composition of the Committee
- (2) Report of the Centre for Teaching and Learning
- (3) Flexible learning: guidelines for development of flexible delivery
- (4) Workshop on teaching
- (5) Draft Guidelines for Excellence in Teaching
- (6) Faculty teaching reports
- (7) Travel grant entitlements
- (8) Performance based funding for teaching

P B. Second report

Annual Reports on Teaching

The Board received the following reports on 1997 Teaching Activities:

- (1) Faculty Teaching Committee Annual Reports: Report to the Academic Board and Senate on 1997 Teaching Activities
- (2) Grants or Awards for Teaching
- (3) Centre for Teaching and Learning Annual Report
- (4) NeTTL Annual Review
- (5) Learning Assistance Centre Executive Summary

In response to comments, Professor Sefton invited Associate Professor A F Masters to refer to her in writing his suggestions about how the annual Report to the Board and Senate on Teaching Activities would be enhanced.

*** The Board noted the 1997 Report on Teaching Activities for forwarding to Senate for information.

P Part II

No Part II report was presented.

68/98 Report of the Research Committee

Part I

The Board received the report of the meeting of the Research Committee held on 14 May 1998 and noted information concerning:

- (1) Library cutbacks
- (2) Animal Ethics Committee
- (3) West Report
- (4) Publications Collection – Internal Audit Process
- (5) Policy Review – Research-only Staff
- (6) Report of the Pro-Vice-Chancellor (Research)
 - Key Centres
 - Cooperative Research Centres
 - PVC/DVC (Research) and CSIRO meeting
 - Medical Research Week
 - One Tree Island
 - Federal Budget
 - Adjustment to Research Quantum
 - ARC Study on Monitoring Research Outcomes
- (7) Report of the Director, Research Development
- (8) Report of the Director, Research and Scholarships Office
 - ARC Large Grants and Fellowships
 - NHMRC GrantNet Process
- (9) Report of the Director, Business Liaison Office

*** The Board noted the report.

P Part II

No Part II report was presented.

69/98 Report of the Library and Information Technology Committee

Part I

The Board received the report of the meeting of the Library and Information Technology Committee held on 19 May 1998.

- (1) Working Party on the Strategic Value of the Library Collection
- (2) Report of the Library Reference Group

*** The Board noted the report of the Library and Information Technology Committee and resolved that an approach be made to the Deputy Vice-Chancellor (Academic and Staffing) for financial assistance to support the proposal for joint action by Australian universities to influence changes in scholarly communication.

P Part II

No Part II report was presented.

70/98 Report of the Academic Staffing Committee

Part I

The Board received the report of the meeting of the Academic Staffing Committee held on 20 May 1998.

1. Appointments Report

*** The Board noted reports of the Pro-Vice-Chancellors (College) for appointments for the period 1 October 1997 to 31 March 1998, as circulated.

2. Academic Titles

The Board noted that the Committee had discussed the policy document "Conferring of all Academic and Research Titles", to be sent to the University community for comment.

*** The Board noted the report.

P Part II

1. Appointments Report

The Chair drew attention to the low proportion of tenured or tenurable positions reported, noteworthy in the light of the Vice-Chancellor's advice on the recent Industrial Relations Commission determination, as reported above in these minutes.

The meeting closed at 3.50 pm.

Signed as a correct record

Chair

Date