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## Academic Board

Meeting held on Wednesday 11 February 1998

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Minutes of the meeting of the Academic Board held at 2 pm on Wednesday 11 February 1998 in the Professorial Board Room.

**There were present:** the Chair (Professor R Pesman) presiding, the Deputy Chairs (Professors D J H Cockayne, J R Lawrence and R McPhedran), the Acting Vice-Chancellor (Professor D Anderson), Professor C Adam, Associate Professors R Arnold and R Atherton, Professors L W Burgess and B Cass, Mr T Clark, Associate Professor D Dragovich, Professor R Dunn, Mr A Durie, Associate Professor C J Durrant, Professor K Eltis, Associate Professor D Farnill, Professors L Field and G Gill, Associate Professor C B Gillies, Professors M A Harris and R Hewitt, Ms C Hyde, Associate Professor P Jones, Professor S R Leeder, Ms N M Maclaren, Associate Professor A F Masters, Dr M Peat, Professors J Raper, W Schworm and G Sherington, Messrs T J Wilkinson and R Wilson and Dr G Wright.

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

**Present by invitation were:** Ms G Deakin, Ms J Deitch, Associate Professor R Drynan, Associate Professor T Koppi, Ms L Maral and Mrs L Rose.

**In attendance:** Miss E Ring.

### P 1/98 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.

### 2/98 Minutes

#### 1. Minutes of the meeting held on 10 December 1997

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

#### 2. Business arising out of the minutes

None.

### 3/98 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 Board noted the report.

### P 2. Membership of the Board

The Chair referred to the results of the elections for membership of the Board that were set out in the supplementary agenda and reported that there were still two vacancies on the Board; she asked the Registrar to report on the outcome, or rather the non-outcome, of the

elections. In asking the Registrar to report she also congratulated Dr Adams on behalf of the Board on his appointment as Registrar.

The Registrar reported that following the recent elections, there were vacancies in Board membership for one professor and one head of department; both of these vacancies could only be filled by women in accordance with the gender balance requirements in the Academic Governance Rules.

In regard to the vacancy for a female professor, the Chair said that she would like to nominate Professor Virginia Spate. Professor Spate had in fact been nominated for a professorial position on the Board but because of a technical error in her nomination it had been declared invalid. Had that technical error not been made in the nomination, as the only female candidate in the professorial category, Professor Spate would have been elected. For this reason she nominated Professor Spate for the professorial vacancy.

The Chair called for nominations to fill the vacancy for a woman head of department, and Professor Harris nominated Professor Beth Reid.

\*\*\* The Board appointed the following persons to membership of the Board, to hold office until 31 December 1999:

- Associate Professor Findlay as the member from the Faculty of Law;
- Professor Spate as a Professorial member, subject to her agreement; and
- Professor Reid as a Head of Department, subject to her agreement.

### **3. West Review of Higher Education**

\*\*\* The Board noted the report.

### **4. Action under delegated authority and reports from the Academic Groups**

\*\*\* The Board noted the report.

### **5. Questions on notice**

\*\*\* The Board noted that no questions have been received this month.

## **P Part II**

At the meeting the Chair reported as follows:

### **1. The late Professor John Booker**

Under the new structures, tributes to colleagues and former colleagues are delivered at the Academic Forum. Thus tribute will be paid to the late Professor John Booker at the March Forum. But I, and my predecessor John Mack, wish to place on record our own very deep appreciation of the selfless and generous contribution of John Booker to the work of the Board and the collegial life of the University. He was the model citizen who freely gave of his time, wisdom and good humour, and he continued to do so when he was in much discomfort and pain. In November of last year he was still contributing his experience and great tact to assist us in solving the vexed issue of developing criteria for the award of APA scholarships. I, like the whole University, will very much miss his generosity, counsel and wit.

### **2. Welcome to new and re-elected members**

I would like to welcome all members of the Board to the first meeting of 1998 and to extend my congratulations and best wishes to the new student members of the Board, Tim Wilkinson and Natasha Maclaren, and to those colleagues returning to the Board after subjection to re-election procedures. I would also like to welcome Professor Geoff Sherington in his new guise as Dean of Education and Professor Gary Moore, Dean of Architecture.

### **3. Appreciation**

I would also like to thank Professor Jim Lawrence, Alternate Chair of the Board, for serving as Acting Chair of the Board during my absence overseas.

This is the last meeting of the Board that Professor Atherton will attend as Acting Dean of Law, and I would like to record my appreciation of her very considerable contribution to the work of the Board in this capacity.

**4. Acting Deputy Chair**

Professor Lawler, Deputy Chair of the Board and Chair of the Undergraduate Studies Committee, is on special studies leave for the period January - June this year, and I have asked Associate Professor Martin Painter, Head of the Department of Government, to serve as Acting Deputy Chair and Acting Chair of the Undergraduate Studies Committee for this period.

**5. Admissions and Credit Transfer Policy**

It was agreed at the December Board that the draft document on admissions and credit transfer should lie on the table until the February meeting of the Board. Because of the holiday period and delays in the submission of responses, the draft will remain on the table until the March meeting of the Board. I would still particularly welcome comment as soon as possible from deans and heads of department on the difficult issue of what proportion of an award should be undertaken at the University of Sydney to qualify for a Sydney degree.

**6. McGaw Report on the HSC**

The Minister for Education has still to make a final statement on the McGaw Report White paper.

Over the past two months, negotiations have continued, including those between the Board of Studies and the Committee of Chairs of Academic Boards, on the retention of some equivalent of the 3 units in a specified number of subjects including Mathematics and English. I will be attending a further meeting of the Committee of Chairs and the Board of Studies tomorrow. One problem has been the wish of the Committee of Chairs to know which subjects beyond Mathematics and English will have 'extended studies', and to date there has been no definite response to that question.

We are still also awaiting the imminent release of the Brock Report on foreign languages in secondary education.

**4/98 Statement by the Vice-Chancellor and Principal**

*The following report was tabled:*

*(see supplementary agenda item A5.)*

**Part I**

**1. Report on Senate matters**

\*\*\* The Board noted the report.

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**Part II**

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

**1. Senate matters**

Professor Anderson spoke to the written report on Senate matters and reported in greater detail on a number of matters in the report.

Professor Anderson also reported that Messrs Milton Cujes and David Hoare had been appointed as Fellows of Senate (in place of Mr Donald McDonald and Professor Sir Bruce Williams) and that Mrs Kaldor and Mr McCarthy had been re-appointed as Fellows. Mr Burrows had been elected as Chair of the Finance Committee, and Professor Sir Bruce Williams had been appointed as an external member of the Finance Committee.

Professor Burgess had been confirmed as the substantive Dean of the Faculty of Agriculture.

**2. 1998 UAC admissions**

Professor Anderson reported that the 8,800 local main round offers had had a 75% take-up rate, resulting in 6,600 enrolments; the second round picture was not yet clear. Given the state-wide decline in the percentage of acceptances, the University could be proud of the outcome. Thanks were due to Professor Koder, Mr Bowan and many others who had contributed to the process.

Professor Anderson reported that 74 main round local fee-paying places had been offered, which had resulted in 56 enrolments. Following the final round of offers, some 90-plus acceptances had been received to date.

The Asian economic down-turn had been cause for concern in respect of overseas student enrolments, but the picture was not too bad and the University was faring better than many other institutions. There were 616 new enrolments as at 6 February (for a target of 670), compared with 562 on 3 February last year, when enrolments had been over-target. Seventy-five percent of international students eligible for re-enrolment had re-enrolled thus far.

**3. Summer School**

Professor Anderson reported that the Summer School had been reasonably successful given its slow start. Some 75 students had enrolled, mostly in units of study in the Faculty of Economics. The School had generated approximately \$0.5M, which would result in a surplus over expenditure incurred.

**4. Higher Education Funding Report**

Professor Anderson reported on aspects of the Higher Education Funding Report, which would have to be given serious consideration in respect of its implications for the University.

**5. CEQ data**

Professor Anderson reported on the CEQ data which had implications for the University in relation to students and would facilitate benchmarking.

**6. West Review of Higher Education**

Professor Anderson reported that it was expected that the review report would be published in March.

**7. Review of Personnel Services**

Professor Anderson reported that the review of Personnel Services, which had been conducted by Professor Lansbury, had been completed and the report presented to the Vice-Chancellor.

**8. Pro-Vice-Chancellor (Employee Relations)**

Professor Anderson reported that Professor Koder had been appointed as Pro-Vice-Chancellor (Employee Relations) from 3 March 1998.

**9. Division of Administrative Support Services**

Professor Anderson reported that formal steps would now be taken to dis-establish the Division of Administrative Support Services.

**10. Review of central administration**

Professor Anderson reported that the Vice-Chancellor had asked Professor Napper to undertake a review of the central portfolios.

**11. NTEU**

Professor Anderson reported that the NTEU had made application for altering the eligibility rules to provide, *inter alia*, for a blanket cover for all staff at educational institutions.

**12. Memorial service for the late Professor Booker**

Professor Anderson reported that a memorial service for Professor Booker would be held at 2 pm on 3 March 1998 in the Great Hall.

**5/98 Report by the Vice-Chancellor and Principal on proctorial matters**

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

## **6/98 Report of the Academic Forum**

*The following report had been circulated:*

*(see agenda item A12.)*

### **1. Forum focus:**

**The West Review: 'Learning for Life: Review of Higher Education Financing and Policy: A Policy Discussion Paper'**

\*\*\* The Board noted the report.

## **7/98 Report of the Faculty of Agriculture**

*The following report had been circulated:*

*(see agenda item B1.)*

### **Amendment of the Resolutions of the Senate: Constitution of the Faculty of Agriculture Membership of Faculty by Research staff**

\*\*\* The Board recommended that Senate amend its Resolutions relating to the constitution of the Faculty of Agriculture, as recommended.

## **P 8/98 Report of the Faculty of Arts**

*The following report had been circulated:*

*(see agenda item B3.)*

### **Rescission of the Resolutions of the Senate: Board of Museum Studies**

Mr Clark said that he had starred this item in order to draw to the Board's attention SUPRA's view that there should be provision for student representation on University committees; he had asked Professor Cass if provision could be made for a postgraduate student member on the proposed Museum Studies Professional Advisory Committee.

Professor Cass said that this omission had been an oversight and that she supported its rectification; she thanked Mr Clark for drawing the matter to her attention and said that she would raise it with the Faculty.

\*\*\* The Board recommended that Senate rescind its Resolutions relating to the Board of Museum Studies, as recommended, noting that the Dean of the Faculty of Arts would draw to the attention of the Faculty the omission of provision for student membership on the Committee.

## **9/98 Report of the Faculty of Medicine**

*The following report had been circulated:*

*(see agenda item B11.)*

### **Amendment of the Resolutions of the Senate: Constitution of the Faculty of Medicine**

\*\*\* The Board recommended that Senate amend its Resolutions relating to the constitution of the Faculty of Medicine, as recommended.

## **10/98 Report of the Undergraduate Studies Committee**

*The following report had been circulated:*

*(see agenda item C1.)*

### **Part I**

#### **1. Amendment of Resolutions of the Senate**

**Faculty of Health Sciences**

**Bachelor of Health Science (Hearing and Speech)**

\*\*\* The Board recommended that Senate approve in principle the proposal for the introduction of the new course, Bachelor of Health Science (Hearing and Speech).

#### **2. Proceedings of the Committee**

**(1) Membership**

**(2) The Committee's achievements in 1997**

**(3) Minor Changes to Resolutions of the Senate relating to Faculties**

**(i) Faculty of Engineering**

**(ii) Faculty of Nursing**

**(4) Report of the Overseas Qualifications Working Party**

\*\*\* The Board noted the report.

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### **Part II**

No further report was presented.

## **11/98 Report of the Graduate Studies Committee**

### **Part I**

The Board noted that there had been no report this month.

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### **Part II**

At the meeting Professor Lawrence reported that while the Graduate Studies Committee had not met since the last Board meeting, there would be a significant report to the March Board meeting.

## **12/98 Report of the Teaching and Learning Committee**

*The following report had been circulated:*

*(see agenda item C3.)*

### **Part I**

**Proceedings of the Committee**

**1. Composition of the Committee**

**2. Assessment Policy**

**4. Travel grant entitlements for teaching purposes**

**5. Report of NeTTL**

**6. Flexible learning: guidelines for development of flexible delivery**

**7. National Council for Open and Distance Education (NCODE)**

**8. Research project on admission and performance data**

**9. Meetings for 1998**

\*\*\* The Board noted the report.

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### **Part II**

No further report was presented.

## **13/98 Report of the Research Committee**

### **Part I**

The Board noted that there had been no report this month.

**P Part II**

At the meeting Professor Cockayne reported that he had nothing to report at present, but that the Research Committee would be reporting on a number of issues to the March Board meeting.

**14/98 Report of the Library and Information Technology Committee**

*The following report had been circulated:*

*(see agenda item C5.)*

**Part I**

1. **Distance Education**
2. **Report of the Chair of the IT Reference Group**
3. **Membership of the Committee**

\*\*\* The Board noted the report.

**P Part II**

At the meeting Professor McPhedran reported that he had no further matters at present to report upon.

**15/98 Report of the Academic Staffing Committee**

*The following reports had been circulated:*

*(see agenda and additional agenda item C6.)*

**P Part I**

**Draft 'Policy Document - Promotion of Academic Staff to Level E (Professor)'**

During a lengthy discussion about the draft Policy Document members agreed upon a number of amendments, including:

- the addition of procedures covering the case where an applicant is also the head of department;
- amendment of the wording referring to the length of the interview;
- clarification that applicants for promotion should not participate in the promotion process as committee members or referees only in respect of promotion at that level;
- deletion of the reference to successful applicants' performance corresponding approximately to that of the top 25% of appointed professors;
- amendment of the wording referring to the standing of those being nominated as referees;
- the addition of provision for the right of appeal to the Deputy-Vice-Chancellor (Academic Staffing) against nominated assessors;
- clarification and amendment to provide the requirement that "all FPC members will vote for or against promotion for each case. Applicants who receive more than two-thirds positive votes may be supported for promotion. The FPC core committee will rank all applicants who meet this requirement and identify those applicants whose promotion it recommends"; and
- the addition to the "Guidelines for Applicants" provision for success in obtaining other funding.

\*\*\* The Board endorsed the draft 'Policy Document - Promotion of Academic Staff to Level E (Professor)', subject to modification by the Chair as agreed to by the Board.

**P Part II**

**Policy Document on Appeals**

In response to comments by Professor Young, the Chair reported that the Policy Document on Academic Promotions Appeals was being reviewed by the Academic Staffing Committee.

**Procedures for appointment of research-only staff on nomination**

Professor Young referred to the provisions for appointment of research-only members of staff on nomination and drew attention to the circumstances where an applicant had indicated that she wished to nominate herself for a Level E appointment on a grant application. The Board agreed to

ask the Chair to establish a committee to consider the case, and the Chair agreed to raise this issue with the Academic Staffing Committee and to amend the policy.

### **16/98 Membership of Central Promotions Committees**

*The following report had been circulated:*

*(see agenda item D1.)*

\*\*\* The Board noted the report.