



Academic Board Minutes

Academic Board Officer: Miss E R Ring

Secretariat, Main Quadrangle, A14

Phone: 9351 3305; Fax: 9351 3572

E-mail: E.Ring@secretariat.usyd.edu.au

Web site: <http://www.usyd.edu.au/su/ab/>

**Minutes of the meeting of the Academic Board
held at 2 pm on Wednesday 14 October 1998 in the Professorial Board Room**

There were present: the Chair (Professor R Pesman) presiding, the Deputy Chairs (Professors D J H Cockayne, J Lawler, J R Lawrence, R McPhedran and A Sefton), the Acting Vice-Chancellor (Professor J F Kinnear), Professor D Anderson, Associate Professor R Arnold, Dr A E Brew, Professor B Cass, Associate Professors D Davey and D Dragovich, Professor R Dunn, Associate Professor C J Durrant, Professor L D Field, Associate Professor C B Gillies, Dr D P Godden, Professor R Hewitt, Ms C Hyde, Professor K Lester, Associate Professor A F Masters, Dr P McCallum, Professor D Nutbeam, Drs M Peat and A Reynolds, Professors R Rose, B D Roufogalis, R L Russell, W Schworm, G Sherington and G P Steven, Associate Professor G M Stone, Mr D Trudinger, Professors T Walter and J Webber, Messrs L Whittington and R Wilson and Dr G Wright.

Present as observers were: Dr W Adams (Secretary of the Academic Board), Professor D Napper, Mr J Shipp and Professor D Siddle.

Present by invitation were: Ms N Downey, Dr M Edmond and Mrs L Rose.

In attendance: Miss E R Ring.

☆ 1. Apologies

In response to a query from Associate Professor Masters on the necessity of recording apologies in the agenda, the Chair undertook to ask the Registrar to look into it.

The Board noted that apologies had been received from: the Vice-Chancellor and Principal (Professor G Brown), Professors C Adam, L W Burgess, J Chudleigh and K Eltis, Associate Professor M Findlay, Professor M A Harris, Associate Professor P Jones, Professors S R Leeder, G MacAulay, G T Moore, J Raper, V Spate and D Weisbrot and Mr T J Wilkinson.

(File 021/0005/00003)

2. Arrangement of Agenda

☆ 2.1 Starring of items

Members of the Board were invited to star for discussion any unstarred items.

The following additional items were starred: 1, 3, 8.1.2.3, 9.1.2 and 13.4.

2.2 Adoption of unstarred items

Resolution 169/98

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

☆ **3. Minutes of previous meeting**

Resolution 170/98

That the Academic Board adopt the minutes of the previous meeting held on 16 September 1998 as a true record.

(File 028/0030/00016)

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

4.1 Common result grades: Conceded Pass (PCON)

Resolution 171/98

That the Academic Board let lie on the table for a further month the recommendation for the deletion of the grade of PCON (Conceded pass) from the Common result grades from the year 2000 for all students.

(File 004/0006/00057)

5. Report of the Chair

5.1 Report on Senate matters

5.1.1 Report of the Senate meeting held on 6 October 1998

Resolution 172/98

That the Academic Board note the report of the Chair of the Academic Board on academic matters considered by Senate at its meeting on 6 October 1998.

(File 021/0006/00008)

☆ **5.2 General report**

5.2.1 Academic Board Standing Committees

The Chair outlined the reasons for the proposed amendments to the Board's committee structure.

It was suggested that provision be made for the addition of the nominee of the Graduate Studies Committee to the membership of the Library Committee and for representatives of the Graduate Studies and Undergraduate Studies Committees to be added to the membership of the Language and International Committee. Members briefly debated these suggestions, with general support for the former suggestion, but not the latter.

In response to a concern expressed about the importance of appropriate student representation on committees in the IT area and the lack of provision for student membership on the Information Technology Committee, the Chair reported that there was student representation on its sub-committees.

Resolution 173/98

That the Academic Board recommend to Senate that the Academic Governance Rules governing the Standing Committees of the Academic Board be amended, with immediate effect, as set out in the report presented, subject to the addition of the Chair of the Graduate Studies Committee, or the Chair's nominee, to the membership of the Library Committee.

(File 028/0002/00312)

5.2.2 Other business

The Chair reported in the following terms:

5.2.2.1 Higher School Certificate

Since making the report on the HSC to the September meeting of the Academic Board, I have attended with the Chair of the UNSW Academic Board another meeting at the Board of Studies. On the issue of how many students might wish to take a university unit of study as part of their HSC, if such units were to be made available, we have now been given the figure of around 2000. The resourcing issue still remains vague. The present position is that discussions continue with the Board of Studies, discussions directed at seeking clarification of the proposals of the Board. The proposals have been discussed by the Admissions sub-committee of the Undergraduate Studies Committee and a working party on the HSC composed of representatives from departments with subjects in the HSC syllabus. I hope to bring a draft policy to the Board after consultation with the Admission Committee and the Working Party.

5.2.2.2 Examinations

I intend to set up a working party to consider the desirability of cutting the extent of time taken up with end-of-semester and end-of-year examination procedures and processes. In addition to academics representing a diverse range of opinion, the committee membership will include a student and representation from the Student Centre.

Issues to be covered might include:

- the length of the examination period,
- the length of formal examinations,
- the number of formal examinations that are required,
- the number of examinations students might be reasonably expected to sit in a given period of time,
- the length of 'stuvacs',
- the reporting of examination results,
- the finalisation and approval of examination results and
- the organisation of examinations.

During the ensuing discussion, the following concerns were expressed about aspects of the HSC proposal:

- The equity implications of the concentration of resources on better-performing students.

- The need to ensure that funding was adequate so that the University's own students did not suffer any disadvantage.
- The scheme would allow for "double-dipping", with subjects being counted towards both the HSC/UAI and University courses.

Merit was also seen in the proposal in that it would attract the brightest and best HSC students to the University and would cement relations with schools and teachers.

Resolution 174/98

That the Academic Board note the report of the Chair on other business.

(Files 028/0002/00311, 028/0002/00313, 021/0006/00008)

6. Report of the Vice-Chancellor and Principal

6.1 Report on Senate matters

6.1.1 Report of the Senate meeting held on 6 October 1998

Resolution 175/98

That the Academic Board note the report of the Vice-Chancellor and Principal on matters considered by Senate at its meeting on 6 October 1998.

(File 021/0006/00007)



6.2 General report

The Acting Vice-Chancellor, Professor Kinnear, spoke briefly to the written report on Senate matters, that had been tabled, and also reported on the following matters:

6.2.1 Graduate Careers Council of Australia Questionnaire

There was a consensus that the University did not make the best use of the data from the Course Experience Questionnaire (CEQ) component of this instrument. Data as provided were not presented in a user-friendly way. Resources will be allocated through the Planning Support Office to support improved analyses of these data, to identify trends over time and disseminate this information to Deans.

(File 007/0005/00014)

6.2.2 Recruitment of overseas students and PQI status

Recruitment of overseas students from non-gazetted countries was restricted because of limitations on access to visas. Under a DEETYA and DIMA scheme, a pilot program was being introduced whereby one type of institution in each state would be granted "Pre-qualified Institution" status with respect to one non-gazetted country only. In response to a call for applications, the University of Sydney has applied for PQI status in respect of student recruitment from mainland China.

(File 151/0015/00004)

6.2.3 Federal Centenary Funding Scheme

In response to an invitation to apply for funding under the recently-announced Federal Centenary Funding Scheme, a number of proposals were prepared. Given the number received, and following consultation with applicants, small, individual proposals from the Faculties of Arts, Economics, Education and Law were, through the agency of RIHSS, combined into a single, more substantial application.

(File 099/0857/00001)

6.2.4 "Australian Youth Ambassadors for Development" Program

The University is a partner in the "Australian Youth Ambassadors for Development" Program, officially launched on 28 August 1998 by the Federal Government, that invites young persons to spend time in selected developing countries, contributing their skills to approved projects. As a partner the University was able to put forward a maximum of four nominations.

(File 043/0005/00142)

Resolution 176/98

That the Academic Board note the Acting Vice-Chancellor's general report.

(File 021/0006/00007)

7. Reports of Faculties and Boards

7.1 Faculty of Medicine

7.1.1 Receipt of report

Resolution 177/98

That the Academic Board receive and note the report of the Faculty of Medicine.

7.1.2 1999 Term and Semester Dates for the Graduate and the Undergraduate Medical Programs

Resolution 178/98

That the Academic Board approve the proposed semester dates for the Graduate and the Undergraduate Medical Programs as presented in the report.

(File 023/0017/00003)

8. Undergraduate Studies Committee

8.1 Report of the meeting held on 15 September 1998

8.1.1 Receipt of report

Resolution 179/98

That the Academic Board receive and note the report of the Undergraduate Studies Committee meeting held on 15 September 1998.

8.1.2 Proceedings of the Committee

The following item in the report on the Proceedings of the Committee was starred for discussion:



3. Nomenclature changes for courses at Orange Agricultural College

Dr Godden referred to the report from Professor Pesman on a meeting held between representatives from Orange Agricultural College, the Faculty of Agriculture and the Departments of Biological Sciences and Geological Science and asked for a copy of that report to be made available.

The Chair reported that her report to Professor Lawler had been an oral report and that there were no written notes available.

Resolution 180/98

That the Academic Board note the proceedings of the Undergraduate Studies Committee meeting held on 15 September 1998 relating to the following matters:

1. Uniform reporting of honours grades
2. Merit grade distribution
3. Nomenclature changes for courses at Orange Agricultural College
4. Faculty of Economics
5. Review of Resolutions of the Senate, Academic Board and Faculties in respect of degrees/Approval Mechanisms for New or Amended Courses of Study
6. Full proposals due mid-1999
 - (1) Bachelor of Veterinary Science
 - (2) Bachelor of Arts (Languages)
7. Uniform reporting of Honours grades and relationship to University Medals
8. Bachelor of Medicine and Bachelor of Surgery
9. Summer schools and policy on exclusions and credit for units of study
10. Overseas Qualifications Working Party



8.2 Report of the Chair

The Chair had no further report for the meeting.

(File 028/0002/00290)

9. Graduate Studies Committee

9.1 Report of the meeting held on 28 September 1998

9.1.1 Receipt of report

Resolution 181/98

That the Academic Board receive and note the report of the Graduate Studies Committee meeting held on 28 September 1998.



9.1.2 Reference from the Academic Board: Discussion paper on "Australian Postgraduate Awards and University Scholarships: Method of Award"

Professor Lawrence spoke to the written report and clarified the following points raised by various members:

- The formula was based on the premise that no College would receive less than 90% of the previous year's allocation.
- If a College did not have enough candidates, then the surplus awards would be returned to the general pool, for allocation, according to the formula, to those Colleges which had more applicants than their quota of awards.
- Each College would forward to the Postgraduate Awards Sub-Committee a list of anomalous cases. These would be supported by the relevant faculty on the recommendation of the head of department.

Professor Lawrence reported that the scheme was not intended to be cast in concrete and that it was intended that it be reviewed in two years.

The Chair reported that, in the context of the work she was doing with Ms Downey on bringing all the Board policies together, she wished to amalgamate the policy adopted at the August Board meeting with the current recommendation.

Resolution 182/98

That the Academic Board adopt the recommendations in respect of the allocation of Australian Postgraduate Awards and University Scholarships as presented in the report "1998-99 APA and UPA Round: Guidelines, Allocation, Ranking Procedures and Timetable".

(File 028/0002/00016)

9.1.3 Amendment of the Resolutions of the Senate

9.1.3.1 Faculty of Arts:

**Master of Arts
Graduate Diploma in Arts
Graduate Certificate in Arts
Master of Letters
Graduate Diploma in Modern Language Teaching
Graduate Diploma in Museum Studies**

Resolution 183/98

That the Academic Board:

- (i) approve the proposal from the Faculty of Arts for amendments to the existing Master of Arts, Graduate Diploma in Arts, Graduate Certificate in Arts, Master of Letters, Graduate Diploma in Modern Language Teaching and Graduate Diploma in Museum Studies courses, for implementation in 1999; and
- (ii) amend the Resolutions of the Senate, with effect from 1 January 1999, as set out in the report presented.

(Files 003/0015/00026, 003/0015/00031, 003/0015/00032, 003/0015/00027, 003/0015/00024, 003/0015/00005)

9.1.3.2 Faculty of Health Sciences:

**Master of Health Science
Graduate Diploma of Health Science
Graduate Certificate of Health Science**

Resolution 184/98

That the Academic Board:

- (i) recommend that Senate approve the proposal from the Faculty of Health Sciences for the introduction of the new subject area of Indigenous Community Health within the existing Master of Health Science, Graduate Diploma of Health Science and Graduate Certificate of Health Science courses, for implementation in 1999; and
- (ii) recommend the amendment of the Resolutions of the Senate, with effect from 1 January 1999, as set out in the report presented.

(Files 003/0032/00004, 003/0032/00008, 003/0032/00009)

9.1.3.3 Faculty of Medicine:

Graduate Diploma in Medicine
Graduate Diploma of Science in Medicine
Graduate Certificate in Pain Management

Resolution 185/98

That the Academic Board:

- (i) recommend that Senate approve the proposal from the Faculty of Medicine for the major changes to the existing Graduate Diploma in Medicine and Graduate Diploma of Science in Medicine (in the area of Pain Management) and for the introduction of a new course, the Graduate Certificate in Pain Management for implementation in 1999; and
- (ii) recommend the amendment of the Resolutions of the Senate, with effect from 1 January 1999, as set out in the report presented.

(Files 003/0020/00022, 003/0020/00023, 003/0020/00014)

9.1.3.4 Faculty of Science:

Graduate Diploma in Science (Microscopy & Microanalysis)
Master of Science (Microscopy & Microanalysis)
Graduate Certificate of Science (Microscopy & Microanalysis)

Resolution 186/98

That the Academic Board:

- (i) recommend that Senate approve the proposal from the Faculty of Science for the major changes to the existing Master of Science (Microscopy and Microanalysis) and Graduate Diploma of Science (Microscopy and Microanalysis) courses and for the introduction of the new course, the Graduate Certificate of Science (Microscopy and Microanalysis), for implementation in 1999; and
- (ii) recommend the amendment of the Resolutions of the Senate, with effect from 1 January 1999, as set out in the report presented.

(Files 003/0021/00008, 003/0021/00004, 003/0021/00009)

9.1.4 Proceedings of the Committee

Resolution 187/98

That the Academic Board note the proceedings of the Graduate Studies Committee meeting held on 28 September 1998 relating to the following matters:

- (1) Report of the PhD Award Sub-Committee

- (2) Report of the Coursework Sub-Committee
- (3) Withdrawal of item from the Committee's report to the September Board meeting: proposed nomenclature for the Master's degree and Graduate Diploma in Pharmacy
- (4) Reference from the meeting of the Academic Board held on 16 September 1998: Minute item 5.2.1 Flexible Learning Working Party Report
- (5) Paper used for the Library copy of the thesis
- (6) Typographical errors in theses
- (7) Electronic submission and examination of theses and electronic publication of theses
- (8) 1999 meeting dates
- (9) Appointment of Working Parties to consider new and amended postgraduate courses
- (10) Report on Minor changes to postgraduate courses
- (11) Higher doctorates
- (12) Work in progress



9.2 Report of the Chair

Professor Lawrence reported on the following matters:

9.2.1 Master of Pharmaceutical Sciences and Graduate Diploma in Pharmaceutical Sciences

At the last Board meeting, the then Acting Chair, Associate Professor Ross, had withdrawn the item in the Committee's report on the Master of Science degree in Pharmacy and the Graduate Diploma in Science in Pharmacy. Negotiations over the proposed names of these awards had now been concluded, and the Committee's next report would recommend that they be called the Master of Pharmaceutical Sciences and Graduate Diploma in Pharmaceutical Sciences respectively .

(File 003/0021/00010, 003/0021/00011)

9.2.2 Proposals for new and amended postgraduate courses

While the deadline for the submission of proposals for new postgraduate courses, for implementation in 1999, had passed, the Committee was flexible and would consider late proposals. It had to be noted, however, that the monitoring process could not be disregarded or by-passed.

(File 028/0002/00314)

9.2.3 Postgraduate appeals

In almost every case in the growing number of postgraduate appeals, the faculty or department concerned had failed to follow the procedures prescribed for the examination process, and this was drawn to the Board's attention.

(File 028/0002/00295)

Resolution 188/98

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

(File 028/0002/00291)

10. Teaching and Learning Committee

10.1 Report of the meeting held on 10 September 1998

10.1.1 Receipt of report

Resolution 189/98

That the Academic Board receive and note the report of the Teaching and Learning Committee meeting held on 10 September 1998.

10.1.2 Assessment policies

Resolution 190/98

That the Academic Board:

- (i) noting that the policy documents “Principles of Assessment” and “Assessment: Rights and Responsibilities of the Institution, Faculties and Departments, Staff, Students” (adopted by the Board at its meeting on 10 June 1998) supersede earlier policies, rescind the following:
 - “Statement on Matters Related to Assessment and Examinations” (March 1994)
 - “Weighting of Components of Assessment” (September 1984) ;
- (ii) note that all other Academic Board examination and assessment policies and guidelines are under review; and
- (iii) resolve that where there is a conflict over which policy should apply, the policy with the latest date be used, with the exception of policy applying to students enrolled in Semester II, 1998 who have already been given information on assessment taken from older policy documents.

(File 004/0016/00009)

10.1.3 Proceedings of Committee

Resolution 191/98

That the Academic Board note the proceedings of the Teaching and Learning Committee meeting held on 10 September 1998 relating to the following matters:

- (1) Report of the Learning Assistance Centre
- (2) Teaching and Learning Showcase
- (3) Performance indicators



10.2 Report of the Chair

Professor Sefton reported that the Teaching and Learning Showcase would be held the following month and that an overwhelming number of responses had been received — nearly 200 abstracts from a huge variety of departments. Professor Sefton urged members to attend, but asked that they register so that the number of those attending would be known.

Resolution 192/98

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

(File 028/0025/00027)

11. Research Committee

11.1 Receipt of report

Resolution 193/98

That the Academic Board note that the Committee has not met since its last report to the Board.



11.2 Report of the Chair

The Chair had no further report for the meeting.

(File 028/0002/000173)

12. Academic and Staffing Committee

12.1 Report of the meeting held on 23 September 1998

12.1.1 Receipt of report

Resolution 194/98

That the Academic Board receive and note the report of the Academic Staffing Committee meeting held on 23 September 1998.

12.1.2 Proceedings of the Committee

Resolution 195/98

That the Academic Board note the proceedings of the Academic Staffing Committee meeting held on 23 September 1998 relating to the following matters:

1. Thank you to Associate Professor D Davey
2. Report of the Pro-Vice-Chancellor (Employee Relations)
3. Report of the Research-only Sub-committee
4. Sub-committee for Teaching- only Staff
5. Position Classification Standards
6. Probation Process for Fixed-term Academic Staff



12.2 Report of the Chair

The Chair had no further report for the meeting.

(File 028/0024/000372)

13. General Matters

13.1 1999 HECS Exemption Scholarship Policy (APAs without stipend)

Resolution 196/98

That the Academic Board adopt the 1999 HECS Exemption Scholarship Policy (APAs without stipend) as set out in the report presented.

(File 105/0016/00004)

13.2 Report of the Committee appointed to consider applications for promotion from Lecturer to Senior Lecturer

Resolution 197/98

That the Academic Board note the report of the Committee appointed to consider applications for promotion from Lecturer to Senior Lecturer.

(File 028/0002/00018)

13.3 Membership of the Academic Board

Resolution 198/98

That the Academic Board note the resignation from Board membership of Dr D Hutchinson who was previously appointed to membership by the Board to fill a casual vacancy in the head of department category.

(File 021/0002/00001)



13.4 Membership of Level E Central Promotion Committee 1998

The Chair withdrew the item on the membership of the Level E Central Promotion Committee 1998.

(File 028/0002/00315)

The meeting closed at 2.55 pm.

Signed as a correct record

Chair

Date