



Academic Board Minutes

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**Minutes of the meeting of the Academic Board
held at 2 pm on Wednesday 10 March 1999 in the Professorial Board Room**

- There were present:** the Chair (Professor R Pesman) presiding, the Deputy Chairs (Associate Professor R Atherton and Professors D J H Cockayne, J Lawler, J Sachs and G P Steven), the Vice-Chancellor and Principal (Professor G Brown), Professors C Adam and S Armitage, Mr W T Arthur, Dr A E Brew, Professor B Cass, Associate Professors D Davey and D Dragovich, Professor R Dunn, Associate Professor C J Durrant, Professor K Eltis, Dr A Fekete, Professors L D Field and M A Harris, Ms E Henley, Professor M Jabri, Associate Professor P Jones, Professors H Kendig and S R Leeder, Associate Professor A F Masters, Professors R McPhedran and G T Moore, Associate Professor M Painter, Dr P Phibbs, Associate Professor A Reynolds, Ms P Reynolds, Professors R L Russell, A Sefton and V Spate, Associate Professor G M Stone, Mr D Trudinger, Ms G L Warnken, Professor J Webber, Mr L Whittington and Professor P Wolnizer.
- Present as observers were:** Dr W Adams (Secretary of the Academic Board), Professors L M Koder and D Napper, Mr J Shipp and Professors D Siddle and J A Young.
- Present by invitation were:** Ms M Baker, Dr T Chan-Ling, Ms O Cornelius, Ms N Downey, Ms S Griffin and Mrs L Rose.
- In attendance:** Miss E R Ring.

☆ **1. Apologies**

The Board noted that apologies had been received from: Professors L W Burgess, J Chudleigh, J F Kinnear, K Lee and K Lester, Associate Professor P McCallum, Miss C Price, Professors J Raper and P Springborg and Mr R Wilson.

(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: 7.1.4 (4.1), 10.1.3 (1), 12.1, 13.3 and 13.4.

2.2 Adoption of unstarred items

Resolution 31/99

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

3. Minutes of previous meeting

Resolution 32/99

That the Academic Board adopt the minutes of the previous meeting held on 10 February 1999 as a true record.

(File 028/0030/00016)

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

4.1 Undergraduate fee-paying students

A report on this matter was presented by the Vice-Chancellor at item 6.2.1 below.

5. Report of the Chair

5.1 Report on Senate matters

5.1.1 Report of the Senate meeting held on 1 March 1999

Resolution 33/99

That the Academic Board note the report of the Chair of the Academic Board on academic matters considered by Senate at its meeting on 1 March 1999.



5.2 General report

5.2.1 Preliminary Draft Response to Senate Reference on Undergraduate courses

The Chair reported that:

Included in the Supplementary Agenda Papers was a preliminary draft response to the Senate's request for the Board to consider the extension of all basic degree courses from three to four years and to make all professional degrees graduate degrees.

As reported to the last meeting, the request had been sent out to Deans for comment at the beginning of February. Members of the Board had also been invited to make submissions. The tabled document had been compiled on the basis of the responses that had been received and from material provided by Natalie Downey and Charles Davidson. The Chair proposed that the draft response be sent to the April meeting of Senate with the information that it was preliminary and that consultation was still taking place. The Board's considered and measured response would be discussed at the May meeting of the Board when the comments of the Undergraduate Studies Committee would be available. The Chair asked for any opinions on the draft response to be sent to the Board Office by the middle of the following week.

Resolution 34/99

That the Academic Board note the Preliminary Draft Response to Senate on its reference regarding Undergraduate courses.

(File 028/0002/00164)

5.2.2 Other business

The Chair reported as follows:

5.2.2.1 Women in Leadership visitors

The Chair welcomed two members of the Women in Leadership Program to the meeting as observers: Dr Tailoi Chan-Ling, an NH&MRC Senior Research Fellow in the Department of Anatomy and Histology, and Ms Susan Griffin, a Lecturer in the School of Occupational and Leisure Sciences.

5.2.2.2 Postgraduate Symposium

The Chair drew attention to a symposium organised by the Council of Australian Postgraduate Associations (CAPA) in conjunction with its 20th birthday. The symposium would be on postgraduate education and would be held on 31 March, from 9-5 in the Old Teachers College. There would be a stellar cast of speakers: our own Vice-Chancellor, the Vice-Chancellor of UNSW, Vicki Sara, Don Aitken and Tom Clark who graduated from President of SUPRA and was now President of CAPA.

5.2.2.3 Report on Teaching Grants and Awards

At the last meeting it had been suggested that a report on teaching grants and awards would be of interest to the Board. The information was being sought by the Teaching and Learning Committee as part of the annual review of teaching and would be presented to the Board in due course.

5.2.2.4 Working Parties

The working party which had been exploring options for shortening examination periods had held its last meeting, and a series of recommendations would be sent to faculties next week for comment. It was also asking the Teaching and Learning Committee to look at length of semesters across the University. Once these recommendations had been widely discussed, the review of all Board policies relating to assessment and examination would be completed and they would be brought together into the one place.

Similarly, a series of recommendations relating to delegations of authority in academic matters as well as proposals for generic Senate resolutions for all courses would be put out for comment in the next month.

In response to the considerable concern that had been expressed in various parts of the University about plagiarism, the Chair and the Deputy Chairs at their meeting yesterday had agreed that a working party should be set up to review the Board's policies on plagiarism, to review guidelines on what does and does not constitute plagiarism and to consider other relevant issues including copyright and the proper use of the work of others.

(Files 028/0002/00313, 028/0002/00334)

5.2.2.5 Voluntary Student Unionism (VSU)

Parliament would be debating the issue of voluntary student unionism, and, at the request of SUPRA, the Chair wished to put a motion to the Board that the Board endorse the resolution of Senate whereby it endorsed universal

membership of and the mandatory payment of fees to student organisations.

The motion was seconded and, there being no discussion, was put and carried *nem con*.

Resolution 35/99

That the Academic Board endorse universal membership of and the mandatory payment of fees to student organisations.

(File 042/0001/00559)

Resolution 36/99

That the Academic Board note the Chair's general report.

(File 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 1 March 1999

Resolution 37/99

That the Academic Board note the report of the Vice-Chancellor and Principal on matters considered by Senate at its meeting on 1 March 1999.



6.2 General report

The Vice-Chancellor reported on the following matters:

6.2.1 Undergraduate fee paying students

In response to a query raised at the last meeting of the Board, the Vice-Chancellor advised that statistics were now available on the enrolment status of undergraduate students who had commenced as fee-paying students in 1998, and the results were good. Ninety-five fee paying undergraduates had been enrolled last year; of these, seven had not re-enrolled at the University, sixty-one had re-enrolled in the same courses as fee paying students, twenty-two had re-enrolled in the same courses as HECS-liable students and five had transferred to other HECS-liable courses.

(File 028/0002/00164)

6.2.2 Other business

The Vice-Chancellor briefed the Board on two matters.

Firstly, with respect to the current enterprise bargaining process and recent strike, he expressed concern about the possible negative impact that the strike might have on the enterprise bargaining negotiations and identified work-load as a major issue to be addressed in the process. He suggested that the task of redefining work-loads and "working smarter", without disadvantaging students in the process, was an issue the Board might consider.

Secondly, the Vice-Chancellor clarified for the Board some of the background to an article which had appeared in *The Australian* that day that had to do with matters referred to the Ombudsman for investigation. The Vice-Chancellor noted that the moral of the story is to underline the importance of awareness throughout the

institution of the University's responsibilities and the need for care in implementing University procedures.

6.2.3 Tribute to Professor Pesman

In response to the Vice-Chancellor's invitation for additional items to be raised, Professor Cockayne paid the following tribute to Professor Pesman:

As this is the last Academic Board meeting at which Professor Pesman will preside, it is appropriate that we record our thanks to her for the excellent work that she has carried out since she took office as Chair in June 1997. Ros had the task of bringing to full realisation the aims of the newly reformed Board. This has been a taxing and important task, and she has carried it through with thoughtfulness and perseverance.

During her time as Chair, Ros has been instrumental in reforming a number of important areas of Academic Board policy. In particular, she has led the revision of numerous policy documents regarding staffing, through the Academic Staffing Committee, and promotions, particularly the new policy on promotion to professor. These reforms of policy are exceedingly tricky, and a minefield for the unwary. Ros has trod this minefield with the consummate precision of a ballet dancer — indeed Ros' demeanour often reminds one of a model for a Degas drawing.

In other areas, Ros has alerted us to many of the challenges facing the University, such as flexible learning, where she has taken a keen and supportive interest, and the Library, where she led from the front by reforming and chairing the Library Committee.

I speak for the Deputy Chairs in thanking Ros for her helpful advice and her consultative approach to Board matters. She has shown good humour at all times, and we wish her well in her new appointment. The Board and the University are in her debt.

The Board endorsed Professor Cockayne's comments with acclamation.

Professor Pesman responded as follows:

I would express my thanks to Professor Cockayne for his words. I would very much wish to thank the Deputy Chairs, the members of the Board and of the committees and working parties for their commitment of time and energy. One of the problems with the new Board is that much of the work is invisible. But behind all the policies and recommendations that come to the Board are the time and work of a large number of academics. When people speak of the decline in participation in the new Board, they can only be referring to the Board's monthly meetings. In fact, behind the scenes a very large number of academics are involved and a great deal of consultation takes place at both Board and Faculty levels. The work that has been done over the past two years has been very much a co-operative venture stemming from suggestions and effort from across the University community.

The policies developed by the Board have benefited as much from the work of the administrative staff as of academics. And I am grateful also for this invisible contribution. I owe particular thanks to Natalie Downey who has been responsible for so much of the reviews and redrafting of policy and who has to convert off-hand remarks — delivered at speed and on the run — into policy documents, to Jeanette Deitch for the delivery of all the new

policies on appointments and promotions and to Erica Ring for her dedication and deep sense of responsibility for the smooth and efficient working of the Board.

Being Chair has been an interesting and enjoyable experience — in large part because of the wide range of colleagues from right across the University whom I have been able to meet. To wander this campus is to be in no doubt that the University is in no bad shape and that it is peopled in large part by committed staff, both administrative and academic.

Resolution 38/99

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

(File 021/0006/00007)

7. Undergraduate Studies Committee

7.1 Report of the meeting held on 16 February 1999

7.1.1 Receipt of report

Resolution 39/99

That the Academic Board receive and note the report of the Undergraduate Studies Committee meeting held on 16 February 1999.

7.1.2 Approval in principle for a new degree/major changes to an existing degree

Faculty of Education

7.1.2.1 Bachelor of Education (Secondary: Humanities and Social Sciences)/Bachelor of Arts, Bachelor of Education (Secondary: Humanities and Social Sciences)/Bachelor of Economics (Social Sciences), Bachelor of Education (Secondary: Mathematics)/Bachelor of Science, Bachelor of Education (Secondary: Science)/Bachelor of Science

Resolution 40/99

That the Academic Board recommend that Senate approve in principle the proposal of the Faculty of Education for the degrees of:

- Bachelor of Education (Secondary: Humanities and Social Sciences)/Bachelor of Arts,
- Bachelor of Education (Secondary: Humanities and Social Sciences)/Bachelor of Economics (Social Sciences),
- Bachelor of Education (Secondary: Mathematics)/Bachelor of Science and
- Bachelor of Education (Secondary: Science)/Bachelor of Science,

for introduction in 2000, as set out in the report presented.

(Files 003/0030/00018, 003/0030/00019, 003/0030/00020, 003/0030/00021)

7.1.3 Amendment of the Resolutions of the Senate

Orange Agricultural College

7.1.3.1 Bachelor of Land Management

Resolution 41/99

That the Academic Board:

- (i) approve the proposal of Orange Agricultural College for major changes in 1999 to the existing degree of Bachelor of Management (Land Resources); and
- (ii) approve the amendment of the Resolutions of the Senate relating to the above degree, with effect from 1 January 1999, as set out in the report presented.

(File 003/0037/00001)



7.1.4 Proceedings of the Committee

Mr Trudinger referred to item 4.1 on Honours grades and grading and suggested that this issue also be referred to the Graduate Studies Committee. Professor Lawler reported that the Undergraduate Studies Committee had almost finalised its deliberations on the matter; there was concern that in some faculties the published information for students, such as faculty handbooks, did not set out clearly the requirements to be completed for the award of honours and the method by which honours were calculated.

Resolution 42/99

That the Academic Board note the proceedings of the Undergraduate Studies Committee meeting held on 16 February 1999 relating to the following matters:

- 4.1 Honours grades and grading
- 4.2 Review of Resolutions of the Senate, Academic Board and Faculties in respect of degrees/approval mechanisms for new or amended courses of study
- 4.3 Four year undergraduate courses
- 4.4 Minor changes to Senate resolutions
- 4.5 Common result grades
- 4.6 Alternate Chair
- 4.7 Membership of the Teaching and Learning Committee
- 4.8 Management of examination procedures



7.2 Report of the Chair

The Chair had no further report for the meeting.

(File 028/0002/00290)

8. Graduate Studies Committee

8.1 Report of the meeting held on 22 February 1999

8.1.1 Receipt of report

Resolution 43/99

That the Academic Board receive and note the report of the Graduate Studies Committee meeting held on 22 February 1999.

8.1.2 Amendment of the Resolutions of the Senate

8.1.2.1 Faculty of Arts: Master of Letters

Resolution 44/99

That the Academic Board recommend:

- (i) that Senate approve the proposal of the Faculty of Arts for the addition of Ancient History to the list of subject areas in which the Master of Letters is offered, for introduction in 1999; and
- (ii) the amendment of the Resolutions of the Senate relating to the degree of Master of Letters, with effect from 1 January 1999, as set out in the report presented.

(File 003/0015/00027)

8.1.2.2 Faculty of Medicine: Master of Pharmacy, Master of Pharmacy (Clinical) and Graduate Diploma in Hospital Pharmacy

Resolution 45/99

That the Academic Board recommend:

- (i) that Senate approve the transfer of the Resolutions of the Senate relating to the degrees of Master of Pharmacy and Master of Pharmacy (Clinical) and the Graduate Diploma in Hospital Pharmacy from the Faculty of Science to the Faculty of Medicine, from 1 January 1999, as presented in the report; and
- (ii) the amendment of the Resolutions of the Senate relating to the degrees and diplomas offered in the Faculties of Medicine and Science to reflect the above change, from 1 January 1999.

(Files 003/0020/00025, 003/0020/00026, 003/0020/00027)

8.1.2.3 Faculty of Nursing: Master of Nursing and Graduate Diploma in Nursing

Resolution 46/99

That the Academic Board recommend:

- (i) that Senate approve the proposal from the Faculty of Nursing for the introduction of the new specialisation of Rural and Remote Nursing in the Master of Nursing degree and the Graduate Diploma in Nursing, for implementation in 1999; and
- (ii) the amendment of the Resolutions of the Senate relating to the Master of Nursing degree and the Graduate Diploma in Nursing, with effect from 1 January 1999, as set out in the report presented.

(Files 003/0033/00004, 003/0020/00028)

8.1.3 Reference from the Academic Board: Reciprocal borrowing usage fee for postgraduate students

Resolution 47/99

That the Academic Board note the report of the Graduate Studies Committee on its deliberations relating to the Reference from the Board on the reciprocal borrowing usage fee for postgraduate students.

(File 097/0024/00003)

8.1.4 Proceedings of the Committee

Resolution 48/99

That the Academic Board note the proceedings of the Graduate Studies Committee meeting held on 22 February 1999 relating to the following matters:

- 4.1 Changes in Committee Membership
- 4.2 Report of the PhD Award Sub-Committee
 - (a) Reports from faculties for the fourth quarter 1998
 - (i) PhDs awarded at faculty-level
 - (ii) Summary of PhD examination times
 - (b) Student cases
- 4.3 Report of the Coursework Sub-Committee
- 4.4 Review of management structures and processes with respect to research higher degree programs
- 4.5 Degree load pass rates
- 4.6 Higher doctorates
 - (a) Admission to candidature and appointment of examiners
 - (b) Appointment of fourth examiner and assessor
 - (c) Award of degree
- 4.7 Appointment of a postdoctoral fellow as a PhD supervisor
- 4.8 Report on Minor changes to postgraduate courses
- 4.9 Work in progress



8.2 Report of the Chair

The Chair had no further report for the meeting.

(File 028/0002/00291)

9. Teaching and Learning Committee

9.1 Receipt of report

Resolution 49/99

That the Academic Board note that the Teaching and Learning Committee had not met since its last report to the Board.



9.2 Report of the Chair

The Chair of the Teaching and Learning Committee, Professor Sachs, reported that the Committee had met the previous week. The Committee had called for annual reports on teaching from faculties and it looked forward to receiving same.

Resolution 50/99

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

(File 028/0025/00029)

10. Research Committee

10.1 Report of the meeting held on 16 February 1999

10.1.1 Receipt of report

Resolution 51/99

That the Academic Board receive and note the report of the Research Committee meeting held on 16 February 1999.

10.1.2 The University of Sydney's policy on the receipt of funding from the Tobacco Industry

Resolution 52/99

That the Academic Board note the report of the Research Committee on its deliberations relating to the University's policy on the receipt of funding from the Tobacco Industry.

(File 096/0005/00085)



10.1.3 Proceedings of the Committee

In response to a question related to item (1) on Matters arising from previous meetings, the Vice-Chancellor reported that to the best of his knowledge he had not received a reply from Dr Kemp in response to his letter concerning the proposed Green Paper on Research Funding.

Resolution 53/99

That the Academic Board note the proceedings of the Research Committee meeting held on 16 February 1999 relating to the following matters:

- (1) Matters arising from previous meetings, not covered in the agenda
- (2) Code of Conduct for Responsible Research Practice and Guidelines for Dealing with Allegations of Research Misconduct
- (3) Research Centres within the University
- (4) Fair Acknowledgment of contributions to publications
- (5) Reports
Report by Pro-Vice-Chancellor (Research)
Report of the Director, Business Liaison Office
Report by Director, Research and Scholarships



10.2 Report of the Chair

The Chair had no further report for the meeting.

(File 028/0002/00173)

11. Library Committee

11.1 Report of the meeting held on 22 February 1999

11.1.1 Receipt of report

Resolution 54/99

That the Academic Board receive and note the report of the Library Committee meeting held on 22 February 1999.

11.1.2 Reciprocal Borrowing Scheme (1.07/99)

Resolution 55/99

That the Academic Board note the Library Committee's recommendation and make a determination on the matter in light of advice received from the Graduate Studies Committee.

(File 097/0024/00003)

11.1.3 Proceedings of the Committee

Resolution 56/99

That the Academic Board note the proceedings of the Library Committee meeting held on 22 February 1999 relating to the following matters:

1.02/99 Minutes of the Previous Meeting

1.03/99 Business Arising from the Minutes

1.04/99 Chair's Report

Strategic Development Fund Allocation

1.05/99 University Librarian's Report

Research Equipment and Infrastructure Fund Grants

Scholarly Communication

Pharmacy Library

Orange Agricultural College and Sydney College of the Arts

1.06/99 Library Funding

1.08/99 Library Restructuring Program

1.09/99 Flexible Learning

1.10/99 Use of Email for Library Notices

1.11/99 Notification of Acquisitions

1.12/99 Other Business



11.2 Report of the Chair

The Chair had no further report for the meeting.

(File 028/0002/00321)

12. Academic and Staffing Committee



12.1 Report of the meeting held on 17 February 1999

12.1.1 Receipt of report

Resolution 57/99

That the Academic Board receive and note the report of the Academic Staffing Committee meeting held on 17 February 1999.

Associate Professor Atherton, Chair of the Academic Staffing Committee, spoke to her tabled paper on feedback from the last Academic Board meeting of 10 February and on the documents before this Board meeting.

12.1.2 Policy Document: Promotion of Academic Staff to Levels B, C, D and E (Lecturer, Senior Lecturer, Associate Professor, Reader, Professor) and Academic Research-only Staff to Levels B, C, D and E - Promotion Committee Procedures and Guidelines

During discussion of the Policy Document, members raised various issues in respect of the role of the dean in the promotion process. It was agreed that further discussion of this matter was needed, and the Board resolved as follows:

Resolution 58/99

That the Academic Board endorse the Policy Document and commend it to the Vice-Chancellor for approval, with the exception of the section on reporting back under "Functioning of the CPC", which was to be referred back to the Academic Staffing Committee for further consideration and re-presentation to the Board.

12.1.3 Policy Document: Promotion of Academic Research-Only Staff to Levels B, C and D

Resolution 59/99

That the Academic Board endorse the Policy Document and commend it to the Vice-Chancellor for approval.

12.1.4 Policy Document: Promotion of Academic Research-Only Staff to Level E

Resolution 60/99

That the Academic Board endorse the Policy Document and commend it to Senate for approval.

(File 129/0001/00024)

12.1.5 Proceedings of the Committee

Resolution 61/99

That the Academic Board note the proceedings of the Academic Staffing Committee meeting held on 17 February 1999 relating to the following matter:

- (1) Policy Document: Promotion of Teaching-only Staff Levels B and C



12.2 Report of the Chair

The Chair had no further report for the meeting.

(File 028/0024/00372)

13. General Business

13.1 Cancellation of the April Board meeting

Resolution 63/99

That the Academic Board:

- cancel the meeting of the Board scheduled to be held on 14 April 1999; and
- authorise the Chair of the Board to act on its behalf in any urgent matter which may arise following the March Board meeting and which cannot await the May meeting of the Board.

(File 021/0004/00004)

13.2 Membership of the Academic Board

13.2.1 Casual vacancy in Board membership by a head of department

Resolution 64/99

That the Academic Board appoint Associate Professor Elspeth Probyn to membership of the Board under Section 43.(2) of the Academic Governance Rules, to hold office from 10 March 1999 to 31 December 2000.

(File 021/0002/00001)



13.3 Appointment of Members of Central Promotion Committees

Dr Brew drew the Board's attention to the gender imbalance in the membership of both the Central Promotion Committees and Board committees (minute item 13.4 below). After a brief discussion the Board resolved as follows:

Resolution 65/99

That the Academic Board note the changes made to membership of Central Promotions Committees.

(File 028/0002/00332)



13.4 Membership of Board Committees

See minute item 13.3 above.

Resolution 66/99

That the Academic Board note the membership of its committees.

(Files 028/0002/00289, 028/0002/00286, 028/0002/00335, 028/0002/00080, 028/0002/00326, 028/0002/00336, 028/0002/00337)

The meeting closed at 3.30 pm.

Signed as a correct record

Chair

Date