



Academic Board Agenda

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NOTICE OF MEETING

A meeting of the **Academic Board** will be held at 2 pm on **Wednesday 14 February 2001** in the Professorial Board Room.

Members who are unable to attend are asked to notify Erica Ring at the above address. Enquiries concerning this meeting may also be directed to Miss Ring.

Erica Ring
for
Dr W Adams
Registrar

7 February 2001

AGENDA

Pages

☆ 1. **Apologies**

2. **Arrangement of agenda**

☆ 2.1 **Starring of items**

2.2 **Adoption of unstarred items**

Recommendation

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

3. **Minutes of previous meeting**

Yellow enclosure

Recommendation

That the Academic Board adopt the minutes of the previous meeting held on 13 December 2000 as a true record.

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

☆ **5. Report of the Chair**

5.1 Report on Senate matters

5.1.1 Report of the Senate meeting held on 5 February 2001 Supplementary agenda (tabled)

Recommendation

That the Academic Board note the report of the Chair of the Academic Board on academic matters considered by Senate at its meeting held on 5 February 2001.

5.2 General report

5.2.1 Report of the Working Party on Elections 10, and separate enclosure

Recommendation

That the Academic Board:

- (1) *note the report; and*
- (2) *invite members to submit comments on the report to the Chair by no later than 1 March, for consideration by the March meeting of the Board.*

5.2.2 The Management and Evaluation of Teaching 10-11, and separate enclosure

Recommendation

That the Academic Board:

- (1) *note the report; and*
- (2) *invite members to submit comments on the report to the Chair by no later than 1 March, for consideration by the March meeting of the Board.*

5.2.3 Review of Indigenous Education 11

Recommendation

That the Academic Board request the Chair to invite each Standing Committee to work with Professor Ramsden, the Heads of the Koori Centre and Yooroang Garang, and the Chair, to propose any appropriate extensions of their terms of reference to cover Indigenous education. After consideration by the Board, the proposals will need to be transmitted to Senate for approval.

5.2.4 Guidelines for Good Practice in Teaching and Learning 11

Recommendation

That the Academic Board note the report on the development of Guidelines for Good Practice in Teaching and Learning.

5.2.5 Examinations, Second Semester 2000 12, 13

Recommendation

That the Academic Board note the report on Examinations, Second Semester 2000.

5.2.6 Action taken under delegated authority 12, and
separate enclosure

- (1) **Faculty of Medicine: Semester and vacation dates**
- (2) **Faculty of Architecture: Faculty Resolutions - Bachelor of Design and Bachelor of Design Computing**

Recommendation

That the Academic Board note the Chair's report on action taken under delegated authority.

☆ **6. Report of the Vice-Chancellor and Principal**

6.1 Report on Senate matters

6.1.1 Report of the Senate meeting held on 5 February 2001 Supplementary
agenda (tabled)

Recommendation

That the Academic Board note the report of the Vice-Chancellor and Principal on matters considered by Senate at its meeting held on 5 February 2001.

6.2 General report

7. Reports of Faculties and Boards

7.1 Report of the Faculty of Medicine 14

7.1.1 Receipt of report

Recommendation

That the Academic Board receive and note the report of the Faculty of Medicine meeting of 18 December 2000.

7.1.2 Amendment of the Resolutions of the Senate: Constitution of the Faculty of Medicine

Recommendation

That the Academic Board recommend that Senate amend the Resolutions of the Senate relating to the Constitution of the Faculty of Medicine, with immediate effect, as set out in the report presented.

8. Report of the Undergraduate Studies Committee

(Professor Lawrence Cram)

☆ **8.1 Oral report of the Chair**

Recommendation

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

8.2 Report of the meeting held on 12 December 2000 15

8.2.1 Receipt of report

Recommendation

That the Academic Board receive and note the report of the Undergraduate Studies Committee meeting held on 12 December 2000.

8.2.2 Proceedings of the Committee 15

Recommendation

That the Academic Board note the proceedings of the Undergraduate Studies Committee meeting held on 12 December 2000 relating to the following matters:

- (1) *Report of the Chair*
 - (a) *Admissions meetings*
 - (b) *Special Consideration*

9. Report of the Graduate Studies Committee

(Associate Professor Russell Ross)



9.1 Oral report of the Chair

Recommendation

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

9.2 Report of the Chair 16-19

9.2.1 Receipt of report

Recommendation

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

9.2.2 Amendment of the Resolutions of the Senate

9.2.2.1 Faculty of Medicine: Graduate Diploma in Medical Imaging 16, 18-19

Recommendation

That the Academic Board recommend that Senate approve:

- (1) *the proposal from the Faculty of Medicine for the change of name of the Graduate Diploma in Medical Imaging to "Graduate Diploma in Medicine (Imaging)";*
- (2) *the amendment of the Resolutions of the Senate relating to Degrees, Diplomas and Certificates in the Faculty of Medicine, with effect from 1 July 2001, as set out in the report presented; and*
- (3) *the amendment of the Resolutions of the Senate relating to the Graduate Diploma in Medical Imaging course, with effect from 1 July 2001, as set out in the report presented.*

9.2.3 Major change to an existing course

9.2.3.1 Faculty of Medicine: Graduate Diploma in Medicine (Pain Management)

16-17

Recommendation

That the Academic Board approve the request from the Faculty of Medicine to offer the Graduate Diploma in Medicine (Pain Management) as a full-time award from 2001.

10. Report of the Teaching and Learning Committee

(Professor Judyth Sachs)



10.1 Oral report of the Chair

Recommendation

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

10.2 Second report of the meeting held on 7 December 2000

20-24

10.2.1 Receipt of report

Recommendation

That the Academic Board receive and note the second report of the Teaching and Learning Committee meeting held on 7 December 2000.

10.2.2 Summer School Policy

20, 22

Recommendation

That the Academic Board note the Summer School Policy, as set out in the report presented.

10.2.3 Vice-Chancellor's Teaching Excellence Awards

20, 23-24

Recommendation

That the Academic Board note the process for the consideration of the Vice-Chancellor's Teaching Excellence Awards for 2001 and 2002, as set out in the report presented.

10.2.4 Report of the Institute for Teaching and Learning

21

Recommendation

That the Academic Board note the report relating to the report of the Institute for Teaching and Learning.

10.2.5 Proceedings of the Committee

21

Recommendation

That the Academic Board note the proceedings of the Teaching and Learning Committee meeting held on 7 December 2000 relating to the following matters:

- (1) Report of the Pro Vice-Chancellor (Teaching and Learning)
 - (a) Teaching and Learning Plans 2001
 - (b) Guidelines for Good Practice
- (2) Report of the Chair

- (a) Academic Honesty Policy
- (3) Academic policy development
- (4) General business
 - (a) SUPRA awards
 - (b) Items for consideration in 2001

11. Report of the Research Committee

(Professor Les Field)



11.1 Oral report of the Chair

Recommendation

That the Academic Board note the report of the Chair of the Research Committee.

11.2 Report of the meeting held on 14 November 2000

25-27

11.2.1 Receipt of report

Recommendation

That the Academic Board receive and note the report of the Research Committee meeting held on 14 November 2000.

11.2.2 Proceedings of the Committee

25-27

Recommendation

That the Academic Board note the proceedings of the Research Committee meeting held on 14 November 2000 relating to the following matters:

- (1) Items carried over
 - (a) Academic Honesty Policy
 - (b) Celera Database
- (2) Correspondence:
- (3) ARC results
- (4) Reports
 - (a) Pro Vice Chancellor (Research), Professor David Siddle
 - (b) Research and Scholarships Office
 - (c) Dr Claire Baxter, Director, Business Liaison Office
 - (d) Ms Merrilee Robb, Director of Research Development
- (5) Other Business
 - (a) Postgraduate Research Committee

12. Report of the Library Committee

(Professor Sue Armitage)



12.1 Oral report of the Chair

Recommendation

That the Academic Board note the report of the Chair of the Library Committee.

12.2 Report of the meeting held on 30 November 2000 28-32

12.2.1 Receipt of report

Recommendation

That the Academic Board receive and note the report of the Library Committee meeting held on 30 November 2000.

12.2.2 Proceedings of the Committee 28-32

Recommendation

That the Academic Board note the proceedings of the Library Committee meeting held on 30 November 2000 relating to the following matters:

- 04.01/00 Apologies
- 04.02/00 Welcome to New Member
- 04.03/00 Minutes of the Previous Meeting
- 04.04/00 Business Arising from the Minutes
 - 04.04.01 Strategic Development Fund Projects
 - 04.04.02 Restructure
- 04.05/00 Chair's Report
- 04.06/00 University Librarian's Report
 - Science Capability Report
 - Fines payment
 - Group of Eight Libraries
 - Collaboration with UNSW
 - ARC RIEF projects
- 04.07/00 Budget 2001
- 04.08/00 Flexible and Distance Learning
- 04.09/00 2001 Committee Meetings
- 04.10/00 Other Business
 - 04.10.01 Digital Copyright

13. Report of the Academic Staffing Committee

(Associate Professor Ros Arnold)



13.1 Oral report of the Chair

Recommendation

That the Academic Board note the report of the Chair of the Academic Staffing Committee.

13.2 Report of the meeting held on 24 January 2001 33

13.2.1 Receipt of report

Recommendation

That the Academic Board receive and note the report of the Academic Staffing Committee meeting held on 24 January 2001.

13.2.2 Procedure for Conferral of Clinical Titles 33

Recommendation

That the Academic Board endorse the proposed amendment to the policy on the conferring of all academic titles, as recommended, and

commend it to the Deputy Vice-Chancellor (Planning and Resources) for approval.

13.2.3 Proceedings of the Committee 33

Recommendation

That the Academic Board note the proceedings of the Academic Staffing Committee meeting held on 24 January 2001 relating to the following matters:

- (1) Committee membership*
- (2) Promotions*
- (3) Report of the Pro-Vice-Chancellor (Employee Relations)*

14. General Business

14.1 Appointment of members of the 2001 Student Proctorial Panel 34

Recommendation

That the Academic Board appoint the following persons as members of the 2001 Student Proctorial Panel:

*Professor J Lawler
Professor P Parkinson
Professor G Moore
Dr C Russell
Dr L Carson
Associate Professor W M C Maxwell*

14.2 Appointment of members of the Advisory Committee for the Centre for Continuing Education 34

Recommendation

That the Academic Board nominate Dr S MacAlister and Associate Professor A F Masters for reappointment by Senate to membership of the Advisory Committee for the Centre for Continuing Education for a term of office of one year.

14.3 Membership of the Academic Board

14.3.1 2001 Board membership 34-35, 36-38

Recommendation

That the Academic Board:

- (1) note the 2001 membership of the Board; and*
- (2) ask members to identify persons interested in being appointed to fill the vacancies and encourage them to contact the Chair of the Board.*

14.3.2 Filling of casual vacancies: academic staff members elected from the academic staff members of each faculty 35

Recommendation

That the Academic Board appoint Ms G Klix to membership of the Board, in the category of one academic staff member from Sydney College of the Arts, as recommended, to hold office from 14 February 2001 to 31 December 2002.

14.4 Resignation of the Chair of the Board

35

Recommendation

That the Academic Board note the resignation of the Chair of the Board.

14.5 Report of the Vice-Chancellor and Principal on proctorial matters

Recommendation

That the Academic Board note the tabled report on proctorial matters.

AGENDA ITEM 5. Report of the Chair

5.2 General report

1. Report of the Working Party on Elections

The report of the Working Party on Elections is enclosed separately. (*separate enclosure*)

I propose that:

- (1) the report lie on the table until the March meeting of the Board; and
- (2) the Board invite members to submit comments on the report to the Chair by no later than 28 February, for consideration by the March meeting of the Board.

2. The Management and Evaluation of Teaching

As discussed at previous Board meetings, and in the relevant Board Committees, the process of consolidation and review of Board policies has continued. The enclosed draft Board Resolution, "The Management and Evaluation of Teaching", consolidates and updates the following Academic Board policies: (*separate enclosure*)

- Statement on the management of teaching activities (103)
- Code of practice for undergraduate teaching, learning and assessment (36)
- Consultation with students and student representation (101).

Part 6 – "Academic Planning and Quality Assurance" – is a new section designed to capture decisions and proposals developed by the Board and the Pro-Vice-Chancellor (Teaching and Learning) in 2000. Associated with the policy expressed in Part 6 is the draft Academic Board Statement, "Guidelines for Academic Quality Assurance Systems", which summarises many of the issues that arise when implementing the policy. This document would benefit from broad revision by faculties.

Part 17 – "Academic Record-keeping" – is a new section designed to ensure that appropriate academic record-keeping is maintained by the University.

In addition to establishing by resolution its policies and procedures, the Board endorses statements and other documents that provide an advisory framework for academic activities within the University. It has been proposed that the Board's on-line documentation should distinguish clearly between resolved policy and background statements. Furthermore, policy should not be buried in background papers. Accordingly, I suggest that the following statements be reviewed and revised versions published as statements endorsed by the Academic Board.

- Student Feedback on Courses and Teaching (104)
(under review by the Institute for Teaching and Learning)
- Distance, Alternative and Flexible Modes of Delivery in Postgraduate Courses (253)
- Flexible, Student-Centred Learning in the University of Sydney (265).

The consolidated and revised policies should now be reviewed by faculties and by the relevant Board Committees. Accordingly, I propose that the document lie on the table, with comments to be provided to the Chair of the Board by faculties by 1 March 2001. Following any revision indicated by feedback, I propose that the Board be asked to resolve as follows:

Draft Resolution

- (1) *that the Board adopt the Resolution, "The Management and Evaluation of Teaching";*

-
- (2) *that the Board rescind the following Board policies:*
- *Statement on the management of teaching activities (103)*
 - *Code of practice for undergraduate teaching, learning and assessment (36);*
 - *Student feedback on courses and teaching (104); and*
 - *Student evaluation of courses (112)*
- (3) *that the Board endorse the following statements:*
- *Student Feedback on Courses and Teaching (104)*
 - *Distance, Alternative and Flexible Modes of Delivery in Postgraduate Courses (253)*
 - *Flexible, Student-Centred Learning in the University of Sydney (265)*
 - *AVCC Guidelines for Effective University Teaching.*

3. Review of Indigenous Education

The Vice-Chancellor has received and responded to a report on Indigenous Education at the University of Sydney. One element of this report concerned the role of the Academic Board in Indigenous education.

The Pro-Vice-Chancellor (Teaching and Learning) has portfolio responsibility for many aspects of Indigenous education. Professor Ramsden and I have discussed the report and the Vice-Chancellor's response. We now propose that the Board and its Standing Committees review their terms of reference to ensure that matters specifically relevant to Indigenous education are appropriately covered.

Accordingly, I ask the Board to request the Chair to invite each Standing Committee to work with Professor Ramsden, the Heads of the Koori Centre and Yooroang Garang, and the Chair, to propose any appropriate extensions of their terms of reference to cover Indigenous education. After consideration by the Board, the proposals will need to be transmitted to Senate for approval.

4. Guidelines for Good Practice in Teaching and Learning

The Pro-Vice-Chancellor (Teaching and Learning), Professor Ramsden, has provided the following advice:

I have discussed with the Teaching and Learning Committee and the Chair of the Board the idea of a guide on good practice in the management of learning and teaching.

The guide would be aimed at all academic staff of the University. However, it would be especially relevant to deans, heads and coordinators of units and courses, providing a self-evaluation checklist for quality assurance purposes and referring readers to appropriate University policies.

The guide would be written as a series of bullet points and linking text. Its length would be about 50 pages. A similar guide is the regularly updated 'Gold Book', produced by one of our teaching benchmarking partners, University College London, for a similar purpose.

The Teaching and Learning Committee endorsed the proposal at its November 2000 meeting and a consultant is preparing the document during February.

The contents provisionally include roles and responsibilities of staff and students; staff development support and the management of teaching; student support; student induction and orientation; course and unit design and operation; teaching and learning processes; assessment of student; student feedback and evaluation; QA processes.

I commend Professor Ramsden for this initiative, and encourage members of staff to forward suggestions for content and emphasis to Professor Ramsden.

5. Examinations, Second Semester 2000

The Director of the Student Centre has provided the following report on the management of scheduled examinations at the end of the Second Semester, 2000. I would like to join Mr Bowan in thanking faculties and departments for embracing electronic returns. *(page 13)*

I have received correspondence from an academic colleague pointing out that the abolition of faculty boards of examiners has removed one of the possible checks on the accuracy of examination returns. While boards of examiners may not have been an effective way to make careful checks of mark-processing, the correspondence is, nevertheless, an important reminder of the need for care in result-processing. It is Board policy that the unit of study marks of any student should be determined by at least two academics; it is good practice to ensure that all processing by a principal examiner be checked by a colleague or an advisory committee.

6. Action taken under delegated authority

The Board, at its December 2000 meeting, authorised the Chair of the Board to act on its behalf on any urgent matter which arose following the December 2000 Board meeting and which could not await the February 2001 Board meeting.

I have acted on behalf of the Board in the following matters:

(1) Faculty of Medicine: Semester and vacation dates

I have approved semester and vacation dates for the University of Sydney Medical Program for 2001 as recommended in the report from the Faculty of Medicine. *(separate enclosure)*

(2) Faculty of Architecture: Faculty Resolutions - Bachelor of Design and Bachelor of Design Computing

Proposals from the Faculty of Architecture for the new courses, the Bachelor of Design and the Bachelor of Design Computing, were endorsed at the August meeting of the Undergraduate Studies Committee and the October meeting of the Academic Board and were approved by the November 2000 meeting of Senate.

At its final meeting of 2000, the Undergraduate Studies Committee considered the proposed faculty resolutions for the new BDesign and BDesComp courses. The Faculty has responded to the suggestions made, and in the interests of ensuring that students in the new courses are admitted with faculty resolutions in place, I have approved the resolutions with delegated authority. I note that this is the first course in the University which entails admission to streams after part of the course is completed. This concept may prove useful for other faculties.

Acting on behalf of the Board, I have:

- (1) noted the Resolutions of the Faculty relating to the Bachelor of Design and Bachelor of Design Computing, made pursuant to the University of Sydney (Undergraduate Courses) Rule 1999; and *(separate enclosure)*
- (2) approved the Faculty requirements relating to the units of study, the pass degree, the honours degree and award of the degree, with effect from 1 January 2001, as set out in the report presented.

**Report of the Chair, Item 5
Examinations, Second Semester 2000**

Report of the Director, Student Centre

1. Out of a total 664 examinations, 160 were of three hours duration and 27 exceeded the recommended limit of no more than 30 minutes per credit point. The examination session was contained within a two week timeframe (with a handful of exceptions) without the necessity to run three examination sessions per day.
2. There were problems in the printing of two examination papers in Semester 2 where some pages were not reproduced in the final version. This caused considerable inconvenience to students and the departments concerned. Extra checking procedures have now been put in place by the University Printing Service to prevent a re-occurrence. An associated issue was textual errors being detected in examination papers after they had been printed but before the examination was held. This occurred in at least 7 examination papers, one of them involving 21 reams of paper. Examiners are required to check examination papers prior to submission to Examinations for printing and are also encouraged to look over papers after printing. This can be arranged with prior notice to the Examinations Office.
3. The change to total electronic return of examination results for Semester 2, in lieu of paper results sheets, was extremely successful with 100% compliance to the new procedures. Academic staff who were unfamiliar with electronic data transfer received specific support from the Student Centre. The return of results is now a more streamlined operation, enabling students to receive results, which are now displayed on the web, earlier than in previous years. Congratulations to all academic staff for their support of the new arrangements.
4. The return of Honours results caused some difficulties due to the earlier date for their return compared with previous years. The reason for the earlier deadline was to meet the timelines for the ranking of APA Scholarships, which had been moved forward. Advice from Professor Steven was that earlier scholarship offers led to higher acceptances from the top students. Faculties are asked to factor this into their Honours schedules for the end of this year.
5. The few general problems which occurred were largely due to results being returned electronically in non standard formats due to particular email systems, which require special processing arrangements. Further technical investigation is required to prevent a repetition of these problems in 2001.
6. As at the 8 December deadline for the return of results, 80% had been returned, which is a good outcome. By 15 December this had risen to 91%. While this is a high figure, we need to raise it to 100% in 2001, since any students with outstanding results will not be picked up by the University's Exclusions system; will fail Pre-enrolment and will be disadvantaged by the UAC system if they are applying for other courses through UAC. As at 29 January there are still 4,169 results outstanding.

AGENDA ITEM 7. Reports of Faculties and Boards

7.1 Report of the Faculty of Medicine

The Faculty of Medicine met on 18 December 2000.

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

The Faculty **recommends** that the resolutions of the Senate relating to the constitution of the Faculty of Medicine (p 477, *Calendar 1999, Volume 1: Statutes and Regulations*) be amended as follows:

- (1) by deleting in section 1.(a) the words "Behavioural Sciences in Medicine".

The purpose of this amendment is to reflect the amalgamation of the Department of Behavioural Sciences in Medicine with the Department of Medicine.

- (2) by deleting in section 1.(a) the words "Educational Development and Evaluation" and by inserting the words "Medical Education" after the words "Infectious Diseases".

The purpose of this amendment is to reflect the renaming of the Department of Educational Development and Evaluation to the Department of Medical Education.

- (3) by inserting in section 1.(a) the word "Radiology" after the words "Psychological Medicine".

The purpose of this amendment is to reflect the establishment of the Department of Radiology as a formal University department.

AGENDA ITEM 8.
Report of the Undergraduate Studies Committee

8.2 Report of the Undergraduate Studies Committee meeting held on 12 December 2000

The Committee met on 12 December 2000 when there were present Professor L Cram (Chair), Professors S Armitage and M Jackson, Associate Professors G Barton and C Gillies, Drs C Dauvergne, R Gilbert, L Harris, P Hopwood, E Lees and P Whiting. Miss K Neveldsen was in attendance.

1. Receipt of report

The Committee **recommends** that the Academic Board receive and note the following report of its meeting held on 12 December 2000.

2. Proceedings of the Committee

(1) Report of the Chair

(a) Admissions meetings

The Chair reported on the process of consolidation and review of the Academic Board policies and invited comment on the policy packages circulated to members.

The Committee noted the inaccessibility of policies had led to a fragmented understanding of policy by members of the University community and that consolidation of the policies would be useful in identifying inconsistencies and overlap.

(b) Special Consideration

The Chair invited discussion of the policy regarding Special Consideration for Illness and Misadventure.

Members of the Committee expressed a desire to see the area of special consideration reviewed for more uniform implementation across the institution. There was a strong desire to ensure that legitimate applications are not swamped by a large and growing number of dubious or "insurance" applications.

AGENDA ITEM 9.
Report of the Graduate Studies Committee

9.2. Report of the Chair

1. Receipt of report

The Chair reports that the Committee has not met since its last report to the Board. The Chair **recommends** that the Academic Board receive and note the following report on action that he has taken on behalf of the Committee under delegated authority.

2. Amendment of the Resolutions of the Senate

(1) Faculty of Medicine: Graduate Diploma in Medical Imaging

The Chair recommends that the request from the Faculty of Medicine to change the name of the new course, the Graduate Diploma in Medical Imaging, to “Graduate Diploma in Medicine (Imaging)”, be approved.

The Faculty reports that this nomenclature is consistent with all other graduate diploma programs for clinicians within the Faculty of Medicine.

The proposal for the introduction of this course was endorsed by the Academic Board at its meeting on 13 December 2000 and was approved by Senate at its meeting on 5 February 2001.

The Chair recommends that the Board recommend that Senate approve:

- (1) the proposal from the Faculty of Medicine for the change of name of the Graduate Diploma in Medical Imaging to “Graduate Diploma in Medicine (Imaging)”;
- (2) the amendment of the Resolutions of the Senate relating to Degrees, Diplomas and Certificates in the Faculty of Medicine, with effect from 1 July 2001, as set out below; and *(page 18)*
- (3) the amendment of the Resolutions of the Senate relating to the Graduate Diploma in Medical Imaging course, with effect from 1 July 2001, as set out below. *(pages 18-19)*

3. Major change to an existing course

(1) Faculty of Medicine: Graduate Diploma in Medicine (Pain Management)

The Chair recommends that the Board approve the request from the Faculty of Medicine to offer the Graduate Diploma in Medicine (Pain Management) as a full-time award from 2001.

The existing course has been available on a part-time basis and also by distance education. The Faculty seeks approval to offer the course on a full-time basis in 2001 in order to accommodate the enrolment of an international student.

A student undertaking full-time studies could attend intensive teaching week-ends held throughout the year at the Centre to cover one-half of the course. The second half of the coursework could be undertaken by using the distance education packages. While undertaking these studies, the student would be supported by weekly tutorials by academic staff and would be provided with facilities such as a desk, PC and library support.

The Department anticipates that demand for part-time enrolment in the Graduate Diploma (Pain Management) will continue to be strong and that full-time enrolment would be limited by the accommodation that the Department can provide for students and is unlikely to be greater than one or two students per year.

No amendment is required to the Resolutions of the Senate relating to this course (p 488, *Calendar 1999, Volume 1: Statutes and Regulations*).

Faculty of Medicine

Graduate Diploma in Medical Imaging

Degrees, Diplomas and Certificates in the Faculty of Medicine

The Resolutions of the Senate relating to Degrees, Diplomas and Certificates in the Faculty of Medicine (pp 477-8, *Calendar 1999, Volume 1: Statutes and Regulations*, as amended) are further amended to the following effect from 1 July 2001. (Text to be deleted is indicated by strike-through, and text to be added is indicated by underlining.)

- Section 2.(g) relating to the Diplomas in the Faculty of Medicine is amended as follows:
 - (g) Graduate Diploma in ~~Medical Imaging~~ Medicine (Imaging) (GradDipMedImag)

Graduate Diploma in Medical Imaging

The following new Resolutions of the Senate relating to the Graduate Diploma in Medical Imaging are amended to the following effect from 1 July 2001. (Text to be deleted is indicated by strike-through, and text to be added is indicated by underlining.)

GRADUATE DIPLOMA IN MEDICAL IMAGING MEDICINE (IMAGING)

Eligibility for admission

1. (1) An applicant for admission to candidature for the Graduate Diploma shall hold the degrees of Bachelor of Medicine and Bachelor of Surgery (MBBS) from the University of Sydney, or from any other University or academic institution approved by the Dean.
- (2) An applicant for admission to candidature shall have held ~~the~~ qualification on the basis of which admission is sought for at least one year prior to the commencement of candidature.

Availability

2. Admission to candidature may be limited by a quota. In determining the quota the Faculty will take into account:
 - (i) availability of resources
 - (ii) availability of adequate and appropriate supervision.

In considering an application for admission the Dean will take into account the quota and entrance will be based on the applicants who are most meritorious in terms of section 1 above.

Method of progression

3. (1) A candidate for the Graduate Diploma shall proceed by completing units of study as prescribed by Faculty.
- (2) A unit of study shall consist of lectures, tutorials, assignments and practical work as may be prescribed.
- (3) In these resolutions to complete a unit of study means
 - (a) to attend lectures, tutorials and seminars, if any
 - (b) to complete satisfactorily the assignments and practical work, if any
 - (c) to pass the examinations of the units of study, if any.

Time limits

4. (1) A candidate will proceed on a part-time basis and shall complete the requirements for the Graduate Diploma not earlier than the end of the eighth semester and not later than the end of the twelfth semester, unless otherwise determined by the Dean.
- (2) A candidate may be accepted by the Dean on a probationary basis for a period not exceeding one semester and upon completion of this period the Dean shall review the candidate's work and shall either confirm or terminate the candidature.
- (3) A candidate accepted in accordance with subsection (2), if confirmed, shall be deemed to have commenced from the date of commencement of coursework.

Requirements for the Graduate Diploma

5. Candidates for the Graduate Diploma are required to satisfactorily complete 48 credit points of coursework covering new material to the candidate, selected from Units of Study satisfying the conditions approved by the Faculty.

Examination

6. On completion of the requirements for the Graduate Diploma, the Dean shall determine the result of the candidature.

Progress

7. The Dean may -

- (1) call upon any candidate to show cause why that candidature should not be terminated by reason of unsatisfactory progress towards the completion of the Graduate Diploma, and
- (2) where the candidate does not show good cause, terminate the candidature.

Credit

8. A candidate who, before admission to candidature, has spent time in graduate study in the University of Sydney or another university and has completed coursework, within five years except with the permission of the Dean, considered by the Dean to be equivalent to work prescribed for the Graduate Diploma, may receive credit, as recommended by the Head of the Department of Radiology, towards the requirements for the Graduate Diploma in ~~Medical Imaging~~ Medicine (Imaging).

AGENDA ITEM 10.
Report of the Teaching and Learning Committee

10.2 Second report of the Teaching and Learning Committee meeting held on 7 December 2000

The Committee met on 7 December 2000 when there were present Dr C Mitchell (Alternate Chair), Professors P Parkinson and P Ramsden, Associate Professors S Carlile and M Prosser, Dr K Ginn, Ms J Jones, Ms N Verco and Mr J Taylor. Miss K Neveldsen was in attendance.

1. Receipt of report

The Committee recommends that the Academic Board receive and note the following second report from the meeting held on Thursday 7 December 2000. One item considered by the Committee at that meeting was reported to the Academic Board at its December 2000 meeting.

2. Summer School Policy

The Committee recommends that the Academic Board note the amendment to the *Summer School Policy*.

The Committee noted that the Senior Executive Group had revised the policy, based on the policy for the pilot program and recommendations arising from evaluations of student experiences.

The policy is available on the web at:

<<http://www.usyd.edu.au/su/personnel/policy/COS/other/acad/SummerSchool.html>>

Recommendation

The Teaching and Learning Committee recommends that the Academic Board note the Summer School Policy, as set out in the report presented. (page 22)

3. Vice-Chancellor's Teaching Excellence Awards

The Committee recommends that the Academic Board note the process for consideration of the *Vice-Chancellor's Teaching Excellence Awards* for 2001 and 2002.

The Committee noted that it would be desirable to increase the quality and number of applications for the Australian Awards for University Teaching and that the proposal would improve the processes for applications for faculty, university and national awards, particularly by streamlining the timelines for applications.

The lack of consistency between the faculty, university and national award schemes, including differing criteria, and the subsequent duplication and heavy workloads was also noted.

The need to increase the profile of both the faculty and university awards was acknowledged, along with the need to ensure that work going into the applications was appropriate and productive.

It would be desirable for heads of departments/schools to identify and encourage applications as part of their role and this could be incorporated into future orientation sessions.

Recommendation

The Teaching and Learning Committee recommends that the Academic Board note the process for the consideration of the Vice-Chancellor's Teaching Excellence Awards for 2001 and 2002, as set out in the report presented (pages 23-24)

4. Report of the Institute for Teaching and Learning

The Committee noted the Report of the Institute for Teaching and Learning and discussed issues the Institute faces in regard to the Graduate Certificate in Higher Education.

The Committee noted that the Certificate had been redesigned with an aim to address the key competencies in university teaching and learning, and that due to resource constraints the Institute would have to limit the enrolments to 25.

The Committee noted that discussions were underway regarding the first 3-day section of this Certificate forming part of the probationary requirements for new members of the academic staff. This raised concerns regarding the need for additional resources and support from faculties.

5. Proceedings of the Committee

(1) Report of the Pro Vice-Chancellor (Teaching and Learning)

(a) Teaching and Learning Plans 2001

The proposal to combine postgraduate teaching and learning reports with the undergraduate reports had been circulated to faculties. It was proposed that all reports would be received by the Teaching and Learning Committee in the second half of next year. Faculties had also been asked to provide the Graduate Studies Committee with a list of postgraduate courses under their control, the due dates for mandatory five year reviews and the process for the conduct of the reviews.

(b) Guidelines for Good Practice

Professor R Clarke had been invited to assist in the preparation of the Guidelines for Good Practice in Teaching and Learning. It was now anticipated that the process would begin in January/February 2001 with the preparation of the first draft.

(2) Report of the Chair

(a) Academic Honesty Policy

The Alternative Chair noted that the final report of the consultant is being sought. The Committee agreed that a report detailing the sanctions imposed for plagiarism over the last three years be requested from the Registrar.

(3) Academic policy development

The Committee noted the report of the Chair of the Academic Board regarding the policy review process being undertaken.

The Committee felt that consolidation of the policies was valuable and felt consultation was required to review the policies of 'Curriculum Aims and Intended Outcomes' and 'Management and Evaluation of Teaching' in particular.

(4) General business

(a) SUPRA awards

The Committee noted the following recipients in the annual SUPRA teaching awards:

- (i) Supervisor of the Year 2000 - Dr N Rowe, English
- (ii) Teacher of the Year 2000 (Coursework) - no nominations
- (iii) Support Staff of the Year 2000 (General Staff) - Joint award to Mr G Holden, Pathology and Dr K Picker, Chemistry

(b) Items for consideration in 2001

Report of the Teaching and Learning Committee, Item 2 Summer School Policy

Report to the Academic Board regarding policy for the Sydney Summer School

The Senior Executive Group approved a new policy document for the Sydney Summer School in August 2000. This policy document is based on the previously published policy for the pilot Summer School with additions from Professor David Weisbrot's original proposal to the Senate, and recommendations which have arisen from evaluations of the student experience of summer study over the past three years and from practice during that period. The primary focus of the policy has been that the Summer School adheres to the policies established by the University of Sydney. The policy document has been organised in a manner that should promote transparency and clarity in activities.

Academic and general staff representatives from the three Colleges were involved in the revisions. The following paragraphs outline the significant revisions to the policy of the pilot summer school:

1. A minor change has been entered under institutional policies:
The University does not regard teaching within the Sydney Summer School as part of an academic member of staff's normal workload. This means that members of staff cannot be required to teach in the Sydney Summer School as the participation of academic staff is on a voluntary basis. See Enterprise Agreement Section 5.6.3.6. [The reference to the Enterprise Agreement has been added].
2. A change which will affect operations is listed under teaching policies:
Under the previous pilot Summer School policy, it was possible for academic staff members to have payment for teaching placed into their research consultancy accounts. However, circumstances have changed and under advice from the Internal Audit and Review department and in consultation with the Dean of Economics and Business, this practice has been discontinued in favour of PAYG payment. A change has also been made to the pro forma agreement to reflect this.
3. In a further addition to teaching policies, heads of departments are reminded that the casual academic rates of pay in the attachment to the Sydney Summer School policy are the minimum payments to be made for teaching and related work to be performed. Any additional payments must be approved by the relevant college Pro-Vice-Chancellor, consistent with the University's Delegations of Authority.
4. To accommodate the possibility of some courses which would be taught in a 'virtual' form being taught in a 'real' form (e.g. on site in a foreign country), a slight rewording of an original policy has taken place:
The units of study proposed for inclusion in the Sydney Summer School may differ in form from their presentation in either Semester 1 or Semester 2 but their content, aims and objectives will remain the same.
5. Also under units of study it is proposed that 'With the approval of the Academic Board as the body responsible for establishing the criteria for admission to the University, units of study may be developed specifically for the Summer School where they are intended as foundation units or preparatory units'. The issue of developing units particularly for Summer School will recur. However, at the present time this proposal will allow for some units to be developed which might have a particular use for HSC students.
6. Where previously only the Dean had responsibility for either cancelling or permitting a class to run where numbers were low, that responsibility will now be shared with the Director of the Summer School. This indicates not only the appropriate consultation process but also reflects that there may be administrative costs incurred when a course does not deliver sufficient income.

Report of the Teaching and Learning Committee, Item 3 Vice-Chancellor's Teaching Excellence Awards

Proposed changes to Teaching Excellence Awards

The University of Sydney has offered awards for excellence in teaching for a number of years. In addition, many faculties administer their own schemes for recognising excellence in teaching. Since 1997, national awards of high status have been administered by the former Committee for University Teaching and its successor, the Australian Universities' Teaching Committee (AUTC).

Consultation with members of the University committees responsible for selecting the recipients of the university's teaching awards and choosing the nominees for the Australian Awards for University Teaching has resulted in the following conclusions:

1. We need to increase the quality and the number of applications for the Australian Awards for University Teaching and university awards.
2. There is little or no articulation between faculty, university and national award schemes.
3. The existence of separate timetables and criteria for the three schemes leads to wasteful duplication and heavy workloads for candidates, deans, referees and the selection committees.
4. A strategic focus on university teaching and learning priorities is desirable. However, although the focus for 2000 on first year teaching doubled the number of applicants for university awards compared with 1999, it excluded many teachers who might otherwise have applied.

I propose the following process for 2001 and 2002:

University awards

For 2001, there will be 5 awards (no change from 2000)

Three of these will be open to all academic staff and will use the same criteria as the AUTC awards

Two awards will focus on research-led teaching at undergraduate level and a set of criteria will be developed in addition to the AUTC criteria for these

The timetable for the university awards will enable recipients to make applications for AUTC awards (likely deadline for AUTC awards is 31 August 2001)

Applications will therefore be called for in April 2001 with successful applicants being notified by 29 June

Feedback to unsuccessful candidates will be structured around the AUTC criteria and, in the case of the research-led teaching awards, the additional criteria

Unsuccessful applicants should be encouraged to re-submit in the following year

Faculty awards

It is desirable that faculty award processes are consistent with university processes, but retain flexibility. Where faculties use the same award criteria as the AUTC and the university, they should plan their award schemes to articulate as closely as possible with the timetable and criteria fixed by the AUTC and the university

This implies that such faculty awards should be made by the end of March each year and that faculties will need to examine their current criteria

National awards

The changes outlined above to faculty and university schemes should lead to more applications and higher quality applications

Each faculty should have a mechanism for selecting up to two candidates for AUTC awards, and for providing support to these applicants to enable them to produce high quality applications

The feedback on our unsuccessful 2000 applications indicates that at least two of these should be re-submitted in 2001. The AUTC encourages re-applications in cases where the criteria for finalist status were almost met.

The Institute for Teaching and Learning will provide a workshop early in 2001 to enable candidates for all three schemes to prepare competitive applications.

AGENDA ITEM 11.
Report of the Research Committee

11.2 Report of the Research Committee meeting held on 14 November 2000

The Research Committee met on 14 November 2000 when there were present: Professor L Field, *Chair Research Committee (Presiding Member)*, Professor D Siddle, *Pro-Vice Chancellor (Research)*, Professor Don Melrose, Professor Maher, Professor Christopherson, Associate Professor P McCallum, Professor Carol Pollock, Professor G Gill, Professor G Steven, Dr L Poladian. In attendance were Dr Baxter, Ms Robb, Mr W Dawson and Mr Ed Micallef (Committee Secretary).

1. Receipt of Report

The Committee recommends that the Board receive and note the following report of its meeting held on 14 November 2000.

2. Proceedings of the Committee

(1) Items carried over

(a) Academic Honesty Policy

Professor Field advised that the policy is still with the Teaching and Learning Committee.

(b) Celera Database

There are still some concerns about what researchers could do with the data once downloaded. It appears that information cannot be exchanged with collaborators unless they are also subscribers.

(2) Correspondence:

Professor Field noted that he had had some feedback from Ms Croxon on Professor Siddle's paper on the issue of severance pay. Professor Field noted that these comments have now been incorporated and Heads of Department and Deans would receive copies of the document. Professor Field noted that it was clear that the onus of managing severance pay was with Heads of Department.

Professor Field noted that he has now received some comments on the draft Code of Conduct from the University solicitor and is incorporating some changes to reflect the industrial relations area. The draft report will be reviewed by the Research Committee and should be presented to the Academic Board early in the new year.

Professor Field noted that he has provided the Teaching and Learning Committee with comments on their draft criteria for Promotion on the Basis of Teaching.

(3) ARC results

Professor Siddle distributed copies of a paper prepared for members of VCAC, which summarised information about the ARC results for the 2001 funding round. The committee noted the success of this University compared with the GO7 and thanked staff from the Research and Scholarships Office, the College of Science and Technology, the Director, Research Development and the Business Liaison Office for the administrative support they provided to research staff.

Professor Siddle also circulated provisional Research Quantum and Small Grant allocations. Research Quantum increased by \$800k from 2000 and the University now ranks second. There was a small increase in ARC Small Grant funds where the University ranks second.

(4) Reports

(a) Pro Vice Chancellor (Research), Professor David Siddle

Professor Siddle reported on the following:

- The opening of the Australian Centre for Advanced Computing and Communications will be on 15 November. The AC3 Company has now been incorporated;
- CRC interviews are currently happening. We have 8 interviews with the last 2 being on 22 November;
- The Major Equipment Committee will meet on 15 November;
- The R & D support mechanism is in place, with committees to report back by 8 December;
- A new Director for the EMU has been appointed. He is Dr Simon Ringer from Monash University;
- We have received a letter from the ARC requesting nominations to advisory committees for 2001. A response is required by 8 December. Nominations will have to be endorsed by the Vice Chancellor. There are a number of criteria that nominations must meet;
- There was a meeting of PVCs/DVCs Research in Canberra that discussed the Science Capability Review, Research and Research Training Plans, the draft guidelines for the Research Training Scheme and the revised publications specifications to include extended categories of patents, refereed designs and major creative works. Departments will need to keep records from 2001 for 2002;
- The prospect that each university will be required to report against a core set of variables which will be a performance and directions statement (rather than the Research and Research Training Management Plan) against a discipline system broadly aligned to our College structure was discussed;
- RIBG Scheme Allocation Table 2001. The preliminary amount for the University of Sydney is \$9.22m compared with \$9.23m last year;
- The University of Sydney Completion Scholarships. Professor Siddle was concerned, and the committee agreed, that there were some students in the system who had never received any financial assistance in completing their doctorates and that this may be hindering their timely completion. Up to 50 Completion Scholarships will be offered.

(b) Research and Scholarships Office

Mr Dawson advised on the following:

- Personalised letters notifying results have been sent to all applicants for ARC grants;
- NHMRC will follow a similar process;
- Focus in the Research Office will shift to strategies for the next round;
- APA applications closed last week and will be distributed to Colleges for ranking.

(c) Dr Claire Baxter, Director, Business Liaison Office

Dr Baxter noted the following:

- The BLO is being reorganised to align with industry collaboration;
- Staff in the BLO will become more specialised;
- There will be an NHMRC workshop to discuss guidelines on Intellectual Property, which Dr Baxter will attend.

(d) Ms Merrilee Robb, Director of Research Development

Ms Robb noted:

- A number of researchers have already seen her to prepare for next year's round of ARC;

- She would like more Fellows to see her.

(5) Other Business

(a) Postgraduate Research Committee

Professor Steven noted that the Research Training Scheme has changed the way we will manage postgraduate candidatures. There will now be a dual focus on the management of candidature, namely academic and intellectual. We will need to look at the length of candidature, the length of the thesis, the form of the thesis, the definition of a PhD, etc. There needs to be a redefinition of the role of the Graduate Studies Committee, particularly in the light of the appointment of a Dean of Graduate Studies. It is possible that the Research Committee could be an appropriate forum in which to consider many of the non-administrative matters concerning postgraduate candidatures.

AGENDA ITEM 12.
Report of the Library Committee

12.2 Report of the Library Committee meeting held on 30 November 2000

Present: Professor S Armitage (Chair), Dr C Asmar, Mrs. J. Campbell, Associate-Professor E Cornell, Ms J Jones, Associate Professor. T. Langrish, Professor J. Lawrence, Associate-Professor C Murphy, Associate Professor D. Ridley, Ms. K. Sexton, Mr. J. Shipp,

04.01/00 Apologies

Dr. C. Campbell, Associate-Professor S Carlile, Dr S Colley, Ms S Field, Professor M Harris, Mr J Taylor, Ms N Verco

04.02/00 Welcome to New Member

Dr S Colley was welcomed in her absence as a member of the Committee.

04.03/00 Minutes of the Previous Meeting

Minutes of the meeting held 4 September 2000 were adopted after a correction to the item numbering.

04.04/00 Business Arising from the Minutes

04.04.01 Strategic Development Fund Projects

The University Librarian tabled a paper presented to Senate which detailed completion of the projects supported by \$600,000 from the Fund.

04.04.02 Restructure

The University Librarian and the Associate University Librarian (Humanities and Social Sciences) reported on progress with the restructure of the Administrative and Support Services Division and the Humanities and Social Sciences Division.

04.05/00 Chair's Report

There were no Academic Board matters relating to the Library to be reported.

04.06/00 University Librarian's Report

- ***Science Capability Report***

The recently released Report contains various proposals designed to improve support for science-related research and scholarship including a recommendation that \$5 million be allocated to developing the scientific information resources infrastructure. It was observed that the recommended allocation may be insufficient to provide meaningful support.

- **Fines payment**

A new service permits fines to be paid by credit card using the Web. The service will be promoted in 2001 and has already proved a popular alternative to sending cheques by mail or personal payment at the Cashier's Office.

- **Group of Eight Libraries**

Librarians from the Group of Eight universities have met to consider areas of possible collaboration. Among the projects identified was the establishment

of an electronic archive for the works of academic staff at the eight universities. The group agreed to fund a feasibility study.

- **Collaboration with UNSW**
During the temporary closure of the Biomedical Library at UNSW, requests for some journal articles will be supplied from the University of Sydney. A member of the UNSW Library will be responsible for locating and sending requested items. No inconvenience is expected for University of Sydney staff and students.
- **ARC RIEF projects**
The Library will be a participant in two projects funded in the latest round of initiatives. Weblaw will be led by the University of Queensland and aims to improve access to legal materials. An Australian literature gateway project led by the UNSW, will build on previous digitisation of Australian literary material.

04.07/00 Budget 2001

The University Librarian reported on early estimates of the effect of currency devaluation on the Library's 2000 budget and the likely effect on the 2001 budget of continued lower exchange rates. The purchasing power of the book vote had declined about 18% during the year but this had been eased somewhat by currency hedging by the University and by the use of Library reserves. If the exchange rates remain disadvantageous, use of available funds in 2001 would have to be revised and journal subscription cancellations instituted. It was observed that continued reduction in access to information resources would place at risk the University's claims to be a research institution of international standard.

It was resolved:

that the University be requested to act to protect the Library information resources budget from further devaluation in the Australian dollar.

04.08/00 Flexible and Distance Learning

There was discussion on an agenda paper relating to *Library Services for Distance and Flexible Learning* which outlined the Library implications of distance and flexible teaching. The paper will be forwarded to Academic Board, faculties and departments as well as to the Teaching and Learning Committee. (pages 30-32)

04.09/00 2001 Committee Meetings

The Committee will meet at 10.0 am on the following dates in 2001: 19 February, 21 May, 20 August and 19 November.

04.10/00 Other Business

04.10.01 Digital Copyright

The Associate University Librarian (Humanities and Social Sciences) outlined some of the changes associated with the new legislation. One of the most significant for the Library being that no more than 10% of a work may be copied by the University. This places a significant restriction on copying which previously did not exist and will necessitate efficient regulation within the University.

It will also be necessary to implement effective authorisation and authentication systems. Work has commenced and the Library is working with the Intranet team.

LIBRARY SERVICES FOR DISTANCE AND FLEXIBLE LEARNING STUDENTS A DISCUSSION PAPER

Libraries play an integral part in the learning process and access to library services and resources is essential to the acquisition and maintenance of lifelong learning skills. The Library aims to support the University's flexible learning activities through the provision of high quality services to all students irrespective of their location or mode of study.

The Academic Board statement on flexible, student-centred learning has provided a basis for addressing some of the issues which are critical to the provision of quality library services needed to support courses offered in non- traditional ways and/or off-campus. A common feature of "flexible learning"¹ and "distance learning"², is that learners expect to be able to access remotely, and at their convenience, a range of services and facilities that traditionally have been available only on campus and within set time periods.

Provision of distance and flexible learning programs by the University of Sydney is, with some exceptions, comparatively recent and largely the result of individual faculty or departmental initiative. This approach has resulted in some variance in the support available to flexible and distance learners compared with on-campus students. The disparity is particularly evident in the provision of appropriate supporting infrastructure for distance learners.

Library implications include:

- *lack of awareness on the part of many academic staff of the particular issues involved in providing library services to distance education students and the additional resources required*
- *difficulty in planning a coordinated response to the provision of services for flexible and distance learning*
- *insufficient prior notification that courses are to be offered in flexible or distance delivery mode*
- *student expectation of a level of support which may be unrealistic due to the lack of involvement of the Library in course planning.*

The Library recognises that a strong commitment to flexible learning is important to the future success of the University of Sydney. Such programs are required if the University is to maintain its competitive edge in the recruitment of students particularly in the postgraduate and post-qualification professional continuing education areas.

A number of initiatives have been planned or implemented by the Library to support and enhance the educational experience of students including:

- *Internet access to over 5,000 full-text journals, monographs and other information resources*
- *Ask a Librarian service which permits students to email reference and other requests to Library staff for response*
- *web-based access to the catalogue and to instruction in its use*
- *digital copies of course reading materials formerly available only in print (available selectively from 2001)*
- *subject-based web sites which provide hyper links to resources throughout the world*
- *reciprocal borrowing*
- *web access to past examination papers*

These initiatives are core activities of the Library and are provided without additional cost to members of the University. They are well suited for the support of coursework-based learning which utilises recent publications especially journals. They may be less efficient for activities which require

¹ Flexible learning - 'an approach to education which offers the student choice in what to learn, how it is learned and assessed, and when and where learning happens.' Academic Board Statement *Flexible, Student-Centred Learning in the University of Sydney* June 1999

² Distance learning - one mode of flexible learning usually undertaken away from the physical site of an educational institution.

extensive retrospective research of individually selected topics especially those requiring the use of monographic publications.

Distance education students, particularly those undertaking research topics, may require the support of specially tailored services in order to ensure that they have appropriate access to the information required to undertake their studies successfully. Tailored services may include the mailing or faxing of items to students who cannot visit a library.

Experience internationally, and at Australian universities which have been long-term providers of distance education, suggests that distance learning students

“...face distinct and different challenges involving library access and information delivery. Special funding arrangements, pro-active planning, and promotion are necessary to deliver equivalent library services and to maintain quality in distance learning programs. Because students and faculty in distance learning programs frequently do not have direct access to a full range of library services and materials, equitable distance learning library services are more personalised than might be expected on campus.”³

Proposed Library provision for distance education students:

Services

- *loans by post*
- *photocopies of print materials by fax or post*
- *assistance with bibliographic and other database searching*
- *user instruction*

Service Limits

- *it is envisaged that specialised library services will be available only to students resident outside the Sydney metropolitan area or those who are unable to attend a library in person.*
- *transaction fees and/or a limit on the number of transactions may apply*
- *material readily available in the student's locale may not be supplied*

Student Requirements

In order for Library services to be utilised to maximum effect, students will need to have

- *reliable, high-speed access to the Internet*
- *printing facilities*
- *computing skills and information literacy appropriate to the level and nature of their studies.*
- *access to a facsimile machine to receive copies of materials available only in print.*

Funding

The extent to which individual distance and flexible learning students will use library services is unknown. Use will be affected by a number of factors including the provision of anthologies of readings, proximity to another library and the extent to which the course relies on library materials.

The provision of some services may involve the Library in extra costs. An informal survey of other university libraries indicated considerable variation in the way services are funded. In some instances, students are required to pay all or some of the costs. In other instances, the teaching unit may pay all or some of the costs.

The following are indicative costs for common services:

- *photocopies : \$12 per item (up to 20 pages) plus 15 cents per additional page (includes postage or fax within Australia)*
- *book and video loans : \$15 (including outward postage within Australia. Return postage paid by student)*
- *bibliographic searches : \$10 per 15 minutes staff time (applicable where a Library staff member undertakes actual search of databases. Student enquiry of databases free as part of core services)*

³ Association of College and Research Libraries *Guidelines for Distance Learning Library Services*
(<http://www.ala.org/acrl/guides/distlrng.html>)

- *training : travel and per diem costs for all training provided off campus by Library staff to be met by the relevant teaching unit.*

It is proposed that funding arrangements will be negotiated between the Library and the teaching unit.

Library experiences with distance education students

While well established distance learning programs exist in the University, the number of students involved is still quite small in comparison with the number of students involved in traditional on-campus courses. Nevertheless, the Library has already experienced some difficulties supporting distance education. More extensive discussion of the issues is desirable before this mode of teaching becomes more widespread.

The Library's recent experience with programs delivered by flexible learning has raised the following issues:

- need for the Library to be advised that a flexible learning or distance education course is being developed or that the method of delivery of an existing course is to be altered to include flexible delivery or distance education modes. In order to plan and staff the most appropriate method of supporting students, the Library needs to know whether the course is delivered by summer school, by weekend tuition, by correspondence and residential school, or by some other method. In particular, courses taught over a compressed period of time (for example, Summer School, or intensive attendance for a week) require Library resources to be readily available for the period of the course, and this needs planning in advance. Many students will be here tomorrow and need to borrow these 24 packages to photocopy - can you process them by 9 a m - is rarely a feasible proposition for either Library staff or students.
- It is desirable that there be close collaboration between all appropriate staff (academic, Library, Learning Centre, Institute for Teaching and Learning) during the design stage of flexible learning and distance education programs, whatever the method of delivery. Advice from Library staff on the range of information resources available, the best method of delivering these resources to the students and the development of information skills training sessions will enhance the quality of the learning experience for students. To ensure that best use is made of these services, the Library should be involved in the development of courses at as early a stage as possible.
- Library, Learning Centre and Institute for Teaching and Learning staff have an increasingly active role in teaching information literacy and research skills to students as sources of information become more complex. It is important for distance learners to have the opportunity to participate in library user instruction programs which will provide them with similar advantages to those made available to on-campus students. When planning courses to be taught in flexible or distance learning mode, it is important that faculties and departments make provision for the inclusion of a research skills component taught by a specialist librarian.
- Students living at a distance from the University who have no access to e-mail, fax and the Internet present a problem to the Library for delivery of information. Access to databases and electronic journals can only be provided via the web. Document delivery is faster and more efficient by e-mail or fax. Remote students often have unrealistic expectations about the speed and efficiency of the postal service, and complain about delays caused by their own lack of access to appropriate technology.
- Particular problems have been experienced with postgraduate distance education students. Research level postgraduates have intensive library needs and the provision of services such as interlibrary loans to remote students may be difficult and expensive. The challenges are compounded if students are resident overseas and require access to information resources which are not available at a local library or via the Internet.

AGENDA ITEM 13.
Report of the Academic Staffing Committee

13.2 Report of the Academic Staffing Committee meeting held on 24 January 2001

The Committee met on 24 January 2001. There were present: Associate Professor R Arnold (Chair), Professor LM Koder, Professor L Field, Professor S Armitage and Dr K Clapham. Apologies: Ms S Jamieson, Professor L Burgess. In attendance: Ms L Schofield

1. Receipt of report

The Committee **recommends** that the Board receive and note the following report of its meeting held on 24 January 2001.

2. Procedure for conferral of Clinical Title

Currently Clinical Titles are conferred upon persons for the term of their appointment with a relevant teaching hospital and/or Area Health Service. As the association between the individual and the University can change during this period, the Faculty of Medicine requested that the title be conferred for a period of up to three years (renewable). The Committee proposes that the policy document on the Conferring of all Academic Titles be amended as follows:

- Under the heading "Clinical Academic, Term" delete the following sentence:
"Titles are for the duration of the nominee's appointment."
- and replace with the following:
"A Clinical Title may be conferred for a period of up to three years. Following review the title may be conferred for a further period of up to three years provided that the person:
 1. continues to hold an appropriate appointment in a teaching hospital and/or Area Health Service; and
 2. continues to contribute to the University."

The Committee recommends that the Board endorse item 2 and commend it to the Deputy Vice-Chancellor for approval.

3. Proceedings of the Committee

(1) Committee membership

The Committee noted that Professor Bill Schworm and Dr Paul Whiting had tendered their resignations from the Committee as at the end of 2000. The Committee wishes to express its sincere appreciation to Professor Schworm and Dr Whiting for their commitment to the Committee and for their contribution to its achievements.

(2) Promotions

Arising from the 2000 Promotions rounds, the Committee discussed the following proposals to change the Promotions documents with a view to ongoing consultation about the issues:

- defining criteria and ratings in the Promotions documents
- devolving Level C promotions to the Faculty level

(3) Report of the Pro-Vice-Chancellor (Employee Relations)

The Pro-Vice-Chancellor provided information on a University wide group who are currently working towards defining reporting requirements from the Human Resource Management System (HRMS).

AGENDA ITEM 14. General Business

14.1 Appointment of members of the 2001 Student Proctorial Panel

The University of Sydney By-law 1999 provides in Division 4, clause 64 (p 47, *Calendar 1999, Volume 1: Statutes and Regulations*) that there is to be a Student Proctorial Panel comprising, among others, 6 members of the academic staff (of whom at least two are to be professors and at least two are not to be professors) appointed by and from the members of the Academic Board.

The University of Sydney (Amendment Act) Rule 1999 provides in Part 5, clause 16 (p 53, *Calendar 1999, Volume 1: Statutes and Regulations*) that the Pro-Vice-Chancellor of each College of the University must on or before 31 January in each calendar year submit to the Registrar the names of:

- (a) one member of the Academic Board who is a professor; and
 - (b) one member of the Academic Board who is not a professor,
- who are willing and have consented to serve as members of the Student Proctorial Panel.

The Pro-Vice-Chancellors (College) have submitted the names of the following persons who have indicated their willingness to serve as members of the Student Proctorial Panel:

Health Sciences	Professor J Lawler	Dr C Russell
Humanities & Social Sciences	Professor P Parkinson	Dr L Carson
Sciences & Technology	Professor G Moore	Associate Professor W M C Maxwell

The Board is asked to appoint the persons listed above as members of the 2001 Student Proctorial Panel.

14.2 Appointment of members of the Advisory Committee for the Centre for Continuing Education

The Resolutions of the Senate relating to the Centre for Continuing Education provide in section 5.(1) (pp 95-6, *Calendar 1999, Volume 1: Statutes and Regulations*) that the Advisory Committee for the Centre for Continuing Education shall comprise, *inter alia*, two members of the academic staff of the University nominated by the Academic Board and appointed annually by Senate.

The current Board nominees are Dr S MacAlister and Associate Professor A F Masters. The Board is asked to re-nominate Dr MacAlister and Associate Professor Masters, both of whom have indicated their willingness to be re-appointed to membership of the Committee.

14.3 Membership of the Academic Board

1. 2001 Board membership

A list of the current members of the Board is attached for members' information.

(pages 36-38)

Casual vacancies exist in the following categories of membership:

- (c) **one academic staff member from the academic staff members of each Faculty**
Casual vacancies exist for one academic staff member from the academic staff in the following faculties, for the term of office specified
 - Education (to 31.12.02)
 - Medicine (to 31.12.01)
 - Sydney College of the Arts *see item 2 below* (to 31.12.02)

-
- (e) **five persons who are professors**
Two casual vacancies exist for professorial members of the Board, for a term of office to 31 December 2002. In accordance with the Academic Governance Rules, one of the vacancies may only be filled by a female.
 - (f) **five persons who are heads of departments**
Four casual vacancies exist for members of the Board who are heads of department; the term of office for one vacancy is to 31 December 2001; and the term of office for three of the vacancies in until 31 December 2002. In accordance with the Academic Governance Rules, one of the vacancies may only be filled by a female and two of the vacancies may only be filled by males.
 - (g) **five persons who are non-professorial members of the academic staff**
One casual vacancy exists for a member of the Board who is a non-professorial member of the academic staff, for a term of office to 31 December 2001. In accordance with the Academic Governance Rules, this vacancy may only be filled by a male.
 - (j) **one postgraduate student member**
A casual vacancy exists for one postgraduate student member of the Board, for a term of office to 31 December 2001.

2. Filling of casual vacancies: academic staff members elected from the academic staff members of each faculty

At the faculty elections in 2000 for one academic staff member of the Academic Board elected from the academic staff members of those faculties where the terms of office of the then current members expired on 31 December 2000, no nominations were received by Sydney College of the Arts. The College Director has nominated Ms G Klix to fill the casual vacancy.

In accordance with section 43.(4) of the Academic Governance Rules relating to the Academic Board, the Board is asked to appoint Ms Klix to membership of the Board, as recommended, to hold office from 14 February 2001 to 31 December 2002.

14.4 Resignation of the Chair of the Board

The Chair reports as follows:

I have accepted a position at the Australian Research Council as Program Manager (Physical and Earth Sciences) and will resign from the Chair on 28 February 2001.

During my term as Chair, I have been constantly heartened by the warm support of the Deputy Chairs, the Chairs of the Academic Forum, the members of the Board's Standing Committees, and all senior officers of the University. I thank everyone concerned for this support. The Chair of the Board has much to do with staff working within the Registrar's Division. I would like particularly to acknowledge the professionalism and friendliness of all such colleagues, whose contribution to the University is warmly appreciated.

2001 Members of the Academic Board

as at February 2001

- (a) **the Chair**
Professor L E Cram (1.1.01 to 31.12.02)
- (b) **five Deputy Chairs**
Professor S K Armitage (1.1.01 to 31.12.02)
Associate Professor R M Arnold (1.1.01 to 31.12.02)
Professor L D Field (1.1.01 to 31.12.02)
Associate Professor R T Ross (1.1.01 to 31.12.02)
Professor J Sachs (1.1.01 to 31.12.02)
- (c) **one academic staff member from the academic staff members of each Faculty**
- | | | |
|------------------------------------------|-----------------------------------|---------------|
| Agriculture | Dr D P Godden | (to 31.12.01) |
| Architecture | Associate Professor P Phibbs | (to 31.12.02) |
| Arts | Associate Professor A Reynolds | (to 31.12.01) |
| Dentistry | Associate Professor G Murray | (to 31.12.02) |
| Economics and Business | Dr L Carson | (to 31.12.02) |
| Education | <i>Casual vacancy</i> | (to 31.12.02) |
| Engineering | Dr L Tong | (to 31.12.01) |
| Health Sciences | Dr C Russell | (to 31.12.02) |
| Law | Professor P Parkinson | (to 31.12.01) |
| Medicine | <i>Casual Vacancy</i> | (to 31.12.01) |
| Nursing | Dr M Boughton | (to 31.12.02) |
| Pharmacy | Professor B Roufogalis | (to 31.12.01) |
| Rural Management | Mr R Wilson | (to 31.12.01) |
| Science | Associate Professor C Gillies | (to 31.12.01) |
| Veterinary Science | Associate Professor W M C Maxwell | (to 31.12.02) |
| Australian Graduate School of Management | Professor C Adam | (to 31.12.02) |
| Sydney College of the Arts | <i>Casual vacancy</i> | (to 31.12.02) |
| Sydney Conservatorium of Music | Associate Professor P McCallum | (to 31.12.01) |
- (d) **the Deans**
- | | |
|------------------------|------------------------|
| Agriculture | Professor L Copeland |
| Architecture | Professor G Moore |
| Arts | Professor B Cass, AO |
| Dentistry | Professor K Lester |
| Economics and Business | Professor P Wolnizer |
| Education | Professor G Sherington |
| Engineering | Professor J Raper |
| Health Sciences | Professor H Kendig |
| Law | Professor J Webber |
| Medicine | Professor S R Leeder |
| Nursing | Professor J Lawler |
| Pharmacy | Professor C I Benrimoj |
| Rural Management | Mr R Wilson (Acting) |
| Science | Professor B Hesketh |

Veterinary Science	Professor R Rose
Australian Graduate School of Management	Professor M Vitale
Sydney College of the Arts	Professor R Dunn
Sydney Conservatorium of Music	Professor S Pretty

(e) five persons who are professors

Professor A M Brewer	(to 31.12.01)
Professor R Y Ebied	(to 31.12.01)
Professor D B Melrose	(to 31.12.02)
<i>Casual vacancy</i>	(to 31.12.02)
<i>Casual vacancy</i>	(to 31.12.02)

(f) five persons who are Heads of departments or schools

Associate Professor R Hinde	(to 31.12.01)
<i>Casual vacancy</i>	(to 31.12.01)
<i>Casual vacancy</i>	(to 31.12.02)
<i>Casual vacancy</i>	(to 31.12.02)
<i>Casual vacancy</i>	(to 31.12.02)

(g) five persons who are non-professorial members of the academic staff

Miss D A Neyle	(to 31.12.01)
<i>Casual vacancy</i>	(to 31.12.01)
Ms P Kamvounias	(to 31.12.02)
Associate Professor N C Weber	(to 31.12.02)
Dr B D Winter	(to 31.12.02)

(h) the President of the Sydney University Postgraduate Representative Association

Mr J A Taylor

(i) the President of the Students' Representative Council

Ms M Watts

(j) one person elected by and from those persons already elected to hold office as postgraduate student members of Faculties from 1 January in the year following election to the relevant Faculty

Casual vacancy (to 31.12.01)

(k) one person elected by and from those persons already elected to hold office as undergraduate student members of Faculties from 1 January in the year following election to the relevant Faculty

Mr M J Skellern (to 31.12.01)

(l) the Vice-Chancellor

Professor G Brown

(m) the Deputy Vice-Chancellors

Professor K Eltis
Professor J Kinnear

(n) the Chair of the Academic Forum

Associate Professor A F Masters

Observers

The following persons have a right to speak, but no right to vote, at Board meetings:

- (a) **the Pro-Vice-Chancellors**
Professor L M Koder, AM
Professor D Napper
Professor R Pesman
Professor P Ramsden
Professor D Siddle
Professor J A Young, AO
- (b) **the Assistant Vice-Chancellor**
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- (c) **the Deputy Principals**
-
- (d) **the University Librarian**
Mr J Shipp