



Academic Board Minutes

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Minutes of the meeting of the Academic Board held at 2 pm on Wednesday 14 February 2001 in the Professorial Board Room

There were present: the Chair (Professor L E Cram) presiding, the Deputy Chairs (Professor S K Armitage, Associate Professor R M Arnold, Professor L D Field, Associate Professor R T Ross and Professor J Sachs), the Vice-Chancellor and Principal (Professor G Brown), Professor C Adam, Dr L Carson, Professor L Copeland, Professors R Y Ebied and K Eltis, Associate Professor C B Gillies, Professor B Hesketh, Associate Professor R Hinde, Ms P Kamvounias, Professors H Kendig and K Lester, Associate Professors A F Masters and W M C Maxwell, Professors D B Melrose and G T Moore, Associate Professor G Murray, Professors S E Pretty and B Roufogalis, Dr C Russell, Messrs M J Skellern and J A Taylor, Associate Professors L Tong and R Waterhouse, Ms M Watts, Professor J Webber, Associate Professor N C Weber, Mr R Wilson and Dr D B Winter.

Also present: Secretary of the Academic Board (Dr W Adams).

Present as observers: Professors L M Koder and P Ramsden and Mr J Shipp.

Present by invitation: Mr T Robinson.

In attendance: Miss E R Ring.

☆ 1. Apologies

The Board noted that apologies had been received from: Professor C I Benrimoj, Drs M Boughton and D P Godden, Professors J F Kinnear, J Lawler and S R Leeder, Associate Professor P McCallum, Professors P Parkinson and R Pesman, Associate Professors P Phibbs and A Reynolds and Professor P Wolnizer.

(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 item was starred: 14.4.

2.2 Adoption of unstarred items

Resolution 1/01

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

3. Minutes of previous meeting

Resolution 2/01

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

(File 028/0002/00354)

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

None.

☆ **5. Report of the Chair**

5.1 Report on Senate matters

5.1.1 Report of the Senate meeting held on 5 February 2001

Resolution 3/01

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

In speaking to the written report, the Chair informed the Board that, following proposed consultation with the University Solicitor, a revised recommendation would be presented to the March Board meeting in respect of the Academic Governance Rules relating to filling casual vacancies, to make it explicit that the gender balance requirement would over-ride other provisions.

During the ensuing discussion, Mr Skellern said that the SRC would be making a submission with options for addressing what were seen as two fundamental problems related to student elections: the lack of sufficient notice and awareness about elections; and the discretionary role of deans in the filling of vacancies. The Chair acknowledged the importance of increasing student representation in University governance and suggested that the SRC consider the suggestion he had made to the Working Party on an alternative process, as set out on page 10 of the Report of the Working Party (item 2(3) refers).

After further discussion, the Chair invited deans to encourage the student bodies in their faculties to make submissions on this matter.

Resolution 4/01

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.

(File 028/0002/00353)

5.2.2 The Management and Evaluation of Teaching

The Chair spoke briefly to the report, highlighting especially two sections in “The Management and Evaluation of Teaching”: Part 6 - “Academic Planning and Quality Assurance”; and Part 7 – “Academic Record-keeping”. Part 6 - “Academic Planning and Quality Assurance” reflected a re-expression of material that had previously been presented, and Part 7 – “Academic Record-keeping” reflected various legislative requirements.

During the ensuing discussion several members expressed concern about the time involved in keeping records of advice to students and questioned the differentiation between general advice and specific advice in respect of the record-keeping required.

Mr Robinson spoke to the legislative requirements and observed that staff were already doing much of what was required. This needed to be formalised, however, by notes of conversations and advice from staff to students – and correspondence from students to staff – being placed on students’ official University files. He said that this formalisation of record keeping would be assisted this year by the introduction of a system whereby e-mail correspondence could be copied to a central address associated with student files.

Resolution 5/01

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.

(File 2001/1120)

5.2.3 Review of Indigenous Education

Resolution 6/01

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.

(File 028/0026/00163)

5.2.4 Guidelines for Good Practice in Teaching and Learning

The Pro-Vice-Chancellor (Teaching and Learning), Professor Ramsden, invited comments and suggestions for the further development of the Guidelines for Good Practice in Teaching and Learning. The draft document could be referred to the chairs of faculty teaching and learning committees and other appropriate people, and he would discuss this with the Chair of the Teaching and Learning Committee.

Resolution 7/01

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

(File 2000/8962)

5.2.5 Examinations, Second Semester 2000

The Chair reported that, as well as the comments set out in his written report, it had also been reported to him that the acceleration of the examining process had caused stress for some examiners. He invited feed-back on the examinations process.

Resolution 8/01

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

(File 004/0005/00107)

5.2.6 Action taken under delegated authority

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

Resolution 9/01

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

(Files 023/0007/00001; 003/0014/00007, 003/0014/00008)

5.2.7 Delegation of authority: Faculty of Dentistry

Resolution 10/01

That the Academic Board authorise its Chair to act on its behalf in respect of approving or endorsing Faculty and Senate Resolutions relating to the new Bachelor of Dentistry course.

(Files 033/0001/00019, 2001/1049)

(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 5 February 2001

Resolution 11/01

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

6.2.1 Tribute to Professor Lawrence Cram

The Vice-Chancellor paid tribute to Professor Cram in his role as Chair of the Board and congratulated him on his appointment to a key ARC position.

The Vice-Chancellor praised Professor Cram for the work that he had performed for the Board, and the University in general, in bringing together large numbers of disparate Board policies and resolutions, simplifying, re-writing and updating them to form comprehensive, consolidated policies. The Vice-Chancellor expressed the Board's gratitude to Professor Cram for this work and, on behalf of the Board, wished him every success in the new challenge ahead for which he was extremely well-prepared.

6.2.2 Ombudsman's report

The Vice-Chancellor referred to recent articles in the press about the report by the NSW Ombudsman and said that a statement had been issued that fundamentally provided that the University accepted the recommendations in the report (but not necessarily the findings). The University had been hindered significantly in commenting on the Ombudsman's report by the discovery that it was not a public document and that the legal privilege attaching to statements within it did not extend beyond the Ombudsman.

The Vice-Chancellor said that the University was addressing the recommendations in the report and had already taken action on many matters by improving its procedures and developing new training programs for staff:

- In conjunction with the Anti-Discrimination Board, a new comprehensive Harassment Prevention Policy and Discrimination Prevention Policy had been introduced.
- Improved record-keeping procedures had also been introduced together with a staff-training and awareness program.
- A Review of the Code of Conduct had been initiated in respect of perceived or actual conflicts of interest.

The Vice-Chancellor said the case had highlighted inconsistencies across the University in respect of policies and practices relating to penalties for late submission of work and had caused considerable embarrassment. The University was committed to learning from the experience and would undertake further reforms to address those aspects of the recommendations not already addressed. He had sent copies of the recommendations relating to examination processing and record-keeping to all the vice-chancellors in New South Wales; the Committee of Chairs of Academic Board might be an appropriate forum for discussions about these issues.

6.2.3 Academic standards

The Vice-Chancellor referred to allegations in the press about different academic standards being applied in the tertiary sector to fee-paying students and said that it was unacceptable for the payment of fees to affect the approach to assessment and the maintenance of academic standards. This was a serious issue that needed to be discussed within the University and might be appropriate as a topic for the Academic Forum.

The Vice-Chancellor also referred to articles in the press on allegations of mark-tampering and said that he was not aware of any such allegations in respect of this University and that if anyone was aware of same, the matter should be referred to him.

The Chair observed that there was also a perception that the opening of educational opportunities to a broader range of people had also led to a decline in academic standards. Faculties needed to start benchmarking standards against other Go8 universities if they were not already doing so.

The Vice-Chancellor observed that standards needed to be appropriate: occasionally there were arguments that some standards were too high, rather than too low. Standards needed to be fair and reasonable.

6.2.4 2001 admissions

The Vice-Chancellor informed the Board that he was pleased with the 2001 acceptance of offers rates, with significant improvements having occurred in some areas. As a result of an agreement between the institutions participating in the UAC system he was, unfortunately, not at liberty to present comparative data on offers and acceptances across New South Wales.

Resolution 12/01

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

(File 021/0006/00007)

7. Reports of Faculties and Boards

7.1 Report of the Faculty of Medicine

7.1.1 Receipt of report

Resolution 13/01

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

Resolution 14/01

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.

(File 036/0006/00202)

8. Report of the Undergraduate Studies Committee



8.1 Oral report of the Chair

The Chair of the Undergraduate Studies Committee, Professor Cram, reported that the Committee had met the day before and that the meeting had been specifically devoted to matters related to undergraduate admission. The Committee would be making recommendations in respect of the extension of the flexible entry scheme and the amalgamation of two special entry schemes. There had also been extensive discussion about improving the process for considering undergraduate admissions policies. A full report on these matters would be presented to the March Board meeting.

Resolution 15/01

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

8.2.1 Receipt of report

Resolution 16/01

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

Resolution 17/01

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

(File 028/0002/00290)

9. Report of the Graduate Studies Committee



9.1 Oral report of the Chair

The Chair of the Graduate Studies Committee, Associate Professor Ross, had no further report for the meeting.

9.2 Report of the Chair

9.2.1 Receipt of report

Resolution 18/01

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

Resolution 19/01

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.

(File 2000/3842)

9.2.3 Major change to an existing course

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

Resolution 20/01

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.

(File 003/0020/00022)

(File 028/0002/00291)

10. Report of the Teaching and Learning Committee



10.1 Oral report of the Chair

The Chair of the Teaching and Learning Committee, Professor Sachs, invited deans and other members of faculties and colleges to identify issues for consideration by the Teaching and Learning Committee during 2001.

Resolution 21/01

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

10.2.1 Receipt of report

Resolution 22/01

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

Resolution 23/01

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

(File 002/0020/00167)

10.2.3 Vice-Chancellor's Teaching Excellence Awards

Resolution 24/01

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.

(File 2000/4041)

10.2.4 Report of the Institute for Teaching and Learning

Resolution 25/01

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

Resolution 26/01

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

(File 028/0025/00029)

11. Report of the Research Committee



11.1 Oral report of the Chair

The Chair of the Research Committee, Professor Field, had no further report for the meeting.

11.2 Report of the meeting held on 14 November 2000

11.2.1 Receipt of report

Resolution 27/01

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

Resolution 28/01

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

(File 028/0002/00173)

12. Report of the Library Committee



12.1 Oral report of the Chair

The Chair of the Library Committee, Professor Armitage, drew the Board's attention to the discussion paper in the Library Committee report on "Library services for distance and flexible learning students".

The Chair reminded members that changes in the mode of delivery of units of study (such as the adoption of distance or flexible learning) needed to be reported to the Chair of the Board.

In response to questions about what action the University would take to protect the University Library's resources budget, the Chair commented that while it was appropriate for the Board to be informed of the effects of resource matters such as the devaluation of the Australian dollar, it was beyond the role of the Board to recommend particular courses of action.

The Vice-Chancellor observed that the Library was faced with a series of difficult issues. Due to the good management of the University Librarian staffing costs had been contained, and the Library had had protection for its acquisitions capacity. The weakness of the Australian dollar, however, was a major issue for research infrastructure generally as well as the University Library, and the Library was reasonably well-placed in relative terms.

Resolution 29/01

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

12.2.1 Receipt of report

Resolution 30/01

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

Resolution 31/01

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

(File 2000/3994)

13. Report of the Academic Staffing Committee



13.1 Oral report of the Chair

The Chair of the Academic Staffing Committee, Associate Professor Arnold, had no further report for the meeting.

13.2 Report of the meeting held on 24 January 2001

13.2.1 Receipt of report

Resolution 32/01

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

Resolution 33/01

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.

(File 028/0002/00042)

13.2.3 Proceedings of the Committee

Resolution 34/01

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)

(File 028/0002/00325)

14. General Business

14.1 Appointment of members of the 2001 Student Proctorial Panel

Resolution 35/01

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
(File 028/0025/00042)

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

Resolution 36/01

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.

(File 028/0001/00037)

14.3 Membership of the Academic Board

14.3.1 2001 Board membership

Resolution 37/01

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

Resolution 38/01

That the Academic Board appoint Ms G Klix and Dr M O'Loughlin to membership of the Board, in the category of one academic staff member from Sydney College of the Arts and the Faculty of Education respectively, as recommended, to hold office from 14 February 2001 to 31 December 2002.

14.3.3 Election of Chair of the Board

Resolution 39/01

That the Academic Board note the information on the forthcoming election of the Chair of the Board to fill a casual vacancy.

(File 021/0002/00001)



14.4 Resignation of the Chair of the Board

The Chair said that he had enjoyed his time as Chair of the Board and thanked the many people across the University who had supported and assisted him in his role as Chair.

Resolution 40/01

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

(File 021/0002/00001)

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

Resolution 41/01

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

(Files 021/0006/00010, 2000/3391, 2000/3942, 2000/4185, 2000/4383, 2000/4676)

The meeting closed at 3.30 pm.

Signed as a correct record

Chair

Date