



# The University of Sydney

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## Academic Board Minutes

Acting Academic Board Officer: Ms P Radford

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### Minutes of the meeting of the Academic Board held at 2 pm on Wednesday 13 June 2001 in the Professorial Board Room

There were present: the Chair (Professor J Sachs) presiding, the Deputy Chairs (Professor L D Field and Associate Professors P McCallum, A Reynolds and R T Ross), the Vice-Chancellor and Principal (Professor G Brown), Professor C Armour, Drs M-T Barbaux-Couper and L Carson, Professors B Cass, L Copeland, K Eltis, M A Harris, B Hesketh and J Higgs, Associate Professor R Hinde, Ms P Kamvounias, Professor H Kendig, Associate Professor A F Masters, Professors D B Melrose and G T Moore, Associate Professors G Murray, Professor B Roufogalis, Dr C Russell, Professor G Sherington, Mr M J Skellern, Mr J A Taylor, Associate Professor L Tong, Dr M Torode, Professor J Webber, Associate Professor N C Weber, and Mr R Wilson.

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

Present as observers: Professor L M Koder, Professor P Ramsden, Mr J Shipp

In attendance: Ms Pamela Radford  
Ms Olwen Cornelius

#### ★ 1. Apologies

The Board noted that apologies had been received from:

Professor C Adam, Professor S Armitage, Professor P Boyce, Professor S Chapman, Dr D Godden, Professor J Kinnear, Professor J Lawler, Professor S R Leeder, Professor K Lester, Dr M O'Loughlin, Professor W Maxwell, Professor P Parkinson, Professor K Parton, Professor S Pretty, Professor R Rose, Ms M Watts, Dr B Winter, Professor P Wolnizer

(File 021/0005/0003)

#### ★ 2. Arrangement of agenda

##### ★ 2.1 Starring of items

Members of the Board were invited to star for discussion any unstarred agenda items. No additional items were starred.

## **2.2 Adoption of unstarred items**

### **Resolution 149/01**

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

## **3. Minutes of previous meeting**

### **Resolution 150/01**

That the Academic Board adopt the minutes of the previous meeting held on 16 May 2001 as a true record.

(File 028/0002/00354)

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

### **4.1 Code of Conduct for Responsible Research Practice and Guidelines for Dealing with Allegations of Research Misconduct**

#### **Resolution 151/01**

- (1) That the Academic Board note that:
  - (a) Senate, at its meeting on 4 June 2001, approved the Code of Conduct for Responsible Research Practice, as endorsed by the Board at its meeting on 14 March 2001; and
  - (b) the Vice-Chancellor has approved the Guidelines for Dealing with Allegations of Research Misconduct, as endorsed by the Board at its meeting on 14 March 2001, subject to amendments made by the Chair of the Research Committee, as set out in the report presented.
- (2) That the Academic Board approve, on the recommendation of Senate, an amendment to section 4(2) of the Code of Conduct for Responsible Research Practice as detailed in the report presented.

(Files: 041/0015/00068(2), p11)

## **★ 5. Report of the Chair**

### **5.1 Report on Senate matters**

#### **5.1.1 Report of the Senate meeting held on 4 June 2001**

##### **Resolution 152/01**

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 4 June 2001.

### **5.2 General report**

#### **5.2.1 Report of the Working Party on Elections**

##### **5.2.1.1 Amendment of the Academic Governance Rules relating to the Academic Forum and Academic Board**

##### **5.2.1.2 Related Resolutions**

The Chair introduced the Report of the Working Party on Elections, and reported she would be seeking the Vice-Chancellor's concurrence to refer proposed revised Academic Governance Rules to the July Senate meeting so it would be possible to implement them in July and in time for elections to the Forum and the Board that were to be conducted in Second Semester.

The Board noted the Chair's advice that the revised report of the Working Party on elections may only be a temporary document, given the forthcoming review of the Academic Board and Academic Forum, as detailed below in these minutes.

**Resolution 153/01**

That the Academic Board note the revised report of the Working Party on Elections and adopt the recommendations of the Working Party, as set out in the report presented.

(File 028/0002/00353)

**5.2.2 Review of the Academic Board and Academic Forum**

In introducing details of the proposed review of the Academic Forum and the Academic Board, the Chair advised of the change to Review Panel dates, rescheduled to 9 and 10 August, and highlighted the Panel's brief to engage in wide-ranging consultation.

The Chair reported that in developing the proposal for the review, consideration had been given to the appropriate approval process. The decision was made to obtain Senate approval prior to gaining that of the Academic Board, and, at its meeting in June, Senate had expressed its strong support. The Chair provided information about the composition of the Review Panel and emphasised the importance of input by the University community to the review process. The proposed timetable provided for recommendations to be finalised by the end of 2001, with implementation early in 2002.

During discussion of the item, the Board noted that:

- SUPRA supported the initiative;
- it may be desirable for the initial draft report of the Review panel to be considered by the Academic Forum and the Academic Board prior to its finalisation;
- the review was to encompass the Academic Forum and Standing Committees of the Board.

**Resolution 154/01**

That the Academic Board note that Senate, at its meeting on 4 June 2001, noted the report from the Chair of the Board and approved the proposed membership of the Review Panel for the review of the Academic Board and Academic Forum and the proposed terms of reference, as set out in the report presented.

(File 2001/3342)

**5.2.3 Report of Go8 Chairs of Academic Boards meeting held at UNSW on Friday, 1 June**

The Chair reported that the topics of plagiarism, academic honesty and intellectual property had been discussed by the Go8 Chairs. It had been agreed that when this University had completed its Academic Honesty policy the policy would be shared with the group, and it was further agreed that the Chairs, who were to meet twice a year to discuss issues and problems, would disseminate new policy work among group members.

**Resolution 155/01**

That the Academic Board note the Chair's report on the meeting of Go8 Chairs of Academic Boards at UNSW on Friday, 1 June 2001.

(File 2001/2528)

**5.2.4 Review of University's Code of Conduct**

The Chair advised that a revised draft of the University's Code of Conduct was to be circulated to members on 14 June. Comments received by the Chair by 28 June were to be referred to the Deputy Vice-Chancellor (Planning and Research) for consideration in finalising the Code.

(File 092/0003/00251-02)

**5.2.5 Commendation of Professor Bettina Cass**

The Chair acknowledged and thanked Professor Bettina Cass for the considerable contribution she has made to the Board and wished her well in her year at Georgetown University, Washington DC. The Board endorsed the Chair's statement with acclamation

**5.2.6 Academic Board Officer**

The Chair thanked Miss Erica Ring for her years of outstanding support for the Academic Board, and welcomed Ms Pamela Radford as Acting Academic Board Officer.

**5.2.7 James Taylor, President of SUPRA**

The Chair expressed appreciation to Mr James Taylor, President of SUPRA, for his commitment and thanked him for the good will inherent in his contributions to the Board.

(File 021/0006/0008)

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

**6.1 Report on Senate matters**

**6.1.1 Report of the Senate meeting held on 4 June 2001**

**Resolution 156/01**

That the Academic Board note the report of the Vice-Chancellor and Principal on matters considered by Senate at its meeting held on 4 June 2001.

**6.2 General report**

The Vice-Chancellor advised that he had just attended a meeting with the Hon Michael Lee MP, Shadow Education Minister. The Vice-Chancellor expressed concern at the difficulty in making either political party at the federal level aware of the dysfunction in Universities being caused by

resource constriction, and indicated that, in his view, additional public funding was essential to the future of higher education in Australia.

The Vice-Chancellor reported in general terms on two confidential matters considered by the Senate at its last meeting. These concerned strategies for the University of Sydney in the international domain, including education delivery on-line and a request from some leading overseas universities to engage in the development and delivery of cooperative joint programs.

**Resolution 157/01**

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

(File 021/0006/00007)

★ **7. Report of the Academic Forum**

**7.1 Report of the meeting held on 28 May 2001**

**7.1.1 Receipt of report**

In presenting the report of the Academic Forum, the Chair, Associate Professor Masters, paid tribute to the contribution made to the May Forum meeting by the Chair of the Academic Board at UNSW, Professor Kevin McConkey.

**Resolution 158/01**

That the Academic Board receive and note the report of the Academic Forum meeting held on 28 May 2001.

**7.1.2 Forum Focus: Quality and Standards in our Degrees – The Assessment Process**

**Resolution 159/01**

That the Academic Board note the Forum Focus of the Academic Forum meeting held on 28 May 2001.

**7.1.3 Proceedings**

**Resolution 160/01**

That the Academic Board note the proceedings of the Academic Forum meeting held on 28 May 2001 relating to the following matters:

- (1) Report from the Chair of the Academic Forum
- (2) Reports from Senate
- (3) Question Time

(File 028/0039/00002)

**8. Reports of Faculties and Boards**

**8.1 Report of the Faculty of Education**

**8.1.1 Receipt of report**

**Resolution 161/01**

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

**8.1.2 Amendment of the Resolutions of the Senate: Constitution of the Faculty of Education**

**Resolution 162/01**

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

(File 2000/4046)

**8.2 Report of the Faculty of Nursing**

**8.2.1 Receipt of report**

**163/01**

That the Academic Board receive and note the report of the Faculty of Nursing meeting held on 19 March 2001.

**8.2.2 Amendment of the Resolutions of the Senate: Constitution of the Faculty of Nursing**

**Resolution 164/01**

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

(File 036/0006/00210)

(File 036/0006/00185)

**9. Report of the Undergraduate Studies Committee**



**9.1 Oral report of the Chair**

The Chair of the Undergraduate Studies Committee, Associate Professor Peter McCallum, advised that the Committee would report to the Board at its next meeting.

**9.2 Receipt of report**

**Resolution 165/01**

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

(File 028/0002/00290)

**10. Report of the Graduate Studies Committee**



**10.1 Oral report of the Chair**

The Chair of the Graduate Studies Committee, Associate Professor Ross, drew the Board's attention to two features of the Committee's report:

- amendments to the Code of Practice for supervision of postgraduate research students to take explicit account of supervisory arrangements during the examination period;

- while the number of applications received for APA/UPAs declined in the 2000/2001 round, the number of qualified applicants increased, an indication that new guidelines were effective.

**Resolution 166/01**

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

(File: 2001/2801)

**10.2 Report of the meeting held by circulation in May 2001**

**10.2.1 Receipt of report**

**Resolution 167/01**

That the Academic Board receive and note the report of the Graduate Studies Committee meeting held by circulation in May 2001.

**10.2.2 Amendment of the Code of Practice for supervision of postgraduate research students**

**Resolution 168/01**

That the Academic Board approve the amendment of the Code of Practice for supervision of postgraduate research students, with immediate effect, as set out in the report presented, and draw the revised Code to the attention of faculties, colleges and boards of studies.

(File 2001/2801)

**10.2.3 Proceedings of the Committee**

**Resolution 169/01**

That the Academic Board note the proceedings of the Graduate Studies Committee meeting held by circulation in May 2001 relating to the following matters:

- (1) Report of the Postgraduate Awards Sub-Committee
  - (a) Number of applications
  - (b) Number of applicants on the Order of Merit list
  - (c) Number of awards available
  - (d) Number of offers and rejections
  - (e) Number of awards taken up
- (2) Report of the PhD Award Sub-Committee
- (3) Report of the Coursework Sub-Committee
- (4) ITL Postgraduate Supervisors' Development Program: 2000
- (5) Postgraduate Supervision Consortium

(File 028/0002/00291)

**11. Report of the Teaching and Learning Committee**



**11.1 Oral report of the Chair**

The Chair of the Teaching and Learning Committee, Professor Sachs, advised that it was anticipated that a draft policy on Academic Honesty and Plagiarism would be submitted to the Teaching and Learning Committee in the following week. Its development had taken eighteen months and the

Chair looked forward to receiving comments from Academic Board members.

**Resolution 170/01**

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

**11.2 Second report of the meeting held on 26 April 2001**

**11.2.1 Receipt of report**

**Resolution 171/01**

That the Academic Board receive and note the second report of the Teaching and Learning Committee meeting held on 26 April 2001.

**11.2.2 Quality Assurance and On-line Learning**

**Resolution 172/01**

That the Academic Board:

- (1) rescind the "Quality Assurance: On-line Learning Interim Policy", that it approved with effect from 1 January 2001, and
  - (2) adopt instead the new "Quality Assurance and On-line Learning" policy, with immediate effect, as set out in the report presented.
- (File 2000/4044)

(File 028/0025/00029)

**12. Report of the Research Committee**



**12.1 Oral report of the Chair**

The Chair of the Research Committee, Professor Field, advised that two reports of the Research Committee would be referred to the next meeting of the Academic Board. The main items considered by the Committee in May included finalisation of guidelines for Sesquicentenary Research and Development grants and The Sesqui New Staff Support Scheme, for which the closing date for submissions was to be 17 August 2001.

**Resolution 173/01**

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

**12.2 Report of the meeting held on 8 May 2001**

**Resolution 174/01**

That the Academic Board note that the report of the Research Committee meeting held on 8 May 2001 will be presented to the August Board meeting.

(File 028/0002/00173)

**13. Report of the Library Committee**



**13.1 Oral report of the Chair**

Mr John Shipp, University Librarian, for the Chair, reported that the Library Committee had not met.

**13.2 Receipt of report**

**Resolution 175/01**

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

(File 2000/3994)

★ **14. Report of the Academic Staffing Committee**

**14.1 Oral report of the Chair**

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

**14.2 Report of the meeting held on 23 May 2001**

**14.2.1 Receipt of report**

**Resolution 176/01**

That the Academic Board receive and note the report of the Academic Staffing Committee meeting held on 23 May 2001.

**14.2.2 Level C promotions**

**Resolution 177/01**

That the Academic Board endorse the recommendation of the Academic Staffing Committee that Level C promotions continue to be considered by the Central Promotions Committee.

(File 028/0002/00018)

**14.2.3 Proceedings of the Committee**

**Resolution 178/01**

That the Academic Board note the proceedings of the Academic Staffing Committee meeting held on 23 May 2001 relating to the following matters:

- (1) Promotions
- (2) Conferral of Titles
- (3) Emeritus Professors
- (4) Report of the Pro-Vice-Chancellor (Employee Relations)

(File 028/0002/00325)

**15. General Business**

**15.1 Cancellation of the July Board meeting**

**Resolution 179/01**

That the Academic Board:

- cancel the meeting of the Board scheduled to be held on 11 July 2001; and
- authorise the Chair of the Board to act on its behalf in any urgent matter that may arise following the June Board meeting and that cannot await the August meeting of the Board.

(File 021/0004/00004)

**15.2 Academic Board elections to be held in the latter part of 2001**

**Resolution 180/01**

That the Academic Board note the key dates for Academic Board elections to be held in the latter part of 2001 for members in the following categories:

- (a) academic staff members of the Academic Board in the Faculties of:
  - Agriculture
  - Arts
  - Engineering
  - Law
  - Medicine
  - Pharmacy
  - Rural Management
  - Science
  - Sydney Conservatorium of Music
- (b) two professorial members of the Academic Board
- (c) two members of the Academic Board who are heads of department
- (d) two non-professorial members of the Academic Board
- (e) one undergraduate and one postgraduate student member of the Academic Board

(File 2001/1122)

### **15.3 Membership of the Board**

#### **15.3.1 Appointment to fill a casual vacancy: Postgraduate Student Member**

##### **Resolution 181/01**

That the Academic Board appoint Mr M Hall to membership of the Board, as the postgraduate student member to hold office from 14 May 2001 to 31 December 2001.

(File 2001/1122)