



---

## Academic Board Minutes

Academic Board Officer: Keri Neveltsen

Secretariat, Quadrangle, A14

Phone: 9351 3183; Fax: 9351 3572

E-mail: [K.Neveltsen@secretariat.usyd.edu.au](mailto:K.Neveltsen@secretariat.usyd.edu.au)

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

---

### Minutes of the meeting of the Academic Board held at 2 pm on Wednesday 10 December 2003 in the Professorial Board Room

There were present: the Chair (Professor J Sachs) presiding, the Deputy Chairs (Professors J P Carter and B Reid, Associate Professors D Dragovich, P McCallum, and R T Ross), Professor K Eltis (Senior Deputy Vice-Chancellor, on behalf of the Vice-Chancellor and Principal), Professors M Behnia, S I Benrimoj, L Copeland, R Y Ebied, T Hirst, H Kendig, J Lawler, G MacAulay, R McCallum, D B Melrose, R Newman, S Nicholas, G Sherington, D Taylor and P Wolnizer, Associate Professors A Fekete, C B Gillies, A F Masters, A Mitchell, G Murray, P Phibbs, G Sullivan, L Tong, N C Weber and S West, Drs M Boughton, A Elias, J Hughes, C Lennings, M Torode and B D Winter, Mr M Hall, Mr B Kotic and Ms J Gamble.

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

Present as observers: Professors A Brewer, B Hesketh, D Nutbeam, P Ramsden and J Sinclair, Associate Professor G Barnes, Mr J Clegg, Ms M Kemmis and Ms J Russell.

Present by invitation: Professors S Armitage and J Lawrence and Associate Professor J Mack.

In attendance: Miss K Neveltsen.

★ 1. **Apologies**

The Board noted that apologies had been received from: the Vice-Chancellor and Principal (Professor G Brown), Professors C Adam, C Armour, P Boyce, A Coats, S Garton, M Jackson, I Klineberg, G Moore and B Roufogalis, Associate Professors A Brew, B McDonald and G Richter, Drs R Dixon and M McKerchar, and Ms J Haylen and Ms G Wong

(File 021/0005/00003)

★ 2. **Arrangement of agenda**

2.1 **Starring of items**

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

The following additional items were starred: 11.2.3, 14.1 and 14.2.

2.2 **Adoption of unstarred items**

**Resolution 351/03**

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

**3. Minutes of previous meeting**

**Resolution 352/03**

That the Academic Board adopt the minutes of the previous meeting held on 12 November 2003 as a true record.

(File 2002/309)

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

There was no business arising from the minutes.

★ **5. Report of the Chair**

In opening the meeting the Chair welcomed members and guests to the final meeting of the Academic Board under its present structure.

The Chair had invited all previous Chairs and Deputy Chairs of the Academic Board and thanked those who were able to attend. Members were asked to recognise the work and achievements of previous Chairs, Professors John Mack, Ros Pesman and Lawrence Cram, and the Deputy Chairs, Professors Bettina Cass, Richard Waterhouse, Jocelyn Lawler, Jim Lawrence, Ross McPhedran, Ann Sefton, Ros Arnold, Grant Stevens, Anne Reynolds, Sue Armitage, Les Field, and Graeme Gill.

The Chair expressed appreciation to all members of the University community who had participated in the work of the Board, including members of the Board, Committees and working parties.

On reflection of the achievements of the Board in the last two years, members were reminded that many changes had been undertaken, although with significant policy development. Looking to the future, the Board would be presented with ongoing challenges, the first being the Australian Universities Quality Agency (AUQA) visit in 2004.

The Chair thanked in particular the current Deputy Chairs – Associate Professor Russell Ross (Chair, Graduate Studies Committee and Alternate Chair), Associate Professor Peter McCallum (Chair, Undergraduate Studies Committee), Professor John Carter (Chair, Research Committee), Professor Beth Reid (Chair, Teaching and Learning Committee) and Associate Professor Deirdre Dragovich (Chair, Library Committee). The Chair also thanked Associate Professor Tony Masters (Chair, Academic Forum) for his ongoing commitment and support especially following the disestablishment of the Academic Forum.

Support to the Academic Board was also recognised and thanks extended for the continuous efforts of Ms Megan Kemmis (Secretary to Undergraduate Studies Committee and Teaching and Learning Committee), Ms Moira Poynter (Administrative Officer (Academic Board)), Miss Keri Neveldsen (Academic Board Officer) and Dr William Adams (Registrar).

**5.1 Report on Senate matters**

**5.1.1 Report of the Senate meeting held on 1 December 2003**

Associate Professor Russell Ross, Alternate Chair of the Academic Board had attended the Senate meeting on behalf of the Chair of the Board and advised that all items referred from the Academic Board had been approved without dissent.

Professor Ross drew the attention of members to items listed in the report of the Vice-Chancellor on Senate matters and members joined with him in congratulating Professor Judyth Sachs on her re-election as the Chair of the Academic Board from 1 January 2004 to 31 December 2005, and Professor Ken Eltis (Senior Deputy Vice-Chancellor) on his admission to the degree of Master of Education *ad eundem gradum*.

Professor Ross also asked members to note that Senate had acknowledged the work of Professor Eltis “as a superb administrator, utterly loyal to the University, an outstanding educator, and one whose service to the University had its most recent manifestation in Campus 2010, which would be a lasting monument to his role in the Planning and Resources portfolio”.

**Resolution 353/03**

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 1 December 2003.

*Action:* No further action required.

**5.2 Honours and distinctions**

The Board noted and congratulated the recipients of honours and distinctions, as set out in the agenda.

**Resolution 354/03**

That the Academic Board note the report of the Chair of the Academic Board on the honours and distinctions and congratulate the recipients, as set out in the report presented.

*Action:* Chair of the Academic Board to write to recipients congratulating them on their honours and distinctions.

**5.3 General report**

**5.3.1 Academic Board Faculty Review Visits: Phase Two**

The Chair of the Board reminded members that at its meeting of 13 August 2003 the Academic Board had received the Guidelines for Phase Two of the Academic Board Faculty Review Visits.

The Board was advised that minor amendments had been made to the Guidelines to clarifying membership of review teams; revised timelines; address issues raised by the Teaching and Learning Committee; and revise the associated templates.

**(1) Guidelines for Academic Board Faculty Review Visits: Phase Two**

**Resolution 355/03**

That the Academic Board note the report of the Chair of the Academic Board relating to Guidelines for Academic Board Faculty Review Visits: Phase Two, as set out in the report presented.

(2) **Guidelines for preparing the self-evaluation reports for Academic Board Faculty Review Visits: Phase Two**

**Resolution 356/03**

That the Academic Board note the report of the Chair of the Academic Board relating to Guidelines for preparing self-evaluation reports for Academic Board Faculty Review Visits: Phase Two, as set out in the report presented.

*Action:* Members of the Academic Board to note the revised *Guidelines for Academic Board Faculty Review Visits: Phase Two*, and the revised *Guidelines for preparing the self-evaluation reports of Academic Board Faculty Review Visits: Phase Two*.

(File 2003/2730)

**5.3.2 Quality Assurance and Continuous Improvement Policy**

At its November meeting, the Vice-Chancellor's Advisory Committee endorsed the Quality Assurance and Continuous Improvement Policy. The policy was included with the agenda for the information of members of the Academic Board.

**Resolution 357/03**

That the Academic Board note the report of the Chair of the Academic Board relating to the Quality Assurance and Continuous Improvement Policy, as set out in the report presented.

*Action:* Members of the Academic Board to note the *Quality Assurance and Continuous Improvement Policy*.

(File 2003/6897)

**5.3.3 Update on policy development and review**

(1) **Appeals**

At the November meeting the Chair advised members of progress in the review of appeals, noting that an outline of the report was expected in early December.

The Board was informed that a draft report had been received and the Chair had met with the consultant to discuss the findings. Members were advised that the final report was expected in February and revisions, if approved, would be implemented from 2005.

(2) **Student Code of Conduct**

At the November meeting, the Chair informed members of the development of the proposed Student Code of Conduct and that a broad outline had been developed and would be circulated to Deans for comment in the first instance. It was anticipated that the first phase of consultation would take place early in the new year.

**Resolution 358/03**

That the Academic Board note the report of the Chair of the Academic Board relating to the update on policy development and review, as set out in the report presented.

*Action:* No further action required.

(File 2001/2169, 2003/6047)

#### **5.3.4 Issues for consideration in 2004**

The Chair of the Academic Board asked members to consider issues to be addressed by the Academic Board and its committees in 2004. A number of topics identified in 2003 had not been addressed due to shifting priorities and the time involved in reviewing policies.

Suggested areas for focus included:

- Student appeals policies and processes – completion of review
- Communication, Implementation and Monitoring of Policies
  - Revised Academic Board website: public launch
  - Clarification of policy review process
- Quality Assurance
  - Academic Board Faculty Review Visits
  - Alignment of Review Processes
- Course proposal process
  - Review of course approval process
  - Review of course review process

#### **Resolution 359/03**

That the Academic Board note the report of the Chair of the Academic Board relating to issues for consideration in 2004, as set out in the report presented.

*Action:* Members of the Academic Board to suggest issues for consideration in 2004.

#### **5.3.5 Christmas Party**

Members of the Academic Board and those who had assisted with the work of the Board and its committees throughout the year were invited to join the Chair and Deputy Chairs for champagne and Christmas cake in the Cloisters, Quadrangle, at the close of the Board meeting.

#### **Resolution 360/03**

That the Academic Board note the invitation of the Chair of the Academic Board to members of the Board, and the Board standing committees to join her for champagne and Christmas cake in the Cloisters, Quadrangle, at the close of this Board meeting, as set out in the report presented.

*Action:* No further action required.

(File 2002/5765)

#### **5.3.6 Membership of the Academic Board**

The Chair thanked everyone who had participated in the Academic Board in 2003 and encouraged members to continue contributing to the “new” Academic Board from January.

The Chair expressed appreciation to the following members who were not returning as members of the Academic Board:

- Professor Judy Raper, Dean, Faculty of Engineering

- Professor Sharman Pretty, Dean, Conservatorium of Music
- Professor Chris Adam, Australian Graduate School of Management (AGSM)
- Professor Phillip Boyce, Faculty of Medicine
- Professor Simon Chapman, Faculty of Medicine
- Professor Rif Ebied, Faculty of Arts
- Professor Michael Jackson, Faculty of Economics and Business
- Professor Gordon MacAulay, Faculty of Agriculture, Food and Natural Resources
- Professor Don Melrose, Faculty of Medicine
- Professor Richard Waterhouse, Faculty of Arts
- Associate Professor Angela Brew, Faculty of Arts
- Associate Professor Barbara McDonald, Faculty of Law
- Associate Professor Adrian Mitchell, Faculty of Arts
- Associate Professor Goetz Richter, Conservatorium of Music
- Dr Maureen Boughton, Faculty of Nursing
- Ms Jane Gamble, Faculty of Health Sciences
- Ms Gigi Wong, Undergraduate student representative
- Mr Matt Hall, Postgraduate student representative

The Chair particularly thanked Professor Ken Eltis, Senior Deputy Vice-Chancellor (Planning and Resources); Professor Geoff Sherington, Acting Deputy Vice-Chancellor; and Associate Professor Peter McCallum, Chair, Undergraduate Studies Committee for their significant contributions to the Academic Board and its committees.

The Chair informed members that Professor Eltis had participated in the work of the Academic Board and its predecessor, the Professorial board, since 1991 – attending more than 100 Board meetings.

His work as a teacher, senior bureaucrat, and senior administrator was acknowledged, noting his innovation and courage, including the vision to develop and implement the Master of Teaching course.

Members were advised of Professor Eltis' key role in education review and reform in New South Wales. His work as an educator had also been recognised by his peers through the award of the Wyndam Medal for Education in 1997 by the Australian College of Education and later being elected as Fellow of the College, and as a Fellow of the Australian Council For Education Leaders in 1993.

Professor Eltis played a substantial role in the operations of the University as Senior Deputy Vice-Chancellor, particularly in the Planning and Resource portfolio. His legacy will continue through Campus 2010 and the Centre for Regional Education, Orange, (CREO). Members wished Professor Eltis well in his retirement.

**Resolution 361/03**

That the Academic Board note the report of the Chair of the Academic Board relating to membership of the Academic Board, as set out in the report presented.

*Action:* Chair of the Academic Board to write to departing members thanking them for their contributions.

(File 2001/1122)

**5.3.7 Early submission of Doctor of Philosophy (PhD) thesis**

In accordance with the provisions of the *University of Sydney (Amendment Act) Rule 1999*, the Chair considered a request from the Faculty of Science that a Doctor of Philosophy (PhD) candidate be permitted to submit the thesis for early examination.

The Chair carefully considered the case and concluded that the candidate had made exceptional progress in the candidature, approving the early examination of the thesis.

**Resolution 362/03**

That the Academic Board note the report of the Chair of the Academic Board relating to the early submission of a Doctor of Philosophy (PhD) thesis, as set out in the report presented.

*Action:* No further action required.

(File 2003/6482)

(File 2001/1773)

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

**6.1 Report on Senate matters**

**6.1.1 Report of the Senate meeting held on 1 December 2003**

The Senior Deputy Vice-Chancellor drew the attention of members to the item in the report relating to Campus 2010. Members were advised that Senate had received presentations from the winners of the Campus 2010 and Building for the Future Design Competition.

**Resolution 363/03**

That the Academic Board note the report of the Senior Deputy Vice-Chancellor, on behalf of the Vice-Chancellor and Principal, on matters considered by Senate at its meeting held on 1 December 2003.

*Action:* No further action required.

**6.2 General report**

The Senior Deputy Vice-Chancellor reported on the following matters:

(1) *Enterprise Bargaining*

The Senior Deputy Vice-Chancellor advised members of the Academic Board that the Vice-Chancellor was unable to attend the meeting as he was in the process of signing the Enterprise Bargaining Agreement.

(2) *International Visits*

The Senior Deputy Vice-Chancellor informed members of recent international visits undertaken by members of the University of Sydney, particularly to institutions in China, where existing ties were strengthened and new agreements foreshadowed.

**Resolution 364/03**

That the Academic Board note the general report of the Senior Deputy Vice-Chancellor, on behalf of the Vice-Chancellor and Principal.

*Action:* No further action required.

(File 021/006/00007)

- ★ 7. **Question time**  
There were no questions for the Senior Deputy Vice-Chancellor and Chair of the Academic Board.

- ★ 8. **Report of the Deans and Pro Vice-Chancellors (College)**
  - 8.1 **Presentation by Associate Professor John Mack, Chair of the Academic Board 1991-1997**

The current Academic Board structure commenced in 1996 following a review conducted in 1995. That review had recommended a follow-up review of the new Board structure and this had now been completed. The Chair of the Academic Board invited Associate Professor John Mack to address the meeting, ushering out the “old” Board and welcoming the “new”. This seemed appropriate as Professor Mack was the Chair of the Board during the time of the earlier review.

Professor Mack spoke to the meeting noting that the results of the most recent review of the Academic Board would move the University forward in terms of governance and oversight of academic matters. He noted that while many things had changed since 1996, many remained pleasingly constant. In particular this included a steady increase in the number of people who willingly contributed to the work of the Board, through the Board itself, its committees and working parties.

In reflecting back to the review undertaken in 1995, Professor Mack acknowledged the strong support of the Senate and Vice-Chancellor for the reforms then proposed, and this was also evidenced in the latest review.

Professor Mack commented that, during the latter part of the 1980s and into 1990, the Academic Board and its work had tended to be overlooked particularly because there was no effective provision for communication between the Board and the University community. Thus academic managers at all levels found it difficult to obtain information on changes in policy and procedures. One absolutely essential outcome of the 1995 review was a University commitment to the provision of increased levels of support for the Board, including its expanded committee structure, crucial to making the Board and its activities clearly visible. This increased visibility continued to underlie the wider recognition of, and respect for, the work of the Board and the greater willingness of staff to contribute to that work.

Professor Mack encouraged members to ensure the work of the Academic Board continued to be complementary to the work of the Vice-Chancellor and Senate so that good management practice operated on the basis of sound academic policy. To do this well, the Board needed to maintain its integrity and independence while enhancing mutually supportive relationships.

Members were reminded that by 1995 over 500 staff were eligible for membership of the Academic Board and that membership was potentially unlimited. The composition changed dramatically following the 1995 review to provide for representation based on category. This would be further altered from 2004 with an increased focus on faculty representation while the existence of the College structure was now also recognised.

Professor Mack noted the new decision-making powers conferred upon the Academic Board by the recent review and commented that this could potentially be in conflict with Minister Nelson’s proposed protocols for

University governing bodies and their powers of delegation. Professor Mack identified admissions policy as an example of a policy area where great care would need continue to be exercised if the interests of the Board, the Vice-Chancellor and Senate were to be effectively monitored and addressed.

Professor Mack congratulated the Chair for her work with the Board and wished her and the “new” Board much success in their future work for the University.

**Resolution 365/03**

That the Academic Board note the presentation by Associate Professor John Mack, Chair of the Academic Board 1991-1997.

*Action:* No further action required.

(File 2003/3980)

**9. Reports of Faculties and Boards**  
**9.1 Report of the Faculty of Medicine**  
**9.1.1 Receipt of report**

**Resolution 366/03**

That the Academic Board receive and note the report of the Faculty of Medicine meeting held on 20 November 2003.

*Action:* No further action required.

**9.1.2 Amendment of the Resolutions of the Senate: Constitution of the Faculty of Medicine**

**Resolution 367/03**

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.

*Action:* Chair of the Academic Board to recommend that Senate amend the Resolutions of the Senate relating to the Constitution of the Faculty of Medicine.

(File 036/0006/00170)

★ **10. Report of the Undergraduate Studies Committee**  
**10.1 Oral report of the Chair**

The Chair of the Undergraduate Studies, Associate Professor Peter McCallum, had nothing further to add to the report.

**Resolution 368/03**

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

*Action:* No further action required.

## 10.2 Report of the meeting held on 18 November 2003

### 10.2.1 Receipt of report

#### Resolution 369/03

That the Academic Board receive and note the report of the Undergraduate Studies Committee meeting held on 18 November 2003.

*Action:* No further action required.

★

### 10.2.2 Standardisation of Credit Points for Undergraduate Units of Study

At the request of the Academic Board, the Undergraduate Studies Committee had considered the issue of standardisation of credit points for undergraduate units of study.

Following consideration of a discussion document and feedback from faculties, the Committee recommended amendments to the Academic Board Resolutions: *Creation, Variation and Deletion of Award Courses and Units of Study* to provide for proposed changes to credit points of units of study. The Committee also recommended that faculties review existing units of study and report to the Academic Board on their intentions regarding standardisation.

The Chair of the Committee advised members of the process undertaken to develop the proposal and highlighted the arguments both for and against standardisation. The Chair noted:

- the proposal was not administrative led (i.e. not driven by FlexSIS) but an academic initiative;
- administrative input had been sought regarding the implementation;
- the proposal set the standard, however there was provision for deviation within the framework;
- the proposal was not an assault on workloads of either staff or students;
- there would be transitional issues however the Committee felt these could be managed;
- the Academic Board was encouraged to consider the best interest of students, and a decision made together would assist this;
- the proposal presented a definition of a credit point while noting that the proportion of full-time load varied between disciplines;
- faculties were being asked to define credit points within the guidelines to assist in the management of student workloads;
- there was unanimous support that units of study were compatible if taken between faculties;
- the recommendation was for all faculties to consider the issue and report their intentions to the Academic Board in 2004 – there was not an expectation that all faculties were standardised by 2005; and
- it was hoped that by 2006 the University would be moving towards a standardised model.

For clarification, member of the Board were reminded that at the Undergraduate Studies Committee, one faculty had opposed; three faculties had abstained; and the remainder had supported the proposal.

Members of the Faculty of Arts, opposed to the proposal, raised the following issues:

- the concerns of the Faculty of Arts was based predominately on pedagogical issues;
- a move from eight credit points to six credit points would equate to a shift from depth to surface teaching;
- the Faculty prided itself on its research-led teaching which would be compromised under standardisation;
- issues such as resources; space; and time were of concern;
- the management of transition provisions would be difficult over the length of time the Faculty would require;
- concurrently offering “old” and “new” units of study and offering degrees under different course Resolutions would present many difficulties;
- moving to six credit point units of study would affect most of the Faculty’s undergraduate offerings;
- while faculties were being invited to revise curriculum at the same time, the Faculty of Arts had been doing this over the last few years;
- the Faculty anticipated that a change to the “major” structure could be required;
- the Faculty predicted that a seven year transitional period would be required and this would impact significantly on staff workloads;
- the Faculty already faced resourcing constraints and insufficient teaching space, which would be required as the number of units of study offered would increase;
- there were long term consequences for the Faculty, including delays in PhD completions while candidates assisted in undergraduate teaching;
- research performance would also likely decrease during the transitional phase;
- the Faculty acknowledged that in some other faculties the proposal could have little impact but that within the Faculty of Arts there were real concerns that some disciplines would no longer exist if the credit points were altered;
- there was a need to consider resourcing in tandem, or prior, to making a final decision.

Other members of the Board raised the following issues in favour of the proposal:

- the proposal presented an exercise in repackaging of existing offerings and the opportunity for rationalisation, rather than expansion;
- the Faculty of Economics and Business was supportive of the proposal and hoped that the standardisation could proceed in harmony with other faculties, with particular consideration given to students in combined and joint degrees;
- some faculties faced increased difficulties in explaining to students that degrees from the University of Sydney were as intellectually demanding and rigorous as other universities because on paper the University appeared to have lesser requirements;
- the Faculty of Nursing acknowledged that standardisation appeared to be the most sensible direction for the institution and

noted that while there would be particular external accreditation issues, the Faculty was willing to address these;

- the assertion that a seven year transitional phase would be required was unrealistic;
- reasonable transitional provisions could be made as students were required to complete a total number of credit points, not a total number of units of study;
- the Faculty of Science advised members that the process of standardisation had already commenced in the Faculty and that it was anticipated that this would be achieved by 2006;
- faculties needed to cognisant of issues relating to course resolutions and maintaining interfaces with other faculties;
- the Faculty of Law had not initially supported the proposal but was now in general agreement; and
- the proposal allowed for faculties to deviate from the norm of six credit points, which could be of particular importance to meeting external accreditation needs.

In response to the issues raised, the Chair of the Undergraduate Studies Committee noted that:

- the issues identified had been carefully considered by the working party and the Undergraduate Studies Committee;
- the Committee had felt that quality teaching could be preserved;
- the proposal was to benefit students, not to provide a “tidy” model for administration; and
- seven years for transitional provisions appeared to be an exaggeration of the requirements.

The Academic Board voted and the recommendations, which were adopted.

Members were advised that FlexSIS had the ability to cope with credit points of varying value but that during the transitional phase, faculties may need to consider the HECS load.

### **Resolution 370/03**

That the Academic Board:

- (1) approve the amendments to the Academic Board Resolutions: Creation, Variation and Deletion of Award Courses and Units of Study with effect from 1 January 2004;
  - (2) request Faculties to review existing units of study in 2004 and report to the Academic Board on their intentions regarding standardisation to six credit points ; and
  - (3) recommend that the Pro Vice-Chancellors (Colleges), the Chair of the Academic Board and the Registrar meet to discuss issues of resourcing arising from the recommended review of units of study,
- as set out in the report presented.

*Action:* Secretary, Undergraduate Studies Committee to amend the Academic Board Resolutions: Creation, Variation and Deletion of Award Courses and Units of Study.

*Action:* Chair, Undergraduate Studies Committee to request faculties to review existing units of study in 2004 and report to the Academic Board through the Undergraduate Studies Committee on their intentions regarding standardisation to six credit points.

*Action:* Chair of the Academic Board to meet with the Pro Vice-Chancellors (College) and the Registrar to discuss issues of resourcing arising from the recommended review of the units of study.

(File 2003/3406)

### **10.2.3 Proposals for New and Amended Courses**

#### **(1) Faculty of Engineering**

##### **(a) Bachelor of Engineering**

#### **Resolution 371/03**

That the Academic Board:

- (1) recommend that Senate approve the amendment of the Resolutions of Senate relating to the Bachelor of Engineering course, made pursuant to the University of Sydney (Coursework) Rule 2000, and
- (2) approve the proposal from the Faculty of Engineering to delete the Management stream from the Bachelor of Engineering course; and
- (3) note the revised Resolutions of the Faculty relating to specialisations in this course, made pursuant to the University of Sydney (Coursework) Rule 2000;

with effect from 1 January 2005 as set out in the report presented.

*Action:* Dean and Faculty Manager, Faculty of Engineering; and Director, Student Centre to note the approval of the deletion of the major in Management from the Bachelor of Engineering course.

*Action:* Chair of the Academic Board to recommend that Senate amend the Resolutions of the Senate relating to the Bachelor of Engineering course.

(File 2001/5108)

- (b) **Bachelor of Engineering/Bachelor of Arts, Bachelor of Engineering/ Bachelor of Commerce, Bachelor of Engineering/Bachelor of Laws, Bachelor of Engineering/Bachelor of Medical Science, Bachelor of Science/Bachelor of Engineering and the Bachelor of Engineering and Bachelor of Science Double Degree**

**Resolution 372/03**

That the Academic Board:

- (1) note the revised Resolutions of the Faculty relating to the Bachelor of Engineering/Bachelor of Arts, Bachelor of Engineering/Bachelor of Commerce, Bachelor of Engineering/Bachelor of Laws and Bachelor of Engineering/Bachelor of Medical Science courses, made pursuant to the University of Sydney (Coursework) Rule 2000; and
- (2) approve the faculty requirements relating to combined degrees

with effect from 1 January 2005, as set out in the report presented.

*Action:* Dean and Faculty Manager, Faculty of Engineering; and Director, Student Centre to note the approval of amended faculty requirements relating to the Bachelor of Engineering/Bachelor of Arts, Bachelor of Engineering/Bachelor of Commerce, Bachelor of Engineering/Bachelor of Laws and Bachelor of Engineering/Bachelor of Medical Science courses.

(File 003/0008/00009, 003/0018/00021,  
003/0018/00009, 003/0018/00019,  
2003/6477, 2003/6478)

- (2) **Faculty of Architecture**  
(a) **Bachelor of Architecture**

**Resolution 373/03**

That the Academic Board:

- (1) approve the proposal from the Faculty of Architecture to amend the Faculty resolutions relating to the Bachelor of Architecture course; and
- (2) note the revised Resolutions of the Faculty relating to enrolment restrictions, assessment, credit transfer policy and transitional provisions in this course, made pursuant to the University of Sydney (Coursework) Rule 2000;

with effect from 1 January 2004 as set out in the report presented.

*Action:* Dean and Faculty Manager, Faculty of Architecture; and Director, Student Centre to note the approval of the amended faculty requirements relating to the Bachelor of Architecture course.

(File 2000/4469)

**(b) Bachelor of Design Computing**

**Resolution 374/03**

That the Academic Board:

- (1) approve the proposal from the Faculty of Architecture to amend the Faculty resolutions relating to the Bachelor of Design Computing course; and
- (2) note the revised Resolutions of the Faculty relating to requirements for the pass degree and assessment in this course, made pursuant to the University of Sydney (Coursework) Rule 2000;

with effect from 1 January 2004 as set out in the report presented.

*Action:* Dean and Faculty Manager, Faculty of Architecture; and Director, Student Centre to note the approval of the amended faculty requirements relating to the Bachelor of Design Computing course.

(File 003/0014/00008)

**(c) Bachelor of Design in Architecture**

**Resolution 375/03**

That the Academic Board:

- (1) recommend that Senate amend the Resolutions of the Senate relating to the Bachelor of Design in Architecture course;
- (2) approve the proposal from the Faculty of Architecture to amend the Faculty resolutions relating to requirements for the pass degree and designated streams in this course; and
- (3) note the revised Resolutions of the Faculty relating to assessment in this course, made pursuant to the University of Sydney (Coursework) Rule 2000;

with effect from 1 January 2004, as set out in the report presented.

*Action:* Dean and Faculty Manager, Faculty of Architecture; and Director, Student Centre to note the approval of the amended faculty requirements relating to the Bachelor of Design in Architecture course.

*Action:* Chair of the Academic Board to recommend that Senate amend the Resolutions of the Senate relating to the Bachelor of Design in Architecture course.

(File 003/0014/00007, 2003/6479)

**(d) Bachelor of Design Computing, Bachelor of Design in Architecture**

**Resolution 376/03**

That the Academic Board:

- (1) approve the proposal from the Faculty of Architecture to amend the Faculty resolutions relating to the Bachelor of Design Computing and the Bachelor of Design in Architecture courses; and
- (2) note the revised Resolutions of the Faculty relating to requirements for the pass degree, made pursuant to the University of Sydney (Coursework) Rule 2000;

with effect from 1 January 2004 as set out in the report presented.

*Action:* Dean and Faculty Manager, Faculty of Architecture; and Director, Student Centre to note the approval of the amended faculty requirements relating to the Bachelor of Design Computing; and Bachelor of Design in Architecture courses.

(File 003/0014/00008, 2003/6479)

**(3) Faculty of Agriculture, Food and Natural Resources: Bachelor of Animal Science**

**Resolution 377/03**

That the Academic Board:

- (1) approve the proposal from the Faculty of Agriculture, Food and Natural Resources to amend the Faculty resolutions relating to the Bachelor of Animal Science course; and
- (2) note the revised Resolutions of the Faculty relating to requirements for the pass degree, made pursuant to the University of Sydney (Coursework) Rule 2000;

with effect from 1 January 2004 as set out in the report presented.

*Action:* Dean and Faculty Manager, Faculty of Agriculture, Food and Natural Resources; and Director, Student Centre to note the approval of the amended faculty requirements relating to the Bachelor of Animal Science course.

(File 2000/4239)

#### 10.2.4 Proceedings of the Committee

##### **Resolution 378/03**

That the Academic Board note the proceedings of the Undergraduate Studies Committee meeting held on 18 November 2003, as set out in the report presented.

*Action:* No further action required.

(File 2003/2131)

#### 11. Report of the Graduate Studies Committee

★

##### 11.1 Oral report of the Chair

The Chair of the Graduate Studies Committee, Associate Professor Russell Ross, had nothing further to add to the report.

##### **Resolution 379/03**

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

*Action:* No further action required.

##### 11.2 Report of the meeting held on 17 November 2003

###### 11.2.1 Receipt of report

##### **Resolution 380/03**

That the Academic Board receive and note the report of the Graduate Studies Committee meeting held on 17 November 2003.

*Action:* No further action required.

###### 11.2.2 Proposals for new and amended courses

###### (1) Faculty of Architecture: Postgraduate coursework courses

##### **Resolution 381/03**

That the Academic Board:

- (1) recommend that Senate approve:
  - (a) the rescission of the Resolutions of the Senate and the Resolutions of the Faculty relating to Postgraduate Coursework Study: Master's Degrees, Graduate Diplomas and Graduate Certificates, in the Faculty of Architecture,
  - (b) the adoption of the new Resolutions of the Senate relating to the Master's degrees, graduate diplomas and graduate certificates in the Faculty of Architecture, made pursuant to the University of Sydney (Coursework) Rule 2000,
- (2) note the Resolutions of the Faculty relating to the Master's degrees, graduate diplomas and graduate certificates in the Faculty of Architecture made pursuant to the University of Sydney (Coursework) Rule 2000; and
- (3) approve the faculty requirements relating to admission, units of study, the pass degree, the honours degree and award of the degree,

with effect from 1 January 2004, as set out in the report presented.

*Action:* Chair of the Academic Board to recommend that Senate rescind existing Resolutions and adopt revised Resolutions of the Senate relating to postgraduate coursework courses in the Faculty of Architecture.

(File 2000/2977, 2001/5035, 2000/3080, 2000/3081, 2000/3082, 2000/3083, 2001/5036, 2000/2978, 2000/3084, 2000/3085, 2000/3086, 2000/3087, 2001/5037, 2000/2979, 2000/3088, 2000/3089, 2000/3090, 2000/3091)

**(2) Faculty of Arts**

**(a) Graduate Certificate in HSC English Studies**

**Resolution 382/03**

That the Academic Board:

- (1) recommend that Senate approve:
    - (a) the proposal from the Faculty of Arts for the introduction of the new course, the Graduate Certificate in HSC English Studies,
    - (b) the amendment of the Resolutions of the Senate relating to the Degree, Diplomas and Certificates in the Faculty of Arts, and
    - (c) the adoption of the new Resolutions of the Senate relating to this course, made pursuant to the University of Sydney (Coursework) Rule 2000,
  - (2) note the Resolutions of the Faculty relating to the Graduate Certificate in HSC English Studies made pursuant to the University of Sydney (Coursework) Rule 2000; and
  - (3) approve the faculty requirements relating to admission, units of study, the pass award course, and award of the award courses,
- with effect from 1 January 2004, as set out in the report presented.

*Action:* Chair of the Academic Board to recommend that Senate approve the introduction of the Graduate Certificate in HSC English Studies and the associated Resolutions of the Senate.

(File 2003/5024)

**(b) Master of Arts (Research)**

**Resolution 383/03**

That the Academic Board:

- (1) recommend that Senate approve:
  - (a) the proposal from the Faculty of Arts for the introduction of the new course, the Master of Arts

- (Research) and the restructured course, the Master of Arts,
- (b) the amendment of the Resolutions of the Senate relating to the Degree, Diplomas and Certificates in the Faculty of Arts, and
  - (c) the rescission of the Resolutions of the Senate relating to the Master of Arts,
  - (d) the adoption of the new Resolutions of the Senate relating to the Master of Arts (Research),
  - (e) the adoption of the new Resolutions of the Senate relating to the Master of Arts, made pursuant to the University of Sydney (Coursework) Rule 2000,
- (2) note the Resolutions of the Faculty relating to the Master of Arts made pursuant to the University of Sydney (Coursework) Rule 2000; and
- (3) approve the faculty requirements relating to admission, units of study, the pass degree, and award of the degree,
- with effect from 1 January 2004, as set out in the report presented.

*Action:* Chair of the Academic Board to recommend that Senate approve the introduction of the Master of Arts (Research) and the associated Resolutions of the Senate.

(File 003/0015/00026, 2003/5094)

**(c) Master of Arts (Museum Studies)**

**Resolution 384/03**

That the Academic Board approve the amendment of the Resolutions of the Faculty relating to the Master of Arts, with effect from 1 January 2004, as set out in the report presented.

*Action:* Dean and Faculty Manager, Faculty of Arts; and Director, Student Centre to note the approval of the amended faculty requirements relating to the Master of Arts.

(File 003/0015/00026)

**(d) Master of Philosophy; Master of Letters; Master of Arts; Graduate Diploma in Arts**

**Resolution 385/03**

That the Academic Board:

- (1) recommend that Senate amend the Resolutions of the Senate relating to the

- Master of Philosophy; Master of Letters; and Graduate Diploma in Arts; and
- (2) approve the amendment of the Resolutions of the Faculty relating to the Master of Arts, with effect from 1 January 2004, as set out in the report presented.

*Action:* Chair of the Academic Board to recommend that Senate amend the Resolutions of the Senate relating to the Master of Philosophy; Master of Letters; and Graduate Diploma in Arts.

*Action:* Dean and Faculty Manager, Faculty of Arts; and Director, Student Centre to note the approval of the amended faculty requirements relating to the Master of Arts.

(File 003/0015/00040, 003/0015/00027, 003/0015/00026, 003/0015/00031)

**(3) Faculty of Law: Master of Business Law**

**Resolution 386/03**

That the Academic Board recommend that Senate approve:

- (1) the proposal from the Faculty of Law for the introduction of the new course, the Master of Business Law;
  - (2) the amendment of the Resolutions of the Senate relating to the Degree, Diplomas and Certificates in the Faculty of Law; and
  - (3) the amendment of the Resolutions of the Senate relating to Master's Degrees and Graduate Diplomas in the Faculty of Law,
- with effect from 1 January 2004, as set out in the report presented.

*Action:* Chair of the Academic Board to recommend that Senate approve the introduction of the Master of Business Law and the amendment of the associated Resolutions of the Senate.

(File 2003/4455)

**(4) Faculty of Medicine: Master of Medicine (Ophthalmic Science); Graduate Diploma in Medicine (Ophthalmic Science); Master of Science in Medicine (Ophthalmic Science); and Graduate Diploma in Science in Medicine (Ophthalmic Science)**

**Resolution 387/03**

That the Academic Board:

- (1) approve the proposal from the Faculty of Medicine for the introduction of the new specialisation in Ophthalmic Science in the Master of Medicine; Master of Science in Medicine; Graduate Diploma in

- Medicine; and Graduate Diploma of Science in Medicine; and
- (2) recommend that Senate amend the Resolutions of the Senate relating to the Master of Medicine; Master of Science in Medicine; Graduate Diploma in Medicine; and Graduate Diploma of Science in Medicine, to provide for the new specialisation, with effect from 1 January 2004, as set out in the report presented.

*Action:* Chair of the Academic Board to recommend that Senate amend the Resolutions of the Senate relating to the Master of Medicine; Master of Science in Medicine; Graduate Diploma in Medicine; and Graduate Diploma of Science in Medicine.

(File 2000/3844, 003/0020/00022, 2000/3847, 003/0020/00023)

**(5) Faculty of Science: Master of Medical Physics; and Graduate Diploma in Medical Physics**

**Resolution 388/03**

That the Postgraduate Coursework Sub-Committee recommend through the Graduate Studies Committee that the Academic Board recommend that Senate approve:

- (1) the proposal from the Faculty of Science for the introduction of the new courses, the Master of Medical Physics and Graduate Diploma in Medical Physics,
  - (2) the amendment of the Resolutions of the Senate relating to the Degree, Diplomas and Certificates in the Faculty of Science,
  - (3) the adoption of the Resolutions of the Senate relating to the Master of Medical Physics and Graduate Diploma in Medical Physics,
- with effect from 1 January 2004, as set out in the report presented.

*Action:* Chair of the Academic Board to recommend that Senate approve the introduction of the Master of Medical Physics and Graduate Diploma in Medical Physics and associated Resolutions of the Senate.

(File 2003/5025, 2003/5026)

★

**11.2.3 Postgraduate English Language Requirements**

The Graduate Studies Committee recommended that the Academic Board amend the policy Postgraduate English Language Requirements, particularly Appendix One relating to faculty requirements above the University minimum.

The Chair of the Committee clarified that the policy set out the minimum requirements and that the Academic Board approved levels above the minimum.

The Sydney College of the Arts queried the possibility of assessing individual student needs where the course of study was not language intensive. The Chair acknowledged that the Dean should be able to waive requirements on an individual case-by-case basis and that the basis for admission and rationale would need to be recorded.

**Resolution 389/03**

That the Academic Board amend the policy “Postgraduate English Language Requirements”, as set out in the report presented.

*Action:* Dean and Faculty Manager, Faculty of Architecture; Director, Student Centre; and Director, International Office to note the approval of the English language requirements relating to all postgraduate award courses.

*Action:* Dean and Faculty Manager, Faculty of Education and Social Work; Director, Student Centre; and Director, International Office to note the approval of the English language requirements relating to the Master of Teaching.

*Action:* Dean and Faculty Manager, Faculty of Health Sciences; Director, Student Centre; and Director, International Office to note the approval of the English language requirements relating to all postgraduate Physiotherapy courses.

*Action:* Secretary, Graduate Studies Committee to update the policy *Postgraduate English Language Requirements*.

(File P24)

**11.2.4 Proceedings of the Committee**

**Resolution 390/03**

That the Academic Board note the proceedings of the Graduate Studies Committee meeting held on 17 November 2003, as set out in the report presented.

*Action:* No further action required.

**11.3 Second report of the meeting held on 17 November 2003**

**11.3.1 Receipt of report**

**Resolution 391/03**

That the Academic Board receive and note the second report of the Graduate Studies Committee meeting held on 17 November 2003.

*Action:* No further action required.

### 11.3.2 Proposals for new and amended courses

#### (1) Faculty of Arts: Master of Liberal Studies; Graduate Diploma in Liberal Studies; and Graduate Certificate in Liberal Studies

##### **Resolution 392/03**

That the Academic Board:

- (1) recommend that Senate approve:
  - (a) the proposal from the Faculty of Arts for the introduction of the new courses, the Master of Liberal Studies, Graduate Diploma in Liberal Studies, and Graduate Certificate in Liberal Studies,
  - (b) the amendment of the Resolutions of the Senate relating to the Degree, Diplomas and Certificates in the Faculty of Arts, and
  - (c) the adoption of the new Resolutions of the Senate relating to this course, made pursuant to the University of Sydney (Coursework) Rule 2000,
- (2) note the Resolutions of the Faculty relating to the Master of Liberal Studies, Graduate Diploma in Liberal Studies and Graduate Certificate in Liberal Studies made pursuant to the University of Sydney (Coursework) Rule 2000; and
- (3) approve the faculty requirements relating to admission, units of study, the pass award course, and award of the award courses,

with effect from 1 January 2004, as set out in the report presented.

*Action:* Chair of the Academic Board to recommend that Senate approve the introduction of the Master of Liberal Studies; Graduate Diploma in Liberal Studies; and Graduate Certificate in Liberal Studies and associated Resolutions of the Senate.

(File 2003/5080, 2003/5081, 2003/5082)

#### (2) Faculty of Medicine: Master of Surgery; and Graduate Diploma in Surgery

##### **Resolution 393/03**

That the Academic Board recommend that Senate approve:

- (1) the proposal from the Faculty of Medicine for the introduction of the new courses, the Master of Surgery and Graduate Diploma in Surgery;
- (2) the amendment of the Resolutions of the Senate relating to the Degree, Diplomas and Certificates in the Faculty of Medicine;
- (3) the amendment of the Resolutions of the Senate relating to the Master of Surgery; and
- (4) the adoption of the Resolutions of the Senate relating to the Graduate Diploma in Surgery,

with effect from 1 January 2004, as set out in the report presented.

*Action:* Chair of the Academic Board to recommend that Senate approve the introduction of the Master of Surgery; and Graduate Diploma in Surgery and associated Resolutions of the Senate.

(File 2003/5088, 2003/5089)

(File 028/0025/00029)

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

★

**12.1 Oral report of the Chair**

The Chair of the Teaching and Learning Committee, Professor Beth Reid, drew the attention of members to the summary of faculty reports on cases of academic dishonesty, in accordance with the Academic Board Resolutions: *Academic Honesty in Coursework*.

**Resolution 394/03**

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

*Action:* No further action required.

**12.2 Report of the meeting held on 19 November 2003**

**12.2.1 Receipt of report**

**Resolution 395/03**

That the Academic Board receive and note the report of the Teaching and Learning Committee meeting held on 19 November 2003.

*Action:* No further action required.

**12.2.2 Academic Board Faculty Review Visits**

**(1) Academic Board Visit to the Faculty of Arts**

**Resolution 396/03**

That the Academic Board note the report of the Phase Two Academic Board Visit to the Faculty of Arts.

*Action:* No further action required.

(File 2002/5818)

**(2) Academic Board Visit to the Faculty of Science**

**Resolution 397/03**

That the Academic Board note the report of the Phase Two Academic Board Visit to the Faculty of Science.

*Action:* No further action required.

(File 2002/5783)

**12.2.3 Academic Board Resolutions: Academic Honesty in Coursework – Summary of Faculty Reports on Cases of Academic Dishonesty**

At its meeting of 13 August 2003, the Academic Board received and noted reports from faculties regarding the handling of cases of academic dishonesty in 2002. These reports were compiled in compliance with Part 3, Section 3 (6) of the Academic Board Resolutions: *Academic Honesty in Coursework*.

The Teaching and Learning Committee received the final faculty report. A summary of all the Faculty reports was in the agenda.

**Resolution 398/03**

That the Academic Board note the summary of faculty reports on cases of academic dishonesty, as set out in the report presented.

*Action:* No further action required

(File 2003/5217)

**12.2.4 University Teaching and Learning Plan 2004-2006**

In November 2002 the Teaching and Learning Committee established a Working Party to review the existing University Teaching and Learning Plan, under the leadership of the Pro Vice-Chancellor (Teaching and Learning). Following a preliminary review and development of key objectives, the Committee conducted a workshop in May 2003 to develop strategies related to the key objectives. This in turn led to the drafting of targets for each strategy, which were referred to the faculties for comment.

Following receipt and consideration of comments from faculties, the revised University Teaching and Learning Plan was referred to the Academic Board for its endorsement.

**Resolution 399/03**

That the Academic Board endorse the University Teaching and Learning Plan for 2004-2006, as set out in the report presented.

*Action:* Pro Vice-Chancellor (Teaching and Learning) to note that the Academic Board endorsed the University Teaching and Learning Plan 2004-2006.

(File 2003/4229)

**12.2.5 Proceedings of the Committee**

**Resolution 400/03**

That the Academic Board note the proceedings of the Teaching and Learning Committee meeting held on 19 November 2003, as set out in the report presented.

*Action:* No further action required.

(File 2002/5122)

- ★ **13. Report of the Research Committee**
- ★ **13.1 Oral report of the Chair**  
The Chair of the Research Committee, Professor John Carter, advised members of the University's success in grant funding, particularly through the ARC and NH&MRC, noting that the University had received an additional 25 grants through the ARC reserve funding.
- Resolution 401/03**  
That the Academic Board note the report of the Chair of the Research Committee.
- Action:* No further action required.
- 13.2 Report of the meeting held on 15 October 2003**
- 13.2.1 Receipt of report**
- Resolution 402/03**  
That the Academic Board receive and note the report of the Research Committee meeting held on 15 October 2003.
- Action:* No further action required.
- 13.2.2 Proceedings of the Committee**
- Resolution 403/03**  
That the Academic Board note the proceedings of the Research Committee meeting held on 15 October 2003, as set out in the report presented.
- Action:* No further action required.
- (File 2002/5122)
- ★ **14. General Business**
- ★ **14.1 Report on the Promotion of Academic Staff from Level C to Level D in 2003**  
Members noted and congratulated the successful applicants for promotion to Level D.
- Resolution 404/03**  
That the Academic Board note the report on the promotion of academic staff from Level C to Level D in 2003, as set out in the report presented.
- Action:* No further action required.
- (File 2003/6037)
- ★ **14.2 Report on the Promotion of Academic Staff to Level E in 2003**  
Members noted and congratulated the successful applicants for promotion to Level E.
- Resolution 405/03**  
That the Academic Board note the report on the promotion of academic staff to Level E in 2003, as set out in the report presented.
- Action:* No further action required.

(File 2003/6038)

#### **14.3 Membership of Central Promotions Committees: 2004**

The Academic Board approved the membership of the Central Promotions Committees for 2004.

##### **Resolution 406/03**

That the Academic Board appoint members to the Central Promotions Committees for 2004, as set out in the report presented.

*Action:* Secretary, Central Promotions Committee to note the Academic Board approved the membership of the Central Promotions Committees 2004.

(File 028/0002/00332)

#### **14.4 Elections to the Academic Board**

- (1) Academic staff of faculties to the Academic Board**
- (2) Student members of faculties to the Academic Board**
- (3) Non-professorial academic staff of Colleges to the Academic Board**
- (4) Chair of the Academic Board**

The Academic Board received an updated report on the outcomes of elections and appointments to the Academic Board for terms commencing 1 January 2004, noting that in the final election conducted, Professor Judyth Sachs had been elected unopposed as Chair of the Academic Board.

##### **Resolution 407/03**

That the Academic Board:

- (1) note the report on the elections to the Academic Board; and
  - (2) in accordance with the University of Sydney (Academic Governance) Rule 2003, appoint members to fill casual vacancies, on the nomination of the relevant faculty,
- as set out in the report presented.

*Action:* Academic Board Office to liaise with faculties and Colleges to fill remaining casual vacancies.

(File 2003/2981, 2003/2982, 2003/2984, 2003/2983)

#### **14.5 Delegation of authority**

The Board was asked to authorise its Chair to act on its behalf in respect of any urgent matters that may arise between the Board meeting of 10 December 2003 and the first 2004 Academic Board meeting.

##### **Resolution 408/03**

That the Academic Board authorise its Chair to act on its behalf in respect of any urgent matters that may arise between the Board meeting on 10 December 2003 and the first 2004 Academic Board meeting, as set out in the report presented.

*Action:* No further action required.

(File 033/0001/00019)

#### **14.6 Report of the Vice-Chancellor and Principal on proctorial matters**

##### **Resolution 409/03**

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

*Action:* No further action required.

(File 0021/0006/00010, 2003/5108)

#### **15. Report of the Academic Staffing Committee**

★

##### **15.1 Oral report of the Chair**

The Chair of the Academic Staffing Committee, Professor Judyth Sachs, asked the Board to note the information developed to clarify the process for Academic Board nominees to selection committees.

##### **Resolution 410/03**

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

*Action:* No further action required.

#### **15.2 Report of the meeting held on 4 November 2003**

##### **15.2.1 Receipt of report**

##### **Resolution 411 /03**

That the Academic Board receive and note the report of the Academic Staffing Committee meeting held on 4 November 2003.

*Action:* No further action required.

★

##### **15.2.2 Academic promotions**

The Academic Staffing Committee had been reviewing the academic promotions documentation and recommended that the Academic Board endorse the revised documents for approval by the Senior Deputy Vice-Chancellor.

The Chair of the Academic Staffing Committee advised members of the changes:

- reduction to three categories: teaching, research, and service;
- revision to three standards: outstanding, superior, and satisfactory;
- clarification of expectations for research-only staff;
- clarification of expectations of each level;
- requirement for all applicants level B-D to attend interviews (already mandatory for level E applicants);
- clearer guidance for the development of portfolios; and
- removal of secret ballot and ranking procedure at faculty level.

It was noted that consultation had been undertaken with the Deans, Pro Vice-Chancellors (College), Senior Deputy Vice-Chancellor, and Vice-Chancellor.

**Resolution 412/03**

That the Academic Board:

- (1) endorse the revised academic promotions documents; and
  - (2) recommend that the Senior Deputy Vice-Chancellor approve the academic promotions documents,
- as set out in the report presented.

*Action:* Chair of the Academic Board to recommend that the Senior Deputy Vice-Chancellor approve the revised promotions documents, endorsed by the Academic Board.

(File 2003/6513)

**15.2.3 Academic Board nominees on selection committees**

The Academic Staffing Committee had developed an information brochure for Academic Board nominees on selection committees. The associated flowchart outlined the steps in the process.

**Resolution 413/03**

That the Academic Board note the information provided to Academic Board nominees on selection committees, as set out in the report presented.

*Action:* Members of the Academic Board to note the information for Academic Board nominees on selection committees.

(File 2003/6514)

**15.2.4 Proceedings of the Committee**

**Resolution 414/03**

That the Academic Board note the proceedings of the Academic Staffing Committee meeting held on 4 December 2003, as set out in the report presented.

*Action:* No further action required.

(File 2002/367)

The meeting closed at 3.30pm.

Signed as a correct record

-----  
*Chair*

-----  
*Date*