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## Academic Board Minutes

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### Minutes of the meeting of the Academic Board held at 2 pm on Wednesday 12 February 2003 in the Professorial Board Room

There were present: the Chair (Professor J Sachs) presiding, the Deputy Chairs (Professor J Carter, Associate Professors P McCallum and R T Ross), the Acting Vice-Chancellor (Professor K Eltis, Senior Deputy Vice-Chancellor), Professors C Armour, A J S Coats, L Copeland, R Y Ebied, S Garton, B Hesketh, J Lawler, R McCallum, R Newman, K Parton, P Ramsden, B Reid, G Sherington and P Wolnizer, Associate Professors A Brew, A Fekete, C B Gillies, A F Masters, A Mitchell, C Russell, and L Tong, Drs M Torode and B D Winter, Mr M Hall, Mr B Kotic, Mr R Martinez-Neira, Ms J Gamble and Mrs M McKerchar .

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

Present as observers: Professors A Brewer, L Field, M Fry and Mr J Shipp.

In attendance: Miss K Neveldsen.

#### ★ 1. Apologies

The Board noted that apologies had been received from:

The Vice-Chancellor and Principal (Professor G Brown), Professors C Adam, M Behnia, S I Benrimoj, P Boyce, J F Kinnear, K Lester, G MacAulay, R Pesman, S E Pretty, B Roufogalis, R Waterhouse and J A Young, Associate Professors D Dragovich, B McDonald, G Murray, P Phibbs and G Richter, Ms J Haylen.

(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.

No additional items were starred.

##### 2.2 Adoption of unstarred items

##### Resolution 01/03

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

### 3. Minutes of previous meeting

#### Resolution 02/03

That the Academic Board adopt the minutes of the previous meeting held on 11 December 2002 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

#### 5.1 Report on Senate matters

##### 5.1.1 Report of the Senate meeting held on 3 February 2003

The Chair of the Board reported that Senate had approved the recommendations of the Board, expressing particular interest in the merger of Social Work into the Faculty of Education and Social Work, and the variety of new courses put forward.

The Chair highlighted the paper titled *Challenges Facing the Academic Board*, included in the agenda papers, which had been presented and discussed at the recent Senate retreat. The Board noted that Fellows of Senate had gained a new perspective on, and appreciation of the wide-ranging work of the Board and appeared positive and supportive of the complexity of Board operations.

#### Resolution 03/03

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 3 February 2003.

*Action:* No further action required.

#### 5.2 General report

##### 5.2.1 Summary of Academic Board activities 2002

A summary of Academic Board activities during 2002 was presented for the information of Board members and the University community.

#### Resolution 04/03

That the Academic Board note the report of the Chair of the Academic Board on Academic Board activities 2002, as set out in the report presented.

*Action:* Chair of the Academic Board to refer the Summary of Academic Board activities 2002 to Senate for noting.

### **5.2.2 Academic Board Faculty Review Visits: Phase One**

The Board was advised that in 2002 Phase One of the Faculty Review Visits were completed. The 17 visits in 14 months were undertaken by review panels including the Chair of the Academic Board, faculty representatives, the Pro Vice-Chancellor (Teaching and Learning) and the Pro Vice-Chancellor (Research). They comprised a series of structured interviews between the review panel and groups of students, staff and senior officers of the faculty.

The review visits followed the submission by faculties of self-evaluation reports on faculty academic quality assurance systems to the Academic Board. These reports were required to address the management of quality in teaching and learning, including systems for ensuring the integration of research with undergraduate teaching, processes for assuring the quality of student assessment and standards, quality assurance for research training, and methods for monitoring student progress and recognising excellence in teaching.

The Chair of the Board presented a brief summary of common themes emerging from the reviews and noted that a full report would be provided through the Teaching and Learning Committee in due course.

#### **Resolution 05/03**

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

*Action:* Chair of the Academic Board and Pro Vice-Chancellor (Teaching and Learning) to present a full report via the Teaching and Learning Committee to the Academic Board on the outcomes of Phase One of the Academic Board Faculty Review Visits.

(File 2002/1376)

### **5.2.3 Academic Board Faculty Review Visits: Phase Two**

Members were advised that the second round of Faculty Review Visits would commence in 2003 and would include a review of faculty progress where possible improvement had been identified in Phase One, and would address strategic goals of the University not included in the first round of reviews.

Members were invited to provide comment on the draft Guidelines for Phase Two to the Executive Officer (Quality Assurance) by Friday 21 February 2003.

The Chair of the Board advised that the timing of reviews had been reviewed following Phase One, and that not all faculties would be reviewed in 2003. It was noted that this would reduce the large commitment required from review panels and it was hoped that it would also result in the review reports being referred to faculties in a more timely fashion.

In response to a query, the Chair advised the Board that selection of student members for interviews was undertaken by the faculties and in phase one this had included a mixture of students who self-selected or were selected according to processes set by individual faculties.

**Resolution 06/03**

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

*Action:* Members of the Academic Board to provide comment on the draft Guidelines for Phase Two of the Academic Board Faculty Review Visits to the Executive Officer (Quality Assurance) by Friday 21 February 2003.

*Note:* Following the meeting the deadline for feedback was extended to Friday 14 March 2003.

(File 2003/2730)

**5.2.4 Self-audit of the Academic Board**

Members were reminded that the issue of reviewing the performance of the Academic Board had been raised at various times during 2002. Members discussed the need for a self-audit of the work of the Board and its committees, and of the effectiveness of the Chair and the Deputy Chairs, particularly in the light of changes being implemented as a result of the Review of the Academic Board and the Academic Forum.

The Chair of the Board had provided members with a paper, contained in the agenda, prepared by Southern Cross University to identify questions that could be raised during a self-audit.

It was agreed that the Chair would present a full proposal to the next meeting of the Academic Board.

**Resolution 07/03**

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

*Action:* Chair of the Academic Board to present a full proposal for a self-audit of the Academic Board to the March meeting.

**5.2.5 Actions taken under delegated authority**

The Board, at its December 2002 meeting, authorised the Chair of the Board to act on its behalf on any urgent matter which arose following the December 2002 Board meeting and which could not await the first meeting of the Academic Board in 2003.

The Board was advised that the Chair had not been required to act on behalf of the Board during that period.

**Resolution 08/03**

That the Academic Board note the report of the Chair of the Academic Board on actions taken under delegated authority since the December 2002 meeting of the Academic Board, as set out in the report presented.

*Action:* No further action required.

(File 033/0001/00019)

**5.2.6 Membership of the Academic Board**

The Chair welcomed new members to the Academic Board and thanked retiring members for their contributions. In particular the Board expressed its appreciation to Professor Don Napper, Pro Vice-Chancellor (Sciences and Technology) for his work with the Board and contributions to the University. Members noted that the Chair would write to Professor Napper on behalf of the Academic Board, and wished him well in his retirement.

**Resolution 09/03**

That the Academic Board welcome new members of the Academic Board, and thank retiring members for their contributions to the work of the Board, and the University community.

*Action:* Chair of the Academic Board to write to Professor Don Napper expressing the Board's appreciation for his contributions and wishing him well in his retirement.

(File 2001/1773)

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

**6.1 Report on Senate matters**

**6.1.1 Report of the Senate meeting held on 3 February 2003**

The Acting Vice-Chancellor and Principal, Professor Ken Eltis, outlined issues arising Senate retreat and the Senate meeting.

(1) *Senate retreat*

The Acting Vice-Chancellor and Principal outlined the topics covered at the retreat, advising that overall the retreat had been positive and forward looking. A number of presentations had been received, including presentations by:

- The Vice-Chancellor and Principal

The Vice-Chancellor opened the presentations contextualising the discussions in terms of the Nelson review of Higher Education and critical issues facing the university sector.

Specific challenges facing the University were identified including the nature of the University, reactions to change, and the need to position the University as a benchmark in higher education both in fact and perception.

The University's success in research, particularly in the College of Sciences and Technology was acknowledged. Other issues raised included the internationalisation strategy of the University, broadly defined.

The broader cultural environment and student experience were also discussed and the need for increased student and employer data was identified.

- **Fellows of Senate**  
These presentations included issues such as the new HSC and its impact on the quality of students and how the University responded; the current and future size of the University; and community relations and development.
- **The Chair of the Academic Board**  
The Chair outlined challenges facing the Board and the work of the Board. The Acting Vice-Chancellor congratulated the Chair of the Board on the presentation and supported the earlier comment that Fellows of Senate had gained a greater appreciation of the complexity of the work of the Academic Board.

Senate also received a key presentation relating to the Review of the Performance of the Senate. This covered issues such as the role of the governing body, how effectively it was functioning.

In summarising the retreat, the Acting Vice-Chancellor noted that further key areas of work included external affairs and development, and international policy, both of which would be overseen by the Acting Deputy Vice-Chancellor.

During discussion, the Acting Vice-Chancellor responded to comments relating to the need for increased student and employer data, noting that the University needed to collate work already undertaken, including by student organisations, and to develop this further to gain a broader understanding of the needs and expectations of both students and employers.

- (2) *Fellows of Senate*  
The Board noted that Professor Les Field, Acting Pro Vice-Chancellor (Research) had replaced Professor Stephen Leeder as a Fellow of Senate from 1 January 2003.

- (3) *Graduate School of Government*  
At its December meeting, the Board received a report from the Vice-Chancellor on developments relating to the proposed Graduate School of Government and the Australia New Zealand School of Government (ANZSOG).

The Board was advised that Senate had approved a selection committee for the Dean of the Graduate School of Government. The Chair of Government, funded by the NSW State Government, would be located at the University of Sydney and dedicated in equal shares to the activities of this

University as a participant in ANZSOG and our own Graduate School of Government.

The Acting Vice-Chancellor advised that the Pro Vice-Chancellor (Humanities and Social Sciences) and the Chair of the Academic Board would explore academic issues relating to the School and the Board would receive further reports as the matter progressed.

(4) *Senior Staff Movements*

Board members noted the recent senior staff changes including:

- Associate Professor Simon Carlile, Assistant Pro Vice-Chancellor (Information Technology) and Chief Information Officer resigned to return to the department of Physiology;
- Professor Michael Fry, Pro Vice-Chancellor (Employee Relations) had taken over responsibility as Acting Chief Information Officer;
- Ms Jennifer Doubell, Director, Development and External Affairs had resigned;
- Dr Jim Sait, Director, Summer School, took over responsibility for events and implementation of Information Technology matters for the Development portfolio;
- Professor Judith Kinner had resigned;
- Professor Geoff Sherington was appointed as Acting Deputy Vice-Chancellor from 17 February 2003;
- Professor Don Napper, Pro Vice-Chancellor (Sciences and Technology) retired from 1 March 2003.
- Professor Beryl Hesketh was appointed as Pro Vice-Chancellor (Sciences and Technology) from 1 March 2003;
- Professor John Young, Pro Vice-Chancellor (Health Sciences) retired from 18 April 2003; and
- Professor David Bourke was appointed as Acting Pro Vice-Chancellor (Health Sciences) from 18 April 2003.

(5) *Alumni Survey*

Members were advised that the Alumni survey had returned approximately 23,000 responses to date.

(6) *Campus 2010*

The Acting Vice-Chancellor informed the Board that further details relating to Campus 2010 would be discussed at the March meeting of Senate and that changes had been made to the program based on the consultants' report and the revised needs of various faculties.

**Resolution 10/03**

That the Academic Board note the report of the Acting Vice-Chancellor and Principal on matters considered by Senate at its meeting held on 3 February 2003.

*Action:* No further action required.

## 6.2 General report

The Acting Vice-Chancellor congratulated all staff involved in the enrolment process, particularly the Registrar and his staff. Members noted that the high quality of intake and improved processes contributed to the successful outcomes for the University

### Resolution 11/03

That the Academic Board note the general report of the Vice-Chancellor and Principal.

*Action:* No further action required.

(File 021/0006/00007)

## ★ 7. Question time

Questions to the Vice-Chancellor and Chair of the Academic Board.

The Chair of the Academic Board advised members of the broad framework for the Board's review of appeals policies, noting that submissions would be invited from all areas of the University, including the student associations. The existing policies would be reviewed and a discussion paper on alignment of the policies would be developed. It was hoped that any amendments would be considered at the September meeting of the Board, but updates on progress would be given throughout the year.

The Acting Vice-Chancellor asked the Registrar and the Acting Chief Information Officer to respond to a question about possible misuse of University internet resources. The query arose from articles in the media about the possible infringement of music copyright by the inclusion of some sound recordings on the University's web site.

The Registrar advised members that the issue was not isolated to this University and that other institutions had received similar correspondence. Members noted that through the AVCC, universities had specific copyright agreements relating to print materials but the same provisions did not apply to music.

The Acting Chief Information officer noted that the University was in the process of disabling access to material that could potentially infringe copyright. At the same time there would be a review of policies and legal advice was being sought.

In response to a query, the Chair of the Academic Board asked the Registrar to advise the Board on the progress of the proposed By-law affecting the implementation of the revised structure of the Academic Board. Members were advised that a number of minor changes had been worked through with Parliamentary Counsel and that from the University perspective the By-law was ready for referral to the Governor. The Chair advised that the Board would be notified as soon as the By-law was approved.

## 8. Reports of Faculties and Boards

### 8.1 Report of the Faculty of Medicine

#### 8.1.1 Receipt of report

##### **Resolution 12/03**

That the Academic Board receive and note the report of the Faculty of Medicine meeting held on 21 November 2002.

*Action:* No further action required.

#### 8.1.2 Amendment of the Resolutions of the Senate: Constitution of the Faculty of Medicine

##### **Resolution 13/03**

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 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)

## 9. Report of the Research Committee

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### 9.1 Oral report of the Chair

The Chair of the Research Committee, Professor John Carter, had nothing further to add to the written reports.

A query was raised about when PhD candidates ceased to be enrolled, and at what stage the completion of a PhD was counted.

The Pro Vice-Chancellor (Research) advised that he would seek confirmation from the Planning Support Office about the status of a PhD candidate once a thesis had been submitted for examination and whether enrolment ceased at that point. It was also agreed to seek confirmation regarding counting of completions in relation to the Research Training Scheme (RTS) which was understood to be when the thesis was submitted for examination. This differed from counting completions in other respects which was normally counted at the time a candidate graduated.

##### **Resolution 14/03**

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

*Action:* Acting Pro Vice-Chancellor (Research) to confirm with Planning Support Office the status of a PhD candidate once a thesis had been submitted, the time at which enrolment ceased, and the point at which a completion was counted in relation to the Research Training Scheme (RTS).

**9.2 Report of the meeting held on 22 October 2002**

**9.2.1 Receipt of report**

**Resolution 15/03**

That the Academic Board receive and note the report of the Research Committee meeting held on 22 October 2002.

*Action:* No further action required.

**9.2.2 Proceedings of the Committee**

**Resolution 16/03**

That the Academic Board note the proceedings of the Research Committee meeting held on 22 October 2002, as set out in the report presented.

*Action:* No further action required.

**9.2 Report of the meeting held on 19 November 2002**

**9.2.1 Receipt of report**

**Resolution 17/03**

That the Academic Board receive and note the report of the Research Committee meeting held on 19 November 2002.

*Action:* No further action required.

**9.2.2 Proceedings of the Committee**

**Resolution 18/03**

That the Academic Board note the proceedings of the Research Committee meeting held on 19 November 2002, as set out in the report presented.

*Action:* No further action required.

(File 2001/5112)

**10. General Business**

**10.1 Membership of Central Promotions Committees: 2003**

The Board noted the report detailing nominees for Central Promotions Committees for 2003 for Senior Lecturer, Associate Professor and Professor.

**Resolution 19/03**

That the Academic Board appoint members to the Central Promotions Committees for 2003, as set out in the report presented.

*Action:* Secretaries to Central Promotions Committees to note the appointment of members of the Committees for 2003.

(File 028/0002/00332)

**10.2 Conferring of All Academic Titles**

In accordance with the policy, *Conferring of All Academic Titles*, the Board received a report of titles conferred by the College of Humanities and Social Sciences.

**Resolution 20/03**

That the Academic Board note the report relating to the Conferring of All Academic Titles by Colleges and Faculties, as set out in the report presented.

*Action:* No further action required.

(File 2001/5164)

The meeting closed at 3.00pm.

Signed as a correct record

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*Chair*

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*Date*