



Academic Board Minutes

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Minutes of the meeting of the Academic Board held at 2 pm on Wednesday 11 June 2003 in the Professorial Board Room

There were present: the Chair (Professor J Sachs) presiding, the Deputy Chairs (Professor J P Carter, Associate Professors D Dragovich, P McCallum, and R T Ross), the Vice-Chancellor and Principal (Professor G Brown), Professors C Armour, S I Benrimoj, D Burke, L Copeland, R Y Ebied, K Eltis, S Garton, H Kendig, J Lawler, K Lester, G MacAulay, G T Moore, R Newman, B Roufogalis and G Sherington, Associate Professors A Fekete, C B Gillies, A F Masters, A Mitchell, G Murray, P Phibbs, C Russell, G Sullivan, D Taylor and L Tong, Drs M McKerchar, M Torode and B D Winter, and Mr B Kotic.

Also present: Acting Secretary of the Academic Board (Ms O Cornelius).

Present as observers: Professors M Behnia, L Field and M Fry and Ms A Forster.

Present by invitation: Ms M Kemmis.

In attendance: Miss K Neveldsen.

★ 1. **Apologies**

The Board noted that apologies had been received from: Professors C Adam, P Boyce, A Brewer, A Coats, B Hesketh, R Pesman, P Ramsden, B Reid, R Rose, R Waterhouse and P Wolnizer, Associate Professors A Brew and N C Weber, Drs W Adams and M Boughton, Ms J Gamble and Mr J Shipp.

(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 109/03

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

3. Minutes of previous meeting

Resolution 110/03

That the Academic Board adopt the minutes of the previous meeting held on 14 May 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

5.1 Report on Senate matters

5.1.1 Report of the Senate meeting held on 2 June 2003

Resolution 111/03

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 2 June 2003.

Action: No further action required.

5.2 General report

5.2.1 NSW and the ACT Committee of Chairs of Academic Boards/Senates

The Chair advised that she had attended a meeting of the NSW and the ACT Committee of Chairs of Academic Boards/Senates in May. Items of particular interest discussed included University Developed Board [of Studies] Endorsed Courses and Distinction Courses and Credit Transfer and Advanced Standing.

(1) *University Developed Board [of Studies] Endorsed Courses and Distinction Courses*

In relation to University Developed Board [of Studies] Endorsed Courses the Chair advised that the University of Sydney appeared to be experiencing more successes than other institutions.

The Senior Deputy Vice-Chancellor advised members that the courses were targeted at highly qualified and carefully selected students and feedback received from participants, parents and participating schools had been positive and had lead to the development of two additional courses.

Members noted that the University continued to build on its successes in this area and the Chair of the Academic Board congratulated the Deans and staff involved on their success.

The Chair also advised members that the current HSC Distinction Courses were being phased out and that she would provide a timeline for this to members.

(2) *Credit Transfer and Advanced Standing*

The Chair advised members that the Committee had discussed credit transfer from university to TAFE courses, in particular looking at the process undertaken by the University of Newcastle. The University, in conjunction with the Hunter Institute of TAFE, had identified units of study which would then be granted credit towards particular TAFE courses. Funding was available to universities from the Department of Education to undertake a mapping exercise to identify appropriate units of study across the University for credit purposes.

Members noted that the Chair of the Academic Board was working with the Acting Deputy Vice-Chancellor to investigate a similar mapping exercise at the University of Sydney for the purpose of credit transfer to TAFE.

The Chair also informed members that the Committee would be discussing further the varying practices at each institution relating to high UAI students receiving advanced standing.

Resolution 112/03

That the Academic Board note the report of the Chair of the Academic Board relating to the NSW Committee of Chairs of Academic Boards/Senates, as set out in the report presented.

Action: Chair of the Academic Board to provide a timeline for the phasing out of HSC Distinction Courses to members of the Academic Board.

(File 2001/5114)

5.2.2 Review of the Academic Board and the Academic Forum: *University of Sydney Amendment (Academic Board) By-law 2003, University legislation and the University of Sydney (Student Proctorial Panel) Rule 2003*

At the March meeting of the Academic Board the Registrar advised that a number of minor changes to the proposed By-law, to give effect to the restructured Academic Board, had been worked through with Parliamentary Counsel and that the By-law had been referred to the Governor.

At this meeting the Academic Board noted that the *University of Sydney Amendment (Academic Board) By-law 2003* had been gazetted and came into effect on 23 May 2003. The passage of the By-law meant that the recommendations arising from the Review of the Academic Board and the Academic Forum could now be fully implemented.

The Board noted that the passage of the By-law particularly impacted on membership of the Academic Board, elections to the Academic Board, the *University of Sydney (Academic Governance) Rule 2003*, committee terms of reference and membership, and the Student Proctorial Panel.

Members were advised that drafting changes had been made by Parliamentary Counsel to the *University of Sydney Amendment (Academic Board) By-law 2003* prior to its passage and the final By-law and associated Rules would be referred to the July meeting of Senate for noting.

Following the distribution of the agenda papers, inconsistencies between the *University of Sydney (Student Proctorial Panel) Rule 2003* and the *University of Sydney Academic (Academic Board) By-law 2003* were identified. It was therefore proposed to amend the Rule to ensure compliance with the recently passed legislation.

The proposed revisions would ensure the recommendations arising from the Review of the Academic Board and the Academic Forum could be implemented and the Board was asked to recommend that Senate amend the Rule prior to promulgation, as set out in the supplementary agenda.

Resolution 113/03

That the Academic Board:

- (1) note the report of the Chair of the Academic Board relating to the Review of the Academic Board and the Academic Forum: *University of Sydney Amendment (Academic Board) By-law 2003* and other University legislation; and
- (2) recommend that Senate amend the *University of Sydney (Student Proctorial Panel) Rule 2003* prior to promulgation, as set out in the report presented.

Action: Chair of the Academic Board to recommend that Senate amend the *University of Sydney (Student Proctorial Panel) Rule 2003*, and note the drafting changes to the *University of Sydney Amendment (Academic Board) By-law 2003* and the *University of Sydney (Academic Governance) Rule 2003*.

(File 2001/3342)

5.2.3 Review of the School of Safety Science at the University of New South Wales

The Chair reported that she had participated in the Review of the School of Safety Science at the University of New South Wales (UNSW). The Chair noted that this had enabled reflection of the University of Sydney quality assurance and review processes which appeared to be more systematic.

Resolution 114/03

That the Academic Board note the report of the Chair of the Academic Board on the Review of the School of Safety Science at the University of New South Wales, as set out in the report presented.

Action: No further action required.

5.2.4 Self-audit of the Academic Board

At its February meeting, the Academic Board discussed issues relating to 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.

Members had previously been provided with a paper prepared by Southern Cross University to identify questions that could be raised during a self-audit and it was agreed that the Chair would present a full proposal to this meeting of the Board.

The Chair presented a proposed process, in the supplementary agenda, based on the processes undertaken for the Academic Board Faculty Review Visits. Members were requested to provide feedback on the proposal by Wednesday 23 July for further discussion at the August meeting of the Academic Board.

Resolution 115/03

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: Members of the Academic Board to provide feedback on the proposed self-audit process to the Academic Board Officer by Wednesday 23 July.

(File 2003/2787)

5.2.5 Academic Board website

Members noted the launch of the new University website. The Chair had previously advised the Board that a new-look Academic Board website was also being developed which would fit with the revised corporate site. There had been some delays in the development but it was now anticipated that it would be available in July.

Resolution 116/03

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

Action: No further action required.

5.2.6 Academic Board Forum

Members were reminded that one of the outcomes of the Review of the Academic Board and the Academic Forum was that the Board would conduct at least one Academic Board Forum each Semester. Following the disestablishment of the Academic Forum it was agreed that this would provide an opportunity for all staff (academic and general) to debate matters of academic interest and importance.

The Board was advised that the Forum would discuss the outcomes of the Nelson Review of Higher Education and the federal budget announcement and the University's response to it.

The Board was reminded that the Forum was scheduled for 1-3 pm Wednesday 25 June in the Professorial Board Room.

Resolution 117/03

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

Action: Members of the Academic Board to note that the Academic Board Forum would be held on Wednesday 25 June.

(File 2001/3342)

5.2.7 Academic Board Membership

The Chair thanked retiring members for their contributions to the Academic Board. In particular the Board expressed its appreciation to Professor Keith Lester, Dean, Faculty of Dentistry, Professor Ros Pesman, Pro Vice-Chancellor (Humanities and Social Sciences), and Associate Professor Cherry Russell, for their work with the Academic Board and contributions to the University.

The Chair also thanked Ms Olwen Cornelius for her contributions to the work of the Academic Board and policy development as Director, Secretariat and Corporate Information Unit and for the occasions when she acted as Secretary to the Academic Board.

Resolution 118/03

That the Academic Board express its appreciation for the contributions to the work of the Board, and the University community.

Action: Chair of the Academic Board to write to Professor Keith Lester, Professor Ros Pesman, Associate Professor Cherry Russell, and Ms Olwen Cornelius expressing the Board's appreciation for their contributions and wishing them well in the future.

(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 2 June 2003

The Vice-Chancellor and Principal reported that the main matter considered at the Senate colloquium and meeting related to the outcomes of the Nelson Review of Higher Education and the federal budget announcement.

Senate heard various responses on the implications of the budget and established a committee to oversee the development of the University response.

It was noted that some announcements would be implemented reasonably quickly, including the loading to regional institutions which is due to commence from 2004.

The Vice-Chancellor advised that there would be additional institutional administrative requirements particularly relating to student load. The University was currently 13% over-enrolled and under the package, institutions more than 2% outside the target profile would be penalised including financial penalties per student and removal of load which would be redistributed throughout the system by DEST.

Members noted that long-term projections including issues such as student load and enterprise bargaining needed to be worked through and some processes would need to be accelerated.

The Australian Vice-Chancellor's Committee response to the budget is available on the web at:

http://www.avcc.edu.au/news/public_statements/publications/ResponseFinal03.pdf

The meeting discussed general issues relating to over and under-enrolment and possible implications for the University. Members acknowledged that external forces could pressure the University into restricting student choices in either units of study or degree courses as a mechanism for managing its profile. However, careful long-term consideration needed to be given to any course of action particularly in relation to the maintenance of HECS load and the subsequent progression problems which could arise.

The Vice-Chancellor noted that there would continue to be high demand for University of Sydney courses and the University needed to ensure its high standards were maintained.

Resolution 119/03

That the Academic Board note the report of the Vice-Chancellor and Principal on matters considered by Senate at its meeting held on 2 June 2003.

Action: No further action required.

6.2 General report

The Vice-Chancellor and Principal reported on progress with the Graduate School of Government, advising members that Mr David Richmond, AO had been appointed as Director. It was anticipated that the School would be launched in the next fortnight at which time the advisory board would also be announced.

The Vice-Chancellor also advised members that the University was progressing in its recruitment of senior officers. Particular issues arising from recruitment for the position of Deputy Vice-Chancellor (Academic and International) may lead to some re-organisation and it was hoped that this issue would be resolved shortly.

Resolution 120/03

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

Action: No further action required.

★ 7. **Question time**

There were no questions for the Vice-Chancellor and Chair of the Academic Board.

★ 8. **Report of the Deans and Pro Vice-Chancellors (College)**

Presentations by the Deans and Pro Vice-Chancellors (College).

8.1 **Presentation by the Director of the Sydney College of the Arts**

Resolution 121/03

That the Academic Board note the presentation of the Director of the Sydney College of the Arts.

Action: No further action required.

(File 2003/3980)

★ 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, drew the attention of members to the proposed new course from the Faculties of Arts and Science and had nothing further to add to the report.

Resolution 122/03

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

Action: No further action required.

9.2 **Report of the meeting held on 20 May**

9.2.1 **Receipt of report**

Resolution 123/03

That the Academic Board receive and note the report of the Undergraduate Studies Committee meeting held on 20 May 2003.

Action: No further action required.

9.2.2 **Proposals for new and amended courses**

(1) **Faculty of Arts/Faculty of Science: Bachelor of Liberal Studies (Advanced)**

The Faculty of Arts and the Faculty of Science proposed to introduce a new stream, the Bachelor of Liberal Studies (Advanced) in the existing Bachelor of Liberal Studies award course. The course was designed to provide for students in Liberal Studies of high academic ability who wished to undertake more challenging and research-based study, particularly in the two majors in Arts and Science. The proposal had received late, urgent approval and had been included in the 2004 Universities Admissions Centre Guide.

The Undergraduate Studies Committee considered the proposal and noted that to be eligible for the Bachelor of Liberal Studies (Advanced) students had to have completed an advanced major in Arts or Science. A student could either complete a year of honours in the Bachelor of Liberal Studies in the student's fifth year, or complete the four year course and then enrol in an honours year in either the Arts or Science Faculties.

Resolution 124/03

That the Academic Board:

- (1) recommend that Senate approve:
 - (a) the proposal from the Faculty of Arts and Faculty of Science for the introduction in 2004 of the new stream, the Bachelor of Liberal Studies (Advanced), within the existing Bachelor of Liberal Studies award course,
 - (b) the amendment of the Resolutions of the Senate relating to the Degrees, Diplomas and Certificates in the Faculty of Arts and the Faculty of Science, with effect from 1 January 2004, and
 - (c) the amendment of the Resolutions of the Senate relating to the Bachelor of Liberal Studies, made pursuant to the University of Sydney (Coursework) Rule 2000, with effect from 1 January 2004, as set out in the report presented; and
- (2) note the Resolutions of the Faculties relating to this course, made pursuant to the University of Sydney (Coursework) Rule 2000; and
- (3) approve the requirements of the faculties relating to streams, units of study, the pass degree, the honours degree, award of the degree and transfer to candidature for the Bachelor of Arts and the Bachelor of Science as set out in the report presented.

Action: Chair of the Academic Board to recommend that Senate approve the introduction of the new course Bachelor of Liberal Studies (Advanced) and adopt the associated Resolutions of the Senate.

(File 2003/3983)

9.2.3 Proceedings of the Committee

Resolution 125/03

That the Academic Board note the proceedings of the Undergraduate Studies Committee meeting held on 20 May 2003, as set out in the report presented.

Action: No further action required.

(File 2003/2131)

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

10.1 Oral report of the Chair

The Chair of the Graduate Studies Committee, Associate Professor Russell Ross, highlighted the Co-funded University of Sydney Postgraduate Awards (UPAs) which were being offered for the first time in second semester. Members noted that there was a lot of support for the initiative which would lead to long range consideration of the timing of scholarship offerings and the link with marketing initiatives and the University's ability to attract and admit PhD candidates throughout the academic year.

The Chair of the Committee also outlined the proposed amendments to the *University of Sydney (Amendment Act) Rule 1999* relating to the earliest date for submission of a PhD thesis, stressing that this should not be viewed as normal practice, rather introducing some flexibility into the current rules to allow for exceptional circumstances.

Resolution 126/03

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

Action: No further action required.

10.2 Report of the meeting held on 19 May 2003

10.2.1 Receipt of report

Resolution 127/03

That the Academic Board receive and note the report of the Graduate Studies Committee meeting held on 19 May 2003.

Action: No further action required.

10.2.2 University of Sydney (Amendment Act) Rule 1999: Earliest date for submission of a Doctor of Philosophy (PhD) thesis

The Graduate Studies Committee recommended through the Academic Board that Senate amend section 78 of the *University of Sydney (Amendment Act) Rule 1999* (as amended) to provide for the Chair of the Academic Board to accept for examination, in exceptional circumstances, a Doctor of Philosophy (PhD) thesis submitted by a candidate enrolled for less than the minimum length of candidature.

The Committee considered a report from its Postgraduate Research Training Sub-Committee noting that the Rule prescribed that a thesis could not be submitted for examination before the completion of the sixth semester of candidature. The current exceptions were for candidates who had completed certain degrees being eligible to submit at the end of four semesters, and for candidates who had made exceptional progress being eligible to submit one semester earlier than prescribed.

There was no provision to vary the requirements and it had been recommended that this be reconsidered to permit some level of flexibility while ensuring the University's standards were maintained.

There had been previous instances where the candidate, supervisor and faculty felt the thesis was ready for submission but this had not been able to occur due to the prescribed timeframes. It could be argued that the current provisions (students who have completed a masters by research and specified degrees with honours) discriminated against other degrees not specifically listed.

The proposed amendment would still require that all PhD requirements be met, including that the work submitted had been undertaken during candidature, and an application from a Dean would normally include supporting advice from the supervisor and postgraduate co-ordinator that they believed the thesis was of the appropriate standard.

Resolution 128/03

That the Academic Board recommend that Senate amend section 78 of the *University of Sydney (Amendment Act) Rule 1999*, as set out in the report presented.

Action: Chair of the Academic Board to recommend that Senate amend the provisions of the University of Sydney (Amendment Act) Rule 1999 (as amended) relating to earliest date for submission of Doctor of Philosophy (PhD) theses.

(File 022/0003/00003, 2003/2364)

10.2.3 Co-funded University of Sydney Postgraduate Awards (UPAs): Method of Award (Second Semester 2003)

The Graduate Studies Committee recommended that the Academic Board approve the policy Co-funded University of Sydney Postgraduate Awards (UPAs): Method of Award (Second Semester 2003).

The University would offer an additional 40 UPAs co-funded by the office of the Pro Vice-Chancellor (Research) and departments/schools or faculties for second semester 2003. The tenure and conditions of awards, eligibility rules and the application and ranking procedure would be the same as for the regular UPAs. This meant that applicants still needed to meet the College cut-off mark for the 2003 APA/UPA round and applicants would not be able to defer the scholarship.

Resolution 129/03

That the Academic Board approve the policy Co-funded University of Sydney Postgraduate Awards (UPAs): Method of Award (Second Semester 2003), as set out in the report presented.

Action: Committee Secretary, Secretariat and Corporate Information Unit to update University policy index with new policy *Co-funded University of Sydney Postgraduate Awards (UPAs): Method of Award (Second Semester 2003)*.

(File 152/0009/00005, 152/0009/00005)

10.2.4 Proceedings of the Committee

Resolution 130/03

That the Academic Board note the proceedings of the Graduate Studies Committee meeting held on 19 May 2003, as set out in the report presented.

Action: No further action required.

(File 2001/1770)

11. Report of the Teaching and Learning Committee

★

11.1 Oral report of the Chair

The Alternative Chair of the Teaching and Learning Committee, Professor Judyth Sachs, reported on the workshop to develop the University's Teaching and Learning Plan. The Board was advised that the format had been successful for engaging Associate Deans from the faculties and that the Plan would therefore have more meaning and application at faculty level.

During general discussion members noted that comments arising from the Faculty Review Visits included that more staff needed to be encouraged to apply for the Vice-Chancellor's Awards for Excellence in Teaching. The Alternative Chair of the Committee noted that this applied also to the Vice-Chancellor's Awards for Excellence in Higher Degree Research Supervision. The Board agreed that the Teaching and Learning Committee could examine the issue and develop strategies to encourage applications, particularly looking at issues such as the work required to complete applications and how faculty, University and national processes were linked.

Resolution 131/03

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

Action: Secretary, Academic Board to refer Vice-Chancellors Awards for Excellence to the Teaching and Learning Committee for consideration of strategies to encourage applications.

11.2 Report of the meeting held on 15 May 2003

11.2.1 Receipt of report

Resolution 132/03

That the Academic Board receive and note the report of the Teaching and Learning Committee meeting held on 15 May 2003.

Action: No further action required.

11.2.2 Workshop to Develop Strategies for the University Teaching and Learning Plan

Resolution 133/03

That the Academic Board note the report of the Teaching and Learning Committee's workshop to develop strategies for the University Teaching and Learning Plan, as set out in the report presented.

Action: No further action required.

(File 028/0025/00029)

★ 12. Report of the Research Committee

12.1 Oral report of the Chair

The Chair of the Research Committee, Professor John Carter, reminded members that the Sesqui Research and Development Scheme provided seed-funding for research activities and that following a further funding round later in the year, the processes would be reviewed and feedback would be invited.

Resolution 134/03

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

Action: No further action required.

12.2 Report of the meeting held on 16 April 2003

12.2.1 Receipt of report

Resolution 135/03

That the Academic Board receive and note the report of the Research Committee meeting held on 16 April 2003.

Action: No further action required.

12.2.2 Proceedings of the Committee

Resolution 136/03

That the Academic Board note the proceedings of the Research Committee meeting held on 16 April 2003, as set out in the report presented.

Action: No further action required.

(File 2002/5122)

★ 13. Report of the Academic Staffing Committee

13.1 Oral report of the Chair

The Chair of the Academic Staffing Committee, Professor Judyth Sachs, advised the Board that the Committee was continuing its work on promotions and other policy documents which was taking longer than anticipated and that it was hoped to present the material to the August meeting of the Board.

Resolution 137/03

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

Action: No further action required.

13.2 Report of the meeting held on 7 May 2003

13.2.1 Receipt of report

Resolution 138/03

That the Academic Board receive and note the report of the Academic Staffing Committee meeting held on 7 May 2003.

Action: No further action required.

13.2.2 Proceedings of the Committee

Resolution 139/03

That the Academic Board note the proceedings of the Academic Staffing Committee meeting held on 7 May 2003, as set out in the report presented.

Action: No further action required.

(File 2002/367)

14. General Business

14.1 Cancellation of the July Academic Board meeting

As there did not appear to be any urgent business for the July Board, it was recommended that the July Board meeting be cancelled in accordance with the provision in the 2003 schedule of Board meetings.

The Board was asked to authorise the Chair to act on its behalf in respect of any urgent matters that arose between the Board meetings of 11 June 2003 and 13 August 2003.

Resolution 140/03

That the Academic Board:

- (1) cancel the meeting of the Academic Board scheduled to be held on 16 July 2003; and
 - (2) authorise the Chair of the Academic Board to act on its behalf in respect of any urgent matters that may arise between the Board meetings of 11 June 2003 and 13 August 2003,
- as set out in the report presented.

Action: Members of the Academic Board to note the cancellation of the July meeting of the Board.

(File 021/0005/00004)

The meeting closed at 3.25pm

Signed as a correct record

Chair

Date