



---

## 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 12 November 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), Professor K Eltis (Senior Deputy Vice-Chancellor, on behalf of the Vice-Chancellor and Principal), Professors C Armour, S I Benrimoj, L Copeland, R Y Ebied, T Hirst, M Jackson, H Kendig, I Klineberg, J Lawler, G MacAulay, R Newman, S Nicholas, B Roufogalis and G Sherington, Associate Professors A Brew, C B Gillies, A F Masters, G Murray, P Phibbs, G Sullivan, D Taylor, L Tong and N C Weber, Drs M Boughton, R J Dixon, A Elias, J Hughes, C Lennings, M McKerchar and M Torode, Ms J Gamble, Mr M Hall and Ms J Haylen.

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

Present as observers: Professors A Brewer, D Nutbeam and J Sinclair, Associate Professor P Loughlan, Dr M Edmond, Mr J Shipp, Mr F Eldridge, and Ms J Russell.

In attendance: Ms M Kemmis and 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, M Behnia, A Coats, M Fry, S Garton, B Hesketh, R McCallum, R McLean, D Melrose, P Ramsden, R Waterhouse and P Wolnizer, and Associate Professors A Mitchell, G Richter and S West, Dr B D Winter, Mr B Kotic 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: Item 12.1.

2.2 **Adoption of unstarred items**

**Resolution 309/03**

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

**3. Minutes of previous meeting**

**Resolution 310/03**

That the Academic Board adopt the minutes of the previous meeting held on 15 October 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 7 October 2003**

**Resolution 311/03**

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 7 October 2003.

**5.1.2 Report of the Senate meeting held on 3 November 2003**

**Resolution 312/03**

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 November 2003.

**5.2 Honours and distinctions**

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

**Resolution 313/03**

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

The Chair of the Academic Board reported on attendance at a meeting of the NSW and the ACT Committee of Chairs of Academic Boards/Senates in October advising members that the Committee also met with the Academic Board network group of staff supporting Academic Boards to discuss common issues of concern.

Particular items of discussion had included AUQA Audits; University Governance; review of scaling in 2004; Distinction courses; and Advanced Standing/Credit.

**Resolution 314/03**

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

*Action:* No further action required.

(File 2001/5114)

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

The Chair advised the Academic Board that all the Academic Board Faculty Review Visits: Phase Two had been completed for the year. The final reports were being completed and would be referred to the Board through the Teaching and Learning Committee.

Members noted that seven faculties remained to be reviewed in 2004 as part of Phase Two.

The Chair thanked Deans and faculties for their participation noting the high quality of the submissions and the improvements in the processes, particularly in the reduction in the time for reporting back to faculties. The Chair noted that it was encouraging to see a quality culture being embedded in practices and the general commitment to improvement across the University.

#### **Resolution 315/03**

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:* No further action required.

(File 2003/2730)

### **5.3.3 Academic Board website**

Members were advised that work was still continuing on the redevelopment of the Academic Board website and the interface for the main policy index. The revised pages would conform with the new style sheets now in use on the University's corporate pages.

Use of the Panoptic Search engine was currently being reviewed by the Major Projects Group, and this would have a significant impact on the way staff and students would access the main policy index. It would also have implications for other information maintained on the Academic Board webpages.

The new pages would be online in time for a demonstration at the Academic Board's first meeting in 2004.

#### **Resolution 316/03**

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.

#### 5.3.4 Update on policy development and review

##### (1) Appeals

At the October meeting the Chair of the Academic Board advised Board members that the review of the University's appeals provisions had commenced.

The Chair informed members that Mr John Topley had visited the University conducting two days of interviews. Comparison with procedures at other universities was being made and an outline of the report was expected in early December. An update on progress would be provided at the December meeting and it members noted that it was anticipated that the new process would be in place from 2005.

##### (2) Student Code of Conduct

At the October meeting, members discussed the development of the proposed Student Code of Conduct. Members were informed that a broad outline had been developed and would be circulated to Deans for comment in the first instance.

##### (3) Review of promotions documentation

The Chair informed members that revised promotions documentation had been circulated to the Deans and Pro Vice-Chancellors for comment and it was hoped that Deans would consult with faculties prior to providing feedback.

It was expected that the revised promotions documentation would be referred to the December meeting of the Academic Board in order for them to be used in promotion process next year.

The Chair thanked members for significant contributions noting that a great deal of work had been undertaken in incorporating creative practice, and improving the professional practice aspects of the promotion documents.

#### **Resolution 317/03**

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)

#### 5.3.5 Membership of the Academic Board

The Chair welcomed Dr J Hughes, Faculty of Education and Social Work as a new member of the Academic Board.

#### **Resolution 318/03**

That the Academic Board welcome new members to the Academic Board.

*Action:* No further action required.

(File 2001/1122)

(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 7 October 2003**

**Resolution 319/03**

That the Academic Board note the report of the Acting Vice-Chancellor and Principal on matters considered by Senate at its meeting held on 7 October 2003.

*Action:* No further action required.

6.1.2 **Report of the Senate meeting held on 3 November 2003**

The Senior Deputy Vice-Chancellor drew the attention of members to the report of the Senate meeting noting the adoption of the 2004 Strategic Budget Planning Document and the approval of the 2004-2008 Capital Development Program. Other items of general interest related to the discussions surrounding the Sydney Peace Prize and congratulations were extended to Stephanie Topp on winning the NSW Rhodes Scholarship for 2004.

In relation to the Joint Venture Agreement (JVA) with the University of New South Wales for the Australian Graduate School of Management (AGSM), the Senior Deputy Vice-Chancellor noted that the JVA would now represent a 50:50 partnership between the two institutions, that the Chair of the Board would rotate between the Vice-Chancellors on a regular basis; and that stronger links between the AGSM and relevant faculties at both institutions would be encouraged.

Members of the Board were advised that the Campus 2010 presentations had been completed and that the exhibitions remained on display in the Stephen Roberts Theatre. Interviews with participating firms had been conducted and recommendations were being developed. Excellent feedback had been received, particularly from presenters on the model used for the competition and the interview process.

The Senior Deputy Vice-Chancellor noted the changes in Fellows of Senate and on behalf of the Board, the Chair congratulated Ms J Haylen, Mr M Hall, and Associate Professor A F Masters on their election to Senate.

**Resolution 320/03**

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 3 November 2003.

*Action:* No further action required.

## 6.2 General report

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

(1) *Employment Bargaining*

The Senior Deputy Vice-Chancellor advised members of the Academic Board that information about an offer from the University had been circulated and that the unions were meeting to discuss their position.

(2) *HSC*

The Board was reminded that the University currently offered two University Developed Board [of Studies] Endorsed Courses (UDBECs) which were taught and examined by the University. The Senior Deputy Vice-Chancellor advised that two additional UDBECs were being developed in the areas of archaeology, and creative arts and design.

(3) *Quality Assurance*

The Senior Deputy Vice-Chancellor informed the meeting that the Quality Assurance Co-ordinating Group (QACG) had been overseeing the process of the development and production of the University's performance portfolio which would be submitted to the Australian Universities Quality Agency (AUQA) in March 2004.

### Resolution 321/03

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. Reports of Faculties and Boards

### 8.1 Report of the Sydney Conservatorium of Music

#### 8.1.1 Receipt of report

#### Resolution 322/03

That the Academic Board receive and note the report of the Sydney Conservatorium of Music.

*Action:* No further action required.

#### 8.1.2 Semester and vacation dates 2004

#### Resolution 323/03

That the Academic Board approve the semester and vacation dates for the Sydney Conservatorium of Music for the year 2004, as set out in the report presented.

*Action:* Dean and Faculty Manager, Sydney Conservatorium of Music; and Director, Student Centre, to note the approval of the variation of semester and vacation dates 2004.

(File 2001/29)

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

★

**9.1 Oral report of the Chair**

The Chair of the Undergraduate Studies Committee, Associate Professor P McCallum, highlighted the course proposals in the report noting that the proposal from the Faculty of Health Sciences touched on broader issues of assumed knowledge and that the Committee would be revisiting the issue of assumed knowledge versus HSC pre-requisites.

In relation to the Standardisation of Credit Points Working Party examining the issue of standardising units of study to six credit points members were advised that a discussion paper had been circulated to faculties and feedback would be considered at the next meeting of the Committee.

**Resolution 324/03**

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 21 October 2003**

**9.2.1 Receipt of report**

**Resolution 325/03**

That the Academic Board receive and note the report of the Undergraduate Studies Committee meeting held on 21 October 2003.

*Action:* No further action required.

**9.2.2 Proposals for New and Amended Courses**

**(1) Faculty of Economics and Business: Bachelor of Economic and Social Sciences, Bachelor of Economics, Bachelor of Commerce, Bachelor of Commerce (Liberal Studies)**

**Resolution 326/03**

That the Academic Board:

- (1) approve the proposal to delete the major in Economic History from the Bachelor of Economic and Social Sciences, Bachelor of Economics, Bachelor of Commerce and Bachelor of Commerce (Liberal Studies) courses;
- (2) recommend that Senate:
  - (a) amend the Resolutions of the Senate relating to the Bachelor of Economic and Social Sciences, Bachelor of Economics and Bachelor of Commerce courses;
  - (b) rescind the Resolutions of the Senate relating to the Bachelor of Commerce (Liberal Studies);
  - (c) adopt the new Resolutions of the Senate for the Bachelor of Commerce (Liberal Studies), made pursuant to the University of Sydney (Coursework) Rule 2000; and,
- (3) note the Resolutions of the Faculty relating to the Bachelor of Commerce (Liberal Studies), made pursuant to the University of Sydney (Coursework) Rule 2000;

- (4) approve the faculty requirements relating to units of study, the pass degree and the honours degree for the Bachelor of Commerce (Liberal Studies); and
  - (5) approve the amended honours requirements for the Bachelor of Economic and Social Sciences, Bachelor of Economics, Bachelor of Commerce and Bachelor of Commerce (Liberal Studies) courses
- with effect from 1 January 2004, as set out in the report presented.

*Action:* Dean and Faculty Manager, Faculty of Economics and Business; and Director, Student Centre to note the approval of the deletion of the major in Economic History from the Bachelor of Economic and Social Sciences, Bachelor of Economics, Bachelor of Commerce and Bachelor of Commerce (Liberal Studies) courses.

*Action:* Chair of the Academic Board to recommend that Senate amend the Resolutions of the Senate relating to the Bachelor of Economic and Social Sciences, Bachelor of Economics and Bachelor of Commerce courses; rescind the Resolutions of the Senate relating to the Bachelor of Commerce (Liberal Studies); and adopt the new Resolutions of the Senate relating to the Bachelor of Commerce (Liberal Studies).

(File 003/0017/00011, 003/0017/00010, 003/0017/00012, 003/0017/00013)

**(2) Faculty of Health Sciences: Bachelor of Applied Science (Orthoptics), Bachelor of Applied Science (Orthoptics) (Honours)**

**Resolution 327/03**

That the Academic Board:

- (1) approve the proposal for the introduction in 2004 of the revised Bachelor of Applied Science (Orthoptics) and Bachelor of Applied Science (Orthoptics) (Honours);
- (2) recommend that Senate approve the adoption of the revised Resolutions of the Senate relating to these courses; and
- (3) approve the amended table of units of study for these courses,

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

*Action:* Dean and Faculty Manager, Faculty of Health Sciences; and Director, Student Centre to note the approval of the revised Bachelor of Applied Science (Orthoptics) and Bachelor of Applied Science (Orthoptics) (Honours) and the table of units of study.

*Action:* Chair of the Academic Board to recommend that Senate amend the Resolutions of the Senate relating to the Bachelor of Applied Science (Orthoptics) and Bachelor of Applied Science (Orthoptics) (Honours).

(File 2003/3391)

### 9.2.3 Reports from Faculties

- (1) **Faculty of Health Sciences: Bachelor of Applied Science (Exercise and Sport Science), Bachelor of Applied Science (Health Information Management), Bachelor of Applied Science (Leisure and Health), Bachelor of Applied Science (Medical Radiation Sciences), Bachelor of Applied Science (Occupational Therapy), Bachelor of Applied Science (Physiotherapy), Bachelor of Applied Science (Speech Pathology), Bachelor of Behavioural Health Science, Bachelor of Health Science (Hearing and Speech), Bachelor of Health Science (Rehabilitation Counselling), and Bachelor of Health Sciences**

#### **Resolution 328/03**

That the Academic Board:

- (1) approve the proposal to amend the assumed knowledge and recommended study requirements for the Bachelor of Applied Science (Exercise and Sport Science), Bachelor of Applied Science (Health Information Management), Bachelor of Applied Science (Leisure and Health), Bachelor of Applied Science (Medical Radiation Sciences), Bachelor of Applied Science (Occupational Therapy), Bachelor of Applied Science (Physiotherapy), Bachelor of Applied Science (Speech Pathology), Bachelor of Behavioural Health Science, Bachelor of Health Science (Hearing and Speech), Bachelor of Health Science (Rehabilitation Counselling) and Bachelor of Health Sciences with effect from 1 January 2007;
  - (2) approve the amendment of the Academic Board Resolutions: Admission to Undergraduate Courses to reflect the changes to assumed knowledge in the Faculty of Health Sciences; and
  - (3) note the amendments to the Faculty's Handbook for 2004,
- as set out in the report presented.

*Action:* Dean and Faculty Manager, Faculty of Health Sciences; Director, Student Centre; and Director, Marketing and Student Recruitment to note the approval of the assumed knowledge and recommended study requirements for the Bachelor of Applied Science (Exercise and Sport Science), Bachelor of Applied Science (Health Information Management), Bachelor of Applied Science (Leisure and Health), Bachelor of Applied Science (Medical Radiation Sciences), Bachelor of Applied Science (Occupational Therapy), Bachelor of Applied Science (Physiotherapy), Bachelor of Applied Science (Speech Pathology), Bachelor of

Behavioural Health Science, Bachelor of Health Science (Hearing and Speech), Bachelor of Health Science (Rehabilitation Counselling) and Bachelor of Health Sciences.

*Action:* Secretary, Undergraduate Studies Committee to amend the Academic Board Resolutions: *Admission to Undergraduate Courses.*

(File 2003/3389, 2003/3390, 003/0032/00007, 003/0032/00006, 003/0040/00002, 2003/3392, 2003/3393, 002/0010/00019, 2003/3396, 2003/3397, 2001/1050)

#### 9.2.4 Proceedings of the Committee

##### **Resolution 329/03**

That the Academic Board note the proceedings of the Undergraduate Studies Committee meeting held on 21 October 2003, as set out in the report presented.

(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 R Ross, drew the attention of members to the amendments to the *Code of Conduct for Responsible Research Practice and Guidelines for Dealing with Allegations of Research Misconduct* clarifying issues relating to academic honesty.

Members were also asked to note the issue relating to supervision of PhD candidates and the rights and responsibilities of both candidates and supervisors.

##### **Resolution 330/03**

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 20 October 2003

##### 10.2.1 Receipt of report

##### **Resolution 331/03**

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

*Action:* No further action required.

#### ★ 10.2.2 Registration of supervisors

The Chair of the Committee advised the Board that the Postgraduate Research Training Sub-Committee of the Graduate Studies Committee had been considering the issue of registration of supervisors since the start of the year, building on work undertaken by previous working parties.

The Sub-Committee considered current University provisions and practices in other Australian universities and developed a draft policy outlining the requirements for postgraduate research higher degree training supervision at the University of Sydney and faculties were asked to consider and discuss the proposed policy.

The feedback received from faculties was considered and incorporated into the final draft considered by the Graduate Studies Committee.

The Committee was advised of the particular issues on which the Sub-Committee had agreed and disagreed, and received a summary of the concerns raised by faculties, noting that the most criticism received had related to the proposed division of responsibilities of the Deans of Faculties and the Dean of Graduate Studies. Issues discussed by the Committee included that some Deans had expressed concern that the policy was unnecessary and that there were enough controls currently in place; in some faculties there was a lack of available supervisors; and the definition of “successful supervision to completion” needed to take account of part-time candidatures.

The proposed policy encouraged faculties to team inexperienced supervisors with an experienced supervisor as associate supervisor. Faculties needed to ensure appropriate resources, including supervision, were available prior to admitting candidates and that the purpose of the proposed policy was to maintain and enhance the quality of supervision.

In relation to the limits on supervision, associate supervision responsibilities should be taken into account and it was noted that the limits varied greatly across the Group of Eight (Go8) universities from 2-12.

The limit of five for supervision was questioned, which some faculties felt was either too high or an arbitrary figure. The Committee was advised that the institution-wide average was 1.2 research candidatures per full-time academic staff member, and across the G08, there was a 1.45 average with best practice being 1.65. Members noted that the limit had taken account of this, and that provision had also been made for the limit to be exceeded in some circumstances. The need for a limit was to ensure that candidates received the appropriate level of support required.

The issue of supervisor requirements was also discussed and the possibility of waiving the requirements for “high flyers”. Members were advised that this issue had been contentious at the Sub-Committee and it was argued that excellence in research did not automatically equate to excellence in supervision. The Committee understood that the University needed to guarantee its supervision and agreed that one problem was the perception that associate supervision was inferior to being the supervisor.

The Committee agreed to ask the Academic Staffing Committee to consider the issue as part of the review of the promotions process and documentation.

Members noted that in some faculties the issue of requiring associate supervisors would present some problems. This policy attempted to balance this along with feedback from inexperienced supervisors indicating the need for additional support, guidance and training.

The Graduate Studies Committee noted that the policy aimed to enhance the quality of supervision and ensure best practice across the University.

During discussion the Chair of the Committee was asked to elaborate on concerns relating to “high-flyers”. Members noted that a key issue appeared to be whether the University would lose potential staff, however on the whole the Graduate Studies Committee had not believed this would be the case and that where there was concern, there needed to be a focus on selling the benefits of the policy such as the University’s commitment to ensuring that staff are prepared for supervision.

The issue of continuity of supervision was also raised and Board members noted that there were existing provisions for dealing with concerns about supervision, and where there were concerns about student progress, faculties needed to be considered assessing whether candidature should continue.

Issues of implementation were raised and the Chair of the Committee advised that responsibility for this lay with the Dean of Graduate Studies (DoGS) who was working to incorporate the Register into FlexSIS.

Members noted that the annual progress reports could be more effectively used to monitor supervisory relationships and were advised that the Graduate Studies Committee and the DoGS were currently reviewing the forms.

A suggestion for a “frequently asked questions” document about supervision to be developed was widely supported and the Chair of the Committee agreed to discuss this further with the DoGS.

The role and status of associate supervisors was also discussed and incorporation into the promotions documentation was strongly endorsed. In considering workloads, it was suggested that associate supervision should be taken into account, but that it needed to be recognised that this varied considerably depending on the candidature. The basis behind associate supervision was to mentor and train new supervisors, and provide access to additional expertise therefore it was important that appropriate recognition be given to associate supervisors.

**Resolution 332/03**

That the Academic Board:

- (1) adopt the policy relating to Postgraduate Research Higher Degree Training Supervision; and
- (2) request the Academic Staffing Committee to address the issue of supervision and associate supervision in its review of promotions,

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

*Action:* Chair, Academic Staffing Committee to ensure consideration is given to the issue of supervision and associate supervision in its review of promotions.

*Action:* Secretary, Graduate Studies Committee to ensure the policy is disseminated and included in the policy index.

(File 028/0002/00380)

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

The University needed to respond to a request from the Minister for Education and Training relating to academic honesty and plagiarism in research.

The NSW Ombudsman has recently investigated a complaint about a senior university academic at a NSW university failing to appropriately attribute research work undertaken by a student. The Ombudsman's report contains a recommendation to which all universities in the state had been asked to respond.

The Chair of the Academic Board and the Chair of the Committee discussed the matter and the University's policies relating to these matters. In addition to the Code of Conduct and the *University of Sydney (Intellectual Property) Rule 2002*, the University has a policy which covers proper attribution of work; the *Code of Conduct for Responsible Research Practice and Guidelines for Dealing with Allegations of Research Misconduct*.

The Code and Guidelines have been in place since 2001 and were reviewed a year after its implementation when minor changes were made, to make timeframes for investigations more explicit. The issues the Ombudsman identified as needing to be covered are within the existing policy.

Members discussed the recommendation of the Ombudsman regarding independent investigation, noting that Guidelines provide for investigations into allegations to be undertaken in accordance with the misconduct provisions contained in the enterprise bargaining agreements.

Nevertheless, members agreed to an amendment to the Guidelines to encourage that the investigation of a complaint is carried out by staff from a different academic unit, or from outside the University working within the same discipline or field of study.

#### **Resolution 333/03**

That the Academic Board recommend that the Vice-Chancellor amend the Guidelines for Dealing with Allegations of Research Misconduct, as set out in the report presented.

*Action:* Chair of the Academic Board to recommend that the Vice-Chancellor amend the Guidelines for Dealing with Allegations of Research Misconduct.

(File P11)

#### **10.2.4 Postgraduate English Language Requirements**

At its last meeting, the Academic Board adopted the policy Postgraduate English Language Requirements.

This prompted a number of faculties to review their existing requirements and consider whether there was a need to increase their minimum requirements. In the course of this, attempts were made to analyse student data to determine if a correlation existed between low English scores and poor performance and therefore whether the English requirements needed adjustment. The Committee is addressing issues arising from this.

On the recommendation of the Faculty of Veterinary Science, the Committee recommends that the English language requirements be increased with effect from 1 January 2004, based on the levels of teamwork and communication required for participation and assessment in the courses.

The Faculty recommended that the IELTS level required for the Veterinary Public Health Management (VPHMgt) courses be raised from IELTS 6.5, TOEFL 575 and TWE 4.5 to IELTS 7.0 with Writing and Speaking bands of 7.0; TOEFL 600 plus TWE 5.0; Computer-based TOEFL 250 plus Essay Rating 5.0.

#### **Resolution 334/03**

That the Academic Board:

- (1) approve the English language requirements relating to the Master of Veterinary Public Health Management; Graduate Diploma in Veterinary Public Health Management; and Graduate Certificate in Veterinary Public Health Management; and
- (2) amend the policy "Postgraduate English Language Requirements",

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

*Action:* Dean and Faculty Manager, Faculty of Veterinary Science; Director, Student Centre; and Director, International Office to note the approval of the English language requirements relating to the Master of Veterinary Public Health Management; Graduate Diploma in Veterinary Public Health Management; and Graduate Certificate in Veterinary Public Health Management.

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

(File P24)

**10.2.5 Proposals for new and amended postgraduate courses**

- (1) Faculty of Education and Social Work**  
**(a) Doctor of Education**

**Resolution 335/03**

That the Academic Board approve the revised structure of the Doctor of Education in the Faculty of Education and Social Work, in accordance with the Academic Board Resolutions: Creation, Variation and Deletion of Award Courses and Units of Study, and with effect from 1 January 2004, as set out in the report presented.

*Action:* Dean and Faculty Manager, Faculty of Education and Social Work; Director, Student Centre to note the approval of the revised structure of the Doctor of Education.

(File 2003/5246)

- (2) Faculty of Rural Management**  
**(a) Master of Sustainable Agriculture, Graduate Diploma in Sustainable Agriculture, Graduate Certificate in Sustainable Agriculture**

**Resolution 336/03**

That the Academic Board:

- (1) approve the proposal for the introduction of the additional mode of delivery for the Master of Sustainable Agriculture, Graduate Diploma in Sustainable Agriculture and Graduate Certificate in Sustainable Agriculture courses;
- (2) recommend that Senate:
  - (a) rescind the Resolutions of the Senate relating to the Master of Sustainable Agriculture, Graduate Diploma in Sustainable Agriculture and Graduate Certificate in Sustainable Agriculture courses;
  - (b) adopt the new Resolutions of the Senate relating to these courses, made pursuant to the University of Sydney (Coursework) Rule 2000;
- (3) note the Resolutions of the Faculty relating to the above courses, made pursuant to the University of Sydney (Coursework) Rule 2000; and
- (4) approve the faculty requirements relating to admission, units of study, the pass award course and the award of the degree, with effect from 1 January 2004, as set out in the report presented.

*Action:* Dean and Faculty Manager, Faculty of Rural Management; Director, Student Centre to note the approval of the additional mode of delivery for the Master of Sustainable Agriculture, Graduate Diploma in Sustainable Agriculture and Graduate Certificate in Sustainable Agriculture courses.

*Action:* Chair of the Academic Board to recommend that Senate rescind the Resolutions of the Senate relating to the Master of Sustainable Agriculture, Graduate Diploma in Sustainable Agriculture and Graduate Certificate in Sustainable Agriculture and adopt new Resolutions relating to these courses.

(File 2003/5314, 2003/5315, 2003/5316)

**(b) Master of Sustainable Management, Graduate Diploma in Sustainable Management, Graduate Certificate in Sustainable Management**

**Resolution 337/03**

That the Academic Board approve the introduction of the additional mode of delivery for the Master of Sustainable Management, Graduate Diploma in Sustainable Management and Graduate Certificate in Sustainable Management courses, with effect from 1 January 2004, as set out in the report presented.

*Action:* Dean and Faculty Manager, Faculty of Rural Management; Director, Student Centre to note the approval of the additional mode of delivery for the Master of Sustainable Management, Graduate Diploma in Sustainable Management and Graduate Certificate in Sustainable Management courses.

(File 2002/4270, 2002/4271, 2002/4272)

**(3) Faculty of Science**

**(a) Master of Applied Science (Nutrition and Dietetics); Graduate Diploma in Applied Science (Nutrition and Dietetics); and Graduate Certificate in Applied Science (Nutrition and Dietetics)**

**Resolution 338/03**

That the Academic Board:

- (1) approve the proposal for the introduction of the new specialisation in Nutrition and Dietetics in the Master of Applied Science; Graduate Diploma in Applied Science; and Graduate Certificate in Applied Science; and

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

*Action:* Dean and Faculty Manager, Faculty of Science; Director, Student Centre to note the approval of the new specialisation in Nutrition and Dietetics in the Master of Applied Science; Graduate Diploma in Applied Science; and Graduate Certificate in Applied Science.

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

(File 2002/5595, 2002/5594, 2002/5593)

**(b) Master of Applied Science (Psychology of Coaching)**

**Resolution 339/03**

That the Academic Board:

- (1) approve the proposal for the introduction of the new specialisation in Psychology of Coaching into the Master of Applied Science; and
- (2) recommend that Senate amend the Resolutions of the Senate relating to the Master of Applied Science to provide for the new specialisation,  
with effect from 1 January 2004, as set out in the report presented.

*Action:* Dean and Faculty Manager, Faculty of Science; Director, Student Centre to note the approval of the new specialisation in Psychology of Coaching in the Master of Applied Science; Graduate Diploma in Applied Science; and Graduate Certificate in Applied Science.

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

(File 2002/5595)

- (c) **Master of Information Technology, Graduate Diploma in Information Technology, Graduate Certificate in Information Technology, Master of Applied Information Technology, Graduate Diploma in Applied Information Technology, Graduate Certificate in Applied Information Technology**

**Resolution 340/03**

That the Academic Board:

- (1) approve the proposal for the introduction in 2004 of the amended courses, the Master of Information Technology, Graduate Diploma in Information Technology, Graduate Certificate in Information Technology, Master of Applied Information Technology, Graduate Diploma in Applied Information Technology and Graduate Certificate in Applied Information Technology; and
- (2) recommend that Senate adopt the amended Resolutions of the Senate relating to these courses,

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 Master of Applied Science; Graduate Diploma in Applied Science; and Graduate Certificate in Applied Science.

(File 003/0021/00029, 003/0021/00015, 003/0021/00014, 2000/4363, 2000/4362, 2000/4361)

- (4) **Sydney College of the Arts**  
(a) **Master of Contemporary Arts for Educators**

**Resolution 341/03**

That the Academic Board approve the proposal for the revised structure of the Master of Contemporary Arts for Educators, with effect from 1 January 2004, as set out in the report presented.

*Action:* Dean and Faculty Manager, Sydney College of the Arts; Director, Student Centre to note the approval of the revised structure of the Master of Contemporary Arts for Educators.

(File 2000/2980)

**(b) Doctor of Philosophy**

**Resolution 342/03**

That the Academic Board approve the clarification of academic requirements relating to the Doctor of Philosophy in the Sydney College of the Arts, with effect from 1 January 2004, as set out in the report presented.

*Action:* Dean and Faculty Manager, Sydney College of the Arts; Director, Student Centre to note the approval of the clarification of academic requirements relating to the Doctor of Philosophy.

(File 2003/2364)

**(5) Graduate School of Government**

**(a) Graduate Diploma in Public Administration; and  
Graduate Certificate in Public Administration**

**Resolution 343/03**

That the Academic Board:

- (1) recommend that Senate approve:
  - (a) the proposal for the introduction of the new courses, the Graduate Diploma in Public Administration; and Graduate Certificate in Public Administration,
  - (b) the amendment of the Resolutions of the Senate relating to the Degree, Diplomas and Certificates in the Graduate School of Government, and
  - (c) the adoption of the Resolutions of the Senate relating to the Graduate Diploma in Public Administration; and the Graduate Certificate in Public Administration, made pursuant to the University of Sydney (Coursework) Rule 2000 (as amended); and
- (2) note the Resolutions of the Faculty relating to the Graduate Diploma in Public Administration; and Graduate Certificate in Public Administration made pursuant to the University of Sydney (Coursework) Rule 2000 (as amended); 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 new courses, the Graduate Diploma in Public Administration; and Graduate Certificate in Public Administration and the adoption of the associated Resolutions of the Senate.

(File 2003/4982, 2003/4983)

### **10.2.6 Proceedings of the Committee**

#### **Resolution 344/03**

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

(File 028/0025/00029)

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

★

### **11.1 Oral report of the Chair**

The Chair of the Academic Staffing Committee, Professor Judyth Sachs, advised members that it was anticipated that revised promotions documentation would be referred to the next meeting of the Academic Board.

#### **Resolution 345/03**

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

*Action:* No further action required.

## **11.2 Report of the meeting held on 22 October 2003**

### **11.2.1 Receipt of report**

#### **Resolution 346/03**

That the Academic Board receive and note the report of the Academic Staffing Committee meeting held on 22 October 2003.

*Action:* No further action required.

### **11.2.2 Two-tier professorial appointments**

The Chair informed members that the Academic Staffing Committee had considered a discussion paper and feedback received from consultation with faculties, relating to a proposed two-tier professorial appointments process.

A change has been proposed to the nomenclature of the titles of Professor for level E appointments and Associate Professor for level D appointments. Under this proposed change, a two tiered level of Professor would replace the levels of Professor and Associate Professor. The nomenclature of Professor D or E, will be used to differentiate the current Professor and Associate Professor levels.

Opinions and views were canvassed from the University of Sydney Association of Professors (USAP), The Committee of Deans and Associate Professors from across the University. A summary of the views expressed by these groups was provided to the Board.

As there appeared to be no strong indications for change the issue would be revisited at a later date.

**Resolution 347/03**

That the Academic Board note the report relating to two-tier professorial appointments, as set out in the report presented.

*Action:* No further action required.

**11.2.3 Proceedings of the Committee**

**Resolution 348/03**

That the Academic Board note the proceedings of the Academic Staffing Committee meeting held on 22 October 2003, as set out in the report presented.

(File 2002/367)

**12. General Business**

★

**12.1 Academic Board Meeting Schedule 2004**

The Chair of the Academic Board advised members that the proposal to adopt a six-weekly meeting cycle was to ensure alignment of the Board and its committees, to allow time for work to be undertaken between meetings, and to improve the policy development process.

The Academic Board approved the adoption of a six-weekly meeting cycle and received the dates for 2004 meetings:

*Academic Board:*

<b>Meeting date</b>	<b>Provision for deferred meeting</b>
4 February	11 February
17 March	24 March
28 April	5 May
9 June	16 June
4 August	11 August
15 September	22 September
27 October	3 November
8 December	15 December

*Academic Board Forum*

<b>Date</b>	<b>Provision for deferred forum</b>
26 May	2 June
13 October	20 October

**Resolution 349/03**

That the Academic Board adopt the meeting schedule for the year 2004, as set out in the report presented.

*Action:* Academic Board Officer to distribute Academic Board Meeting Schedule 2004.

(File 021/0005/00004)

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

**Resolution 350/03**

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

*Action:* No further action required.

(File 0021/0006/00010, 2003/3919)

The meeting closed at 3.25pm

Signed as a correct record

-----  
*Chair*

-----  
*Date*