



Academic Board Minutes

Academic Board Officer: Keri Neveldsen

Secretariat, Quadrangle, A14

Phone: 9351 3305; Fax: 9351 3572

E-mail: admin@secretariat.usyd.edu.au

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

Minutes of the meeting of the Academic Board held at 2 pm on Wednesday 4 August 2004 in the Professorial Board Room

There were present: the Chair (Professor J Carter) presiding, the Deputy Chair (Associate Professor A F Masters), the Vice-Chancellor and Principal (Professor G Brown), the Chairs of the Standing Committees (Professor B Reid and Associate Professor R Ross), Professors C Armour, M Behnia, S I Benrimoj, A Brewer, L Copeland, M Crossley, M Fry, S Garton, J Hearn, T Hirst, H Kendig, A Marett, R McCallum, G T Moore, R Newman, S Nicholas, J Sachs, J Sinclair and P Wolnizer, Associate Professors F Ahmadi-Esfahani, B Buckley, D Dragovich, R Drynan, A Fekete, P Gay, C B Gillies, S Kable, P McCallum, P Phibbs, M Prosser, A Rubbo, B Sutton, N C Weber, A Welch, S West and P Windsor, Drs K Bosward, M Boughton, R J Dixon, M Edmond, P Gibbens, M Halliwell, E Innes, C Lennings, E Peden, L Piggott, A Poulos, M Torode, B Turman and K C Wong, Ms L Brown, Mr S Burshtein, Mr F Eldridge, Mr S Fridman, Ms J Mooney, Mrs L Napier and Mr J Shipp.

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

Present as observers: Ms M Kemmis, Ms S Paynter and Ms J Russell.

In attendance: Miss K Neveldsen.

The Registrar opened the meeting and welcomed Professor John Carter to his first meeting as Chair of the Academic Board.

★ **1. Apologies**

The Board noted that apologies had been received from: Professors E Blakely, M Field, D Grant, R Graycar, B Hesketh, H Kendig, I Klineberg, C Murphy, D Richmond, B Roufogalis and L Tong, Associate Professors G Barnes, C Lumby, C Peck and I Ramzan, Drs A Bashford, D Collins, N Gallery, M McKerchar and B Winter, and Mr D Bradshaw and Mrs J Toner.

★ **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: 3; 11.2.2.3; 11.2.4.1; 11.2.5; 12.3.2; 13.2.2.1; 13.2.4; and 13.2.5.

2.2 Adoption of unstarred items

Resolution 146/04

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

Associate Professor R Drynan member raised a point of order about voting procedures as outlined in part 4 (11) of the *University of Sydney (Academic Governance) Rule 2003* as amended, which govern the operations of the Academic Board.

The Rules provide:

Part 4 – Meetings and procedures of the Academic Board

11. Meeting procedures

(11) Voting at meetings

Voting at meetings must be conducted by:

- (a) show of hands; or
- (b) secret ballot, if demanded by any two members who are present and have the right to vote at that meeting, or if the Chair so directs.

The attention of the meeting was also drawn to part 4 (5) of the Rules:

Part 4 – Meetings and procedures of the Academic Board

11. Meeting procedures

(5) Resolutions

Any motion which is to be put to a vote by members of the Academic Board:

- (a) must be duly proposed and seconded;
- (b) subject to Rule 11(6), may be carried or lost by a majority of votes of those present at the meeting and eligible to vote; and
- (c) together with the results of any vote on that motion, must be recorded in the minutes.

The meeting agreed to reconsider the recommendation and vote in the manner proposed. The recommendation was re-put to the meeting and carried by show of hands.

Resolution 146/04

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

★ 3. Minutes of the previous meeting

Associate Professor R Drynan queried whether the wording of the proposed motion should be amended and whether or not the word “true” or “correct” should be used. It was brought to the attention of the meeting that the *University of Sydney (Academic Governance) Rule 2003* provided for the Chair of the Academic Board to sign the minutes as a “true and accurate record” and it was suggested that the wording of the recommendation and final resolution should reflect that set out in the Rules:

Part 4 – Meetings and procedures of the Academic Board

11. Meeting procedures

(4) Minutes

Minutes of each meeting must be kept and must be:

- (a) signed by the Chair as a true and accurate record; and
- (b) distributed to each Board member no later than the date when notice of the next meeting is given.

The Registrar suggested that the recommended wording remain for this meeting and that the question of whether the recommendation needed to be changed would be considered subsequently.

Two minor typographical errors were pointed out on pages 8 and 10 of the minutes by Associate Professor R Drynan.

In relation to item 8.2.3 in the minutes, Associate Professor R Drynan requested that the minutes be amended to read as follows (additions indicated by underline, deletions indicated by strikethrough):

★ **8.2.3 Academic Board Resolutions: *Admission to Undergraduate Courses***

Questions were raised in relation to the Board's power to legislate fee-status provisions for international students and the change in residency status. It was queried whether students who were granted permanent residency during their candidature changed status from international student to local, or local fee-paying, student and whether this was simply an administration process or whether students had to re-apply ~~for a different category of admission.~~

The Chair of the Undergraduate Studies Committee agreed to seek clarification from the Admission Sub-Committee on the issue.

The immediate past Chair of the Academic Board suggested that the first change appeared to be in keeping with the discussion at that meeting but disagreed with the second proposed change noting that the minutes being considered reflected the discussion and intent of the meeting.

The meeting accepted the advice of the previous Chair of the Academic Board in relation to the proposed amendment as follows (additions indicated by underline, deletions indicated by strikethrough):

★ **8.2.3 Academic Board Resolutions: *Admission to Undergraduate Courses***

Questions were raised in relation to the Board's power to legislate fee-status provisions for international students and the change in residency status. It was queried whether students who were granted permanent residency during their candidature changed status from international student to local, or local fee-paying, student and whether this was simply an administration process or whether students had to re-apply for a different category of admission.

The Chair of the Undergraduate Studies Committee agreed to seek clarification from the Admission Sub-Committee on the issue.

The proposed amendment was put to the meeting and agreed to.

The Vice-Chancellor noted that it was common meeting practice for provision for a call for a formal vote, but that it was also common practice for motions to be carried by the consent of the meeting, rather than a formal ballot. The Vice-Chancellor indicated that it was possible that the Rules referred to voting procedures where a vote was called for, rather the standard meeting procedure.

A further amendment to a paragraph in item 6.2 of the previous minutes was then proposed as follows: (additions indicated by underline, deletions indicated by strikethrough):

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

~~Many~~ A members expressed general disappointment at the way the proposals had been handled, and that most staff and students had only been made aware of possible changes through the articles in the media.

It was noted that while a number of issues had been raised and discussed, only a single member expressed disappointment, and was speaking on behalf of others.

The proposed amendment was put to the meeting and agreed to.

Resolution 147/04

That the Academic Board adopt the minutes of the previous meeting held on 9 June 2004, as amended, as a true record.

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 August 2004**

The Chair advised the meeting that the Senate meeting had been held two days earlier and therefore no written report was available. As the Chair had been unable to attend, the Deputy Chair, Associate Professor A F Masters, represented the Academic Board and there were no matters relating directly to the report from the Academic Board on which to report.

Resolution 148/04

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 August 2004.

5.2 **Honours and distinctions**

In addition to the honours and distinctions listed in the agenda papers, the Chair congratulated the Vice-Chancellor on his election as President of AC21 and the award of the Doctor of Laws honoris causa from the University of Dundee.

Resolution 149/04

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 Chairs of Academic Board Standing Committees

The *University of Sydney (Academic Governance) Rule 2003* provided for the Chairs of Standing Committees to be appointed by and from the members of the Academic Board, on the nomination of the Chair.

Following the departure of Professor Judyth Sachs as Chair of the Academic Board and Chair of the Academic Staffing Committee, a casual vacancy existed.

Accordingly, the Chair nominated Professor Chris Murphy as Chair of the Academic Staffing Committee to take up the position to 31 December 2005. The Chair will remain Chair of the Research Committee.

Resolution 150/04

That, in accordance with the University of Sydney (Academic Governance) Rule 2003 and on the nomination of the Chair of the Academic Board, the Academic Board appoint Professor Chris Murphy as the Chair of Academic Staffing Committee, as set out in the report presented.

5.3.2 Review of student appeals provisions

Members were advised that it had been anticipated that the report would be considered at this meeting however due to technical problems, the report was unable to be completed in time for circulation with the agenda papers and would therefore be considered at the next meeting.

5.3.3 Report of the Sydney Summer School 2004

For the information of members, the Director of the Sydney Summer School provided the enclosed Report of the Sydney Summer School 2004. As the Director was unable to attend the meeting members were invited to submit written queries on the report to the Academic Board office (email: admin@academicboard.usyd.edu.au).

The President of the SRC raised some concerns with items in the report and was asked to forward those to the Academic Board office to arrange a response.

The issues of concern included an apparent increase in fees. The Deputy Vice-Chancellor (Academic) responded that there was no disparity in fee rates of units of study offered in Summer School to the same unit of study being offered in normal teaching times.

The President of the SRC also expressed concern about the failure rates included in the report and asked why the rates of international students were higher than local students and whether the University had any plans to introduce additional support for these students.

In response to a query from another member of the Board, the Chair assured members that the unit of study results from Summer School were treated the same as units of study undertaken at other times in terms of progression and counting towards WAMs.

Resolution 151/04

That the Academic Board note the report of the Chair of the Academic Board relating to the Report of the Sydney Summer School 2004, as set out in the report presented.

Action: Members of the Academic Board to send any queries relating to the Report of the Sydney Summer School 2004 to the Academic Board office: admin@academicboard.usyd.edu.au.

5.3.4 Standardisation of credit points

At the last meeting, members were reminded that in late 2003, the Academic Board had considered a paper relating to the standardisation of credit points for undergraduate units of study.

Faculties were asked to review existing units of study in 2004 and report to the Academic Board on their intentions regarding standardisation to six credit points. At the end of 2004 the Academic Board would consider whether units of study with a value other than six credit points would be available to students outside the host faculty beyond 2006.

The Academic Board was advised that a number of meetings with various Deans had taken place to discuss implementation issues, particularly relating to combined degrees and transitional arrangements, and a number of areas of concern had been identified. The meeting continued to work through a variety of implementation issues.

Members were advised that Faculties had now been asked to report to the Academic Board, through the Undergraduate Studies Committee, on progress in addressing issues of concern and their implementation plans for 2005.

In response to a query about the standardisation of postgraduate units of study, the Pro Vice-Chancellor (Teaching and Learning) advised the Board that it had become clear that consideration would need to be given to standardising postgraduate units, however that was outside of the scope of the current project. The Board was asked to note that the definition of a credit point in relation to student workload was being considered.

Resolution 152/04

That the Academic Board note the report of the Chair of the Academic Board relating to the standardisation of credit points for undergraduate units of study, as set out in the report presented.

5.3.5 Challenges Facing the Academic Board

At the last meeting, members noted that in the presentation to Senate, the Chair of the Academic Board had outlined key tasks and challenges for the Academic Board in 2004.

The new Chair of the Academic Board informed members that he supported the list of challenges and assured the Board he would be working diligently to ensure that collectively the Academic Board met and, where required, resolved the issues.

The Chair noted that he felt the Academic Board and its committees were working well and systematically working through various items. The Chair also indicated that he would continue to take an active interest in staffing matters including issues of recruitment and retention of academic staff.

Resolution 153/04

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

5.3.6 Thank you and appreciation

The Chair thanked members of the University community who had extended their wishes and support in taking up this new position.

The Chair acknowledged in particular the contribution of Professor Judyth Sachs, the preceding Chair of the Board for the work undertaken during her term of office, the induction process for the new Chair, and for her personal support and encouragement.

Associate Professor Anthony Masters, Deputy Chair of the Academic Board was thanked for his ongoing contributions, and in particular his management of the Academic Board during the election period.

The Chair also noted that it was the last meeting for Keri Neveltsen and he acknowledged her work in supporting the Academic Board and its committees and working parties.

Resolution 154/04

That the Academic Board extend its appreciation to Professor Judyth Sachs, Associate Professor Anthony Masters, and Miss Keri Neveltsen for their contributions to the work of the Academic Board.

★ **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 August 2004

The Vice-Chancellor provided an oral report on matters discussed at the Senate meeting:

(1) *Governance protocols*

Senate was updated on progress relating to the governance protocols arising out of the Nelson Review of Higher Education. It was reported that the state government appeared to be able to accommodate the needs of NSW universities within the framework set down by the federal government which left scope for universities to have increased input into their governance structure. It was anticipated that the membership of Senate would not change dramatically although the provisions relating to the way in which parliamentarian members were appointed were likely to be amended. Senate also had yet to consider the proposal from the Standing Committee of Convocation relating to membership of alumni.

- (2) *Misconduct investigations*
The Vice-Chancellor reported that the Chancellor had highlighted the need for Senate to ensure that University legislation include that in cases where an external inquiry may be appropriate, University staff may be compelled to give evidence.
- (3) *Capital Development Program*
Senate had approved the Capital Development Program.
- (4) *Student achievements*
Senate had been advised that out of the seven Australian American Foundation Scholarships available, five had been awarded to University of Sydney students.
- (5) *Research awards and grants*
The Vice-Chancellor acknowledged the success of the University in being awarded linkage grants and congratulated all those involved.

The Vice-Chancellor had also reported to Senate on the University's success in the NHMRC grants noting that there had been a significant increase in both applications from the University and grants awarded.

- (6) *DEST submission for additional places*
The Vice-Chancellor reported on his update to Senate regarding the DEST submission for additional places and issues relating to the Faculty of Nursing and the Orange campus.

Senate was advised of the context in which the government had decided on the allocation of places which across the system compensated for the removal of over-enrolment places but which had by and large been overwhelmingly awarded to regional universities.

The Vice-Chancellor informed the Board that the distribution of reallocated places resulted in Griffith University receiving 1,654 places, the University of the Sunshine Coast 1,080, Edith Cowan University 1,211, the University of Newcastle 1,266 and the University of Western Sydney 1,561 who received the largest number in NSW. Australian National University received 205, the University of NSW 219, Monash University 290 and Melbourne University 104.

By comparison and in the context of the proposed transfer of places in Orange and Nursing, the University of Sydney received 1,422 places. The 520 commencing places being distributed as follows:

- 70 Bachelor of Pharmacy
- 160 New generic 3-year Liberal Arts and Sciences degree including Law and Economics
- 20 Bachelor of Oral Health
- 20 Bachelor of Health Sciences (Exercise and Sports Science)

- 20 Bachelor of Health Sciences (Exercise and Sports Science/Bachelor of Nutrition)
- 15 Bachelor of Health Science (Diagnostic Radiography)
- 15 Bachelor of Health Science (Hearing and Speech)
- 15 Graduate Entry and Postgraduate Nursing
- 40 Bachelor of Veterinary Biosciences (Formerly Bachelor of Animal Science)
- 15 Bachelor of Visual Arts
- 15 Bachelor of Education
- 40 Bachelor of Commerce
- 30 Bachelor of Science
- 15 Bachelor of Liberal Studies
- 30 Bachelor of Arts

In relation to the proposals affecting the Faculty of Nursing, the Vice-Chancellor advised that the proposal would enhance the quality and standing of the Faculty with additional postgraduate places improving the postgraduate activities of the Faculty.

The University of Technology Sydney (UTS) and the Australian Catholic University (ANU) had agreed to delay the transfer of 40 commencing places to enable University of Sydney students to use them for transitional arrangements for students who had deferred for 2005 and overseas students already enrolled. Continuing students would receive a University of Sydney degree. The Bachelor of Nursing (Indigenous Australian Health) course would continue at the University of Sydney in 2005.

The Vice-Chancellor advised members that Senate had been briefed on the transfer arrangements between the Orange campus and Charles Sturt University (CSU).

Staff arrangements would depend on the final agreement and the Vice-Chancellors of the University of Sydney and CSU would arrange a joint visit to discuss the proposal and implications with staff at Orange.

The University would continue its involvement in the Centre for Regional Education, Orange (CREO) and would preserve postgraduate research places with a view to enhancing existing research partnerships perhaps into an Australian Graduate School of Agriculture.

The Academic Board was advised that due to an injunction sought by the NTEU in the industrial tribunal, Senate had been prevented from determining the proposal and the University was unable to indicate to students possible changes for 2005 until the industrial matter was discussed further by the tribunal.

The Vice-Chancellor informed members that at a rally prior to the Senate meeting it had been alleged that the University had acted with contempt towards staff affected by the proposals. The Vice-Chancellor told the Academic Board

that this was not an accurate representation of the process and the University had been pushing for constructive consultation with the staff unions.

In response to a query regarding consultation with students, the Vice-Chancellor reminded members that the Enterprise Bargaining Agreement provided for a formal legal consultation process and that discussions with students did not form part of that framework. However, consultations with students and staff were welcome.

- (7) *Australian Universities Quality Agency (AUQA) Audit*
The Vice-Chancellor thanked Professor Ann Brewer (Assistant Pro Vice-Chancellor) and her staff, and all those involved in the Australian Universities Quality Agency (AUQA) Audit noting that he had had the opportunity to meet with the review team at the end of the visit which he felt had been friendly, polite and positive.

The review team had indicated broadly that in the last five years the University had shown considerable progress in quality issues and the report of the audit was expected in 8-10 weeks.

The Chair of the review team had been impressed by a number of activities in the University including the Academic Board Faculty Review Visits which were singled out for commendation.

- (8) *Good Universities Guide*
The Vice-Chancellor informed members that he was pleased that the text relating to the University of Sydney had improved from previous years but was still concerned about the ratings method used. The Academic Board noted faculties who had received good reviews and those that had rated poorly in the student responses.

- (9) *Olympic athletes*
Senate had congratulated the 19 students from this University selected as members of the Australian Olympic team noting that these students achieved highly academically at the same time as competing at elite levels in their chosen sports.

Resolution 155/04

That the Academic Board note the report of the Vice-Chancellor and Principal on matters considered by Senate at its meeting held on 2 August 2004.

6.2 General report

The Vice-Chancellor had nothing to add by way of a general report.

Resolution 156/04

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

-
- ★ 7. **Question time**
There were no questions to the Vice-Chancellor or the Chair of the Academic Board.
- ★ 8. **Report of the Deans and Pro Vice-Chancellors (College)**
8.1 **Presentation by the Dean of the Faculty of Architecture**
Resolution 157/04
That the Academic Board note the presentation of the Dean of the Faculty of Architecture.
9. **Reports of Faculties and Boards**
9.1 **Report of the Faculty of Medicine**
9.1.1 **Receipt of report**
Resolution 158/04
That the Academic Board receive and note the report of the Faculty of Medicine meeting held on 27 May 2004.
9.1.2 **Amendment of the Resolutions of the Senate: Constitution of the Faculty of Medicine**
Resolution 159/04
That the Academic Board recommend that Senate amend the Resolutions of the Senate relating to the Constitution of the Faculty of Medicine, with immediate effect, as set out in the report presented.
Action: Chair of the Academic Board to recommend that Senate amend the Constitution of the Faculty of Medicine.
- ★ 10. **Report of the ANZSOG Joint Committee of the Academic Boards of the University of Sydney and the University of New South Wales**
★ 10.1 **Oral report of the Chair**
The Chair asked Professor Judyth Sachs, immediate past Chair of the Academic Board and of the ANZSOG Joint Committee to report on the last meeting.

The Academic Board was advised that the ANZSOG Joint Committee normally met four times a year and that this was a standard report updating members on developments in this area.
Resolution 160/04
That the Academic Board note the report of the Chair of the ANZSOG Joint Committee of the Academic Boards of the University of Sydney and the University of New South Wales.
- 10.2 **Report of the meeting held on 23 June 2004**
10.2.1 **Receipt of report**
Resolution 161/04
That the Academic Board receive and note the report of the ANZSOG Joint Committee meeting held on 23 June 2004.

10.2.2 Proceedings of the Committee

Resolution 162/04

That the Academic Board note the proceedings of the ANZSOG Joint Committee meeting held on 23 June 2004, as set out in the report presented.

11. Report of the Undergraduate Studies Committee

★

11.1 Oral report of the Chair

The Chair of the Undergraduate Studies Committee, Associate Professor Anthony Masters, advised the Academic Board that an Admissions Sub-Committee would meet the following week at which time it would discuss matters arising from item 8.2.3 of the previous minutes relating to the Academic Board Resolutions: *Admission to Undergraduate Courses*.

The Chair of the Committee indicated that the concerns expressed may already be covered by the Resolution and asked that if the matter related to a particular case, it be raised separately.

It was clarified that the query related to whether Academic Board policy could refer to fees, and sought clarification of whether students who changed residency during candidature were required to re-apply. If students did not have to re-apply for admission it was suggested that perhaps it was not appropriate to be included in the admissions resolutions.

Resolution 163/04

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

11.2 Report of the meeting held on 29 June 2004

11.2.1 Receipt of report

Resolution 164/04

That the Academic Board receive and note the report of the Undergraduate Studies Committee meeting held on 29 June 2004.

11.2.2 Proposals for New and Amended Courses

11.2.2.1 Faculty of Agriculture, Food and Natural Resources: Bachelor of Science in Agriculture, Bachelor of Horticultural Science, Bachelor of Land and Water Science and Bachelor of Animal Science

The Faculty of Agriculture, Food and Natural Resources had conducted a major review of its existing courses. The Faculty was working with the Faculty of Economics and Business regarding its economics-based courses, and these would be the subject of a future proposal. The most significant feature of the proposed amendments was the Faculty's standardisation of units of study to six credit points.

A major focus for the Faculty had been the establishment of closer links with the School of Biology in the Faculty of Science, and the Faculty had noted that this had been made easier by the Academic Board's support for standardising units of study to six credit points.

At its Faculty meeting of 25 May 2004, the Faculty of Agriculture, Food and Natural Resources had resolved to delete the definition of a Pass (Concessional) from Section 2 of its Faculty resolutions. Members of the Faculty agreed that the grade of Concessional Pass was useful in the past when students' results rested on only one or two pieces of assessment for each unit of study. The members noted however that this grade is no longer warranted as students undertake a range of assessment tasks for each unit of study, giving examiners a greater capacity to assess students and position them in pass or fail categories.

Resolution 165/04

That the Academic Board:

- (1) approve the proposed amendments from the Faculty of Agriculture, Food and Natural Resources relating to the Bachelor of Science in Agriculture, Bachelor of Horticultural Science, Bachelor of Land and Water Science and Bachelor of Animal Science;
- (2) note the Resolutions of the Faculty relating to the above courses, made pursuant to the University of Sydney (Coursework) Rule 2000;
- (3) approve the faculty requirements relating to restrictions on units of study; and
- (4) note the revised Resolutions of the Faculty relating to assessment in the above degrees,

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

Action: Dean and Faculty Manager, Faculty of Agriculture, Food and Natural Resources; and Director, Student Centre to note the Academic Board approval of the Faculty requirements relating to the Bachelor of Science in Agriculture, Bachelor of Horticultural Science, Bachelor of Land and Water Science and Bachelor of Animal Science.

11.2.2.2 Faculty of Architecture: Bachelor of Architecture, Bachelor of Design in Architecture and Bachelor of Design Computing

The Faculty of Architecture had reviewed its existing courses as part of introducing standardised units of study in 2005. Some minor amendments to the resolutions had been made as part of the process.

Resolution 166/04

That the Academic Board:

- (1) approve the proposed amendments from the Faculty of Architecture relating to the Bachelor of Architecture, Bachelor of Design in Architecture and Bachelor of Design Computing;
- (2) note the Resolutions of the Faculty relating to the above courses, made pursuant to the University of Sydney (Coursework) Rule 2000; and

- (3) approve the faculty requirements relating to admission, the pass degree and the honours degree with effect from 1 January 2005, as set out in the report presented.

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

★

11.2.2.3 Faculty of Engineering: Bachelor of Engineering

The Faculty of Engineering had commenced a major restructuring of its courses, beginning with the introduction of a Flexible First Year in 2005. The Faculty was now planning to introduce revised course structures for the specialisations available within the Bachelor of Engineering, commencing with Years 2 and 3 in 2005. The most significant features of the proposed amendments were the Faculty's standardisation of units of study to six credit points and some fine tuning of the Flexible First Year.

The Undergraduate Studies Committee had noted that the Faculty had undertaken a major review of its undergraduate courses, which had initially led to the introduction of the Flexible First Year from 2004. The Faculty had worked closely with the Faculty of Science to ensure that cross-faculty enrolments and combined degrees between the two faculties could be simplified. The proposed amendments would see the introduction of standardised units of study which would provide significant reduction in both staff and student workloads.

A query was raised about whether the proposed Resolutions of the Faculty and the requirements for the award of the degree with Honours were consistent with the Academic Board Resolutions: *Award of Honours*. Discussion followed about whether there were differing requirements where Honours was incorporated into the degree compared to where there was a separate Honours degree.

The Chair of the Undergraduate Studies Committee agreed to investigate the issue of consistency with the Resolutions and report back to the Academic Board.

Resolution 167/04

That the Academic Board

- (1) recommend that Senate approve amendments to the Resolutions of Senate relating to specialisations in the Bachelor of Engineering;
- (2) approve the proposed amendments from the Faculty of Engineering relating to the Bachelor of Engineering;
- (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 specialisations, the Flexible First Year Program and the honours degree,
with effect from 1 January 2005, as set out in the report presented.

Action: Dean and Faculty Manager, Faculty of Engineering; and Director, Student Centre to note the Academic Board approval of the Faculty requirements relating to the Bachelor of Engineering.

11.2.3 Undergraduate English Language Requirements – Tracking English language scores

The Undergraduate Studies Committee had received a report from its Admissions Sub-Committee recommending that the Academic Board consider raising the minimum English language requirement for admission to undergraduate courses from an IELTS score of 6.5 (or equivalent) to an IELTS score of 7.0 (or equivalent). The report recommended that this elevation of admission requirements be trialled for a period of two years from 1 July 2004.

The recommendation to introduce the pilot scheme from 1 July 2004 was queried, as local students could not be assessed on the basis of any new arrangement until 1 January 2005 and the Committee expressed a number of concerns with the proposal.

Members of the Committee had also queried whether the proposed discretionary powers for Deans satisfactorily addressed these concerns. It was noted that the FlexSIS module to be implemented for 2005 would provide information on the basis of admission for each student and would allow the identification and tracking of students (local and international) who were not native English speakers.

The Committee sought the advice of faculties on whether the proposed monitoring of such students was able to commence from July 2004. The report on progression would also include comments from faculties on any other issues affecting such students' progression, such as remedial English language classes, mentoring, and assistance with transition to the University.

Resolution 168/04

That the Academic Board approve the introduction of a pilot scheme to monitor the progression of students admitted on the basis of meeting minimum English language requirements for a period of two years from 1 July 2004, as set out in the report presented.

Action: Chair of the Undergraduate Studies Committee; and Director, Student Centre to note the approval of the pilot scheme to monitor progression in relation to English language requirements.

11.2.4 Academic Board Resolutions: Admission to Undergraduate Courses

★

11.2.4.1 English Language Requirements

The Undergraduate Studies Committee endorsed a number of minor amendments to the Academic Board Resolutions:

Admission to Undergraduate Courses to allow the use of IELTS or TOEFL test results undertaken for a visa application to be used assessing English language proficiency for undergraduate admissions; and to differentiate between the results obtained from the paper-based and computer-based versions of the TOEFL examination.

A query was raised regarding the inclusion of the proposed clause 13 (b) relating to English language requirements and whether this meant that English language test results were the only means for assessing admission.

It was pointed out that the clause needed to be read in context and in conjunction with the other provisions relating to admission including those that set out the educational requirements for applicants.

The Chair of the Committee noted that in principle the proposed clause could be reviewed however the meeting agreed to vote on the recommendation as presented.

Resolution 169/04

That the Academic Board approve amendments to the Academic Board Resolutions: Admission to Undergraduate Courses with regards to minimum English language requirements from 1 January 2005 as set out in the report presented.

Action: Secretary, Undergraduate Studies Committee to note the approval of the Academic Board Resolutions: *Admission to Undergraduate Courses*, update the Policy On-line website, and communicate the policy.

11.2.4.2 Advanced Placement International English Language (APIEL) Examination

Members noted and endorsed the recommendation to remove the Advanced Placement International English Language (APIEL) examination from the list of recognised English language examinations.

Resolution 170/04

That the Academic Board approve amendments to the Academic Board Resolutions: Admission to Undergraduate Courses to remove the APIEL examination from the list of recognised English language examinations from 1 January 2005 as set out in the report presented.

Action: Secretary, Undergraduate Studies Committee to note the approval of the Academic Board Resolutions: *Admission to Undergraduate Courses*, update the Policy On-line website, and communicate the policy.

★

11.2.5 Report of the Combined Degrees Working Party

The Undergraduate Studies Committee presented the report of the Combined Degrees Working Party, noting that the definitions needed to be included in the revised version of the Glossary.

A query was raised about admission requirements and whether an applicant had to apply to a combined degree separately to the individual degrees.

The Chair of the Undergraduate Studies Committee advised that applications were made for candidature to the combined degree. In some instances candidates elected to transfer to one or other of the individual degrees and to do so needed to meet the requirements of the relevant degree.

Resolution 171/04

That the Academic Board:

- (1) adopt consistent nomenclature with regard to the terms “combined degree” and “double degree”;
 - (2) require each combined degree or double degree course to have its own set of stand-alone resolutions:
 - (a) to be prepared according to an approved template; and
 - (b) to be included in the handbooks of all faculties participating in the course to which the resolutions refer;
 - (3) require that one faculty be nominated as the primary faculty for each combined degree course, with preference being given to the faculty responsible for the professional degree, if such a degree is involved in the combined degree course (where both degrees are professional degrees, consultation will be required between the two faculties involved to determine which faculty will have final responsibility for the course);
 - (4) require each faculty involved in any combined degree course to identify at least one combined degree co-ordinator;
 - (5) require each faculty involved in any combined degree course to provide students enrolled in such a course with clear guidelines regarding where information on the course and the components of the course can be found (this should include, but is not restricted to, clear signage in faculty offices, the identification of academic staff involved in combined degree co-ordination, etc); and
 - (6) approve amendments to the Academic Board Resolutions: Creation, Variation and Deletion of Award Courses and Units of Study
- as set out in the report presented.

Action: Director, Corporate Services to note the approval of the definitions relating to the “combined degree” and “double degree” and update the Glossary accordingly.

Action: Chair of the Undergraduate Studies Committee to advise faculties of the need to ensure appropriate Faculty Resolutions for each combined degree or double degree course.

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

Study; update the policy; update the Policy On-line website; and communicate the policy.

11.2.6 Proceedings of the Committee

Resolution 172/04

That the Academic Board note the proceedings of the Undergraduate Studies Committee meeting held on 29 June 2004, as set out in the report presented.

12. Report of the Graduate Studies Committee

★

12.1 Oral report of the Chair

The Chair of the Graduate Studies Committee, Associate Professor Russell Ross, drew the attention of members to the new degree in the Sydney College of Arts and congratulated the recipients of the Vice-Chancellor's Awards for Higher Degree Research Supervision.

Resolution 173/04

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

12.2 Report of the meeting held on 28 June 2004

12.2.1 Receipt of report

Resolution 174/04

That the Academic Board receive and note the report of the Graduate Studies Committee meeting held on 28 June 2004.

12.2.2 Proposals for new and amended postgraduate courses

12.2.2.1 Sydney College of the Arts: Master of Film and Digital Image

On the recommendation of the Sydney College of the Arts, the Postgraduate Coursework Sub-Committee recommended through the Graduate Studies Committee that the Academic Board recommend that the Senate approve the introduction of the new course, Master of Film and Digital Image, with effect from 1 January 2005.

At its April 2004 meeting, the Sub-Committee considered a revised proposal from the Sydney College of the Arts (SCA) for transferring the existing degree of Master of Design Science (Film and Digital Video) and its students from the Faculty of Architecture to the Faculty of Arts and SCA, and offering instead a restructured and renamed degree, the Master of Film and Digital Image, from 1 January 2005. On the advice of the Sub-Committee however, SCA undertook to develop the proposal further with the Faculty of Arts and, once both Faculty Boards had approved the proposal, to resubmit the amended proposal for approval together with a business plan.

A revised proposal was circulated and the business plan tabled at the meeting. The Dean of the SCA spoke to the proposal, highlighting the significant conceptual change between this and the earlier version. Now the course would be managed by, and students would enrol in, SCA, with a full range of electives available from SCA, the Faculty of

Arts and the Faculty of Architecture over two semesters of full-time study. The Sub-Committee was advised that, in all other respects, there were no real changes in the document, and that Faculty boards and/or sub-committees of those Boards of the three faculties involved had passed resolutions supporting the transfer as detailed in the proposal.

Resolution 175/04

That the Graduate Studies Committee recommend that the Academic Board:

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

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

Action: Chair of the Academic Board to recommend that Senate approve the introduction of the new course, Master of Film and Digital Image and adopt the related Resolutions of the Senate.

12.2.3 Postgraduate English Language Requirements

On the recommendation of the Faculty of Veterinary Science the Graduate Studies Committee recommended that the Academic Board approve the amendment of appendix one of the policy *Postgraduate English Language Requirements* to provide for requirements above the University minimum for admission to veterinary science postgraduate award courses.

Resolution 176/04

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

Action: Dean and Faculty Manager, Faculty of Veterinary Science; and Director, International Office to note the approval of the English language requirements for admission to veterinary science postgraduate award courses.

Action: Secretary, Graduate Studies Committee to note the approval of the policy “Postgraduate English Language

Requirements”, update the Policy On-line website, and communicate the policy.

12.2.4 Vice-Chancellor’s Awards for Excellence in Research Higher Degree Supervision 2004

The Academic Board noted and congratulated the recipients of the Vice-Chancellor’s Awards for Excellence in Research Higher Degree Supervision 2004:

- Professor John Christodoulou, Faculty of Medicine; and
- Dr Penny Russell, Faculty of Arts.

Resolution 177/04

That the Academic Board note and congratulate the recipients of the Vice-Chancellor’s Awards of Excellence in Research Higher Degree Supervision 2004, as set out in the report presented.

12.2.5 PhD Award Sub-Committee: First quarter report of 2004

On the recommendation of the Graduate Studies Committee the Academic Board received and noted the first quarter report of 2004 from the PhD Award Sub-Committee.

Resolution 178/04

That the Academic Board note the First quarter report of 2004 of the PhD Award Sub-Committee, as set out in the report presented.

12.2.6 Proceedings of the Committee

Resolution 179/04

That the Academic Board note the proceedings of the Graduate Studies Committee meeting held on 28 June 2004, as set out in the report presented.

12. Report of the Graduate Studies Committee

12.3 Report of the meeting held by circulation in July 2004

12.3.1 Receipt of report

Resolution 180/04

That the Academic Board receive and note the report of the Graduate Studies Committee meeting held by circulation in July 2004.

★

12.3.2 Australian Postgraduate Awards (APA) and University of Sydney Postgraduate Awards (UPA): Method of Award

The Chair of the Graduate Studies Committee reported that a special meeting of the Committee of Deans was held recently to discuss a number of issues concerning postgraduate research enrolments and funding. One of the issues addressed was scholarships. Out of that meeting came a proposal for several changes to the method of award of APAs and UPAs.

The following two changes were recommended for the 2005 round:

1. The allocation of scholarships to Colleges to be based on 50% actual research enrolments of the current year and 50% of completions over the previous two years (Masters and PhD completions weighted 1:2). This compares to using weighted completions only in the 2004 round.

2. To maintain parity between overall standards of award between Colleges, scholarships will not be awarded to any candidates with a final mark more than five points below the highest of the three College cut-offs. This compares to applying the 5-point differential to the second offer round only. If there are insufficient applicants that meet this requirement within a College, scholarships initially allocated to that College shall be re-allocated to other Colleges using the formula as described above.

The proposal was discussed at the Committee of Deans and considered and approved by circulation by the Postgraduate Awards Sub-Committee. On the recommendation of the Sub-Committee, the Graduate Studies Committee considered the proposal by circulation. While some negative comments were received in relation to proposed change 2 above, the changes were supported by a clear majority of the Committee.

The Chair of the Graduate Studies Committee advised the Academic Board that there was some urgency to the proposal as the APA/UPA round was about to commence. Members were informed that the allocation of the scholarships was an ongoing issue and the Postgraduate Awards Sub-Committee had the responsibility of monitoring the policy.

The Chair of the Committee advised members that the Committee of Deans had broadly discussed research training issues. Following that meeting, an initiative was made to take the issue of allocation to Colleges and ranking lists forward noting that the co-funded second round scholarships already had the 5 point cut-off provision.

The Chair of the Committee of Deans clarified for the Board that the proposal had not come from the Committee of Deans although the matter of scholarships, amongst other research training issues, had been the subject of vigorous discussion and there had been some agreement that the matter would be looked at further by a joint group from the Graduate Studies Committee and the Committee of Deans with the Deputy Vice-Chancellor (Research and Innovation).

The impact of the proposed changes on Honours was questioned. The Academic Board was informed that each College had ranking guidelines which were overseen by the Postgraduate Awards Sub-Committee and issues such as disparity in Honours were taken into account through the ranking process.

The Chair of the Committee asked that the two recommendations be considered separately and members agreed to recommendation 1.

Resolution 181/04

That the Academic Board amend the policy "Australian Postgraduate Awards (APA) and University of Sydney Postgraduate Awards (UPA): Method of Award" to include that from the 2005 round, allocation of scholarships to Colleges will be based on 50% actual research enrolments of the current year and 50% of completions over the previous two years (Masters and PhD completions weighted 1:2).

In relation to recommendation 2, the question of equity and disadvantage was raised. It was noted that there were already some significant differences between faculties and disciplines.

One member pointed out that there was concern that some scholarships were not being used under the present allocation system and that there appeared to be a lack of understanding in what scores were given in various areas and some broader issues needed to be addressed.

The meeting became inquorate and was closed at 4.15pm.

The following unstarred items were resolved as recommended (Resolution 146/04 refers).

13. Report of the Teaching and Learning Committee
13.2 Report of the meeting held on 22 June 2004
13.2.1 Receipt of report

Resolution 182/04

That the Academic Board receive and note the report of the Teaching and Learning Committee meeting held on 22 June 2004

13.2.3 First Year Experience Working Group 1999-2004: Report from the Institute for Teaching and Learning

The Academic Board noted the report from the First Year Experience Working Group regarding its work and achievements during the period 1999 to 2004.

The Academic Board approved the "Principles for First Year Orientation and Transition" in 2001, and following this the Institute for Teaching and Learning had collaborated with other groups, such as SWOT (Student Welcome, Orientation and Transition) to develop ways of implementing these principles. A key result had been the inclusion of the development of First Year orientation plans within the University's Teaching and Learning Plan. Future priorities had been identified as the training of tutors and demonstrators, a development program for first year co-ordinators and addressing the needs of first year postgraduate coursework students. Areas of concern included student workload and pressure and the quality of student feedback.

The Teaching and Learning Committee had agreed that the Dean of Graduate Studies should be contacted regarding the first year experience of postgraduate students, particularly coursework students. It was also agreed that the First Year Experience Working Group could now be disbanded and replaced by other working groups focussing on specific issues and priorities identified in the report.

Resolution 183/04

That the Academic Board:

- (1) endorse the achievements of the First Year Working Group in relation to the improvement and enhancement of students' First Year Experience;
- (2) encourage faculties to continue to develop and implement plans for the academic orientation and transition of first year students, with particular emphasis on the issues identified by

- the Working Group (i.e. students' perceptions of workload, pressure and the quality of student feedback); and
- (3) ask faculties to report by early 2005 on the implementation of these plans, as required under the University's Teaching and Learning Plan, as set out in the report presented.

Action: Chair of the Teaching and Learning Committee to encourage faculties to continue to develop and implement plans for the academic orientation and transition of first year students, with particular emphasis on the issues identified by the Working Group (i.e. students' perceptions of workload, pressure and the quality of student feedback).

Action: Chair of the Teaching and Learning Committee to ask faculties to report by early 2005 on the implementation of these plans, as required under the University's Teaching and Learning Plan.

13.2.6 Vice-Chancellor's Awards for Outstanding Teaching 2004

The Academic Board noted and congratulate the following recipients of the 2004 Vice-Chancellor's Awards for Outstanding Teaching:

- Dr Lyn Carson - Faculty of Economics and Business
- Dr Jennifer Milam - Faculty of Arts
- Ms Helen Wozniak - Faculty of Health Sciences
- Associate Professor Jennifer L Hodgson and Dr Jacqui Norris - Faculty of Veterinary Science (Group application)

Resolution 184/04

That the Academic Board note and congratulate the recipients of the Vice-Chancellor's Awards for Outstanding Teaching 2004, as set out in the report presented.

13.2.7 Proceedings of the Committee

Resolution 185/04

That the Academic Board note the proceedings of the Teaching and Learning Committee meeting held on 22 June 2004, as set out in the report presented.

14. Report of the Academic Staffing Committee

14.2 Report of the meeting held by circulation

14.2.1 Receipt of report

Resolution 186/04

That the Academic Board receive and note the report of the Academic Staffing Committee meeting held by circulation in July 2004.

14.2.2 Conferring of all academic titles

The Academic Staffing Committee undertook a review of the policy "Conferring of All Academic Titles" in order to streamline the process; clarify the criteria; update the delegations; and clarify the rights and responsibilities of titles holders.

Resolution 187/04

That the Academic Board:

- (1) endorse the amended policy “Conferring of All Academic Titles”; and
- (2) recommend that the Deputy Vice-Chancellor (Academic) approve the amended policy “Conferring of All Academic Titles”,

as set out in the report presented.

Action: Secretary, Academic Staffing Committee to note the endorsement of the policy *Conferring of all academic titles* and recommend its approval to the Deputy Vice-Chancellor (Academic).

15. General Business

15.1 Election of the Chair of the Academic Board – Casual Vacancy 2004

Following the resignation of Professor Judyth Sachs as Chair of the Academic Board, an election was conducted to fill the casual vacancy, in accordance with the provisions of the *University of Sydney (Academic Governance) Rule 2003*. Professor John Carter, Challis Professor of Civil Engineering was declared elected.

Resolution 188/04

That the Academic Board note the election of Professor John Carter as Chair of the Academic Board, as set out in the report presented.

15.3 Report on the Promotion of Academic Staff from Level A to Level B in 2004

The Academic Board noted and congratulated staff promoted from level A to level B.

Resolution 189/04

That the Academic Board note the report on the promotion of academic staff from Level A to Level B in 2004, as set out in the report presented.

The following starred items were unable to be considered.

13. Report of the Teaching and Learning Committee

13.1 Oral report of the Chair

13.2.2 Academic Board Faculty Review Visits: Faculty of Dentistry

13.2.4 Community Access to the University of Sydney Library

13.2.5 Library and ICT in Teaching and Learning Report

14. Report of the Academic Staffing Committee

14.1 Oral report of the Chair

15. General Business

15.2 Membership of Central Promotions Committees: 2004

Signed as a correct record

Chair

Date