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## Academic Board Minutes

Executive Officer to the Academic Board: Megan Kemmis

Secretariat, Quadrangle, A14

Phone: 9351 3306; Fax: 9351 3572

E-mail: [admin@academicboard.usyd.edu.au](mailto:admin@academicboard.usyd.edu.au)

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

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### Minutes of the meeting of the Academic Board held at 2 pm on Wednesday 16 March 2005 in the Professorial Board Room

There were present: the Chair (Professor J Carter) presiding, the Deputy Chair (Associate Professor A F Masters), the Acting Vice-Chancellor and Principal (Professor T Hirst), the Chairs of the Standing Committees (Professor C Murphy), Professors D Armstrong, M Behnia, E Blakely, A Brewer, A Coats, L Copeland, M Fry, S Garton, P Gay, D Grant, B Hesketh, M Jackson, J Lawler, G Llewellyn, R McCallum, R Newman, S Nicholas, D Nutbeam, J Sachs, J Sinclair, K Walker and P Wolnizer, Associate Professors F Ahmadi-Esfahani, A Bashford, R Drynan, C B Gillies, A Fekete, P McCallum, C Peck, P Phibbs, B Sutton and P Windsor, Drs K Bosward, M Edmond, N Gallery, M Halliwell, J Hughes, C Lennings, E Peden, A Poulos, M Torode and A Van Schaik, Mr M Janda, Ms L Napier, Mr J Shipp and Ms G Wong.

Also present: Secretary of the Academic Board (Ms J Russell).

Present as observers: Mr D Bradbury (Secretariat).

In attendance: Ms M Kemmis.

★ 1. **Apologies**

The Board noted that apologies had been received from: Professors G Brown, M Field, J Hearn, C Murphy, E Schwarz and L Tong, Associate Professors G Barnes, D Dragovich, W Evans, A Rubbo and A Welch, Drs W Adams, M Boughton, R Dixon, E Innes, S Forsyth and B Winter, Ms R Jackson and Ms J Mooney.

★ 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: 8.2.2, 8.2.3 and 11.2.3

2.2 **Adoption of unstarred items**

**Resolution 22/05**

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

The Chair welcomed the newly appointed Dean of Education and Social Work, Professor D Armstrong to the Academic Board.

**3. Minutes of previous meeting**

**Resolution 23/05**

That the Academic Board adopt the minutes of the previous meeting held on 2 February 2005 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 20 February 2005**

The Academic Board noted the report of the Chair on academic matters considered by Senate at its meeting held on 20 February 2005.

**Resolution 24/05**

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 20 February 2005.

**5.2 General report**

**5.2.1 Academic Board Resolutions: *Academic Honesty in Coursework***

The Chair advised the Academic Board that the Vice-Chancellor had approved the Policy and Procedures on “Student Plagiarism: Coursework”, which was sent to the Chair in late February for comment on how it would dove-tail with the existing Academic Board Resolutions: *Academic Honesty in Coursework*. The Chair’s response made suggestions on how the Resolutions might be amended, and these amendments had been circulated in the agenda for today’s meeting. The Chair invited the Acting Pro Vice-Chancellor (Teaching and Learning) to speak to the Academic Board on the new plagiarism policy.

The Pro Vice-Chancellor advised members that the policy had been developed at the behest of the Vice-Chancellor in response to events at other institutions. The major points of the new policy were to distinguish between dishonest and negligent plagiarism, and to outline procedures for dealing with cases of plagiarism.

During discussion, the following points were raised by members:

- concerns were raised regarding the lack of consultation with student representatives, faculties and the Academic Board;
- concerns were expressed regarding the implementation of the policy, particularly its communication to academic staff and students;
- concerns were expressed about the requirement for compliance statements and the definition of negligent plagiarism; and
- it was noted that a number of issues had been raised in the faculty reports on cases of academic dishonesty (refer to item 11.2.3) which still required consideration.

The Chair thanked members for their comments and recommended that both the Policy and Procedures on “Student Plagiarism: Coursework” and the proposed amendments to the Academic Board

Resolutions: *Academic Honesty in Coursework* be referred to the Teaching and Learning Committee for further consideration.

The Academic Board supported the Chair's recommendation.

**Resolution 25/05**

That the Academic Board refer the proposed amendments to the Academic Board Resolutions: *Academic Honesty in Coursework* to the Teaching and Learning Committee for further consideration, together with the Policy and Procedures on "Student Plagiarism: Coursework".

*Action:* Chair and Secretary, Teaching and Learning Committee to ensure that the Policy and Procedures on "Student Plagiarism: Coursework" and the Academic Board Resolutions: *Academic Honesty in Coursework* are included in the agenda of the April meeting of the Teaching and Learning Committee.

**5.2.2 Student Grievances, Appeals and Applications for Review**

The Chair noted that the policy on "Student Grievances, Appeals and Applications for Review" had been developed to meet the University's obligations under the Higher Education Support Act , and was for noting.

**Resolution 26/05**

That the Academic Board note the Student Grievances, Appeals and Applications for Review policy, as set out in the report presented.

*Action:* No further action required.

**5.2.3 Review of Student Appeals Provision - Implementation Team**

The Chair advised members that the implementation team had met and would meet again in the next week. He undertook to provide further information to the Board in due course.

**Resolution 27/05**

That the Academic Board note the Chair's report on the Review of Student Appeals Provision Implementation Team, as set out in the report presented.

*Action:* No further action required.

**5.2.4 Chairs of Standing Committees**

The Chair advised members that he was now able to provide nominations for the vacant chairs of standing committees, as follows:

Associate Professor Tony Masters  
Graduate Studies Committee

Associate Professor Bruce Sutton  
Undergraduate Studies C'ttee

Professor Penny Gay            Teaching & Learning Committee

The Board endorsed the nominations and appointed the above members as Chairs of the relevant standing committees until 31 December 2005.

**Resolution 28/05**

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 P Gay, and Associate Professors A F Masters and B Sutton as the Chairs of Academic Board Standing Committees, as set out in the report presented.

*Action:* The Secretary of the Graduate Studies Committee to update membership of the Committee.

The Secretary of the Undergraduate Studies Committee to update membership of the Committee.

The Secretary of the Teaching and Learning Committee to update membership of the Committee.

**5.2.5 Academic Board Forum**

The Chair advised members that the first Academic Board Forum of the year would be held on 13 April 2005. The presenter would be the University Librarian, Mr John Shipp, who will lead a discussion on “Changing Scholarly Communication” and “The University Library’s Digital Agenda”. The Chair asked members to advise the staff in their units and faculties about the Forum.

**Resolution 29/05**

That the Academic Board note the Chair’s report on the Academic Board Forum scheduled for 13 April 2005, as set out in the report presented.

*Action:* No further action required.

**5.2.6 Summary of Academic Board activities 2004**

The Chair advised members that a summary of the Academic Board’s activities in 2004 was included in the supplementary agenda. He congratulated the members of the Board for their achievements during the year.

**Resolution 30/05**

That the Academic Board note the report of the Chair of the Academic Board on Academic Board activities 2004, as set out in the report presented.

*Action:* No further action required.

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

**6.1 Report on Senate matters**

**6.1.1 Report of the Senate meeting held on 20 February 2005**

The Academic Board noted the report of the Acting Vice-Chancellor on matters considered by Senate at its meeting held on 20 February 2005.

**Resolution 31/05**

That the Academic Board note the report of the Acting Vice-Chancellor and Principal on matters considered by Senate at its meeting held on 20 February 2005.

*Action:* No further action required.

**6.1.2 Report of the Senate retreat held on 20/21 February 2005**

The Academic Board noted the report of the Acting Vice-Chancellor on matters considered by Senate at its retreat held on 20-21 February 2005.

**Resolution 32/05**

That the Academic Board note the report of the Acting Vice-Chancellor and Principal on matters considered by Senate at its retreat held on 20-21 February 2005.

*Action:* No further action required.

**6.2 General report**

The Acting Vice-Chancellor, Professor T Hirst noted that the Vice-Chancellor was currently on sabbatical. Professor Hirst advised the Academic Board on the following items:

*DEST Funding in 2006*

The Department of Education, Science and Training (DEST) had advised universities that additional requirements for funding would be introduced in 2006. These requirements included mandatory negotiation with the Federal Government regarding the closure of specialist courses. The Acting Vice-Chancellor noted that this requirement was opposed by both the Vice-Chancellor and Senate and would be the subject of discussions with the Federal Government.

*Co-operation Agreement between the University of Sydney and ANU*

The Acting Vice-Chancellor advised members that a co-operation agreement had been signed between the University of Sydney and the Australian National University at the most recent Senate retreat. The agreement had been developed as a basis for furthering the mutual interests of the universities in research and higher education. It was noted that further information on the agreement would be provided by the Deputy Vice-Chancellor (Academic and International) at a future Academic Board meeting.

*University Strategic Plan*

A major activity of the Senate retreat was the consideration of the University Strategic Plan for 2005-2010. The Acting Vice-Chancellor noted that the document would be further discussed at a Vice-Chancellor's Advisory Committee retreat in April. He assured members that there would be opportunities for discussion and comment on the draft document.

*IDP Education Australia*

The Acting Vice-Chancellor noted that IDP Education Australia was financially distressed and that the Australian Vice-Chancellors' Committee had met to discuss its future support of the company.

*DEST Issues Paper – Building University Diversity*

It was noted that the Department of Education, Science and Training (DEST) had released an issues paper titled “Building University Diversity” which suggested the introduction of teaching-only and research-only institutions. The Acting Vice-Chancellor suggested that the paper could be the subject of discussion at a future Academic Board meeting. The paper is available from the DEST website:

[http://www.dest.gov.au/highered/pubs/building\\_diversity/default.htm](http://www.dest.gov.au/highered/pubs/building_diversity/default.htm)

**Resolution 33/05**

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

*Action:* No further action required.

★ 7. **Question time**

A query was raised regarding the proposal to restructure ICT support at the University and whether there were mechanisms in place to discuss the teaching and research implications of the plan. It was noted that the Chief Information Officer had established staff fora to discuss the proposal.

The representative of the Students’ Representative Council advised that 28 April 2005 would be a National Students’ Day of Action against the Federal Government’s proposed introduction of Voluntary Student Unionism. It was noted that there would be a rally at the University from 12 noon on that day, following which students would march into the city.

The Academic Board agreed to acknowledge the National Day of Action organised by the National Union of Students, from 12 noon on 28 April 2005, and recommend to all staff that students not be penalised for not attending classes during that time.

**Resolution 34/05**

That the Academic Board acknowledge the National Day of Action organised by the National Union of Students, from 12 noon on 28 April 2005, and recommend to all staff that students not be penalised for not attending classes during that time.

*Action:* Chair of the Academic Board to recommend to all staff that students not be penalised for not attending classes during the National Day of Action from 12 noon on 28 April 2005.

8. **Reports of Faculties and Boards**

8.1 **Report of the Faculty of Health Sciences**

8.1.1 **Receipt of report**

**Resolution 35/05**

That the Academic Board receive and note the report of the Faculty of Health Sciences.

8.1.2 **Semester and vacation dates 2006**

**Resolution 36/05**

That the Academic Board approve the semester and vacation dates for the Faculty of Health Sciences for the year 2006, as set out in the report presented.

*Action:* The Dean and the Faculty Manager, Faculty of Health Sciences to note the approval of the amended semester and vacation dates for 2006.

## 8.2 Report of the Faculty of Science

### 8.2.1 Receipt of report

#### **Resolution 37/05**

That the Academic Board receive and note the report of the Faculty of Science.

### ★ 8.2.2 Bachelor of Science and Technology

A query was raised regarding the authority of the Academic Board to approve in principle a proposal for a new course. It was noted that the Academic Board Resolutions: *Creation, Variation and Deletion of Award Courses and Units of Study* made reference to the Senior Deputy Vice-Chancellor granting late, urgent approval. It was further noted that prior to the introduction of this policy the procedure for approving new courses had involved a stage called “approval in principle” which involved faculties submitting the course proposal approximately eighteen months before the introduction of the course. A query was also raised regarding consultation with the Faculty of Economics and Business and the Faculty of Law regarding the proposed course, and the similarity of the proposed course with the Bachelor of Arts and Sciences course.

The Pro Vice-Chancellor (College of Sciences and Technology) noted the concerns but stated that the proposed course would differ significantly from the Bachelor of Arts and Sciences. She agreed to contact the Deputy Vice-Chancellor (Academic and International) regarding late, urgent approval.

#### **Resolution 38/05**

That the Academic Board note the Faculty of Science’s proposal to introduce the Bachelor of Science and Technology in Semester 1, 2006, as set out in the report presented.

*Action:* No further action required.

### ★ 8.2.3 Bachelor of Arts/Bachelor of Science

In line with the discussions held regarding item 8.2.2, it was agreed to amend the resolution for item 8.2.3 to show that the Academic Board had noted the Faculty of Science’s proposal on this matter.

#### **Resolution 39/05**

That the Academic Board note the Faculty of Science’s proposal to withdraw the Bachelor of Arts/Bachelor of Science combined degree as of Semester 1, 2006, as set out in the report presented.

*Action:* No further action required.

### **8.3 Report of the Faculty of Agriculture, Food and Natural Resources**

#### **8.3.1 Receipt of Report**

##### **Resolution 40/05**

That the Academic Board receive and note the report of the Faculty of Agriculture, Food and Natural Resources.

#### **8.3.2 Bachelor of Science in Agriculture, Bachelor of Horticultural Science and Bachelor of Land and Water Science**

##### **Resolution 41/05**

That the Academic Board approve the amendments to assumed knowledge for the Bachelor of Science in Agriculture, the Bachelor of Horticultural Science and the Bachelor of Land and Water Science, as set out in the report presented.

*Action:* The Dean and the Faculty Manager, the Faculty of Agriculture, Food and Natural Resources to note the approval of the amendments to the assumed knowledge for the Bachelor of Science in Agriculture, the Bachelor of Horticultural Science and the Bachelor of Land and Water Science.

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

(Associate Professor Anthony Masters)

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#### **9.1 Oral report of the Chair**

The Chair of the Undergraduate Studies Committee, Associate Professor Tony Masters, advised members that various recommendations from the Australian Universities Quality Agency (AUQA) Audit Report would be circulated to faculties for comment. He noted that the February meeting was his last as Chair of the Committee and he expressed his gratitude to the members of the Committee for their work, and wished the new chair all success.

The Chair of the Academic Board and the members of the Board thanked Professor Masters for his work with the Committee.

##### **Resolution 42/05**

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

#### **9.2 Report of the meeting held on 15 February 2005**

##### **9.2.1 Receipt of report**

##### **Resolution 43/05**

That the Academic Board receive and note the report of the Undergraduate Studies Committee meeting held on 15 February 2005.

## 9.2.2 Proceedings of the Committee

### Resolution 44/05

That the Academic Board note the proceedings of the Undergraduate Studies Committee meeting held on 15 February 2005, as set out in the report presented.

*Action:* No further action required.

## 10. Report of the Graduate Studies Committee

(Associate Professor Anthony Masters)

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### 10.1 Oral report of the Chair

The Acting Chair of the Graduate Studies Committee, Associate Professor A Masters reported on item 10.2.2 and also advised members that the Committee had distributed to faculties a paper on the current length of Doctor of Philosophy examinations at the University. He noted that this issue had been raised in the Australian Universities Quality Agency (AUQA) Audit Report. It was noted that comments from faculties on this issue would be considered by the Graduate Studies Committee.

### Resolution 45/05

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

### 10.2 Report of the meeting held on 14 February 2005

#### 10.2.1 Receipt of report

### Resolution 46/05

That the Academic Board receive and note the report of the Graduate Studies Committee meeting held on 14 February 2005.

#### 10.2.2 Dean's ability to waive English language requirements

### Resolution 47/05

That the Academic Board approve the revised policy Postgraduate English Language Requirement policy, with immediate effect, as set out in the report presented.

*Action:* The Secretary of the Graduate Studies Committee to amend the Postgraduate English Language Requirement policy and communicate the amended policy to faculties.

#### 10.2.3 Amendment of the Resolutions of the Senate

##### (1) Faculty of Medicine: Master of Surgery by coursework

### Resolution 48/05

That the Academic Board recommend that Senate approve the amendments of the Resolutions of the Senate relating to Master of Surgery by coursework degree in the Faculty of Medicine, with effect from 1 January 2005, as set out in the report presented.

*Action:* The Chair, Academic Board, to recommend to Senate that it approve the amendments to the Resolutions of Senate relating to the Master of

Surgery by coursework degree in the Faculty of Medicine.

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

##### **Resolution 49/05**

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

*Action:* The Secretary of the Graduate Studies Committee to amend the Postgraduate English Language Requirement policy and communicate the amended policy to faculties.

#### **10.2.5 Proceedings of the Committee**

##### **Resolution 50/05**

That the Academic Board note the proceedings of the Graduate Studies Committee meeting held on 14 February 2005, as set out in the report presented.

### **11. Report of the Teaching and Learning Committee**

(Professor John Carter)

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

The Chair noted that he had nothing further to add to the report of the meeting of the Teaching and Learning Committee.

##### **Resolution 51/05**

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

#### **11.2 Report of the meeting held on 22 February 2005**

##### **11.2.1 Receipt of report**

##### **Resolution 52/05**

That the Academic Board receive and note the report of the Teaching and Learning Committee meeting held on 22 February 2005.

##### **11.2.2 Academic Board Faculty Review Visits**

###### **(1) Faculty of Law**

##### **Resolution 53/05**

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

###### **(2) Faculty of Medicine**

##### **Resolution 54/05**

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

###### **(3) Faculty of Pharmacy**

##### **Resolution 55/05**

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

**(4) Sydney College of the Arts**

**Resolution 56/05**

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

★ **11.2.3 Faculty Reports on Cases of Academic Dishonesty**

Associate Professor Drynan pointed out that the number of cases (16) for AGEC1002 mentioned in the Faculty of Agriculture, Food and Natural Resources report on dishonesty (p 74) was not correct. There had been only 1 case of dishonest plagiarism. The other cases included in the report had been assessed as unintentional, negligent plagiarism.

**Resolution 57/05**

That the Academic Board note the faculty reports on cases of academic dishonesty.

*Action:* No further action required.

**11.2.4 Unit of Study Manual**

**Resolution 58/05**

That the Academic Board note the draft Unit of Study Manual for unit of study coordinators.

*Action:* No further action required.

**11.2.5 Committee Terms of Reference**

**Resolution 59/05**

That the Academic Board:

- (a) approve the amendment of the Terms of Reference for the Teaching and Learning Committee to change its name to the Learning and Teaching Committee; and
- (b) encourage faculties to rename existing faculty Teaching and Learning Committees to Learning and Teaching Committees in line with the new University of Sydney Strategic Plan, as set out in the report presented.

*Action:* The Secretary of the Learning and Teaching Committee to amend the Terms of Reference and other documentation relating to the Committee in line with the resolution of the Academic Board.

**11.2.6 Proceedings of the Committee**

**Resolution 60/05**

That the Academic Board note the proceedings of the Teaching and Learning Committee meeting held on 22 February 2005, as set out in the report presented.

## 12. Report of the Research Committee

(Professor John Carter)

### ★ 12.1 Oral report of the Chair

The Chair drew the Academic Board's attention to two items from the report: i) the new University Strategic Plan aimed to increase the percentage of research-active staff to over 90% by 2009; and ii) submissions from the University for Discovery Grants had significantly increased (346, up from 305 in 2004), while applications for NHMRC Grants were steady.

The Acting Vice-Principal expressed his thanks for the work of the Research Office, and its Director, Mr W Dawson in relation to the latest round of ARC and NHMRC Grants.

#### **Resolution 61/05**

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

### 12.2 Report of the meeting held on 23 February 2005

#### 12.2.1 Receipt of report

##### **Resolution 62/05**

That the Academic Board receive and note the report of the Research Committee meeting held on 23 February 2005.

#### 12.2.2 Proceedings of the Committee

##### **Resolution 63/05**

That the Academic Board note the proceedings of the Research Committee meeting held on 23 February 2005, as set out in the report presented.

*Action:* No further action required.

## 13. Report of the Academic Staffing Committee

(Professor Chris Murphy)

### ★ 13.1 Oral report of the Chair

The Chair noted that Professor Murphy was unable to attend the meeting. The Chair spoke on the report of the Academic Staffing Committee in Professor Murphy's absence and drew members attention to the amendments recommended by the Committee.

#### **Resolution 64/05**

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

### 13.2 Report of the meeting held on 16 February 2005

#### 13.2.1 Receipt of report

##### **Resolution 65/05**

That the Academic Board receive and note the report of the Academic Staffing Committee meeting held on 16 February 2005.

### 13.2.2 Policy and Procedures Under Review

#### Resolution 66/05

That the Academic Board approve:

- (1) the revised Academic Promotions documents; and
- (2) the template for Faculty Promotions Committee Reports as set out in the report presented.

*Action:* The Secretary of the Academic Staffing Committee to amend the Academic Promotions documents and the template for Faculty Promotions Committee reports and communicate the amended documents to relevant staff members.

### 13.2.3 Removal of the Title “Reader”

#### Resolution 67/05

That the Academic Board approve the removal of the title “Reader” from the Academic Promotions documents, as set out in the report presented.

*Action:* The Secretary of the Academic Staffing Committee to amend the Academic Promotions to remove the title “Reader” and to communicate the amended documents to relevant staff members.

### 13.2.4 Proceedings of the Committee

#### Resolution 68/05

That the Academic Board note the proceedings of the Academic Staffing Committee meeting held on 16 February 2005, as set out in the report presented.

## 14. General Business

### 14.1 Membership of Central Promotions Committees: 2005

#### Resolution 69/05

That the Academic Board appoint members to the Central Promotions Committees for 2005, as set out in the report presented.

*Action:* The Central Promotions Committee to note the appointment to the Committee.

The meeting closed at 3:02 p.m.

Signed as a correct record

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*Chair*

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*Date*