

## Minute-Taking and Servicing Committees

### Course Objectives

#### Learn to:

- Prepare agendas
- Write notes, minutes and reports
- Ensure decisions from meetings are followed through
- Understand the role of the Committee Secretary and the Chair

### Introducing Your Course Presenter

Megan Kemmis has over fifteen years experience in committee support and minute-taking and has worked with committees at the NSW Board of Studies, the Real Estate Services Council and the Royal Agricultural Society of NSW. She is currently the Executive Officer of the University's Academic Board.



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## Topic 1

## The Roles of the Committee Secretary & the Chair

### Role of the Secretary:

- Setting up meetings
- Preparing information for the committee that will assist the committee in decision making
- Maintaining a record of the committee's deliberations
- Advising the people who need to know about decisions taken/action required
- Develops in advance a schedule of meeting dates, for approval
- Books meeting rooms
- Arranges refreshments
- On the day, and before the meeting, checks that the room is in good order and refreshments are in hand
- Undertakes research and, in consultation, develops proposals for consideration as required
- Prepares agendas in consultation with Chair and ensures all papers are available
- Despatches agendas to distribution list (members and others)
- Prepares minutes and reports in consultation with Chair
- Notifies staff of follow-up action to be taken and/or information to be noted
- Disseminates minutes
- Ensures records of committee deliberations are kept
- Maintains committee information including membership details and distribution lists
- Knows and has to hand information concerning terms of reference, constitution and quorum
- Provides advice to the Chair and to the committee as required
- Understands and advises Chair in regard to all items of business and their implications
- Give the members enough time to read the documents (pref 7 days before meeting)
- Hard copies vs. electronic (e-mail, web)
- Minutes – send separately, or issue with next agenda
- Action lists

### Role of the Chair:

- A Chair manages, guides and directs the conduct of business at meetings.
- Ensures business is conducted in a timely fashion
- Signs off on agendas and minutes (these last, in their final form at the next meeting, in accordance with the committee's views)
- Approves the inclusion of items on the agenda and papers submitted
- Facilitates contributions to discussion from members
- Summarises views and agreements reached, clarifies and confirms final decisions and follow-up action to be taken
- Ensures persons with particular follow-up action responsibilities are identified
- Exercises judgment and maintains objectivity

## Timing for Preparing and Distributing Agendas and Minutes



If at all possible, the Committee Secretary should set deadlines that are not impossible for all participants to meet, but which are not so relaxed that the timeliness of the committee's deliberations is jeopardised.



Normally, it is desirable for agenda papers to be despatched 7 days in advance of the meeting. In practice, 5 days should be sufficient.



Electronic distribution of agenda papers can save a lot of time, but the issue is sensitive and if necessary should be discussed with the Chair and the views of members sought.



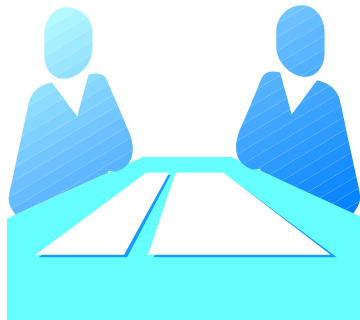
Where there is no formal 'decisions pages' process in place to notify action officers or disseminate information then the minutes should be distributed as soon as possible after the meeting and preferably no later than one week after the meeting.



Where there is a 'decisions pages' (see example at Attachment 11) process in place, then minutes may go out with the agenda for the next meeting.



The Committee Secretary may need to develop a committee-specific game plan to ensure papers are received from contributors in sufficient time to allow them to be included on the agenda. Some tactics might include getting the Chair's support to: decline late papers; receive tabled papers; meet face-to-face with the contributors and work together for a solution that is acceptable to both parties. Some practical initiatives might include setting up the agenda so that papers can be copied and attached at the last minute provided that the Secretary has been notified to include the item on the agenda and of the wording of the associated recommendation.





## Topic 2

## Minutes and Agendas

How minutes and agendas are prepared, written and presented at the University of Sydney.

Refer to **Appendix 1 - Page 11**

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## Topic 3

## How to Take Accurate Minutes

How to take accurate minutes to reflect the discussion and decisions of the committee

- Listen attentively
- Focuses on the agenda and what is being said on each item
- Concentrates and avoids distractions
- Analyses and synthesises information presented in discussion
- Takes summary notes of key points
- May jot down key statements critical to the debate
- Discriminates and differentiates between information received
- Draws on an understanding of the issues
- Is politically aware

**(i) Draft the minutes, ensuring that, where an agenda item has been discussed, the minute contains:**

- Background information to set the scene, e.g. The Committee considered a proposal prepared by a working party and circulated with the agenda.
- Key issues raised.
- Conclusion reached.
- A resolution that details what is agreed / what happens or must be done next / who is responsible / any key date or deadline

Note that when an item has not been discussed, the minutes may duplicate the agenda item.

**(ii) Checks the draft minutes carefully to ensure:**

- They include an item of text on every agenda heading.
- The text on each item flows logically, is expressed simply and clearly, is accurate and contains no spelling, grammatical or typographical errors.
- The text on each item concludes with a clearly stated decision, in the form of a resolution, where a decision has been reached.

**(iii) Checks the draft minutes carefully to ensure:**

- The text on each item is a stand-alone item which could be read and understood by anyone other than the Secretary or the members at a later point in time.

**(iv) Consult with the Chair on any items that are not clear or are sensitive and need to be carefully worded.**

**(v) Asks the Chair to sign-off on the minutes before they are circulated.**

## Taking Minutes – What's the Difference Between Minutes and Reports?

- (i) Minutes are a clear and concise record of a meeting. The items in the minutes match the items in the related agenda. Papers are not normally attached to minutes for circulation, unless they were tabled at the meeting, in which case they may not relate to an item on the agenda and not all members may have a copy. For the record, then, such tabled papers should be attached to the minutes, and reference made to them at the appropriate item in the minutes.
- (ii) Minutes provide a record of a committee's deliberations and enable the committee to keep track of its business. They also, of course, let any other authorised person track the committee's business, and are a key element in the accountability process.
- (iii) Because minutes of meetings form part of a series, a clear picture of a committee's deliberations may be shown over a period of time. Members become familiar with the issues and minutes may, over time, contain less background information than was needed when a matter was first considered.
- (iv) Reports have a different purpose: report items may need to spell out clearly the committee's views and recommendation on a matter, and items may need to include more background information because the receiving body will not be *au fait* with the issue as the committee.
- (v) So, a report item might be a synthesis of several minutes recorded on a particular item. Such items often are supported by an accompanying paper: a report may have several attachments.
- (vi) Other items in a report may briefly describe the 'Proceedings' of the committee: these may be considerably briefer than the matching minute item when they relate to matters still under consideration by the committee. These brief reports on Proceedings are designed to let the host body know the committee is doing some work and hasn't forgotten any tasks.



## Topic 4

## Agendas and Minutes for Less Formal Meetings

### A Typical Agenda Key Elements

Name of committee

Secretary/Contact details

Date/Time/Location of meeting

1. Apologies
2. Minutes of previous meeting
3. Business arising from the minutes (not dealt with elsewhere)
4. Main agenda items
5. General business
6. Next meeting

For Examples see **Appendix 2**

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# Appendix 1

## Minutes & Agendas

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# The University of Sydney

## Academic Board Agenda

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### NOTICE OF MEETING

A meeting of the **Academic Board** will be held at **2.00 pm** on **Wednesday 17 May 2006** in the Professorial Board Room.

Members who are unable to attend are asked to notify Megan Kemmis at the above address. Enquiries concerning this meeting may also be directed to Ms Kemmis.

*Megan Kemmis*

for

Dr W Adams

**Registrar**

10 May 2006

### AGENDA

*Pages*

★ 1. **Apologies**  
Apologies have been received from: Drs P McGreevy and R Stanton.

★ 2. **Arrangement of agenda**  
2.1 **Starring of items**

2.2 **Adoption of unstarred items**

***Recommendation***

*The Academic Board resolve as recommended with respect to all unstarred items.*

3. **Minutes of previous meeting**  
3.1 **Meeting of 5 April 2006**

*separate attachment*

***Recommendation***

*The Academic Board adopt the minutes of the previous meeting held on 5 April 2006 as a true record.*

4. **Business arising from Minutes** (not dealt with elsewhere in the Agenda)
- ★ 5. **Report of the Chair**
- 5.1 **Report on Senate Matters**
- 5.1.1 **Report of the Senate meeting held on 1 May 2006** *supp. agenda*
- Recommendation**  
*The Academic Board note the report of the Chair of the Academic Board on academic matters considered by Senate will be supplied in the supplementary agenda.*
- 5.2 **Honours and Distinctions** **17**
- Recommendation**  
*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.*
- 5.3 **General Report**
- 5.3.1 **Vote of appreciation for Associate Professor A Masters** **17**
- Recommendation**  
*The Academic Board note the Chair of the Academic Board's report thanking Associate Professor Masters for his hard work and dedication to the Academic Board and the acceptance of Associate Professor Masters' resignation as Deputy Chair and Chair of the Graduate Studies Committee, as set out in the report presented.*
- 5.3.2 **Chairs of the Academic Board Standing Committees** **17**
- Recommendation**  
*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 Chair of the Academic Staffing Committee, Associate Professor Peter McCallum as Chair of the Graduate Studies Committee, Associate Professor Robyn Ewing as Chair of the Learning and Teaching Committee and Associate Robyn Overall as Chair of the Research Committee, as set out in the report presented.*
- 5.3.3 **Appointment of Deputy Chair** **18**
- Recommendation**  
*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 Associate*

*Professor P McCallum as Deputy Chair of the Academic Board, as set out in the report presented.*

### 5.3.4 Expressions of interest for Chairs of Academic Board Standing Committees 18

**Recommendation**

*The Academic Board note the Chair of the Academic Board has called for expressions of interest from members of the Academic Board to serve as Chair of Academic Board Standing Committee, as set out in the report presented.*

### 5.3.5 Actions taken under Delegated Authority 18-19

**Recommendation**

*The Academic Board note the report of the Chair of the Academic Board on actions taken under delegated authority, as set out in the report presented.*

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

### 6.1 Report on Senate Matters

#### 6.1.1 Report of the Senate meeting held on 1 May 2006

*supp. agenda*

**Recommendation**

*The Academic Board note the report of the Vice-Chancellor and Principal on matters considered by Senate at its meeting held on 1 May 2006 will be supplied in the supplementary agenda.*

### 6.2 General report

**Recommendation**

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

## ★ 7. Question time

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

(Time limit 15 minutes)

## ★ 8. Focus Topic

### 8.1 Library patron types and loan conditions 21

**Recommendation**

*The Academic Board note the information from the University Librarian regarding changes to the library patron types and loan conditions, as set out in the report presented.*

- 9. Report of the Undergraduate Studies Committee**  
(Associate Professor Bruce Sutton)
- ★ **9.1 Oral report of the Chair**
- Recommendation**  
*The Academic Board note the report of the Chair of the Undergraduate Studies Committee.*
- 9.2 Report of the meeting held on 21 March and 11 April 2006 – Items Withdrawn from Academic Board meeting of 5 April 2006** **25-26**
- 9.2.2 Proposals for New and Amended Courses**
- 9.2.2.1 Faculty of Arts**
- (1) Bachelor of Arts (Advanced) (Honours)** **25, 36-41**
- Recommendation**  
*The Academic Board:*
- (1) *approve the proposal from the Faculty of Arts to amend the Bachelor of Arts (Advanced) (Honours) course;*
- (2) *recommend that Senate:*
- (i) *endorse the proposal to amend the course;*
- (ii) *approve the amendment of the Resolutions of Senate relating to the Degrees, Diplomas and Certificates in the Faculty of Arts; and*
- (iii) *approve the Resolutions of Senate relating to the course; and*
- (3) *approve the Faculty requirements relating to units of study, the honours degree and award of the degree with effect from 1 January 2007, as set out in the report presented.*
- (2) Bachelor of Arts (Advanced) (Honours) / Bachelor of Medicine and Bachelor of Surgery** **25-26, 42-49**
- Recommendation**  
*The Academic Board:*
- (1) *approve the proposal from the Faculty of Arts and the Faculty of Medicine to introduce the new combined degree program, the Bachelor of Arts (Advanced) (Honours) / Bachelor of Medicine and Bachelor of Surgery course;*
- (2) *recommend that Senate:*
- (i) *endorse the proposal to introduce the new course;*
- (ii) *approve the amendment of the Resolutions of Senate relating to the Degrees, Diplomas and Certificates in the Faculty of Arts and the Faculty of Medicine; and*
- (iii) *approve the new Resolutions of Senate relating to the course; and*

- (3) *approve the Faculty requirements relating to admission, units of study, the honours degree, the combined degree and award of the degree with effect from 1 January 2007, as set out in the report presented.*

### **9.3 Report of the meeting held on 11 April 2006**

26

#### **9.3.1 Receipt of report**

##### ***Recommendation***

*The Academic Board receive and note the report of the Undergraduate Studies Committee meeting held on 11 April 2006.*

### **9.3.2 Proposals for New and Amended Courses**

#### **9.3.2.1 Faculty of Arts**

##### **(1) Bachelor of Arts (Psychology)**

26, 50-55

##### ***Recommendation***

*The Academic Board:*

- (1) *approve the proposal from the Faculty of Arts to introduce the Bachelor of Arts (Psychology) (Honours) course;*
- (2) *recommend that Senate:*
- (i) *endorse the proposal to introduce the course;*
  - (ii) *approve the amendment of the Resolutions of Senate relating to the Degrees, Diplomas and Certificates in the Faculty of Arts; and*
  - (iii) *approve the new Resolutions of Senate relating to the course; and*
- (3) *approve the Faculty requirements relating to units of study, the honours degree and award of the degree with effect from 1 January 2007, as set out in the report presented.*

##### **(2) Bachelor of Global Studies**

27-28, 56-59

##### ***Recommendation***

*The Academic Board:*

- (1) *approve the proposal from the Faculty of Arts to introduce the new degree, the Bachelor of Global Studies course;*
- (2) *recommend that Senate:*
- (i) *endorse the proposal to introduce the new course;*
  - (ii) *approve the amendment of the Resolutions of Senate relating to the Degrees, Diplomas and Certificates in the Faculty of Arts; and*
  - (iii) *approve the new Resolutions of Senate relating to the course; and*
- (3) *approve the Faculty requirements relating to admission, units of study, the honours degree, the combined degree and award of the degree with effect from 1 January 2007, as set out in the report presented.*

**9.3.2.2 Faculty of Economics and Business: Bachelor of Commerce, Bachelor Engineering / Bachelor of Commerce , Bachelor of Commerce / Bachelor of Arts, Bachelor of Commerce / Bachelor of Science, Bachelor of Commerce / Bachelor of Laws**

**29, 60-73**

**Recommendation**

*The Academic Board:*

- (1) *approve the proposal from the Faculty of Economics and Business to re-introduce the Econometrics major in the Bachelor of Commerce, Bachelor of Engineering / Bachelor of Commerce, Bachelor of Commerce / Bachelor of Arts, Bachelor of Commerce / Bachelor of Science and the Bachelor of Commerce / Bachelor of Laws courses;*
  - (2) *recommend that Senate endorse the Academic Board's approval of the proposal; and*
  - (3) *approve the Faculty requirements relating to the pass degrees and majors*
- with effect from 1 January 2007, as set out in the report presented.*

**9.3.2.3 Faculty of Engineering: Bachelor of Engineering (E-Commerce)**

**29-30, 74-77**

**Recommendation**

*The Academic Board:*

- (1) *approve the proposal from the Faculty of Engineering to withdraw the E-Commerce stream from the Bachelor of Engineering;*
  - (2) *recommend that Senate:*
    - (i) *endorse the Academic Board's approval of the proposal to withdraw the stream;*
    - (ii) *approve the amendment of the Resolutions of Senate relating to the Degrees, Diplomas and Certificates in the Faculty of Engineering and to the Bachelor of Engineering; and*
  - (3) *approve the Faculty requirements relating to specialisations*
- with effect from 1 January 2007, as set out in the report presented.*

**9.3.2.4 Faculty of Health Sciences**

**(1) Bachelor of Applied Science (Health Information Management) and Bachelor of Applied Science (Health Information Management) (Honours)**

**30, 78**

**Recommendation**

*The Academic Board:*

- (1) *approve the proposal from the Faculty of Health Sciences to delete the Bachelor of Applied Science (Health*

- Information Management) and Bachelor of Applied Science (Health Information Management) (Honours) courses;*
- (2) *recommend that Senate approve the rescission of the Resolutions of Senate relating to the courses and the amendment to the Resolutions of Senate relating to the Degrees, Diplomas and Certificates in the Faculty of Health Sciences; and*
- (3) *approve the rescission of the related faculty resolutions with effect from 1 January 2007, as set out in the report presented.*

**(2) Bachelor of Applied Science (Leisure and Health) and Bachelor of Applied Science (Leisure and Health) (Honours)**

31

**Recommendation**

*The Academic Board:*

- (1) *approve the proposal from the Faculty of Health Sciences to delete the Bachelor of Applied Science (Leisure and Health) and Bachelor of Applied Science (Leisure and Health) (Honours) courses;*
- (2) *recommend that Senate approve the rescission of the Resolutions of Senate relating to the courses and the amendment to the Resolutions of Senate relating to the Degrees, Diplomas and Certificates in the Faculty of Health Sciences; and*
- (3) *approve the rescission of the related faculty resolutions with effect from 1 January 2007, as set out in the report presented.*

**(3) Bachelor of Applied Science (Orthoptics) and Bachelor of Applied Science (Orthoptics) (Honours)**

31

**Recommendation**

*The Academic Board:*

- (1) *approve the proposal from the Faculty of Health Sciences to delete the Bachelor of Applied Science (Orthoptics) and Bachelor of Applied Science (Orthoptics) (Honours) courses;*
- (2) *recommend that Senate approve the rescission of the Resolutions of Senate relating to the courses and the amendment to the Resolutions of Senate relating to the Degrees, Diplomas and Certificates in the Faculty of Health Sciences; and*
- (3) *approve the rescission of the related faculty resolutions with effect from 1 January 2007, as set out in the report presented.*

**(4) Bachelor of Health Science (Rehabilitation Counselling) and Bachelor of Health Science (Rehabilitation Counselling) (Honours)**

32

**Recommendation**

*The Academic Board:*

- (1) *approve the proposal from the Faculty of Health Sciences to delete the Bachelor of Health Science (Rehabilitation Counselling) and Bachelor of Health Science (Rehabilitation Counselling) (Honours) courses;*
- (2) *recommend that Senate approve the rescission of the Resolutions of Senate relating to the courses and the amendment to the Resolutions of Senate relating to the Degrees, Diplomas and Certificates in the Faculty of Health Sciences; and*
- (3) *approve the rescission of the related faculty resolutions with effect from 1 January 2007, as set out in the report presented.*

**(5) Bachelor of Health Sciences and Bachelor of Health Sciences (Honours)**

32-33, 79-84

**Recommendation**

*The Academic Board:*

- (1) *approve the proposal from the Faculty of Health Sciences to amend the Bachelor of Health Sciences and Bachelor of Health Sciences (Honours) courses;*
- (2) *recommend that Senate:*
  - (i) *endorse the Academic Board's approval of the proposal;*
  - (ii) *approve the amendment of the Resolutions of Senate relating to the courses; and*
- (3) *approve the Faculty requirements relating to admission, units of study, the pass degree and the honours degree with effect from 1 January 2007, as set out in the report presented.*

**9.3.2.5 Faculty of Science: Bachelor of Science – Bioinformatics Major**

33

**Recommendation**

*The Academic Board:*

- (1) *approve the proposal from the Faculty of Science to introduce the Bioinformatics major in the Bachelor of Science courses;*
- (2) *recommend that Senate endorse the Academic Board's approval of the proposal; and*
- (3) *approve the Faculty requirements relating to the units of study and majors with effect from 1 January 2007, as set out in the report presented.*

- 
- 9.3.3 Reports from Faculties**
- 9.3.3.1 Faculty of Engineering: Bachelor of Engineering** 34
- Recommendation*  
The Academic Board note the report from the Faculty of Engineering regarding faculty-approved amendments to the Bachelor of Engineering.
- 9.3.3.2 Faculty of Veterinary Science: Bachelor of Animal & Veterinary Bioscience** 34
- Recommendation*  
The Academic Board note the report from the Faculty of Veterinary Science regarding amendments to the units of study in the Bachelor of Animal and Veterinary Bioscience.
- 9.3.3.3 Sydney Conservatorium of Music: Bachelor of Arts/Bachelor of Music Studies** 34
- Recommendation*  
The Academic Board note the report from the Sydney Conservatorium of Music regarding faculty-approved amendments to the resolutions for the Bachelor of Arts/Bachelor of Music Studies.
- 9.3.4 Admission of Students with Forecast IB Scores** 35
- Recommendation*  
The Academic Board approve the admission of international full fee paying students with forecast International Baccalaureate scores at 2 points higher than the published admission scores.
- 9.3.5 Report of the Admissions Sub-Committee meeting of 28 March 2006** 35
- 9.3.6 Proceedings of the Committee** 35
- Recommendation*  
The Academic Board note the proceedings of the Graduate Studies Committee meeting held on 11 April 2006, as set out in the report presented.
- 10. Report of the Graduate Studies Committee**  
(Associate Professor Anthony Masters)
- ★ **10.1 Oral report of the Chair**
- Recommendation*  
The Academic Board note the report of the Chair of the Graduate Studies Committee.
-

**10.2 Report of the meeting held on 24 April 2006** **85**  
**10.2.1 Receipt of report**

**Recommendation**

*The Academic Board receive and note the report of the Undergraduate Studies Committee meeting held on 24 April 2006.*

**10.2.2 Proposals for new, amended and deleted postgraduate courses**

**10.2.2.1 Faculty of Dentistry : Master of Philosophy** **85, 96-100**

**Recommendation**

*The Academic Board:*

- (i) approve the proposal from the Faculty of Dentistry to introduce the Master of Philosophy and delete the Master of Science in Dentistry*
- (ii) recommend that Senate:*
  - (a) endorse the Academic Board's approval of the proposal; and*
  - (b) approve the amendment of the Senate Resolutions relating to the Degrees, Diplomas and Certificates in the Faculty of Dentistry and relating to the course; and*
- (iii) approve the faculty requirements relating to the degree; with effect from Semester 1, 2007, as set out in the report presented.*

**10.2.2.2 Faculty of Health Sciences**

**(1) Graduate Certificate of Health Sciences (Casemix)** **85-86, 101**

**Recommendation**

*The Academic Board:*

- (i) approve the proposal from the Faculty of Health Sciences to delete the Graduate Certificate of Health Sciences*
- (ii) recommend that Senate:*
  - (a) endorse the Academic Board's approval of the proposal; and*
  - (b) approve the amendment of the Senate Resolutions relating to the Degrees, Diplomas and Certificates in the Faculty of Health Sciences and relating to the course; and*
- (iii) approve the faculty requirements relating to the degree; with effect from Semester 1, 2007, as set out in the report presented.*

**(2) Master of Orthoptics** **86**

**Recommendation**

*The Academic Board:*

- (i) *approve the proposal from the Faculty of Health Sciences to amend the Master of Orthoptics*
  - (ii) *recommend that Senate:*
    - (a) *endorse the Academic Board's approval of the proposal; and*
    - (b) *note there are no amendments of the Senate Resolutions relating to the Degrees, Diplomas and Certificates in the Faculty of Health Sciences and relating to the course;*
- with effect from Semester 1, 2007, as set out in the report presented.*

### **10.2.2.3 Faculty of Medicine**

- (1) Master of Bioethics; Master of Bioethics (Honours); Graduate Diploma in Bioethics; Graduate Certificate in Bioethics; Graduate Certificate in Bioethics (Biotechnology) 87, 102-104**

#### **Recommendation**

*The Academic Board:*

- (i) *approve the proposal from the Faculty of Medicine to introduce the Master of Bioethics; Master of Bioethics (Honours); Graduate Diploma in Bioethics; Graduate Certificate in Bioethics; Graduate Certificate in Bioethics (Biotechnology)*
- (ii) *recommend that Senate:*
  - (a) *endorse the Academic Board's approval of the proposal; and*
  - (b) *approve the amendment of the Senate Resolutions relating to the Degrees, Diplomas and Certificates in the Faculty of Medicine and relating to the course; and*
- (iii) *approve the faculty requirements relating to the degree; with effect from Semester 1, 2007, as set out in the report presented.*

- (2) Faculty of Medicine : Master of Philosophy 87, 105-112**

#### **Recommendation**

*The Academic Board:*

- (i) *approve the proposal from the Faculty of Medicine to introduce the Master of Philosophy and delete the Master of Philosophy in Public Health; Master of Philosophy in International Public Health; Master of Medicine (by research) and Master of Science in Medicine (by research)*
- (ii) *recommend that Senate:*
  - (a) *endorse the Academic Board's approval of the proposal; and*
  - (b) *approve the amendment of the Senate Resolutions relating to the Degrees, Diplomas and Certificates in the Faculty of Medicine and relating to the course; and*

(iii) *approve the faculty requirements relating to the degree; with effect from Semester 1, 2007, as set out in the report presented.*

#### **10.2.2.4 Faculty of Pharmacy : Master of Philosophy**

**88, 113-119**

##### **Recommendation**

*The Academic Board:*

- (i) *approve the proposal from the Faculty of Pharmacy to introduce the Master of Philosophy and delete the Master of Pharmacy (Research); Master of Pharmaceutical Science and Graduate Diploma in Pharmaceutical Science*
- (ii) *recommend that Senate:*
  - (a) *endorse the Academic Board's approval of the proposal; and*
  - (b) *approve the amendment of the Senate Resolutions relating to the Degrees, Diplomas and Certificates in the Faculty of Pharmacy and relating to the course; and*
- (iii) *approve the faculty requirements relating to the degree; with effect from Semester 1, 2007, as set out in the report presented.*

#### **10.2.2.5 Faculty of Science and Faculty of Medicine : Graduate Certificate in Bioethics (Clinical Ethics)**

**89, 120-127**

##### **Recommendation**

*The Academic Board:*

- (i) *approve the proposal from the Faculty of Science and Faculty of Medicine to amend the Graduate Certificate in Bioethics*
- (ii) *recommend that Senate:*
  - (a) *endorse the Academic Board's approval of the proposal; and*
  - (b) *approve the amendment of the Senate Resolutions relating to the Degrees, Diplomas and Certificates in the Faculty of Science and Faculty of Medicine and relating to the course; and*
- (iii) *approve the faculty requirements relating to the degree; with effect from Semester 1, 2007, as set out in the report presented.*

#### **10.2.2.6 Sydney College of the Arts**

##### **(1) Master of Documentary Photography**

**89, 128-132**

##### **Recommendation**

*The Academic Board:*

- (i) *approve the proposal from the Sydney College of the Arts to introduce the Master of Documentary Photography*
- (ii) *recommend that Senate:*

- (a) *endorse the Academic Board's approval of the proposal; and*
- (b) *approve the amendment of the Senate Resolutions relating to the Degrees, Diplomas and Certificates in the Sydney College of the Arts and relating to the course.*

*with effect from Semester 1, 2007, as set out in the report presented.*

**(2) Master of Multimedia Design**

**90, 133-135**

***Recommendation***

*The Academic Board:*

- (i) *approve the proposal from the Sydney College of the Arts to amend the Master of Multimedia Design*
- (ii) *recommend that Senate:*
  - (a) *endorse the Academic Board's approval of the proposal; and*
  - (b) *note there are no amendments of the Senate Resolutions relating to the Degrees, Diplomas and Certificates in the Sydney College of the Arts and relating to the course;*

*with effect from Semester 1, 2007, as set out in the report presented.*

**10.2.2.7 Faculty of Veterinary Science**

**(1) Master of Animal Science (Animal Breeding Management); Master of Animal Science (Honours); Graduate Diploma in Animal Science (Animal Breeding Management); Graduate Certificate in Animal Science (Animal Breeding Management) 90, 136-140**

***Recommendation***

*The Academic Board:*

- (i) *approve the proposal from the Faculty of Veterinary Science to introduce the Master of Animal Science (Animal Breeding Management); Master of Animal Science (Honours); Graduate Diploma in Animal Science (Animal Breeding Management); Graduate Certificate in Animal Science (Animal Breeding Management)*
- (ii) *recommend that Senate:*
  - (a) *endorse the Academic Board's approval of the proposal; and*
  - (b) *approve the amendment of the Senate Resolutions relating to the Degrees, Diplomas and Certificates in the Faculty of Veterinary Science and relating to the course.*

*with effect from Semester 1, 2007, as set out in the report presented.*

**(2) Master of Veterinary Public Health Management (Honours) 91, 141-144****Recommendation**

*The Academic Board:*

- (i) *approve the proposal from the Faculty of Veterinary Science to introduce the Master of Veterinary Public Health Management (Honours)*
- (ii) *recommend that Senate:*
  - (a) *endorse the Academic Board's approval of the proposal; and*
  - (b) *approve the amendment of the Senate Resolutions relating to the Degrees, Diplomas and Certificates in the Faculty of Veterinary Science and relating to the course.*

*with effect from Semester 1, 2007, as set out in the report presented.*

**10.2.3 Amendment of the Resolutions of the Senate****10.2.3.1 Faculty of Agriculture, Food and Natural Resources 92, 145-151****Recommendation**

*The Academic Board:*

- (1) *recommend that Senate approve the adoption of new Resolutions of the Senate relating to this courses, made pursuant to the University of Sydney (Coursework) Rule 2000, with effect from Semester 1, 2007; and*
- (2) *note the Resolutions of the Faculty relating to this courses, made pursuant to the University of Sydney (Coursework) Rule 2000; and*
- (3) *approve the faculty requirements relating to admission, units of study, the pass degree, combined degrees, the honours degree, specially designated streams and award of the degree,*

*as set out in the report presented.*

**10.2.4 Amendment of the Resolutions of the Faculty****10.2.4.1 Faculty of Economics and Business 92, 152****Recommendation**

*The Academic Board note the changes to Section 2 of the Faculty Resolutions for the Faculty of Economic and Business.*

**10.2.5 Report from Faculties****10.2.5.1 Faculty of Engineering : Master of Engineering Studies 93, 153****Recommendation**

*The Academic Board note the replacement of two units of study within the Master of Engineering Studies in the Faculty of Engineering.*

**10.2.5.2 Faculty of Health Sciences – English Language Requirements** **93, 154-158**

**Recommendation**

*The Academic Board approve amendments to Appendix 1 of the “Postgraduate English Language Requirements” policy for the Faculty of Health Sciences, School of Physiotherapy.*

**10.2.6 Proceedings of the Committee** **93-95**

**Recommendation**

*That the Academic Board note the proceedings of the Graduate Studies Committee meeting held on 24 April 2006, as set out in the report presented.*

**11. Report of the Learning and Teaching Committee**  
(Associate Professor Bruce Sutton)

★ **11.1 Oral report of the Chair**

**Recommendation**

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

**11.2 Report of the meeting held on 26 April 2006** **159**

**11.2.1 Receipt of report**

**Recommendation**

*The Academic Board receive and note the report of the Learning and Teaching Committee meeting held on 26 April 2006.*

**11.2.2 Academic Board Faculty Reviews: Faculty Progress Reports** **159, 161-171**

**Recommendation**

*The Academic Board note the Faculty Progress Reports from the Faculty of Agriculture, Food and Natural Resources and the Faculty of Engineering, as set out in the report presented.*

**11.2.3 Proceedings of the Committee** **159-160**

**Recommendation**

*The Academic Board note the proceedings of the Learning and Teaching Committee meeting held on 26 April 2006, as set out in the report presented.*

**12. Report of the Research Committee**  
(Associate Professor Tony Masters)

★ **12.1 Oral report of the Chair**

***Recommendation***

*The Academic Board note the report of the Chair of the Research Committee.*

**12.2 Report of the meeting held on 22 March 2006**

**172**

**12.2.1 Receipt of report**

***Recommendation***

*The Academic Board receive and note the report of the Research Committee meeting held on 22 March 2006.*

**12.2.2 Proceedings of the Committee**

**172-176**

***Recommendation***

*The Academic Board note the proceedings of the Research Committee meeting held on 22 March 2006, as set out in the report presented.*

**13 General Business**



# The University of Sydney

## Academic Board Agenda

Executive Officer: Megan Kemmis

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### SUPPLEMENTARY AGENDA for the meeting on Wednesday 5 April 2006

Pages

- ★ 1. **Apologies**  
Apologies have been received from:  
Professors D Armstrong, T Aspromourgos, C Benrimoj, G Brown, M Field, J Higgs, T Kvan, J Lawler and M L Maher, Associate Professors B Buckley, E Cowley and S West, Drs M Boughton, C Campbell, J Cox, A Dong, M Edmond, J Riley and A van Schaik, Ms L Brown and Mr C Ritchie.
- ★ 5. **Report of the Chair**  
5.1 **Report on Senate Matters**  
5.1.1 **Report of the Senate meeting held on 1 May 2006** 6-7
- Recommendation**  
*The Academic Board note the report of the Chair of the Academic Board on academic matters considered by Senate at its meeting held on 1 May 2006.*
- 5.3 **General Report**  
5.3.2 **Chairs of the Academic Board Standing Committees** 7-8
- Recommendation**  
*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 Chair of the Academic Staffing Committee, Associate Professor P McCallum as Chair of the Graduate Studies Committee, Associate Professor Robyn Ewing as Chair of the Learning and Teaching Committee, Associate Professor Robyn Overall as Chair of the Research Committee and Associate Professor Scott Kable as Chair of the Undergraduate Studies Committee, as set out in the report presented.*

**5.3.6 Academic Board Publications** 8

**Recommendation**

*The Academic Board note the report of the Chair of the Academic Board on Academic Board publications, as set out in the report presented.*

**5.3.7 Forum: Best Practice in Assessment and Student Feedback** 8-11

**Recommendation**

*The Academic Board note the report of the Chair of the Academic Board on the Best Practice in Assessment and Student Feedback Forum, as set out in the report presented.*

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

**6.1 Report on Senate Matters**

**6.1.1 Report of the Senate meeting held on 1 May 2006** 12-13

**Recommendation**

*The Academic Board note the report of the Vice-Chancellor and Principal on matters considered by Senate at its meeting held on 1 May 2006 will be supplied in the supplementary agenda.*

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

**9.2 Report of the meeting held on 21 March and 11 April 2006 – Items Withdrawn from Academic Board meeting of 5 April 2006** 14-15, 18-19

**9.2.2 Proposals for New and Amended Courses**

**9.2.2.1 Faculty of Arts**

**(1) Bachelor of Arts (Advanced) (Honours)** 14, 18

**Recommendation**

*The Academic Board:*

- (1) *approve the proposal from the Faculty of Arts to amend the Bachelor of Arts (Advanced) (Honours) course;*
- (2) *recommend that Senate:*
  - (i) *endorse the proposal to amend the course;*
  - (ii) *approve the amendment of the Resolutions of Senate relating to the Degrees, Diplomas and Certificates in the Faculty of Arts; and*
  - (iii) *approve the Resolutions of Senate relating to the course; and*
- (3) *approve the Faculty requirements relating to units of study, the honours degree and award of the degree with effect from 1 January 2007, as set out in the report presented.*

**(2) Bachelor of Arts (Advanced) (Honours) / Bachelor of Medicine and Bachelor of Surgery** 14-15, 19

**Recommendation**

*The Academic Board:*

- (1) *approve the proposal from the Faculty of Arts and the Faculty of Medicine to introduce the new combined degree program, the Bachelor of Arts (Advanced) (Honours) / Bachelor of Medicine and Bachelor of Surgery course;*
- (2) *recommend that Senate:*
  - (i) *endorse the proposal to introduce the new course;*
  - (ii) *approve the amendment of the Resolutions of Senate relating to the Degrees, Diplomas and Certificates in the Faculty of Arts and the Faculty of Medicine; and*
  - (iii) *approve the new Resolutions of Senate relating to the course; and*
- (3) *approve the Faculty requirements relating to admission, units of study, the honours degree, the combined degree and award of the degree with effect from 1 January 2007, as set out in the report presented.*

**9.3 Report of the meeting held on 11 April 2006** 15-17, 20-38

**9.3.2 Proposals for New and Amended Courses**

**9.3.2.1 Faculty of Arts**

**(1) Bachelor of Arts (Psychology)** 15, 20-22

**Recommendation**

*The Academic Board:*

- (1) *approve the proposal from the Faculty of Arts to introduce the Bachelor of Arts (Psychology) (Honours) course;*
- (2) *recommend that Senate:*
  - (i) *endorse the proposal to introduce the course;*
  - (ii) *approve the amendment of the Resolutions of Senate relating to the Degrees, Diplomas and Certificates in the Faculty of Arts; and*
  - (iii) *approve the new Resolutions of Senate relating to the course; and*
- (3) *approve the Faculty requirements relating to units of study, the honours degree and award of the degree with effect from 1 January 2007, as set out in the report presented.*

**(3) Bachelor of Socio-Legal Studies** 15-16, 23-30

**Recommendation**

*The Academic Board:*

- (1) *approve the proposal from the Faculty of Arts to introduce the new degree, the Bachelor of Socio-Legal Studies course;*

- (2) *recommend that Senate:*
  - (i) *endorse the proposal to introduce the new course;*
  - (ii) *approve the amendment of the Resolutions of Senate relating to the Degrees, Diplomas and Certificates in the Faculty of Arts; and*
  - (iii) *approve the new Resolutions of Senate relating to the course; and*
- (3) *approve the Faculty requirements relating to admission, units of study, the honours degree, the combined degree and award of the degree*  
*with effect from 1 January 2007, as set out in the report presented.*

### **9.3.2.6 Sydney Conservatorium of Music and the Faculty of Medicine: Bachelor of Music Studies / Bachelor of Medicine and Bachelor of Surgery**

16-17, 31-38

#### **Recommendation**

*The Academic Board:*

- (1) *approve the proposal from the Sydney Conservatorium of Music and the Faculty of Medicine to introduce the new degree program, the Bachelor of Music Studies / Bachelor of Medicine and Bachelor of Surgery combine degree course;*
- (2) *recommend that Senate:*
  - (i) *endorse the Academic Board's approval of the proposal to introduce the new course;*
  - (ii) *approve the amendment of the Resolutions of Senate relating to the Degrees, Diplomas and Certificates in the Sydney Conservatorium of Music and the Faculty of Medicine; and*
  - (iii) *approve the new Resolutions of Senate relating to the course; and*
- (3) *approve the Faculty requirements relating to admission, units of study, the pass degree, the combined degree and award of the degree*  
*with effect from 1 January 2007, as set out in the report presented.*

### **9.3.5 Report of the Admissions Sub-Committee meeting of 28 March 2006**

17

#### **Recommendation**

*That the Academic Board note the report of the Admissions Sub-Committee meeting of 28 March 2006, as set out in the report presented.*

- 10. Report of the Graduate Studies Committee**
- 10.2 Report of the meeting held on 24 April 2006** 39-41
- 10.2.3 Amendment of the Resolutions of the Senate**
- 10.2.3.1 Faculty of Agriculture, Food and Natural Resources** 39-41

***Recommendation***

*The Academic Board:*

- (1) recommend that Senate approve the adoption of new Resolutions of the Senate relating to this courses, made pursuant to the University of Sydney (Coursework) Rule 2000, with effect from Semester 1, 2007; and*
  - (2) note the Resolutions of the Faculty relating to this courses, made pursuant to the University of Sydney (Coursework) Rule 2000; and*
  - (3) approve the faculty requirements relating to admission, units of study, the pass degree, combined degrees, the honours degree, specially designated streams and award of the degree,*
- as set out in the report presented.*



# The University of Sydney

## Academic Board Minutes

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### Minutes of the meeting of the Academic Board held at 2 pm on Wednesday 17 May 2006 in the Professorial Board Room

There were present: the Chair (Professor B Sutton) presiding, the Acting Vice-Chancellor and Principal (Professor D Nutbeam), the Chairs of the Standing Committees (Professor C Murphy and Associate Professor A M Masters), Professors C Armour, M Behnia, A Boyd, A Brewer, L Copeland, D Day, S Garton, P Gay, D Grant, J Hearn, M Jackson, G Llewellyn, R McCallum, G Murray, P Parkinson, K Parton, I Ramzan, R Tiffen, K Walker and P Wolnizer, Associate Professors F Ahmadi-Esfahani, R Drynan, W Evans, R Ewing, S Kable, P McCallum, R Overall and S Williams, Drs A Campbell, C Campbell, M Collier, S Cumming, J Hanrahan, J Hughes, D Har, K Jolliffe, J Kelly, P Knight, I Maxwell, A Molev, K Nelson, C Taylor and K-C Wong, Mr P Ball, Mr M Goldberg, Ms S Haggman, Ms J Henderson, Ms C Jarrett, Ms J Leong, Mr S Lojewski, Mr T Patton (SRC) and Mr J Shipp.

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

Present as observers: Ms R Connell and Mr N Smith (Faculty of Economics and Business) and Ms S Paynter and Mr M Smith (Secretariat).

In attendance: Ms M Kemmis (Executive Officer to the Academic Board).

Prior to the meeting, the Chair noted the addition of new ex-officio members to the Academic Board and welcomed Professor Parton to the meeting.

#### ★ 1. Apologies

The Board noted that apologies had been received from: Professors D Armstrong, T Arthur, T Aspromourgos, C Benrimoj, G Brown, A Coats, M Crossley, M Field, G Hancock, J Higgs, T Kvan, J Lawler, M L Maher, B Roufogalis and C Russell, Associate Professors A Bashford, B Buckley, E Cowley, M Halliwell, C Roberts and S West, Drs M Boughton, J Cox, A Dong, M Edmond, P McGreevy, J Riley, R Stanton and A van Schaik, Ms L Brown, Mr C Ekwebelam, Mr N Frizzo, Ms Y-H Koh, Mr B Kotic, Ms E Lin, Mr A McLeod, Ms J Mooney, Mr C Ritchie and Mr N Wood.

- ★ 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: 9.2.2.1, 9.3.2.1 (2) and 9.3.2.6.
- 2.2 **Adoption of unstarred items**
- Resolution 97/06**  
That the Academic Board resolve as recommended with respect to all unstarred items.
3. **Minutes of previous meeting**
- 3.1 **Meeting of 5 April 2006**
- Resolution 98/06**  
That the Academic Board adopt the minutes of the previous meeting held on 5 April 2006 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 **Senate Matters**
- 5.1.1 **Report of the Senate meeting held on 1 May 2006**  
The Chair drew members' attention to the report of the Senate meeting held on 1 May 2006.
- Resolution 99/06**  
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 1 May 2006.
- 5.2 **Honours and Distinctions**  
The Board noted and congratulated the recipients of honours and distinctions, as set out in the agenda.
- Resolution 100/06**  
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 Vote of appreciation for Associate Professor A Masters**

The Chair advised that it was with regret that he had accepted Associate Professor Tony Masters' resignation as Deputy Chair and Chair of the Graduate Studies Committee. He thanked Associate Professor Masters for his outstanding dedication and unwavering commitment to performing these roles.

Associate Professor Anthony Masters is the longest-serving member of the current Academic Board, having been a member since February 1994. During his membership on the Board, Associate Professor Masters has performed the roles of Chair of the Graduate Studies Committee, the Research Committee, the Undergraduate Studies Committee and the PhD Awards Sub-Committee. He has been Deputy Chair of the Academic Board and has been Acting Chair on several occasions.

Although these positions are all challenging in different ways, in each he has demonstrated, both to his colleagues and the wider University community, his ability to provide academic leadership, in research, learning, teaching and developing academic policies. He has truly been an outstanding Academic Board member.

On behalf of the Academic Board the Chair thanked Associate Professor Masters for his work and said he looked forward to Associate Professor Masters' continued and valued participation as a member of the Board.

#### **Resolution 101/06**

That the Academic Board note the Chair of the Academic Board's report thanking Associate Professor Masters for his hard work and dedication to the Academic Board and the acceptance of Associate Professor Masters' resignation as Deputy Chair and Chair of the Graduate Studies Committee, as set out in the report presented.

#### **5.3.2 Chairs of the Academic Board Standing Committees**

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

Accordingly, the Chair nominated Professor Chris Murphy as Chair of the Academic Staffing Committee, Associate Professor Peter McCallum as Chair of the Graduate Studies Committee, Associate Professor Robyn Ewing as Chair of the Learning and Teaching Committee, Associate Professor Robyn Overall as Chair of the Research Committee and Associate Professor Scott Kable as Chair of the Undergraduate Studies Committee to take up the position to 31 December 2007.

**Resolution 102/06**

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 Chair of the Academic Staffing Committee, Associate Professor P McCallum as Chair of the Graduate Studies Committee, Associate Professor Robyn Ewing as Chair of the Learning and Teaching Committee, Associate Professor Robyn Overall as Chair of the Research Committee and Associate Professor Scott Kable as Chair of the Undergraduate Studies Committee, as set out in the report presented.

**5.3.3 Appointment of Deputy Chair**

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

Accordingly, the Chair nominated Associate Professor Peter McCallum as Chair of the Graduate Studies Committee, to take up the position to 31 December 2007.

**Resolution 103/06**

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 Associate Professor P McCallum as Deputy Chair of the Academic Board, as set out in the report presented.

The Chair noted that following the appointment of these members, he would be conducting a retreat to look at the future work of the Academic Board.

**5.3.4 Expressions of interest for Chairs of Academic Board Standing Committees**

The Chair advised that he was withdrawing this item given the nomination of Associate Professor Kable as Chair of the Undergraduate Studies Committee.

**5.3.5 Actions taken under Delegated Authority**

The *University of Sydney (Doctor of Philosophy (PhD)) Rule 2004* provides for the Chair of the Academic Board to accept for examination a PhD thesis submitted by a candidate enrolled for less than the minimum length of candidature.

The Chair of the Academic Board advised members that he had approved an application for early submission of a PhD thesis from the Faculty of Science.

**Resolution 104/06**

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The Academic Board note the report of the Chair of the Academic Board on actions taken under delegated authority, as set out in the report presented.

### **5.3.6 Academic Board Publications**

At the last meeting of the Academic Board, members received a copy of the new Members' Handbook. The Chair encouraged members to read the handbook if they had not already done so, and thanked Mr Mark Smith for his efforts in putting the handbook together.

The Chair also drew members' attention to the Board's other publications: the information pamphlet which was produced earlier this year, and the Academic Board website. The website in particular now contains information on the history of the Board and its past Chairs. The Chair thanked Ms Lis Bergmann for her work on this section of the site.

#### **Resolution 105/06**

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

### **5.3.7 Forum: Best Practice in Assessment and Student Feedback**

The Office of the Pro Vice-Chancellor (Learning and Teaching) will be conducting a forum on Best Practice in Assessment and Student Feedback on Friday, 16 June 2006. The program for the forum was included in the supplementary agenda for the information of members.

#### **Resolution 106/06**

That the Academic Board note the report of the Chair of the Academic Board on the Best Practice in Assessment and Student Feedback Forum, as set out in the report presented.

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

### **6.1 Report on Senate Matters**

#### **6.1.1 Report of the Senate meeting held on 1 May 2006**

The Acting Vice-Chancellor advised members that this meeting of Senate had dealt with a number of substantial issues. In particular he highlighted the formation of a joint Vice-Chancellor's/Senate committee to investigate issues arising from the introduction of voluntary student unionism legislation. The new committee included two working parties, one considering ways in which the University could enable the Students' Representative Council and the Sydney University Postgraduate Representative Association to continue to operate independently, the other considering the how best to enable Sydney University Sport and the University of Sydney Union to achieve a financially sustainable operating position. Professor Nutbeam emphasised that Senate was committed to finding financially viable

mechanisms to ensure that valued services, activities and support to students were maintained.

**Resolution 107/06**

That the Academic Board note the report of the Vice-Chancellor and Principal on matters considered by Senate at its meeting held on 1 May 2006.

**6.2 General report**

The Acting Vice-Chancellor advised members that the University was currently finalising a bid for new commonwealth-supported student places from a pool of nearly 4000 such places be offered by the Department of Education, Science and Training (DEST). The bid would take into account the criteria set by DEST and a recent report from the NSW State Government regarding future employment and training needs in the state.

He also advised members that senior management was engaged in discussions with the deans regarding amendments to current faculty structures. The Vice-Chancellor has expressed his intention to achieve a reduction in the number of faculties to improve academic synergies, and enable greater academic and administrative efficiency, and secure financial sustainability. These proposed changes had been discussed at a Vice-Chancellor's Advisory Committee retreat in the previous week.

**Resolution 108/06**

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

**★ 7. Question time**

The following questions were raised:

Associate Professor Ahmadi-Esfahani queried the lack of information available to staff on the proposed changes to the faculty structure and the potential impact on smaller faculties. He suggested that further information in the form of discussion papers could be issued to allow staff to participate in the process. He also indicated that his preferred process would include economic modelling of a range of alternatives, the results of risk analysis for the change, an assessment of the capacity to bear the cost of achieving the goals and an indication of the impact of change on the University's academic and financial performance.

The Acting Vice-Chancellor pointed out that the University operated in a sector which was continually changing, and that the University was continually challenged to respond and adapt. He made the point that it is not sensible to provide an unduly prescriptive approach to change, preferring dialogue with individual Deans and groups of Deans about the best way to respond to challenges which vary among and between Faculties. Individual Deans were communicating in different ways with

their Faculties about the proposed changes and their potential implications.

He gave some examples of the types of academic synergies and academic administrative efficiencies that could be achieved. He noted that the faculties of Dentistry, Medicine and Pharmacy have for a number of years combined some of their academic committees and administration with significant benefits, such as savings on academic staff time; and that following a review of the teaching of the basic sciences in the health Faculties, a major change was being considered to produce an integrated basic sciences teaching program for health students, and an amalgamation of a school from the Faculty of Health Sciences, and a school from the Faculty of Medicine is being considered.

The President of SUPRA asked for clarification on when the Vice-Chancellor's/Senate joint committee would report on the University's response to the voluntary student unionism legislation. In response the Acting Vice-Chancellor noted that SUPRA's submission had been received and advised that the Vice Chancellor intended to report on the work of the Committee at the next meeting of Senate. He further advised that the committee would be focussing on the impact of the legislation on the University from 2007.

The Acting Vice-Chancellor was asked whether or not the response to the voluntary student unionism legislation would address support for the University's cultural activities (such as the debating team, drama and music societies) as well as its sporting activities. The Acting Vice-Chancellor advised that the joint committee had identified these, and other, activities and would be investigating ways in which they could continue as valued activities within the University community.

### **Resolution 109/06**

That the Academic Board note the questions and responses provided.

## ★ 8. **Focus Topic**

### **8.1 Library Patron Types and Loan Conditions**

The Chair invited the University Librarian, Mr J Shipp, to speak on this issue. Mr Shipp advised members that the paper included in their agenda represented part of the Library's regular process of checking the efficiency of its activities and the provision of services to its users. In particular, the most recent review had identified areas where the conditions attached to borrowing items and using library services could be simplified.

The University currently has 17 libraries with 17 different sets of borrowing conditions. These would be replaced with a simpler set of conditions applying to collections rather than libraries. The University's students constituted the largest patron group for the Library, and most of the proposed amendments were aimed at extending their borrowing privileges (e.g. items from the research collection could be borrowed for eight weeks rather than two,

there would be no limit on the number of items which a student could borrow and students and students would become eligible to apply for inter-campus loans). Access to on-line collections (where licences allowed) would also be extended to alumni, retired staff and staff of some affiliated associations.

Mr Shipp noted that the most controversial proposal was simplifying the procedures surrounding library fines. Users would now be required to pay all fines (rather than reducing them to below \$25) before a block on borrowing was removed. There would be an appeals process introduced with the new procedures and the Library would consider removing borrowing blocks in cases of financial hardship. The Library will also introduce an annual write-off of small debts.

Professor Parton sought assurances from Mr Shipp that University of Sydney students at the Orange campus of Charles Sturt University would retain their current borrowing rights. Mr Shipp assured Professor Parton that there would be no reduction in services to these students.

#### **Resolution 110/06**

That the Academic Board receive and note the report of the University Librarian.

### **9. Report of the Undergraduate Studies Committee** (Associate Professor Bruce Sutton)

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

The Chair of the Undergraduate Studies Committee, Associate Professor Bruce Sutton, advised members that the most recent meeting of the Committee had been fairly spirited. He noted a number of innovative proposals including the three-year honours course proposed by the Faculty of Arts, and the recent rationalisation of courses by the Faculty of Health Sciences.

#### **Resolution 111/06**

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

### **9.2 Report of the meeting held on 21 March 2006 – Items withdrawn from the Academic Board meeting of 5 April 2006**

#### **9.2.2 Proposals for New and Amended Courses**

##### ★ **9.2.2.1 Faculty of Arts**

A query was raised regarding the inclusion of a specific UAI cut-off in the faculty resolutions for the course. It was noted that this issue had been discussed by the Undergraduate Studies Committee and that the inclusion of a minimum UAI had been suggested to replace a reference to quotas. The Dean of the Faculty of Arts noted that the UAI reference had been included as

a recommendation from the Committee and that it might be reviewed in years to come.

Another member expressed concern that a three-year honours course could devalue the University's current four-year honours courses.

The Dean was asked to comment on whether or not full fee-paying local students would be given admission to the course and if so would they receive a five-point UAI bonus. The Dean stated that the original course, the Bachelor of Arts (Advanced) had also been open to full fee-paying local students, but in the three years the course had been operating only one such student had been admitted with a score just 0.5 below the UAI cut-off. The Dean advised that it was the Faculty's best interests to maintain the course as an elite program, and that the admission of full fee-paying local students would not assist in this regard.

The Dean was also asked whether the new program would have implications for postgraduate scholarships. The Dean advised that the proposed course structure had been checked with DEST, the Vice-Chancellor and the Dean of Graduate Studies.

The proposals were approved on a majority vote with two votes against.

**(1) Bachelor of Arts (Advanced) (Honours)**

**Resolution 112/06**

That the Academic Board:

- (1) approve the proposal from the Faculty of Arts to amend the Bachelor of Arts (Advanced) (Honours) course;
  - (2) recommend that Senate:
    - (i) endorse the proposal to amend the course;
    - (ii) approve the amendment of the Resolutions of Senate relating to the Degrees, Diplomas and Certificates in the Faculty of Arts; and
    - (iii) approve the Resolutions of Senate relating to the course; and
  - (3) approve the Faculty requirements relating to units of study, the honours degree and award of the degree
- with effect from 1 January 2007, as set out in the report presented.

*Action:* The Chair to recommend to Senate that it endorse the Academic Board's approval of the proposal to amend the Bachelor of Arts (Advanced) (Honours) course and the Resolutions of the Senate relating to the course and the amendment of the Resolutions of the Senate relating to the Degrees, Diplomas and Certificates in the Faculty of Arts.

The Dean and Faculty Manager of the Faculty of Arts to note the Academic Board's approval of the proposal to amend the Bachelor of Arts (Advanced) (Honours) course.

(File 2002/4533)

**(2) Bachelor of Arts (Advanced) (Honours) / Bachelor of Medicine and Bachelor of Surgery**

**Resolution 113/06**

That the Academic Board:

- (1) approve the proposal from the Faculty of Arts and the Faculty of Medicine to introduce the new combined degree program, the Bachelor of Arts (Advanced) (Honours) / Bachelor of Medicine and Bachelor of Surgery course;
- (2) recommend that Senate:
  - (i) endorse the proposal to introduce the new course;
  - (ii) approve the amendment of the Resolutions of Senate relating to the Degrees, Diplomas and Certificates in the Faculty of Arts and the Faculty of Medicine; and
  - (iii) approve the new Resolutions of Senate relating to the course; and
- (3) approve the Faculty requirements relating to admission, units of study, the honours degree, the combined degree and award of the degree

with effect from 1 January 2007, as set out in the report presented.

*Action:* The Chair to recommend to Senate that it endorse the Academic Board's approval of the proposal to introduce the Bachelor of Arts (Advanced) (Honours) / Bachelor of Medicine and Bachelor of Surgery combined course and the Resolutions of the Senate relating to the course and the amendment of the Resolutions of the Senate relating to the Degrees, Diplomas and Certificates in the Faculty of Arts and the Faculty of Medicine.

The Dean and Faculty Manager of the Faculty of Arts and the Faculty of Medicine to note the Academic Board's approval of the proposal to introduce the Bachelor of Arts (Advanced) (Honours) / Bachelor of Medicine and Bachelor of Surgery combined course.

(File TBA)

**9.3 Report of the meeting held on 11 April 2006****9.3.1 Receipt of report****Resolution 114/06**

That the Academic Board receive and note the report of the Undergraduate Studies Committee meeting held on 11 April 2006.

**9.3.2 Proposals for New and Amended Courses****9.3.2.1 Faculty of Arts****(1) Bachelor of Arts (Psychology)****Resolution 115/06**

That the Academic Board:

- (1) approve the proposal from the Faculty of Arts to introduce the Bachelor of Arts (Psychology) (Honours) course;
- (2) recommend that Senate:
  - (i) endorse the proposal to introduce the course;
  - (ii) approve the amendment of the Resolutions of Senate relating to the Degrees, Diplomas and Certificates in the Faculty of Arts; and
  - (iii) approve the new Resolutions of Senate relating to the course; and
- (3) approve the Faculty requirements relating to units of study, the honours degree and award of the degree with effect from 1 January 2007, as set out in the report presented.

*Action:* The Chair to recommend to Senate that it endorse the Academic Board's approval of the proposal to introduce the Bachelor of Arts (Psychology) course and the Resolutions of the Senate relating to the course and the amendment of the Resolutions of the Senate relating to the Degrees, Diplomas and Certificates in the Faculty of Arts.

The Dean and Faculty Manager of the Faculty of Arts to note the Academic Board's approval of the proposal to introduce the Bachelor of Arts (Psychology) course.

(File TBA)

**★ (2) Bachelor of Global Studies**

The recommendation for this item was seconded, and the Faculty of Economics and Business was invited to open debate.

Professor Grant from the Faculty of Economics and Business advised members that the proposal had been discussed at length at the Undergraduate Studies Committee meeting. He urged members to consider the argument against the proposal from a University perspective and raised the following points:

- the proposed Bachelor of Global Studies (BGS) was essentially the same as the existing Bachelor of International

Studies (BlntS), and it made no sense for the University to offer two such similar courses;

- the Faculty of Arts had described the BlntS as an international relations degree, when the degree was actually an integrated program involving study across a number of faculties addressing cultural as well as political issues;
- the BlntS had been developed by the College of Humanities and Social Sciences and had deliberately involved the inclusion of units from a number of faculties
- language studies was highly recommended in the BlntS and almost 75% of students enrolled in such studies;
- the benchmarking quoted in the proposal did not point out that, while other institutions might offer majors in both global studies and international studies, there were none that offered degrees in both areas;
- the Academic Board should be aware of the potential for internal competition between the two degrees;
- the original proposal for the BGS had been amended to downgrade study abroad from mandatory to highly recommended, which strengthened the course's similarity to the BlntS;
- the Faculty of Economics and Business was concerned about the very short time given to them to comment on the original proposal and contrasted the two weeks provided by the Faculty of Arts to the eighteen months of consultation within the College of Humanities and Social Sciences during the development of the BlntS; and
- the BlntS was only approved two years ago, and the University would be sending confusing messages to potential students if it approved the BGS.

Professor Grant concluded by urging members to vote against the proposal.

The Dean of Arts raised the following points in support of the proposal:

- the Faculty of Arts had invited comment from a number of faculties and had received comment from all the faculties contacted except for the Faculty of Economics and Business;
- the response given by the Faculty of Economics and Business at the Undergraduate Studies Committee meeting and at today's Academic Board meeting indicated that the Faculty was not interested in seeking a compromise but was focussed on rejection of the proposal;
- the proposed course was a crucial part of the Faculty's strategy, not an add-on;
- the BGS will focus on issues such as migration, cross-cultural communication and bilingualism;
- the BGS and the BlntS came out of very different disciplinary frameworks, and the area of global studies is a growing field;

- the discipline of international studies was an older field based on politics and government;
- the introduction of the BGS would allow student to make up their own minds which of the two disciplines they wished to study;
- the two courses had the potential to be complementary, and many institutions in the US, as well as Monash University, were offering studies in both areas;
- as well as refuting the argument that the BGS would take students from the BIntS, the Dean pointed out that students in the BGS would be taking units offered by the Faculty of Economics and Business; and
- the Faculty had been aware of the potential for overlap with the BIntS and had deliberately developed the BGS to use the Faculty's strengths, such as the focus on language studies.

The Dean concluded by stating that the Faculty of Arts was willing to discuss potential amendments to the course but was against the move to totally reject the proposal.

Professor Tiffen from the Faculty of Economics and Business raised the following additional points against the proposal:

- both the Bachelor of Arts (Languages) and the Bachelor of Liberal Studies (International) provided a focus on both language studies and study abroad;
- study abroad was not made compulsory in the BIntS because of concerns about creating hardship for students;
- both the BIntS and the BGS allowed students to study and major in fields from other faculties; and
- in conclusion there was nothing in the proposed BGS that could not be studied in the existing BIntS.

The Dean of the Faculty of Arts responded with the following points:

- the focus on the study of languages in the proposed BGS was a crucial strategy for the new course, and the Faculty would be exploring as many opportunities as possible to encourage students to study abroad;
- students would be encouraged to study abroad in a country that matched the area of language study;
- the Faculty currently provided \$5000 for each student in the Bachelor of Arts (Languages) and the Bachelor of Liberal Studies (International) and similar funding would be made available for the proposed BGS; and
- BGS students would be studying a minimum of 24 credit points in languages, which was likely to be more than that undertaken by BIntS students.

The proposal was approved on a majority vote of 29 for with 8 votes against.

**Resolution 116/06**

That the Academic Board:

- (1) approve the proposal from the Faculty of Arts to introduce the Bachelor of Global Studies course;
- (2) recommend that Senate:
  - (i) endorse the proposal to introduce the course;
  - (ii) approve the amendment of the Resolutions of Senate relating to the Degrees, Diplomas and Certificates in the Faculty of Arts; and
  - (iii) approve the new Resolutions of Senate relating to the course; and
- (3) approve the Faculty requirements relating to units of study, the honours degree and award of the degree with effect from 1 January 2007, as set out in the report presented.

*Action:*The Chair to recommend to Senate that it endorse the Academic Board's approval of the proposal to introduce the Bachelor of Global Studies course and the Resolutions of the Senate relating to the course and the amendment of the Resolutions of the Senate relating to the Degrees, Diplomas and Certificates in the Faculty of Arts.

The Dean and Faculty Manager of the Faculty of Arts to note the Academic Board's approval of the proposal to introduce the Bachelor of Global Studies course.

(File TBA)

**(3) Bachelor of Socio-Legal Studies****Resolution 117/06**

That the Academic Board:

- (1) approve the proposal from the Faculty of Arts to introduce the Bachelor of Socio-Legal Studies course;
- (2) recommend that Senate:
  - (i) endorse the proposal to introduce the course;
  - (ii) approve the amendment of the Resolutions of Senate relating to the Degrees, Diplomas and Certificates in the Faculty of Arts; and
  - (iii) approve the new Resolutions of Senate relating to the course; and
- (3) approve the Faculty requirements relating to units of study, the honours degree and award of the degree with effect from 1 January 2007, as set out in the report presented.

*Action:*The Chair to recommend to Senate that it endorse the Academic Board's approval of the proposal to introduce the Bachelor of Socio-Legal Studies course and the

Resolutions of the Senate relating to the course and the amendment of the Resolutions of the Senate relating to the Degrees, Diplomas and Certificates in the Faculty of Arts.

The Dean and Faculty Manager of the Faculty of Arts to note the Academic Board's approval of the proposal to introduce the Bachelor of Socio-Legal Studies course.

(File TBA)

**9.3.2.2 Faculty of Economics and Business: Bachelor of Commerce, Bachelor Engineering / Bachelor of Commerce , Bachelor of Commerce / Bachelor of Arts, Bachelor of Commerce / Bachelor of Science, Bachelor of Commerce / Bachelor of Laws**

**Resolution 118/06**

That the Academic Board:

- (1) approve the proposal from the Faculty of Economics and Business to re-introduce the Econometrics major in the Bachelor of Commerce, Bachelor of Engineering / Bachelor of Commerce, Bachelor of Commerce / Bachelor of Arts, Bachelor of Commerce / Bachelor of Science and the Bachelor of Commerce / Bachelor of Laws courses;
- (2) recommend that Senate endorse the Academic Board's approval of the proposal; and
- (3) approve the Faculty requirements relating to the pass degrees and majors

with effect from 1 January 2007, as set out in the report presented.

*Action:*The Chair to recommend to Senate that it endorse the Academic Board's approval of the proposal to re-introduce the Econometrics major in the Bachelor of Commerce, Bachelor of Engineering / Bachelor of Commerce, Bachelor of Commerce / Bachelor of Arts, Bachelor of Commerce / Bachelor of Science and the Bachelor of Commerce / Bachelor of Laws courses, and note that there are no amendments to the related Senate resolutions.

The Dean and Faculty Manager of the Faculty of Economics and Business to note the Academic Board's approval of the proposal to re-introduce the Econometrics major in the Bachelor of Commerce, Bachelor of Engineering / Bachelor of Commerce, Bachelor of Commerce / Bachelor of Arts, Bachelor of Commerce / Bachelor of Science and the Bachelor of Commerce / Bachelor of Laws courses.

(File 003/0017/00012, 003/0018/00021, 2000/3990)

### 9.3.2.3 Faculty of Engineering: Bachelor of Engineering (E-Commerce)

#### Resolution 119/06

That the Academic Board:

- (1) approve the proposal from the Faculty of Engineering to withdraw the E-Commerce stream from the Bachelor of Engineering;
- (2) recommend that Senate:
  - (i) endorse the Academic Board's approval of the proposal to withdraw the stream;
  - (ii) approve the amendment of the Resolutions of Senate relating to the Degrees, Diplomas and Certificates in the Faculty of Engineering and to the Bachelor of Engineering; and
- (3) approve the Faculty requirements relating to specialisations

with effect from 1 January 2007, as set out in the report presented.

*Action:* The Chair to recommend to Senate that it endorse the Academic Board's approval of the proposal to withdraw the E-Commerce stream from the Bachelor of Engineering course, and approve the amendment of the Resolutions of Senate relating to the Degrees, Diplomas and Certificates in the Faculty of Engineering and to the Bachelor of Engineering course.

The Dean and Faculty Manager of the Faculty of Engineering to note the Academic Board's approval of the proposal to withdraw the E-Commerce stream from the Bachelor of Engineering course.

(File 003/0018/00020)

### 9.3.2.4 Faculty of Health Sciences

#### (1) Bachelor of Applied Science (Health Information Management) and Bachelor of Applied Science (Health Information Management) (Honours)

#### Resolution 120/06

That the Academic Board:

- (1) approve the proposal from the Faculty of Health Sciences to delete the Bachelor of Applied Science (Health Information Management) and Bachelor of Applied Science (Health Information Management) (Honours) courses;
- (2) recommend that Senate approve the rescission of the Resolutions of Senate relating to the courses and the amendment to the Resolutions of Senate relating to the Degrees, Diplomas and Certificates in the Faculty of Health Sciences; and

- (3) approve the rescission of the related faculty resolutions with effect from 1 January 2007, as set out in the report presented.

*Action:*The Chair to recommend to Senate that it endorse the Academic Board's approval of the proposal to delete the Bachelor of Applied Science (Health Information Management) and Bachelor of Applied Science (Health Information Management) (Honours) courses and approve the rescission of the Resolutions of the Senate relating to the course and the amendment of the Resolutions of the Senate relating to the Degrees, Diplomas and Certificates in the Faculty of Health Sciences.

The Dean and Faculty Manager of the Faculty of Health Sciences to note the Academic Board's approval of the proposal to delete the Bachelor of Applied Science (Health Information Management) and Bachelor of Applied Science (Health Information Management) (Honours) courses.

(File TBA)

**(2) Bachelor of Applied Science (Leisure and Health) and Bachelor of Applied Science (Leisure and Health) (Honours)**

**Resolution 121/06**

That the Academic Board:

- (1) approve the proposal from the Faculty of Health Sciences to delete the Bachelor of Applied Science (Leisure and Health) and Bachelor of Applied Science (Leisure and Health) (Honours) courses;
- (2) recommend that Senate approve the rescission of the Resolutions of Senate relating to the courses and the amendment to the Resolutions of Senate relating to the Degrees, Diplomas and Certificates in the Faculty of Health Sciences; and
- (3) approve the rescission of the related faculty resolutions with effect from 1 January 2007, as set out in the report presented.

*Action:*The Chair to recommend to Senate that it endorse the Academic Board's approval of the proposal to delete the Bachelor of Applied Science (Leisure and Health) and Bachelor of Applied Science (Leisure and Health) (Honours) courses and approve the rescission of the Resolutions of the Senate relating to the course and the amendment of the Resolutions of the Senate relating to the Degrees, Diplomas and Certificates in the Faculty of Health Sciences.

The Dean and Faculty Manager of the Faculty of Health Sciences to note the Academic Board's approval of the proposal to delete the Bachelor of Applied Science (Leisure and Health) and Bachelor of Applied Science (Leisure and Health) (Honours) courses.

(File TBA)

**(3) Bachelor of Applied Science (Orthoptics) and Bachelor of Applied Science (Orthoptics) (Honours)**

**Resolution 122/06**

That the Academic Board:

- (1) approve the proposal from the Faculty of Health Sciences to delete the Bachelor of Applied Science (Orthoptics) and Bachelor of Applied Science (Orthoptics) (Honours) courses;
- (2) recommend that Senate approve the rescission of the Resolutions of Senate relating to the courses and the amendment to the Resolutions of Senate relating to the Degrees, Diplomas and Certificates in the Faculty of Health Sciences; and
- (3) approve the rescission of the related faculty resolutions with effect from 1 January 2007, as set out in the report presented.

*Action:*The Chair to recommend to Senate that it endorse the Academic Board's approval of the proposal to delete the Bachelor of Applied Science (Orthoptics) and Bachelor of Applied Science (Orthoptics) (Honours) courses and approve the rescission of the Resolutions of the Senate relating to the course and the amendment of the Resolutions of the Senate relating to the Degrees, Diplomas and Certificates in the Faculty of Health Sciences.

The Dean and Faculty Manager of the Faculty of Health Sciences to note the Academic Board's approval of the proposal to delete the Bachelor of Applied Science (Orthoptics) and Bachelor of Applied Science (Orthoptics) (Honours) courses.

(File TBA)

**(4) Bachelor of Health Science (Rehabilitation Counselling) and Bachelor of Health Science (Rehabilitation Counselling) (Honours)**

**Resolution 123/06**

That the Academic Board:

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- (1) approve the proposal from the Faculty of Health Sciences to delete the Bachelor of Health Science (Rehabilitation Counselling) and Bachelor of Health Science (Rehabilitation Counselling) (Honours) courses;
- (2) recommend that Senate approve the rescission of the Resolutions of Senate relating to the courses and the amendment to the Resolutions of Senate relating to the Degrees, Diplomas and Certificates in the Faculty of Health Sciences; and
- (3) approve the rescission of the related faculty resolutions with effect from 1 January 2007, as set out in the report presented.

*Action:*The Chair to recommend to Senate that it endorse the Academic Board's approval of the proposal to delete the Bachelor of Health Science (Rehabilitation Counselling) and Bachelor of Health Science (Rehabilitation Counselling) (Honours) courses and approve the rescission of the Resolutions of the Senate relating to the course and the amendment of the Resolutions of the Senate relating to the Degrees, Diplomas and Certificates in the Faculty of Health Sciences.

The Dean and Faculty Manager of the Faculty of Health Sciences to note the Academic Board's approval of the proposal to delete the Bachelor of Health Science (Rehabilitation Counselling) and Bachelor of Applied Science (Rehabilitation Counselling) (Honours) courses.

(File TBA)

**(5) Bachelor of Health Sciences and Bachelor of Health Sciences (Honours)**

**Resolution 124/06**

That the Academic Board:

- (1) approve the proposal from the Faculty of Health Sciences to amend the Bachelor of Health Sciences and Bachelor of Health Sciences (Honours) courses;
- (2) recommend that Senate:
  - (i) endorse the Academic Board's approval of the proposal;
  - (ii) approve the amendment of the Resolutions of Senate relating to the courses; and
- (3) approve the Faculty requirements relating to admission, units of study, the pass degree and the honours degree with effect from 1 January 2007, as set out in the report presented.

*Action:*The Chair to recommend to Senate that it endorse the Academic Board's approval of the proposal to amend the

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Bachelor of Health Sciences and Bachelor of Health Sciences (Honours) courses and approve the amendment of the Resolutions of the Senate relating to the courses.

The Dean and Faculty Manager of the Faculty of Health Sciences to note the Academic Board's approval of the proposal to amend the Bachelor of Health Sciences and Bachelor of Health Sciences (Honours) courses.

(File TBA)

### **9.3.2.5 Faculty of Science: Bachelor of Science – Bioinformatics Major**

#### **Resolution 125/06**

That the Academic Board:

- (1) approve the proposal from the Faculty of Science to introduce the Bioinformatics major in the Bachelor of Science course;
- (2) recommend that Senate endorse the Academic Board's approval of the proposal; and
- (3) approve the Faculty requirements relating to units and majors

with effect from 1 January 2007, as set out in the report presented.

*Action:* The Chair to recommend to Senate that it endorse the Academic Board's approval of the proposal to introduce the Bioinformatics major in the Bachelor of Science course, and note that there are no amendments to the related Senate resolutions.

The Dean and Faculty Manager of the Faculty of Science to note the Academic Board's approval of the proposal to introduce the Bioinformatics major in the Bachelor of Science course.

(File TBA)

### ★ **9.3.2.6 Sydney Conservatorium of Music and the Faculty of Medicine: Bachelor of Music Studies / Bachelor of Medicine and Bachelor of Surgery**

A member moved a motion to amend the faculty resolutions for this degree as follows:

#### **“4. Requirements for the Bachelor of Music Studies/Bachelor of Medicine and Bachelor of Surgery**

- 4.1 To qualify for the award of the Bachelor of Music Studies/Bachelor of Medicine and Bachelor of Surgery a student shall: .....

4.1.2 maintain an annual average mark of 80 or greater ~~a Distinction average or above~~ in each of the first three years of the program;....”

**“5. Award of Bachelor of Music Studies/Bachelor of Medicine and Bachelor of Surgery**

An annual average mark of 80 or greater ~~Distinction average~~ must be maintained throughout the Bachelor of Music Studies degree, successful completion of five SMTP units of study and 18 Junior credit points of designated Science units of study, as well as the successful completion of MBBS requirements.”

The motion was seconded and carried, and the proposed course approved as amended.

**Resolution 126/06**

That the Academic Board:

- (1) approve the proposal from the Sydney Conservatorium of Music and the Faculty of Medicine to introduce the new degree program, the Bachelor of Music Studies / Bachelor of Medicine and Bachelor of Surgery combined degree course;
- (2) recommend that Senate:
  - (i) endorse the Academic Board’s approval of the proposal to introduce the new course;
  - (ii) approve the amendment of the Resolutions of Senate relating to the Degrees, Diplomas and Certificates in the Sydney Conservatorium of Music and the Faculty of Medicine; and
  - (iii) approve the new Resolutions of Senate relating to the course; and
- (3) approve the Faculty requirements relating to admission, units of study, the pass degree, the combined degree and award of the degree

with effect from 1 January 2007, as set out in the report presented.

*Action:* The Chair to recommend to Senate that it endorse the Academic Board’s approval of the proposal to introduce the Bachelor of Music Studies / Bachelor of Medicine and Bachelor of Surgery combined degree course and approve the introduction of the Resolutions of the Senate relating to the course and the amendment of the Resolutions of the Senate relating to the Degrees, Diplomas and Certificates in the Faculty of Arts and the Faculty of Medicine.

The Dean and Faculty Manager of the Sydney Conservatorium of Music and the Faculty of Medicine to note the Academic Board’s approval of

the proposal to introduce the Bachelor of Music Studies / Bachelor of Medicine and Bachelor of Surgery combined degree course.

(File TBA)

### **9.3.3 Reports from Faculties**

#### **9.3.3.1 Faculty of Engineering: Bachelor of Engineering**

##### **Resolution 127/06**

That the Academic Board note the report from the Faculty of Engineering regarding faculty-approved amendments to the Bachelor of Engineering.

#### **9.3.3.2 Faculty of Veterinary Science: Bachelor of Animal and Veterinary Bioscience**

##### **Resolution 128/06**

That the Academic Board note the report from the Faculty of Veterinary Science regarding amendments to the units of study in the Bachelor of Animal and Veterinary Bioscience.

#### **9.3.3.3 Sydney Conservatorium of Music: Bachelor of Arts / Bachelor of Music Studies**

##### **Resolution 129/06**

That the Academic Board note the report from the Sydney Conservatorium of Music regarding faculty-approved amendments to the resolutions for the Bachelor of Arts/Bachelor of Music Studies.

#### **9.3.4 Admission of Students with Forecast IB Scores**

##### **Resolution 130/06**

That the Academic Board approve the admission of international full fee paying students with forecast International Baccalaureate scores at 2 points higher than the published admission scores.

*Action:* The Executive Officer to amend the policy *Admission to Undergraduate Courses* to include the use of forecast International Baccalaureate scores, and update the policy on Policy OnLine.

(File TBA)

### **9.3.5 Report of the Admissions Sub-Committee meeting of 28 March 2006**

#### **Resolution 131/06**

That the Academic Board note the report of the Admissions Sub-Committee meeting of 28 March 2006, as set out in the report presented.

### **9.3.6 Proceedings of the Committee**

#### **Resolution 132/06**

That the Academic Board note the proceedings of the Undergraduate Studies Committee meeting held on 11 April 2006, as set out in the report presented.

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

(Associate Professor Anthony Masters)

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### **10.1 Oral report of the Chair**

The Chair of the Graduate Studies Committee, Associate Professor A Masters, advised that the only matter for noting was the issue of introducing a staff Doctor of Philosophy degree. This issue had been discussed by the Committee and had been referred to faculties for comment, together with the question of the extent of conferral between examiners of Doctor of Philosophy theses.

#### **Resolution 133/06**

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

### **10.2 Report of the meeting held on 24 April 2006**

#### **10.2.1 Receipt of report**

#### **Resolution 134/06**

That the Academic Board receive and note the report of the Graduate Studies Committee meeting held on 24 April 2006.

### **10.2.2 Proposals for new and amended postgraduate courses**

#### **10.2.2.1 Faculty of Dentistry: Master of Philosophy**

#### **Resolution 135/06**

That the Academic Board:

- (i) approve the proposal from the Faculty of Dentistry to introduce the Master of Philosophy and delete the Master of Science in Dentistry
- (ii) recommend that Senate:
  - (a) endorse the Academic Board's approval of the proposal; and
  - (b) approve the amendment of the Senate Resolutions relating to the Degrees, Diplomas and Certificates

in the Faculty of Dentistry and relating to the course; and

- (iii) approve the faculty requirements relating to the degree; with effect from 1 January 2007, as set out in the report presented.

*Action:*The Chair to recommend to Senate that it endorse the Academic Board's approval of the new Master of Philosophy course, and approve the amendment of the Senate Resolutions relating to the Degrees, Diplomas and Certificates in the Faculty of Dentistry and relating to the course.

The Dean and Faculty Manager of the Faculty of Dentistry to note the Academic Board's approval of the new Master of Philosophy course.

(Files TBA)

#### **10.2.2.2 Faculty of Health Sciences**

##### **(1) Graduate Certificate of Health Sciences (Casemix)**

###### **Resolution 136/06**

That the Academic Board:

- (i) approve the proposal from the Faculty of Health Sciences to delete the Graduate Certificate of Health Sciences
- (ii) recommend that Senate:
- (a) endorse the Academic Board's approval of the proposal; and
- (b) approve the amendment of the Senate Resolutions relating to the Degrees, Diplomas and Certificates in the Faculty of Health Sciences and relating to the course; and
- (iii) approve the faculty requirements relating to the degree; with effect from Semester 1, 2007, as set out in the report presented.

*Action:*The Chair to recommend to Senate that it endorse the Academic Board's approval of the proposal to withdraw the Graduate Certificate of Health Sciences (Casemix) course, rescind the Resolutions of the Senate relating to the course and the amendment of the Resolutions of the Senate relating to the Degrees, Diplomas and Certificates in the Faculty of Health Sciences.

The Dean and Faculty Manager of the Faculty of Health Sciences to note the Academic Board's approval of the proposal to withdraw the Graduate Certificate of Health Science (Casemix) course.

(File TBA)

**(2) Master of Orthoptics**

**Resolution 137/06**

That the Academic Board:

- (i) approve the proposal from the Faculty of Health Sciences to amend the Master of Orthoptics
- (ii) recommend that Senate:
  - (a) endorse the Academic Board's approval of the proposal; and
  - (b) note there are no amendments of the Senate Resolutions relating to the Degrees, Diplomas and Certificates in the Faculty of Health Sciences and relating to the course;

with effect from Semester 1, 2007, as set out in the report presented.

*Action:* The Chair to recommend to Senate that it endorse the Academic Board's approval of the proposal to amend the Master of Orthoptics course, and note that there are no amendments to the associated Resolutions of the Senate.

The Dean and Faculty Manager of the Faculty of Arts to note the Academic Board's approval of the proposal to amend the Master of Orthoptics course.

(File TBA)

**10.2.2.3 Faculty of Medicine**

**(1) Master of Bioethics; Master of Bioethics (Honours); Graduate Diploma in Bioethics; Graduate Certificate in Bioethics; Graduate Certificate in Bioethics (Biotechnology)**

**Resolution 138/06**

That the Academic Board:

- (i) approve the proposal from the Faculty of Medicine to introduce the Master of Bioethics; Master of Bioethics (Honours); Graduate Diploma in Bioethics; Graduate Certificate in Bioethics; Graduate Certificate in Bioethics (Biotechnology)
- (ii) recommend that Senate:
  - (a) endorse the Academic Board's approval of the proposal; and
  - (b) approve the amendment of the Senate Resolutions relating to the Degrees, Diplomas and Certificates in the Faculty of Medicine and relating to the course; and

(iii) approve the faculty requirements relating to the degree; with effect from Semester 1, 2007, as set out in the report presented.

*Action:*The Chair to recommend to Senate that it endorse the Academic Board's approval of the new Master of Bioethics; Master of Bioethics (Honours); Graduate Diploma in Bioethics; Graduate Certificate in Bioethics; Graduate Certificate in Bioethics (Biotechnology) courses, and approve the amendments to the Resolutions of the Senate relating to the Degrees, Diplomas and Certificates in the Faculty of Medicine and relating to the courses.

The Dean and Faculty Manager of the Faculty of Medicine to note the Academic Board's approval of the new Master of Bioethics; Master of Bioethics (Honours); Graduate Diploma in Bioethics; Graduate Certificate in Bioethics; Graduate Certificate in Bioethics (Biotechnology) courses.

(File TBA)

## **(2) Master of Philosophy**

### **Resolution 139/06**

That the Academic Board:

- (i) approve the proposal from the Faculty of Medicine to introduce the Master of Philosophy and delete the Master of Philosophy in Public Health; Master of Philosophy in International Public Health; Master of Medicine (by research) and Master of Science in Medicine (by research)
- (ii) recommend that Senate:
  - (a) endorse the Academic Board's approval of the proposal; and
  - (b) approve the amendment of the Senate Resolutions relating to the Degrees, Diplomas and Certificates in the Faculty of Medicine and relating to the course; and
- (iii) approve the faculty requirements relating to the degree; with effect from Semester 1, 2007, as set out in the report presented.

*Action:*The Chair to recommend to Senate that it endorse the Academic Board's approval of the proposal to introduce the Master of Philosophy and delete the Master of Philosophy in Public Health; Master of Philosophy in International Public Health; Master of Medicine (by research) and Master of Science in Medicine (by research), and approve the amendments to the Resolutions of the Senate relating to the Degrees, Diplomas and Certificates in the Faculty of Medicine and relating to the courses.

The Dean and Faculty Manager of the Faculty of Medicine to note the Academic Board's approval of the proposal to introduce the Master of Philosophy and delete the Master of Philosophy in Public Health; Master of Philosophy in International Public Health; Master of Medicine (by research) and Master of Science in Medicine (by research).

(File TBA)

#### **10.2.2.4 Faculty of Pharmacy : Master of Philosophy**

##### **Resolution 140/06**

That the Academic Board:

- (i) approve the proposal from the Faculty of Pharmacy to introduce the Master of Philosophy and delete the Master of Pharmacy (Research); Master of Pharmaceutical Science and Graduate Diploma in Pharmaceutical Science
- (ii) recommend that Senate:
  - (a) endorse the Academic Board's approval of the proposal; and
  - (b) approve the amendment of the Senate Resolutions relating to the Degrees, Diplomas and Certificates in the Faculty of Pharmacy and relating to the course; and
- (iii) approve the faculty requirements relating to the degree; with effect from Semester 2, 2007, as set out in the report presented.

*Action:* The Chair to recommend to Senate that it endorse the Academic Board's approval of the proposal to introduce the Master of Philosophy and delete the Master of Pharmacy (Research); Master of Pharmaceutical Science and Graduate Diploma in Pharmaceutical Science, and approve the amendment of the Senate Resolutions relating to the Degrees, Diplomas and Certificates in the Faculty of Pharmacy and relating to the course.

The Dean and Faculty Manager of the Faculty of Pharmacy to note the Academic Board's approval of the proposal to introduce the Master of Philosophy and delete the Master of Pharmacy (Research); Master of Pharmaceutical Science and Graduate Diploma in Pharmaceutical Science courses.

(Files TBA)

### **10.2.2.5 Faculty of Science and Faculty of Medicine : Graduate Certificate in Bioethics (Clinical Ethics)**

#### **Resolution 141/06**

That the Academic Board:

- (i) approve the proposal from the Faculty of Science and Faculty of Medicine to amend the Graduate Certificate in Bioethics
- (ii) recommend that Senate:
  - (a) endorse the Academic Board's approval of the proposal; and
  - (b) approve the amendment of the Senate Resolutions relating to the Degrees, Diplomas and Certificates in the Faculty of Science and Faculty of Medicine and relating to the course; and
- (iii) approve the faculty requirements relating to the degree; with effect from Semester 1, 2006, as set out in the report presented.

*Action:* The Chair to recommend to Senate that it endorse the Academic Board's approval of the proposal to amend the Graduate Certificate in Bioethics, and approve the amendment of the Resolutions of the Senate relating to the Degrees, Diplomas and Certificates in the Faculty of Science and the Faculty of Medicine and relating to the course.

The Dean and Faculty Manager of the Faculty of Science and the Faculty of Medicine to note the Academic Board's approval of the proposal to amend the Graduate Certificate in Bioethics course.

(File TBA)

### **10.2.2.6 Sydney College of the Arts**

#### **(1) Master of Documentary Photography**

#### **Resolution 142/06**

That the Academic Board:

- (i) approve the proposal from the Sydney College of the Arts to introduce the Master of Documentary Photography
- (ii) recommend that Senate:
  - (a) endorse the Academic Board's approval of the proposal; and
  - (b) approve the amendment of the Senate Resolutions relating to the Degrees, Diplomas and Certificates in the Sydney College of the Arts and relating to the course.

with effect from Semester 1, 2007, as set out in the report presented.

*Action:*The Chair to recommend to Senate that it endorse the Academic Board's approval of the proposal to introduce the Master of Documentary Photography course, and approve the amendments to the Resolutions of the Senate relating to the Degrees, Diplomas and Certificates in the Sydney College of the Arts and relating to the course.

The Dean and Faculty Manager of the Sydney College of the Arts to note the Academic Board's approval of the proposal to introduce the Master of Documentary Photography course.

(File TBA)

## **(2) Master of Multimedia Design**

### **Resolution 143/06**

That the Academic Board:

- (i) approve the proposal from the Sydney College of the Arts to amend the Master of Multimedia Design
- (ii) recommend that Senate:
  - (a) endorse the Academic Board's approval of the proposal; and
  - (b) note there are no amendments of the Senate Resolutions relating to the Degrees, Diplomas and Certificates in the Sydney College of the Arts and relating to the course;

with effect from Semester 1, 2007, as set out in the report presented.

*Action:*The Chair to recommend to Senate that it endorse the Academic Board's approval of the proposal to amend the Master of Multimedia Design course, and note that there are no amendments to the related Resolutions of the Senate.

The Dean and Faculty Manager of the Sydney College of the Arts to note the Academic Board's approval of the proposal to amend the Master of Multimedia Design course.

(File TBA)

### **10.2.2.7 Faculty of Veterinary Science**

- (1) Master of Animal Science (Animal Breeding Management); Master of Animal Science (Honours); Graduate Diploma in Animal Science (Animal Breeding Management); Graduate Certificate in Animal Science (Animal Breeding Management)**

### **Resolution 144/06**

That the Academic Board:

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- (i) approve the proposal from the Faculty of Veterinary Science to introduce the Master of Animal Science (Animal Breeding Management); Master of Animal Science (Honours); Graduate Diploma in Animal Science (Animal Breeding Management); Graduate Certificate in Animal Science (Animal Breeding Management)
- (ii) recommend that Senate:
  - (a) endorse the Academic Board's approval of the proposal; and
  - (b) approve the amendment of the Senate Resolutions relating to the Degrees, Diplomas and Certificates in the Faculty of Veterinary Science and relating to the course.

with effect from Semester 1, 2007, as set out in the report presented.

*Action:* The Chair to recommend to Senate that it endorse the Academic Board's approval of the proposal to introduce the Master of Animal Science (Animal Breeding Management); Master of Animal Science (Honours); Graduate Diploma in Animal Science (Animal Breeding Management); Graduate Certificate in Animal Science (Animal Breeding Management) courses, and approve the amendments to the Resolutions of the Senate relating to the Degrees, Diplomas and Certificates in the Faculty of Veterinary Science and relating to the courses.

The Dean and Faculty Manager of the Faculty of Veterinary Science to note the Academic Board's approval of the proposal to introduce the Master of Animal Science (Animal Breeding Management); Master of Animal Science (Honours); Graduate Diploma in Animal Science (Animal Breeding Management); Graduate Certificate in Animal Science (Animal Breeding Management) courses.

(File TBA)

## **(2) Master of Veterinary Public Health Management (Honours)**

### **Resolution 145/06**

That the Academic Board:

- (i) approve the proposal from the Faculty of Veterinary Science to introduce the Master of Veterinary Public Health Management (Honours)
- (ii) recommend that Senate:
  - (a) endorse the Academic Board's approval of the proposal; and
  - (b) approve the amendment of the Senate Resolutions relating to the Degrees, Diplomas and Certificates in the Faculty of Veterinary Science and relating to the course.

with effect from Semester 1, 2007, as set out in the report presented.

*Action:*The Chair to recommend to Senate that it endorse the Academic Board's approval of the proposal to introduce the Master of Veterinary Public Health Management (Honours) course, and approve the amendments to the Resolutions of the Senate relating to the Degrees, Diplomas and Certificates in the Faculty of Veterinary Science and relating to the course.

The Dean and Faculty Manager of the Faculty of Veterinary Science to note the Academic Board's approval of the proposal to introduce the Master of Veterinary Public Health Management (Honours) course.

(File TBA)

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

#### **10.2.3.1 Faculty of Agriculture, Food and Natural Resources**

##### **Resolution 146/06**

That the Academic Board:

- (1) recommend that Senate approve the adoption of new Resolutions of the Senate relating to the Master of Agriculture course, made pursuant to the University of Sydney (Coursework) Rule 2000, with effect from Semester 1, 2007; and
- (2) note the Resolutions of the Faculty relating to this course, made pursuant to the University of Sydney (Coursework) Rule 2000; and
- (3) approve the faculty requirements relating to admission, units of study, the pass degree, combined degrees, the honours degree, specially designated streams and award of the degree,

as set out in the report presented.

*Action:*The Chair to recommend to Senate that it approve the adoption of new Resolutions of the Senate relating to the Master of Agriculture course.

The Dean and Faculty Manager of the Faculty of Agriculture, Food and Natural Resources to note the Academic Board's approval of the amended Faculty Resolutions for the Master of Agriculture course.

(File TBA)

## **10.2.4 Amendment of the Resolutions of the Faculty**

### **10.2.4.1 Faculty of Economics and Business**

#### **Resolution 147/06**

That the Academic Board note the changes to Section 2 of the Faculty Resolutions for the Faculty of Economic and Business.

## **10.2.5 Report from Faculties**

### **10.2.5.1 Faculty of Engineering : Master of Engineering Studies**

#### **Resolution 148/06**

That the Academic Board note the replacement of two units of study within the Master of Engineering Studies in the Faculty of Engineering.

### **10.2.5.2 Faculty of Health Sciences – English Language Requirements**

#### **Resolution 149/06**

That the Academic Board approve amendments to Appendix 1 of the “Postgraduate English Language Requirements” policy for the Faculty of Health Sciences, School of Physiotherapy.

*Action:*The Committees Officer to update the policy “Postgraduate English Language Requirements” on Policy OnLine.

The Dean and Faculty Manager of the Faculty of Health Sciences to note the Academic Board’s approval of the amendments to Appendix 1 of the “Postgraduate English Language Requirements” policy.

(File TBA)

## **10.2.6 Proceedings of the Committee**

#### **Resolution 150/06**

That the Academic Board note the proceedings of the Graduate Studies Committee meeting held on 24 April 2006, as set out in the report presented.

## **11. Report of the Learning and Teaching Committee** (Associate Professor Bruce Sutton)

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

The Chair of the Learning and Teaching Committee, Associate Professor Bruce Sutton, noted that this meeting had been reasonably short. He advised that he would be liaising with the Pro Vice-Chancellor (Learning and Teaching) regarding the next round of Academic Board Faculty reviews. He also highlighted

the drafting of the new University Teaching and Learning Plan by the Pro Vice-Chancellor.

**Resolution 151/06**

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

**11.2 Report of the meeting held on 26 April 2006**

**11.2.1 Receipt of report**

**Resolution 152/06**

That the Academic Board receive and note the report of the Learning and Teaching Committee meeting held on 26 April 2006.

**11.2.2 Academic Board Faculty Reviews: Faculty Progress Reports**

**Resolution 153/06**

That the Academic Board note the Faculty Progress Reports from the Faculty of Agriculture, Food and Natural Resources and the Faculty of Engineering, as set out in the report presented.

**11.2.3 Proceedings of the Committee**

**Resolution 154/06**

That the Academic Board note the proceedings of the Learning and Teaching Committee meeting held on 26 April 2006, as set out in the report presented.

**12. Report of the Research Committee**

(Associate Professor Tony Masters)

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**12.1 Oral report of the Chair**

The Chair of the Research Committee, Associate Professor Tony Masters, advised that there were a number of issues currently under discussion by the Research Committee. He particularly noted the Committee's work on refining the definition of research activity at the University.

Professor Nutbeam noted a point of clarification in the report regarding the Business Liaison Office. The statement regarding the alignment of the Office with the Office of General Counsel should be amended to note that the Business Liaison Office would remain an independent unit but that its Director would now report to the Chief Financial Officer rather than the Deputy Vice-Chancellor (Research).

**Resolution 155/06**

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

**12.2 Report of the meeting held on 22 March 2006****12.2.1 Receipt of report****Resolution 156/06**

That the Academic Board receive and note the report of the Research Committee meeting held on 22 March 2006.

**12.2.2 Proceedings of the Committee****Resolution 157/06**

That the Academic Board note the proceedings of the Research Committee meeting held on 22 March 2006, as set out in the report presented.

**13. General Business**

There were no items of general business.

The meeting closed at 3:45 p.m.

Signed as a correct record

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*Chair*

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Date



# The University of Sydney

## Academic Board Minutes Action Summary

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### Action required from the minutes of the Academic Board meeting held on Wednesday 17 May 2006

Item No.	Action	Responsibility
<b>5.2</b>	<b>Honours and Distinctions</b>	
	Write to recipients congratulating them on their honours and distinctions.	Chair, Academic Board
<b>9.2.2.1(1)</b>	<b>Faculty of Arts: Bachelor of Arts (Advanced) (Honours)</b>	
	Recommend to Senate that it endorse the Academic Board's approval of the proposal to amend the Bachelor of Arts (Advanced) (Honours) course and the Resolutions of the Senate relating to the course and the amendment of the Resolutions of the Senate relating to the Degrees, Diplomas and Certificates in the Faculty of Arts.	Chair, Academic Board
	Note the Academic Board's approval of the proposal to amend the Bachelor of Arts (Advanced) (Honours) course.	Dean and Faculty Manager, Faculty of Arts
<b>9.2.2.1(2)</b>	<b>Faculty of Arts: Bachelor of Arts (Advanced) (Honours)/Bachelor of Medicine and Bachelor of Surgery</b>	
	Recommend to Senate that it endorse the Academic Board's approval of the proposal to introduce the Bachelor of Arts (Advanced) (Honours) / Bachelor of Medicine and Bachelor of Surgery combined course and the Resolutions of the Senate relating to the course and the amendment of the Resolutions of the Senate relating to the Degrees, Diplomas and Certificates in the Faculty of Arts and the Faculty of Medicine.	Chair, Academic Board
	Note the Academic Board's approval of the proposal to introduce the Bachelor of Arts (Advanced) (Honours) / Bachelor of Medicine and Bachelor of Surgery combined course.	Dean and Faculty Manager, Faculty of Arts and Dean and Faculty Manager, Faculty of Medicine

<b>9.3.2.1(1)</b>	<b>Faculty of Arts: Bachelor of Arts (Psychology)</b>	
	Recommend to Senate that it endorse the Academic Board's approval of the proposal to introduce the Bachelor of Arts (Psychology) course and the Resolutions of the Senate relating to the course and the amendment of the Resolutions of the Senate relating to the Degrees, Diplomas and Certificates in the Faculty of Arts.	Chair, Academic Board
	Note the Academic Board's approval of the proposal to introduce the Bachelor of Arts (Psychology) course.	Dean and Faculty Manager, Faculty of Arts

<b>9.3.2.1(2)</b>	<b>Faculty of Arts: Bachelor of Global Studies</b>	
	Recommend to Senate that it endorse the Academic Board's approval of the proposal to introduce the Bachelor of Global Studies course and the Resolutions of the Senate relating to the course and the amendment of the Resolutions of the Senate relating to the Degrees, Diplomas and Certificates in the Faculty of Arts.	Chair, Academic Board
	Note the Academic Board's approval of the proposal to introduce the Bachelor of Global Studies course.	Dean and Faculty Manager, Faculty of Arts

<b>9.3.2.1(3)</b>	<b>Faculty of Arts: Bachelor of Socio-Legal Studies</b>	
	Recommend to Senate that it endorse the Academic Board's approval of the proposal to introduce the Bachelor of Socio-Legal Studies course and the Resolutions of the Senate relating to the course and the amendment of the Resolutions of the Senate relating to the Degrees, Diplomas and Certificates in the Faculty of Arts.	Chair, Academic Board
	Note the Academic Board's approval of the proposal to introduce the Bachelor of Socio-Legal Studies course.	Dean and Faculty Manager, Faculty of Arts

<b>9.3.2.2</b>	<b>Faculty of Economics and Business: Bachelor of Commerce, Bachelor Engineering / Bachelor of Commerce , Bachelor of Commerce / Bachelor of Arts, Bachelor of Commerce / Bachelor of Science, Bachelor of Commerce / Bachelor of Laws</b>	
	Recommend to Senate that it endorse the Academic Board's approval of the proposal to re-introduce the Econometrics major in the Bachelor of Commerce, Bachelor of Engineering / Bachelor of Commerce, Bachelor of Commerce / Bachelor of Arts, Bachelor of Commerce / Bachelor of Science and the Bachelor of Commerce / Bachelor of Laws courses, and note that there are no amendments to the related Senate resolutions.	Chair, Academic Board
	Note the Academic Board's approval of the proposal to re-introduce the Econometrics major in the Bachelor of Commerce, Bachelor of Engineering / Bachelor of Commerce, Bachelor of Commerce / Bachelor of Arts, Bachelor of Commerce / Bachelor of Science and the	Dean and Faculty Manager, Faculty of Economics and Business

	Bachelor of Commerce / Bachelor of Laws courses.	
<b>9.3.2.3</b>	<b>Faculty of Engineering: Bachelor of Engineering (E-Commerce)</b>	
	Recommend to Senate that it endorse the Academic Board's approval of the proposal to withdraw the E-Commerce stream from the Bachelor of Engineering course, and approve the amendment of the Resolutions of Senate relating to the Degrees, Diplomas and Certificates in the Faculty of Engineering and to the Bachelor of Engineering course.	Chair, Academic Board
	Note the Academic Board's approval of the proposal to withdraw the E-Commerce stream from the Bachelor of Engineering course.	Dean and Faculty Manager, Faculty of Engineering
<b>9.3.2.4(1)</b>	<b>Faculty of Health Sciences: Bachelor of Applied Science (Health Information Management) and Bachelor of Applied Science (Health Information Management) (Honours)</b>	
	Recommend to Senate that it endorse the Academic Board's approval of the proposal to delete the Bachelor of Applied Science (Health Information Management) and Bachelor of Applied Science (Health Information Management) (Honours) courses and approve the rescission of the Resolutions of the Senate relating to the course and the amendment of the Resolutions of the Senate relating to the Degrees, Diplomas and Certificates in the Faculty of Health Sciences.	Chair, Academic Board
	Note the Academic Board's approval of the proposal to delete the Bachelor of Applied Science (Health Information Management) and Bachelor of Applied Science (Health Information Management) (Honours) courses.	Dean and Faculty Manager, Faculty of Health Sciences
<b>9.3.2.4(2)</b>	<b>Faculty of Health Sciences: Bachelor of Applied Science (Leisure and Health) and Bachelor of Applied Science (Leisure and Health) (Honours)</b>	
	Recommend to Senate that it endorse the Academic Board's approval of the proposal to delete the Bachelor of Applied Science (Leisure and Health) and Bachelor of Applied Science (Leisure and Health) (Honours) courses and approve the rescission of the Resolutions of the Senate relating to the course and the amendment of the Resolutions of the Senate relating to the Degrees, Diplomas and Certificates in the Faculty of Health Sciences.	Chair, Academic Board
	Note the Academic Board's approval of the proposal to delete the Bachelor of Applied Science (Leisure and Health) and Bachelor of Applied Science (Leisure and Health) (Honours) courses.	Dean and Faculty Manager, Faculty of Health Sciences
<b>9.3.2.4(3)</b>	<b>Faculty of Health Sciences: Bachelor of Applied Science (Orthoptics) and Bachelor of Applied Science (Orthoptics) (Honours)</b>	
	Recommend to Senate that it endorse the Academic	Chair, Academic

	Board's approval of the proposal to delete the Bachelor of Applied Science (Orthoptics) and Bachelor of Applied Science (Orthoptics) (Honours) courses and approve the rescission of the Resolutions of the Senate relating to the course and the amendment of the Resolutions of the Senate relating to the Degrees, Diplomas and Certificates in the Faculty of Health Sciences.	Board
	Note the Academic Board's approval of the proposal to delete the Bachelor of Applied Science (Orthoptics) and Bachelor of Applied Science (Orthoptics) (Honours) courses.	Dean and Faculty Manager, Faculty of Health Sciences

<b>9.3.2.4(4)</b>	<b>Faculty of Health Sciences: Bachelor of Health Science (Rehabilitation Counselling) and Bachelor of Health Science (Rehabilitation Counselling) (Honours)</b>	
	Recommend to Senate that it endorse the Academic Board's approval of the proposal to delete the Bachelor of Health Science (Rehabilitation Counselling) and Bachelor of Health Science (Rehabilitation Counselling) (Honours) courses and approve the rescission of the Resolutions of the Senate relating to the course and the amendment of the Resolutions of the Senate relating to the Degrees, Diplomas and Certificates in the Faculty of Health Sciences.	Chair, Academic Board
	Note the Academic Board's approval of the proposal to delete the Bachelor of Health Science (Rehabilitation Counselling) and Bachelor of Applied Science (Rehabilitation Counselling) (Honours) courses.	Dean and Faculty Manager, Faculty of Health Sciences

<b>9.3.2.4(5)</b>	<b>Faculty of Health Sciences: Bachelor of Health Sciences and Bachelor of Health Sciences (Honours)</b>	
	Recommend to Senate that it endorse the Academic Board's approval of the proposal to amend the Bachelor of Health Sciences and Bachelor of Health Sciences (Honours) courses and approve the amendment of the Resolutions of the Senate relating to the courses.	Chair, Academic Board
	Note the Academic Board's approval of the proposal to amend the Bachelor of Health Sciences and Bachelor of Health Sciences (Honours) courses.	Dean and Faculty Manager, Faculty of Health Sciences

<b>9.3.2.5</b>	<b>Faculty of Science: Bachelor of Science – Bioinformatics Major</b>	
	Recommend to Senate that it endorse the Academic Board's approval of the proposal to introduce the Bioinformatics major in the Bachelor of Science course, and note that there are no amendments to the related Senate resolutions.	Chair, Academic Board
	Note the Academic Board's approval of the proposal to introduce the Bioinformatics major in the Bachelor of Science course.	Dean and Faculty Manager, Faculty of Science

<b>9.3.2.6</b>	<b>Sydney Conservatorium of Music and the Faculty of Medicine: Bachelor of Music Studies / Bachelor of Medicine and Bachelor of Surgery</b>	
	Recommend to Senate that it endorse the Academic Board's approval of the proposal to introduce the Bachelor of Music Studies / Bachelor of Medicine and Bachelor of Surgery combined degree course and approve the introduction of the Resolutions of the Senate relating to the course and the amendment of the Resolutions of the Senate relating to the Degrees, Diplomas and Certificates in the Faculty of Arts and the Faculty of Medicine.	Chair, Academic Board
	Note the Academic Board's approval of the proposal to introduce the Bachelor of Music Studies / Bachelor of Medicine and Bachelor of Surgery combined degree course.	Dean and Faculty Manager, Sydney Conservatorium of Music and Dean and Faculty Manager, Faculty of Medicine
<b>9.3.4</b>	<b>Admission of Students with Forecast IB Scores</b>	
	Amend the policy <i>Admission to Undergraduate Courses</i> to include the use of forecast International Baccalaureate scores, and update the policy on Policy OnLine.	Executive Officer, Academic Board
<b>10.2.2.1</b>	<b>Faculty of Dentistry: Master of Philosophy</b>	
	Recommend to Senate that it endorse the Academic Board's approval of the new Master of Philosophy course, and approve the amendment of the Senate Resolutions relating to the Degrees, Diplomas and Certificates in the Faculty of Dentistry and relating to the course.	Chair, Academic Board
	Note the Academic Board's approval of the new Master of Philosophy course.	Dean and Faculty Manager, Faculty of Dentistry
<b>10.2.2.2 (1)</b>	<b>Faculty of Health Sciences: Graduate Certificate of Health Sciences (Casemix)</b>	
	Recommend to Senate that it endorse the Academic Board's approval of the proposal to withdraw the Graduate Certificate of Health Sciences (Casemix) course, rescind the Resolutions of the Senate relating to the course and the amendment of the Resolutions of the Senate relating to the Degrees, Diplomas and Certificates in the Faculty of Health Sciences.	Chair, Academic Board
	Note the Academic Board's approval of the proposal to withdraw the Graduate Certificate of Health Science (Casemix) course.	Dean and Faculty Manager, Faculty of Health Sciences
<b>10.2.2.2 (2)</b>	<b>Faculty of Health Sciences: Master of Orthoptics</b>	
	Recommend to Senate that it endorse the Academic Board's approval of the proposal to amend the Master of	Chair, Academic Board

	Orthoptics course, and note that there are no amendments to the associated Resolutions of the Senate.	
	Note the Academic Board's approval of the proposal to amend the Master of Orthoptics course.	Dean and Faculty Manager, Faculty of Health Sciences

<b>10.2.2.3 (1)</b>	<b>Faculty of Medicine: Master of Bioethics; Master of Bioethics (Honours); Graduate Diploma in Bioethics; Graduate Certificate in Bioethics; Graduate Certificate in Bioethics (Biotechnology)</b>	
	Recommend to Senate that it endorse the Academic Board's approval of the new Master of Bioethics; Master of Bioethics (Honours); Graduate Diploma in Bioethics; Graduate Certificate in Bioethics; Graduate Certificate in Bioethics (Biotechnology) courses, and approve the amendments to the Resolutions of the Senate relating to the Degrees, Diplomas and Certificates in the Faculty of Medicine and relating to the courses.	Chair, Academic Board
	Note the Academic Board's approval of the new Master of Bioethics; Master of Bioethics (Honours); Graduate Diploma in Bioethics; Graduate Certificate in Bioethics; Graduate Certificate in Bioethics (Biotechnology) courses.	Dean and Faculty Manager, Faculty of Medicine

<b>10.2.2.3 (2)</b>	<b>Faculty of Medicine: Master of Philosophy</b>	
	Recommend to Senate that it endorse the Academic Board's approval of the proposal to introduce the Master of Philosophy and delete the Master of Philosophy in Public Health; Master of Philosophy in International Public Health; Master of Medicine (by research) and Master of Science in Medicine (by research), and approve the amendments to the Resolutions of the Senate relating to the Degrees, Diplomas and Certificates in the Faculty of Medicine and relating to the courses.	Chair, Academic Board
	Note the Academic Board's approval of the proposal to introduce the Master of Philosophy and delete the Master of Philosophy in Public Health; Master of Philosophy in International Public Health; Master of Medicine (by research) and Master of Science in Medicine (by research).	Dean and Faculty Manager, Faculty of Medicine

<b>10.2.2.4</b>	<b>Faculty of Pharmacy: Master of Philosophy</b>	
	Recommend to Senate that it endorse the Academic Board's approval of the proposal to introduce the Master of Philosophy and delete the Master of Pharmacy (Research); Master of Pharmaceutical Science and Graduate Diploma in Pharmaceutical Science, and approve the amendment of the Senate Resolutions relating to the Degrees, Diplomas and Certificates in the Faculty of Pharmacy and relating to the course.	Chair, Academic Board
	Note the Academic Board's approval of the proposal to introduce the Master of Philosophy and delete the Master	Dean and Faculty Manager, Faculty

	of Pharmacy (Research); Master of Pharmaceutical Science and Graduate Diploma in Pharmaceutical Science courses.	of Pharmacy
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<b>10.2.2.5</b>	<b>Faculty of Science and Faculty of Medicine : Graduate Certificate in Bioethics (Clinical Ethics)</b>	
	Recommend to Senate that it endorse the Academic Board's approval of the proposal to amend the Graduate Certificate in Bioethics, and approve the amendment of the Resolutions of the Senate relating to the Degrees, Diplomas and Certificates in the Faculty of Science and the Faculty of Medicine and relating to the course.	Chair, Academic Board
	Note the Academic Board's approval of the proposal to amend the Graduate Certificate in Bioethics course.	Dean and Faculty Manager, Faculty of Science and Faculty of Medicine

<b>10.2.2.6 (1)</b>	<b>Sydney College of the Arts: Master of Documentary Photography</b>	
	Recommend to Senate that it endorse the Academic Board's approval of the proposal to introduce the Master of Documentary Photography course, and approve the amendments to the Resolutions of the Senate relating to the Degrees, Diplomas and Certificates in the Sydney College of the Arts and relating to the course.	Chair, Academic Board
	Note the Academic Board's approval of the proposal to introduce the Master of Documentary Photography course.	Dean and Faculty Manager, Sydney College of the Arts

<b>10.2.2.6 (2)</b>	<b>Sydney College of the Arts: Master of Multimedia Design</b>	
	Recommend to Senate that it endorse the Academic Board's approval of the proposal to amend the Master of Multimedia Design course, and note that there are no amendments to the related Resolutions of the Senate.	Chair, Academic Board
	Note the Academic Board's approval of the proposal to amend the Master of Multimedia Design course.	Dean and Faculty Manager, Sydney College of the Arts

<b>10.2.2.7 (1)</b>	<b>Faculty of Veterinary Science: Master of Animal Science (Animal Breeding Management); Master of Animal Science (Honours); Graduate Diploma in Animal Science (Animal Breeding Management); Graduate Certificate in Animal Science (Animal Breeding Management)</b>	
	Recommend to Senate that it endorse the Academic Board's approval of the proposal to introduce the Master of Animal Science (Animal Breeding Management); Master of Animal Science (Honours); Graduate Diploma in Animal Science (Animal Breeding Management); Graduate Certificate in Animal Science (Animal Breeding Management) courses, and approve the amendments to	Chair, Academic Board

	the Resolutions of the Senate relating to the Degrees, Diplomas and Certificates in the Faculty of Veterinary Science and relating to the courses.	
	Note the Academic Board's approval of the proposal to introduce the Master of Animal Science (Animal Breeding Management); Master of Animal Science (Honours); Graduate Diploma in Animal Science (Animal Breeding Management); Graduate Certificate in Animal Science (Animal Breeding Management) courses.	Dean and Faculty Manager, Faculty of Veterinary Science

<b>10.2.2.7 (2)</b>	<b>Faculty of Veterinary Science: Master of Veterinary Public Health Management (Honours)</b>	
	Recommend to Senate that it endorse the Academic Board's approval of the proposal to introduce the Master of Veterinary Public Health Management (Honours) course, and approve the amendments to the Resolutions of the Senate relating to the Degrees, Diplomas and Certificates in the Faculty of Veterinary Science and relating to the course.	Chair, Academic Board
	Note the Academic Board's approval of the proposal to introduce the Master of Veterinary Public Health Management (Honours) course.	Dean and Faculty Manager, Faculty of Veterinary Science

<b>10.2.3.1</b>	<b>Faculty of Agriculture, Food and Natural Resources</b>	
	Recommend to Senate that it approve the adoption of new Resolutions of the Senate relating to the Master of Agriculture course.	Chair, Academic Board
	Note the Academic Board's approval of the amended Faculty Resolutions for the Master of Agriculture course.	Dean and Faculty Manager, Faculty of Agriculture, Food and Natural Resources

<b>10.2.5.2</b>	<b>Faculty of Health Sciences</b>	
	Update the policy "Postgraduate English Language Requirements" on Policy OnLine.	Committees Officer
	Note the Academic Board's approval of the amendments to Appendix 1 of the "Postgraduate English Language Requirements" policy.	Dean and Faculty Manager, Faculty of Health Sciences

<b>11.2.3</b>	<b>Report of the Library Sub-Committee: Course Packs / Readers</b>	
	Advise all faculties of the Academic Board's decision to instruct all faculties to ensure that a hard copy of any course pack or course reader be provided to the University Library.	Executive Officer, Academic Board



# The University of Sydney

## Senate, 19 June 2006

### STANDARD ITEMS

#### 9. Report of the Academic Board, 17 May 2006

The Board met on 17 May 2006.

*The details of the proposed amendment of existing/adoption of new Resolutions of the Senate (pages F10-48) appear in the white separate enclosure at the end of the Senate papers.*

**White Sep. Encl.**

#### **For action**

##### 9.1 Amendment of the Resolutions of the Senate

##### 9.1.1 Faculty of Agriculture, Food and Natural Resources: Master of Agriculture

F13

The Academic Board has approved a proposal from the Faculty of Agriculture, Food and Natural Resources to amend the Resolutions of Senate relating to the Master of Agriculture.

On the recommendation of its Graduate Studies Committee, the Academic Board recommends that Senate endorse its approval of this proposal and amend the Resolutions of the Senate relating to the course, with effect from 1 January 2007.

#### **Recommendation**

*That Senate approve the adoption of new Resolutions of the Senate relating to the Master of Agriculture, made pursuant to the University of Sydney (Coursework) Rule 2000, with effect from Semester 1, 2007, as set out on pages F13 of the report presented.*

##### 9.1.2 Faculty of Arts

##### 9.1.2.1 Bachelor of Arts (Advanced) (Honours)

F14-16

The Academic Board has approved a proposal from the Faculty of Arts to amend the Bachelor of Arts (Advanced) to become the Bachelor of Arts (Advanced) (Honours). This proposal had arisen in response to standardisation of the Faculty's undergraduate units of study, feedback from students in the current Bachelor of Arts (Advanced) course and benchmarking with other Australian universities.

On the recommendation of its Undergraduate Studies Committee, the Academic Board recommends that Senate endorse its approval of this proposal and amend the Resolutions of the Senate relating to the degrees, diplomas and certificates in the Faculty of Arts and to this course, with effect from 1 January 2007.

#### **Recommendation**

*That Senate:*

- (a) *endorse the proposal from the Faculty of Arts to amend the Bachelor of Arts (Advanced) course to become the Bachelor of Arts (Advanced) (Honours) course;*
- (b) *approve the amendment of the Resolutions of Senate relating to the Degrees, Diplomas and Certificates in the Faculty of Arts, and to the course*

*with effect from 1 January 2007, as set out on pages F14-16 of the report presented.*

#### **9.1.2.2 Bachelor of Arts (Psychology)**

*F14-15, 17*

The Academic Board has approved a proposal from the Faculty of Arts to introduce the new Bachelor of Arts (Psychology) course. While a Psychology major (48 Intermediate/Senior credit points) is possible within a Bachelor of Arts degree, the Bachelor of Arts (Psychology) will provide an entry point for high-achieving school-leavers who wish to obtain an Honours degree in Psychology with a greater concentration in Psychology than is possible in the Bachelor of Arts.

On the recommendation of its Undergraduate Studies Committee, the Academic Board recommends that Senate endorse its approval of this proposal and amend the Resolutions of the Senate relating to the degrees, diplomas and certificates in the Faculty of Arts and to this course, with effect from 1 January 2007.

#### **Recommendation**

*That Senate:*

- (a) *endorse the Academic Board's approval of the proposal from the Faculty of Arts to introduce the Bachelor of Arts (Psychology) course; and*
- (b) *approve the amendment of the Resolutions of Senate relating to the Degrees, Diplomas and Certificates in the Faculty of Arts and the introduction of Resolutions relating to the course;*

*with effect from 1 January 2007, as set out on pages F14-15 and 17 of the report presented.*

#### **9.1.2.3 Bachelor of Global Studies**

*F14-15, 18*

The Academic Board has approved a proposal from the Faculty of Arts to introduce the new Bachelor of Global Studies. The new course will focus on developing awareness of the major currents of global change, an ability to think critically about the issues and debates these changes raise, and a capacity for effective communication across cultural and linguistic boundaries.

On the recommendation of its Undergraduate Studies Committee, the Academic Board recommends that Senate endorse its approval of this proposal and amend the Resolutions of the Senate relating to the degrees, diplomas and certificates in the Faculty of Arts and to this course, with effect from 1 January 2007.

#### **Recommendation**

*That Senate:*

- (a) *endorse the Academic Board's approval of the proposal from the Faculty of Arts to introduce the Bachelor of Global Studies and Bachelor of Global Studies (Honours) courses; and*

- (b) *approve the amendment of the Resolutions of Senate relating to the Degrees, Diplomas and Certificates in the Faculty of Arts and the introduction of Resolutions relating to these courses; with effect from 1 January 2007, as set out on pages F14-15 and 18 of the report presented.*

#### **9.1.2.4 Bachelor of Socio-Legal Studies**

F14-15, 19

The Academic Board has approved a proposal from the Faculty of Arts to introduce the new Bachelor of Socio-Legal Studies. The course is designed to meet the needs of students aiming to work in an ever-expanding range of professions and occupations requiring a combination of knowledge, skills and capacities drawn from law, the humanities and the social sciences.

On the recommendation of its Undergraduate Studies Committee, the Academic Board recommends that Senate endorse its approval of this proposal and amend the Resolutions of the Senate relating to the degrees, diplomas and certificates in the Faculty of Arts and to this course, with effect from 1 January 2007.

#### **Recommendation**

*That Senate:*

- (a) *endorse the Academic Board's approval of the proposal from the Faculty of Arts to introduce the Bachelor of Socio-Legal Studies and Bachelor of Socio-Legal Studies (Honours) courses; and*
- (b) *approve the amendment of the Resolutions of Senate relating to the Degrees, Diplomas and Certificates in the Faculty of Arts and the introduction of Resolutions relating to these courses; with effect from 1 January 2007, as set out on pages F14-15 and 19 of the report presented.*

#### **9.1.3 Faculty of Arts and Faculty of Medicine: Bachelor of Arts (Advanced) (Honours) / Bachelor of Medicine and Bachelor of Surgery**

F14-15, 20, 29-30

The Academic Board has approved a proposal from the Faculty of Arts and the Faculty of Medicine to introduce the new Bachelor of Arts (Advanced) (Honours) / Bachelor of Medicine and Bachelor of Surgery combined degree course. This combined program is an extension of the Combined Science Medicine Scholarship program that was established in 2005 and commenced in 2006.

On the recommendation of its Undergraduate Studies Committee, the Academic Board recommends that Senate endorse its approval of this proposal and amend the Resolutions of the Senate relating to the degrees, diplomas and certificates in the Faculty of Arts and the Faculty of Medicine and to this course, with effect from 1 January 2007.

#### **Recommendation**

*That Senate:*

- (a) *endorse the Academic Board's approval of the proposal from the Faculty of Arts and the Faculty of Medicine to introduce the Bachelor of Arts (Advanced) (Honours) / Bachelor of Medicine and Bachelor of Surgery combined degree course; and*
- (b) *approve the amendment of the Resolutions of Senate relating to the Degrees, Diplomas and Certificates in the Faculty of Arts and*

*the Faculty of Medicine and the introduction of Resolutions relating to the course; with effect from 1 January 2007, as set out on pages F14-15, 20 and 29-30 of the report presented.*

#### **9.1.4 Faculty of Dentistry: Master of Philosophy**

F21-23

The Academic Board has approved a proposal from the Faculty of Dentistry to introduce the new Master of Philosophy and delete the Master of Science in Dentistry. This proposal will rationalise the Faculty's research degrees at Master's level.

On the recommendation of its Undergraduate Studies Committee, the Academic Board recommends that Senate endorse its approval of this proposal and amend the Resolutions of the Senate relating to the degrees, diplomas and certificates in the Faculty of Dentistry and to these courses, with effect from 1 January 2007.

##### **Recommendation**

*That Senate:*

- (a) endorse the Academic Board's approval of the proposal from the Faculty of Dentistry to introduce the Master of Philosophy and withdraw the Master of Science in Dentistry; and*
- (b) approve the amendment of the Resolutions of Senate relating to the Degrees, Diplomas and Certificates in the Faculty of Dentistry and relating to these courses;*

*with effect from 1 January 2007, as set out on pages F21-23 of the report presented.*

#### **9.1.5 Faculty of Economics and Business: Bachelor of Commerce, Bachelor of Engineering / Bachelor of Commerce, Bachelor of Commerce / Bachelor of Arts, Bachelor of Commerce / Bachelor of Science and Bachelor of Commerce / Bachelor of Laws**

The Academic Board has approved a proposal from the Faculty of Economics and Business to reintroduce the Econometrics major in the Bachelor of Commerce course and associated combined degrees.

On the recommendation of its Undergraduate Studies Committee, the Academic Board recommends that Senate endorse its approval of this proposal noting that there are no amendments to the related Resolutions of Senate.

##### **Recommendation**

*That Senate endorse the Academic Board's approval of the proposal from the Faculty of Economics and Business to reintroduce the Econometrics major in the Bachelor of Commerce and associate combined degree courses, noting that there are no amendments to the related Resolutions of Senate, with effect from 1 January 2007, as set out in the report presented.*

#### **9.1.6 Faculty of Engineering: Bachelor of Engineering**

F24

The Academic Board has approved a proposal from the Faculty of Engineering to withdraw the E-commerce stream from the Bachelor of Engineering. New students interested in this area will be enrolled in the Bachelor of Engineering (Software) and will be able to choose Electronic Commerce-related elective units.

On the recommendation of its Undergraduate Studies Committee, the Academic Board recommends that Senate endorse its approval of this proposal and amend the Resolutions of the Senate relating to this course, with effect from 1 January 2007.

**Recommendation**

*That Senate:*

- (a) *endorse the Academic Board's approval of the proposal from the Faculty of Engineering to withdraw the E-commerce stream from the Bachelor of Engineering;*
- (b) *approve the amendment of the Resolutions of Senate relating to the course;*

*with effect from 1 January 2007, as set out on page F24 of the report presented.*

**9.1.7 Faculty of Health Sciences**

**9.1.7.1 Bachelor of Applied Science (Health Information Management) and Bachelor of Applied Science (Health Information Management) (Honours)**

F26

The Academic Board has approved a proposal from the Faculty of Health Sciences to withdraw the Bachelor of Applied Science (Health Information Management) and Bachelor of Applied Science (Health Information Management) (Honours).

On the recommendation of its Undergraduate Studies Committee, the Academic Board recommends that Senate endorse its approval of this proposal and amend the Resolutions of the Senate relating to these courses, with effect from 1 January 2007.

**Recommendation**

*That Senate:*

- (a) *endorse the Academic Board's approval of the proposal from the Faculty of Health Sciences to withdraw the Bachelor of Applied Science (Health Information Management) and the Bachelor of Applied Science (Health Information Management) (Honours); and*
- (b) *approve the amendment of the Resolutions of Senate relating to these courses*

*with effect from 1 January 2007, as set out on page F26 of the report presented.*

**9.1.7.2 Bachelor of Applied Science (Leisure and Health) and Bachelor of Applied Science (Leisure and Health) (Honours)**

F26

The Academic Board has approved a proposal from the Faculty of Health Sciences to withdraw the Bachelor of Applied Science (Leisure and Health) and Bachelor of Applied Science (Leisure and Health) (Honours).

On the recommendation of its Undergraduate Studies Committee, the Academic Board recommends that Senate endorse its approval of this proposal and amend the Resolutions of the Senate relating to these courses, with effect from 1 January 2007.

**Recommendation**

*That Senate:*

- (a) *endorse the Academic Board's approval of the proposal from the Faculty of Health Sciences to withdraw the Bachelor of Applied*

*Science (Leisure and Health) and the Bachelor of Applied Science (Leisure and Health) (Honours); and*  
 (b) *approve the amendment of the Resolutions of Senate relating to these courses*  
*with effect from 1 January 2007, as set out on page F26 of the report presented.*

#### **9.1.7.3 Bachelor of Applied Science (Orthoptics) and Bachelor of Applied Science (Orthoptics) (Honours)**

F26

The Academic Board has approved a proposal from the Faculty of Health Sciences to withdraw the Bachelor of Applied Science (Orthoptics) and Bachelor of Applied Science (Orthoptics) (Honours).

On the recommendation of its Undergraduate Studies Committee, the Academic Board recommends that Senate endorse its approval of this proposal and amend the Resolutions of the Senate relating to these courses, with effect from 1 January 2007.

##### **Recommendation**

*That Senate:*

- (a) *endorse the Academic Board's approval of the proposal from the Faculty of Health Sciences to withdraw the Bachelor of Applied Science (Orthoptics) and the Bachelor of Applied Science (Orthoptics) (Honours); and*
- (b) *approve the amendment of the Resolutions of Senate relating to these courses*  
*with effect from 1 January 2007, as set out on page F26 of the report presented.*

#### **9.1.7.4 Bachelor of Health Science (Rehabilitation Counselling) and Bachelor of Health Science (Rehabilitation Counselling) (Honours)**

F27

The Academic Board has approved a proposal from the Faculty of Health Sciences to withdraw the Bachelor of Health Science (Rehabilitation Counselling) and Bachelor of Health Science (Rehabilitation Counselling) (Honours).

On the recommendation of its Undergraduate Studies Committee, the Academic Board recommends that Senate endorse its approval of this proposal and amend the Resolutions of the Senate relating to these courses, with effect from 1 January 2007.

##### **Recommendation**

*That Senate:*

- (a) *endorse the Academic Board's approval of the proposal from the Faculty of Health Sciences to withdraw the Bachelor of Health Science (Rehabilitation Counselling) and the Bachelor of Health Science (Rehabilitation Counselling) (Honours); and*
- (b) *approve the amendment of the Resolutions of Senate relating to these courses*  
*with effect from 1 January 2007, as set out on page F27 of the report presented.*

#### **9.1.7.5 Bachelor of Health Sciences and Bachelor of Health Sciences (Honours)**

F28

The Academic Board has approved a proposal from the Faculty of Health Sciences to amend the Bachelor of Health Sciences and the Bachelor of

Health Sciences (Honours) courses. A major review of courses offered by faculties in the College of Health Sciences has identified the Bachelor of Health Sciences as a core offering and the proposed amendments will strengthen this position.

On the recommendation of its Undergraduate Studies Committee, the Academic Board recommends that Senate endorse its approval of this proposal and amend the Resolutions of the Senate relating to these courses, with effect from 1 January 2007.

**Recommendation**

*That Senate:*

- (a) *endorse the Academic Board's approval of the proposal from the Faculty of Health Sciences to amend the Bachelor of Health Sciences and the Bachelor of Health Sciences (Honours) courses; and*
- (b) *approve the amendment of the Resolutions of Senate relating to these courses;*

*with effect from 1 January 2007, as set out on page F28 of the report presented.*

**9.1.7.6 Graduate Certificate of Health Sciences (Casemix)**

F25

The Academic Board has approved a proposal from the Faculty of Health Sciences to withdraw the Graduate Certificate of Health Sciences (Casemix).

On the recommendation of its Graduate Studies Committee, the Academic Board recommends that Senate endorse its approval of this proposal and amend the Resolutions of the Senate relating to the Degrees, Diplomas and Certificates in the Faculty of Health Sciences, with effect from 1 January 2007.

**Recommendation**

*That Senate:*

- (a) *endorse the Academic Board's approval of the proposal from the Faculty of Health Sciences to withdraw the Graduate Certificate of Health Sciences (Casemix); and*
- (b) *approve the amendment of the Resolutions of Senate relating to the Degrees, Diplomas and Certificates in the Faculty of Health Sciences;*

*with effect from 1 January 2007, as set out on page F25 of the report presented.*

**9.1.7.7 Master of Orthoptics**

The Academic Board has approved a proposal from the Faculty of Health Sciences to amend the Master of Orthoptics course. The purpose of this proposal is to introduce an on-campus version of the current Masters course.

On the recommendation of its Graduate Studies Committee, the Academic Board recommends that Senate endorse its approval of this proposal and note that there are no amendments to the related Resolutions of Senate.

**Recommendation**

*That Senate endorse the Academic Board's approval of the proposal from the Faculty of Health Sciences to amend the Master of Orthoptics course with effect from 1 January 2007, as set out in the report presented.*

### **9.1.8 Faculty of Medicine**

#### **9.1.8.1 Master of Bioethics; Master of Bioethics (Honours); Graduate Diploma in Bioethics; Graduate Certificate in Bioethics; Graduate Certificate in Bioethics (Biotechnology)**

F29-31

The Academic Board has approved a proposal from the Faculty of Medicine to introduce the Master of Bioethics, the Master of Bioethics (Honours), the Graduate Diplomas in Bioethics, the Graduate Certificate in Bioethics and the Graduate Certificate in Bioethics (Biotechnology). This suite of courses was originally approved in 2005 on behalf of the Faculty of Science, but the courses will be jointly offered with the Faculty of Medicine.

On the recommendation of its Graduate Studies Committee, the Academic Board recommends that Senate endorse its approval of this proposal and approve the amendment of the Resolutions of Senate relating to the Degrees, Diplomas and Certificates in the Faculty of Medicine and related to these courses.

#### **Recommendation**

*That Senate:*

- (a) *endorse the Academic Board's approval of the proposal from the Faculty of Medicine to introduce the Master of Bioethics, the Master of Bioethics (Honours), the Graduate Diploma in Bioethics, the Graduate Certificate in Bioethics and the Graduate Certificate in Bioethics (Biotechnology) courses; and*
- (b) *approve the amendment of the Resolutions of Senate relating to the Degrees, Diplomas and Certificates in the Faculty of Medicine and the introduction of Resolutions relating to these courses;*

*with effect from 1 January 2007, as set out on pages F29-31 of the report presented.*

#### **9.1.8.2 Master of Philosophy**

F29-30, 32-36

The Academic Board has approved a proposal from the Faculty of Medicine to introduce the new Master of Philosophy and delete the Master of Philosophy in Public Health; Master of Philosophy in International Public Health; Master of Medicine (by research) and the Master of Science in Medicine (by research). The purpose of the proposed course is to rationalise the Faculty's research degrees at Masters level.

On the recommendation of its Graduate Studies Committee, the Academic Board recommends that Senate endorse its approval of this proposal and approve the amendment of the Resolutions of Senate relating to the Degrees, Diplomas and Certificates in the Faculty of Medicine and related to these courses.

#### **Recommendation**

*That Senate:*

- (a) *endorse the Academic Board's approval of the proposal from the Faculty of Medicine to introduce the Master of Philosophy and*

*delete the Master of Philosophy in Public Health; Master of Philosophy in International Public Health; Master of Medicine (by research) and Master of Science in Medicine (by research) courses; and*

- (b) *approve the amendment of the Resolutions of Senate relating to the Degrees, Diplomas and Certificates in the Faculty of Medicine and the introduction of Resolutions relating to these courses;*

*with effect from 1 January 2007, as set out on pages F29-30 and 32-36 of the report presented.*

#### **9.1.9 Faculty of Pharmacy: Master of Philosophy**

F37-40

The Academic Board has approved a proposal from the Faculty of Pharmacy to introduce the new Master of Philosophy and delete the Master of Pharmacy (Research); Master of Pharmaceutical Science and Graduate Diploma in Pharmaceutical Science. The purpose of this proposal is to rationalise the Faculty's research degrees at Masters level in order to clearly distinguish between the Masters by Research (the new Master of Philosophy) and Masters by coursework.

On the recommendation of its Graduate Studies Committee, the Academic Board recommends that Senate endorse its approval of this proposal and approve the amendment of the Resolutions of Senate relating to the Degrees, Diplomas and Certificates in the Faculty of Pharmacy and related to these courses.

##### **Recommendation**

*That Senate:*

- (a) *endorse the Academic Board's approval of the proposal from the Faculty of Pharmacy to introduce the Master of Philosophy and delete the Master of Pharmacy (Research); Master of Pharmaceutical Science and Graduate Diploma in Pharmaceutical Science courses; and*
- (b) *approve the amendment of the Resolutions of Senate relating to the Degrees, Diplomas and Certificates in the Faculty of Pharmacy and the introduction of Resolutions relating to these courses;*

*with effect from 1 January 2007, as set out on pages F37-40 of the report presented.*

#### **9.1.10 Faculty of Science: Bachelor of Science**

The Academic Board has approved a proposal from the Faculty of Science to introduce the Bioinformatics major in the Bachelor of Science course. This major will replace the recently withdrawn Bachelor of Science (Bioinformatics) course.

On the recommendation of its Undergraduate Studies Committee, the Academic Board recommends that Senate endorse its approval of this proposal and note that there are no amendments to the related Resolutions of Senate.

##### **Recommendation**

*That Senate endorse the Academic Board's approval of the proposal from the Faculty of Science to introduce the Bioinformatics major in the Bachelor of Science course with effect from 1 January 2007, as set out in the report presented.*

**9.1.11 Faculty of Science and Faculty of Medicine: Graduate Certificate in Bioethics (Clinical Ethics)**

F29-30, 41-44

The Academic Board has approved a proposal from the Faculty of Science and the Faculty of Medicine to amend the Graduate Certificate in Bioethics. The purpose of this proposal is to introduce a new Graduate Certificate in Bioethics (Clinical Ethics).

On the recommendation of its Graduate Studies Committee, the Academic Board recommends that Senate endorse its approval of this proposal and approve the amendment of the Resolutions of Senate relating to the Degrees, Diplomas and Certificates in the Faculty of Science and the Faculty of Medicine and related to this course.

**Recommendation**

*That Senate:*

- (a) *endorse the Academic Board's approval of the proposal from the Faculty of Science and the Faculty of Medicine to amend the Graduate Certificate in Bioethics; and*
- (b) *approve the amendment of the Resolutions of Senate relating to the Degrees, Diplomas and Certificates in the Faculty of Science and the Faculty of Medicine and relating to this course;*  
*with effect from 1 January 2007, as set out on pages F29-30 and 41-44 of the report presented.*

**9.1.12 Sydney College of the Arts****9.1.12.1 Master of Documentary Photography**

F45-46

The Academic Board has approved a proposal from the Sydney College of the Arts to introduce the Master of Documentary Photography. The purpose of the proposal is to introduce professional training for advanced photographers in the area of documentary still image making.

On the recommendation of its Graduate Studies Committee, the Academic Board recommends that Senate endorse its approval of this proposal and approve the amendment of the Resolutions of Senate relating to the Degrees, Diplomas and Certificates in the Sydney College of the Arts and related to this course.

**Recommendation**

*That Senate:*

- (a) *endorse the Academic Board's approval of the proposal from the Sydney College of the Arts to introduce the Master of Documentary Photography course; and*
- (b) *approve the amendment of the Resolutions of Senate relating to the Degrees, Diplomas and Certificates in the Sydney College of the Arts and the introduction of Resolutions relating to this course;*  
*with effect from 1 January 2007, as set out on pages F45-46 of the report presented.*

**9.1.12.2 Master of Multimedia Design**

The Academic Board has approved a proposal from the Sydney College of the Arts to amend the Master of Multimedia Design. The purpose of the proposal is to revise the structure for the degree which will provide candidates more flexibility in their study options through the offering of a

variety of electives available in other Postgraduate Coursework degrees within the College and in other faculties of the University.

On the recommendation of its Graduate Studies Committee, the Academic Board recommends that Senate endorse its approval of this proposal and note that there are no amendments to the Resolutions of Senate related to this course.

**Recommendation**

*That Senate endorse the Academic Board's approval of the proposal from the Sydney College of the Arts to amend the Master of Multimedia Design course with effect from 1 January 2007, as set out in the report presented.*

**9.1.13 Sydney Conservatorium of Music and Faculty of Medicine: Bachelor of Music Studies / Bachelor of Medicine and Bachelor of Surgery F29-30, 47-48**

The Academic Board has approved a proposal from the Sydney Conservatorium of Music and the Faculty of Medicine to introduce the Bachelor of Music Studies / Bachelor of Medicine and Bachelor of Surgery combined degree course. This combined program will allow school leavers wishing to study medicine an opportunity to undertake in-depth study of music and provide a specific pathway to the MBBS for the highest-achieving school-leavers, some of whom are currently lost to the University of Sydney.

On the recommendation of its Undergraduate Studies Committee, the Academic Board recommends that Senate endorse its approval of this proposal and amend the Resolutions of the Senate relating to the degrees, diplomas and certificates in the Sydney Conservatorium of Music and the Faculty of Medicine and to this course, with effect from 1 January 2007.

**Recommendation**

*That Senate:*

- (a) *endorse the Academic Board's approval of the proposal from the Sydney Conservatorium of Music and the Faculty of Medicine to introduce the Bachelor of Music Studies / Bachelor of Medicine and Bachelor of Surgery combined degree course; and*
  - (b) *approve the amendment of the Resolutions of Senate relating to the Degrees, Diplomas and Certificates in the Sydney Conservatorium of Music and the Faculty of Medicine and the introduction of Resolutions relating to the course;*
- with effect from 1 January 2007, as set out on pages F29-30 and 47-48 of the report presented.*

**9.1.14 Faculty of Veterinary Science**

**9.1.14.1 Master of Animal Science (Animal Breeding Management); Master of Animal Science (Honours); Graduate Diploma in Animal Science (Animal Breeding Management); Graduate Certificate in Animal Science (Animal Breeding Management)**

F49-50

The Academic Board has approved a proposal from the Faculty of Veterinary Science to introduce the new Master of Animal Science (Animal Breeding Management); Master of Animal Science (Honours); Graduate Diploma in Animal Science (Animal Breeding Management); and the Graduate Certificate in Animal Science (Animal Breeding Management). The purpose of this proposal is to introduce a new

stream of animal breeding management into the Master of Animal Science in collaboration with the University of New England.

On the recommendation of its Graduate Studies Committee, the Academic Board recommends that Senate endorse its approval of this proposal and approve the amendment of the Resolutions of Senate relating to the Degrees, Diplomas and Certificates in the Faculty of Veterinary Science and related to these courses.

**Recommendation**

*That Senate:*

- (a) *endorse the Academic Board's approval of the proposal from the Faculty of Veterinary Science to introduce the Master of Animal Science (Animal Breeding Management); Master of Animal Science (Honours); Graduate Diploma in Animal Science (Animal Breeding Management); Graduate Certificate in Animal Science (Animal Breeding Management) courses; and*
- (b) *approve the amendment of the Resolutions of Senate relating to the Degrees, Diplomas and Certificates in the Faculty of Veterinary Science and the introduction of Resolutions relating to these courses;*

*with effect from 1 January 2007, as set out on pages F49-50 of the report presented.*

**9.1.14.2 Master of Veterinary Public Health Management (Honours)**

*F49, 51*

The Academic Board has approved a proposal from the Faculty of Veterinary Science to introduce the new Master of Veterinary Public Health Management (Honours). This proposal seeks to add an honours component (1.25 EFTSU) to the existing Master of Veterinary Public Health Management (1 EFTSU) which will allow greater opportunities for training MVPHMgt in research in veterinary epidemiology and public health.

On the recommendation of its Graduate Studies Committee, the Academic Board recommends that Senate endorse its approval of this proposal and approve the amendment of the Resolutions of Senate relating to the Degrees, Diplomas and Certificates in the Faculty of Veterinary Science and related to this course.

**Recommendation**

*That Senate:*

- (a) *endorse the Academic Board's approval of the proposal from the Faculty of Health Sciences to introduce the Master of Veterinary Public Health Management (Honours) course; and*
- (b) *approve the amendment of the Resolutions of Senate relating to the Degrees, Diplomas and Certificates in the Faculty of Health Sciences and the introduction of Resolutions relating to this course;*

*with effect from 1 January 2007, as set out on pages F49 and 51 of the report presented.*

**For noting**

**9.2 Minor course amendments**

The Academic Board endorsed minor amendments to the following courses:

- Faculty of Economics and Business: amendments to Section 2 of the Faculty resolutions (all courses);

- Faculty of Engineering: the replacement of two units of study within the Master of Engineering Studies and amendments to Section 2 of the Faculty Resolutions for the Bachelor of Engineering; and
- Faculty of Health Sciences: amendments to English language requirements;
- Faculty of Veterinary Science: amendments to units of study in the Bachelor of Animal and Veterinary Bioscience; and
- Sydney Conservatorium of Music: amendments to Section 2 of the Faculty resolutions for the Bachelor of Arts / Bachelor of Music Studies.

### **9.3 Vote of appreciation for Associate Professor A Masters**

The Chair advised that it was with regret that he had accepted Associate Professor Tony Masters' resignation as Deputy Chair and Chair of the Graduate Studies Committee. He thanked Associate Professor Masters for his outstanding dedication and unwavering commitment to performing these roles and said he looked forward to Associate Professor Masters' continued and valued participation as a member of the Board.

### **9.4 Chairs of the Academic Board Standing Committees**

Under the provisions of the *University of Sydney (Academic Governance) Rule 2003* the Chair nominated the following Academic Board members as chairs of the Board's standing committees:

- Professor Chris Murphy – the Academic Staffing Committee;
- Associate Professor Peter McCallum – the Graduate Studies Committee;
- Associate Professor Robyn Ewing – the Learning and Teaching Committee;
- Associate Professor Robyn Overall – the Research Committee; and
- Associate Professor Scott Kable – the Undergraduate Studies Committee.

All chairs were appointed for a term expiring 31 December 2007.

### **9.5 Appointment of Deputy Chair**

Under the provisions of the *University of Sydney (Academic Governance) Rule 2003* the Chair nominated the Associate Professor Peter McCallum (Chair of the Graduate Studies Committee) to serve as Deputy Chair of the Academic Board for a term expiring 31 December 2007.

The Chair advised that following the appointment of the chairs of the standing committees and the Deputy Chair that a retreat would be held with these members to look at the future work of the Academic Board.

Professor Bruce Sutton  
Chair, Academic Board



# The University of Sydney

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## Standardisation of Credit Points Working Party

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Meeting 27/08/03

Present: Associate Professor P McCallum (Chair), Professor B Tipton, Associate Professor D Taylor, Drs S Cumming, C Cusack and J Hughes, Mr G Coss and Ms K Sodersten. Ms Megan Kemmis was in attendance.

### 1. Notes of previous meeting

Members corrected some points within the notes as follows:

#### Units of Study Data

Education – note that two units of study are yet to be revised; and

Science – note that the Faculty does have some 4 and 8 credit point units of study, and that it is currently targeting those units of study worth 8 credit points.

The Chair advised members that the Chair of the University's Academic Board had raised the issue of standardising credit points with other members of the Committee of Chairs of Academic Boards (NSW Universities) but.....

### 2. Credit Point Definitions

*NB: Members noted that the last sentence in the statement from the Faculty of Arts should read "Assessment tasks which are not obviously equable.."*

Members discussed the credit point definitions and raised the following issues:

- Science: the Faculty had attempted to include a definition of a credit point in its earlier handbooks, but this definition had been watered down over time. The Faculty's Teaching and Learning Committee had recently suggested the following definition:

"that one credit point be approximately 1 contact hour or set work that is new, plus approximately 1 hour of related review/revision/work that does not contain a substantial portion of new material"

Members noted that the Faculty was applying this definition to new units of study and to existing units of study as they came up for review (e.g. the School of Psychology will be reviewing its units of study after receiving advice from the NSW Psychologists' Registration Board that its current 4 credit point units of study should be revised and converted to 6 credit point units of study, as the current student workload was deemed to be too high);

- Architecture: the Faculty is considering the adoption of a definition similar to that developed by the Faculty of Education, and is keen to revise its current units of study so that they are worth either 6 or 12 credit points each.

- Health Sciences: the Faculty's definition is very similar to that developed by the Faculty of Education, and includes the assessment and examination requirements per credit point;
- There was a high level of agreement amongst faculty definitions of a credit point, and members agreed that it would be feasible to develop a university-wide definition, noting that various faculties and disciplines would have differing requirements in terms of assessment, examination, the use of tutorials and laboratory work, etc. Members noted that the definition should also address how other activities, such as field work, practicums and work experience, should be addressed.

### 3. **Statement on Credit Points and Units of Study**

The Chair noted that the agenda included some general points for discussion in developing a statement, based on the principle that there was general agreement that the University should move towards some form of standardisation with regards to credit points.

Members discussed the points as follows:

1. *Faculties shall use credit points to monitor student work-load on the basis that 24 credit points equates to the effort expected of a full-time student, studying 36-48 hours per week. Faculties will state their understanding of the credit point in their Teaching and Learning plan.*

The Chair noted that this point could be expanded to include a general definition of one credit point, as discussed.

2. *Where units of study are available to students of more than one faculty, faculties shall design units of study to maximise compatibility and availability to students of the university.*

Members endorsed this point. It was suggested that the point be expanded to add "Such compatibility would normally be demonstrated by following these principles:" which would then lead on to points 3, 4 and 5.

3. *The usual credit point load for a unit of study shall be six credit points. Such standardisation exists to maximise student choice and flexibility.*

The Chair suggested that the rationale for standardisation could be expanded to include efficiency and economy related to course co-ordination (this would apply where faculties replaced 2 and 3 credit point units of study with 6 credit point units of study). Members also suggested that the point be softened to state "Where possible, the usual credit point load...".

4. *Faculties introducing new units of study with a credit point value other than six may seek the permission of the Board. New units of study with a credit point value of other than six shall not normally be available to students outside the host faculty.*

Members expressed concern that this point could be seen as being overly-proscriptive and suggested that the phrase "may seek the permission of the

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Board" be replaced by "will notify the Academic Board and comment on the rationale for the credit point value".

5. *During 2004 faculties shall review existing units of study and report to the Board on their intentions regarding implementation of point three, or a rationale for continuing to offer units of study with a value other than six points. From 2006, in cases where faculties wish to continue to offer units of study with a credit point value of other than six, such units of study will not normally be available to students outside the host faculty, except with special permission of the Dean's of the student's faculty and the host faculty of the unit of study.*

Members agreed in general to this point, but expressed concern that faculties be allowed to offer units of study with credit points other than 6 where good cause exists.

Members agreed that the five points be amended as discussed and incorporated into a package, together with a list of the arguments for and against standardisation discussed by the Working Party, commentary on current practice amongst faculties, commentary on existing pressures against standardisation (such as the requirements of accrediting and professional bodies) and other information considered by the Working Party for circulation. The package would initially be distributed to Working Party members for comment and a further meeting would be scheduled if members felt there was a need.



# The University of Sydney

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## Undergraduate Studies Committee Agenda

Committee Secretary: Megan Kemmis

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### Notice of Meeting

A meeting of the **Undergraduate Studies Committee** will be held at **10.00am** on **Tuesday 11 April 2006** in the Western Tower Room. (Room S 495, first floor of the Western Tower area of the Quadrangle Building on the Camperdown Campus, opposite the Clock Tower.)

Members who are unable to attend are asked to notify Megan Kemmis at the above address. Enquiries concerning this meeting may also be directed to Ms Kemmis.

### Megan Kemmis

for

Dr W Adams

**Registrar**

4 April 2006

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### Agenda

### Pages

**1. Apologies**

Apologies have been received from: Professor J Sachs and Associate Professors R Mason and T Masters.

**2. Minutes of previous meeting**

**(pages 7-12)**

***Recommendation***

*That the Undergraduate Studies Committee adopt the minutes of the previous meeting held on 21 March 2006 as a true record.*

**3. Business arising from Minutes (not dealt with elsewhere in the Agenda)**

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4. **Report of the Chair** (page 13)  
4.1 **Representation on Other Committees** (page 13)

4.2 **Oral report**

**Recommendation**

*That the Undergraduate Studies Committee note the report of the Chair.*

5. **Report of the Academic Board** (page 14, supplementary agenda)

**Recommendation**

*That the Undergraduate Studies Committee note the report of the Academic Board meeting of 5 April 2006, as set out in the report presented.*

6. **Report of the Admissions Sub-Committee** (page 15)

**Recommendation**

*That the Undergraduate Studies Committee note the report of the Admissions Sub-Committee meeting of 28 March 2006, as set out in the report presented.*

7. **Proposals for New and Amended Courses** (pages 16-245)  
7.1 **Faculty of Arts** (pages 16-17, 22-102)  
7.1.1 **Bachelor of Arts (Psychology)** (pages 16, 22-40)

**Recommendation**

*That the Undergraduate Studies Committee recommend that the Academic Board:*

- (1) *approve the proposal from the Faculty of Arts to introduce the new degree program, the Bachelor of Arts (Psychology) course;*
- (2) *recommend that Senate:*
  - (i) *endorse the Academic Board's approval of the proposal to introduce the new course;*
  - (ii) *approve the amendment of the Resolutions of Senate relating to the Degrees, Diplomas and Certificates in the Faculty of Arts; and*
  - (iii) *approve the new Resolutions of Senate relating to the course; and*
- (3) *approve the Faculty requirements relating to admission, units of study, the pass degree, the honours degree and award of the degree*

*with effect from 1 January 2007, as set out in the report presented.*

- 7.1.2 **Bachelor of Global Studies** (pages 16, 41-67)

**Recommendation**

*That the Undergraduate Studies Committee recommend that the Academic Board:*

- (1) *approve the proposal from the Faculty of Arts to introduce the new degree program, the Bachelor of Global Studies course;*
  - (2) *recommend that Senate:*
    - (i) *endorse the Academic Board's approval of the proposal to introduce the new course;*
    - (ii) *approve the amendment of the Resolutions of Senate relating to the Degrees, Diplomas and Certificates in the Faculty of Arts; and*
    - (iii) *approve the new Resolutions of Senate relating to the course; and*
  - (3) *approve the Faculty requirements relating to admission, units of study, the pass degree, the honours degree and award of the degree*
- with effect from 1 January 2007, as set out in the report presented.*

### **7.1.3 Bachelor of Socio-Legal Studies**

**(pages 17, 68-102)**

#### **Recommendation**

*That the Undergraduate Studies Committee recommend that the Academic Board:*

- (1) *approve the proposal from the Faculty of Arts to introduce the new degree program, the Bachelor of Socio-Legal Studies course;*
  - (2) *recommend that Senate:*
    - (i) *endorse the Academic Board's approval of the proposal to introduce the new course;*
    - (ii) *approve the amendment of the Resolutions of Senate relating to the Degrees, Diplomas and Certificates in the Faculty of Arts; and*
    - (iii) *approve the new Resolutions of Senate relating to the course; and*
  - (3) *approve the Faculty requirements relating to admission, units of study, the pass degree, the honours degree and award of the degree*
- with effect from 1 January 2007, as set out in the report presented.*

### **7.2 Faculty of Economics and Business: Bachelor of Commerce, Bachelor Engineering / Bachelor of Commerce , Bachelor of Commerce / Bachelor of Arts, Bachelor of Commerce / Bachelor of Science, Bachelor of Commerce / Bachelor of Laws**

**(pages 17-18, 103-143)**

#### **Recommendation**

*That the Undergraduate Studies Committee recommend that the Academic Board:*

- (1) *approve the proposal from the Faculty of Economics and Business to re-introduce the Econometrics major in the Bachelor of Commerce, Bachelor of Engineering / Bachelor of Commerce, Bachelor of Commerce / Bachelor of Arts, Bachelor of Commerce / Bachelor of Science and the Bachelor of Commerce / Bachelor of Laws courses;*
- (2) *recommend that Senate endorse the Academic Board's approval of the proposal; and*

- (3) *approve the Faculty requirements relating to the pass degrees and majors with effect from 1 January 2007, as set out in the report presented.*

**7.3 Faculty of Engineering: Bachelor of Engineering (E-Commerce)** **(pages 18, 144-152)**

**Recommendation**

*That the Undergraduate Studies Committee recommend that the Academic Board:*

- (1) *approve the proposal from the Faculty of Engineering to withdraw the E-Commerce stream from the Bachelor of Engineering;*
- (2) *recommend that Senate:*
- (i) *endorse the Academic Board's approval of the proposal to withdraw the stream;*
- (ii) *approve the amendment of the Resolutions of Senate relating to the Degrees, Diplomas and Certificates in the Faculty of Engineering and to the Bachelor of Engineering; and*
- (3) *approve the Faculty requirements relating to specialisations with effect from 1 January 2007, as set out in the report presented.*

**7.4 Faculty of Health Sciences** **(pages 18-21, 153-209)**

**7.4.1 Bachelor of Applied Science (Health Information Management) and Bachelor of Applied Science (Health Information Management) (Honours)** **(pages 18-19, 153-158)**

**Recommendation**

*That the Undergraduate Studies Committee recommend that the Academic Board:*

- (1) *approve the proposal from the Faculty of Health Sciences to delete the Bachelor of Applied Science (Health Information Management) and Bachelor of Applied Science (Health Information Management) (Honours) courses;*
- (2) *recommend that Senate approve the rescission of the Resolutions of Senate relating to the courses and the amendment to the Resolutions of Senate relating to the Degrees, Diplomas and Certificates in the Faculty of Health Sciences; and*
- (3) *approve the rescission of the related faculty resolutions with effect from 1 January 2007, as set out in the report presented.*

**7.4.2 Bachelor of Applied Science (Leisure and Health) and Bachelor of Applied Science (Leisure and Health) (Honours)** **(pages 19, 159-164)**

**Recommendation**

*That the Undergraduate Studies Committee recommend that the Academic Board:*

- (1) *approve the proposal from the Faculty of Health Sciences to delete the Bachelor of Applied Science (Leisure and Health) and Bachelor of Applied Science (Leisure and Health) (Honours) courses;*

- (2) *recommend that Senate approve the rescission of the Resolutions of Senate relating to the courses and the amendment to the Resolutions of Senate relating to the Degrees, Diplomas and Certificates in the Faculty of Health Sciences; and*
- (3) *approve the rescission of the related faculty resolutions with effect from 1 January 2007, as set out in the report presented.*

**7.4.3 Bachelor of Applied Science (Orthoptics) and Bachelor of Applied Science (Orthoptics) (Honours) (pages 19-20, 165-170)**

***Recommendation***

*That the Undergraduate Studies Committee recommend that the Academic Board:*

- (1) *approve the proposal from the Faculty of Health Sciences to delete the Bachelor of Applied Science (Orthoptics) and Bachelor of Applied Science (Orthoptics) (Honours) courses;*
- (2) *recommend that Senate approve the rescission of the Resolutions of Senate relating to the courses and the amendment to the Resolutions of Senate relating to the Degrees, Diplomas and Certificates in the Faculty of Health Sciences; and*
- (3) *approve the rescission of the related faculty resolutions with effect from 1 January 2007, as set out in the report presented.*

**7.4.4 Bachelor of Health Science (Rehabilitation Counselling) and Bachelor of Health Science (Rehabilitation Counselling) (Honours) (pages 20, 171-176)**

***Recommendation***

*That the Undergraduate Studies Committee recommend that the Academic Board:*

- (1) *approve the proposal from the Faculty of Health Sciences to delete the Bachelor of Health Science (Rehabilitation Counselling) and Bachelor of Health Science (Rehabilitation Counselling) (Honours) courses;*
- (2) *recommend that Senate approve the rescission of the Resolutions of Senate relating to the courses and the amendment to the Resolutions of Senate relating to the Degrees, Diplomas and Certificates in the Faculty of Health Sciences; and*
- (3) *approve the rescission of the related faculty resolutions with effect from 1 January 2007, as set out in the report presented.*

**7.4.5 Bachelor of Health Sciences and Bachelor of Health Sciences (Honours) (pages 20-21, 177-209)**

***Recommendation***

*That the Undergraduate Studies Committee recommend that the Academic Board:*

- (1) *approve the proposal from the Faculty of Health Sciences to amend the Bachelor of Health Sciences and Bachelor of Health Sciences (Honours) courses;*
- (2) *recommend that Senate:*
  - (i) *endorse the Academic Board's approval of the proposal;*

- (ii) *approve the amendment of the Resolutions of Senate relating to the courses; and*
- (3) *approve the Faculty requirements relating to admission, units of study, the pass degree and the honours degree with effect from 1 January 2007, as set out in the report presented.*

**7.5 Faculty of Science: Bachelor of Science – Bioinformatics Major**  
**(pages 21, 210-218)**

**Recommendation**

*That the Undergraduate Studies Committee recommend that the Academic Board:*

- (1) *approve the proposal from the Faculty of Science to introduce the Bioinformatics major in the Bachelor of Science courses;*
- (2) *recommend that Senate endorse the Academic Board's approval of the proposal; and*
- (3) *approve the Faculty requirements relating to the units of study and majors with effect from 1 January 2007, as set out in the report presented.*

**7.6 Sydney Conservatorium of Music and the Faculty of Medicine: Bachelor of Music Studies / Bachelor of Medicine and Bachelor of Surgery**  
**(pages 21, 219-245)**

**Recommendation**

*That the Undergraduate Studies Committee recommend that the Academic Board:*

- (1) *approve the proposal from the Sydney Conservatorium of Music and the Faculty of Medicine to introduce the new degree program, the Bachelor of Music Studies / Bachelor of Medicine and Bachelor of Surgery combine degree course;*
- (2) *recommend that Senate:*
  - (i) *endorse the Academic Board's approval of the proposal to introduce the new course;*
  - (ii) *approve the amendment of the Resolutions of Senate relating to the Degrees, Diplomas and Certificates in the Sydney Conservatorium of Music and the Faculty of Medicine; and*
  - (iii) *approve the new Resolutions of Senate relating to the course; and*
- (3) *approve the Faculty requirements relating to admission, units of study, the honours degree, the combined degree and award of the degree with effect from 1 January 2007, as set out in the report presented.*

- 8. Faculty Resolutions** (pages 246-270)
- 8.1 Faculty of Engineering: Bachelor of Engineering / Bachelor of Laws** (pages 246-250)
- Recommendation**  
*That the Undergraduate Studies Committee recommend that the Academic Board approve the amended faculty resolutions for the Bachelor of Engineering / Bachelor of Laws.*
- 8.2 Faculty of Law: Combined Law degrees** (pages 246, 251-270)
- Recommendation**  
*That the Undergraduate Studies Committee recommend that the Academic Board approve the amended faculty resolutions for the combined law degrees.*
- 9. Reports from Faculties** (pages 271-287)
- 9.1 Faculty of Engineering: Bachelor of Engineering** (pages 271-281)
- Recommendation**  
*That the Undergraduate Studies Committee recommend that the Academic Board note the report from the Faculty of Engineering regarding faculty-approved amendments to the Bachelor of Engineering.*
- 9.2 Faculty of Veterinary Science: Bachelor of Animal & Veterinary Bioscience** (pages 271, 282-285)
- Recommendation**  
*That the Undergraduate Studies Committee recommend that the Academic Board note the report from the Faculty of Veterinary Science regarding amendments to the units of study in the Bachelor of Animal and Veterinary Bioscience.*
- 9.3 Sydney Conservatorium of Music: Bachelor of Arts/Bachelor of Music Studies** (pages 271, 286-287)
- Recommendation**  
*That the Undergraduate Studies Committee recommend that the Academic Board note the report from the Sydney Conservatorium of Music regarding faculty-approved amendments to the resolutions for the Bachelor of Arts/Bachelor of Music Studies.*
- 10. General business**
- 11. Next meeting**  
The next meeting will be held on 6 June 2006 at **10:00 am** in the Western Tower Room.
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## **Minutes of the Undergraduate Studies Committee meeting held on Tuesday 11 April 2006**

**There were present:** The Chair (Associate Professor B Sutton) presiding, Professor D Grant, Associate Professors J Hodgson and C Roberts, Drs C Collyer, S Cumming, P Gerangelos, R Gibson, E Howe, J Hanrahan, S Robertson, M Rosenman, J Shaw and W Vervoort, and Mr P Ball, Mr D Bowan, Ms L Brown and Mr S Lojewski. Associate Professor R van Krieken, Drs D Celemajer and Y Shrivastava, Ms M Kemmis were in attendance.

### **1. Apologies**

Apologies were received from: Professor J Sachs, Associate Professor T Masters and R Mason, Drs D Auld and A Poulos and Mr A McLeod.

### **2. Minutes of the previous meeting**

#### **Resolution 18/06**

That the Undergraduate Studies Committee adopt the minutes of the previous meeting held on 21 March 2006 as a true record.

### **3. Business arising from Minutes (not dealt with elsewhere in the Agenda)**

Dr Collyer queried the difference in progression requirements between the new Bachelor of Arts (Advanced) (Honours) / Bachelor of Medicine and Bachelor of Surgery course and the existing Bachelor of Science (Advanced) / Bachelor of Medicine and Bachelor of Surgery course. The new course requires students to maintain a grade point average of 75, while the older course has a progression requirement of 80. It was agreed that the Faculty of Medicine would review this issue and advise the Committee of a standard progression rate for all the combined courses giving entry to the MBBS.

### **4. Report of the Chair**

#### **4.1 Representation on Other Committees**

The Chair advised members that Dr Hanrahan had nominated to represent the Undergraduate Studies Committee on the Library Sub-Committee. A nominee was still required for the Admissions Sub-Committee.

#### **4.2 Oral Report**

The Chair advised that he had no other matters on which to report.

#### **Resolution 19/06**

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

### **5. Report of the Academic Board**

The Committee noted the report of the Academic Board meeting held on 5 April 2006, in particular the amendment to the semester dates for Semester 1 in 2007.

#### **Resolution 20/06**

That the Undergraduate Studies Committee note the report of the Academic Board meeting held on 5 April 2006.

## 6. **Report of the Admissions Sub-Committee**

The Committee noted the report of the Admissions Sub-Committee meeting held on 28 March 2006. In particular, the Sub-Committee had received a preliminary report from Dr L Woodrow (Faculty of Education and Social Work) on the correlation between English language proficiency and academic performance. The Chair also noted that he was undertaking some research on academic grades as a measure of teaching outcomes.

The Sub-Committee had considered a follow-up item from Associate Professor R Drynan, regarding the admission of graduates from the Bachelor of Sciences and Technology (BST) into the Bachelor of Engineering. The Sub-Committee considered the resolutions for the Bachelor of Engineering and additional information from the Faculty of Engineering and concluded that there was no advantage granted to graduates of the BST. A letter to this effect was sent from the Chair to Professor Drynan.

The Chair also noted that a further item had been circulated prior to the April Academic Board meeting. This had related to the consideration of students for admission to the Faculty of Architecture on the basis of work experience and industry portfolios.

### **Resolution 21/06**

That the Undergraduate Studies Committee note the report of the Admissions Sub-Committee meeting held on 28 March 2006.

#### **6.1.2 Admission of Students with Forecast IB Scores**

In 2005, the Chair of the Academic Board granted provisional approval for the Faculty of Engineering to enrol six students on the basis of their forecast International Baccalaureate scores. This approval was granted on the basis that:

- other major Australian universities were accepting students on this basis
- waiting until after the final scores were published would mean that the students could not be admitted for another five months; and
- the Faculty of Engineering would report to the Admissions Sub-Committee on the students' progress.

The Sub-Committee considered a report from the Faculty of Engineering on these students and noted that only one of the six students admitted had received a lower score than had been predicted. The Sub-Committee supported the proposal that faculties be allowed to accept forecast International Baccalaureate scores at least two points above the published entry requirements for courses.

Members approved the recommendation.

### **Resolution 22/06**

That the Undergraduate Studies Committee recommend that the Academic Board approve the admission of international full fee paying students with forecast International Baccalaureate scores at 2 points higher than the published admission scores.

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## 7. Proposals for New and Amended Courses

### 7.1 Faculty of Arts

#### 7.1.1 Bachelor of Arts (Psychology)

Dr Robertson advised the Committee that the Faculty of Arts had withdrawn the Psychology major from the Bachelor of Arts following the standardisation of credit points for the units of study in the Bachelor of Arts. The standardisation of the units of study had made it impossible for students to meet the requirements of the Bachelor of Arts and complete the mandatory units for Psychology. The proposed course had dealt with these issues and would provide an alternative accreditation route to the Bachelor of Psychology offered by the Faculty of Science.

During discussion the following points were raised:

- the proposal should be amended to provide information on the number of students previously enrolled in the Psychology major of the Bachelor of Arts;
- the benchmarking information in the proposal should be amended to clarify that the Faculty of Arts was benchmarking with other Bachelor of Arts (Psychology) or Bachelor of Arts/Psychology major courses, not Bachelor of Psychology courses;
- the proposal should clarify that the course will provide a different, but equally valid, pathway to accreditation than the science-focussed Bachelor of Psychology, and would not directly compete with the existing degree; and
- further information about the completion of honours for this degree was required.

The proposal was approved pending receipt of the above information and clarification.

#### **Resolution 23/06**

That the Undergraduate Studies Committee recommend that the Academic Board:

- (1) approve the proposal from the Faculty of Arts to introduce the Bachelor of Arts (Psychology) (Honours) course;
  - (2) recommend that Senate:
    - (i) endorse the proposal to introduce the course;
    - (ii) approve the amendment of the Resolutions of Senate relating to the Degrees, Diplomas and Certificates in the Faculty of Arts; and
    - (iii) approve the new Resolutions of Senate relating to the course; and
  - (3) approve the Faculty requirements relating to units of study, the honours degree and award of the degree
- with effect from 1 January 2007, as set out in the report presented.

#### 7.1.2 Bachelor of Global Studies

Members noted that a report from the Faculty of Economics and Business, arguing against the introduction of the Bachelor of Global

Studies, had been circulated with the supplementary agenda. A response from the Faculty of Arts was tabled at the meeting.

Dr Robertson advised the Committee that there were distinct differences between the Bachelor of International Studies offered by the Faculty of Economics and Business and the proposed Bachelor of Global Studies. He stated that the Bachelor of International Studies was defined in political and economic terms, while the Bachelor of Global Studies would look at cultural elements, and that the Bachelor of International Studies was a disciplinary-based course, while the Bachelor of Global Studies would be interdisciplinary. Other points of difference between the two courses were the large selection of interdisciplinary core options which would be available in the Bachelor of Global Studies compared to those available in the Bachelor of International Studies, and the core requirements of language studies and a semester abroad for the Bachelor of Global Studies (both options in the Bachelor of International Studies). Dr Robertson also noted that the information provided by the Faculty of Economics and Business on benchmarking international studies and global studies did not point out that the University of Sydney is one of the few universities that has its School of Government located with the Faculty of Economics and Business, rather than the Faculty of Arts.

Members queried whether the new course would compete for students with the Bachelor of International Studies. Dr Robertson argued that the two courses would have different foci and would attract different types of students.

Professor Grant countered that the points made by Dr Robertson did not alter the Faculty of Economic and Business' response to the proposed course. He stated that the proposal was disturbingly similar to the original proposal for the Bachelor of International Studies presented by the Faculty of Economics and Business. In developing the Bachelor of International Studies, Professor Grant stated that the Faculty of Economics and Business had undertaken lengthy discussions with the Faculty of Arts and the Faculty of Education and Social Work, including discussions about the availability of cross-faculty units of study for the course. These discussions had led to the Bachelor of International Studies deciding to make language studies optional at the request of the Faculty of Arts which had raised concerns that mandatory language studies would put the course in competition with the Bachelor of Arts (Languages). With respect to the remarks about the location of the School of Government, Professor Grant countered that this did not account for the fact that no other institution offered bachelor's degrees in both international studies and global studies (he noted that some institutions offered both disciplines as majors). Professor Grant also argued that both degrees would target the same group of potential students, and he expressed concern that the University would be willing to allow the Bachelor of Global Studies to be introduced only two years after the Bachelor of International Studies had commenced.

The Chair suggested that the Committee should first determine whether or not it wanted to consider this proposal. Once this was determined the Committee could then look at the details of the proposal.

During discussion of consideration of the proposal the following points were raised:

- languages are a popular elective for students in the Bachelor of International Studies with other electives available in arts, sociology and education and social work;
- Arts argued that the two degrees would be complementary, rather than competitive;
- the Bachelor of International Studies was currently attracting around 85 local and 25 to 30 international students per year;
- the UAI for the Bachelor of International Studies had risen, but this was due mainly to the introduction of the Bachelor of International Studies/Bachelor of Laws combined degree; and
- a suggestion was made that the proposal could be considered as a major within the Bachelor of Arts: while the Faculty of Economics and Business supported this suggestion, the Faculty of Arts argued that a full degree would provide structure to a number of different elements, while the option of a major would be too limiting.

The Committee voted 8 for and 4 against to consider the proposal (5 abstained). The discussion then moved to the specific details of the proposal, and the following points were raised:

- it was noted that more information should be provided in the proposal on the basis for expected student demand;
- there were conflicting statements within the proposal (including the entry for the UAC Guide and the Faculty Resolutions) regarding the semester abroad which should be corrected to state that this was a requirement of the course;
- the scholarships data was queried and it was recommended that it be corrected;
- concerns were raised about how assessment data from the semester abroad would be handled and it was recommended that this be clarified;
- it was recommended that the advisory board and the external reference group for the degree should work to ensure that the degree was differentiated from the existing Bachelor of International Studies;
- the proposal was to be amended to include details of when the new units of study were approved by the Faculty of Arts; and
- concerns were raised about the funding for the mandatory semester abroad and it was recommended that the Faculty ensure that there was sufficient funding for students to study overseas, and that this be stated in the course materials.

With regard to this last point members expressed concern that the costs of studying abroad would become a de facto additional fee. Also international students would not be eligible for such funding. It was agreed that this point would be referred to the Registrar, and possibly the

Office of General Counsel, for advice. Dr Robertson stated that the Faculty of Arts would be willing to look at internships as an alternative to study abroad if this was a major issue.

On a vote of 8 for and 4 against, the proposal was approved in principle pending amendments and pending advice from the Registrar or General Counsel regarding the fees for study abroad.

#### **Resolution 24/06**

That the Undergraduate Studies Committee recommend that the Academic Board:

- (1) approve the proposal from the Faculty of Arts to introduce the new degree, the Bachelor of Global Studies course;
- (2) recommend that Senate:
  - (i) endorse the proposal to introduce the new course;
  - (ii) approve the amendment of the Resolutions of Senate relating to the Degrees, Diplomas and Certificates in the Faculty of Arts; and
  - (iii) approve the new Resolutions of Senate relating to the course; and
- (3) approve the Faculty requirements relating to admission, units of study, the honours degree, the combined degree and award of the degree

with effect from 1 January 2007, as set out in the report presented.

#### **7.1.3 Bachelor of Socio-Legal Studies**

Members noted that the proposal for the new Bachelor of Socio-Legal Studies course had been revised following discussions at the Committee's last meeting. The Chair highlighted that a major issue for this proposal and the preceding proposal was the paucity of internal consultation conducted by the Faculty of Arts.

Dr Robertson advised that the revised proposal addressed the Committee's concerns about market research and clarified the core units required for the interdisciplinary major.

The following points were raised in discussion:

- the pool of senior units referred to at point 1.2.2(3) in the proposal should be included in the Faculty Resolutions for clarity;
- it was noted that the Faculty Resolutions for the Bachelor of Arts and Sciences would require amendment as a result of the introduction of this new course;
- it was noted that further units are likely to be developed for this course as it evolves; and
- the Reference Group for the degree is to include a representative from the Faculty of Law.

The Chair reiterated concerns from the previous meeting that the proposal would be more appropriate for a new major than a new course, but (subject to the amendments outlined) the proposal was approved.

**Resolution 25/06**

That the Undergraduate Studies Committee recommend that the Academic Board:

- (1) approve the proposal from the Faculty of Arts to introduce the new degree, the Bachelor of Socio-Legal Studies course;
- (2) recommend that Senate:
  - (i) endorse the proposal to introduce the new course;
  - (ii) approve the amendment of the Resolutions of Senate relating to the Degrees, Diplomas and Certificates in the Faculty of Arts; and
  - (iii) approve the new Resolutions of Senate relating to the course; and
- (3) approve the Faculty requirements relating to admission, units of study, the honours degree, the combined degree and award of the degree

with effect from 1 January 2007, as set out in the report presented.

**7.2 Faculty of Economics and Business: Bachelor of Commerce, Bachelor Engineering / Bachelor of Commerce , Bachelor of Commerce / Bachelor of Arts, Bachelor of Commerce / Bachelor of Science, Bachelor of Commerce / Bachelor of Laws**

Professor Grant advised the Committee that the Faculty of Economics and Business was proposing to reintroduce the Econometrics major as an award course major in the Bachelor of Commerce and the associated combined degrees. Following the removal of Econometrics as an award course major, many students found that they were unable to take Econometrics as a second major, and this situation was exacerbated by the University's move to standardised units of study. The Faculty has identified sufficient student demand to justify reinstating Econometrics as an award course major.

The Chair thanked Professor Grant and the Faculty of Economics and Business for submitting a well-prepared and documented proposal.

Members approved the proposal.

**Resolution 26/06**

That the Undergraduate Studies Committee recommend that the Academic Board:

- (1) approve the proposal from the Faculty of Economics and Business to re-introduce the Econometrics major in the Bachelor of Commerce, Bachelor of Engineering / Bachelor of Commerce, Bachelor of Commerce / Bachelor of Arts, Bachelor of Commerce / Bachelor of Science and the Bachelor of Commerce / Bachelor of Laws courses;
- (2) recommend that Senate endorse the Academic Board's approval of the proposal; and
- (3) approve the Faculty requirements relating to the pass degrees and majors

with effect from 1 January 2007, as set out in the report presented.

### 7.3 Faculty of Engineering: Bachelor of Engineering (E-Commerce)

Dr Shrivastava advised the Committee that the Faculty of Engineering was proposing to delete the E-Commerce stream from the Bachelor of Engineering. The main reasons for this deletion were the fall in demand and a recommendation from the accreditation body that the stream be modified to become a specialisation. He assured the Committee that all existing students would be able to complete the stream.

The Chair commented favourably on the amount of consultation undertaken by the Faculty of Engineering with the external stakeholders.

#### Resolution 27/06

That the Undergraduate Studies Committee recommend that the Academic Board:

- (1) approve the proposal from the Faculty of Engineering to withdraw the E-Commerce stream from the Bachelor of Engineering;
- (2) recommend that Senate:
  - (i) endorse the Academic Board's approval of the proposal to withdraw the stream;
  - (ii) approve the amendment of the Resolutions of Senate relating to the Degrees, Diplomas and Certificates in the Faculty of Engineering and to the Bachelor of Engineering; and
- (3) approve the Faculty requirements relating to specialisations with effect from 1 January 2007, as set out in the report presented.

### 7.4 Faculty of Health Sciences

Dr Cumming advised members that the Faculty of Health Sciences had undertaken a major review of the Bachelor of Health Sciences. This had led to proposed amendments to that course, plus a set of proposals to introduce combined bachelor's and master's degree courses. The introduction of the new combined degree programs has, in turn, led to the Faculty identifying current courses for deletion as outlined below:

#### 7.4.1 Bachelor of Applied Science (Health Information Management) and Bachelor of Applied Science (Health Information Management) (Honours)

##### Resolution 28/06

That the Undergraduate Studies Committee recommend that the Academic Board:

- (1) approve the proposal from the Faculty of Health Sciences to delete the Bachelor of Applied Science (Health Information Management) and Bachelor of Applied Science (Health Information Management) (Honours) courses;
  - (2) recommend that Senate approve the rescission of the Resolutions of Senate relating to the courses and the amendment to the Resolutions of Senate relating to the Degrees, Diplomas and Certificates in the Faculty of Health Sciences; and
  - (3) approve the rescission of the related faculty resolutions with effect from 1 January 2007, as set out in the report presented.
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#### **7.4.2 Bachelor of Applied Science (Leisure and Health) and Bachelor of Applied Science (Leisure and Health) (Honours)**

##### **Resolution 29/06**

That the Undergraduate Studies Committee recommend that the Academic Board:

- (1) approve the proposal from the Faculty of Health Sciences to delete the Bachelor of Applied Science (Leisure and Health) and Bachelor of Applied Science (Leisure and Health) (Honours) courses;
- (2) recommend that Senate approve the rescission of the Resolutions of Senate relating to the courses and the amendment to the Resolutions of Senate relating to the Degrees, Diplomas and Certificates in the Faculty of Health Sciences; and
- (3) approve the rescission of the related faculty resolutions with effect from 1 January 2007, as set out in the report presented.

#### **7.4.3 Bachelor of Applied Science (Orthoptics) and Bachelor of Applied Science (Orthoptics) (Honours)**

##### **Resolution 30/06**

That the Undergraduate Studies Committee recommend that the Academic Board:

- (1) approve the proposal from the Faculty of Health Sciences to delete the Bachelor of Applied Science (Orthoptics) and Bachelor of Applied Science (Orthoptics) (Honours) courses;
- (2) recommend that Senate approve the rescission of the Resolutions of Senate relating to the courses and the amendment to the Resolutions of Senate relating to the Degrees, Diplomas and Certificates in the Faculty of Health Sciences; and
- (3) approve the rescission of the related faculty resolutions with effect from 1 January 2007, as set out in the report presented.

#### **7.4.4 Bachelor of Health Science (Rehabilitation Counselling) and Bachelor of Health Science (Rehabilitation Counselling) (Honours)**

##### **Resolution 31/06**

That the Undergraduate Studies Committee recommend that the Academic Board:

- (1) approve the proposal from the Faculty of Health Sciences to delete the Bachelor of Health Science (Rehabilitation Counselling) and Bachelor of Health Science (Rehabilitation Counselling) (Honours) courses;
- (2) recommend that Senate approve the rescission of the Resolutions of Senate relating to the courses and the amendment to the Resolutions of Senate relating to the Degrees, Diplomas and Certificates in the Faculty of Health Sciences; and
- (3) approve the rescission of the related faculty resolutions with effect from 1 January 2007, as set out in the report presented.

#### **7.4.5 Bachelor of Health Sciences and Bachelor of Health Sciences (Honours)**

Dr Cumming noted that the review of the Bachelor of Health Sciences had arisen, in part, from a major review by the College of Health Sciences of current course offerings. This review had identified the Bachelor of Health Sciences course as the core undergraduate offering in the Faculty and as a potential generic course which could then lead to specialised postgraduate training. The proposed bachelor's and master's combined courses have also arisen from these review findings.

There was some discussion regarding the units of study to be offered in the revised course and it was noted that the Faculty of Health Sciences was still negotiating with faculties on the Camperdown/ Darlington campus regarding the incorporation of other units into this program.

##### **Resolution 32/06**

That the Undergraduate Studies Committee recommend that the Academic Board:

- (1) approve the proposal from the Faculty of Health Sciences to amend the Bachelor of Health Sciences and Bachelor of Health Sciences (Honours) courses;
- (2) recommend that Senate:
  - (i) endorse the Academic Board's approval of the proposal;
  - (ii) approve the amendment of the Resolutions of Senate relating to the courses; and
- (3) approve the Faculty requirements relating to admission, units of study, the pass degree and the honours degree

with effect from 1 January 2007, as set out in the report presented.

#### **7.5 Faculty of Science: Bachelor of Science – Bioinformatics Major**

Dr Collyer reminded members that the Committee had recently approved a proposal from the Faculty of Science to withdraw the Bachelor of Science (Bioinformatics) course. The withdrawal proposal had mentioned that the Faculty of Science would be developing a major to replace the course, and the Faculty was now presenting the new major for approval.

The Chair thanked the Faculty of Science for presenting a well-developed proposal.

##### **Resolution 33/06**

That the Undergraduate Studies Committee recommend that the Academic Board:

- (1) approve the proposal from the Faculty of Science to introduce the Bioinformatics major in the Bachelor of Science courses;
- (2) recommend that Senate endorse the Academic Board's approval of the proposal; and
- (3) approve the Faculty requirements relating to the units of study and majors

with effect from 1 January 2007, as set out in the report presented.

## 7.6 **Sydney Conservatorium of Music and the Faculty of Medicine: Bachelor of Music Studies / Bachelor of Medicine and Bachelor of Surgery**

Dr Shaw noted that the Sydney Conservatorium of Music had deferred the presentation of this proposal until the Bachelor of Arts (Advanced) (Honours) / Bachelor of Medicine and Bachelor of Surgery proposal had been considered by the Committee. As a consequence, the Conservatorium's proposal had been amended to take into account the comments made by the Committee regarding the Faculty of Arts' proposal.

The progression requirement for entry into the MBBS was highlighted, and it was agreed that the Faculty of Medicine would review this matter. It was also noted that the Faculty Resolutions should clarify the exit point for students who did not maintain the required grade point averaged.

### **Resolution 34/06**

That the Undergraduate Studies Committee recommend that the Academic Board:

- (1) approve the proposal from the Sydney Conservatorium of Music and the Faculty of Medicine to introduce the new degree program, the Bachelor of Music Studies / Bachelor of Medicine and Bachelor of Surgery combine degree course;
- (2) recommend that Senate:
  - (i) endorse the Academic Board's approval of the proposal to introduce the new course;
  - (ii) approve the amendment of the Resolutions of Senate relating to the Degrees, Diplomas and Certificates in the Sydney Conservatorium of Music and the Faculty of Medicine; and
  - (iii) approve the new Resolutions of Senate relating to the course; and
- (3) approve the Faculty requirements relating to admission, units of study, the pass degree, the combined degree and award of the degree

with effect from 1 January 2007, as set out in the report presented.

## 8. **Faculty Resolutions**

### 8.1 **Faculty of Engineering: Bachelor of Engineering / Bachelor of Laws**

Dr Shrivastava advised members that the Faculty of Engineering had revised the Faculty Resolutions for the Bachelor of Engineering / Bachelor of Laws course following the amendments to the Bachelor of Laws resulting from the standardisation of credit points for units of study.

### **Resolution 35/06**

That the Undergraduate Studies Committee recommend that the Academic Board approve the amended faculty resolutions for the Bachelor of Engineering / Bachelor of Laws.

## 8.2 Faculty of Law: Combined Law degrees

Dr Gerangelos advised the meeting that there were further amendments to be made to the revised Faculty resolutions for the combined Law degrees. Following the meeting it was noted that these resolutions should not have been included in the agenda and that a final version would be submitted later in the year.

## 9. Reports from Faculties

### 9.1 Faculty of Engineering: Bachelor of Engineering

Members noted that the Faculty of Engineering was continuing its move to standardised credit points for units of study, with the current report relating to units within the Biomedical Engineering stream. The Faculty had also restructured the first year program for the Electrical and Information Engineering stream.

The Committee noted that there was a University-wide issue relating to exchange units of study, and the calculation of WAMs. It was agreed that the University's current procedures should be benchmarked against those used by other universities, and that the Committee should investigate this further.

#### **Resolution 36/06**

That the Undergraduate Studies Committee recommend that the Academic Board note the report from the Faculty of Engineering regarding faculty-approved amendments to the Bachelor of Engineering.

### 9.2 Faculty of Veterinary Science: Bachelor of Animal & Veterinary Bioscience

Associate Professor Henderson advised members that the Faculty of Veterinary Science has revised the units of study for the fourth year of the Bachelor of Animal and Veterinary Bioscience course. The first cohort for this course is currently in the second year of the degree. The Faculty had identified potential issues with the number of students undertaking research for honours in the fourth year, and the impact on staff workloads.

The awarding of honours in the degree was queried by the Committee, particularly the proposal to separate first and second class honours students. It was noted that the majority of students in the course were likely to do honours, but it was agreed that further clarification would be sought from the Faculty of Veterinary Science regarding the separation of honours students into two streams.

#### **Resolution 37/06**

That the Undergraduate Studies Committee recommend that the Academic Board note the report from the Faculty of Veterinary Science regarding amendments to the units of study in the Bachelor of Animal and Veterinary Bioscience.

**9.3 Sydney Conservatorium of Music: Bachelor of Arts/Bachelor of Music Studies**

Dr Shaw advised members that, following the merger of the Department of Music (Faculty of Arts) with the Sydney Conservatorium of Music, the Faculty Resolutions for the Bachelor of Arts/Bachelor of Music Studies had been revised to remove the reference to completing a major through the Department of Music. The revised resolutions will provide students in the Bachelor of Arts with more access to units offered by the Sydney Conservatorium of Music.

**Resolution 38/06**

That the Undergraduate Studies Committee recommend that the Academic Board note the report from the Sydney Conservatorium of Music regarding faculty-approved amendments to the resolutions for the Bachelor of Arts/Bachelor of Music Studies.

**10. General business**

There were no items of general business.

**11. Next meeting**

The Undergraduate Studies Committee noted that its next meeting would be held on 6 June 2006 at **10:00 am** in the Western Tower Room.

**AGENDA ITEM X****Report of the Undergraduate Studies Committee****x.2 Report of the Undergraduate Studies Committee meeting held on Tuesday 11 April 2006**

The Committee met on 11 April when there were present: The Chair (Associate Professor B Sutton) presiding, Professor D Grant, Associate Professors J Hodgson and C Roberts, Drs C Collyer, S Cumming, P Gerangelos, R Gibson, E Howe, J Hanrahan, S Robertson, M Rosenman, J Shaw and W Vervoort, and Mr P Ball, Mr D Bowan, Ms L Brown and Mr S Lojewski. Associate Professor R van Krieken, Drs D Celemajer and Y Shrivastava, Ms M Kemmis were in attendance.

**x.2.1 Receipt of Report**

The Committee **recommends** that the Academic Board receive and note the following report of the meeting held on 11 April 2006.

**x.2.2 Proposals for New and Amended Courses****x.2.2.1 Faculty of Arts****(1) Bachelor of Arts (Psychology)**

The Faculty of Science currently offers a 4-year Bachelor of Psychology degree in which Psychology IV Honours constitutes the fourth year. While a Psychology major (48 Intermediate/Senior credit points) is possible within a Bachelor of Arts degree, the Bachelor of Arts (Psychology) will provide an entry point for high-achieving school-leavers who wish to obtain an Honours degree in Psychology with a greater concentration in Psychology than is possible in the Bachelor of Arts. The new degree will also provide students with the opportunity to combine their studies with a major in the humanities, something that is not currently possible within the Bachelor of Psychology.

During discussion the following points were raised:

- the proposal should be amended to provide information on the number of students previously enrolled in the Psychology major of the Bachelor of Arts;
- the benchmarking information in the proposal should be amended to clarify that the Faculty of Arts was benchmarking with other Bachelor of Arts (Psychology) or Bachelor of Arts/Psychology major courses, not Bachelor of Psychology courses;
- the proposal should clarify that the course will provide a different, but equally valid, pathway to accreditation than the science-focussed Bachelor of Psychology, and would not directly compete with the existing degree; and
- further information about the completion of honours for this degree was required.

***Recommendation***

*That the Academic Board:*

- (1) *approve the proposal from the Faculty of Arts to introduce the Bachelor of Arts (Psychology) (Honours) course;*
- (2) *recommend that Senate:*
  - (i) *endorse the proposal to introduce the course;*
  - (ii) *approve the amendment of the Resolutions of Senate relating to the Degrees, Diplomas and Certificates in the Faculty of Arts; and*
  - (iii) *approve the new Resolutions of Senate relating to the course; and*
- (3) *approve the Faculty requirements relating to units of study, the honours degree and award of the degree with effect from 1 January 2007, as set out in the report presented.*

**(2) Bachelor of Global Studies**

The purpose of this proposal is to introduce a new award course, the Bachelor of Global Studies. The focus will be on developing awareness of the major currents of global change, an ability to think critically about the issues and debates these changes raise, and a capacity for effective communication across cultural and linguistic boundaries. The program maximises the discipline-based strengths in global studies in the Faculty of Arts, and expands the work of the existing area studies and language programs by uniting the study of global issues with their application across different regions and cultures. The combination of thematic and regional concentrations provides a unique background combining global understanding and regional applicability.

Members noted that a report from the Faculty of Economics and Business, arguing against the introduction of the Bachelor of Global Studies, had been circulated with the supplementary agenda. A response from the Faculty of Arts was also tabled at the meeting.

There was considerable discussion regarding the overlap between the Bachelor of International Studies offered by the Faculty of Economics and Business, and the proposed Bachelor of Global Studies. The Chair commented that many of the issues raised could have been clarified prior to the meeting had the Faculty of Arts undertaken adequate consultation with the Faculty of Economics and Business.

The Committee voted 8 for and 4 against to consider the proposal (5 abstained). The discussion then moved to the specific details of the proposal, and the following points were raised:

- it was noted that more information should be provided in the proposal on the basis for expected student demand;
- there were conflicting statements within the proposal (including the entry for the UAC Guide and the Faculty Resolutions) regarding the semester abroad which should be corrected to state that this was a requirement of the course;
- the scholarships data was queried and it was recommended that it be corrected;

- concerns were raised about how assessment data from the semester abroad would be handled and it was recommended that this be clarified;
- it was recommended that the advisory board and the external reference group for the degree should work to ensure that the degree was differentiated from the existing Bachelor of International Studies;
- the proposal was to be amended to include details of when the new units of study were approved by the Faculty of Arts; and
- concerns were raised about the funding for the mandatory semester abroad and it was recommended that the Faculty ensure that there was sufficient funding for students to study overseas, and that this be stated in the course materials.

With regard to this last point members expressed concern that the costs of studying abroad would become a de facto additional fee. Also international students would not be eligible for such funding. It was agreed that this point would be referred to the Registrar, and possibly the Office of General Counsel, for advice. It was noted that the Faculty of Arts would be willing to look at internships as an alternative to study abroad if this was a major issue.

#### **Recommendation**

*That the Academic Board:*

- (1) *approve the proposal from the Faculty of Arts to introduce the new degree, the Bachelor of Global Studies course;*
- (2) *recommend that Senate:*
  - (i) *endorse the proposal to introduce the new course;*
  - (ii) *approve the amendment of the Resolutions of Senate relating to the Degrees, Diplomas and Certificates in the Faculty of Arts; and*
  - (iii) *approve the new Resolutions of Senate relating to the course; and*
- (3) *approve the Faculty requirements relating to admission, units of study, the honours degree, the combined degree and award of the degree*

*with effect from 1 January 2007, as set out in the report presented.*

### **(3) Bachelor of Socio-Legal Studies**

The proposal for the Bachelor of Socio-Legal Studies was originally considered at the previous Undergraduate Studies Committee meeting. A number of issues were raised regarding the proposal as outlined in the following extract from the minutes of that meeting:

“During discussion the following points were raised:

- members queried the involvement and collaboration (or lack thereof) of the Faculty of Law and its academic staff with the proposed course;
- members expressed concern at the lack of detail about the third year units and, while agreeing that not all units might be available every year, recommended that this section be expanded;

- it was recommended that any statement regarding career opportunities be strengthened to clearly state that the degree would not give access to para-legal employment;
- members queried the proposal as a course proposal and suggested that it would be more appropriate to introduce a new major into the existing Bachelor of Arts degree, particularly as the arguments for the introduction of the degree were not very strong;
- it was noted that there were only 24 credit points in the new degree that were not already available within the Bachelor of Arts, and that all the units of study in the new degree were already available via the Bachelor of Arts and Sciences;
- it was also noted that the statement on electives required clarification regarding the study of electives with other faculties; and
- further information on the new units of study should be provided.

It was agreed that the proposal would be reconsidered once it was revised.”

The revised proposal is submitted for the consideration of the Committee.

Dr Robertson advised that the revised proposal addressed the Committee's concerns about market research and clarified the core units required for the interdisciplinary major.

The following points were raised in discussion:

- the pool of senior units referred to at point 1.2.2(3) in the proposal should be included in the Faculty Resolutions for clarity;
- it was noted that the Faculty Resolutions for the Bachelor of Arts and Sciences would require amendment as a result of the introduction of this new course;
- it was noted that further units are likely to be developed for this course as it evolves; and
- the Reference Group for the degree is to include a representative from the Faculty of Law.

### **Recommendation**

*That the Academic Board:*

- (1) *approve the proposal from the Faculty of Arts to introduce the new degree, the Bachelor of Socio-Legal Studies course;*
- (2) *recommend that Senate:*
  - (i) *endorse the proposal to introduce the new course;*
  - (ii) *approve the amendment of the Resolutions of Senate relating to the Degrees, Diplomas and Certificates in the Faculty of Arts; and*
  - (iii) *approve the new Resolutions of Senate relating to the course; and*
- (3) *approve the Faculty requirements relating to admission, units of study, the honours degree, the combined degree and award of the degree*

*with effect from 1 January 2007, as set out in the report presented.*

**x.2.2.2 Faculty of Economics and Business: Bachelor of Commerce, Bachelor Engineering / Bachelor of Commerce , Bachelor of Commerce / Bachelor of Arts, Bachelor of Commerce / Bachelor of Science, Bachelor of Commerce / Bachelor of Laws**

In 2003, the Faculty of Economics and Business amended the Bachelor of Commerce degree to remove Econometrics as a primary major of the Commerce degree, leaving the Bachelor of Economics as the only avenue of undertaking a primary major in Econometrics. Since then, there has been student feedback from Commerce students unable to complete a primary Econometrics major. A number of these students have applied to exceed the overall 144 credit point requirement of the degree in order to complete courses equivalent to pre-2003 Econometrics majors in Commerce. Accordingly, the Faculty is proposing to reintroduce the Econometrics major to the Bachelor of Commerce and its associated combined degrees.

Professor Grant advised the Committee that the Faculty of Economics and Business was proposing to reintroduce the Econometrics major as an award course major in the Bachelor of Commerce and the associated combined degrees. Following the removal of Econometrics as an award course major, many students found that they were unable to take Econometrics as a second major, and this situation was exacerbated by the University's move to standardised units of study. The Faculty has identified sufficient student demand to justify reinstating Econometrics as an award course major.

The Chair thanked Professor Grant and the Faculty of Economics and Business for submitting a well-prepared and documented proposal.

***Recommendation***

*That the Academic Board:*

- (1) *approve the proposal from the Faculty of Economics and Business to re-introduce the Econometrics major in the Bachelor of Commerce, Bachelor of Engineering / Bachelor of Commerce, Bachelor of Commerce / Bachelor of Arts, Bachelor of Commerce / Bachelor of Science and the Bachelor of Commerce / Bachelor of Laws courses;*
  - (2) *recommend that Senate endorse the Academic Board's approval of the proposal; and*
  - (3) *approve the Faculty requirements relating to the pass degrees and majors*
- with effect from 1 January 2007, as set out in the report presented.*

**x.2.2.3 Faculty of Engineering: Bachelor of Engineering (E-Commerce)**

This proposal recommends the deletion of the existing stream of E-Commerce offered by the School of Information and Electrical Engineering in the Faculty of Engineering from semester 1 2007. Students currently enrolled in this stream will continue to graduation. New students interested in this area will be enrolled in the Bachelor of

Engineering (Software) and will be able to choose Electronic Commerce-related elective units.

This recommendation is fully supported by the faculty, the report of the joint working party on SIT/EIE and the accreditation report of Engineers Australia, the relevant industry body.

Dr Shrivastava advised the Committee that the Faculty of Engineering was proposing to delete the E-Commerce stream from the Bachelor of Engineering. The main reasons for this deletion were the fall in demand and a recommendation from the accreditation body that the stream be modified to become a specialisation. He assured the Committee that all existing students would be able to complete the stream.

The Chair commented favourably on the amount of consultation undertaken by the Faculty of Engineering with the external stakeholders.

### **Recommendation**

*That the Academic Board:*

- (1) *approve the proposal from the Faculty of Engineering to withdraw the E-Commerce stream from the Bachelor of Engineering;*
- (2) *recommend that Senate:*
  - (i) *endorse the Academic Board's approval of the proposal to withdraw the stream;*
  - (ii) *approve the amendment of the Resolutions of Senate relating to the Degrees, Diplomas and Certificates in the Faculty of Engineering and to the Bachelor of Engineering;*  
*and*
- (3) *approve the Faculty requirements relating to specialisations with effect from 1 January 2007, as set out in the report presented.*

#### **x.2.2.4 Faculty of Health Sciences**

The Committee noted that the Faculty of Health Sciences had undertaken a major review of the Bachelor of Health Sciences. This had led to proposed amendments to that course, plus a set of proposals to introduce combined bachelor's and master's degree courses. The introduction of the new combined degree programs has, in turn, led to the Faculty identifying current courses for deletion as outlined below:

#### **(1) Bachelor of Applied Science (Health Information Management) and Bachelor of Applied Science (Health Information Management) (Honours)**

The purpose of the proposed deletion is to enable the current undergraduate degree to be replaced by a combined Bachelor of Health Sciences/Master of Health Information Management (BHS/MHIM) program, utilising existing HECS places.

The Bachelor of Applied Science (Health Information Management) course is an undergraduate program which has had difficulties in recent years in achieving an entry UAI that meets the goals of the University in attracting the highest calibre students. The combined degree will be able

to provide students with the advantages of a generic preparation and an interdisciplinary learning experience that is not available to the same degree in the existing course. These advantages, coupled with the professional entry available from the BHS/MHIM will better prepare students to meet the needs of the modern health system.

**Recommendation**

*That the Academic Board:*

- (1) *approve the proposal from the Faculty of Health Sciences to delete the Bachelor of Applied Science (Health Information Management) and Bachelor of Applied Science (Health Information Management) (Honours) courses;*
- (2) *recommend that Senate approve the rescission of the Resolutions of Senate relating to the courses and the amendment to the Resolutions of Senate relating to the Degrees, Diplomas and Certificates in the Faculty of Health Sciences; and*
- (3) *approve the rescission of the related faculty resolutions with effect from 1 January 2007, as set out in the report presented.*

**(2) Bachelor of Applied Science (Leisure and Health) and Bachelor of Applied Science (Leisure and Health) (Honours)**

The purpose of the proposed deletion is to enable the current undergraduate degree to be replaced by a stream specialisation in the generic Bachelor of Health Sciences, utilising existing HECS places.

The Bachelor of Applied Science (Leisure and Health) course is an undergraduate program which has had difficulties in recent years in achieving an entry UAI that meets the goals of the University in attracting the highest calibre students. Incorporation of leisure and health units of study as a specialty stream within the generic Bachelor of Health Science will provide students with the opportunity to specialise in this area while taking advantage of the synergies and economies of scale that the generic degree offers.

**Recommendation**

*That the Academic Board:*

- (1) *approve the proposal from the Faculty of Health Sciences to delete the Bachelor of Applied Science (Leisure and Health) and Bachelor of Applied Science (Leisure and Health) (Honours) courses;*
- (2) *recommend that Senate approve the rescission of the Resolutions of Senate relating to the courses and the amendment to the Resolutions of Senate relating to the Degrees, Diplomas and Certificates in the Faculty of Health Sciences; and*
- (3) *approve the rescission of the related faculty resolutions with effect from 1 January 2007, as set out in the report presented.*

**(3) Bachelor of Applied Science (Orthoptics) and Bachelor of Applied Science (Orthoptics) (Honours)**

The purpose of the proposed deletion is to enable the current undergraduate degree to be replaced by a combined Bachelor of Health

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Sciences/Master of Clinical Vision Sciences (BHS/MCVS) program, utilising existing HECS places.

The Bachelor of Applied Science (Orthoptics) course is an undergraduate program which has had difficulties in recent years in achieving an entry UAI that meets the goals of the University in attracting the highest calibre students. The combined degree will be able to provide students with the advantages of a generic preparation and an interdisciplinary learning experience that is not available to the same degree in the existing course. These advantages, coupled with the professional entry available from the Bachelor of Health Science/ Master of Clinical Vision Sciences will better prepare students to meet the needs of the modern health system.

**Recommendation**

*That the Academic Board:*

- (1) *approve the proposal from the Faculty of Health Sciences to delete the Bachelor of Applied Science (Orthoptics) and Bachelor of Applied Science (Orthoptics) (Honours) courses;*
- (2) *recommend that Senate approve the rescission of the Resolutions of Senate relating to the courses and the amendment to the Resolutions of Senate relating to the Degrees, Diplomas and Certificates in the Faculty of Health Sciences; and*
- (3) *approve the rescission of the related faculty resolutions with effect from 1 January 2007, as set out in the report presented.*

**(4) Bachelor of Health Science (Rehabilitation Counselling) and Bachelor of Health Science (Rehabilitation Counselling) (Honours)**

The purpose of the proposed deletion is to enable the current undergraduate degree to be replaced by a combined Bachelor of Health Sciences/Master of Rehabilitation (BHS/MRC) program, utilising existing HECS places.

The Bachelor of Health Science (Rehabilitation Counselling) course is an undergraduate program which has had difficulties in recent years in achieving an entry UAI that meets the goals of the University in attracting the highest calibre students. The BHS/MRC combined degree will be able to provide students with the advantages of a generic preparation and an interdisciplinary learning experience that is not available to the same degree in the existing course. These advantages, coupled with the professional entry available from the BHS/MRC, will better prepare students to meet the needs of the modern health system.

**Recommendation**

*That the Academic Board:*

- (1) *approve the proposal from the Faculty of Health Sciences to delete the Bachelor of Health Science (Rehabilitation Counselling) and Bachelor of Health Science (Rehabilitation Counselling) (Honours) courses;*
- (2) *recommend that Senate approve the rescission of the Resolutions of Senate relating to the courses and the amendment to the*

*Resolutions of Senate relating to the Degrees, Diplomas and Certificates in the Faculty of Health Sciences; and*  
(3) *approve the rescission of the related faculty resolutions with effect from 1 January 2007, as set out in the report presented.*

**(5) Bachelor of Health Sciences and Bachelor of Health Sciences (Honours)**

The aims of the proposed amendment are fourfold:

- to better equip graduates for working in the changing health and community sector by increasing the emphasis on legislative, ethical, and policy frameworks relevant to health and community settings;
- to strengthen the focus of the program on skills in research and inquiry;
- to better position graduates for admission to graduate entry professional programs in health;
- to rationalise and streamline degree programs offered by the Faculty of Health Sciences so as to reduce administrative complexity for staff and students.

The Committee was advised that the review of the Bachelor of Health Sciences had arisen, in part, from a major review by the College of Health Sciences of current course offerings. This review had identified the Bachelor of Health Sciences course as the core undergraduate offering in the Faculty and as a potential generic course which could then lead to specialised postgraduate training. The proposed bachelor's and master's combined courses have also arisen from these review findings.

There was some discussion regarding the units of study to be offered in the revised course and it was noted that the Faculty of Health Sciences was still negotiating with faculties on the Camperdown/ Darlington campus regarding the incorporation of other units into this program.

***Recommendation***

*That the Academic Board:*

- (1) *approve the proposal from the Faculty of Health Sciences to amend the Bachelor of Health Sciences and Bachelor of Health Sciences (Honours) courses;*
- (2) *recommend that Senate:*
  - (i) *endorse the Academic Board's approval of the proposal;*
  - (ii) *approve the amendment of the Resolutions of Senate relating to the courses; and*
- (3) *approve the Faculty requirements relating to admission, units of study, the pass degree and the honours degree with effect from 1 January 2007, as set out in the report presented.*

**x.2.2.5 Faculty of Science: Bachelor of Science – Bioinformatics Major**

The Academic Board has recently approved a proposal from the Faculty of Science to withdraw the Bachelor of Science (Bioinformatics) course. The withdrawal proposal had mentioned that the Faculty of Science would be developing a major to replace the course, and the Faculty has now presented the new major for approval.

**Recommendation**

*That the Academic Board:*

- (1) *approve the proposal from the Faculty of Science to introduce the Bioinformatics major in the Bachelor of Science courses;*
- (2) *recommend that Senate endorse the Academic Board's approval of the proposal; and*
- (3) *approve the Faculty requirements relating to the units of study and majors*

*with effect from 1 January 2007, as set out in the report presented.*

**x.2.2.6 Sydney Conservatorium of Music and the Faculty of Medicine: Bachelor of Music Studies / Bachelor of Medicine and Bachelor of Surgery**

This combined program will allow school leavers wishing to study medicine an opportunity to undertake in-depth study of music and provide a specific pathway to the MBBS for the highest-achieving school-leavers, some of whom are currently lost to the University of Sydney. This program has the potential to introduce a new cohort of students to both the Conservatorium and the Faculty of Medicine. Many high achieving school leavers have excellent results in music and the sciences. A number of these students may want to undertake a music degree but only if they were assured a place in a medical program. This program will allow students to combine their demonstrated interests in music as well as medicine.

The Committee noted that the Sydney Conservatorium of Music had deferred the presentation of this proposal until the Bachelor of Arts (Advanced) (Honours) / Bachelor of Medicine and Bachelor of Surgery proposal had been considered by the Committee. As a consequence, the Conservatorium's proposal had been amended to take into account the comments made by the Committee regarding the Faculty of Arts' proposal.

**Recommendation**

*That the Academic Board:*

- (1) *approve the proposal from the Sydney Conservatorium of Music and the Faculty of Medicine to introduce the new degree program, the Bachelor of Music Studies / Bachelor of Medicine and Bachelor of Surgery combine degree course;*
- (2) *recommend that Senate:*
  - (i) *endorse the Academic Board's approval of the proposal to introduce the new course;*
  - (ii) *approve the amendment of the Resolutions of Senate relating to the Degrees, Diplomas and Certificates in the Sydney Conservatorium of Music and the Faculty of Medicine; and*
  - (iii) *approve the new Resolutions of Senate relating to the course; and*

- (3) *approve the Faculty requirements relating to admission, units of study, the pass degree, the combined degree and award of the degree with effect from 1 January 2007, as set out in the report presented.*

### **x.2.3 Reports from Faculties**

#### **x.2.3.1 Faculty of Engineering: Bachelor of Engineering**

Members noted that the Faculty of Engineering was continuing its move to standardised credit points for units of study, with the current report relating to units within the Biomedical Engineering stream. The Faculty had also restructured the first year program for the Electrical and Information Engineering stream.

The Committee noted that there was a University-wide issue relating to exchange units of study, and the calculation of WAMs. It was agreed that the University's current procedures should be benchmarked against those used by other universities, and that the Committee should investigate this further.

#### ***Recommendation***

*That the Academic Board note the report from the Faculty of Engineering regarding faculty-approved amendments to the Bachelor of Engineering.*

#### **x.2.3.2 Faculty of Veterinary Science: Bachelor of Animal & Veterinary Bioscience**

The Faculty of Veterinary Science has revised the units of study for the fourth year of the Bachelor of Animal and Veterinary Bioscience course (the first cohort for this course is currently in the second year of the degree). The Faculty had identified potential issues with the number of students undertaking research for honours in the fourth year, and the impact on staff workloads.

The awarding of honours in the degree was queried by the Committee, particularly the proposal to separate first and second class honours students. It was noted that the majority of students in the course were likely to do honours, but it was agreed that further clarification would be sought from the Faculty of Veterinary Science regarding the separation of honours students into two streams.

#### ***Recommendation***

*That the Academic Board note the report from the Faculty of Veterinary Science regarding amendments to the units of study in the Bachelor of Animal and Veterinary Bioscience.*

#### **x.2.3.3 Sydney Conservatorium of Music: Bachelor of Arts/Bachelor of Music Studies**

Following the merger of the Department of Music (Faculty of Arts) with the Sydney Conservatorium of Music, the Faculty Resolutions for the Bachelor of Arts/Bachelor of Music Studies had been revised to remove the reference to completing a major through the Department of Music.

The revised resolutions will provide students in the Bachelor of Arts with more access to units offered by the Sydney Conservatorium of Music.

***Recommendation***

*That the Academic Board note the report from the Sydney Conservatorium of Music regarding faculty-approved amendments to the resolutions for the Bachelor of Arts/Bachelor of Music Studies.*

**x.2.4 Admission of Students with Forecast IB Scores**

In 2005, the Chair of the Academic Board granted provisional approval for the Faculty of Engineering to enrol six students on the basis of their forecast International Baccalaureate scores. This approval was granted on the basis that:

- other major Australian universities were accepting students on this basis
- waiting until after the final scores were published would mean that the students could not be admitted for another five months; and
- the Faculty of Engineering would report to the Admissions Sub-Committee on the students' progress.

The Sub-Committee considered a report from the Faculty of Engineering on these students and noted that only one of the six students admitted had received a lower score than had been predicted. The Sub-Committee supported the proposal that faculties be allowed to accept forecast International Baccalaureate scores at least two points above the published entry requirements for courses.

***Recommendation***

*That the Academic Board approve the admission of international full fee paying students with forecast International Baccalaureate scores at 2 points higher than the published admission scores.*

**x.2.5 Report of the Admissions Sub-Committee meeting of 28 March 2006**

In addition to the above item, the Undergraduate Studies Committee noted the following issues from the Admissions Sub-Committee meeting of 28 March 2006:

- investigations by the Universities Admission Centre regarding the admission of Chinese students on the basis of secondary qualifications;
- the development of a correlation table covering the new TOEFL examination;
- a presentation by Dr L Woodrow (Faculty of Education and Social Work) regarding the relationship between English language proficiency and academic results;
- revised admission criteria from the Faculty of Architecture; and
- discussion of a query regarding the admission of students into the Bachelor of Engineering from the Bachelor of Sciences and Technology.

With regard to this last point, the Admissions Sub-Committee had been advised by the Faculty of Engineering that, while such students could make a direct application for admission to the Bachelor of Engineering, there was no additional advantage to such students. As with students in the existing Engineering and Science double degree, applicants would need to demonstrate a minimum WAM of 50 from their studies in the Bachelor of Sciences and Technology and would be assessed by the Faculty of Engineering on a case-by-case basis. The Faculty was anticipating admitting only three or four students in any given year using this method of admission.

**x.2.6 Proceedings of the Committee**

The Committee also noted the appointment of Dr J Hanrahan as its representative on the Library Sub-Committee.



# The University of Sydney

## Decisions of Senate, 1 May 2006

*Distribution: Ms M Kemmis / Mr M Smith (for filing as appropriate please)*

*The following report had been circulated:*

### 9. Report of the Academic Board, 5 April 2006

#### 9.1.4 Faculty of Health Sciences

##### 9.1.4.1 Bachelor of Behavioural Health Sciences

F16-17

The Academic Board has approved a proposal from the Faculty of Health Sciences to withdraw the Bachelor of Behavioural Health Sciences. Falling admissions, and significant curriculum overlap with other courses offered by the Faculty are two of the main reasons for this recommendation.

On the recommendation of its Undergraduate Studies Committee, the Academic Board recommends that Senate endorse its approval of this proposal and amend the Resolutions of the Senate relating to this courses, with effect from 1 January 2007.

#### **Recommendation**

*That Senate:*

- (a) *endorse the Academic Board's approval of the proposal; and*
- (b) *approve the rescission of the Resolutions of Senate relating to the Bachelor of Behavioural Health Sciences and the amended Resolutions of Senate relating to the Degrees, Diplomas and Certificates in the Faculty of Health Sciences*

*with effect from 1 January 2007, as set out on pages F16-17 of the report presented.*

*Decisions of Senate/any follow up action:*

*Senate resolved as recommended.*

*Thank you.*

**Lis Bergmann**

for

Dr W Adams

**Registrar**

26 May 2006

**6. Report of the Vice-Chancellor and Principal****6.1.1 Report on Senate matters****6.1.1 Report of the Senate meeting held on 19 June 2006**

Senate, at its meeting held on 19 June 2006:

- (1) adopted the Rules set out in the report presented in respect of the following Foundations to take effect on 1 July 2006:
  - Bone and Joint Research Foundation, a Division of The Medical Foundation
  - Civil Engineering Foundation
  - Cornforth Foundation for Chemistry
  - Dairy Research Foundation
  - Earth Resources Foundation
  - Hoc Mai, the Australia Vietnam Foundation
  - Nutrition Research Foundation
- (2) noted a proposal for a reorganisation into nine academic entities which are intended to maintain faculty identity, as follows:
  - Group 1: Medicine, Pharmacy, Nursing, and Dentistry
  - Group 2: Science, Agriculture, Food and Natural Resources, Veterinary Sciences
  - Group 3: Engineering, Architecture and Information Technology
  - Group 4: Conservatorium and Sydney College of the Arts
  - Group 5: Faculty of Economics and Business, including the Graduate School of Government
  - Group 6: Faculty of Health Sciences
  - Group 7: Faculty of Law
  - Group 8: Faculty of Arts
  - Group 9: Faculty of Education and Social Workit being understood that further consultation and consideration will be required before appropriate nomenclature and final groupings for the new academic entities can be finally determined through Senate resolution. Further iteration will be brought back to Senate together with appropriate draft resolutions.
- (3) noted the report and joined the Vice-Chancellor in congratulating the Dean of the Faculty of Law, Professor Ron McCallum, who was named an Officer of the Order of Australia and the Dean of the Faculty of Engineering, Professor Greg Hancock, Emeritus Professor David Weisbrot, former Dean of the Faculty of Law, Dr John Mack, former Chair of the Academic Board, Dr Lyndsay Genevieve Connors in the Faculty of Education and Social Work, Associate Professor Anthony William English in the Faculty of Veterinary Science and Dr Matthew John Hindson at the Sydney Conservatorium of Music who were

named Members of the Order of Australia in the recent Queen's Birthday Honours.

- (4) noted the update on progress made by the VSU Working Party and that a proposal and constitutional amendments would come to the August Senate meeting.
- (5) noted the International report.
- (6) noted the report on University Relations which summarised activities in April and May of this year.

# Appendix 2

## Staff Meeting Agenda

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Team meeting, 2.30am, Thursday 1 April 2004

### **Agenda**

1. **General update**  
(Approx. 5 mins per person to update others on highlights of week preceding and key issues coming up.)
2. **Staff update (Keri)**
3. **Office redesign (Judith)**
4. **Report on financial training, including changes to purchasing procedures (Judith)**
5. **Leave, including long services leave (Judith)**
6. **Easter leave (Lis)**
7. **Course/curriculum approval process (Judith)**
8. **Report on project management training (Keri)**
9. **OHS matters (Keri)**
10. **Next meeting**

## Notes of the Secretariat team meeting held at 2.30pm on Thursday 1 April 2003

**Present:** Judith Russell, Lis Bergmann, Keri Neveltsen, and Sally Paynter.

### 1. General update

Lis

- Senate: agenda week and continuing to streamline procedures
- Calendar: finalising distribution issues

Judith

- Graduations: taking over more from Bill, therefore likely to be busy most Friday's
- Annual schedule of activities: providing feedback to Linda Schofield
- Policy database: finished work and sent to ITS

Sally

- Senate: agenda week and about to trial production of new name tags
- Chair, Academic Board: assistance with support for Chair while Moira away

Keri

- Graduate Studies: agenda distribution and meeting next Monday
- Chair, Academic Board: variety of issues to support Chair while Moira away
- General small one-off issues taking up time

### 2. Staff update (Keri)

Keri advised that Moira was away for the remainder of the week and this would be re-assessed next week. Carolyn Forgac was coming in on Friday to assist with general duties.

### 3. Office redesign (Judith)

Judith advised that John Kelly had not yet received any better prices on the office re-design but would tackle the issue of signage. Ongoing security concerns such as the defacing of Gail's door sign needed to be reported. Sally was continuing to look at options for moving.

*Action:* Judith to bring in tape measure.  
Sally to get graph paper to develop a couple of options for moving.

### 4. Report on financial training, including changes to purchasing procedures (Judith)

Judith advised on the training she had attended. Was advised that the contract for the new lease arrangements had been signed and the

agreement with HP was about to be finalised. The PCard implementation was moving along and limits were being increased in response to demand. An asset tracking system was being implemented and Colin Kueh would do an asset audit prior to the general audit of the Unit later in the year.

*Action:* Megan to include selling equipment from the Fellow's Room in computer sale.  
Moira to finalise PCard arrangements.

## 5. **Leave, including long services leave (Judith)**

### Long service leave

Lis was looking at taking long service leave of approximately 6 weeks. Originally had looked at July, but may now take in June. Sally would act for Lis during this time and her position backfilled. Lis continues to provide training in the mean time and Judith and Keri to support Sally during that period.

### General leave

All staff encouraged to look at taking leave throughout the year. At this stage Megan was looking at leave in May and Moira in August.

*Action:* Lis to decide on time to take long service leave.  
All staff to consider time to take rec leave during the year.

## 6. **Easter leave (Lis)**

Lis noted that at this stage only Megan was taking additional time over Easter. Lis was considering taking the short week after Easter, it does not impact with Megan and Judith was looking at the possibility of taking a day off.

*Action:* Lis to finalise leave arrangements over Easter.

## 7. **Course/curriculum approval process (Judith)**

Judith outlined the Academic Programs role being advertised at UTS. We need to consider whether our processes can be revised to resolve some issues that have been ongoing, such as late urgent approvals for the UAC guide.

## 8. **Report on project management training (Keri)**

Keri outlined the Project Management training course she attended noting that it would be possible to use this tool in relation to some activities. Judith suggested that elections would be a good activity. Keri encourages people to consider attending the MS Project course. There was a possibility that with Microsoft Exchange, this program could be integrated with Outlook.

**9. OHS matters (Keri)**

Keri advised that updated OHS Policy and Guide for staff was available on the web at: <http://www.usyd.edu.au/risk/policies/ohs/>

Judith queried progress on the ergonomics assessment and it was agreed that Moira would finalise this when she returned next week.

*Action:* Moira to finalise a date for the ergonomics workplace assessment.

**10. Fellow's room (Lis)**

Lis was concerned about the state of the Fellow's Room including the unused computer equipment. Agreed to leave in Room until sale with other equipment (see 4 above). Lis has suggested to Bill the disposal of the fridge as it didn't appear to be used, needed defrosting etc. Possibility of moving the fridge up here or to Carol. Judith questioned how much the Room was used by Fellow's.

**11. Next meeting**

Sally agreed to prepare the agenda and Chair the next meeting. This would be taken in turn by all staff.

*Action:* Sally to prepare agenda and Chair next meeting.

# Appendix 3

## Reference Material

## Glossary of Meeting Terms

<i>Ad hoc</i>	Literally “to this” or “for this”: that is, “for this purpose”, e.g. a committee formed for a special purpose and usually disbanded after that purpose has been achieved.
<i>Addendum</i>	A resolution which adds words to a motion, but does not change the intent of the original motion.
<i>Addressing the Chair</i>	Speaking to the Chairperson, who is called “Mr Chair” or “Madam Chair”.
<i>Adjournment</i>	The act of extending or continuing a meeting for the purpose of dealing with unfinished business, or of deferring the debate on a motion which is before a meeting.
<i>Agenda</i>	Literally means “things to be done”, but commonly used to describe the agenda paper which list the items of business to be discussed at a meeting. The agenda lists items in the order in which they are to be taken.
<i>Agenda paper</i>	This term is also used of papers of supplementary information relating to items on the agenda which are circulated for the information of members of the committee.
<i>Amendment</i>	A proposal to alter a motion which has been submitted to a meeting, e.g. by adding inserting or deleting words of original motion.
<i>Ballot</i>	A method of voting used when secrecy is required, e.g. by the use of a voting paper.
<i>Bye-laws</i>	Local laws set up local authorities or the internal regulations of an organisation.
<i>Casting vote</i>	A second vote usually allowed to the chairman, except in the case of a company meeting, and used to break a deadlock.
<i>Catching the Chair’s eye</i>	The Chair should select speakers in the order that they “catch his/her eye”. This method is clumsy and often unfair. An alternative method is for prospective speakers to submit slips of paper bearing their name to the Chair before or during debate. But “catching the Chair’s eye” remains the custom in most meetings.
<i>Chairperson</i>	The person responsible for the conduct of the meeting. The Chairperson must be impartial and ensure the meeting follows the basic principles laid down by the organisation for the conduct of the meetings. The Chair does not enter into debate unless she/he has the agreement of the meeting, or vacates the Chair.
<i>Closure</i>	A motion submitted with the object of ending the discussion on a matter before the meeting.
<i>Committee</i>	A person or body of persons to whom general or specific duties and authority have been delegated by a parent body, e.g. authority and duties are delegated by the shareholders of a company to its board of directors.
<i>Composite motion</i>	A comprehensive motion which combines several related motions.
<i>Convene</i>	Call members together for a meeting.
<i>Co-opted</i>	Invited to join the discussions of a meeting, part of a meeting, or a series of meetings but not normally entitled to vote.

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<i>Debate</i>	Discussion on a motion put before a meeting, prior to putting the matter to a vote.
<i>Dissent from ruling</i>	There are occasions when a member challenges the Chair's ruling. This can be done at any time during the debate on any question, whenever the Chair, in the course of conducting the meeting, is asked to give a ruling. Any member is entitled to move that "the Chair's ruling be dissented from". In many organisations seconder to a motion of dissent is not required.
<i>Ex officio</i>	Literally "by the virtue of office or position", as, for example, when a person attends a meeting not in his capacity as a member but because of the position he holds.
<i>Executive committee</i>	A committee with powers to put decisions into effect.
<i>Form of proxy</i>	A document by which one person authorises another person to attend a meeting vote on his behalf.
<i>Formal motion</i>	A motion intended to alter the procedure of a meeting, e.g. to adjourn the meeting.
<i>In camera</i>	The public is excluded.
<i>Intra vires</i>	Within the power of the person or body concerned.
<i>Lapse</i>	No one has seconded the motion therefore it cannot be dealt with and it <i>lapses</i> .
<i>Lost/defeated</i>	The motion has been rejected by the meeting.
<i>Majority</i>	Unless otherwise indicated, this may be taken to mean a simple majority, as opposed to an overall majority.
<i>Minutes</i>	A written record of the business transacted at a meeting.
<i>Motion</i>	A proposal put forward for discussion and decision at a meeting.
<i>Moved</i>	A motion is put before the meeting and is recommended for acceptance.
<i>Nem. con.</i>	(nemine contradicente) Without dissent, but implying that though no one voted against the motion, there were abstentions.
<i>Nem. dis.</i>	(nemine dissentiente) Without dissent.
<i>Next business</i>	A motion to close debate without taking a vote.
<i>Notice of meeting</i>	A notification to people who are likely to attend the meeting is usually sent out one week before the meeting or according to the constitution of the organisation holding the meeting. The notice contains the place, time, date, etc. of the meeting and would normally include the agenda and agenda papers.
<i>Open voting</i>	Any method of voting "in public", e.g. a show of hands.
<i>Order of business</i>	The intended order in which items of business, as set out in the agenda, are to be taken. This order may be altered by resolution of the meeting.
<i>Original motion</i>	The first motion on a particular subject.
<i>Point of order</i>	A question regarding procedure or a query relating to the rules (e.g. constitution, standing orders) raised during the course of a meeting and decided on by the chair, e.g. lack of quorum.
<i>Poll</i>	The taking of a vote; the number of votes recorded.
<i>Previous questions put</i>	A formal (or procedural) motion usually put in the form "THAT the question be not now put". By this motion the proposer is seeking to postpone voting on the matter concerned.
<i>Procedural motion</i>	See formal motion.

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<i>Proxy</i>	A person authorised to attend a meeting and vote on behalf of someone else or the document which authorises him to do so.
<i>Quorum</i>	The minimum number of people entitled to be present at a meeting which the regulations require to be present in order that the business of the meeting may be transacted validly.
<i>Resolution</i>	Although the words “motion” and “resolution” are often used indiscriminately, a “motion” is a proposal put to a meeting, whereas a “resolution” is a proposal which has been accepted by the meeting.
<i>Rider</i>	An additional clause or sentence added to a resolution, and proposed, seconded and voted upon in the same manner as the motion.
<i>Right of reply</i>	The right of the mover or proposer of a motion to reply once to discussion of it before the vote. (In effect, it allows the proposer to speak twice to the motion, while other members may only speak once.)
<i>Seconded</i>	A second person recommends that the motion be accepted.
<i>Secret ballot</i>	The vote is secret – usually only at elections of office bearers or matters vitally affecting the affairs of the organisation (or of a controversial nature).
<i>Show of hands</i>	See <i>open voting</i> .
<i>Sine die</i>	“Without an appointed day”: indefinitely. Thus a meeting adjourned sine die necessitates fresh notice for the adjourned meeting.
<i>Special business</i>	All business defined by the rules as other than “ordinary business”. Meetings convened to consider “special business” usually require a longer period of notice than “ordinary meetings”.
<i>Standing</i>	A permanent committee (the opposite of an ad hoc committee), such as the housing committee department of a local authority.
<i>Standing orders</i>	The name given to rules regulating the conduct and procedures of certain bodies, such as the permanent standing order of local authorities.
<i>Status quo</i>	The existing state of affairs. The more conservative members will vote to preserve the status quo unless they are persuaded of the necessity for change.
<i>Sub-committee</i>	A committee appointed by a parent body for a certain specific purpose or to relieve the larger body of some of its routine work. It usually consists of some of the members of the appointing committee, but specialist members are often co-opted.
<i>Substantive motion</i>	A motion which has been successfully amended by the normal procedure becomes known as the <i>substantive motion</i> .
<i>Teller</i>	A member of the meeting appointed by the meeting to count votes. He/she is usually eligible to vote. After counting the votes the teller reports the result to the Chair
<i>Terms of reference</i>	The formally expressed limit to the scope of a committee’s activities.

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<i>That the motion be put</i>	After debate has proceeded for a reasonable period in accord with the rules of debate, a person may move “that the motion be put”. Once this motion is carried, the Chair should make it clear that the meeting now has to proceed immediately to vote on the issue that has just been debated, after inviting the mover of the original motion to reply.
<i>Ultra vires</i>	Beyond the legal powers possessed by the organisation.(See also <i>intra vires</i> .)
<i>Unanimous</i>	All members are in agreement.
<i>Working Party</i>	Similar to a <i>sub-committee</i> but more usually established as an <i>ad hoc</i> body to deal with a specific issue. A working party is likely to meet only once or twice, rather than on a regular basis.

## Suggested Reading

University of Sydney – Academic Board agendas and minutes:

<http://www.usyd.edu.au/ab/about/agendas.shtml>

Flinders University (South Australia) website:

<http://www.flinders.edu.au/staffdev/training/secskills/home.html>

University of Liverpool website:

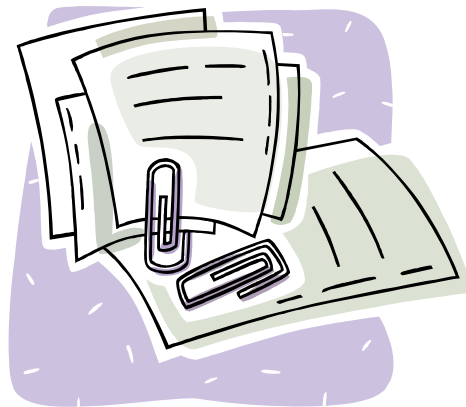
<http://www.liv.ac.uk/commsec/committees/guide.htm>

University of Edinburgh website:

<http://www.aaps.ed.ac.uk/Admn/GuidanceonCmmtServicing.htm>

London School of Economics and Political Science website:

<http://www.lse.ac.uk/collections/secretariat/pdf/committeesServicingProcedures.pdf>



## Learning and Development Program Code Of Practice

We constantly monitor and review our training courses and services to ensure that high standards are maintained.

**When you attend our training courses, we will:**

- deliver training in well equipped rooms that are adequately lit and ventilated
- attend efficiently and courteously to your requests for information or assistance
- accommodate any special needs you have told us about

**As a participant in a training course, you can expect that:**

- the course content corresponds to the course outline
- all the listed session objectives are met
- the course is well structured and paced
- examples and exercises are relevant to the University of Sydney context
- you will learn skills which can be applied in your workplace
- your experience is respected and drawn upon
- your feedback is recorded and used to improve future courses

**You can expect the course presenter/s to:**

- communicate clearly and courteously
- demonstrate sound knowledge of the subject
- maintain confidentiality
- be well prepared and punctual
- appropriately involve all course participants

For further information on any of our courses or services, please contact our customer service team on ext. 15871 or 14838, or email [ssdu@usyd.edu.au](mailto:ssdu@usyd.edu.au)