### Academic Board

**Meeting No:** AB3/15 Meeting  
**Date and Time:** Wednesday 13th May at 1.00pm (rescheduled from the 6th May)  
**Venue(s):** Council Meeting Room, T Building, Mount Helen Campus  
Room 2W263, Gippsland Campus.

**Present:**  
Dr Kim Dowling (Chair)  
Mr Darren Holland  
Mr Eric Holm  
Professor John McDonald  
Professor Penny Paliadelis  
Associate Professor Mark Myers  
Ms Claire Rasmussen  
Associate Professor Singarayer Florentine  
Professor Mark Sandeman  
Associate Professor Bob O’Shea  
Ms Amelia Best  
Mr Andrew Henwood  
Ms Katie Donnelly  
Dr Helen Weadon  
Dr Barbie Panther  
Associate Professor Elisa Backer  
Professor Andy Smith,  
Professor Erica Smith

**Guest Speaker:** Ms Kate Duff; Secretariat Representative New Colombo Plan DFAT

**In Attendance:** Dr Rob Townsend; Dr Alan Labas; Professor Guojun Lu; Ms Tiffany Forbes; Ms Anne Kelly; Ms Ruth O’Hagan; Ms Catherine Elliot; Ms. J Sargent; Mrs C Turner-Booth

**Executive Officer:** Mrs Sarah Thompson (alterations/updates Academic Secretariat)

**Telephone:** (03) 5327 9900  
**Email:** academic.secretariat@federation.edu.au

**Meeting opened:** 1.00pm  
**Meeting closed:** 2.30pm

### Formal Matters

1. **Apologies and Welcome**

1.1 **Apologies**  
Apologies were received from Professor Todd Walker, Professor Marcia Devlin, Professor Frank Stagnetti, Ms Leanne Pitman, and Professor David Battersby

1.2 **Welcome**  
The Chair welcomed everyone to the third Academic Board meeting for 2015 with a special welcome to guest speaker Ms Kate Duff, Assistant Secretary and Ruth Hagan New Colombo Plan Secretariat Department of Foreign Affairs and Trade; and students Amelia Best & Catherine Elliot.
2. Strategic Matters

2.1 New Colombo Plan – Opportunities and Update

Discussion was led by Ms Kate Duff (Assistant Secretary New Colombo Plan Secretariat Department of Foreign Affairs and Trade) with contributions from Amelia Best and Catherine Elliot as students of Federation University.

Ms Duff provided an update on the program and emphasized the important strategic focus DFAT places on the success and value of the various components of the New Colombo Plan.

Benefits for expanding and growing partnerships in the region were outlined:

- The opportunities for huge social and cultural exchange, strengthening existing linkages and opportunities for graduates are core to the objectives of the programs.
- Government is entirely committed to the program. Traditionally overseas students come to Australia but there has been little emphasis on encouraging Australian students to study across the region as either a undergraduate student or graduate student.
- Ms Duff discussed various components of the suite of programs offered including mobility, practicum, short and long term engagement which are not limited to any particular course or stream.
- The program encourages Universities to expand their engagement with the program which extends beyond educational institutions and is inclusive of major corporations, governments and businesses the program is highly focused on the Indo Pacific region and has an annual budget scaling up to $M50 by 2018.
- Concerns regarding age range requirements for applicants was raised as many Federation University students are adult aged and hence ineligible. The department indicted its preparedness to look at this issue.
- The Program is in a continue cycle of improvement with aims to overcoming barriers relating to time periods of study Current funding split exists (70/30) Long term and shorter term programs. The Department aims to encourage longer term exchanges however is aware of problems associated with short term exchanges. Students argue the short term still valid particularly with courses which cannot accommodate a semester exchange.

Past student participants provided feedback on their experience in a 2 week short exchange program which involved travel to Singapore Catherine Elliot and Amelia Best provided the following feedback:

- Students applied in December but did not receive feedback until the following January. During this time students were a little unclear if the program would progress.
- Students travelled in late January and both agreed the experience was life changing and proved an excellent opportunity for creating international contacts in the region.
- Agreed it allowed for a redirection and refocusing with regard to their postgraduate study and future career directions.
The two week program included academic site visits with partner institutions, allowed for observation of infrastructure and resources (public transport / long-term planning in general / their people are their greatest export). The focus on human capital and high focus on services, with the clear message that ‘people are their greatest export’ was investigated on the tour.

The diversity, planning, infrastructure were all inspiring with the Project management classes as a specific high point.

Overall students felt Singapore’s strategic approach nationally was amazing in contrast to the way in which Australians promote and view themselves.

General discussion took place regarding the structure and administration; the manner in which students will engage or the program will be promoted across the university. There was support for the program being better promoted across the University.


3. Vice-Chancellor’s Report

3.1 Vice-Chancellor’s Report

The report addressed both state and federal budgets with regard to Higher Education and TAFE. There was little change to the Higher Education funding program and no mention of the fee deregulation bill. Some losses and gains were noted in the area of Research. The functions of the office for ‘Learning and Teaching’ were now to be outsourced and tenders requested (28M).

At a State level, emphasis has been on the rejuvenation of TAFE. Future investment of 350M will be broken down into capital works and then a formulaic dissemination over 4 years.

Professor Andy Smith
On behalf of Vice-Chancellor
For discussion

3.2 Questions to the Vice-Chancellor

Nil
4. Chair’s Report

The Chair reported the following items

4.1 Graduations have now concluded with the exception of in the Horsham Ceremony. Congratulations and thanks from Chair to all those students, participants and organisers.

4.2 Narmboolville Collaboration; which involved a range of Faculties and researches to promote online learning about carbon capture and the cost of carbon. The program was launched 13/05/2015.

Narmbool.federation.edu.au

5. Starred Items

5.1 Starred Items
- In addition to those items already starred for discussion, Items 9, 21.2.2 and 21.4.3 were starred

5.2 Non-Starred Items

Resolution AB3/15/3
That all items on the agenda not “starred” be adopted without discussion, and the action recommended be taken or the information therein noted.

6. Minutes

Academic Board members confirmed the minutes from Academic Board Meeting AB1/15 held Wednesday 11 February 2015.

Resolution AB2/15/4
Academic Board members confirmed the minutes of Academic Board Meeting AB1/15 held Wednesday 11 February 2015.

7. Schedule of Business

The Academic Board Schedule of Business is under review.

7.1 Chair advised that the University is engaged in an active policy update. Many policies across the University are being renewed, refreshed and others being devised in response to legislation and strategic change.

The Chair foreshadowed a call for engagement with the process. The University has engaged a policy writer to assist with the formal aspects of the process however it is necessary to have the engagement of Academic staff across all Faculties to ensure the policies reflect the needs of the organisation especially with regard to emerging new programs, good governance and the needs of our students.
Discussion occurred regarding differences in aspects of Faculty structures and the Chair noted that this would be reviewed as part of the Policy update.

8. Report from Academic Board Executive Committee

Attached for noting are the summary sheet and minutes from Academic Board Executive Committee Meeting ABEC2/15 held Wednesday 11 March 2015.

9. Accreditation Update

9.1 ASQA Re-Registration Taskforce

Attached for noting are the Agenda and Action documents from the ASQA Re-Registration Taskforce held on 18th March 2015 and 14th April 2015.

- Great deal of work being undertaken
- Materials being rewritten which inform teaching and assessment and ensure continuous improvement

For Noting

Attached Paper – Agenda Paper 9.1

9.2 TEQSA Re-registration Strategy Group meeting

Attached for noting are the Agenda and Action documents from the TEQSA Re-Registration Strategy Group Meeting held on 23rd February 2015 and 23rd March 2015.

- Audits are in place
- Steering group has been established
- Policy and process is the present

For Noting

Attached Paper – Agenda Paper 9.2
Reports from the Standing Committees

10. Report from Appeals Committee

Mr Eric Holm, Chair of Appeals Committee will provide a report to the Board.

- Notes a significant and positive reduction in appeals.
- Suggested that the proactive intervention strategies may be linked to diminishing appeals
- Specifically, at this time of year we had 104 (mostly exclusions) in 2014 and have 36 appeals in 2015 to date.

11. Report from Curriculum Committee

Associate Professor Mark Myers, Chair of Curriculum Committee will provide a report to the Board.

- Apologies to the Board for lack of Curriculum Committee papers. Noted staff and secretariat changes recently had resulted in Committee documents not being prepared in time
- Program reviews have commenced this week and are well underway. Feedback from this week’s Master Ed Review was very positive.
- The Chair of the Board and Curriculum Committee are endorsed to progress any Program materials essential for good governance and timely publication.
- Concerns raised by student representative Ms Best, indicated course outlines were in some instances being available after commencement of course. Agreed by DVC Professor Andrew Smith, the time frame should be reduced further to ensure course descriptions have progressed through Curriculum Committee in time for course outlines to be published in the Moodle Shell prior to course commencement.

12. Report from Learning and Teaching Committee

Ms Claire Rasmussen, Associate Director, Teaching Innovation and Apprenticeship Development.

12.1 Attached for noting are the minutes from Learning and Teaching Committee Meeting LT2/15 held 18th March 2015

- CR thanked previous Chair Associate Professor Nina Fotinatos for her work.
- Adam Baker has been newly elected as Deputy Chair
- ASQA and TESQA updates are now tabled at L&T
- There will be regular reporting around new initiatives and best practice, in order to share information.
- A working party has been established in order to review guidelines surrounding Special Consideration.
• The question regarding Faculty Advisory groups versus Committees was raised. Notes currently it is up to the individual Faculty to determine name however the policy review is likely to resolve any confusion.
• Concerns regarding the timely publishing of course outlines and the current requirements to make these available before week 2 was noted. Many universities have course guides available long before teaching commences. T University has agreed a minimum 2 weeks prior to commencement of a course will now be adopted. The Board supports and highlights the importance of course outlines and the role they play in the overall student experience. Also can impact purchase of texts and general organisation. Work is ongoing to improve and streamline the online process and experience associated with the upload and management of course related documents and their interaction with the Moodle shell.
• Action noted below to feedback discussion to relevant committees and boards.

13. Report from Research Committee
Associate Professor Singarayer Florentine, Chair of Research Committee provided a report to the Board.

13.1 The following items were reported to the board for discussion
• Changes to Academic secretariat have also impacted research committee in the last few months and apologies papers were not submitted for review.
• Research is very busy working with some tight reporting timeframes.
• A new Deputy Chair, Professor Caroline Finch has been appointed
• Formal thank you made to all those who worked on the ERA as this represents a huge body of work
• Policy reviews will be the next immediate focus for the group
• The Meeting with the Director of Marketing was noted as the Committee wants to better use web recourses to showcase our work.

14. Report from Student Senate
Ms Amelia Best provided a report to the Board.

• Feedback from the Senate Forum ranged across the following areas:
  - ICT
  - Course delivery
  - Marketing and communication
  - Facilities and services
  - Student Connect
  - Campus life
  - Accommodation
  - Transport
• Council look forward to receiving further reports.
Reports from other Committees

15. Report from Council

Academic Board noted an extract from the unconfirmed minutes of the Council meeting CM 1/15 held on 27 February 2015.

16. Internationalisation of the Curriculum Working Party

16.1 Academic Board noted the minutes of the Internationalisation of the Curriculum Working Party meeting ICWP6/14 held Tuesday 11 November 2014.

16.2 Academic Board noted the minutes of the Internationalisation of the Curriculum Working Party meeting ICWP7/14 held Tuesday 16 December 2014.

17. International & Partners Committee

Academic Board noted the minutes of the International & Partners Committee meeting I&PC 01/15 held Friday 27 February 2015.

18. Legislation Committee

No minutes have been received from the Legislation Committee.

19. Policy Committee

Academic Board noted the minutes of the Policy Committee Meeting PC01/15 held Wednesday 4 February 2015.

20. Quality Committee

No minutes have been received from the Quality Committee.

21. Reports from Faculty Boards

21.1 Federation Business School

21.1.1 Academic Board noted the summary sheet and the minutes of the Federation Business School Board meeting 1/15 held 13 February 2015.
Resolution AB2/15/41
Federation Business School approved and forwards to Academic Board for noting that Student Number 30096589 be confirmed as a DBA candidate.

21.1.2 Academic Board noted the summary sheet and the minutes of the Federation Business School Board Circulatory Resolution meeting held 18 February 2015.

21.1.3 Academic Board noted the summary sheet and the minutes of the Federation Business School Board Circulatory Resolution meeting held 27 February 2015.

21.2 Education and Arts

21.2.1 Attached for noting are the minutes from the Education and Arts meeting 1/15 held on 27th April 2015.

For Noting
Attached Paper – Agenda Paper 21.2.1

★ 21.2.2 Attached for noting is the Self-Assessment Report for the Master of Education Studies for Faculty of Education and Arts.

- Previous discussion suggests all new programs were measured against AITSL standards.
- Other universities who have introduced Masters of Education programs have also used these standards. It is recommended that the considered these requirements.
- Confirmation was sort that papers had been received by Curriculum Committee and to ensure nothing was missed during the staffing issues within the secretariat. It is necessary for boards to be mindful during staff transitions.

★ 21.3. Health

Attached for noting are the minutes from the Faculty of Health meetings 1/15 held on the 6th January, 2015; 2/15 held on the 19 February 2015; 3/15 held on the 26th March 2015 and subsequently produced AB Summary

For Noting
Attached Paper – Agenda 21.3.1, 21.3.2, 21.3.3

ASQA standards for registration

Current RTO/VET Victorian Football Association program flagged by AS for Faculty of Health to follow up.

Due diligence suggests current allocated teaching staff may not have the VET qualifications necessary to meet ASCA standards for registration.
Faculty of Health to follow up with due diligence and ensure program compliant.

21.4. Science and Technology

Academic Board noted the Faculty of Science and Technology Board Meeting FOSTB 1/15 held 12 February 2015.

21.5. Federation College

No minutes were received from the Federation College Board.

21.6. Industry Skills Centre

No minutes were received from the Industry Skills Centre Board.

22. Report from Dual Sector Partnership Project

No report was received from the Dual Sector Partnership Project.

23. Awards Approvals

No awards were received that were approved by the Chancellor and the Chair, Academic Board, in between meetings of the Board.

24. Information for Members

25. Other Business

25.1 Advised by Mr Darren Holland; the University has received correspondence from the office of the Auditor General who has advised a Performance Audit will be conducted to examine the efficiency and effectiveness of student management systems at public universities. Staff should be aware there may be impacts across various areas including academic staff and administrative practice. Further information to follow once it has been made available.
25.2 Mr Bob O’Shea notes, the passing of Mr Pat Thompson Lecturer in Accounting and MPA coordinator from within the Federation Business School. Mr O’Shea discussed the significant contribution made by Mr Thompson to both the School and students over many years. Mr Thompson was a committed and passionate teacher determined to support and assists the most struggling of students across the line. In recent times Mr Thompson continued to work and present globally new concepts and approaches in design to the development of effective accounting software. Mr O’Shea posthumously thanked Mr Thompson on behalf of the Faculty and wider University for his valuable contribution, noting he will be missed.

Date of Next Meeting

The next meeting of Academic Board will be held on **Wednesday, 17th June 2015 at 1.30pm** in the Council Meeting Room, Mt Helen Campus and video-conference to Room 2W263 at the Gippsland Campus.