Meeting No: AB6/12

Date and Time: 1.30pm Wednesday 19 September 2012

Venue: Council Room, Mt Helen Campus

Present:
- Professor David Battersby
- Ms Rowena Coutts
- Mr Phill Crone
- Mr John Dixon
- Associate Professor Kim Dowling
- Mr Bill Gorman
- Mr Eric Holm
- Mr Dallas Jones
- Professor John McDonald
- Associate Professor Suzanne McLaren

In Attendance: Mr Greg Jakob

Executive Officer: Ms Valma Ffrost

Formal Matters

1. Welcome
The Chair welcomed members to the meeting.

   The Chair welcomed Mr Greg Jakob, who was in attendance to speak to Item 12 from Learning & Teaching Committee, the Student Evaluation of Learning and Teaching Policy and Procedure.

   The Chair welcomed Dr Mark Myers, Deputy Chair of Curriculum Committee who is an alternative representative for the Chair of Curriculum Committee, Professor Erica Smith.

   The Chair welcomed Mr Bill Gorman who is an alternative representative for the Dean of Human Services, Associate Professor Shirley Fraser.

   The Chair welcomed Mr Dallas Jones who is an alternative representative for the Dean of Manufacturing and Construction, Associate Professor Barry Wright.

   Professor Andy Smith joined the meeting.

   The Chair welcomed Ms Kerry Wilson who is an alternative representative for the University Librarian, Ms Carmel Grant.

2. Apologies
Apologies were received from Professor Todd Walker, Professor Frank Stagnitti, Mr Darren Holland, Associate Professor Neil Trivett, Dr Robyn Brandenburg, Professor Georgina Tsolidis, Ms Bonnie Fagan, Dr Annette Foley and Associate Professor Jannine Bennett.

3. Strategic Matters
   3.1 Update from the Chair Student Senate
   The Chair invited Ms Kate O’Malley, Student Representative on Academic Board, to provide a short presentation and update on the University of Ballarat Student Senate.
Associate Professor John McDonald and Ms Kerry Wilson joined the meeting.

Ms O’Malley informed the Board of the following in regards to the Student Senate.

The Student Senate was established in February 2012 with the introduction of the Student Services and Amenities Fee (SSAF). The membership of the Senate comprises of representation from the Western Campuses (Horsham, Stawell and Ararat), SMB Campus, Mt Helen Campus and Camp Street Campus. There is also representation for International Students, Sports, Clubs & Societies and specific co-opted members.

The Student Senate has approved the eight priority areas to the SSAF. Those priority areas are:
1. Establishment and operations of the Student Senate.
2. Establishment and operations of the Student Advocacy Service.
3. Establishment and operations of the Careers and Employment Service.
4. Provision of Orientation Activities and Information.
5. Provision of a student based newsletter.
6. Student Experience Office.
7. Support for Sport and Recreation.
8. Provision of amenities for students on campus.

The role of Student Senate members includes concern for the improvement of the ‘student experience’ for all UB students, student consultation and recommendations and advice to the University on issues affecting student life.

Mr Greg Jakob joined the meeting.

Student Forums have been held at Camp Street, SMB, Mt Helen and the Western Campus. Some of the topics raised by students at these forums were increased student intake, car parking, public transport, TAFE funding cuts, counselling, security, establishment of careers and employment office, out-dated equipment and library opening hours.

Communication is a priority for the Senate. On the UB Website the Senate posts Feedback and Action lists after each forum is held, so students can see that they have been heard and that someone is acting on their feedback. Students are encouraged through Moodle, Facebook and the UB Website to get involved.

In the role of Chair, Student Senate Ms O’Malley has attended the Diamond Jubilee of Her Majesty the Queen at Government House, spoken at the Chancellor’s Installation Ceremony and attended a luncheon with the Mayor of Ballarat and the Premier of Victoria.

Another round of Student Forums have commenced from Monday 17 September 2012.

Discussion was held and the following points noted:
• Commentary from the Student Forums will be published on the UB Website.
• As a whole the University has been supportive and listened to issues arising from the Senate.
• A sub-committee of the Senate has been established to determine the best way to communicate with students.

The Chair thanked Ms O’Malley for her presentation.
4. Vice-Chancellor’s Report

4.1 Vice-Chancellor’s Report
The Board received for noting the report from the Vice-Chancellor (Agenda Paper 4.1 previously distributed to Board members).

The Vice-Chancellor informed the Board that for the fourth year in a row the University has received a 5 star rating in the Good Universities Guide for Teaching Quality. These results are outstanding. This is a great tribute to staff at our institution and demonstrates that staff continue to give full commitment to the University.

The University Open Day was held on Sunday 26 August and there was a sitting of the Victorian Legislative Assembly at the Mt Helen Campus on September 6. The involvement of students and staff was a significant contribution for both events.

There has been a report of a campus closure at Ararat. The closure is of a campus of Northern Melbourne Institute of TAFE (NMIT) not UB. There has also been a leaked transition plan from La Trobe University that indicates a merger with UB. The Vice-Chancellor confirmed there are no discussions at all with La Trobe University regarding a merger with UB.

4.2 Questions to the Vice-Chancellor
There were no questions for the Vice-Chancellor.

The Chair thanked the Vice-Chancellor for his report.

5. Chair’s Report

5.1 Academic Board meeting dates for 2013
The Board noted the meeting dates for Academic Board 2013. The dates are: 13 February; 27 March; 1 May; 19 June; 31 July; 11 September; 23 October; and 4 December. All meetings will be held on a Wednesday at 1.30pm and the meeting duration will be two hours.

5.2 2014 Academic Calendar
The Board noted the 2014 Academic Calendar. The Chair informed members that the calendar is also available on the UB website at http://www.ballarat.edu.au/staff/governance/academic-board/academic-calendar.

5.3 Chair, Academic Board Resignation
The Chair informed members that the resignation of Professor Todd Walker as Chair, Academic Board is attached. Professor Walker’s resignation is effectively immediate.

Professor Andy Smith requested a vote of thanks be recorded for Professor Walker, for his two terms as Chair of Academic Board.

The Vice-Chancellor informed the Board that Professor Walker, as Chair of Academic Board, is also a member of the University Council and Council Executive and in both those forums Council members have stated that they have gained a better understanding of the role of Academic Board through him. The role of Chair, Academic Board is the most senior academic position to be held in the University.

The Chair passed a vote of thanks for Professor Walker as Chair of Academic Board, for his service over the last four years to the Board.

Resolution AB6/12/1
Academic Board approved a vote of thanks for Professor Walker for his service to Academic Board over the last two terms as Chair.
5.4 **Memo from Chair, Academic Board to Council**

The Chair provided background regarding the memo from the Chair, Academic Board to University Council for the changed approval process for additions and deletions to the Scope of Registration. It is not necessary to forward to Council for approval all VET programs. This is information for members of the Board.

Discussion was held and the following points noted:

- Staff are still using the Draft Scope of Registration Procedure.
- Approval of additions to the Scope of Registration sits with Curriculum Committee.
- A definitive flow chart will be provided to schools when the Draft Scope of Registration Procedure is finalised.

6. **Starring of Items and Approval of Non-Starred Items**

6.1 **Starred Items**

Items 1, 2, 3.1, 4.2, 5.1, 5.2, 5.3, 5.4, 6, 7.1, 7.2, 10, 11, 12, 13 and 22 were starred for discussion.

Item 22 - Australian Qualifications Framework (AQF) Review of the Graduate and Vocational Graduate Certificate and Diploma qualification types, was starred for discussion.

The Chair advised that Item 12 – Quality Committee, would be brought forward in the agenda to be immediately prior to Item 10 – Appeals Committee.

6.2 **Non-Starred Items**

Resolution AB6/12/2

Academic Board resolved that all items on the agenda “not starred” be adopted without discussion, and the action recommended be taken or the information therein noted.

7. **Minutes**

7.1 **Correction to Minutes AB 5/12**

The Chair informed members that at the last meeting of the Board on 8 August 2012, incorrect documentation was provided for the Proposal for Modification to a Program for the program HS5 Bachelor of Arts (Humanities and Social Sciences), Resolution AB5/12/18. This recommendation is to formally record the correct documentation.

Resolution AB6/12/3

Academic Board approved the Proposal for Modification to a Program for program HS5 Bachelor of Arts (Humanities and Social Sciences), Resolution AB5/12/18.

7.2 **Minutes AB 5/12**

Academic Board is invited to confirm the minutes from meeting AB 5/12 held 8 August 2012.

Resolution AB6/12/4

Academic Board confirmed the minutes of meeting AB5/12 held 8 August 2012.
8. **Schedule of Business**
The Board noted the Schedule of Business 2012 (Agenda Paper 8 previously distributed to Board members).

9. **Report from Academic Board Executive Committee**
The Board noted the minutes from the meeting of Academic Board Executive Committee 5/12 held 26 July 2012 (Agenda Paper 9.1 previously distributed Board members).

**Resolution AB6/12/5**
Academic Board noted the changes to non-standard teaching periods for 2013.

**Resolution AB6/12/6**
Academic Board noted the nomination of Dr Robyn Brandenburg as Deputy Chair, University Appeals Committee from Friday 7 September 2012 to 31 December 2013.

**Reports from the Standing Committees**

10. **Report from Appeals Committee**
The Chair invited Mr Eric Holm to provide an update.

Mr Holm informed members that since the last meeting of the Board 40 appeals have been received with the Appeals Committee. Of those 40 appeals, two have had hearings and there are a further two hearings scheduled for 25 September 2012. There has been a lot of activity regarding exclusion, final grades and adverse grades.

Mr Holm advised members that if there was any specific information that they would like reported regarding the Appeals Committee, to let him know.

The Chair thanked Mr Holm for his report.

**10.1** The Board noted the minutes from Appeals Committee meeting AC 5/12 held 21 August 2012.

**10.2** The Board noted the minutes from Appeals Committee meeting AC 6/12 held 11 September 2012.

11. **Report from Curriculum Committee**
The Board noted the minutes from Curriculum Committee meeting 6/12 held 29 August 2012 (Agenda Paper 11 previously distributed to Board members).

The Chair invited Mr Mark Myers to provide the Board with a report from the Curriculum Committee.

Mr Myers provided the Board with background to the following recommendation. These programs currently have no students enrolled in them.

**Resolution AB6/12/7**
Academic Board approved and forwards to Council for approval, the discontinuation of programs EK5 Bachelor of Engineering (Civil), EK5 Bachelor of Engineering (Mechanical) and EK5 Bachelor of Engineering (Mining) effective from 2013.
The Chair reminded members that updated documentation for the following recommendation was provided to members on 18 September 2012.

Mr Myers provided the Board with background to the following recommendation. The aim of this program is to provide generic and transferable skills. The program has five major streams, nine core courses and five electives.

Discussion was held and the following points noted:
- Staff are commended on creating this program, which was demand driven.
- It is good to see this program has a large multitude of pathways, as this is an indication of the future as an institution.

**Resolution AB6/12/8**
Academic Board approved and forwards to Council for approval the new program SH5 Bachelor of Health Sciences.

Mr Myers provided the Board with background to the following recommendation. This modification is part of a proposal to partner with GO TAFE.

Discussion was held and the following points noted:
- This is the first program modification to go through the Board as part of the Dual Sector Partnership arrangement. In the future, other programs will follow to make their way through the Board.
- Compliments were proferred to staff who produced this proposal. There has been great co-operation between Schools to make it happen.

**Resolution AB6/12/9**
Academic Board approved and forwards to Council for noting the program modification for SF5 Bachelor of Food and Nutritional Science.

Mr Myers provided the Board with background to the following recommendation. This modification is to include two new courses.

**Resolution AB6/12/10**
Academic Board approved and forwards to Council for noting the program modification for TJ5 Bachelor of Education P–6 and TJ5 Bachelor of Education P-10.

**Resolution AB6/12/11**
Academic Board noted the Statute 5.1 The Schedule (Current) and 5.1.1 – The Schedule (Non-Current) program additions / deletions / alternations that have been approved by the Chair, Academic Board and the Vice-Chancellor (as per Regulation 5.1.3 – Courses).

**Resolution AB6/12/12**
Academic Board noted the following new courses:
- SCFST 1131 – Dairy Microbiology Fundamentals
- SCFST 1151 – Dairy Chemistry Fundamentals
- SCFST 1121 – Dairy Engineering
- SCFST 1122 – Food Industry Environment Management Systems
- SCFST 2121 – Milk Fat and Dairy Dessert Products
- SCFST 2122 – Concentrated and Dried Dairy Products
- SCFST 2123 – Industrial Cheese Manufacture

**Resolution AB6/12/13**
Academic Board noted the addition of TLI11210 Certificate I in Warehousing Operations and TLI21610 Certificate II in Warehousing Operations to the Scope of Registration.
Resolution AB6/12/14
Academic Board noted the new courses EDBED3106 Learning and Teaching Mathematics 3 and EDBED4006 Team Enterprise.

The Chair thanked Mr Myers for his report.

12. Report from Learning & Teaching Committee
The Board noted the minutes from Learning & Teaching Committee meeting 6/12, held 4 September 2012. The Board also noted the report provided by Dr Nina Fotinatos on the activities of the Committee.

The Chair invited Mr Greg Jakob to provide background to the Student Evaluation of Learning and Teaching Policy and Procedure.

Mr Jakob informed the Board that eVALUate is the new on-line surveying which has been in development for approximately two years. This policy and procedure is to provide a framework in which the University evaluates learning and teaching, through its principal system of student feedback, eVALUate. Testing has just been completed with all UB onshore partner providers and there has been a 15% response rate, which is good. All students’ feedback will be confidential and reporting will be provided back to staff and students. The aim is to have eVALUate implemented for HE domestic students in 2013.

Mr Jakob thanked the Associate Deans Learning & Teaching and the Learning & Teaching Committee for their input and feedback.

Discussion was held and the following comments noted:
- VET surveying will not be implemented until issues around the number of units students undertake in VET programs is resolved. The expectation is that by the end of 2013 every student will be receiving surveys.
- School Boards and Course Co-ordinators would need to be consulted to discuss the possibility of eVALUate being included in course descriptions.
- With reporting that can be provided back to the Schools, a particular issue has been highlighted in the test phase and the relevant School has been able to further investigate.
- The Student Senate would welcome Mr Jakob to present this topic at one of their meetings to discuss student engagement.

Resolution AB6/12/15
Academic Board approved the Student Evaluation of Learning and Teaching Policy and Procedure.

13. Report from Research Committee
The Board noted the minutes from Research Committee meeting 4/12, held 26 July 2012.

The Chair invited Associate Professor Suzanne McLaren to provide the Board with a report from the Research Committee.

Associate Professor McLaren informed the Board that at the last meeting of the Research Committee the key item was the draft UB Research Plan created by Professor Frank Stagnitti. The Associate Deans Research have taken the Research Plan back to their Research Committees for further comment.

Professor John McDonald left the meeting.
The Plan has very specific goals and feedback is welcomed as the Research Committee is looking for achievable goals.

A special meeting of the Research Committee will be held to finalise the draft Research Plan and be able to bring it to the next meeting of the Board on 31 October 2012.

Discussion was held and the following points noted:
- The Research Plan is positive and the goals are tangible.
- How TAFE staff can be engaged to undertake research needs to be addressed.

The Chair thanked Associate Professor McLaren for her report.

Reports from other Committees

14. Report from Council
The Board noted the extract from the minutes of Council meeting CM 5/12 held 5 September 2012 for Academic Board.

15. Report from International & Partners Executive Committee
The Board noted the minutes from the International & Partners Executive Committee meeting I&PEC 6/12 held 27 August 2012.

16. Report from Legislation Committee
The Board noted the Legislation Committee has not met since the last meeting of the Board.

17. Report from Policy Committee
The Board noted the minutes from the Policy Committee meeting 4/12 held 23 August 2012.

18. Report from Quality Committee
The Board noted the Quality Committee has not met since the last meeting of the Board.

19. Reports from School Boards
19.1 Business
Attached for noting are the minutes from The Business School meeting 7/12 held 21 August 2012.

19.2 Education & Arts
No minutes have been received from Education & Arts.

19.3 Food, Land and Services Industries
Attached for noting are the minutes from Food, Land and Services Industries meeting 5/12 held 13 August 2012.

19.4 Health Sciences
No minutes have been received from Health Sciences.
19.5 Human Services
Attached for noting are the minutes from Human Services meeting 5/12 held 15 August 2012.

19.6 Manufacturing & Construction
Attached for noting are the minutes from Manufacturing & Construction meeting 5/12 held 10 August 2012.

19.7 Science, Information Technology & Engineering
Attached for noting are the minutes from Science, Information Technology & Engineering meeting 7/12 held 15 August 2012.

20. Report from Dual Sector Project
The Board noted the update from the Directors of the Dual Sector Project.

21. Awards Approvals
The Board noted the Awards that were approved by the Chancellor and the Chair – Academic Board, in between meetings of Academic Board.

Resolution AB6/12/16
Academic Board noted, registered and forwards to Council for noting the Awards that were approved by the Chancellor and the Chair – Academic Board, in between meetings of Academic Board.

Information for Members

22. Australian Qualifications Framework (AQF) Review of the Graduate and Vocational Graduate Certificate and Diploma qualification types
The Chair invited Dr Mark Myers, as Chair of the AQF Implementation Group to provide background on the AQF Review of the Graduate and Vocational Graduate Certificate and Diploma qualification types response.

Dr Myers informed the Board that the AQF has had two rounds of consultation regarding graduate and vocational graduate certificate and diploma qualification types. The concept of abandoning the graduate certificate was met with resistance. The communiqué states the graduate certificate and graduate diploma will both be retained as level 8 qualifications and the vocational graduate certificate and vocational diploma will be removed from the AQF. The next step will be to modify AQF descriptors, which are expected to be released towards the end of 2012.

Dr Myers informed the Board that the intention would be for graduate certificates and graduate diplomas based on the same descriptors to be offered by both TAFE and Higher Education.

In discussion it was noted that there is concern that the lack of differentiation could create pathways directly into a masters degree without a bachelors degree. Also the Chair reminded members that vocational graduate certificates and diplomas are normally found in Training Packages. Two Industry Skills Council CEOs will be holding a professional development session on Training Packages and other matters on Friday 21 September 2012 and all staff are welcome.
Other Business

Nil

Date of Next Meeting

The next meeting of Academic Board will be held on Wednesday 31 October, 2012 at 1.30pm in the Council Room, Mt Helen Campus.

Meeting concluded at 2.50 pm