Minutes

Academic Board

Meeting No: AB8/15 Meeting
Date and Time: Wednesday, 2 December 2015 at 1.30pm
Venue: Council Room, Mount Helen campus

Present:
Associate Professor Kim Dowling (Chair)
Associate Professor Elisa Backer
Ms Katie Donnelly
Associate Professor Singarayer Florentine
Associate Professor Shirley Fraser
Mr Darren Holland
Mr Eric Holm
Mr Ryan Marshall
Professor John McDonald

Associate Professor Mark Myers
Associate Professor Bob O’Shea
Dr Barbara Panther
Ms Leeanne Pitman
Ms Claire Rasmussen
Professor Mark Sandeman
Professor Andy Smith
Professor Erica Smith
Professor Frank Stagnitti,
Professor Todd Walker
Professor Mike Willis
Associate Professor Barry Wright

Apologies: Mr John Blair, Ms Bonnie Chew, Professor Marcia Devlin, Mr Andrew Henwood, Professor Guojun Lu, Professor Penelope Paliadelis,

In Attendance: Mr Adam Baker, Assoc Professor Jenny Blitvich (for Professor Penelope Paliadelis), Dr Jenene Burke, Dr Judith Lyons.

Executive Officer: Ms Lisa Francis
Telephone: 5327 6544
Email: academic.secretariat@federation.edu.au
Meeting opened: 1.30pm
Meeting closed: 3:50pm

Formal matters

The minutes are recorded in agenda order.

1. Apologies and welcome

1.1 Apologies

Resolution AB8/15/1
Academic Board received and accepted the apologies for the meeting.
1.2 **Welcome**

The Chair welcomed members to the final Board meeting for 2015, including a special welcome to Mr Justin Gilbert, Manager of Data Analysis and Reporting, speaking to item 3; Assoc Professor Jenny Blitvich, attending for Penny Paliadelis; and Associate Deans of Learning and Teaching – Mr Adam Baker, Dr Jenene Burke, Dr Judith Lyons and Dr Barbie Panther.

2. **Preliminary matters**

There were no preliminary matters.

3. **Strategic matters**

3.1 **2014 Program Performance and Health Check Report**

Mr Justin Gilbert, Manager of Data Analysis and Reporting, spoke to the **2014 Program Performance and Health Check Report** and associated data reports.

Mr Gilbert explained the data collection process for the health check reporting which began five years ago for undergraduate programs delivered at FedUni. Data sources include VTAC applications, enrolments, course completions, final grades from FDL, student withdrawals and the external survey by Graduate Careers Australia.

The summary report from 2014 data will be distributed for Faculty consideration this week and Faculty responses reported to the DVC (Academic), who will investigate with Faculties any opportunities or concerns identified.

A project is underway to improve IT structures which will see the health check reports being issued in a more responsive timeframe, and from more enhanced data sets in future, rather than the current limitations set by Campus Solutions data. Mr Gilbert and members discussed the value of a group being convened to consider Faculty needs and to establish a framework to guide the future reports.

The Chair noted the benefit of the health check reports in relation to Academic Board’s role in the quality oversight of academic programs, recognising that the data management process is in an evolutionary phase, the progression of which can be appraised by the Board later next year.

**Resolution AB8/15/2**

*Academic Board received and notes the 2014 Program Performance and Health Check Report.*

4. **Vice-Chancellor’s report**

4.1 **Vice-Chancellor’s report**

The Vice-Chancellor referred members to his written report, noting in addition:

- the publication and dissemination of the University’s Strategic Plan. The Vice-Chancellor recognised and thanked the Board for their significant input into its development. Copies have been provided to the Chair;
• the welcome reduction in the University’s risk index relating to streamlined visa processing from a value of 2.7 to 2.1. The Vice-Chancellor noted the excellent work of the CUP team and staff across the University to achieve this result;
• next week’s Press Club speech from Minister Christopher Pyne announcing the Innovation Statement, which is expected to detail funding opportunities aimed at repositioning industry-university relationships;
• the imminent publication of the Excellence in Research Australia (ERA) results next week;
• the completion of the McKenzie Review of TAFE funding and the submission of 109 recommendations to the Minister of Training and Skills. The State Government response is imminent;
• notice of potential media focus on Australian universities during O’week 2016 when a controversial documentary entitled “The Hunting Ground” is expected to be aired on SBS or the ABC. It raises important issues about student safety on campus, around which the University has established policies and procedures. The University will prepare an appropriate and consistent media response.

The Vice-Chancellor took the opportunity to thank the Chair, Associate Professor Kim Dowling for her extensive work with the Board this year, a particularly busy year with the Academic Board Review and requirements for ASQA and TEQSA re-registration. He thanked all members for their work, particularly the Deputy Chairs and those who have taken leadership roles on the Board; and those who will be departing from the Board at the end of the year. The importance of the Board as the key academic decision-making body in the University was noted, and the Vice-Chancellor thanked all for their adept handling of this role.

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

5. Chair’s report

5.1 Academic Board Review
The Board’s Action Plan in Response to the Academic Board Review 2015 was received. The Chair noted multiple inputs from members and non-members in recent weeks to finalise the Plan and the Board resolved,

Resolution AB8/15/3
Academic Board endorses the Action Plan in Response to the Academic Board Review 2015, and forwards it to Council for endorsement.

5.2 Terms of Reference and Evaluation of Academic Board Standing Committees
The Chair provided a progress report on the review of the Terms of Reference and the annual self-evaluation of the Board’s Standing Committees, which will continue into the New Year. The summary of evaluations will be provided to the Board at its first meeting next year.
5.3 **2016 Membership of Academic Board and Standing Committees**
The Chair reported that the following staff were recently nominated to the Board’s membership, and will begin their two-year terms of office in the New Year:
- Assoc Professor Philippa Wells from the Professoriate, and
- Mr Matthew Cane from the General Staff

Nominations will be called for two VET teaching staff and one Higher Education academic staff member to fill current and upcoming vacancies on the Board. Nominations will also be called to fill upcoming vacancies on Research Committee.
The Chair also noted that her nomination of Mr Eric Holm to Chair the Appeals Committee in 2016, has also been forwarded to Council for endorsement.

5.4 **Academic Boards and Senates across Australia**
The Chair presented a snapshot of discussions from the *Chairs of Academic Board, Senates and Secretaries Conference* held recently at James Cook University.

The Chair elaborated on the following points during her presentation:

- discussions about the separation of powers to ensure Academic Boards don’t intrude upon executive governance decisions, but ‘value-add’ to them;
- the new TEQSA standards and the language around how they interface with Academic Boards and the role of quality oversight;
- the common themes across most Academic Boards represented, including:
  - aims for simpler processes;
  - delegation issues;
  - the risk-averse nature of engaging in a high level of detail, as opposed to better quality oversight from a ‘higher level’ approach;
  - change of committee names;
  - discussions about the membership mix for Academic Boards;
  - academic integrity for staff and students;
  - information management;
  - the emphasis on reviews.

The Chair’s presentation has been circulated and she encouraged members to review the information, noting many other documents are available for reference from the Conference to interested members.

A short video from the Hon. Richard Colbeck, Minister for Tourism and International Education, presented at the Conference, will be uploaded to the Academic Board website for viewing.

6. **Starred items**

6.1 **Starred items**
No additional items were starred for discussion.

6.2 **Non-starred items**
The Board resolved,
Resolution AB8/15/4
All items on the agenda not “starred” be adopted without discussion, and the action recommended be taken, or the information therein noted.

7. **Minutes of previous meeting AB7/15**
The Board resolved,

Resolution AB8/15/5
Academic Board confirms the minutes of Academic Board meeting AB7/15 held Wednesday, 21 October 2015.

8. **Business arising from the minutes of previous meeting AB7/15**
There was no further business arising from the minutes of the previous meeting.

9. **Schedule of Business**
The Academic Board Schedule of Business is being developed and will be tabled at the first meeting in 2016.

10. **Report from Academic Board Executive Committee**

10.1 **Minutes from meeting ABEC 8/15**
The minutes from Academic Board Executive Committee meeting ABEC8/15 held 18 November 2015, were received and noted.

10.2 **Policy approvals**
The following policies were reviewed at Academic Board Executive Committee meeting 8/15. The policy papers were available to the Board and the ABEC resolutions below noted by Academic Board:

10.2.1 **Higher Education Assessment Policy**
Resolution ABEC8/15/3
On behalf of Academic Board, Academic Board Executive Committee approved the Higher Education Assessment Policy and forwards it to Policy Committee to endorse for publication.

10.2.2 **Higher Education Assessment Procedure**
Resolution ABEC8/15/4
On behalf of Academic Board, Academic Board Executive Committee approved the Higher Education Assessment Procedure and forwards it to Policy Committee to endorse for publication.

10.2.3 **Higher Education Examinations Procedure**
Resolution ABEC8/15/5
On behalf of Academic Board, Academic Board Executive Committee approves the Higher Education Examinations Procedure and forwards it to Policy Committee to endorse for publication.
In discussion at ABEC it was suggested Curriculum Committee’s role in ratifying Faculty results should be clarified. They agreed that Faculties should provide a written report to Curriculum Committee identifying any programs that were at risk; matters that were investigated; actions taken by the Faculty, and the outcomes of those investigations. This needs to be considered for inclusion in revised terms of reference for Curriculum Committee.

10.2.4 Higher Education Enrolment Procedure
Resolution ABEC8/15/6
On behalf of Academic Board, Academic Board Executive Committee approves the Higher Education Enrolment Procedure and forwards it to Policy Committee to endorse for publication.

10.2.5 Students from a Non-English Speaking Background – Special Provisions for Invigilated Assessments Guidelines.
Resolution ABEC8/15/7
On behalf of Academic Board, Academic Board Executive Committee rescinded the Students from a Non-English Speaking Background - Special Provisions for Invigilated Assessments Guidelines and forwards it to Policy Committee for action.

10.2.6 Research Integrity and Misconduct Procedure
This policy was considered by Academic Board and reported under item 18.2 of these minutes.

10.2.7 Approval of New Award Programs (Higher Education) Procedure
Following brief discussion it was agreed that amendments to terminology throughout the Procedure and forms linked to it, need to be updated prior to its approval. This would be clarified with Policy staff and members were advised that a circular resolution may be required to approve the Policy once amended.

11. Accreditation update

11.1 ASQA Re-registration Taskforce
The action notes from ASQA Re-registration Taskforce meeting 20/15 held 28 October 2015 were received and noted. The DVC (Academic) reported that this group has now completed its work and achieved an excellent ASQA outcome. The continuing work is being managed by the VET Compliance Management Group.

11.2 TEQSA Strategy Group meeting
The action notes from TEQSA Re-registration Taskforce meeting 12/15 held 27 October 2015, were received and noted. The DVC (Academic) reported on preparations for
submitting documentation to TEQSA by the December deadline in readiness for the May-June 2016 visit from the regulators.

12. **International and partner providers quality update**
A report from the Pro Vice-Chancellor (International and Partnerships) was received and noted. In speaking to his report the PVC noted:

- the University’s strategy over the past 18-months of a moving towards an integrated alignment of FedUni international programs;
- that the three aspects of bonding, quality assurance and income generation all relate closely to the University’s quality assurance framework for its international programs;
- the focus now on an integrated teaching centre in Malaysia and potential joint-institute in China, rather than expansion into other areas.

In further discussion it was noted:

- some issues have continued that need to be further addressed.
- that the University’s moderation is applied across all of its programs on all campuses, including international programs.
- that FedUni should seize the opportunity during the start-up phase of the Malaysian campus, to have input into the configuration and development of the library support services.

13. **LW grades in calculation of GPA**
The Chair referred to the briefing note in agenda papers providing background for the following recommendations, which were briefly discussed. The Board resolved,

**Application of the LW grade:**

**Resolution AB8/15/6**

**Academic Board approved:**

- That LW grades be assigned as the final grade for a course of study when a student formally requests that they be withdrawn from that course of study within the following time frames:
  - For standard teaching periods: From midnight on the Friday of the tenth teaching week of the teaching period in which the course is taught until midnight on the day prior to the nominated start of the official examination period for that teaching period or the published end of semester date for that teaching (whichever is earlier).
  - For teaching periods of less than 10 weeks duration: From midnight on the Friday midway through the teaching period in which the course is taught until midnight on the day prior to the nominated start of the official examination period for that teaching period or the published end of semester date for that teaching (whichever is earlier).
An LW grade should not be allocated to a student outside of these time frames unless specific written authorisation to do so is provided by the administering faculty.

Resolution AB8/15/7
Academic Board approves that LW grades be included in all GPA calculations, and that the weighting assigned to an LW grade is 1.5.

Katie Donnelly left the meeting.

14. Learning and Teaching Policy
The Board received and noted the draft Learning and Teaching Policy which is currently being distributed for University-wide consultation, and the Chair invited comment to contribute toward its development. During discussion the following points were noted:

- discussion of whether an all-encompassing policy should be developed to include Higher Education and VET learning and teaching matters, or whether it would service both areas better to have separate Learning and Teaching policies;
- that the Policy has yet to be discussed at the Learning and Teaching Committee;
- issues around partner providers under point 4 in the Policy;
- the desirability of input from staff working in the disability and equity areas of the University. It was agreed their attention should be brought to the current University-wide consultation period and their input encouraged.

It was agreed that Policy Committee be consulted about the procedure to progress the Policy.

(withdrawn) Recommendation AB8/15/8
Academic Board notes the draft revision to the Learning and Teaching Policy.

Reports from the Standing Committees

15. Report from Appeals Committee
The Chair of Appeals Committee reported that most recent appeals had related to exclusion and grade appeals. There had been an increased number of appeals on the basis of credit and this may be attributed to course amendments related to AQF changes. The Chair advised that he would provide some comparative information on appeals for the 2015 and 2014 period for Board early next year.

15.1 Minutes from 2015 Appeals Committee meetings
The minutes from Appeals Committee meetings 1/15 – 8/15 were received and noted by the Board.
16. **Report from Curriculum Committee**

The Chair of Curriculum Committee reported on the Faculty responses to the University’s Program Review Reports included in the agenda, noting common themes raised in them are:

- the difficulties around quality interpretations of data;
- the low response rate to student evaluations which makes it a difficult area to report on with accuracy;
- difficulties finding qualified sessional staff and providing for their professional development;
- additional resource needs for BOLD learning;
- the importance of industry advisory groups.

The Board agreed that the resolutions relating to the faculty responses to program review reports for the Federation Business School, Faculty of Education and Arts, and Faculty of Science and Technology, included in the agenda, will be resolved by circular resolution after the meeting to allow members more time to read the documents provided. The Program Review Report document for the BB5 – Bachelor of Business would be sent to members.

16.1 **Minutes from meeting CC8/15, Parts 1 and 2**

The summary sheet and minutes from Curriculum Committee meeting CC8/15 held 11 November (Part 1) and 18 November (Part 2) were received and noted.

The following recommendations were submitted for approval by Academic Board and it was resolved that:

**Federation Business School**

**Resolution AB8/15/9:**

Academic Board approves the modification to BB5 Bachelor of Business to move ‘BUMKT1501 Introduction to Marketing’ from the ‘Marketing Major’ to the ‘Core Knowledge’ and insert ‘BUMKT3705 International Marketing’ as a ‘Marketing Major’.

*From resolution CC8/15/10*

**Resolution AB8/15/10:**

Academic Board approves the modification to the following programs; implementation date to be clarified to the satisfaction of the chair.

*From resolution CC8/15/11*

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**Resolution AB8/15/11:**

Academic Board approves the modification to BC5 Bachelor of Commerce Accounting Major by removing BUACC2606 Financial Accounting and BUACC2614 Management
Accounting 2. These courses are to be replaced with BUACC3706 Financial Accounting and BUACC3714 Advanced Management Accounting. This change will apply to the following programs.

From resolution CC8/15/18

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Recommendation 12 - to be resolved by circular resolution after the meeting
Academic Board approves the response from Federation Business School to the commendations, affirmations and resolutions pertaining to the program review report for BB5 Bachelor of Business.

From Resolution CC8/15/20

Faculty of Education and Arts
Resolution AB8/15/13:
Academic Board approves the program modification to the Bachelor of Arts (Acting) (AF5) with change of name to Bachelor of Acting for Stage and Screen (AS5); with minor editorial changes subject to the Chair of Curriculum Committee’s approval.

From resolution CC8/15/25

Resolution AB8/15/14:
Academic Board approves the program modification to the Bachelor of Creative Arts (Honours) program (AC8).

From resolution CC8/15/26

Resolution AB8/15/15:
Academic Board approves the minor program modification to the Bachelor of Arts (Criminal Justice) program; subject to editorial amendments and the satisfaction of the Chair (GCJ5).

From resolution CC7/15/31

Recommendation AB8/15/16 – to be resolved by circular resolution after the meeting.
Academic Board approves the Faculty’s response to the University’s TM9 Master of Education Studies Program Review.

From resolution CC8/15/49
Faculty of Health
Resolution AB8/15/17
Academic Board approves the following new program - MW4 Graduate Diploma of Midwifery, and forwards it to Council for approval.
From resolution CC8/15/33

Faculty of Science and Technology
Recommendation 18 - to be resolved by circular resolution after the meeting.
Academic Board approves the Faculty of Science and Technology's response to the University's SC5 Bachelor of Science program review.
From Resolution CC8/15/39

Resolution AB8/15/19:
Academic Board approves the modifications to the following programs:
- EX5 Bachelor of Engineering Technology (Mining)
- EG8 Bachelor of Engineering (Honours) (Mining)
From resolution CC8/15/40

Recommendation 20 – to be resolved by circular resolution after the meeting.
Academic Board approves the Faculty of Science and Technology's response to the University's CT5 Bachelor of Information Technology program review.
Resolution CC8/15/43

FedUni TAFE
Recommendation 21 - withdrawn
Academic Board approves the VET qualifications, transitions and additions from FedUni TAFE be examined by an Executive of the Curriculum Committee consisting of at least five members.
From resolution CC8/15/37

The following recommendations were submitted to Academic Board for noting:

Federation Business School
Resolution AB8/15/22:
Academic Board notes the program structure amendment request for MM9 Master of Business Administration for the courses noted below that are delivered at Stamford College Malaysia.
- BUMGT6973 Project Management replaces BUMGT5980 Managerial Decision Making; and
- BUECO5903 Business Economic replaces BULAW5911 Managing the Legal Environment.
  This amendment pertains to students enrolled in Semester 1507 and 1517, and new students from 1527
From resolution CC8/15/3
Resolution AB8/15/23:
Academic Board notes that results were ratified for Term 2015/20: BUMGT5980-Managerial Decision Making for students located at Traralgon.
*From resolution CC8/15/4*

Resolution AB8/15/24:
Academic Board notes the modification to the prerequisites for the course BUACC2606 Financial Accounting from the programs listed below.
*From resolution CC8/15/6*

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Resolution AB8/15/25:
Academic Board notes the modification to the prerequisites for the course BUACC2613 Management Accounting 1 from the programs listed below.
*From resolution CC8/15/7*

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Resolution AB8/15/26:
Academic Board notes the modification to the prerequisites for the course BULAW3731 Income Tax Law and Practice from the programs listed below.
*From resolution CC8/15/8*
Resolution AB8/15/27:
Academic Board notes that the below listed courses be delivered from VM5 Bachelor of Applied Management Program at the Horsham Campus.
From resolution CC8/15/9

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<tr>
<td>BSMAN3003</td>
<td>Strategic Human Resource Management</td>
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<td>BSMAN3004</td>
<td>Entrepreneurship</td>
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<td>BSMAN3005</td>
<td>Project Management</td>
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<td>BSMAN3008</td>
<td>Marketing for Managers</td>
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<td>BSMAN3007</td>
<td>International Business Management</td>
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<td>BSMAN3009</td>
<td>Accounting for Managers</td>
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<td>BSMAN3193</td>
<td>Applied Workplace Practice</td>
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<td>BUGEN3711</td>
<td>Applied Principles for Responsible Business Practice</td>
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Resolution AB8/15/28:
Academic Board notes the new course BULAW2613 Equity and Trusts from the programs listed below.

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### Resolution AB8/15/29:

Academic Board notes the new course BULAW2614 Corporations Law from the programs listed below, with minor editorial amendments; to the satisfaction of the chair.

*From resolution CC8/15/14*

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### Resolution AB8/15/30:

Academic Board notes the modification to the prerequisites for course BUACC2614 Management Accounting 2 from the programs listed below.

*From resolution CC8/15/17*

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### Resolution AB8/15/31:

Academic Board notes the new course BULAW3742 International Trade Law from the programs listed below after recommended amendments to the assessment structure are made:

*From resolution CC8/15/19*
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**Faculty of Education and Arts**

Resolution AB8/15/32:
Academic Board notes the following course modifications in the TG5 Bachelor of Education (Birth- Yr6) Program subject to minor amendments to the satisfaction of the chair:
- EDECE1008 Children’s Health and Safety
- EDECE3015 The Inclusive Teacher

*From resolution CC8/15/23*

Resolution AB8/15/33:
Academic Board notes the following course modification in the PH5 Bachelor of Health and Physical Education program: subject to minor changes and the Chair’s satisfaction
EDBPE4000 Professional Experience Placement.

*Resolution CC8/15/24*

Resolution AB8/15/34:
Academic Board notes the following course modification in the Bachelor of Creative Arts (Honours) program (AC8):
- AABCA4010 Research Seminars

*From resolution CC8/15/27*

Resolution AB8/15/35:
Academic Board notes the following course modifications in the Bachelor of Arts program (HM5): with minor changes.
- HISGL2100 Making Modern Australia
- HISGL2109 War and Peace
- HISOC1104 Australia in the Asia Pacific in the 20th Century
- HISOC2105 Goldfields Heritage: An Exploration of Applied History
- HISSG1106 World empires and their cultures; From 15th Century to Present
- SOCPH3400 Neoliberalism and its Critics

*From resolution CC8/15/28*

Resolution AB8/15/36:
Academic Board notes the following course modification in the Bachelor of Arts (Criminal Justice) program (GCJ5):
- CRJUS2400 Human Rights: Convention to Practice

*From resolution CC8/15/29*
Resolution AB8/15/37:
Academic Board notes the following course modifications in the Bachelor of Community and Human Services program (HC5):
  • ATSGC1361 Governing Inequality: Foundations of Social Welfare Provision
  • ATSGC3850 Human Services Management and Practice
  • WELRO1001 Orientation to Social Welfare
  • WELRO3107 Preparation for Professional Practice
  • WELSI2103 Social Policy & Social Change
  • WELSI2200 Health & Wellbeing in Diverse Communities

From resolution CC8/15/30

Faculty of Science and Technology

Resolution AB8/15/38:
Academic Board notes the new course MATHS 3004 Modelling the Environment in the following programs:
  • SC5 Bachelor of Science
  • SY5 Bachelor of Mathematical Science

From resolution CC8/15/38

Resolution AB8/15/39:
Academic Board notes the modification to the course ITECH 3214 Emerging Technologies in Business from the following program(s):
  • CT5 Bachelor of Information Technology (Business Systems)

From resolution CC8/15/41

Resolution AB8/15/40:
Academic Board notes the articulation proposal from Taizhou Polytechnic College Advanced Diploma of Computer Technology Application program into FedUni’s CT5 Bachelor of Information Technology program.

From resolution CC8/15/42

Faculty of Health

Resolution AB8/15/41:
Academic Board notes the following courses in the new program MW4 Graduate Diploma of Midwifery:
  • MIDGD 6001 Woman Centred Midwifery Practice 1
  • MIDGD 6002 Midwifery: Public & Primary Healthcare
  • MIDGD 6003 Midwifery Profession and Governance
  • MIDGD 6004 Woman Centred Midwifery Practice 2
  • MIDGD 6005 Midwifery: Evidence Based Practice
  • MIDGD 6006 Diversity of Midwifery Practice

From resolution CC8/15/34

Resolution AB8/15/42:
Academic Board notes the modifications to the following courses from the program HY5 Bachelor of Psychological Science:
  • BEHAV 1001 Human Behaviour in the Modern World
  • BEHAV 1002 Brains and Behaviour
  • BEHAV 2001 Lifespan Human Development
• BEHAV 2002 Abnormal Behaviour and Disorders
• ATSGC 2821 Social psychology
• ATSGC 2831 Research in the Social Sciences
• ATSGC 3842 Sport Psychology
• BEHAV 3001 Behaviour in the Workplace
• BEHAV 3002 Forensic Behavioural Science

Resolution AB8/15/43:
Academic Board notes the modifications to the following courses from the program HN5 Bachelor of Nursing, PH5 Bachelor of Health and Physical Education, OP5 Bachelor Health & Physical Education/Bachelor of Outdoor and Environmental Education, SH5 Bachelor of Health Science and commencing in 2017 PX5 Bachelor of Exercise Sport Science:
HEALT 1111 Anatomy & Physiology for Health Professionals 1
HEALT 1112 Anatomy & Physiology for Health Professionals 2

Resolution CC8/15/36:

Federation College

Resolution AB8/15/44:
Academic Board notes the application for transition of the qualification Certificate I in Transition Education.

Resolution AB8/15/45:
Academic Board notes the application for transition of the qualification BSB20115 Certificate II in Business.

16.2 Minutes from meeting CCEC/2/15
The minutes from Curriculum Committee Executive Committee 2/15 held 24 November 2016, were received and the resolutions below, noted:

Resolution AB8/15/46:
Academic Board notes the changes to the codes for the internally approved program VicRoads Licensed Vehicle Tester Training Scheme (LVTTS); and extension of its approval to the end of 2016.

Resolution AB8/15/47:
Academic Board notes the changes to the codes for the internally approved program VicRoads Licensed Vehicle Tester Training Scheme (LVTTS); and extension of its approval to the end of 2016.

Resolution AB8/15/48:
Academic Board notes the addition of the following qualifications to the Scope of Registration:
• Certificate IV in Work Health and Safety BSB41415

From resolution CCEC2/15/1

From resolution CCEC2/15/1

From resolution CCEC2/15/1
16.3 Faculty of Health responses to Program Review Reports
The following recommendations were carried forward for approval by Academic Board from its previous meeting. Assoc Professor Blitvich commended the review panel for their work and for the report provided to the Faculty providing helpful feedback and suggestions. The Board resolved,

Resolution AB8/15/49
Academic Board approves the response from the Faculty of Health to the Program Review Report for PX5 Bachelor of Exercise and Sports Science.
From resolution CC7/15/28

Resolution AB8/15/50
Academic Board approves the response from the Faculty of Health to the Program Review Report for SH5 Bachelor of Health Sciences.
From resolution CC7/15/29

17. Report from Learning and Teaching Committee
The Chair of Learning & Teaching Committee reported briefly on the policy work undertaken by the Committee recently, noting its value in the good governance of learning and teaching. She thanked members for their continued commitment to the review of future policies

17.1 Minutes from meeting LT7/15
The minutes and summary sheet from Learning and Teaching Committee meeting LT7/15 held 14 October 2015, were received and noted.

17.2 Status Report - Learning and Teaching Plan 2015-2017: Enabling BOLD Learning
An update on the progress of the Learning and Teaching Plan was received and noted.
17.3 Student evaluations of course and teaching reports

The Student Evaluation of Course and Teaching University Aggregated Course and Teacher Report eVALUate 2014 Annual Report and 2015 First Half Report was received and noted.

Questions were raised around the BOLD fundamentals training course and the disparity between online and face-to-face results. It was agreed that an examination of these issues should take place, and report back to Academic Board prior to the next meeting, which is not until March.

The Chair also agreed to ask the DVC (Learning and Quality) to nominate key staff to be invited to discuss these reports in more detail with the Board.

18. Report from Research Committee

The Chair of Research Committee reported that the Committee had convened a working party to begin work on reviewing their terms of reference in line with recommendations in the Board’s Action Plan in response to the Academic Board Review.

The Chair also took the opportunity to thank the Deputy Vice-Chancellor (Research and Innovation), Professor Frank Stagnitti, for his leadership and guidance on Research Committee and wished him well, on behalf of the Committee, for his imminent retirement.

18.1 Minutes from meeting RC8/15

The minutes from Research Committee meeting RC8/15 held 12 November 2015 will be received at the next meeting.

18.2 Research Integrity and Misconduct Procedure

The Board noted that the Research Integrity and Misconduct Procedure is currently available for University-wide consultation following its endorsement by Research Committee, and resolved,

Resolution AB8/15/51:
Academic Board endorses the Research Integrity and Misconduct Procedure and recommends it to the Deputy Vice-Chancellor (Research and Innovation) for approval

Reports from other Committees

19. Report from Student Senate

The Chair welcomed Mr Ryan Marshall, Student Representative, and invited his first report to the Board. Mr Marshall reported that the Student Senate had not held any meetings since his recent appointment to the role, but that he had attended the Student Senate induction recently. The induction had focused on team-building activities for members, an introduction to the workings of the University and the Student Senate, and discussion of Senate goals for 2016.
20. **Report from Council**
An extract from the unconfirmed minutes of Council meeting CM 7/15 held 6 October 2015, was received and noted.

There were no minutes of the working party to report since the last meeting. The Board received and noted the *Strategy 1.1 Continuing to internationalise the curriculum to prepare FedUni students to be global citizens* from the University’s Five Year Plan.

22. **Report from International & Partners Committee**
The Board noted the minutes and extract from International and Partners Committee meeting I&PC 9/15 held 30 October 2015.

   **22.1 TAFE Partner Providers 2015 Audit Summary**
The International and Partners Committee noted and forwarded to Academic Board for noting, the *2015 TAFE Partner Provider Audit Summary Report*.

   **Resolution AB8/15/54**
Academic Board noted the 2015 TAFE Partner Provider Audit Summary Report.

23. **Report from Legislation Committee**
There have been no meetings of Legislation Committee since the last report.

24. **Report from Policy Committee**
The minutes from Policy Committee meeting 7/15 held 25 November 2015, were received and noted.

25. **Quality Committee**
Quality Committee has streamlined its functions into two taskforce working groups to deal specifically with accreditation. This is reported under item 11 of this agenda.

26. **Reports from Faculty Boards**

   **26.1 Federation Business School**

      **26.1.1 Federation Business School Board meeting 7/15**
The minutes and summary sheet from Federation Business School Board meeting 7/15 held 23 October 2015, were received and noted.

      **26.1.2 Federation Business School Board circulatory meeting 7/15**
The minutes and summary sheet from Federation Business School Board circulatory meeting 7/15 held 27 October 2015, were received and noted.
26.1.3 Federation Business School Board circulatory meeting 8/15
The minutes and summary sheet from Federation Business School Board circulatory meeting 8/15 held 12 November 2015, were received and noted.

26.2 Faculty of Education and Arts

26.2.1 Faculty of Education and Arts Board meeting 8/15
The minutes and summary sheet from the Faculty of Education and Arts Board meeting 7/15 held 23 October 2015, were received and noted.

26.2.2 Faculty of Education and Arts Board circulatory meeting 7/15
The minutes and summary sheet from the Faculty of Education and Arts Board circulatory meeting 7/15 held 26 October 2015, were received and noted.

26.2.3 Faculty of Education and Arts Board circulatory meeting 8/15
The minutes and summary sheet from the Faculty of Education and Arts Board circulatory meeting 8/15 held 3 November 2015, were received and noted.

26.3 Faculty of Health
The minutes and summary sheet from Faculty of Health Board meeting 9/15 held 22 October 2015, were received and noted.

26.4 Faculty of Science and Technology

26.4.1 Faculty of Science and Technology Board meeting 11/15
The minutes and summary sheet from the Faculty of Science and Technology Board meeting 11/15 held 22 October 2015 were received and noted.

26.4.2 Faculty of Science and Technology Board meeting 12/15
The minutes and summary sheet from the Faculty of Science and Technology Board meeting 12/15 held 5 November 2015, were received and noted.

26.5 Federation College
The minutes from Federation College Board meeting 6/15 held 27 October 2015, were received and noted.

26.6 FedUni TAFE
The minutes from FedUni TAFE Board meeting 4/15 held 30 October 2015, were received and noted.
27. **Report from Dual Sector Partnership Project**
A report from the Manager of the Dual Sector Partnership was received and noted.

28. **Awards approvals**
The awards approved by the Chair, Academic Board, on advice from the Research and Higher Degrees Sub-Committee and Chair of Research Committee, in between meetings of the Board were received and the Board resolved,

   Resolution AB8/15/55:
   
   Academic Board notes, registers and forwards to Council for noting, the awards that were approved by the Chair, Academic Board, on advice from the Research and Higher Degrees Sub-Committee and Chair of Research Committee, in between meetings of the Board.

**Information for members**

There was no additional information for members.

**Other business**

29. **Pre-enrolment Appeal Procedure**
The Chair advised that this Procedure has been developed in consultation with stakeholders and available for University-wide comment from Monday 14th to Monday 28th September. The approval authority and sponsor have been changed from DVC (Engagement) and University Registrar, to Academic Board and Chair, Academic Board. The Board resolved,

   Resolution AB8/15/52:
   
   Academic Board approves the *Pre-enrolment Appeal Procedure* for publication and forwards it to Policy Committee.

30. **Higher Education Work-Based Training and Practical Placement Requirements Procedure**
The Chair advised that this Procedure has been considered by Learning and Teaching Committee and was recommended for approval by Academic Board. The Board resolved,

   Resolution AB8/15/53:
   
   Academic Board approves the *Higher Education Work-Based Training and Practical Placement Requirements Procedure* and forwards it to Policy Committee.

31. **Vote of thanks and farewells**
On behalf of the Academic Board, the Chair thanked Ms Katie Donnelly and Professor Guojun Lu for their service to the Board and active contributions at meetings and in the policy review domain. Their term expires at the end of the year.
The Board gave a special vote of thanks to Professor Frank Stagnitti, the Deputy Vice-Chancellor (Research and Innovation) who is retiring from the University at the end of the year. The Chair made mention of his quiet reflection and encouragement to the Board and wished him well on their behalf. The Board looks forward to a continued association with Professor Stagnitti.

On behalf of the Chairs of Academic Board’s Standing Committees, Assoc Professor Mark Myers presented the Chair with flowers and thanked her for outstanding work as Chair in 2015 and for her support and encouragement of the work in the Committees.

32. In camera item
The Chair reported to members about matters considered at an extraordinary meeting of ABEC 9/15, held 24 November 2015. This item was reported in-camera and no papers were received or to be distributed.

33. Coursework Postgraduate Programs Procedure
This Procedure has been available for University-wide consultation and it was reported that all commentary received was able to be incorporated into the Procedure. The Board resolved,

Resolution AB8/15/56:
Academic Board approves the Coursework Postgraduate Programs Procedure and forwards it to Policy Committee.

Date of next meeting

The next meeting of Academic Board will be held on Wednesday, 2 March 2015 at 1.30pm in the Council Room, T103, Mt Helen campus and video-conferenced to Room 2W263, Churchill campus.