Formal Matters

1. Welcome
The Chair welcomed members to the meeting.

The Chair welcomed Professor Terri Joiner who joined the meeting via teleconference.

The Chair welcomed Mr Dale Boucher, Sustainability Officer, who was in attendance to speak to Item 3.1 – Sustainability, Mr John Blair, Chief Operating Officer and Chief Financial Officer pro tem, Ms Claire Shaw, Manager Internal Audit and Ms Janet McGhie and Ms Joey Hutchinson who are Executive Officers in Academic Secretariat.

2. Apologies
Apologies were received from Professor John McDonald, Professor Erica Smith and Associate Professor Barry Wright.

The Board noted Professor Todd Walker will be arriving late to the meeting due to prior work commitments.

3. Strategic Matters
3.1 Sustainability – Achievements to date and future goals for FedUni

Professor Penny Paliadelis, Professor Andy Smith and Professor Todd Walker joined the meeting.

Mr Boucher's presentation was titled "Sustainability – Achievements to date and future goals for FedUni". The presentation included the following:

- A summation of the Gippsland Campus, Mt Helen Campus and the FedUni average statistics for energy, water; GHG emission, renewable energy capacity, waste recycled and green energy rating.
• Sustainability key performance indicators (KPI’s) for GHG emissions, water, waste and recycling and travel were reported and evaluated.
• Greener Government Buildings update.
• Learning and Teaching sustainability.

Discussion was held and the following points noted:
• The Green Government campaign will be extended to include the Gippsland campus.
• A system is to be set up to capture travel arrangements of staff to assist in carpooling between campuses.

The Chair thanked Mr Boucher for his presentation and suggested Academic Board be updated on progress at regular intervals.

4. Vice-Chancellor’s Report

4.1 Vice-Chancellor’s Report

The Vice-Chancellor provided the following information regarding items in his report:
• Admissions and enrolments are progressing and we appear to be on target.
• Dr David Kemp and Mr Andrew Norton are due to give their report on the review of the demand driven funding arrangements to the Federal Minister for Education, Christopher Pyne, on 16 February 2014. The minister Christopher Pyne has agreed to address all Vice-Chancellor’s in February 2014 and respond to the demand driven submission. It is anticipated that the ATAR will figure prominently in the debate.
• The University Council are considering proposed changes to graduation processes. There is a proposal to formalise the position of Esquire Bedell for all graduation ceremonies.
• The Vice-Chancellor requested Professor Todd Walker provide an update on the Gippsland TAFE project. Professor Walker informed members that at the December meeting of Council it was decided to bring together a high level due diligence document regarding the project. Work has been carried out with senior staff from GippsTAFE and Advance TAFE to create this proposal and the document will go to the next Council meeting on 18 February 2014 and a decision will be taken by Council at the subsequent March meeting. The role of the Academic Board regarding this project will be focussed around the Scope of Registration.

4.2 Questions to the Vice-Chancellor

There were no questions to the Vice-Chancellor.

The Chair thanked the Vice-Chancellor for his update.

5. Chair’s Report

3.1 Professoriate – Standing Committee of Academic Board

The Chair informed members that this proposal would be a way of formalising the strength and capacity of the Professoriate. The Chair requested for feedback from members and the broader University community.

Discussion was held and the following points noted:
• Consultation has taken place with the Professoriate in 2013.
• The Vice-Chancellor is supportive of the move for a Professoriate Committee as this group provides significant input from leaders across the University.
• There would be a Professoriate Executive Committee.
The Professoriate Committee would report twice a year to the Board on important strategic issues.

The Regional Universities (RUN) does not have a Professoriate Committee that reports to Academic Board. There is Professoriate representation on the RUN Boards.

The advantages of having a representative from the Professoriate on the Board or have the Professoriate as a standing committee of the Board was debated.

The Chair notes that there is interest in a Professoriate Committee and will have further discussions with all Professors for feedback. Board members are also welcome to provide further feedback directly to the Chair.

### 5.2 Faculty Board Terms of Reference

The Chair invited Professor Andy Smith to provide background to the Faculty Board Terms of Reference (ToR).

Professor Smith informed members the ToR are in line with the recent organisational changes of creating new Faculties. The newly created Faculties are aware of the move to have a Faculty Board.

Discussion was held and the following points noted:

- Federation College and the Industry Skills Centre will use the title of Faculty Board for their Board meetings.
- Faculty Boards will replace School Boards. Discussion will be held within each Faculty if there are to be School Boards within a Faculty.
- Learning & Teaching and Assessment may be separate sub-committees of the Faculty Board.
- The Faculty Board will refer recommendations to the appropriate standing committees of Academic Board.
- The Faculty Board will table its minutes to Academic Board.
- It was suggested that a flow diagram illustrating reporting requirements of the Faculty Board should be circulated.

**Resolution AB1/14/1**

Academic Board endorsed the Federation University Australia Faculty Boards’ Terms of Reference

### 5.3 Academic Board Co-option for 2014

The Chair informed members that during 2013 potential new membership of the Board had been circulated. Academic Board will need to reflect changes that are occurring within our organisational restructure. It was suggested the Chief Operating Officer, Chair of the Professoriate, Student representation from Gippsland and Staff representation from Gippsland be co-opted.

Discussion was held and it was determined that this document would lie on the table until the next meeting of the Board.

### 6. Starred Items

#### 6.1 Starred Items

The Chair starred and added under Other Business, Item 25 – Significant items on our calendar.
6.2 Non-Starred Items
Resolution AB1/14/2
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
Academic Board confirmed the minutes from meeting AB8/13 held 4 December 2013.

Resolution AB1/14/3
Academic Board confirmed the minutes of meeting AB8/13 held 4 December 2013.

8. Schedule of Business
The Chair informed members the Schedule of Business would be revised to correspond with the new FedUni Charter. This document is a work in progress and will be looked at in detail at the next meeting of the Board.

9. Report from Academic Board Executive Committee
Academic Board noted that Academic Board Executive Committee had not met since the last meeting of the Board.

Reports from the Standing Committees

10. Report from Appeals Committee
The Chair invited Mr Eric Holm to provide a report to the Board.

Mr Holm informed members that there had been 68 appeals lodged in 2014 to date. Most of these appeals relate to exclusion and final grades. There have not been any appeal hearings for appeals lodged in 2014. The Appeals Committee 1/14 minutes relate to an appeal lodged in 2013. In 2013 there were 316 appeals lodged which is a significant increase from 2012.

Mr Holm advised that the process for bringing Gippsland into the University Appeals process has not yet been discussed.

10.1 Academic Board noted the minutes from the meeting of Appeals Committee 1/14 held 22 January 2014.

10.2 Mr Holm provided background to the University Appeals Committee Procedure. It aims to provide students and staff with greater information relating to appeals. Friendly amendments will be made to this document to ensure on Faculty is listed, not Faculty and School.

Resolution AB1/14/4
That Academic Board approve the Appeals to the University Appeals Committee Procedure.

The Chair thanked Mr Holm for his report.
11. **Report from Curriculum Committee**  
The Chair invited Associate Professor Mark Myers to provide a report to the Board.

Associate Professor Myers informed members that it is anticipated that Curriculum Committee will have a large workload for 2014. It has been estimated that approximately 20 program amendments will be discussed at each Curriculum Committee this year.

Associate Professor Myers provided background to the following recommendation. There are no enrolments in the programs listed and they are to be removed from Schedule 5.1 – Current Programs.

**Resolution AB1/14/5**  
Academic Board approved and forwards to Council for approval, the discontinuation of programs CN5 Bachelor of Business Information Systems/Bachelor of Management, and ET5 Bachelor of Technology (Management).

**Resolution AB1/14/6**  

**Resolution AB1/14/7**  
Academic Board noted the modifications to the following courses to comply with AQF:
- SOCOG1105 Japan Economy and Society
- LITCR1001 Introduction to Creative Writing
- LITCR1002 Expository Writing Social Justice and Ethical Issues
- LITCR2101 Creative Writing Prose Fiction
- BAFND1002 Narrative and Text
- FLMGL1102 Hollywood Cinema
- FLMGL1107 Documentary Film and Video
- FLMOL1001 Australian Cinema
- FLMOL1111 Uses of Screen Technologies

**Resolution AB1/14/8**  
Academic Board noted the Statute 5.1 The Schedule (Current) and 5.1.1 – The Schedule (Non-Current) program additions / deletions / alterations that have been approved by the Chair, Academic Board and the Vice-Chancellor (as per Regulation 5.1.3 – Courses).

The Chair thanked Associate Professor Myers for his report.

12. **Report from Learning & Teaching Committee**  
The Board noted the Learning & Teaching Committee had not met since the last meeting of the Board.

13. **Report from Research Committee**  
The Chair invited Associate Professor Singarayer Florentine to provide a report to the Board.

Associate Professor Florentine informed members there had been comprehensive discussion at the last meeting of Research Committee regarding changes to its Terms of Reference and work had commenced on the creating the FedUni Research Plan with workshops being held at the Mt Helen and Gippsland campuses.
Associate Professor Florentine provided background to the following recommendation.

Resolution AB1/14/9  
Academic Board approved the Research Committee Terms of Reference.

Resolution AB1/14/10  
Academic Board noted the Higher Degree Research Awards that were approved by the Chair Academic Board, on advice from Chair Research Higher Degrees Sub-Committee and the Chair of research Committee, in between meetings.

The Chair thanked Associate Professor Florentine for his report.

14. Report from Student Senate

Reports from other Committees

15. Report from Council  
Academic Board noted the extract of minutes from Council Meeting 7/13 held 23 October 2013.

16. Internationalisation of the Curriculum Working Party  
Academic Board noted the Internationalisation of the Curriculum Working Party had not met since the last meeting of the Board.

17. Report from International & Partners Committee  
Academic Board noted that no minutes were received from the International & Partners Committee.

18. Report from Legislation Committee  
Academic Board noted that the Legislation Committee has not met since the last meeting of the Board.

19. Report from Policy Committee  
Academic Board noted the minutes from Policy Committee Meeting 7/13 held 14 November 2013.

20. Report from Quality Committee  
Academic Board noted the Quality Committee has not met since the last meeting of the Board.

21. Reports from Faculty Boards  
21.1 Business  
Academic Board noted the minutes from the Faculty of Business Board Meeting 11/13 held 11 November 2013.

21.2 Education and Arts  
Academic Board noted the minutes from the Faculty of Education and Arts Board Meeting 8/13 held 4 December 2013.
21.3 **Health**
Academic Board noted the minutes from the Faculty of Health Board Meeting 9/13 held 5 December 2013.

21.4 **Science**
21.4.1 Academic Board noted the minutes from the Faculty of Science Board Meeting 13/13 held 5 December 2013.

21.4.2 Academic Board noted the minutes from the Faculty of Science Board Meeting 14/13 held 11 December 2013.

21.4.3 Academic Board noted the minutes from the Faculty of Science Board Meeting 1/14 held 9 January 2014.

21.4.4 Academic Board noted the minutes from the Faculty of Science Board Meeting 2/14 held 30 January 2014.

21.5 **Federation College**
Academic Board noted no minutes were received from the Federation College.

21.6 **Industry Skills Centre**
21.6.1 Academic Board noted the minutes from the Industry Skills Centre Board Meeting 7/13 held 25 October 2013.

21.6.2 Academic Board noted the minutes from the Industry Skills Centre Board Meeting 8/13 held 6 December 2013.

22. **Report from Dual Sector Project**

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

**Resolution AB1/14/11**
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 the Board.

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**Information for Members**

Nil

**Other Business**

*Mr John Blair, Ms Joey Hutchinson, Ms Janet McGhie and Ms Claire Shaw left the meeting.*
24. In Camera Item

25. Significant items on our calendar – National Apology Day
   This item was discussed immediately prior to Item 24 – In Camera Item.

   The Chair informed members that tomorrow (Thursday 13 February 2014) is National Apology Day. Federation University Australia campuses will raise the Aboriginal and Torres Strait Islander flags to half-mast and there will be one minute of silence at 11.00am to remember families and individuals affected by past events.

Date of Next Meeting

The next meeting of Academic Board will be held on Wednesday 26 March 2014 @ 1.30pm in the Council Room, Mt Helen Campus.

Meeting concluded 3.16 pm