Academic Board
Unconfirmed Minutes

Meeting No: AB7/12

Date and Time: 1.30pm Wednesday 31 October 2012

Venue: Council Room, Mt Helen Campus

Present: Ms Jannine Bennett
Mr Steve Blomeley
Dr Robyn Brandenburg
Mr Phill Crone
Mr John Dixon
Associate Professor Kim Dowling (Chair)
Ms Bonnie Fagan
Associate Professor Shirley Fraser
Ms Carmel Grant
Mr Darren Holland
Mr Eric Holm
Professor John McDonald

In Attendance: Dr Michelle Graymore

Executive Officer: Ms Valma Ffrost

Formal Matters

1. Welcome
The Returning Officer advised the Board of the Result of Call for Nominations for the one position of Chair of Academic Board. At the close of nominations for the position of Chair of Academic Board (for the term 31 October 2012 - 31 December 2014) one nomination was received from Kim Dowling. As the number of nominations received did not exceed the number of vacancies to be filled, Kim Dowling was duly elected as Chair of Academic Board.

The Chair welcomed members to the meeting.

The Chair welcomed Dr Michelle Graymore who was in attendance to provide a presentation to the Board on UB’s Sustainability Practices, Mr Steve Blomeley, who is in attendance to speak Item 12 - Learning and Teaching Committee recommendation and Mr Greg Simmons who is an alternative representative for Ms Rowena Coutts, Senior Deputy Vice-Chancellor.

2. Apologies
Apologies were received from Professor David Battersby, Professor Todd Walker, Professor Frank Stagnitti, Associate Professor Neil Trivett, Dr Annette Foley, and Associate Professor Mike Willis.

3. Strategic Matters
3.1 UB’s Sustainability Practices
The Chair invited Dr Michelle Graymore to provide a presentation to the Board on UB’s sustainability practices in accordance with the Best Green University Practice project.

Ms Jannine Bennett joined the meeting.
Dr Graymore informed the Board that the presentation is the result of benchmarking the University's sustainability practices in accordance with the Best Green University Practice project conducted at the University of Oslo in 2010. The presentation contained the following information.

Survey Aim and Methods
- UB Sustainability Committee identified current sustainability practices
- University of Oslo (UiO) benchmarked sustainability in 20 universities and reported in ‘Best Green University Practice’
- The UiO survey was used to benchmark the UB ‘sustainability’
- Identify activities in sustainability across the whole organization, and Inform the UB Sustainability Strategy 2012.

Results
- 23 Schools and Sections at UB completed the survey
- UB met 39 of the 50 indicators from UiO survey and was ranked 16th in Best Green University Practice
- A detailed list of sustainability activity at UB was generated with an emphasis on ‘environmental’ sustainability
- Areas we could improve on include:
  - Education for sustainability
  - Policy
  - Operational functions
  - Social.

What has been achieved
- Governance
  - Institutional declaration on sustainability
  - Sustainability policy, strategy and action plan
  - Sustainability officer and committee
  - Annual sustainability reports
- Education for sustainability
  - Sustainability at all levels of study
  - Offers professional development for staff in sustainability
  - Enables students to conduct sustainability research projects
- Research & innovation
  - Centre for sustainability teaching (NCS)
  - Centre for sustainability research (CRN)
  - Research projects addressing sustainability issues
  - Many collaborative research projects with external partners
- Operational functions
  - Formal commitment to improve sustainability declared in the Sustainability Strategy including:
    - to reduce energy use and carbon emissions
    - increase recycling and reduce waste
    - reduce water and paper use
    - increase sustainable transport use
    - reduce footprints of buildings
    - all new buildings to be environmentally friendly
  - Other practices and community engagement are a range of university or community partnerships, a number of local community projects and sponsoring a range of local community events.

Associate Professor Barry Wright joined the meeting.
Recommendations: Education for Sustainability
  • Development of cross disciplinary programs in sustainability at undergraduate and post-graduate levels
  • Develop or contribute to an internal journal for publishing research
  • Map sustainability across UB’s courses
  • Develop a proposal for a Degree in Sustainability

Associate Professor John McDonald joined the meeting.

Recommendations: Policy Solutions
  • Introduction of an internal sustainability award for:
    – practice
    – teaching
    – research
  • Internal grant opportunities for sustainability projects
  • Develop policy on encouraging staff and students to volunteer in our local communities
  • Develop policy on purchasing more sustainable products

Recommendations: Operational Solutions
  • Develop and implement a sustainability management system for operations
  • Develop a process for introduction of innovations and technologies to improve sustainability
  • Improve the sustainability of student accommodation
  • Provide links/information on the Sustainability @ UB website about
    – sustainability projects at UB
    – programs on offer at UB

Associate Professor Shirley Fraser joined the meeting.

Professor Erica Smith joined the meeting.

Discussion was held and the following points noted:
  • In the future there may be the creation of the Bachelor of Sustainability.
  • Academic Board standing committees will look at the recommendations from Dr Graymore’s report on benchmarking the University’s sustainability practices in accordance with the Best Green University Practice project and provide commentary, endorsement or action. Feedback can be directly to UB’s Sustainability Committee.

The Chair invited Dr Graymore to attend Academic Board in 12 months’ time to provide progressive report UB’s sustainability practices.

The Chair thanked Dr Graymore for her presentation.

4. Vice-Chancellor’s Report
  4.1 Vice-Chancellor’s Report
  The Board noted the report from the Vice-Chancellor.

  4.2 Questions to the Vice-Chancellor
  There were no questions for the Vice-Chancellor.
5. **Chair’s Report**

The Chair thanked Professor Todd Walker, as the previous Chair Academic Board and commended his impact in that role and acknowledged his ongoing support for the incoming Chair.

The Chair informed the Board that 2013 will be a vibrant year. There will be aspects of graduate outcomes, curriculum changes and audit issues for the Board to address. The Board will be pushed and challenged and will be responsible for the highest academic standards. There will be significant learning, teaching and research challenges for next year as we work for the best interests of staff and students and integrity of our academic engagement.

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

6.1 **Starred Items**

Items 1, 2, 3.1, 4.2, 5, 6, 7, 9, 10, 11, 12 and 13 were starred for discussion.

6.2 **Non-Starred Items**

Resolution AB7/12/1

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 AB 6/12**

Academic Board is invited to confirm the minutes from meeting AB 6/12 held 19 September 2012.

Resolution AB7/12/2

Academic Board confirmed the minutes of meeting AB6/12 held 19 September 2012.

8. **Schedule of Business**

The Board noted the Schedule of Business 2012.

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

The Board noted the minutes from the meeting of Academic Board Executive Committee 7/12 held 18 October.

The Chair informed the Board that discussion was held at the last Academic Board Executive Committee meeting, reflective of changes to the university structure. The attached proposed membership list reflects these changes. It also seemed prudent to move the position of student representative to be the Chair Student and to be ex-officio.

Discussion was held and it was noted that the Student Senate should be consulted regarding the student representative position for Academic Board as the Chair of the Student Senate may not be the appropriate Board representative. The Board agreed to proceed with the membership as proposed, with further discussion to be held regarding the student representative position.

Resolution AB7/12/2

Academic Board endorsed and forwards to Council for approval the proposed 2013 Academic Board Membership.
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 12 appeals had been received. Three were from the School of Science, Information Technology and Engineering and nine were from The Business School. They types of appeals were for exclusions and adverse decisions.

The Chair thanked Mr Holm for his report.

10.1 The Board noted the minutes from Appeals Committee meeting AC 7/12 held 25 September 2012.

10.2 The Board noted the minutes from Appeals Committee meeting AC 8/12 held 17 October 2012.

11. **Report from Curriculum Committee**
The Board noted the minutes from Curriculum Committee meeting 7/12 held 10 October 2012.

The Chair invited Professor Erica Smith to provide the Board with a report from the Curriculum Committee.

Professor Smith informed the Board of the formation of a joint working party on assessment with the Learning and Teaching Committee. The aim of this working party is to draw together all the many policies on assessments. The working party will report directly to Academic Board Executive Committee. A working party for VET graded assessment has also been established. This working party will look at graded assessment and develop an approval process. The AQF Implementation Group has revised the HE program modification form to demonstrate AQF compliance. Curriculum Committee is reviewing the Terms of Reference (ToR) for School Program Committees. When these were compared with the ToR for Curriculum Committee there were differences that did not reflect what Curriculum Committee actually does. Changes to the Curriculum Committee ToR will be brought forward to reflect what the Committee actually does.

Discussion was held and the Board was informed that feedback had been received from the Student Senate suggesting the extending electronic submission availability and perhaps the ability of electronic marking.

The Chair thanked Professor Smith for her report.

Professor Smith provided the Board with background to the following recommendation. The aim of the modification is to align this program with same format as other honours programs within the School of Health Sciences.

**Resolution AB7/12/3**
Academic Board approved and forwards to Council for noting the program modification for NH8 Bachelor of Nursing (Honours).

**Resolution AB7/12/4**
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 AB7/12/5
Academic Board noted the program review responses for CM8 the Bachelor of Mathematical Sciences (Honours) and CC8 Bachelor of Computing (Honours).

Resolution AB7/12/6
Academic Board noted the addition of SIS30510 Certificate III in Sport and Recreation to the Scope of Registration.

Resolution AB7/12/7
Academic Board noted the course modification for BUMGT 5926 Strategy and Management of Change.

12. **Report from Learning & Teaching Committee**
The Board noted the minutes from Learning & Teaching Committee meeting 7/12, held 17 October 2012.

The Chair invited Mr Steve Blomeley to provide background to the Work Based Training and Practical Placement Policy and Procedure.

Mr Blomeley informed the Board that the rationale for this recommendation is to have a University wide policy and procedure for VET and HE. The policy and procedure is targeted at students who are required to go on placement. For example Teachers or Child Care Workers. It does not include apprentices.

Discussion was held and the following points noted:
- A friendly amendment is to be made to page 9 of the policy and procedure to reword the VET & VCAL - 1. Informing Staff and Student of Practical Placement Requirements, 1. Identify practical placement, Comments: If the placement is in excess of 240 hours, to remove the 240 hours reference. The hours required for practical placement can be found in the course viability program.
- The forms used in the policy and procedure will reside in the Policy Administration Management System (PAMS).
- Learning & Teaching Committee have considered who would be the central point for registering placement agreements.
- Learning & Teaching Committee to investigate where the policy and procedure will reside.

Resolution AB7/12/8
Academic Board approved the Work Based Training and Practical Placement Policy and Procedure.

13. **Report from Research Committee**
13.1 The Board noted the minutes from Research Committee meeting RC 5/12 held 30 August 2012.

Resolution AB7/12/9
Academic Board noted the Higher Degree by 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.
13.2 The Board noted the minutes from special Research Committee meeting RC 6/12 held 30 August 2012.

The Chair invited Associate Professor Suzanne McLaren to provide background to the following recommendation.

Associate Professor McLaren informed the Board that the Research Committee had focused on the Research Plan for 2013 – 2015. A special meeting was held to consider all feedback.

The Chair indicated that this is a great Research Plan and is an excellent step forward for research.

Resolution AB7/12/10

Reports from other Committees

14. Report from Council
The Board noted the extract from the minutes of Council meeting CM 6/12 held 16 October 2012.

15. Report from International & Partners Executive Committee
15.1 The Board noted the minutes from the International & Partners Executive Committee meeting I&PEC 5/12 held 19 July 2012.

15.2 The Board noted the minutes from the International & Partners Executive Committee meeting I&PEC 7/12 held 10 September 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 no minutes were received from the Policy Committee.

18. Report from Quality Committee
The Board noted the minutes from Quality Committee meeting 4/12 held 24 September 2012.

19. Reports from School Boards
19.1 Business
The Board noted no minutes were received from The Business School.

19.2 Education & Arts
The Board noted the minutes from Education & Arts meeting 5/12 held 24 August 2012.

19.3 Food, Land and Services Industries
The Board noted the minutes from Food, Land and Services Industries meeting 6/12 held 13 August 2012.
19.4 Health Sciences
The Board noted no minutes were received from Health Sciences.

19.5 Human Services
The Board noted the minutes from Human Services meeting 6/12 held 26 September 2012.

19.6 Manufacturing & Construction
The Board noted the minutes from Manufacturing & Construction meeting 6/12 held 21 September 2012.

19.7 Science, Information Technology & Engineering
The Board noted the minutes from Science, Information Technology & Engineering meeting 8/12 held 26 September 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 AB7/12/11
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 Academic Board.

Information for Members

22. Addendum to AQF First Edition July 2011
The Board noted the Addendum to AQF First Edition July 2011, Amended Qualification Types: Graduate Certificate and Graduate Diploma.

Other Business

Nil

Date of Next Meeting

The next meeting of Academic Board will be held on Friday 14 December, 2012 at 1.30pm in the Council Room, Mt Helen Campus.

Meeting concluded at 2.28pm