Academic Board
Confirmed Minutes

Meeting No: AB 6/13
Date and Time: Wednesday 11 September 2013 @ 1.30pm
Venue: Council Room, Mt Helen Campus

Present:

- Prof David Battersby
- Assoc Prof Robyn Brandenburg
- Mr Brendan Champness
- Mr John Dixon
- Dr Kim Dowling
- Mr Darren Holland
- Mr Eric Holm
- Assoc Prof Sinaray Florentine
- Assoc Prof Shirley Fraser
- Dr Nina Fotinatos
- Prof John McDonald
- Assoc Prof Mark Myers
- Prof Penny Paliadelis
- Ms Claire Rasmussen
- Prof Andy Smith
- Prof Frank Stagnitti
- Prof Georgina Tsolidis
- Prof Todd Walker
- Assoc Prof Barry Wright
- Prof John Yearwood

In attendance:

- Mr Ray Wright

Executive Officer:

- Ms Lauren Musgrove

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Formal Matters

1. Welcome
   The Chair welcomed members to the meeting. In particular, Mr Ray Wright who was in attendance to speak to item 3.1 and Prof Penny Paliadelis, recently commenced Dean, Health Sciences.

2. Apologies
   Apologies were received from Assoc Prof Mike Willis, Ms Rowena Coutts, Prof Erica Smith, Mr Phill Crone, Ms Leeanne Pitman and Ms Bonnie Fagan.

3. Strategic Matters
   3.1 Thickening Thin Markets: Demographic and Job Trends in Victoria 2011-31
      The Chair invited Mr Ray Wright to provide a presentation to the Board.

      During Mr Wright’s presentation, the following points were noted:
      - Australian population growing at a rate of 1.7%,
      - Victorian population 2011 – 5.6 million, with a projection of 7 million people between 2011-2031,
      - population pyramid growth coming from immigration,
      - rural de-population with movement into city centres,
      - University planning uniquely placed to exploit population growth,
      - largest employment growth expected in Health Care and Social Assistance,
      - top 3 shortages include Health, Agriculture and Engineering,
      - flexibility of being a dual sector university should improve tertiary education options for rural populations,
      - conventional HE/VET delivery platform:
        - Phase 1. Dual Sector Partnership
- Phase 2. Dual Sector Partnership demand aggregation via local TAFE institutes
- Phase 3. Anywhere demand can be met
  - using 3D printing as a model for future regional development, industry can evolve anywhere and to solve most problems,
  - flexible and available – open access needs to drive education provision.

The Chair thanked Mr Wright for his presentation.

3.2 Churchill Developments
During discussion the following points were noted:
- The Vice-Chancellor thanked Mr Ray Wright for his advice and contributions to the legislation that was passed through Parliament. The Bill for Federation University Australia went through Legislative Council and Assembly un-opposed and without amendment, which is very significant. Royal Ascent allows us to proceed with branding and marketing campaigns.
- Views on the Interim Charter were encouraged from staff.
- Organisational Structure – the Vice-Chancellor suggested a reflective session around academic structures and the way in which the University has been organised to take place during 2014.
- TEQSA have been notified of material changes.
- The Vice-Chancellor on behalf of himself and the Chancellor reiterated their appreciation for all involved in this ongoing process.

4. Vice-Chancellor’s Report
4.1 Vice-Chancellor’s Report
The Vice-Chancellor spoke to the following points:
- Open Day success,
- Good Universities Guide – Teaching and Quality 5 Star Rating. The Vice-Chancellor expressed his gratitude of staff for achieving this rating.

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

The Chair thanked the Vice-Chancellor for his report.

5. Chair’s Report
The Chair reported on the following:
- 2014 Academic Board Membership. Meetings to gather feedback from Churchill staff are in progress,
- Graduate Attributes Working Party at final draft stage and will be distributed for uni-wide comment in coming weeks,
- Aubrey Flood has stepped down as Chair, Student Senate. The Chair thanked Mr Brendan Champness for his contributions to Academic Board as the Student Representative, Student Senate,
- International Forum – Wednesday 30 October.

6. Starred Items
6.1 Starred Items
Items 14 and 24 were starred for discussion at the meeting.
6.2 Non-Starred Items

Resolution AB6/13/1

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

Academic Board is invited to confirm the minutes from meeting AB5/13 held 31 July 2013.

Resolution AB6/13/2

Academic Board confirmed the minutes of meeting AB5/13 held 31 July 2013.

8. Schedule of Business

The Board noted the Schedule of Business 2013.

9. Report from Academic Board Executive Committee

The Board noted the minutes from meeting ABEC6/13 held 29 August 2013.

10. 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 reported that there has been significant activity around appeals with 96 appeals received since the last meeting of Academic Board: 65 exclusions, 26 final grade and the remainder a mix between rejection of special consideration or leave from studies applications. A trend analysis of partners and programs around exclusions has commenced involving the Deputy Vice-Chancellor, Corporate Services.

10.1 The Board noted the minutes from the meeting of Appeals Committee 7/13 held 14 August 2013.

10.2 The Board noted the minutes from the meeting of Appeals Committee 8/13 held 4 September 2013.

The Chair thanked Mr Holm for his report.

11. Report from Curriculum Committee

The Chair invited Assoc Prof Mark Myers to provide a report to the Board.

Assoc Prof Myers reported the amount of VET programs approved at the last meeting of Curriculum Committee. New curriculum approval and modification to program forms are now available on the website. The forms were modified to capture all information needed when submitting/modifying new programs.

11.1 The Board noted the minutes from Curriculum Committee Meeting 6/13 held 21 August 2013.
Resolution AB6/13/3
Academic Board noted the applications for addition to the Scope of Registration for the following:

- AUR20512 Certificate II in Automotive Servicing Technology
- BSB30307 Certificate III in Micro Business Operations
- BSB41412 Certificate IV in Work Health and Safety
- CPC31912 Certificate III in Joinery
- CPC32412 Certificate III in Plumbing
- CPP10211 Certificate I in Cleaning Operations
- CPP20611 Certificate II in Cleaning Operations
- CPP31011 Certificate III in Cleaning Operations
- MTM30813 Certificate III in Meat Processing (Retail Butcher)
- SIT10212 Certificate I in Hospitality
- SIT20312 Certificate II in Hospitality (Kitchen Operations)
- SIT30812 Certificate III in Hospitality (Commercial Cookery)
- SIT31112 Certificate III in Patisserie
- SIT40412 Certificate IV in Hospitality (Commercial Cookery)
- UEE11 Electrical Skills Set

Resolution AB6/13/4
Academic Board noted the course outline and modifications to SCGEO1103 Planet Earth.

Resolution AB6/13/5
Academic Board noted the modification to program NE4 Graduate Diploma of Midwifery.

Resolution AB6/13/6
Academic Board noted the new course OEEDU1000 Community and Bush Environments.

Resolution AB6/13/7
Academic Board noted the new course SOCIN2200 Community Engagement: Organisational Knowledge and Skills in Public Advocacy.

Resolution AB6/13/8
Academic Board noted the modification to program BH9 Master of Professional Accounting to be delivered by the University at the Gippsland Campus in 2014 including via distance education for enrolments in 2014 only.

Resolution AB6/13/9
Academic Board noted the modification to program BI9 Master of Commerce (Professional Accounting) to be delivered by the University at the Gippsland Campus in 2014 including via distance education for enrolments in 2014 only.

The Chair thanked Assoc Prof Myers for his report.

12. **Report from Learning & Teaching Committee**
The Chair invited Dr Nina Fotinatos to provide a report to the Board.

Dr Fotinatos reported on the following:

- Plagiarism Review will report in coming weeks,
- Learning & Teaching Plan for Federation University Australia workshops to be held later in the year,
- Liaising with Learning & Quality in relation to the Evaluate Program.
12.1 The Board noted the minutes from Learning & Teaching Committee Meeting 5/13 held 14 August 2013.

The Chair thanked Dr Fotinatos for her report.

Prof Todd Walker left the meeting.

13. Report from Research Committee
The Chair invited Assoc Prof Singarayer Florentine to provide a report to the Board.

Assoc Prof Florentine reported Prof Lawrie Angus is the recently appointed Associate Dean, Research, Education and Arts replacing Prof Barry Golding. Sharon Kitt has joined Research Committee as Interim Director, Research Services. Assoc Prof Florentine recently presented at the successful Churchill collaborative Research Forum.

13.1 The Board noted the minutes from Research Committee Meeting 5/13 held 22 August 2013.

13.2 The Board noted the Higher Degree by Research Awards that were approved by the Chair Academic Board, on advice from the Chair, Research Higher Degrees Sub-Committee and the Chair, Research Committee, in between meetings.
- Masters by Research – Paul Black
- Doctor of Philosophy – Manikam Pillay
- Masters by Research – Ben Willey
- Doctor of Philosophy – Matina Joshi

Resolution AB6/13/10
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.

The Chair thanked Assoc Prof Florentine for his report.

14. Report from Student Senate
Mr Brendan Champness reported from the last meeting of the Student Senate held at SMB Campus. Mr Champness reported that due to workload, Ms Aubrey Flood has resigned as Chair of the Student Senate. Portfolios within the Student Senate have been established to handle feedback in the appropriate manner. Several productive forums have been held and meetings with Monash Student Union have commenced and will meet again in the coming weeks.

Reports from other Committees

15. Report from Council
This item was deferred until the next meeting.

16. Internationalisation of the Curriculum Working Party
16.1 The Board noted the minutes from Internationalisation of the Curriculum Working Party Meeting 1/13 held 22 July 2013.

16.2 The Board noted the minutes from Internationalisation of the Curriculum Working Party Meeting 2/13 held 20 August 2013.
16.3 Attached for consideration are the Internationalisation of the Curriculum Working Party Terms of Reference.

Resolution AB6/13/11
Academic Board approved the Internationalisation of the Curriculum Working Party.

17. **Report from International & Partners Executive Committee**
The Board noted the minutes from International and Partners Executive Committee Meeting 6/13 held 30 July 2013.

18. **Report from Legislation Committee**
This item was deferred until the next meeting.

19. **Report from Policy Committee**
Policy Committee has not met since the last meeting of Academic Board.

20. **Report from Quality Committee**
The Board noted the minutes from Quality Committee Meeting 3/13 held 19 July 2013.

21. **Reports from School Boards**

   **21.1 Business**
   21.1.1 The Board noted the minutes from the Business School Meeting 7/13 held 24 July 2013.
   21.1.2 The Board noted the minutes from the Business School Meeting 8/13 held 2 August 2013.
   21.1.3 The Board noted the minutes from the Business School Meeting CR4/13 held 22 August 2013.
   21.1.4 The Board noted the minutes from the Business School Meeting CR5/13 held 27 August 2013.

   **21.2 Education & Arts**
The School of Education and Arts School Board has not meeting since the last meeting of Academic Board.

   **21.3 Health Sciences**
The Board noted the minutes from the Health Sciences Meeting 5/13 held 29 August 2013.

   **21.4 Science, Information Technology & Engineering**
   21.4.1 The Board noted the minutes from the Science, Information Technology & Engineering Meeting 7/13 held 4 July 2013.
   21.4.2 The Board noted the minutes from the Science, Information Technology & Engineering Meeting 8/13 held 1 August 2013.
21.5 UB College
The Board noted the minutes from the UB College Meeting 5/13 held 8 August 2013.

21.6 UB Industry Skills Centre
The Board noted the minutes from the Industry Skills Centre Board Meeting 5/13 held 2 August 2013.

22. Report from Dual Sector Project
The Board noted the update from the Directors of the 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 AB6/13/12
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.

Information for Members
Nil

Other Business

24. School Board’s Terms of Reference
As discussed at Academic Board 3/13 held 1 May 2013, the Board has received feedback on the appropriateness, scope, comprehensiveness and fit of the School Board’s Terms of Reference.

Prof Andy Smith reviewed submissions and modified the terms of reference on the basis of feedback received. Specifically a, sub-Committee addressing assessment was recommended.

Prof Andy Smith suggested re-visiting the committee structures moving into the new school/faculty format. Prof Andy Smith will draft a discussion paper around School/Faculty Boards before the end of the year and report back to the Board. Feedback will be encouraged and welcome.

Resolution AB6/13/13
The Board endorses the Terms of Reference for School Boards.

25. Academic Board Membership 2014
As discussed at Academic Board Meeting 5/13 held 31 July 2013, the Chair suggested this document sit on the table for a meeting cycle whilst feedback is gathered.

26. Victorian Training Awards
Assoc Prof Barry Wright reported on the recently held Victorian Training Awards with Patrick Janes awarded Victorian Apprentice of the Year. The Minister and Tim Taylor were in attendance with Laser Electrical and VET in Schools both winning awards.
Date of Next Meeting

The next meeting of Academic Board will be held on Wednesday 23 October 2013 at 1.30pm in the Council Room, Mt Helen Campus.

Meeting concluded 3.03pm