Formal Matters

1. Welcome
The Chair welcomed members to the meeting.

The Chair welcomed the newly elected members to the Board, Ms Kate O’Malley (Student Representative) and Kate is doing a Post Graduate Diploma in Psychology, Dr Robyn Brandenburg (Higher Education Staff member), Ms Claire Rasmussen (TAFE Teaching staff) and Mr Phill Crone (General Staff member).

The Chair advised members that with no strategic matters for discussion we will go straight to the Vice-Chancellor’s report.

2. Apologies
Apologies were received from received from Associate Professor Neil Trivett, Associate Professor John McDonald and Ms Carmel Grant.

3. Strategic Matters

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 the MyUniversity web site has been released since he had written his report. He encouraged members to view the newly launched web site. The web site has received a mixed reception but the strength of data will improve over time. Prospective students who do their homework will use this web site as a tool to decide where to study. The web site has generated media
activity and may lead to the further development of “league tables” as occurred with the MySchool web site.

The Hon Kate Ellis MP, Minister for Early Childhood and Child Care, opened the Children’s Centre for Early Childhood Education at the SMB Campus today and spoke very positively of UB. It is a credit to UB that we have ministers visiting us to open buildings. UB will be going through about five opening of buildings in the next 12 to 18 months.

Ms Bonnie Fagan joined the meeting.

4.2 Questions to the Vice-Chancellor
Discussion was held and the following points noted:

- Major VET Reforms Announced – There will need to be an additional 2.1 million people in the workforce with VET qualification by 2015. Certificate III is to be used by adults who don’t have any tertiary education qualifications.
- UB is well placed to lead the way on reaching high levels of qualifications for staff. There is funding as part of the Dual Sector Project, to lift the qualifications of staff which includes TAFE.
- Social Media Guideline for the University – there is no set timeline for the implementation of these guidelines. It is envisaged this would occur by the end of the year. The guidelines will proceed through UB’s process of approval and that will include a full consultative process with the Student Senate for their views.
- The query was raised of the possibility of reintroducing cadetships. There is an incompatibility and that we need to be aware of not having pre-requisites in relation to high school subjects. One of the challenges is within some programs to have mid year intake. UB need to respond to market of students attending when it suits them and not us. This item will be for future debate of the Board.

5. Chair’s Report
5.1 Academic Board Membership Vacancies
The Chair congratulated the newly elected members. The only outstanding position not filled is for one member of the professoriate. This position has been out for nomination twice.

5.2 Maintenance of Schedule 5.1
The Chair advised the Board that there are three areas where UB records current and non-current programs: Schedule 5.1; Schedule 5.1.1; and the Scope of Registration. Links will be placed on the Academic Board web site to direct staff to these documents. Once Council have approved new programs they are then added to Schedule 5.1 or the Scope of Registration.

The Chair advised that there will be a mapping exercise between Academic Services and Planning to do a cross check of current programs that should be on Schedule 5.1.

5.3 New web site Academic Board
The Chair informed the Board that the Academic Board web site has been migrated to the new Content Management System. Thank you to Academic Services for their time in making this happen. The Chair encouraged members to take a look at the new site as it is a lot more user friendly.
6. Starring of Items and Approval of Non-Starred Items

6.1 Starred Items

Items 1, 2, 4.2, 5.1, 5.2, 6, 7, 8, 10, 11, 13, and 23 were starred for discussion.

6.2 Non-Starred Items

Resolution AB2/12/1

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

The Board was invited to confirm the attached minutes from meeting AB1/12 held 22 February 2012 (Agenda Paper 7 previously distributed to Board members).

Resolution AB2/12/2

Academic Board confirmed the minutes of meeting AB1/12 held 22 February 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 unconfirmed minutes from the meeting of Academic Board Executive Committee meeting 2/12 held 23 March 2012 (Agenda Paper 9 previously distributed Board members).

Reports from the Standing Committees

10. Report from Appeals Committee

The Board noted the minutes from Appeals Committee meeting 2/12 held 12 January 2012 and 3/12 held 13 March 2012 (Agenda Paper 10 previously distributed to Board members).

The Chair invited Mr Eric Holm, Chair of the Appeals Committee, to provide the Board with a verbal report on the Committee’s current activities.

Mr Holm informed members that since the last meeting of the Board:

- The Appeals Committee have had three appeal hearings. Two of those appeals were upheld and one dismissed. These students were from The Business School.
- There have been 12 appeals received. One of those appeals will have a hearing on Monday 16 April.
- There has been a total of 61 appeals received for 2012.
- There had been a significant amount of appeals were received from Nursing students.

The question was raised with Mr Holm as to whether he had a breakdown of the statistics of the appeals. Example, how many are TAFE or HE, how many are male or female. Mr Holm advised the Board that the majority are international students, more are male than female and there is a lot of activity received from The Business School.

The Chair thanked Mr Holm for his report.
11. **Report from Curriculum Committee**

The Board noted the minutes from Curriculum Committee meeting 2/12 held 14 March 2012 (Agenda Paper 11 previously distributed to Board members).

This item was discussed prior to Item 10 – Report from Appeals Committee.

The Chair invited Professor Erica Smith to provide the Board with a report on the current activities of Curriculum Committee’s and to speak to the four recommendations for consideration.

Professor Smith thanked everybody within the schools for coping with the changes in approval process of new programs. Professor Smith reminded the Deans that there needs to be School Board approval of any program prior to being received with Curriculum Committee.

Professor Smith advised that at the last meeting of Curriculum Committee it was decided that when new VET programs are added to the Scope of Registration that Committee is advised and provided with the information as to how long it had taken to be added to Scope.

Professor Smith advised members that herself and the Chair of AQF Implementation Group had provided two successful specific AQF Compliance Training sessions and received a lot of positive feedback.

Professor Smith advised that the Curriculum Committee had requested to the Academic Board Executive Committee (ABEC) to have the Learning and Teaching Plan be amended to be considered at ABEC on 14 June 2012.

Professor Smith provided the Board with background to the following recommendation.

**Resolution AB2/12/3**

Academic Board approved the deletion of the Transition Arrangements for Training Packages and Accredited Courses (TAFE) Guidelines and the Interstate Program Delivery (TAFE) Guidelines. Both these Guidelines have been incorporated into the revised Scope of Registration Procedure approved at Curriculum Committee meeting 1/12.

Professor Smith provided the Board with background to the following recommendation.

**Resolution AB2/12/4**

Academic Board approved and recommend to Council for approval the new program proposal for 22091VIC - Diploma of Professional Writing to be added to the Scope of Registration.

Professor Smith provided the Board with background to the following recommendation.

**Resolution AB2/12/5**

Academic Board approved and recommend to Council for approval the new program proposal for CUV30103 - Certificate III in Visual Arts and Contemporary Craft to be added to the Scope of Registration.

Professor Smith provided the Board with background to the following recommendation.

**Resolution AB2/12/6**

Academic Board approved and recommend to Council for approval the new program proposal for BU4 - Graduate Certificate in Tourism Futures.
12. **Report from Learning & Teaching Committee**
The Board noted the minutes from Learning & Teaching Committee meeting 2/12 held 21 March 2012 (Agenda Paper 12 previously distributed to Board members).

13. **Report from Research Committee**
The Board noted that no minutes were received from the Research Committee meeting 1/12 held 8 March 2012.

The Chair invited Assoc Prof Suzanne McLaren to provide the Board with a verbal report from the Research Committee.

*Professor Erica Smith left the meeting.*

Assoc Prof McLaren advised the Board of the following activities:
- The first meeting of Research Committee was held on 8 March 2012.
- Professor Fadi Charchar was elected as Deputy Chair of Research Committee.
- The Excellence in Research for Australia (ERA) initiative was again discussed and is listed as a standing item on the agenda under Strategic Issues. It was noted that there was a substantial increase in the number of fields of research codes that meet the threshold for inclusion this time.
- To continue to build our research capacity and quality, recommendations will be going to Human Resources requesting that ADR or nominee be included on the recruitment panels for all academic appointments; to have Research added as an area on the HR Induction List to all staff; to actually have an Academic induction process; and also a recommendation that when academics leave UB, they are asked to consider being a research associate of UB.
- An update was provided by Professor Erica Smith on the Phd Masterclass and its implementation.
- The issue of open access publishing and open access to data sets was discussed and as a result a sub-committee, led by Ms Carmel Grant, was established to review and amend current policy and procedure to reflect current trend for publishing journals.

Discussion was held and there was support from the Board that the ADR become involved in the recruitment process. It was also decided that the Research Committee will provide a report on the ERA and in particular the FoR (fields of research) to the next Board meeting.

**Reports from other Committees**

14. **Report from Council**
The Board noted the extract from the minutes of Council meeting CM 1/12 held 21 February 2012 for Academic Board.

15. **Report from International & Partners Committee**
The Board noted the minutes of International & Partners Committee meeting I&PC 1/12 held 20 February 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 of Policy Committee meeting held 1/12 held 14 February 2012.

18. **Report from Quality Committee**  
The Board noted the minutes of Quality Committee meeting 1/12 held 27 February 2012.

19. **Reports from School Boards**  
19.1 **Business**  
19.1.1 The Board noted the minutes from The Business School meeting 1/12 held 28 February 2012.

19.1.2 The Board noted the minutes from The Business School meeting 2/12 held 7 March 2012.

19.2 **Education & Arts**  
The Board noted the minutes from Education & Arts meeting 1/12 held 9 March 2012.

19.3 **Food, Land and Services Industries**  
The Board noted the minutes from Food, Land and Services Industries meeting 1/12 held 27 February 2012.

19.4 **Health Sciences**  
The Board noted the minutes from the Health Sciences meeting 1/12 held 1 March 2012.

19.5 **Human Services**  
The Board noted the minutes from Human Services meeting 1/12 held 29 February 2012.

19.6 **Manufacturing & Construction**  
The Board noted the minutes from the Manufacturing & Construction meeting 1/12 will be held on Friday 24 February 2012.

19.7 **Science, Information Technology & Engineering**  
19.7.1 The Board noted the minutes from Science, Information Technology & Engineering meeting 1/12 held 23 February 2012.

19.7.2 The Board noted the minutes from Science, Information Technology & Engineering meeting 2/12 held 8 March 2012.

20. **Report from Dual Sector Project**  
The Board noted the update from the Director’s 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 AB2/12/7
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. Review of Graduate and Vocational Graduate Certificates and Diplomas in the Australian Qualifications Framework
The Board noted the response to the AQF Council from the Chair Academic Board, regarding the Review of Graduate and Vocational Graduate Certificates and Diplomas in the Australian Qualifications Framework.

Other Business

23. Permission for Dual Branding
The Board considered the request from the Dean, School of Manufacturing & Construction to dual brand Statement of Achievements within the nominated skill sets.

The Chair advised that the Board has remit over the approval on dual branding on statements of achievements. Qualification of certificate to Phd’s, all sealed awards, are all part of UB Council’s remit to approve. The Dean has been advised that Council needs to be addressed separately for approval of dual branding on testamur’s.

The Dean, School of Manufacturing & Construction, Associate Professor Barry Wright, provided background to the Board on the recommendation for dual branding on statements of achievement for nominated skill sets within:

- RII40206 - Certificate IV Civil Construction Supervision
- RII40106 - Certificate IV Civil Construction Operations
- RII50509 - Diploma Civil Construction Design
- RII60609 - Advanced Diploma Civil Construction
- RII60509 - Advanced Diploma Civil Construction Design.

The School of Manufacturing & Construction have been working with closely with the ARB Group who are the experts in their field of road construction. There is a strong partnership between the ARB Group and UB. The partnership works with the ARB Group as the major deliverer and their staff are qualified through the TAE and UB provide the administration behind the scene.

Discussion was held and the following points noted:

- This partnership was formed through the correct UB procedures and had approval from the Partnership Committee with the School of Manufacturing & Construction consistently performing moderation and validation.
- If the partnership collapses, UB has the capacity to take on the students to complete their training.
- It was suggested that the Board may want to consider that on statements of achievement, there be a form or list of words around why the second logo is present.
- Information was provided that in the past there had been a jointly sealed award (not statements of achievement) and it was approved by Council on the provision that it was not on our standard testamur format. This different format included an explanation as to the dual branding.
At the next meeting of the board, a strategic discussion will be held in regards to dual branding of testamur's and provide this advice to the next meeting of Council.

Resolution AB2/12/8
Academic Board approved the dual branding of Statement of Achievements for nominated skill sets within:
- RII40206 - Certificate IV Civil Construction Supervision
- RII40106 - Certificate IV Civil Construction Operations
- RII50509 - Diploma Civil Construction Design
- RII60609 - Advanced Diploma Civil Construction
- RII60509 - Advanced Diploma Civil Construction Design.

Date of Next Meeting
The next meeting of Academic Board will be held on Wednesday 16 May, 2012 at 1.30pm in the Council Room, Mt Helen Campus.

Meeting concluded at 4.25pm