Formal Matters

1. Welcome
The Chair, Professor Erica Smith, welcomed members to the final meeting for 2012.

The Chair welcomed Associate Professor Mark Myers, Deputy Chair Curriculum Committee who is an alternative representative for Professor Smith, Chair Curriculum Committee (as Professor Smith was Chair of this meeting) and Dr Nina Fotinatos, Deputy Chair Learning and Teaching Committee who is an alternative representative for Associate Professor Neil Trivett, Chair Learning and Teaching Committee.

The Chair welcomed Ms Shani Clark who was in attendance to speak to Item 22 – VET Awards Procedure. Item 22 will now be heard immediately prior to Item 10 – Appeals Committee.

2. Apologies
Apologies were received from Associate Professor Kim Dowling, Associate Professor Suzanne McLaren, Ms Kate O’Malley and Ms Bonnie Fagan.

Mr Darren Holland joined the meeting.

3. Strategic Matters
3.1 Open Access and Credit Pathways
The Chair invited Professor Andy Smith to speak to this item.

Professor Smith informed the Board that this item is to stimulate discussion regarding open access and credit pathways for UB. Students have traditionally entered university through
Associate Professor Mike Willis, Ms Rowena Coutts, Associate Professor Shirley Fraser joined the meeting.

their Australian Tertiary Admission Rank (ATAR) score. In 2010 the Australian Government lifted caps on how students can enter university and this saw a spike in applications. Nationally the number of school-leaver applications for university has now dropped. Along with other universities, UB has an increasing number of students entering as mature age, as the composition of students is changing and this includes international students. It is no longer the case that students are mainly school leavers.

With the fall in funding for the VET system, there will be an opening in the VET market for building pathways to (HE) and at UB we already embed VET courses in HE programs. The Dual Sector Project (DSP) has been beneficial for UB in 2012 in building pathways. UB College will be able to support students coming into the institution. UB needs to rethink how HE is accessed. This will be through open access and credit pathways. Opening HE to all needs to be seen as an opportunity rather than a challenge and is analogous to the widening of access to secondary education in the nineteenth century.

Discussion was held and the following points noted:
- UB should promote lifelong learning and pathways.
- VET and HE will remain as two separate sectors but will be more closely connected.

The Chair thanked Professor Smith for his report.

4. Vice-Chancellor’s Report

4.1 Vice-Chancellor’s Report

The Board noted the report from the Vice-Chancellor.

The Vice-Chancellor congratulated the recently appointed Personal Chairs, titled Emeritus Professor Robert HT Smith Professor and Personal Chair. A Personal Chair is the highest level of appointment for research in the university. Congratulations also to those colleagues who had received academic promotion this year.

The Vice-Chancellor invited Professor Frank Stagnitti to provide an update on the Excellence in Research Australia (ERA). Professor Stagnitti informed the Board that the ERA was released last week. The results are calculated on research productivity for the period 2005 to 2010. UB either improved or held the same result in almost all assessed categories. Overall UB had more than a 50% improvement in the 4 digit disciplines or unit of evaluations (UOEs). This is a fantastic result for UB. Through the Vice-Chancellor, Professor Stagnitti raised a vote of thanks for all researchers in the university.

The Vice-Chancellor expressed his appreciation to the Chair, Deputy Chairs, Chairs of the Standing Committees, Academic Secretariat and all members of the Board for their contribution in 2012.

4.2 Questions to the Vice-Chancellor

There were no questions for the Vice-Chancellor.

The Chair thanked the Vice-Chancellor for his report.
5. Chair’s Report

5.1 Result of Academic Board Membership Nominations and Elections
The Chair informed the Board that Mr John Dixon has been re-elected as the General staff member, Dr Tushar Das was elected as the Higher Education Academic staff member and Professor Erica Smith was elected as the member of the Professoriate. All these positions are for a term of two years from 13 February 2013 to 31 December 2014. A second call for nominations will be undertaken early in 2013 for the position of one TAFE Teaching staff member, as no nominations were received for that position.

The Chair informed the Board that at the last meeting of Council the appointments were approved for Mr Eric Holm as Chair of Appeals Committee from 25 February 2013 until 22 February 2014, Associate Professor Mark Myers as Chair of Curriculum Committee for a term of two years from 1 January 2013 until 31 December 2014, Associate Professor Suzanne McLaren as Chair of Research Committee from 1 January 2013 until 31 December 2014.

The Chair thanked members of the Board whose terms finish at the end of 2012 for their service. Staff members thanked were Associate Professor Kath White, Mr Michael McNeil, Dr Annette Foley, Ms Kate O’Malley and Ms Jannine Bennett.

5.2 2012 Academic Board Annual Assessment
The Chair informed the Board that an email will be sent to all members of the Board in early 2013, to complete the annual self assessment of the Board. The results from this survey will form part of the annual report for Academic Board to Council.

5.3 Assessment Working Party
The Chair informed the Board the joint Curriculum Committee and Learning and Teaching Committee, Assessment Working Party will be starting early in 2013 and Professor Lawrie Angus has agreed to be the Chair. This working party will report to Academic Board Executive.

5.4 AQF Implementation Group
The Chair informed the Board the AQF Implementation Group is progressing. There will be an upcoming vacant role for an AQF Co-ordinator. This position will assist in UB becoming AQF compliant by 1 January 2015.

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

6.1 Starred Items
Items 1, 2, 3.1, 4.2, 5, 6, 7, 10, 11, 12, 13, 16, 22 and 23 were starred for discussion.

6.2 Non-Starred Items
Resolution AB8/12/1
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 7/12
Academic Board is invited to confirm the minutes from meeting AB 7/12 held 31 October 2012.

Resolution AB8/12/2
Academic Board confirmed the minutes of meeting AB7/12 held 31 October 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 8/12 held 29 November 2012.

**Reports from the Standing Committees**

10. **Report from Appeals Committee**  
The Chair invited Mr Eric Holm to provide an update.

   Mr Holm informed the Board that there have been 26 appeals since the last meeting of the Board and only one has had a hearing. The hearing was in regards to plagiarism and the case was dismissed. The types of appeals received were for grade appeals, plagiarism, cheating, and exclusion.

   The Chair thanked Mr Holm for his report.

   10.1 The Board noted the minutes from Appeals Committee meeting AC 9/12 held 29 November 2012.

11. **Report from Curriculum Committee**  
The Board noted the minutes from Curriculum Committee meeting 8/12 held 21 November 2012.

   Associate Professor Mark Myers informed the Board for the following recommendation that this core program was omitted from a previous recommendation for discontinuation.

   **Resolution AB8/12/3**  
   Academic Board approved and forwards to Council for approval the discontinuation of EK5 Bachelor of Engineering.

   Associate Professor Myers informed the Board that for the following recommendation the modification was to include specialisation strands that can be listed on testamurs.

   **Resolution AB8/12/4**  
   Academic Board approved and forwards to Council for noting the program modification for BS9 Master of Business Administration (International Management) to include the following Awards as specialisation strands:
   - BS9 Master of Business Administration (International Management) (Marketing)
   - BS9 Master of Business Administration (International Management) (Human Resources Management)
   - BS9 Master of Business Administration (International Management) (Financial Management)
   - BS9 Master of Business Administration (International Management) (Entrepreneurship)
   - BS9 Master of Business Administration (International Management) (Health Services Management)
   - BS9 Master of Business Administration (International Management) (Information Technology)
   - BS9 Master of Business Administration (International Management) (Electronic Commerce).
Associate Professor Myers informed the Board for the following two recommendations that the courses have had name changes to be more succinct.

**Resolution AB8/12/5**
Academic Board approved and forwards to Council for noting the program modification for HX5 Bachelor of Arts (International Studies).

**Resolution AB8/12/6**
Academic Board approved and forwards to Council for noting the program modification for HS5 Bachelor of Arts (Humanities and Social Sciences).

Associate Professor Myers informed the Board that the following recommendation has had a name change to make it AQF compliant and to also correct an administrative error of the program being 5 credit points short.

**Resolution AB8/12/7**
Academic Board approved and forwards to Council for noting the program modification for YL4 Postgraduate Diploma of Psychology to change program name and program code to YD4 Graduate Diploma of Psychology and to incorporate the new course PSYCP6110 Psychological Practice B.

Associate Professor Myers informed the Board the following recommendation has had a minor modification to remove a course that no longer exists.

**Resolution AB8/12/8**
Academic Board approved and forwards to Council for noting the program modification for SC5 Bachelor of Science.

**Resolution AB8/12/9**
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 AB8/12/10**
Academic Board noted the addition of CUV30111 Certificate III in Visual Arts to the Scope of Registration.

**Resolution AB8/12/11**
Academic Board noted the addition of CUV40111 Certificate IV in Visual Arts to the Scope of Registration.

**Resolution AB8/12/12**
Academic Board noted the addition of CUV40311 Certificate IV in Design to the Scope of Registration.

**Resolution AB8/12/13**
Academic Board noted the addition of CUV50311 Diploma of Graphic Design to the Scope of Registration.

**Resolution AB8/12/14**
Academic Board noted the addition of CUV60411 Advanced Diploma of Graphic Design to the Scope of Registration.

**Resolution AB8/12/15**
Academic Board noted the course modification for HISGL1110 Through Turbulence to Influence: China since Mid-19th Century to change the course code and course name to HISGL1000 A Contemporary History of China.
Resolution AB8/12/16
Academic Board noted the addition of FDF40311 Certificate IV in Food Science and Technology to the Scope of Registration.

Resolution AB8/12/17
Academic Board noted the new course proposals for:
- PSYBR1004 Psychology Research Project
- PSYBR1003 Psychology Review
- PSYCP6110 Psychological Practice B.

Resolution AB8/12/18
Academic Board noted the addition of the following qualifications onto the Scope of Registration:
- Certificate I in Aboriginal or Torres Strait Islander Cultural Arts – CUV10211
- Certificate II in Aboriginal or Torres Strait Islander Cultural Arts – CUV20211
- Certificate III in Aboriginal or Torres Strait Islander Cultural Arts – CUV30211.

12. Report from Learning & Teaching Committee
The Board noted the minutes from Learning & Teaching Committee meeting 8/12, held 28 November 2012.

Dr Nina Fotinatos informed the Board the following recommendation is to approve the Withdrawal from All Studies (Higher Education) Procedure. A separate procedure for VET will be written in 2013. When it is approved on PAMS, the Procedure will specify it is for Higher Education.

Resolution AB8/12/19
Academic Board approved the Withdrawal from All Studies (Higher Education) Procedure.

Dr Fotinatos informed the Board the following recommendation is to standardise the Terms of Reference for the Learning and Teaching Committee.

Resolution AB8/12/20
Academic Board approved the revised Learning and Teaching Committee Terms of Reference.

13. Report from Research Committee
The Board noted the minutes from Research Committee meeting RC 6/12 held 22 November 2012.

Professor Frank Stagnitti informed the Board that the University of Ballarat Researcher Development Program – 2013, YouResearch was approved at the last meeting of Research Committee. There are four key elements to the document which are the Higher Degree by Research (HDR) students, Early Career Researchers (ECR), including postdoctoral and research fellows, developing emerging research leaders (ERL) and enhancing HDR supervisor training.

Professor Stagnitti encouraged the Board to read through these initiatives for 2013.

The Chair thanked Professor Stagnitti for his report.

Resolution AB8/12/21
Academic Board noted the University of Ballarat Researcher Development Program – 2013, YouResearch.
Resolution AB8/12/22
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.

Reports from other Committees

14. **Report from Council**
   Council had not met since the last meeting of the Board.

15. **Report from International & Partners Executive Committee**
   No minutes were received from the International & Partners Committee.

16. **Report from Legislation Committee**
   The Board noted the minutes from the Legislation Committee meeting 2/12 meeting held 4 December 2012.

   Ms Rowena Coutts informed the Board the following recommendations are simple amendments to reflect the difference between courses and programs.

   Resolution AB8/12/23
   Academic Board approved and forwards to Council Executive for approval, the amendments to Regulation 5.1.2 – Honours and Distinction.

   Resolution AB8/12/24
   Academic Board approved and forwards to Council Executive for approval, the amendments to Regulation 5.1.3 – Courses.

17. **Report from Policy Committee**
   17.1 **Circulatory Resolution Minutes 5/12**
   The Board noted the minutes from Policy Committee Circulatory Resolution meeting 5/12 held 28 August 2012.

   17.2 **Minutes 5/12**
   The Board noted the minutes from Policy Committee meeting 5/12 held 11 October 2012.

18. **Report from Quality Committee**
   The Board noted the minutes from Quality Committee meeting 5/12 held 26 November 2012.

19. **Reports from School Boards**
   19.1 **Business**
   19.1.1 The Board noted the minutes from The Business School meeting 8/12 held 31 October 2012.

   19.1.2 The Board noted the minutes from The Business School meeting 9/12 held 13 November 2012.
19.2 Education & Arts
The Board noted the minutes from Education & Arts meeting 7/12 held 9 November 2012.

19.3 Food, Land and Services Industries
The Board noted no minutes were received from Food, Land and Services Industries.

19.4 Health Sciences
The Board noted the minutes from Health Sciences meeting 7/12 held 1 November 2012.

19.5 Human Services
The Board noted no minutes were received from Human Services.

19.6 Manufacturing & Construction
The Board noted no minutes were received from Manufacturing & Construction.

19.7 Science, Information Technology & Engineering
The Board noted no minutes were received from Science, Information Technology & Engineering.

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 AB8/12/25
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
Nil

Other Business

22. VET Awards Procedure
The Chair invited Ms Shani Clark to provide background to the following recommendation.

Ms Clark informed the Board the purpose of this procedure was to bring together three current procedures into a single document for VET Awards and to also be aligned with Statute 5.6 – Admission to Academic Awards, as authorisation is the responsibility of the Dean, not the Dean’s nominee.

This item was moved to be prior to Item 22 – Appeals Committee on the agenda.

Resolution AB8/12/26
Academic Board approved the VET Awards Procedure.
23. In Camera Item

The Chair wished the Board a Merry Christmas.

Date of Next Meeting

The next meeting of Academic Board will be held on Wednesday 13 February, 2013 at 1.30pm in the Council Room, Mt Helen Campus.

Meeting concluded at 3.16 pm