

THE UNIVERSITY OF MELBOURNE
ACADEMIC BOARD
MEETING NO. 01/2009
MINUTES

A meeting of the Academic Board was held on Thursday 26 February 2008 at 2.15 p.m. in the Council Chamber, First Floor, Old Quadrangle

SECTION A – Formal Matters

A.0 Welcome, Attendance and apologies

Present:

President, Professor Geoff Stevens, in the Chair

Vice-Chancellor, Professor Glyn Davis

Provost, Professor Peter McPhee

Deputy Vice-Chancellor (Research), Professor Peter Rathjen

Pro Vice-Chancellor (Graduate Research), Professor Dick Strugnell

Pro Vice-Chancellor (Research), Professor Lyn Yates

Pro Vice-Chancellor (Teaching, Learning and Equity) Professor Sue Elliott

Pro Vice-Chancellor (Global Relations) Professor Warren Bebbington

Vice-President, Professor Ron Slocombe

Deputy Vice-President, Professor Ruth Fincher

Senior Vice-Principal, Mr Ian Marshman

Vice-Principal and Academic Registrar, Ms Gillian Luck

Professor Maggie Abernethy, Professor Jim Angus, Professor I Beveridge, Professor G V Brown, Mr Paul Coats, Associate Professor C Cobbett, Associate Professor Roberto Cuppai, Professor Paul Dainty, Ms Carla Drakeford, Associate Professor S Evans, Ms Mariann Fee, Professor M Galea, Professor D K Gardner, Professor R Garnett, Professor A Goodwin, Professor J Gunn, Professor Janet Hergt, Professor Ken Hinchcliff, Ms Laura Harris, Ms Leanne Howard, Professor C Humphreys, Professor D Jamieson, Professor I Lang, Professor A Lillis, Professor Eleanor Mackie, Professor P Mc Intyre, Associate Professor Ray Misson, Professor R O'Hair, Professor Nilss Olekalns, Associate Professor Elizabeth Ozanne, Ms Aveline Perez, Ms Maloti Ray, Professor Sandra Rees, Professor Field Rickards, Professor Liz Sonenberg, Professor Richard Speed, Professor L S Sterling, Professor A J Wearing, Professor P Taylor, Professor Gillian Wigglesworth, Professor Michael Woods, Professor Doris Young

In attendance: Associate Professor Barry Hughes, Ms Emma Koch, Ms Penelope Pepperell (Academic Secretary), Mr Chris Reid, Professor David Runia, Ms Janet White

Apologies: apologies were received from; Professor Sanchia Aranda, Associate Professor Su Baker, Professor Mark Considine, Professor Peter Ebeling, Professor Albert Frauman, Professor John Hajek, Professor mark Hargreaves, Professor Richard James, Professor Vera Mackie, Professor Iven Mareels, Professor Geoff McColl, Professor Meg Morris, Professor Rick Roush, Professor Peter Scales, Professor Lynne Selwood, Professor Frances Separovic, Professor John Seybolt, Professor Bruce Singh, Professor Doreen Thomas, Professor John Tiller, Professor Greg Whitwell, Professor Jeffrey Zajac.

Welcome: The President welcomed members to the first meeting of 2009 and extended a particular welcome to the new student members. He noted that papers for future meetings would only be available on the Meeting Information Manager (MIM) and that no papers would be accepted any later than 2 days prior to the scheduled meeting.

The President advised the Board that the next scheduled meeting of the Board would be brought forward to 2 April to allow discussion of the proposed merger between the Faculty of Economics and

Commerce and the Melbourne Business School.

A.1 Consideration of the Agenda

A.1(a) Tabled Papers

There were no tabled papers.

A.1(b) Starring of Additional Items

The Board agreed to star item C.2 (1).

A.2 Minutes

The Board approved the minutes of Academic Board meeting 11/2008 held on 4 December 2008. The Board also approved the minutes of Academic Board Appeals Committees held on 6 August 2008, 7 October 2008, 14 August 2008, 23 December 2008, 7 October 2008, 14 August 2008, 19 December 2008, 28 August 2008, 9 August 2008, 4 November 2008, 28 July 2008, 4 November 2008, 23 December 2008, 28 July 2008, 19 January 2009, 14 August 2008, 7 October 2008, 10 November 2008, 10 November 2008, 29 September 2008 and 9 February 2009.

A.3 Matters Arising from the Minutes

There were no matters arising.

A.4 Academic Board Report to Council

The Board noted the report to Council arising from meetings 10 and 11 of 2008.

SECTION B – Reports and Matters for Discussion

B.1 President's Report

The Board received a written report from the President who highlighted selected sections of the report (Paper B.1 and appendices refer)

B.1.1 Chairs of Academic Board Committees for 2009

The Academic Board **approved** the chairs of Academic Board committees and selected sub-committees in 2009 as set out below:

- Academic Programs Committee, Associate Professor Ray Misson
- Selection Procedures Committee, Associate Professor Barry Hughes
- Coursework Scholarships and Awards Committee, Professor Gillian Wigglesworth
- Research Higher Degrees Committee, Professor Eleanor Mackie
- Teaching and Learning Development Committee, Professor Richard James
- Teaching and Learning Quality Assurance Committee. Professor Leslyanne Hawthorn Libraries and Academic Resources Committee, Professor Janet McCalman
- Coursework Examinations Sub-committee, Associate Professor Gillian Webb
- Melbourne Business School Committee, Professor Liz Sonenberg
- Melbourne College of Divinity Committee, Professor Bernard Muir
- Australia and New Zealand School of Government Committee, Professor Geoff Stevens

B.2.2 Nominations and Appointments to Committees

The Board received the membership of the committees for 2009 and noted that the final membership would be available on the Board's website.

B.2.3 Action Taken by the President on Behalf of the Board

The Board noted the action taken by the President on behalf of the Board

B.2.4 Proposed Code of Conduct policy

The Board noted the proposed Code of Conduct policy and in particular the suggested changes to expand the content and consolidate responsibilities to bring all staff requirements into one document. The Board agreed that the policy needed to be consistent with the forthcoming paper on academic freedom. The President requested that any comments on the proposed policy be directed to Ms Caroline Courtney, HR Policy Consultant, via email.

B.2 Vice-Chancellor's Report

The Board received a written report from the Vice-Chancellor who highlighted selected sections of the report. (Paper B.2 and appendices refer)

B.2.1 The Victorian Bushfires

The Vice-Chancellor noted that 2 staff members and 2 students had been confirmed dead and that a number of current staff, students and alumni had suffered losses in the bushfires. The Vice-Chancellor acknowledged the response of the University community to the fires and expresses his thanks.

B.2.2 New Chancellor

The Vice-Chancellor noted that the Hon. Alex Chernov had been installed as the University's 20th Chancellor at a small ceremony at Government House.

B.2.3 Melbourne Business School and Faculty of Economics and Commerce Integration

The Board noted that the working group was preparing a report outlining the case for integration, including a business case and a 12 month implementation plan. This would also include an implementation taskforce to ensure that the principles of the agreement would be achieved in practice. The report would be submitted for due consideration to Council and the MBS Board during March-April 2009. The Board meeting of 2 April would consider the proposal before a special meeting of Council on 7 April.

B.2.4 Carlton Community Day

The Knowledge Transfer and Partnerships Office was organising a Carlton Community Day on Sunday 1 March for the residents of the high rise apartments in Carlton. The program had been designed to connect with the residents, making the campus more accessible and breaking down the University's image as remote from the local community. It was hoped the day would establish a basis for an ongoing and productive relationship with the Carlton community. The Community Day is planned as the first of a wider program of events which would be introduced in 2010.

B.2.5 Evolution – the Festival

The Vice-Chancellor noted that the University was a major sponsor of *Evolution: The Festival*, a program of public events marking the 200th anniversary of the birth of Charles Darwin and the 150th anniversary of the publication of *On the Origin of Species*. The organising committee was chaired by Professor Philip Batterham and that the programme included exhibitions, films, forums, tours, dinners, lectures, debates and church services covering issues including human health, global climate change, biodiversity, music, art, human history, the interface between science and religion, dinosaurs, the hobbit man, consumption and the global financial crisis.

B.3 Provost's Report

The Board received a written report from the Provost who highlighted selected sections of the report (Paper B.3 and appendices refer)

B.3.1 Quality of Teaching (QoT) Survey 2008, Semester 2

The Provost noted that the outcome of the QoT would come forward to a future meeting of

the Board but noted that the data from semester 1 2008 had raised some concerns.

B.3.2 Update on the merger between the Faculty of Economics and Commerce and the Melbourne Business School

The Provost noted that while the process had been difficult the advantages in the merger were clear. The structural differences between MBS and the faculty were difficult to negotiate though the discussions were being well lead and directed by Professor Abernethy and Professor Seybolt. The steering committee was co-chaired by the Chancellor and the chair of MBS. The proposal included academic structures based around departments reporting to an executive dean. A draft coordination and management agreement and business case would be considered by the board of MBS in early April which would be preceded by a discussion at the rescheduled Academic Board meeting n 2 April.

B.3.3 AUQA 2010

AUQA was scheduled for May 2010 and a draft portfolio would be prepared for consultation by October 2009. The audit would focus on 2 themes; internationalisation and one other, suggested by the University. The cycle 2 audit would differ from the cycle 1 audit as it would focus on outcomes rather than process. The University Planning Office would request heads of departments to provide any benchmarking data that had been undertaken to be used in the development of the portfolio.

B.3.4 Student Services and Amenities Fee

The legislation to repeal the VSU would allow a charge to be applied to students for particular services. The amount would be limited to \$250 per annum for a full time student. Senior Executive had agreed that the University would apply the fee at the maximum level and discussions with student representatives on the distribution of the funds will be held. The Board noted that the government had already indicated what kinds of services would be allowed to be supported by the charge.

B.3.5 Community Gathering for the Victorian Bushfires

The Provost noted the gathering planned to remember those who lost their lives, their family and friends, or their homes and communities in the bushfires. In addition to the financial and housing aid made available by the University, the President indicated that staff may also relax some of the provisions in academic policies to those students affected by the fires.

B.3.6 Academic Workload Model Guidelines

Academic workload model guidelines had been developed covering the areas of teaching, research, leadership and administration. The guidelines were designed to provide faculties and graduate schools with a template for the development of consistent and robust academic workload allocation models which recognise differences between disciplines and are not intended to be prescriptive. A template would be distributed to all heads of departments and feedback was being sought before the model comes back to the Board.

B.3.7 Melbourne University Sport

Melbourne University Sport was now a semi-autonomous department reporting to Council through the Provost and the Vice-Chancellor with its revised status is reflected in Statute 8.1. A Board of governance had been established with Geoff Rees as chair.

B.4 Deputy Vice-Chancellor (Research) - Report

The Board received a written report from the Deputy Vice-Chancellor (Research) who highlighted selected sections of the report (Paper B.4 and appendices refer)

B.4.1 Analyses of the Research Block Grants for 2006 to 2009

The analyses of the Research Block Grants for 2006 to 2009 tracked the quantum of block grants over the last 5 years and indicated that the RIGB had reduced fro 28.9¢ to 21.1¢ cents in the dollar where the Bradley review had suggested that it be 50¢ in the dollar. The Board noted that all RIGB funds flow to the faculties with no internal costs taken off.

B.4.2 Excellence in Research for Australia

Under the ERA guidelines, all research staff need to be included and the way they are categorised will affect the outcome. The data for submission would be collected over the next few weeks and academic staff would be asked to populate the databases thoroughly, accurately and comprehensively. Guidelines would be provided on how to upload the data.

B.4.3 ARC Centres of Excellence

The outcomes of the reviews of the ARC Centres of Excellence established in 2005 had been released. The University of Melbourne had been involved in four centres, two as lead institution (the ARC Centre of Excellence for Coherent X-ray Science and the ARC Centre of Excellence for Free Radical Chemistry and Biotechnology) and two as non-lead institution (the ARC Centre of Excellence for Design in Light Metals and the ARC Centre of Excellence in Ore Deposits). All four centres were renewed for the maximum period of time.

B.5 Question Time

There were no questions.

SECTION C – Committee Reports

C.1 Academic Programs Committee

The Board noted the report of meeting 1/2009 held on 6 February 2009. The Board noted the matters approved executively by the chair and/or President of the Board since the last meeting of the Board.

C.1.1 Course and Subject Changes

The Board **approved** the addition of a major in Animal Health and Disease to the Bachelor of Science [Appendix A of the report]

C.1.2 Policies

The Board **approved** the following policies and guidelines:

- Complaint, Grievance & Appeals Resolution Procedures policy [Appendix B of the report]
- Recognition of Professional Experience guidelines [Appendix C of the report]

C.2 Research Higher Degrees Committee

The Board noted the report of meeting 1/2009 held on 11 February 2009

C.2.1 Submission of Digital Theses

The Board **approved** the recommendation from the committee that the submission of a digital copy of a research higher degree thesis should begin immediately and would be compulsory to all students who commenced from 2007 in line with the change to Statute 12.5. All other RHD students would be encouraged to submit a digital copy to UMER. All students must demonstrate that release of the thesis is permitted. It was agreed that it will be necessary to exercise discretion for individual cases and for MSGR to coordinate and communicate the implementation so it can be applied equitably across all RHD cohorts.

C.3 Legislation and Trusts

The Board received and noted the summary of legislation to be considered by Legislation and Trusts Committee at its meeting on 2 March 2009 including:

Statute 12.7 Admission to Degrees without Examination and Admission to Honorary Degrees

Statute 12.8 Revocation of Awards

Statute 15.2 The Melbourne University Sports Association

John and Allan Gilmour Research Awards (R6.124)

The Sir Charles Lowe Prize (R6.151)
 The George Bryce McIndoe Prize (R6.72.163)
 The T.F. Ryan Prize for Anatomy (R6.72.25)
 The Alice Taylor Scholarship (R6.72.174)
 The Dr Jean E Laby Bursaries (R6.XXX)
 The Dieul-Kurtzweil Scholarships (R6.99)
 The Bronwyn Jane Adams Memorial Awards (R6.218)
 The Valerie and Lawrence Kennedy Scholarships (R6.224)
 The John MacFarland Exhibition (R6.72B.4)
 The John Madden Exhibitions (R6.22)
 The SF Pond Prize (R6.72.199)
 The Tom Zucker Scholarship in Labour Relations (R6.187)
 The Spero Wilson Memorial Fund (R7.75.7)
 The Russell Hayman Memorial Fund (R7.75.24)
 The Alastair Nicholson Memorial Scholarship (R6.72.201)
 The Sir George Paton Prize (R6.149)
 The Sir Rupert Hamer Prize (R6.72.127)
 The Edward Walter Outhwaite Prize (R6.72.200)
 The Sir George Turner Exhibition (R6.52)
 The Robert Craig Exhibitions (R6.72.187)
 The Faculty of Law Scholarships Fund (R6.232)

C.5 Selection Procedures Committee

The Board noted the report of meeting 1/2009 held on 2 February 2009

C.7 Teaching and Learning Quality Assurance Committee

Report of meeting 1/2009 held on 12 February 2009

Reports

C.7.1 Graduate Destination Survey 2008 – Preliminary Outcomes

The Board received an extract of the evaluation cycle report - Graduate Destination Survey (GDS) 2008 (appendix A of the report from the committee). The Board noted that the data was from the graduation survey in 2008 which is sent to all students who completed the requirements of a degree in 2007 and examines their activities and workplace outcomes at specified dates following their graduation. Full-time employment outcomes for Australian citizens and permanent residents who graduated from the University increased in 2008 from the previous year. In line with the strength of the economic cycle at that time, unemployment rates were the lowest since 2004. The bachelor employment rate was at its highest point since 2000. For non-residents, outcomes for postgraduates improved substantially, but employment rates for bachelor non-residents declined. It was found that non-residents who stayed in Australia could expect a longer gap between graduation and employment compared to those who returned to their home country.

The Board noted that the statistics reported on 2007 and the current economic climate was likely to be more apparent in the survey of outcomes for students completing at the end of 2008. The data needed to be analysed carefully as fluctuations in faculty numbers may be a result of a low response rate. The response rate required for the GDS is 50%; if

the minimum is not met the data is not included in national data.

The Board noted that full reports were available on the University Planning Office (UPO) website at http://www.upo.unimelb.edu.au/Public/Qual_Eval/EC_GDS.html

C.7.2 Course Experience Questionnaire 2008 – Preliminary Outcomes

The Board noted that an evaluation cycle report from the UPO entitled 'Course Experience Questionnaire 2008: Preliminary Outcomes for the University of Melbourne' (appendix B of the report from the committee). The questionnaire sought the views of University of Melbourne graduates who completed a course of study in 2007. The 2008 questionnaire for the University showed improved levels of satisfaction within the 'good teaching' and 'learning community' scale for bachelor and postgraduate coursework graduates. Preliminary results show an upward trend in satisfaction levels at the bachelor level for some faculties, but less positive results for others.

The Board noted that the results for generic skills and overall satisfaction had gone down in almost all faculties and that the data was significant in faculties where courses were being taught out as the CEQ will reflect dissatisfaction where the teach out is not managed well. The Board further noted that CEQ data is used for some funding management.

Further detail on the CEQ, including data on each question, was available on the UPO website at http://www.upo.unimelb.edu.au/Public/Qual_Eval/EC_CEQ.html

C.10 Coursework Scholarships and Awards Committee

The Board noted the report of meeting 1/2009 held on 5 February 2009

C.10.1 New and Amended Student Awards

The Academic Board agreed to **recommend** that Council approve the proposals for new and revised student awards:

- AWB Landmark Scholarships in Agribusiness and Agriculture
- Herbert Geer Award for Torts
- Mallesons Stephen Jaques Award for Legal Theory
- Dixon Scholarships
- Hall and Wilcox Award in the Melbourne JD

C.10.2 Amended Student Awards

The Board noted that the Faculty of Science had made minor amendments to the following student awards:

- The Kingsley Rowan Marine Botany Prize
- Alcorn Award for Cell Biology
- Darian-Smith Award for Neuroscience

SECTION E –Unstarred Items

E.1 Adoption or Receipt of Unstarred Items

The Board resolved that recommendations and reports that had not been starred should be adopted or received respectively.

PENELOPE PEPPERELL, **Academic Secretary**
for GILLIAN LUCK, **Vice-Principal and Academic Registrar**

The meeting closed at 3.20 pm

Signed:

President

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