

CONFIRMED MINUTES OF MEETING 15/6

ACADEMIC BOARD 18 NOVEMBER 2015

PRESENT: A/Professor Joanne Gray (Chair), Professor Shirley Alexander, Professor Deborah Ascher Barnstone, Baxter Atkins, Dr Alison Beavis, Professor Charlie Benrimoj, Mal Booth, Professor Simon Buckingham Shum, Professor Anthony Burke, A/Professor Christine Burton, A/Professor Jinjun Chen, Professor John Daly, Richard De Abreu Lourenco, Professor Maryanne Dever, Rosalie Degabriele, Dr Michelle DiGiacomo, A/Professor David Eager, Maxine Evers, Dr Behzad Fatahi, Professor Shari Forbes, A/Professor Mike Ford, Kim Gould, A/Professor Antoine Hermens, Dr Andrew Hurley, A/Professor Paul Jonson, Professor Isabel Karpin, Professor Jie Lu, Professor Heather MacDonald, Professor Michael McDaniel, Professor Alan McKee, Professor Peter McNeil, A/Professor Louise McWhinnie, A/Professor Peter Meier, Professor Bruce Milthorpe, Mohamed Sufeyan Mohamed Sawal, Professor Pam Morrison, Dr Stuart Nettleton, Dr Susan Oguro, Jenna Price, Professor Tracy Taylor, Ethan Watters, Amanda White, and Dr Qiang Wu.

Mr Bill Paterson (University Secretary), and Ms Natasha Mitchell (Executive Officer).

IN ATTENDANCE: Ms Anne-Lise Daniel (Academic Programs Office), A/Professor Jo McKenzie (Institute for Interactive Media and Learning), Ms Samantha McCourtie (Research and Innovation Office – attending for Item 11.5), Professor David Robson (Research and Innovation Office – attending for Item 11.5), and Ms Gabrielle Croker, Mr Sweekar Hemchuli, Ms Sunita Jha, and Mr Raymond Pham (elected student members for 2016).

APOLOGIES: A/Professor Adel Al-Jumaily, Ashleigh Best, Professor Peter Booth, Professor Attila Brungs, Professor Ian Burnett, A/Professor Nina Burridge, A/Professor Anthony George, Professor Roy Green, Professor Tony He, Professor Lesley Hitchens, A/Professor Hadi Khabbaz, Professor Desley Luscombe, Dr Najah Nassif, Professor Bill Purcell, Professor Ann Simpson, Professor Nicky Solomon, Professor Mary Spongberg, Professor Elizabeth Sullivan, Dr Tamara Szynda, Professor Ana Vrdoljak, Professor Stuart White, and Professor Glenn Wightwick.

ABSENT: Dr Rob Jarman, and Dean Mattar.

WELCOMES:

The Chair opened the meeting with an Acknowledgment of Country and of the Traditional Owners and welcomed all members, student members, and attendees to the meeting.

The Chair noted that terms of office for elected student members and some academic staff conclude at the end of 2015. The Chair thanked all outgoing members for their contribution to the work of the Board.

1 APOLOGIES

The apologies as listed above were received and leave of absence from the meeting granted.

2 MINUTES

Confirmation of the minutes of meeting 15/5 held 9 September 2015

RESOLVED AB/15-6/76

That the minutes of meeting 15/5 of Academic Board held on 9 September 2015, as detailed in Document 2, be confirmed as a true record.

3 BUSINESS ARISING FROM THE MINUTES

There was no business arising.

4 RECEIPT OF TABLED PAPERS

There were no tabled papers.

5 REPORT FROM THE CHAIR/DEPUTY CHAIR

The Chair spoke to this item and provided the following updates, additional to the written report.

Chairs of Academic Boards and Senates (CABS) conference

The Chair and the Executive Officer attended the CABS conference in Cairns from 11–13 November 2015. The conference was hosted by James Cook University and was well attended. Key discussions included:

- the proposed new TEQSA standards, currently before the Commonwealth Parliament for consideration;
- issues of academic integrity, academic risk and academic misconduct.

Academic Board Forum

The Chair noted that the Academic Board Forum on work-integrated learning was held on 21 October 2015, with excellent presentations from industry speakers. A question and answer session with panellists was moderated by Jenna Price. Presentations from the Forum will be published on the Academic Board website.

RESOLVED AB/15-6/77 – Chair’s Report

That Academic Board:

- .1 receive and note the report as detailed in Document 5 – *Report from the Chair/Deputy Chair* and its Attachments;
- .2 note the executive action taken by the Chair on 5 November 2015, following circulation of a flying minute, to approve the following recommendations from the Courses Accreditation Committee:

- .1 receive and note the report of the Courses Accreditation Committee [as detailed in Attachment 1 of the flying minute circulated on 22 October 2015];

New Courses

- .2 approve the accreditation of the following new courses as detailed from 1.1.16 to the end of 2019:

Faculty of Design, Architecture and Building

- .2.1 C04317 Master of Property Development and Project Management
C04316 Master of Property Development and Planning
C04315 Master of Property Development and Investment
(file: UR95/0336)

- .3 note the Academic Board Actions List and 2015 Work Plan as detailed, respectively, in **Attachments 1 and 2**.

6 VICE-CHANCELLOR'S REPORT

The Deputy Vice-Chancellor (Education and Students) (DVC (E&S)) spoke to this item on behalf of the Vice-Chancellor. The DVC (E&S) highlighted the following from the Vice-Chancellor's written report.

Federal Government matters

The Federal Government's proposed deregulation legislation has been postponed following a change of Prime Minister and a Cabinet reshuffle. The debate on federal funding of the higher education sector is likely to continue, with particular emphasis on fee flexibility, transparency of funding and expenditure of funds.

Quality Indicators for Learning and Teaching (QILT) website

The QILT website, launched in September 2015, provides prospective students with relevant and transparent information about Australian universities from the perspective of recent students and graduates. The website – funded by the Federal Department of Education and Training – includes data regarding individual discipline areas.

Office for Learning and Teaching (OLT) citations

The DVC (E&S) congratulated the following recipients of OLT 2015 Citations for Outstanding Contributions to Student Learning:

- Associate Professor Sarath Kodagoda (Faculty of Engineering and Information Technology);
- Fiona Orr (Faculty of Health);
- Dr Julie Robert (Faculty of Arts and Social Sciences).

Equity and social justice matters

- For the fourteenth consecutive year, UTS has been awarded an Employer of Choice for Gender Equality citation by the Workplace Gender Equality Agency.
- UTS will be participating in the Science in Australia Gender Equity pilot. The program aims to improve the promotion and retention of women and gender minorities in the fields of science, technology, engineering, mathematics and medicine.
- Following recent recruitment action, Tracie Conroy has been appointed as the Director of the Equity and Diversity Unit.
- Verity Firth, former NSW Minister for Women and Minister for Education and Training, has been appointed to the newly created position of Executive Director, Social Justice. The position will report to the Provost.

RESOLVED AB/15-6/78 – VC’s Report

That the Vice-Chancellor’s Report be received and noted.

7 STARRING OF ITEMS FOR DISCUSSION

The following items have been pre-starred: 9.1, 9.2, 11.1, and 11.5. Members are invited to star further items for discussion, with Item 11.6 being starred.

MOTION:

That the adoption of the remaining items be approved.

8 ELECTION/MEMBERSHIPS

8.1 Elections Update

RESOLVED AB/15-6/79

That Academic Board receive and note the report as detailed in Document 8.1 – *Elections Update* and its attachments.

9 ACADEMIC AND PRIORITY ISSUES

***9.1 Deputy Vice-Chancellor (Education and Students) 2014 Report on Course and Subject Performance**

RESOLVED AB/15-6/80

That Academic Board:

- .1 receive and note the Deputy Vice-Chancellor (Education and Students) 2014 Report on Course and Subject Performance as detailed in Document 9.1 and its Attachments;
- .2 commend the courses with an ‘Excellent’ and ‘Outstanding’ performance in the 2014 Course Performance Report as detailed in **Attachment 1** of Document 9.1;
- .3 note that there were no new courses identified as ‘Of concern’ in the 2014 Course Performance Report that required a response from the Faculty;

- .4 note the Curriculum and Cohort Review Advisory Group's 'Watchlist' of courses as detailed in **Attachment 2** of Document 9.1;
- .5 note the list of courses with an offshore availability in 2014 as detailed in **Attachment 3** of Document 9.1;
- .6 commend the subjects with an 'Excellent' performance in the 2014 Subject Performance Report as detailed in **Attachment 4** of Document 9.1;
- .7 note the subjects identified as 'Of concern' in the 2014 Subject Performance Report as detailed in **Attachment 5** of Document 9.1.

***9.2 Report on Learning.futures and Subjects Peer-review Process**

The DVC (E&S) spoke to this item and outlined the background to the peer review of subjects to determine compliance with the learning.futures strategy. A detailed discussion was held, with the following points noted.

- The peer review certification process arose partly in response to questions from Council and the Vice-Chancellor regarding the extent to which learning.futures had been implemented across the University. Implementation targets were subsequently set with each faculty and the peer review process introduced to measure achievement and compliance. At the moment, peer review is conducted only on subject outlines.
- Peer reviewers have noted that a side benefit of the process has been the ability to observe the best practices of other faculties.
- It is recommended that faculties avoid overly-long subject outlines, as this could overwhelm students. Rather than producing lengthy subject outlines that explain the learning.futures strategy in detail, faculties could consider introducing course outlines that address how the relevant graduate attributes align with learning.futures.
- Student perceptions about learning.futures are being measured by way of new questions introduced in the Student Feedback Survey. The questions ask students whether they are making the most of learning opportunities (such as online resources and videos). Faculties have the ability to choose pairs of learning.futures-related questions, each with different emphases.
- Current resources for recording lectures include:
 - Captivate – limited licenses available;
 - Echo360 – including Echo360 desktop capture;
 - the PowerPoint voiceover function;
 - iPhone – for recording audio (and diagrams, if using a stylus).
- The Flipped Learning Action Group is considering issues around capture, production and hosting of video lectures. In the meantime, academics are encouraged to use centrally supported systems if possible. Academics may also use their own preferred application, if:
 - the application is web-based, and does not require special software;
 - no central IT resources (eg student login facilities) are required to support the application.

RESOLVED AB/15-6/81 – Peer review of subjects

That Academic Board receive and note the report as detailed in Document 9.2 – *Report on learning futures and Subjects Peer Review Process* and its attachment.

10 FACULTY/BOARD MATTERS

10.1 Request for Rescission of Award of the University

RESOLVED AB/15-6/82

That Academic Board recommend to Council that the award conferred upon Kate Alexandra Van Hilst (Student ID: 12075836) on 17 March 2015 – Graduate Certificate in Intellectual Property – be rescinded.

10.2 Request for Credit Recognition in Excess of Defined Limit

RESOLVED AB/15-6/83

That Academic Board approve Student 10791705 being granted a total of 60 credit points of the 72 required to complete the degree (Master of Local Government) as recommended by the DAB Faculty Board.

11 COMMITTEE BUSINESS

***11.1 Courses Accreditation Committee Report**

Associate Professor Paul Jonson highlighted the following matters from the written report of the Courses Accreditation Committee.

Graduate Certificate in Restructuring and Turnaround – new course

The proposed new course is the outcome of the Faculty of Law's collaboration with the Australian Restructuring Insolvency and Turnaround Association and capitalises on an area of expertise within the Faculty. The proposal demonstrates alignment with UTS Strategic Objective 3.3 – being a preferred partner for industry and business leaders with outstanding strengths in our areas of expertise.

Master of Marketing suite of courses – reaccreditation

The reaccreditation of this suite of courses is noteworthy for the extent of the review undertaken and parties consulted, including the Faculty's Industry Advisory Group and teaching staff. The reaccreditation was supported by research into student needs, in order to deliver the educational outcomes demanded by employers (meeting Strategic Objective 1.2). The proposed reaccreditation meets appropriate academic standards, as evidenced by the comprehensive set of course intended learning outcomes. The two masters-level degrees have full accreditation from the Australian Marketing Institute.

Bachelor of Sport and Exercise Science (Honours) – reaccreditation

The Faculty of Health’s reaccreditation proposal embraces the UTS Model of learning in that it requires students to undertake a substantial workplace practicum, which exposes students to professional practice and multi-faceted modes of learning. The course requires the submission of a research thesis integrating theory and practice to produce evidence-based outcomes. The course is in line with learning.futures, with a focus on relevant, high-quality and engaging student learning.

Master of Science/Graduate Certificate in Science – reaccreditation

This reaccreditation is a fine-tuning of well-performing courses. To be applauded is the conscientious endeavour to align with the UTS model of learning and learning.futures, and also with Strategic Objective 1.6 – pursuant to which our students manage their learning and development of graduate attributes irrespective of their culture, background and entry pathway. The courses have been specially designed to attract international students, which provides opportunities for all students to gain an understanding of the practice of science in different cultures.

Changes to Governance Instruments

The amendments to the Admissions Policy and the Award Course Approval and Reaccreditation Policy are updates required as a result of changes in terminology and nomenclature, as well as other changes previously approved by Academic Board. The rescission of the Twinning and Dual Programs frameworks is due to their relocation into the Award Course Approval and Reaccreditation Policy and the UTS Admissions Policy.

Associate Professor Jonson concluded his report by acknowledging the hard work of members of the Courses Accreditation Committee and staff from the Academic Programs Office, particularly Ms Anne-Lise Daniel, Ms Amy Griffiths and Mr Garry McLeay.

RESOLVED AB/15-6/84

That Academic Board:

- .1 receive and note the report of the Courses Accreditation Committee (CAC) as detailed in Document 11.1 and its Attachments;

New Course

- .2 approve the accreditation of the following new course as detailed from 1 January 2016 to the end of 2020:

Faculty of Law

C11258 Graduate Certificate in Restructuring and Turnaround

(file: UR15/01390)

Reaccreditation

- .3 approve the reaccreditation of the following courses as detailed from 1 January 2016 to the end of 2020:

UTS Business School

- .3.1 C04261 Master of Marketing (Extension)
C04067 Master of Marketing
C07031 Graduate Diploma in Marketing
C11039 Graduate Certificate in Marketing
(files: UR04/140, UR12/989)

Faculty of Health

- .3.2 C09057 Bachelor of Sport and Exercise Science (Honours)
(file: UR11/1181)

Faculty of Science

- .3.3 C04241 Master of Science
C11216 Graduate Certificate in Science
(file: UR10/381)

Extension of Accreditation

- .4 approve an extension of the accreditation period for the following courses until the end of 2016 and if the relevant documentation is not received by 30 June 2016, approve that the courses be set to phasing out and discontinued once all admitted students have completed:

Faculty of Engineering and Information Technology

- .4.1 C10229 Bachelor of Science in Games Development
(file: UR05/363)
- .4.2 C04161 Master of Business and Technology
C06060 Graduate Diploma in Business and Technology
C11138 Graduate Certificate in Business and Technology
C11192 Graduate Certificate in Information Technology and Project Management
(files: UR98/954, UR05/413, UR05/412)
- .4.3 C04224 Master of Science in Internetworking (Extended)
C04160 Master of Science in Internetworking
C07080 Graduate Diploma in Internetworking
C11145 Graduate Certificate in Internetworking
(files: UR05/282, UR97/466)

Phasing out and Discontinuation

- .5 approve that the following courses be set to phasing out from Autumn Semester 2016 and discontinued once all currently enrolled students have completed:

Faculty of Arts and Social Sciences

- .5.1 C09009 Bachelor of Arts (Honours) in Communication
(file: 00/893)

Faculty of Engineering and Information Technology

- .5.2 C04158 Master of Interactive Multimedia
C07078 Graduate Diploma in Interactive Multimedia
C11143 Graduate Certificate in Interactive Multimedia
(file: UR97/465)

Faculty of Health

- .5.3 C09058 Bachelor of Sport and Exercise Management (Honours)
(file: UR11/1182)

UTS Business School

- .5.4 note that the following courses have been set to phasing out from Autumn semester 2015:

C20050 Advanced Diploma in Adult Education and Community Management
C20053 Diploma in Adult Education and Community Management
(file: UR98/739)

External Articulation Arrangements

- .6 note that the Provost has approved the following new external articulation arrangement:

Faculty of Science

Mahidol University, Bangkok, Thailand for the course:
C10242 Bachelor of Science (Nanotechnology major)
(file: 96/0366)

Governance Instruments

- .7 note the report *Governance Instruments: External Articulation*, as detailed in **Attachment 1**;
- .7.1 approve the revised Award Course Approval and Reaccreditation Policy, as detailed in **Attachment 2**;
- .7.2 approve the revised Admissions Policy, as detailed in **Attachment 3**;
- .7.3 rescind the Twinning Programs Framework and the Dual Programs Framework as detailed in **Attachments 4 and 5**;

Admission Standards

- .8 note the *2015 Annual Report on the Register of Admissions Standards*, as detailed in **Attachment 6**;
- .9 approve changes to the *B. Register of English Language Requirements*, as detailed in **Attachment 7**;
- .10 note the *C. Register of External Articulation Arrangements*, as referenced in **Attachment 6** and detailed in full in **Attachment 8**.

11.2 Academic Administration Committee Report

No Report.

11.3 Executive Committee of Academic Board Report

RESOLVED AB/15-6/85

That Academic Board receive and note the report as detailed in Document 11.3 – *Executive Committee of Academic Board Report*.

11.4 Graduate Research School Board Report

No report.

***11.5 Research and Research Training Committee Report (*Defence Trade Controls Compliance Policy*)**

Professor Isabel Karpin introduced this item, noting that the proposed Defence Trade Controls Policy was developed in response to the Commonwealth *Defence Trade Controls Act 2012* (the DTC Act). Professor Karpin invited Ms Sam McCourtie – the Compliance Officer, Defence Trade Controls, from the Research and Innovation Office (RIO) – to provide background information on the proposed Policy. Professor David Robson, Director, RIO, was also in attendance for this item.

The Board noted the following from Ms McCourtie’s presentation:

- The DTC Act regulates the supply, publication and brokering of technology listed on the Federal Government’s Defence and Strategic Goods List (the DSGL). There are severe penalties for breaching the DTC Act, both for individuals and body corporates. Penalty provisions come into force on 2 April 2016.
- The DSGL is divided into two parts: Part 1 lists military and related items; Part 2 lists dual-use items (that is, items that may be used for commercial purposes, but may also be used in military systems or for weapons of mass destruction purposes).
- The Defence Trade Controls Compliance Policy articulates the University’s commitment to compliance with the DTC Act. The Defence Export Control Office (DECO) uses a voluntary compliance model with proportional responses to non-compliance. Where a breach of the DTC Act has occurred, but it can be demonstrated that a DTC compliance framework exists, DECO will make recommendations on how to remedy the breach. The harshest penalties are reserved for those individuals or bodies corporate who knowingly and deliberately breach the DTC Act.

- Under the Defence Trade Controls Compliance Policy, RIO is responsible for educating staff and students regarding compliance with the DTC Act. The education program has been designed based on levels of risk exposure, with tailored education activities implemented for faculties/research units most heavily impacted by the DTC Act. The Compliance Officer, Defence Trade Controls (RIO) is also developing guidelines to support the Policy.
- As the DSGL controls are highly specific, the likelihood of UTS research being captured is very low. Document scanning of research papers using topic modelling is being developed in order to further identify high risk areas. If research is captured by the DTC Act, a permit to publish and supply the research can be sought from DECO. All UTS permit applications are to be lodged with DECO by the Compliance Officer, Defence Trade Controls (RIO), following a consultation with the researcher/s. The permit application process takes approximately 15 days.

During discussion after Ms McCourtie's presentation, the following matters were noted:

- Research that has already been published is not subject to the DTC Act.
- Compliance with the DTC Act is included in Early Career Researcher training workshops offered by the Graduate Research School. RIO is running dedicated workshops for researchers and higher degree by research students from the Faculty of Engineering and Information Technology, and the Faculty of Science. The Graduate Research School has also included a module on the DTC Act in the online research integrity training that each graduate research student must complete. DTC compliance is also listed on the checklist for all commencing research staff.

RESOLVED AB/15-6/86

That Academic Board:

- .1 receive and note the report as detailed in Document 11.5 – *Research and Research Training Committee Report* and its Attachment;
- .2 endorse, and recommend that UTS Council approve, the Defence Trade Controls Compliance Policy as detailed in **Attachment 1** of Document 11.5.

***11.6 Teaching and Learning Committee Report**

RESOLVED AB/15-6/87

That Academic Board:

- .1 receive and note the report as detailed in Document 11.6 – *Teaching and Learning Committee Report* and its attachment;
- .2 note the First Year Experience Strategy report as detailed in **Attachment 1** of Document 11.6.

12 OTHER BUSINESS/GOVERNANCE

12.1 Report on the Quality Management of UTS Short Courses

RESOLVED AB/15-6/88

That Academic Board receive and note the report as detailed in Document 12.1 – *Report on the Quality Management of UTS Short Courses 2014–2015* and its attachments.

12.2 Report on Late Conferrals and Corrections to Awards Spring Session 2015

RESOLVED AB/15-6/89

That Academic Board:

- .1 receive and note the report as detailed in Document 12.2 – *Report on Late Conferrals and Corrections to Awards Spring Session 2015* in accordance with Delegations 4.10.1 and 4.10.3; and
- .2 recommend that Council note the Report on Late Conferrals and Corrections to Awards Spring Session 2015.

CLOSURE

The Chair thanked all members for their attendance and participation.

The Chair closed the meeting at 11:30 am.

SIGNED AS A TRUE RECORD

CHAIR

DATE