The Chairperson opened the meeting and welcomed members, alternates and observers, and she particularly welcomed the new Deputy Vice Chancellor (Research and Innovation), Prof Marnie Hughes-Warrington, as well as the newly elected student members who were attending their first Academic Board meeting. Prof Waye also acknowledged the fact that the meeting was taking place on Kaurna land, and thanked Kaurna Elder and Adjunct Research Fellow Dr Lewis O’Brien for his Welcome to Country.
1.2 TABLED PAPERS

There were no tabled papers.

1.3 STARRING OF AGENDA ITEMS

Agenda Items 1, 3, 4, 5, 8.1 and 8.2 were starred for discussion.

1.4 APPROVAL OF UNSTARRED ITEMS

2020/1/1 Academic Board resolved:

that all unstared items be received or approved without discussion.

Moved: Prof Carol Grech Seconded: Prof Marie Wilson

CARRIED

1.5 NOTICE OF CONFLICT OF INTEREST

It was noted that no members had given notice of a potential conflict of interest in relation to any items of business on the agenda for consideration at the meeting.

1.6 CONFIRMATION OF THE MINUTES OF THE PREVIOUS MEETING

2020/1/2 Academic Board resolved:

to accept the minutes of the meeting held on 21 November 2019 as a correct record.

Moved: Assoc Prof Deirdre Tedmanson Seconded: Mr Richard Irons

CARRIED

ITEM 2 – BUSINESS ARISING FROM THE MINUTES

There was no business arising from the minutes.

ITEM 3 – CHAIRPERSON’S REPORT

The Chairperson, Prof Vicki Waye, provided a brief update on the revised Terms of Reference for Academic Board to align with the new academic organizational structure, the newly developed Academic Board Meeting Procedures, as well as Terms of Reference for the Academic Unit Boards. Prof Waye reported that Academic Board had discussed the revision of the constituent documentation underpinning Academic Board and the new Academic Board Units at its November 2019 meeting, including: updated draft Terms of Reference for Academic Board and options for membership; options for systems of governance; a newly developed Procedures Manual for Academic Board; and Terms of Reference for the proposed Academic Unit Boards intended to replace some of the functions
of the current School Boards and former Divisional Boards. This was followed by extensive consultation with the University community and the final draft was now before Academic Board for endorsement prior to formal approval by Council at its meeting on 24 March 2020.

2020/3

Academic Board resolved:

to receive the Chairperson’s Report.

Moved: Prof Vicki Waye (from the Chair)

CARRIED

ITEM 4 – VICE CHANCELLOR’S REPORT

7 The Vice Chancellor, Prof David Lloyd, introduced his written report, which was taken as read, by drawing members’ attention to the University’s response to the Coronavirus COVID-19. Prof Lloyd reported that in response to the global health emergency and border restrictions, UniSA had put a series of measures in place:

7.1 Appropriate travel restrictions for staff and students and reinforcement of UniSA policy that staff and student travel must be registered through International SOS.

7.2 Establishment of a response team chaired by Prof Marie Wilson, Chief Academic Services Officer, to coordinate the University’s response, including communications with staff and students. This included a website which was re-publishing our own communications and was also providing links to the Department of Health, Department of Education and Department of Home Affairs information and fact sheets.

7.3 The Student Engagement Unit had been providing support to students who had raised concerns about the virus or were distressed. The SEU had also been providing direct support (both practical and emotional support) to the small number of students in Adelaide who were in self-isolation.

7.4 The University’s medical clinics had also been providing support and free government-subsidised tests for people whose health/travel history might have led to potential exposure to the virus.

7.5 The response team had been working hard to contact and support all UniSA students who were in mainland China and who were unable to travel to Australia due to the current travel bans. The CRM had allowed the University to contact and provide personalised messages to these students. The strategy for our students in China included identification of UniSA online or external study options that fitted with their program of study at no cost.

7.6 Where online or external study was not possible, the University was looking at other communication strategies to keep our students engaged in anticipation of them continuing their studies with UniSA when the travel restrictions were lifted.

7.7 For students whose circumstances were preventing their attendance at supplementary or deferred examinations, alternative assessment approaches or making alternative arrangements for their examinations were being made.

7.8 UI was keeping the Chinese Embassy informed of the UniSA response to and support of our Chinese international students. The Vice Chancellor had also written to our Chinese partner universities extending our best wishes and support.

7.9 Modelling of the financial impact and business continuity planning has also been undertaken. In addition, the University was preparing its own pandemic response.
In concluding his report, Prof Lloyd advised that the University sector was also working closely with the Department of Home Affairs to ensure that our international students are not negatively impacted with regard to visas and study options and Education Minister Tehan had been briefed on the impact to the sector of the travel bans and the inability of significant numbers of students to travel to Australia in time for the commencement of the academic year. UniSA was not proposing to change its semester dates or the cancel events. Indeed, on 24 February 2020 the International Student Welcome Reception would proceed as planned to meet and greet students from 75 countries including India, Hong Kong, Vietnam, Malaysia, Sri Lanka, Nepal, Pakistan, Taiwan and Kenya.

2020/1/4  

Academic Board resolved:

to receive the Vice Chancellor’s Report.

Moved: Prof Vicki Waye (from the Chair)

CARRIED

ITEM 5 – RESEARCH LEADERSHIP COMMITTEE VISION

The Deputy Vice Chancellor (Research and Innovation), Prof Marnie Hughes-Warrington, gave a short presentation on her vision for Research Leadership Committee (RLC) in 2020. The role of RLC was to provide leadership to the University community and strategic advice to the Deputy Vice Chancellor and the ‘Enterprise Leadership Team’ to support the University’s strategic research goals and the development and effective management of its research initiatives. RLC would lead and champion the University’s aspirations in research excellence, as well as nurturing partnerships and interdisciplinary research capabilities to maximise its research impact and reputation. Changes to the RLC agenda and papers had already been implemented to more closely align them with Academic Board protocols, and meetings would be advertised more widely to encourage observers from across the University community to attend and provide valuable input, because ‘research was everyone’s business.’ The overarching theme for 2020 would be International Research with underlying the themes including rankings, block grants, partnerships and translations, ethics, permits and safety, research integrity, infrastructure and major equipment.

2020/1/5  

Academic Board resolved:

to receive and note the Research Leadership Committee Report.

Moved: Prof Vicki Waye (from the Chair)

CARRIED

ITEM 6 – MATTERS FROM ACADEMIC STANDARDS AND QUALITY COMMITTEE (ASQC) 1/2020

6.1 BUSINESS SCHOOL

6.1.1 NEW SPECIALISATION – INTERNATIONAL MASTER OF BUSINESSES ADMINISTRATION, MASTER OF MANAGEMENT (UNSTARRED ITEM)

2020/1/6  

Academic Board resolved:

to approve the new specialisation in Business Analytics in the International MBA and Master of Management to be offered from Study Period 5, 2020.
6.2 DIVISION OF EDUCATION, ARTS AND SOCIAL SCIENCES

6.2.1 PROGRAM AMENDMENT – BACHELOR OF MEDIA ARTS (UNSTARRED ITEM)

2020/1/7 Academic Board resolved:

to approve the program nomenclature change and the changes to the Bachelor of Media Arts program effective from Study Period 1, 2021.

6.2.2 PROGRAM AMENDMENT – BACHELOR OF PSYCHOLOGICAL SCIENCE AND ASSOCIATED DOUBLE DEGREES, AND PROGRAM WITHDRAWAL – BACHELOR OF PSYCHOLOGICAL SCIENCE (COGNITIVE NEUROSCIENCE) (UNSTARRED ITEM)

2020/1/8 Academic Board resolved:

to approve the renaming of the Bachelor of Psychological Science and associated double degrees, the withdrawal of the Bachelor of Psychological Science (Cognitive Neuroscience), minor changes to all specialisations in the renamed Bachelor of Psychology, and the introduction of three new minors.

6.3 OTHER MATTERS

6.3.1 SCHEDULE OF PROGRAMS FOR REVIEW IN 2020 AND 2021 UNDER ACADEMIC POLICY A35A – QUALITY ASSURANCE AND IMPROVEMENT: PROGRAMS, COURSES AND TEACHING ARRANGEMENTS (UNSTARRED ITEM)

2020/1/9 Academic Board resolved:

to note the reporting requirements and schedule of programs for review under Academic Policy A35A in 2020 and 2020.

ITEM 7 – MATTERS FROM RESEARCH DEGREES COMMITTEE (RDC) 1/2020

7.1 RESEARCH DEGREE COMPLETION OF REQUIREMENTS (UNSTARRED ITEM)

2020/1/10 Academic Board resolved:

to receive the report from Research Degrees Committee.

ITEM 8 - BUSINESS

6.1 ACADEMIC BOARD TERMS OF REFERENCE, COMPOSITION AND MEETING PROCEDURES, ACADEMIC UNIT BOARDS TERMS OF REFERENCE, AND REVISIONS TO ACADEMIC BOARD SUB-COMMITTEE TERMS OF REFERENCE

10 Members noted that in June 2019 University Council approved a new academic structure to take effect from April 2020, which would comprise two layers of management, and 7 new Academic Units with consistent structures and resourcing. In view of the implications that the new structure would have for the composition of Academic Board it was determined at the July 2019 meeting to establish a working group to review the Academic Board’s existing Charter. The Working Group comprised: Prof Vicki Waye (Chair), Mr Peter Cardwell, Assoc Prof Deidre Tedmanson, Prof Pat
It was further noted that Academic Board discussed the revision of the constituent documentation underpinning Academic Board and the new Academic Board Units at its November 2019 meeting. It was agreed at the November meeting that Academic Board members would consult with their colleagues on the draft documentation and proposed structures prior to a broader staff consultation. Following the preliminary consultation with Academic Board members, the Chair of Academic Board incorporated feedback and circulated a revised package of constituent documentation in January 2020 to Senior Management, Heads of Schools, Deans, Heads of Units and Program Directors. The package included the following documentation: the draft Academic Board Terms of Reference, Academic Board Procedures Manual, and Academic Unit Board Terms of Reference. Staff were given a three-week period to consult with colleagues and provide their feedback on the documents, with the consultation closing on Friday 7 February 2020. There was an engaged response to the consultation, with additional feedback received from 18 staff members at different levels across the University. The feedback was collated and summarised and the draft documentation amended accordingly.

The Chairperson, Prof Vicki Waye, reported that the updated Terms of Reference incorporated feedback from the consultation on governance and reporting arrangements, including a revised membership aligned with the new academic structure with representation from the Executive Deans of the seven new Academic Units and the new senior leadership. The Academic Board Meeting Procedures was a new document that had been developed to clearly set out the roles and responsibilities of members and the processes for conducting business and decision making. The document was designed to advance Academic Board’s engagement with the University community. Currently academic (both teaching and research) governance at UniSA comprised a hierarchy of School, Division, Academic Board sub-committees, and Academic Board.

Members welcomed the revisions to the Academic Board Terms of Reference and membership. The membership has been updated to include the following: Pro Vice Chancellor: Student Engagement and Equity, Pro Vice Chancellor: International, the Director of Research and Innovation Services added in line with the other unit Directors, and the Head: UniSA Online replaced with Academic Director: UniSA Online. Academic Unit Boards have been identified as sub-committees to Academic Board at Clause 7. Advisory and delegated responsibilities had been listed under separate headings at Clause 3, under Primary Role and Functions. An additional provision had been included to provide advice to the Vice Chancellor at Clause 3.8. Research education monitoring had been added to Clause 3.9.1. Approving and monitoring research and training had been added to Clause 3.3. A new Clause has been included at 3.9.8 to approve changes to the Terms of Reference of Academic Unit Boards to correspond with a newly proposed Clause in the Academic Unit Boards Terms of Reference. The monitoring of student complaints data was originally included at Clause 3.9.1 b. However, following discussion this Clause was amended to the more general monitoring and benchmarking of student experience data on an annual basis.

Members expressed strong support for the proposed Procedures Manual, with the title of the manual being changed to ‘Meeting Procedures’. Responsibility for the mentoring of new student members of the Board was added to Clause 2.5. A new Clause had also been included at 2.6 setting out the parameters for what observers might do at meetings. Opposition was expressed to the draft Clause 9.1 where it was proposed that Council confirm and approve Academic Board minutes. Following discussion, it was resolved to maintain the status quo where the Board approved its own minutes, and Clause 9.1 was amended to read: ‘The Executive Officer will provide access to the Academic Board’s agenda and confirmed minutes on the University Academic Board website.’
2020/1/11  

Academic Board resolved:

to endorse the Academic Board Terms of Reference, composition and the Academic Board Meeting Procedures and recommend them to Council for approval.

Moved: Prof Marie Wilson   Seconded: Prof David Lloyd

CARRIED UNANIMOUSLY

15  Prof Waye reported that with the dismantling of Divisions and Schools the Academic Unit Board would be the first tier of scholarly scrutiny of teaching, learning and research activities within the Unit. In some cases, including, for example, approval of course assessment schemes, the Academic Unit Board would have delegated power to approve matters itself without reference to other University bodies. In other cases, such as the initiation or withdrawal of programs or the approval of the award of doctorates its proposals would require approval at the University wide level. In a two-way top down and bottom up approach the Academic Unit Board would also play important monitoring and advisory roles regarding the quality of the Unit’s programs and research activities as well as the effectiveness of University wide academic strategies at the Academic Unit level.

16  It was noted that the Academic Unit Board would be responsible for academic governance oversight within the Unit. In other words, its focus was upon quality assurance rather than executive decision making. In that respect, the Academic Unit Board and its delegate sub-committees resembled Divisional Program Review Committees and Divisional Research Committees, although its proposed remit was broader and encompassed all areas of academic governance. Pursuant to the Higher Education Standards Framework (Threshold Standards) 2015, this academic governance oversight role was necessarily independent of executive management of the Unit and required student and non-executive staff representation and input. Facilitating such voice was reflected in the proposed composition of the Academic Unit Boards as well as requirements for staff and student consultation forums. Prof Waye observed that during the consultation phase the Academic Unit Terms of Reference had attracted the most feedback. In response to this feedback the proposed membership was updated to include: representation from central support units on sub-committees and where required on Academic Unit Boards to ensure adequate representation; elected staff membership was increased from two to a maximum of ten to ensure a higher level of staff engagement; and Program Directors were added to the list of persons that might be appointed to Academic Unit Boards to reflect the program focus of E25. Other changes included a decrease in the frequency of meetings to 4 per year, and the review cycle was extended from two to three years in Clause 1 under Review to ease to administrative burden.

17  Members expressed support for the proposed Academic Unit Board Terms of Reference, and it was anticipated that following the establishment of the Boards that they would develop their own meeting procedures for conducting their business and facilitating the decision-making process. Members anticipated that these procedures would incorporate features that balanced the need for rigorous scrutiny of quality with the need for flexibility and agility in decision-making. It was noted that Academic Unit Board would include two student representatives elected from the unit’s coursework programs (for a term of two years), as well as two higher degree by research (HDR) students elected from the Unit’s HDR programs (for a term of two years). There was some discussion in relation to the method of managing the student election process, and whether USASA was best placed to run these student elections. It was acknowledged that the proposed Terms of Reference were silent on how the student elections would be managed, but that it was an evolving process and that the new Academic Units themselves were best placed to manage the first round of student elections. A member also questioned whether the membership should be expanded to include Associate Deans.
Academic Board resolved:

to endorse the Academic Unit Terms of Reference and recommend them to Council for approval.

Moved: Ms Adrienne Nieuwenhuis    Seconded: Assoc Prof John Medlin
CARRIED UNANIMOUSLY

The Provost and Chief Academic Officer, Prof Allan Evans, sought Academic Board’s approval of revisions to the terms of reference for the sub-committees of Academic Board, to reflect changes to be introduced as part of the academic organisational transformation process. He reported that on 6 April 2020, the University would introduce its new academic organisational structure. From this time, the University’s teaching and research activity currently based across the existing four Divisions, 14 Schools and UniSA College will transition to seven Academic Units, reporting directly to the Provost & Chief Academic Officer. In line with the review of Academic Board, the University’s Enterprise Leadership Team and Executive Deans elect discussed the broader changes required to the University’s academic governance arrangements, in response to the academic organisational changes, at a retreat on 17 and 18 February 2020. As part of these discussions the group drafted revised terms of reference for the sub-committees of Academic Board, including Academic Standards and Quality Committee (ASQC), Research Leadership Committee (RLC), Research Degrees Committee (RDC), and Research Integrity Committee (RIC). In concluding the discussion, Prof Evans thanked the Chair of Academic Board, Prof Vicki Waye, for leading what had been a very thorough and well managed review of Academic Board’s Terms of Reference, Membership and Meeting Procedures and Academic Unit Board Terms of Reference to support the transition to a single-layer leadership model for the University-centred on academic programs and seven Academic Units in line with Enterprise 25 (E25).

Academic Board resolved:

to approve the changes to the terms of reference for the sub-committees of Academic Board.

Moved: Prof Carol Grech    Seconded: Prof Marie Wilson
CARRIED UNANIMOUSLY

8.2 ASSESSMENT POLICY AND PROCEDURES MANUAL – CHAPTER 10 REVISION

The Director: Student and Academic Services (SAS), Mr Richard Irons, sought Academic Board approval for proposed amendments to Chapter 10 of the Assessment Policies and Procedures Manual (APPM) associated with the implementation of the E25 academic organisational transformation. He reported that the Vice-Chancellor had approved amendments to University policies to ensure consistency with the new academic organisational structure to take effect on 6 April 2020, including amendments to academic policies. In the case of changes to be made to Chapter 10 of the APPM, the Vice-Chancellor’s approval included in principle approval to consolidate the existing four Division appeals committees into one central Preclusion Appeals Committee. A centralised committee would provide the opportunity to assure consistency of decision-making and processes, as well as to improve the efficiency of these processes. Student and Academic Services would be responsible for supporting the operation of the new committee and would help to facilitate the consistency and good practice.
Academic Board approved the changes to Chapter 10 of the 2020 APPM with a minor amendment to the proposed composition of this new preclusion committee so that the academic staff with significant experience in implementing academic policy, nominated by the Provost and Chief Academic Officer to sit on the committee, must be from three different Academic ‘areas’ rather than ‘units’ so that academic staff could also be nominated from outside the new Academic Units from areas such as UniSA Online. It was also agreed that procedural matters such as the length of term for the Chair of the new committee and the maximum length of terms for academic staff members be decided at a later-date.

2020/1/14 Academic Board resolved:

to approve the proposed amendments to Chapter 10 of the Assessment Policy and Procedures Manual.

Moved: Assoc Prof Barbara Parker Seconded: Assoc Prof Shylie Mackintosh
CARRIED

8.3 EMILY TROTT OVARIAN CANCER PHD SCHOLARSHIP (UNSTARRED ITEM)

2020/1/15 Academic Board resolved:

to approve the new Emily Trott Ovarian Cancer PhD Scholarship.

8.4 ALBERT AND BARBARA TUCKER YOUNG REFUGEE GRANT (UNSTARRED ITEM)

2020/1/16 Academic Board resolved:

to approve the new Albert and Barbara Tucker Young Refugee Grant.

8.5 ABORIGINAL PATHWAYS GRANT (UNSTARRED ITEM)

2020/1/17 Academic Board resolved:

to approve the new Aboriginal Pathways Grant.

8.6 GAVIN WANGANEEN ABORIGINAL STEM SCHOLARSHIP (UNSTARRED ITEM)

2020/1/18 Academic Board resolved:

to approve the new Gavin Wanganeen Aboriginal STEM Scholarship.

8.7 GIBB GROUP PROPERTY SCHOLARSHIP (UNSTARRED ITEM)

2020/1/19 Academic Board resolved:

to approve the new Gibb Group Property Scholarship.

8.8 PANK FAMILY REFUGEE GRANT (UNSTARRED ITEM)
2020/1/20 Academic Board resolved:

to approve the new Pank Family Refugee Grant.

8.9 BABCOCK MECHANICAL ENGINEERING PRIZE (UNSTARRED ITEM)

2020/1/21 Academic Board resolved:

to approve the new Babcock Mechanical Engineering Prize.

8.10 DR TERRY FARQUHARSON PHARMACY & PHARMACEUTICAL SCIENCE SCHOLARSHIP (UNSTARRED ITEM)

2020/1/22 Academic Board resolved:

to approve the new Dr Terry Farquharson Pharmacy & Pharmaceutical Science Scholarship.

8.11 MRS JULIET FARQUHARSON NURSING SCHOLARSHIP (UNSTARRED ITEM)

2020/1/23 Academic Board resolved:

to approve the new Mrs Juliet Farquharson Nursing Scholarship.

8.12 IAN SMITH YOUNG REFUGEE GRANT (UNSTARRED ITEM)

2020/1/24 Academic Board resolved:

to approve the new Ian Smith Young Refugee Grant.

8.13 GEORGE AND NITA BALALES GRANT FOR THE CREATIVE ARTS (UNSTARRED ITEM)

2020/1/25 Academic Board resolved:

to approve the new George and Nita Balales Grant for the Creative Arts.

8.14 CRAFTS APPRENTICESHIPS & TACIT SKILLS SCHOLARSHIP (UNSTARRED ITEM)

2020/1/26 Academic Board resolved:

to approve the new Crafts Apprenticeships & Tacit Skills Scholarship.

8.15 NEW PRIZE – SCHOOL OF COMMERCE (UNSTARRED ITEM)

2020/1/27 Academic Board resolved:

to approve the new Economic Society of Australia (SA) First Year Prize.
8.16 NEW PRIZES – SCHOOL OF MARKETING (UNSTARRED ITEM)

2020/1/28 Academic Board resolved:

to approve the new KFC Prize, Red Bull Prize, Proctor Gamble Prize, The Australian Unity Prize and the Brown-Forman Prize.

ITEM 9 – FOR INFORMATION

9.1 ACADEMIC REPORT – ADMINISTRATIVE AMENDMENTS TO POLICIES BY THE DIRECTOR: STUDENT AND ACADEMIC SERVICES 2019 (UNTIL TOWNIE)

2020/1/29 Academic Board resolved:

to receive and note the administrative amendments to academic policies made by the Director: Student and Academic Services (SAS) in 2019.

ITEM 10 – CLOSURE

20 The Chairperson thanked members for their attendance and closed the meeting at 3.15pm

ITEM 11 – NEXT MEETING

21 The next meeting of Academic Board would be held on Friday 27 March 2020, at 2.15 pm in Room RR 5-09, Rowland Rees Building, City West Campus. Closing date for papers – Monday, 16 March 2020.

PETER CARDWELL
EXECUTIVE OFFICER