

UNIVERSITY OF SOUTH AUSTRALIA
MINUTES OF THE ACADEMIC BOARD MEETING HELD
ON FRIDAY, 22 OCTOBER 2021
AT 2.15 PM, IN ROOM RR 5-09, ROWLAND REES BUILDING,
CITY WEST CAMPUS

7/2021

ITEM 1 - WELCOME AND OPENING

1.1 PRESENT:

Prof Vicki Waye
(Chairperson)
Mr Matthew Atkinson
Mr Noah Beckmann
Prof Andrew Beer
Dr David Birbeck
Prof Jon Buckley
Dr Belinda Chiera
Prof Joanne Cys
Prof Shane Dawson
Ms Amelianna A Dominic
Prof Allan Evans
Prof Paula Geldens
Ms Karla Gotting
Mr Brendan Hughes
Prof Marnie Hughes-Warrington
Mr Richard Irons
Dr Malgorzata Korolkiewicz
Dr Sally Lewis
Prof David Lloyd
Prof Esther May
Assoc Prof Elspeth McInnes
Assoc Prof Sue Nichols
Ms Adrienne Nieuwenhuis
Prof Sandra Orgeig
Dr Andrea Parks
Mr Rhys Peden
Ms Gabrielle Rolan
Dr Saras Sastrowardoyo
Dr Ruchi Sinha
Assoc Prof Deirdre Tedmanson
Prof Bruce Thomas
Mr Stephen Ward
Prof Marie Wilson
Mr Peter Cardwell
(Executive Officer)

APOLOGIES:

Dr Rhoda Abadia
Ms Jodieann Daw
Prof Roger Eston
Assoc Prof Sheridan Gentili
Dr Georgina Heath
Dr Evangeline Mantzioris
Prof Julie Mills
Mr Dinuk Nanayakkara
Assoc Prof Barbara Parker
Ms Ishika Sharma
Mr Paul Sherlock
Prof Rachael Vernon
Prof Irene Watson
Assoc Prof Marie Williams

ALTERNATES:

Assoc Prof Shylie Mackintosh
(for Prof Roger Eston)
Prof John Medlin
(for Assoc Prof Barbara Parker)
Prof Abelardo Pardo
(for Prof Julie Mills)
Mr Tom Steer
(for Prof Marie Wilson)
Ms Sian Woolcock
(for Mr Paul Sherlock)

OBSERVERS:

Prof Nancy Arthur
Dr George Brown
Mr Alan Brideson
Ms Karen Hunt
Ms Tania Kanellos
Ms Lorraine Karunaratne
Ms Susan Lamont
Mr Peter Stevens
Assoc Prof You-il Lee

- 1 The Chairperson opened the meeting and welcomed members, alternates, and observers. Prof Waye acknowledged that the meeting was taking place on the lands of the Kurna people as the traditional

custodians of the Adelaide region and paid her respects to their Elders past, present as well as emerging. She also extended her respect to Aboriginal and Torres Strait Islander peoples present at the meeting.

1.2 TABLED PAPERS

2 There were no tabled papers.

1.3 STARRING OF AGENDA ITEMS

3 Agenda Items 1, 3, 4, 5 and 6.6 were starred for discussion.

1.4 APPROVAL OF UNSTARRED ITEMS

2021/7/148 Academic Board resolved:

that all unstarred items be received and noted or approved without discussion.

Moved: Assoc Prof Elspeth McInnes Seconded: Prof Andrew Beer

CARRIED

1.5 NOTICE OF CONFLICT OF INTEREST

4 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

2021/7/149 Academic Board resolved:

to accept the minutes of the meeting held on 24 September 2021 as a correct record.

Moved: Assoc Prof Deirdre Tedmanson Seconded: Dr Malgorzata Korolkiewicz

CARRIED

ITEM 2 – BUSINESS ARISING FROM THE MINUTES

5 There was no business arising from the minutes.

ITEM 3 – CHAIRPERSON'S REPORT

6 The Chairperson, Prof Vicki Waye, reported that there had been no meetings of University Council since the September Academic Board. Since the last meeting she had been involved with Ernst & Young who had been commissioned to undertake an external review of the University's governance. Under the Higher Education Standards (Threshold Standards) Framework (2021) the University was required to ensure that it had a governing body that

functioned diligently and effectively. An independent review of corporate and academic governance was required by the Standards every 7 years. Prof Wayne had also participated in discussions related to the Student Complaints Policy and implications for reporting and administration for Academic Board. A revised Student Complaints Resolution Policy would come before Academic Board possibly before the end of 2021.

2021/7/150 Academic Board resolved:

to receive the Chairperson's Report.

Moved: Prof Vicki Wayne (from the Chair)

CARRIED

ITEM 4 – VICE CHANCELLOR'S REPORT

7 The Vice Chancellor, David Lloyd, introduced his written report, which was taken as read, by drawing members' attention to the following matters:

7.1 The University 2021 Culture Survey was open from 21 June to 5 July, during which time 2,101 continuing, fixed-term and casual staff members contributed their feedback and ideas. The survey was designed to measure staff opinions and perceptions utilising the Denison Organisational Culture Model, a research method-based survey used by thousands of organisations globally. This gave the University an opportunity to benchmark against the best and measure specific aspects and characteristics identified as critical factors in an organisation's culture and performance. This year, given the challenges of the recent past, a new module was introduced to gain a deeper insight into staff commitment and engagement and for the first-time staff were asked to provide their views on how the University was delivering against key strategic priorities for the institution such as safety, equity, diversity and inclusion, and aspirations for a more flexible workplace. To gain the most from staff insights and build our collective understanding of the model and how to interpret the available insights, the results would be shared over a period of six weeks from 24 September, through the UniSA Culture Survey website. In the first four weeks, each week the results of one of the four Denison domains measures of culture would be shared. In response, staff were invited to provide free text feedback, seeking suggestions on quick wins or longer-term intentions or initiatives staff feel might improve our performance in each area. Suggestions would be collated and shared with the Enterprise Leadership Team for consideration. In week 5 we would explore the open text responses and the results in response to questions about our strategic priorities and in week 6 we would share demographic insights that highlight how different cohorts of staff perceive the University's performance. The four domains were: Mission – strategic direction and intent, goals and objectives, vision; Consistency – core values, agreement, co-ordination and integration; Involvement – empowerment, team orientation, capability development; and Adaptability – creating change, customer focus, organisational learning

7.2 Over 5,500 staff and students had completed the Vice Chancellor's recent short vaccination survey. The survey sought to assess the levels of vaccination in the University community so the results could be shared, and to solicit community views regarding the possibility of having to require vaccination in the future, as well as to measure overall awareness of those requirements for vaccination which already applied to many areas of the University, stemming from the disciplines, study, work and research practices underway in those areas such as Education and Health. Very high numbers of respondents were fully, partially or intending to be vaccinated against Covid-19: an aggregate of 94% of staff, and 81% of students. This augured very well for the protection

of the University community as South Australian borders re-opened on 23 November 2021. When the disclosed rates of vaccination were held alongside the views expressed on mandatory vaccination requirements, it suggested that while a clear majority would not be opposed to such a scenario, the University community was clearly a population who had made informed personal choices to protect themselves through vaccination but respected the freedom of choice of others. The University community was already well vaccinated and mandating vaccination for attendance on campus was clearly not going to add any value.

- 7.3 On 1 October, the Minister for Education, the Hon Alan Tudge MP, announced the appointment of Ms Adrienne Nieuwenhuis as Commissioner of the Tertiary Education Quality and Standards Agency (TEQSA) for a five-year term. Ms Nieuwenhuis had been an integral part of UniSA for its entire history bar a three- year hiatus to State Government as Director of Quality, Tertiary Education, Science and Research. A font of all strategic and policy related matters, she has held a number of roles at UniSA including being a member of both the academic and administrative structures working parties for the new University of South Australia, a member of the many working parties to establish the academic policy framework for the new university, and has held management and leadership positions in the early faculties of the University, the Registry and in Student and Academic Services before her current role as Director: Office of the Vice Chancellor. She has been a member of Council, and a long-term member of Academic Board and its various sub-committees. Ms Nieuwenhuis had also played critical roles at a state and national level, including membership of the South Australian Skills Commission and the state's Higher and Further Education Taskforce. At the national level, she worked closely with the Commonwealth Government in the establishment of the national regulatory systems for higher education and VET and was an inaugural member of both the Higher Education Standards Panel (2011-2014) and the National Skills Standards Council (2011-2013). Adrienne was reappointed to the Higher Education Standards Panel in 2018 and for the past two years had been the state's representative on the Australian Industry Skills Committee where she also played a key role in the Committee's VET-based training response to COVID-19. While taking on her new role, Adrienne would remain with UniSA at a reduced fraction until early December, and Ms Karen Hunt would fulfil the role of Director: Office of the Vice Chancellor while a more fulsome recruitment campaign is developed.
- 7.4 A proposed quarantine hub that would allow international students to return to South Australia had been approved by the Commonwealth Government. The hub, based at Parafield Airport next door to UniSA's Mawson Lake Campus, would allow students to complete two weeks' quarantine upon arrival. The Flight Training Adelaide site at Parafield had been approved for its ability to meet infection control as determined by SA Health, and would be able to house 160 students who would complete their 14-day quarantine and undertake daily COVID-19 testing. However, implementation of the plan was still a way off.

2021/7/151

Academic Board resolved:

to receive the Vice Chancellor's Report.

Moved: Prof Vicki Waye (from the Chair)

CARRIED

ITEM 5 – UNISA BUSINESS: HARNESS A STUDENT CENTRIC FOCUS

- 8 The Executive Dean, Prof Andrew Beer, Dean of Research, Prof Nancy Arthur, Dean of Programs (Accounting and Finance), Prof Lin Crase, Dean of Programs (Management and Marketing), Assoc Prof You-il Lee, Executive Director: MBA and Executive Education, Mr Peter Stevens, and General Manager, Ms Lorraine Karunaratne gave a special presentation on UniSA Business. UniSA Business was ranked in the top 1% worldwide, was awarded overall five stars of excellence and was in the Top 10 in Australia in Business and Economics. The Academic Unit was student and program focussed committed to discovering fresh ways of thinking and making smart, sustainable decisions. UniSA Business offered a suite of innovative programs in disciplines including Business, Accounting and Finance, Marketing, Management, Tourism, Sports and Event Management, Property, Supply Chain Management, as well as the Master of Business Management (MBA) and Executive Education programs. UniSA Business was the only Business School in South Australia and one of only eight nationally accredited by both AACSB International (The Association of Advance Collegiate Schools of Business) and EFMD (EQUIS). The Global MBA program ranking for 2022 from QS ranked the UniSA program as Number One in South Australia, and in the Top 10 of MBAs in Australia and the Oceania region. While CEO Magazine ranked the online MBA as number 2 in Australia and number 12 in the world. The strong performance and reputation of MBA programs was very important to Business Schools worldwide. UniSA Business researchers and research centres including the Ehrenberg-Bass Institute for Marketing Sciences, the Centre for Workplace Excellence, the Centre for Markets, Values and Inclusion and the Centre for Enterprise Dynamics in Global Economics were thought leaders who engaged in world-class research and shared their insights with students, industry and government partners, and their findings translated directly into results that transformed businesses and affected communities for the better. The reach of UniSA Business extended beyond the classroom offering advice in taxation and marketing at free clinics, giving students valuable opportunities to apply their skills and make an impact in their communities.

2021/7/152

Academic Board resolved:

to receive and note the report on UniSA Business.

Moved: Prof Vicki Waye (from the Chair)

CARRIED

ITEM 6 – MATTERS FROM ACADEMIC STRATEGY, STANDARDS AND QUALITY COMMITTEE (ASSQC) 7/2021

6.1 UNISA BUSINESS

6.1.1 PROGRAM EVALUATION AND REACCREDITATION REVIEW REPORT – BACHELOR OF BUSINESS (MANAGEMENT) (UNSTARRED ITEM)

2021/7/153

Academic Board resolved:

to receive the Program Evaluation Review Report for the Bachelor of Business (Management) (DBBG) (OBBGH) (XBBG) and approve the reaccreditation of the program until 2027 inclusive.

6.1.2 PROGRAM EVALUATION AND REACCREDITATION REVIEW REPORT – BACHELOR OF BUSINESS (ECONOMICS, FINANCE AND TRADE) (UNSTARRED ITEM)

2021/7/154 Academic Board resolved:

to receive the Program Evaluation Review Report for the Bachelor of Business (Economics, Finance and Trade)) and approve the reaccreditation of the program until 2027 inclusive.

6.1.3 PROGRAM EVALUATION AND REACCREDITATION REVIEW REPORT – BACHELOR OF BUSINESS (TOURISM AND EVENT MANAGEMENT) (UNSTARRED ITEM)

2021/7/155 Academic Board resolved:

to receive the Program Evaluation Review Report for the Bachelor of Business (Tourism and Event Management)) and approve the reaccreditation of the program until 2027 inclusive.

6.1.4 PROGRAM EVALUATION AND REACCREDITATION REVIEW REPORT – BACHELOR OF BUSINESS (SPORT AND RECREATION MANAGEMENT) (UNSTARRED ITEM)

2021/7/156 Academic Board resolved:

to receive the Program Evaluation Review Report for the Bachelor of Business (Sport and Recreation Management)) and approve the reaccreditation of the program until 2027 inclusive.

6.1.5 PROGRAM EVALUATION AND REACCREDITATION REVIEW REPORT – BACHELOR OF BUSINESS (PROPERTY) (UNSTARRED ITEM)

2021/7/157 Academic Board resolved:

to receive the Program Evaluation Review Report for the Bachelor of Business (Property) and approve the reaccreditation of the program until 2027 inclusive.

6.2 UNISA ALLIED HEALTH AND HUMAN PERFORMANCE

6.2.1 PROGRAM WITHDRAWAL – GRADUATE DIPLOMA IN MEDICAL SONOGRAPHY VIA KAPLAN (UNSTARRED ITEM)

2021/7/158 Academic Board resolved:

to approve the withdrawal of the Graduate Diploma in Medical Sonography (OGMSK) effective from Study Period 1, 2022.

6.3 UNISA CLINICAL AND HEALTH SCIENCES

6.3.1 PROGRAM AMENDMENT – BACHELOR OF PHARMACEUTICAL SCIENCE, BACHELOR OF PHARMACY (HONOURS) (UNSTARRED ITEM)

2021/7/159 Academic Board resolved:

to approve the changes to the entry requirements and proposed study plan for the Bachelor of Pharmaceutical Science, Bachelor of Pharmacy (Honours) double degree program to enable direct entry for school leavers effective from Study Period 1, 2023.

6.4 UNISA EDUCATION FUTURES

6.4.1 PROGRAM EVALUATION AND REACCREDITATION REVIEW REPORT – GRADUATE CERTIFICATE IN EDUCATION STUDIES (DIGITAL LEARNING) (UNSTARRED ITEM)

2021/7/160 Academic Board resolved:

to receive the Program Evaluation Review Report for the Graduate Certificate in Education Studies (Digital Learning)) and approve the reaccreditation of the program until 2027 inclusive.

6.4.2 PROGRAM EVALUATION AND REACCREDITATION REVIEW REPORT – GRADUATE CERTIFICATE IN EDUCATION (CATHOLIC EDUCATION) (UNSTARRED ITEM)

2021/7/61 Academic Board resolved:

to receive the Program Evaluation Review Report for the Graduate Certificate in Education (Catholic Education)) and approve the reaccreditation of the program until 2027 inclusive.

6.5 UNISA STEM

6.5.1 PROGRAM AMENDMENT – MASTER OF SYSTEMS ENGINEERING AND GRADUATE DIPLOMA IN SYSTEMS ENGINEERING (UNSTARRED ITEM)

2021/7/62 Academic Board resolved:

to approve entry for international students to the Master of Systems Engineering and nested Graduate Diploma in Systems Engineering with effect from Study Period 5, 2022.

6.6 OTHER MATTERS

6.6.1 DRAFT ASSESSMENT POLICY AND PROCEDURES MANUAL 2021

9 The Director: Student and Academic Services (SAS), Mr Richard Irons, reported that the Assessment Policy and Procedures Manual (APPM) was reviewed annually to ensure that it was

relevant and correct for the forthcoming academic year. A major review was conducted every three years. Following a major review in 2020, a minor review had been conducted during 2021. Mr Irons thanked the Deputy Director: Academic Services, Ms Tania Kanellos, and the Manager: Programs and Academic Policy, Dr George Brown, for their contribution to the review process.

- 10 Members noted that a call for comment was made in March 2021 and a series of issues related to the APPM were raised by members of the University community. These had been addressed and incorporated into the draft as appropriate, after consultation with the Student and Academic Policy Advisory Group (SAPAG) and other relevant stakeholders. It was also noted that Chapter 10, Academic Review, was not included and would be dealt with as a separate agenda item.
- 11 It was further noted that significant changes to the draft Assessment Policy and Procedures Manual 2022 included:
 - 11.1 Clause 2.2.2(j) had been amended so that the course outline must state whether a penalty would be applied for late submission of assignments and, if so, what the penalty would be.
 - 11.2 Clause 5.1.3 had been removed so that re-marking can be allowed for a final summative assessment.
 - 11.3 Clause 7.4.1 had been amended so that a supplementary assessment/examination would not be available in cases where the outcome of an academic misconduct case was failure in that course.
 - 11.4 Clause 7.6.1 had been amended to clarify that an examination was not an outcome option in special consideration cases unless an exception had been approved by the Executive Dean (or delegate).
 - 11.5 Amendments had been made to clause 8.2 to clarify the provisions relating to the use of the Incomplete ('I') notation.
 - 11.6 Amendments had been made to Chapter 9, including simplifying procedures so that matters referred to the Executive Dean (or delegate) would proceed directly to formal inquiry.
 - 11.7 Procedural detail relating to the Student Appeals Committee (SAC) had been removed from Chapter 11 as this information would be maintained by Chancellery with the SAC terms of reference.
- 12 There were some concerns raised in relation to Academic Misconduct Clause 9.5.1 and following discussion it was resolved to amend it to read: "If a staff member suspects that a student has committed academic misconduct as defined in Clause 9.2.1, the staff member must raise their concern with the relevant academic integrity officer prior to releasing the results for the relevant assessment task".

2021/7/63 Academic Board resolved:

to approve the amendment to Clause 9.5.1.

Moved: Dr Malgorzata Korolkiewicz Seconded: Dr Belinda Chiera

CARRIED

- 13 Following discussion on what the Course Outline should contain it was resolved to amend Clause 2.1.2 (j) to read: “Academic Unit practice and its rationale for penalising late submissions, that is, whether there will be a penalty and, if so, what the penalty will be”.

2021/7/64 Academic Board resolved:

to approve the amendment to Clause 2.12 (j).

Moved: Assoc Prof Shylie Macintosh Seconded: Dr Belinda Chiera

CARRIED

- 14 In relation to Special Consideration in Clause 7.6.1 a suggestion was made that “preparation time” might need to be defined. Special consideration provided an opportunity to improve the final grade in cases where unexpected circumstances impacted academic performance during a final examination or during preparation time leading to a final examination, or the submission of a final assessment. However, following discussion it was resolved that it was preferable to leave preparation time open which would give all parties concerned the most flexibility.

2021/7/65 Academic Board resolved:

to approve the Assessment Policy and Procedures Manual (APPM) 2022 as amended.

Moved: Assoc Prof Deirdre Tedmanson Seconded: Prof Allan Evans

CARRIED

6.7 CHAPTER 10 ASSESSMENT POLICY AND PROCEDURES MANUAL 2022

- 15 The Director: Student and Academic Services (SAS), Mr Richard Irons, reported that late in 2020 the Commonwealth Government passed a package of changes to the *Higher Education Support Act 2003* referred to as the Job-ready Graduates package. Most of the changes associated with this legislation came into effect at the beginning of 2021. However, a further significant change would be implemented from 1 January 2022, namely, new ‘low completion rate’ (LCR) provisions. These new provisions meant that students would lose their Commonwealth Supported Place and access to a HELP loan if they failed more than 50% of the courses they had attempted (after attempting 8 courses in a bachelor level or higher program, or 4 courses in a diploma level program).
- 16 Members noted that the impact of this legislative change had been examined in the broader context of the University’s approach to student support. The goal was to reduce the risk that students would lose their place by offering improved support to students at risk. A cross-University Working Group had developed a new approach that focused on early identification of students experiencing difficulties, as well as a more tailored approach to the provision of support. The amendments that were proposed for Chapter 10 of the APPM reflected this improved approach.
- 17 It was further noted that rather than including the operational detail of the improved approach in the APPM, the principles had been set out, along with a high-level description of how the model would operate in the context of academic review. More detailed process information would be published on the Campus Central website and sit outside of the APPM. The definition of ‘academic review periods’ would be removed from the General Definitions section of the APPM,

and a link would be included in clause 10.2.1 to the annually published schedule of academic review period dates. The revised chapter also incorporated the following changes related to preclusion: the 'GPA of less than 2.8' criterion for unsatisfactory progress is replaced by 'failing 50% or more of courses'; and the LCR criteria had been incorporated as additional criteria leading directly to preclusion (so that the University complied with the new legislation). In addition, the academic counselling process currently set out in clauses 10.3.3 to 10.3.6 had been removed as feedback had indicated that this step has not been as effective as intended and had not been consistently applied. The provision for the relevant Program Director to attend Preclusion Appeals Committee (PAC) meetings or to make a submission had been retained.

- 18 Academic Board commended SAS for their excellent work on Chapter 10 of the APPM and members believed that the introduction of this improved approach to student support would provide opportunities for earlier intervention and a better understanding of student's individual circumstances. A proposed increase in the number of academic review periods would also assist with this. It was expected that these changes would lead to an overall reduction in preclusion rates, including those due to meeting the LCR criteria. The change to replace 'GPA of less than 2.8' with 'failing 50% or more of courses' would align the University's policy with that of most in the sector. It was also a clearer rule to communicate to students. Whilst there might be a very small increase in the numbers of students identified via a 50% fail rate rule compared with the GPA measure, the change would assist in identifying students at risk of meeting the LCR criteria at an earlier stage. Following discussion, members agreed to a minor change to Clause 10.2.1 to ensure that the academic review period dates would be published on an annual basis on the universities website and that reference to General Definitions be retained.

2021/7/65 Academic Board resolved:

to approve the proposed amendments to Chapter 10 of the Assessment Policy and Procedures Manual (APPM) 2022.

Moved: Mr Noah Beckmann Seconded: Mr Brendan Hughes

CARRIED

ITEM 7 - BUSINESS

- 7.1 NEW SCHOLARSHIP – HONG KONG BAPTIST UNIVERSITY INTERNATIONAL MERIT SCHOLARSHIP (UNSTARRED ITEM)**

2021/7/66 Academic Board resolved:

to approve the new Hong Kong Baptist University International Merit Scholarship.

ITEM 8 – FOR INFORMATION

- 8.1 ACADEMIC BOARD SCHEDULE OF MEETINGS 2022**

2021/7/67 Academic Board resolved:

to note the 2022 schedule of meetings.

ITEM 9 – ANY OTHER BUSINESS

9.1 LECTURES AND EXAMINATIONS

- 19 The Provost and Chief Academic Officer, Prof Allan Evans, briefed members on discussions with the Deans of Programs in relation to the sensible moves the University had made towards authentic and legitimate assessment which had been overseen by Academic Board. The moves towards more online content, online lectures and engaged learning experience had also been well received. Prof Evans foreshadowed that there would be a proposal at the next Academic Board meeting to continue with online examinations and online lectures in 2022. Members were asked to canvas the views of their constituencies and bring those to the next meeting for discussion.

ITEM 10 – CLOSURE

- 20 The Chairperson thanked members for their attendance and closed the meeting at 4.15 pm.

ITEM 11 – NEXT MEETING

- 21 The next meeting of Academic Board would be held on Friday, 26 November 2021, at 2.15 pm in Room RR 5-09, Rowland Rees Building, City West Campus. Closing date for papers – Monday, 15 November 2021.

PETER CARDWELL
EXECUTIVE OFFICER