

MINUTES

ACADEMIC BOARD

(3/16)

20 JUNE 2016

PRESENT: The Chairperson of the Board (Professor Naylor), Deputy Chairperson of the Board (Professor Sen Gupta), Professor Elston, Professor Kift, Professor Knight (via videoconference, Mt Isa), Mr Krockenberger (for Professor Cocklin) and Mr McMahon.

ATTENDANCE: Mr Kern (Secretary) and Ms Sutherland (Minute Secretary).
Mr Horne (CIMS), Ms O'Regan (Director, Student Services), Ms Griffin (Student) (Observers).

1.1 APOLOGIES: An apology was received from the Vice Chancellor (Professor Harding), Professor Chenoweth, Professor Cocklin, Professor Connolly, Dr Devine and Dr Lasen.

Professor Knight advised the Chair she would be on leave for the next 2 weeks but would be checking email intermittently should any matters arise out of session.

APPROVAL OF PART B ITEMS

The Chair invited members to indicate any items in Part B they wish moved from Part B of the Agenda to Part A. Thereupon all other items in Part B were deemed to have been approved or noted as presented.

1.2 DECLARATION OF CONFLICTS OF INTEREST:

The Chair declared that he had been integrally involved in the development of documents being considered under 2 agenda items:

1. *Academic and Student Delegations Register – Review of Existing Academic Delegations Register and Enrolment Delegations Schedule (refer minute item 11) and*
2. *University Policy - Learning and Teaching - Special Consideration, Supplementary, Deferred and Special Examinations Policy Review (refer minute item 12).*

The Chair sought advice from the Board as to whether the detailed management work undertaken by him might compromise his ability to objectively discharge his independent academic governance oversight responsibilities as Chair of the Board.

The Board agreed that there was not a conflict of interest on either item. However, to ensure there was independent academic governance oversight from the Chair in respect of the Academic and Student Delegations Register Review item, it was decided that the Chairperson would vacate the Chair to lead discussion on the item and the Deputy Chairperson would chair the item. The Chairperson would remain in the Chair when dealing with the Policy item.

The Chair of the Education Committee raised a concern about setting a precedent for a Chair having to vacate the Chair when they are integrally involved in the development of documents being considered by a Committee as this was a regular occurrence in the Education Committee.

A-UNI_{SECT} The Secretary was requested to provide advice to the next meeting on the factors that might cause a Chairperson to vacate the Chair in order to avoid a conflict of interests or to avoid a compromise in a Chair's ability to objectively discharge their independent academic governance oversight responsibilities.

2. MINUTES: The following Minutes were adopted as a true and correct record:

2.1 ORDINARY MINUTES OF MEETING (2/16) HELD ON 30 MAY 2016 AND SIGNED BY THE CHAIRPERSON.

N-G&CS

3. BUSINESS ARISING FROM THE MINUTES:

3.1 REVIEW OF THE CAIRNS INSTITUTE

A progress report would be provided to Council following the same Committee path in 12 months.

RESOLVED:

that a report on the outcomes be brought back to a future meeting. (2/16) item 13.

3.2 UNIVERSITY POLICY – INTERNATIONAL POLICY – INTERIM POLICY - ATTENDANCE MONITORING POLICY - ENGLISH LANGUAGE PROGRAMS – FORMAL APPROVAL REQUIRED (2/16)

This item was withdrawn and would be presented to a future meeting.

4. ACTION TAKEN:**4.1 ACTION TAKEN BY COUNCIL ON PREVIOUS RECOMMENDATIONS**

All matters arising from the minutes of the Board's meeting (2/16) held on 30 May 2016 requiring the support or approval of the Council received such support or approval on 27 May 2016.

4.2 ACTION TAKEN ON PREVIOUS RESOLUTIONS IMPACTING ON JCU SINGAPORE

The minutes of Academic Board Meeting (2/16) of 30 May 2016 were considered by the Academic Compliance Committee (ACC) in Singapore at its next scheduled meeting.

5. MATTERS NOT YET FINALISED

There were no matters not yet finalised.

6. VICE-CHANCELLOR – STATEMENT AND QUESTIONS

The Board noted the Vice Chancellor's report, dated 13 June 2016, which addressed the following matters:

- University Status for Singapore Campus
- Key 2016 Budget Measures on University Funding
- Higher Education Discussion Paper
- International Education
- Queensland International Education Strategy
- Research Engagement and Impact Assessment Consultation Paper
- Research Block Grants Review
- Australian Medical Research Advisory Board
- Consultation on the Transparency of Higher Education Admissions Processes
- Office for Learning and Teaching Australian Awards for University Teaching
- Review of Research Policy and Funding Arrangements
- Tertiary Education Quality Standards Agency Funding
- Cooperative Research Centre Funding
- Australian Council of Learned Academies' Review of Australia's Research Training System
- 'The Graduate Effect: Higher Education Spillovers to the Australian Workforce'
- Parliamentary Budget Office - Report on Impact of HELP
- Universities Australia / Professions Australia
- United Kingdom White Paper
- Student Load Report
- 2016 Leiden Rankings
- 2016 Times Higher Education 150 under 50 Rankings

The Board noted that under the recently launched Australia-Singapore Comprehensive Strategic Partnership (CSP) – Singapore Free Trade Agreement (SAFTA) package, the Prime Ministers of Australia and Singapore announced that the Singapore Government had granted JCU's Singapore campus the right to officially refer to itself as a "university". JCU is the only Australian institution in Singapore to be recognised with "university" status. It was anticipated that this also provided further benefit with making course registration simpler.

The question was raised as to whether there would be TEQSA implications, as Singapore was still considered a third party and this could also have ramifications for the delegations register. Mr McMahon advised he had had informed discussions with TEQSA and that they didn't have a strong view as to whether or not the change in status would result in JCU no longer being considered a third party. JCU would be lodging a "material change notification" with them in due course.

The Vice Chancellor's report was taken as read.

RESOLVED:

N-EO that the report from the Vice Chancellor dated 13 June 2016, be accepted.

7. CHAIRPERSON OF THE ACADEMIC BOARD – REPORT

The Chairperson of the Academic Board introduced the report, which addressed the following matters:

- Academic Board Communication and Engagement Strategy
- Scheduled Meetings
- Other Meetings/Activities Attended Include
- Working parties reviewing Delegations
- Academic Misconduct Committee
- Policy Reviews and Updates
- New students for Academic Board

The report was taken as read.

The Chair had attended a CABS Academic Integrity workshop and teleconference. There had been an unsuccessful bid in an OLT grant application (lead by U Syd, U Newcastle and Dr Tracy Bretag Uni SA) but work was continuing to establish a national portal, maybe in conjunction with DVCA Groups across Australia. The Chair had also visited the NTU Singapore Bee Hive Learning Hub on 1 June.

RESOLVED:

N-ChAB that the report from the Chairperson of Academic Board dated June 2016, be accepted.

8. CHAIR OF RESEARCH COMMITTEE – REPORT

Professor Krockenberger, on behalf of the Chairperson of Research Committee, introduced the report, which addressed the following matters:

- Academic and Student Delegations Register University Policy – Research Management - Intellectual Property Policy – Review
- ACOLA Review of Research Training - JCU Response to the Key Findings and Recommendations
- New Research Block Grant arrangements for Universities
- Planning for engagement and impact assessment at JCU

Professor Krockenberger highlighted the following points:

- ARC Centre of Excellence Grant Bids – Two bids that involved JCU had made it to the interview stage:
 - *Australian Origins and Transformations* (led by the University of Wollongong, with Profs Michael Bird, Sean Ulm and Martin Nakata)
 - *Advanced Organic Semiconductors* (led by the UQ with Prof Ron White).
- Leiden Ranking – this ranking was regarded as one of the most robust of global research rankings. JCU's position had fluctuated in the ranking over the last 3-4 years. This ranking was used as one of three in the Excellence in Research Australia (ERA) methodology.
- New Research Block Grant Arrangements for Universities - the Consultation Paper

response deadline had been 6 June, but the Department had now extended the consultation period to 24 July.

N-CHRC RESOLVED:
that the report from the Chairperson of Research Committee dated 31 May 2016, be accepted.

9. CHAIR OF EDUCATION COMMITTEE – REPORT

The Chairperson of the Education Committee introduced the report, which addressed the following matters:

- 2016 Federal Budget
 - Office for Learning and Teaching and the proposed Institute for the Promotion of Excellence in Learning and Teaching in Higher Education (PELTHE) - ceased operating from 30 June.
 - HEPPP funding - the program has survived, but with a 20% budget cut (total cut of \$152million).
 - HE Reform and release of government Options Paper.
- IRU Academic Calibration Project - update May 2016
- Student Services Change Proposal and release of Change Plan
- YourTutor
- Learning and Teaching Grants
- Proposed Data Retention Policy

The Board was advised that the JCU and a several other IRU member universities had provided some funds to appoint an inaugural IRU Vice Chancellor's Fellow. Dr Jessica Vanderlelie, from Griffith University had been appointed to the position and would lead a program of work that researches, designs and implements leading-edge approaches to student and graduate success.

The IRU meeting for 2016 would be held in September in Perth, however this would clash with the Senior Staff Conference.

The 2016 Australian Awards for University Teaching (AAUT) citations and awards citations ceremonies were scheduled for September and October and a national awards ceremony in December 2016 in Brisbane. JCU had previously performed well in citations.

N-ChEC RESOLVED:
that the report from the Chairperson of Education Committee dated 3 May 2016, be accepted.

10. HOT TOPIC - ACADEMIC INTEGRITY IN A DIGITAL AGE (AB HOT TOPIC 2015) - UPDATE ON THE NATIONAL ACADEMIC INTEGRITY NETWORK

Professor Naylor, Chair of the Academic Board, introduced the presentation and highlighted some of the following topics:

- LTA Policy CP 5 The integrity of the University's grades and credentials is fundamental. The National Academic Integrity Network - A Sector-Wide Response To Emerging Issues
- Showcase of the best cheating methods for passing any exam easily without studying
- Why do we need national leadership and action on academic integrity?
- Recently published Handbook of Academic Integrity, by Dr Tracy Bretag very useful to Universities

Academic integrity in Australia 2000-2016 – increasing focus on academic integrity

- There has already been a large number of AI projects and initiatives
- Need for national leadership and action
 - Ample research and evidence of increasing threats to academic integrity
 - Time is right for senior stakeholders to provide leadership to the sector
 - Need for a national network/framework

- Requires drive and coordination at the highest levels
 - o The role of CABS?
 - o The role of UA?
- Proposed The National Academic Integrity Network
 - Sector-wide action coordinated collegially through the CABS network
 - o OLT Grant Advance Preparation - Starting A National Conversation
 - o OLT Grant Year 1 (Aug 2016 – Jul 2017) - Transforming Practice
- Advisory Council and Lead Team

Next Steps – Net cascade, action groups and funding

Professor Naylor presented a hot topic last year on ‘Integrity in a Digital Age’ and raised issues out in the domain. Australia had been put in a bad light when the media focussed on one area.

Professor Naylor highlighted the following points:

- Media jumps on board quickly for academic misconduct matters.
- Other universities were having issues as well.
- Companies on outside see potential for ghost writing etc.
- The Handbook of Academic Integrity was very useful to universities
- Would like CABS to get involved as a peak national body as there was a need for national leadership and action.
- Proposal for a National Academic Integrity Network
- Professor Kift had met with A/Professor McCallum and talked about a joint venture. It was well received but there was no funding from OLT.
- When the proposal went out in November, 36 universities wanted to support it. There would be some costs involved and universities might be able to contribute. If all could put some funding in, it might be able to go ahead.
- If Universities Australia endorsed the proposal, some funding might be used in that way.
- There would be new material presented to the CABS conference later in the year.
- There would be a website with all material captured by researchers where media would go to - collaborative approach.
- Professor Naylor would initiate the discussion on behalf of JCU at next meeting of CABS.

The presentation would be made available to members.

RESOLVED:

- N-CHAB
A-SECT
1. that the Hot Topic, *Academic Integrity in a Digital Age*, presented by Professor Naylor, be noted;
 2. that the *Academic Integrity in a Digital Age* presentation be made available to members.

11. ACADEMIC AND STUDENT DELEGATIONS REGISTER – REVIEW OF EXISTING ACADEMIC DELEGATIONS REGISTER AND ENROLMENT DELEGATIONS SCHEDULE

The Deputy Chairperson of the Academic Board, Professor Sen Gupta, chaired the item.

The Committee was advised that the version in the agenda was out of date and that a more up-to-date version was now available.

The redeveloped Academic Delegation Register, re-titled: Academic and Student Delegations Register (the Register), contained the following key features:

- the adoption of a delegations band system similar to that used to in the Financial Delegations Register. The use of bands enables the use of multiple delegations. The principle of multiple delegates is clearly supported by the *Acts Interpretation Act 1954* (Qld) (Section 32C). Multiple Delegates are identified as required. They are not a sub-delegation. Where an officer is acting in the role of the Delegate the officer holds the responsibility of that delegation. The use of bands also enables the application of the ‘one up’ rule.
- the use of ten categories to assist in management and sorting of the Register; and
- the inclusion only of those specific delegated functions that represent material decisions at

the end of a process or transaction.

Where there was overlap between the Register and the Financial Delegations Register, the item had not been included in the Register.

The Chair Academic Board was currently reviewing the Charter of Responsibilities for Academic Quality. It would provide an overarching set of guidelines that would reflect the functional detail contained in the new Register. The Register had been developed in accordance with the approved Policy and Delegations Framework and had been reviewed by Quality, Planning and Analytics.

The Committee was advised that once the Register was in the correct format and any further amendments made, it would be ready to go to Council, preferably in July.

The Delegations included in this Register only related to decisions, reviews and appeals required for the whole of an academic process or transaction. The Register would not include Delegations or decision-making authorities which constituted part of a procedure or preliminary stages of an academic process. The Register complemented decision-making authority vested in Position Descriptions, committee Terms of Reference and the inherent requirements of specific roles and responsibilities within the University. This Register was not an exclusive statement of all delegated authority and it did not articulate the procedural requirements that needed to be addressed prior to the authority considering the decision.

The Committee noted the following:

- Concern regarding the position of the DVC R&I which had delegated authorities but did not exist as a position, but rather was held within the SDVC portfolio.
- Should the role of DVC R&I still exist?
- How can it be distinguished from the SDVC role?
- If there was an inconsistency between the register and policy it could present a risk as the policies would need to be amended prior to implementation.
- If a position was left out of the bands it would have to go back to Council so was important to get right first time.
- Consequences of getting this right meant that JCU was compliant with TEQSA.
- Nimble, administratively light, provided confidence.
- There was a need to make sure positions were aligned to bands.
- Pro Vice Chancellor, Australian Indigenous Education and Strategy should be band 5.
- The Director Student Services had provided new position titles.
- Register could be used as a catalyst for QA and CQI.
- Hyperlinks had issues with breakages and needed to be linked and referenced.
- Should the delegated role be more specific to the position in the band?
- The updated Register would be loaded onto the CAB website for feedback.
- Education Committee's concerns had been taken into account.

The Delegations of Authority Policy and Register was not the source of all delegated and decision making authority. Register actions may be taken by University staff under implied authority arising from position descriptions, policies, procedures, schedules, guidelines and practices.

The Board advised Professor Naylor that there were a number of specific amendments that were still required:

- amended the preamble - removing reference to JCUS, reference to the JCU Act and a section for functional usage of the Register
- adjusted the Bands table (removing reference to any JCUB/S positions and adding PVC, Head of Research & Innovation Division and Manager of Pathways Coordination as per the org chart),
- removed the specific roles from the register,
- added a Policy file ref for every item in the register,

- added hyperlinks to all policies and used a (P)= Policy (p)=Procedure to assist in finding relevant sections
- reassigned the functional ref numbers to the new format,
- responded to concerns re the Independent Subjects and some of the grammar issues with Function Reference item 4.2,
- minor adjustments in the delegation levels as identified in policy (remembering that this Delegations Register will override the existing Policy and necessitate consequential administrative amendments to policy)
- clarified some minor wording in function items.

After feedback from VCAC, Legal and Academic Board, further amendments would be made. The Register was not endorsed by the Board but would be circulated for further feedback before a final version was completed. The Secretary advised the Board that the final Register could then be distributed to Academic Board by way of a Circulating Resolution for endorsement and then forwarded to Council for approval. However, if the final amendments were so significant or there remained significant matters for discussion and resolution, a special meeting of the Board may need to be called to finalise the Register.

RESOLVED:

- A-CHAB
- A-SECT
1. that the Academic and Student Delegations Register, as amended, and as further amended to include feedback from VCAC, Legal and members of Research Committee, Education Committee and Academic Board members, be considered by the Board via a Circularised Resolution or special meeting for endorsement and forwarded to Council for approval; and
 2. that the *Governance Issues* presentation be made available to members of the Board.

12. UNIVERSITY POLICY - LEARNING AND TEACHING - SPECIAL CONSIDERATION, SUPPLEMENTARY, DEFERRED AND SPECIAL EXAMINATIONS POLICY – REVIEW

Professor Naylor spoke to the item.

The Committee noted that significant discussion had taken place to review how the new Division and Colleges were managing special consideration, supplementary, deferred and special examinations including alignment with the new structures and the necessity to provide students with clear instructions on their eligibility and procedures to appeal final subject grades.

Care had also been taken to consider workloads and time frames to achieve a fair and effective management system for appeals, to allow students to receive outcomes that would create minimal disruption to student study plans.

Procedure that was embedded in the policy had been removed, reviewed and placed into the Special Consideration, Supplementary, Deferred and Special Examinations Procedure. The procedure would be presented to the policy sponsor for approval, after amendments to the policy had been approved.

Consultation had included Student Services Directorate and the Legal Office. The *Special Consideration, Supplementary, Deferred and Special Examinations Policy*, subject to legal consultation and amendment, had been endorsed at Education Committee meeting (3/16) on 30 May 2016. The policy has been reviewed by the Quality, Standards and Policy Unit in accordance with the Policy and Delegations Framework and Policy Handbook.

The Special Consideration, Supplementary, Deferred and Special Examinations Policy was just definitions and now has policy, not great detail about deferred exams, but will be picked up in procedures.

The Committee noted the following points:

- Procedures would not be finalised until the policy was in place;
- The Final Subject Grade Policy needed to handle all appeals and the policy doesn't currently provide for "extenuating circumstances".

- The final clause required clarity to ensure there was no further right of appeal.
- It needed to be amended preferably for the current SP1 examination period.
- Deferred examinations needed to be settled in procedures.
- It was recommended by the Director Student Services that all applications could be systemised online for students and managed centrally by Student Services rather than the Academy
- Process for lodgement and consideration of applications should be administratively light.
- Only escalate applications that are beyond the Student Services' authority.
- Special Examinations should be considered separately.
- In relation to the definitions of Deferred Examination, Special Examination and Supplementary Examination, all wording which details how such an examination is offered/awarded is to be removed and replaced with the words "offered as prescribed in the procedures".

The Committee was advised that there were some minor amendments that would need to be made to ensure that the policy was consistent throughout.

N-CHAB
N-SECT

RESOLVED:

that the Special Consideration, Supplementary, Deferred and Special Examinations Policy, as amended, be approved.

13. ACADEMIC OFFERINGS – DIVISION OF TROPICAL HEALTH AND MEDICINE – NEW COURSES

The Board approved the proposal to introduce the new Courses listed below, subject to VCAC endorsement of the Business Plan, as recommended by the Deputy Vice-Chancellor, Division of Tropical Health and Medicine.

Course	Singapore Availability	Prof Accred form	CRICOS form	Award Category	Introduction date	Approval Level Required
Graduate Certificate of Nursing Practice	No	No	No	PG	01/01/2017	Academic Board
Graduate Diploma of Medical Science	No	No	Yes	PG	01/01/2017	Academic Board

RESOLVED:

that the proposed new courses, as recommended by the Deputy Vice-Chancellor, Division of Tropical Health and Medicine, subject to VCAC endorsement of the Business Plan, be approved:

A-SECT

- *Graduate Certificate of Nursing Practice*
- *Graduate Diploma of Medical Science*

14. ACADEMIC OFFERINGS – DIVISION OF TROPICAL ENVIRONMENTS AND SOCIETIES – COURSE AMENDMENTS

RESOLVED:

that the amendments to the course award requirements of the following courses in the Division of Tropical Environments and Societies, be noted:

- Graduate Certificate of Conflict Management and Resolution
- Bachelor of Laws (Graduate Entry) (Honours) [Embedded]
- Bachelor of Laws (Graduate Entry)
- Bachelor of Laws (Honours) [Embedded]
- Bachelor of Laws
- Master of Business Administration
- MBA-Conflict Management and Resolution Major
- Master of Business Administration – Master of Conflict Management and Resolution
- Master of Conflict Management and Resolution
- Master of Information Technology

- Master of Information Technology – Master of Business Administration

15. ACADEMIC OFFERINGS – DIVISION OF TROPICAL HEALTH AND MEDICINE – COURSE AMENDMENTS

RESOLVED:

that the amendments to the following courses in the Division of Tropical Health and Medicine, be noted:

- Bachelor of Dental Surgery
- Bachelor of Exercise Physiology (Clinical) [Indigenous Health Careers Access Program]
- Bachelor of Sport and Exercise Science [Indigenous Health Careers Access Program]
- Bachelor of Sport and Exercise Science
- Bachelor of Exercise Physiology [Clinical]
- Graduate Diploma of Health Promotion
- Graduate Diploma of Medical Science – Clinical Sciences Major
- Graduate Diploma of Medical Science – Medical Laboratory Science Major
- Graduate Diploma of Public Health and Tropical Medicine

16. UNIVERSITY POLICY – STUDENT SERVICES – ACADEMIC AND STUDENT DELEGATION POLICY – AMENDMENTS

The proposed changes to the policy were as follows:

- Removal of the final principle – “Use individuals for routine and procedural decisions (responsiveness)” to reinforce the policy focus being on delegations not procedural matters.*
- Revision of the definition of the term delegation from “a delegation is the authority to make an independent decision on a matter that incurs liability or risk to the University” to “is the authority granted to a Delegate by a person or body in whom a power is vested by legislation or otherwise, to independently exercise that power.”*
- Clause 3: wording amended to more closely reflect the James Cook University Act (1997) noting the change is not a direct quote from the Act but rather an explanation of the sections.*
- Clause 5: Removal of reference to committees. VC has the capacity to delegate to a group of appropriately qualified members of staff rather than only to individuals.*
- Rewording of Clause 11 to remove duplication of reference to Code of Conduct.*

The policy had been developed by the Quality, Standards and Policy Office in accordance with the approved Policy and Delegations Framework and requirements of the Policy Development and Review Policy. This policy was co-sponsored by the DVC Academic and Senior Deputy Vice Chancellor.

The review of Academic and Student Delegations was continuing. In accordance with the Policy and Delegation Framework, the Academic and Student Delegation Register was to be approved by Council.

RESOLVED:

that the proposed amendments to the Academic and Student Delegation Policy be approved.

17. JCU RENEWAL OF REGISTRATION (TEQSA) AS HIGHER EDUCATION PROVIDER: STATUS REPORT

RESOLVED:

that the progress on JCU Higher Education Provider renewal of registration project, be noted.

18. PRIZE –TROPICAL ARCHAEOLOGY RESEARCH LABORATORY TOWNSVILLE PRIZE (DTES) ESTABLISHMENT

RESOLVED:

that the proposal to establish the *Tropical Archaeology Research Laboratory Townsville Prize*, be approved.

19. MINUTES OF SUB-COMMITTEE MEETINGS FOR ACADEMIC BOARDRESOLVED:

that the Minutes of the following sub-committee meetings be noted:

- Ordinary Minutes of Education Committee Meeting (3/16) held on 30 May 2016;
- Ordinary Minutes of Research Committee Meeting (3/16) held on 31 May 2016.

24. GENERAL BUSINESS

Professor Elston raised an issue about the status of Academic Programs within the Australian Aboriginal and Torres Strait Islander Centre. Previously, SIAS was a school within the Faculty of AESS. However, AATSIC did not belong to either a College or an Academic Division when the new organisational structure was introduced in February 2014.

The Chair of Education Committee advised the Board that the management of the DipHigherEd and Tertiary Access Courses which sat with LTSE and SIAS respectively, had been undertaken on an ad hoc basis with coursework amendments processed through DTES BoS. As the TACs formed part of a minor in the BA, DTES was considered an appropriate clearing house. It was also expected to be an issue with the JCU Pathways entity as it had its coursework put through DTES BoS in a similar manner, which was not an ideal situation.

The Board noted that there should be consistency in terms of whether entities that were charged with delivering academic programs, but sat outside of the College/Divisional model (such as JCUP and JCUB) should have their own academic oversight Board/Committee.

The meeting concluded at 2.21pm.

Professor Naylor
Chairperson of the Board 29 June 2016