

## 4.2. SPECIAL PRESENTATIONS / PROGRAMS

## 5. COMMITTEES OF COUNCIL - CHAIR REPORTS

## 5.1. \* Chair Academic Board's Report #22001

Council is asked to:

1. APPROVE amendments to the Terms of Reference (Council Approved) – Research Committee;
2. NOTE the appointment of Deputy Chair, Associate Professor Robyn Cox, as Acting Chair of Academic Board from 13 December 2021 to 26 January 2022 pursuant to cl 42 of the Terms of Reference (Council Approved) – Academic Board;
3. NOTE the 2022 Academic Board and Committee meeting dates as approved 06 December 2021; and
4. NOTE the Chair of Academic Board's report to Council, report #22001.

For Noting

Presented by Robyn Bartel



<b>Authority</b>	COUNCIL OPEN	<b>Date</b>	28 January 2022
<b>Report Ref</b>	#22001	<b>Item No</b>	5.1
<b>Proposer</b>	Professor Robyn Bartel, Chair Academic Board		
<b>Developed with</b>	Specialist, Academic Board Secretariat Associate Professor Robyn Cox, <i>Acting Chair Academic Board 13/12/2021 – 26/01/2022</i>		
<b>Authorised by</b>	Mr James Harris, UNE Chancellor		

## #22001 – Chair Report – Academic Board

### Report Purpose & Origin

Purpose	<p>To advise the Council regarding key academic matters approved or considered by the Academic Board since the last Council meeting, including:</p> <ul style="list-style-type: none"> <li>• strategic academic matters (such as new academic developments, priorities and policy related issues) and any recommendations;</li> <li>• the quality and delivery of academic programs, including teaching and learning and research, including risks or significant issues, major developments and key changes;</li> <li>• progress against academic quality initiatives, including performance against agreed academic quality measures; assurance regarding compliance with Higher Education Standards Framework (HESF) and Education Services for Overseas Students (ESOS) regulatory frameworks; and details of any risks or significant issues identified and their proposed treatments;</li> <li>• updates re key academic partnerships;</li> <li>• details of Academic Board’s use of the authorities delegated to it by the Council, such as some academic policy approvals; and</li> <li>• other significant academic matters impacting the sector or University relevant to the functions of the Council.</li> </ul>
Origin	Standing item
Governance focus	<p><a href="#">Council Policy</a>: Oversee and monitor the academic activities of the University.  <a href="#">TEQSA Act 2011</a> Ref: 6. Governance and Accountability: 6.2.1f (Corporate Monitoring and Accountability), 6.3 (Academic Governance).</p>
Accountability	UNE Council

### Resolution

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- 3) NOTE the 2022 Academic Board and Committee meeting dates as approved 06 December 2021; and
- 4) NOTE the Chair of Academic Board’s report to Council, report #22001.

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## Executive Summary

This report provides, for the consideration of Council, relevant updates of the business and general affairs of Academic Board, Committees, and Working Groups, including both urgent and routine matters as well as emerging issues, and advising Council, as befitting of requirements (see *UNE By-law 2005*), of all developments and initiatives relating to and affecting the University's teaching and research activities and its educational programs.

This report concentrates on all major matters brought before Academic Board and Committees of Board since 12 November, i.e. since the last Chair's report to Council, including the following:

- Academic Calendar and 2023 Principal Dates
- Academic Freedom and Code of Conduct
- Academic Delegations
- Student Pandemic Requests Closeout Report
- Third-Party Agreements
- DRAFT Winchester Closeout Report
- Workplan development for 2022

The Chair's activity diary for major events concludes the key information and summary coverage of all major matters considered during this period (from 12 November 2021 to 13 December for Robyn Bartel and from 13 December to 21 January 2022 for Robyn Cox).

Additionally, 'mini-tables' below expand on the summary coverage provided in **Annexure 1**. These provide greater detail of the following matters brought before Committees of Academic Board since 12 November 2021:

- Academic Integrity (Teaching and Learning Committee, reported to Board #AB21233)
- Analysis and Trends: 2020 Annual Student Progress Report (Teaching and Learning Committee, reported to Board #AB21233)
- Course Reviews (Curriculum Committee, reported to Board #AB21238)
- Course Advisory Boards (Curriculum Committee, reported to Board #AB21238)
- Undergraduate Certificates Update (Curriculum Committee, reported to Board #AB21238).

Included under Research Committee matters is the background and rationale for amendment to the *Terms of Reference (Council approved) - Research Committee (Attachment 1)*.

As discussed within #AB21288 at [workplan development for 2022](#) (below), the Academic Board has approved its 2022 meeting dates (see **Attachment 3**). Council Members are reminded of the standing invitation to attend and observe Board meetings as a 'Committee' of Council. Please contact the Secretariat if you wish to attend a/any/all meeting(s) of the Board.

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Due to the large number of Board/Committee Members and the damage to the Education Building, meetings will be conducted via Zoom for the foreseeable future.

## Key Information

### Academic Calendar and 2023 Principal Dates

The Academic Calendar redesign project is being led by the Executive Principal Education Futures with regular updates being provided to the Teaching and Learning Committee and Academic Board, most recently in December (#AB21297). Members were informed that (as previously reported to the Board) the University was in the process of undertaking external review and impact analysis on the proposed calendar model which is scheduled to be completed by end February 2022, with a recommendation for consideration to be provided thereafter. Board Members noted the rapid timeline required for introduction in 2023, and the preliminary consideration of phasing-in the final calendar model, given the necessary curriculum re-development required to ensure success, alongside potential developments of the Learning Management System (LMS) (currently Moodle) and academic hours-based workload model, which ideally will be supportive and mutually reinforcing rather than presenting additional challenges.

### Academic Freedom and Code of Conduct

As reported to Council several times previously, the Board has deployed a dedicated Working Group for developing and reviewing the relevant policy suite, including the *Code of Conduct*, as well as the *Freedom of Speech Principles and Academic Freedom Statement*, and associated *Guidelines*. The Working Group provided a report and a series of recommendations to the 06 December 2021 meeting of Academic Board (#AB21510) in initial response to the report originally provided from Policies (#AB21509).

As the report from Policies (#AB21509) was updated in response to #AB21510 prior to its delayed publishing in the business papers, the two reports were somewhat incongruous. As the Policies report (#AB21509) did not adopt all of the recommendations made by the Working Group report (#AB21510), most notably surrounding the Code of Conduct, and, as the Working Group did not have an opportunity to comment on further amendments made in #AB21509 post publication of #AB21510 in the business papers, the Board resolved to NOTE the amendments proposed following the invitation for further feedback via the Policy Bulletin Board and meeting between the Director Governance and University Secretariat, Mrs Gabrielle Price, and the Chair of Academic Board and the Academic Freedom Working Group, Professor Robyn Bartel, to agree the progression of the suite for Board endorsement and appropriate Council/Vice-Chancellor approval.

### Academic Delegations

An outstanding item for Academic Board for 2021 has been the academic delegations framework, which, due to the volume of work required and associated delays and deferrals in provision, had also been added

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to the Academic Risk Register (see *Risk 6 Policies and Delegations*) (#AB21292). A draft ‘for-comment’ academic delegations framework was presented to Board in December (#AB21278) with feedback invited from Members during and post-meeting with a final report to be provided to Board in February 2022. Accurate academic delegations are critical to the operation of the University and the execution of governance responsibilities of the Teaching and Learning Committee (see ToR cl 15.c.i), Research Committee (see ToR cl 14.c.i) and the Academic Board (see ToR cl 28.b.ii) pursuant to the Higher Education Standards Framework (Threshold Standards) which mandate academic oversight and assurance/confirmation that delegations of academic authority are implemented effectively (see Domain 6.3.2.b).

### Student Pandemic Requests Closeout Report

As reported to Council in November (#21026), the Academic Board Standing Committee received an Interim After-Action Review Report conducted by the COVID-19 Response Document Mapping Group (#ABSC21433). This identified, *inter alia*, an outstanding action related to #AB20288/89 from Academic Board Standing Committee in April 2020 at which the Standing Committee considered a Supplementary Report from the Student Representatives to Academic Board and Committees, and reviewed 25 requests related to ‘Academic’, ‘Welfare’, ‘Financial’ and ‘Communications’ issues raised by the pandemic. In response to the Student Representatives Report (#AB20104) at the following Academic Board meeting, also in April, the minutes relevantly record, *inter alia*, that “*The Board noted that a number of the recommendations from this submission had already been implemented, with further consideration underway for the remaining items. The Board commended the student representatives for their efforts in ensuring that the broader student community have opportunities to participate in academic governance*”.

The minutes of the 09 June 2020 meeting of Academic Board Standing Committee (COVID-19) relevantly record, that the (then) Provost & Deputy Vice-Chancellor noted that an update has been sought on response to #AB20289 and the 25 requests, and that this would be addressed at the next Academic Board meeting (22 June 2020). The report was updated but did not come to the Board and the report provided for the 06 December 2021 meeting (#AB21298) was able to discharge this requirement and finalise the University’s response to all requests and ensure that all student concerns have been addressed and considered and closed-out in full, with many of the requests having been addressed via the student support packages including extension of Withdrawal Without Academic Penalty dates through 2020 and 2021.

### Third-Party Agreements

As reported to Council previously, the Board has considered various risks presented by certain Third-Party Agreements, also a risk on the Academic Risk Register, and has instituted several interventions to ensure better reporting, oversight and governance of these arrangements going forward. Amendments to the Third-Party Education Provider Agreement Guidelines have been endorsed by Academic Board on 18

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October 2021 (#AB21274). The Education Quality Report to Academic Board in August (#AB21241, which immediately followed its report on Third Party Arrangements #AB21281), noted that *“while there may be a temptation to shortcut process or skip governance in the interests of expediency, the volume of work required to try and rectify issues where good governance has not been undertaken is many, many times in excess of the volume of work that effecting good governance would take.”*

As reported to Council on 30 July 2021 (#21024), and as reported to Academic Board on 21 June 2021 (#AB21261), the suspension of the Bachelor of Commerce (Financial Planning) from offer for Trimesters 2 and 3, 2021, and 2022, had been progressed as a risk mitigation measure to further reduce the number of students enrolled in the course where the accreditation outcome remained uncertain after a two years-long application process. Given the recent (retrospective) accreditation of this course (reported verbally to the Board during consideration of Arrangement Reviews and proposed improvement actions) and improved governance, the return to offer of this course is now being considered through Curriculum Committee and Academic Board Standing Committee.

#### DRAFT Winchester Closeout Report

The most recent external review of academic governance at UNE was conducted in 2017 (Winchester Review). It examined the current academic governance and processes in place and proposed new academic governance structures relevant to the new academic management structure. The report included five commendations and 10 process and 24 structural recommendations to assist the decision maker in determining the appropriate governance arrangements for UNE. Progress reports on the implementation of the recommendations, prepared by the then Provost and Deputy Vice-Chancellor, have been noted by Academic Board in September 2018 (#AB18401) and June 2019 (#AB19287). Report #AB21299 was prepared by the Chair of Academic Board and the Vice-Chancellor in consultation with Deputy Chair Robyn Cox and Chairs of the Teaching and Learning and Curriculum Committee and presented in draft format for feedback to the Board in December. All status updates regarding work classified as commenced in June 2019 have moved to ongoing and/or completed (see #AB21299 **Attachment 2**).

It is noted that the onset of the pandemic in March 2020 delayed some initiatives. Of the 10 process recommendations, nine were accepted and work has commenced to implement the changes, with six of the recommendations now complete. Work is ongoing on the remaining three recommendations. Process recommendation nine was not adopted and instead an Academic Risk Register has been developed. Of the 24 structural recommendations, four were not adopted. The first of these (SR9) related to the Academic Programs Committee, which instead was renamed the University Curriculum Committee and is now a formal committee of Academic Board, rather than a subcommittee of the University Teaching and Learning Committee. The remaining three (18, 19 & 20) related to the establishment of Faculty Boards. The new Faculties have adopted a different academic governance structure, namely instead of a single



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Faculty Board, each Faculty will have an Education Committee and a Research Committee. The Terms of Reference for both have been adopted. Implementation of 19 of the structural recommendations has been completed. Structural recommendation 11 relating to course approval processes is completed and regarding delegations is ongoing (see above).

### Workplan Development for 2022

Academic Board in December were provided a comprehensive overview of all reports to Committees and Board throughout 2021 against the HESF standards and *ipso facto* ToR functions, as a basis for a fit-gap and fitness-for-purpose analysis of current scheduling (see #AB21288 **Attachment 3**). This work has identified several gaps as well as concentrations of reporting in certain areas, providing strong evidence for a revision of the 2021 workplan rather than a simple roll-over to 2022, to ensure more complete and comprehensive coverage, as well as reduction of duplication and concentration of governance effort in areas of need as identified by the risk register. Given the preparatory work required it was proposed to and agreed by the Board that the 2022 workplan would be developed in consultation with report writers and the Board executive for confirmation early next year.

### Activity Diary for Chair Robyn Bartel and Acting Chair Robyn Cox

Chair Activity Diary	MAJOR SCHEDULED MEETINGS
12 November 2021	Start date for this activity window
15 November 2021	Academic Board Executive Meeting
15 November 2021	Chair of Academic Board presentation to School of HASS
16 November 2021	Curriculum Committee
17 November 2021	Research Committee
18 November 2021	School of Education Enterprise meeting
19 November 2021	Chair and VC meeting
19 November 2021	A/Chair A/Prof Robyn Cox: Finance & Infrastructure Committee of Council
24 November 2021	Academic Freedom Working Group meeting
24 November 2021	Place + Advisory Meeting
25 November 2021	Chair and Heads of School preparation meeting for Academic Board
25 November 2021	Academic Board Executive Meeting
25 November 2021	Council end of year dinner
25 November 2021	Council meetings
29 November 2021	Academic Board Executive Meeting
1 December 2021	CoCABS meeting
2 December 2021	UNE in conversation
3 December 2021	SLT Leadership Development Workshop
3 December 2021	Pre-meeting Academic Board
3 December 2021	HDR Quality Assurance Meeting

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6 December 2021	Academic Board meeting
6 December 2021	Chair and DVC meeting
6 December 2021	Quality Enhancement Taskforce meeting
8 December 2021	Audit and Risk Committee
8 December 2021	Finance and Infrastructure
8 December 2021	Governance working party
8 December 2021	Nominations Committee
10 December 2021	Chair and Chancellor meeting
10 December 2021	Debrief Academic Board
13 December 2021	<i>Acting Chair of Academic Board, Associate Professor Robyn Cox</i>
13 December 2021	Academic Board Executive Meeting
10 January 2022	Academic Board Executive Meeting
17 January 2022	Academic Board Executive Meeting
17 January 2022	Meeting with Pro Vice-Chancellor Indigenous
17 January 2022	COVID-19 Academic Response Team Meeting
17 January 2021	<i>End date for this activity window</i>

The ‘mini-tables’ below expand on the summary coverage provided in **Annexure A**. These provide greater detail of the following matters brought before Committees of Academic Board since 12 November 2021. In addition, Research Committee presented its annual report to Board in December (see #AB21228 Part A included for Council as **Attachment 4** on Convene) and once annual reports are also received from the other Committees an Annual Report from Board will be presented to Council. Research Committee and subsequently Academic Board have also endorsed amendments to the Terms of Reference of Research Committee based on the following rationale:

### Research Committee

#### Endorsed amendments to Terms of Reference (Council Approved) - Research Committee

The Research Committee Terms of Reference are reviewed regularly to ensure they are fit-for-purpose and in response to the feedback received from members’ experience of the Committee over the preceding period and especially as captured in the self-review which is conducted annually (cl 27). The Research Committee Terms of Reference have also been subject to review by the Terms of Reference Working Group (see #AB21228, also #RC21368 and #RC21362) which met four times since its establishment in May 2021, and recommended amendments to the Research Committee Terms of Reference, endorsed by Research Committee on 17 November (#RC21368) and Academic Board on 06 December (#AB21228) in order to achieve:

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- ⇒ Improved clarity and comprehensiveness of functions to support discharge of all responsibilities under the HESF, which recent functional alignment mapping and workplan development has demonstrated may have been hitherto elided;
- ⇒ Greater faculty representation to ensure appropriate depth and diversity of expertise on the Committee, also in alignment with other Committees of Board;
- ⇒ Greater recognition of role of academic governance and leadership in research and research training to support achievement of beyond compliance and excellence; and
- ⇒ Respond to the self-review and in particular re ensuring that the Committee is able to perform its role, including through improved access to information and greater diversity of Faculty representation.

The following amendments are recommended in light of the above:

Recommendation	Current Clause	Amended Clause
Improved clarity and comprehensiveness of functions to support discharge of all responsibilities under the HESF, which recent functional alignment mapping and workplan development has demonstrated may have been hitherto elided.	Existing cl 15 refers to Domain 6.3 only	New cl 15 e refers to all other domains as relevant and particularly 4.1 and 4.2
Greater Faculty representation to ensure appropriate depth and diversity of expertise on the Committee, also in alignment with other Committees of Board	Currently only Chairs of Faculty Research Committees	Faculty representation supplemented by one appointed member from each Faculty under revised cl 5 c ii
Greater recognition of role of academic governance and leadership in research and research training to support achievement of beyond compliance and excellence	No existing clause explicitly supports this	New cl 17
Respond to the self-review and in particular re ensuring that the Committee is able to perform its role, including through improved access to information and greater diversity of Faculty representation	See above two items	See above two items

The following relatively more minor amendments are also recommended:

Recommendation	Current Clause	Amended Clause
Amend clause re Deputy Chair membership as necessary in light of previous amendments to the Chairing role of the Committee, who if a Deputy Chair of Academic Board renders existing clause 5b.ii. impossible to meet, and therefore the revised	cl 5 b ii	Amended cl 5 b ii

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wording in this clause will ensure appropriate representation from the Board		
The Director Education Quality added to the membership in recognition of the relevance of this role to improved functioning of the Committee	No existing clause supports this	New cl 5 b x
The phrase ‘or equivalent’ added to cl 1. to ensure that if research centre nomenclature changes that the membership representation remains intact	cl 5 c i	Amended cl 5 c i
The appointment mode for the HDR student brought into consistency with other provisions	cl 5 c v	Amended cl 5 c v
Meeting frequency increased in reflection of the amount of necessary business of the Committee	cl 21	Amended cl 21
Annual report requirement added to bring into consistency with Curriculum Committee and ensure appropriate accountability in terms of reporting academic governance to Academic Board and then from Board to Council	cl 22	Amended cl 22

A final change class is editorial to correct the reference to the policy suite in cl 9 and eliminate duplication of the name of the instrument i.e. ‘Terms of Reference’ in section 3 heading and to bring this into alignment with the policy suite. Some further typographical errors are also corrected in this class.

It is noted that parallel work is being undertaken across the Committees of Board in order to respond appropriately to the annual self-review survey responses, and ensure that all Terms of Reference accurately reflect the required work of the Committee and enable the effective discharge of all responsibilities under the HESF, which for the Research Committee extend beyond Domain 4 (as above) and also allowing for appropriate governance and leadership in respective areas of expertise, as advised by Rowlands (2019).

It is furthermore noted that, and as discussed at the Research Committee meeting in September, that there remain several inconsistencies in the Terms of Reference for the Graduate Research Committee (GRC) and the Graduate Research Examinations Board (GREB) which require attention. The GRC is described as both a working committee of the Research Committee (cl 1) and a management advisory body (cl 5) (*Terms of Reference (Vice-Chancellor approved) - Graduate Research Committee*, ‘GRC Terms of Reference’) and the GREB is described as ‘a sub-subcommittee of the Graduate Research Committee’ (cl 1) and as a ‘management advisory body, making recommendations about the examination of higher research degrees to the Graduate Research Subcommittee’ (cl 5) and noting that the latter does not exist (*Terms of Reference (Council approved) - Graduate Research Examinations Board - Annex B to University Research Committee Terms of Reference*). In particular it was also noted that the *HDR Program Approval Rule*, the *HDR Program Approval Procedure* (see cl 8-12), the GRC Terms of Reference (cl 5.c), and the Research Committee Terms of Reference (see cl 14.c.iii) are not in alignment. These changes will be

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progressed in 2022, both in response to the above and to self-review comments identifying that HDR policies are out of date and that HDR performance requires greater oversight (see Research Committee Annual Self-Review Results Report #RC21357 re comments to Question 3a and 20a [available in *Convene Document Library > Academic Board and Committees > Self-Review Results*]).

### Teaching and Learning Committee

AREA	OVERVIEW				COMMENTS
<b>Academic Integrity</b>	<i>Functional Alignment</i>				Education Futures have advised that it will undertake further investigation into the reasons for significant increase in cases in 2020 compared to 2019. From discussions with relevant schools, the identified reasons include: <ul style="list-style-type: none"> <li>• Increased effort to report cases and improved processes for reporting and managing cases.</li> <li>• Outdated assessment tasks.</li> <li>• Increased ‘recycling’ of work by students.</li> <li>• COVID-related issues having a negative impact on students’ time to focus on referencing etc.</li> <li>• Increased use of alternative assessments to online examinations and related academic misconduct cases for new or unfamiliar assessment types.</li> </ul>
Teaching and Learning	<b>TOR</b>	<b>HESF</b>	<b>Future Fit</b>	<b>Risk Register</b>	
Date: 08 Nov 2021	4, 15b	5.2, 6.3.2.d	1	R9	
Report #TLC21135	<i>Quality Assurance and Progress Status</i>				
Provenance: EPEF	<b>Activity</b>	<b>Responsibility</b>	<b>Destiny</b>		
Motion/Resolution: NOTED	Update to TLC on September report (#TLC21143) on Academic Integrity, Plagiarism, and (academic) Misconduct. From 1077 recorded cases in 2020, as at 30 November 2021 6 remain outstanding/un-resolved/un-documented. Initial review of TRIM data identified 267 cases without documented outcomes.	<i>Reporting:</i> Executive Principal Education Futures <i>Document Management:</i> ALL UNE Staff, pursuant to cl 8 of the Records Management Rule.	Academic Board. Pursuant to cl 65 of the Student Coursework Academic Misconduct Procedures, an annual report is required to be provided on the number of academic misconduct cases at UNE.		

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				Work to review our academic integrity policies and processes has commenced with project scoping underway. Updates will be provided to the Committee and Board at key milestones and reported to Council as appropriate.
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AREA	OVERVIEW				COMMENTS
<b>(2020) Student Progress and Completions</b>	<i>Functional Alignment</i>				Some of the major issues and concerns identified in this report: * English proficiency is a reportable metric; however, there are gaps in the available data. * 18 courses offered by UNE in 2020 have been identified as courses ‘of concern’ due to the incidence of several ‘at risk’ metrics. * Student engagement, particularly for part-time and online/off campus students, is critical. * Undergraduate load was up 1.3% in 2020 on the previous year while postgraduate (c/work) load was down 1.4% on 2019 levels.
Teaching and Learning	<b>TOR</b>	<b>HESF</b>	<b>Future Fit</b>	<b>Risk Register</b>	
Date: 08 Nov 2021	4, 15b	5.2, 6.3.2.d	1	R9	
Report #TLC21174	<i>Quality Assurance and Progress Status</i>				
Provenance: EQD	<b>Activity</b>	<b>Responsibility</b>	<b>Destiny</b>		
Motion/Resolution: APPROVED ENDORSED NOTED  (full resolution below)	This report provided the Teaching and Learning Committee with the Annual Student Progress and Completions update student EFTSL and GPA, admission pathways, enrolments and load, average GPA, student progress, student commitment, attrition rate, student completions, course of study profile, and a range	<i>Reporting:</i> Executive Principal Education Futures  <i>Document Management:</i> ALL UNE Staff, pursuant to cl 8 of the Records Management Rule.	An update be provided to Academic Board in early 2022 on the progress of the following work, given the ATSI student cohort is ‘at risk’ across many of the metrics discussed within the report.  The Retention and Engagement strategy be updated with new planned initiatives for 2022, including through		

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	of metrics presented by School.		HEPPP, and presented to TLC.	
<p>The Teaching and Learning Committee:</p> <ol style="list-style-type: none"> <li>1) APPROVED the setting of benchmarks outlined in Table 1 (below), under (15)b.ii of the Teaching and Learning Committee Terms of Reference, with the benchmarks aligned to the course reviews framework.</li> <li>2) ENDORSED:             <ol style="list-style-type: none"> <li>a. That amendments are made to Callista to enable UNE International to upload English proficiency data thereby making it suitable for the purposes of reporting in future years.</li> <li>b. A review of the pathway to admission of international applicants with an overall IELTS score of 4.5, or equivalent, at the time of visa application be undertaken.</li> <li>c. A review of English language admission requirements, to determine whether prospective international students with an IELTS sub-band score lower than 6 should not be admitted into a course of study.</li> <li>d. As part of UNE International’s annual review of agents, increased attention be given to the agents noted bellow, following with corrective action if required:                 <ol style="list-style-type: none"> <li>i. Discover Matrix</li> <li>ii. Auspak International</li> <li>iii. Fortrust Education Services</li> <li>iv. AB Educational Avenues</li> </ol> </li> <li>e. A review of the methods used to calculate admission standards and practices for at risk cohorts be undertaken, given that recently collected data suggests that students from a number of specific countries have lower average English proficiency scores and are the most ‘at risk’ for academic success.</li> <li>f. A review of admissions pathways recording with a view to facilitating more consistent and reliable data.</li> <li>g. An update be provided to <b>Academic Board in early 2022</b> on the progress of the following work, given the ATSI student cohort is ‘at risk’ across many of the metrics discussed in this report:                 <ol style="list-style-type: none"> <li>i. Oorala has advised that a project to bring in an academic to identify reasons ATSI students are struggling when compared with other student cohorts, will commence by November 2021. An initial report will be completed within six weeks of commencement. Any additional work that may be identified as part of the initial report is projected to be continued/finalised in the early part of 2022.</li> </ol> </li> <li>h. That given the multiple streams being undertaken on Retention and Engagement, and the need for this work for part-time and online students:                 <ol style="list-style-type: none"> <li>i. A report on the take-up of TalkCampus and strategies to promote this are reported to <b>Teaching and Learning Committee;</b></li> <li>ii. The Retention and Engagement strategy be updated with new planned initiatives for 2022, including through HEPPP, and presented to <b>Teaching and Learning Committee;</b> and</li> </ol> </li> </ol> </li> </ol>				

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- iii. That updates and progress on Curriculum+ be monitored by **Teaching and Learning Committee**.
- i. The following courses are brought forward for early and full-panel course review in 2022, on the basis that they have four or more areas triggered as high risk, and have not been reviewed in 2020 or 2021:
- i. Bachelor of Legal Studies
  - ii. Bachelor of Educational Studies (scheduled)
  - iii. Diploma in Paralegal Studies
  - iv. Advanced Diploma in Paralegal Studies
  - v. Graduate Certificate in Mental Health Practice
- 3) NOTED the 2020 Annual Student Progress and Completions Report #TLC21174.

*Table 1 Summary of Risk Brackets for Key Metrics*

	Attrition	Commitment	Progress/Success	GPA	Overall Satisfaction
<b>UNE rate</b>	35.85% (2019)	65.65%	77.4%		4.2
<b>High Risk</b>	>40%	>10% below UNE rate	>10% below UNE rate	<4.0	<4.0
<b>Medium Risk</b>	>25%	-10% to up to +5% of UNE rate	-10% to up to +5% of UNE rate	4.0–4.5	4.0–4.2
<b>Low Risk</b>	<25%	>5% above UNE rate	>5% above UNE rate	>4.5	>4.2

### **Curriculum Committee**

AREA	OVERVIEW				COMMENTS
<b>Course Review Report</b>	<i>Functional Alignment</i>				By November 2021, only 1 of the outstanding 79 courses had not progressed in line with acceptable timeframes, and remains in progress with the Course Coordinator/School. There are some changes to the course review process, NOTED by the Curriculum Committee, for 2022; as follows: a) revised
Curriculum Committee	<b>TOR</b>	<b>HESF</b>	<b>Future Fit</b>	<b>Risk Register</b>	
Date: 16 Nov 2021	4, 16b	5, 6	1	R8	
Report #CC21047	<i>Quality Assurance and Progress Status</i>				
Provenance: EQ	<b>Activity</b>	<b>Responsibility</b>	<b>Destiny</b>		
Motion/Resolution: NOTED	Provide the Curriculum Committee with an updated report regarding UNE's Course Reviews including the 2022-2029 Course Review Schedule	Director EQ	Curriculum Committee		



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	(#CC21047 Attachment 3) and updates to the Accreditation Register (#CC21047 Attachment 9).			rubric based on feedback; b) revised timeframes for the reviews to take advantage of an earlier start; c) revised approval chain of reviews through SEC, FEC, and Curriculum Committee; and d) more active engagement of Course Managers to support the process.
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AREA	OVERVIEW				COMMENTS
<b>CAB Biannual Report</b>	<i>Functional Alignment</i>				A standardised ToR for all CABs (Course Advisory Boards) was established in part to extend the monitoring and oversight of CABs to the FECs (Faculty Education Committees). Oversight of 2020 CABs by FECs has been inconsistent across faculties; however, the report found that, given that many CABs occur towards the end of the academic year, there is little additional information to be provided on CABs beyond what has already been reported in the first biannual CAB Report. Recommended that consideration is given
Curriculum Committee	<b>TOR</b>	<b>HESF</b>	<b>Future Fit</b>	<b>Risk Register</b>	
Date: 16 Nov 2021	4, 16b	3.1, 5.1, 5.3, 6.3.2c	1	R3, R8	
Report #CC21014	<i>Quality Assurance and Progress Status</i>				
Provenance: EQ	<b>Activity</b>	<b>Responsibility</b>	<b>Destiny</b>		
Motion/Resolution: ENDORSED transition to single annual report ENDORSED FECs to discuss 2021 CABs by the end of Q1 2022 to enable the 2022 CAB Report NOTED	Second of two reports delivered annually on the activities of CABs in the three UNE faculties. It is a companion piece to #CC21013, which was delivered at the April meeting of the Curriculum Committee.	Director EQ	Curriculum Committee		

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				to making the CAB Report a single annual report to be delivered after FECs have had the opportunity to review and discuss CABs. It is further recommended that FECs are directed to discuss CABs by the end of Q1 2022 to enable the report on 2021 CABs.
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AREA	OVERVIEW				COMMENTS
<b>Undergraduate Certificates</b>	<i>Functional Alignment</i>				The Cth Department acknowledges that the timing of the decision late in 2021 created uncertainty for providers and students as they planned for the 2022 academic year.  The Curriculum Committee currently has an outstanding action item related to Undergraduate Certificates, in that “confirmation [is] to be provided to the Curriculum Committee following Part A approval of Undergraduate Certificates.” The Curriculum Committee looks forward to the outcome of those courses pending Part A approval.
Curriculum Committee	<b>TOR</b>	<b>HESF</b>	<b>Future Fit</b>	<b>Risk Register</b>	
Date: 30 Nov 2021	4, 16, 17	5, 6	1, 2, 3	R4	
Report #AB21238	<b>Quality Assurance and Progress Status</b>				
Provenance: Chair CC	<b>Activity</b>	<b>Responsibility</b>	<b>Destiny</b>		
Motion/Resolution: NOTED	Australian, State and Territory government Education and Skills Ministers have agreed to extend availability of the Undergraduate Certificate as a qualification in the Australian Qualifications Framework (AQF) until 30 June 2025.  The Undergraduate Certificate was previously scheduled to sunset on 31 December 2021.	Chair, Academic Portfolio Executive Committee (Deputy Vice-Chancellor), and Vice-Chancellor & CEO.	Academic Board  The decision to extend the Undergraduate Certificate means the Tertiary Education Quality and Standards Agency (TEQSA) and self-accrediting institutions will be able to accredit Undergraduate Certificate courses beyond 2021.		

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	Ministers also agreed to review the Undergraduate Certificate in 2024 to ensure it remains fit for purpose and support consideration of its ongoing utility as an AQF qualification.			An addendum (No. 4) has been made to the AQF Second Edition extending availability of the Undergraduate Certificate qualification. More information and a copy of the addendum are available at: <a href="http://www.aqf.edu.au">www.aqf.edu.au</a>
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Future Fit Alignment	Contribution of this initiative
<input checked="" type="checkbox"/> Goal 1: Crafting, adapting and supporting learning journeys that are distinctive in their accessibility and flexibility.	AB is responsible for leading academic governance at UNE and contributes in particular to quality definition and enhancement as well as assurance, continuous improvement, and strategic leadership of good academic governance for the benefit of students and the public good.
<input checked="" type="checkbox"/> Goal 2: Creating and sharing knowledge to make a difference locally, regionally and globally.	AB is responsible for leading academic governance at UNE and contributes in particular to quality definition and enhancement as well as assurance, continuous improvement, and strategic leadership of good academic governance for the purpose of sharing knowledge with students, including for the benefit of local, regional and global communities.
<input checked="" type="checkbox"/> Goal 3: Committing to environmental, social and financial resilience for the University, our staff, our students and our communities.	AB is responsible for leading academic governance at UNE and contributes in particular to quality definition and enhancement as well as assurance, continuous improvement, and strategic leadership of good academic governance including building the sustainability and resilience of the university, its staff, students, communities and the public good.

**Key Risks**

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None specific to this report, general comment is that without adequate academic governance, quality assurance and oversight, as well as strategic leadership of good academic governance, the university will be unable to deliver public benefit and thus may also risk its institutional status and sustainability.

### Management Action Guidance

	Rare	Unlikely	Possible	Likely	Probable
Severe	MEDIUM Report to SET (within 6 months)	HIGH Report to SET and Council (within 3 months)	HIGH Report to SET and Council (within 3 months)	EXTREME Report to SET and Council (within 1 month)	EXTREME Report to SET and Council (within 1 month)
Major	MEDIUM Report to SET (within 6 months)	MEDIUM Report to SET (within 6 months)	HIGH Report to SET and Council (within 3 months)	HIGH Report to SET and Council (within 3 months)	EXTREME Report to SET and Council (within 1 month)
Moderate	LOW No action required	MEDIUM Report to SET (within 6 months)	MEDIUM Report to SET (within 6 months)	HIGH Report to SET and Council (within 3 months)	HIGH Report to SET and Council (within 3 months)
Minor	LOW No action required	LOW No action required	LOW No action required	MEDIUM Report to SET (within 6 months)	MEDIUM Report to SET (within 6 months)
Insignificant	VERY LOW No action required	VERY LOW No action required	VERY LOW No action required	LOW No action required	LOW No action required

### Appendices / Supporting Documentation

**Annexure A:** Academic Governance Matters and Monitoring Table 2021

**Attachment 1:** Terms of Reference (Council approved) - Research Committee (FOR APPROVAL)

**Attachment 2:** Winchester Review Closeout Report #AB21299 (FOR INFORMATION)

**Attachment 3:** Academic Board 2022 Meeting Dates and Workplan Development (FOR NOTE)

**Via Convene Document Library: Council and Council Committees > Council OPEN > 2022 January 28**

**Attachment 4:** Chair of Research Committee Annual Report to Academic Board #AB21228

Additional:

**Academic Board and Committee Business Papers**

*Convene Document Library > Academic Board and Committees > Academic Board Meetings*

**Self-Review Results**

*Convene Document Library > Academic Board and Committees > Self-Review Results*



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**ANNEXURE**  
*Academic Governance Matters and Monitoring Table*

<b>ACADEMIC BOARD</b>						<b>22 FEB</b>	<b>26 APR</b>	<b>21 JUN</b>	<b>23 AUG</b>	<b>25 Oct</b>	<b>06 DEC</b>
<i>Reports: Motion</i>	Provenance	ToR	HESF 6.3 +	<i>F- Fit</i>	RR						
Academic Board 2021+: <i>Noted</i>	CAB	28 a iii	6.3 1 c	1-3	Y		#AB21262				
Academic Calendar: <i>Noted</i>	Education Futures	26, 27, 28a.iv	6.3.2d, 7.2 7.27.2								#AB21297
Academic Delegations: <i>Noted</i>	DGUS	5b, 28b.ii	6.3.2b								#AB21278
Academic Development Framework and Scholarship Model: <i>Endorsed</i>	TLC	26-29	3, 6.3	1	-			#AB21235			
Academic Freedom: <i>Noted</i>	Working Group	28 a iii 28 b i		1-3	-		#AB21219		#AB21286	#AB21295 #AB21505	#AB21509 #AB21510
Academic Quality Assurance Guidelines: <i>Endorsed</i>	DEQ										#AB21517
Academic Risk Register: <i>Noted</i>	EQ	28 b iv 28 b vii	6.3 1 g	1-3	Y	#AB21202	#AB21251			#AB21292	
AQF + 1: <i>Noted</i>	DVC	5b, 26, 27, 28a.i, 28b.	5.3.3; 5.3.7; 6.3.1a, 6.3.1a b; 6.3.2	1, 3	-					#AB21202	
Course amendments, establishment and disestablishment: <i>Endorse</i>	CC	28 b iii	5.1	1	-	#AB21210	#AB21234	#AB21235	#AB21236	#AB21237	#AB21238
Course Design Framework (updates): <i>Endorsed</i>	TLC	26-29	3.1.3	1	-			#AB21272			



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Course Review Enhancements: <i>Approved/Noted</i>	EQ	28 b i 28 b iii	5.3	1	Y		#AB21260	#AB21272			
Future Fit (update): <i>Noted</i>	VC & CEO	28 a iii	6.3 1 c	1-3	-		#AB21252				
Benchmarking: <i>Approved</i>	DEQ/ CAB	28a.ii, 28b.v	5.3.1, 5.3.4, 5.3.7, 6.3.1a 6.3.2e								#AB21516
Graduate Research School Draft Proposal: <i>Noted</i>	RC	26-29	1,2,4	2	Y (2)			#AB21225			#AB21218 (Incl. VC Report)
Graduation List review: <i>Noted</i>	VC, DVC	1, 4, 5, 26, 27, 28, 29, 31, 49, 64, 67, 68 and 69.	1.5, 6.3.1 and 6.3.2 (Acade mic Govern ance).	1	-					#AB21256	
Graduation Review	CAB	1, 4, 5, 26, 27, 28, 29, 31, 49, 64, 67, 68, 69	1.5, 6.1.36. 1.4, 6.3.1, 6.3.2								#AB21501
Head of School Presentations (Law, Business, HASSE)											#AB21518

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JMP Calendar: Endorse to Council	DVC	26, 27, 28, 29.	5.2.2; 6.2, 6.3	1	-					#AB21296	#AB21519
Learning Management System (update): <i>Noted</i>	DVC; COO	28 a i	2.1.2 3.3.1	1	-		#AB21264				
Meeting Dates and Work Plan Development 2022											#AB21288
Modern Slavery: Note	DGUS	5b, 26, 27 and 28.	6.3	1-3	-				#AB21205		
Policy reform project update: Note	DGUS	28 b i 29	6.3 2 a	1-3	Y	#AB21200			#AB21280		
Policy revision - Assessment Guidelines: <i>Endorsed</i>	TLC/EdF/D VC	28 b i	5.2.2 5.3.7	1	-		#AB21229				
Principal Dates 2023/Academic Calendar (update): <i>Noted</i>	DVC	28 b vi 28 b vii	7.2.1 7.2.2	1	-		#AB21258		#AB21282	#AB21294	
Quality Framework Review Structure: Note	EQ	26, 27, 28a, 28b, 29.	5.1 5.2 5.3 5.4 6.3	1-3	Y (4)				#AB21276		#AB21243
Research Profile and Plan: <i>Noted</i>	DVCR	28 a iii	6.3 1 c	1-3	-		#AB21253				
Respect. Now. Always: Note	VC & CEO	5b, 26, 27.	2.3	1, 3						#AB21285	
Retention and Engagement Plan: Endorse	TLC	26 - 29	2, 5, 6	1	Y (5)			#AB21230			

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Scholarship of Teaching and Learning presentation and mini-workshop Note		5b, 28a.i, 28b.viii	3.1.3 5.3.3 6.3	1 - 3	Y (3)				#AB21283		
Self-review: Note		78	6.3	1-3	Y (4)				#AB21277		
Students Report: Note	Student reps	27, 28 c	6.3.3	1 3	-	#AB21212	#AB21244	#AB21245	#AB21246	#AB21247	#AB21248
Sustainability + and Sustainable Development Goals presentation and mini workshop: Note	CAB									#AB21293 #AB21217	
Tamworth Model: <i>Noted</i>	VC & CEO	28 a iii	6.3 1 c	1-3	-		#AB21261				
Teaching Focused Academic Framework: <i>Noted</i>	TLC	26-29	3, 6.3	1	-			#AB21235			
Teaching Spaces: <i>Noted</i>	COO	28 a i	2.1 3.3.1	1	-		#AB21250				
TEQSA Risk Assessment: Note	EQ	27; 28 b iv	6.3.2	1-3	Y (10)			#AB21271			
Third party arrangements/Guidelines: <i>Noted/Endorse</i>	EQ	28 b iv	6.3 2 d 5.4	1-3	Y		#AB21254		#AB21281	#AB21274	#AB21514
Universities Australia Conference report and mini-workshop: <i>Noted</i>	Chair	28iii	6.3	1-3	Y (4)			#AB21275			
Winchester Review	VC/ CAB	5b, 26, 27 and 28.	6.1.3b, 6.3.2b								#AB21299





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Workload update: Note	DVC	5b, 26, 27 and 28a.iv.	3.2 6.3	1-3					#AB21284		
Covid-19 update and closeout report on #AB20288/9	CAB	4,26,27, 28a.i, iii, iv, 23b.i	1.3, 1.4, 2.1, 2.3, 3.3, 4, 5, 6.2, 6.3, 7								#AB20288 /9 & #AB21298
Short Form Learning Guidelines	Education Futures	28a.1, 28b.8	3.1, 5.1, 6.2.3c								#AB21515

ACADEMIC BOARD STANDING COMMITTEE						23 MAR	24 MAY	7 JUN	19 JUL	20 SEP	08 NOV
Reports: <i>Motion</i>	Proven ance	ToR	HESF 6.3 +	F- Fit	RR						
<b>Academic Medals – Autumn Graduation:</b> <i>Endorsed to Council</i>	EdF/DV C	23	6.3 1.4 1.5	1	-	#ABSC21405					
<b>Academic Medals – Winter Graduation:</b> <i>Endorsed to Council</i>	EdF/DV C	23	6.3 1.4 1.5	1	-				#ABSC21406		
<b>Academic Medals – Summer Graduation:</b> <i>Endorsed to Council</i>	EdF/DV C	23	6.3 1.4 1.5	1	-						#ABSC21407
<b>Academic Risk Register:</b> <i>Noted</i>	EQ	26, 27	6.3 1 g	1- 3	Y					#ABSC21427	
<b>Animal Ethics Committee</b> <b>ToR:</b> <i>Endorse</i>	Chair	5, 24, 25,	6.3 ( <i>also</i> 4.1)	2	Y					#ABSC21426	

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		28 and 29.									
<b>Course amendments, suspensions, establishment and disestablishment: Endorsed</b>	CC	22	5.1	1	-	#ABSC21408	#ABSC21409 (noted by AB 21 June #AB21266)	#ABSC21412 re BCOMFP T2 2021 extending #ABSC21411 (Flying Minute 13 May 2021 BCOMFP T3 2021 and 2022) (noted by AB 21 June #AB21266 and reported also within #AB21261)	#ABSC21414; #ABSC21415	#ABSC21426 (Doctor of Philosophy (Clinical Psychology))	
<b>COVID-19 Interim After-Action Review: Endorsed</b>	Chair	5b.i, 22, 23, 24, 28.	1.3 ; 1.4: 2.1; 2.3 3.3 5, 6.3 7.1;7.2	1	-						#ABSC21433
<b>Chairs reports: Noted</b>	Chair	5, 25, 26, 30 31	6.3 6.1.3, 6.3.1, 6.3.2 6.1.4,	1- 3	Y (4)	#ABSC21400	#ABSC21401 re reporting styles to Council	#ABSC21402	#ABSC21402; #ABSC21418 (including amendments to the English Language Requirements)	#ABSC21403	#ABSC21404



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<b>Graduation review: Noted</b>	Chair CC	5, 22- 25, 27- 28, 30- 34.	1.5, 6.1, 6.3	1	-						#ABSC21430
<b>IEG Third Party Arrangement Report and Transition Plan: Endorsed</b>	Chair	5, 24, 25, 28 and 29.	5.4, 6.3	1	Y					(#TLC21189) #ABSC21423	
<b>Information and Representation to Students: Noted</b>	EdF/ DVC	23	6.3 7.1 7.2 7.3	1	Y (4)		#ABSC21410				
<b>Self-Review: Noted</b>	Chair	43	6.3	3	Y(6)					#ABSC21417	
<b>Student Grievance Report Annual 2020: Noted</b>	SE	22, 24, 27 4, 26, 28.a.i v, 28.b. i-ii, iv-vii, 29	2.4 6.3., 7.2.2d	1							#ABSC21431



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<b>Student Support package (COVID19): Endorsed</b>	EdF/DV C	23	6.3 2.3 1.4	1	-					#ABSC21419 (icl assessment guidelines)	#ABSC21434 (flying minute)	
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CURRICULUM COMMITTEE						09 FEB	13 APR	11 MAY	08 JUN	06 JUL	10 AUG	07 SEP	05 OCT	16 NOV
Reports: <i>Motion</i>	Prove- nance	ToR	HESF	FF it	RR									
<b>Committee Chair:</b> <i>Noted</i>	Chair		6.3	1- 3	List ed	#CC21008	#CC21016	#CC21017	#CC21018	#CC2109 #CC21070 <i>Self Review</i>	#CC21020	#CC21021 #CC21071 <i>Self Review</i>	#CC21022	#CC21023
<b>Academic Risks:</b> <i>Noted</i>	EQ	4 16	6.3 1 g	1- 3	Y	#CC21007	#CC21064					#CC21088		
<b>UCPD Audit:</b> <i>Noted</i>	ED	4 16 c	6.3.1.a,b 6.3.1	3	Y	#CC21006								
<b>Course Profile Review</b> <i>Noted</i>	EQ	4, 16 a	5.1 6.3.2b	2- 3	-	#CC21005								
<b>Course Design Framework (CDF) Implementation:</b> <i>Noted</i>	ERS	16 a	3.1	1	-		#CC21075							
<b>Course Review Enhancements:</b> <i>Endorsed</i>	EQ	16 b	5.3	1	Y	#CC21002	#CC21074							
<b>Course Review Enhancements (update):</b> <i>Noted (also endorsed to AB suspension of cl 22 – 30 of Quality Assurance Procedures).</i>	EQ	16 b	5.3	1	Y				#CC21078					

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<b>Course Review Report:</b> <i>Noted</i>	EQ	4, 16b	5.1, 5.2.1, 6.2.1f, 6.3.1, 6.3.2											#CC21047
<b>Course Advisory Board (CAB):</b> <i>Noted and Endorsed to DVC for Approval (ToR for CABs).</i>	EQ	16 b	5.3	1	-		#CC21013							#CC21014
<b>Course amendments, establishment and disestablishment:</b> <i>Endorsed</i>	Faculties	16 c 16 d	5.1	1	-	#CC21010 #CC21011 #CC21008	#CC21034 #CC21033 #CC21032	#CC21038 #CC21037 #CC21036	#CC21040 #CC21041 #CC21042	#CC21044 #CC21080 #CC21045 #CC21046 #CC21081	#CC21048 #CC21049 #CC21450 #CC21082	#CC21052 #CC21053 #CC21054 #CC21083	#CC21056 #CC21057 #CC21058	
<b>Course Suspension Update:</b> <i>Noted</i>	EF, CAM	4, 16, 17, 18	6.3.1a											#CC21066
<b>Curriculum+ Project:</b> <i>Noted</i>	EF	3,4, 20, 22	1.4, 2.1, 3.1, 3.3, 6.3, 7.1, 7.2											#CC21089
<b>DEC Report (inc Course Proposals)</b>	DEQ, CAM	4, 16c, 16d , 17												#CC21085
<b>Graduate Attributes Procedures</b> <i>Noted</i>	EQ	1, 16, 17, 18	1.3, 3.1, 5.1, 6.3	1	Y							#CC21090		



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<b>Faculty Reports – Endorsed</b> HASSE M&H SABL	FEC, CAM	4, 16c, 16d , 17	5.1, 6.2.1f, 6.3.1, 6.3.2											#CC21058 #CC21060 #CC21059
<b>Graduation Processes and Lists: Endorsed</b> (nb Flying Minute 29 April)	DVC	18	1.5.1 1.5.3	1	-		#CC21035 #CC21077				#CC21039	#CC21051 (re My eQualls)  #CC21090 Graduate Attributes	#CC21091 (graduatio n review update)	
<b>Implementation of 2cp unit:</b> <i>Noted</i>	CFO, CIO	4, 16a	3.1, 5.1, 6.2.3c, 7.1.3											#CC21094
<b>LMS and Academic Calendar</b> <i>Noted</i>	EP EF	1 16 19 22	1.3 2.1 3.1 5, 6, 7	1- 3	Y						#CC21086			
<b>Low Enrolment Working Group (interim): Noted</b>		16 a			-		#CC21076							
<b>Short Form Learning: Noted</b>	EF, Office of Strategy Manage ment	4, 16a	3.1, 5.1, 6.2.3c											#CC21099
<b>Student Representatives Report: Noted</b>	Student s	19	6.3.3	1 3	-	#CC21009	#CC21024	#CC21025	#CC21026	#CC21027	-	-		
<b>Third Party Arrangements:</b> <i>Noted</i>	EQ	16 a	6.3 2 d 5.4	1- 3	Y		#CC21068							



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<b>Unit Offerings 2021-2022:</b> <i>Noted</i>	EF, CAM	4, 16, 17, 18	6.3.1a												#CC21065
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RESEARCH COMMITTEE						10 MAR	12 MAY	14 JUL	15 SEP	17 NOV
<i>Reports: Motion</i>	Provenance	ToR	HESF 6.3 +	FFit	RR					
<b>Academic Risks:</b> <i>Noted</i>	EQ	14 c iv 14 c vii	6.3 1 g	1-3	Y	#RC21336	#RC21337		#RC21350	
<b>Annual Report – Research Committee</b> <i>noted</i>										#RC2137 2
<b>ARC Leadership Strategy review:</b> <i>Endorsed</i> (and working party established #RC21301)	DVCR	14	4, 6.3	2	-	#RC21305	#RC21301			
<b>Chair Report</b> <i>Noted</i>	CAB	4, 14	2.1, 2.2, 2.3, 2.4, 6.2.1, 6.3							#RC2130 4
<b>Cotutelle Working Group established:</b> (and working party established #RC21301)	Chair	14	4, 6.3	2	Y (2)		#RC21301			
<b>Course amendments, suspensions, establishment and disestablishment:</b> <i>Endorsed</i>	DVCR	4, 14	2,4,5,6	2	Y				#RC21333	



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<b>DVCR Reports: Note</b>	DVCR		6.3	2	Listed	#RC21305	#RC21306	#RC21307	#RC21308	
<b>e-Research (Chair)</b> <i>Noted</i>	e-Res Chair	4,14	4.1, 4.2, 5.2, 5.4, 6.1, 6.2, 6.3							#RC21358
<b>Ethics Committee Reports: Noted</b> (#RC21326 includes training and concerns re Centre for Animal Research and Training (CART) referred to in #AB21225; #RC21327 includes Independent External Review report)	DVCR	14	4.1 4.2 5.2 5.4	2	-	#RC21325	#RC21326	#RC21343; #RC21327	#RC21328 #RC21344	#RC21345
<b>Ethics - Animal Ethics Committee ToR:</b> <i>Endorsed/ Noted</i>	DVCR	4, 14	4,5,6	2	Y				#RC21328	#RC21329
<b>Faculty Research Committees: Noted</b>	ADR	14	6.3, 4.1, 4.2,	2	-	#RC21315	#RC21316	#RC21318	#RC21318 (sic) #RC21360	#RC21319 #RC21365
<b>Graduate Research Committee: Noted</b> (report includes reference to Masters Upgrade Guidelines)	DVCR GRC	14	4.2	2	-	#RC21330	#RC21331	#RC21332		#RC21334
<b>HDR</b> <b>HDR Quality Assurance: Noted</b> <b>HDR Cognate Review</b> <b>HDR Supervision</b>	DVCR EQ, GRC	4, 14	2, 5, 6 Also 4 1.3, 2.2,	2	Y				#RC21349	#RC21371 #RC21370





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			4.2, 5.3, 7.3							#RC2137 1
<b>Library report re publication management:</b> <i>Noted</i> <b>Recording Research Output</b> <i>Noted</i>	SE UL	14	4,7	2	-			#RC21342		#RC2136 7
<b>Policy reform update:</b> <i>Noted</i>	P&G	14	6.3	1-3	Y (4)			#RC21345	#RC21352	
<b>Research Services:</b> <i>Noted</i> (#RC21310 includes draft Research Data Management Guidelines)	DVCR	14	4.1 4.2	2	-	#RC21310	#RC21311	#RC21312		
<b>Self-review:</b> <i>Noted</i>	Chair	27	6.3	3	Y				#RC21357	
<b>Student Grievance Analysis and Trends: 2020 Student Grievance Report (HDR students)</b> <i>Noted</i>	EP Student Exp, SGU	4, 14b.i, 14c.iv	2.4, 6.2.1f, 6.3.1d, 6.3.2a, 7.2.2d							#RC2133 8
<b>Student Data Analysis and Trends: HDR Student Data Report</b> <i>Approved/ Noted</i>	EQ	4. 14b.i, 14c.iv	1.3.3, 1.34, 1.3.5, 2.2.3, 4.2.1c, 5.3.3, 5.3.4a, 5.3.7, 7.3.3							#RC2137 0



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<b>Students Report: <i>Noted</i></b>	Student reps	14 d	6.3.3	1	-	#RC21320	#RC21321	#RC21322		
<b>Terms of Reference: <i>Endorsed</i></b> (and working party established #RC21301)	EQ	14 c 1	6.3 1 6.3.2	2	-	#RC21335	#RC21301			#RC2136 8
<b>Working Groups</b> <b>ARC Leadership Strategy/ ToR</b> <i>Endorse</i>										#RC2136 2

TEACHING AND LEARNING COMMITTEE						01 FEB	08 MAR	06 APR	03 MAY	28 JUN	12 JUL	02 AUG	13 SEP	08 NOV
Reports: <i>Motion</i>	Prove-nance	ToR	HESF 6.3 +	FFit	RR									
<b>Committee Chair's Report</b> <i>Noted</i>	Chair TLC	4, 15a-c	5.2.2 5.3.7 6.3.1	1, 3	Y	#TLC21104	#TLC21107	#TLC21109	#TLC21110	#TLC21111 #TLC21155 <i>Self Review</i>		#TLC21112 #TLC21167 <i>Self Review (Results)</i>	#TLC21113	#TLC21114
<b>Academic Calendar and Principal Dates</b> <i>Noted</i>	EPEF	4, 15	6.3.2 7.2.1	1-3					#TLC21145	#TLC21159		#TLC21177	#TLC21181	
<b>Academic Excellence Priorities in Teaching and Learning</b> <i>Noted</i>	EPEF	4, 15a, 15b.i.	3.1-3 6.3.1a 6.3.2	1-3	-								#TLC21165	
<b>Academic Integrity, Plagiarism, Misconduct</b> <i>Endorse to Academic Board</i>	EPEF	4, 15b	5.2 6.3.2d	1	-								#TLC21143	#TLC21135



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<b>Academic Risk Register</b> <i>Noted</i>	EQD	4, 15a, 15c.iii	5.2.2, 5.3.7, 6.3.2	1-3	Y	#TLC32203		#TLC21139					#TLC21180	
<b>Alternative Assessment and Online Examinations</b> <i>Noted</i>	EPEF	4, 15b.iv, 15c.i, 15c.iii	1.4.3, 3.2.3, 5.3.2, 6.3.1	1	-	#TLC21102								
<b>Annual Student Surveys Report (QILT)</b> <i>Noted</i>	EQ	27a.i, 28b.i, 28b.iv, 28v.v, 28b.vii	5.3.3, 5.3.7, 6.3.1, 6.3.2	1	-	#TLC21108								
<b>Board of Examiners</b> <i>Noted, and Endorse for Approval</i>	EQD	4, 15b.iv, 15c.iii, 15c.vi	5.2.1, 5.2.2, 5.3.7	1	-	#TLC21101	#TLC21132							
<b>Course Design Framework</b> <i>Endorsed to Academic Board</i>	EPEF	4, 15a-c, 16, 17	5.2.2, 5.3.7, 6.3.1, 6.3.2	1,3	Y				#TLC21151					
<b>Course Review Process</b> <i>Noted</i>	EQD	4, 15a-c	5.1, 5.2.1, 6.2.1	1-3	Y		#TLC21130							
<b>Faculty/Portfolio Education Committee Updates</b> <i>Noted</i>	FEC Chairs	4, 15a-c	5.2, 5.3, 6.3.1, 6.3.2	1-3		#TLC21105			#TLC21117	#TLC21118	TLC2118 (Special)		#TLC21185, #TLC21120, #TLC21186, #TLC21187	#TLC21183
<b>Future Fit Student Engagement</b> <i>Noted</i>	EPSE	4, 15a, 15b.i,	1, 2, 3, 7	1-3	Y							#TLC21178		



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		iv 15c											
<b>Graduation Review Update and HESF Assurance Statement</b> <i>Noted</i>	Student Exp		1, 4, 5, 26, 27, 28, 29, 31, 49, 64, 67, 68 and 69.										#TLC21193
<b>IEG TPA Report and Teachout Plan</b> <i>Endorsed to Academic Board</i>	ADTL SABL	4, 15a-c, f 19	1.1 1.3-4 3.2 5, 6, 7	1-3	Y							#TLC21189	
<b>Integrated Academic Development and Scholarship Model 2021</b> <i>Noted, and Endorsed to Academic Board</i>	EPEF	4, 15a-c 16 17	5.2.2 5.3.7 6.3.1 6.3.2	2-3	-			#TLC21150					
<b>JMP 2022 Academic Calendar</b>	EF, M&H FEC	26, 27, 28, 29	5.2.26.3.16.3.1										#TLC21198
<b>Learning Environments Report</b> <i>Noted</i>	EPEF	4, 15a, 15b.i, 15b.iv, 15c.	2.1, 2.2.1, 6.3.1	1, 3	-							#TLC21171	
<b>Online Learning Standards</b> <i>Endorsed</i>	EPEF	4, 15a-c	2.1.3 3.1.3 3.3 6.3.2	1	-		#TLC21131						



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<b>Policy Amendment</b> <i>Assessment Guidelines Endorsed to Academic Board</i>	EPEF	15e		1-3	Y			#TLC21141						#TLC21194
<b>Policy Amendment ELRA</b> <i>Endorsed to Academic Board</i>	Chair M&H FEC	15.e	1.4.3 5.3.2 6.3.1 6.3.2	1-3	-					#TLC21149				
<b>Policy Amendment Graduate Attributes</b> <i>Endorsed to Academic Board</i>	EQD	4, 15c.i, 15.e, 19	1.5, 3.1, 5.1 6.3, 7.1	1-3	-								#TLC21190	
<b>Policy Report Noted</b>	RPG	15e	5.3.7 6.3.2	1-3	Y			#TLC21142		#TLC21158	#TLC21158 (Special)	#TLC21169	#TLC21184	
<b>Policy Review: Academic Quality Assurance Guidelines</b>	EQ	4, 15b.iv , 15c.i, 15e	6.3.1a											#TLC21138
<b>Privacy and Compliance Noted</b>	HRPG	4, 15c.iii	6.2.1e 6.3.2d 7.1	1,3						#TLC21148	#TLC21119		#TLC21162	
<b>Reconciliation Action Plan Noted</b>	RAP WG	4, 15a-c	5.2.2 5.3.7 6.3.1	1-3	-				#TLC21147					
<b>Retention and Engagement Plan</b>	EPEF	4, 15a-c	5.2.2 5.3.7 6.3.1 6.3.2	1,3	Y				#TLC21146					



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<i>Endorsed to Academic Board</i>													
<b>Student Grievance Report Noted</b>	SGU	4 15a-c	2.4 6.2.1	1,3								#t1c21166 (T1 2021)	#TLC21144 #TLC21166
<b>Student Progress: Analysis and Trends: 2020 Annual Student Progress and Completions Report</b>	EQ	4, 15b.i-ii, 15c	1.3.5, 5.3.4, 5.3.7, 6.3.2										#TLC21174
<b>Student Report Noted</b>	Reps	15d	6.3.3	1, 3	Listed	#TLC21106			#TLC21124	#TLC21125	#TLC21126		#TLC21127 #TLC21128
<b>Student Support Package Endorsed to Academic Board</b>	ADTL SABL	4 15b.iv 15c.i 15e	1.4.3 6.3.1 6.3.2	1-3	Y					#TLC21160 (T2 2021)			
<b>Third-Party Arrangement Guidelines Endorsed to Academic Board</b>	EQD	15a, 15b.i, iv 15b.i-iv, vi-vii, 15.e	5.2.4 5.4 6.1.3 7.1-4	1-3	Y							#TLC21188	
<b>Unit Monitoring Report Note, and Endorse Action</b>	EQD	4, 15b.i 15.c	1.3.5 5.3.4a 5.6.4	1, 3	Y	#TLC21100 (T2 2020)				#TLC21154 (T3 2020)		#TLC21163 #TLC21171	
<b>Unit Reviews Noted</b>	EQD	4, 15a-c	5.2.1 5.3 6.3.2	1-3				#TLC21140		#TLC21157 (Commendations)		#TLC21156	



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<b>University Librarian's Report Noted</b>	Uni Lib	4, 15b.i	3.3 7.3.1 7.2.2	1-3					#TLC21124					#TLC21164
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KEY		
Acronyms and Abbreviations		Formatting and Notes
<b>AB</b>	<i>Academic Board</i>	Left Columns list 'Motions/Resolutions' and are <i>italicised</i> where the minutes have been confirmed by the relevant Board Committee.
<b>ABSC</b>	<i>Academic Board Standing Committee</i>	
<b>CAB</b>	<i>Chair, Academic Board</i>	
<b>CC</b>	<i>Curriculum Committee</i>	
<b>DCAB</b>	<i>Deputy Chair, Academic Board</i>	
<b>EPEF (also Ef and EdEF)</b>	<i>Education Futures (Executive Principal, Professor Steven Warburton)</i>	Cells/rows that have been <b>shaded dark grey</b> are addressed in more detail within the Chair's report. Cells that have been <b>shaded light grey</b> have been reported in previous Chairs reports to Council (2021).
<b>EQ</b>	<i>Education Quality (Director, Mr Ewan Evans)</i>	
<b>FFit</b>	<i>Future Fit</i> [ <a href="https://www.une.edu.au/strategic-plan">https://www.une.edu.au/strategic-plan</a> ]	
<b>HESF</b>	Higher Education Standards Framework (threshold Standards) [ <a href="https://www.legislation.gov.au/Details/F2015L01639">https://www.legislation.gov.au/Details/F2015L01639</a> ]	
<b>RC (ResCom)</b>	<i>Research Committee</i>	
<b>RR</b>	<i>Academic Risk Register</i>	
<b>EP SE (also SE)</b>	<i>Student Experience (Executive Principal, Professor Shelley Kinash)</i>	
<b>TLC</b>	<i>Teaching and Learning Committee</i>	
<b>ToR</b>	<i>Terms of Reference</i> [ <a href="https://www.une.edu.au/policies">https://www.une.edu.au/policies</a> ]	

# Terms of Reference (Council approved) - Research Committee

## Section 1 - Overview

### Research Committee

- (1) The Research Committee is established as a University Committee to support the Academic Board.
- (2) These Terms of Reference for the Research Committee prescribe the following:
- the members of the Research Committee, and ~~the members'~~their method and term of appointment;
  - the functions and terms of reference of the Research Committee; and
  - other matters in connection with the Research Committee and its operation.
- (3) The establishment of this Committee and of the Terms of Reference of the Committee to carry out the business of the Academic Board are actions authorised under [Section 23 of the UNE By-law 2005](#). The provisions of these Terms of Reference take effect as a Council Rule made under [Section 29 of the UNE Act](#).

### Objectives

- (4) The role of the Research Committee is to oversee and report to the Academic Board on the ~~A~~academic ~~G~~governance of research and research training at the University.

## Section 2 - Research Committee Membership

### Membership

- (5) The members of the Research Committee are as follows:
- Chair
    - The Chair of Research Committee is appointed by the Chair of Academic Board after a call forexpressions of interest from Level D/E academic staff.
  - Ex officio members
    - Deputy Vice-Chancellor Research;
    - A Deputy Chair of Academic Board ~~who is not a member of the Teaching and Learning Committee~~(if a Deputy Chair of Academic Board is already a member through having been appointed as the Chair of the Committee, then a Chair of Academic Board nominee who is a senior academic at Level D or E and an elected member of the Board);
    - Chair of Academic Board (or nominee who is a senior academic at Level D or E) and an elected member of the Board;
    - Chairs of the University's ethics committees;
    - Chairs of the Faculty Research Committees (normally the Associate Deans Research);
    - Chair of the Graduate Research Committee;
    - Director of Research Services; ~~and~~
    - Director Library Services and University Librarian or nominee; and



~~viii-ix.~~ Director Education Quality.

c. Appointed Members

- i. One research centre Director or equivalent appointed by the Deputy Vice-Chancellor Research;
- ~~i.~~ ii. One member of academic staff from each Faculty with a strong research track record appointed by the Committee after an expression of interest process;
- ~~ii.~~ iii. One member of academic staff or HDR Current Student who identifies as being of Aboriginal or Torres Strait Islander descent, appointed by the Committee after an expression of interest process;
- ~~iii.~~ iv. One early career researcher appointed by the Committee after an expression of interest process; and
- ~~iv.~~ v. One HDR Current Student appointed by the ~~Chair-Committee~~ after an expression of interest process. The HDR Current Student may be a student representative elected to Academic Board, but it is not a requirement.

### In attendance

- (6) The Research Committee can co-opt members in order to achieve or maintain gender balance, where the membership does not include at least two women and two men, or to provide specialist advice to the committee.
- (7) At the discretion of the chair, the committee can also invite non-voting individuals as observers to attend regular or individual meetings, provide appropriate expertise as necessary and contribute to discussion.

### Appointment procedure for appointed members

- (8) Appointed members of the Research Committee are appointed when a vacancy occurs.

### Appointments

- (9) Appointment of members will be conducted as per these Terms of Reference and the Standing Orders - ~~Standing Orders of~~ Academic Board ~~and Committees's Standing Orders.~~

### Automatic vacancy by an appointed member

- (10) An appointed position becomes vacant automatically if:
- a. the appointed member is absent without prior leave from three consecutive Research Committee meetings, or
  - b. the appointed member loses his/her original qualification for appointment.

### Acting ex officio members

- (11) An ex officio member of the Research Committee includes a person who has been appointed on an 'acting' basis to the role.

### Term of office

#### Ex officio members

- (12) The ex officio members will be Research Committee members while they hold their primary office.

#### Appointed members

- (13) The term of office of an appointed member is three years. Appointed members may stand for re-appointment.

## Gender representation objectives

(14) Gender representation shall accord with the [Gender Representation on Decision-Making and Advisory Committees Policy](#).

## Section 3 -- Research Committee Functions ~~Terms of Reference~~

### Functions

(15) The functions of the Research Committee are:

- a. To oversee the Academic Governance of research and research training at the University and report to the Academic Board on these matters, so as to enable the Academic Board to provide assurance (or otherwise) to the Council.
- b. To the extent they relate to research or research training, the Research Committee will provide assurance (or otherwise) to the Academic Board that processes and structures are established and responsibilities are assigned that collectively:
  - i. achieve effective academic oversight of the quality of research and research training;
  - ii. set and monitor institutional benchmarks for research quality and outcomes;
  - iii. establish and maintain academic leadership at an institutional level, consistent with the types and levels of higher education offered; and
  - iv. provide competent advice to the Academic Board and management on research matters, including advice on research outcomes, policies and practices.
- c. To the extent they relate to research or research training, the Research Committee will provide assurance (or otherwise) to the Academic Board that academic oversight assures the quality of research and research training effectively, including by:
  - i. developing, monitoring and reviewing academic policies and their effectiveness;
  - ii. confirming that delegations of academic authority are implemented;
  - iii. critically scrutinising, approving and accrediting or advising on approving and accrediting, courses of study and their associated qualifications;
  - iv. maintaining oversight of academic and research integrity, including monitoring of potential risks;
  - v. monitoring and initiating action to improve performance against institutional benchmarks for academic quality and outcomes;
  - vi. critically evaluating the quality and effectiveness of educational innovations or proposals for innovations;
  - vii. evaluating the effectiveness of institutional monitoring, review and improvement of academic activities; and
  - viii. monitoring and reporting to the Academic Board on the quality of research and research training.
- d. To the extent it relates to research or research training, the Research Committee will provide assurance (or otherwise) to the Academic Board that students have opportunities to participate in Academic Governance.
- e. The Research Committee will exercise its academic governance functions in all areas of benchmarking and quality assurance related to research and research training, including ensuring that:
  - i. research is conducted in accordance with an appropriate institutional research policy framework and by appropriately qualified staff;
  - ii. a system for accurate and up-to-date recording of the research outputs of staff and research students is maintained;

- iii. research training is guided by an appropriate institutional research training policy framework;
- iv. an appropriate supervisory environment and supervision for research training, including induction, is maintained;
- v. appropriate governance of coursework components of research training is undertaken;

and, also as relevant, related to research and research training, providing oversight and assurance of:

- vi. student participation and attainment encompassing admission, credit and recognition of prior learning, orientation and progression, learning outcomes and assessment, qualifications and certification;
- vii. learning environment encompassing facilities and infrastructure, diversity and equity, wellbeing and safety, student grievances and complaints;
- viii. teaching encompassing course design, staffing, learning resources and educational support;
- ix. institutional quality assurance encompassing course approval and accreditation, academic and research integrity, course monitoring, review and delivery with other parties; and
- x. representation, information and information management encompassing representation of course offerings, information for prospective and current students and information management.

e-f. The Research Committee will consider new University rules and policies that are developed in relation to research or research training, and any replacement or major changes to them. If the rule or policy is considered to be in order then the Research Committee will recommend it to the Academic Board for endorsement.

e-g. The Research Committee may exercise such other authority as may be delegated to Research Committee in a University Rule.

## General

(16) The Research Committee may form working groups from time to time to undertake specific projects and tasks related to their functions.

(17) The Research Committee will exercise and promote academic leadership in governance commensurate with its duties and functions, and take an active role in supporting the achievement of best practice in governance in research and research training, including by:

- i. establishing reviews for compliance and continuous improvement;
- ii. informing strategic directions and the achievement of strategic goals; and
- iii. providing advice and assurance regarding the pursuit and achievement of research excellence.

## Authority

(17)(18) The Research Committee is authorised to seek data and information from the University through the Deputy Vice-Chancellor Research to meet the Research Committee's duties and functions.

## Section 4 - Related Committees

(18)(19) Each Faculty will have a Faculty Research Committee that oversees research and research training matters at a Faculty level.

## Section 5 - Authorities

### Committee of Academic Board

~~(19)~~(20) \_\_\_\_\_ The Research Committee is established as a committee of Academic Board to perform the functions set out in the Terms of Reference above and all matters ancillary to those functions.

## Section 6 - Conduct of Research Committee Business

### Reporting

~~(21)~~ The Research Committee reports to the Academic Board, including in an annual report of the Committee's performance of its functions.

### Meetings

~~(20)~~(22) \_\_\_\_\_ The Research Committee will meet at least ~~five~~seven times per year or otherwise as required, in order to perform its functions.

### Business papers

~~(21)~~(23) \_\_\_\_\_ Unless the Chair directs otherwise, Research Committee business papers will be distributed to members and official attendees at least seven days prior to the meeting, or such shorter period as is practicable in the circumstances.

~~(22)~~(24) \_\_\_\_\_ Public disclosure of business papers, minutes and other information received by the Committee should only be made via the Chair or Secretary of the Research Committee.

### Quorum

~~(23)~~(25) \_\_\_\_\_ At any meeting of the committee, one half of the voting membership plus one constitutes a quorum.

### Use of technology

~~(24)~~(26) \_\_\_\_\_ For its business papers, meetings and otherwise to conduct its business, the University Research Committee and its members may use technology including telephone, video-conferencing, telepresence, email and internet as arranged by the Chair and/or Secretary to the committee.

### Resolutions

~~(25)~~(27) \_\_\_\_\_ The Research Committee may pass a resolution by 'flying minute' provided that the resolution has been approved by a simple majority of Research Committee members at the time the resolution is made.

### Confirmation of minutes

~~(26)~~(28) \_\_\_\_\_ Draft minutes will normally be circulated to members for comment promptly after each meeting. Next, the minutes (with any necessary changes) will be circulated for adoption by the Research Committee. The minutes will be finalised and adopted when they have been approved by a majority of the members that were present at the relevant meeting. Alternatively, the minutes may be included in the business papers for the next Committee meeting and considered and adopted by the Committee at that meeting.

### Self-review

~~(27)~~(29) \_\_\_\_\_ Once in every twelve month period, the Research Committee shall devote part of one meeting to the review of its policies, practices and procedures over the preceding twelve months.

## Secretary to Research Committee

~~(28)~~(30) The University Secretariat will provide secretarial and administrative support to the Research Committee.

# Section 7 - Definitions and Interpretation

## Definitions

~~(29)~~(31) Words and phrases used in this document have the following meanings, unless the context requires otherwise:

- a. Academic Governance means the framework of policies, structures, relationships, systems and processes that collectively provide leadership to and oversight of the University's academic activities (teaching, learning and scholarship, and research and research training) at an institutional level.
- b. Current Student means a person who is at the time a Student and who is enrolled in a higher degree course.
- c. Senior Executive means the Vice-Chancellor and Chief Executive Officer and her/his direct reports above Director level.
- d. Student means a person who has been accepted into a higher degree by research course at the University.
- e. UNE Act means the [University of New England Act 1993 \(NSW\)](#).
- f. UNE By-law means the [University of New England By-law 2005 \(NSW\)](#).

## Interpretation

This document should be interpreted using the following principles.

~~(30)~~(32) Where Research Committee membership is defined by reference to an office held (e.g. 'Chair of Academic Board'), that office-bearer is an ex officio member and has all of the same rights and responsibilities (including voting) as other committee members whilst holding the office specified.

~~(31)~~(33) This document does not override or otherwise affect:

- a. the [Authorities Retained by Council Rule](#); or
- b. the [Functions of the Vice-Chancellor Rule](#).
- c. However, it operates under the authority vested in Academic Board by the [UNE Act and UNE By-law to establish committees and terms of reference to carry out the business of Academic Board](#).

## Governing documents

~~(32)~~(34) The existing Terms of Reference and any other documents governing the Research Committee at the time these new Terms of Reference are approved are replaced and have no further operation.

## Status and Details

Status	DRAFT [VERSION 4, DRAFT 1]
Effective Date	10th June 2021
Review Date	10th June 2023
Approval Authority	Chief Legal and Governance Officer
Approval Date	10th June 2021
Expiry Date	To Be Advised
Unit Head	Gabrielle Price Director Governance and University Secretary 61 2 6773 3445
Author	Brendan Peet Chief Legal and Governance Officer 61 2 6773 3729
Enquiries Contact	Gabrielle Price Director Governance and University Secretary 61 2 6773 3445 <hr/> Office of the Director Governance and University Secretary 0267732925

## Glossary Terms and Definitions

"Academic Governance" - Means the framework of policies, structures, relationships, systems and processes that collectively provide leadership to and oversight of the University's academic activities (teaching, learning and scholarship, and research and research training) at an institutional level.

Records, Policy and Governance  
University of New England



Office of the Director Governance and University Secretary  
Phone: 0267732925

## Approval Covering Memorandum

**To:** Robyn Bartel  
Academic Board

**Date:** 18th January 2022

**From:** Gabrielle Price

**Proposed Document:** Terms of Reference (Council approved) - Research Committee

**Status:** Revision: (Document 00312, Version 4, Draft 1)

The Terms of Reference (Council approved) - Research Committee is presented for consideration and approval. While there have been contextual changes to the document, these are not considered to be of a sensitive or contentious nature. The changes are not expected to have any impact on resources or compliance.

### MEMBERSHIP

- Changes to Ex officio and Appointed membership.
- Ability to co-opt members for the provision of specialist advice.

### FUNCTIONS

- Addition of academic governance functions for benchmarking and quality assurance for research and research training,
- Addition of academic governance functions for oversight and assurance of research and research training courses
- Addition of exercise and promote academic leadership to supporting the achievement of best practice in governance in research and research training

### CONDUCT

- Increase meeting requirements to minimum of seven per annum

The nature of the changes are summarised below:

Changes and Impacts	
Contextual Changes	Yes
Contentious and/or Sensitive Issues	No
Compliance Impact	Nil
Resources Impact	Nil
Basis and Scope Of Amendment/s	
Change Prompted By	Internal Monitoring
Document Sections Edited	Rule - Clauses: 2, 5, 6, 9, 15.e, 16-17, 21-22
Timeframes	
Date of Effect	Date of Publication
Expiration Date	Not Applicable

To Be Reviewed Annually

**Registered Approval Pathway**

Endorsement	Robyn Bartel	Academic Board	rbartel@une.edu.au
Approval	James Harris	Council	james.harris@une.edu.au

**Target Audience**

Staff, Students, Visitors

**Purpose**

These Terms of Reference for the Research Committee prescribe the following: a. the members of the Research Committee, and their method and term of appointment; b. the functions and terms of reference of the Research Committee; and c. other matters in connection with the Research Committee and its operation. Policy Change Request 61

**Consultation**

The following consultation was undertaken in regard to the development of this document. It should be noted that this consultation was undertaken without the aid of the Bulletin Board.

Name of Individual/Group	Number of Opportunities	Total Time Allowed for Comment	Number of Responses
Research Committee Terms of Reference Review Working Group	4	5 Month(s)	n/a

**Summary of Amendments**

There is nothing further to report in regard to consultation.

**Implementation Overview**

Implementation will be the responsibility of the Secretariat and research Committee.



### Associated Information

The following information will be published with the document to facilitate understanding, ease of access and implementation.

### Legislation

University of New England Act 1993 (NSW)

University of New England By-law 2005

### Standards

Nil

### Codes

Nil

### Published Documents

Standing Orders - Academic Board and Committees

Terms of Reference (Council approved) - Graduate Research Examinations Board - Annex B to University Research Committee Terms of Reference

Terms of Reference (Council approved) - Graduate Research Subcommittee - Annex A to the University Research Committee Terms of Reference

### Working Documents

Nil

### File Uploads

Academic Delegations Register - Terms of Reference - published

### Website Links

Nil

### Paper-based Publications

Nil



<b>Authority</b>	ACADEMIC BOARD	<b>Date</b>	06 December 2021
<b>Report Ref</b>	#AB21299	<b>Item No</b>	4.1
<b>Proposer</b>	Professor Brigid Heywood, Vice-Chancellor and CEO Associate Professor Robyn Bartel, Chair, Academic Board		
<b>Developed with</b>	Associate Professor Robyn Cox, Deputy Chair, Academic Board, Chair, Teaching and Learning Committee Associate Professor Erica Smith, Chair of Curriculum Committee		
<b>Authorised for inclusion on agenda</b>	Associate Professor Robyn Bartel, Chair, Academic Board		

## #AB21299 – DRAFT Winchester Review Closeout Report

### Report Purpose & Origin

Purpose:	To provide the Academic Board with a draft closeout report on the UNE Review of Academic Governance (Winchester Review).
Origin	New item
Governance focus	Academic Board <a href="#">Terms of Reference</a> 5b, 26, 27 and 28. <a href="#">TEQSA Act 2011</a> Ref: 6. Governance and Accountability: 6.1.3b (Corporate Governance), 6.3.2b (Academic Governance).
Accountability	Vice-Chancellor

### Resolution

The Academic Board is asked to NOTE the DRAFT closeout report on the UNE Review of Academic Governance (Winchester Review), #AB21299.

### Executive Summary

A review of academic governance at UNE was conducted in 2017. It examined the current academic governance and processes in place and proposed new academic governance structures relevant to the new academic management structure.

The report included five commendations and 10 process and 24 structural recommendations to assist the decision maker in determining the appropriate governance arrangements for UNE.

Progress reports on the implementation of the recommendations, prepared by the then Provost and DVC, have been noted by Academic Board in September 2018 (#AB18401) and June 2019 (#AB19287).

This closeout report has been prepared by the Chair of Academic Board and the Vice Chancellor in consultation with Deputy Chair Cox and Chairs of Teaching and Learning and Curriculum Committee.

### Key Information



<i>Authority</i>	ACADEMIC BOARD	<i>Date</i>	06 December 2021
<i>Report title</i>	DRAFT Winchester Review Closeout Report	<i>Report Ref</i>	#AB21299

The [TEQSA guidance note on academic governance](#) states *inter alia* that:

Academic governance is the framework of policies, structures, relationships, systems and processes that collectively provide leadership to and oversight of a higher education provider's academic activities (teaching, learning and scholarship, and research and research training if applicable) at an institutional level. The collective oversight of the academic community is usually exercised through a single body (e.g. an academic board, with or without sub-committees) and/or a variety of other structures (e.g. faculty boards, teaching and learning committees or course advisory committees).

Periodic review of governance effectiveness including of academic governance is also required under the HESF and it must also be ensured that the findings of such reviews are considered by a competent body or officer(s) and that agreed actions are implemented (6.1.3d).

Reviews of academic governance at UNE have been conducted in 2011 and again in 2017. A review into the structure of Committees and Board was conducted by B. G. Sutton in 2011 and reported to Academic Board in March 2012.

The most recent review of academic governance at UNE was commissioned in 2017 following the restructure of academic areas into Faculties, with Schools having revised roles and functions. This restructure was informed by two external reviews, the first conducted by Emeritus Professors Gerard Sutton AO and Joan Cooper in March 2017, which delivered 18 recommendations in May 2017, and the second, concentrating on the Management Structure of Faculties and Schools, conducted by Graeme Dennehy & Associates, delivered 25 recommendations in September 2017.

Emeritus Professor Hillary Winchester was commissioned to conduct the 2017 review and her report, *UNE Review of Academic Governance*, was delivered and distributed to the University Community by UNE-Official on 15 November 2017. It contained four commendations and 10 process and 24 structural recommendations (see **Attachment 1**) as well as a number of other findings.

In February 2018 the then Chair of Academic Board delivered a response to the review which was noted by the Board (#AB18145) which detailed three findings with which the Chair disagreed. The then Chair noted that the review had alleged poor compliance with requirements for academic risk oversight (HESF6.3.2d) and delegations (HESF6.3.2b), which were claims the Chair argued to be incorrect and inaccurate (and one of the commendations had actually identified risk oversight as a strength), and that there had also been alleged in the report an absence of reference to academic integrity and innovations in Board/Committee Terms of Reference, which were in fact present and explicitly referenced in the Teaching and Learning Committee's Terms of Reference already (and therefore rendering one of the structural recommendations in part superfluous).

The then Provost and DVC, presented progress reports on the implementation of the recommendations to Academic Board in September 2018 (#AB18401) and June 2019 (#AB19287), with the latter advising *inter alia* that:



Authority	ACADEMIC BOARD	Date	06 December 2021
Report title	DRAFT Winchester Review Closeout Report	Report Ref	#AB21299

*Of the 10 process recommendations, nine were accepted and work has commenced to implement the changes, with three of the recommendations now complete. Work has commenced on the remaining six recommendations. Process recommendation nine was not adopted and instead an Academic Risk Register has been developed.*

*Of the 24 structural recommendations, four were not adopted. The first of these (SR9) related to the Academic Programs Committee, which instead was renamed the University Curriculum Committee and is now a formal committee of Academic Board, rather than a subcommittee of the University Teaching and Learning Committee. The remaining three (18, 19 & 20) related to the establishment of Faculty Boards. The new Faculties have adopted a different academic governance structure, namely instead of a single Faculty Board, each Faculty will have an Education Committee and a Research Advisory Board. The Terms of Reference for both have been adopted. Implementation of 19 of the structural recommendations has been completed. Structural recommendation 11 relating to course approval processes and delegations are still to be determined as part of the Academic Delegation Register. The Academic Delegations Framework has been developed and approved by the Vice-Chancellor. The framework has been adopted by the policy committee. All new / revised policies will conform to the framework.*

This closeout report (#AB21299) updates the above advice as follows (see also **Attachment 1**):

*Of the 10 process recommendations, nine were accepted and work has commenced to implement the changes, with six of the recommendations now complete. Work is ongoing on the remaining three recommendations. Process recommendation nine was not adopted and instead an Academic Risk Register has been developed.*

*Of the 24 structural recommendations, four were not adopted. The first of these (SR9) related to the Academic Programs Committee, which instead was renamed the University Curriculum Committee and is now a formal committee of Academic Board, rather than a subcommittee of the University Teaching and Learning Committee. The remaining three (18, 19 & 20) related to the establishment of Faculty Boards. The new Faculties have adopted a different academic governance structure, namely instead of a single Faculty Board, each Faculty will have an Education Committee and a Research Committee. The Terms of Reference for both have been adopted. Implementation of 19 of the structural recommendations has been completed. Structural recommendation 11 relating to course approval processes is completed and regarding delegations is ongoing.*

All status updates regarding work classified as commenced in June 2019 have moved to ongoing and/or completed (see Attachment 1). It is noted that the onset of the pandemic in March 2020 delayed some initiatives.

In relation to the then Chair of Academic Board's response (in February 2018, #AB18145) it is noted that the degree of compliance with risk oversight (HESF6.3.2d) has since been strengthened through the development and regular review of the academic risk register throughout 2021, and a partially revised delegations framework has been reported to Board (see #AB21278) (HESF6.3.2b). Reference to academic integrity and innovations included in Board and Committee Terms of Reference have also been strengthened via the proposed and current requirements for annual reporting from all Committees to Board (already required for Curriculum Committee).

## Future Fit Alignment

## Contribution of this initiative



<i>Authority</i>	ACADEMIC BOARD	<i>Date</i>	06 December 2021
<i>Report title</i>	DRAFT Winchester Review Closeout Report	<i>Report Ref</i>	#AB21299

<input checked="" type="checkbox"/> Goal 1: Crafting, adapting and supporting learning journeys that are distinctive in their accessibility and flexibility.	<p>AB is responsible for leading academic governance at UNE and contributes in particular to quality definition and enhancement as well as assurance, continuous improvement, and strategic leadership of good academic governance for the benefit of students and the public good.</p>
<input checked="" type="checkbox"/> Goal 2: Creating and sharing knowledge to make a difference locally, regionally and globally.	<p>AB is responsible for leading academic governance at UNE and contributes in particular to quality definition and enhancement as well as assurance, continuous improvement, and strategic leadership of good academic governance for the purpose of sharing knowledge with students, including for the benefit of local, regional and global communities.</p>
<input checked="" type="checkbox"/> Goal 3: Committing to environmental, social and financial resilience for the University, our staff, our students and our communities.	<p>AB is responsible for leading academic governance at UNE and contributes in particular to quality definition and enhancement as well as assurance, continuous improvement, and strategic leadership of good academic governance for the benefit of students and the public good.</p>

## Financials

None additional to BAU

## Key Risks

None specific to this report, general comment is that without adequate academic governance, quality assurance and oversight, as well as strategic leadership of good academic governance, the university will be unable to deliver public benefit and thus may also risk its institutional status and sustainability.

## Appendices / Supporting Documentation

**Attachment 1:** Winchester Report 2021 DRAFT Final Update.

# WINCHESTER REPORT 2021 – DRAFT Closeout Report

#	Recommendations.	2019 Update (#AB19287)	2021 DRAFT / FOR COMMENT
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## PROCESS RECOMMENDATIONS

PR1	It is recommended that UNE develop a benchmarking policy and a set of benchmarking indicators using a subset of existing data to bring greater transparency and consistency to its benchmarking processes.	<p><b>STATUS: COMPLETED.</b></p> <p>Mr Paul Corcoran has concluded the benchmarking project. This was endorsed by AB. Benchmarking reports have been submitted to AB throughout 2019.</p>	<p><b>STATUS: COMPLETED</b></p> <p><i>Revised benchmarking approach reported to Board in 2021 and noting also that benchmarks and targets to be embedded within relevant reports as BAU to support ongoing monitoring and continuous improvement.</i></p>
PR2	<p>It is recommended that UNE improve its policy suite in the following ways:</p> <ol style="list-style-type: none"> <li>1. by ensuring that all academic policies in need of review as a result of academic restructuring be undertaken as quickly as possible, and as an interim measure replacing delegations to Schools with delegations to Faculties;</li> <li>2. by developing and maintaining a comprehensive policy review schedule for the relevant academic governance committees to ensure that all policies are current;</li> <li>3. by ensuring consistent application of academic policy across the University and rescinding those aspects of policy which allow School-by-School variation (e.g. HDR - Minimum Facilities for UNE Higher Degree Research Students Guidelines).</li> </ol>	<p><b>STATUS: COMMENCED and ONGOING</b></p> <p>PR2.1 The PVCAI has commenced the review of academic policies            PR2.2 The GLGO has commenced a revision/consolidation of all policies            PR2.3 The GLGO has commenced a revision/consolidation of all policies</p>	<p><b>STATUS: COMPLETED and ONGOING</b></p> <p><i>PR2.1 The essential immediate update regarding Schools/Faculties references is complete.</i></p> <p><i>PR2.2 Policies reform project is ongoing supported in 2021 by the establishment of policy working groups within Teaching and Learning Committee and Standing Committee and a Policy Steering Committee and dedicated Terms of Reference working group within Research Committee.</i></p> <p><i>PR2.3 Consistency within HDR policies is being addressed via review of policies (above) and related matters to be progressed through the development of the Graduate Research School in 2022, and other requirements have been standardised (for example) under the Assessment Guidelines (as revised in 2020 and 2021).</i></p>
PR3	<p>It is recommended that UNE update or rescind a number of policies in relation to research and research training matters i.e.</p> <ol style="list-style-type: none"> <li>1. Update the Knowledge Asset and Intellectual Property Policy, using external expertise as required (review date 2015);</li> <li>2. Rescind the HDR - Avoiding Plagiarism and Academic Misconduct (Higher Degree Research) Guideline and HDR - Preventing and Detecting Plagiarism (Higher Degree Research) Guideline (review dates 2015);</li> <li>3. Update the HDR Student Responsible Research Conduct Policy to include matters relating to HDR students on induction and communication of research which are currently located elsewhere.</li> </ol>	<p><b>STATUS: COMMENCED.</b></p> <p>The GLGO has commenced a revision and consolidation of relevant UNE Rules and Policies. This is an ongoing priority project and is led by new policy team. Actions related to the HDR policies have been referred to the Research Committee.</p>	<p><b>STATUS: ONGOING</b></p> <p><i>PR3.1-3 Policies reform project is ongoing supported in 2021 by the establishment of a Policy Steering Committee within Research Committee, and related matters to be progressed through the development of the Graduate Research School in 2022.</i></p>

#	Recommendations.	2019 Update (#AB19287)	2021 DRAFT / FOR COMMENT
PR4	It is recommended that UNE urgently compile a Register of Academic Delegations once the academic restructure is in place and confirm the appropriate implementation of academic delegations through an annual process.	<b>STATUS: COMPLETED.</b> The Academic Delegations Framework has been developed and approved by the VC. The framework has been adopted by the policy committee. All new / revised policies will conform to the framework.	<b>STATUS: COMPLETED</b> <i>Revised (partial) delegations framework reported to Board in 2021</i>
PR5	It is recommended that UNE urgently undertake a process mapping of what actually occurs in the Course Approval and Review Processes, with a view to simplifying steps and reducing time required.	<b>STATUS: COMPLETED.</b> The Course Approval process comprising two parts: Part A has been revised, by the PDVC. Part B has been reviewed by the Teaching and Learning Committee improving the process for simplicity and ease of use. Policies have been updated to reflect the changes	<b>STATUS: COMPLETED</b> <i>Revised Course and Unit Design and Approval Guidelines and revised processes supported by Courseloop established in 2020 (see also annual report from Curriculum Committee for 2020)</i>
PR6	It is recommended that UNE invest in an appropriate IT system to allow course approvals, changes and discontinuations to be streamlined in an automated system.	<b>STATUS: COMMENCED</b> PVC AI has commenced an IT project (Factor 5) for the streamlining of course approvals and changes.	<b>STATUS: COMPLETED</b> <i>Revised Course and Unit Design and Approval Guidelines and revised processes supported by Courseloop established in 2020 (see also annual report from Curriculum Committee for 2020)</i>
PR7	It is recommended that UNE improve its academic governance of the course review process by focusing attention on course reviews and implementation plans and increasing the visibility of and accountability for this activity.	<b>STATUS: COMMENCED.</b> Mr Paul Corcoran, Director Academic Quality has commenced a review of the governance of course review processes.	<b>STATUS: ONGOING</b> <i>Revised Course review process established in 2020 (see also annual report from Curriculum Committee for 2021)</i>
PR8	It is recommended that UNE revise the penalties in the Student Coursework Academic Misconduct Rule to have a clear staged sequence of penalties for first, second and subsequent offences in order to ensure consistency in application.	<b>STATUS: COMMENCED.</b> In 2018 Ass Prof Tracey Bretag conducted a review of academic misconduct procedures, and their application. The recommendations from that review are being evaluated for inclusion in the revised Student Support and Progress Rule and procedures as part of the UNE Policy Rationalisation project.	<b>STATUS: ONGOING</b> <i>In 2021 Teaching and Learning Committee have noted the following project scoping:</i> <ul style="list-style-type: none"> <li>• <i>Review of academic integrity policies and processes. Work to review academic integrity policies and processes has commenced with project scoping underway. While scope is still being finalised, there is likely to be a three stage approach:</i></li> </ul> <p><i>Stage one (0-3 months)</i></p> <ul style="list-style-type: none"> <li>• <i>Formation of community of practice for Academic Integrity Officers and Academic Integrity</i></li> <li>• <i>Administration to improve communication and consistency in outcomes</i></li> <li>• <i>Review of current policy, processes, reporting tools and structures, and resourcing approach</i></li> <li>• <i>Benchmarking of current process with other institutions</i></li> </ul> <p><i>Stage two (3-6 months)</i></p> <ul style="list-style-type: none"> <li>• <i>New reporting tools and structures</i></li> <li>• <i>Design of new policy and processes</i></li> <li>• <i>Development of recommendation on resourcing approach</i></li> </ul> <p><i>Stage three (6-12 months)</i></p>

#	Recommendations.	2019 Update (#AB19287)	2021 DRAFT / FOR COMMENT
			<ul style="list-style-type: none"> <li>Implementation of new policy and processes</li> <li>Investigation of potential systems solutions</li> <li>Building of expertise for academic integrity advising, training and support within the School of Education Enterprise</li> </ul>
PR9	It is recommended that UNE's Audit and Risk Unit include Academic Board and the University Committees in discussions of academic and research risk and that these risks are considered by the Academic Board on an annual basis and added to the University Risk Register.	<p><b>STATUS: RECOMMENDATION IS NOT ADOPTED.</b></p> <p>This recommendation was discussed with Audit and Risk Directorate and was agreed that the recommendation would not be adopted. In lieu of the recommendation, an Academic Risk Register will be developed following the implementation of the various operational plans. These will be provided to Audit and Risk for consideration.</p>	<p><b>STATUS: RECOMMENDATION IS NOT ADOPTED</b></p> <p>An Academic Risk Register has been developed in 2021 instead (also presented to Audit and Risk Committee #21219) Risk issues are also now included in the Risk Register (ARC November 2021)</p>
PR10	It is recommended that UNE consider the establishment of a Student Representative Forum or similar to further enhance student participation in and understanding of governance and to facilitate information flow between representatives at various levels.	<p><b>STATUS: COMMENCED.</b></p> <p>With the demise of UNESA, the PVCAI has carriage of assisting the students reconfigure a new Student Representative Forum.</p>	<p><b>STATUS: COMPLETED</b></p> <p>Student Consultative Committee has been established.</p>

## STRUCTURAL RECOMMENDATIONS

SR1	<p>It is recommended that the following elements are added to the TOR of the Academic Board:</p> <ol style="list-style-type: none"> <li>Benchmarking, academic and research integrity, academic and research risk, educational innovation, research training and confirmation of academic delegations.</li> <li>The approval functions should include reference to research training as well as research.</li> </ol>	<p><b>STATUS: COMPLETED</b></p> <p>A new Academic Board, membership and revised terms of reference has been approved by Council. The terms of reference align with TEQSA's Higher Education Standard Framework. It can be found on the policy website here <a href="#">Terms of Reference – Academic Board</a></p>	<p><b>STATUS: COMPLETED</b></p> <p>A new Academic Board, membership and revised terms of reference has been approved by Council. The terms of reference align with TEQSA's Higher Education Standard Framework. It can be found on the policy website here <a href="#">Terms of Reference – Academic Board</a></p> <p>SR1.1 Adopted SR1.2 Adopted</p>
SR2	<p>It is recommended that membership of the Academic Board is amended as follows:</p> <ol style="list-style-type: none"> <li>Ex officio members: to replace the 10 Heads of School with the 3 Deans of Faculty and the Director of Oorala;</li> <li>Elected members: to replace the elected members from Schools with 2 members from each Faculty at Level D/E and 2 members from each Faculty at Levels B/C; and two elected professional staff members;</li> <li>The requirement for representation from different Schools amongst the Chair and Deputy Chairs to be removed.</li> </ol>	<p><b>STATUS: COMPLETED</b></p> <p>A new Academic Board, membership and revised terms of reference has been approved by Council. The terms of reference align with TEQSA's Higher Education Standard Framework. It can be found on the policy website here <a href="#">Terms of Reference – Academic Board</a></p> <p>SR2.1 Adopted SR2.2 Adopted SR2.3 Adopted</p>	<p><b>STATUS: COMPLETED</b></p> <p>A new Academic Board, membership and revised terms of reference has been approved by Council. The terms of reference align with TEQSA's Higher Education Standard Framework. It can be found on the policy website here <a href="#">Terms of Reference – Academic Board</a></p> <p>SR2.1 Adopted SR2.2 Adopted SR2.3 Adopted (in proposed revisions to previous cl 38 reference to Schools amendment to Faculties)</p>



#	Recommendations.	2019 Update (#AB19287)	2021 DRAFT / FOR COMMENT
SR3	It is recommended that the TOR of the ABSC are streamlined to enable it to focus on agenda setting and urgent business in order to avoid duplication of discussion and agenda items, and that issues of risk and academic leadership become the prime responsibility of Academic Board.	<b>STATUS: COMPLETED</b> A new Academic Board Standing Committee membership and revised terms of reference has been approved by Council. The terms of reference align with TEQSA's Higher Education Standard Framework and the work of Academic Board. It can be found on the policy website here <a href="#">ABSC Terms of Reference</a>	<b>STATUS: COMPLETED</b> <i>A new Academic Board Standing Committee membership and revised terms of reference has been approved by Council. The terms of reference align with TEQSA's Higher Education Standard Framework and the work of Academic Board. It can be found on the policy website here <a href="#">ABSC Terms of Reference</a></i>
SR4	It is recommended that membership of the ABSC is amended as follows: 1. Ex-officio members: the ex-officio members to be the Chair and deputy Chairs of Academic Board and the Chairs of URC, UTLC and URC. 2. Elected members: to replace the 4 elected members from four of the Schools to 4 elected AB members, one from each Faculty and one student member.	<b>STATUS: COMPLETED</b> A new Academic Board Standing Committee membership and revised terms of reference has been approved by Council. The terms of reference align with TEQSA's Higher Education Standard Framework and the work of Academic Board. It can be found on the policy website here <a href="#">ABSC Terms of Reference</a>	<b>STATUS: COMPLETED</b> <i>A new Academic Board Standing Committee membership and revised terms of reference has been approved by Council. The terms of reference align with TEQSA's Higher Education Standard Framework and the work of Academic Board. It can be found on the policy website here <a href="#">ABSC Terms of Reference</a></i> SR4.1 Adopted SR4.2 Adopted
SR5	It is recommended that the following elements are added to the TOR of the UTLC: 1. Academic benchmarking, academic integrity, academic risk, and educational innovation.	<b>STATUS: COMPLETED</b> A new University Teaching and Learning Committee (UTLC) has been approved by Council. A copy of the revised terms of reference can be found here <a href="#">Terms of Reference – Teaching and Learning Committee</a>	<b>STATUS: COMPLETED</b> <i>Adopted. A new University Teaching and Learning Committee (UTLC) has been approved by Council. A copy of the revised terms of reference can be found here <a href="#">Terms of Reference – Teaching and Learning Committee</a></i>
SR6	It is recommended that UTLC take on responsibility for the development of all policy related to teaching and learning, including all matters related to coursework currently listed for UAPC as Objective 4d in the UAPC TOR and specifically including oversight of matters relating to credit.	<b>STATUS: COMPLETED</b> A new University Teaching and Learning Committee (UTLC) has been approved by Council. A copy of the revised terms of reference can be found here <a href="#">Terms of Reference – Teaching and Learning Committee</a>	<b>STATUS: COMPLETED</b> <i>A new University Teaching and Learning Committee (UTLC) has been approved by Council. A copy of the revised terms of reference can be found here <a href="#">Terms of Reference – Teaching and Learning Committee</a></i> Policies reform project is ongoing supported in 2021 by the establishment of a policy working group within Teaching and Learning Committee.
SR7	It is recommended that UTLC take on responsibility for monitoring of standards and outcomes, currently within the remit of UAPC.	<b>STATUS: COMPLETED</b> A new University Teaching and Learning Committee (UTLC) has been approved by Council. A copy of the revised terms of reference can be found here <a href="#">Terms of Reference – Teaching and Learning Committee</a>	<b>STATUS: COMPLETED</b> <i>A new University Teaching and Learning Committee (UTLC) has been approved by Council. A copy of the revised terms of reference can be found here <a href="#">Terms of Reference – Teaching and Learning Committee</a></i>
SR8	It is recommended that membership of the UTLC is amended as follows: 1. The Chair of the UTLC to be the PDVC in line with the management responsibilities of the role; 2. Nominated members: to replace the member nominated by the Chair of AB with one of the Deputy Chairs of AB; 3. Nominated members: to include the Director of the Academic Quality and Analytics Unit or nominee as a member;	<b>STATUS: COMPLETED</b> A new University Teaching and Learning Committee (UTLC) has been approved by Council. A copy of the revised terms of reference can be found here <a href="#">Terms of Reference – Teaching and Learning Committee</a>	<b>STATUS: COMPLETED</b> <i>A new University Teaching and Learning Committee (UTLC) has been approved by Council. A copy of the revised terms of reference can be found here <a href="#">Terms of Reference – Teaching and Learning Committee</a></i> SR8.1 Adopted and since revised in light of continuous improvement and practice, Chairs of UTLC and all Committees of Board standardised to ensure good governance and noting Professor Winchester's recent commentary on this very matter (reported in #AB21223). Chairs of all Committees are appointed by the Chair of

#	Recommendations.	2019 Update (#AB19287)	2021 DRAFT / FOR COMMENT
	<p>4. Ex officio members: to replace the ten Chairs of School TLCs with the 3 Chairs of Faculty TLCs and one additional member elected from each Faculty.</p>		<p><i>Academic Board after a call for expressions of interest from Level D/E academic staff. This does not preclude a Deputy Chair from standing and therefore SR8.2 also revised (below).</i></p> <p><i>SR8.2 Adopted and since revised in light of above so that the ex officio member is Chair of Academic Board (or nominee who is a senior academic at Level C or above and an elected member of the Board).</i></p> <p><i>SR8.3 Adopted and since revised, noting that elected members are not ex officio members.</i></p>
SR9	<p>It is recommended that UAPC is restructured as a Subcommittee of UTLC and renamed as the Academic Courses Subcommittee (ACS).</p>	<p><b>STATUS: NOT ADOPTED</b> The University Academic Programs Committee (UAPC) has been renamed the University Curriculum Committee and has been made a standing committee of Academic Board with a revised terms of reference. The new committee has been approved by Council. Its terms of reference can be found here <a href="#">Curriculum Committee Terms of Reference</a></p>	<p><b>STATUS: NOT ADOPTED</b> <i>The University Academic Programs Committee (UAPC) has been renamed the University Curriculum Committee and has been made a standing committee of Academic Board with a revised terms of reference. The new committee has been approved by Council. Its terms of reference can be found here <a href="#">Curriculum Committee Terms of Reference</a></i></p>
SR10	<p>It is recommended that the existing UAPC (proposed new ACS) takes on responsibility for monitoring:</p> <ol style="list-style-type: none"> <li>1. the University's course portfolio;</li> <li>2. courses offered through partnerships and agreements (removing the term 'academic integrity' from this clause (current Clause 18));</li> <li>3. course reviews and their effective implementation;</li> <li>4. professional accreditations; and</li> <li>5. advising on course and curriculum design principles.</li> </ol>	<p><b>STATUS: COMPLETED</b> The University Academic Programs Committee (UAPC) has been renamed the University Curriculum Committee and has been made a standing committee of Academic Board with a revised terms of reference. The new committee has been approved by Council. Its terms of reference can be found here <a href="#">Curriculum Committee Terms of Reference</a></p>	<p><b>STATUS: COMPLETED</b> <i>The University Academic Programs Committee (UAPC) has been renamed the University Curriculum Committee and has been made a standing committee of Academic Board with a revised terms of reference. The new committee has been approved by Council. Its terms of reference can be found here <a href="#">Curriculum Committee Terms of Reference</a></i></p> <p><i>SR10.1 Adopted</i> <i>SR10.2 Adopted and since revised, noting relevant policies oversight via UTLC</i> <i>SR10.3 Adopted</i> <i>SR10.4 Adopted</i> <i>SR10.5 Adopted and since revised, noting innovations oversight and policies oversight via UTLC</i></p>
SR11	<p>It is recommended that the functions of the existing UAPC (proposed new ACS) in relation to approval of new courses, course restructures and minor course amendments are delegated to Faculty TLCs.</p>	<p><b>STATUS: COMMENCED.</b> Faculty academic delegations are still to be determined as part of the Academic Delegation Register.</p>	<p><b>STATUS: COMPLETED and ONGOING</b> <i>Revised Course and Unit Design and Approval Guidelines and revised processes supported by Courseloop established in 2020 (see also annual report from Curriculum Committee for 2020) provide for unit and minor course amendment approvals etc to be delegated to Faculties.</i></p> <p><i>Revised delegations framework reported to Board in 2021</i></p>

#AB21299 Attachment 1

#	Recommendations.	2019 Update (#AB19287)	2021 DRAFT / FOR COMMENT
SR12	<p>It is recommended that membership of the revised UAPC (proposed new ACS) is amended as follows:</p> <ol style="list-style-type: none"> <li>1. Chair: The Chair of the Committee to be the Deputy Chair of Academic Board, who is a member of UTLC;</li> <li>2. Member: to replace the Chair of AB or nominee with the PVC (AI) as an ex-officio member;</li> <li>3. Member: to replace one elected member of Academic Board with the Director of the Academic Quality and Analytics Unit or nominee;</li> <li>4. Member: to add a representative from the organisational unit responsible for academic partnerships;</li> <li>5. Members: to replace the Chairs of School TLCs with the Chairs of Faculty TLCs and two Heads of School from each Faculty (assuming the Heads of School are not the Chairs of Faculty TLCs).</li> </ol>	<p><b>STATUS: COMPLETED</b> The University Academic Programs Committee (UAPC) has been renamed the University Curriculum Committee and has been made a standing committee of Academic Board with a revised terms of reference. The new committee has been approved by Council. <a href="#">Terms of Reference – Curriculum Committee</a></p>	<p><b>STATUS: COMPLETED</b> <i>The University Academic Programs Committee (UAPC) has been renamed the University Curriculum Committee and has been made a standing committee of Academic Board with a revised terms of reference. The new committee has been approved by Council.</i> <a href="#">Terms of Reference – Curriculum Committee</a></p> <p><i>SR12.1 Adopted and since revised in light of continuous improvement and practice, Chairs of CC and all Committees of Board standardised. Chairs of all Committees are appointed by the Chair of Academic Board after a call for expressions of interest from Level D/E academic staff. This does not preclude a Deputy Chair from standing and therefore SR12.2 also revised (below).</i> <i>SR12.2 Adopted and since revised in light of above so that the ex officio member is Chair of Academic Board (or nominee who is a senior academic at Level C or above and an elected member of the Board).</i> <i>SR12.3 Adopted and since revised noting that elected members are not ex officio members.</i> <i>SR10.4 Adopted and since revised in light of UTLC demarcation</i> <i>SR10.5 Adopted and since revised noting that elected members are not ex officio members.</i></p>
SR13	<p>It is recommended that the functions of the revised URC include specific mention of research integrity, ethics, benchmarking and research risk, as well as National Codes such as the ACRCR and regulatory standards.</p>	<p><b>STATUS: COMPLETED</b> The terms of reference for the University Research Committee have revised in accordance with the recommendation. The new committee has been approved by Council. <a href="#">Terms of Reference – Research Committee</a></p>	<p><b>STATUS: COMPLETED</b> <i>The terms of reference for the University Research Committee have revised in accordance with the recommendation. The new committee has been approved by Council.</i> <a href="#">Terms of Reference – Research Committee</a> <i>Further amendments endorsed in 2021. Terms of Reference for Ethics Committees also contain reference to regulatory requirements.</i></p>
SR14	<p>It is recommended that the papers, agendas and minutes of the URC, and the posting of the papers to the Moodle site are formalised and improved to ensure consistency with the standard of the other governance committees.</p>	<p><b>STATUS: COMPLETED.</b> Academic Secretariat have implemented a new management system (Convence) for managing Board papers</p>	<p><b>STATUS: COMPLETED.</b> <i>Academic Secretariat have implemented a new management system (Convence) for managing Board papers, and Moodle is also used for all Committees and Board meeting papers, agendas and minutes which are regularly updated.</i></p>

#	Recommendations.	2019 Update (#AB19287)	2021 DRAFT / FOR COMMENT
SR15	<p>It is recommended that membership of the URC is amended as follows:</p> <ol style="list-style-type: none"> <li>Members: to replace the Chairs of School Research Committees with the Chairs of Faculty Research Committees and one Head of School from each Faculty (assuming the Heads of School are not the Chairs of Faculty Research Committees);</li> <li>Member: to replace the Chair of Academic Board or nominee with the Deputy Chair of AB who is not a member of UTLC;</li> <li>Member: to include a senior member of professional staff involved in the preparation of research reports.</li> </ol>	<p><b>STATUS: COMPLETED</b> The terms of reference for the University Research Committee have revised and has been approved by Council. The new terms of reference can be found here <a href="#">Terms of Reference – Research Committee</a></p>	<p><b>STATUS: COMPLETED</b> <i>The terms of reference for the University Research Committee have revised and has been approved by Council. The new terms of reference can be found here <a href="#">Terms of Reference – Research Committee</a></i></p> <p>SR15.1 Adopted and since revised noting that elected members are not ex officio members. SR15.2 Adopted and since revised in light of above (see SR 8 and 12) so that the ex officio member is Chair of Academic Board (or nominee who is a senior academic at Level C or above and an elected member of the Board). SR15.3 Adopted</p>
SR16	<p>It is recommended that the functions of the revised GRS include specific mention of research integrity and research risk, as well as National Codes such as the ACRCR and regulatory standards.</p>	<p><b>STATUS: COMPLETED</b> The terms of reference for the University Graduate Research Committee have revised and these have been approved by Academic Board. The new terms of reference can be found here <a href="#">Terms of Reference – Graduate Research Subcommittee</a></p>	<p><b>STATUS: COMPLETED</b> <i>The terms of reference for the University Graduate Research Committee have revised and these have been approved by Academic Board. The new terms of reference can be found here <a href="#">Terms of Reference – Graduate Research Committee</a></i></p> <p>Further amendments proposed in 2021 to clarify status. Policies reform project is ongoing supported in 2021 by the establishment of a Policy Steering Committee and dedicated Terms of Reference working group within Research Committee. Terms of Reference for Ethics Committees also contain reference to regulatory requirements.</p>
SR17	<p>It is recommended that membership of the GRS is amended as follows:</p> <ol style="list-style-type: none"> <li>Chair: The Chair of the Committee to be the Deputy Chair of Academic Board, who is a member of URC;</li> <li>Members: to replace the HDR coordinators from each School with the HDR coordinators from each Faculty, and one Head of School from each Faculty (assuming the Heads of School are not the Chairs of Faculty Research Committees);</li> <li>Member: to replace the Chair of Academic Board or nominee with the Deputy Chair of AB who is a member of URC;</li> <li>Member: to include an HDR student member;</li> <li>Member: to include a senior member of professional staff involved in the preparation of HDR reports.</li> </ol>	<p><b>STATUS: COMPLETED</b> The terms of reference for the University Graduate Research Committee have revised and these have been approved by Academic Board. The new terms of reference can be found here <a href="#">Terms of Reference – Graduate Research Subcommittee</a></p>	<p><b>STATUS: COMPLETED</b> <i>Further amendments proposed in 2021 to clarify status. Policies reform project is ongoing supported in 2021 by the establishment of a Policy Steering Committee and dedicated Terms of Reference working group within Research Committee. Terms of Reference for Ethics Committees also contain reference to regulatory requirements.</i></p>

#AB21299 Attachment 1

#	Recommendations.	2019 Update (#AB19287)	2021 DRAFT / FOR COMMENT
SR18	It is recommended that Faculty Boards are established for academic governance of the Faculties.	<p><b>STATUS: NOT ADOPTED</b> The new Faculties have adopted a different academic governance structure, namely instead of a single Faculty Board each Faculty will have (i) Education Committee and (ii) Research Committee. Terms of Reference for both Committees have been adopted: -</p> <ol style="list-style-type: none"> <li>1. Faculty Education Committee <a href="#">FEC Terms of Reference</a></li> <li>2. Faculty Research Advisory Board <a href="#">FRAC Terms of Reference</a></li> </ol>	<p><b>STATUS: NOT ADOPTED</b> <i>The new Faculties have adopted a different academic governance structure, namely instead of a single Faculty Board each Faculty will have (i) Education Committee and (ii) Research Committee. Terms of Reference for both Committees have been adopted:</i></p> <ol style="list-style-type: none"> <li>1. Faculty Education Committee <a href="#">FEC Terms of Reference</a></li> <li>2. Faculty Research Committee <a href="#">FRAC Terms of Reference</a></li> </ol>
SR19	<p>It is recommended that the functions of Faculty Boards follow in general terms the example adapted below from UNSW:</p> <ol style="list-style-type: none"> <li>1. consider and provide advice to the Dean regarding the academic governance arrangements and oversight appropriate for the Faculty, which include: <ol style="list-style-type: none"> <li>a. the quality of the Faculty's teaching and learning;</li> <li>b. the assessment and progress of students including monitoring and overseeing the integrity of results and examinations;</li> <li>c. proposals for the establishment, revision or discontinuation of academic courses;</li> <li>d. the research activities in or associated with the Faculty;</li> <li>e. matters associated with Higher Degree Research programs;</li> <li>f. any other academic matter related to the activities of the Faculty.</li> </ol> </li> <li>2. perform such functions as delegated to it by the Council;</li> <li>3. provide advice to the Dean about Faculty Committee structures, and to consider such structure on an annual basis;</li> <li>4. recommend to the Dean the appointment of persons or categories of person to the Faculty Committees.</li> </ol>	<p><b>STATUS: NOT ADOPTED</b> The new Faculties have adopted a different academic governance structure, namely instead of a single Faculty Board each faculty will have (i) Education Committee and (ii) Research Committee. Terms of Reference for both Committees have been adopted: -</p> <ol style="list-style-type: none"> <li>1. Faculty Education Committee <a href="#">FEC Terms of Reference</a></li> <li>2. Faculty Research Advisory Board <a href="#">FRAC Terms of Reference</a></li> </ol> <p>Academic Delegations of FED and FRAC are outlined in their respective terms of reference and will be reflected in the Academic Delegations Register</p>	<p><b>STATUS: NOT ADOPTED</b> <i>The new Faculties have adopted a different academic governance structure, namely instead of a single Faculty Board each Faculty will have (i) Education Committee and (ii) Research Committee. Terms of Reference for both Committees have been adopted:</i></p> <ol style="list-style-type: none"> <li>1. Faculty Education Committee <a href="#">FEC Terms of Reference</a></li> <li>2. Faculty Research Committee <a href="#">FRAC Terms of Reference</a></li> </ol> <p><i>Revised delegations framework reported to Board in 2021</i></p>
SR20	<p>It is recommended that the membership of Faculty Boards include:</p> <ol style="list-style-type: none"> <li>1. Chair: The Dean;</li> <li>2. Deputy Chair: Deputy Dean or Dean's nominee</li> <li>3. Ex-officio members: Faculty Executive;</li> </ol>	<p><b>STATUS: NOT ADOPTED</b> The new Faculties have adopted a different academic governance structure, namely instead of a single Faculty Board each faculty will have (i) Education Committee and (ii) Research Advisory Committee. Membership of both committees can be found in their respective Terms of Reference:</p> <ol style="list-style-type: none"> <li>1. Faculty Education Committee <a href="#">FEC Terms of Reference</a></li> <li>2. Faculty Research Advisory Committee <a href="#">FRAC Terms of Reference</a></li> </ol>	<p><b>STATUS: NOT ADOPTED</b> <i>The new Faculties have adopted a different academic governance structure, namely instead of a single Faculty Board each Faculty will have (i) Education Committee and (ii) Research Committee. Terms of Reference for both Committees have been adopted:</i></p> <ol style="list-style-type: none"> <li>1. Faculty Education Committee <a href="#">FEC Terms of Reference</a></li> </ol>

#AB21299 Attachment 1

#	Recommendations.	2019 Update (#AB19287)	2021 DRAFT / FOR COMMENT
	<p>4. Elected members: Three academic staff members from each School, two student members and two professional staff members.</p>		<p>2. Faculty Research Committee <a href="#">FRAC Terms of Reference</a></p>
SR21	<p>It is recommended that the proposed FTLC takes on responsibility for:</p> <ol style="list-style-type: none"> <li>1. Approving the Faculty's new, amended and disestablished courses and units, subject to final approval by the VC or nominee</li> <li>2. Monitoring the performance of the Faculty's courses and units;</li> <li>3. Monitoring professional accreditations; and</li> <li>4. advising on matters relating to teaching and learning.</li> </ol>	<p><b>STATUS: COMPLETED</b> The new Faculties have adopted a different academic governance structure, namely instead of a single Faculty Board each faculty will have (i) Education Committee and (ii) Research Advisory Committee. Membership of both committees can be found in their respective Terms of Reference:</p> <ol style="list-style-type: none"> <li>1. Faculty Education Committee <a href="#">FEC Terms of Reference</a></li> <li>2. Faculty Research Advisory Committee <a href="#">FRAC Terms of Reference</a></li> </ol>	<p><b>STATUS: COMPLETED</b> <i>The new Faculties have adopted a different academic governance structure, namely instead of a single Faculty Board each faculty will have (i) Education Committee and (ii) Research Committee. Terms of Reference for both Committees have been adopted, relevantly here: Faculty Education Committee <a href="#">FEC Terms of Reference</a></i></p> <p><i>SR21.1 Adopted and note that Revised Course and Unit Design and Approval Guidelines and revised processes supported by Courseloop established in 2020 (see also annual report from Curriculum Committee for 2020) provide for unit and minor course amendment approvals etc to be delegated to Faculties.</i></p> <p><i>SR21.2 Adopted</i> <i>SR21.3 Adopted</i> <i>SR21.4 Adopted</i></p>
SR22	<p>It is recommended that the membership of the proposed FTLC include:</p> <ol style="list-style-type: none"> <li>1. Chair: Associate Dean (T&amp;L);</li> <li>2. Ex-officio members: 2 course coordinators from each School;</li> <li>3. Elected members: Three academic staff members from each School, two student members;</li> <li>4. Appropriate professional staff expertise, e.g. from TALS, AQA and academic managers.</li> </ol>	<p><b>STATUS: COMPLETED</b> The new Faculties have adopted a different academic governance structure, namely instead of a single Faculty Board each faculty will have (i) Education Committee and (ii) Research Advisory Committee. Membership of both committees can be found in their respective Terms of Reference:</p> <ol style="list-style-type: none"> <li>1. Faculty Education Committee <a href="#">FEC Terms of Reference</a></li> <li>2. Faculty Research Advisory Committee <a href="#">FRAC Terms of Reference</a></li> </ol>	<p><b>STATUS: COMPLETED</b> <i>The new Faculties have adopted a different academic governance structure, namely instead of a single Faculty Board each faculty will have (i) Education Committee and (ii) Research Committee. Membership of both committees can be found in their respective Terms of Reference, relevantly here: Faculty Education Committee <a href="#">FEC Terms of Reference</a></i></p> <p><i>SR22.1 Adopted</i> <i>SR22.2 Adopted and since revised</i> <i>SR22.3 Adopted</i> <i>SR22.4 Adopted</i></p>
SR23	<p>It is recommended that the proposed FRRTC takes on responsibility for:</p> <ol style="list-style-type: none"> <li>1. Monitoring the performance of the Faculty's research;</li> <li>2. Monitoring the performance of the Faculty's HDR cohort;</li> <li>3. Monitoring and advising on research supervision and researcher development;</li> <li>4. advising on matters relating to research and research training.</li> </ol>	<p><b>STATUS: COMPLETED</b> The new Faculties have adopted a different academic governance structure, namely instead of a single Faculty Board each faculty will have (i) Education Committee and (ii) Research Advisory Committee. Membership of both committees can be found in their respective Terms of Reference:</p> <ol style="list-style-type: none"> <li>3. Faculty Education Committee <a href="#">FEC Terms of Reference</a></li> <li>4. Faculty Research Advisory Committee <a href="#">FRAC Terms of Reference</a></li> </ol>	<p><b>STATUS: COMPLETED</b> <i>The new Faculties have adopted a different academic governance structure, namely instead of a single Faculty Board each Faculty will have (i) Education Committee and (ii) Research Committee. Terms of Reference for both Committees have been adopted, relevantly here: Faculty Research Committee <a href="#">FRAC Terms of Reference</a></i></p> <p><i>SR23.1 Adopted</i> <i>SR23.2 Adopted</i> <i>SR23.3 Adopted</i> <i>SR23.4 Adopted</i></p>

#	Recommendations.	2019 Update (#AB19287)	2021 DRAFT / FOR COMMENT
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#AB21299 Attachment 1

SR24	<p>It is recommended that the membership of the proposed FRRTC include:</p> <ol style="list-style-type: none"> <li>1. Chair: Associate Dean (R);</li> <li>2. Ex-officio members: HDR coordinators from each School; Centre or Institute Directors in the Faculty;</li> <li>3. Elected members: Two academic staff members from each School, two early career researchers, two HDR student members;</li> <li>4. Appropriate professional staff expertise, e.g. from AQA and academic managers.</li> </ol>	<p><b>STATUS: COMPLETED</b></p> <p>The new Faculties have adopted a different academic governance structure, namely instead of a single Faculty Board each faculty will have (i) Education Committee and (ii) Research Advisory Committee. Membership of both committees can be found in their respective Terms of Reference:</p> <ol style="list-style-type: none"> <li>5. Faculty Education Committee <a href="#">FEC Terms of Reference</a></li> <li>6. Faculty Research Advisory Committee <a href="#">FRAC Terms of Reference</a></li> </ol>	<p><b>STATUS: COMPLETED</b></p> <p><i>The new Faculties have adopted a different academic governance structure, namely instead of a single Faculty Board each faculty will have (i) Education Committee and (ii) Research Committee. Membership of both committees can be found in their respective Terms of Reference, relevantly here: Faculty Research Committee <a href="#">FRAC Terms of Reference</a></i></p> <p>SR24.1 Adopted SR24.2 Adopted and since revised SR24.3 Adopted and since revised SR24.4 Adopted</p>
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<b>Authority</b>	ACADEMIC BOARD	<b>Date</b>	06 December 2021
<b>Report Ref</b>	#AB21288	<b>Item No</b>	8.2
<b>Proposer</b>	Associate Professor Robyn Bartel, Chair, Academic Board		
<b>Authorised for inclusion on agenda</b>	Associate Professor Robyn Bartel, Chair, Academic Board		

## #AB21288 – 2022 Meeting Dates Endorsement and Work Plan Development

### Report Purpose & Origin

Purpose:	To provide the Academic Board with an opportunity to review the final meeting dates and work plan for 2022.
Origin	Scheduled item
Governance	Academic Board <a href="#">Terms of Reference</a> 71
Accountability	Chair of Academic Board

### Resolution

The Academic Board is asked to:

- 1) APPROVE the meeting dates for 2022 and
- 2) NOTE the development of the workplan for 2022, report #AB21288.

### Executive Summary

Academic Board is asked to APPROVE the proposed 2022 meeting dates which have been developed in concert with the Committee and Council meeting schedules.

Given the preparatory work required it is proposed that the 2022 workplan will be developed in consultation with report writers and the Board executive for confirmation early next year.

### Key Information

Attachment 1 contains the proposed 2022 meeting dates which have been developed in concert with the Committee and Council meeting schedules.

Attachment 2 provides a comprehensive overview of all reports to Committees and Board throughout 2021, as a basis for a fit-gap and fitness-for-purpose analysis of current scheduling. It has identified several gaps as well as concentrations of reporting in certain areas, providing strong evidence for a revision of the 2021 workplan rather than a simple roll-over to 2022, to ensure more complete and comprehensive coverage, as well as reduction of duplication and concentration of governance effort in areas of need as identified by the risk register. Given the preparatory work required it is proposed that the 2022 workplan will be developed in consultation with report writers and the Board executive for confirmation early next year.





<i>Authority</i>	ACADEMIC BOARD	<i>Date</i>	06 December 2021
<i>Report title</i>	2022 Meeting Dates and Work Plan Endorsement	<i>Report Ref</i>	#AB21288

Future Fit Alignment	Contribution of this initiative
<input checked="" type="checkbox"/> Goal 1: Crafting, adapting and supporting learning journeys that are distinctive in their accessibility and flexibility.	AB and Committees are responsible for leading academic governance at UNE and contributes in particular to quality definition and enhancement as well as assurance, continuous improvement, and strategic leadership of good academic governance for the benefit of students and the public good.
<input checked="" type="checkbox"/> Goal 2: Creating and sharing knowledge to make a difference locally, regionally and globally.	AB and Committees are responsible for leading academic governance at UNE and contributes in particular to quality definition and enhancement as well as assurance, continuous improvement, and strategic leadership of good academic governance for the purpose of sharing knowledge with students, including for the benefit of local, regional and global communities.
<input checked="" type="checkbox"/> Goal 3: Committing to environmental, social and financial resilience for the University, our staff, our students and our communities.	AB and Committees are responsible for leading academic governance at UNE and contributes in particular to quality definition and enhancement as well as assurance, continuous improvement, and strategic leadership of good academic governance for the benefit of students and the public good.

Financials
None additional to BAU

Key Risks
None specific to this report, general comment is that without adequate academic governance, quality assurance and oversight, as well as strategic leadership of good academic governance, the university will be unable to deliver public benefit and thus may also risk its institutional status and sustainability.

## Appendices / Supporting Documentation

Attachment 1: Proposed 2022 Meeting Dates

*Available via Convene Document Library and Moodle Reading Room*

Attachment 2: 2022 Workplan Preparatory HESF Mapping 2021 (i.e. Olympic Table).

**CONFIRMED:** Academic Board and Committee Dates for 2022

## Meetings by Board/Committee

Academic Board/Committee	Meetings (Day/Date)
Academic Board	1. Monday, 21 February 2022
	2. Tuesday, 26 April 2022
	3. Monday, 27 June 2022
	4. Monday, 22 August 2022
	5. Monday, 24 October 2022
	6. Monday, 05 December 2022
Academic Board Standing Committee	<del>1. Monday, 24 January 2022</del>
	2. Monday, 28 March 2022
	3. Monday, 23 May 2022
	4. Monday, 25 July 2022
	5. Monday, 26 September 2022
	6. Monday, 28 November 2022
Curriculum Committee	1. Thursday, 03 February 2022
	2. Thursday, 10 March 2022
	3. Thursday, 07 April 2022
	4. Thursday, 05 May 2022
	5. Thursday, 09 June 2022
	6. Thursday, 07 July 2022
	7. Thursday, 04 August 2022
	8. Thursday, 08 September 2022
	9. Thursday, 06 October 2022
	10. Thursday, 10 November 2022
Research Committee	1. Thursday, 17 March 2022
	2. Thursday, 14 April 2022
	3. Thursday, 12 May 2022
	4. Thursday, 16 June 2022
	5. Thursday, 14 July 2022
	6. Thursday, 11 August 2022
	7. Thursday, 15 September 2022
	8. Thursday, 13 October 2022
	9. Thursday, 17 November 2022
Teaching and Learning Committee	1. Monday, 31 January 2022
	2. Monday, 07 March 2022
	3. Monday, 04 April 2022
	4. Monday, 02 May 2022
	5. Monday, 06 June 2022
	6. Monday, 04 July 2022
	7. Monday, 01 August 2022
	8. Monday, 05 September 2022
	9. Monday, 10 October 2022
	10. Monday, 07 November 2022

**CONFIRMED:** Academic Board and Committee Dates for 2022

## Meetings by Month

Meetings (Day/Date)	Board/Committee
<del>Monday, 24 January 2022</del>	<del>Academic Board Standing Committee (1)</del>
Monday, 31 January 2022	Teaching and Learning Committee (1)
Thursday, 03 February 2022	Curriculum Committee (1)
Monday, 21 February 2022	Academic Board (1)
Monday, 07 March 2022	Teaching and Learning Committee (2)
Thursday, 10 March 2022	Curriculum Committee (2)
Thursday, 17 March 2022	Research Committee (1)
Monday, 28 March 2022	Academic Board Standing Committee (2)
Monday, 04 April 2022	Teaching and Learning Committee (3)
Thursday, 07 April 2022	Curriculum Committee (3)
Thursday, 14 April 2022	Research Committee (2)
Tuesday, 26 April 2022	Academic Board (2)
Monday, 02 May 2022	Teaching and Learning Committee (4)
Thursday, 05 May 2022	Curriculum Committee (4)
Thursday, 12 May 2022	Research Committee (3)
Monday, 23 May 2022	Academic Board Standing Committee (3)
Monday, 06 June 2022	Teaching and Learning Committee (5)
Thursday, 09 June 2022	Curriculum Committee (5)
Thursday, 16 June 2022	Research Committee (4)
Monday, 27 June 2022	Academic Board (3)
Monday, 04 July 2022	Teaching and Learning Committee (6)
Thursday, 07 July 2022	Curriculum Committee (6)
Thursday, 14 July 2022	Research Committee (5)
Monday, 25 July 2022	Academic Board Standing Committee (4)
Monday, 01 August 2022	Teaching and Learning Committee (7)
Thursday, 04 August 2022	Curriculum Committee (7)
Thursday, 11 August 2022	Research Committee (6)
Monday, 22 August 2022	Academic Board (4)
Monday, 05 September 2022	Teaching and Learning Committee (8)
Thursday, 08 September 2022	Curriculum Committee (8)
Thursday, 15 September 2022	Research Committee (7)
Monday, 26 September 2022	Academic Board Standing Committee (5)
Monday, 06 October 2022	Curriculum Committee (9)
Thursday, 10 October 2022	Teaching and Learning Committee (9)
Thursday, 13 October 2022	Research Committee (8)
Monday, 24 October 2022	Academic Board (5)
Monday, 07 November 2022	Teaching and Learning Committee (10)
Thursday, 10 November 2022	Curriculum Committee (10)
Thursday, 17 November 2022	Research Committee (9)
Monday, 28 November 2022	Academic Board Standing Committee (6)
Monday, 05 December 2022	Academic Board (6)



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<b>Report Ref</b>	#AB21228	<b>Item No</b>	5.4
<b>Proposer</b>	Associate Professor Robyn Bartel, Chair, Academic Board		
<b>Developed with</b>			
<b>Authorised for inclusion on agenda</b>	Associate Professor Robyn Bartel, Chair, Academic Board		

## #AB21228 – Chair of Research Committee Report

### Report Purpose & Origin

Purpose:	<p>To provide the Academic Board with an overview of Academic Governance matters considered by Research Committee since the last Academic Board meeting and assurance (or otherwise) that academic oversight assures the quality of research and research training, including:</p> <ul style="list-style-type: none"> <li>• developing, monitoring and reviewing academic policies and their effectiveness;</li> <li>• confirming that delegations of academic authority are implemented;</li> <li>• critically scrutinising, approving and accrediting or advising on approving and accrediting, courses of study and their associated qualifications;</li> <li>• maintaining oversight of academic and research integrity, including monitoring of potential risks;</li> <li>• monitoring and initiating action to improve performance against institutional benchmarks for academic quality and outcomes;</li> <li>• critically evaluating the quality and effectiveness of educational innovations or proposals for innovations;</li> <li>• evaluating the effectiveness of institutional monitoring, review and improvement of academic activities; and</li> <li>• monitoring and reporting to the corporate governing body on the quality of research and research training.</li> </ul>
Origin	Standing item
Governance focus	<p>Academic Board <a href="#">Terms of Reference</a> 26, 27, 28, 29.  <a href="#">TEQSA Act 2011</a> Ref: 1. Student Participation and Attainment: 1.4.5, 1.4.6 and 1.4.7 (Learning Outcomes and Assessment), 1.5.2 (Qualifications and Certification); 2. Learning Environment: 2.1.1 (Facilities and Infrastructure); 3. Teaching: 3.2.3 (Staffing); 4. Research and Research Training: 4.1.1, 4.1.2 and 4.1.3 (Research), 4.2.1, 4.2.3 and 4.2.4 (Research Training); 5. Institutional Quality Assurance: 5.2.1, 5.2.2 and 5.2.4 (Academic and Research Integrity), 5.3.3 and 5.3.6 (Monitoring, Review and Improvement); 6. Governance and Accountability: 6.1.3 (Corporate Governance), 6.3.1 and 6.3.2 (Academic Governance).</p>
Accountability	Associate Professor Robyn Bartel, Chair, Academic Board

### Resolution

The Academic Board is asked to:



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- 1) ENDORSE and RECOMMEND to Council for approval the proposed amendments to the Research Committee Terms of Reference;
- 2) ENDORSE and RECOMMEND to the Vice-Chancellor FOR APPROVAL amendment to the [Master of Education \(Research\) 2022](#)
- 3) NOTE the Annual Report from Research Committee for 2021;
- 4) NOTE the report from the Chair of Research Committee, report #AB21228.

## Executive Summary

Part A of this report, as the last report for the year, contains the annual report against the Research Committee's functions, including the business progressed at the final Research Committee meeting on 17 November 2021, at which a draft annual report was presented (#RC21372) and feedback invited.

Part B of this report contains the summary report of the Terms of Reference Working Group, based on its report to Research Committee (#RC21368) including the rationale for amendments to the Terms of Reference for the Committee endorsed at Research Committee on 17 November 2021.

Part C of this report concerns Course amendments.

## Key Information

### Part A: Annual Report for 2021

Under cl 15 of the *Terms of Reference*: The functions of the Research Committee are:

- a. To oversee the Academic Governance of research and research training at the University and report to the Academic Board on these matters, so as to enable the Academic Board to provide assurance (or otherwise) to the Council.
- b. To the extent they relate to research or research training, the Research Committee will provide assurance (or otherwise) to the Academic Board that processes and structures are established and responsibilities are assigned that collectively:
  - i. achieve effective academic oversight of the quality of research and research training;
  - ii. set and monitor institutional benchmarks for research quality and outcomes;
  - iii. establish and maintain academic leadership at an institutional level, consistent with the types and level of higher education offered; and
  - iv. provide competent advice to the Academic Board and management on research matters, including advice on research outcomes, policies and practices.
- c. To the extent they relate to research or research training, the Research Committee will provide assurance (or otherwise) to the Academic Board that academic oversight assures the quality of research and research training effectively, including by:
  - i. developing, monitoring and reviewing academic policies and their effectiveness;
  - ii. confirming that delegations of academic authority are implemented;
  - iii. critically scrutinising, approving and accrediting or advising on approving and accrediting, courses of study and their associated qualifications;
  - iv. maintaining oversight of academic and research integrity, including monitoring of potential risks;



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- v. monitoring and initiating action to improve performance against institutional benchmarks for academic quality and outcomes;
  - vi. critically evaluating the quality and effectiveness of educational innovations or proposals for innovations;
  - vii. evaluating the effectiveness of institutional monitoring, review and improvement of academic activities; and
  - viii. monitoring and reporting to the Academic Board on the quality of research and research training.
- d. To the extent it relates to research or research training, the Research Committee will provide assurance (or otherwise) to the Academic Board that students have opportunities to participate in Academic Governance.

It is noted that these functions mirror the expression in 6.3 (Academic Governance) of the HESF and require that oversight and quality assurance is provided of all relevant areas of the HESF (see further #RC21368). The most critical areas for Research Committee include those within Domain 4 Research (4.1) and Research Training (4.2) as well as requiring that attention be paid to:

- Orientation and Progression (1.3);
- Learning Outcomes and Assessment (1.4.5, 1.4.6 and 1.4.7);
- Qualifications and Certification (1.5.1, 1.5.2, 1.5.3)
- Learning Environment (2);
- Teaching including Course Design e.g. 3.1.1; and staffing e.g. 3.2.3c
- Learning Resources and Educational Support (3.3);
- Course Approval and Accreditation (5.1);
- Academic and Research Integrity (5.2);
- Monitoring, Review, and Improvement (5.3);
- Delivery with Other Partners (5.4); and
- Representation, Information, and Information Management (7).

Attachment 1 to #RC21372 provided to Research Committee in November included a draft overview of the reports provided to the Committee over 2021 (except for the November meeting), and it was observed that most reports received have concentrated in the core areas of Domain 4.1 and 4.2 (see Attachment 1 #RC21372). There are gaps within 1.3 above and also across the Learning Environment standard, as well as in Standards 3, 5 and 7 (see further #RC21368). Another gap exists regarding delegations. Attachment 1 to #AB21288 Workplan Mapping 2022 (i.e. Olympic table) elsewhere in these business papers, provides a comprehensive overview of all reports to Committees and Board throughout 2021, identifying similar gaps as well as concentrations of reporting in certain areas, providing strong evidence for a revision to the workplan rather than a simple roll-over to 2022, to ensure more complete and comprehensive coverage, as well as reduction of duplication and concentration of governance effort in areas of need as identified by the risk register. Given the preparatory work required the 2022 workplan will be developed in consultation with report writers and the Board executive for confirmation early next year.

#### Risk register treatments snapshot

The table below provides an overview of Research Committee oversight of relevant treatments within the Risk Register in the areas of Research Excellence and Research Culture and Integrity, noting that the



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Research Committee is not the owner of these treatments (see further Risk Register #AB21292).

<b>1 Research Excellence Risk Treatments</b>	<i>Commentary</i>	<i>Report # (most recent)</i>
Development and implementation of <u>UNE Publication Quality Framework</u> (owner Director, Research Services)	Framework developed in August 2020 to enhance research outputs in terms of quality as well as quantity for ERA in 2024. Progress reporting is included in reports received from the Faculty Associate Deans Research and also from the DVC(R), including in ERA Outlook report that UNE could be amongst a group of universities at risk of meeting a 50% (or greater) threshold of Fields of Education where research is assessed at world standard, noting that it will be imperative for UNE to take a careful account of the academic capacity and quality of research currently in place across critical Fields of Education (FoEs) mapped to Fields of Research (FoRs), and that UNE must place greater emphasis on the management of research capability and capacity to secure the outputs from its investment.	#RC21308 (DVCR)
Future research leaders identified; succession management plans developed; Early and Mid-Career Development Program; Faculty academic staff recruitment and retention strategies in place (owner DVCR)	ARC Leadership Strategy Working Group formed in May 2021 to review strategy (endorsed in March #RC21305) has progressed and nine recommendations have been endorsed (in November), including for a new Competitive Grant Development Strategy. Update on UNE Research Strategy and Research Operational Plan are an action item.	#RC21362
Develop institutional capacity to provide better ERA and performance analytics, modelling, and submission tools (owner DVCR)	Progress reporting is required in reports received from the DVC(R), and relevant information also included in Library reports covering integration of RUNE with other systems and noting that enhancements have been developed to harvest publications from ORCID, Web of Science and Scopus to supersede manual submissions and accelerate the completeness and accuracy of the repository. Relevant information also included in Chair of eResearch Committee reports on digital research strategy and support including coverage of RIMS as part of Digital +. Revised Research Data Management Guidelines are an action item.	#RC21342 (Library) #RC21358 (eResearch)



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Update RUNE FoR codes to match those being used in the future ERA exercise, including remapping current research as required, as part of the ERA data analytics piece (owner Library)	Regular reports are received from the Library on progress regarding recording and (re)coding of publications. There are more than 3000 publications that need intervention by authors. Library staff are working with Faculty Associate Deans Research to support researchers in completing this work by the end of 2021. Note this reporting also aligns with HESF 4.1.3	#RC21367 (Library)
Development of UNE HDR capabilities and support (owner DVCR)	Reporting on HDR Progression and Completion contained within Research Services (and some in GRC) reports. Online induction launched in 2020 and benchmarks recently established (Nov). Note that this also aligns with HESF 4.2.1 and 4.2.4	#RC21313; #RC21354
2 Research Culture and Integrity <i>Risk Treatments</i>	<i>Notes re Reports Received</i>	<i>Report # (most recent)</i>
Training and investigative capacity in Research Integrity under the UNE Code of Conduct for Research Rule (owner Director Research Services)	Information received within Research Services reports on integrity investigations and training activities, also in Ethics Committee reports, including that training package is currently being implemented, initially to be rolled out to Committee members then to all UNE researchers, including students, through 2022. Note that this also aligns with HESF 4.1.1 and 4.1.2, and 4.2.4	#RC21345 (HREC)
Active research-related compliance management (which includes identifying key obligations, having a process to review compliance and or embed in systems and policy and consideration of same in planning and decision making, declaring conflicts of interest at Research committees) are treatments that evidence a positive research culture (and lack of evidence of an immature culture) (owner DVCR)	External independent review conducted of Animal Ethics Committee by OmniAdvisory Consulting provided several recommendations for strengthening the animal research governance and ethical oversight systems at UNE, progress made includes amendments to the Terms of Reference.	#RC21327; #RC21328; see also #AB21226 And #RC21329
Monthly reporting on research funding applications as a lead indicator of motivation. (owner VC, DVCR, Director Research Services)	Certain grant activity information within Research Services' and Faculty Associate Deans Research reports and activity and income re HERDC reported in DVCR Reports	#RC21307 (DVCR)

### Research Committee Reporting to Board

The Chair's reports to Academic Board throughout 2021 have highlighted the following relevant matters:

To the April meeting of Board the Research Committee informed (#AB21244) that it had, at its meeting on 10 March *inter alia*:





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- a) Endorsed minor changes to the Committee's Terms of Reference;
- b) Noted academic risks including re research excellence and research culture and integrity;
- c) Endorsed a review of the UNE ARC Leadership Strategy;
- d) Established several working groups for more fulsome review of the Terms of Reference; for reviewing the ARC Leadership Strategy, and for Cotutelle (joint international) PhD arrangements;

The minor changes to the Terms of Reference were also endorsed by Board (and approved by Council), including some minor editorial as well as to ensure consistency of key membership provisions with other Committees of Academic Board, namely to change the method of appointment of the Chair to bring the Research Committee into alignment with the other Committees of Academic Board and ensure appropriate academic governance and leadership, and also to provide for inclusion of the Director of Research Services to ensure appropriate expertise and representation on the Committee. There was also some minor editorial performed, including amending the reference to one of the Committees to reflect its correct title. It was also noted at the time that a more fulsome review of the Terms of Reference has been directed to a working group formed for this purpose, which is now also reported herein (#RC21368, and for the results from the other working groups see also #RC21362).

To the June meeting of Board the Research Committee informed that it had (#AB21225), at its meeting on 12 May, *inter alia*:

- a) Discussed further academic risks including ensuring the overall quality of HDR programs offered by the University as part of addressing the risk around Course Monitoring and Review;
- b) Noted that the eResearch Committee would provide 6-monthly reports as part of the Deputy Vice-Chancellor Research report;
- c) Noted that the Human Research Ethics Committee have identified, and are working to address, training and education deficiencies in line with Section 5.1.28 of the National Statement on Ethical Conduct in Human Research;
- d) Noted resourcing-shortfalls within the Centre for Animal Research and Training which had resulted in the cancellation of a research project due to animal welfare concerns. The Committee noted that while resourcing was outside the scope/remit of the Committee, the implications of such may be detrimental to UNE in receiving further funding or future grants and considered the impact this may have on milestone reporting and/or the research profile of the University as a whole;
- e) Discussed the utility of reports aligned to the HESF domains and the desire to see more reporting aligned as such. Members discussed the process through which TEQSA would assess the Academic Board and its Committees on reporting, monitoring and improving; ensuring that there is a quality policy framework, and validating data and data reliability to enable subsequent action. The Committee noted the Progress Reporting and Completion Rates, and the Examination Outcomes for Student Completions in 2020. Members further sought to have data available for comparison and analysis of trends, and for contextual analysis and data reliably information to be provided;
- f) Heard from student members who sought updates on policy revisions and amendments surrounding indigenous research and cultural safety, and on the New England Graduate Research School. Members queried the current progress of the School and relayed that there



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had been a large number of questions from HDR students regarding this. Students expressed a desire to be included as key-stakeholders in the process, not only to be informed of relevant updates but to inform the development process.

And that it had, at its Special meeting on 8 June discussed key elements of the *Concept Proposal for the establishment of a Graduate Research School for UNE*, and requested a number of changes and suggested a number of amendments prior to Academic Board consideration. The Academic Board noted the draft proposal, and that a full and comprehensive proposal would be provided in due course for endorsement.

To the August meeting of Board Research Committee informed that it had (#AB21226), at its meeting on 14 July, *inter alia*:

- a) Discussed *Future Fit*. Members were informed that there was ongoing work around the University that will assist in directing UNE's future direction and undertakings, noting that a report would be more appropriately timed for Q1 2022;
- b) Noted that UNE is at the end of implementing and testing the revised Field of Research codes. The majority of Codes are a 100 per cent match, however, that there are some areas where individuals will be requested to select from options. The University Librarian informed the Committee that comprehensive mapping of Codes has been extended to 2011 to enable and enhance future comparative analysis and contrast of results from the previous and upcoming ERA assessments. Members also discussed the importance of the Publication Quality Framework. Members queried the capacity to further analyse HERDC information by Faculty and FoR to assess performance against research investment. The Deputy Vice-Chancellor outlined that currently HERDC information is unable to be provided as Finance systems do not currently capture FoR Codes, however, this may be possible in future;
- c) Were informed that the non-compliance within HREC related to Committee training, operating procedures, and publicly available complaints processes. The Director of Research Services outlined that expenditure had been approved for the contracting of Australian Human Research Ethics Services to provide training to HREC members;
- d) Noted that a reduction in animal-related research due to insufficient staffing will be alleviated with the initial appointment of a Technical Officer commencing 02 August 2021 (COVID-19 restrictions pending) and additional recruitment be ongoing for an additional position;
- e) Noted that, for the University to be compliant with the Australian Code for the Care and Use of Animals for Scientific Purposes [2013] and the Animal Research Act 1985 (NSW), an independent and external review is conducted at least every four years to assess the institution's compliance with the Code, and to ensure the continued suitability, adequacy, and effectiveness of its procedures to meet its responsibilities under the Code. Ordinarily, the NSW Department of Primary Industries Animal Research Review would have conducted this Review, however due to capacity limitations, OmniAdvisory Consulting have performed the Review, delivering several recommendations with the expectation of strengthening the animal research governance and ethical oversight systems at UNE. Research Committee members discussed these recommendations and noted that the Committee needs to be assured that action has been taken as a result of the Review, and have oversight of progress, and reporting on this;
- f) Noted that the UNE Graduate Research School Working Group is actively working on the Graduate Research School proposal. The Chair of the Graduate Research Committee informed



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the Research Committee that increased transparency surrounding the business documents would be provided to Working Group members via TRIM, and that scheduled meetings have been arranged to discuss the incremental changes to the Proposal. A Graduate Research Committee Action Register has been established; it will capture all issues, concerns, and areas of improvement throughout the preparation and development of the UNE Graduate Research School;

- g) Members were informed that the University's entire policy framework is under review and that there would need to be significant attention to policies and governance with the establishment of the UNE Graduate Research School. The Research Committee will create a working group mainly to assess the current state of the HDR admission and award related policies;
- h) Members also discussed a Research and Scholarship Briefing Paper provided to the Research Committee including several recommendations: Evaluate the risks and implications of a narrow and restricted definition of research; Adopt a broad, open and inclusive understanding of research that facilitates the agile and responsive nature of research activities; Support an inclusive concept of scholarship as a part of research [including Scholarship of Teaching and Learning].

To the October meeting of Board Research Committee informed that it had (#AB21227), at its meeting on 15 September, *inter alia*:

- a) Endorsed amendments to the Animal Ethics Committee Terms of Reference as a result of recommendations from the review conducted by OmniAdvisory, an independent consulting firm, to better align the Terms of Reference with the *Australian Code for the Care and Use of Animals for Scientific Purposes*. These involve the removal of category A and B members from cl 30 and adjusting the wording from review to ratification by the full committee in cl.31 (the executive can now approve a minor modification to existing projects, but this modification must be ratified by the full committee) (the ABSC endorsed these amendments of the ToR and the VC approved it on 30 September 2021).
- a) Discussed several inconsistencies in the Terms of Reference for the Graduate Research Committee and the Graduate Research Examinations Board which require attention;
- b) Endorsed amendments to the Doctor of Philosophy (Clinical Psychology) for 2022 (subsequently approved by the Vice-Chancellor on 30 September 2021), and the pathway for approval to mirror that for undergraduate courses, i.e. from the Faculty Research committee to the Graduate Research Committee, then the Research Committee to Board who will endorse to the VC for approval.
- c) Noted the Quality Assurance for HDR Courses report from Education Quality, to ensure that UNE meets the standard framework (HESF) and builds a strong foundation of quality assurance around HDR excellence and training. This program's initial focus is on five key areas, which are:
  1. Enhancements in reporting to the Committee
  2. Ensuring appropriate governance and approval pathways for HDR
  3. Reviewing the HDR courses
  4. Assuring feedback on HDR supervision, and
  5. Refreshing the HDR policy suite.
- d) Discussed the Research Response Team which has been re-activated, with daily meetings since the onset of the new pandemic restrictions in 2021.



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On 17 November, Research Committee *inter alia* (and pending the circulation of for comment minutes):

- a) Endorsed amendments to the Research Committee Terms of Reference as a result of recommendations from the Terms of Reference Working Group review (see further below) and noting that Terms of Reference are reviewed regularly to ensure they are fit-for-purpose and in response to the feedback received from members' experience of the Committee over the preceding period and especially as captured in the self-review which is conducted annually. The Terms of Reference Working Group (see also #RC21362) met four times since its establishment in May, reflecting on the above, and recommended amendments in order to achieve:
  - Improved clarity and comprehensiveness of functions to support discharge of all responsibilities under the HESF, which recent functional alignment mapping and workplan development has demonstrated may have been hitherto elided;
  - Greater faculty representation to ensure appropriate depth and diversity of expertise on the Committee, also in alignment with other Committees of Board;
  - Greater recognition of role of academic governance and leadership in research and research training to support achievement of beyond compliance and excellence; and
  - Respond to the self-review and in particular re ensuring that the Committee is able to perform its role, including through improved access to information and greater diversity of Faculty representation.
  
- b) Noted updates from three working groups and endorsed nine recommendations from the ARC Leadership Strategy Working Group of the ARC Leadership Strategy (2018-2021) Review:
  - Recommendation 1: UNE promotes a community of practice that recognises the role of external research funding for building capacity, delivering high-quality research outcomes, and strengthening its reputation as an Australian university that makes a difference.
  - Recommendation 2: That UNE ensures that an integrated service model (research specific) maintains support for competitive grant development under the auspices of the Office of the DVC-R/Research Services and with reference to the specific requirements of Faculties.
  - Recommendation 3: That UNE consider operational solutions such as grant development consultancies and/or an enhanced grant development office (e.g., Senior Grant Editor, External Research Relations Manager) to assist with the development of high-quality grant applications and the management of risks associated with external collaborations and partnerships.
  - Recommendation 4: That where possible UNE diversify support for high-quality competitive grant application development across HERDC Categories 1–3, and where appropriate Category 4.
  - Recommendation 5: That UNE support and recognise in its PPDR process the developmental mentoring of early-career and other promising academic staff by senior and mid-career researchers with proven research grant track records and ability to advise on preparing high-quality grant applications and securing external funding.
  - Recommendation 6: That UNE provide professional development opportunities in mentoring and leadership skills to potential mentors and mentees.
  - Recommendation 7: That UNE ensure that grant development opportunities are provided to academic staff to achieve at minimum world- or national-standard research excellence in a majority of Fields of Education in which it delivers courses.



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Recommendation 8: That the successor to ARC Leadership Strategy be named the Competitive Grant Development Strategy, 2022-2024 in recognition of this review's recommendation that support be expanded where possible to other competitive grant opportunities.

Recommendation 9: That the revised competitive grant development strategy be aligned to the new UNE Strategic Plan, Future Fit, including the Creating Knowledge Research and Scholarship Plan.

It is noted that the working group facility is supported by cl 15 of the Terms of Reference which underscores its utility;

- c) Received updates on progress made regarding recording outputs under new codes and eResearch Committee updates;
- d) Received updates on progress made regarding meeting recommendations of the independent external AEC review and training requirements for HREC, noting also the risks posed by a large and growing volume of work being managed by Ethics Committees;
- e) Approved establishment of benchmarks for HDR induction completion rates and re-constitution of an HDR survey;
- f) Noted approaches being taken to HDR Course reviews and also for supervision;
- g) Endorsed amendments to the *Master of Education (Research)* for 2022;
- h) Noted the need for cultural safety approaches in the oral Students report;
- i) Discussed and invited feedback on the draft Annual report and reviewed the HESF mapping of all reports received in 2021 for fitness of purpose and fit-gap.

#### Research Committee Reporting to Council (via the Chair of Academic Board)

The Chair's reports to Council throughout 2021 have highlighted the following relevant matters:

May 2021 (#21023) Research Committee Terms of Reference; Academic Risk Register

July 2021 (#21024) Research Committee - New members;

September 2021 (#21025) Research Committee - New members; Centre of Animal Research and Training Issues; Self-review.

November 2021 (#21026) Research Committee - New Chair to be called; Animal Ethics Committee Terms of Reference; Quality assurance for HDR courses.

#### Additional Matters, reported by the Chair to Research Committee

The Chair's reports to Research Committee throughout 2021 have highlighted the following:

10 March – #RC21300 (R Bartel) Coaldrake Review, research-teaching nexus and university status; Future Fit Launch – 4 March 2021; Current news

12 May – Oral Report (M.Rahim) From the minutes the focus was: Working Groups; Committee and Board Functional Alignment; and Current issues



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14 July - Oral Report (M.Rahim) From the minutes the focus was: Election and appointment of members; Centre for Animal Research and Training matters; Working Group matters; Graduate Research School Proposal

15 Sept – #RC21303 (M.Rahim) Research Committee Membership; Working Groups; Animal Ethics; Framing and formatting of reports to ResCom; Research Response Team; SoTL. The chair also recommended the establishment of a Policy Steering group with the proposed membership (see #RC21352)

- Chair (DVCR nominee)
- Director, Research Services
- Associate Deans, Research
- Chair, Graduate Research Committee
- Prof Paul Martin
- Chair, Graduate Research Examinations Board
- Director, Education Quality
- University Librarian
- Student member
- Head, Records, Policy and Governance (for support to Cttee)

17 Nov – #RC21304 (R. Bartel) COP26 and the value of research and of the University; Current news; accompanying oral report noted new Foreign Interference guidelines and outstanding item re establishment of a Policy Steering group with the proposed membership (see #RC21352)

### Thanks to Members and Chairs

It is immensely gratifying that even though there have been trying conditions throughout 2021, and following on from an equally challenging 2020, that students and staff have continued to volunteer their service to the Committee and to assist in the Committee's work in contributing to the University's commitment to serving the public good.

During 2021 the terms of two ECR and HDR representatives ended and thanks to Dr Valentina Gosetti (HASSE) and Dr Angelika Heurich (HASSE) for their immense contributions to the Committee, and in their places the Committee welcomed Dr Suzie Cosh (Psychology, M&H) and Mr Bill Richards (Psychology, M&H). Handover and debrief meetings have been conducted by the Chair (R Bartel).

We also extend our thanks to outgoing Chair Associate Professor Mia Rahim (Chair 11 March to 16 June 2021 (interim) and 17 June to 11 October 2021), and congratulate Mr Shaun Hooper on another term as ATSI Staff/HDR representative.

The work of all members is invaluable to the university, and, as the TEQSA Guidance note on academic governance says: 'In the absence of a competent system of academic governance it is difficult or impossible for a provider to assure itself of the quality of its educational activities and to provide institutional academic leadership...This will inevitably lead to poor outcomes for students and consequent damage to the reputation of higher education.'



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*Part B and C Removed for Council Report. To see full report, please refer to Convene Document Library > Academic Board and Committees > Academic Board Meetings > 2021 December 06 > 2021.12.06 Business Papers.*

### Future Fit Alignment

### Contribution of this initiative

Goal 1: Crafting, adapting and supporting learning journeys that are distinctive in their accessibility and flexibility.

The RC, as a Committee of Academic Board, is a key contributor to academic governance and contributes in particular to quality definition and enhancement as well as assurance, continuous improvement and strategic leadership of the university's higher degree by research courses for the benefit of its students and the public good.

Goal 2: Creating and sharing knowledge to make a difference locally, regionally and globally.

The RC, as a Committee of Academic Board, is a key contributor to academic governance and contributes in particular to quality definition and enhancement as well as assurance, continuous improvement, and strategic leadership of the university's research and research training initiatives for the benefit of knowledge creation, including for the benefit of local, regional and global communities.

Goal 3: Committing to environmental, social and financial resilience for the University, our staff, our students and our communities.

The RC, as a Committee of Academic Board, is a key contributor to academic governance and contributes in particular to quality definition and enhancement as well as assurance, continuous improvement, and strategic leadership of academic governance through focusing on sustainability and resilience, which will enable the university to provide benefits to staff, students, communities and the public good. Recommendations for improved research governance via revised Terms of Reference.

### Financials (provide financial workings if more detailed estimates are available)

None specific to this report.

### Key Risks (refer to Action Guidance below)

None specific to this report, general comment is that without adequate academic governance and assurance and oversight of curriculum quality and improvement, as well as strategic leadership in research and research training, the university will not deliver public benefit and thus may also risk its institutional status and sustainability.