

Council OPEN Meeting

Schedule	Friday 22 November 2019, 8:30 — 10:00 AEDT
Venue	Council Room, Booloominbah, University of New England
Notes for Participants	PLEASE NOTE: 8:30 am pre-meeting for Council members only. Others attendees from 8:45 am.
Organiser	Collette Gooch

Agenda

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Recording of meeting: please note that the Secretary may make an audio recording of this meeting for the purpose of assisting with the preparation of the minutes. The recordings are stored securely and are erased at regular intervals after the minutes have been confirmed. *This is currently under review - please refer to Chief Legal and Governance Officer for further information.

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We acknowledge the traditional custodians of this land we call New England and show respect to their Elders past and present.

Presented by James Harris

1.2. * Apologies 3

Mr Russell Evans



Presented by James Harris






1.3. * Conflict of Interest Declaration 4

Council members are asked to disclose any material interest, consistent with Schedule 2A Clause 5 of the University of New England 1993 Act (NSW).

Presented by James Harris

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Presented by James Harris

1. MEETING OPENING AND WELCOME COMMENTS

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1.1. * Acknowledgement of Country

We acknowledge the traditional custodians of this land we call New England and show respect to their Elders past and present.

Presented by James Harris

1.2. * Apologies

Mr Russell Evans

Presented by James Harris

1.3. * Conflict of Interest Declaration

Council members are asked to disclose any material interest, consistent with Schedule 2A Clause 5 of the University of New England 1993 Act (NSW).

Presented by James Harris

CONFLICT OF INTEREST DECLARATION

Council members are asked to disclose any material interest, consistent with Schedule 2A Clause 5 of the [University of New England Act 1993 \(NSW\)](#).

5 Disclosure of material interests by Council members

(1) If:

(a) a member of the Council has a material interest in a matter being considered or about to be considered at a meeting of the Council, and

(b) the interest appears to raise a conflict with the proper performance of the member's duties in relation to the consideration of the matter, the member must, as soon as possible after the relevant facts have come to the member's knowledge, disclose the nature of the interest at a meeting of the Council.

(2) A disclosure by a member of the Council at a meeting of the Council that the member:

(a) is a member, or is in the employment, of a specified company or other body, or

(b) is a partner, or is in the employment, of a specified person, or

(c) has some other specified interest relating to a specified company or other body or to a specified person,

is a sufficient disclosure of the nature of the interest in any matter relating to that company or other body or to that person which may arise after the date of the disclosure and which is required to be disclosed under subclause (1).

Council Members should also regularly disclose to the University Secretary (via the Secretariat secretariat@une.edu.au) any additions or changes to their Register of Interests statement.

Keeping this "Register of Interests" statement up to date, includes providing details of changes to:

- Subsidiaries of the University of New England of which you or a close family member is a member of the key management personnel.
- All other entities of which you or a close family member is a Director or Board member (or equivalent) and that entity has, or there is a reasonable probability it may have, a material dealing involving or affecting the University or its controlled entities.
- Employment of you or a close family member by the University or a subsidiary of the University, including consultancies or other income for services rendered, during this financial year.
- Ministerial appointment of you or a close family member to statutory bodies.
- Material Business ownerships or part ownerships by you or a close family member, where a business has, or has a prospect of having, transactions with the University or a subsidiary of the University.
- Material Shareholdings in public and private companies by you or a close family member, where a company has, or has a prospect of having, transactions with the University or a subsidiary of the University.
- Any other transactions undertaken by you or a close family member, with the University or any of its subsidiaries during the financial year.
- Gifts, sponsored travel or hospitality received by you in the course of undertaking the duties of a Council member or Senior Executive that are received from a company, business or other entity undertaking transactions with the University or a subsidiary.
- Any other material interest where a conflict of interest or an appearance of conflict of interest with your duties as a Council member / Senior Executive could foreseeably arise.



1.4. Disclosed Register of Interest

Council Members are asked to provide any update to their Disclosed Register of Interest to the Office of the Secretariat (form attached).

Presented by James Harris



DISCLOSURE FORM FOR
UNE COUNCIL AND SENIOR EXECUTIVE
REGISTER OF INTERESTS



Council members and Senior Executive of the University of New England owe certain duties to the University. One aspect of fulfilling those duties is to avoid conflicts of interest in which there may be a professional, business or volunteer position or responsibility that interacts with a Council member / Senior Executive responsibility in a manner which may create a conflict of interest or a perceived conflict of interest. To help manage conflicts, Council members / Senior Executive should disclose material interests in other situations or areas in which it might appear that there are conflicting duties. Council members / Senior Executives should additionally take other steps, such as avoiding deliberation and resolution of certain issues, and making appropriate declarations in respect of conflict of interests at Council and Management meetings, if it is determined that those steps are necessary to protect against legal liability to the Council member or to the Senior Executive member personally arising from conflicts of interest.

This Register of Interests will be maintained by the Secretariat of the University of New England.

Subsidiaries of the University of New England of which you or a close family member is a member of the key management personnel.

All other entities of which you or a close family member is a Director or Board member (or equivalent) and that entity has, or there is a reasonable probability it may have, a material dealing involving or affecting the University or its controlled entities.

Employment of you or a close family member by the University or a subsidiary of the University, including consultancies or other income for services rendered, during this financial year.

Ministerial appointment of you or a close family member to statutory bodies.

Material Business ownerships or part ownerships by you or a close family member, where a business has, or has a prospect of having, transactions with the University or a subsidiary of the University.



Material Shareholdings in public and private companies by you or a close family member, where a company has, or has a prospect of having, transactions with the University or a subsidiary of the University.

Any other transactions undertaken by you or a close family member, with the University or any of its subsidiaries during the financial year.

Gifts, sponsored travel or hospitality received by you in the course of undertaking the duties of a Council member or Senior Executive that are received from a company, business or other entity undertaking transactions with the University or a subsidiary.

Any other material interest where a conflict of interest or an appearance of conflict of interest with your duties as a Council member / Senior Executive could foreseeably arise.

I know of no other position of responsibility or material interest that might give rise to a conflict of interest or the appearance of a conflict of interest.

I declare that the information I have completed on this document is true and correct and not misleading.

Name:	Date:
Signature:	

1.5. * Order of Business

The Committee is asked to **ACCEPT** the Order of Business.

The Committee is asked to **ACCEPT** that non-starred items be adopted.

For Approval

Presented by James Harris

2. MINUTES OF PREVIOUS MEETING

2.1. Confirmation of Minutes

Minutes of the meeting held on 27 September 2019 were approved as a true and correct record via email on 1 November 2019.

These minutes are available for viewing in the 'Council Minutes' Document Library.

Presented by James Harris

2.2. * Matters Arising

Matters outstanding from previous Open Council meetings are outlined below.

Presented by James Harris

Matters Arising – Council OPEN – November 2019

Meeting/Item	Action	Status
<p>Council Meeting 26 July 2019, item 4.3 Chair Academic Board Report #19057</p>	<p>Professor Walker to advise on the opportunity for Council to review the UNE Reconciliation Action Plan.</p>	<p>Deputy Vice-Chancellor to provide an update. <u>27/9/2019</u> In progress. The Provost & Deputy Vice- Chancellor provided an update on status and advised that more work was required – Reconciliation Australia had made three suggestions on the draft plan, in relation to tone, the template used, and additional community consultation. A further draft is due by the end of 2019.</p>

3. PRESENTATIONS

3.1. * University Activities in Focus
#19078 - Animal Genetics and Breeding
Unit (AGBU) presentation by Dr Robert
Banks

Council is asked to NOTE the University
Activities in Focus presentation for the
November Council meeting, #19078.

For Noting

4. LEADERSHIP REPORTS

4.1. * Chancellor's Report to Council #19079

Council is asked to NOTE the
Chancellor's report to Council, #19079.

For Noting

Presented by James Harris

Purpose

To provide Council with the Chancellor's Report for the November 2019 Council Meeting.

Origin of report: Scheduled work plan item.

Related to Terms of Reference: Providing strategic leadership to the University.

Recommendation**Mr James Harris, Chancellor**

Council is asked to NOTE the Chancellor's report to Council, #19079.

Executive Summary

In addition to my regular meetings with the Vice-Chancellor and the Chief Legal and Governance Officer, since the last Council meeting I have attended the following events:

8 October – the University Chancellors Council meeting held in Brisbane. The UCC was joined by special guest The Hon Dan Tehan, Minister for Education, at the event dinner and we met separately with the Minister to continue open lines of dialogue on various issues being addressed by the university sector.

11 October – Catch up with Jamie Moore, Head of Robb College.

16 October – Book launch for the closing of the Sheep CRC. The success of the Sheep CRC over the past 18 years is further testament to the value of such partnerships with the University. <https://www.sheepcrc.org.au/>

31 October – attended the forum discussion panel and dinner at the AICD course held in Adelaide. This course was again sponsored by the University Chancellors Council and was well attended.

On 19 November I am due to attend the Frank Archibald Memorial Lecture where The Hon Ken Wyatt MP, Minister for Indigenous Australians, has been invited to speak.

I look forward to seeing you at dinner on Thursday evening prior to our last Council meeting for the year. Several members of the Armidale business community have been invited to join us.

4.2. * Vice-Chancellor's Presentation to Council #19080

Council is asked to NOTE the Vice-Chancellor's Open Presentation to Council, #19080.

For Noting

4.3. * Chair Academic Board Report #19081

Council is asked to NOTE the Chair of
Academic Board Open report to Council,
#19081.

For Noting

Presented by Mark Perry

Purpose

To advise the Council regarding key academic matters approved or considered by the Academic Board since the last Council meeting, including:

- strategic academic matters (such as new academic developments, priorities and policy related issues) and any recommendations;
- the quality and delivery of academic programs, including teaching and learning and research, including risks or significant issues, major developments and key changes;
- 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;
- updates re key academic partnerships;
- details of Academic Board's use of the authorities delegated to it by the Council, such as some academic policy approvals; and
- other significant academic matters impacting the sector or University relevant to the functions of the Council.

Origin of report: Scheduled work plan item.

Related to Terms of Reference: Oversee and monitor the academic activities of the University.

Recommendation**Professor Mark Perry, Chair of Academic Board**

Council is asked to:

- 1) NOTE the 2020 Academic Board and Committee Dates, and
- 2) NOTE the Chair of Academic Board Open report to Council, #19081.

Executive Summary

This report will consider items of notable consideration from the Academic Board and its Committees; including Standing Committee, Curriculum Committee, Teaching and Learning Committee, and Research Committee with additional attendant reports regarding:

- Academic Promotions,
- Student Voice Australia Symposium, and
- 2019 Australian Chairs and Secretaries of Academic Boards and Senates Conference.

Additionally, I would like to invite all members of Council to attend the final Academic Board meeting on the 2nd December and to the Academic Board Governance Day, 30th January 2020.

Key Information

1. Academic Promotions

The Chair of Academic Board is an *ex officio* member of all academic promotion committees. This period saw the committees for D's and E's meet to discuss the files of those seeking promotion, and also short presentations and questions of the E candidates. Recommendations have been made to the Vice-Chancellor by the PDVC (Chair). The processes are continuing to evolve.

2. Student Voice Australia Symposium

I attended the Student Voice Australia Symposium at the University of Technology Sydney. Student Voice Australia (SVA) is a pilot collaboration between ten tertiary education institutions to build and implement practices that facilitate authentic student engagement through partnership in institutional decision making and governance. Jointly funded through an agreement of the ten 'partner' institutions, of which UNE is one, and supported by TEQSA and the national student bodies, SVA aims to increase an understanding of the meaning of partnership and embed authentic approaches to student engagement and participation across the sector.

This symposium reflected on the work of the pilot, highlighted good practice guidelines with a spotlight on Student Partnership Agreements, looked at student partnership in New Zealand and engaged in a panel discussion with the CEO of TEQSA and Professor Sally Varnham. Regretably, the symposium again singled out UNE as the only University in Australia without a functioning student body since UNESA was dissolved in early 2018. While this is so, I encourage the ongoing work of the Pro Vice-Chancellor (Academic Innovation) and the Student Consultative Committee Working Group for their efforts in this space.

The Student Representation Report to the University Council on 26 July (#19058) noted the proposed timeline for the required approval of the Terms of Reference, election of representatives this month (October) and the implementation of the new model in January 2020. [Unfortunately this timeline seems to have slipped].

3. 2019 Australian Chairs and Secretaries of Academic Boards and Senates Conference

The Chair, Deputy Chair Lykins and Secretariat Officer Gray met at Sydney University campus to discuss a range of issues on a packed agenda. This conference many key governance areas, including:

- Keynote from Dr Michael Spence AC, Vice-Chancellor and Principal, USYD;
- Sessions on academic integrity and the risks of contract cheating;
- TEQSA updates;
- Academic Governance from the Student Perspective;
- Academic Freedom and the French Review;
- Internationalisation;
- Micro-Credentialing; and
- Implications of the Coaldrake Review of Category Standards.

4. Academic Board

4.1. HESF Domain 6 Governance and Accountability

The Academic Board noted a number of key themes and elements with regards to this domain. The Chair provided a comprehensive outline of *Governance and Accountability* and discussed Renewal of Registration of the University of Tasmania and the *conditions* placed on them. Specific discussion included noting:

- Governance and Accountability is very much the foundation of a quality institution and the cornerstone of TEQSA's re-accreditation.
- Overall academic governance relies on the framework of policies, structures, relationships, systems and processes that together guide leadership and provide oversight of our institution's academic activities, including teaching, learning, scholarship, and research. The responsibility for this oversight at UNE extends from teaching and learning groups at School level to Faculty Education Committees, the Academic Board and Council.
- The *Act* outlines the requirements for an accountable body to ensure that requirements for academic governance oversight are met. Clearly defined and independent academic governance, as distinct from management, contributes to maintaining and sustaining the quality of the education provided by UNE.
- Academic Governance is the core function of Academic Board and Committees. We must ensure that we achieve effective academic oversight of the quality of our teaching and learning, that we benchmark our outcomes with other universities and provide advice to Council on outcomes, policies, and practices.
- The academic governance system *is* the means by which the university can assure itself that it is operating and functioning comprehensively.
- *The Higher Education Standards Framework (Threshold Standards) Act* ensures that our accountabilities, as a corporate entity and as a provider of quality education, comply with all seven HESF Domains.
 - It is the responsibility of the University to ensure that it is constantly assessing if we are meeting these standards, not as an exception, but as a rule. The HESF clarifies TEQSA's expectations of institutions in terms of monitoring and reviewing academic governance to support a culture of continuous improvement.
 - TEQSA examines the internal academic benchmarks adopted by higher education providers, and each provider's analysis of how it is tracking against those benchmarks, as well as how providers monitor trends and achieve improvements.
 - TEQSA may also assess each provider's own evaluations of the effectiveness of academic governance and monitoring systems and examine sample reports to the governing body that demonstrate effective monitoring of higher education activities.
- An important element of governance is the continual reporting, monitoring and assessment of HESF issues and governance issues, and to ensure that there is action resulting in improvement, and that it can be demonstrated.
 - This continual assessment must be a part of ongoing ordinary business as this will be a significant factor in ensuring TEQSA's confidence in our ability to meet and continue to meet the HESF requirements.
 - TEQSA will expect UNE to demonstrate that the academic governance system enables the corporate governing body to arrive at an informed and reliable view

of the quality of the University's higher education activities and the adequacy of our academic governance and other academic quality assurance systems, including the effectiveness of the academic policy framework.

- The Academic Board discussed in detail the re-accreditation of the University of Tasmania and the two conditions that have since been imposed upon them, those being, (1) student performance reporting, and (2) policy frameworks.
- The University of Tasmania must provide to TEQSA a copy of the approved minutes of each meeting of the Academic Senate for the previous 12 months, with detailed requirements that must be demonstrated by their Academic Senate (Board).
- In addition to this the University of Tasmania must provide to TEQSA evidence of implementation of a program of reviews of the University's full suite of policies and procedures to ensure that the University's policy framework is current and effective.
- The Vice-Chancellor noted that historically UTAS had not had the systems support to enable analysis and reporting from the generation of this data. Recently the University has spent a significant amount of capital investment into modern data systems. It was remarked that UNE should take particular note of this condition and the steps taken by UTAS. Although not a list of 'check items' to be adopted by UNE, the TEQSA action can be seen as a warning and motivation for UNE to begin self-assessing against such criteria and further assess our institutional systems.
- The Academic Board discussed the accountability of the Academic Board in relation to the accountability of the institution. Considering the position of TEQSA giving qualified directives surrounding governance, operations *and* management the Academic Board needs to ensure that it is meeting its requirements, Terms of Reference, and ensuring the quality and standard of the Academy.
- Members noted that the Teaching and Learning Committee currently receives a significant number of reports and that it is the role of the Committee and the Board to appropriately consider these reports. In considering the data presented to the Committee and Board, there needs to be an enhanced understanding of the importance and the function of this data. Members commented that there needs to be a clear understanding of the purpose of the data and what actions arise from it.
- Members discussed the membership of the University Council noting that the current composition of Council includes two members appointed by the Minister, five members appointed by the council, a professional staff, academic staff, and student member in addition to the Chancellor, Vice-Chancellor, and Academic Board Chair. The Council membership is based upon a required skills matrix and consistently evolves with the current state and agenda of the University.
- Members discussed the importance of the role and function of Course Coordinators in ensuring the quality of the student experience. Course Coordinators require the authority and backing of the Academic Board to successfully fulfil the tasks required of them.
- The Board has requested assurance that all information systems and procedures relevant to producing the data, such as those listed under the re-accreditation condition of the University of Tasmania, meet the Terms of Reference of the Academic Board and the Higher Education Threshold Standards. A gap-analysis and map of such information and the broader framework in which it exists for contemplation and feedback from the Board.

4.2. HESF Domain 7 Representation, Information, and Information Management

The Chair of the Academic Board highlighted the key elements of this report, including questions surrounding:

- whether representations about UNE and its courses of study are accurate, ethical, and not misleading in their claims;
- whether there is sufficient publicly available information to assist students in making informed choices about selecting their courses of study and to resolve grievances, if necessary, including the particular needs of international students studying in Australia;
- that UNE's materials online have a creation or updated timestamp and responsible body for each page;
- that UNE's information management system meets certain critical requirements concerning content, security and integrity; and
- If/when individuals become aware of issues or outdated information they should bring this to the attention of the page administrator/ department.

The Chair noted that the Teaching and Learning Committee considered this report and raised a number of issues around outdated information and navigation.

- The Teaching and Learning Committee noted that while there is already a review of Course and Unit Catalogue the expectations of our students must be met. We must ensure we have a user-friendly system that enables our students to obtain the right information efficiently and with ease of access. Members noted that the discussion had revolved around compliance rather than attaining better practices.
- The Teaching and Learning Committee recognised that the data retained and utilised should be done so in an optimised way. There are a significant number of systems employed to undertake and meet the functions of the University and they should be deployed in a way that best enables the complex integrations between systems and networks.

4.3. French Review, Freedom of Speech in Australian Higher Education Institutions

The Chief Legal and Governance Office (CLGO) outlined that there was significant confusion between the concepts within the French Review. The CLGO outlined the three key objectives, those being:

- (1) To ensure that the freedom of lawful speech of staff and students of the university and visitors to the university is treated as a paramount value and therefore is not restricted nor its exercise unnecessarily burdened by restrictions or burdens other than those imposed by law,
- (2) To ensure that academic freedom is treated as a defining value by the university and therefore not restricted nor its exercise unnecessarily burdened by restrictions or burdens other than those imposed by law, and
- (3) To affirm the importance of the university's institutional autonomy under law in the regulation of its affairs, including in the protection of freedom of speech and academic freedom.

It was highlighted by the Vice-Chancellor that as an institution, UNE has a responsibility around freedom of speech in an environment where there is intense and varied debate. While the principles of democracy and freedom of speech are two very separate matters, there is a

nexus between the two that requires a university to be confident that the curriculum and all deliverables with respect to teaching and research (e.g. tutorials, lectures, symposiums etc) represent fair and open freedom of speech. The University has a responsibility to ensure that where a debate exists, all sides can be considered, all perspectives are taken into account, and that any debate is open and transparent through which UNE is meeting the standards that are set before us as a university.

The Board discussed the roles and the virtue of a *Code of Conduct* for staff and also the role of unit and course reviews in considering factors in this space. It was discussed that there are many complex issues that require careful and detailed consideration. Fundamental principles of the university; liberty and diversity of thought, are underpinned by Academic Freedom, with this freedom being both a right and a responsibility. Members noted that there should be a clear distinction between information that is disseminated as fact and that which is circulated as opinion. It was further commented that there should be a set of principles that encapsulate student rights and responsibilities.

The Academic Board resolved to form a Working Group to draft a set of principles regarding academic freedom. [The first meeting was held 13th November].

4.4. Curriculum Committee Report

The Curriculum Committee had a productive few months. The Committee reviewed and endorsed to the Vice-Chancellor many significant course changes, including some flying minutes, which were brought to the Academic Board meeting.

The Committee had a fruitful discussion about HESF Domain 7 (Representation, Information, and Information Management) and Members identified a number of areas where the University could improve. Specifically, in courses that require activities such as immunisations, criminal background checks, field work, and off-campus placements (etc.), many of the University's webpages do not accurately reflect this information or the likely costs associated with these requirements. The Associate Deans, Teaching and Learning, agreed to form a working party in concert with their respective Course Coordinators to review this issue across the Faculties, and establish which websites need to be amended. Other concerns brought to the meeting included a lack of clarity as to who is responsible for these pages, which may cross many different sections of the university (e.g., marketing, IT, the disciplines themselves, etc.), the accuracy of information on the university's webpages, the date of the construction of the page, and how well we are marketing and managing our partnerships and associated branding.

The process of reviewing low enrolment courses is ongoing, though questions arose about the resourcing of course reviews associated with these activities. The Committee had an engaging discussion regarding the proposal from the Pro Vice-Chancellor (Academic Innovation) Portfolio Education Committee regarding the Bespoke Diploma of Professional Development. Committee. Members were invited to submit additional feedback via the Secretariat to the Director of LaTT, who will then bring a revised proposal for endorsement.

Ms Kerrie Sheelah gave the Committee a much-anticipated presentation and update on the Curriculum Management Project and associated software, which should ensure that any

documentation that is flowing through the curriculum approval process will have to comply with the pre-authorisation processes, for example checking by Information Management, and sign off by the requisite parties.

4.5. Research Committee Report

It was noted that the “Cotutelle” working group has since been renamed to ‘Joint and Dual Award’ Working Group, taking the nomenclature of TEQSA. The Working Group is addressing the lack of systematic processes for engaging with other institutions regarding joint awards. There are 11 universities in NSW. Eight universities have programs and policies relating to cotutelle or joint awards. Only UNE, CSU and SCU currently do not have joint award policies. In UNE’s case there are candidates who are pursuing or have completed joint awards. However, these seem to be done on a case by case basis per student, for example via MOUs that are jointly signed by UNE and the partner provider.

A number of changes to the Higher Degree Research Rule(s) were proposed, and with the understanding of a number of clarification changes being made, the Academic Board moved to have these endorsed. It was noted by the Academic Board that during the Academic Restructure changes to the Graduate Research Subcommittee hindered the flow of communications in the HDR space and there had been a loss of oversight over such Rules.

The Chairs of the Human Research Ethics Committee, and the Animal Ethics Committee now provide a substantive combined written report to the Research Committee. This has allowed the ResCom a deeper understanding of challenges in compliance, breaches, and complaints managed by these key research governance committees. There may be value in summarising this report at one or more meetings of the Academic Board annually. It is proposed to discuss and decide this with the AcBd Executive Committee, and the Chairs of the ethics committees.

4.6. Student Representatives Report

Speaking to the issue of protected industrial action in the report, the Board identified this as an item of concern for both students and academic staff. The Vice-Chancellor noted, by evidence of this report, that this was a significant issue as it affected a large cohort of the student body. The Vice-Chancellor noted that prior to the industrial action there was no mechanism to determine which units of study may be affected, nor which staff would take specific action. While many staff have engaged with students in a number of other ways, the Enterprise Bargaining Team has continued to lobby and explore alternate ways of protected industrial action.

Although a determination of the units that could be affected could not be undertaken prior to the action, since its occurrence there has been action to assess impact. The Vice-Chancellor noted that her response to this will be an informed determination rather than an absolute or finite figure and that it would be, at best, an interpretation of the data available. Some Academic Representatives at the meeting noted that the decision that was taken by the Senior Executive Team was abrupt and did not consider the impact on staff or on the return of feedback for certain assessments. The Vice-Chancellor acknowledged the concerns raised by members, however, explained that in arriving at the decision, the Senior Executive Team considered all available options and, although perhaps not the most practicable in some

circumstances, the solution used had presented as the one with the minimum negative impact on students whilst retaining maximum benefit.

Some members debated if this decision should have been one made by the Academy rather than the Senior Executive, but the Vice-Chancellor respectfully outlined that this was not an option at the time and that under the Functions of the Vice-Chancellor Rule this decision was made in consultation with the Principal Officers of the University and communicated as efficiently and effectively as possible.

5. Academic Board Standing Committee

5.1. University Medals

The Committee request a copy of the Terms of Reference and comprehensive membership list of the Honours Coordinators Committee (HCC). Members queried if the HCC meeting held 17 October 2019 was quorate given those individuals in attendance equaled to less than those as apologies. The Committee sought to better understand the process through which students are identified, selected, nominated and endorsed by the Coordinators Committee. Specifically, the Standing Committee wished to know if any students had been selected by Heads of School but not supported by the Honours Coordinators Committee.

The Standing Committee agreed that the Policy and Procedures need detailed consideration to ensure clarity of purpose, definitions, qualitative and quantitative standards.

Members discussed considering moving away from a nomination process to a more systematic form of selection.

- Some Members felt that, while more comprehensive, this may remove a degree of intuition that Coordinators bring to the process.
- Members noted that there are varying standards for a range of disciplines and that standards are not comparative.
- It was suggested that there be a medium/high base level for students to be considered, thus allowing for qualitative analysis of candidates to assist in the overall determination of awarded recipients.

Members debated the virtue of the continued consideration of the undergraduate GPA in the course of the Honours Medal deliberations. No decision was reached. Members noted that the timing of the awards must be considered relative to deliberation and benchmarking.

The Academic Board Standing Committee delegated authority to the Provost & Deputy Vice-Chancellor to form a Working Group to address the issues surrounding the University Medals Policy and Procedures; to rationalise the types of medals and awards; to recalibrate the process of identification, selection, nomination and endorsement; and to make a recommendation to Council via the Teaching and Learning Committee and Academic Board Standing Committee. The Provost will have direction over membership of the Working Group as established under this authority and shall set a timeline and scope at its first meeting (18/11/19).

5.2. *General*

- The 2019 Review of the Higher Education Provider Category Standards ([Coaldrake](#))
 - Members were informed the Minister for Education would be endorsing the review after an additional round of consultation and that this has been a discussion at Senior Executive Team meetings.
 - The PDVC has provided a report on education standards, and the DVCR has provided a report on the research calibre of the University for Consideration.
- Academic Integrity and Contract Cheating
 - Members noted that one third (1/3) of universities currently have some form of amnesty in place for students with regards to blackmailing and contract cheating. This amnesty allows universities to better measure the quantum of contract cheating and further assists in the detection of illegal services.
 - Currently UNE cannot comprehensively capture the full extent to which this is occurring and issues such as this require detailed, timely, and thoughtful consideration.
 - It was noted that the University must assess and determine the scope to which this is occurring, providing breakdown by demographic and academic areas, and
 - From this data, consider mechanisms to address ensuring a thematic approach to academic integrity and excellence at the University.
 - The Committee noted that Associate Professor Tracey Bretag had undertaken a review of UNE's Academic Integrity Policy, Procedure and Practices and had made a number of commendations and recommendations.
 - Since this review, however, resources have depleted and little to no action has been taken.
 - The Provost noted that Academic Integrity featured in the Winchester Report at SR5 and SR10.
 - The Committee recommended a presentation from Associate Dean (Education) Cath Ellis from the University of New South Wales to the Academic Board and its Committees.
- Course Profiles and "Health-Checks" #AB19302
 - The Provost outlined that 33% of UNE's 217 courses currently have less than 10EFTSL. This is a considerable issue as when EFTSL and nine (9) additional criterion are applied to these courses to identify which are specialist study etc there is still a significant number of courses that are under performing in this space, similar to those of UNE's 1,950 units that have less than 5 EFTSL.
 - The PDVC noted that this is an issue that has been raised by the Audit and Risk Committee and that the Curriculum Committee and other bodies of our academic governance framework must take immediate action.
- The 2019 Review of the [Australian Qualifications Framework](#)
 - It was outlined that the proposed changes resulting from the AQF review will take a substantial amount of time to fully implement and enable enhanced effectiveness. The key elements of this report can be found in the linked document.
 - In 2020 the University must explore the alignment of course and unit learning outcomes alongside graduate attributes through the course and unit review process.

- **The Road to Re-Accreditation**

The Provost outlined that over the next 24 months, the University must begin preparing for its forthcoming re-accreditation and that there are a number of significant issues, none less than the Universities Attrition (41 out of 41) and progression. Discussed a proposal to extend the tenure of the Chair. The Chair noted that there are a number of minor changes being proposed to the Terms of Reference as an interim solution until a more comprehensive review of governance can be undertaken.

The Chair noted the increased involvement of students in the governance branches of the university, and the positive involvement of students in the Student Academic board Representatives Group (SARG). The Group now includes student members of Faculty Education Committees and Faculty Research Advisory Committees, along with those students on Academic Board and its Committees.

Strategic Alignment

This report is aligned with the Strategic Goals to;

- Improve Operational resilience to ensure our long-term resilience by improving flexibility, responsiveness, efficiency and reliability and through adopting best practice in all things we do;
- Deliver excellent research with high impact which will positively impact and strengthen our communities;
- Deliver an outstanding student experience, As well as high quality education, we will provide a formative experience that enhances our students' lives and enables them to excel personally and professionally, nationally and internationally.
- Digital dominance in the delivery of high quality and innovative teaching and learning, with digital and online education.

Accountability

The Chair of the Academic Board is the University academic spokesperson to the Vice-Chancellor and Chief Executive Officer and reports to the UNE Council and represents the academic community on the UNE Council as an ex-officio member, and on the committees of the University Senior Executive as the Vice-Chancellor and Chief Executive Officer determines.

Attachments

Attachment 1: 2020 Academic Board Dates

Academic Board and Committee Dates for 2020

Meetings by Month

Meetings (Day/Date)	Board/Committee
Wednesday, 29 January 2020	Academic Board Standing Committee (1)
Monday, 3 February 2020	Teaching and Learning Committee (1)
Tuesday, 11 February 2020	Curriculum Committee (1)
Monday, 24 February 2020	Academic Board (1)
Monday, 9 March 2020	Teaching and Learning Committee (2)
Wednesday, 18 March 2020	Research Committee (1)
Tuesday, 24 March 2019	Academic Board Standing Committee (2)
Monday, 6 April 2020	Teaching and Learning Committee (3)
Tuesday, 14 April 2020	Curriculum Committee (2)
Monday, 27 April 2020	Academic Board (2)
Monday, 4 May 2020	Teaching and Learning Committee (4)
Tuesday, 12 May 2020	Curriculum Committee (3)
Wednesday, 20 May 2020	Research Committee (2)
Tuesday, 26 May 2020	Academic Board Standing Committee (3)
Tuesday, 9 June 2020	Curriculum Committee (4)
Monday, 22 June 2020	Academic Board (3)
Tuesday, 7 July 2020	Curriculum Committee (5)
Monday, 13 July 2020	Teaching and Learning Committee (5)
Tuesday, 21 July 2020	Academic Board Standing Committee (4)
Wednesday, 22 July 2020	Research Committee (3)
Monday, 3 August 2020	Teaching and Learning Committee (6)
Tuesday, 11 August 2020	Curriculum Committee (6)
Monday, 24 August 2020	Academic Board (4)
Tuesday, 8 September 2020	Curriculum Committee (7)
Monday, 14 September 2020	Teaching and Learning Committee (7)
Tuesday, 22 September 2020	Academic Board Standing Committee (5)
Wednesday, 23 September 2020	Research Committee (4)
Tuesday, 6 October 2020	Curriculum Committee (8)
Monday, 19 October 2020	Academic Board (5)
Tuesday, 3 November 2020	Academic Board Standing Committee (6)
Monday, 9 November 2020	Teaching and Learning Committee (8)
Tuesday, 17 November 2020	Curriculum Committee (9)
Wednesday, 18 November 2020	Research Committee (5)
Monday, 7 December 2020	Academic Board (6)

5. GENERAL ITEMS

5.1. * Student Representation at UNE Report to Council #19082

Council is asked to NOTE the Student Representation at UNE Report to Council, #19082.

For Noting

Presented by Louisa Quiddington

Purpose

To provide Council with a bi-annual update from the student association regarding key student matters relating to the association's purpose, and its mission.

Origin of report: Scheduled work plan item.

Related to Terms of Reference: Oversee and monitor the University's performance.

Recommendation**Louisa Quiddington**

Council is asked to NOTE the Student Representation at UNE report to Council, #19082.

Executive Summary

This is the first report I provide to Council on behalf of the Student Consultative Committee Working Party.

Key Information

UNE has not had a student representative body since the demise of UNESA in 2018. This means that the student voice is not cohesively represented. UNESA had a history of dysfunction. There are many reasons for this, and it is crucial that the new representative structure at UNE addresses these issues. The proposed model for the Student Consultative Committee focuses on student representation in collaborative partnership with the University. This moves student representation and voice beyond the phase of ' cursory consultation ' and into the space of genuine collaboration. The aim is to ensure that the UNE student populations are more accurately and adequately represented, in an agile and sustainable way. It is critical that students feel their role is authentic, enriching and meaningful, and that they are empowered to drive change in partnership with UNE for the benefit of students, and the institution.

This can only be achieved with ongoing support, mentorship and guidance, as well as meaningful incentives for students. In partnership with the University.

Evaluation of Options

Options	Re-form as incorporated association	Constitute as a Club and Society under UNE Life structure	Student Consultative Committee
Advantages	Formal structure	N/A	Provides a forum to build a relationship of genuine partnership between the University and students
Disadvantages	Complexity Not a partnership with UNE		Not a traditional approach to 'student representation'. This will require excellent communications with stakeholders to alleviate any potential concerns.
Comments	This structure was utilised in the past and did not prove to be beneficial, or lead to sustainability of UNESA. The complexity and detachment from UNE were significant contributing factors	This structure was been suggested by various parties during consultation. The status of the Committee will be the overarching student representative group for UNE, and a significantly broader scope and responsibility than a club or society. In the past, UNE student representative organisations have been responsible for Clubs and Societies, so constituting as a club structure would diminish the standing of the student representative group.	This structure demonstrates the 5 elements of effective student engagement outlined in SPARQS Engagement Framework, as well as the STEPUP principles of Student Voice Australia.
Recommendation	Not appropriate	Not appropriate	Support this model of representation and partnership

Key Assumptions/Constraints

The University has a genuine commitment to working in partnership with students to improve quality, and provide opportunities for students to engage fully in governance.

Strategic Alignment

This recommendation aligns with 2016-2020 Strategic Plan, *Together we can do this*. I believe that a genuine commitment to partnership with students is aligned with all of the strategic foci in the Plan.

Budget/Financial Implications

There is a budgetary implication for the adoption of this approach. As outlined in the attached report, funding has been requested through the Student Services and Amenities Fee Committee. Costs for staffing, support, training, equipment and other activities is estimated at \$380,000 PA.

Risk Management and Implications

[Instructions: Please complete the following questions, using the mandated language within the [Corporate Risk Management Framework](#). If you have any questions regarding the Framework, please contact the [Audit and Risk Directorate](#)].

A. Has a risk assessment been done? If not, please comment.	Y
Comment:	
B. Is the risk assessment in accordance with the Corporate Risk Management Framework ? If not then please comment.	Y
Comment:	
C. Is the risk assessment up to date? If not, please comment.	Y
Comment: The risk assessment at present covers the risks related to not having a functioning student representative body at UNE. Once the Committee is endorsed and functional, a new risk assessment will be completed.	
D. Please provide a brief summary of any relevant strategic risks, significant operational risks or significant project risks that the Council/Committee should be made aware of.	Y
Comment: As noted in the PVCAI report to Council #19058. 1. UNE is only partially compliant with HESF standard 6.3.3 requiring that students have the opportunity to participate in academic governance. Current student representation through SARG and Council mean that UNE is partially compliant with the standard; 2. The current fragmented and uncoordinated nature of student representation presents an unacceptable level of risk that student feedback is insufficiently used in our academic planning and curriculum development activities: 3. Failure to respond to the dissolution of UNESA poses a significant reputational risk with UNE students and the wider community around the University's capability to support sustainable student representation. Treatment for each of these risks will be managed by the establishment of the Student Consultative Committee, with appropriate support from the University. Participation in the national Student Voice Australia project manages the potential reputational risk, as UNE is seen to be committee to develop a sustainable model for student representation, based on good-practice standards.	

Accountability

Not applicable

Attachments

Attachment 1: Report on progress of Student Consultative Committee Working Group



Report to Council on the formation of the Student Consultative Committee, and the progress of the SCC Working Group

The purpose of this report is to provide Council with information about the new Student Consultative Committee (SCC) for UNE. The SCC will replace UNE's pre-existing student association UNESA, however, the SCC will adapt a partnership model which will be functionally and structurally different to the previous association. The SCC aims to promote partnership with the University to increase student participation and engagement in decision making processes at UNE. Moreover, the committee aims to work collaboratively with the University to further the advancement of education at UNE.

On the 12th of March 2019, Student Voice Australia (SVA) held a workshop on Campus at Duval College. The outcomes of the workshop were limited, and nothing new was discovered. However, the workshop did initiate discussion regarding the work that was required to ensure UNE has adequate student representation moving forward. Further, the workshop reminded both staff and students that the current state of student engagement and representation at UNE was poor.

In May, the SVA summit was held at UTS. The summit allowed student representatives from UNE to gain an insight into how other student associations operate at other institutions around Australia. Presentations delivered by student representatives from UNSW and USC provided useful information about how they were building partnerships with their institutions.

After attending the summit, the working group researched multiple student engagement and partnership models from universities and organisations within Australia, and overseas. Our attention was drawn to universities that have adopted a partnership model, including, ANU, UNSW, USC, RMIT and Open Universities UK. By benchmarking these universities we were able to note certain processes that would be suitable to UNE. As UNE is unique in its nature, it required a mixture of models that would be fitting for our institution.

Attachment 1 - #19082 – Report to Council from Student Consultative Committee Working Group

ANU was the first Australian university to establish a partnership agreement between the University and their student association. The agreement represents a commitment from both parties, and aims to promote the engagement of students at ANU. USC has also established a student governance framework, within a students as partners model, aiming to increase student success and engagement in learning. RMIT also initiated this approach with Students partnering with staff in 'Student-Staff Consultative Committees' to improve academic programs. Alternatively, UNSW has established a long term partnership agreement with their student association, which secures funding from SSAF until 2025. Lastly, Open Universities UK have a relationship agreement between the institution and the student association which sets out each parties commitment and how they will work together.

Other universities that we focused on, included, JCU, The University of Edinburgh and the University of Dundee. Both the University of Edinburgh and the University of Dundee have strong partnership agreements established with their student associations. Alternatively, JCU's student engagement framework incorporates an Advisory Forum model which can be adapted to suit UNE. The model is designed to promote communication and interaction between staff and students, which in turn encourages students to participate in decision making and provides students with the opportunity to provide feedback in various areas regarding their learning. Additionally, the model employs various online strategies to gather valuable feedback from the whole student body.

To start establishing the structure of the committee, the SCC working group has met multiple times, drafted the Terms of Reference and the Constitution for the SCC, applied for SSAF funding, is in the process of seeking approval to run elections in March Trimester 1 2020 via BigPulse, and created a logo for the SCC. While we initially hoped to run elections in October-November 2019, the Working Group has extended this so that elections will be conducted in March, 2020 following a period of promotion and for the commencement of T1, 2020. This will provide time to complete arrangements with the election platform provider, and finalise the approval for the Terms of Reference. It will also ensure that the funding application outcome is known.

In anticipation, we are sourcing quotes for merchandise and advertising material to be used at Lifesaver Day in Orientation week, 2020. We are planning to film a promotional video by the end of November 2019. The video, which will be posted on Moodle, and social media is to advertise for the elections and inform UNE students that a new student representative committee is being established using a partnership model. We are working on designing a training package for student representatives adapting the sparqs training resources. Sparqs ([Student Partnerships in Quality Scotland](#)) is an organisation that supports students and institutions to put students at the centre of decisions regarding the quality and governance of their learning experience. Sparqs supports students at all levels of engagement, to aid them in shaping their own learning experience. Further, sparqs helps universities develop

Attachment 1 - #19082 – Report to Council from Student Consultative Committee Working Group

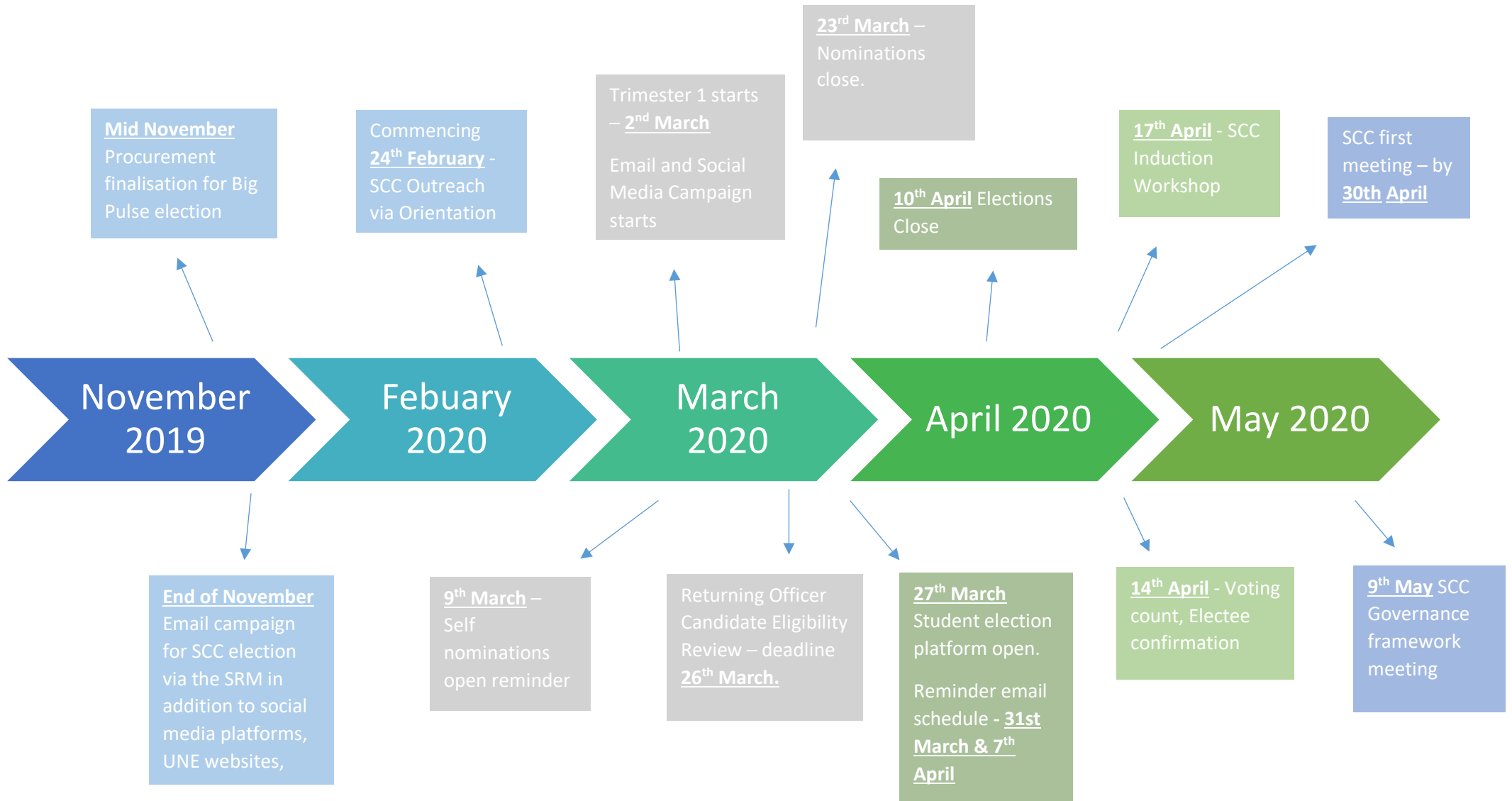
structures to foster a culture that supports student engagement. Sparqs trainers generally deliver ‘course rep training’, however they also work with institutions to assist them in developing their own training programs, which is the approach we will adopt.

Moving forward, the working group has an exciting 6 months ahead. By the end of 2019, an email will be sent out to all students to inform them of the establishment of the SCC and the promotional video will be put up on various UNE sites and social media platforms. The working group will begin to establish social media platforms for the SCC, and we will build a website. On Lifesaver Day, held in Orientation week, Trimester 1 2020, the SCC will have a stand to gather expressions of interest and to put the brand of the new committee in the eye of students. In March, nominations will be opened, with elections to run from the end of March through to early April. Once the SCC is established, the first meeting will take place before the end of Trimester 1, and meetings will run at least three times a year to coincide with the trimesters.

The SCC requires strong institutional support to operate effectively. We do not want a repeat of past occurrences, such as the events that lead to the dissolution of UNESA. Essentially, the SCC wants to work in partnership with the University, but we must expect disagreements and different perspectives from different parties and have processes in place to deal with this diversity of views.

The establishment of the SCC offers a major opportunity for students at UNE to contribute to decision-making in the University. However, partnership requires leadership, and students and staff working at every level to achieve common goals. Further, it must involve engaging students and staff in the conversation to discover how partnership will work at UNE. Consequently, it promises to enrich the student experience, educational outcomes for all students, and the culture of the University as a whole. Finally, this partnership model will enable students and staff to work collaboratively to achieve significant change at UNE.

2020 SCC Timeline



6. GENERAL BUSINESS

7. MEETING FINALISATION

7.1. Work Plan Open 2019

Council is asked to NOTE the 2019 Open Council Work Plan.

For Noting

Presented by Brendan Peet

2019 Council OPEN Work Plan

Report Name	Owner	Status/ Comment
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Meeting 1: Thursday,31 January 2019		
#19004 Chancellor's Report to Council	Chancellor	
#19005 Vice-Chancellor's Report to Council	VC	
#19006 Chair Academic Board Report	Chair AB	
2019 Open Council Work plan	CLGO	

Meeting 2: Friday, 15 March 2019		
#19015 University Activities in Focus- Faculty Humanities Arts Social Sciences and Education	Dean HASSE Faculty	
#19016 Chancellor's Report to Council	Chancellor	
#19017 Vice-Chancellor's Report to Council	VC	
#19018 Chair Academic Board Report	Chair AB	
#19019 Approval of Annual Report (Year Ended 31 December 2018)	VC	
#19020 Approval of Annual UNE Group Financial Statements (Year Ended 31 December 2018)	CFO	
#19231 Administrative Change to Principal Dates 2020	PVCAI	
2019 Open Council Work plan	CLGO	

Meeting 3: Friday 24 May 2019		
#19039 University Activities in Focus – Student Wellness Week	COO	
#19035 Chancellor's Report to Council	Chancellor	
#19036 Vice-Chancellor's Report to Council	VC	
#19037 Chair Academic Board Report	Chair AB	
#19038 UNE Alumni Association	DACE	
2019 Open Council Work plan	CLGO	

2019 Council OPEN Work Plan

Meeting 4: Friday 26 July 2019		
#19054 University Activities in Focus - Faculty Medicine & Health	Dean M&H Faculty	
#19055 Chancellor's Report to Council	Chancellor	
#19056 Vice-Chancellor's Report to Council	VC	
#19057 Chair Academic Board Report	Chair AB	
#19058 Student Association Bi-Annual Student Representation at UNE Report to Council	Student Assoc. PVCAI	
2019 Open Council Work plan	CLGO	

Report Name	Owner	Status/Comment
Meeting 5: Friday 27 September 2019		
#19072 University Activities in Focus	Dean SABL Faculty	
#19073 Chancellor's Report to Council	Chancellor	
#19074 Vice-Chancellor's Report to Council	VC	
#19075 Chair Academic Board Report	Chair AB	
#19076 Joint Medical Program Academic Calendar 2020	Chair AB	
#19077 Council and Committee meeting dates 2020	CLGO	
2019 Open Council Work plan	CLGO	

Meeting 6: Friday 22 November 2019		
#19078 University Activities in Focus		
#19079 Chancellor's Report to Council	Chancellor	
#19080 Vice-Chancellor's Report to Council	VC	
#19081 Chair Academic Board Report	Chair AB	
#19082 Bi-Annual Student Association Report Student Representation at UNE Report to Council	Student Association	
#19083 Update on Academic Matters	PVCAI	Deferred
#19084 Program of Induction for Council Members	CLGO	Not Required

2019 Council OPEN Work Plan

#19206 2019 & draft 2020 Open Council Work plan	CLGO	
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Report Details:

- i. **2019 Work Plan & Draft 2020 Work Plan:** To provide the Council with an updated work plan for the open session of Council at each meeting to track progress against Council objectives during the year, as well as a draft work plan for endorsement for the coming year (in November).
- ii. **Approval of Annual Report / Financial Statements (Year Ended 31 December 2018):** To provide the Council with a draft copy of the annual report and financial statements for the year ending 31 December 2018. As well as a key statutory requirement these documents are a record of the performance of the University and University Group for the previous year. The report relates to the role and function of Council to (12) d. Approve the University's mission, strategic direction, annual budget and business plan.
- iii. **Bi-Annual Student Association Report to Council:** To provide the Council with a report (twice annually) from the University's Student Association regarding student engagement and feedback the association's perspective. It relates to the role and functions of Council to (12) b. Oversee and monitor the University's performance.
- iv. **Chair Academic Board Report:** The Chair of Academic Board report provides an overview of the work of the Academic Board committees, including an outline of the progress of the University towards meeting its strategic academic and student related priorities as well as key compliance requirements under HESF and ESOS Acts. This report relates to the role and functions of Council to (12) c. Oversee and monitor the academic activities of the University and (12) i. Ensure that the University's grievance procedures, and information concerning any rights of appeal or review conferred by or under any Act are published in a form that is readily accessible to the public.
- v. **Chair Report – Alumni Association:** The University has an Alumni Association which may provide an update on convocation matters. The report relates to the role and functions of Council to (12) h. Establish policies and procedural principles for the University consistent with legal requirements and community expectations.
- vi. **Chancellor's Report to Council:** To provide the Council with the Chancellor's report on activities undertaken on behalf of the Council since the previous meeting. It relates to the role and functions of Council to (3) provide strategic leadership to the University.
- vii. **Council and Committee meeting dates 2020:** To provide Council with proposed meeting dates for the coming year. The report relates to planning of Council business and the role and functions of Council to (12) j. Regularly review its own performance.
- viii. **Program of Induction for Council Members:** To provide Council members with a program of induction to support their understanding of the institution and its operational model. It relates to the role and functions of Council to (12) i. Make available for members of the Council a program of induction and of development relevant to their role as such a Member.
- ix. **University Activities in Focus:** The item is an optional item on the agenda, and may not be provided to every meeting. The report is an opportunity to showcase innovative and progressive University activities which are helping to delivery on the University's strategic priorities. It relates to the role and functions of Council to (12) b. Oversee and monitor the University's performance.

2019 Council OPEN Work Plan

- x. **Update on Academic Matters:** The report provides Council with an update on academic innovation at the University. It relates to the role and functions of Council to (12) c. Oversee and monitor the academic activities of the University.
- xi. **Vice-Chancellor's Report to Council:** To provide the Vice-Chancellor's update to the Council on the activities of the University. It relates to the role and functions of Council to (12) a. Monitor the performance of the Vice-Chancellor and Chief Executive Officer.

7.2. * Next Meeting and Close

The next Council meeting is scheduled for Friday, 31 January 2020. The venue for this meeting is yet to be confirmed.

Presented by James Harris