

# Minutes

## Academic Board

Meeting No: 4/24



University of  
Southern  
Queensland

---

**Date and Time:** Tuesday, 16 July 2024, 1.00pm

---

**Location:** Council Chamber, Toowoomba Campus

---

**Minute Secretary:** Tracey Tyers, Governance Officer (Academic Board) | 07 4631 1912

---

**Members Present:**

Professor Alexander Kist (Chair)	Associate Professor Eric Ng (Deputy Chair)
Professor Geraldine Mackenzie	Professor Thiru Aravinthan
Professor Glen Coleman	Associate Professor Jessica Marrington
Professor John Bell,	Professor Noeleen McNamara
Professor Odette Best	Professor Mark Toleman
Professor Lyn Alderman (Zoom)	Charmaine Davis
Dr Ali Jaquet (Zoom)	Dr Lindsay Helwig
Professor Charlotte Brownlow	Dr Julie Lindsay
Professor Jo-Anne Ferreira (Zoom)	Associate Professor Lisa Beccaria (Zoom)
Professor Geoff Slaughter	Associate Professor Andrew Hemming
Tony Reed	Dr Rhiannan Johnson
Associate Professor Polly Burey	Associate Professor Melissa Johnson Morgan
Dr Rohan Genrich	Professor Marie Kavanagh
Professor Luke van der Laan	Dr Ahmad Sharifian-Barforoush
Dr Anita Wheeldon	Associate Professor David Thorpe (Zoom)
Dr Alison McCarthy	Emerson Zerafa-Payne
Peter Giess	

---

**By Invitation:** Shane Simmons – Chair (Student Academic Appeals Committee) – Item 9.2  
Dr Danielle Gleeson – Item 10.2 (Zoom)

---

**Observers:** Julie Shidders - Director (Governance) and University Secretary  
Chris Bazley – Chair (Finance and Facilities Committee) and member of Council  
Leanne Midgley - Principal Advisor (Academic Governance and Standards) (Zoom)  
Professor Robert Sang – Head of School and Dean (Mathematics, Physics and Computing)  
Professor Ian Wells (Head of College and Dean (Pathways Education) (Zoom)  
Professor Prasad Yarlagadda - Head of School and Dean (Engineering) (Zoom)  
Associate Professor Kyle Jenkins - Head of School and Dean (Creative Arts) (Zoom)  
Professor Lorelle Burton - Head of School and Dean (Psychology and Wellbeing) (Zoom)  
Dr Tania Leach - Deputy Head of School (Education)  
Professor Elizabeth Cardell - Head of School and Dean (Health and Medical Sciences) (Zoom)  
Professor Jason Bainbridge - Head of School and Dean (Humanities & Communication) (Zoom)

---

**Absent:** N/A

---

---

<b>Apologies:</b>	Professor Ren Yi Professor Karen Nelson Associate Professor Ian Davis Imogen Kleidon
-------------------	---

---

## Acknowledgement of Country

The Chair provided an Acknowledgement of Country and paid respect to Elders past, present and emerging.

## Welcome

The meeting opened at 12.31pm. The Chair Professor Alexander Kist welcomed members and invitees to the first meeting of the new Academic Board term 2024-2027 and welcomed newly elected members to their first meeting of the Board.

Professor Kist introduced Mr Chris Bazley, Chair of the University's Finance and Facilities Committee and Council member, who would be observing the meeting as part of Council's engagement with Academic Board.

A vote of thanks was recorded for:

- outgoing Chair (Academic Board) Associate Professor Fernando Padró
- outgoing Deputy Chair (Academic Board) Shane Simmons
- outgoing Deputy Chair (Research Committee) Professor Petrea Redmond

for their efforts and commitment to Academic Board and its standing committees over several years.

The Chair also thanked Mrs Emma Phillips for her excellent work supporting Academic Board and its standing committees as Governance Officer (Academic Board) since August 2023.

## Declaration of Conflict of Interest and Statement of Confidentiality

The Chair invited members of Academic Board to declare any potential, perceived or actual conflict of interest with the matters listed.

Members declared their involvement with the following curriculum items:

- Dr Rhiannan Johnson – Items 10.9 and 10.10 Bachelor of Design and Interactive Technologies (BDIT)
- Charmaine Davis – Items 10.3 Undergraduate Certificate of University Studies (UCUS) and 10.5 Diploma of Multidisciplinary Studies (DMDS)
- Dr Lindsay Helwig - Items 10.3 Undergraduate Certificate of University Studies (UCUS) and 10.5 Diploma of Multidisciplinary Studies (DMDS)
- Dr Rohan Genrich – 10.4 Master of Aviation (MAVN) program suite
- Professor Noeleen McNamara – 10.1 Master of Laws (MLAW)

The Chair advised members that generally Academic Board matters are not confidential, and members are encouraged to discuss Board matters with their colleagues. Members were asked to refrain from using names or positions when relaying Academic Board discussions. Items that are confidential will be identified and no discussion of confidential items outside of the meeting is permitted.

## Starring of Items

Having provided members with an opportunity to star any additional agenda items, it was resolved that Academic Board approve or note *en bloc* all remaining items which were not starred.

### 1. Confirmation of the Minutes

A member advised the Board of a spelling error in the minutes of the Academic Board meeting held 28 May 2024 relating to Maitri Research Grants. The error was noted, and it was agreed that the minutes be updated prior to publication.

**ACTION: Governance Officer (Academic Board)**

#### Resolved:

*Academic Board resolved that the minutes of the Academic Board meeting (03/24) held on 28 May 2024, having been circulated and read, be **confirmed** as a true and accurate record.*

### 2. Business Arising from the Minutes

Members received a copy of the post meeting action sheet for actions arising from the previous meeting (03/24) held on 28 May 2024. Two outstanding items remain an action from meetings 2 and 3 2024 relating to the review of the Academic Board Self-Assessment Survey and the Academic Board Terms of Reference.

The Chair provided an overview of prior discussion around the two items, and called for expressions of interest for membership in the following working groups:

- Academic Board Self-Assessment Survey Working Group.
- Academic Board Terms of Reference Review Working Group.

Members interested in being involved in the working groups were asked to forward an expression of interest via email at their earliest convenience.

**ACTION: All members**

#### 2.1. Council Report to Academic Board

Received: Council Report to Academic Board following the 17 May 2024 Council meeting.

The Director (Governance) and University Secretary Julie Shinnars took the report as read and noted the key items of interest to Board including:

- Council resolved to appoint Professor Alexander Kist for a three-year term of office from 16 July 2024.
- Council's approval of the UniSQ Modern Slavery Statement.

A member queried the University's current budget deficit and projected student growth and the impact on the University's academic endeavour. In response, the Vice-Chancellor noted that Academic Board as a governance committee is not a forum for management matters. Should budgetary matters impact on the academic endeavour, this would be raised at Academic Board.

#### Resolved:

*Academic Board resolved to **note** the 22 April 2024 Council Meeting Report to Academic Board.*

### 3. Comments from the Chair

The Chair Professor Alexander Kist noted that he was looking forward to the new term working with the Board and receiving input from members. Professor Kist noted the following:

- In-person attendance for Academic Board and standing committee meetings is preferred for all members. Zoom attendance is available, but members are requested to provide the Governance Officer (Academic Board) with prior notice. Members attending by Zoom are required to keep their cameras on, while presenters and observers are asked to have their cameras off until they are invited by the Chair to speak.
- Consideration of curriculum items at Academic Board has changed. Due to the volume of curriculum items coming to Board for approval, and the level of scrutiny these items receive at Education Committee, only new program and major change requests will be starred for discussion. Members will have the opportunity to star an item for discussion at commencement of the meeting if required.
- Members were asked to set aside enough time prior to each meeting to read through the agenda and papers. In particular, reviewing the minutes from the standing committee meetings is strongly recommended, as these are very detailed and provide context for resolutions being considered by Board.
- Members are requested to contact the Chair prior to the meeting if they have questions or comments regarding an item, or wish to raise a matter for discussion. This will allow the responsible officer time to prepare a considered response and will assist the flow of the meeting.

### 4. External Review of Academic Governance Final Report

Received: The UniSQ Independent Review of Academic Governance final report.

In the absence of the Provost, Vice-Chancellor Professor Geraldine Mackenzie introduced this item and provided members with an overview of the report and the processes undertaken as part of the external review. Professor Mackenzie highlighted the following:

- The report was presented in three sections: commendations for strengths and good practices, recommendations for improvement, and recommendations regarding areas of weakness for attention.
- The large number of commendations was pleasing, and this highlighted that the University's academic governance structures are sound and fit for purpose.
- Areas of weakness that were identified in the review included:
  - Induction and professional development of Board members.
  - Strategies for student representative engagement.
  - External referencing and benchmarking of curriculum at an institutional level to maintain academic standards and quality.
  - Academic oversight of third-party arrangements.

The Chair noted that the areas of weakness identified by the review were on the radar and that measures were already underway to improve these areas.

- The Academic Board Handbook had been circulated and an induction for new Board members had been held prior to the first meeting of the Board. These were very well received by participants, with most newly-elected members attending the induction.

- The TEQSA Steering Group is considering the University's third-party arrangements.

There are also actions underway that will address several of the recommendations for improvement such as:

- the Academic Board Self-Assessment Survey working group will consider improvements to the Academic Board and standing committee self-evaluation surveys.
- the Academic Board Terms of Reference Review working group will consider where the Terms of Reference can be updated to ensure they remain fit for purpose. A cap on the number of terms for elected members to ensure renewal of membership over time and provide opportunity for newer members of staff will also be considered.

Members asked about the Board's process for addressing the recommendations from the review. In response, the Chair noted that the final report had only recently been received and that it was tabled at this meeting for members' information and initial discussion only. The Chair, Deputy Chair, and University Secretary will review the recommendations, considering any overlap with work already underway as part of University's TEQSA re-registration and the establishment of Academic Board working groups, and prepare an action plan for discussion at a future meeting of the Board.

Members were advised that the UniSQ Independent Review of Academic Governance final report will be forwarded to Council for consideration.

**Resolved:**

- *Academic Board resolved to **note** the UniSQ Independent Review of Academic Governance final report.*

## 5. Vice-Chancellor's Report

Received: The Vice-Chancellor's Report to Academic Board.

The report was taken as read and Vice-Chancellor Professor Geraldine Mackenzie took the opportunity to congratulate Professor Kist on his appointment as Chair of the Board and thanked the outgoing Chair and Deputy Chair for their work and long-standing membership on Academic Board and its standing committees.

Professor Mackenzie provided an update on matters that have arisen since the report was circulated:

- a) The Needs-based Funding system arising from the Universities Accord is designed to boost the number of students from underrepresented backgrounds completing higher education including First Nations students, students with disabilities, and low SES students. The Needs-Based Funding Implementation Consultation Paper is currently out for consultation.
- b) Suburban University Study Hubs – UniSQ is preparing a submission for a study hub at Redbank Plains, Ipswich with hubs at Inala, Brisbane and Browns Plains, Logan. Detailed discussions have been undertaken with Local, State, and Federal Government and considerable support has been received from stakeholders.
- c) International student numbers have dropped dramatically across the sector due to recent and sudden changes by the Federal Government to the Migration Strategy.
- d) UniSQ Co-Lab launch – Co-Lab is a collaborative program bringing industry professionals and university experts together to provide a series of specialised short courses at UniSQ's Brisbane Study Hub.

**Resolved:**

- *Academic Board resolved to **note** the contents of the Vice-Chancellor's Report.*

## 6. Education Report

Received: The Education Report.

In the absence of the Provost, the Deputy Vice-Chancellor (Academic Affairs), Professor Glen Coleman took the report as read and highlighted some items of interest.

Professor Coleman advised members that since circulation of the report, notification had been received from Exercise and Sports Science Australia (ESSA) that the University's sport and exercise and exercise physiology programs have upgraded from provisional to full accreditation.

**Resolved:**

- *Academic Board resolved to **note** the contents of the Education Report.*

## 7. Research Report

Received: The Research Report.

The Deputy Vice-Chancellor (Research and Innovation) Professor John Bell took the report as read and highlighted the University's outstanding performance in international rankings, namely the 2025 QS World University Rankings, noting this is the first time that UniSQ has ranked in the top 400 world universities. Professor Bell attributed this success to the quality of UniSQ research publications.

Professor Bell provided members with an update on some items of interest including:

- Education Horizon research grant scheme – There has been strong growth in success, and more pleasingly, applications from less traditional research areas of the University such as education, health, and nursing.
- Overall research performance in terms of research income, research grants, and HDR completions are all trending towards increases for 2024, a testament to the strength of research across the University.

A member asked how HDR commencements are tracking against the UniSQ Research Plan. The Dean (Graduate Research School) Professor Charlotte Brownlow provided a response, noting that changes to the Migration Strategy have affected enrolment numbers. A focus of the GRS is to build a stronger research culture among undergraduate students to encourage students to follow a HDR pathway at UniSQ.

**Resolved:**

- *Academic Board resolved to **note** the contents of the Research Report.*

## 8. Student Representatives Report

Received: The Student Representatives Report.

The undergraduate student representative, Peter Giess took the report as read and provided members with an overview of the matters included.

Members asked whether feedback had been received from students regarding the University's transition to the new Flexible Academic Calendar. Mr Giess advised that students were adjusting to the more condensed courses, and that he had not received any notable negative feedback to date.

The Deputy Vice-Chancellor (Academic Affairs) Professor Coleman and the Dean (Academic) Professor Slaughter asked Mr Giess to forward any complaints regarding outdated teaching materials to their respective offices for follow up.

**ACTION: Peter Giess**



**Resolved:**

*Academic Board resolved to **note** the contents of the Student Representatives Report.*

## 9. Standing Committee Reports

### 9.1. Academic Board Executive Committee

The unconfirmed minutes of the Academic Board Executive Committee meeting held 2 July 2024 were taken as read.

**Resolved:**

- *Academic Board resolved to **note** the unconfirmed minutes of the Academic Board Executive Committee meeting of 2 July 2024.*

### 9.2. Student Academic Appeals Committee

Received: Student Academic Appeals Committee Interim Report 1 January – 30 June 2024.

The Student Academic Appeals Committee Report was taken as read. The outgoing Chair of the Committee, Mr Shane Simmons introduced the item and provided members with an overview of the report.

Mr Simmons suggested increasing the number of scheduled meetings from four to six meetings per year in alignment with the standing committees of Academic Board.

A member queried the resolution period for academic appeal submissions and asked whether this was consistent with the sector. Mr Simmons advised that benchmarking had been undertaken, and that resolution times vary across the sector from weeks to months. The average resolution time for a grievance submitted via the University's formal Student Grievance Resolution Procedure is currently around 70 calendar days, equating to approximately 10 weeks which is typical across the sector.

**Resolved:**

- *Academic Board resolved to **note** the Student Academic Appeals Committee Interim Report 1 January – 30 June 2024.*

### 9.3. Research Committee

Received: Research Committee Report to Academic Board - 12 June 2024.

The Research Committee Report which provided an overview of the discussions and resolutions of the Research Committee meeting held 12 June 2024 was taken as read. The Chair of Research Committee, Professor John Bell introduced the report and noted that the Higher Degree by Research Program Design and Review Procedure had been considered in detail by the Committee and would be presented for endorsement at Item 11.4.

Professor Bell highlighted the Committee's discussion regarding Research Block Grant funding and encouraged members to review the briefing paper provided with the meeting documentation.

Members raised no questions.

**Resolved:**

*Academic Board resolved to **note** the:*

- a) unconfirmed minutes from the Research Committee meeting of 12 June 2024;*
- b) Graduate Research School Report;*
- c) Research Grants and Contracts update January - April 2024;*

- d) *Human Research Ethics Committee Report 12 June 2024;*
- e) *Animal Ethics Committee Report 12 June 2024; and the*
- f) *Research Training Subcommittee Report 13 May 2024.*

## 9.4. Education Committee

Received: Education Committee Report to Academic Board - 13 June and 20 June 2024.

The Education Committee Report was taken as read and outgoing Deputy Chair of the Committee, Professor Alexander Kist provided an overview of the discussions of the Education Committee meetings held 13 June and 20 June 2024. Professor Kist noted that the curriculum items considered by Education Committee would be discussed at Item 10, and policy instruments recommended for endorsement would be considered at Item 11.

Professor Kist highlighted that the Committee had held two meetings, one regular and one extraordinary, to consider the large volume of curriculum items requiring approval. The Dean (Academic), Professor Geoff Slaughter assured the Board that work is underway to alleviate timing issues experienced with the accreditation and comprehensive review pipeline to ensure a more even spread across meetings moving forward.

Members raised no questions.

### **Resolved:**

*Academic Board resolved to **note** the:*

- a) *Education Committee Report including unconfirmed minutes of the meetings held 13 June and 20 June 2024;*
- b) *Educational Partnerships Policy Implementation Evaluation Final Report; and the*
- c) *UniSQ Course Enhancement Conversations Evaluation and Report 2021-2023.*

## 10. Curriculum Items

### 10.1. Master of Laws (MLAW) – New Program Accreditation

The documentation provided via CourseLoop proposal [25578](#) was taken as read.

The Deputy Vice-Chancellor (Academic Affairs) Professor Glen Coleman introduced this item and provided members with a brief overview, highlighting that the proposal had been scrutinised in depth at Education Committee and details were captured in the minutes of the meeting attached at Item 9.4.

Members were supportive of the Master of Laws (MLAW) new program accreditation, and no issues were raised.

### **Resolved:**

- *Academic Board resolved to **approve** the accreditation of the Master of Laws (MLAW) effective from 1 January 2025.*

### 10.2. Graduate Diploma of Midwifery (GMID) – New Program Accreditation

The documentation provided via CourseLoop proposal [21539](#) was taken as read.

The Deputy Vice-Chancellor (Academic Affairs) Professor Glen Coleman introduced this item and provided members with a brief overview, highlighting that the proposal had been scrutinised in depth at Education Committee and details were captured in the minutes of the meeting attached at Item 9.4.



Members were supportive of the Graduate Diploma of Midwifery (GMID) new program accreditation, and no issues were raised.

**Resolved:**

- *Academic Board resolved to **approve** the accreditation of the Graduate Diploma of Midwifery (GMID) effective from Trimester 1 2026.*

### **10.3. Undergraduate Certificate of University Studies (UCUS) – Major Program Change**

Received: Documentation via CourseLoop proposal [25865](#).

**Resolved:**

- *Academic Board resolved to **approve** the major program changes to the Undergraduate Certificate of University Studies (UCUS), effective Trimester 3, 2024.*

### **10.4. Master of Aviation (MAVN) Program Suite including the Graduate Diploma of Aviation (GDAV) and Graduate Certificate of Aviation (GCAV) – Major Program Change**

Received: Documentation via CourseLoop proposal [22219](#).

The Deputy Vice-Chancellor (Academic Affairs) Professor Glen Coleman introduced this item and provided members with a brief overview, highlighting that the proposal had been scrutinised in depth at Education Committee and details were captured in the minutes of the meeting attached at Item 9.4.

**Resolved:**

- *Academic Board resolved to **approve** the major program changes of the Master of Aviation (MAVN) (which includes the name change to Master of Business Administration Aviation (MAVN)), Graduate Diploma of Aviation (GDAV) and Graduate Certificate of Aviation (GCAV), effective Trimester 1, 2025.*

### **10.5. Diploma of Multidisciplinary Studies (DMDS) – Comprehensive Program Review**

Received: Documentation via CourseLoop proposal [25658](#).

**Resolved:**

- *Academic Board resolved to **approve** the Comprehensive Program Review of the Diploma of Multidisciplinary Studies (DMDS).*

### **10.6. Bachelor Of Arts (Honours) (BAHN) – Comprehensive Program Review**

Received: Documentation via CourseLoop proposal [21612](#).

**Resolved:**

- *Academic Board resolved to **approve** the Comprehensive Program Review of the Bachelor of Arts (Honours) (BAHN).*

### **10.7. Bachelor of Medical Laboratory Science (BMLS) program suite including the Associate Degree of Medical Laboratory Science (AMLS) – Comprehensive Program Review**

Received: Documentation via CourseLoop proposal [21431](#).

**Resolved:**

- *Academic Board resolved to **approve** the Comprehensive Program Review of the Bachelor of Medical Laboratory Science (BMLS) including the Associate Degree of Medical Laboratory Science (AMLS).*

**10.8. Bachelor of Biomedical Sciences (BBSC) program suite including the Bachelor of Biomedical Sciences (Medicine Pathway) (BBMP) and Associate Degree of Biomedical Sciences (ABSC) – Comprehensive Program Review**

Received: Documentation via CourseLoop proposal 21625.

**Resolved:**

- *Academic Board resolved to **approve** the Comprehensive Program Review of the Bachelor of Biomedical Sciences (BBSC) program suite including the Bachelor of Biomedical Sciences (Medicine Pathway) (BBMP) and Associate Degree of Biomedical Sciences (ABSC).*

**10.9. Bachelor of Design and Interactive Technologies (BDIT) – Comprehensive Program Review**

Received: Documentation via CourseLoop proposal 21776.

**Resolved:**

- *Academic Board resolved to **approve** the Comprehensive Program Review of the Bachelor of Design and Interactive Technologies (BDIT).*

**10.10. Bachelor of Design and Interactive Technologies (BDIT) – Major Program Change**

The documentation provided via CourseLoop proposal 22124 was taken as read.

The Deputy Vice-Chancellor (Academic Affairs) Professor Glen Coleman introduced this item and provided members with a brief overview, highlighting that the proposal had been scrutinised in depth at Education Committee and details were captured in the minutes of the meeting attached at Item 9.4.

Members took the opportunity to discuss the following matters:

- Program mapping has been over-complicated in CourseLoop and has been double-mapped at the Course and the Major level.
- The program structure document allows students the option of two minors, or one minor and four electives, and the curriculum structure document also allows for eight electives. This is another option that could be offered to students.
- Benchmarking and the review process to monitor the program's performance. Sentinel indicators will be used to determine progress, a low indicator will trigger discussion regarding the viability of the program.

Members were supportive of the major program change to the Bachelor of Design and Interactive Technologies (BDIT).

**Resolved:**

- *Academic Board resolved to **approve** the major program change to the Bachelor of Design and Interactive Technologies (BDIT), which includes the name change to Bachelor of Digital Design (BDIT), effective Trimester 1, 2025.*

## 10.11. Master Of Education (MEDC) (MEDF) Program Suite – Comprehensive Program Review

Received: Documentation via CourseLoop proposal [22260](#).

### Resolved:

- Academic Board resolved to **approve** the Comprehensive Program Review of the Master of Education (Commonwealth Supported Place (CSP) (MEDC) program suite including the Master of Education (Full Fee Paying (FFP) (MEDF), Graduate Diploma of Education (GDED), Graduate Diploma of Education (GDEF), Graduate Certificate of Education (GCEF), Graduate Certificate of Education (Guidance and Counselling) (GCEG) and Graduate Certificate of Education (Special Education) (GCEE).

## 10.12. Undergraduate Certificate of STEM Foundations (UCSF) – Program Discontinuation

Received: Documentation via CourseLoop proposal [25864](#).

### Resolved:

- Academic Board resolved to **approve** the discontinuation of the Undergraduate Certificate of STEM Foundations (UCSF), effective from Trimester 3, 2024.

**ACTION: Governance Officer (Academic Board)**

# 11. Policy and Procedure

## 11.1. Academic Quality Policy and Procedure Report (HESF 6.3.2.a)

Received: Academic Quality Policy and Procedure Report.

In the absence of the Provost, the Deputy Vice-Chancellor (Academic Affairs) Professor Glen Coleman took the report as read noting that the report is inclusive of all activity including details of development, review and consultation activities in the current reporting period, an overview of all overdue Academic Quality policy instruments and, where applicable, review work currently underway. The [Academic Policy and Procedure SharePoint site](#) provides further information relating to policy changes, gazettal, feedback and consultation.

Discussion was had regarding the amendments to the Student Academic Misconduct Procedure and the related penalty schedule, and it was advised that the documents would be published along with the current procedure in the [UniSQ Policy Library](#) to ensure a smooth transition.

Following the Academic Board meeting of 28 May 2024, the following policy instruments were approved and published:

Academic Quality Policy Instruments	Action	Status
Research Management Procedure	New procedure published	Approved by the Vice-Chancellor on 3 June 2024
Jointly Badged Awards Schedule	Repealed	Approved by the Vice-Chancellor on 15 May 2024
Accreditation of Programs Offered by Other Institutions Schedule	Repealed	Approved by the Vice-Chancellor on 15 May 2024
Governance Policy Instruments	Action	Status
Student Appeals Procedure	Amendment published	Approved by the Vice-Chancellor on 28 May 2024
Student Academic Misconduct Procedure	Pending publication	Approved by the Provost on 4 July, on delegation from the Vice-Chancellor
Student Academic Misconduct Penalty Schedule	Pending publication	Approved by the Provost on 4 July, on delegation from the Vice-Chancellor

No further questions or concerns were raised by members.

**Resolved:**

- *Academic Board resolved to **note** the update on Academic Quality Policy key activities.*

## 11.2. Articulation and Credit Transfer Pathways Procedure

Received: Revised Articulation and Credit Transfer Pathways Procedure.

In the absence of the Provost, the Deputy Vice-Chancellor (Academic Affairs) Professor Glen Coleman introduced this item and provided an overview of the proposal which was presented to the Board for endorsement.

Members took the opportunity to discuss the following matters:

- Limitation of renewal of partnerships – consider reviewing the renewal process to reduce limitations, minimise workload, and to foster positive relationships with valued partners. It was suggested that the renewal process could be aligned with the University's program review process, for example in alignment with the comprehensive program review to ensure curriculum is evolving at a similar pace to the partnership renewal.
- Deployment plan responsible officers – admission consideration had been allocated to the Head of College and Dean (Pathways Education) however this role is not noted as a responsible officer within the deployment plan. The Principal Advisor (Academic Governance and Standards) Leanne Midgley agreed to update the deployment plan for clarity.
- Regular reporting to Academic Board needs to be consistent moving forward.

Members raised no issues or concerns regarding the proposed revisions.

**Resolved:**

- *Academic Board resolved to **endorse** the revised Articulation and Credit Transfer Pathways Procedure, previously titled the Articulation Arrangements Procedure, including proposed changes to associated definitions to the Vice-Chancellor for approval with immediate effect;*
- *and to **note** the Deployment Plan actions.*

**ACTION: Governance Officer (Academic Board)**

## 11.3. Work Integrated Learning Activities Procedure

Received: New Work Integrated Learning Activities Procedure.

In the absence of the Provost, the Deputy Vice-Chancellor (Academic Affairs) Professor Glen Coleman introduced this item and provided members with an overview of the proposal which was presented to the Board for endorsement.

A member noted that the Deployment Plan had not been included with the documentation for this meeting. It was advised that the Deployment Plan had been updated after Education Committee to include the addition of unprofessional conduct to the procedure resulting from feedback received at that meeting.

A member asked whether section 4.1.4 *Communication requirements* could include expected standards of professionalism to ensure that students are aware of requirements up front. In response, it was noted that section 4.1.5 *Mandatory participation requirements* notes conduct requirements, and it was agreed to consider this feedback to ensure clarity of expectations for students undertaking work integrated learning.

Members raised no issues or concerns regarding the proposal.

**Resolved:**

- *Academic Board resolved to **endorse** the new Work Integrated Learning Activities Procedure, including the three new definitions noted in Section 7 of the Procedure to the Vice-Chancellor for approval; and*
- *to **note** that on approval by the Vice-Chancellor of the Work Integrated Learning Activities Procedure, both the Procedure and the Work Integrated Learning Activities Policy take effect with a 12-month implementation and compliance timeline as set out in the Deployment Plan.*

**ACTION: Governance Officer (Academic Board)**

#### **11.4. Higher Degree by Research Program Design and Review Procedure**

Received: Briefing Paper – New Higher Degree by Research Program Design and Review Procedure.

The Dean (Graduate Research School) Professor Charlotte Brownlow introduced this item and provided an overview of the proposal presented to Board for endorsement.

A member asked for clarification regarding section 4.2.3 *Structural elements of doctoral degree programs* which mentions an oral component for examination. In response, it was advised that all new PhD students from 1 January 2024 will have an oral examination on completion.

Members raised no issues or concerns regarding the proposed new procedure.

**Resolved:**

- *Academic Board resolved to **endorse** the new Higher Degree by Research Program Design and Review Procedure to the Vice-Chancellor for approval to take immediate effect.*

**ACTION: Governance Officer (Academic Board)**

## **12. UniSQ First Nations Research Strategy 2024 – 2028**

Received: The UniSQ First Nations Research Strategy 2024 – 2028 Briefing Paper

The Pro Vice-Chancellor (First Nations Strategy) Professor Odette Best introduced this item, providing members with an overview of the UniSQ First Nations Research Strategy presented to the Board for endorsement.

Members raised the following matters for discussion:

- Enrolment process – HDR specific First Nations scholarships are available at UniSQ and are managed through the First Nations Strategy portfolio in partnership with the Graduate Research School. Undergraduate students have traditionally and will continue to receive support from the College for First Nations.
- Increasing First Nations student enrolments – identifying and mentoring First Nations students who have the potential to progress to a research degree was discussed.
- Microcredential training and mentorship and how the workload will be managed for First Nations staff who are conducting this training along with HDR student supervision. It was noted that this is a matter for schools to resolve, as academic workload allocation is managed by schools through the Academic Workload Management System, WAMS.
- Implementation is embedded into the Strategy which includes timelines and key performance indicators. Regular progress reports will be submitted to Academic Board via Research Committee.

Members raised no questions or concerns and commended Professor Best for a well-considered, thorough, and powerful strategy.

**Resolved:**

- To **endorse** the *UniSQ First Nations Research Strategy 2024 – 2028*.

**ACTION: Governance Officer (Academic Board)**

### 13. Academic Risk Register

Received: Briefing Paper – Academic Risk Register update

In the absence of the Provost, the Deputy Vice-Chancellor (Academic Affairs) Professor Glen Coleman introduced this item and provided members with an overview of the paper, noting that there has been a gap in reporting to Academic Board around academic risk, and that the Board can be assured that the matter is being rectified.

The recommendation was made to link Academic Board agenda items to corresponding risks in the Risk Register. Members agreed with the recommendation.

**ACTION: Governance Officer (Academic Board)**

The addition of the Academic Risk Register to the Board's SharePoint site prior to its incorporation in the University's risk website was suggested. Members agreed with this suggestion.

**ACTION: Governance Officer (Academic Board)**

Members raised no further questions or concerns. The Chair encouraged members to review the Academic Risk Register and provide feedback to inform further improvement.

**Resolved:**

- *Academic Board resolved to **note** the Academic Risk Register update.*

### 14. Strategic Discussion

Owing to the large number of items for consideration at this meeting, the regular strategic discussion was postponed.

### 15. TEQSA Re-registration Project Update

Received: Tertiary Education Quality and Standards Agency (TEQSA) Re-registration Project Update 12.

In the absence of the Provost, the Deputy Vice-Chancellor (Academic Affairs) Professor Glen Coleman introduced this item, providing members with an update of the program of work underway to meet the re-registration submission deadline of 31 October 2024.

**Resolved:**

- *Academic Board resolved to **note** the Tertiary Education Quality and Standards Agency (TEQSA) Re-registration Project update.*

### 16. Flexible Academic Calendar Project Update

Received: Flexible Academic Calendar Project Update No. 16.

**Resolved:**

- *Academic Board resolved to **note** the Flexible Academic Calendar Project Update No. 16.*



## 17. Assessment and Artificial Intelligence: Actions and Plans report

Received: Assessment and Artificial Intelligence: Actions and Plans report.

The Dean (Learning and Teaching Futures) Professor Jo-Anne Ferreira introduced this item and provided members with a presentation highlighting the current and planned activities to mitigate the risk that Artificial Intelligence poses to award integrity as follows:

### Actions to date:

- Identifying and Responding to Risk - AI Rapid Response Group (AIRRG), Academic Integrity, UniSQ AI Risk Assessment Project
- Policies and Procedures - Student Academic Integrity, Learning and Teaching Policy, Assessment Policy, Research Management Procedure
- Staff Support - Artificial Intelligence in Learning and Teaching SharePoint, AI Pedagogy Project (including Artificial Intelligence for Learning and Teaching Collective (AILTC); Learning Design and Assessment; Professional Learning; Exploration of Learning and Teaching related AI Tools; Research into the impact of AI on teaching and student learning)
- Student Support - Dedicated AI webpage for students, Mandatory Training, LibGuide on using AI, Library Webinars, Student AI Guidelines.

### Future Plans: Areas to address:

- Admissions, credit and RPL; orientation and onboarding; learning environments; teaching; and quality assurance.

### Resolved:

- *Academic Board resolved to **note** the Assessment and Artificial Intelligence: Actions and Plans report.*

## 18. Other Business

## 19. Items for Information

There were no items for information.

## 20. Next Meeting

The next Academic Board meeting will be held at 1.00pm, Tuesday 10 September 2024, Council Chamber, Toowoomba Campus.

## 21. Close

The meeting closed at 4:00pm.