

Minutes

Academic Board

Meeting No: 3/24

Date and Time:	Tuesday, 28 May 2024, 1.00pm	
Location:	Council Chamber, Toowoomba Campus	
Minute Secretary:	Emma Phillips, Governance Officer (Academic Board) 4631 2188	
Members Present:	Chair - Associate Professor Fernando Padró Deputy Chair – Shane Simmons Professor Geraldine Mackenzie Professor Karen Nelson Professor Glen Coleman Professor John Bell Professor Odette Best Professor Lyn Alderman Dr Ali Jaquet Professor Charlotte Brownlow Professor Jo-Anne Ferreira Tony Reed Professor Alexander Kist Professor Paul Wen Professor Jill Lawrence	Professor Catherine Prentice Dr Kieran Balloo Associate Professor Eric Ng Professor Stewart Riddle Professor Gavin Beccaria Associate Professor David Thorpe Associate Professor Melissa Johnson Morgan Associate Professor Polly Burey Professor Petrea Redmond Professor Eliza Whiteside Associate Professor Lisa Beccaria Tonia Chalk Imogen Kleidon Peter Geiss
By Invitation:	Luke Drury - Director (Cyber Security) – item 12 Cassandra Thomson – Policy Advisor – item 10.3	
Observers:	Julie Shinnars - Director (Governance) and University Secretary Leanne Midgley - Principal Advisor (Academic Governance and Standards) Dr Gabriela Berger - Academic Policy Coordinator Professor Marion Gray – Academic Director (Health Partnerships) Carmel O’Sullivan - University Librarian and Director (Library Services) Professor Ian Wells (UniSQ College) Associate Professor Peter Cook - Head of School and Dean (Education) Professor Prasad Yarlagadda - Head of School and Dean (Engineering) Lisa Connolly - Student Representative Tiarn Barton-Ilic - Student Representative Professor Thiru Aravinthan – member-elect Professor Noeleen McNamara – member-elect Dr Lindsay Helwig – member-elect Dr Rohan Genrich – member-elect Dr Rhiannan Johnson – member-elect Dr Ahmad Sharifian-Barforoush – member-elect Professor Marie Kavanagh – member-elect Dr Anita Wheeldon – member-elect Dr Alison McCarthy – member-elect Emerson Zerafa-Payne – member-elect	

Tim Davis - external member of the Audit and Risk Committee of Council
Professor Pauline Collins - member of Council

Apologies: Professor Ren Yi
Professor Geoff Slaughter
Professor Luke van der Laan
Dr Naomi Ryan
Bernadette Lynch

Absent:

Acknowledgement of Country

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

Welcome

The meeting opened at 1.02pm. The Chair Associate Professor Fernando Padró welcomed members and invitees to the meeting including Council observers, Academic Board members-elect, and student representatives attending as observers to gain an understanding of how the Board operates.

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. No conflicts of interest were raised.

Starring of Items

Item 13 Flexible Academic Calendar Project update was starred.

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

Resolved:

Academic Board resolved that the minutes of the Academic Board meeting (02/24) held on 9 April 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 (02/24) held on 9 April 2024. One outstanding item remains an action from 1 July 2024.

2.1. Council Report to Academic Board [HESF 6.2.1.f]

Received: Council Report to Academic Board following the 22 April 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:

- Approval of the Council Representative on the Student Guild Board, Executive Director (Strategic Liaison Education Community) Helen Nolan for a two-year appointment
- Approval of the UniSQ Regional Universities Network Limited membership application.

- Increase to the Vice-Chancellor's Financial Delegation from \$5M to \$10M.
- Approval of the Domestic and General Fee Setting 2025 Report and International Student Fee Setting 2025/2026.

Members raised no questions or concerns.

Resolved:

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

2.1.1. Academic Board Election Update

The Director (Governance) and University Secretary Julie Shinnars provided members with an update of the status of appointment of Chair of Academic Board, noting ratification (endorsement) by outgoing and new members will be available via survey following the meeting and closes 7 June 2024, with the results provided to Council to vote at its meeting on 17 June 2024.

Members were also provided with an overview of the appointment of Deputy Chair of Academic Board, as well as elected Academic Board members and elected member positions on Education and Research Committee, as detailed below:

Membership Category/Role	Eligible Nominees	Process
Deputy Chair, Academic Board From July 2024-July 2027	Incoming elected Academic Board members	Call for nominations 29 May, closing 7 June. Election by and from incoming AB members held if required.
Elected AB member positions on Education Committee (x4) and Research Committee (x3) From July 2024-July 2027	Incoming elected Academic Board members	Call for nominations 29 May, closing 7 June. Election by and from incoming AB members held if required.
Elected positions on Education Committee (x5) and Research Committee (x5) From July 2024-July 2027	All members of academic staff	Call for nominations 24 June, closing 8 July. Election by and from all academic staff held if required.

Incoming elected Academic Board members were encouraged to apply for the Deputy Chair or elected Academic Board member positions on Education and/or Research Committee, and asked to encourage colleagues to nominate for the elected positions on Education Committee and Research Committee.

3. Comments from the Chair

The Chair Associate Professor Fernando Padró welcomed members-elect and highlighted that members of Academic Board represent the interests of the University as a whole.

The Chair thanked outgoing elected members Professor Alexander Kist, Professor Petrea Redmond and Shane Simmons for their ongoing commitment and contributions as Deputy Chairs of Education Committee, Research Committee and Student Academic Appeals Committee (SAAC) respectively. Processes to fill these roles will occur in due course.

Associate Professor Padró advised members that initial feedback received from external academic governance reviewers Professor Joyce Kirk and Professor Mairéad Browne was positive following their on-site visit and meetings with key stakeholders. The final report will be received by the University by 5 July 2024.

Members-elect were advised of a working group to be established to review the Academic Board terms of reference and membership categories, as noted as a post meeting action from the 9 April 2024 Academic Board meeting.

3.1. Academic Board Self-Assessment Survey

Associate Professor Padró noted that Academic Board's self-assurance of academic governance and oversight is a TEQSA requirement, whereby Academic Board undertakes an annual self-assessment survey. To ensure the annual self-assessment survey is fit for purpose a working group should be established to review the questions and ensure identified risks are responded and report on.

Resolved:

- Academic Board establish a working group to review the annual self-assessment survey.

4. Vice-Chancellor's Report

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

The Vice-Chancellor Professor Geraldine Mackenzie congratulated the newly elected members of Academic Board and thanked the outgoing members for their ongoing commitments including their time in recent interviews with the external governance reviewers. Professor Mackenzie recognised Shane Simmons' contributions as Deputy Chair of Academic Board over numerous years and thanked him for his hard work and commitment.

Professor Mackenzie provided an update to members on the following matters:

- Government announcement to establish 14 suburban university study hubs and the intention for UniSQ to submit an application due by 29 July 2024
- The Times Higher Education Young University Ranking 2024 were released 14 May 2024 with the University ranking 58
- QS World University Rankings have been released though are under embargo. Further information will be shared when results are available.

A member sought an update regarding the status of international student visas and Professor Mackenzie noted there are ongoing conversations and advised that following lobbying from various bodies, PhD students (and high school students) were now exempt from the caps.

Resolved:

- To **note** the contents of the Vice-Chancellor's Report.

5. Education Report

Received: The Education Report. The Provost, Professor Karen Nelson took the report as read and provided members with the following updates:

- Item 3.1 Review of the Undergraduate Certificate (UC) – extension of the UC to remain within the Australian Qualifications Framework until the end of December 2025 whilst a review is undertaken by an independent consultant.
- UniSQ Stellar Award – communications have been sent to all students to encourage them to nominate and acknowledge any UniSQ staff member who has helped them along their learning journey in the past two years. Nominations are open until 14 June 2024.
- Professor Nelson highlighted the work of Pro Vice-Chancellor (First Nations Strategy) Professor Odette Best who has been focussed on

the development of a series of strategic documents that provide further elaboration to UniSQ's First Nations blueprint, and members and the broader community were encouraged to engage with these documents.

- Employer Satisfaction Survey 2023 and Graduate Outcome Survey (GOS) 2023 have been released with positive results. The GOS report will be made available on the Academic Quality website.

Resolved:

- To **note** the contents of the Education Report.

6. Research Report

Received: The Research Report.

The Deputy Vice-Chancellor (Research and Innovation) Professor John Bell took the report as read and provided members with an update on some items of interest including:

- Following the Federal Budget Announcement on 14 May 2024, it was noted the Future Drought Fund is being extended for another two years with indications of further future extension.
- The University's success in receiving a Maitri grant funded through the Department of Foreign Affairs and Trade. The grant of \$437,917 will supports India's top students to study at Australian universities.

Resolved:

- To **note** the contents of the Research Report.

7. Student Representative Report

A student representative report was not received.

8. Standing Committee Reports

8.1. Academic Board Executive Committee

The unconfirmed minutes of the Academic Board Executive Committee meeting from its meeting of 14 May 2024 were taken as read.

Resolved:

- To **note** the unconfirmed minutes of the Academic Board Executive Committee meeting from its meeting of 14 May 2024.

8.2. Research Committee

Received: Research Committee Report 24 April 2024 to Academic Board.

Outgoing Deputy Chair of Research Committee Professor Petrea Redmond thanked Academic Board Executive Committee and members of Academic Board for their support and collegiality.

The Research Committee Report was taken as read which provided an overview of the discussions of the Research Committee meeting held 24 April 2024.

Members raised no questions.

Resolved:

- a) To **note** the Research Committee Report including the unconfirmed minutes of the meeting held 24 April 2024
- b) To **note** the Graduate Research School Report
- c) To **note** the Research Training Subcommittee Report – 25 March 2024
- d) To **note** the Research Integrity Report and **forward** to Council for noting.

ACTION: Governance Officer (Academic Board)

8.3. Education Committee

Received: Education Committee Report 2 May 2024 to Academic Board.

Outgoing Deputy Chair of the Education Committee Professor Alexander Kist encouraged incoming members to nominate for Education Committee, highlighting the key role the Committee plays in the role and functions of Academic Board.

The Education Committee Report was taken as read, providing an overview of the discussions of the Education Committee meeting held 2 May 2024. Professor Kist highlighted the UniSQ Program Approval Pipeline 2024 provided an overview of the deadlines for program approvals noting a significant numbers of curriculum items were scheduled for the next Academic Board meeting.

It was noted the curriculum item considered by Education Committee will be discussed at item 9.1.

Members raised no questions.

Resolved:

- a) To **note** the Education Committee Report including unconfirmed minutes of the meeting held 2 May 2024
- b) To **note** the 2024 Program Reviews – Proposed Governance Milestones.

ACTION: Governance Officer (Academic Board)

8.3.1. Comprehensive Review Template in CourseLoop

The Dean (Academic Transformation) Professor Lyn Alderman provided members with an overview of the review module within CourseLoop, which was implemented earlier in the year and is an auditable review module. The functionality of the review module does not yet have the same functionalities as the curriculum management module (eg new programs, minor and major changes) however UniSQ will provide feedback to CourseLoop mid-2024. Members noted some issues within the CourseLoop review module (eg joint working space issues, character limits and formatting within sections) which Professor Alderman undertook to provide as feedback to CourseLoop, however consensus was there has been significant improvement and ongoing enhancements are to be considered to ensure the modules are working effectively.

Deputy Vice-Chancellor Professor Glen Coleman highlighted the importance of comprehensive reviews to note broader considerations such as assessment strategies and student engagement into the academic community, and not only focus on course and syllabus content. Associate Heads (Learning and Teaching Student Success) were encouraged to provide this guidance to Program Directors.

9. Curriculum Items

9.1. Master of Aviation (MAVN), Graduate Diploma of Aviation (GDAV) and Graduate Certificate of Aviation (GCAV) – Comprehensive Review

The documentation provided via CourseLoop proposal [21719](#) was taken as read.

Professor Toni Brackin representing the Head of School and Dean, and Program Coordinator Associate Professor Tarryn Kille were invited to introduce this item.

Professor Brackin acknowledged the work undertaken by Associate Professor Kille in providing evidence-based recommendations based on significant stakeholder and industry feedback and engagement and its alignment with the School of Business.

Professor Nelson thanked the School of Business for their quality work within the new comprehensive review module, noting it was reflective of the renewed emphasis on academic quality cycles and program accreditation and compliance with the Higher Education Standards Framework as well as quality curriculum design.

Associate Professor Kille highlighted to members the comprehensive review of the MAVN program, and emphasized the need for strategic updates to address technological advancements and sustainability in aviation. It highlighted the importance of integrating business acumen skills within the aviation context, and global industry engagement to prepare graduates for future challenges in the aviation sector. The review also recommended enhancing cross-disciplinary skills by leveraging the unique position of the aviation discipline within UniSQ's School of Business.

The revised program will seek to transition to block mode delivery to better accommodate the unique schedules of aviation professionals, as well as strategically rebranding the program to MBA (Aviation) and integrate business acumen skills within the aviation context which will differentiate itself from competitors' programs.

Members were supportive of the MAVN suite comprehensive review, and no issues were raised.

Resolved:

- To **approve** the comprehensive review of the Master of Aviation (MAVN), Graduate Diploma of Aviation (GDAV) and Graduate Certificate of Aviation (GCAV).

ACTION: Governance Officer (Academic Board)

10. Policy and Procedure

10.1. Research Policy and Research Management Procedure

Received: Research Management Procedure and Research Policy briefing paper.

The Deputy Vice-Chancellor (Research and Innovation) Professor John Bell noted that he would not be seeking Board's approval of the Research Policy, noting that it needs to undergo gazettal to the broader University community due to additional major changes following endorsement by Research Committee. Members were asked to provide feedback, noting that Policy would be presented to a future Academic Board meeting for approval.

Professor Bell advised the new Research Management Procedure outlines the University processes relating to the management and administration of research activities, noting ongoing review and updates will be required as internal and external circumstances change, particularly around artificial intelligence which is a rapidly changing space.

In response to member queries regarding research integrity, use of artificial intelligence (AI) and education of HDR students around the use of AI,

Professor Bell noted there are a range of procedures on these topics which relate to HDR students, as well as the introduction of the viva voce oral examination. It was also noted that the Office of Research is leading the development and refresh of several training initiatives including research integrity awareness noting a recent seminar was well attended. It was also noted that recruitment of additional research integrity advisors will soon take place.

Members raised no issues or concerns regarding the new Research Management Procedure.

Resolved:

- To **endorse** the new Research Management Procedure and recommend to the Vice-Chancellor for approval.

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

Received: Academic Quality Policy and Procedure Report.

The Provost, Professor Karen Nelson took the report as read and advised members 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.

It was noted that policy teams across the University require engagement from the broader University community and members were encouraged to engage and provide feedback.

Following endorsement by Board at 9 April 2024 meeting, the following policy instruments were approved and published:

Academic Quality Policy Instrument	Action	Status
Program Accreditation Procedure Program Change, Suspension and Discontinuation Procedure	Major review of procedures	Approved by the Vice-Chancellor on 22 April 2024 and published on 3 May 2024.
Non-Award Pathways Schedule Program Expedited Approval Pathway Schedule	New schedule development	Approved by the Vice-Chancellor on 22 April 2024 and published on 3 May 2024.
Definitions: <ul style="list-style-type: none"> • Contract Cheating • Plagiarism • Exclusion • Suspension (new) 	Revisions to three definitions and publication of one new definition relating to student academic misconduct	Approved by the Vice-Chancellor on 29 April 2024 and published on 3 May 2024.

No further questions or concerns were raised by members.

Resolved:

- To **note** the update on Academic Quality Policy key activities.

10.3. Policy Framework Overview

Policy Advisor Cassandra Thompson provided members with an overview of the [Policy Framework](#). The key points noted were:

- UniSQ meets the regulatory standards under the Higher Education Standards Framework (Threshold Standards) 2021 and other legislative instruments governing the provision of higher education through its policies and procedures.
- The Policy Library is governed by the Policy Framework which is owned by Council and facilitated by the Policy team.

- Policy is a high level strategic directive that establishes a principles-based approach to a subject, and procedures describe and detail the process to implement a policy followed by schedules which provide additional information to support the procedure where it may be required
- There are three categories of policy – Governance Policy, Executive Policy and Academic Quality Policy.
- All new and major changes to Academic Quality Policies involve formal consultation via gazettal for feedback.
- Academic Quality Policy is approved by Academic Board on recommendation of the relevant Academic Board committee and is reported to Council.

The Policy team can be contacted for advice on the Policy Framework at Policy@unisq.edu.au.

11. TEQSA Re-registration Project Update

Received: Tertiary Education Quality and Standards Agency (TEQSA) Re-registration Project Update 11. The Provost, Professor Karen Nelson 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. Board members were encouraged to ask questions, raise concerns and identify gaps in the process at any time.

Items noted as updates since the report was written included:

- An external auditor has been engaged to undertake the formal external ESOS audit as required by Standard 11.4 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code).
- Further work is progressing regarding the Academic Risk Register to determine controls and processes for bringing identified risks through to the Board as part of the regular reporting that occurs. The Academic Risk Register will be presented back to the Board on 16 July 2024.
- A scoping letter from TEQSA was received on 21 May which outlines what the University will be assessed against. It was noted the TEQSA Steering Committee is across this body of work.

Members raised no questions or concerns.

Resolved:

- To **note** the Tertiary Education Quality and Standards Agency (TEQSA) Re-registration Project update.

ACTION: Governance Officer (Academic Board)

12. Strategic Discussion – Cyber Security

Director (Cyber Security) Luke Drury was invited to provide members with an overview of cyber security at UniSQ and spoke to various measures and controls being taken to address risks.

It was noted that DUO multi factor authentication, which has been used by staff for a number of years, is being rolled out to students. It was also noted that the use of artificial intelligence and cyber security will be a key challenge to manage moving forward.

Members thanked Mr Drury for his informative presentation.

Resolved:

- To note the update provided.

13. Flexible Academic Calendar Project Update

Received: Flexible Academic Calendar Project Update No. 15.

This item was starred for discussion.

Shane Simmons raised concern regarding modifications to the Trimester and Year Long calendar dates for 2025 and the workload implications for students and staff as well as residential school implications.

It was noted the changes were critical to avoid the 16 January 2025 QTAC offer round occurring within the Trimester 1 Orientation Week, and significant consultation had occurred through the Deputy Vice-Chancellor (Academic Affairs) office regarding residential schools and was resolved.

It was agreed the discussion would be taken offline to address key concerns raised.

Resolved:

- To **note** the Flexible Academic Calendar Project Update No. 15.

14. Other Business

15. Items for Information

There were no items for information.

16. Next Meeting

The next Academic Board meeting will be held at 1.00pm, Tuesday 16 July 2024, Council Chamber, Toowoomba Campus.

17. Close

The meeting closed at 3.57pm.