Minutes

Academic Board

Meeting No: 5/24

Date and Time:	Tuesday, 10 September 2024, 12:30pm
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 Karen Nelson	Professor Geraldine Mackenzie (Zoom)
Professor Glen Coleman	Professor Ren Yi (Zoom – departed 3pm)
Professor John Bell (Zoom)	Tony Reed (Zoom – departed 3:10pm)
Professor Odette Best	Associate Professor Jessica Marrington (Zoom)
Professor Lyn Alderman (Zoom)	Associate Professor Lisa Beccaria
Professor Lorelle Burton	Associate Professor Andrew Hemming
Professor Charlotte Brownlow	Dr Rhiannan Johnson
Professor Jo-Anne Ferreira	Associate Professor Melissa Johnson Morgan
Professor Geoff Slaughter	Professor Marie Kavanagh
Professor Thiru Aravinthan	Dr Ahmad Sharifian-Barforoush
Professor Noeleen McNamara	Associate Professor David Thorpe (Zoom)
Professor Mark Toleman	Professor Luke van der Laan
Charmaine Davis	Dr Anita Wheeldon
Dr Lindsay Helwig	Dr Alison McCarthy
Dr Rohan Genrich	Peter Giess
Associate Professor Ian Davis	Hina Inam (Zoom)
Associate Professor Polly Burey	

By Invitation:	Laureen Rautenbach – Director (International Admissions & Governance) Item 14.3

Observers:

Amanda Kenafake – Member of UniSQ Council
Leanne Midgley - Principal Advisor (Academic Governance and Standards)
Professor Andrea Lamont-Mills - Associate Dean (Research)
Associate Professor Tanya Machin - Associate Dean (Learning and Teaching)
Associate Professor Peter Cook - Head of School and Dean (Education)
Professor Peter Terry - Head of School and Dean (Psychology and Wellbeing)
Professor Fabrizio Carmignani - Head of School and Dean (Business)
Professor Ian Wells - Head of College and Dean (Pathways Education)
Professor Prasad Yarlagadda – Head of School and Dean (Engineering)
Professor Jason Bainbridge - Head of School and Dean (Humanities & Communication)
Professor Marion Gray - Academic Director (Health Partnerships)
Cassandra Thomson - Policy Advisor
Dr Gabriela Berger - Academic Policy Coordinator

Apologies:	Dr Julie Lindsay Emerson Zerafa-Payne
Absent:	Imogen Kleidon - Student Director, Deputy Chair UniSQ Student Guild

Acknowledgement of Country

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

Welcome

The meeting opened at 12.32pm. The Chair Professor Alexander Kist welcomed members and invitees to the meeting, in particular the newly elected HDR student representative Hina Inam and Associate Provost Professor Lorelle Burton.

Professor Kist introduced Ms Amanda Kenafake, UniSQ Council member, who was observing the meeting as part of Council's engagement with Academic Board.

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 Rohan Genrich – 11.7 Bachelor of Business (BBIZ), Associate Degree of Business (ADBZ)

The Chair advised members that generally Academic Board matters are not confidential, confidential items 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

Received: Unconfirmed minutes Academic Board meeting (04/24) 16 July 2024

Resolved:

*Academic Board resolved that the minutes of the Academic Board meeting (04/24) held on 16 July 2024, having been circulated and read, be **confirmed** as a true and accurate record.*

2.   Business Arising from the Previous Meeting

Received: Post meeting action sheet for actions arising from the previous meeting (04/24) held on 16 July 2024.

2.1. Council Report to Academic Board

Received: Council Report to Academic Board following the 19 August 2024 Council meeting

A member noted that the 2024 UniSQ Workplace Wellbeing Survey outcomes were scheduled for consideration by Chancellor's Committee at its next meeting and queried whether sections of the survey outcomes might also be relevant for consideration by Academic Board. In response, it was noted that there is scope to consider matters impacting on academic quality but that much of the survey is management related. It was suggested that a report around the survey outcomes could be presented to the Board within the Vice-Chancellor or Education report.

3. Comments from the Chair

Received: Academic Board Terms of Reference

The Chair Professor Alexander Kist drew members' attention to the Academic Board Terms of Reference document that had been circulated with the agenda, noting that an administrative change to the functions of Academic Board had been made to reflect changes in process. The update removed reference to program reaccreditation to align with the current Program Accreditation Procedure and Program Change, Suspension and Discontinuation Procedure.

The Chair raised the following matters:

- The allocation of agenda items to elected members was discussed – The Chair noted that agenda items are allocated to members for the purpose of facilitating engagement and a more robust discussion. Members were reminded that they are not being asked to introduce or present these items, just to provide feedback and discussion. The intention is not to limit the discourse, and all members are invited to provide commentary on any starred item.

- Rights of Audience was clarified – The Chair reminded members that staff with rights of audience, as identified in the Academic Board Terms of Reference, are able to participate in discussion and debate regarding matters of the Board but are unable to vote.

4. 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 introduced the item.

Professor Mackenzie provided an update on the following matter that has arisen since the report was circulated:

a) The International Student Profile (ISP) for UniSQ has been set at 1000 international students, which represents approximately 10% of total student numbers for the University. Letters of response advocating for an increase of the cap have been submitted, with no response received to date.

b) Ministerial Direction No. 107 - *Order for considering and disposing of Student Guardian visa applications and offshore Subclass 500 (Student) visa applications* commenced in December 2023 and is the main concern for the University currently. The Government has communicated the intent to lift the direction in January 2025, however this will be too late for student enrolments for Trimester 1, 2025.

5. Education Report

Received: Education Report to Academic Board

The Provost Professor Karen Nelson took the report as read and drew the Board's attention to the intent of the Education Report, which is to provide the Board with an overview of activities occurring within the Academic Division, particularly under the UniSQ Education Plan.

The Provost advised members that since circulation of the report the University had been awarded funding in the second round of the Australian Government's Microcredentials Pilot in Higher Education program to provide microcredential courses in priority areas. UniSQ will deliver two courses, the Professional Certificate in Education (Adaptive Educational Leadership) and Science iSTEM.

6. Research Report

Received: Research Report to Academic Board

The Deputy Vice-Chancellor (Research and Innovation) Professor John Bell took the report as read and highlighted the recent achievements of several of the University's researchers. Professor Bell also noted the Department of Industry, Science and Resources' release of <u>Australia's National Science and Research Priorities</u>, highlighting that these priorities will be used to inform the University's future strategic development activities, including development of the UniSQ Research Plan 2026-2030.

A member asked about support for academic staff to enable them to contribute to the University's research, for example funding for teaching relief. In response, Professor Bell noted that funded research projects normally include funding to release academic staff from teaching.

7. External Review of Academic Governance Action Plan

Received: External Review of Academic Governance Action Plan

The Provost Professor Karen Nelson introduced this item, highlighting that the majority of the recommendations arising from the External Review of Academic Governance had commenced, with many of those already completed.

Members raised the following matters for discussion:

- The professional development module to improve the University's understanding of the role and processes of academic governance was discussed.

- The reporting of research misconduct to distinguish between HDR students and academic staff researchers was discussed, noting that two separate procedures govern the process around research misconduct for staff and for students.

Resolved:

- *Academic Board resolved to **endorse**, for consideration by the Vice-Chancellor for approval, the External Review of Academic Governance Action Plan.*

ACTION: Governance Officer (Academic Board)

8. UniSQ Academic Risk Register

Received: Academic Risk Register September 2024

The Provost Professor Karen Nelson introduced this item and provided the Board with an overview of the processes that have been undertaken to develop a dynamic Academic Risk Register which can be incorporated into the University's overall risk framework. The register will be included in the University's risk framework, becoming business as usual for risk owners, and will remain visible to members of the Board and University staff with reporting to Academic Board expected on an annual basis.

Some matters were raised for discussion, and responses were provided by Professor Nelson:

- The Risk Rating Matrix was discussed.
  - o The Provost highlighted that the Risk Rating Matrix relates to all University risks, not only academic risk.
  - o It was suggested that a report could be created which plots where each risk sits on the matrix.

- Control mechanisms were discussed.
  - The control mechanisms refer mainly to existing processes and reporting that are in place.
  - A role of the Board is to monitor the University's control mechanisms to ensure they are robust and working effectively to manage risks.

- The flow of risk information to committees was discussed.
  - The responsible officers for each risk are responsible for facilitating the flow of information through to the appropriate committees.
  - It was suggested that a column be added to the register to indicate relevant committee flows.

- The role of Academic Board in monitoring the risk register was discussed.
  - Academic risk is included in the Academic Board Business Schedule for formal reporting on an annual basis.
  - The Academic Risk Register, once finalised and incorporated into the University's risk management framework, will be accessible to members to enable oversight of risks and assurance that risks are being managed appropriately.
  - By maintaining oversight of the Academic Risk Register, members will have the opportunity to raise new risks or areas of concern.

- External risks were discussed.
  - Members noted that there are external risks that relate to governance which could also feed into the Academic Risk Register. The Provost advised that a number of the external risks that were mentioned are included and addressed as part of the University's material risk register.

- It was suggested that each risk could be linked to the Higher Education Standards Framework and/or UniSQ policy and procedure.

Members discussed ways of ensuring that Academic Board maintains oversight of the Academic Risk Register moving forward. A suggestion was to include a standing item on the agenda where one or two risks are reviewed for each meeting, ultimately providing a complete review over the annual meeting cycle. The Chair proposed establishment of a short working group to consider how the Board will monitor the register moving forward and advised that a call for expressions of interest for membership would be circulated.

ACTION: Governance Officer (Academic Board)

Members were supportive of implementing the draft Academic Risk Register for inclusion in the University's risk framework, noting that it is a living document and will be updated and improved over time.

Resolved:

- *Academic Board resolved to **endorse** the Academic Risk Register, which will subsequently be provided to the UniSQ Audit and Risk Committee and Council for noting.*

9. Student Representatives Report

The Student Representatives Report is expected to be received at a future meeting.

10. Standing Committee Reports

10.1. Academic Board Executive Committee

Received: Academic Board Executive Committee Unconfirmed Minutes – 27 August 2024

The unconfirmed minutes of the Academic Board Executive Committee meeting held 27 August 2024 were taken as read.

Resolved:

- *Academic Board resolved to **note** the unconfirmed minutes of the Academic Board Executive Committee meeting of 27 August 2024.*

10.2. Student Academic Appeals Committee

A report from the Student Academic Appeals Committee is expected to be received at a future meeting.

10.3. * Research Committee

Received: Research Committee Report to Academic Board – 7 August 2024

The Research Committee Report which provided an overview of the discussions and resolutions of the Research Committee meeting held 7 August 2024 was taken as read. The Deputy Chair of Research Committee, Associate Professor Polly Burey introduced the report and provided an overview of the proposal that the University becomes a signatory of the Openness Agreement on Animal Research and Teaching in Australia.

Members raised no questions.

Resolved:

*Academic Board resolved to **note** the unconfirmed minutes from the 7 August 2024 meeting and:*

a) **approve** the Research Policy (refer Academic Board agenda Item 12.3)

b) **endorse** the University becoming a signatory of the Openness Agreement on Animal Research and Teaching in Australia and recommend to the Deputy Vice-Chancellor (Research and Innovation) for approval.   **ACTION**: Governance Officer (Academic Board)

c) **note** the Graduate Research School Report

d) **note** the Human Research Ethics Committee Report

e) **note** the Animal Ethics Committee Report

f) **note** the Research Training Subcommittee Report from the 8 July 2024 meeting.

10.4. * Education Committee

Received: Education Committee Report to Academic Board – 8 August and 27 August 2024

The Education Committee Report was taken as read and the Deputy Chair of the Committee, Professor Noeleen McNamara provided an overview of discussions from the Education Committee meetings held 8 August and 27 August 2024. Professor McNamara noted that items considered by Education Committee and recommended to the Board would be discussed as separate items in the agenda.

Members raised no questions.

Resolved:

*Academic Board resolved to **note** the Unconfirmed Minutes from the 8 August and 27 August 2024 meeting, and:*

a) **approve** curriculum proposal recommendations

b) **endorse** the UniSQ First Nations Education Strategy 2024-2028

c) **endorse** the 2024 Annual Academic Delegations Review

d) **endorse** the Class of Honours Schedule

e) **endorse** the UniSQ Academic Integrity Annual Report 2023

f) **note** the Annual University Academic Quality and Cohort Quality Report 2023

g) **note** the QILT Graduate Outcomes Survey (GOS) and Employer Satisfaction Survey (ESS): National Results 2023

h) **note** the UniSQ Academic Integrity Interim Report 1 January - 30 June; and

i) **note** the UniSQ Artificial Intelligence Action Plan.

11. Curriculum Items

11.1. * Bachelor of Medical Laboratory Science (BMLS/BLAB) suite – Major Program Change including Program Discontinuation

Received: Documentation via CourseLoop proposal 25618 .

11.1.1. Major Program Change - Bachelor of Medical Laboratory Science (BMLS/BLAB), Associate Degree of Medical Laboratory Science (AMLS)

11.1.2. Program Discontinuation - Bachelor of Medical Laboratory Science (BMLS)

The Deputy Vice-Chancellor (Academic Affairs) Professor Glen Coleman introduced this item and provided members with a brief overview, highlighting that the proposals had been considered in depth at the Education Committee meeting and details were captured in the minutes of the meeting attached at Item 10.4.

No concerns were raised.

Resolved:

- *11.1.1 - Academic Board resolved to **approve** the major program change proposal for the Bachelor of Medical Laboratory Science (BLAB), including the change of program code from BMLS, and the Associate Degree of Medical Laboratory Science (AMLS) effective from Trimester 1 2025.*

- *11.1.2 - Academic Board resolved to **approve** the discontinuation of the current version of the Bachelor of Medical Laboratory Science (BMLS) effective from Trimester 1, 2025.*

11.2. * Bachelor of Human Services (BHMS/BHSP) suite – Major Program Change including Program Discontinuation

Received: Documentation via CourseLoop proposal 26246.

11.2.1. Major Program Change - Bachelor of Human Services (BHMS/BHSP) | Associate Degree of Human Services (AHSW) | Diploma of Human Services and Development (DHSD)

11.2.2. Program Discontinuation - Bachelor of Human Services (BHMS) | Bachelor of Human Services - Child and Family Practice (BHFP) | Bachelor of Human Services – Counselling Practice (BHCP) | Bachelor of Human Services – Disability and Diversity Practice (BHDP) | Bachelor of Human Services – Intercultural and Community Practice (BHIP)

The Deputy Vice-Chancellor (Academic Affairs) Professor Glen Coleman introduced Item 11.2 and provided members with a brief overview, highlighting that the proposals had been scrutinised in depth at Education Committee and details were captured in the minutes of the meeting attached at Item 10.4.

No concerns were raised.

Resolved:

- *11.2.1 - Academic Board resolved to **approve** the major program change proposal for the Bachelor of Human Services (BHSP) including the change of program code from BHMS, the Associate Degree of Human Services (AHSW), and the Diploma of Human Services and Development (DHSD) effective from Trimester 1, 2025.*

- *11.2.2 - Academic Board resolved to **approve** the discontinuation of the current version of the Bachelor of Human Services (BHMS), including the program majors Bachelor of Human Services - Child and Family Practice (BHFP), Bachelor of Human Services – Counselling Practice (BHCP), Bachelor of Human Services – Disability and Diversity Practice (BHDP), and Bachelor of Human Services – Intercultural and Community Practice (BHIP) effective from Trimester 1, 2025.*

11.3. * Bachelor of Bachelor of Communication and Media (BCNM) | Bachelor of Communication and Creative Industries (BCCI) – Major Program Change including Program Discontinuation

Received: Documentation via CourseLoop proposal 28071.

11.3.1.   Major Program Change - Bachelor of Communication and Media (BCNM) | Bachelor of Communication and Creative Industries (BCCI) | Diploma of Professional Communication (DAPC) | Diploma of Professional Photography (DAPP)

11.3.2.   Program Discontinuation - Bachelor of Communication and Media (BCNM)

The Deputy Vice-Chancellor (Academic Affairs) Professor Glen Coleman introduced Item 11.3 and provided members with a brief overview, highlighting that the proposals had been considered in depth at the Education Committee meeting and details were captured in the minutes of the meeting attached at Item 10.4.

No concerns were raised.

Resolved:

- *11.3.1 - Academic Board resolved to **approve** the major program change proposal for the Bachelor of Communication and Media (BCNM) including change of program name and code to Bachelor of Communication and Creative Industries (BCCI), the Diploma of Professional Communication (DAPC), and the Diploma of Professional Photography (DAPP) effective from Trimester 1, 2025.*

- *11.3.2 - Academic Board resolved to **approve** the discontinuation of the current version of the Bachelor of Communication and Media (BCNM) effective from Trimester 1, 2025.*

11.4. * Bachelor of Arts (BART) | Bachelor of Arts & Bachelor of Business (BABZ) | Bachelor of Arts & Bachelor of Laws (BALW) | Bachelor of Arts & Bachelor of Science (BASC) | Associate Diploma of Arts (ADAR) | Diploma of Arts (DART) – Major Program Change

Received: Documentation via CourseLoop proposal 28071.

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 considered in depth at the Education Committee meeting and details were captured in the minutes of the meeting attached at Item 10.4.

No concerns were raised.

Resolved:

- *Academic Board resolved to **approve** the major program change proposal for the Bachelor of Arts (BART), Bachelor of Arts and Bachelor of Business (BABZ), Bachelor of Arts and Bachelor of Laws (BALW), Bachelor of Arts and Bachelor of Science (BASC), Associate Degree of Arts (ADAR), and the Diploma of Arts (DART) effective from Trimester 1, 2025.*

11.5. * Bachelor of Engineering Honours (BENH) | Bachelor of Engineering Technology (BENS) | Associate Degree of Engineering (ADNG) – Major Program Change

Received: Documentation via CourseLoop proposal 21936.

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 considered in depth at the Education Committee meeting and details were captured in the minutes of the meeting attached at Item 10.4.

No concerns were raised.

Resolved:

- *Academic Board resolved to **approve** the major program change proposal for the Bachelor of Engineering Honours (BENH), Bachelor of Engineering Technology (BENS), and the Associate Degree of Engineering (ADNG) effective from Trimester 1, 2025.*

11.6. * Master of Education (Commonwealth Supported Place) (MEDC) | Master of Education (Full Fee Paying) (MEDF) | Graduate Diploma of Education (Commonwealth Supported Place) (GDED) | Graduate Diploma of Education (Full Fee Paying) (GDEF) | Graduate Certificate of Education (GCEF) | Graduate Certificate of Education (Guidance and Counselling) (GCEG) | Graduate Certificate of Education (Special Education) (GCEE) – Major Program Change

Received: Documentation via CourseLoop proposal 25525.

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 considered in depth at the Education Committee meeting and details were captured in the minutes of the meeting attached at Item 10.4.

No concerns were raised.

Resolved:

- *Academic Board resolved to **approve t**he major program change proposal for the Master of Education (Commonwealth Supported Place) (MEDC), Master of Education (Full Fee Paying) (MEDF), Graduate Diploma of Education (Commonwealth Supported Place) (GDED), Graduate Diploma of Education (Full Fee Paying) (GDEF), Graduate Certificate of Education (GCEF), Graduate Certificate of Education (Guidance and Counselling) (GCEG), and Graduate Certificate of Education (Special Education) (GCEE) effective from Trimester 2, 2025.*

11.7. * Bachelor of Business (BBIZ) | Associate Degree of Business (ADBZ) – Major Program Change

Received: Documentation via CourseLoop proposal 29016.

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 considered in depth

at the Education Committee meeting and details were captured in the minutes of the meeting attached at Item 10.4.

No concerns were raised.

Resolved:

- *Academic Board resolved to **approve** the major program change proposal for the Bachelor of Business (BBIZ) and the Associate Degree of Business (ADBZ) effective from Trimester 1, 2025.*

11.8. Bachelor of Midwifery (Graduate Entry) (BMID) – Program Discontinuation

Received: Documentation via CourseLoop proposal 25738.

Resolved:

- *Academic Board resolved to **approve** the discontinuation of the Bachelor of Midwifery (Graduate Entry) (BMID) effective from Trimester 1, 2025.*

11.9. Graduate Certificate of Agricultural Futures (GCAG) – Program Discontinuation

Received: Documentation via CourseLoop proposal 19149.

Resolved:

- *Academic Board resolved to **approve** the discontinuation of the Graduate Certificate of Agricultural Futures (GCAG) effective from Trimester 1, 2025.*

11.10. Bachelor of Construction Honours (BCNH) | Associate Degree of Construction (ADCN) | Diploma of Engineering Studies (DENS) – Comprehensive Program Review

Received: Documentation via CourseLoop proposal 21655.

Resolved:

- *Academic Board resolved to **approve** the Comprehensive Program Review of the Bachelor of Construction Honours (BCNH), Associate Degree of Construction (ADCN), and the Diploma of Engineering Studies (DENS).*

ACTION: Governance Officer (Academic Board)

12. Policy and Procedure

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

Received: Academic Quality Policy and Procedure Report

The Provost, Professor Karen Nelson introduced this item and took the report as read, noting that the report includes both academic and research policy and procedure.

Following the Academic Board meeting of 16 July 2024, the following policy instruments were approved and published:

Academic Quality Policy Instruments	Action	Status
Work Integrated Learning Activities Policy	New published policy	Approved by the Vice-Chancellor on 23 July 2024
Work Integrated Learning Activities Procedure	New published procedure	Approved by the Vice-Chancellor on 23 July 2024
Articulation and Credit Transfer Pathways Procedure	Major review	Approved by the Vice-Chancellor on 23 July 2024

Research Training Program Scholarship Procedure	New published procedure	Approved by the Vice-Chancellor on 05 August 2024
Governance Policy Instruments	**Action**	**Status**
Student Discrimination, Bullying, Harassment and Sexual Misconduct Response Procedure	New published procedure	Approved by the Vice-Chancellor on 11 July 2024.
Harassment and Discrimination Complaint Resolution for Students Policy and Procedure	Repealed	Approved by the Vice-Chancellor on 11 July 2024.

Professor Nelson drew members' attention to two items proposed for the Board's endorsement relating to policy instrument definitions for Educational Partnerships, and Articulation and Credit Transfer and provided an overview of the proposal.

No questions or concerns were raised by members.

Resolved:

- *Academic Board resolved to:*

    a. **note** *the update on Academic Quality Policy key activities, and*

    b. **endorse** *the new and revised definitions relating to educational partnerships and articulation and credit transfer to the Vice-Chancellor for approval, with immediate effect.*

ACTION: Governance Officer (Academic Board)

12.2. * Academic Delegations Review 2024

Received: 2024 Academic Delegations Review

The Provost Professor Karen Nelson introduced this item and provided an overview of the proposal, which was presented to the Board for endorsement, highlighting that endorsement encompasses any consequential changes to policy instruments.

Professor Nelson also discussed delegation changes around program accreditation, noting that new program accreditation, program discontinuations, and comprehensive program reviews would remain with Academic Board for approval, and that major program changes, including those resulting from program reviews would now be delegated to Education Committee.

Members took the opportunity to discuss the following matters:

- *Editorial changes* – a member queried the need for delegation around editorial changes. In response, it was advised that this is necessary to maintain an audit trail and ensure appropriate version control.

- *Review of decision to not grant credit* – a member noted that having two delegated parties, updated to read "Dean (Academic) or Associate Dean (Learning and Teaching)" creates ambiguity and could be problematic. The Provost agreed to review this matter and amend the document appropriately.

Members raised no issues or concerns regarding the proposed revisions.

Resolved:

- *Academic Board resolved to* **endorse** *the proposed academic delegation changes to the Vice-Chancellor for approval, with immediate effect, noting that this constitutes approval of the consequential changes to policy instruments.*

ACTION: Governance Officer (Academic Board)

12.3. * Research Policy

Received: Research Policy Briefing Paper

The Deputy Vice-Chancellor (Research and Innovation) Professor John Bell introduced this item and provided members with an overview of the proposal which was presented to the Board for approval.

Members commended the team for their extensive consultation process, and for creating a concise and clear policy.

Members discussed the following matters:

- Deployment of the policy in the Academic Affairs portfolio, where the policy's responsible officer is the Deputy Vice-Chancellor (Research and Innovation) was discussed. It was noted that the Deputy Vice-Chancellor (Research and Innovation) is the responsible officer for research policy instruments, and that this should not preclude the use of existing structures in the Academic Affairs portfolio for deployment.

- The use of the term 'Researcher' was queried, as it relates to both employees and students. Professor Bell noted that the policy should apply to all researchers as per the definition.

No further issues or concerns regarding the proposal were raised.

Resolved:

- *Academic Board resolved to **approve** the updated Research Policy for immediate implementation.*

ACTION: Governance Officer (Academic Board)

12.4. * Class of Honours Schedule

Received: Draft Class of Honours Schedule

The Provost, Professor Karen Nelson introduced this item and provided an overview of the proposal presented to Board for endorsement, highlighting that the schedule had been considered in depth by Education Committee at the last meeting. Members were reminded that Education Committee had resolved to endorse a two-class system for Third Class Honours – 3A and 3B which now formed part of the current proposal.

Members raised and discussed the following matters:

- Inconsistency with terminology such as graded units/graded courses was noted. It was agreed that the schedule be amended to ensure consistency, and that correct terminology is used. It was agreed that the schedule be amended to reflect this feedback.

- Members noted difficulty identifying which courses contribute to the honours component in an embedded honours program. It was suggested that the wording be updated to state the following: "…program requirements must specify *the* set of *8* Courses that will be used to calculate the GPA…", to add clarity around the courses to be used in calculating honours GPA.

- A member noted their lack of support for a two-class system for Third Class Honours, and that students receiving a GPA of less than 4 should receive a pass rather than an honours outcome.

Resolved:

- *Academic Board resolved to **endorse** the revised Class of Honours Schedule, previously titled "Class of Honours Standard Schedule" to the Vice-Chancellor for approval, noting the proposed implementation date of 20 January 2025 to allow for implementation planning, with the revised Schedule published in the meantime as a pending version in the University's Policy Library.*

ACTION: Governance Officer (Academic Board)

13. * UniSQ First Nations Education Strategy 2024 – 2028

Received: The UniSQ First Nations Education 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 Education Strategy presented to the Board for endorsement.

The following matters were raised for discussion:

- *Resources and funding* – Members discussed some concerns around resourcing. Professor Best advised that external government and corporate funding is being utilised to assist with implementation of the strategy, along with funding for new First Nations programs and courses which are anticipated to commence in Trimester 1, 2025.

- *Operational detail* – Professor Best advised that the operational detail around implementation of the strategy is currently being developed.

- *Infrastructure and technology* requirements were discussed. Professor Best advised that she would be working together with the Deputy Vice-Chancellor (Academic Affairs) and Heads of School to enable implementation of the strategy across all disciplines and areas of the University.

Members commended Professor Best for her strong leadership and commitment to University engagement, and creating a well-considered, thorough and clear strategy.

Resolved:

- *Academic Board resolved to **endorse** the UniSQ First Nations Education Strategy 2024 – 2028 to the Vice-Chancellor for approval and immediate implementation.*

ACTION: Governance Officer (Academic Board)

14. Academic Quality Reports

14.1. * Annual University Academic Quality and Cohort Report 2023

Received: Annual University Academic Quality and Cohort Report 2023

The Dean (Academic Transformation) Professor Lyn Alderman introduced this item which was received by the Board for noting. Professor Alderman provided an overview of the report, noting that it is best considered in conjunction with the Annual Consolidated Program Quality Report 2023 at item 14.2.

Resolved:

- *Academic Board resolved to **note** the Annual University Academic Quality and Cohort Report 2023.*

14.2. * Annual Consolidated Program Quality Report 2023

Received: Annual Consolidated Program Quality Report 2023

The Deputy Vice-Chancellor (Academic Affairs) Professor Glen Coleman introduced this item which was received by the Board for noting. Professor Coleman provided an overview of the report, noting that the key findings had been flagged, with attrition remaining the most important challenge.

Resolved:

- *Academic Board resolved to **note** the Annual Consolidated Program Quality Report 2023.*

14.3. * 2023 Annual Education Agent Management Report

Received: 2023 Annual Education Agent Management Report

In the absence of the Pro Vice-Chancellor (International) Professor Ren Yi, the Director (International Admissions and Governance) Laureen Rautenbach introduced this item and provided an overview of the inaugural report aimed to improve visibility, governance, and oversight of the activities in place for managing risk and meeting compliance obligations around monitoring and managing the performance of Education Agents.

The following matters were raised for discussion:

- Discussion was had around additional risk arising from the University's reliance on educational partnerships with the sub-continent. Ms Rautenbach advised that thorough checks are undertaken to ensure the quality and integrity of educational partnerships and processes in place, including a diversification strategy, to mitigate risk.
- The importance of maintaining relationships and communication between the agents and the schools, to ensure agents are familiar with the programs being provided, and ultimately ensuring that they are meeting program objectives was discussed.

Resolved:

- *Academic Board resolved to **endorse** the 2023 Annual Education Agent Management Report to be received by the Board annually as part of the University's quality assurance monitoring activities.*

ACTION: Governance Officer (Academic Board)

14.4. * QILT Graduate Outcomes Survey (GOS) and Employer Satisfaction Survey (ESS): National Results 2023

Received: QILT Graduate Outcomes Survey (GOS): National Results 2023 and QILT Employer Satisfaction Survey (ESS): National Results 2023

The Dean (Academic Transformation) Professor Lyn Alderman took the papers as read and provided an overview of the UniSQ outcomes in the QILT national surveys for 2023, which were provided to Academic Board for noting. Professor Alderman advised members that development of a dashboard is underway which will incorporate all external surveys and student feedback surveys. The aim is to facilitate a more comprehensive overview of the University's performance and provide Program Directors with valuable insight into their programs.

15. * UniSQ Academic Integrity Reports

Received: UniSQ Academic Integrity Academic Board Briefing Document

The Dean (Academic Transformation) Professor Lyn Alderman introduced this item and took both reports as read. Professor Alderman highlighted that the Academic Integrity Report is required to be provided to UniSQ Council, through Academic Board, on an annual basis as per the UniSQ Council Business Schedule. The Academic Integrity Interim Report has been created at the request of Academic Board to provide a more timely update of academic integrity matters.

Professor Alderman advised members that the academic integrity policy suite is currently being updated. Several related changes have been made, such as updates to academic misconduct definitions, the application of penalties, delegated authority for decision making, review of decision, and suspension process which have had a direct impact on incidents being reported.

The following matters were raised by members for discussion:

- *Artificial Intelligence* – Members noted that the introduction of artificial intelligence has contributed to a large increase in the number of incidents of academic misconduct reported at UniSQ, and across the sector. The University has been agile in response, although advances in technology are occurring faster than institutions can respond.
- *Resourcing* – Members highlighted the need to ensure appropriate resourcing is available to enable timely consideration and resolution of reported incidents.

The Provost, Professor Karen Nelson advised that the revisions to policy and procedure are aimed at facilitating a more scaffolded and educative approach to academic integrity. It was highlighted that every course should have a clear statement to students of how artificial intelligence can or cannot be used within that course. The Provost noted the relevance of the UniSQ Artificial Intelligence Action Plan being presented at Item 16 with regard to assessment design.

15.1. * UniSQ Academic Integrity Interim Report 2024

Received: UniSQ Academic Integrity Interim Report 1 January - 30 June 2024

15.2. * UniSQ Academic Integrity Annual Report 2023

Received: UniSQ Annual Academic Integrity Report 2023

Resolved:

- *Academic Board resolved to **endorse** the UniSQ Academic Integrity Annual Report 2023 and forward to UniSQ Council for noting.*

ACTION: Governance Officer (Academic Board

16. * UniSQ Artificial Intelligence Action Plan

Received: UniSQ Artificial Intelligence Action Plan | TEQSA Request for Information

The Dean (Learning and Teaching Futures) Professor Jo-Ann Ferreira took the paper as read and provided members with an overview of the University's Artificial Intelligence Action Plan which was presented to the Board for noting.

Professor Ferreira highlighted that the action plan is a living document to ensure that the University remains proactive in its response to artificial intelligence matters. An implementation plan is in place and the team is working with key stakeholders to ensure that all items in the plan are actioned.

The AI Rapid Response Group was discussed. Professor Ferreira noted that the group was initially selected to ensure representation from across all areas of the University but is open to including more members to broaden the range of expertise.

17. TEQSA Re-registration Project Update

Received: Tertiary Education Quality and Standards Agency (TEQSA) 2024 Program Update 13

Resolved:

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

18. Flexible Academic Calendar Project Update

Received: Flexible Academic Calendar Project Update No. 17

Resolved:

- *Academic Board resolved to **note** the Flexible Academic Calendar Project Update No. 17.*

19. Strategic Discussion

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

20. Other Business

No other business was raised.

21. Items for Information

There were no items for information.

22. Next Meeting

The next Academic Board meeting will be held at 1.00pm, Tuesday 12 November 2024, Council Chamber, Toowoomba Campus.

23. Close

The meeting closed at 3:58pm.