

### **ACADEMIC BOARD MEETING – 14 NOVEMBER 2017**

#### Academic Board Terms of Reference

The Internal Audit of Academic Board highlighted a need for a revision of the Academic Board Terms of Reference, including membership. The Academic Board has undertaken an exhaustive process to revise its Terms of Reference. This process included a special meeting of Academic Board, held on 17 October 2017, solely focused on the Terms of Reference and a University-wide consultation of the draft Terms of Reference.

It is intended that the functions of the new Terms of Reference would have immediate effect, however the membership of the Academic Board would change at end of the current term of Academic Board (i.e. up to but not including the meeting of July 2018). Academic Board has now forwarded the revised Terms of Reference to Council for approval.

#### Governance of Academic Quality Framework

The Governance of Academic Quality Framework Working Group has been “on hold” until the recommendations of the internal audit into the Academic Board were finalised. The Working Group will now be re-established. It is anticipated that the Working Group will provide recommendations that include the configuration of Academic Board Standing Committees and a framework, informed by the Higher Education Standards Framework, that will provide a platform to allow Academic Board to advise Council more thoroughly on Academic Quality.

#### Standing Committees of Academic Board

To ensure consistency with the revised Academic Board Terms of Reference, the Standing Committees of Academic Board are revising their Terms of Reference. With the authority delegated to Academic Board by Council at its meeting of 30 October 2017, Academic Board approved the revised Terms of Reference for Academic Board Executive Committee and Research Committee.

#### Access to Academic Board minutes for the University community

The proposed Academic Board Terms of Reference are likely to lead to more open attendance at Academic Board meetings. With this in mind, it was decided that minutes of Academic Board meetings, excluding confidential items, would be made available to the broader University community. The publication of Academic Board minutes will commence with meeting 1 2018.

It is expected that the minutes will be located on the “ULive” page in UConnect. This page is accessible by both staff and students. Further information on accessing minutes and opportunities for observers to attend Academic Board will be communicated once they are confirmed.

The Academic Board Bulletin will continue to be published.

#### Chairs of Academic Boards, Senates and Secretaries Conference

The Deputy Chair (Academic Board), Associate Professor Kist and Secretary (Academic Board), Ms Venning attended the Chairs of Academic Boards, Senates and Secretaries conference on 9 – 11 October 2017. The key observation was that Academic Boards (or Senates) come in all shapes and sizes, but they mostly they contend with similar concerns and challenges as the USQ Academic Board.

### Program Re/Accreditations

Academic Board recommended that the Vice-Chancellor approve the reaccreditation of the Master of Professional Studies (MPST recoded to MPSR) and the Graduate Certificate of Professional Studies (GCPS) for 5 years from 1 January 2018. It was also recommended that the Master of Professional Studies (MPST recoded to MPSR) be accredited with Research Training Program status.

### Academic Board membership

Vacancies have been created due to the departure of a number of Academic Board members. Elections are currently underway to fill the following positions:

- 1 x Professor
- 2 x Female academic staff member from the Faculty of Health, Engineering and Sciences

An election for a male academic from the Faculty of Business, Education, Law and Arts has been completed.

All new members will have terms from 1 January 2018 up to, but not including, the Academic Board meeting to be held in July 2018.

### **Next Meeting**

The next meeting of the Academic Board is scheduled for 13 February 2018.

### **EDUCATION COMMITTEE and RESEARCH COMMITTEE**

At its meeting of 19 October 2017, Education Committee considered and provided advice to Academic Board on a number of issues including:

- The release of grades for final assessment items in courses where there are no exams. Education Committee agreed that the Assessment Procedure should be followed with regard to the timing of the release of assessment grades. It was also recognised that it was important that students understand the difference between assessment grades and a final grade.
- The definition of an examiner.
- A potential conflict between policy and Boards of Examiners Terms of Reference regarding the membership of Boards of Examiners. Education Committee decided that a conflict did not exist.
- A potential conflict between policy and Boards of Examiners Terms of Reference regarding who could award a grade. An editorial change was recommended to the Boards of Examiners Terms of Reference to clarify the issue.

### **Next Meetings**

The next meeting for both Education Committee and Research Committee will be held on 18 January 2018.

If you have any questions regarding the activities of Academic Board or its Standing Committees, please do not hesitate to contact [academic.board@usq.edu.au](mailto:academic.board@usq.edu.au).