

ACADEMIC BOARD BULLETIN

March 2018

ACADEMIC BOARD MEETING – 13 February 2018

Change to Chair and Deputy Chair

With the departure of the Chair, Professor Aileen Cater-Steel, on 20 February, Associate Professor Alexander Kist, Deputy Chair (Academic Board) has taken on the role of Acting Chair until the end of the current term of Academic Board, i.e. 30 July 2018.

During this period Associate Professor Helen Farley will be Acting Deputy Chair (Academic Board).

Professor Cater-Steel joined Academic Board briefly in 2007 and was then elected to the board in 2014. She became Deputy Chair in 2015 and then stepped into the role of Chair with the departure of Associate Professor Lyn Brodie in 2017. During her term as Chair, Professor Cater-Steel provided the energy and leadership to start Academic Board on a process of renewal and reinvigoration. Academic Board members hope to continue this work with the same level of enthusiasm and dedication.

Academic Board membership

A number of Academic Board members have resigned since the November 2017 meeting and Academic Board has acknowledged their contributions. To fill the vacancies, a number of new members have been appointed. They are:

- Professor Jill Lawrence
- Dr Daniel Hourigan
- Dr Amy Mullens
- Mrs Justine Baillie
- Dr Ellen Larsen
- Dr Christina Campbell

Academic Quality Assurance

Academic Board members have been provided with a professional development presentation on the topic of Academic Quality Assurance. Academic Quality Assurance focusses on ensuring that a desired level of quality of an academic activity has been, or is highly likely to be, attained, and that this can be verified and demonstrated. 'Academic activities' generally include teaching, learning, research and research training for higher degrees by research. The Tertiary Education Quality Standards Agency (TEQSA) guidance note on [Academic Quality Assurance](#) provides further information on this topic. Academic Quality Assurance is a core function of Academic Board.

Governance of Academic Quality Framework Working Group

The Governance of Academic Quality Framework Working Group has met four times since its re-establishment at the Academic Board meeting of 14 November 2017. It is expected that the results of this Working Group will support an Academic Quality Assurance process, assist with the development of a reporting structure to Council and advise on an appropriate structure for Academic Board Standing Committees.

Academic Board Charter

An Academic Board Charter has been adopted. The Charter was developed in response to feedback received during the consultation phase of the Academic Board Terms of Reference. The feedback suggested that the more functional sections of the Terms of Reference should be removed and placed in a separate document. The Charter is intended to support the Terms of Reference for the Academic Board and its Standing Committees and is available on the [Academic Board webpage](#).

Program Re/Accreditations

Academic Board recommended that the Vice-Chancellor approve the reaccreditation of the Master of Engineering Practice (MEPR) for 5 years from 1 January 2018.

Access to Academic Board

Academic Board has made a number of decision that increase accessibility to Board to both staff and students. These include:

- Establishment of a satellite meeting room in Springfield for Academic Board meetings, enabling those members in Ipswich and Springfield to participate in a collegial environment similar to those attending Academic Board meetings in Toowoomba;
- Revision of the Terms of Reference to allow observers to attend Academic Board meetings; and
- The [publication of both minutes and agendas](#) for Academic Board meetings. Agendas for upcoming meetings will be available approximately one week prior to the meeting.

Observers at Academic Board meetings

In line with the Academic Board Terms of Reference, observers may attend Academic Board meetings, however they have the right of attendance only, and **may not contribute to the debate or vote**. The Chair may also request observers to leave the meeting when confidential items are discussed. Electronic attendance is not possible.

To ensure appropriate facilities are available it is necessary to advise your intention to attend in advance. It will not be possible to attend without prior notification. If you wish to attend the next Academic Board meeting, as an observer, please contact the [Secretary \(Academic Board\)](#) by **COB 28 March 2018**.

Next Meeting

The next meeting of the Academic Board is scheduled for 3 April 2018.

EDUCATION COMMITTEE and RESEARCH COMMITTEE

Education Committee met on 25 January and considered a number of issues including:

- Program Approval, Design and Delivery,
- Education Committee Terms of Reference, and
- Master of Engineering Practice (MEPR) reaccreditation.

Research Committee met on 17 January 2018. This was the first meeting of the combined Research Committee/Research Management Committee. The new committee is the Research Committee of Academic Board, but has an expanded Terms of Reference. The Chair is the Deputy Vice-Chancellor (Research and Innovation), Professor Mark Harvey. The focus of the meeting was to develop a work plan for 2018. It was agreed that members would break into working groups to consider three important issues:

- Quality of HDR students
- Quality of research programs and supervision
- Quality of HDR student experience

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.