1. WELCOME

The Chair welcomed members to the meeting and, in particular, welcomed Associate Professor Marea Nicholson and Dr Jan Seruga in their capacities as Acting Dean of Education and Arts and Sciences, respectively.

2. REPORT BY VICE-CHANCELLOR

Proposed management restructure – Australian Catholic University

The Vice-Chancellor reported regarding the proposed management restructure which he intended to submit to the Standing and Finance Committee on 4 August and to Senate on 18 September 2008.

Anticipated University revenue decline

The Vice-Chancellor anticipated that the University may experience a decrease in the enrolment of international students, and consequent revenue decline, together with the Federal government’s decision to discontinue full fee-paying undergraduate places. Professor Craven emphasised the consequent need for expenditure restraint.

World Youth Day (WYD08)

The Vice-Chancellor paid tribute to the acting Dean of Students and her staff for their work in relation to the very successful WYD08 activities. Academic Board noted that approximately 100 ACU volunteers had worked tirelessly during the period 15-22 July in providing assistance to around 400 pilgrims sponsored by the University and WYD visitors.

3. PRESENTATION BY PROFESSOR JOHN O’GORMAN, PRO-VICE-CHANCELLOR (QUALITY AND ENGAGEMENT) – AUSTRALIAN UNIVERSITIES QUALITY AGENCY (AUQA) AUDIT

The Pro-Vice-Chancellor (Quality and Engagement) reported in relation to the Audit as follows:

- the two themes agreed upon for the audit were Learning Outcomes and Community Engagement;
- the University was required to submit its Performance Portfolio to AUQA by 15 May 2008 and its responses to 25 specific questions by 28 July;
- the audit panel, comprising five members, will be chaired by Professor Charles Webb, Deputy Vice-Chancellor (Teaching and Learning), Charles Darwin University;
- the audit panel undertook a preliminary visit to the North Sydney campus on 4 July 2008 and was scheduled to visit the Brisbane campus on 31 July, the Melbourne campus on 1 August and the North Sydney campus on 11-14 August;
- the Performance Portfolio was divided into three chapters viz. Overview and Outcomes since Cycle 1, Learning Outcomes and Community Engagement;
- Chapters two and three, relating to the two agreed themes, contained both achievements and areas for improvement;
- the University would be provided with the opportunity to comment on AUQA’s draft report approximately eight weeks after the conclusion of the audit; and
- a series of briefing sessions would be conducted for those staff and students scheduled to meet with the audit panel.
4. REPORT ON COMMUNITY ENGAGEMENT

Professor Jude Butcher cfc, Director, Institute for Advancing Community Engagement (IACE) highlighted the following matters:

- details regarding the staff information sessions that he had conducted with the Vice-Chancellor and Mr Tony Steel from the IACE in relation to community engagement within Australian Catholic University;
- community engagement activities at the Melbourne campus;
- proposed community engagement focus on international students and students at risk at the Sydney campuses;
- the recommendations from the external review, conducted by Professor Barbara Holland, which were being addressed in the IACE’s revised Community Engagement Plan;
- the University’s engagement with the Catholic Church as a result of WYD08 activities; and
- that the papers, delivered by University staff at the Australian Universities Community Engagement Alliance Conference, would be included on the IACE’s website.

5. PROPOSED AMENDMENTS TO THE ADMISSION RULES, ADMISSIONS POLICY AND POLICY ON THE DEVELOPMENT AND APPLICATION OF ADMISSIONS MODEL

Academic Board approved the amendments to the:

- Admission Rules;
- Admissions Policy; and

6. RECOMMENDATIONS FROM SCHOLARSHIPS COMMITTEE

Academic Board approved the:

- membership and terms of reference of the Scholarships Committee;
- Rules governing the Award of University Scholarships, Bursaries and Faculty Prizes;
- Policy and Checklist for the Development of Scholarships, Bursaries, Prizes and Awards;
- rules for the Staff Options Scholarship; and
- rules for the St Vincent’s and Mercy Private Wurundjeri and Gill Family Foundation Indigenous Nursing Scholarships.

7. POLICY ON COURSE APPROVAL, AMENDMENT AND REVIEW – ACCREDITED HIGHER EDUCATION COURSES – MINOR REVISIONS

Academic Board approved the revised Policy on Course Approval, Amendment and Review – Accredited Higher Education Courses.

8. COURSE ADMINISTRATION

Faculty of Arts and Sciences

Academic Board approved the:

- introduction of the Bachelor of Arts major sequence in East Timor Language and Cultural Studies for inclusion in the Diploma in Liberal Studies (offered in East Timor only) effective from semester 2, 2009; and
- suspension of commencing enrolments in the Graduate Certificate in Human Rights and the Graduate Diploma of Human Rights at the North Sydney campus from 2009.
Academic Board noted the executive approval by the Chair of an IELTS minimum score of 6.0 in the Listening and Reading sub-tests in all Faculty of Arts and Sciences postgraduate courses effective from 2009.

**Faculty of Education**

Academic Board approved the:
- discontinuation of the Graduate Certificate in Professional Leadership effective immediately; and
- change in admission requirements for the Doctor of Education programs effective from 2009.

9. **COURSE CHANGES – APPROVAL OF CONSEQUENTIAL RULE CHANGES**

Academic Board approved:
- new course rules;
- amendment of course rules;
- amendment of the Schedule to the Nomenclature Guidelines; and
- amendment of the Schedule to the Admission Rules arising as a result of Academic Board approval of Faculty Board recommendations for course changes, and including minor changes approved by the respective Faculty Board.

10. **REVISED POLICY ON QUALITY ONLINE TEACHING AND LEARNING**

Academic Board approved the revised *Policy on Quality Online Teaching and Learning* renamed the *Policy on Quality Flexible Teaching and Learning*.

11. **2010 ACADEMIC CALENDAR**

Academic Board adopted the common academic calendar for 2010 as set out below:

<table>
<thead>
<tr>
<th>Start/End Details</th>
<th>Start</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orientation</td>
<td>15 February</td>
<td>19 February</td>
</tr>
<tr>
<td>Semester 1</td>
<td>22 February</td>
<td>21 May</td>
</tr>
<tr>
<td>AVCC common vacation week</td>
<td>5 April</td>
<td>9 April</td>
</tr>
<tr>
<td>Examinations</td>
<td>31 May</td>
<td>19 June</td>
</tr>
<tr>
<td>Winter term/recess</td>
<td>21 June</td>
<td>30 July</td>
</tr>
<tr>
<td>Semester 2</td>
<td>2 August</td>
<td>29 October</td>
</tr>
<tr>
<td>AVCC common vacation week</td>
<td>27 September</td>
<td>1 October</td>
</tr>
<tr>
<td>Examinations</td>
<td>8 November</td>
<td>27 November</td>
</tr>
</tbody>
</table>

12. **STUDY PERIODS AND GUIDELINES FOR OFFERING UNITS IN 2010**

Academic Board approved the study periods and guidelines for offering units in 2010.

13. **REPORTS FROM PRO-VICE-CHANCELLOR (RESEARCH AND INTERNATIONAL)**

**International issues**

Academic Board noted the details of the University’s current offshore programs.
Research issues

Proposed change of title and membership of University Research and Research Training Management Committee (URRTMC)

Academic Board approved the:
- change of title of the URRTMC to the University Research Committee (URC); and
- revision of the membership of the URC to include the Director, Institute for Advancing Community Engagement for a three-year period.

Proposed definition of Active Researcher

Academic Board endorsed the definition of Active Researcher as set out in Attachment A.

14. REPORTS

Academic Board noted the following reports:
- confirmed minutes of Faculty of Education Board meeting 2/2008 held on 19 March 2008;
- confirmed minutes of Faculty of Arts and Sciences Board meeting 2/2008 held on 4 April 2008;
- confirmed minutes of Faculty of Health Sciences Board meeting 2/2008 held on 4 April 2008;
- minutes of meeting 2/2008 of Teaching and Learning Committee held on 29 April 2008;
- minutes of meeting 2/2008 of Admissions Committee held on 23 May 2008;
- minutes of meeting 3/2008 of Scholarships Committee held on 5 June 2008;
- report of Academic Board Standing Committee meeting held on 25 June 2008;
- report of meeting 1/2008 of Academic Calendar Committee held on 30 June 2008;
- report of First Year Experience Committee;
- 2007 Library Annual Report;
- 2007 Faculty of Education Annual Report; and
- 2007 Annual Report from the Plunkett Centre for Ethics in Health Care.
AUSTRALIAN CATHOLIC UNIVERSITY

DEFINITION OF ACTIVE RESEARCHER

An Active Researcher will normally be defined as an academic staff member who meets at least two of the following criteria:

1. Publication during the previous three years, as either sole or joint author, of at least one authored book OR three published book chapters or journal articles (i.e., DEEWR/DIISR\(^1\) categories A1, B1 or C1) OR, in certain fields (e.g., visual and performing arts; information systems), specific outputs which are regarded as equivalent to these categories;

2. Currently in receipt of an externally funded research grant\(^2\) OR in receipt of an externally funded research grant in the previous year with a value of at least $20,000 per annum attributed to Australian Catholic University\(^3\);

3. Serving as the principal or co-supervisor of at least two research higher degree students, either currently or within the previous 12 months.

Notes:

1. DEEWR = Department of Education, Employment and Workplace Relations; DIISR = Department of Innovation, Industry, Science and Research.

2. The type of grant should normally fall into DEEWR Category 1, although application may be made to the PVC (R&I) for consideration of other types of grants. A research grant differs from a consultancy, including Government consultancies. In the case of a consultancy, the work is being performed specifically for a third party who would normally retain exclusive rights over intellectual property, and publication would be in a limited format such as an internal report. A research grant may include some component of a consultancy, but aspects of the research findings are intended for publication in the A1, B1 or C1 categories of publications or, in certain fields (e.g., visual and performing arts; information systems), specific outputs which are regarded as equivalent to these categories.

3. For example, a grant with an ACU-attributable component of $20,000 per annum for a sole-investigator grant would be eligible; multiple-investigator grants will be considered by the PVC (R&I) on a case-by-case basis. Application may be made to the PVC (R&I) for special consideration of multiple small grants or in the case of disciplines for which grants for lesser funding would be the norm. Where a special case is made to the PVC (R&I), the matter will be referred to a subcommittee of the University Research Committee.