University of Canberra

COUNCIL MEETING No. 122

held on Friday 24 October 2008 at 9.00 am

PRESENT:	Professor I Moses (Chancellor) Ms L Bennett Professor G Cho AM Ms M Gillespie Mr J Jacob Mr D Kleeman Professor S Parker (Vice-Chancellor) Mr B Prosser Ms M Reilly Dr S Ryan Mr G Jones (Secretary)	
APOLOGIES:	Ms S Durrell Ms R Follett Ms S Schoonwater Ms M Storti	
IN ATTENDANCE:	Mr A Bailey Ms I Davis Professor J Dearn Mr M Easdown Dr D Hamilton	Dr J Howard Professor C Kayrooz Professor S Thomas Mr P Hill (A&G Unit)

The meeting was held in closed session from 9.00 - 9.55 am.

Opening and Apologies

The Chancellor welcomed the new members to Council: Ms Margaret Gillespie, Dr Sarah Ryan (appointed by the ACT Chief Minister) and Ms Liz Bennett and Mr Jobu Jacob (elected student members).

The Secretary reported that he had been unable to contact Mr Tom Calma. Apologies were received from Ms Stacey Durrell, Ms Rosemary Follett, Ms Sarah Schoonwater and Ms Maria Storti.

Confirmation of the Agenda

The agenda was confirmed as presented.

Declaration of Interests

No declarations were made.

Item 1: Confirmation of Confidential Minutes
1.1 Meeting No. 120

Resolution C122/1

Council approved the confidential minutes of Meeting No. 120 as an accurate record of proceedings with the following amendments.

- Page 1, second last dot point, 'philosophical concerns' should be amended to read 'the reservations held by some members …'.
- Page 2, third dot point, should be amended to read 'Outsourcing should be conducted in stages to allow the University to gradually build an expertise base to support the more expansive program'.

1.2 Meeting No. 121(s)

Resolution C122/2

Council approved the confidential minutes of Meeting No. 121(s) as an accurate record of proceedings.

Item 2: Matters arising from the Minutes
2.1 Proposed IT and Business Process Outsourcing

The minute for this item is recorded in the confidential minutes.

Resolution C122/3

Council:
1. noted the report on the proposed information technology and business process outsourcing initiative; and
2. requested that it receive, through the Finance Committee, information on all of the options and costings for the provision of particular services identified for outsourcing.

Item 3: Reports, Minutes and Recommendations from Council Committees

3.1 Honorary Degree Committee

Resolution C122/4

Council approved the award of an Honorary Doctorate of the University to:
(a) Mr Robert Fancoise de Castella; and
(b) Mr John Angus MacKay.

Item 4: ACT Export Awards

Resolution C122/5

Council received and noted a report on the achievement of ACT Export Awards by the Centre for Customs and Excise and the commendation for the Professional Management Program of the University.

Item 5: Community Outreach and Engagement

Council received a presentation from Dr John Howard on the University's program of community outreach and engagement. Dr Howard informed members of the engagement activities currently being undertaken by the University and those designed to build capacity for engagement with commercial outcomes.

Council requested that it be informed of the outcomes of community engagement at the October 2009 meeting.

Resolution C122/6

Council received and noted a report on the University's program of community outreach and engagement initiatives.

Item 6: Alumni Program and Initiatives

Council received a presentation from Professor Parker on the University's initiatives and activities to increase interaction with alumni.

During the course of the presentation Professor Parker reported that Global Philanthropic would be engaged to develop an alumni fundraising program for the University and that this decision had been taken to provide it with every chance of success. Professor Parker also reported that a number of candidates for the board of the UC Foundation had been selected and that they would be forwarded to the next meeting of the Strategy Committee for consideration.

Resolution C122/7

Council received and noted a report on the University's alumni program and initiatives.

Item 7: Chancellor's Opening Comments

Professor Moses reported on the following matters.

- The membership of Council was now predominately female with women accounting for approximately 66 per cent of members. This was a pleasing achievement as it reflected the composition of the University and provided an exemplar for other boards and councils.
- A number of invited visitors had been unable to attend Council meetings throughout the year which had been disappointing . The ACT Attorney-General, Ms Tu Pham, would be approached to see if she was able to speak to the 5 December 2008 meeting.
- The self performance review of Council for 2008 would be conducted in a similar fashion to 2007 with the Chancellor interviewing members and providing a report to Council.
- The media coverage of the University had been very positive throughout the year and had not been too critical of the 2007 financial outcome.
- A competition had been held to select new original pieces of music for graduation ceremonies. The winner of the competition had received front page coverage in the *Canberra Times*.
- The Chancellor had represented the University at the ACT Export Awards Lunch; the UNIFEM walk, a number of embassy functions and the Fortieth Anniversary Celebrations.
- The Chancellor had met with Professor Michael Bryce, a former member of Council and now resident at Government House. Professor Bryce had expressed his desire to maintain a strong connection with the University.
- The Chancellor had spoken at the International Association of University Presidents meeting held in Chile in September - October 2008.
- The next meeting of University Chancellors would be held in Sydney on 12 November 2008. Discussions would include the voluntary code of practice to be developed to replace the National Governance Protocols.

Item 8: Confirmation of Minutes of Meeting No. 120

Resolution C122/8

Council approved the minutes of Meeting No. 120 as an accurate record of proceedings subject to them being made compliant with the Chatham House rules applying to Council discussions and the following amendment:

- page 5, Item 9.2, the second sentence of the last paragraph should be amended to read 'Mr Bailey reported … could eliminate a significant proportion of the structural costs deficit …'.

Item 9: Matters arising from the Minutes

9.1 Campus Planning and Development – Progress Report

Mr Bailey reported that discussions had been held with the ACT Land and Planning Agency on the proposals for campus development. The discussions had centred on the development of the nearby suburb of Lawson and potential areas of mutual benefit.

In response to questions concerning community consultations, Mr Bailey advised that preliminary discussions had been held pending the conduct of the ACT elections and that development of the website had been discussed with Marketing and International. Mr Bailey also advised that attempts had been made to contact Lyons Architects regarding their continued role in the development of the University Master Plan. However, no further progress had been made due to the unavailability of either himself or Mr Lyon.

The possibility of establishing a separate committee or working group to deal with campus development was raised and Council requested that it be placed on the agenda for discussion at the 5 December 2008 meeting.

Item 10: Vice-Chancellor's Report

The Vice-Chancellor reported on the following matters.

Higher Education Endowment Fund

The University had been shortlisted amongst the final 14 applications for possible funding of the International Microsimulation Centre and Cullen Centre for Science and the Environment.

Fortieth Birthday Celebrations

The Don Aitkin Lecture would be delivered by John Dawkins AO on Tuesday 28 October 2008 with a rededication of the Foundation Stone occurring earlier on the same day.

The new members of Council were invited to attend.

Rivermanager

The eWater Cooperative Research Centre and Institute of Applied Ecology would receive a significant proportion of funding provided by the federal government to develop a new river management model (Rivermanager) for the Murray-Darling Basin.

Australian Research Council

The University had not performed well in the most recent round of funding by the Australian Research Council. An analysis of the reasons for this would be conducted and action taken to improve performance and professorial leadership in research.

Early Retirement Scheme for Academic Staff

The approval of the Australian Taxation Office was being sought for the implementation of an early retirement scheme for academic staff aged over 55 years and who had been with the University for more than five years.

Indigenous Student Games and Film Festival

The University would host two Indigenous events in 2009 - the Indigenous Student Games and Indigenous Film Festival.

Resolution C122/9

Council received and noted the report from the Vice-Chancellor.

Item 11: Financial Report on Year to Date Performance

Mr Bailey reported on the following matters.

- The platform for the setting of cost allocation budgets by faculty had been completed.
- Revenue for 2008 was ahead of budget and would be significantly improved by the receipt of monies from the Building Better Universities Fund prior to the end of the financial year.
- Expenses and non-salary costs were tracking below budget. However, a rise in salary costs had occurred in the past 6-8 weeks and would be investigated.
- A small surplus should be achieved for 2008 provided controls on expenditure were maintained.
- Cash reserves would be depleted but would remain positive at the end of 2008.
- The University should not suffer any adverse effects of the current financial crisis as monies were held in deposits covered by the guarantee provided by the federal government.

Resolution C122/10

Council received and noted the report from the Chief Financial Officer on budget and financial matters.

Item 12: Outline of Budget for 2009

Professor Parker provided Council with an outline of the budget model proposed for 2009. The key points of the presentation were as follows.

- The Bradley Review of Higher Education was likely be a key event for the University in 2009 as it was widely tipped that structural change would be recommended.
- A balanced and/or surplus budget was proposed for 2009 to provide the University with the most favourable negotiating position should the Bradley review recommend that the University be merged or amalgamated.
- A benchmark surplus of 3% had been set for 2009.
- The budget proposed that the allocation of financial resources between the academic and business areas was a ratio of 51:49 or better.
- A cost allocation budget would be implemented whereby faculties were charged for central services and would contribute in fixed and transparent ways to the University's overheads.
- The risks to the budget were: research was assumed to deliver a positive net contribution through unspent grants; an increase in research income was projected as well as the achievement of a small surplus for 2008.
- Student load was projected to rise in 2009. The data received from the Universities Admission Centre indicated that first preferences had increased for the 2009 intake. The number of direct applications received by the University had also increased. International student load was also projected to rise significantly. The budget allowed for a 14% growth in student intake.

The following points were noted in discussion.

- The adjustments provided for in the budget were salary increases of 2.1%, increment creep of 1.5% and a 2.5% increase in non-salary costs.
- The proposed wage increase of 2.1% had no status at this point in time as enterprise bargaining was still in process.
- Financial Services had been requested to model the impact of the 1.5% in increment creep on the budget.
- The Strategy Committee meeting scheduled for 14 November 2008 should be cancelled and the starting time of the Finance Committee meeting brought forward to permit more time for the consideration of the proposed budget.
- Discussions with staff had indicated that there was an expectation that wages growth should match inflation and that the budget should be framed to meet such an objective.

However, the capacity to deliver such an outcome was limited. The 3% surplus target for 2009 was not significant and should not be used to fund wages growth.

Resolution C122/11

Council:
1. endorsed the parameters and objectives of the 2009 budget;
2. agreed that the Strategy Committee meeting scheduled for 14 November 2008 should be cancelled and the starting time of the Finance Committee scheduled for that day be brought forward to 9.00 am.

Item 13: AUQA Audit Status Report

Professor Dearn provided Council with an outline of the audit process to be used by the Australian Universities Quality Agency and the main areas of focus and themes of the audit. The newly appointed external members of Council were invited to attend the session to be held with the members of Council if they so wished.

Resolution C122/12

Council received and noted a report on preparations for the audit by the Australian Universities Quality Agency.

Item 14: Recommendations from Academic Board

14.1 Meeting No. 08/5 (8 September 2008)

14.1.1 Change of Name: Amalgamation of the Faculty of Communication & International Studies and the Faculty of the Faculty of Design & Creative Practice

Resolution C122/13

Council agreed:

(a) to exercise its power under Section 8 of the *University of Canberra Act 1989* and amalgamated the Faculty of Communication & International Studies and the Faculty of Design & Creative Practice into a new Faculty of Arts and Design;

(b) to exercise its power under Section 20(c) of the *University of Canberra Act 1989* and removed the designation of the Faculty of Communication & International Studies and the Faculty of Design & Creative Practice as faculties and designate the proposed Faculty of Arts and Design as a faculty for the purposes of Academic Board membership; and,

(c) that this change be effective from the 1 January 2009.

14.1.2 Accreditation of Courses with New Award Titles

14.1.2.1 Tertiary Education

Resolution C122/14

1. Council agreed to amend the *Courses & Awards (Degrees, Diplomas and Certificates) Rules 2007* to add the following award:
   - Graduate Certificate in Tertiary Education (GradCert Tertiary Ed)

2. Council noted that Academic Board had resolved to accredit, on behalf of Council (under Resolution C32/3(d)), the following course (to be implemented for Semester 1, 2009):
   - graduate certificate course in Tertiary Education (leading to the new award of Graduate Certificate in Tertiary Education)

14.1.2.2 Educational Studies

Resolution C122/15

1. Council agreed to amend the *Courses & Awards (Degrees, Diplomas and Certificates) Rules 2007* to add the following award:
   - Bachelor of Educational Studies (B EdSt)

2. Council noted that Academic Board had resolved to exercise its authority under Rule 6 of the *Course and Awards (Courses of Study) Rules 2005*, and approved revised Determination of Course Particulars (academic requirements) for the following courses (to be implemented for Semester 1, 2009):
   - undergraduate degree course in Primary Teaching [383AE] (leading to the existing award of Bachelor of Education and the new award of Bachelor of Educational Studies)
   - undergraduate degree course in Middle School Teaching (K-12) [867AA] (leading to the existing award of Bachelor of Education and the new award of Bachelor of Educational Studies)
   - undergraduate degree course in Early Childhood Teaching (Birth-8) (UC/CIT) [446AA] (leading to the existing award of Bachelor of Education and the new award of Bachelor of Educational Studies)
   - undergraduate degree course in Early Childhood Teaching (3-8) [866AA] (leading to the existing award of Bachelor of Education and the new award of Bachelor of Educational Studies)
   - undergraduate degree course in Secondary Teaching (Health and Physical Education) [383AE] (leading to the existing award of Bachelor of Education and the new award of Bachelor of Educational Studies)
   - undergraduate degree course in Secondary Teaching (Design and Technology) [433BF] (leading to the existing award of Bachelor of Education and the new award of Bachelor of Educational Studies)
   - undergraduate degree course in Secondary Teaching (Music) [433AC] (leading to the existing award of Bachelor of Education and the new award of Bachelor of Educational Studies)

14.1.3 Changes to Courses: Course Closures

Resolution C122/16

Council agreed to exercise its authority, under Rule 5(1) of the *Courses and Awards (Courses of Study) Rules 2005*, and determined that the following courses should cease with effect from Semester 2, 2008 unless otherwise specified:

Faculty of Communication & International Studies

- masters degree course in Marketing Communication [348AC Singapore] and [348AF Hong Kong] (leading to the award of Master of Marketing Communication) - to cease at the end of Semester 2, 2009

Faculty of Design & Creative Practice

- undergraduate degree course in Interior Design (SG) [659DA] (leading to the award of Bachelor of Interior Design) - no teach-out period required

Faculty of Education

- graduate certificate course in Higher Education [329AA] (leading to the award of Graduate Certificate in Higher Education) - to cease at the end of

Semester 1, 2010 being replaced by the proposed graduate certificate course in Tertiary Education from the beginning of 2009.

Faculty of Health

- graduate certificate course in Cancer Nursing [477AA] (leading to the award of Graduate Certificate in Cancer Nursing)
- graduate diploma course in Cancer Nursing [888AA] (leading to the award of Graduate Diploma in Cancer Nursing) - no teach-out period required
- graduate certificate course in Child, Youth and Family Nursing [869AA] (leading to the award of Graduate Certificate in Child, Youth and Family Nursing) - no teach-out period required
- graduate diploma course in Child, Youth and Family Nursing [857AA] (leading to the award of Graduate Diploma in Child, Youth and Family Nursing)
- masters degree course in Child, Youth and Family Nursing [858AA] (leading to the award of Master of Child, Youth and Family Nursing) - no teach-out period required
- graduate certificate course in Gerontological Nursing [553AA] (leading to the award of Graduate Certificate in Gerontological Nursing) - no teach-out period required
- graduate diploma course in Gerontological Nursing [889AA] (leading to the award of Graduate Diploma in Gerontological Nursing)
- graduate certificate course in Neonatal Nursing [871AA] (leading to the award of Graduate Certificate in Neonatal Nursing) - no teach-out period required
- graduate diploma course in Neonatal Nursing [872AA] (leading to the award of Graduate Diploma in Neonatal Nursing)
- masters degree course in Neonatal Nursing [873AA] (leading to the award of Master of Neonatal Nursing)
- masters degree course in Nurse Practitioner [702AA] (leading to the award of Master of Nurse Practitioner) - no teach-out period required

Faculty of Law

- masters degree course in International Economic Law (BMCPL China) [614AE] (leading to the award of Master of Laws) - no teach-out period required

14.1.4 Granting of Awards

14.1.4.1 Rescission of Grant and Conferral of Award

Resolution C122/17

Council agreed to exercise its authority under the *Conferring of Awards Rules 1995* and rescinded its decision to admit Alan MARJAN (104030) to the award of Bachelor of Arts.

14.1.4.2 Granting of Awards - Doctor of Philosophy

Resolution C122/18

Council agreed to exercise its authority under Rule 7(2) of the *Conferring of Awards Rules 1995* and admitted the following student to the award of Doctor of Philosophy *in absentia* :

QUINN, Alexander (117833)

14.1.5 Academic Plan

Resolution C122/19

Council noted that Academic Board Academic Board had resolved to endorse the *University of Canberra Academic Plan 2008-2012*.

Professor Moses commented that many of the initiatives contained in the Academic Plan were targeted for completion by 2012 but did not have milestones in place with which to gauge progress. Council was advised that the implementation of the Academic Plan was underpinned by and would be progressed through a number of subsidiary plans which prioritised and monitored progress on initiatives.

14.1.6 Evaluative Framework for Student Feedback

Resolution C122/20

Council noted that Academic Board had considered the draft 'Evaluative Framework for Student Feedback'.

14.1.7 Granting of Awards - Report on the Exercise of Delegation by the Chancellor

Resolution C122/21

Council noted that the Chancellor had (under Council Resolution C63/5) exercised Council's authority under Rule 7(2) of the *Conferring of Awards Rules 1995* and admitted to awards those students, to whom the Chair of Academic Board (under Resolution AB 99/2/8(b)) had granted awards.

14.1.8 Accreditation of Courses Without New Award Titles

14.1.8.1 Justice Studies/Forensic Science

Resolution C122/22

Council noted that Academic Board had resolved to accredit, on behalf of Council (under Resolution C32/3(d)), the following course (to be implemented for Semester 2, 2009):

- undergraduate combined degree course in Justice Studies/Forensic Science (leading to the existing awards of Bachelor of Social Science in Justice Studies and Bachelor of Forensic Studies)

14.1.8.2 Justice Studies (Online)

Resolution C122/23

Council noted that Academic Board had resolved, subject to a number of final approvals, to accredit on behalf of Council (under Resolution C32/3(d)), the following course (to be implemented for Semester 1, 2009):

- undergraduate degree course in Justice Studies (online) (leading to the existing award of Bachelor of Social Sciences in Justice Studies)

14.1.9 Delegations Register for Academic Student Matters - Higher Degrees by Research Students

Resolution C122/24

Council noted that Academic Board had resolved to exercise its power under section 7 of the *Academic Board Statute 1990* and approved the inclusion of the 'Academic Delegations Schedule for Higher Degrees by Research Students' in the 'Delegations Register for Academic Student Matters' approved by the Board at Meeting No. 07/6 (5 November 2007).

14.1.10 Course Group Reviews - Revisions to the Composition of Course Groups

Resolution C122/25

Council noted that Academic Board had resolved to exercise its power under section 7 of the *Academic Board Statute 1990* and approved:

(a) the revised Course Groups and their composition; and,
(b) the revised Review Schedule reflecting changes to Groups and their composition.

Item 15: Report on Key Performance Indicators for 2008

Professor Parker commented on the following matters.

- The report on Key Performance Indicators focused on high-level indicators related to the aspirations set out in the Strategic Plan and key performance dimensions which formed the environment in which the University's success would be built.
- The publically available (sector) data suffered from long delays in availability. For example, the most recent Course Evaluation Questionnaire data available was collected from graduates who finished their degrees in 2006.
- The University had chosen five other reasonably similar Australian universities to benchmark against. The performance of those universities was generally better than that of UC and as such presented stretch targets.
- Many of the indicators were shown as being unmet as they represented the ambitions of the University, but also highlighted areas of underperformance and where improvement was required.
- Data on research income was now available for 2007 and showed an increase over that achieved in 2006. Research income for 2008 was also projected to show improvement over that for 2007.

In discussion Council noted that the University conducted its own internal surveys, for example, the Unit Satisfaction Survey, which kept it ahead of the data coming from external sources. Caution was, however, required in interpreting the data as sample sizes could be low. Council requested that it be kept informed of this type of information which would assist in promoting the University.

Resolution C122/26

Council received and noted a report on the achievement of targets against the University's key performance indicators.

Item 16: Report from the Committee for Ethics in Human Research

Resolution C122/27

Council received and noted the 2007-2008 annual report of the Committee for Ethics in Human Research.

Item 17: National Governance Protocols

Resolution C122/28

Council noted the advice provided on the future operation of the Higher Education Workplace Requirements Relations and National Governance Protocols.

Item 18: Flying Minutes

Resolution C122/29

Council received and noted a report on a resolution passed by flying minute and agreed to record the resolution of Flying Minute No. 15 in the minutes of Meeting No. 122 as a record of the resolutions of Council.

- **Flying Minute No. 15 – 29 September 2008**
  Recommendation: That Council approve the delegation of authority to the Vice-Chancellor to execute documents used in the conduct of legal proceedings.
  Resolution passed.

Item 19: Use of the University Seal

Resolution C122/30

Council received and note a report on the use of the University Seal.

Item 20: Any Other Business

20.1 Centre for Customs and Excise

Mr Prosser advised that the Annual General meeting of the Board of Directors of the Centre for Customs and Excise (CCES) would be held on 15 November 2008 and that he was required to stand down as the Council appointed member to the Board under the rules applying to casual vacancies.

Council agreed that there should be a call for nominations for the position of director on the board of CCES and that the matter should be dealt with by flying minute.

Resolution C122/31

Council agreed that there should be a call for nominations for the position of director on the board of Centre for Customs and Excise and that the matter should be dealt with by flying minute.

The meeting was closed at 1.00 pm.