

UNIVERSITY OF CANBERRA

Minutes of Council meeting held on 25 May 1994

Meeting No. 32

http://www.canberra.edu.au/secretariat/council/uc_cm_32.html

The University Council met on 25 May 1994 for its meeting no. 32. Confirmed minutes of the meeting are made available for information.

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Enquiries concerning the minutes may be directed to the Secretary of Council, Graeme Dennett, Secretariat, University of Canberra, in writing or by e-mail to grd@adminserver.canberra.edu.au

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Minutes of Council Meeting No. 32 held on Wednesday 25 May 1994

PRESENT:

- Emeritus Professor D R Horne (Chancellor)
- Professor D Aitkin
- Associate Professor C Annice
- Ms P Cooper
- Ms W Dunne
- Mr C W Freeland
- Ms W J Guest
- Mr J R Hanratty
- Mr W J Harris
- Ms A Law-Smith
- Mr P McGhie
- Mr J M P Radik
- Associate Professor G Taylor
- Ms C Vardon
- Mr J Wood

- Mr G R Dennett (Secretary)

APOLOGIES:

- Ms W McCarthy
- Dr M A Edwards
- Justice D F O'Connor
- Mr I Mackintosh
- Mr H Powell

IN ATTENDANCE:

- Dr J M Grant
- Ms H Maxwell
- Professor I Moses

Council was advised that this was the last Council meeting to be attended by Mr W Harris, who had been a member of the University Council since November 1987. The Chair thanked Mr Harris for his service to the University and to Council. Members marked their appreciation by acclamation.

Leave of absence

Council noted that Justice O'Connor advised Council that she would be unable to attend the meeting through pressure of other business

Resolution No. C 32/1

Council agreed to grant Justice O'Connor a leave of absence for Council meetings no. 30, 31 and 32.

Adoption of Agenda

Council confirmed the order of the agenda.

1. : MINUTES OF PREVIOUS MEETING

Council received the minutes of Council Meeting No. 31 held on 13 April 1994.

Resolution No. C 32/2

Council agreed to accept the minutes of Council Meeting No. 31 as a true record of proceedings.

2. : MATTER ARISING - STUDENT REPRESENTATION

Council received a memorandum from the Executive Officer, Faculty of Environmental Design, concerning student representation. Council noted that the matter would be referred to the Student Welfare Committee for consolidation with other reports.

3. : VICE-CHANCELLOR'S REPORT

THE WIDER CONTEXT

The Vice-Chancellor reported that the recent Federal Budget contained few surprises for the higher education sector, with the Government believing that there should be a cap on Commonwealth spending on higher education. The Vice-Chancellor also tabled a DEET Higher Education Summary giving comparative statistics about all Australian universities.

THE UNIVERSITY

Graduation 1994

The Vice-Chancellor reported that the 1994 graduation ceremonies had awarded the largest number of awards (2259) in the history of the institution, and that they had been particularly well-attended by academic staff.

Monitor

Council noted that the University newspaper, *Monitor*, had been named as Australia's best University newspaper at the 7th University Public Relations International Conference held recently in Adelaide. Freelance science writer Mr Graeme O'Neill, a graduate of CCAE, had also won the prize for the best science or technology feature in an Australian University newspaper.

Combined Course and Career Day with ANU

The Vice-Chancellor advised Council that the University would be presenting a combined Course and Career Day with the ANU on Saturday 10 September.

National Teaching Fellowship

Council noted that Dr John Dearn, of the Faculty of Applied Science, had been awarded one of two National Teaching Fellowships to investigate the role of discussion and collaboration in science teaching.

Centre for New Zealand Studies

The Vice-Chancellor reported that the Faculty of Communication had established a Centre for New Zealand Studies to act as a 'clearing house' for informed discussion on New Zealand matters in Australia.

FOR NOTING

Council noted that Dr Jenny Stewart, Faculty of Management, had recently published *The Lie of the Level Playing Field*; that the University and the National Library would host jointly the Fourth Annual Regional Poetry Festival in June; that Marie Yeo, assistant lecturer in the TESOL Centre, had returned from a two-month term as a language consultant in Cambodia, where the University and IDP have a major project focussed on the improvement of English language skills; and that *Analecta 2*, the second annual anthology of the work of professional writing students, would be launched next week at the University Co-operative Bookshop on campus.

The Vice-Chancellor advised Council that several new University-produced newsletters were circulating: *The Office*, produced by the Office Management Program in the Faculty of Communication; *Your Doctor*, produced by the University Health and Counselling Centre; and the *ACLGS Newsletter*, produced by the Australian Centre for Local Government Studies in the Faculty of Management. *Ripples*, the new fortnightly newsletter of the CRC for Freshwater Ecology, was produced from the Albury offices of the CRC.

4. : REVISED PROCEDURES FOR COURSE ACCREDITATION, COURSE AND UNIT CHANGE, AND COURSE REVIEW

Council received and considered a proposal from Professor Moses concerning revised procedures for course accreditation, course and unit change, and course review. Council was advised that Academic Board had considered the proposal and had recommended its adoption.

Resolution No. C 32/3

Council agreed to:

- a. adopt the revised procedures for course accreditation, course and unit change, and

course review;

- b. receive from Academic Board from time to time and at least annually advice on proposed academic developments;
- c. delegate to the Vice-Chancellor the authority to approve new course proposals, in consultation with the Vice-Chancellor's Advisory Committee;
- d. delegate to Academic Board the authority to accredit courses of the University;
- e. approve the introduction of the revised procedures from 1 July 1994; and
- f. permit that course developments, which are part way through the existing procedures, be processed for approval according to the existing procedures.

Council noted the two schedules (one for undergraduate courses and one for graduate and postgraduate courses) adopted by Academic Board providing deadlines for functions related to courses.

5. : ESTABLISHMENT OF CENTRE FOR CANBERRA AND REGIONAL STUDIES

Council received and considered a report prepared by Mr Bill Harris entitled *Key Elements of a Regional Research Studies Centre to be Established by the ACT Government and the University of Canberra*.

Resolution No. C 32/4

Council agreed in principle to the establishment of a regional research studies centre in the terms set out in the proposal document and authorised the Vice-Chancellor to proceed with appropriate arrangements.

6. : REPORT OF BUILDINGS AND SITE COMMITTEE

Council received the report of the Buildings and Site Committee meeting of 11 May 1994.

Capital Management Plan

Council received the proposed draft Capital Expenditure and Funding Program for 1994 to 2000 which had been endorsed by the Buildings and Site Committee.

Resolution No. C 32/5

Council agreed to accept the plan as proposed on the understanding that it would be reviewed annually.

7. : REPORT OF ACADEMIC BOARD

Council received the report of Academic Board meeting no. 94/3 and dealt with matters as follows:

Reaccreditation of masters level degree course in Corporate Law (with honours)

Council received a recommendation from Academic Board for the re-accreditation of the masters degree course (with honours) in Corporate Law.

Resolution No. C 32/6

Council agreed to the re-accreditation of the masters degree course (with honours) in Corporate Law leading to the award of Master of Corporate Law (with Honours) as proposed for a period from 1 January 1993 to 31 December 1998.

Accreditation of masters level degree course in Sports Medicine

Council received a recommendation from Academic Board for the accreditation of a masters degree course in Sports Medicine.

Resolution No. C 32/7

Council agreed to accredit the masters degree course in Sports Medicine leading to the award of the degree of Master of Sports Medicine as proposed for a period of three years from 1 January 1994 to 31 December 1996.

New course proposals:

Nutritional Science Specialisation in the Graduate Diploma in Applied Science

Council received a recommendation from the Academic Board for the establishment of a Nutritional Science specialisation in the graduate diploma course in Applied Science. Council noted that the course was planned for introduction in 1995.

Resolution No. C 32/8

Council agreed to the introduction in Semester 1, 1995 of the Nutritional Science specialisation in the graduate diploma course in Applied Science as proposed.

Master of Taxation and Graduate Diploma in Taxation

Council received a recommendation for the establishment of a graduate diploma level course in Taxation and a masters degree level course in Taxation for introduction in 1995.

Resolution No. C 32/9

Council agreed to the introduction in Semester 1, 1995 of a graduate diploma level course in Taxation and a masters degree level course in Taxation as proposed

Foundation Day

Council received a recommendation from Academic Board that Stone Day (the day celebrating the laying of the Foundation Stone for the Canberra College of Advanced Education) be celebrated on 27 October 1995, the Friday immediately before 28 October.

Resolution No. C 32/10

Council agreed to the recommendation of the Academic Board that Stone Day be celebrated in 1995 on Friday 27 October.

8. : REPORT OF THE FINANCE COMMITTEE

Council received a report of the Finance Committee meeting held on 11 May 1994 and dealt with matters as follows:

1993 Audited Financial Statements

Council received the 1993 Annual Financial Statements which had been considered and endorsed by the Finance Committee.

Resolution No. C 32/11

Council agreed to accept the 1993 Annual Financial Statements and authorised the Chancellor and the Vice-Chancellor sign the "Statement by the Council for the University

of Canberra" on behalf of the Council.

University of Canberra Staff Superannuation Scheme

Council also received a Supplementary Report of the Finance Committee, tabled at the meeting, recommending that the scaling-up factor for the Supplementary Superannuation Benefit Fund be increased from 1.2 to 1.3; and that the University's annual contribution to the Fund be suspended. Council was advised that the Staff Superannuation Statute 1991 permitted Council to increase the scaling-up factor for pensions, and to lower the University's contribution to the Supplementary Superannuation Benefits Fund provided the Management Committee recommended the changes and the changes and the changes were advised by an actuary.

Resolution No. C 32/12

Council, on the recommendation of the Management Committee and acting on the advice of the Scheme actuary, agreed to exercise its powers under Section 71 and 38 of the Staff Superannuation Statute 1991, and determined that from 1 July 1994:

- a. the scaling-up factor for the Supplementary Superannuation Benefit Fund be increased from 1.2 to 1.3; and
- b. the University's annual contribution to the Fund be reduced to 0.0%.

Voluntary Early Retirement Scheme

Council received a paper from the Vice-Chancellor, tabled at the meeting, on the introduction and implementation of a Voluntary Early Retirement Scheme for some categories of academic and general staff to be offered prior to 30 June 1994.

Resolution No. C 32/13

Council approved the introduction of the Voluntary Early Retirement Scheme as presented to Council, and Council noted that the University had sought approval from the Australian Taxation Office for the scheme to qualify for appropriate tax concessions.

Resolution No. C 32/14

Council approved a budget over-run for faculties for 1994 of \$500,000, to be recovered in 1995-1997, for the implementation of the Voluntary Early Retirement Scheme.

9. : FEES FOR POSTGRADUATE COURSES

[See also the minutes for [Council Meeting No. 33](#)]

Council received a memorandum from the Vice-Chancellor concerning the introduction of fees for postgraduate courses. The draft report of the working party, set up by the Vice-Chancellor to advise him on the issues which would arise if the University were to move into fee-paying graduate programs, was also received and considered by Council. Council also noted that the postgraduate student member of Council had circulated a letter concerning the matter to members of Council. The letter addressed the issues of equity, the issue of quality and concerns about the short time frame for consultation.

Resolution No. C 32/15

Council agreed to adopt the following principles as a basis for a comprehensive policy for charging fees:

- i. That fees be set and collected by the University and used as part of the general income of the University, in lieu of DEET grants.
- ii. That funds be allocated to Faculties for fee-paying courses on a basis which reflects the costs of marketing and delivery and which provides an incentive to Faculties to offer competitive courses. The basic allocation to Faculties for teaching should be on the same basis as for DEET-funded courses with this amount being supplemented by an additional allocation to reflect marketing costs and an incentive payment.
- iii. That fees charged to Australian students be the same as for Overseas students, ie. they should be broadly related to the cost of provision but grouped into a small number of bands, covering courses with similar costs.
- iv. That fees be charged in proportion to the EFTSU load of the students, as is the case for HECS.
- v. That fees include all normal services and amenities fees.
- vi. That fees not be charged to -
 - a. students in PhD programs and research masters courses;
 - b. students in categories specified by the Government as protected from fees:

- students who have already commenced a postgraduate course on a HECS-liable basis;
- students in receipt of an Australian Postgraduate Award;
- students undertaking a graduate Diploma of Education course; and
- students undertaking a first postgraduate diploma in general nursing;
- such students to be allowed to enrol on a HECS-liable basis.

Resolution No. C 32/16

Council approved, only in principle, the equity measures outlined in the report of the working party. Council agreed to the additional principle that there will be provision for persons who cannot afford to pay fees up-front to be eligible to undertake postgraduate coursework courses on a HECS liable basis.

Resolution No. C 32/17

Council approved the following recommendations for the implementation of the scheme to introduce fees for postgraduate courses:

1. Fees be introduced for all new full-time and part-time students in 1995 enrolling in all coursework postgraduate courses, except those exempted under Resolution No. C32/15 paragraph (vi) and Resolution No. C32/16 above.
2. All postgraduate fee-paying courses be classified as outside DEET-funded load.
3. Fees be set and announced as follows:

1995	40% of overseas student fees
1996	60% of overseas student fees
1997	80% of full fees
1998	full fees

4. New overseas students from 1996 be charged fees on a "per EFTSU" basis.
5. From 1995 all existing fee-paying courses (ie graduate certificates) be treated according to the Principles (see Resolution C32/15 above), as part of paragraph 1. of this Resolution but without the discounts in paragraph 3. of this Resolution.

6. Appropriate guidelines be devised for implementation by the Scholarships Office, whereby individual students may apply to be considered as HECS-liable students rather than fee-paying.
7. Procedures be set up to determine which postgraduate courses may be offered on a HECS-liable basis.
8. Fees for non-award enrolment in individual units be set at rates comparable to the above fees.
9. Arrangements be made for full discussion by academic staff and student representatives on both the equity issues and the implementation of the scheme.

Council considered a motion recommending that the Vice-Chancellor allocate \$15,000 to CUPA, the Students' Association and the academic staff to conduct research into the implementation of full fees at the University of Canberra. The motion was lost.

Council noted the different positions put by the student members of Council in respect of the issue of fees for postgraduate courses, but reflected with regret that Commonwealth government policies left the University few options.

10. : POLICY AND PROCEDURES FOR THE REVIEW PROCESS FOR THE NEXT ROUND OF FACULTY REVIEWS

Council received a paper from Academic Board concerning policy and procedures for the review process for the next round of faculty reviews.

Resolution No. C 32/18

Council approved the policy and procedures for the review process and endorsed the timetable for the review cycle, as amended, to commence Semester 1, 1996.

11. : GUIDELINES FOR OFFERING PROFESSIONAL DOCTORATES

Council received a report from Academic Board concerning guidelines for offering professional doctorates which would complement the objectives and achievements of the PhD program of the University. Council was advised that the Academic Board had endorsed the guidelines.

Resolution No. C 32/19

The Council agreed to accept the guidelines for the development and offering of a professional doctorate program to the University.

Council noted comments concerning the possibility of including residency requirements of one semester full-time study or part-time equivalent as a minimum, and the possibility of allowing two external supervisors and one internal supervisor rather than the arrangements in place for the PhD programs.

12. : GUIDELINES FOR RESPONSIBLE PRACTICE IN RESEARCH

Council received a report from Academic Board concerning guidelines for responsible practice in research and dealing with problems of research misconduct. Council was advised that the Academic Board had endorsed the guidelines.

Resolution No. C 32/20

Council approved the guidelines for responsible practice in research and dealing with problems of research misconduct.

13. : ESTABLISHMENT OF A RESEARCH CENTRE IN CULTURAL HERITAGE CONSERVATION STUDIES

DISESTABLISHMENT OF CENTRE FOR COMMUNICATION AND INFORMATION RESEARCH

Council received a report from Academic Board concerning the establishment of a Research Centre in Cultural Heritage Conservation Studies and the disestablishment of the Centre for Communication and Information Research.

Resolution No. C 32/21

Council agreed to establish the Centre for Cultural Heritage Conservation Studies.

Resolution No. C 32/22

Council agreed to appoint Associate Professor K Taylor from the Faculty of Environmental Design and Associate Professor C Pearson from the Faculty of Applied Science as co-directors of the Centre for Cultural Heritage Conservation Studies, each for an initial period of three years.

Resolution No. C 32/23

Council agreed to disestablish the Centre for Communication and Information Research.

14. : PRESENTATION BY THE DIRECTOR OF PUBLIC RELATIONS

Council received a presentation from Ms L Elliott in her role as Director of the Public Relations unit of the University. Ms Elliott gave an overview of the office and outlined the goals and responsibilities of the Public Relations unit.

The Chancellor thanked Ms Elliott for her informative address.

15. : ASSESSMENT COMMITTEE FOR APPOINTMENT OF ADJUNCT PROFESSORS OF LAW

Council received a memorandum from the Vice-Chancellor proposing the appointment of an assessment committee to consider potential candidates for, and to make recommendations on suitable appointments to, the positions of adjunct Professors of Law in the Faculty of Management.

Resolution No. C 32/24

Council agreed to appoint an assessment committee, comprising the Vice-Chancellor, Associate Professor J McMaster, Professor J Brine, Dr M Edwards, Justice D O'Connor and Professor R Tomasic, to make recommendations to Council on the appointment of three adjunct Professors of Law.

16. : DRAFT ANNUAL REPORT FOR 1993

Council received and considered the draft text of the Annual Report for 1993. Council noted that the text may be amended in the light of comments received from members.

Resolution No. C 32/25

Council agreed to endorse the draft text of the Annual Report for 1993.

17. : CANBERRA UNIVERSITY POSTGRADUATE ASSOCIATION CONSTITUTIONAL AMENDMENTS

Council received and considered the minutes of Canberra University Postgraduate Association Special General Meeting held on 4 May 1994 to amend the constitution.

Changes to the Constitution affected clauses dealing with:

- a. Workers' Compensation and the position of the Executive Officer;
- b. Indemnity;
- c. Matters pertaining to resignation of CUPA Council members; and
- d. CUPA Council membership and the position of Assistant Treasurer.

Resolution No. C 32/26

Council ratified the amendments to the constitution of the Canberra University Postgraduate Association as proposed.

18. : MEMBERSHIP OF UNIVERSITY PROMOTIONS COMMITTEE

Council received a memorandum from the Registrar concerning membership of the University Promotions Committee. Council noted that Professor J Brine had been elected to the Committee by the Deans; Associate Professor J Clough had been elected by the Professors and Associate Professors; and Dr J O'Brien and Ms C Porch had been elected by the academic staff of the University.

Council also noted that the Vice-Chancellor had nominated Professor Brian Stoddart, Dean of the Faculty of Communication, as Chair; and Professor Ingrid Moses, Deputy Vice-Chancellor (Academic), as member of academic staff.

Resolution No. C 32/27

Council agreed to appoint Associate Professor J Clough, Dr J O'Brien and Ms C Porch to the University Promotions Committee.

19. : NOMENCLATURE FOR NEW ASSOCIATE PROFESSORS

Council received a memorandum from the Vice-Chancellor concerning nomenclature for new associate professors.

Resolution No. C 32/28

Council agreed to approve the nomenclature for the new associate professors as follows:

A Cheetham	Associate Professor in Electronics Engineering and Applied Physics
A Georges	Associate Professor in Applied Ecology
T Hardy	Associate Professor in Education
J Penhallurick	Associate Professor in Communication
M Sawyer	Associate Professor in Politics

20. : **ACADEMIC DRESS FOR THE UNIVERSITY**

Council received a memorandum from the Secretary concerning academic dress for the University.

Resolution No. C 32/29

Council agreed to approve amendments to Resolution No. C 14/11 as follows (the new wording is shown in italics):

i. All awards to and including graduate diploma

Graduates wear a black *stuff* gown of the Cambridge Bachelor of Arts model with black *cloth* mortar board cap with black tassel. Hoods to be made to the Cambridge full shape in black cloth and lined and bound with the colour appropriate to the level of award with the binding to be *1.5cm to 2cm* wide on the outside of the cowl *and the tippet*.

Levels of award are indicated by the binding and lining colours for hoods as follows:

Associate Diploma	Green	PMS 348
Diploma	Turquoise Blue	PMS 320
Bachelor Degree (3 & 3.5 year)	Red	PMS 193
Bachelor Degree (4 year)	Maroon	PMS 506
Bachelor Degree (5 & 6 year)	Pale Grey	PMS 429

<i>Graduate Certificate and Graduate Diploma</i>	Gold	PMS 130
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Graduates who have completed a double degree program of studies shall wear the dress appropriate for the award with the longer minimum completion time.

ii. **Degree of Master**

A gown of the Cambridge Master of Arts model made of black stuff worn with a black *cloth* mortar board cap with black tassel, and a Cambridge full-shape hood of royal blue *cloth* (PMS 287) lined and bound with horizon silk (pale blue) (PMS 544) *with the binding to be 1.5cm to 2cm wide on the outside of the cowl and the tippet.*

iii. **Degree of Doctor of Philosophy**

A gown of the Cambridge's Doctor's model made of royal blue stuff (PMS 287) with the facings each side of the front in gold silk (PMS 130), worn with a stiff-brimmed black *velvet* bonnet with black cord and tassel, and with a Cambridge full-shape hood of royal blue (PMS 287) *cloth* lined and bound with horizon silk (pale blue) (PMS 544) *with the binding to be 1.5cm to 2cm wide on the outside of the cowl and the tippet.*

iv. **Honorary Degree of Doctor of the University**

As for PhD, but with Cambridge full-shape hood of royal blue (PMS 287) *cloth* lined and bound with gold silk (PMS 130) *with the binding to be 1.5cm to 2cm wide on the outside of the cowl and the tippet.*

v. **Degree of Doctor (higher doctorate)**

A gown of the Cambridge Doctor's model made of scarlet (PMS Warm Red) stuff with gold silk (PMS 130) lining in the sleeves, worn with a stiff-brimmed black *velvet* bonnet with black cord and tassel, and with a Cambridge full-shape hood of scarlet (PMS Warm Red) *silk* lined and bound with gold silk (PMS 130) *with the binding to be 1.5cm to 2cm wide on the outside of the cowl and the tippet.*

Council asked the Secretary to provide information to Council on possible replacements for the John Knox style caps presently worn as part of the academic dress for Council members.

21. : **ASSESSING PERCEPTIONS OF RECENT UC GRADUATES**

Council received and noted with interest a recent Qmap report prepared by Associate Professor J Clough, Mr C Ducker, Ms P Richmond and Professor R Traill, entitled *Assessing Perceptions of Recent Graduates at the University of Canberra*.

22. : **1993 ANNUAL REPORT OF THE RESEARCH COMMITTEE**

Council received and noted the 1993 annual report of the University Research Committee.

23. : **USE OF THE UNIVERSITY SEAL**

Council received and noted a report from the Vice-Chancellor on the use of the University Seal.

24. : **OTHER BUSINESS**

Working Dinner

The Chancellor raised the possibility of holding a working dinner for Council members to discuss a range of matters of concern, with one possible date being 19 October. The Secretariat was asked to negotiate and confirm the date with members.

The meeting concluded at 7.20pm.

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