

# UNIVERSITY OF CANBERRA

## Minutes of Council meeting held on 6 July 1994

### Meeting No. 33

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**The University Council met on 6 July 1994 for its meeting no. 33. 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](mailto:grd@adminserver.canberra.edu.au)

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## **Minutes of Council Meeting No. 33 held on Wednesday 6 July 1994**

### **PRESENT:**

- Emeritus Professor D R Horne (Chancellor)
- Professor D Aitkin
- Associate Professor C Annice
- Ms P Cooper
- Ms W Dunne
- Dr M A Edwards
- Mr C W Freeland
- Ms W J Guest
- Mr J R Hanratty
- Mr I Mackintosh
- Ms W McCarthy
- Mr P McGhie
- Mr H Powell
- Mr J M P Radik
- Associate Professor G Taylor
- Mr J Wood
- Mr G R Dennett (Secretary)

### **APOLOGIES:**

- Ms A Law-Smith

- Justice D F O'Connor
- Ms C Vardon

## **IN ATTENDANCE:**

- Dr J M Grant
- Ms D Greer
- Professor I Moses

## **Adoption of Agenda**

Council confirmed the order of the agenda, with items 13 and 14 being listed for discussion, and items 4, 10 and 13 being discussed in closed session at the end of the meeting.

### **1. : MINUTES OF PREVIOUS MEETING**

Council received the minutes of [Council Meeting No. 32](#) held on 25 May 1994.

#### **Resolution No. C 33/1**

Council agreed to accept the minutes of Council Meeting No. 32 as a true record of proceedings.

### **2. : MATTER ARISING**

#### **Voluntary Early Retirement Scheme**

Council received a memorandum from the Deputy Vice-Chancellor (Administration) concerning the Voluntary Early Retirement Scheme. Council recalled that, at meeting no. 32, Resolution C32/14, a recommendation was adopted that "Council... approve a budget over-run for the faculties for 1994 of \$500,000 to be recovered in 1995-97". Following the selection of successful applicants by the Vice-Chancellor, Council noted that the final payout figure for the scheme had been calculated at \$1.21m for academic staff and \$0.18m for general staff.

#### **Resolution No. C 33/2**

Council agreed that faculties be required to fund the total payout of the Voluntary Early Retirement Scheme as follows:

- \$500,000 be funded from 1994 cost savings, and

- the balance of \$710,000 of the total payout (\$1.21m) be funded from cost savings in 1995 to 1997.

Council further agreed that administrative divisions be required to fund the total payout of \$180,000 from cost savings in 1994.

### **3. : VICE-CHANCELLOR'S REPORT**

#### **THE WIDER CONTEXT**

The Vice-Chancellor reported that, despite many attempts, he had not yet succeeded in meeting with the present Minister of Employment, Education and Training, Mr Simon Crean. Council noted that Mr David Phillips had replaced Mr Michael Gallagher as the First Assistant Secretary for the Higher Education Division.

The Vice-Chancellor advised Council that he had discussed with the Anglican Bishop of Canberra and Goulburn, Bishop George Browning, the development of an association between the University and St Mark's National Theological Centre.

#### **THE UNIVERSITY**

The Vice-Chancellor reflected on the accomplishments of the first three and a half years of his seven-year term. The aim, as set out in three addresses to the University in 1991, was to create a new model Australian university of the 21st century in a new climate for higher education. The strategy proposed three elements. Firstly, the University should be selective, and focus on what it had been good at, especially teaching and applied research. Secondly, the University should move purposefully to becoming a distinctively residential community, and thirdly, the University should possess a strong sense of identity, community and purpose. This strategy had been central in the planning and activity of the last three and a half years, though the University had to adjust to external factors and to decisions of Government.

The Vice-Chancellor informed Council that he believed the University's capacity to plan and put into effect its plans rested largely on the talents of its staff, and what had been achieved over the past three and a half years was due to their commitment and efforts. The Vice-Chancellor advised Council that he hoped the second half of his term would produce more of the same, with continued attention to the quality of what the University does. Council noted the Vice-Chancellor's view that the University's distinctiveness depended on its capacity to improve all the time.

#### **FOR NOTING**

- The celebration dinner for Dr Graham Eadie, hosted by the Chancellor, was held on 22 June in the Union.
- The Vice-Chancellor's Advisory Committee, the executive committee of the University, is planning a retreat on 14 and 15 July at Lincoln Downs.
- The Faculties of Applied Science and Environmental Design joint Research Centre in Cultural Heritage Conservation Studies had been launched on Monday 20 June by the Executive Director of the Australian Heritage Commission, Ms Sharon Sullivan.
- *Invisible Games: A Report on the Media Coverage of Women's Sport*, researched by Professor Brian Stoddart, was recently launched at Parliament House by the Minister for Sport, Senator John Faulkner.
- The Australian Centre for Arts Education, based in the Faculty of Education, was officially launched by The Hon Ross Free, Minister for Schools, Vocational Education and Training at Parliament House on 9 June.
- The Faculty of Communication had joined with Thailand's Thammasat University to present a conference *Information Superhighways and Cultural Diversity: Communication and Local Culture in the Global Age* in Bangkok.
- More than 400 visitors to the Australian Science Festival in Canberra were surveyed by second-year Tourism Marketing students. The students are compiling the responses in preparation for a report to the Festival organisers. Tourism students will also survey visitors to the Floriade Spring Festival later this year.
- Professor Roger Wettenhall, Faculty of Management, visited Brunei last month to serve as external examiner in public policy and administration in University Brunei Darussalem.
- In a project funded by the Department of Community Services and Health, Associate Professor Tony Shaddock and the Advancing Choice team in the Faculty of Education, had spent the past three years investigating how people with severe intellectual disabilities can be more involved in making choices about their lives, and the role support staff can play in this process.

#### 4. : APPOINTMENT TO SPECIAL PROFESSORSHIPS

The meeting was closed for consideration of this item.

Council received a memorandum from the Vice-Chancellor outlining recommendations from an appointments committee established to consider the appointment of special professors, and comprising Mr C Freeland, Ms A Law-Smith, Professor I Moses, Associate Professor G Taylor, Professor R Traill and the Vice-Chancellor (as Chair), and external members Dr R Wulff and Professor I McBryde, and the Dean of the relevant faculty. Council noted that the Committee had recommended the appointment of Associate Professor C Pearson (Faculty of Applied Science) and Associate Professor K Taylor (Faculty of Environmental Design) as Special Professors of the University.

### **Resolution No. C 33/3**

Council agreed to the recommendation of the Appointments Committee that:

1. Associate Professor C Pearson be appointed to a Special Professorship in Cultural Heritage Conservation; and
2. Associate Professor K Taylor be appointed to a Special Professorship in Landscape Architecture;

both with immediate effect.

## **5. : FEES FOR POSTGRADUATE STUDENTS**

Council received a memorandum from Professor Moses concerning fees for postgraduate courses, and a paper entitled *Implementation System for Introduction of Fees for Coursework Masters and Graduate Diploma Courses* which proposed procedures that would allow for courses to receive a quota of DEET-funded places with additional places to be offered on a fee-paying basis. Council was advised that, since the last meeting of Council, there had been a meeting of Deans and student representatives to refine the policy and procedures for the introduction of fees for coursework masters degrees and graduate diplomas. Council noted that adoption of the proposed model would allow the University to test the strength of demand for courses.

### **Resolution No. C 33/4**

Council accepted the paper, with some deletions and amendments. Council noted the provisions for considering applications for special consideration on equity grounds.

The Vice-Chancellor advised Council of the need for a consistent selection policy across the University so as to be able to substantiate the deservedness of those applicants who were to be offered HECS-liable places, and the need to highlight that applicants would be ranked by academic merit within the course for which they apply.

Council noted that the adoption of the proposed implementation system for introducing fees for coursework masters and graduate diploma courses would require an amendment to the minutes of Council Meeting no. 32, Resolution no. C32/17.

### **Resolution No. C 33/5**

Council agreed to rescind resolution no. C32/17 and to replace it with the following:

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

1. Fees be introduced for new full-time and part-time students enrolling in coursework postgraduate courses, except those exempted under Resolution No. C32/15 paragraph (vi) and Resolution No. C32/16, for enrolments which exceed the DEET-funded quota as set by the Vice-Chancellor within the principles determined by Council.
2. All fee-paying students in postgraduate courses be classified as outside the 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 No. C32/15), as part of paragraph 1. of this Resolution but without the discounts in paragraph 3. of this Resolution.
6. Applications for admission to postgraduate courses which are offered on both a full fee-paying basis and HECS-liable will be assessed on academic grounds and with equity issues in mind, with HECS-liable places being offered to the first ranked applicants.

7. Within the principles determined by Council, the Vice-Chancellor will determine quotas from DEET-funded places to be allocated to postgraduate courses.
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."

## **6. : REPORT OF ACADEMIC BOARD**

Council received the report of Academic Board meeting no. 94/4 and dealt with matters as follows:

### **New course proposal**

Council received a recommendation from the Academic Board proposing the establishment of an undergraduate double degree course leading to the awards of Bachelor of Applied Economics and Bachelor of Laws. Council noted that the course was planned for introduction in 1995.

### **Resolution No. C 33/6**

Council agreed to the introduction in 1995 of the undergraduate double degree course leading to the awards of Bachelor of Applied Economics and Bachelor of Laws as proposed.

### **Extension of Accreditation**

Council received a recommendation from the Academic Board to extend the period of accreditation of the graduate diploma course in Statistics.

### **Resolution No. C 33/7**

Council agreed to extend the period of accreditation of the graduate diploma course in Statistics until 31 December 1995.

### **Research Management Plan**

Council received a recommendation from the Academic Board to approve the Research Management Plan prepared by the University Research Committee and dated June 1994.



Council decided that the Chancellor, the Vice-Chancellor and the Deputy Vice-Chancellor (Academic) should write a short introduction to the plan that explains what is meant by "research" and what its benefits are, that places research activities in their general university context, and that recognises the value of individual research. It was also decided that certain minor changes should be made to the body of the plan.

### **Resolution No. C 33/8**

Council accepted the Research Management Plan, in principle, with the above amendments to be incorporated.

### **Granting of Awards**

Council received a recommendation from the Academic Board seeking the conferring of the degree of Bachelor of Arts in Sports Studies, *in absentia*, to Mr Yat Sing Sunny Poon. Council noted that Mr Poon would be presented with his award at a special ceremony to be held in Hong Kong on Monday 11 July 1994.

Council noted that under the Conferring of Awards Rules 1980 as amended, Rule 6 empowers Council to authorise the Chancellor to admit a candidate to an award granted by Academic Board. Council also noted that Rule 7 allowed admission of a candidate to an award at a ceremony authorised by Council.

### **Resolution No. C 33/9**

Council agreed to exercise its powers under Rules 6 and 7 of the Conferring of Awards Rules and authorised the Chancellor to confer, *in absentia*, the degree of Bachelor of Arts in Sports Studies on Mr Yat Sing Sunny Poon.

## **7. : REPORT OF BUILDINGS AND SITE COMMITTEE**

Council received and noted the report of the Buildings and Site Committee meeting of 22 June 1994. Council received the proposal concerning the preservation and management of trees and plantings in the University environment, and the map of original trees on the University site.

### **Resolution No. C 33/10**

Council agreed to the proposals recommended by the Buildings and Site Committee for the maintenance of the site as a natural bushland setting as set out in the paper "Preservation of Trees and Plantings in the University Environment".

## **8. : REPORT OF THE FINANCE COMMITTEE**

Council received a report of the Finance Committee meeting held on 15 July 1994 and dealt with the matter as follows:

### **Proposed Changes to the University of Canberra Staff Superannuation Scheme**

Council noted advice regarding proposed changes to the Staff Superannuation Scheme in compliance with the new superannuation industry legislation which had been introduced recently by the Commonwealth government. Council was advised that the Actuary of Sedgwick Noble Lowndes, Mr John Carroll, had provided advice recommending changes to the management of the Staff Superannuation Scheme. Council noted that he had recommended that a corporate trustee be established for the administration of the Scheme. The corporate trustee would replace the existing Council which presently governs the Scheme via a statute and through the Superannuation Management Committee. Council noted that as "employer" it could no longer manage the scheme under the new legislation. Council noted that, under the legislation, the board of the trustee company is to have equal representation by the University as employer and the scheme members.

### **Resolution No. C 33/11**

Council agreed, in principle, to the recommendation of the Finance Committee, on advice from Sedgwick Noble Lowndes, that a corporate trustee company be established in accordance with the requirements of the superannuation industry legislation.

Council was advised that the Superannuation Management Committee had been asked to seek the approval, in principle, of scheme members and to report back to the August meeting of the Finance Committee.

## **REPORT OF THE AUDIT COMMITTEE**

Council received and noted the report of the Audit Committee meetings held on 27 May and 27 June 1994. Council noted that the Committee comprised Mr C Freeland (chair), Mr P McGhie and Mr J Radik as external members of Council, and Professor B Andrew as academic staff member. Council also noted that, in addition to the members appointed by Council, the Deputy Vice-Chancellor (Administration) and the Manager of the Administrative Services Division would be invited to attend all meetings. Council noted the proposed timetable of meetings for the Committee.

## **9. : REPORT OF THE STUDENT WELFARE COMMITTEE**

Council received a report from the Student Welfare Committee prepared by the Chair, Ms P Cooper, which outlined the activities of the Committee so far this year.

### **Student Representation in University Decision-Making Processes**

Council noted that funding would be provided from DEET Higher Education Equity Program for appointment of a part-time project officer to implement the recommendations concerning the preparation of appropriate education materials of the Student Representation Report. Council also noted that, following a recommendation in the Student Representation Report, the Vice-Chancellor had already convened a Student Advisory Group which he would consult on a regular basis.

### **Review of Residential Accommodation**

Council noted the input of the Home and Away Taskforce, set up to review residential life on campus. Council was advised that Dr Tony Di Michiel had completed his seven-year term as Dean of Student Residences, and that Ms Helen Coventry would take up this role. Council acknowledged with thanks the valuable contribution made by Dr Di Michiel during his term as Dean of Student Residences.

### **Arscott House**

Council was advised of the unresolved ownership of Arscott House, and the repercussions of the current insecurity of tenure.

### **Resolution No. C 33/12**

Council agreed to authorise the Vice-Chancellor to seek early resolution of the issue of University ownership of Arscott House with the ACT Government.

### **Grievance Procedures**

Council noted that the Draft Student Grievances Procedures had been circulated by Dr T Hardy, and that proposals would be brought to Council at its August meeting.

## **10. : REAPPOINTMENT OF DIRECTOR, AUSTRALIAN CENTRE FOR LOCAL GOVERNMENT STUDIES**

The meeting was closed for consideration of this item.

Council received a memorandum from the Vice-Chancellor concerning the reappointment

of Associate Professor Mike Reynolds as Director of Australian Centre for Local Government Studies (ACLGS). Council noted that Professor Reynolds had taken up Directorship of the ACLGS on 15 June 1992 for a period of three years with the possibility of renewal. Council was advised that a review of Associate Professor Reynolds' performance was conducted by Professor R B Mitchell, Faculty of Information Sciences and Engineering, and Associate Professor J McMaster, Dean of the Faculty of Management, and that the review panel recommended Associate Professor Reynolds be confirmed in the position for the remainder of his term (to 14 June 1995) and further, that he be offered an additional seven year contract as Director of ACLGS, with the title of "Professor". Council noted that the directorship had been classed as academic level D even though remuneration had been paid at academic level E.

### **Resolution No. C 33/13**

Council agreed to the recommendations of the review panel to:

1. confirm Associate Professor Mike Reynolds in the position of Director of the Australian Centre for Local Government Studies;
2. offer him the position of Director of the Australian Centre for Local Government Studies until 14 June 2002; and
3. style the position as Professor of Local Government Studies, with immediate effect.

## **11. : COUNCIL PRIORITIES**

A paper titled "Council's Strategic Priorities for 1994" prepared by the Secretary was tabled at the meeting. The paper reported on the progress of the strategic priorities recommended by the Futures Committee and established by Council at its meeting no. 30 in February 1994.

### **Policies and Practices for Effective Teaching**

Council received and considered a memorandum from Professor Moses concerning contextualisation and implementation of the *AVCC Guidelines for Effective University Teaching*.

Professor Moses informed Council that this memorandum was the first in a series of reports to Council on the implementation of the *Guidelines*. Council noted the achievements of each faculty as outlined in the memorandum and, although progress between faculties had been uneven, this was due to each faculty approaching the issues differently. Council noted that the final outcome of the exercise would be documents

addressing a range of teaching and learning issues, including assessment. Council was advised that student input would be sought through faculty boards. Council asked Professor Moses to report to Council at the November meeting on how the interest and momentum fostered by the *Guidelines* might be maintained.

### **Provision of General Education**

Council noted that the "provision of general education" had been referred to Academic Board which had been asked to report to the July Council meeting. The Vice-Chancellor reported on the progress of the working party established to consider how this priority might be implemented. Council noted that over-prescribed courses might have the effect of blocking out openings for general education units, and the trend across the University to 4 credit point units might have a similar effect. The Vice-Chancellor advised Council that he would convey its concerns about the issue to Academic Board as a matter of priority.

### **University of Canberra as a residential Campus**

Council noted that the Home and Away Taskforce had been meeting regularly, and would report to the Vice-Chancellor later this year.

### **A New Funding Strategy**

Council noted that this priority had been referred to the Finance Committee for consideration.

### **The University's International Role**

Council noted that the University's international role was being developed under the stewardship of the Deputy Vice-Chancellor (Administration), and a full report would be provided to Council at its November meeting.

Council asked that the progress of the above strategic priorities be placed on the agenda for the remainder of the year.

## **12. : PRESENTATION BY THE HEAD OF THE INTERNATIONAL OFFICE**

Council received a presentation from Mr Robert Latta in his role as Head of the International Office of the University. Mr Latta informed Council on the Office's strategic directions, and gave a summary of recent activities and initiatives. Council noted a paper

outlining the Office's achievements, and a summary of new students commencing by country of origin, and by faculty.

The Chancellor thanked Mr Latta for his address.

### **13. : APPOINTMENT OF ADJUNCT PROFESSORS OF LAW**

The meeting was closed for consideration of this item.

Council received a memorandum from the Vice-Chancellor concerning a recommendation from the panel appointed by Council to consider two nominations for the honorary appointments of adjunct professor of Law, and the honorary appointment of professor of Taxation Law.

#### **Resolution No. C 33/14**

Council agreed to the recommendation of the appointment panel to appoint:

1. Mr Dennis Rose, QC, and Mr Russell Miller as honorary Adjunct Professors of Law for an initial period of three years; and
2. Professor Brian Andrew, Professor of Accounting and Finance, to the honorary position of Professor of Taxation Law within the School of Law for an initial period of three years.

The Vice-Chancellor informed the meeting that he would prepare an information paper on the definitions of the different professorial appointments to be distributed at a future meeting of Council.

### **14. : PROFESSORIAL MEMBER OF STUDENT CONDUCT COMMITTEE**

Council received a memorandum from Ms A Burrett concerning the appointment by Council of a professorial member of academic staff to the Student Conduct Committee. Council noted that Professor Tomasic, who is currently in the position, would be absent from the University for second semester 1994, and that Professor Brian Andrew had indicated that he would be prepared to serve.

Council acknowledged that the Students' Association should, in future, be consulted about membership changes to the Student Conduct Committee as a matter of courtesy.

#### **Resolution No. C 33/15**

Council agreed to appoint Professor Brian Andrew to the Student Conduct Committee as a member provided for by section 5(i)(a) of the Regulation of Student Conduct Rules 1992.

**15. : REAPPOINTMENT OF TRUSTEES REPRESENTING THE UNIVERSITY TO THE MANAGEMENT COMMITTEE OF THE UNIVERSITY SUPERANNUATION SCHEME**

Council received a memorandum from the Vice-Chancellor concerning the reappointment of the Trustees representing the University on the Management Committee of the University Staff Superannuation Scheme. Council noted that the terms of appointment conclude on 16 July 1994.

**Resolution No. C 33/16**

Council agreed to reappoint Ms Bosak and Mr Soding to the honorary positions of trustees of the Superannuation Management Committee for a further term of three years with effect from 17 July 1994.

**16. : MEMBERSHIP OF THE UNIVERSITY PROMOTIONS COMMITTEE**

Council received a memorandum from the Registrar concerning membership of the University Promotions Committee. Council noted that, with the retirement of Associate Professor J Clough, it had been necessary to conduct an election to fill the vacancy of Professor or Associate Professor elected by the Professors and Associate Professors of the University. Council also noted that one nomination only had been received, and that on election day, being 8 July 1994, the Registrar proposed to announce the election of Associate Professor T Birtles to the University Promotions Committee.

**Resolution No. C 33/17**

Council agreed to appoint Associate Professor Terry Birtles to the University Promotions Committee to fill the position of Professor or Associate Professor elected by the Professors and Associate Professors of the University with effect from 8 July 1994.

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

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

**18. : OTHER BUSINESS**

The Chancellor advised Council of a proposed working dinner to be held on Wednesday 19 October to give members, particularly external members, the opportunity to provide input and comments without the restriction of a formal agenda.

The meeting concluded at 7.20pm.

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