

# University of Canberra

## Minutes of Council Meeting No. 34

held on Wednesday 17 August 1994

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## **Minutes of Council Meeting No. 34 held on Wednesday 17 August 1994**

### **PRESENT:**

- Professor D Aitkin
- Associate Professor C Annice
- Ms P Cooper
- Ms W Dunne
- Mr C W Freeland
- Ms A Law-Smith
- Ms W McCarthy
- Mr P McGhie
- Mr H Powell
- Mr J M P Radik (until 6:30 pm)
- Associate Professor G Taylor (until 6:15 pm)
- Ms C Vardon
- Mr J Wood
- Mr G R Dennett (Secretary)

### **APOLOGIES:**

- Emeritus Professor D R Horne (Chancellor)
- Dr M A Edwards
- Ms W J Guest
- Mr J R Hanratty
- Mr I Mackintosh
- Justice D F O'Connor

## IN ATTENDANCE:

- Dr J M Grant
  - Ms H Maxwell
  - Professor I Moses
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### Appointment of member to Chair the meeting

The Vice-Chancellor assumed the Chair and advised Council that the Chancellor was unable to attend the meeting due to ill health. In accordance with the *University of Canberra Act*, he called for nomination of a member to preside.

### Resolution No. C 34/1

Council elected Ms Wendy McCarthy to preside at the meeting.

### Adoption of Agenda

Council confirmed the order of the agenda, with Item 13 (Submission to the Committee for Quality Assurance 1994) being listed for discussion and Item 4 (Appointment to Special Professorships) being discussed in closed session following Item 10.

## ITEM 1: MINUTES OF PREVIOUS MEETING

Council received the minutes of Council Meeting No. 33 held on 6 July 1994.

### Resolution No. C 34/2

Council agreed to accept the minutes of Council [Meeting No. 33](#) as a true record of proceedings.

## ITEM 2: CORRESPONDENCE

### Letter from Mr Jason Wood

Council received and noted a letter from Mr Jason Wood concerning the expiration of his term of office as undergraduate student representative of Council. On behalf of Council, the Chair thanked Mr Wood for his contribution to the work of the Council.

Council also noted that the terms of office of Ms Auriol Law-Smith, postgraduate student representative, and Associate Professor Clem Annice and Mr James Hanratty, academic staff members of Council, expire on 26 September; and that Ms Patricia Cooper, graduate member of Council, had been re-elected for a further two-year term from 27 September 1994. The Chair thanked Ms Law-Smith, Associate Professor Annice and Mr Hanratty for their contribution to the work of the Council and congratulated Ms Cooper on her re-election.

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

The Vice-Chancellor reported on progress made with the refurbishment of the Council Room, with the near-completion of a carpet being specially woven for the floor and a glass display cabinet to hold items such as the mace. The attention of Council was drawn to items from the University's art collection displayed around the room, with the Vice-Chancellor reporting on the problems associated with security of the collection.

The Vice-Chancellor also reported that, by the end of next year, it was anticipated that a new entrance to Building 1 would be completed (to distinguish the main entrance from the entrance to the Faculty of Communication), following which work would begin on the Haydon Drive entrance to the University.

### **THE WIDER CONTEXT**

#### **Australian International Educational Foundation**

The Vice-Chancellor reported that the Australian Government has agreed to set up an Australian International Educational Foundation responsible for marketing Australian education overseas. Council noted that the 'export of education' returned Australia around \$1.7 billion last year, of which higher education's contribution was \$1.4 billion.

#### **Resource Allocation in Higher Education**

The Vice-Chancellor drew Council's attention to a discussion paper, prepared by a joint DEET/HEC working party entitled *Resource Allocation in Higher Education*, circulated to all Council members. The Vice-Chancellor pointed out that he would welcome comments from members on the discussion paper as it would be discussed at the Profiles visit in October.

#### **The Quality Submission**

The Vice-Chancellor also drew Council's attention to the Quality Submission (Agenda [Item 13](#)) which focuses on teaching and learning, areas in which the University has a long-standing tradition of high aspiration and excellence in practice. The Vice-Chancellor expressed his appreciation to the Deputy Vice-Chancellor (Academic) who was primarily responsible for the production of the submission, and to the members of her team and to those from the faculties and elsewhere in the University who had

assisted in its production.

## **THE UNIVERSITY**

### **VCAC Planning Retreat**

The Vice-Chancellor reported that Vice-Chancellor's Advisory Committee had spent two days (14-15 July) in retreat discussing planning issues and the strategic direction of the University. The Vice-Chancellor advised that issues raised will appear in the appropriate University forums for further discussion.

### **Funding Research Properly**

The Vice-Chancellor raised the need to publicise and promote the University's research endeavours, especially because Commonwealth money for research is to be distributed on a competitive basis.

### **The Planning and Monitoring Cycle**

The Vice-Chancellor reflected that the early retirements of academic staff members in June would allow for consideration of the way things are done at the University.

Following concern expressed by a Council member that Deans might correct the imbalance created by the early retirements by calling on staff to take heavier workloads, the Vice-Chancellor reiterated that there was a powerful tendency merely to repeat what had been done in the past rather than examine ways in which things might be done better. Council noted that there was a need to increase the proportion of funds which could be used for non-salary items.

## **OTHER MATTERS**

Council members noted the following matters -

- The 'Home and Away' Taskforce Draft Report will be circulated to Council members at the next Council meeting.
- The Report of the proposed Centre for Canberra and Regional Studies, presented by former Council member Bill Harris, is being prepared for transmission to the Chief Minister's Department.
- The Vice-Chancellor intends to make a formal report at the next Council meeting on the feasibility of three recommendations of the AdLib Taskforce - namely, rewarding administrative and managerial achievement, auditing staff development activities, and dealing with non-performance in administration and management.
- The Vice-Chancellor, as Chairman of the Board of the Australian Mathematics Trust, had recently visited Bulgaria where he had given the keynote speech at the Second Congress of the

World Federation of National Mathematics Competitions.

- The University had conducted its first overseas graduation ceremony recently in Hong Kong where the Deputy Vice-Chancellor (Administration) had represented the Vice-Chancellor.
- Council member Mr Collin Freeland has been named Chairman of the new South East Regional Development Council established through a memorandum of understanding by the ACT and NSW governments.
- The Canberra Centre for Writing will host this year's presentation of the ACT Literary Awards in a ceremony at the Hub on Wednesday 31 August with presentations to be made by the ACT Minister for Arts and Heritage, Mr Bill Wood.
- The Faculty of Environmental design is celebrating its 20th anniversary this semester with a program of visiting lectures, special events and a celebratory party.
- Safety Awareness on Campus Day (Wednesday 17 August) had been jointly organised by the Union and the Sexual Harassment Committee with the theme, 'A Safe Campus'.
- Third-year Architecture and Landscape Architecture students are helping the people of eight local towns - Bega, Cobargo, Bermagui, Tathra, Merimbula, Pambula, Eden and Bombala - to resolve physical problems with their town design through an introduction to urban design program.

## **ITEM 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 a 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, the Vice-Chancellor (as Chair), external members Professor L Barclay and Dr K Kennedy, and the Dean of the relevant faculty. Council noted that the Committee had recommended the appointment of Associate Professor J James (Faculty of Applied Science) and Associate Professor A Shaddock (Faculty of Education) as Special Professors of the University.

### **Resolution No. C 34/3**

Council agreed to the recommendation of the Appointments Committee that:

1. Associate Professor J James be appointed to a Special Professorship in Nursing; and
2. Associate Professor A Shaddock be appointed to a Special Professorship in Special Education,

both appointments to have immediate effect.

## **ITEM 5: REPORT OF THE ACADEMIC BOARD**

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

## **Revised Policy on Higher Degree by Research**

Council received and noted the revised policy and procedures on higher degrees by research. The Deputy Vice-Chancellor (Academic) paid tribute to the people who had conducted the review of this policy document (known as the "Gold Book"), namely the members of the Review Committee chaired by Professor Judith Brine.

## **Change to Award Title**

Council received a recommendation from Academic Board proposing a change in the award for the masters degree course in Legal Studies from the degree of Master of Legal Studies to the degree of Master of Laws.

## **Resolution No. C 34/4**

Council agreed that the award for the masters degree course in Legal Studies be changed to the degree of Master of Laws.

## **Principal Dates 1995-2000**

Council received a recommendation from Academic Board to approve the schedule for principal dates for the years 1995 to 2000. It was pointed out that, for second semester 2000, the eastern States had opted for a pattern different to that of other States, taking into consideration the scheduling of the Olympic Games in Sydney.

## **Resolution No. C 34/5**

Council approved the schedule for principal dates for the years 1995-2000 subject to adjustment to the date of release of results of assessment for Semester 2, 1995 from Saturday 2 December to the following Thursday, 7 December.

## **ITEM 6: REPORT OF THE BUILDINGS AND SITE COMMITTEE**

Council received and noted the report of the Buildings and Site Committee meeting of 3 August 1994.

## **ITEM 7: REPORT OF THE STUDENT WELFARE COMMITTEE**

Council received the report of the Student Welfare Committee and noted the issues raised as follows:

### **Racism on Campus**

Council discussed the need for a policy dealing with Anti-Racism on Campus. Council noted the suggestion that a more appropriate title for such a policy would be "Cross-Cultural Education", as ignorance rather than racism may be the issue. Council noted the Student Welfare Committee's call for such a policy.

## **Disabilities on Campus**

Council noted the report of the Committee that there has been a significant increase in numbers of disabled students on campus.

## **Student Grievance Procedures**

Council noted the Student Welfare Committee's endorsement of the Student Grievance Procedures - see Agenda [Item 8](#).

## **Review of Student Services**

Council noted that the Student Welfare Committee endorsed the Review of Student Services (see Agenda [Item 11](#)) with the expectation that safeguards be set in place to ensure the valuable exchange of ideas and bonding of service providers.

## **ITEM 8: REPORT OF THE WORKING PARTY ON STUDENT GRIEVANCES**

Associate Professor Tim Hardy attended for consideration of this item.

Council received a report entitled *Report of the Working Party on Student Grievances* prepared by the Student Welfare Committee.

### **Resolution No. C 34/6**

Council

- endorsed the principles and aims embodied in the Report of the Working Party on Student Grievances, recognising that effective student grievance resolution procedures are an essential component of smooth University operation;
- approved the Student Grievance Resolution Procedures as set out in the Report for implementation from March 1995;
- agreed to extend the role of the University Moderator to incorporate student grievance matters as outlined in Stage 4 of the Grievance Resolution Procedures; and
- agreed to ensure that the procedures are widely publicised throughout the University and are re-issued at regular intervals with a view to ensuring that they retain a high profile.

Council noted the suggestion of the Deputy Vice-Chancellor (Academic) that the report be referred to the Academic Staff Committee and the General Staff Committee with a view to investigating the feasibility of drawing up similar documents to deal with staff/staff and staff/student grievances.

On behalf of Council, the Chair thanked the members of the Working Party, chaired by Associate Professor Tim Hardy, for their work in preparing the procedures.

## **ITEM 9: STRATEGIC PLAN FOR THE CONVOCATION**

Council received the Report of the Convocation Steering Committee and noted the Strategic Plan of Convocation. A copy of Convocation's Mission Statement was circulated to Council members.

### **Funding**

Council requested the Vice-Chancellor to take account of the Committee's requests for funds in 1995 for -

1. the appointment of a full-time Convocation Officer at UC Level 5;
2. additional clerical resources to be employed as required; and
3. appropriate material resources to enable the Convocation Office to meet the goals outlined in the Strategic Plan.

### **Aarnet Access**

Council discussed the request of Convocation for access of its members to Aarnet, and agreed that, as more detailed information in terms of costs and practicality is required, the request lie on the table for the time being.

### **Statute**

#### **Resolution No. C 34/7**

Council agreed to formalise the management of Convocation by Statute.

## **ITEM 10: QMAP REPORT NO. 5 : INVOLVING KEY STAKEHOLDERS IN THE COMMUNITY**

Council received a memorandum from the Deputy Vice-Chancellor (Academic) concerning the final report on Qmap Project 5, and a copy of the report entitled *Involving key stakeholders in the community*.

The Vice-Chancellor reported that the project team would be addressing the Vice-Chancellor's Advisory Committee at its next meeting (29 August), and that he would report to the next meeting of Council on the next stage of the involvement of stakeholders in the life of the University.

## **ITEM 11: REVIEW OF STUDENT SERVICES**

Council received a copy of a report entitled *Review of Student Services*, dated July 1994. The Registrar, Ms A Burrett, addressed Council on the methodology adopted for the review process.

Council received and noted the recommendations of the Review Committee.

### **Resolution No. C 34/8**

Council agreed that the Student Welfare Committee be renamed the Student Services Committee, and that the terms of reference of the Committee be changed to include a general overview of all student service matters, making recommendations to the Council after consulting with the Academic Board on matters within the terms of reference of the Board.

### **Resolution No. C 34/9**

Council agreed that the membership of the Student Services Committee be: a member of Council as Chair, Director of Student Services, Dean of Students, a representative of the Students' Association, a representative of CUPA, Chair of the Union Board, Chairs of sub-committees of the Student Services Committee, and Director of the Accommodation Service.

Council noted that the Vice-Chancellor would refer the other recommendations for consideration and implementation by the appropriate areas of the University.

Council noted that concern was expressed by some members that the renaming of the Committee to Student Services Committee might result in the loss of the "personal touch" generated by its previous naming as the Student Welfare Committee.

Council was advised that the new Committee would be asked to report at the first Council meeting next year with another report to appear in a year's time (August next year).

The Review Committee, chaired by Ms Burrett, was congratulated on the presentation of an exemplary report.

## **ITEM 12: ESTABLISHMENT OF AN ACT INNOVATION CENTRE**

Council received a memorandum from the Vice-Chancellor and a draft report from a working party

comprising the University of Canberra, the Canberra Institute of Technology, other enterprises involved in the Bruce Precinct Association, the ACT Government, ACT Electricity and Water, and the Canberra Business Centre, proposing the establishment of an ACT Innovation Centre on the University campus.

### **Resolution No. C 34/10**

Council agreed in principle to the proposal to establish an ACT Innovation Centre.

### **Resolution No. C 34/11**

Council agreed that, subject to its viability being demonstrated, the ACT Innovation Centre be located on the campus in accordance with the site master plan; and that an interim board of management be established.

The Vice-Chancellor advised Council that funding for the developmental phase of the Centre would come from his discretionary funds.

## **ITEM 13: SUBMISSION TO THE COMMITTEE FOR QUALITY ASSURANCE IN HIGHER EDUCATION**

Council received a copy of the Submission to the Committee for Quality Assurance in Higher Education 1994. Academic staff members of Council endorsed the Vice-Chancellor's commendation (see his report - [Item 3](#)) of the Deputy Vice-Chancellor (Academic) and her team in the production of the document.

## **ITEM 14: ACADEMIC APPOINTMENTS POSSIBLE FOR OTHER THAN FULL-TIME ACADEMIC STAFF**

Council received and noted a memorandum from the Secretary to Council clarifying the levels of academic appointment for staff other than full-time academic staff of the University.

## **ITEM 15: ELECTION OF TWO MEMBER TRUSTEES OF THE SUPERANNUATION MANAGEMENT COMMITTEE**

Council received a memorandum from the Registrar concerning the election of two member trustees of the Superannuation Management Committee.

### **Resolution No. C 34/12**

Council agreed to reappoint Dr P Taylor and Miss A McMahon to the two vacant positions of Member Trustees of the Superannuation Management Committee for a second term of three years each, from the

date of this meeting.

## **ITEM 16: PROPOSED AMENDMENTS TO THE UNIVERSITY OF CANBERRA UNION CONSTITUTION**

Council received a memorandum from the University of Canberra Union proposing amendments to the Constitution of the Union.

### **Resolution No. C 34/13**

Council approved the amendments to the University of Canberra Union Constitution.

## **ITEM 17: LINDSAY CROFT**

Council received and noted, with regret, advice from the Secretary to Council on the recent death of a former member of Council, Mr Lindsay Croft.

## **ITEM 18: USE OF THE UNIVERSITY SEAL**

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

The meeting concluded at 7.30pm.

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