Minutes Of Council Meeting No. 79

held at 4.30 pm on Wednesday 5 December 2001 in the Council Room

- Item 1 Minutes of Previous Meeting
- Item 2 Confirmation of Flying Minute
- Item 3 Matters arising from the Minutes
- Item 4 Vice-Chancellor's Report
- Item 5 Appointments
- Item 6 Remuneration of Senior Executive Staff other than Vice-Chancellor
- Item 7 Award of Honorary Degree
- Item 8 Report of Finance Committee
- Item 9 Report of Academic Board Meeting No. 01/6 And Meeting No. 01/7
- Item 10 Report of Working Party on Academic Workloads
- Item 11 Action Plan for People with Disabilities 2001-2003
- Item 12 This Item was withdrawn.
- Item 13 Grievances and Appeals by former Students
- Item 14 Study Assistance Policy for General Staff and Elicos Staff
- Item 15 Review of The School of Languages and International Education
- Item 16 Strategic Plan
- Item 18 Report to Equal Opportunity Agency
- Item 19 Senior Appointments
- Item 20 Issue of Obligation Certificates
- Item 21 Use of The Seal
- Item 22 Other Business

Present:

Ms W McCarthy (Chancellor)
Professor D Aitkin
Council confirmed the order of the agenda with Items 3 to 10 inclusive listed for discussion. Members noted that Item 12 had been withdrawn and that all items to be discussed in camera would be dealt with at the end of the meeting.

**Item 1 Minutes of Previous Meeting**

Council received the minutes of Council Meeting No. 78 of Wednesday 3 October 2001.

**Resolution No. C79/1**
Council agreed to accept the minutes of Council Meeting No. 78 of 3 October 2001 as a true record of proceedings.

**Item 2 Confirmation of Flying Minute**

Council was invited to confirm a decision taken by flying minute of 8 November 2001 authorising an offer of appointment for Pro Vice-Chancellor, Division of Science and Design.

*Resolution No. C79/2*

Council confirmed the appointment of Professor Mohamed H Khadra to the position of Pro Vice-Chancellor of the Division of Science and Design for a period of 5 years with the possibility of being offered a further three year term.

**Item 3 Matters arising from the Minutes**

**A Committee Membership**

Council received a paper from the Secretary regarding confirmation of the composition of Council committees. Council noted that Ms Morton had indicated a preference for membership of the Audit Committee, and that Dr Sargent had agreed to retain chairmanship of the Finance Committee.

Council noted advice that subsequent to the last meeting Ms Hanbidge had asked to join the Commercial Advisory Board.

*Resolution No. C79/3*

Council added Ms Yolanda Hanbidge to the membership of the Commercial Advisory Board.

**B Council Meeting Dates for 2002**

Council noted that a change had been suggested to the date of the Council planning session scheduled for February to allow the incoming Vice-Chancellor the opportunity to examine planning issues in advance of the session. Council asked that a short discussion on strategic planning issues be scheduled on the agenda for the February Council meeting.

*Resolution No. C79/4*

Council amended the meeting dates for 2002 as shown in italics below -

*Wednesday 6 February* (was 8/9 February)
Wednesday 3 April (was 10 April)
Friday 3 May and Saturday 4 May (to be held on the morning of 4 May) strategic planning sessions
Wednesday 5 June
Wednesday 7 August
Wednesday 2 October
Wednesday 4 December

Item 4 Vice-Chancellor's Report

Professor Aitkin reported the following matters.

A New Ministerial Appointments

Professor Aitkin informed Council that Dr Brendan Nelson had been appointed as Commonwealth Minister for Education, Science and Training. Council noted that Professor Aitkin would write to welcome Dr Nelson to the portfolio. The Vice-Chancellor also informed members that Mr Simon Corbell, a former student and member of the University Council, had been appointed as ACT Minister for Education and Community Services. Council noted that the University's formal relationship with the ACT Government was with the Chief Minister, now Mr Jon Stanhope, rather than with the Minister for Education and Community Services. Professor Aitkin advised Council that he would meet with the new Chief Minister soon to brief him on the Vice-Chancellor's responsibilities, and would meet with Mr Corbell early in the new year.

B University of Canberra Brisbane Campus

Council noted that arrangements were proceeding steadily for the development of the Southbank site for the University of Canberra Brisbane Campus. Professor Aitkin informed members that an indication of the costs of the project so far could be found in the report of the Finance Committee at Agenda Item 8.

C National Institute for Governance

The Vice-Chancellor advised that Professor Meredith Edwards would remain as Executive Director of the National Institute for Governance when her term as Deputy Vice-Chancellor came to an end in August 2002. Members noted that Professor Edwards' new term as Executive Director of the Institute would finish at the end of 2006. Professor Aitkin informed Council that the first two years of the Institute had been remarkably successful, and added that his own future intellectual interests within the University would lie in the area of governance, particularly the governance of cities.

D Vice-Chancellor's Exit Arrangements

The Vice-Chancellor advised that the current Council meeting was his last. Members noted that Professor Roger Dean would commence duties on the 4 February 2002 and would be welcomed by
Professor Aitkin at the Commencement Day ceremony on 30 January. Professor Aitkin indicated that there would be a period of hand-over from 4-11 February, following which he would commence Long Service Leave. Council noted that Professor and Mrs Aitkin planned to spend the first six months of the year in Canberra, followed by overseas travel for the following six months.

**E University of Canberra Union**

Council received a tabled paper from the Vice-Chancellor regarding governance and management of the University of Canberra Union (UCU). The Vice-Chancellor advised Council that while he had initially proposed that the matter be considered *in camera* he had been persuaded that there was greater value in Council considering the matter in the open meeting.

Council recalled that at its last meeting it had appointed the postgraduate student member of Council, Mr Marsden-Ballard, as Chair of the Union Board. The Vice-Chancellor advised Council that since that time the Union Board had proceeded to make major decisions about the future of some significant Union activities, decisions which were quite controversial. Two members of the Union Board, members appointed by the Vice-Chancellor and the Deputy Vice-Chancellor respectively, had resigned from the Board on the basis of their serious concerns about directions which the Board was taking. Council noted that the Vice-Chancellor had received many representations from the University community and staff of UCU about the directions proposed and that a recent meeting of UCU membership had passed a vote of no confidence in the UCU Board.

Mr Marsden-Ballard advised that the Students' Association and the postgraduate students' association, CUPA, as well as the Union Board, were concerned at perceived inefficiencies within the UCU and were working within the Board structure for improved accountability. He acknowledged, however, that there had been insufficient consultation with the membership regarding changes which had been made and which were proposed.

Council noted that the Union Board had negotiated and implemented a separation package for the UCU General Manager and that Mr Marsden-Ballard was currently acting in the role of General Manager of the UCU in addition to retaining his role as Chair of the Board. A view was expressed that this was an inappropriate separation of duties. The Vice-Chancellor proposed that Council suspend the Union Board's powers to direct the General Manager, and appoint an independent consultant for 3 months to examine the overall financial status of the UCU, to manage the business of the UCU, and to provide Council with a report regarding the viability of and future directions of the Union.

Mr Marsden-Ballard commented that he had received legal advice indicating that Council did not have the authority to suspend the powers of the Union Board. Mr Adrian Westerman, Executive Director, Corporate Services, in response to a question from the Chancellor, advised Council that, in his opinion, as the UCU was a Council entity and not a separate incorporated body, Council was obliged, under the *University of Canberra Act 1989* (ACT), to take whatever steps were necessary to ensure that the affairs of the Union were in order, as this was necessary in the best interests of the University.
The following points were also noted in discussion.

1. Many Council members had received representations of deep concern regarding the actions of the Union Board and its Chair. The lack of consultation with the constituency was of particular concern in the normally consultative environment of the University.

2. There were two separate issues involved - that of determining strategy for achieving the Union's mission (as set out in the Constitution) and that of the efficient management and conduct of the Union's activities. The first was a matter for the Union Board and the second a matter for the General Manager to manage.

3. The intention of the Vice-Chancellor's recommendation was that the consultant would have the power to implement decisions in consultation with, but without relying on the approval of, the Union Board.

4. The views of the members of the Union, both staff and students, should be sought about future directions of UCU.

5. A view was expressed that no hard evidence had been produced to justify suspension of the Union Board. Mr Marsden-Ballard responded that there were matters which could not be discussed in public, and that UCU cash flow difficulties were being overcome. Members observed that if there were financial difficulties then Council had a duty to act. Mr Marsden-Ballard said the UCU was not insolvent, and Council members were invited to examine the "books" if they wished to do so. Most members supported the view that it would be prudent to seek independent expert advice on the financial issues and management issues.

6. It would be difficult, perhaps impossible, for the consultant to carry out the examination and management review unless the Union Board's powers were suspended for the time.

7. Council should indicate to the Union Board that changes should not be made to the fundamentals of the Union at any time without thorough consultation with the membership. It was also important for the University to take a long-term view of the activities of the UCU.

8. It might be useful to form a sub-committee of Council to liaise with the administrator and the Board regarding changes in strategic directions.

9. If a consultant were to be appointed, there would need to be a clear, formalised definition of the residual powers of the Board.

Council received a tabled copy of a letter which had been sent to all UCU staff by the Chair of the Board threatening disciplinary action where staff members attend meetings at which the business of the Union was discussed. This was perceived by the trade union as inflammatory and even intimidating. Many members of Council considered this action to be unacceptable and likely to bring the University into disrepute. Mr Marsden-Ballard responded that the letter had been sent to protect staff from the provisions of their contracts. The Vice-Chancellor advised that he had assured UCU staff that their jobs were not at risk and that all processes as laid out in the Enterprise Agreement would be followed.

Resolution No. C79/5
Council agreed to —

1. ask Mr Marsden-Ballard to step down immediately as Acting General Manager of the UCU;
2. appoint an independent consultant to act as General Manager of the UCU for up to three months to examine the overall financial status of the UCU, and to provide Council (through the Vice-Chancellor) with a report by the next meeting of Council (scheduled for 6 February 2002) about possible directions for the UCU;
3. appoint a sub-committee of Council comprising Dr Sargent, Mr Rosser and Ms Powell to work with the consultant, the Vice-Chancellor and the Union Board to seek a way forward;
4. seek a written assurance from the Chair that he and the Union Board would work with the consultant and the sub-committee;
5. seek written confirmation from the Chair that no major strategic changes would be introduced until after the consultant's interim recommendations had been presented to Council and thorough consultation had been undertaken with stakeholders during the first half of 2002;
6. ask the Vice-Chancellor to examine the relationship between Council and the UCU which is established through the Constitution.

F Matters for Noting

The Wider Community

Council noted as follows—

- Twelve Chinese students from the Jiangsu Attorney-General’s Department had enrolled at UC to undertake a Master of Laws course. The course has been developed specifically to address Chinese legal needs, and the work of the ACT Chief Magistrate, Ron Cahill, has been very important in achieving this development for UC.
- Sixteen UC Tourism students participated in Canberra’s Floriade this year as part of a CRC for Sustainable Tourism program.
- UC’s Centre for Applied Psychology is establishing a network to help victims of child sexual abuse. The centre is working with students, psychologists, child protection workers and professionals working in health, juvenile justice, family and children’s services and disability services to launch a national SafeCare network.

The University

Council noted as follows—

- Former Prime Minister Gough Whitlam, former speaker of the House of Representatives Ian Sinclair, local ACT politicians, Vice-Chancellors and Chancellors of other Australian universities joined over 300 people who gathered at the black tie dinner to pay tribute to the work of
Professor Aitkin in his leadership of the University since 1990. The Chancellor, Wendy McCarthy acted as MC, and the function was used to launch the Aitkin Cultural Fund, which will develop the arts on campus and establish a cultural centre for UC.

- UC’s Moot Court hosted the first case heard outside the ACT Supreme Court on 19 October 2001. Presiding Judge Ken Crispin, UC’s first PhD in Law (1995), said that this was the realisation of a vision to bridge the gap between academia and the courtroom.

- On 25 October 2001 UC launched its new molecular ecology laboratory, developed by UC’s Applied Ecology Research Group. The laboratory will support research using DNA markers to investigate the ecology, biology and evolution of Australia’s wildlife.

- The Lu Rees Archives, located at UC, have been awarded a $5000 grant as part of the 2001 Community Heritage Grants program. Collection development manager, Professor Belle Alderman, said that the grant would be used to repair damaged articles and re-house documents to prevent further damage.

- The University’s new Centre for Customs Studies was launched on 17 October 2001 to offer Australian expertise in customs to the Asia Pacific and wider region.

- A new employment initiative at UC will foster a more inclusive work culture through the creation of opportunities for people with disabilities. The scheme is run by the Commonwealth Rehabilitation Services and provides training for people with a disability to re-enter the workforce.

- The Vice-Chancellor, Professor Don Aitkin, has been nominated as an Honorary Fellow of the Royal Australian Planning Institute (RAPI). Honorary Fellowship is the highest form of appreciation that RAPI has to offer non-members who have contributed to planning in Australia. The award was made at an official occasion marking World Town Planning Day 2001 on 8 November 2001, at which the Governor-General, His Excellency the Right Reverend Dr Peter Hollingworth, officiated.

- UC swimmers dominated swimming events at the Australian University Games, winning the overall award in the men’s division and finishing third in the combined effort. Paul Nicholson won gold in the 100m butterfly and backstroke, silver in the 50m butterfly and backstroke, and bronze in the 200m backstroke. Paul was also a member of the men’s gold-winning 50m relay medley team, along with other UC students, Justin Norris, Heath McDermott and Andrew Pratley. Justin Norris also won gold in the 200m butterfly.

- The men’s Touch Football Team finished runner-up in a tense grand final against the University of New South Wales, and the women’s team won the bronze in the same event. UC’s softball team also won silver in the games.

- The UC rowing team won third place overall at the Sydney International Regatta Centre. Rebecca Sattin and Taryn Langdon took gold in the women’s pair, and the women’s four, consisting of Rebecca Sattin, Taryn Langdon, Donna Martin and Suzannah Welsh, also won gold.

**Item 5 Appointments**

This item was discussed *in camera*.

**A Pro Vice-Chancellor, Division of Management and Technology**
The Committee received a memorandum from the Vice-Chancellor reporting that a selection panel comprising the Vice-Chancellor as chair, Professor Peter Putnis as a Pro Vice-Chancellor from another Academic Division, Professor Meredith Edwards as a representative of Heads of School from the Division, Professor Don Fleming as a member of staff of the Division selected by the Division, Dr Michael Sargent as an external member of Council, Mr David Marsden-Ballard as a student member of Council, and Mr Adrian Westerman as Executive Director, Corporate Services Division, received and considered nine applications, including one from a woman, for the position of Pro Vice-Chancellor, Division of Management and Technology.

Council noted that four candidates, (one of whom was a woman who withdrew her application after being offered a similar senior position at her home institution), were short-listed for interview. Council noted that the selection panel unanimously considered Professor Peter Dowling to be the best candidate for the post. Council noted advice that Professor Dowling was an experienced, highly regarded academic leader from a central area of the Division's work, whose referees commented on his capacity for firm leadership, his mentoring of staff, and his ability as a corporate manager.

Resolution No C79/6

Council accepted the report of the selection panel and appointed Professor Peter Dowling as Pro Vice-Chancellor, Division of Management and Technology for a period of 5 years commencing on a date to be negotiated, with the possibility of his being offered a further 3 year appointment at the end of the initial term.

B Appointment of Special Professors

Council received and considered a report from the Vice-Chancellor as chairman of four assessment panels convened to consider the appointment of special professors. Council noted that it had established procedures for members of the University staff to apply and be considered for appointment to special professorships. Council noted that the panels recommended Associate Professor Marilyn Fleer, Graham Pollard, Associate Professor Belle Alderman, and Associate Professor Satendra Nandan for appointment to the position of Special Professor, for the reasons set out below.

Marilyn Fleer

The panel accepted the views of referees that Marilyn Fleer was an exemplary academic in the area of early childhood who was able to take complex theoretical notions and make them accessible to a large audience. The panel noted that she was recognised by her peers as a person with an outstanding reputation for distinguished academic work, and was in high demand to present her work at conferences locally, nationally and internationally.

Graham Pollard
The panel noted that Graham Pollard had an international reputation in the field of sports scoring systems, and thought independently within his discipline field to drive it into new and important areas. The panel noted that he was universally respected across the University for his contribution to the good and efficient running of the University, and was an outstanding corporate citizen on University committees and in the community outside of the University.

**Belle Alderman**

The panel observed that Belle Alderman's submission was based on her significant academic work in children's literature, mainly through development of the Lu Rees Archive, on her outstanding teaching and development of innovative courses, and on her considerable service to the University through membership and contribution to key University committees. The panel noted that she was highly regarded in the field of children's literature, and was recognised as an outstanding university teacher across Australia and by her colleagues in the University. Belle Alderman was recognised as an inspirational leader and manager of her staff and students, sharing her knowledge with them and exhorting them to perform and to create new academic knowledge.

**Satendra Nandan**

The panel noted that Satendra Nandan was a prolific creative writer producing substantial works of prose and poetry and academic work in the field of Commonwealth and post-colonial literature. The panel noted that he was perceived as an outstanding teacher, as shown by his Vice-Chancellor's teaching excellence award. He had organised several very successful conferences in his field and was International Chairman of the Association for Commonwealth Literature and Language Studies. He had been substantially responsible for introducing the important new discipline area of Cultural Studies within the University.

**Resolution No. C79/7**

1. Council appointed Associate Professor Marilyn Fleer as Professor with designation to be determined by the Vice-Chancellor in consultation with the candidate and the Pro Vice-Chancellor of the Division, the appointment to take effect immediately.
2. Council appointed Graham Pollard as Professor of Applied Statistics effective immediately.
3. Council appointed Associate Professor Belle Alderman as Professor of Children's Literature effective immediately.
4. Council appointed Associate Professor Satendra Nandan as Professor of Literature effective immediately.

Council noted advice from the Vice-Chancellor that a process for promotion to Academic Level E (Professor) would be introduced from 2002.
C Emeritus Professor

Council received a proposal from the Chancellor seeking to appoint Professor Rod Jory as an Emeritus Professor of the University upon his departure from the University. Council was advised that the Academic Board had recommended Professor Jory's appointment as Emeritus Professor.

Resolution No C79/8

Council appointed Professor Rod Jory as Emeritus Professor of the University, the appointment to take effect upon his departure from the University of Canberra.

D Adjunct Professors

Council received proposals, including curricula vitae, for the appointment and re-appointment of adjunct professors as set out below.

Division of Communication and Education

1. Re-Appointment as Adjunct Professor of Education
   Ms Elizabeth Wright for a further period of 3 years.
2. Appointment as Adjunct Professor of Health Policy and Governance
   Mr Michael Moore for a period of 3 years until 4 December 2004.

Council noted that Mr Moore was no longer a serving politician and was now eligible for an adjunct appointment to the University.

National Institute for Governance

1. Appointment as Adjunct Professor of Governance
   Professor Mary O'Kane for an initial period of 3 years.

Division of Science and Design

1. Re-Appointment as Adjunct Professor of Urban Management
   Mr Geoffrey Campbell for a further period of 3 years.
2. Appointment as Adjunct Professor of Industrial Design
   Professor Prakob Wirojanagud for an initial period of 3 years.
3. Appointment as Adjunct Professor of Gerontology
   Professor Allan McLean for an initial period of 3 years.

Resolution No. C79/9
Council:

1. re-appointed Ms Elizabeth Wright as Adjunct Professor of Education for a further period of 3 years from 8 July 2001 until 4 December 2004;
2. appointed Mr Michael Moore as Adjunct Professor of Health Policy and Governance for a period of 3 years to December 4 2004;
3. appointed Professor Mary O’Kane as Adjunct Professor of Governance for a 3 year period until 4 December 2004;
4. re-appointed Mr Geoffrey Campbell as Adjunct Professor of Urban Management for a further period of 3 years from 8 July 2001 until 4 December 2004;
5. appointed Professor Prakob Wirojanagud as Adjunct Professor of Industrial Design for an initial period of 3 years until 4 December 2004;
6. appointed Professor Allan McLean as Adjunct Professor of Gerontology for an initial period of 3 years until 4 December 2004.

Item 6 Remuneration of Senior Executive Staff other than Vice-Chancellor

This item was discussed in camera.

Council received a paper from the Vice-Chancellor advising that market forces compelled the University to review the salary packages of its senior executive. Council noted advice that executive salaries at the University of Canberra were lower than those of most other universities, and during the recent recruitment rounds it had become apparent that to recruit the best staff it would be necessary to offer better packages.

Resolution No. C79/10

Council agreed that remuneration packages be set as follows:

1. Salary Packages

Deputy Vice-Chancellor

- salary of Academic Level E times 1.7; plus
- provision of a motor vehicle at an annual rate to be determined from time to time; plus
- employer contributions to superannuation of 17% of salary

Pro Vice-Chancellor and Executive Director

- salary of Academic Level E times 1.3; plus
- provision of a motor vehicle at an annual rate to be determined from time to time; plus
employer contributions to superannuation of 17% of salary noting that the motor vehicle cannot be converted into equivalent remuneration in any circumstance; and

All senior executive positions

Persons offered positions at these levels who are prepared not to seek fall back positions at the end of their contracts be entitled to a loading of 30 per cent of the Level E salary. This provision will not apply to any senior office-holder already holding a substantive fall-back position.

2. Council agreed that for continuing office-holders the new rates apply from 1 January 2002.

3. Council noted the new arrangements whereby fixed-term senior office-holders now enter a new style senior staff agreement (as permitted by the Enterprise Agreement 2000-2003) which includes the provision for the University to terminate a position on a year's notice without cause shown, and that those entering such agreements are eligible to receive the 30 per cent loading mentioned above. Senior staff already holding a substantive fall-back position may also enter into a senior staff agreement. In these cases, however, the University's right to terminate would apply only to the senior staff position. In the context of the substantive fall-back position the disciplinary provisions of the Enterprise Agreement 2000-2003 apply.

Item 7 Award of Honorary Degree

Council received a proposal from the Chancellor acting in her capacity as chair of the Honorary Degree Committee recommending that Council confer an honorary degree of Doctor of the University on a candidate during the course of the December 2001 ceremonies for conferring of awards.

Resolution No C79/11

Council agreed to exercise its power under rule 9 (1) of the Honorary Degree Rules and authorised the Chancellor to confer the honorary degree of Doctor of the University on Peter Wray Cullen in the course of the December 2001 conferring ceremonies, the degree to be conferred in recognition of his distinguished creative achievement as a scholar in a field of applied science through significant contribution to water science, and distinguished creative contribution to the service of applied science through his endeavours as Executive Director of the Cooperative Research Centre for Freshwater Ecology.

Item 8 Report of Finance Committee

The Committee received the Period 11, 2001 Financial Statements, a report on progress with the establishment of the UC Innovation Centre, and a statement of costs for the Brisbane Campus from the
Chair, Finance Committee. Council noted that Divisions were managing their budgets efficiently, and that allowance had been made in the 2002 budget for likely increases in electricity tariffs.

The Vice-Chancellor informed members that all approvals had been obtained to enable building of the UC Innovation (UCIC) Centre to go ahead. Council was advised that the attempt to get pre-commitments from possible tenants had been disappointing, but the Finance Committee recommended commencing the building project on a speculative basis. Council noted that once a physical presence were visible on the ground and real space for tenants could be offered, it was likely the building would be fully let before completion. Council noted that the Finance Committee recommended reducing Stage 1 to two buildings each of 2,000m² gross, with one for University purposes and the other for external tenants.

Council noted the report of the Finance Committee.

Resolution No. C79/12

Council endorsed the recommendation of the Finance Committee that Stage 1 of the University of Canberra Innovation Centre be reduced to two buildings.

Item 9 Report of Academic Board Meeting No. 01/6 And Meeting No. 01/7

Council received reports of Academic Board Meeting No. 01/6 and Meeting No. 01/7 and dealt with the following matters.

Meeting No. 01/6 of 8 October 2002

1. ‘Shaping the Future of Advanced Professional and Research Studies at the University of Canberra’ - Final Report of the Working Party on the Postgraduate Program

Council noted that Academic Board accepted the Final Report of the Working Party on the Postgraduate Program and endorsed its recommendations with the understanding that, where the implementation of recommendations would result in substantive changes to Board policy, the revised policy documents would be submitted to the Board for formal consideration and approval.

2. Report of the Working Party on UC English Language Requirements

Council noted that Academic Board noted the interim recommendations of the Working Party and asked it to continue its discussions and finalise its recommendations in the light of the views expressed by members of the Board, in particular comments on ‘streaming’ students, investigation of tests administered by other institutions, when a test should be administered and appropriate arrangements to ensure the independence of any testing and assessing process which may include periodic external
reviews. Council noted that streaming of students would only take place with students who had failed the University's English language entrance criteria.

3. English Language Requirements

Council noted that Academic Board –
(a) referred the recommendations from the Division of Management and Technology concerning the teaching of courses in languages other than English to the Working Party on UC English Language Requirements;
(b) waived the normal English language admission requirements for students admitted to a number of courses to be offered in China, endorse the offering of these courses in a mode utilising both English and Chinese (Mandarin), and endorse the consequential changes to transcripts and testamurs to reflect the mixed mode of delivery and the language of instruction (consistent with Council’s decision on the form of the testamur for awards conferred on the basis of successful completion of courses delivered in languages other than English (Council Resolution C75/13); and

- confirmed that applications for courses to be taught in languages other than English are considered a change to the mode of course delivery and that, in accordance with the existing procedures, such applications be considered by the Academic Programs Committee and the Vice-Chancellor's Advisory Committee before consideration of any recommendations (including the waiving of the English language admission requirement) by Academic Board.

4. Postgraduate Research Admissions and Allocation of Research Training Scheme (RTS) places

Council noted that Academic Board approved (for implementation for 2002 admissions only) the principles governing the allocation of places and selection of applicants for admission; the methodology used by the University Research Committee in allocating RTS places to each area of research strength on the basis of performance; the process for ranking and allocation of places to applicants, including the location of responsibilities; and the timetable and details set out in the accompanying paper.

Council noted that the Board asked that the University Research Committee undertake a review of the principles (in particular Principle 2 on the methodology for assessing performance of areas of research strength and the allocation of RTS places to areas of research strength) and the effectiveness of the process and to provide a report to Academic Board for consideration in 12 months time.

5. Amended Entry Requirements for Higher Degrees by Research - Matter from the University Higher Degrees Committee

Council noted that Academic Board approved the revised entry requirements to masters by research, professional doctorate by research and PhD programs at the University to be implemented for 2002 admissions.
6. Granting of Awards - Doctor of Philosophy

Resolution No. C79/13
Council exercised its authority under Rule 7 (2) of the Conferring of Awards Rules 1995 and admitted the following students to the degree of Doctor of Philosophy, subject to the students’ compliance with the Statutes and Rules of the University:

   BRAZIL, Wendy

   BROWN, Glen

   JARZABKOWSKI, Lucy

Meeting No. 01/7 of 19 November 2001

1. Report from the Vice-Chancellor

Council noted that Academic Board had endorsed the recommendation to Council that Professor Rod Jory be appointed an Emeritus Professor of the University upon his retirement.

Council also noted that Academic Board resolved by acclamation to acknowledge with thanks the Vice-Chancellor’s contribution to the work of the Board and in particular his counsel and advice on the many challenging issues the Board had been called upon to consider.

2. Policy on Quality Assurance for Offshore Teaching - Matter from the University Education Committee

Council noted that Academic Board had approved the revised policy Quality Assurance for Off-shore Teaching.

3. University of Canberra College International Access Program (UCC IAP) - Matter from the University Admissions Committee

Council noted that Academic Board endorsed the University of Canberra College International Access program (UCC IAP) as the basis for admission and advanced standing in the University’s postgraduate programs.


Council noted that Academic Board accepted the recommendations of the Working Party on UC English Language Admission Requirements.
5. Accreditation of Courses

**Resolution No. C79/14**

Council agreed to add awards to the *Courses and Awards Statute 1995* as follows:

- Bachelor of Commerce (Honours)
- Graduate Certificate in Customs Management
- Graduate Diploma in Customs Management
- Graduate Diploma in Environmental Statistics
- Graduate Diploma in Nutrition and Marketing
- Master of Customs Management

6. Granting of Awards - Doctor of Philosophy and Professional Doctorate

**Resolution No. C79/15**

Council exercised its authority under Rule 7 (2) of the *Conferring of Awards Rules 1995* and admitted students to degrees as set out below, subject to the students’ compliance with the Statutes and Rules of the University. Council noted that two additional names (Russell Ayres and Dianne Firth) had been added to those reported in the Council papers.

- AYRES, Russell  Doctor of Philosophy
- BANNERMAN, Colin  Doctor of Philosophy
- FIRTH, Dianne  Doctor of Philosophy
- FOULKS, Jeffery  Doctor of Philosophy
- GREENTREE, Carolyn  Doctor of Philosophy
- PARSONS, Melissa  Doctor of Philosophy
- SHARPLES, Jason  Doctor of Philosophy
- TRIGGER, David  Doctor of Philosophy
Item 10 Report of Working Party on Academic Workloads

The Committee received and noted a progress report of the Taskforce on the Future of Academic Work from Taskforce chair Dr Hugh Watson. Council asked that strategies for reducing staff workloads be considered at the Council strategic planning session in May.

Item 11 Action Plan for People with Disabilities 2001-2003

The Committee received the Action Plan for People with Disabilities 2001-2003 from Professor Aitkin, Chair of the Equal Opportunity Committee. Council noted that the Plan had been developed to conform with the requirements of the Disability Discrimination Act 1992 and the ACT Discrimination Act 1991, and was broadly consistent with the draft Disability Standards. Council also noted that the aim of the legislation was to ensure the elimination of discrimination and to enable the participation of people with disabilities.

Resolution No. C79/16

Council -

1. endorsed the Action Plan for People with Disabilities; and
2. asked the Vice-Chancellor to lodge the Action Plan for People with Disabilities with the Human Rights and Equal Opportunity Commission.

Item 12 This Item was withdrawn.

Item 13 Grievances and Appeals by former Students

Council received a paper from the Vice-Chancellor regarding procedures available to former students to seek redress with regard to complaints or grievances.

Resolution No. C79/17

Council endorsed the policy statement Grievance Appeals by Former Students and its application as set out below.

“Grievances and Appeals by Former Students

In the various procedures, rules, statutes and guidelines available to students in the University seeking
redress the question could arise as to when a person’s case might still be considered after the person ceases to be an enrolled student of the University. Council noted that in the interests of fairness, procedures which had been commenced while a person had been an enrolled student must be allowed to be completed even after the person was no longer an enrolled student, and the former student should have access to University procedures, within limits.

It is in the interests of the University to allow the grievance and related procedures to apply until the processes have been completed, the student’s grievance has been heard and a final resolution reached. If the University terminates its procedures before this time the complainant may be forced to resort to procedures external to the University. If a former student has a matter of grievance with the University, he or she should be allowed to use the relevant procedures just as if enrolment were continuing.

Yet there must be a limit. If the student has commenced a grievance procedure while still an enrolled student, he or she should be able to pursue that procedure until all of the steps allowed in the procedure have been completed. If a person wishes to commence a grievance procedure (lodge a complaint) when no longer an enrolled student but within a period of three semesters following the end of enrolment, the person should be able to do so. If more than three semesters have elapsed since enrolment, the leave of the Vice-Chancellor would be required.”

Council noted that as grievance and appeal procedures were reviewed and revised the policy would be incorporated explicitly into them, and that in the interim the policy statement would be applied where the question arose.

**Item 14 Study Assistance Policy for General Staff and Elicos Staff**

Council received and noted the Study Assistance Policy for General Staff and Elicos Staff prepared following Council's decision to permit the University to establish fee-paying undergraduate places for its own staff.

**Item 15 Review of The School of Languages and International Education**

Council received and noted the Report of the Review of the School of Languages and International Education, and the School's response to the report.

**Item 16 Strategic Plan**

Council received and noted a report from the Secretary advising that notes from the strategic planning session held on 3 October 2001 would be available soon and would be circulated to members of Council and to members of the Vice-Chancellor's Advisory Committee.

**Item 17 Annual Report of The Students' Association 2000/2001**

**Item 18 Report to Equal Opportunity Agency**

Council received and noted the *Equal Opportunity for Women in the Workplace Program Report* and a letter from the Equal Opportunity for Women in the Workplace Agency congratulating the University on meeting the requirements of the Act and on the progress it had made in implementing equal opportunity for women in the workplace. Council asked that this item be placed on the agenda for discussion at the next meeting.

**Item 19 Senior Appointments**

Council received and noted the following senior re-appointments—

Professor Warwick Blood as Head of the School of Professional Communication for a further period until 31 December 2003; and

Ms Margo Wade as Head of the School of Accounting, Banking and Finance for a further period until 15 February 2004.

**Item 20 Issue of Obligation Certificates**

Council received and noted a memorandum from the Secretary attaching a list of students to whom Obligations Certificates had been issued for substantial and long-standing debts for Library fines and charges.

**Item 21 Use of The Seal**

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

**Item 22 Other Business**

**A Death of Inaugural Chancellor**

Members noted with sadness the recent death of Dr Jean Blackburn, the inaugural Chancellor of the University. Members noted that Dr Blackburn served as Chancellor from 1990 until 1991, having oversight of the University’s transition from the Canberra College of Advanced Education (CCAE). Members also noted that Council bestowed an honorary doctorate on Jean Blackburn in 1999 in recognition of her important contributions to Australian educational reform.
Council was unanimous in asking that the Chancellor write to the family of Dr Blackburn expressing its condolences and its appreciation of the significant role played by Dr Blackburn during her term as Chancellor.

B National Institute for Governance in 2006

Council received and noted a paper setting out goals for the National Institute for Governance in 2006.

C Council Membership

This matter was discussed in camera.

Council received a paper from the Chancellor proposing an additional appointment to Council. Members noted that Council had at its disposal two positions to which it may appoint people “to enable the Council to perform its functions efficiently”. Council noted that it had previously decided to keep one of these positions vacant as a matter course in order that a person whom it might be particularly advantageous to have as a member Council could be appointed.

Council also noted that it had agreed to use the other position to round out the Council membership to ensure that any shortfall in expertise or particular areas of community representation could be made up. Most recently the position was occupied by Ms Linda Burney, who had resigned due to the pressures of her employment.

Council was invited to consider appointing the Principal and Chief Executive Officer of the Australian Institute of Aboriginal and Torres Strait Islander Studies, Mr Russell Taylor, as a member of Council. Council noted from his curriculum vitae that Mr Taylor had broad experience in a number of enterprises and was now in his second 5 year term as Principal of the Institute. The Chancellor observed that he would bring to Council a breadth and depth of experience based on private enterprise, small business, public service and education; and his knowledge and experience of the issues of Indigenous Australians.

Resolution No. C79/18

Council exercised its powers under section 11. (2) and appointed Mr Russell Taylor as a member of Council for a 2 year term commencing 1 January 2002.

D Departing Vice-Chancellor

Members noted that this was the Vice-Chancellor's final Council meeting. The Chancellor acknowledged that Professor Aitkin had been an excellent mentor for a new Chancellor and for new Council members, a role which often went unrecognised. Ms McCarthy observed that Professor Aitkin had been a wonderful Vice-Chancellor to work with, who had managed the University harmoniously and with skill and grace. Council thanked Professor Aitkin by acclamation for a job extraordinarily well
done.

There being no further business, the meeting closed at 7.40 pm.