

**COMMITTEE OF CHAIRS OF ACADEMIC BOARDS/SENATES  
OF UNIVERSITIES IN NSW AND THE ACT**

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Minutes of the meeting (04/1) of the *Committee of Chairs* held at 9.30 am on  
*Thursday, 1 April 2004* at the MacKillop Campus, Australian Catholic University, North Sydney.

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**PRESENT**

Kevin McConkey (UNSW), Chair  
Tony Baker (UTS)  
Tim Bambrick (ANU)  
Jim Bergan (UWS)  
Roger Bronks (SCU)  
Peter Camilleri (ACU)  
Linda Connor (Newcastle)  
David Green (CSU)  
David Griffiths (Wollongong)  
Bruce Kercher (Macquarie)  
Eilis Magner (UNE)  
Gabrielle McMullen (ACU)  
Judyth Sachs (USyd)

**IN ATTENDANCE**

George Cooney, Technical Committee on Scaling (Item 4)  
Rhona Fraser (UNSW)

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**1. APOLOGIES/WELCOMES/FAREWELLS**

Apologies had been received from Malcolm Gillies (ANU), Ray Cooksey (UNE), Lesley Wilkes (UWS) and John Rayner (UC).

Professor McConkey thanked the hosts Peter Camilleri and Gabrielle McMullen.

**2. MINUTES OF THE MEETING OF 31 OCTOBER 2003**

The minutes of the previous meeting were confirmed.

(See [http://www.secretariat.unsw.edu.au/committee\\_chairs03.htm](http://www.secretariat.unsw.edu.au/committee_chairs03.htm))

**3. BUSINESS ARISING FROM THE MINUTES**

**8. Advanced Standing at Universities for HSC Students**

Professor McConkey noted the group had, in principle, agreed to participate in a pilot project to determine the possible development of a system of recognition for HSC achievement in university level courses, proposed by the NSW Board of Studies. It was decided not to pursue this project further at the present time.

**10(b) National Meeting of Chairs of Academic Boards 2004**

Professor McConkey noted the meeting had not proceeded. The Committee considered it important to pursue the rescheduling of the meeting for late 2004. Professor McMullen and Associate Professor Camilleri offered to convene the meeting in Melbourne and suggested a tentative date of 21/22 October 2004. The Committee agreed to support the convening of this meeting by ACU National.

Suggested issues included research policy, and funding, higher education reforms; other themes identified were scholarly integrity, plagiarism, research integrity, risk and exposure.

#### **4. REPORT FROM THE TECHNICAL COMMITTEE ON SCALING – CHANGE TO THE REQUIREMENTS FOR UAI ELIGIBILITY**

The Committee considered the proposal from the Technical Committee on Scaling to clarify the UAI eligibility requirements in order to make more explicit the requirements that students must complete 10 units from UAI courses including at least eight units from Category A courses. The Committee agreed with the proposal.

During discussion, the Committee noted a schedule for review of Category B courses would be drafted for consideration at the next meeting; Professor Cooney suggested the review start with Industrial Technology.

Professor McConkey highlighted decisions by the Board of Studies meeting held on 23 March 2004 relating to the Administrative Decisions Tribunal FOI matter, Studies of Religion Stage 6 Writing Brief and the progress report on implementation of the Eltis Report. It was noted Dr John Farrell, Macquarie University, would be the Committee's nominee on the Primary Curriculum Committee, and that a number of issues relating to the Studies of Religion Stage 6 Writing Brief would be considered further by the Board of Studies.

#### **5. ASSOCIATE DEGREES**

Professor Kercher spoke to the issue of the appropriate level of credit given for associate degrees. There was considerable variation across the universities of advanced standing policy, the offering of associate degrees, and articulation arrangements. The Committee also discussed the related issue of articulation arrangements with TAFE, and the relevance of these arrangements to issues being raised in Profile Visits being undertaken currently by DEST.

It was agreed the issues would be considered further at the next meeting. Professor Kercher agreed to articulate some general principles and guidelines in a paper that would be circulated before that meeting.

#### **6. AUQA AUDITS**

Members noted the ongoing process of AUQA visits, and also noted that return visits would be commencing soon to review universities responses to the AUQA report recommendations. Members raised concerns relating to delays experienced in receiving AUQA Reports and it was agreed that Professor McConkey would raise this issue at the AUQA Auditors' meeting in July 2004.

#### **7. UNIVERSITY GOVERNANCE**

The Committee noted that anticipated legislation subsequent to the Higher Education reforms was still being developed. Several universities had considered the "one-size fits all" approach to the composition of University Councils to be impractical.

Recognition of the importance of the role of a Chair of Academic Board in the governance structure was welcomed, however some members had experienced variability in the effectiveness of their role relationships.

## **8. ENGLISH ENTRY STANDARDS**

Professor Magner spoke to the issue of English entry standards and the Committee considered whether different entry standards should apply to international students undertaking study in overseas countries. The general view was that the entry standards should be equivalent irrespective of the location of study. Discussion highlighted that close consideration also should be given by our universities to English entry standards of local students, as well as international students.

Professor McConkey undertook to update an IELTS table that provided comparison across Australian universities and selected international universities.

## **9. PLAGIARISM POLICY MANAGEMENT**

The Committee noted the plagiarism policy areas identified for management action at the University of Newcastle included implementation, quality of offshore academic standards, and procedural matters. Plagiarism policy management had recently been reviewed in several universities that had resulted in different approaches including the implementation of an academic integrity policy, and the appointment of academic conduct officers. The responsibility of students was considered and it was agreed the CSU's Student Charter would be circulated for information.

## **10. REPORT FROM THE OFFICE OF THE BOARD OF STUDIES ON THE 2003 HIGHER SCHOOL CERTIFICATE**

The Committee received the Report from the Office of the Board of Studies on the 2003 Higher School Certificate and noted the process had gone smoothly.

## **11. CONFERENCES AND MEETINGS**

The Committee noted:

- (a) the 2004 Australian Universities Quality Forum scheduled on 7-9 July; and
- (b) the forum on the Academic Dimension of Plagiarism at UTS on 21 April 2004.

## **12. ANY OTHER BUSINESS**

### ***Exclusion/Re-enrolment Appeal Processes***

Professor Sachs undertook to circulate a report for consideration at a future meeting. It was agreed that members would exchange appeals policies, and a request would be emailed for policy on exclusion and re-enrolment, and that discussion of this matter and related issues would continue in due course.

### ***Foundation Studies Programs***

Professor McConkey undertook to prepare a template for completion by members with information concerning their respective "Foundation Studies" programs. The completed information would form the basis of discussion at the next meeting of how the Committee recognizes each others "Foundation Studies" programs.

### ***Process of Election of Chair***

Professor McConkey noted his term would end on 31 July 2004, and recommended a call for nominations be conducted in early June to enable sufficient time for handover including possible attendance at the Board of Studies meeting.

**13. NEXT MEETING**

The next meeting is scheduled for Thursday, 24 June 2004 at The University of Newcastle.