

QUEENSLAND UNIVERSITY OF TECHNOLOGY

COUNCIL

REPORT – 27 July 2005

Council met on 27 July 2005, and noted or considered the following items.

VICE-CHANCELLOR’S REPORT	3
SUBMISSIONS FROM COUNCIL COMMITTEES AND EXECUTIVE OFFICERS	3
QUT CORPORATE PERFORMANCE REPORT – JUNE 2005	3
DIVISION KEY PERFORMANCE INDICATORS	3
COURSE BUSINESS PLAN NS86 MASTER OF NURSING SCIENCE (NURSE PRACTITIONER).....	3
COURSE BUSINESS PLAN KK33 BACHELOR OF CREATIVE INDUSTRIES (STUDY AREA A).....	3
COURSE BUSINESS PLAN KK34 BACHELOR OF FINE ARTS (STUDY AREA A)	3
COURSE BUSINESS PLAN IX16 BACHELOR OF CREATIVE INDUSTRIES (STUDY AREA A)/BACHELOR OF EDUCATION (SECONDARY).....	3
ROLE OF UNIVERSITY ACADEMIC BOARD AND REPORTING OF ACADEMIC ISSUES TO COUNCIL.....	3
AMENDMENT TO MOPP POLICY A4.1 – ACADEMIC ORGANISATIONAL STRUCTURE	4
PROPOSAL TO ESTABLISH INSTITUTE FOR CREATIVE INDUSTRIES AND INNOVATION.....	4
PROPOSAL TO ESTABLISH INSTITUTE FOR RENEWABLE SYSTEMS AND RESOURCES	4
EVALUATION AND PROFESSIONAL DEVELOPMENT OF COUNCIL.....	4
STUDENT RULES.....	4
QEH QUARTERLY REPORT.....	4
AUSTRALIAN UNIVERSITIES QUALITY AGENCY (AUQA) – REPORT OF AN AUDIT OF THE QUT – AUGUST 2005	4
ITEMS FOR INFORMATION	4
REPORTS FROM COMMITTEES	4
ALUMNI BOARD	5
<i>Strategic Planning Issues – Mentoring</i>	5
<i>Alumni President Report</i>	5
<i>Head, Alumni and Development Services – May 2005 Report</i>	5
<i>President’s Report – Young Alumni Group</i>	6
<i>President’s report – Brisbane Executive Club (BEC)</i>	6
<i>Review of Policy on Academic dress for Alumni President</i>	6
PLANNING AND RESOURCES COMMITTEE	7
<i>QUT Corporate Performance Report – June 2005</i>	7
<i>Division Key Performance Indicators</i>	7
<i>Blueprint Key Performance Indicator (KPI), Physical and Virtual</i>	7
<i>QUT Investment Funds – Quarterly Review</i>	7
<i>Auditor-General of Queensland Report No. 2 for 2005: Results of Audits Completed at 30 April 2005</i>	7
<i>Strategic approach to maintenance</i>	7
<i>Workforce Capabilities Framework</i>	8
<i>Review of Reward and Recognition</i>	8
<i>Establishment of the Institute for Creative Industries and Innovation and the Institute for Renewable Systems and Resources</i>	8
UNIVERSITY ACADEMIC BOARD.....	11
<i>Award of Doctor of Science</i>	11
<i>Concurrent Teaching policy</i>	11
<i>Course matters</i>	11
<i>Decrease in demand for university courses from school leavers</i>	11
<i>Faculty Academic Program Reports</i>	11
<i>Institutes Policy</i>	11
<i>Law Faculty Advisory Committee</i>	12
<i>Leave of absence</i>	12
<i>Policy for Graduate Capabilities of Research Graduates</i>	12
<i>Progress Report: Learning and Teaching matters</i>	12
<i>Proposal to establish Institute for Creative Industries and Innovation</i>	12
<i>Proposal to establish Institute for Renewable Systems and Resources (IRSR)</i>	12
<i>Reports from subcommittees</i>	13
<i>Review of policy on academic dress for Alumni President</i>	13
<i>Review of policy for award parchments</i>	13
<i>Review of University medals policy</i>	13

ACADEMIC POLICY AND PROCEDURES COMMITTEE	14
<i>Annual review of QUT Student Rules</i>	14
<i>Review of University medals policy</i>	14
<i>Leave of absence</i>	14
<i>Periodic review of MOPP policies</i>	14
TEACHING AND LEARNING COMMITTEE.....	15
<i>Chair's report</i>	15
<i>CEQ and GDS Data</i>	15
<i>Restructure of Working Parties</i>	15
<i>Concurrent Teaching Policy</i>	15
<i>Postgraduate Research Experience Questionnaire</i>	15
<i>Registration of research supervisors</i>	15
<i>Policy for Graduate Capabilities of Research Graduates</i>	16
<i>Course items forwarded to the Board</i>	16
UNIVERSITY RESEARCH AND DEVELOPMENT COMMITTEE.....	17
<i>E-Research Strategy Discussion Paper</i>	17
<i>Marketing of Research</i>	17
<i>Applications Number of Linkage – Project Round 1 – 2005 for 2006 Funding</i>	17
<i>Policy for Graduate Capabilities of Research Graduates</i>	17
<i>Research structures policy – Externally funded centres policy (Tier 2), Faculty based centres policy (Tier 3) and Research groups/nodes/laboratories/programs policy (Tier 4)</i>	17

VICE-CHANCELLOR'S REPORT

Council considered the Vice-Chancellor's Report which is available at the following address.

<http://www.chancellery.qut.edu.au/vc/papers.jsp>

SUBMISSIONS FROM COUNCIL COMMITTEES AND EXECUTIVE OFFICERS

QUT Corporate Performance Report – June 2005

Council considered and noted the QUT Corporate Performance Report for June 2005. Council commended the production of the Report and provided feedback on how the summary data might be better presented.

Division Key Performance Indicators

Council noted the Division Key Performance Indicators contained within this submission.

Course Business Plan NS86 Master of Nursing Science (Nurse Practitioner)

Council:

- (i) approved NS86 Master of Nursing Science (Nurse Practitioner) for offering from Semester 1, 2006; and
- (ii) noted the approval by University Academic Board of the award title of Master of Nursing Science (Nurse Practitioner) with the abbreviated title MNursingSc(NursePrac).

Course Business Plan KK33 Bachelor of Creative Industries (Study Area A)

Council:

- (i) approved KK33 Bachelor of Creative Industries (Study Area A) for offering from Semester 1, 2006;
- (ii) noted the approval by University Academic Board of the award title for the KK33 Bachelor of Creative Industries (Study Area A) with the abbreviated title BCI; and
- (iii) noted the approval by University Academic Board of the discontinuation of existing courses from Semester 1, 2006.

Course Business Plan KK34 Bachelor of Fine Arts (Study Area A)

Council:

- (i) approved KK34 Bachelor of Fine Arts (Study Area A) for offering from Semester 1, 2006;
- (ii) noted the approval by University Academic Board of the award title for the KK34 Bachelor of Fine Arts (Study Area A) with the abbreviated title BFA; and
- (iii) noted the approval by University Academic Board of the discontinuation of existing courses from Semester 1, 2006.

Course Business Plan IX16 Bachelor of Creative Industries (Study Area A)/Bachelor of Education (Secondary)

Council:

- (i) approved the IX16 Bachelor of Creative Industries (Study Area A)/Bachelor of Education (Secondary) for offering from Semester 1, 2006;
- (ii) noted the approval by University Academic Board of the award title for IX16 Bachelor of Creative Industries (Study Area A) with Study Areas in Dance, Drama and Visual Arts/Bachelor of Education (Secondary) with the abbreviated title BCI(Study Area A)/BEd(Secondary); and
- (iii) noted the approval by University Academic Board of the discontinuation of the following courses from Semester 1, 2006
 - IX05 Bachelor of Creative Industries (Dance)/ Bachelor of Education (Secondary)
 - IX06 Bachelor of Creative Industries (Drama)/ Bachelor of Education (Secondary)
 - IX08 Bachelor of Creative Industries (Visual Arts)/ Bachelor of Education (Secondary).

Role of University Academic Board and reporting of academic issues to Council

Council in approving the course business plans queried if it was appropriate for Council to delegate this function and if it did what was the nature of reporting that it would require from University Academic Board. It requested that a submission be forwarded to a future Council meeting outlining options for enhanced reporting on strategic academic issues, and review of the current academic delegations held by Council and the Board.

Amendment to MOPP Policy A4.1 – Academic Organisational Structure

Council resolved to approve amendment to MOPP Policy A/4.1 - Academic Organisational Structure to include Institutes.

Proposal to establish Institute for Creative Industries and Innovation

Council considered and resolved to establish the Institute for Creative Industries and Innovation (iCi), noting that this approval did not include endorsement of the proposed budget.

Proposal to establish Institute for Renewable Systems and Resources

Council considered and resolved to establish the Institute for Renewable Systems and Resources (IRSR), as detailed in the submission.

Evaluation and professional development of Council

Council endorsed a framework for its professional development and annual evaluation. The evaluation would be undertaken late each year, so the results can be considered at Council's annual retreat held in February

Student Rules

Council approved amendments to the QUT Student Rules relating to fees, leave of absence provisions and editorial revisions.

QEH Quarterly Report

Council

- (i) noted the minutes of the QUT Enterprise Holdings Pty Ltd (QEH) Board Meetings of 10 June 2005 and 11 March 2005; and
- (ii) noted the QEH Subsidiary Company Report from Creative Industries Precinct Pty Ltd for the quarter ending 31 March 2005.

Council also noted that the issues of indemnity and insurance for directors of QEH and CIP Pty Ltd, and funding of QEH by the University were under active consideration.

Australian Universities Quality Agency (AUQA) – Report of an Audit of the QUT – August 2005

Council considered a draft summary report for QUT from AUQA which was quite positive, and did not raise any major issues of concern for the University. It was noted that the final report was expected to be released in August 2005.

ITEMS FOR INFORMATION

- Post-meeting action sheet for Council 15 June 2005 meeting
- Register of Disclosed Interests

REPORTS FROM COMMITTEES

The Council committees that have met since the last meeting of Council are listed below, and reports from those meetings (including reports from sub-committees) are attached.

Alumni Board – 22 June 2005

Planning and Resources Committee – 13 July 2005

University Academic Board – 1 July 2005

- Academic Policies and Procedures Committee – 15 June 2005
- Teaching and Learning Committee – 7 and 14 June 2005
- University Research and Development Committee – 3 June 2005

Further information regarding any of the items can be obtained from the Secretary to the committee.

QUEENSLAND UNIVERSITY OF TECHNOLOGY

ALUMNI BOARD

REPORT TO COUNCIL – 27 July 2005

Alumni Board met on 22 June 2005. The agenda for this meeting is attached. The following items are reported for information.

Strategic Planning Issues – Mentoring

The Board considered the resources which assisted the facilitation of chapter operations and growth, including the Alumni Office, Alumni Board, other Chapters, alumni and QUT staff. It was noted that a number of chapters had matured to a point where they were now substantial groups that embodied the core goals of Alumni development at QUT. The objective of mentoring was to ensure that chapters had access to input, guidance and peer review with respect to their ongoing operational activities and growth objectives. It was felt that positive engagement with and between chapters and groups was the key to Alumni's success in the long term. It was noted however, that there was currently very little inter-group communication, which could result in duplication of effort by both the chapters and the University. The Chair emphasised the importance of ensuring that active alumni were aware of other activities and that information was readily shared among groups.

Alumni Board proposed the following process for improving inter-Chapter communication:

1. An annual meeting of Chapter Presidents at the beginning of each year.
2. Representation from Chapters at Alumni Board meetings throughout the year.
3. Ongoing Chapter communication with the Development Office and the Alumni Relations Manager for support and assistance.
4. A formal chapter report to be presented at each Annual General Meeting.

It was agreed that a framework be developed outlining the minimum yearly planning expectations from chapters which included: a formal report of special events and activities conducted throughout the year; and shared invitations among chapters to events and activities.

Alumni President Report

The Board noted a report from the Alumni President, Mr Hooker, which included the following.

- Participation in a Student Leadership Awards Review where 30 applications were received and nine awards were presented.
- Participation in the launch of the Alumni Library Information System which was a new service being offered to alumni for a small fee and comprising databases for research into various discipline areas.
- It was noted that Council had requested Alumni to provide a verbal report at each meeting.
- The President had attended Brisbane Executive Council's first Friday drinks in June.
- The Chair had received positive feedback from Alumni Board members regarding their chapter engagement activities.

Head, Alumni and Development Services – May 2005 Report

The Board noted a written report from the Head of Alumni and Development Services, Ms Mannion, in which the following matters were highlighted.

- The QUT Smart Train had successfully hosted six Alumni events on station platforms in Nambour, Bundaberg, Rockhampton, Mackay, Cairns and Brisbane. The meeting noted feedback from Council members who spoke highly of these events. It was noted that Alumni had also been invited to participate in the QUT community forums held in conjunction with the QUT train in Toowoomba, Gladstone and Townsville.
- A campaign to secure donations from Alumni to the QUT Learning Potential Fund was officially launched on 1 June 2005. This Fund was intended to build a pool of funds to enable a perpetual source of support for low-income students. The meeting noted that \$1m had been raised over the

past few years through gifts of staff, alumni and the support of the University. The University was now looking at ways to grow the fund, and was aiming for \$20m over next 10 years as part of a three stage plan, with \$3m anticipated in the first year.

President 's Report – Young Alumni Group

The President of the Young Alumni Group, Mr Wei-Loong Chen addressed members of the Alumni Board. Mr Chen advised that the Young Alumni Group, formalised in 2004, had now been in existence for approximately five years. The group had been proactive in seeking advice and obtaining ideas about how to engender support, especially from the Hong Kong Chapter and had held a strategic planning session in March 2005. A vision for the group had been developed, together with a set of Chapter rules and a schedule of proposed activities for the coming year. The group's recent inaugural event themed, *How to Network Successfully* had been very well received, with requests to attend exceeding the number of registrations it was possible to accept. The amount of interest in the group was extremely encouraging, with approaches to participate on the committee also being received. The next event was scheduled for July 2005 and the formal launch of the Young Alumni Group would occur in September 2005. Mr Chen thanked Mr Hooker and Ms Grady for their keen support of the Young Alumni Group and also affirmed his wholehearted support of the mentoring concept.

President's report – Brisbane Executive Club (BEC)

The President of the Brisbane Executive Club (BEC), Mr Keith Matson addressed members of the Alumni Board. Mr Matson highlighted the group's strategic planning session held in August 2004, which included the development of a strategic plan, event sub-committees, ongoing liaison with the Brisbane Graduate School of Business (BGSB) and public relations. Sixteen key objectives were also proposed over a 12 month period, the majority of which had now been achieved.

Mr Matson reported consistent numbers attending the First Friday Drinks event which was in its 18 month and sponsored by Quay West Hotel to the value of \$5,500 for venue hire and food. This had proved a very useful opportunity for current students and alumni to socialise, network and build cohort strength. The Brisbane Executive Club continued its representation on the Brisbane Graduate School of Business Advisory Board and at Brisbane Graduate School of Business student events, in order to raise brand recognition to incoming students through a variety of information, orientation sessions and graduand functions.

Mr Matson also advised that *A Mentor 4 Life* program was in progress, the idea behind which was to provide support, particularly to overseas students, to encourage social integration and engagement with groups outside their ethnic origins, to expand opportunities to experience what Brisbane had to offer, as well as academic support.

Review of Policy on Academic dress for Alumni President

Alumni Board considered a submission from the Secretariat recommending a review of the academic dress for the Alumni President due to its similarity to that of the Vice-Chancellor. The Board resolved to recommend to University Academic Board a revision of policy on academic dress for the Alumni President (MOPP E/10.3.2), as detailed in the submission.

QUEENSLAND UNIVERSITY OF TECHNOLOGY

PLANNING AND RESOURCES COMMITTEE

REPORT TO COUNCIL – 27 July 2005

Planning and Resources Committee met on 13 July 2005. The following items are reported for information.

QUT Corporate Performance Report – June 2005

The Committee noted a mid year report on the University's performance against Blueprint Key Performance Indicators (KPIs). The snapshot report on performance was the first such report and was commended for its clear presentation and usefulness. The Committee was advised that the data sets used to measure performance against the KPIs would become available at different points during the year and consequently the report could not be regarded as a complete picture as not all the data required was available at that point. This is the subject of a separate item on the Council agenda.

Division Key Performance Indicators

The Committee noted information provided on the development of Key Performance Indicators for Divisions. Divisions' performance would be measured under three headings, Leadership, Client Service Provision and Resource management and against KPIs which were drawn from the top-level plans. This is the subject of a separate item on the Council agenda.

Blueprint Key Performance Indicator (KPI), Physical and Virtual

The Committee endorsed a new Blueprint KPI which was a performance measure of technology access by students. The KPI had been developed following consideration by the Committee of work in progress to measure year by year on campus access to services provided through the QUT network. Tracking this kind of access would also provide information on the extent to which portable access was developing and assist the planning of physical infrastructure. The new KPI "student technology access" was a measure of EFTSL (less tracked portable use) divided by total number of fixed lab PCs. The Committee was advised that this was the first attempt to develop a performance measure of this kind and further work to improve its effectiveness would take place. Subsequent iterations would aim to include a measure of the management and use of the physical environment.

QUT Investment Funds – Quarterly Review

The Committee noted a report on the performance of QUT's investment holdings for the period 1 January to 31 March 2005. The funds are invested with Queensland Investment Corporation (QIC); Queensland Treasury Corporation (QTC); and National Australia Bank (NAB). Investment income for the three months ending March 2005 was \$3.4 million, compared to \$3.0 million for the same period March 2004, a 13 per cent year on year increase, and represented a gross annual return of +2.7 per cent.

Auditor-General of Queensland Report No. 2 for 2005: Results of Audits Completed at 30 April 2005

The Committee noted the results of the Audits of Queensland's seven Universities by the Auditor General in his report to Parliament *Auditor General's Report No. 2 for 2005 Results of Audits Completed at 30 April 2005*. The report recognised that the challenges faced by universities had made their management more complex and subjected activities to greater market forces which would impact on their business risks profiles. The Auditor General went on to encourage the governing bodies of the Queensland Public Universities to continue to identify, assess and manage the impact of new and emerging business risks arising from the challenging environment in which they operated. A summary of the information provided on comparative financial data, overseas student income and numbers and financial data on controlled entities was provided for Council's information at Attachment 1.

Strategic approach to maintenance

The Committee noted a report on QUT's strategic approach to maintenance. The maintenance of facilities and services at QUT is managed by the Facilities Management Department (FM) and funded as part of the Asset Management Plan (AMP), divided into General Maintenance and Deferred Maintenance. General Maintenance is the annual allocation used for undertaking preventive and corrective maintenance. Deferred

maintenance is maintenance which should have been undertaken, but has not been done due resource management considerations. The Committee was advised that the risk associated with a decision to defer a maintenance item was analysed and reviewed and the overall level of risk with all deferred maintenance items was monitored. A full condition Audit had taken place in 2001/2 and since then all of the Priority 1 tasks had been completed and substantial inroads had been made with the priority 2 tasks. With the passage of time some lower priorities had become more urgent and therefore another audit would take place in 2005/6. The Committee noted data on QUT maintenance expenditure against the sector and ATN average and 2004 expenditure by "Top 20" Institutions by size.

Workforce Capabilities Framework

The Committee was updated on the Workforce Capabilities Framework. The Blueprint recognised QUT's success depended heavily on the specialised knowledge and skills of staff. While each staff member possessed particular strengths in different areas it was important that these strengths are aligned with those required to achieve the University's goals and to build capacity in strategic areas. The People and Culture Plan provided that a capability assessment of the workforce be completed in 2005 and, internal development programs are aligned with the identified workforce capabilities. The Committee noted the framework which had been developed to progress this top level plan objective.

Review of Reward and Recognition

The Committee noted an update on the University Review of Reward and Recognition. The Review would address University level reward and recognition schemes; local reward and recognition schemes; and enhancing the culture of reward and recognition at QUT. It was intended that recommendations would be made to Committees and Council by November 2005 and implementation of any changes would take place in early 2006.

Establishment of the Institute for Creative Industries and Innovation and the Institute for Renewable Systems and Resources

The Committee endorsed the establishment of two new whole of university Institutes, the Institute for Creative Industries and Innovation (iCi) and the Institute for Renewable Systems and Resources (IRSR). This is the subject of a separate item on the Council agenda.

TABLE 2.1 – COMPARATIVE FINANCIAL DATA

	CQU		GU		JCU		QUT		UQ		USQ		USC		ALL	
	2004	2003	2004	2003	2004	2003	2004	2003	2004	2003	2004	2003	2004	2003	2004	2003
KEY FINANCIAL DATA																
	\$m	\$m	\$m	\$m	\$m	\$m	\$m	\$m	\$m	\$m	\$m	\$m	\$m	\$m	\$m	\$m
Revenue from Ordinary Activities (a)	246	205	384	360	202	192	460	410	756	732	131	120	43 (f)	40	2,222	2059
Operating Results (a),(b)	23	(5)	10	9	4	3	50	19	7	32	1	(5)	1	5	96	58
Net Assets	207	189	782	693	440	435	661	588	1,303	1,299	191	160	65	64	3,649	3,426
PERFORMANCE INDICATORS (g)																
	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%
Operating Margin (c)	9.4	(2.3)	2.6	2.4	2.1	1.6	10.9	4.7	0.9	4.3	0.7	(3.9)	2.0	13.7	4.3	2.9
	Times	Times	Times	Times	Times	Times	Times	Times	Times	Times	Times	Times	Times	Times	Times	Times
Working Capital Ratio (d)	3.2	2.5	0.8	1.7	1.7	2.0	1.2	2.1	1.8	2.2	2.1	2.1	0.6	2.2	1.6	2.1
Operating Cash Flow Ratio (e)	1.3	0.6	0.6	1.0	0.1	0.9	1.0	1.1	0.6	1.1	0.8	0.5	1.0	2.5	0.7	1.1

(a) Restated figures for 2004 shown.

(b) Operating loss denoted by ().

(c) The operating margin measures a university's ability to contain expenses within available revenue. For 2004, the operating margin is calculated by dividing the restated operating result by total restated revenue. A positive percentage indicates that total revenue exceeded total expenses.

(d) The working capital (current) ratio measures the ability of the university to meet its short term financial obligations. A working capital ratio of less than 1.0 is used by DEST as a flag indicating potential liquidity risk and is determined by dividing current assets by current liabilities.

(e) This ratio measures a university's ability to generate enough cash flow to cover its current debts. The operating cash flow ratio is calculated by dividing the net cash flow from operating activities by current liabilities. A ratio of 1.0 means the university is generating enough cash to meet its current commitments, without running down its existing cash balances.

(f) Includes \$2m funding advance from DEST.

(g) Performance Indicators are calculated from actual amounts, not the rounded amounts shown in the table.

TABLE 2.2 – OVERSEAS STUDENT NUMBERS AND ASSOCIATED REVENUE

University	Overseas student numbers as percentage of total students						Fees paid by overseas students as percentage of revenue from ordinary activities									
	2004			2002			2004			2002						
	2004	2003	2002	2004	2003	2002	2004	2003	2002	2004	2003	2002				
CQU	43			40			40			39			38			38
GU	19			17			15			19			17			12
JCU	11			10			8			8			8			6
QUT	13			13			11			16			16			16
UQ	15			14			13			12			10			8
USQ	30			28			24			16			15			13
USC	14			10			8			14			10			12
ALL	20			19			17			17			15			13

Source: Student Numbers from the Department of Education, Office of Higher Education, (Table 28 Selected Higher Education Statistics, Students 2004, 2003 and 2002 (First Half Year), published by the Commonwealth Department of Education, Science and Training)

Fees and charges were extracted from the Universities' audited financial statements.

TABLE 2.3 – SUMMARY OF THE FINANCIAL INFORMATION FOR ENTITIES CONTROLLED BY UNIVERSITIES DURING 2004

Controlling university	Number of entities		Number of modified audit opinions (a)	Summary of financial data Revenue from ordinary activities \$m Operating result (b) \$m Net assets/ (liabilities) \$m		
	Trading	Non-trading				
CQU	6	-	-	57	<4>	1
GU	-	1	-	-	-	-
JCU	5	1	-	2	(c)	<1>
QUT	1	4	-	1	-	(c)
UQ (f)	25	9	17(e)	91(d)	2(d)	19(d)
USQ	1	1	-	1	<(c)>	(c)
USC	1	-	-	(c)	(c)	(c)
Entities controlled by more than one public sector entity(g)	5	-	3(h)	5	<1>	1
ALL	44	16	20(e)	158	<3>	22

(a) A summary of the modified audit opinions and Universities' comments is provided in Table 2.4.

(b) < > denotes an operating loss.

(c) Amount less than \$500,000.

(d) This financial data includes the consolidated results of the UQ Holdings Pty Ltd and Comquest Pty Ltd. These two companies are the holding companies of the controlled entities of The University of Queensland. All intra-group transactions have been eliminated.

(e) Modified audit opinions were issued for 17 companies with Thrombostat Pty Ltd receiving a modified audit opinion for two different matters – refer Table 2.4.

(f) During 2004, the University deregistered one company and established 10 new companies.

(g) These entities have been included due to the association with the universities. These entities are subject to audit by the Auditor-General.

(h) Modified audit opinions were issued for three companies with Adipogen Pty Ltd and QANTM Pty Ltd receiving a modified audit opinion for two different matters – refer Table 2.4.

(i) The totals are calculated from actual amounts, not the rounded amounts shown in the table.

QUEENSLAND UNIVERSITY OF TECHNOLOGY

UNIVERSITY ACADEMIC BOARD

REPORT TO COUNCIL – 27 July 2005

University Academic Board met on Friday, 1 July 2005. The following items are reported to Council for information.

Award of Doctor of Science

The Board resolved to confer the award of Doctor of Science, in the field of chemistry and physicochemistry of porphyrins to Dr Dennis Arnold, a senior lecturer in the School of Physical and Chemical Sciences. The Board noted the impressive endorsements by external referees, and extended congratulations to Dr Arnold.

Concurrent Teaching policy

The Board approved policy for concurrent teaching, for inclusion in MOPP C/7, with a compliance date of 1 January 2007. The Board had considered a previous version of the proposed policy at its meeting of 20 May 2005, and noted that a number of issues raised at that meeting were addressed in the approved policy.

Course matters

University Academic Board endorsed and approved a range of matters relating to the following courses:

- Course Business Plan for the KK33 Bachelor of Creative Industries (Study Area A)
- Course Business Plan for the KK34 Bachelor of Fine Arts (Study Area A)
- Course Business Plan for the IX16 Bachelor of Creative Industries (Study Area A)/ Bachelor of Education (Secondary)
- Course Business Plan for the NS86 Master of Nursing Science (Nurse Practitioner)
- Discontinuation of HM33 Graduate Certificate in Exercise and Sports Nutrition
- Study area title change for the NS64 Graduate Diploma in Nursing (Study Area A) and NS85 Master of Nursing (Study Area A)

Decrease in demand for university courses from school leavers

The Board considered a number of issues relating to decreasing demand across the sector from school leavers for university courses. Members discussed the need for further analysis and specific market research to address this problem. It was noted that current corporate marketing was targeted particularly at school leavers and a shift in this emphasis might be required. There was also a need to promote the added value of a university education, and opportunities such as international exchange and study tours. It was agreed these issues be forwarded to Teaching and Learning Committee and Academic Policy and Procedures Committee for further consideration.

Faculty Academic Program Reports

The Board discussed and noted Faculty Academic Program Reports for 2004, with the exception of those for QUT Carseldine, and the Faculties of Creative Industries and Information Technology, which were deferred to the 19 August 2005 meeting. A further brief overview of Faculty of Health courses would also occur over the following weeks, with a report to the 19 August 2005 meeting. It was noted that several Reports reported on actions arising from the recent review of courses and units. Matters receiving attention across faculties included assessment (especially criterion-referenced assessment), various aspects of work-integrated learning, teaching delivery, especially as it relates to online matters, and various aspects of student satisfaction survey and analysis (especially CEQ and SEUs). A range of issues particular to faculties, reporting for research courses, and quality of reports, were also discussed and noted.

Institutes Policy

The Board approved a new Institutes policy, consequent amendments to other University policy, and recommended further relevant related amendments to policy to the Vice-Chancellor and Council. It was noted that the University's research structures policy had been revised in 2002 to include reference to

institutes, but without providing detail on formation, approval, funding and closure. Since that time, two institutes, the Institute of Health and Biomedical Innovation (IHBI) and the Information Security Institute (ISI) had been established. The new policy aimed to provide a clearer framework for institutes, and had drawn on operation of existing institutes to ensure alignment of policy with current practice. During development of the policy, there had been considerable discussion on the relationship between faculties and institutes, particularly with respect to funding, and the policy captured the principle of synergies and shared accountability between faculties and institutes.

Related amendment to MOPP A/4.1 - Academic Organisational Structure is the subject of a separate submission to Council.

Related proposals for establishment of two new institutes, the Institute for Creative Industries and Innovation and the Institute for Renewable Systems and Resources, are also the subject of separate submissions to Council.

Law Faculty Advisory Committee

The Board approved a proposal from the Faculty of Law to replace its two Advisory Committees with a single Faculty Advisory Committee.

Leave of absence

The Board resolved:

- to recommend proposed revisions to Student Rule 18 to Council for approval;
- to approve, subject to Council approval of the revised Student Rule 18, new policy on leave of absence (MOPP E/4.5), to replace the existing policy statement in MOPP E/4.3.5; and
- to note revisions to the Schedule of Authorities and Delegations arising from these changes.

This is the subject of a separate item on the Council agenda.

Policy for Graduate Capabilities of Research Graduates

The Board approved revision to MOPP C/1.4 – Graduate capabilities, to update the statement of graduate capabilities for research graduates. The clearer policy position will provide increased focus for supervisors, and research training coordinators and administrators on the development of transferable skills during candidature.

Progress Report: Learning and Teaching matters

The Board noted the implications for QUT of the most recent information on the allocation of funds under the Commonwealth's Learning and Teaching Performance Fund – Stage 2; systems improvements being made in relation to the management SET and SEU data, and policy issues and prospective policy changes in relation to the evaluation of teaching; and recent Carrick Institute activity.

Proposal to establish Institute for Creative Industries and Innovation

The Board endorsed establishment of the Institute for Creative Industries and Innovation, subject to endorsement of the budget component by Planning and Resources Committee. It was noted the proposal aligned with key elements of the new Institutes policy (approved by the Board in a separate item), and aimed to bring together existing areas of research strength across seven of the University's faculties. This is the subject of a separate item on the Council agenda.

Proposal to establish Institute for Renewable Systems and Resources (IRSR)

The Board endorsed establishment of the Institute for Renewable Systems and Resources, subject to endorsement of the budget component by Planning and Resources Committee. The Board noted the Institute involved several of the University's faculties, and the recent agreement with the Sugar Research Institute relevant to the proposal. This is the subject of a separate item on the Council agenda.

Reports from subcommittees

The following subcommittee reports are attached for the information of Council.

- Report from 15 June 2005 meeting of Academic Policy and Procedures Committee (**Attachment 1**)
- Report from the 7 June and 14 June 2005 meetings of Teaching and Learning Committee (**Attachment 2**)
- Report from 3 June 2005 meeting of University Research and Development Committee (**Attachment 3**)

Review of policy on academic dress for Alumni President

The Board approved a revision of policy on academic dress for the Alumni President (MOPP E/10.3.2), in order to distinguish it from academic dress for the Vice-Chancellor.

Review of policy for award parchments

The Board approved amendment to University policy for award parchments (MOPP E/10.2) to include the graduand's student number on parchments, to be implemented from September 2005.

Review of University medals policy

The Board approved revision to the University Medals Policy (MOPP E/11.7), to clarify the requirement that graduands must have been enrolled at QUT, in a particular course, for at least two years of full-time study or equivalent; the number of times per year that medals may be recommended; and change in approach to the academic standard guideline, to take effect from 1 January 2006.

ACADEMIC POLICY AND PROCEDURES COMMITTEE

In accordance with its terms of reference (MOPP E/1.1.1), Academic Policy and Procedures Committee (APPC) is responsible to University Academic Board. The Committee met on 15 June 2005. The following items are reported for information.

Annual review of QUT Student Rules

In accordance with its annual schedule of business, APPC has undertaken a general review of the student rules to ensure currency and fit with the University's policy and governance framework. The 2005 review was undertaken by the Secretary in conjunction with the Student Business Services Department and the Registrar, and with the exception of the rule relating to leave of absence (the subject of a separate submission on University Academic Board's agenda), the only rule changes which have been identified as necessary relate to Part 4 of the rules, on student fees and charges. As student fees and charges are outside APPC's terms of reference, the proposed rule changes were noted by the Committee.

Rule changes relate to the following:

- an identified need to develop a rule empowering the Registrar to grant fee exemptions and permit deferment of payments, subject to a policy framework determined by the Vice-Chancellor;
- incorporation of a power to charge full tuition fees to undergraduate domestic students, in accordance with QUT Council's decision of 23 February 2005;
- editorial amendments arising from the *Higher Education Support Act 2003*;
- amendments to Schedule 2 of the rules relating to fees, altering various delegations for setting fees.

Review of University medals policy

See separate submission on University Academic Board's agenda.

Leave of absence

See separate submission on University Academic Board's agenda.

Periodic review of MOPP policies

APPC noted a progress report from the Director, Student Business Services, relating to the review of student-related policies within APPC's terms of reference. A number of policies published in Chapter E of the Manual of Policies and Procedures are due for periodic review in 2005, and the report explained processes for review of several enrolment/course progression policies. No changes to the policies were recommended.

TEACHING AND LEARNING COMMITTEE

In accordance with its terms of reference (MOPP C/1.3.1), Teaching and Learning Committee is responsible to University Academic Board. The Committee advises on policy relating to teaching and learning across the University and on course approval. Teaching and Learning Committee met on 7 and 14 June 2005. The following report is provided for the information of the Board.

Chair's report

The Chair mentioned the following item in his report to the Committee.

- An external review of QUT's arrangements for qualifications in higher education was planned. The review will consider a range of issues including international developments relating to compulsory qualifications for teaching staff, as well as the need to streamline components for sessional staff, include reflective practice around staff members' research, and broaden the scope of the course from teaching to academic practice. The expected implementation of revised programs will be mid 2006 or early 2007.

CEQ and GDS Data

The Committee considered a submission from the Deputy Vice-Chancellor (Academic) providing an update on QUT's situation relating to data from the Course Experience Questionnaire (CEQ) and the Graduate Destinations Survey (GDS). The Manager, Careers and Employment, Mr McCowan also made a presentation to the Committee. The issues discussed are summarised in a separate submission to the Board.

Restructure of Working Parties

The Committee finalised the restructure of Teaching and Learning Committee working parties, including finalising membership and terms of reference. The following four working parties have been established from 1 July 2005: Courses and Quality, Teaching Capabilities, Learning Experiences and Curriculum, and Learning Environments. These four working parties will replace all existing working parties of the Committee and no other working parties will be established.

Concurrent Teaching Policy

The proposed policy for concurrent teaching is the subject of a separate submission to the Board.

Postgraduate Research Experience Questionnaire

The Committee considered a submission providing data from the Postgraduate Research Experience Questionnaire (PREQ). Members discussed the problems of gaining meaningful data, particularly at a national level, when respondent numbers were low. Other issues discussed included the need to consider PREQ data together with other data from QUT's research students exit survey, surveys of current students, and the annual progress reports. Members also noted the need for a protected environment to enable students to provide feedback without the concern that individual comment would directly reach their supervisor.

Registration of research supervisors

The Committee considered a submission providing details of progress on the introduction of registration for research supervisors. The concept of Supervisor Registration was introduced in the QUT Research Training Quality Assurance System in 2000. Since that time, a range of mechanisms has been put in place to assist supervisors to develop skills in supervision and a scholarly approach to that activity. The Supervisor Registration process is designed to maintain a focus on issues of supervision capability, and ongoing professional development, productivity and quality. A University-wide framework has been developed, and all faculties have now developed schemes which have been given initial approval by University Research Degrees Committee.

Policy for Graduate Capabilities of Research Graduates

The proposed policy for graduate capabilities of research graduates is the subject of a separate submission to the Board.

Course items forwarded to the Board

NS86 Master of Nursing Science (Nurse Practitioner)
Restructure of Creative Industries Undergraduate Courses.

In addition, the Committee was provided with an update on the restructure of Faculty of Business postgraduate programs. The Committee also noted implications of recent changes to Teacher Registration Requirements, which will result in revised graduate entry programs in Education which will be forwarded to the Board later in the year.

UNIVERSITY RESEARCH AND DEVELOPMENT COMMITTEE

In accordance with its terms of reference (MOPP D/2.1), University Research and Development Committee (URDC) is responsible to University Academic Board for the two broad academic areas - academic policy relating to research (including research ethics), and research higher degree training (including issues of quality). University Research and Development Committee (URDC) met on 3 June 2005. The following items are reported for information.

E-Research Strategy Discussion Paper

The Committee noted the presentation of a paper which provided a definitional framework for e-Research, an overview of recent developments in e-Research nationally and internationally, a brief account of QUT's current involvement with e-Research projects, and a preliminary plan for the development of an e-Research Strategy at QUT. The plan recommended the encouragement of e-Research champions within various discipline areas and consideration of e-Research education programs for Higher Degree Research students, academics and senior staff, as well as an authentication system which would help facilitate e-Research at QUT. The Committee noted the benefits of e-Research which included better collaboration and utilisation of existing infrastructure, leveraging of international efforts, sharing of large research problems and better return on investment. A QUT e-Research Co-ordinating Committee had also been recently established.

Marketing of Research

The Committee noted the proposed marketing strategy for 2005 which sought not only to continue the focus on the undergraduates, but to also expand QUT's research profile in the broader marketplace. The Committee indicated support for a more aggressive approach which emphasised the institution's applied research strengths and its impressive track record with external clients. The need for improvement in research communication strategies was noted, together with the effectiveness of the QUT website.

Applications Number of Linkage – Project Round 1 – 2005 for 2006 Funding

The Committee noted QUT's total application figures for ARC Linkage – Projects Round 1 – 2005 for 2006 funding.

Policy for Graduate Capabilities of Research Graduates

The Committee endorsed the recommendation of Research Degrees Committee to update the statement of Research Graduate Capabilities at MOPP C/1.4 and forwarding the proposed policy to Teaching and Learning Committee for input, for recommendation to University Academic Board for approval.

Research structures policy – Externally funded centres policy (Tier 2), Faculty based centres policy (Tier 3) and Research groups/nodes/laboratories/programs policy (Tier 4)

The Committee considered new externally funded centres policy (Tier 2), revised faculty-based centres policy (Tier 3) and the revised research group / nodes / laboratories / programs policy (Tier 4). Concern was expressed at the level of detail and complexity contained in the policies and a more succinct policy proposal with detailed operational detailed guidelines was suggested. It was agreed a further iteration be considered at a future meeting.