

# QUEENSLAND UNIVERSITY OF TECHNOLOGY

## COUNCIL

### REPORT – 26 October 2005

Council met on 26 October 2005, and noted or considered the following items.

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## **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**

### **Powers of State and Federal Police to enter QUT campuses**

In response to a request from Council at its 14 September 2005 meeting, Council noted a briefing from the Registrar on the powers of State and Federal Police to enter QUT campuses, and the powers and responsibilities of security providers and authorised persons.

### **Council Academic Authorities and Delegations – Position Paper**

Council considered a submission from University Academic Board setting out proposed arrangements for revised course approval processes and strategic reporting to Council on course and research matters. Council endorsed in principle the proposed arrangements which include the delegation of course approval to University Academic Board and noted that the detailed changes to policy to give effect to the revisions would be forwarded to Council's December 2005 meeting.

### **Amendment to Student Rules 38-43 (Unsatisfactory Academic Performance)**

Council approved amendments to student rules 38-43 relating to changes to the probation and exclusion rules.

### **Annual Intellectual Property Report - 2004**

Council noted the 2004 Annual Report on Intellectual Property.

### **IT22 Bachelor of Information Technology (Study Area A) and PY50 Doctor of Psychology (Clinical)**

Council:

- (i) noted the summary of recent major developments in courses and curriculum in the Faculty of Information Technology and the Faculty of Health; and
- (ii) approved the following courses for offering from Semester 1, 2006:
  - IT22 Bachelor of Information Technology (Study area A); and
  - PY50 Doctor of Psychology (Clinical).

### **Nominations for the award of Doctor of the University**

Council resolved that the degree of Doctor of the University be conferred on:

- Emeritus Prof Peter Andrews for distinguished service to scholarship and the community, at a Faculty of Science graduation ceremony;
- Mr Philip Bacon for distinguished service to the community, at a graduation ceremony to be determined;
- Hon Geoffrey Lance Davies for distinguished service to the community, at a Faculty of Law graduation ceremony; and
- Prof Vicki Sara for distinguished service to scholarship, the community and QUT, at a Faculty of Science graduation ceremony.

### **Development in the Kelvin Grove Urban Village**

Council considered a submission relating to the future development of lots in the Kelvin Grove Urban Village and approved the University seeking expressions of interest from potential development partners, noting that any development would need to meet the development requirements established by Council in 2004.

## **Higher Education Workplace Relations Requirements and Impact on University Policy**

Council:

- (i) noted the requirement to amend relevant University policies to meet the Federal Government's Higher Education Workplace Relations Requirements (HEWRR) and;
- (ii) approved amendments to B/11.1 Human Resources Workplace Change Management Policy made to comply with the HEWRR.

### **2005 QUT Climate Survey**

Council noted an update on the implementation activities arising out of the 2005 QUT Climate Survey.

### **ITEMS FOR INFORMATION**

- Post-meeting action sheet for Council 14 September 2005 meeting
- AUQA Implementation Plan
- QUT Investment Register
- Faculty Responses to Course Performance Report 2004

### **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 – 28 September 2005

University Academic Board – 7 October 2005

- Academic Policies and Procedures Committee – 14 September 2005
- Teaching and Learning Committee – 20 September 2005
- University Research and Innovation Committee – 15 September 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 – 26 October 2005

Alumni Board met on 28 September 2005. The agenda for the meeting is attached. The following items are reported for information.

#### **Strategic Planning Issue – Enhancing Alumni Involvement and Engagement**

The Board considered a tabled a paper which formed a framework for discussion on the topic, *Enhancing Alumni Involvement and Engagement*, the objective being to ensure that Alumni had every opportunity to be a part of University life through inbound (involvement) and outbound (engagement) activities and to foster an environment of collaboration amongst Alumni. Perceived issues were the lack of detailed peer activity awareness, for example between chapters, and the lack of vehicles to allow cross-discipline alumni collaboration. It was acknowledged that currently publications such as “Links” and the monthly Alumni News email were the vehicles for such communication and collaboration. There were also University sponsored events such as the Golden Graduates event, the Outstanding Alumni Awards breakfast, Business Leaders Forum and other receptions and gatherings.

A summary of strategic topics and conclusions will be discussed at the next Alumni Board meeting scheduled for 9 November 2005. The Board would also consider its approach for 2006.

#### **Alumni President Report**

Alumni Board was briefed by the Chair, Mr Hooker, who tabled a written report on the following activities.

- Attended Business Leaders’ Forum on 25 August 2005.
- Attended Conferral Ceremony for Dr Narayana Murthy, Chairman and founder, Infosys Technologies Limited on 26 August 2005.
- Liaised with Brisbane Executive Club committee members both prior to and following their Annual General Meeting.
- Liaised with the Faculty of Information Technology regarding the establishment of an Alumni Chapter.
- Will meet with QUT Information Technology graduate, Derek Thompson, regarding the establishment of a San Francisco chapter.

The Chair also encouraged all Board members to attend the upcoming Alumni Annual General Meeting/Celebration to be held on 14 November 2005.

#### **Alumni Relations Manager’s Report**

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

- Sydney Alumni chapter held a function on 14 September 2005 which comprised a reception with David Moffatt, Group Managing Director, Telstra Consumer & Marketing, as guest speaker.
- The Faculty for Built Environment and Engineering was currently considering presenting an Outstanding Alumni Award in Singapore and plans were underway for organising this and other events.
- Upcoming events included the Alumni Annual General Meeting on 14 November 2005 where Alumnus, Alen O’Hran would be the guest speaker. The evening was also an End of Year Reception to acknowledge the contribution of alumni volunteers. The Golden Graduates Event would be held on 19 November 2005; Student Leadership Awards on 1 July 2006; and Outstanding Alumni Awards – 10 August 2006.

## QUEENSLAND UNIVERSITY OF TECHNOLOGY

### UNIVERSITY ACADEMIC BOARD

#### REPORT TO COUNCIL – 26 October 2005

University Academic Board met on Friday, 7 October 2005. The following items are reported to Council for information.

#### **Annual Intellectual Property Report – 2004**

The Board endorsed the 2004 Annual Report on Intellectual Property. This is the subject of a separate item, for information, on the Council agenda.

#### **Conferral of academic awards**

The Board:

- (i) noted the executive action of the Deputy Chair in conferring awards on Semester 1, 2005 graduands;
- (ii) noted the executive action of the Chair in conferring awards late on Semester 1, 2005 graduands;
- (iii) noted the executive action of the Chair in conferring awards late on Semester 1, 2005 graduands of Study Abroad and Exchange (Certificate and Diplomas) and research programs;
- (iv) conferred award early on a graduand of the Faculty of Built Environment and Engineering, to meet an overseas career opportunity;
- (v) re-conferred award on a graduand of the Faculty of Built Environment and Engineering, and two graduands of the Faculty of Health, to reflect correct Honours level; and
- (vi) re-conferred award on a graduand of the Faculty of Business, to reflect correct Distinction level.

#### **Council Academic Authorities and Delegations - Position Paper**

The Board endorsed in principle proposed arrangements for revised processes and strategic reporting to Council on course and research matters, and agreed to forward advice on this matter to Council's 26 October 2005 meeting. This is the subject of a separate item on the Council agenda.

#### **Course matters**

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

1. Approval of award title for the ME81 Master of Engineering Science (Mechanical Engineering)
2. Changes to the IF04 Master of Creative Industries (Arts Management and Creative Enterprise) suite of courses
3. Course Business Plan for the HH10 Bachelor of Arts / Bachelor of Social Science (Human Services)
4. Course Business Plan for the IT22 Bachelor of Information Technology (Study Area A)
5. Course Business Plan for the PY50 Doctor of Psychology (Clinical)
6. Discontinuation of the LS71 Graduate Diploma in Diagnostic Technologies

Items 4 and 5 are the subject of separate items on the Council agenda.

#### **Faculty of Education Advisory Committee Membership**

The Board approved amendment to the membership of the Faculty of Education Advisory Committee.

#### **Membership of University Academic Board – inclusion of Dean of Graduate Studies**

The Board noted that the Vice-Chancellor, as Chair, University Academic Board, took executive action on 30 August 2005 to include the Dean of Graduate Studies in the membership provisions of University Academic Board. The position of Dean of Graduate Studies is a newly designated one, which represents a

strengthening and widening of the role of the former Director of Research and Research Training. The position relates to the research agenda of QUT as the Director of Academic Policy and Programs does to that of learning and teaching.

### **Policy on unsatisfactory academic performance and exclusion**

The Board endorsed amendment of student rules 38 to 43 to Council, with effect from 1 January 2006. Subject to Council's approval of this amendment, Board also approved the amendment of the MOPP policy E/6.7 Unsatisfactory Academic Performance and Exclusion. This is the subject of a separate item on the Council agenda.

### **Progress report – Centre for Tropical Crops and Biocommodities (formerly SRI)**

The Board noted progress on the establishment of the Centre for Tropical Crops and Biocommodities (formerly SRI), and agreed that some minor editorial amendments be made to the report.

### **Reports from subcommittees**

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

- Report from 14 September 2005 meeting of Academic Policy and Procedures Committee (**Attachment 1**)
- Report from 20 September 2005 meeting of Teaching and Learning Committee (**Attachment 2**)
- Report from 15 September 2005 meeting of University Research and Innovation Committee (**Attachment 3**)

### **Research structures policy – Externally funded centres policy (Tier 2)**

The Board considered a new policy for externally funded centres (Tier 2) (to become MOPP D/4.2) and agreed that it be amended prior to approval, to more appropriately accommodate non-research focussed collaborative centres.

### **Review of assessment policies**

The Board approved revisions to assessment policies as follows:

#### *1. Clarification of policy regarding alternative examination sitting – MOPP E/6.1.7*

The policy states that students whose central examinations timetable is compressed may apply for "special consideration". In fact, rather than obtaining "special consideration" as that term is commonly used within the University, students whose examination timetable falls outside the accepted guidelines may apply for an "alternative examination" timetable. This terminology has been clarified.

#### *2. Special consideration and change of process for release of final grades – MOPP E/6.5.4 and E/6.5.7*

The intent of the University's policy regarding special consideration was clarified. It was noted that students often have an unrealistic expectation of the likely outcomes of an application for special consideration and sometimes make poor decisions relying on special consideration, for example, by sitting an examination rather than seeking a deferred examination. The policy was clarified to emphasise more the unit coordinator's role in determining action to be taken on a request for special consideration, to reduce the emphasis on additional marks being granted. However, the policy must be read subject to Student Rule 36, which contemplates that additional marks may be allocated by the unit coordinator and that faculties may make determinations regarding the manner of applying special consideration to assessment items. It was also noted that special consideration needed some quality control mechanisms, and it was agreed that the policy should include reference to keeping appropriate records of how special consideration was applied. A proposal to remove references to publication of results in the press was also approved, since this no longer occurs in practice.

The Board also discussed amendment to the policy for *Lost assessment items – MOPP E/6.3.5* and agreed that Academic Policy and Procedures Committee work further on this matter prior to approval.

**Thematic review of teaching quality and support**

The Board noted terms of reference for a thematic review of teaching quality and support at QUT.

**University medals**

The Board noted executive action of the Chair in awarding QUT medals to graduands of the Faculties of Business and Science, as detailed in the tabled documents.

**QUEENSLAND UNIVERSITY OF TECHNOLOGY**  
**ACADEMIC POLICY AND PROCEDURES COMMITTEE**  
**REPORT TO COUNCIL – 26 October 2005**

Academic Policy and Procedures Committee is responsible to University Academic Board (MOPP E/1.1.1). The Committee met on 14 September 2005. The following items for information were noted by the Board.

**Business Services Improvement project – presentation**

The Committee noted a presentation regarding the Student Stream of the Business Service Improvement project, and discussed policy and conceptual issues arising from the reviews in relation particularly to academic credit. Members noted that the decision to acquire a new student information system impacted on the student-related BSI projects and that the changes expected in regard to academic credit would include strategies to expedite approval such as precedent setting, refinement of roles and responsibilities and ensuring that there is no duplication of work between Student Business Services and faculties.

**Review of assessment policies**

The Committee considered a proposal from the Student Business Services Department and a detailed submission from the Student Guild regarding changes to a range of assessment policies. This is the subject of a separate submission to Board.

**Policy on unsatisfactory academic performance and exclusion**

This is the subject of a separate submission.

**Policy on review of grades and academic rulings**

APPC discussed a proposal from the Student Ombudsman to revise the policy on review of grades and academic rulings. Detailed feedback had been provided by some faculties and it was agreed that the policy should be revised and reconsidered by the Committee at its next meeting.

Two further items for discussion (Policy on designated units, proposed policy on late assessment and extensions) were deferred to the next meeting.

## QUEENSLAND UNIVERSITY OF TECHNOLOGY

### TEACHING AND LEARNING COMMITTEE

#### REPORT TO COUNCIL – 26 October 2005

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 20 September 2005. The following matters for information were noted by the Board.

#### **QUT's Learning and Teaching Performance Fund outcomes**

The Committee considered QUT's outcomes for Stage 2 of the Learning and Teaching Performance Fund, and were briefed on the range of actions proposed by the Deputy Vice-Chancellor (Academic). Issues discussed included the importance of the Mid Course Experience Questionnaire (Mid CEQ), and the final year student experience and transition into the real world.

#### **Thematic review of teaching quality and support**

The Committee noted the terms of reference for the thematic review of teaching quality and support at QUT.

#### **Course policy changes**

This is the subject of a separate submission.

#### **Guidelines on Criterion Referenced Assessment**

The Committee endorsed guidelines to accompany the MOPP policy on Criterion Referenced Assessment. These guidelines will be placed on the Academic Policy and Programs web page, with a link from the relevant section of the MOPP.

#### **Creative Commons Licensing and QUT Teaching Innovations**

The Committee endorsed a proposal that a normal condition of receiving a QUT teaching grant or teaching fellowship be that any learning output developed be made available for sharing in the University community under a Creative Commons license. Resources to support the understanding and use of Creative Commons licenses will be developed in partnership between the School of Law and the Division of Technology, Information and Learning Support.

#### **Plagiarism detection tools**

The Committee considered updated information relating to activity in plagiarism detection and discouragement. Following discussion, members agreed that a trial of a plagiarism software detection product should be undertaken, but that further details needed to be established regarding the parameters of the trial, and the software product to be trialled. The Committee has requested the Courses and Quality Working Party to consider these issues and provide a recommendation.

#### **'With distinction' and 'with honours'**

The Committee considered a submission from the Director, Academic Policy and Programs, requesting whether any change of policy was required in relation to 'with distinction' and 'with honours', and in particular whether grade point average (GPA) cut-offs should be standardised across the University. The Committee gave 'in principle' endorsement to the proposal to standardise cut-offs, and requested the Course and Quality Working Party to recommend specific cut-offs and prepare policy changes for endorsement at the 1 November 2005 meeting of the Committee and submission to the Board.

#### **The role of the OLT Steering Committee**

The Committee considered a submission relating to the role of the OLT Steering Committee and its relationship to Teaching and Learning Committee. Members expressed views that OLT should be viewed as integrated into teaching rather than standalone, and all working parties of Teaching and Learning Committee

should be considering OLT from their own perspectives. However, it was generally agreed that some form of separate advisory forum for OLT was still required, but that it was an appropriate time to review the format of the OLT Steering Committee, and establish formal terms of reference.

### **Future Design of Teaching Space at QUT**

The Committee endorsed a document on the future design of teaching space at QUT which described categories of teaching space together with the rationale, pedagogical needs, student needs, and technology for each category.

### **Course items**

The Committee endorsed the following course items for forwarding to the Board.

- IT22 Bachelor of Information Technology
- PY50 Doctor of Psychology (Clinical)

**QUEENSLAND UNIVERSITY OF TECHNOLOGY**  
**UNIVERSITY RESEARCH AND INNOVATION COMMITTEE**  
**REPORT TO COUNCIL – 26 October 2005**

In accordance with its terms of reference (MOPP D/2.1), University Research and Innovation Committee (URIC) 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). URIC met on 15 September 2005. The following items are reported for information.

**Annual Intellectual Property Report – 2004**

This is the subject of a separate item.

**Assessment of AUQA Recommendations**

The Committee noted commendations and recommendations of the AUQA Review in connection with QUT Research and Commercialisation. It was agreed that the outcome provided positive endorsement of the University's direction and activities in these areas. In response to the self-evaluation undertaken in preparation for the AUQA audit, the University had prepared a list of action items to work on over the coming years and the recommendations would be addressed in that context, with a report being forwarded to AUQA in 2007. The Dean of Graduate Studies would report back to the Committee on implementation as appropriate.

**Faculty Research Centre Reports**

In accordance with University policy for faculty research centres at D/4.3.7, the Committee noted a report on Faculty Research Centre Annual Reports. No recommendations were made for the Board's attention for the year 2004.

**Progress report – Centre for Tropical Crops and Biocommodities (formerly SRI)**

This is the subject of a separate item.

**Reporting and budgetary oversight for research Institutes, Collaborative Research Centres, Centres of Excellence, and Federation Fellows**

This is the subject of a separate item for information.

**Research Capacity Building Strategy – update on appointments**

The Committee noted progress made during 2005 on recruitment under the University's Research Capacity Building Strategy. This strategy aimed to build the University's research capacity by providing support for the targeted recruitment of high performing Level E (and in some cases, Level D) researchers, and funding for the first three years of appointment for successful candidates. Appointments had been made to the Faculties of Health, Information Technology and Science. Issues related to acquiring staff from other universities were discussed, and how such activity might be quantified under the Research Quality Framework. The Committee also noted it was important that supportive signals were sent to current staff, and the number of recent promotions was a positive reflection of this.

**Research structures policy – Externally funded centres policy (Tier 2)**

The Committee resolved to make a range of recommendations to Board in relation to new externally funded centres policy (Tier 2), to become MOPP D/4.2. This is the subject of a separate item.

**RQF Preferred Model**

The Committee was briefed on developments with the Federal Government's Research Quality Framework and discussed issues including the redistribution of block funding, timing of the Framework, panel

composition, intersection of quality and impact and the ranking system, assessment metrics and the importance for the University to maintain momentum in research capacity building. Members were invited to a special forum to be convened the following day including Assistant Deans (Research), Institute Directors and Deans of Faculty, to discuss these matters further.

#### **Update on commercialisation at QUT**

The Committee noted an update on progress towards a proposal to establish QUT Innovation Pty Ltd as a vehicle for undertaking commercialisation of QUT Intellectual Property. Issues relating to the University's current policy for assignment of student intellectual property were also discussed at length.

#### **University Research Budget 2006**

The Committee noted that enhancements would be made to the University Research Budget for 2006 to: support research capacity building; foster high return strategic research linkages; support early career researchers, and proven research performers wanting to move into new areas; enhance institute funding; and support growth of the HDR pipeline.