

QUEENSLAND UNIVERSITY OF TECHNOLOGY

COUNCIL

REPORT – 5 September 2007

Council met on 5 September 2007, 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

Lots 2, 3 and 5 Kelvin Grove Urban Village

Council considered the information contained in the submission and in the attached Business Case in support of the development proposal for Lots 2, 3 and 5 at Kelvin Grove, including the independent financial advice provided by PriceWaterhouse Coopers in support of the project's advancement; and agreed to approve that the University enter into a contract to develop Lots 2, 3 and 5 consistent with the CRI proposal outlined to Council and subject to the conditions specified by Planning and Resources Committee and Audit and Risk Management Committee.

QUT Corporate Performance Report June 2007

Council resolved to note the QUT Corporate Performance Report June 2007.

Disestablishment of the School of Information Systems and the School of Software Engineering and Data Communications in the Faculty of Information Technology

Council resolved:

- (i) to approve the disestablishment of the School of Information Systems and the School of Software Engineering and Data Communications as at 31 December 2007;
- (ii) to approve the creation of a unitary academic structure within the Faculty of Information Technology, where a Deputy Dean plays a role equivalent to Head of School, and academic staff are organised into a small number of academic clusters aligned to the faculty's research themes;
- (iii) to note the Faculty of Information Technology, Business Plan 2007;
- (iv) to note that subject to the approval of (i) and (ii) a Change Management Plan will be implemented as required by MOPP B/11.1.5;
- (v) to approve the proposed revision to MOPP C/1.3.2 *Faculty academic boards*, providing for minor variation in the case of the Faculty of Information Technology.

Proposed change to terms of reference, Research Degrees Committee

Council resolved to approve changes to the Terms of Reference of the Research Degree Committee, Policy D/5.2 to allow the Committee to:

- determine the final outcome of formal grievance processes relating to research higher degree students;
- consider nominations for QUT Outstanding Doctoral Thesis Awards and recommends recipients to the Deputy Vice-Chancellor (Research and Commercialisation) for approval; and
- monitor Supervisor Accreditation within the University relating to research higher degree supervision.

Report from QUT Enterprise Holdings

Council resolved:

- (i) to note the QUT Enterprise Holdings Pty Ltd (QEH) Report to QUT Council – August 2007; and
- (ii) to note the QEH Financial Statements for July 2007.

ITEMS FOR INFORMATION

- Post-meeting action sheet for Council 18 July 2007 meeting.

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.

Planning and Resources Committee – 7 and 22 August 2007

Audit and Risk Management Committee – 7 August 2007

Chancellor's Committee – 18 July 2007

Alumni Board – 23 August 2007 **No report inquorate meeting**

University Academic Board – 10 August 2007

- Teaching and Learning Committee – 24 July 2007
- University Research and Innovation Committee – 25 July 2007
- Academic Policies and Procedures Committee – 23 July 2007 **No report inquorate meeting**

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

QUEENSLAND UNIVERSITY OF TECHNOLOGY

PLANNING AND RESOURCES COMMITTEE

REPORT TO COUNCIL

Planning and Resources Committee met on Tuesday, 7 August and Wednesday, 22 August 2007. The following items were reported to Council for information.

7 August 2007 meeting

Lots 2, 3 and 5 Kelvin Grove Urban Village

The Committee considered proposals relating to the development of Lots 2, 3 and 5 of the Kelvin Grove Village and endorsed recommendations for forwarding to Council.

Australian Broadcasting Corporation (ABC) options for Kelvin Grove

The Committee was briefed on discussions relating to options for the ABC at Kelvin Grove.

22 August 2007 meeting

2007 June Reforecast Budget Report

The Committee noted and adopted the 2007 June Reforecast Budget Report. The key themes in the June Reforecast Budget report included the following.

- The University's Financial Performance for the first half of the year was strong achieving an Operating Profit of \$37.528 million.
- The 2007 June Reforecast projection of Operating Profit for the year was \$24.102 million, a decrease of \$2.310 million on the Consolidated Budget.
- The Net Asset position of the University was projected at \$852.268 million, a decrease of \$39.958 million on the Consolidated Budget.
- The Operating Margin (Operating Profit as a proportion of Total Revenue) of 13.8 per cent as at 30 June 2007 compared favourably to the 4.5 per cent expected in the 2007 June Reforecast. It was noted that the Operating Margin was expected to decline throughout the year as expenditure accelerated. Council is reminded that at its 13 December 2006 meeting, in approving the 2007-2009 Consolidated Budget, Council approved Operating Margin targets for 2007 of 5 percent (unadjusted) and 1.5 percent (adjusted).
- EFTSL projections for Commonwealth Supported and Fee Paying student load was 26,824, a reduction of 45 EFTSL compared to the Consolidated Budget of 26,779 EFTSL.

The Committee requested advice on the strategic management and options relating to oversight of the University's business units and external services.

QUT Corporate Performance Report June 2007

The Committee noted the QUT Corporate Performance Report June 2007.

2008-2012 Planning Package

The Committee noted the arrangements for the 2007 planning round as outlined in the 2008-2012 Planning Package.

QUT Investment Funds – 30 June 2007

The Committee noted information contained in the reports on QUT's investment funds performance to 30 June 2007.

The current outlook for investment returns was positive based on strong returns in the second quarter. It was anticipated that total investment balances would grow throughout the remainder of the year, in spite of capital program activities and operational expenditure demands, due to positive outlooks and strong fund flows in both the equity and fixed interest markets. A global market reaction in July may influence the second half of the year, but no clear market signals have emerged as yet.

QUT Related Parties Register

The Committee

- (i) noted QUT's compliance with National Governance Protocol 11;
- (ii) noted the entries on the related parties register and the risk to QUT of involvement with each party; and
- (iii) noted the actions being taken to wind up the CRC for Diagnostics and the consequential transfer of assets to QUT.

Disestablishment of the School of Information Systems and the School of Software Engineering and Data Communications in the Faculty of Information Technology

The Committee

- (i) endorsed the disestablishment of the School of Information Systems and the School of Software Engineering and Data Communications as at 31 December 2007, as recommended to Council by University Academic Board ;
- (ii) noted University Academic Board had endorsed the creation of a unitary academic structure within the Faculty of Information Technology, where a Deputy Dean plays a role equivalent to Head of School, and academic staff are organized into a small number of academic clusters aligned to the faculty's research themes;
- (iii) noted the Faculty of Information Technology, Business Plan 2007;
- (iv) noted that subject to the approval of (i) and (ii) a Change Management Plan will be implemented as required by MOPP B/11.1.5; and
- (v) forwarded to Council comments on strategic resources issues relating to the disestablishment of the School of Information Systems and the School of Software Engineering and Data Communications.

Governance arrangements for major infrastructure development

In foreshadowing an increase in major development activity and to regularise the reporting on this area of decision-making the Committee established a Major Infrastructure Development Working Party. The proposal formalised the consultative arrangements that had been in operation and will serve as a channel for reporting back to the Committee, and thus Council, on the issues under consideration.

QUEENSLAND UNIVERSITY OF TECHNOLOGY
AUDIT AND RISK MANAGEMENT COMMITTEE
SPECIAL MEETING
REPORT TO COUNCIL – 5 September 2007

Audit and Risk Management Committee met for a special meeting on 7 August 2007 and the following item is reported for information.

Lots 2, 3 and 5 Kelvin Grove Urban Village

Audit and Risk Management Committee (ARMC) endorsed the risk management approach the University was intending to take in relation to a proposed contract to develop Lots 2, 3 and 5 of the Kelvin Grove Urban Village (KGUV), subject to a number of additional requirements.

The Committee's attention was directed to the risk management strategy outlined in the submission. The Committee noted that the original business case for the development had been submitted to Council in October 2005, but that in the ensuing time, a number of further risks had been identified. The Committee noted the proposed strategies for managing these risks, outlined in the submission.

The Committee resolved to forward the proposal to Council for approval, subject to additional information being provided on a number of issues and the completion of a comprehensive risk assessment of the proposal in accordance with the Risk Management Framework, particularly in relation to the risks identified since the October 2005 submission to Council.

QUEENSLAND UNIVERSITY OF TECHNOLOGY

CHANCELLOR'S COMMITTEE

REPORT TO COUNCIL – 5 September 2007

Chancellor's Committee met on 18 July 2007. The following items are reported to Council for information.

Nomination of prospective Council member

The Committee had previously considered the skill set and qualifications that would be most beneficial to Council in filling the casual vacancy at its 31 January 2007 meeting, and agreed that it was desirable for the new member to have skills in Education, IT/Business, or Commercialisation of IP. Following consideration and short listing of suitable names at its 21 March meeting, the Chancellor undertook to meet with the preferred candidate who had a strong commercial background in IT. At the 18 July meeting the Committee noted advice from the Chancellor that the candidate was keen for his name to be put forward and his name has now been forwarded to the Minister for action.

The Committee is still in the process of gathering possible names to fill the second vacancy created by the resignation of Dr Sarra.

Performance Pay – Senior Staff

The Committee in reviewing performance pay for senior staff earlier in the year had requested that the percentage of performance pay be reviewed. In response to this request the Committee was advised that a separate scheme of performance funding was being introduced for all staff this year (excluding senior staff) as part of the reward and recognition framework, and the Vice-Chancellor, indicated that he was keen for this process to establish its credibility, before considering any change in the performance pay scheme for senior staff. The Registrar also advised the Committee that should any change be considered, it would be implemented as part as the next Certified Agreement for Senior Staff, as it would involve reconsideration of the whole package offered to senior staff.

Portraits of Chancellor and Vice-Chancellor

The Committee noted that the University had a practice of commissioning portraits for Chancellors and Vice-Chancellors, and the Registrar sought the Committee's endorsement of this activity for the current Vice-Chancellor and Chancellor. The Committee was advised that the well known artist, Bill Robinson had offered to paint the Vice-Chancellor's portrait, which reflected the good relationship between the artist and the Vice-Chancellor, as he had not painted individuals outside his family before. The Committee agreed that a different artist be commissioned to paint the Chancellor's portrait, and the Art Curator would be requested to advise the Chancellor on suitable artists. The Committee agreed to approve the commissioning of portraits of the Vice-Chancellor and Chancellor and recommended that an appropriate budget allocation be provided as part of the September Budget reforecast or the 2008 Budget as appropriate.

QUEENSLAND UNIVERSITY OF TECHNOLOGY

UNIVERSITY ACADEMIC BOARD

REPORT TO COUNCIL – 5 September 2007

University Academic Board met on Friday 10 August 2007. The following items are reported to Council for information.

Disestablishment of Faculty of Information and Technology Schools: Information Systems and Software Engineering and Data Communications

The Board considered recommendations relating to the disestablishment of Faculty of Information Technology Schools, School of Information Systems and School of Software Engineering and Data Communications. Following discussion of the issues presented, including the impact of a continued decline in student demand, a review of curriculum and programs for 2008 and the significant budget deficits, the Board endorsed the recommendations which are the subject of a separate submission to Council.

Proposed change to terms of reference, Research Degree Committee

University Academic Board noted the University Research and Innovation Committee's support for the recommended change to the Research Degree Committee's terms of reference. This is the subject of a separate submission to Council.

Course Items

- (i) The Board approved the discontinuation of the "Electronic Business" Study Area A from the Bachelor of Business (Study Area A) of the following awards from Semester 1, 2008 onwards:
 - BS56 Bachelor of Business (Study Area A)
 - IF41 Bachelor of Business (Study Area A)/Bachelor of Laws
 - IX28 Bachelor of Business (Study Area A)/Bachelor of Engineering (Study Area A)
 - IX31 Bachelor of Applied Science (Study Area A)/Bachelor of Business (Study Area A)
 - IX32 Bachelor of Business (Study Area A)/Bachelor of Health Science (Health Services Management)
 - IX33 Bachelor of Business (Study Area A)/Bachelor of Information Technology (Study Area A)
 - IX34 Bachelor of Business (Study Area A)/Bachelor of Creative Industries (Study Area A)
 - IX35 Bachelor of Business (Study Area A)/Bachelor of Fine Arts (Fashion)
 - IX36 Bachelor of Business (Study Area A)/Bachelor of Journalism
 - IX37 Bachelor of Business (Study Area A)/Bachelor of Mathematics
 - IX38 Bachelor of Arts/Bachelor of Business (Study Area A)
 - IX47 Bachelor of Applied Science/Bachelor of Business (Study Area A)
 - IX51 Bachelor of Behavioural Science (Psychology)/Bachelor of Business (Study Area A).
- (ii) The Board approved the change of title of ED84 Bachelor of Adult and Community Learning to ED84 Bachelor of Adult Education and Training with the abbreviated title *BAdultEd&Training* from Semester 1, 2008 and requested the Faculty of Education conduct a major review of the award within two years.
- (iii) The Board approved the ED78 Master of Education (Teaching English as a Foreign Language) with the abbreviated title *MEd(TEFL)* for offering from Semester 1, 2008.
- (iv) The Board approved the HH05 Bachelor of Social Work with the abbreviated title *BSocWk* for offering from Semester 1, 2008.
- (v) The Board approved the KK64 Graduate Certificate in Professional Communication with the abbreviated title *GradCertProfComm* from Semester 1, 2008.
- (vi) The Board approved the NS50 Bachelor of Nursing/Bachelor of Midwifery with the abbreviated title *BNursing/BMidwifery* for offering from Semester 1, 2008 and the *exit only* NS51 Bachelor of Midwifery with the abbreviated title *BMidwifery*.

Health Workforce Working Party

The Board noted that the Health Workforce Working Party had considered a range of matters relating to opportunities for new courses, and would submit a written report to the next meeting.

Reports from subcommittees

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

- Report from 24 July 2007 meeting of Teaching and Learning Committee (Attachment 1)
- Report from 25 July 2007 meeting of University Research and Innovation Committee (Attachment 2).

Items noted by the Board

- Vice-Chancellor's report to University Academic Board.
- Conferral of Awards follow-up – minor amendment to presentation of data submitted to June meeting.
- The deferment of appointment of Chair to Appeals Committee to next meeting.

Report from the 24 July 2007 meeting of Teaching and Learning Committee

Teaching and Learning Committee met on 24 July 2007. The following items are reported for information.

Teaching and Learning Committee working parties

At the 29 May 2007 meeting Teaching and Learning Committee resolved to reconstitute its working parties. The four working parties are now as follows: Curriculum Working Party, Teaching Capabilities Working Party, Learning Experiences Working Party, and Learning Environments Working Party. At the 24 July 2007 meeting, the Committee endorsed the revised membership, terms of reference, and guidelines for the working parties. In addition, the Committee endorsed terms of reference for the Assistant Deans Teaching and Learning Advisory Group.

Student recording of lectures

Teaching and Learning Committee commented on and endorsed a draft policy for student recording of lectures. The policy aims to clarify the circumstances in which a student can make their own recording of a lecture. The policy will be revised before forwarding to University Academic Board for approval.

Implementation of criterion-referenced assessment

Teaching and Learning Committee has requested the Curriculum Working Party to recommend to the Committee on how the University should progress with the implementation of criterion-referenced assessment. The Working Party is organising an assessment symposium which will focus on criterion-referenced assessment and include invited representatives from all faculties. The focus will be on establishing what constitutes good practice, identifying principles for effective criteria, and embedding these within the assessment process.

Cross-disciplinary opportunities

Teaching and Learning Committee has requested the Curriculum Working Party to provide advice on the scope and implementation of a University-wide review of cross-disciplinary opportunities for students.

Learning and Teaching Plan and KPIs

Teaching and Learning Committee discussed the current Learning and Teaching Plan and the draft revised Key Performance Indicators (KPIs).

Framework for Learning Design

In 2006, Teaching and Learning Committee endorsed the Framework for Learning Design but requested that the Framework be trialled before incorporating into policy. The results of the trial have indicated that the Framework is a useful tool for the University, and Teaching and Learning Committee has now recommended that it be integrated with other recent developments such as the blended learning policy, for inclusion in the Manual of Policy and Procedures.

Blended Learning Policy

Teaching and Learning Committee endorsed in principle a draft policy on blended learning to replace existing policies on flexible delivery and computer assisted learning. This policy will be integrated with the Framework for Learning Design before forwarding to the Board for approval.

Faculty Teaching and Learning Grant Scheme guidelines

Teaching and Learning Committee endorsed guidelines for the revised Faculty Teaching and Learning Grant Scheme. These guidelines are available on the Teaching and Learning Support Services website.

Course items forwarded to University Academic Board

- NS50 Bachelor of Nursing/ Bachelor of Midwifery
- HH05 Bachelor of Social Work.

Items for Information

Teaching and Learning Committee noted the following items:

- The Manager, Careers and Employment and the University Survey Manager provided the Committee with a presentation on the results of the 2006 Graduate Destinations Survey (GDS) and the Course Experience Questionnaire (CEQ)
- The Project Coordinator, Teaching and Learning, provided the Committee with an update on the Learning Experience Survey (LEX)
- The Director, First Year Experience provided the Committee with a report on the Enhancing First Year Student Experience Program.
- Post-meeting action sheet from Teaching and Learning Committee 29 May 2007 meeting
- Items pending sheet for Teaching and Learning Committee July 2007
- Outcomes of University Academic Board's 22 June 2007 meeting
- Reports from the following working parties: Learning Experiences and Curriculum Working Party, Learning Environments Working Party.

Report from the 25 July 2007 meeting of University Research and Innovation Committee

URIC met on 25 July 2007. The following items are reported for information.

Participation of Senior Academic Staff (Level D, E & SSG) in Competitive Grant Applications

The Committee noted the participation rate of senior academic staff in competitive grant applications and endorsed the proposal to improve engagement of senior academic staff in competitive grant rounds. The report acknowledged that senior academic staff had a key and critical role to play in mentoring, internal review processes and engaging junior staff in team-based research projects. However, only 33 percent of the senior academic staff were named as chief investigators on ARC Discovery-Project applications in 2007. The Committee requested similar reports be submitted biannually, based at the Faculty and School levels, for Levels D and E only.

Research Quality Framework Update

The Committee received a verbal update on developments with the Research Quality Framework (RQF) and noted that upon completion of the Pre-implementation Trial, DEST had released the draft RQF Submission Specifications. The Chair, University Research and Innovation Committee, Prof Sharma, presented a verbal report to the Board on this subject.

Revised Intellectual Property Policy

The Committee considered the revised Intellectual Property Policy and Protocols and provided advice to the Deputy Vice-Chancellor (Research and Commercialisation) on possible amendments. The Committee noted the extensive effort undertaken to develop a coherent policy, including wide circulation for comment and feedback. It acknowledged the need for both staff and students to be briefed prior to implementation of the new policy and its related protocols.

Assessment of University Research Institutes – progress to date, next stage of development and research opportunities

The Committee considered the progress report of University Research Institutes and provided advice to the Deputy Vice-Chancellor (Research and Commercialisation) for his presentation to Council. The Committee acknowledged that in 2006 the university's DEST external research income figure totalled \$44.67m; an increase of 22 percent over the 2005 external research income figure, of which 66.8% was attributed to the four research institutes. However the Committee agreed that as well as changes to the institute funding framework, further development of the Mutual Attribution Model, including a standardised application, was required.

Proposed change to terms of reference, Research Degrees Committee

The Committee endorsed the proposed changes to the terms of reference for the Research Degrees Committee. This is the subject of a separate item on the Council's agenda.

University Research and Innovation Committee noted the following items for information:

- Reports from Research Committees:
 - Report from 23 April and 19 June 2007 meetings of University Animal Ethics Committee
 - Report from 10 July 2007 meeting of University Human Research Ethics Committee
 - Report from 22 June 2007 meeting of QUT Institute Biosafety Committee
 - Report from 7 May and 12 June 2007 meetings of Research Degrees Committee.
- Review of University Research and Innovation Committee
- Post-meeting action sheet for University Research and Innovation Committee's 13 June 2007 meeting
- Outcomes report from University Academic Board's 22 June 2007 meeting
- University Research and Innovation Committee Work Schedule 25 July 2007
- Register of Disclosed Interests – Latest URIC disclosed interests
- Research Students Centre Report for June 2007