

QUEENSLAND UNIVERSITY OF TECHNOLOGY

COUNCIL

REPORT – 12 December 2007

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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

2008 – 2010 Consolidated Triennial Budget Report

Council approved the 2008 – 2010 Consolidated Triennial Budget Report.

2008 – 2012 Asset Management Plan

Council approved the 2008 – 2012 Asset Management Plan.

QUT Corporate Performance Report September 2007

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

Revised QUT Key Performance Indicators for 2008 - 2010

Council resolved:

- (i) to endorse the University Key Performance Indicator targets for 2008-2010, subject to the revision of some of the research targets to be forwarded to Council's February 2008 meeting;
- (ii) to note that individual faculty and division KPI targets for 2008-2010 are finalised, with the exception of the unresolved faculty and division matters listed in the submission; and
- (iii) to note that individual faculty and division KPI targets will be provided to Planning and Resources Committee with a summary of 2008-2012 faculty, division and research institute plans in early 2008.

Creative Industries Faculty Corporate Review Implementation Plan

Council resolved:

- (i) to note the Creative Industries Faculty Corporate Review Executive Summary; and
- (ii) to endorse the Creative Industries Faculty Corporate Review Implementation Plan.

Report from Carseldine Working Party

Council considered a progress report from the Carseldine Working Party and endorsed two options for further investigation and consultation.

Change to Appeals Committee Terms of Reference

Council approved changes to the Terms of Reference and membership of the Appeals Committee to more explicitly acknowledge its role in considering appeals against exclusion from higher degree research students.

Report from QUT Enterprise Holdings

Council resolved:

- (i) to note the QUT Enterprise Holdings Pty Ltd (QEH) Report to QUT Council – November 2007;
- (ii) to note the QEH Financial Statements for October 2007; and
- (iii) to note the minutes of the QEH Board Meeting 27 November 2007.

Nominations for the award of the Doctor of the University

Council resolved that the degree of Doctor of the University be conferred on Mr Wang Bintai for distinguished service to the community and QUT at a ceremony to be determined.

Election of Deputy Chancellor

Council noted that the term of office of the current Deputy Chancellor, Mr Stephen Keim, ends on 12 December 2007, and nominations for the next Deputy Chancellor would close on 28 December 2007.

Conferral of Professor Emeritus title

Council resolved that the title of Professor Emeritus be conferred on:

- Professor Graeme George;
- Professor Binh Pham;
- Professor Charles Patti;
- Professor Leo Carney;
- Professor Tony Parker; and
- Professor Ed Dawson.

Update on QUT AUQA Progress Report

Council noted the update of progress towards the affirmations and recommendations contained in the QUT AUQA Progress Report.

QUT Student Guild Annual Report and Audited Financial Report 2006

Council noted the QUT Student Guild Annual Report and Audited Financial Report for the financial year ending 30 November 2006.

QUT Student Guild Interim Business Plan

Council was provided with an oral report on the Guild's progress with developing a Business Plan, and noted that agreement had been reached with the University that the final Plan would be provided in February 2008. Council also endorsed the suggestion that the new Student Guild President be invited to Council to present the Business Plan at its 27 February 2008 meeting.

ITEMS FOR INFORMATION

- Post-meeting action sheet for Council 24 October 2007 meeting.
- University Council disclosed interests
- Council Retreat draft agenda.

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 – 4 December 2007

Audit and Risk Management Committee – 7 November 2007

University Academic Board – 16 November 2007

- Academic Policies and Procedures Committee – 29 October 2007
- Teaching and Learning Committee – 30 October 2007
- University Research and Innovation Committee – 2 November 2007
- Appeals Committee

Alumni Board – 1 November 2007

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 – 12 December 2007

Planning and Resources Committee met on 4 December 2007. The following items are reported for information.

2007 September Reforecast Budget Report

The Committee noted and approved the 2007 September Reforecast Budget Report. The key themes in the report were:

- the University's Financial Performance for the nine months to 30 September 2007 was achieving an Operating Profit of \$45.785 million;
- the 2007 September Reforecast projection of Operating Profit for the year is \$25.281 million, a decrease of \$1.130 million on the Consolidated Budget;
- the Net Asset position of the University was projected at \$853.975 million, a decrease of \$38.251 million on the Consolidated Budget;
- performance against financial key performance indicators; and
- EFTSL projections for Commonwealth Supported and Fee Paying student load was 26,425, a reduction of 354 EFTSL compared to the Consolidated Budget of 26,779 EFTSL.

The Committee noted that the Reforecast Budget Report indicated a surplus by organisation area in the teaching program of \$19.4 million compared to a budgeted end of year deficit of \$9 million. While it was acknowledged that a higher level of expenditure was expected in the final quarter of 2007 the Committee expressed concern that faculties and divisions would finish the year with significant unspent reserves.

2008 - 2012 Asset Management Plan

The Committee endorsed the 2008 - 2012 Asset Management Plan for forwarding to Council for approval.

2008 - 2010 Consolidated Triennial Budget Report

The Committee endorsed the 2008 - 2010 Consolidated Triennial Budget Report for forwarding to Council for approval.

QUT Investment Funds – 30 September 2007

The Committee noted reports on QUT's investment funds performance to 30 June 2006.

QUT Corporate Performance Report September 2007

The Committee noted the Corporate Performance Report September 2007.

Revised QUT Key Performance Indicators for 2008-2010

The Committee endorsed the University Key Performance Indicator targets for 2008-2010 and noted that individual faculty and division KPI targets were finalised with some issues outstanding. Faculty and division KPI targets would be provided to Planning and Resources Committee with a summary of 2008-2012 faculty, division and research institute plans in early 2008.

Creative Industries Faculty Corporate Review Implementation Plan

The Committee noted University Academic Board's comments in relation to academic matters arising from the Creative Industries Faculty Corporate Review Implementation Plan and endorsed the Implementation Plan for forwarding to Council for information.

Report from Carseldine Working Party

The Committee considered a progress report from the Carseldine Working Party, which had been established by the Vice-Chancellor at Council's request to consider the broader issues relating to the Carseldine campus and report to Council's 12 December 2007 meeting. The Committee endorsed two options for further investigation and consultation.

Self Insurance for Workers Compensation

The Committee endorsed the University remaining with WorkCover Queensland rather than move to a self insurance model for workers' compensation insurance. At its 5 April 2006 meeting the Committee had endorsed a recommendation to implement a self insurance model of workers compensation insurance, to facilitate a better outcome for injured staff and deliver modest savings to the University. A number of decisions were made in 2006 to support the move to self-insurance. The retirement of the former Associate

Director, Health and Safety Advisory Services in February 2007 caused a pause in the implementation process, including a hold on recruitment and other major cost decisions. The new Associate Director, Health and Safety Advisory Services was requested to review implementation progress and to revisit the original business case, given some recent significant changes in the external environment. As a result of this review it has been found that there is no longer a compelling case for QUT to move to self insurance.

Planning and Resources Committee noted the following items for information:

- KPMG Funding Assessment 2008-2012
- Post-meeting action sheet for Planning and Resources Committee 10 October 2007
- Outcomes Report to Planning and Resources Committee – 24 October 2007 Council meeting
- Register of Disclosed Interests

QUEENSLAND UNIVERSITY OF TECHNOLOGY

AUDIT AND RISK MANAGEMENT COMMITTEE

REPORT TO COUNCIL – 12 December 2007

Audit and Risk Management Committee met on 7 November 2007 and the following items are reported for information.

Progress Report on Audit Report No: 2007/27 – Audit of Shell Project Academy Invoicing/Recovery Processes

Audit and Risk Management Committee noted a progress report on the implementation of recommendations of Audit Report No: 2007/27 – Audit of Shell Project Academy Invoicing/Recovery Processes.

Business Continuity Management – Progress Report

Audit and Risk Management Committee noted a progress report on Business Continuity Management (BCM) within the University. The Committee was advised that the BCM Framework had now been updated and rolled out across the University. BCM had three distinct phases: emergency management, crisis management and business resumption. The Committee noted that there would be a number of targeted workshops with key stakeholders to facilitate implementation of the BCM Framework.

The Committee was advised that Information Technology Services had undertaken considerable work in updating its IT Services Recovery Plan, including the identification of high priority IT services. Recovery tests for this plan would be undertaken in the first quarter of 2008. It was suggested that the University hold further discussions with Energex about the continuity of its power supply as an Uninterruptible Power Supply (UPS) was a critical factor in business continuity management for the University's IT systems.

Review of qutbluebox Pty Ltd

Audit and Risk Management Committee received a verbal report from the Vice-Chancellor in relation to a proposed review of qutbluebox Pty Ltd. The Committee was advised that the Deputy Vice-Chancellor (Research and Commercialisation) would be reviewing this matter over the next two months and a preliminary report would be made to Council's first meeting for 2008, and a final report outlining the options and an action plan would be made to ARMC at its first meeting in 2008.

2007 Annual Report on IT Security Risk

Audit and Risk Management Committee noted the 2007 Annual Report on IT Security. The Committee was provided with an overview of IT security for 2007, and noted that the University was coping comparatively well with significant IT threats.

Assurance and Risk Management Services Activity Report for the period September to October 2007

Audit and Risk Management Committee endorsed the Assurance and Risk Management Services Activity Report for the period September to October 2007. The Committee noted that progress against the Plan was satisfactory and that the following major audits had been finalised during this period:

- Joint Audit of Management of Drugs and Poisons (undertaken in conjunction with Health and Safety Advisory Services).
- IT Security Audit – Shared Printing and Copying (BEAR) System.
- Audit of Management Controls over Development of Kelvin Grove Urban Village Lots 13, 2, 3 and 5.
- IT Security Audit – Online Credit Card Processing and Acquittal System (Flexipurchase).

The Committee was advised that Assurance and Risk Management Services had been undertaking considerable work related to the SAMS project including audits of the quality processes. Discussions had been held with the SAMS Project Director on strategies to embed quality.

The Committee noted that the confidential investigation undertaken during the period was initiated by an external party and referred to the University by the CMC. The Committee noted that the University had a robust Whistleblowers Protection Management Policy.

Risk Report arising from the 2008-2012 University Strategic Planning Process

Audit and Risk Management Committee endorsed the Risk Report arising from the 2008-2012 University Strategic Planning process. The Committee noted that risk assessments had been undertaken as part of the University's strategic planning process and from the data received from divisions, faculties and institutes, the following ten common risk trends had been identified.

- Financial sustainability of the growth agenda especially in research related activities.
- Ability to sustain revenue diversification given volatility in international student income and reduced level of non-competitive government funding.
- Lack of space and appropriate facilities.
- Potential for non-delivery due to funding constraints of major new research endeavours.
- Potential loss of experienced staff both academic and professional due to competitive market, poaching and retirement. In conjunction with this an aging work force and poor succession planning has been identified as a heightened risk area.
- Poor performance in comparative rankings and negative media coverage.
- Uncertainty concerning QUT's capacity to respond, react and recover from low probability/high consequence scenarios such as a terrorist or hazardous incident at a QUT site; depletion, restriction or excessive cost increase in natural resources; and international travel risks.
- Significant compliance issues associated with teaching and research related activities resulting from legislative requirements, agreements, health and safety and ethical issues.
- Increased security breaches to IT systems that could impact adversely on QUT business as global security threats rise.
- Implementation of major new systems such as Student and Academic System (SAMS) and Learning Management System (LMS) and associated risks relating to scope management, on time on budget and change management.

The Committee noted that Assurance and Risk Management Services had provided feedback to areas on inadequate reporting of high risk issues and this feedback would be responded to as part of annual reporting.

Status of reconciliations

Audit and Risk Management Committee noted a status report on reconciliations.

Draft Assurance and Risk Management Services Strategic Plan 2008-2010

Audit and Risk Management Committee considered the draft Assurance and Risk Management Services Strategic Plan 2008-2010 and requested that it be reconsidered at the Committee's Risk Workshop on 5 December 2007.

The Committee noted that the activities of the University had been divided into five broad areas: Corporate Governance, Core University Activities; Organisation and Resource Management; Information Technology Environment; and Risk Management. It was suggested that these five broad areas would provide a good framework for the Committee's future work plan to be discussed at the Risk Workshop to be held in December.

Draft Annual Assurance and Risk Management Plan 2008

Audit and Risk Management Committee approved the draft Annual Assurance and Risk Management Plan for 2008, subject to any changes arising from the Committee's Risk Workshop in December 2007.

Renewal of QUT Insurance Policies for 2008

Audit and Risk Management Committee noted coverage provided by the 2008 insurance renewal.

2007 Audit and Risk Management Committee self-assessment

Audit and Risk Management Committee noted and discussed its annual self-assessment process. It was suggested that the Committee's constitution be placed on the agenda for the Risk Workshop to provide an opportunity to review its terms of reference and membership.

Legal matter

In response to a query, the Vice-Chancellor provided the Committee with a briefing on the current position of the legal matter involving two members of staff who had been suspended for misconduct.

QUEENSLAND UNIVERSITY OF TECHNOLOGY

UNIVERSITY ACADEMIC BOARD

REPORT TO COUNCIL – 12 December 2007

University Academic Board met on Friday 16 November 2007. The following items are reported to Council for information.

Course Performance Report 2007

The Board considered the 2007 Course Performance Report and noted the general comments from Board members and specific comments from each Executive Dean. The issues discussed included the following.

- The increase in the number of school leaver enrolments, with commencing undergraduate students aged 19 or younger representing 68 percent. It was agreed QUT would need to change its culture to address the younger cohort, in particular its teaching methods.
- The improvement in the student:staff ratio made since 2004 had been sustained over 2007.
- Higher Degree Research enrolments increased by 9 percent, with a 12 percent increase in commencing HDR enrolments, a similar increase to that of 2006.
- In 2007 strategic course development included large-scale 'customised' courses in response to corporate demand. A separate chapter on corporate courses would be included in the 2008 Report.
- Each faculty commented on the impact of Queensland's overall soft market, the significant decline across the University of undergraduate enrolments, and the need to balance this situation by attempting to increase offshore and fee-paying enrolments.
- The usefulness of the HDR chapter was acknowledged, with a suggestion that it be expanded for 2008 to include data on annual progress reports.
- An overall opinion that the 'real world' connection needed to be strengthened.

The Report has been forwarded to faculties to respond formally to the Board in 2008 through the Academic Program Reports.

QUT Code of Conduct for Research

The Board approved the revised QUT Code of Conduct for Research for implementation from 1 January 2008 subject to ensuring that the material on breaches of responsibility in the revised Code was made consistent with policies linked to existing employment contracts, and that the amended document would be resubmitted early in 2008 as part of the broader revision of MOPP Chapter D.

Higher Degree Research Student Appeals and proposed change to Appeals Committee Terms of Reference

The Board endorsed the proposed changes to the Terms of Reference and membership of the Appeals Committee for submission to Council for approval.

Appeals against exclusion for unsatisfactory academic performance

The Board approved revisions to the MOPP policy E/6.7.8 Appeals against exclusion for unsatisfactory academic performance.

Policy for customised education, non-award courses and studies, and continuing professional education

The Board approved the following policies for inclusion in the Manual of Policy and Procedures:

- (i) MOPP C/5.1 Non-award courses and studies (to replace existing policy in MOPP C/5.1);
- (ii) MOPP C/5.2 Continuing professional education programs (to replace existing policy in MOPP C/5.2);
and
- (iii) MOPP C/5.3 Customised Education (new policy).

Closure of the Centre for Social Change Research

The Board approved the closure of the Tier 3 Research Centre, Centre for Social Change Research, at a date to be determined by the Change Sponsor, Humanities and Human Services, Deputy Vice-Chancellor (Academic), on or before 31 December 2007. The Board noted that at the time of cessation of the Centre, a separate, temporary entity would be established to provide on-going support to continuing and commencing Research Higher Degree students in Humanities, and research active Humanities academic staff.

Closure of the Science Research Centre

The Board approved the closure of the Tier 3 Research Centre, The Science Research Centre, at a date to be determined by the Change Sponsor, Executive Dean, Faculty of Science, on or before 31 December 2007. The Board noted the Faculty would be providing to URIC early in 2008 an interim arrangement for the promotion of research coordination and collaboration associated with the closure of the Centre.

Faculties' Review of Assessment Practices

The Board noted the faculty responses to the review of assessment practices and requested that faculties undertake further work to ensure a deeper consideration of assessment was undertaken – particularly the rationale for using examinations rather than other assessment methods and how these relate to the learning environment and graduate outcomes. The Board requested that the University, via University Teaching and Learning Committee, strengthen consideration of assessment in future course development by developing a framework for considering assessment within the context of course development.

Creative Industries Faculty Implementation Plan

The Board considered the Creative Industries Faculty Corporate Review Implementation Plan and provided comment on the academic matters to Planning and Resources Committee. It was noted the Faculty had already commenced implementing several recommendations.

Special Consideration

To allow further clarification to be provided to the Board, this item was deferred to the April 2008 meeting.

Course Items

The Board approved the following for offering from Semester 1, 2008:

- (i) BX20 Master of Engineering (Power Generation) with the abbreviated title *MEng(PwrGen)*;
- (ii) BX21 Graduate Certificate in Engineering (Power Generation) with the abbreviated title *GradCertEng(PwrGen)*;
- (iii) BX30 Master of Engineering (Railway Infrastructure) with the abbreviated title *MEng(RailInfr)*;
- (iv) BX31 Graduate Certificate in Engineering (Railway Infrastructure) with the abbreviated title *GradCertEng(RailInfr)*;
- (v) IT80 Doctor of Information Technology with the abbreviated title *DInfTech*;
- (vi) IT08 Bachelor of Corporate Systems Management / Bachelor of Information Technology with the abbreviated title *BCorpSysMgt/BInfTech*;
- (vii) IT09 Bachelor of Corporate Systems Management / Bachelor of Games and Interactive Entertainment (Study Area A) with the abbreviated title *BCorpSysMgt/BGames&InteractiveEnt(StudyAreaA)*;
- (viii) IX61 Bachelor of Corporate Systems Management / Bachelor of Justice (Study Area A) with the abbreviated title *BCorpSysMgt/BJus(StudyAreaA)*;
- (ix) IX62 Bachelor of Business (Study Area A) / Bachelor of Corporate Systems Management with the abbreviated title *BBus(StudyAreaA)/BCorpSysMgt*;
- (x) IX63 Bachelor of Business (Study Area A) / Bachelor of Games and Interactive Entertainment (Study Area A) with the abbreviated title *BBus(StudyAreaA)/BGames&InteractiveEnt(StudyAreaA)*;
- (xi) IX64 Bachelor of Games and Interactive Entertainment (Study Area A) / Bachelor of Mathematics with the abbreviated title *BGames&InteractiveEnt(StudyAreaA)/BMaths*;
- (xii) IX65 Bachelor of Applied Science (Study Area A) / Bachelor of Games and Interactive Entertainment (Study Area A) with the abbreviated title *BAppSc(StudyAreaA)/BGames&InteractiveEnt(StudyAreaA)*;
- (xiii) Study Area A in "Intellectual Property Law" with the abbreviated title *IPLaw* in LW51 Master of Laws (Study Area A) and LW60 Graduate Certificate in Law (Study Area A);

The Board approved the discontinuation of the Study Area A in "Events Marketing and Management" from the following courses from Semester 1, 2008: BS39 Graduate Certificate in Business (Study Area A), BS16 Master of Business (Study Area A), and BS17 Master of Business Advanced (Study Area A).

The Board approved the discontinuation of the following "not offered" transnational courses from Semester 1, 2008 onwards:

- CN86 Graduate Certificate in International Project Management,
- CN87 Graduate Diploma in International Project Management,

- CN88 Master of International Project Management,
- ED06 Master of Learning Innovation,
- ED08 Master of Learning Innovation, and
- ED10 Master of Education (Early Childhood Education).

The Board noted the increase to the English language entry requirement, to an IELTS score of 7 with no sub-band less than 6, for PH38 Bachelor of Applied Science (Medical Radiation Technology) from Semester 1, 2009.

The Board noted the discontinuation of the following courses from Semester 1, 2008: IF86 Bachelor of Arts/Bachelor of Applied Science; IX39 Bachelor of Arts/Bachelor of Creative Industries; and IX49 Bachelor of Arts/Bachelor of Information Technology.

Reports from subcommittees

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

- Report from 29 October 2007 meeting of Academic Policy and Procedures Committee (**Attachment 1**)
- Report from 30 October 2007 meeting of Teaching and Learning Committee (**Attachment 2**)
- Report from 2 November 2007 meeting of University Research and Innovation Committee (**Attachment 3**)
- Report from Appeals Committee (**Attachment 4**).

University Academic Board noted the following items for information.

- Vice-Chancellor's report to University Academic Board.
- Post-meeting action sheet for UAB's 12 October 2007 meeting.
- UAB Items Pending Sheet – 16 November 2007.
- QUT Committee meeting schedule for 2008.
- Register of Disclosed Interests – latest disclosed interests for UAB.

Report from the 29 October 2007 meeting of Academic Policy and Procedures Committee

Academic Policy and Procedures Committee is responsible to University Academic Board. The Committee develops strategies for the continuous improvement of policies, procedures and rules relating to student matters. The Committee met on 29 October 2007. The following items are reported for information.

Special consideration

This is a separate item on the UAB agenda.

Parchment; Transcript of Academic Record; Graduation Statement; Student Portfolio

Academic Policy and Procedures Committee endorsed distinctions drawn among various forms of documentary evidence of student achievement at the University, specifically: parchment; transcript of academic record; graduation statement and student portfolio. The Committee noted that the SAMS project team was in the process of producing a sample academic transcript and wished to put some clear definitions around the forms of documentary evidence used by the University.

The Committee noted that the student portfolio was the easiest to define and that it was a student-owned record of achievement. There was an explicit definition of what should appear on a parchment in the MOPP and there were no changes proposed to that definition. The definition of what should appear on a transcript of academic record was less clear however, and the graduation statement was still in proposal stage.

The Committee was advised that it was proposed that information about student academic achievement which was supplementary to the academic record, such as information about prizes and scholarships, could be recorded on a graduation statement. The Committee noted that the possible adoption of the graduation statement in the future may lead the University to reconsider the necessity of the academic transcript.

SAMS business process change approval process – examinations and ceremonies

Academic Policy and Procedures Committee endorsed the changes to business processes arising from the Business Process Design undertaken within SAMS in the functional areas of examinations and ceremonies and noted feedback received from faculties in relation to these changes.

The Committee was advised that these were the first of twenty functional areas which would have business process changes as a result of the introduction of SAMS. The changes in relation to examinations and ceremonies had been circulated to faculties and major issues identified by faculties had been taken into consideration.

Approval of business process changes: enrolment

Academic Policy and Procedures Committee noted the business process changes arising from the Business Process Design undertaken within SAMS in the functional area of enrolment. The Committee noted that these proposed changes were currently in circulation to faculties for feedback and this would be provided to the Committee at its first meeting next year.

2007 Academic Policy and Procedures Committee self-assessment

Academic Policy and Procedures Committee discussed its annual self-assessment. It was noted that attendance was an issue for the Committee and that there was a recurrent risk of it being inquorate. However, the Committee did not feel that this would be addressed by increasing its membership. Members were asked to forward any concerns they had over the scheduling of the meetings to the Secretary.

Report from the 30 October 2007 meeting of Teaching and Learning Committee

Teaching and Learning Committee is responsible to University Academic Board. The Committee advises on course approval and policy relating to teaching and learning across the University. Teaching and Learning Committee met on 30 October 2007. The following items are reported for information.

Integrated Literacy Project

The Director, Library Services, Ms Stokker, and the Director Teaching and Learning Support Services (TALSS), Ms Southwell, gave a presentation of the Integrated Literacy Project, which aimed to provide a student-centred, blended approach to delivery of services through the Library and TALSS in order to improve the student experience.

Customised education

Teaching and Learning Committee endorsed the policy for customised education, non-award courses and studies, and continuing professional education, which is provided in a separate submission to the Board.

Review of MOPP Chapter C

Teaching and Learning Committee endorsed an approach and framework for a review of all policy in Chapter C of the Manual of Policy and Procedures.

Revised course approval process and approach to academic plan

Teaching and Learning Committee endorsed revised policy for course approval. The revised policy will undergo further consultation before being forwarded to the Board in 2008.

Plagiarism Detection Software Review Report

Teaching and Learning Committee endorsed recommendations from the Plagiarism Detection Software Review Report for forwarding to the Deputy Vice-Chancellor (Technology, Information and Learning Support) for action. The recommendations were to conduct an extensive trial of *My Safe Assignment* software, now available through Blackboard, but to continue to monitor and evaluate emerging softwares.

First Year Curriculum Design Principles

Teaching and Learning Committee endorsed design principles for first year curriculum, which will be incorporated into the revision of MOPP Chapter C. The principles result from the Teaching and Learning *Priority Project 4: Enhancing First Year Experience*. Six core principles are proposed, together with associated guidelines.

Orientation and Transition Policy

Teaching and Learning Committee endorsed principles for an Orientation and Transition policy to be incorporated into the revision of MOPP Chapter C. The revised policy conceptualised Orientation as a process occurring over time, incorporating a number of critical times such as Orientation Week.

Quality Teaching at QUT

Teaching and Learning Committee discussed draft principles of quality teaching at QUT. The principles will be included in the revision of MOPP Chapter C.

Items for Information

Teaching and Learning Committee noted the following items:

- Protocol for the use of LEX unit level data in performance reporting.
- QUT progress in the 2007 round of awards, grants and fellowships offered by the Carrick Institute of Learning and Teaching in Higher Education.
- Draft protocol for peer partnership.
- Post-meeting action sheet from Teaching and Learning Committee 4 September 2007 meeting.
- Items pending sheet for Teaching and Learning Committee October 2007.
- Outcomes of University Academic Board's 12 October 2007 meeting.
- 2008 QUT Academic Staff Catalogue.
- Reports from the following working parties: Curriculum Working Party, Learning Environments Working Party.
- Report from Assistant Deans Learning and Teaching Advisory Group.

Report from the 2 November 2007 meeting of University Research and Innovation Committee

The University Research and Innovation Committee 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 2 November 2007. The following items are reported for information.

Research Quality Framework Update

The Committee received a verbal update on developments with the Research Quality Framework (RQF) and noted that in preparation of RQF associated activities, QUT had been holding workshops for preparation of the Group Evidence Portfolios, due for submission to DEST 2 November 2007.

Revised QUT Code of Conduct for Research

The Committee noted that the *Australian Code for the Responsible Conduct of Research* had recently been released by the National Health and Medical Research Council, the Australian Research Council and Universities Australia.

Revision of MOPP Chapter D: Research and Development

The Committee noted that the Office of Research was currently revising MOPP Chapter D: Research and Development. This task included the revision of the QUT Code of Conduct for Research and all related links and would not be completed until mid-2008.

The Australian Labor Party's Research Agenda

The Committee received a brief verbal report on the Australian Labor Party's research agenda. It was noted the agenda included issues such as instigating methods to deal with Australia's shrinking research-based workforce and addressing climate change. The Committee was advised that an advisory board for the \$6 billion Higher Education Endowment Fund had been announced and that it would be chaired by Mr Phillip Clark and include former QUT Chancellor, Dr Cherrell Hirst.

Progress of the Smart State Strategy

The Committee received a brief verbal report on the progress of the Smart State Strategy. It was noted that the Strategy was an evolving plan of action, regularly refined to ensure new challenges were addressed, and that the release of the next Strategy would be mid-2008. The Committee was reminded that Prof Sharma was a member of the Smart State Council, an external advisory body to investigate impediments and opportunities affecting Queensland's transition to a Smart State.

Forthcoming Competitive Funding Opportunities

The Committee noted QUT's strong performance in the recently announced ARC and NHMRC rounds securing over \$15M in new funding. The Committee was advised that the Office of Research had commenced activities to address further competitive funding opportunities. These activities included: assisting with a number of external and internal applicants for this year's Federation Fellowship round; working on this year's round of Smart State Innovation Funds; starting preparations for the second round of ARC Linkage-Projects scheduled to close in late November and, in conjunction with faculties and institutes, implementing a Notification of Intention to Apply process for the upcoming ARC Discovery Projects and NHMRC Projects round.

Closure of the Centre for Social Change Research

The Committee resolved to recommend to University Academic Board the closure of the Tier 3 Research Centre, Centre for Social Change Research.

Closure of the Science Research Centre

The Committee resolved to recommend to University Academic Board the closure of the Tier 3 Research Centre, Science Research Centre.

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

- Reports from Research Committees: University Animal Ethics Committee, University Human Research Ethics Committee, QUT Institute Biosafety Committee and Research Degrees Committee.
- University Research and Innovation Committee Work Schedule 2 November 2007.
- Research Students Centre Report for September 2007.
- October Research Report.
- Annual Report from the Assistant Deans (Research)/Institute Directors Working Party.
- Annual Report from the e-Research Working Party.
- Ethical entrepreneurialism (University of Sydney).
- Chair's Executive Action, URIC nominee to Research Degrees Committee.

Report from Appeals Committee

In accordance with its terms of reference (MOPP E/1.1.2), Appeals Committee is accountable to University Academic Board for determining appeals against admission, exclusion and imposition of penalties for academic dishonesty. The Appeals Committee met on 12 September and 15 October 2007. The following items are reported for information.

Admission Appeals

Appeals Committee had not considered any admission appeals to date in 2007.

Appeals Against Penalties Imposed for Academic Dishonesty

Since April 2007, Appeals Committee had considered one appeal against penalty imposed for academic dishonesty. The Appeal was dismissed.

Exclusion and Appeals Against Exclusion

Since April 2007:

Appeals against exclusion – upheld by Faculty Academic Boards

There were none.

Appeals against exclusion – dismissed by Faculty Academic Boards

Faculty of Business – 1.

The Appeals Committee (15 October) resolved to approve revisions to the factors associated with considering appeals to provide greater clarity to students and faculties on the appeals process. It was recommended that factors that the committee considered as part of the Appeals against exclusion for unsatisfactory academic performance process, be amended to include the actions taken by both students and the faculty to address performance issues. Approval for the changes was the subject of a separate submission to UAB.

Student Business Services will also review the information provided to students eligible for exclusion, to better enable them to understand the process and prepare an evidence-based application for appeal.

Appeals Committee - Terms of Reference

At its meeting of 12 September 2007, the Appeals Committee considered a request from the Dean of Graduate Studies to modify its Terms of Reference to specifically include higher degree research students appeals against exclusion for unsatisfactory progress, failure to submit an Annual Progress Report or failure to complete an award within time limits.

The change was supported by members and as a consequence, Appeals Committee membership was also recommended to be amended to ensure appropriate membership of suitably experienced student and staff representation when the Committee is considering higher degree research student appeals. For such appeals membership a postgraduate student nominated by Postgraduate Students Association, and a member of academic staff with research supervisory experience nominated by UAB. Approval for the changes was the subject of a separate submission to UAB

QUEENSLAND UNIVERSITY OF TECHNOLOGY

ALUMNI BOARD

REPORT TO COUNCIL – 12 December 2007

Alumni Board met on 1 November 2007. The following items are reported for information.

Alumni Plan 2008-2010

The Board noted that the Alumni President would request from the Chancellor permission to make a presentation to Council early in 2008 on the Alumni Plan and Alumni activity in 2007.

Research proposal for core alumni research 2007 and 2008

The Board was advised that the research proposal approved at the Board's 12 September 2007 meeting would not be conducted by Dr Kym Madden and a new project manager would be advised to the Board at its 2008 Planning meeting.

Alumni Board Annual General Meeting

The President and the Board expressed appreciation to Deputy Chair, Mr Ryan, for stepping in at the last minute to officiate at the 25 October 2007 Alumni Board Annual General Meeting.

Mr Ryan reported that it had been a successful event with in excess of fifty participants. The Vice-Chancellor presented Alumni Service Awards to alumni volunteers Mr Christopher Joseph and Ms Karen Alexander who had made outstanding contributions to the University over many years. The official recognition given to these volunteers received very positive feedback.

President's Report

The Board noted a report from the Alumni President in which in which the following information was provided.

- During 2007 the President had participated as a Guest Lecturer for the Faculty of Information Technology and had attended many of their Alumni functions throughout the year.
- Sir Bob Geldof would be the guest speaker for the 10th Anniversary Dinner of QUT's Business Leader's Forum scheduled for Monday 19 November. The event would be held at the Brisbane Convention and Exhibition Centre. Although this was not an alumni event, it offered excellent networking opportunities.

Deputy Vice-Chancellor (International and Development)

The Board was advised that the Deputy Vice-Chancellor (International and Development), Prof McLean, was in Korea on QUT business and noted a verbal report from the Acting Deputy Vice-Chancellor on the following.

- Prof McLean would take up the newly-created role as Deputy Vice-Chancellor (Teaching Quality) at the end of January 2008, with Mr Scott Sheppard to commence duties as the Deputy Vice-Chancellor (International and Development) on 4 February 2008.
- The 2008 budget, including divisional budgets, had been discussed with Finance and Resource Planning. She noted that there was no marked increase on the 2007 budget that the 2008 budget was static.

Council Report - 24 October 2007

The Board noted a report from an Alumni Member of Council on Council's 24 October 2007 meeting. Under the report on the Career Mentor Scheme reference was made to mentors being turned away due to restricted resources. The Scheme was administered by a single person, but to accommodate the increasing demand of new participants, an increase to staffing was required. Dr Drummond reported that the Registrar had undertaken to bring a full report on the Scheme to the December Council meeting. The Board discussed possible methods to assist the situation, including sponsorship, philanthropic collaborations and the introduction of an annual service fee, per capita, from the Alumni Office to each Faculty. One suggestion put forward was to recoup expenses by introducing a system of sharing the event/function expenses with the associated host.

Alumni Relations Manager's Report - November 2007

The Board noted a report from the Alumni Relations Manager on the activities of the Alumni and Development Services Section in support of key objectives and performance indicators from the Alumni Plan.

The Alumni Relations Manager also reported on the following:

- October had been a busy month with several events held, including the Alumni Board Annual General Meeting, the premiere screening of “The Librarian” by the QUT Information Professionals Alumni and, the Young Alumni Leadership Forum.
- The Melbourne Alumni Group held a reception on 8 October 2007. The reception had in excess of 41 attendees, the guest speaker was David Moffatt and was hosted by Executive Dean, Faculty of Business, Prof Little. The Sydney Alumni Group held an event, hosted by the Vice-Chancellor, on 16 October with Paul Kenny the guest speaker.
- The 2007 Golden Graduates Reunion would be held on 17 November at the Brisbane Convention & Exhibition Centre. Ms Mannion advised that there had already been over 350 replies to indicate their intention to attend the function. The reunion was for graduates from 1957 and earlier from QUT’s predecessor institutions: Queensland Teachers Training College, Brisbane Kindergarten Training College or the Central Technical College.
- Ms Mannion advised of an active young alumnus, Tony Wilson, who under his own initiative and on behalf of QUT, was visiting high schools to assist students in selecting their university program of studies. The Board endorsed a suggestion to explore Alumni members being used as follow-up contacts for successful incoming students (and/or parents) to assist with admission and/or enrolment enquiries. It was felt that a graduate of QUT rather than a paid staff member, initialising this follow-up contact, would be more personable and value adding, especially at the PhD level.

Young Alumni Survey Data

The Board noted a report on the 2007 Young Alumni Survey.

Agenda for the 2008 Alumni Planning Day

The Board discussed its agenda for a planning day to be held at the beginning of 2008.

Alumni Board noted the following items for information:

- Alumni Board Post Meeting Action Sheet – 13 September 2007
- Alumni Plan 2008-2010
- Brisbane Executive Club – 2007 Annual report and financial statements
- Annual Committee self-assessment review.