On behalf of Academic Board Chair, Associate Professor Linley Lord,

Please find following a brief update on the activities of Curtin University’s Academic Board during the fourth quarter of 2014.

**Monitoring Meetings**

**International Activities**

The Academic Board Monitoring Meeting Scorecard report on the University’s international activities was held immediately prior to the Board meeting in Council Chambers on 31 October 2014. The Report was provided in advance of the meeting to facilitate greater discussion and questioning.

Approximately 50 people attended the meeting presented by Acting Deputy Vice-Chancellor, International, Associate Professor Simon Leunig during which he outlined Curtin’s performance against Key Performance Indicators, Measures and Targets within the monitoring framework.

The meeting included video presentations from Professor Jim Mienczakowski - Curtin Sarawak, Dr Mahendra Chandra – Curtin Sydney and Professor Robert Evans – Curtin Singapore.

Associate Professor Leunig also spoke to the item during the Academic Board noting International’s strategy supported by a transnational education framework focused on excellence in research and teaching relationships with quality partnerships and the recruitment of high quality students.

Importantly, the substantial decline in international student numbers appears to have halted with small gains in applications for Semester 1 2015 and promising ELICOS and English language bridging course enrolments in Semester 2 2015 are anticipated to boost branch campuses numbers and eventually the Bentley campus.

**People and Culture**

The November Academic Board meeting was preceded by an Academic Board Monitoring Meeting on People and Culture including Key Performance Indicators, Measures and Targets within the monitoring framework.
The Monitoring Meeting was presented by Vice-President Corporate Services, Mr Ian Callahan and Director, Human Resources, Mr Bill Ryan. Discussion points at the Monitoring Meeting included:

- The definition of consultation and the process of decision-making;
- How individuals are engaged in the change process; and
- How rankings drive performance.

At the Academic Board meeting Mr Bill Ryan outlined key elements of the Scorecard report containing data on six of the seven KPIs and six secondary measures.

He noted the University had not reached its Lost Time Injury and Indigenous Participation targets and additional effort was required to address these going forward.

Results indicate Curtin is an employer of choice, retention rates are high and the University is addressing the professional and academic age profiles, however, a more pro-active approach may be required to increase female staff participation at higher HEW levels. The Vice-Chancellor confirmed consideration is being given to methods of improving career progression for women in Academic and General staff roles and a report will be provided to Academic Board in 2015 on the subject.

The lecture of Associate Professor Simon Leunig’s presentation and the presentation by Mr Ian Callahan and Mr Bill Ryan are now available, along with the reports via the Office of Strategy and Planning’s Monitoring and Reporting on Plans Website: https://planning.curtin.edu.au/strategic/monitoring.cfm

In addition, for your information, the International Enabling Plan 2013 – 2017 can be accessed here https://planning.curtin.edu.au/strategic/plans.cfm

Academic Board Elections/Appointments

Following the ex officio appointment of Professor Mark Buntine to Academic Board Executive subsequent to his election as Deputy Chair of Academic Board an election was held to fill the vacancy under Section 3.1 of the Committee’s Constitution which states:

3.1 The Academic Board Executive is to comprise the following…elected members who are to be appointed by the Council:

... (4) one member of the Academic Board, elected by the Academic Board from among those members in Academic Board membership category 3.1(1)(j), being:

4 members of the full-time academic staff of each Faculty located in Western Australia.

Dr Jennifer Howell was elected unopposed to the Academic Board Executive for the remaining term until 31 March 2016.

Curtin University’s 2015 TEQSA Renewal of Registration

The Board noted the revised process adopted by TEQSA in relation to Curtin’s re-registration. Academic Board will receive regular updates on the TEQSA renewal of registration process throughout 2015 as part of the Board’s Work Plan.

Guidance Notes informing the University’s requirement under TEQSA’s regulatory framework can be found here: http://www.teqsa.gov.au/for-providers/provider-resources
New Courses

Academic Board approved:
- the rescinding of the discontinuation of the Master of Philosophy (Business Law and Taxation) (296511) and the change of title to the Master of Philosophy (Law) (MR-PHILAW)
- the proposal for the inclusion of Undergraduate Minors as a study package category within Bachelor degrees.

Policies and Procedures


Subsequent to this approval the Deputy Vice-Chancellor, Research and Development rescinded the Research Costing and Pricing Procedures.

In line with the inclusion of Undergraduate Minors as a study package category within Bachelor degrees, Academic Board approved an amendment to Section 5.2 Bachelor Degree (sub-section 3.6 Bachelor Degree Structure) of the Course Approval and Quality Manual to provide for Undergraduate Minors and an amendment to Section 4.1 Course Approval (sub-section 5 Determining Levels of Change) of the Course Approval and Quality Manual to provide for Undergraduate Minors.

Teaching and Learning Quality Dimensions

Academic Board received the final report based on the Teaching and Learning Excellence Quality Framework and which can be found at:


Kind regards

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