

BOARD OF TRUSTEES

Minutes of meeting 05/6 of the Board of Trustees of the University of Western Sydney, held at 9.00 am on **Wednesday 30 November 2005**, in the Boardroom, Building AD, Werrington North.

Present:

- Mr John Phillips AO (Chancellor)
- Professor Janice Reid AM (Vice-Chancellor)
- Dr Anne Benjamin
- Hon Jan Burnswoods
- Professor Anne Cusick
- Ms Mary Foley
- Mr John Heath
- Ms Gabrielle Kibble AO
- Mr Angelo Kourtis
- Associate Professor Valentina McInerney
- Mr Roy Medich OAM
- Ms Meg Oates
- Mr Geoffrey Roberson
- Mr Glen Sanford
- Ms Elfriede Sangkuhl
- Hon Kim Yeadon

In Attendance:

- Mr Mark Croucher
- Ms Liz Curach
- Mr Ed Gielarowski
- Ms Rhonda Hawkins (Secretary to the Board)
- Mr John McGuire
- Ms Tanya Rubin
- Ms Mary Stamboulie
- Ms Edith Taylor
- Ms Linda Watson
- Mr Mike Webster
- Mr Paul Woloch
- Professor Chung-Tong Wu
- Ms Marian Alleyn
- Ms Jo Maguire (Minutes secretary)

1 OPENING AND PROCEDURAL MATTERS

1.1 Welcome

The Chancellor welcomed those present. He noted that it was the final meeting for Dr Anne Benjamin and Ms Meg Oates, whose terms end on 31 December 2005.

1.2 Apologies

Apologies were received from Ms Linda Burney and The Hon Jan Burnswoods.

1.3 Starring of Items

The following items were starred: 1.1, 1.2, 1.3, 1.4, 2.3, 2.4, 2.6, 2.7, 3.1, 3.2, 3.3, 3.4, 3.6, 3.7, 3.9, 4.1, 4.2, 4.3, 4.4, 4.4.1, 4.5, 4.6, 5.2, 6.6, 7.3, 7.4, 7.5.

It was resolved:

that all unstarred items be taken as considered and all recommendations in the attachments for them as adopted.

1.4 Arrangement of Business

Items listed for discussion in the Closed Session were 2.3, 2.4, 3.4, 3.7, 3.9, 4.3, 4.5, 4.6, 6.6.

1.5 Confirmation of Minutes

It was resolved:

that the Minutes and Confidential Minutes of the meeting of the Board of Trustees, held on 12 October 2005, be confirmed.

2 BUSINESS ARISING

2.1 Realignment of the Colleges and Schools

This progress report was noted.

2.2 Postgraduate Coursework Offerings

The final and reduced set of postgraduate coursework units on offer for 2006 were noted.

2.3 Osteopathy and Podiatry Courses

This item was discussed in the closed session.

2.4 Management of Media Articles

This item was discussed in the closed session.

2.5 VSU Progress Report and Student Activity Fee 2006

The Board noted the delay in the passage of the VSU legislation and the concession by the Minister that it could not be implemented for the full year in 2006.

It was resolved that:

(a) the Board approves the continuance of the Student Activities Fee for 2006 at the level set in 2005; and

(b) the application and distribution of the 2006 fee be determined by the Board Standing Committee subject to further consideration, advice and discussion with the three entities.

2.6 Learning and Teaching Action Plan 2006-2008

The Board welcomed this paper. The term "Assessment-Focused Learning" requires clarification.

2.7 Television Sydney (TVS)

The Board noted that TVS began transmission on 21 November 2005, in keeping with the requirements of its licence. Programs are currently being developed and a full programming schedule is expected by early 2006.

3 NEW GENERAL BUSINESS & MATTERS FOR DISCUSSION / DECISION

3.1 Vice-Chancellor's Report

The Vice-Chancellor spoke to this report, as part of the following agenda item.

3.2 Vice-Chancellor's Annual Report – The Year in Review – 2005

The Vice-Chancellor spoke to her report, acknowledging the hard work of staff, particularly with regard to the budget and changes to academic and management structure. In 2005 the University developed a shared understanding of UWS, its vision and plan through to 2015. The forward focus for the University will be on quality.

The Vice-Chancellor highlighted the following heartening signs for the University:

- the University's improved financial prospects;
- the capital development project;
- the success of the first stage of accreditation for the Medical School;
- the Academic Program Review (undergraduate and postgraduate) which, in addition to other benefits, brought savings by the reduction in casual staff and the release of \$4m-\$5m for course improvements and research;
- the improvement in student systems, which will be a continued focus in 2006. This included on-time submissions to DEST in an environment of increased regulation through the Higher Education Support Act;
- 80 targeted voluntary redundancies;
- the improvements in postgraduate enrolments;
- the recruitment of highly regarded academic staff, some of whom are of international reknown;
- DEST's most recent visit showed their high degree of satisfaction and recognition of the work done and institutional achievements over the past five years. The University's declining attrition rates and improved progress rates were noted in particular;
- the University's UAI cut-off increased in the period 2001-2004 in a majority of courses; and
- CEQ outcomes for overall satisfaction increased by 7.5% in 2005 for the first cohort of students to graduate from courses post-unification (2002-2004).

The Board noted this report and thanked the Vice-Chancellor.

3.3 Social Justice Review

Ms Danielle Spokes, Interim Head of the Social Justice Unit, addressed the Board on the outcomes of the review of the Social Justice Unit. Her presentation detailed the review process; feedback from the review; the model recommended to guide the future and proposed focus areas; the rationale of the proposed model; an action plan for 2006-2008 and the path to resolution.

The meaning of 'social justice' within the University context was discussed. It was agreed that there is a need to ensure the name of the Unit is changed so that its role in promoting equity and diversity across the University is clearly reflected in its title.

The Board praised Ms Spokes for her work and welcomed the outcomes of the review. Copies of the review document and Ms Spokes' presentation will be made available to Board members.

3.4 UWS Budget 2006

This matter was discussed in the closed session.

3.5 On-Time UAC Applications for UWS: 2006 Intake

This report was noted.

3.6 Delegations Instrument

The Board were advised of the recent history of the delegations instrument and that, in the early years of the University's restructure, the delegations were held centrally. This responsibility and accountability has since been devolved, although the Vice-Chancellor maintains delegation over significant expenditure for international travel.

It was resolved:

- (a) the Board of Trustees approves the Delegations Policy and associated Schedules as noted in the attachment to the agenda paper; and**
- (b) the Delegations Policy take effect from 1 January 2006 with the exception that until such time as the CFO is appointed the DVC Academic Services exercise any delegations held by the CFO under Schedule A – Finances and the DVC Development and International exercise any delegations held by the CFO under Schedule D – Commercial Activities and Campus Development.**

3.7 Campus Names

This matter was discussed in the closed session.

3.8 Uses of the University Seal

It was resolved:

That the uses of the University Seal since 4 October 2005 be approved.

3.9 Cases Under Management

This matter was discussed in the closed session.

4 REPORTS AND RECOMMENDATIONS FROM BOARD COMMITTEES

4.1 Strategy and Resources Committee Report

The Board noted the report of the 3 November 2005 meeting of the Strategy and Resources Committee.

4.4.1 Performance Against Budget

This report was noted.

4.2 Audit and Risk Management Committee Report

The Board noted the report of the 25 October 2005 meeting of the Audit and Risk Management Committee.

It was resolved:

That the Board of Trustees approves the Risk Management Policy, and that the policy should take effect from the date of the Board's approval.

4.3 Campus Development Committee Report

This matter was discussed in the closed session.

4.4 Academic Senate

The report of the 28 October 2005 meeting of the Academic Senate was noted.

4.4.1 UWS Academic Governance 2006+ The Realignment of Colleges and Schools

The Board noted this report, which covered changes to the University's academic governance arrangements under the auspices of the Academic Senate. These changes are predicated on organisational changes to the University's academic structures following the realignment of the Colleges and Schools. They support a cultural shift within the University and include significant changes to the committees of Academic Senate.

The Chair of Academic Senate, Professor Anne Cusick, provided a rationale for each of the recommended changes and acknowledged the technical support she had received from the following staff in the Academic Secretariat:
Mr Martin Derby; Mr Jeff Warnock and Ms Kate Shane.

It was resolved:

- 1) **That the Board of Trustees rescind its resolution, passed on June 26 2002, that "the Chair of the Senate be given the delegation to approve the membership, terms of reference and procedural arrangements for Committees of the Academic Senate".**

- 2) That the Board of Trustees change the University Rules covering the College-elected membership of Academic Senate from:

3 academic staff members for each College within the University, elected by and from the academic staff of each College. Each group of 3 must include at least 1 male, at least 1 female, and at least 1 Lecturer level A-D and at least 1 lecturer level E.

to

4 academic staff members for each College within the University, elected by and from the academic staff of each College. Each group of 4 must include at least 1 male, at least 1 female, and at least 1 Lecturer level A-C and at least 1 lecturer level D-E.

- 3) That the Board of Trustees change the University Rules covering the membership of Academic Senate so that the membership of the Senate is as listed in Attachment 2 of this agenda item.
- 4) That the Board of Trustees approve the Chair of Senate's proposals for the Senate's specialist committees.

Note - The changes reflect the re-designation of the Courses Approvals Committee as the "Courses Approvals and Articulations Committee," and adjustments to the membership of Senate committees to ensure that there is greater elected Senate member involvement on those Senate committees.

The Senate specialist standing committees are therefore:

- Executive Committee
- Courses Approvals and Articulations Committee
- Education Committee
- Research Committee
- Research Studies Committee
- Appeals Committee

- 5) That the Board of Trustees delete the clauses in the University Rules covering the Sydney Graduate School of Management.
- 6) That the Board of Trustees approves academic governance arrangements at the College and School level as described in this agenda item, that consist of:

- **College of Board of Studies;**
- **College Education, Assessment and Progression Committee;**
- **College Research and Higher Degree Committee;**
- **School Board.**

With functions based on the University Rules (attachment 3 of this agenda item) and with membership as specified in this agenda paper and attachment 4 of this paper.

The changes include delegating to the College Education, Assessment and Progression Committees the responsibility the Board has vested in the Senate to “authorise the conferring of awards”.

- 7) That the Board of Trustees approve the development of a rule for the provision of removal from office of elected chairs and deputy chairs for conduct relating to the breach of committee terms of reference (attachment 3 of the agenda paper) consistent with the principles in the UWS Act 1997 No 116 for removal from office of Board members.**
- 8) That the Board of Trustees approve a change to terms of office for the Chair and Deputy Chair of Senate so that provisions for the number of possible terms are consistent with those for Board members prescribed in the UWS Act 1997 No 116, given that the Chair is an official member of the Board.**

[Ms Gabrielle Kibble left the meeting at 1.00pm]

Recommendations 6, 7, and 8, although accepted, are subject to further drafting work to be undertaken by the Chair and the Staff of the Academic Secretariat.

The Board noted that early notices of election for the Academic Senate had been issued, contingent on the Board’s decisions. In recognition of the timeline for this election, the Chancellor will provide approval for the Chair of Academic Senate to contact the Returning Officer, following the Board’s approval.

The size of Academic Senate was discussed but the Board recognised that the membership of 40 was necessary to ensure adequate representation.

A report, for the Board’s approval, will be provided in 2006 presenting the detailed terms of reference of each of the committees of Senate, to replace the interim arrangements.

The Chair of Academic Senate will also submit to the Board a revised draft of the UWS Rules, reflecting the Board's decisions. The Chancellor will approve the new draft.

[Mr Glen Sanford and Mr Kim Yeadon left the meeting at 1:15pm]

4.5 Remuneration and Nominations Committee

This matter was discussed in the closed session.

4.6 Board Standing Committee Report

This matter was discussed in the closed session.

5 REPORTS FROM OTHER UNIVERSITY BODIES

5.1 UWS Regional Council Report

The report of the 10 November 2005 meeting of the Regional Council was noted.

5.2 UWS Foundation Report

The report of the 26 October 2005 meeting of the UWS Foundation was noted. Student fundraising is for the final year production by performance students.

6 OTHER REPORTS

6.1 2005 Media Coverage Summary

The Board noted this report which identified the outstanding and positive media reports about the University.

6.2 University of Western Sydney Act 1997 – Minor Amendment

This report was noted.

6.3 Occupational Health and Safety

This report was noted.

6.4 Staffing Matters

This report was noted.

6.5 UWS Medical School

This report was noted.

6.6 Recent Developments on Callista

This matter was discussed in the closed session.

6.7 Report on Outcome of Recent Board of Trustees Elections

This report was noted.

7 MATTERS TO BE RAISED BY BOARD MEMBERS

7.1 Report by the Postgraduate Student Member

There was no report from the Postgraduate Student Member.

7.2 Report from the Undergraduate Student Member

There was no report from the Undergraduate Student Member.

7.3 Report from the General Staff Member

As it was his final meeting, Mr Angelo Kourtis thanked the Chancellor and Vice-Chancellor and stated that his time working with the Board of Trustees has been very rewarding. He has seen significant change during this time and believes the Board is providing sophisticated responses to a complicated environment.

7.4 Report from Academic Staff Member

As it was her final meeting, Associate Professor McInerney thanked the Chancellor and the Vice-Chancellor for providing her, early in her term, with education on her role as a Board member. She thanked the Chancellor for being a gracious Chair and for the dignity he brings to the role.

7.5 Report from Graduate Member

Mr John Heath provided an oral report to the Board, advising that the Alumni Development Committee had met on 11 October 2005. At that meeting, apart from refining plans for the future Graduate Life publication, healthy discussion revolved around several issues, with among the most important being:

1. The costs associated to effectively service existing Alumni and 8,500 new graduates each year;
2. To whom resources should be directed;
3. Obligations to represent the interests of all Alumni, irrespective of their course, college, school, campus or even country of residence.

The committee came to agreement that, in order for the UWS Alumni to seek the greatest return on investment, and in turn re-invest in the University, it will prioritise the following groups (bearing in mind all Alumni can be serviced with information via the website):

- recent graduates;
- final year students;
- active Alumni;
- Alumni Chapters that may be active and provide a stimulus to Alumni development.

The Alumni Development Committee also discussed the impact of Voluntary Student Unionism (VSU) on Alumni future involvement in the university. It was suggested that on-campus services and facilities often provide common ground for students which lead to their bonding and, in turn, their feeling toward their University. Without such services and facilities the student-University bond may be jeopardised.

7.6 Comments from Dr Anne Benjamin

As it was her final meeting, Dr Anne Benjamin took the opportunity to advise that she has felt privileged to have served on the Board for eight years. She suggested that a detailed listing of the University's formative years should be kept, together with information about the University's change management processes. She believes this will be particularly relevant as the University reaches its 20 and 25 year anniversaries.

She praised the courageous and insightful leadership of the University, which expresses clear values and has a clear sense of vision.

7.7 Comments from Ms Meg Oates

As it was her final meeting, Ms Meg Oates took the opportunity to say that she, also, had been privileged to serve on the Board. Her time on the Board has been exciting, frustrating, challenging, dynamic and rewarding.

She praised the courage, inspiration and resilience of the Vice-Chancellor, noting that so much had been achieved because the Vice-Chancellor developed a strategy or plan and then made sure it was implemented effectively. Ms Oates praised the Chancellor for his ability to build a rapport with Board members, for his calmness, leadership and empathy.

Ms Oates advised that she would look forward to making further contributions to the University in the future.

9 NEXT MEETING AND CLOSURE

The Chancellor formally acknowledged the co-operative work between University staff and representatives of the student associations which had enabled the Deed of Settlement to be signed recently.

The Chancellor thanked the Board for its work throughout 2005. Particularly, he thanked those members leaving the Board, not only for their service to the Board, but also for the additional work they have undertaken for the University.

The next meeting of the Board of Trustees is scheduled to be held at 9.00am on Wednesday 15 February 2006, in the Boardroom, Building AD, Werrington North Campus.

There being no further business, the meeting closed at 1.45pm.

Confirmed by:

Chair

Date