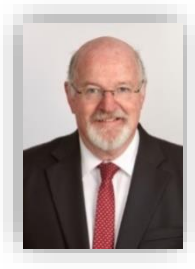




ACTIVE ACADEMIC COMMITTEES AS AT JUNE 2020

**COMMITTEE MEMBERSHIPS
TERMS OF REFERENCE
MOST RECENT DRAFT MINUTES/REPORTS**

ACADEMIC SENATE



Emeritus Professor Greg Whateley - Chair (Internal)

Professor Craig Ellis – Deputy Chair (External)

Assistant Professor Richard Xi – Secretary (Internal)

Professor Ian Bofinger (External)

Adjunct Professor Rob Wendon (External)

Dr Cyril Jankoff (External)

Adjunct Professor Art Phillips (External)

Usman Iqbal Sindhu (Student Representation)

Associate Professor Wayne Smithson (Internal)

Natasha Jacques (Student Representation)

Dr Lu, Jiao (External)

Professor Ray Hayek (External)

Jotsana Roopram (Internal)

Associate Professor Andy West (Internal)

Dr Barry Gordon (External)

Adjunct Professor Om Huvanandana (External)

UBSS ACADEMIC SENATE - TERMS OF REFERENCE

Approved by: GCA Board of Directors	Date Approved: September, 2017
First Approved by: GCA Board of Directors	Date First Approved: July 2008
Current Version: V10	Date of Next Review: June 2021
Changes to previous version Refreshed by Academic Senate, April 2019	

1. Overview

The Board of Directors has a responsibility to ensure that UBSS has structures and processes in place to maintain and improve academic standards and academic quality and, further, ensure compliance with the *TEQSA Threshold Standards*.

The Board of Directors has therefore established the **UBSS Academic Senate** to assist it in fulfilling its roles and responsibilities. The roles and responsibilities of the Academic Senate are set out in policies that are reviewed periodically by the Senate and referred to the GCA Board of Directors for endorsement. Through its delegated responsibilities the **Academic Senate** will ensure and improve academic quality and administer cycles of monitoring, review and improvement.

The distinction between academic governance, corporate governance and management is made clear by specifying the boundaries between these different, but interrelated functions, through a set of delegations incorporated within the Terms of Reference of Boards, Senate and Committees and formally approved by the **Board of Directors**.

2. Delegation for Academic Governance

Subject to the GCA Constitution and to any decision of the Board of Directors, the following delegations are made with respect to the academic governance of UBSS -

- The **Academic Senate** shall approve and review the content and implementation of the College academic policies and procedures, and implement those policies and procedures to ensure good academic governance and the continual improvement of academic quality;
- The **Academic Senate** may establish such standing committees as required to implement and review the approved academic policies and procedures and shall recommend new and revised policies and procedures for approval by the Academic Senate;

3. Policy Responsibilities

The **Academic Senate** shall formulate academic policies and procedures that include -

- Monitor and review the key parameters and performance indicators of the academic planning and academic quality improvement processes;
- Develop, approve, review, and discontinue of courses and subjects;
- Monitor academic scholarships and prizes;
- Overview academic awards (subject to TEQSA advice and approval), including minimum standards and credit points for units and establishing and responding to appropriate benchmarking processes;
- Monitor articulation, admission, RPL, enrolment, assessment and examination of students, including appointment of external moderators and benchmarking partners;
- Overview student progress and appeals;
- Monitor student academic discipline and appeals;
- Manage course and program structures and titles;
- Overview standards and procedures for the appointment of academic staff;
- Monitor academic staff development and scholarship.

4. Approval to Confer Academic Awards

Subject to any directions from the Board of Directors, the following delegations are made with respect to the conferral of academic awards of UBSS -

The **Academic Senate** may confer any academic award of the College;

Where the **Academic Senate** cannot meet as required the **Chair of the Academic Senate** may confer any academic award of the College. *This delegation cannot be further delegated. Any exercise by the Chair of the delegation must be reported to for noting at the next meeting of the Academic Senate.*

5. Standing Committees of the Academic Senate

The **Board of Directors** delegates to the **Academic Senate** the authority to establish and disestablish sub-committees of Academic Senate and vary the functions, membership and other features of the sub-committees. The establishment or disestablishment of sub-committees of Academic Senate must be reported to the **Board of Directors**.

6. Conduct of Business by the Academic Senate (and Standing Committees)

The **Academic Senate** (and sub-committees) shall conduct business in accordance with the procedures established by the Academic Senate. The procedures and 'terms of reference' will be reviewed, annually, by the Academic Senate and presented to the GCA Board of Directors for approval.

7. Communication

The Academic Senate will -

- Ensure the dissemination of all appropriate information within UBSS;
- Report to the **Board of Directors** at each meeting;
- Respond on all matters submitted to it by the **Board of Directors** for advice;
- Ensure that its decisions are disseminated and implemented at the appropriate levels within UBSS and GCA;
- Consult as appropriate with relevant stakeholders and interested parties on any matter to be considered by the Academic Senate.

8. Chair of Academic Senate

The Board of Directors will appoint the Chair of the Academic Senate, and shall do so whenever a vacancy in the office of Chair of the Academic Senate occurs.

The Chair has functions as prescribed by the Board of Directors.

The Chair of Academic Senate *can* be an internal academic appointment.

The appointment of Chair will not exceed a period of two years (but may be renewable).

9. Membership of Academic Senate

The Members of the Academic Senate are as follows -

- Members of the Academic Senate are selected on the basis of their particular expertise in relation to the operation of higher education providers and the delivery of higher education curriculum and may be drawn from internal academic and administrative staff, external academic and administrative staff, industry practitioners and members of professional bodies or associations;
- The Board of Directors appoints the Chair of Academic Senate either from among the internal and/or external members or by search;
- The Board of Directors appoints the Deputy Chair of Academic Senate from among the members (*student members are not eligible*);
- The term of Membership for appointed members (not ex-officio) of the Academic Senate will be two years. ;
- Members of the Academic Senate must not make any public statement or political comment and shall not purport to speak on behalf of UBSS in relation to the Senate's deliberations or decisions;
- Academic Senate members are required to declare any actual or perceived conflict of interest that might arise in the course of their service on the Academic Senate;
- At the discretion of the Board of Directors, external members of the Academic Senate *may* be required to enter into a Deed of Confidentiality with UBSS;
- The Academic Senate may co-opt additional members and invite guests to attend meetings where required.

Membership will include –

- The Chair of Academic Senate
- The Deputy Chair
- The Executive Dean of UBSS *ex officio*
- The Program Directors of active UBSS programs, *ex officio*
- The Director, Centre for Entrepreneurship *ex officio*
- UBSS Provosts
- Up to two UBSS students from the student body of UBSS
- Up to two co-opted current staff members
- Unlimited co-opted external members.

*The Academic Senate has the authority to co-opt external members to provide expertise and/or advice as required. **Co-opted members will have voting rights** and will serve a maximum of two (2) years on the Senate (renewable).*

Members of the Academic Senate have voting rights. Visitors to the Academic Board meetings *do not* have voting rights.

10. Attendance

Formal attendance and voting via video link or other remote connection approved by the Chair will be permitted and will be included in the determination of a quorum.

Members unable to attend Academic Senate **will not** be entitled to a proxy.

11. Absence from Meetings

Where the Chair is absent, the Deputy Chair shall chair the meeting.

Where the Chair and Deputy Chair both are absent, the members of the Academic Senate shall elect a Chair from among their number.

The minutes will record absences and apologies lodged by members who are unable to attend a meeting.

Elected members of the Academic Senate, who absent themselves from three consecutive meetings without leave being granted shall be deemed to have vacated Office and a new appointment/election will be held.

12. Term of Office

Subject to the GCA Constitution, a member of the Academic Senate holds office:

- In the case of the Chair and the Deputy Chair for a term of two (2) years (renewable);
- In the case of an *ex officio* member for the period that that person holds the office at UBSS;
- In the case of the external members for a term of two (2) years (renewable); and
- In the case of a student for a term of one (1) year.

Provided that any member, other than an ex officio member, may be re-appointed as the case may be for a maximum of two (2) further terms of office.

13. Functions of Academic Senate

The functions of the Academic Senate are -

- To be the principal academic body of UBSS;
- To set and monitor student admission criteria for UBSS;
- To monitor the formal articulation agreement between GCA Central College, any external entities and UBSS to maintain academic quality;
- Recommend to the Board of Directors students eligible to graduate from UBSS courses;
- To oversee and coordinate all academic work and to evaluate and monitor the quality and standards of teaching and scholarship;
- To advise the Board of Directors and the Academic Dean on matters relating to teaching and scholarship within UBSS;
- Receive reports from the UBSS Research Foundation and promote a culture of research and scholarship across UBSS;
- Provide avenues for students and staff to volunteer comments about the curriculum;
- Regularly seek feedback (for example through questionnaires) from students, alumni, staff and other stakeholders such as employers and professional bodies, and act to ensure continual review and improvement across UBSS;
- Monitor student pass rates and individual course components and respond where they are not satisfactory;
- Maintain awareness of developments in similar courses, especially those offered by universities;
- Identify risks and develop strategies to ensure the long-term viability of course delivery and student outcomes;
- To review academic policy and prepare advice and recommendations for the Board of Directors;
- To benchmark courses against similar courses both nationally and internationally;
- To establish from time to time Course Advisory Committees for the purpose of on-going review of courses and the establishment of new courses;

- To make recommendations to the Board of Directors for approval of courses and to have overall responsibility for educational/academic policy, quality management, curriculum and the student appeals process;
- To consider and report on matters referred to it by the Board of Directors; and
- And to have such other functions as the Board of Directors may from time to time delegate to it.

14. The Academic Senate may:

- Require reports from the academic staff;
- Consider and take action on reports submitted to it by any staff member;
- Refer matters to the academic staff for consideration and report;
- Appoint internal and external examiners on the recommendation of the Executive Dean;
- On the recommendation of the Executive Dean, determine matters concerning the courses of study or examinations in any faculty;
- Determine matters concerning the courses of study or examinations in any faculty;
- Submit recommendations to the Board of Directors with respect to any other matters relating to academic standards or facilities;
- Provide the Board of Directors with the minutes of its proceedings at each meeting to the next meeting of the Board of Directors;

The Board of Directors may at any time of its own motion or at the request of the Academic Staff, review any decision of the Academic Senate.

15. Frequency of Meetings

The Senate shall meet no less than six (6) times in each calendar year.

16. Quorum

No business shall be transacted at any meeting unless a quorum of members is present. At any meeting of the Academic Senate, a majority of the total number of members constitutes a quorum.

17. Voting

A decision supported by a majority of votes cast at a meeting of the Academic Senate at which a quorum is present is a decision of the Academic Senate, provided that if the vote is evenly divided, **the Chair shall have a second or casting vote.**

All members of the Academic Senate have voting rights. Visitors to the Academic Board do not have voting rights.

18. Agenda Papers and Minutes

The Chair will ensure that the agendas and papers are distributed to members seven (7) days before each meeting.

The Chair will ensure that the minutes are recorded, prepared and distributed within two (2) weeks of the date of each meeting.

Minutes of each meeting will be available for ratification by the Chair no later than 14 days after each meeting. *Unconfirmed minutes* will be distributed to members, after ratification by the Chair, for approval at the next scheduled meeting.

19. Review of Terms of Reference

The Terms of Reference may be reviewed from time to time – but at least every three years. Any amendments agreed by the Academic Senate will be recommended by the Chair of the Academic Senate for ratification by the Board of Directors.

GCA BOARD SIGNATURE AND ENDORSEMENT LOG

Alan Manly	Chair	15 September, 2017	
Sir Greg Whitby	Independent Director	15 September, 2017	
Professor Greg Whateley	Executive Director	15 September, 2017	

Paul Nicolaou	Independent Director	9 November, 2017	
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The GCA Board of Directors re-endorsed the notion of the AS TOR in March 2019 and has asked the AS to refresh as appropriate.

Group Colleges Australia Pty Ltd
ACN 085 429 732
Level 10/11 Castlereagh Street
SYDNEY NSW 2000.

UBSS ACADEMIC SENATE

**Board Room, Level 11
233 Castlereagh Street Sydney**

**Wednesday, 06th May 2020
10.00am**

UNCONFIRMED MINUTES

In Attendance Online (via Teams)

- Emeritus Professor Greg Whateley (GW) – Chair
- Professor Craig Ellis (CE) – Deputy Chair
- Assistant Professor Jotsana Roopram (JR) – Secretary
- Associate Professor Duncan Honore-Morris (DHM)
- Associate Professor Felix Stravens (FS)
- Associate Professor Wayne Smithson (WS)
- Associate Professor Andy West (AW)
- Adjunct Professor Om Huvanandana (OH)
- Adjunct Professor Art Phillips (AP)
- Assistant Professor Richard Xi (RX)
- Associate Professor Ashok Chanda (AC)
- Usman Sindhu (US)
- Assistant Professor Natasha Jacques (NJ)

1. Welcome - 10:02am – 10:17am
2. Conflict of Interest
There were no conflicts of interest noted
3. Apologies
 - Dr Lu Jiao (LJ)
 - Professor Ray Hayek (RH)
 - Adjunct Professor Rob Wendon (RW)
 - Dr Barry Gordon (BG)
 - Dr Cyril Jankoff (CJ)

The meeting was quorate

4. Minutes of last meeting Thursday, 20th February 2020 (*Attachment #4*) – 10.17am – 10:24am

GW noted that the minutes of the previous meeting were an accurate record. It was recommended that the motion to accept the minutes as a true and accurate record be

accepted. The minutes were moved by RX and seconded by DHM. The minutes were accepted without dissent.

5. Business Arising from the Minutes (*Attachment #5*) – 10.24am – 10:26am

Item #18 has been actioned and completed. Items #9, #16 and #19 are ongoing items.

6. Bachelor of Business Report (*Attachment #6*)

Issue Bachelor of Business Report – Associate Professor Felix Stravens (FS) <i>Screen and Verbal presentation</i> - 10:26am – 10:30am
Consideration FS presented the Bachelor of Business Report, summarised below - Course Review <ul style="list-style-type: none">• Reviewed, revamped and delivered Strategic Management• Reviewing and updating Team Leadership and Change Management• Reviewing and updating Marketing Fundamentals• New Lecturer appointed for Marketing Fundamentals.• Reviewing Credit Exemption list Exam Results <ul style="list-style-type: none">• Online exams were conducted for T1 2020. Assessment Review <ul style="list-style-type: none">• Reviewed and approved all T1 Supplementary Exams for Business subjects Teaching Quality <ul style="list-style-type: none">• Reviewed and reassigned lecturers for next trimester (T2, 2020). Students <ul style="list-style-type: none">• Following up on students with poor academic progression and getting them to sign Study Agreement• Examining attendance and participation and counselling errant students
Resolution It was recommended that the report be accepted. The report was moved by AP and seconded by AW. The report was accepted without dissent.
Action No action required

7. Bachelor of Accounting Report (Attachment #7)

Issue

Bachelor of Accounting Report – **Associate Professor Wayne Smithson (WS)**
Screen and Verbal presentation - 10:30am – 10:38am

Consideration

WS presented the Bachelor of Accounting Report, summarised below –

- There were 446 students enrolled in the Bachelor of Accounting program at UBSS for Trimester 1, 2020, of which 107 were new students.
- Trimester one for 2020 was severely disrupted by the impact of the lockdown in response to the COVID 19 pandemic. While many of the current initiatives have been suspended the change in the working environment to on-line delivery has provided opportunities for the faculty including:
 - Transitioning to on-line teaching
 - Developing and redesigning resources to optimise student engagement, including exploring the introduction of 20% weekly assessments over a 5 week period (4 % per week)
 - Inaugural Virtual Faculty meeting held to exchange ideas – to continue every 4 to 5 weeks
 - Focus on in class quizzes and assessments on-line
 - Developing lecture skills around utilising and exploiting the quiz and assessment functionality in Moodle
 - Focus on increased communications using TEAMS
 - During the trimester UBSS sought relief from the CPA in relation to invigilated exams, this was approved by CPA in Week 10.
- Due to the introduction of the current on-line platform, a number of initiatives that were outlined in the annual plan, have been moved forward to the next trimester for completion/continuation. These include PASS initiatives, the Quality Assurance and Review committee and the appointment of a CPA ambassador.

Resolution

It was recommended that the report be accepted. The report was moved by FS and seconded by AP. The report was accepted without dissent.

Action

No action required

8. Master of Business Administration Report (Attachment #8)

Issue
Master of Business Administration report – Associate Professor Duncan Honore-Morris (DHM) Screen and Verbal presentation - 10:38am – 10:41am
Consideration
DHM presented the MBA Report, summarised below – Student Enrolments <ul style="list-style-type: none">As of 29th April 2020 enrolments in the MBA are 853 which is 53.8% of total enrolments (1,586). Trimester One and Covid 19 <ul style="list-style-type: none">Trimester One has been severely impacted by the Covid-19 pandemic and the necessary health impacts on the daily operations on learning and teaching. Face-to-Face teaching stopped part-way through T1 and classes were taught via TEAMS software (virtual online) with academics delivering the course content from UBSS campus (with no students present on campus).One week of staff training was held to ensure academics were ready for online delivery and most academics have met this challenge well (some already teach online).There were no invigilated assessments T1 (ie Test 2 and Final exams). Test 2 and the final exam 'weightings' were combined into one final exam format; the examinations scripts were downloaded by students, completed, and then uploaded via Turnitin.This change was approved in writing by both CPAA and CA ANZ (accounting accrediting bodies) for T2 given our pragmatic approach in trying to ensure Quality and Assurance standards were upheld as much as possible for T2 during such difficult times.Due to the Covid-19 pandemic, online exams were held for the first time. Given this was a first time event, there was a high level of virtual attendance at the exams; downloading and uploading of examination scripts and answers by students on the MBA program achieved 88.5%. Results for T1 2020 are not yet ready to be presented (marking is still occurring); results will be presented at the next Academic Senate meeting. Trimester 2 2020 with Covid-19 still present. Data for Supplementary exams for T3 2019 reflect an overall pass rate of 83%: <ul style="list-style-type: none">Planning is underway for T2 to be taught 'on-line' via Collaborate software (via MOODLE); and can, if needs be, be shifted back to F2F very quickly if the government allows students to return to campus, etc.The 'core' units (8 of them) will be taught using the recently developed Online MBA program, albeit in a hybrid format to (i) meet TEQSA needs, and (ii) meets the accreditation requirements of the professional accounting bodies (ie > 50% invigilated examinations).
Resolution
It was recommended that the report be accepted. The report was moved by WS and seconded by US. The report was accepted without dissent.
Action
No action required.

8. Academic Integrity Committee Report (no report at this meeting)

Issue Academic Integrity Committee report
Consideration N/A
Resolution N/A
Action N/A

10. Grade Review Committee Report (Screen Presentation)

Issue Grade Review Committee report – Emeritus Professor Greg Whateley (GW) Screen and Verbal presentation - 10:41am – 10:56am
Consideration GW presented the T1, 2020 GRC report, summarised below - <ul style="list-style-type: none">• The Grade Review Committee (<i>a sub-committee of the Academic Senate</i>) conferred on Monday, May 4, 2020 and considered the T1, 2020 grade distributions post final examinations.• The outcomes continue to shape appropriately as evidenced in the tables and graphs provided below. The distributions are continuing to take on an appropriate shape and consistency with other like schools – despite our current policy of no adjustment to <i>real</i> results. This is about integrity in place of a convenient bell curve.• The progression rate for the BBUS program and the MBA is 77%.• The progression rate for the BACC program is 83%.• The progression rate for the MBA program is 77%.• The aggregated progression rate for the School is 79% (9% above target as per Strategic Plan).
Resolution It was recommended that the report be accepted. The report was moved by AP and seconded by AW. The report was accepted without dissent.
Action JR to send all Senate members a soft copy of the report. WS to send JR a copy of the 'AFs' report for distribution to Senate members.

11. Course Advisory Committee Report (Attachment #11)

Issue Course Advisory report – Emeritus Professor Greg Whateley (GW) Screen and Verbal presentation – 10:56am – 10:57am
Consideration GW presented the CAC report, summarised below: <ul style="list-style-type: none">• The minutes of the last CAC meeting (February 2020) were discussed. No changes have been implemented since then.
Resolution It was recommended that the report be accepted. The report was moved by AP and seconded by CJ. The report was accepted without dissent.
Action No action required

12. UBSS Online (Verbal presentation)

Issue UBSS Online Update – Associate Professor Ashok Chanda (AC) <i>Verbal presentation – 10:57am–11:06am</i>
Consideration AC provided an update on the Online campus, summarised below: <ul style="list-style-type: none">• The MBA online is currently being launched.• The RPL/credit, Student Support and marketing material is being worked on for the online MBA.• A three year academic calendar has been completed for the online MBA program.• The LMS for Mode 2 T2 is currently being developed.• The online MBA is progressing well and will be up and running in a few months.• AC confirmed that the online MBA can be offered in a reverse mode (F2F in Australia and online subjects in Thailand) once the Stream 2 subjects have been developed.
Resolution -
Action No action required

13. UBSS Executive/Blended campus update (Verbal presentation)

Issue UBSS Executive/Blended campus update – Associate Professor Andrew West (AW) <i>Verbal presentation – 11:06am – 11:12am</i>
Consideration AW provided an update on the Executive/Blended campus, summarised below – <ul style="list-style-type: none">• The current subject is being offered with an online component of a six week period of 2 x 2 hour sessions online.• The Executive/Blended is using the same system as the online program.
Resolution -
Action No action required

14. Policy Considerations – *No policies for consideration at this meeting*

Issue
Consideration
Resolution
Action

15. T2 2020 Change to Assessment Macro view

Issue <u>T2 2020 Change to Assessment Macro view</u> – Emeritus Professor Greg Whateley (GW) <i>Screen and Verbal presentation - 11:12 – 11:22am</i>
Consideration Prior to T1, 2020 our standard assessment model involved 2 x mid trimester invigilated tests and an end of trimester invigilated examination. Some staff also chose to add a fourth assessment item though not mandatory. Due to the Covid-19 pandemic and its impact on the assessment model at UBSS, a change to online delivery and assessments were required. During T1, 2020 UBSS moved to online delivery in response to government restrictions around Covid-19 management. F2F classes were conducted during Weeks 1-8 which included a mid-trimester invigilated test. Classes were suspended in Week 9 to facilitate staff training for online delivery. Classes recommenced in Week 10 on line. The assessment model was altered – consisting of 1 X invigilated mid trimester test (previously completed in Week #5) and one (weighted) online examination. These changes were executively approved by Emeritus Professor Greg Whateley. For 2, 2020 the intention is to commence online teaching with the likelihood of returning to F2F sometime during the trimester (though this is not confirmed). To this end, I have approved a further change in assessment mode (across the School) to include 40% weighting on non-test items (left to the discretion of the lecturer in consultation with the relevant Program Director) and 60% weighting for a final examination (either on line or invigilated F2F). In T3, 2020 in the event of returning to F2F teaching the invigilated 2 mid-trimester tests and invigilated final examination program will be reinstated.
Resolution It was recommended that the executive decision be endorsed by Senate members.
Action No action required

16. Academic Performance Report (Attachments #16)

Issue Academic Performance Report – Associate Professor Andy West (AW) <i>Verbal and Screen presentation – 11:22am – 11:40am</i>
Consideration AW discussed the Academic Performance report 2019 summary, summarised below: <ul style="list-style-type: none">• UBSS introduced measures and interventions to identify and decrease the number of disengaged students over the period 2017 to 2019.• The report examined the trends of progression over this three year period, by program. This was achieved by gathering data of all students' grades during this time period.• The report found that there was an improvement in student progression rates from T1 2017 to T3 2019. There was also a decrease in the proportion of absent fails, a measure of disengaged students over the same period.• These results indicate that the progression rate and the number of 'AF' and 'F' grades at UBSS are on par with the rest of the sector.
Resolution -
Action No action required

17. Other Business

NJ prepared a report on the attendance of students during the online exams, compared with attendance of students Trimester 3 2019 (invigilated exams). The data in the report suggested that there was an overall increase in attendance by 3%, a drop in attendance of 2% in the Undergrad programs and an increase of 5% in the MBA program.

GW declared the meeting closed at 12:01pm

Signed –

The structure and content management of these minutes have been informed by –

Australian
Institute of
Company
Directors

Governance
Institute
of Australia

AICD/GIA Joint statement on board minutes, August 2019 - <http://aicd.companydirectors.com.au/-/media/cd2/resources/advocacy/research/2019/pdf/govinst-aicd-minutes-project-july-2019-final-v2.ashx>

COURSE ADVISORY COMMITTEE



Simon Chhoeu (External Chair)

Dr Lu, Jiao (External Deputy Chair)

Richard Xi (Secretary)

Associate Professor Wayne Smithson (Internal)

Associate Professor Felix Stravens (Internal)

Professor Ray Hayek (External)

Emeritus Professor Greg Whateley (Internal)

Associate Professor Andy West (Internal)

Lawrence Potter (External)

Bernadette Or (External)

Dr Cyril Jankoff (External)

Adjunct Professor Art Phillips (External)

Adjunct Professor Jamie Rigg (External)

Rahul Daga (External)

Course Advisory Committee

Terms of Reference

Course Advisory Committee

- (1) There is to be a Course Advisory Committee (CAC).
- (2) The CAC is to be a sub-committee and working group of the Academic Senate responsible for course development and annual review of course outcomes.
- (3) The Academic Senate may delegate some of its functions to, and will supervise and monitor the CAC.

1.0 Functions of the CAC

- (1) The CAC shall be the advisory body responsible to the Academic Senate for the development, monitoring and review of all UBSS course offerings and awards. Its role and powers are advisory in nature and the Academic Senate has power to adopt or veto its recommendations. Its functions include:
 - (a) Review of UBSS courses against the UBSS Course Review Policy;
 - (b) Consider and recommend to the Academic Senate any proposals for new courses or major amendments or additions to current courses (such as new majors, etc);
 - (c) Benchmarking of courses against university and/or private education courses of the same nomenclature to ensure that the course rationale, objectives, outcomes, structure and content are consistent with national sector norms;
 - (d) Conducting an annual review and trend analysis of course progression, retention and completion rates, mean student average, student satisfaction and graduate destination by course and award level, and linking with any findings with 1.(a) above, where relevant;
 - (e) Advice to the Academic Senate on any relevant Commonwealth or State Government regulatory requirements in relation to course development and review and their potential implications.

2.0 MEMBERSHIP OF THE CAC

- (1) Members shall be appointed by the Academic Senate and shall include -

- (a) The Chair (external);
 - (b) The Executive Dean of UBSS (ex-officio)
 - (c) At least 2 academic members with teaching, learning and research expertise in each of the following specialisations:
 - a. Accounting and/or Finance;
 - b. Business and/or General Management;
 - (d) Such other persons, external to UBSS, as the Academic Senate may appoint after considering the advice of the CAC and who shall have relevant academic disciplinary expertise.
- (2) A member of the CAC holds office:
- (a) In the case of the Chair for a term of three (3) years;
 - (b) ex officio members for the period that person/s hold their office at UBSS;
 - (c) In the case of staff members for a term of three (3) years;
 - (d) Members of the CAC may be re-appointed as the case may be for a maximum of three (3) further terms of office unless otherwise agreed by majority vote of the Academic Senate.

2.1 Chair of the CAC

- (1) The Academic Senate shall appoint a person to be the Chair of the CAC, and shall do so whenever a vacancy in the office of Chair of the CAC occurs;
- (2) The Chair shall be external to UBSS and GCA;
- (3) The Chair shall be responsible for chairing of meetings and ensuring the CAC adheres to its terms of reference;
- (4) The Chair will provide external representation of UBSS where agreed by the CAC and/or the Academic Senate in relevant professional and/or academic forums;
- (5) The Chair of the CAC has other such functions as may be prescribed by the Academic Senate.

3.0 MEETINGS

- (1) The CAC shall meet no less than twice (2) in each calendar year.
- (2) At least a 7 day notice is required specifying the place, the day and the hour of the meeting, and in the case of special business, the general nature of that business.

- (3) The Secretary of the CAC will be an employee of UBSS or GCA as nominated by the Executive Dean.

4.0 FILLING OF CASUAL VACANCY

- (1) If there is a casual vacancy in the membership of the CAC, the Academic Senate shall appoint a new member either independent of or through nomination by the CAC membership;
- (2) Casual vacancies may be filled out-of-session by the Academic Senate through teleconference or e-mail deliberations.

Name: CAC Membership & Terms of Reference	Approval Date: March 2011:	V.1
Author: S. Tennant & Associates	Updated: July 2012 (UBSS Name Change)	V.2
Author: Wayne Smithson	Updated: July 2018 change of Academic Board to Academic Senate	V.3



Course Advisory Committee (CAC) Meeting

Wednesday, 20th May 2020 at 2:00 pm

Online meeting via TEAMS

UNCONFIRMED MINUTES

Members Present:

Simon Chhoeu (SC)	External (Chair)
Professor Greg Whateley (GW)	Executive Dean, UBSS
Associate Professor Duncan Honore-Morris (DM)	Program Director, MBA
Associate Professor Wayne Smithson (WS)	Program Director, Bachelor Accounting
Assistant Professor Richard Xi (RX)	Secretary
Associate Professor Felix Stravens (FS)	Deputy Chair, Program Director, Bachelor Business
Lawrence Porter (LP)	External
Bernadette Or (BO)	External
Dr Cyril Jankoff (CJ)	External Member
Associate Professor Andy West (AW)	Director, CFE UBSS
Adjunct Professor Art Phillips (AP)	External

Apologies:

Rahul Daga (RD)	External
Adjunct Professor Jamie Rigg (JR)	External

The meeting was quorate

- 1. Welcome and apologies** **2:01 pm**
GW welcomed attendees for the 1st online CAC meeting for 2020
SC opened meeting
Apologies received –
Adjunct Professor Jamie Rigg (JR)
Rahul Daga (RD)

- 2. Declaration of Conflict of interest** **2:04 pm**

No conflict of interest was declared.

- 3. Minutes from Previous CAC** **2.04 pm**
It was suggested that the minutes were a fair and accurate record of the previous meeting and should be accepted - Moved by DM, seconded by CJ – accepted without dissent.

- 4. Business Arising From Minutes** **2. 06 pm**
There were no actions required.

- 5. New Business**

Issue

Professor Greg Whateley provided the Executive Dean's Report

Consideration

GW briefed the Committee on the Executive Dean's Report using the 'Message from the Executive Dean'
- # #102 and highlighting the key areas as follows –

- **Industry Partnerships**
Two key partners were highlighted:
CPA – CPA has accredited our accounting degrees and endorses our CPA Ambassador Program. There is a CPA award presented at graduation with the Bachelor of Accounting each year.
IML – IML is a partner in our Executive Dean's Scholars Program and Staff Membership/Fellowship Scheme. There is a IML graduation award presented in the Bachelor of Business degree each year.
- **Benchmarking**
The most update and comprehensive overview of the benchmarking work being done by UBSS and is now available on the UBSS website. Special thanks to **Associate Professor Andrew West, Adjunct Professor Rob Wendon and Professor Ian Bofinger**.
- **Student Diversity**
30 source countries (on target with Strategic Plan); 10 countries with 10 or more students (on target with Strategic Plan). The gender balance is currently Female 33 : Male 67.
- **QILT 2019**
In summary, UBSS Undergraduate Program received four gold, eight silver, and eight bronze medals while UBSS Postgraduate Program obtained four silver and 10 bronze medals from various areas.
- **Convid-19 challenge**
 - Training for on site teaching and remote learning were provided to lectuirers and staff.
 - UBSS managed to maintain full teaching staff employment.
 - All subjects are provided across both undergraduate and postgraduate programs.

<p> Rather, accordingly. samples of a extensive through a It is </p>	<ul style="list-style-type: none"> T1, 2020 Grade Distributions (results) The observation is that UBSS continues to mature in this all-important domain of grade distribution. UBSS does not internally moderate results – that is we do not adjust (normalise) at the macro level to fit a formula or curve (unlike many Universities). we encourage staff to create sensible and appropriate assessment and mark The moderation takes place through experienced staff (who teach at other like institutions), an external moderator who looks at our grade distributions and assessment across the major programs (currently Dr Lu, Jiao – Macquarie University); COPHE benchmarking activity that provides further external moderation; an HEPP-QN benchmarking project (the bases for West’s April 2020 paper); internal comparing where more than one teacher actually teaches a single subject; and careful national/international benchmarking exercise that currently compares our distributions with some 25-30 other HEPs and iHEPs. The moderation is thorough and appropriate. The aggregated progression rate for T1, 2020 is 79% (9% above Strategic Plan target). worth noting that the <i>Bachelor of Accounting</i> progression rate was 83% (13% above target); the <i>Bachelor of Business</i> progression rate was 77% (7% above target); and the <i>Master of Business Administration</i> progression rate was 77% (7% above target). <p>SC noticed the differentiation of numbers of male students compare to female students.</p> <p>GW suggested that it is driven by cultural elements in regard to the source countries.</p>
<p>Resolution</p>	<p>None required - Members of the committee noted the Executive Dean’s Report.</p>
<p>Action</p>	<p>None required</p>

Issue

Associate Professor Wayne Smithson presented Bachelor of Accounting Report

Consideration

WS briefed the members on the report which included -

Key Metrics

Registered numbers of students with 446 in T1 2020 against 497 in T3 2019; new students recorded 107 in T1 2020 compare with 128 in T3 2019.

Pass rate/Progression rate was achieved at 81% in T3 2019 against 73% in T2 2019.

The completion rate is at 18.8% in T1 2020 against 16.5% in T3 2019.

Attrition is 14.7 % in T3 2019.

Outline and Summary of Issues

Trimester One for 2020 was severely disrupted by the impact of the lockdown in response to the COVID 19 pandemic.

While many of the current initiatives have been suspended the change in the working environment to on-line delivery has provided opportunities for the faculty including:

- Transitioning to on-line teaching
- Developing and redesigning resources to optimise student engagement, including exploring the introduction of 20% weekly assessments over a 5 week period (4 % per week)
- Inaugural Virtual Faculty meeting held to exchange ideas – to continue every 4 to 5 weeks
- Focus on in class quizzes and assessments on-line
- Developing lecture skills around utilising and exploiting the quiz and assessment functionality in Moodle
- Focus on increased communications using TEAMS

During the trimester UBSS sought relief from the CPA in relation to invigilated exams, this was approved by CPA in Week 10.

Key initiatives/objectives for 2020**Student Engagement**

A number of initiatives were outlined in the annual plan to enhance student engagement – see below. Due to the introduction of the current on-line platform some of these have been moved forward to the next trimester for completion/continuation.

Student Support

All three PASS initiatives introduced in 2019 to be continued in 2020, however due to the change in teaching platform a number of these were suspended in T1.

Quality

The Quality Assurance and Review Committee will continue in 2020. The first meeting was to be held in Week 4 of Trimester 1. However due to the impact of the lockdown the QARC meetings have been suspended to enable teaching staff to focus on developing on-line teaching skills

SUMMARY OF ACTIONS AND INITIATIVES FROM 2019 ANNUAL PLAN 8.

Student Engagement - complete rollout of marking assessment template and rubric for major assignment/project to assist students in identifying approach to answering assessments. Planned introduction trimester assessment template completed.

Status: Commenced and continuing into 2020

2. Teaching Quality and Content – initiative to introduce **Lecturer report** to be completed for each Trimester with recommendation for improvement and a self-assessment of the delivery of the subject.

Status: Carried Forward

3. Student engagement and experience. - focus on provision and increasing levels of feedback in particular on Moodle database.

Status: Ongoing Completed feedback sheet incorporated into midterm test and final exams

4. Assessments/ attendance – subjects with a participation mark are to have 3 in class short quizzes minimum to reflect the participation in weeks when there are no mid semester exams. This initiative is intended to address in part the attendance to lectures.

Status: Commenced and to be completed in T1 2020

5. Teaching Quality- Program Director to attend each subject delivered during the Trimester in week 4 and 10 to review and assess quality of delivery and student staff engagement.

Status: Completed T1 and T2

ACTION PLAN SUMMARY

The actions that emerge from this report –

Objective 1 : increase engagement through an emphasis on student assessment feedback

Initiatives

1. Increase communications by lecturers of assessments due dates and requirements and feedback sessions
2. Lecturers to use technology in the form of videos and recorded information for assessments Completion target - T1 2020

Objective 2 : increase level of student support initiatives

1. Expand PASS ON LINE to incorporate short videos on key essential topics for foundation subjects for accounting Completion target - T1 2020
2. Promote and increase awareness of PASS by lecturer level and at program level
3. Promote availability of Program Director and other levels of support including

Objective 3: Program Content and Quality

Initiative 1. Continue Quality Assurance Review Committee to embed continual quality review program in each trimester undertake rolling review of selected subjects for the year with feedback provided to lecturers and reports to Course advisory committee

Completion Target - ongoing

SC this is a great report.

Resolution

None required - Members of the committee noted the Report.

Action

None required.

Issue
Associate Professor Felix Stravens presented Bachelor of Business Report
<p>Consideration</p> <p>FS briefed the members on the key areas in the report -</p> <p>Outline and Summary of Issues:</p> <p>1. Course Review:</p> <ul style="list-style-type: none"> a. Reviewed, revamped and delivered Strategic Management b. Reviewing and updating Team Leadership and Change Management c. Reviewing and updating Marketing Fundamentals d. New Lecturer appointed for Marketing Fundamentals. e. Reviewing Credit Exemption list <p>2. Exam Results</p> <p>Exams were conducted online. Details will be presented.</p> <p>3. Assessment Review:</p> <ul style="list-style-type: none"> a. Reviewed and approved all T1 Supplementary Exams for Business subjects <p>4. Teaching Quality:</p> <ul style="list-style-type: none"> a. Reviewed and reassigned lecturers for next trimester (T2, 2020). <p>5. Students:</p> <ul style="list-style-type: none"> a. Following up on students with poor academic progression and getting them to sign Study Agreement b. Examining attendance and participation and counselling errant students.
Resolution
None required - Members of the committee noted the Report.
Action
None required

Issue
Associate Professor Duncan Honore-Morris presented MBA report
<p>Consideration</p> <p>DM provided a brief MBA report to the committee on the key areas included –</p> <p>Summary of Issues:</p> <p>1. Student enrolments:</p> <p>a. The number of students enrolled in the MBA has fallen slightly (864 to 853 = 1.4% drop) which is a relatively insignificant shift, albeit the percentage of MBA students as compared to total students enrolled at UBSS has increased slightly from 51.6% to 53.8%). Refer below.</p> <p>b. As of 29th April 2020 enrolments in the MBA are 853 (Table below) which equates to 53.8% of our total enrolments (1,586). This percentage of total enrolments is a slight increase from 2019 T3 (51.6%).</p> <p>C. One key point is the value of the MBA program to UBSS and GCA, given the increasing percentage of students enrolled in the program (versus the total number of students). The MBA is now the biggest program at UBSS. This bodes well for opening the Melbourne campus in due course.</p> <p>2. Trimester One and Covid-19</p> <p>a. Trimester One has been severely impacted by the Covid-19 pandemic and the necessary health impacts on the daily operations on learning and teaching.</p> <p>b. Given governmental instructions face-to-face (F2F) teaching stopped part-way through T1 and classes were taught via TEAMS software (virtual online) with academics delivering the course content, etc from UBSS campus (with no students present on campus).</p> <p>c. One week of staff teaching was held to ensure academics were ready for online delivery and most academics have met this challenge well (some already teach online).</p> <p>d. Given the pandemic we were unable to hold invigilated assessments for part of T1 (ie Test 2 and Final exams).</p> <p>e. Test 2 and the final exam 'weightings' were combined into one final exam format; the examinations scripts were downloaded by students, completed, and then uploaded via Turnitin.</p> <p>f. Such a step was approved in writing by both CPAA and CA ANZ (accounting accrediting bodies) for T2 given our pragmatic approach in trying to ensure Quality and Assurance standards were upheld as much as possible for T2 during such difficult times.</p> <p>g. Because of the Covid-19 pandemic online exams were held for the first time.</p> <p>h. Given this was a first time event, there was a high level of virtual attendance at the exams; downloading and uploading of examination scripts and answers by students on the MBA program achieved 88.5%.</p> <p>i. Results for T1 2020 are not yet ready to be presented (marking is still occurring); results will be presented at the next Academic Senate meeting.</p> <p>3. Trimester 2 2020 with Covid-19 still present.</p>

a. Planning is underway for T2 to be taught 'on-line' via Collaborate software (via MOODLE); and can, if needs be, be shifted back to F2F very quickly if the government allows students to return to campus, etc.

b. The 'core' units (8 of them) will be taught using the recently developed Online MBA program, albeit in a hybrid format to (i) meet TEQSA needs, and (ii) meets the accreditation requirements of the professional accounting bodies (ie > 50% invigilated examinations).

Resolution

None required - Members of the committee noted the Report.

Action

Non required

Issue
Associate Professor Andy West presented the Academic Performance Report.
Consideration
AW briefed the members on the summarise the key areas of the report:
<div><div><div>1. Total Grades:</div><div>These results put us right on the average progression for IHEP overseas student progression which is 76.49%.</div></div><div><div>2. Benchmarking NUHEI:</div><div>Covers both Bachelor degree and Post Graduate Degree NUHEI Overseas Students 2016, 2017, 2018 by mode of delivery.</div></div><div><div>3. HEPP-QN IHEP Business School Benchmarking:</div><div>Participating Institutions</div><div>The data provided for this study has been anonymised before any analysis was undertaken.²</div><div>Participants in this study included –</div><div><div>Academies Australasia Polytechnic</div><div>Le Cordon Bleu</div><div>Asia Pacific International College</div><div>Notre Dame University</div><div>Australian Institute of Business</div><div>Polytechnic Institute of Australia</div><div>Australian Institute of Higher Education</div><div>Torrens University</div><div>Avondale College of Higher Education</div><div>Universal Business School Sydney</div></div></div><div><div>4. Review of Grade Distribution Patterns and Fail Pattern</div><div>Ten (10) institutions submitted grades to this project. All institutions used the sector standard approach to grade categories; although two used a marginally different alignment of marks within the grade categories. (See Appendix)</div></div><div><div>5. UBSS Measures to Address Disengaged Students</div><div>This includes: pre-admissions; Student Support; and Managing Academic Progress (MAP) Procedures;</div></div></div>
GW thanks AW for his great work on the report.
Resolution
None required - Members of the committee noted the Report.
Action
None required

6.0 Other Business

3:14 pm

None other business raised

GW noted that the issues and outcomes noted above involves enormous work and he thanked everyone involved for their efforts and commitment.

Meeting closed at 3:15 pm

Signed –

The structure and content management of these minutes have been informed by –

Australian
Institute of
Company
Directors

Governance
Institute
of Australia

GRADE REVIEW COMMITTEE



Associate Professor Felix Stravens (Committee Chair and Program Director, Bachelor of Business)

Richard Xi (Secretary)

Associate Professor Wayne Smithson (Program Director, Bachelor of Business)

Emeritus Professor Greg Whateley (Executive Dean and Acting Program Director, MBA)

Grade Review Committee

Terms of Reference

Grade Review Committee

- (4) There is to be a Grade Review Committee (GRC).
- (5) The GRC is to be a sub-committee working group of the Academic Senate responsible for the review and publication of trimester results, including benchmarking these results and assessment moderation.
- (6) The Academic Senate may delegate some of its functions to, and will supervise and monitor the GRC.

1.0 Functions of the GRC

- (2) The GRC shall be the advisory body responsible to the Academic Senate for the monitoring, review and publication of results. Its role and powers are advisory in nature and the Academic Senate has power to adopt or veto its recommendations. Its functions include:
 - A Review of grades at the end of each trimester;
 - B Publish the results each trimester in the form of a GRC Report;
 - C Benchmarking of grade distributions against other university and/or private education courses to ensure UBSS is operating at the appropriate range;
 - (f) Conducting assessment moderation along the details provided in the Assessment Moderation Policy;
 - (g) Advice to the Academic Senate on any relevant developments that may come to light in the area of assessment and evaluation.

2.0 MEMBERSHIP OF THE GRC

- (1) Members shall be appointed by the Academic Senate and shall include -
 - a The Chair (internally appointed by Academic Senate);
 - b The Secretary (internally appointed by the Academic Senate);
 - c The Executive Dean of UBSS (ex-officio);

- d At least 2 academic members with teaching, learning and research expertise in the areas being taught at UBSS;
- e Such other persons, internal to UBSS, as the Academic Senate may appoint after considering the advice of the GRC and not exceeding two in number who shall have relevant academic disciplinary expertise.

(2) A member of the GRC holds office:

- (e) In the case of the Chair for a term of three (3) years;
- (f) ex officio members for the period that person/s hold their office at UBSS;
- (g) In the case of staff members for a term of three (3) years;
- (h) Members of the GRC may be re-appointed as the case may be for a maximum of three (3) further terms of office unless otherwise agreed by the Academic Senate.

2.1 Chair of the AIC

- (6) The Academic Senate shall appoint a person to be the Chair of the GRC, and shall do so whenever a vacancy in the office of Chair of the GRC occurs;
- (7) The Chair shall be internal to UBSS and GCA;
- (8) The Chair shall be responsible for chairing of meetings and ensuring the GRC adheres to its terms of reference;
- (9) The Chair will provide internal representation of UBSS where agreed by the GRC and/or the Academic Senate in relevant professional and/or academic forums;
- (10) The Chair of the GRC has other such functions as may be prescribed by the Academic Senate.

3.0 MEETINGS

- (4) The GRC shall meet at the end of each trimester/teaching period.
- (5) At least a 7 day notice period is required specifying the place, the day and the hour of the meeting, and in the case of special business, the general nature of that business.
- (6) The Secretary of the GRC will be an employee of UBSS or GCA as nominated by the Executive Dean.

5.0 FILLING OF CASUAL VACANCY

- (3) If there is a casual vacancy in the membership of the GRC, the Academic Senate shall appoint a new member either independent of or through nomination by the GRC membership;
- (4) Casual vacancies may be filled out-of-session by the Academic Senate through teleconference or e-mail deliberations.

T1, 2020 GRADE DISTRIBUTIONS (RESULTS)- PEPORT TO ACADEMIC SNEATE

The observation is that UBSS continues to mature in this all-important domain of grade distribution. In a recent Paper by Associate Professor Andrew West April 2020) this has become evident using the data from 9 trimesters. UBSS does not internally moderate results – that is we do not adjust (normalise) at the macro level to fit a formula or curve (unlike many Universities). *Rather*, we encourage staff to create sensible and appropriate assessment and mark accordingly. The moderation takes place through experienced staff (who teach at other like institutions), an external moderator who looks at our grade distributions and samples of assessment across the major programs (currently **Dr Lu, Jiao** – Macquarie University); a COPHE benchmarking activity that provides further external moderation; an extensive HEPP-QN benchmarking project (the bases for West’s April 2020 paper); internal comparing where more than one teacher actually teaches a single subject; and through a careful national/international benchmarking exercise that currently compares our distributions with some 25-30 other HEPs and iHEPs. The moderation is thorough and appropriate.

The **Grades Review Committee** (*a sub-committee of the Academic Senate*) conferred on Monday, May 4, 2020 and considered the T1, 2020 grade distributions post final examinations.

Membership of this committee included –



Associate Professor Felix Stravens (Program Director, Bachelor of Business)



Assistant Professor Richard Xi (Postgraduate Coordinator)



Associate Professor Wayne Smithson (Program Director, Bachelor of Accounting)



Associate Professor Duncan Honore -Morris (Program Director, Master of Business Administration)



Emeritus Professor Greg Whateley (Executive Dean)

The outcomes continue to shape appropriately as evidenced in the tables and graphs provided below. The distributions are continuing to take on an appropriate shape and consistency with other like schools – despite our current policy of ‘no adjustment to real results’. The aggregated progression rate for T1, 2020 is 79% (9% above Strategic Plan target). It is worth noting that the *Bachelor of Accounting* progression rate was 83% (13% above target); the *Bachelor of Business* progression rate was 77% (7% above target); and the *Master of Business Administration* progression rate was 77% (7% above target).

*The distributions for the three programs are presented in table form, graph form (**Associate Professor Wayne Smithson**) and then superimposed over a national/international benchmarking project conducted by **Professor Ian Bofinger** (UBSS Academic Senate) and **Emeritus Professor Greg Whateley** (UBSS) in Mannheim, Germany in late 2016 and continues to be updated with more recent input. A recent grade distribution benchmarking activity by HEPP-QN in which **Associate Professor Andy West** participated has also contributed to the comparative graph.*

We want to take this opportunity to thank all UBSS staff for a brilliant turnaround of results for T, 2020. This speedy marking and resolution has contributed to a very smooth ratification of grades, recording of outcomes and release of grades on Monday – May 4 (ahead of schedule).

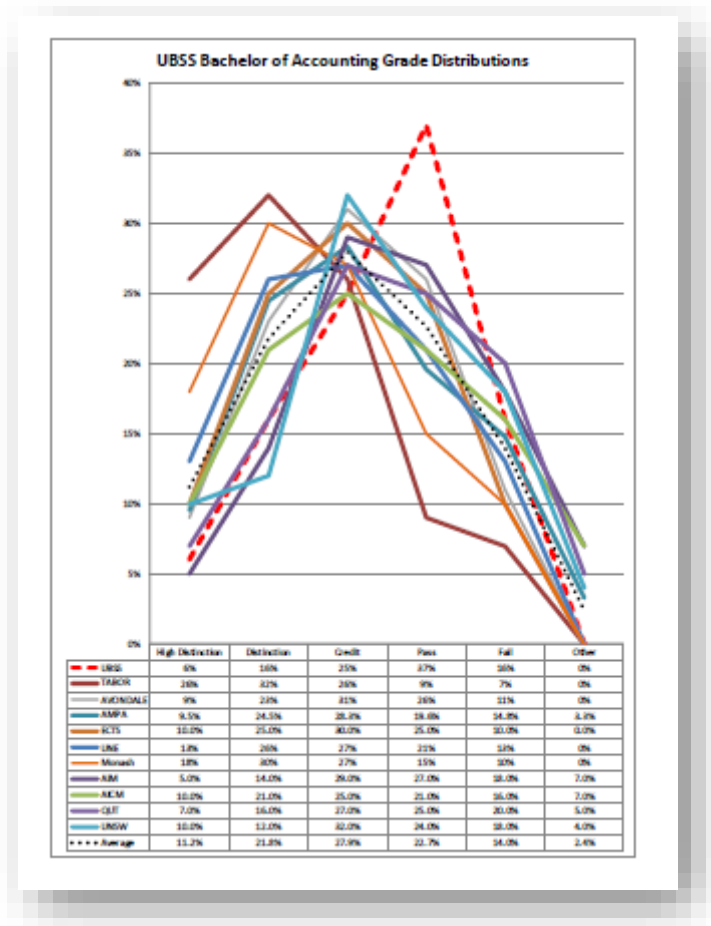
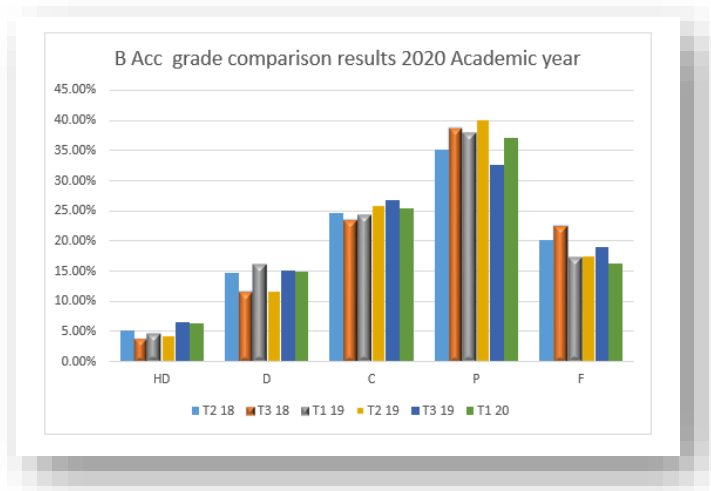
Great Effort! Great team work!

The T1, 2020 grade distributions are captured in a number of ways including –

Grade	BACC	BBUS	MBA	UBSS
HD	6%	2%	9%	6%
D	16%	12%	13%	14%
C	25%	24%	24%	24%
P	37%	40%	31%	36%
F	16%	22%	23%	20%

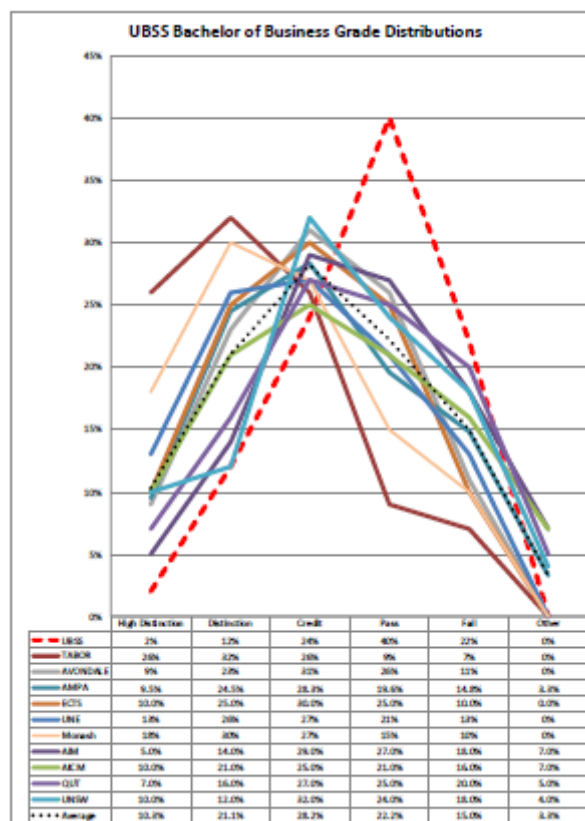
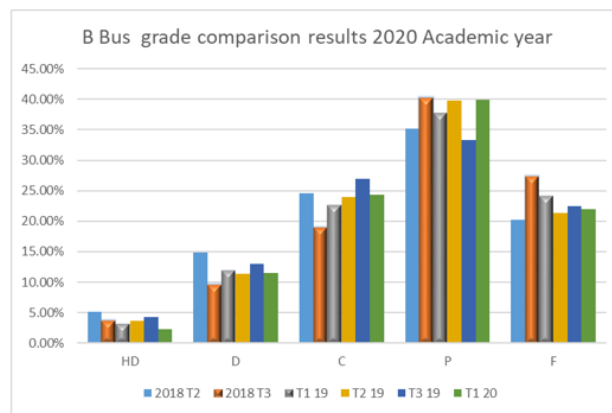
A further graphic representation is provided below including a national/international comparison made possible by **Bofinger and Whateley** (2016+) and **West** (2017+) and an aggregated UBSS outcome -

Bachelor of Accounting (Comparison over 6 Trimesters)



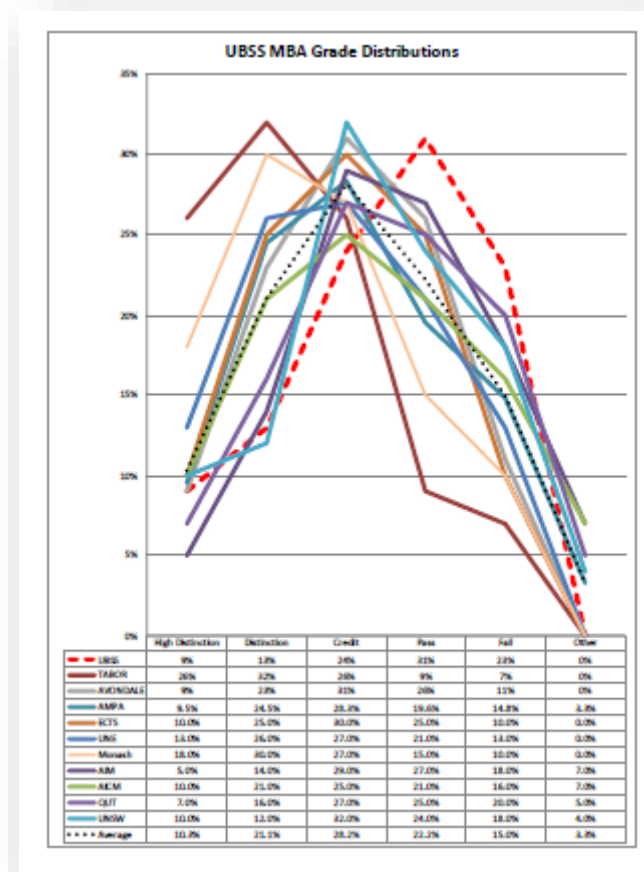
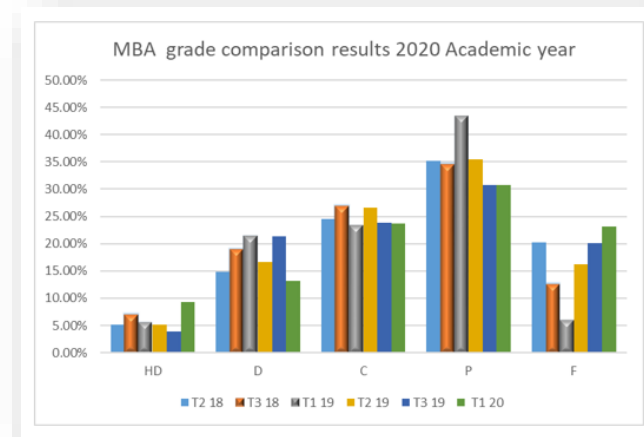
This indicates a Progression Rate of 83% (13% above target)

Bachelor of Business (Comparison over 6 Trimesters)



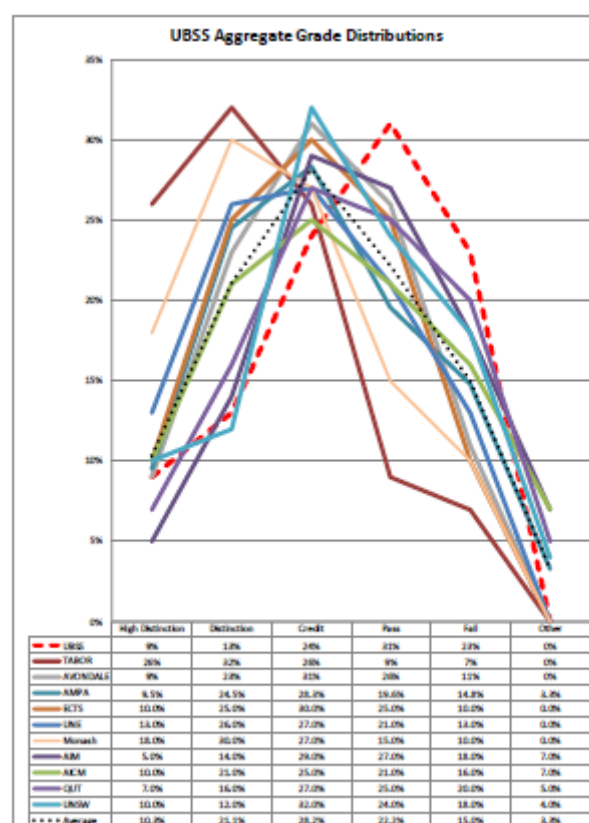
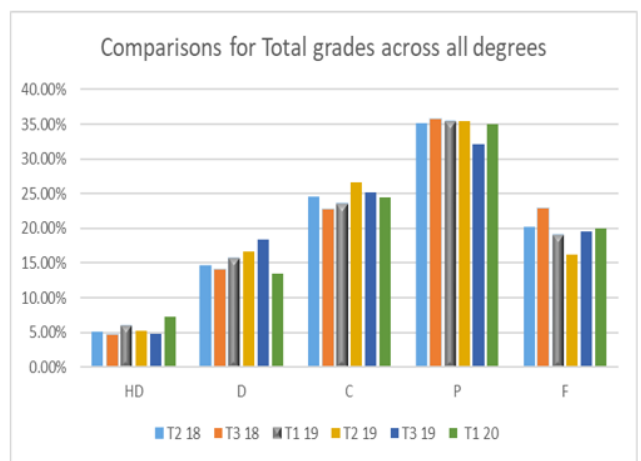
This indicates a Progression Rate of 77% (7% above target)

Master of Business Administration (Comparison over 6 Trimesters)



This indicates a Progression Rate of 77% (7% above target)

An aggregated (benchmarked) grade distribution comparison for UBSS overall in T1, 2020 (Comparison over 6 Trimesters)



The aggregated progression rate for T1, 2020 is 79 % (9 % above target) and interestingly the same as T3, 2019 and T2, 2019.

Again, we extend our thanks to all involved in the process. This is an excellent set of outcomes. A special thankyou to **Associate Professor Wayne Smithson (Internal)** for data capture, **Professor Ian Bofinger** (External) for his work on the national/international comparative data presentation as well as **Associate Professor Andrew West** (Internal) for national data.

In addition, the work done by **Assistant Professor Richard Xi (postgraduate)**, **Associate Professor Felix Stravens (undergraduate)** **Associate Professor Duncan Honore-Morris (postgraduate)** needs to be acknowledged and applauded.

This report will be presented to the next Academic Senate meeting on Wednesday, May 6.

Emeritus Professor Greg Whateley for the GRC

Executive Dean, UBSS

Executive Director, GCA

ACADEMIC INTEGRITY COMMITTEE



Associate Professor Wayne Smithson (Chair)

Richard Xi (Secretary)

Assistant Professor Felix Stravens (Internal)

Natasha Jacques (Student Representation)

Jotsana Roopram (Internal)

Emeritus Professor Greg Whateley (Internal)

Academic Integrity Committee

Terms of Reference

Academic Integrity Committee

- (7) There is to be an Academic Integrity Committee (AIC).
- (8) The AIC is to be a sub-committee and working group of the Academic Senate responsible for course development and annual review of course outcomes.
- (9) The Academic Senate may delegate some of its functions to, and will supervise and monitor the AIC.

1.0 Functions of the AIC

- (3) The AIC shall be the advisory body responsible to the Academic Senate for the development, monitoring and review of all UBSS course offerings and awards. Its role and powers are advisory in nature and the Academic Senate has power to adopt or veto its recommendations. Its functions include:
 - (h) Review of UBSS courses against the UBSS Course Review Policy;
 - (i) Consider and recommend to the Academic Board any proposals for new courses or major amendments or additions to current courses (such as new majors, etc);
 - (j) Benchmarking of courses against university and/or private education courses of the same nomenclature to ensure that the course rationale, objectives, outcomes, structure and content are consistent with national sector norms;
 - (k) Conducting an annual review and trend analysis of course progression, retention and completion rates, mean student average, student satisfaction and graduate destination by course and award level, and linking with any findings with 1.(a) above, where relevant;
 - (l) Advice to the Academic Board on any relevant Commonwealth or State Government regulatory requirements in relation to course development and review and their potential implications.

2.0 MEMBERSHIP OF THE AIC

- (1) Members shall be appointed by the Academic Senate and shall include;

- (e) The Chair (internally appointed by Academic Senate);
 - (f) The Secretary (internally appointed by the Academic Senate);
 - (g) The Dean of UBSS (ex-officio);
 - (h) At least 3 academic members with teaching, learning and research expertise in each of the following specialisations:
 - a. Accounting and/or Finance;
 - b. Business and/or General Management;
 - (i) At least two student representatives (must be current students at UBSS);
 - (j) Such other persons, internal to UBSS, as the Academic Senate may appoint after considering the advice of the AIC and not exceeding two in number who shall have relevant academic disciplinary expertise.
- (2) A member of the AIC holds office:
- (i) In the case of the Chair for a term of two (2) years;
 - (j) ex officio members for the period that person/s hold their office at UBSS;
 - (k) In the case of staff members for a term of two (2) years;
 - (l) Members of the AIC may be re-appointed as the case may be for a maximum of three (3) further terms of office unless otherwise agreed by majority vote of the Academic Senate.

2.1 Chair of the AIC

- (11) The Academic Senate shall appoint a person to be the Chair of the AIC, and shall do so whenever a vacancy in the office of Chair of the AIC occurs;
- (12) The Chair shall be internal to UBSS and GCA;
- (13) The Chair shall be responsible for chairing of meetings and ensuring the AIC adheres to its terms of reference;
- (14) The Chair will provide internal representation of UBSS where agreed by the AIC and/or the Academic Senate in relevant professional and/or academic forums;
- (15) The Chair of the AIC has other such functions as may be prescribed by the Academic Senate.

3.0 MEETINGS

- (7) The AIC shall meet no less than twelve times in each calendar year.
- (8) At least a 7 day notice is required specifying the place, the day and the hour of the meeting, and in the case of special business, the general nature of that business.
- (9) The Secretary of the AIC will be an employee of UBSS or GCA as nominated by the Executive Dean.

4.0 FILLING OF CASUAL VACANCY

- (5) If there is a casual vacancy in the membership of the AIC, the Academic Senate shall appoint a new member either independent of or through nomination by the AIC membership;
- (6) Casual vacancies may be filled out-of-session by the Academic Senate through teleconference or e-mail deliberations.

Academic Integrity Committee

27th May 2020

3:00 pm

Microsoft Team online meeting

MINUTES

1. Welcome and Apologies

Attendees:

Assoc. Prof Wayne Smithson (WS) *Chair*

Assoc. Prof Felix Stravens (FS)

Assoc. Prof Duncan Honore-Morris (DHM)

Usman Sindhu (US)

Assistant Professor Jotsana Roopram (JR)

Natasha Jacques (NJ) *Secretary*

Apologies: None

WS opened the meeting and welcomed all to the meeting – 03:00 pm.

2. Declaration of conflict of interest – **None**

3. The minutes of the previous meeting that were circulated by email and were accepted and confirmed.

4. Matters arising from the previous meeting- **Closed**

5. Analyse the issues arising technical/potential copying during the T1 2020 Supplementary Exam

Issue

Plagiarism/copying or late submissions were identified during the T1 2020 Supplementary exam.

Resolution

All plagiarism/copying incidents were awarded a zero for the exam and late submission more than 5 minutes were penalised.

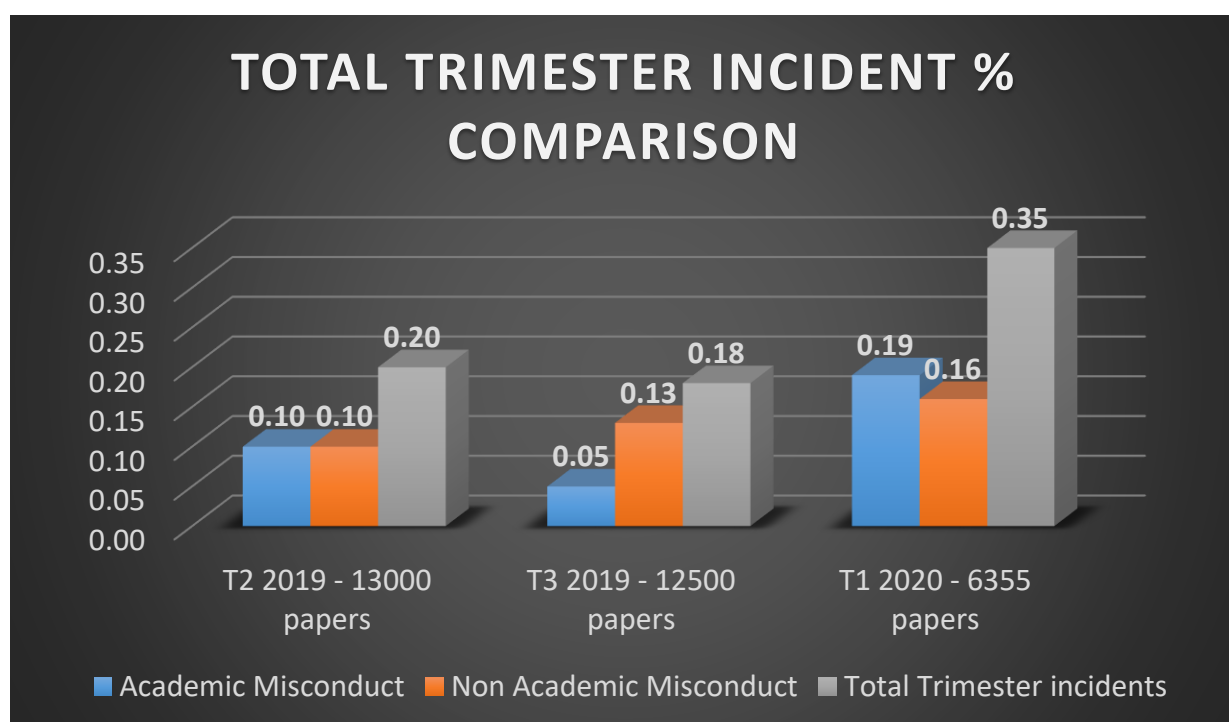
Consideration

1. DHM recommended to include warning instances to the AIC exam issue log.
2. JR recommended review of exam policy as it is a part of TEQSA requirements.

Action

1. WS along with DHM to word appropriate warning letters
2. WS to send out warning letters to all impacted students
3. WS to shared guidance notes through circular with the AIC team for recommendations and suggestion
4. NJ to incorporate warning instance to AIC exam issue log
5. JR to send policy as a shared documents for the AIC to review and include comments/recommendation.
6. All – Comments to be circulated and shared with WS for inclusion in the Academic Senate meeting on 18 June 2020.

5.1 Review of Incident progression graph – **Recommendations included**



6. Other Business - **None**

Date of next meeting – 23 June 2020.

Meeting closed at 03:25 pm.

*This meeting is held against the attached provisions of its (Constitution/terms of reference).

Details of current members and their terms are attached for mem