

**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**

**Thursday 13 December 2018  
10.00am**

**UNCONFIRMED MINUTES**

In Attendance

- Professor Greg Whateley (GW) - *Chair*
- Professor Craig Ellis (CE) – *Deputy Chair*
- *Jotsana Roopram (JR) – Secretary*
- *Adjunct Professor Art Phillips (AP)*
- *Dr Barry Gordon (BG)*
- Associate Professor Wayne Smithson (WS)
- Associate Professor Felix Stravens (FS)
- Assistant Professor Richard Xi (RX)
- Associate Professor Andy West (AW)

1. Welcome - 10:01am

2. Conflict of Interest - 10.02am  
There were no conflicts of interest noted

3. Apologies – 10.03am

- Professor Ian Bofinger (IB)
- Professor Ray Hayek (RH)
- Adjunct Professor Rob Wendon (RW)
- Parul Malik (PM)
- Doris Leung (DL)
- Dr Lu Jiao (LJ)
- Dr Cyril Jankoff (CJ)

4. Minutes of last meeting Thursday October 18, 2018 (*Attachment #4*) – 10.04am – 10:07

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 AW and seconded by RX. The minutes were accepted without dissent.

5. Business Arising from the Minutes (*Attachment #5*) – 10.07am – 10:15am

GW noted that two of the seven items are ongoing, four have been completed and one item is still pending.

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

**Issue**

Bachelor of Business Triennial Report - **Associate Professor Felix Stravens** (FS)  
*Screen and Verbal presentation* - 10:15am – 10:20am

**Consideration**

FS presented the Bachelor of Business Triennial Report, summarised below -

1. Executive Summary:

- a. Highlighted sustained growth in the program for the last three years
- b. Emphasis has been on curriculum design and the quality of delivery
- c. High levels of student satisfaction as evidence in the student surveys conducted every trimester
- d. Change to academic calendar in 2016/2017 from semester to trimester system which offers students more flexibility to fast track their studies
- e. Change to assessment structure to include invigilated assessments. This has resulted in improved academic integrity
- f. Change of Program Director in January 2018
- g. Teaching initiatives and innovation – The program continues to introduce innovative teaching initiatives
- h. Peer reviews – Ongoing peer reviews throughout each trimester have been undertaken to improve the quality of delivery
- i. Staff satisfaction – Staff satisfaction has been consistently high with a recent ranking of 4.3 out of 5 in T2 2018

2. Issues:

- a. Attendance and pass rates are being carefully monitored
- b. Student progression and pass rates – T2 2018 progression rate is 75.8%, attrition of 16.7% in T3 2018, SSR of 36:1
- c. Academic intervention strategies are in place and at-risk students are being carefully monitored

3. 2019 Action plan summary:

- a. Focus on monitoring student attendance and pass rates
- b. Implement pre-requisites on the program to ensure that students have relevant foundation knowledge and skills
- c. New subjects introduced to the program

CE confirmed that the executive summary captured the critical areas.

AP commended FS on a through report.

**Resolution**

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

**Action**

No action required

7. Bachelor of Accounting Triennial Report (Attachment #7)

**Issue**

Bachelor of Accounting Triennial Report - **Associate Professor Wayne Smithson (WS)**  
*Screen and Verbal presentation - 10:20am – 10:34am*

**Consideration**

WS presented the Bachelor of Accounting Triennial Report, summarised below -

1. Executive Summary:
  - a. Highlighted sustained growth in the program for the last three years
  - b. Emphasis has been on curriculum design and the quality of delivery
  - c. High levels of student satisfaction as evidence in the student surveys conducted every trimester
  - d. Change to academic calendar in 2016/2017 from semester to trimester system which offers students more flexibility to fast track their studies
  - e. Change to assessment structure to include invigilated assessments. This has resulted in improved academic integrity
  - f. Change of Program Director in January 2018
  - g. Teaching initiatives and innovation – The program continues to introduce innovative teaching initiatives which include external moderation and review of assessments in selected subjects. A commitment to industry accreditation has ensured relevancy and quality
  - h. Peer reviews – Ongoing peer reviews throughout each trimester have been undertaken to improve the quality of delivery. This is reinforced by positive feedback from students over the last three years.
  - i. Staff satisfaction – Staff satisfaction has been consistently high with a recent ranking of 4.72 out of 5 in T2 2018.
2. Issues:
  - a. Pass rates continue to provide an ongoing challenge
  - b. Student progression and pass rates – Attrition of 16.7% in T3 2018, SSR of 36:1
  - c. Academic intervention strategies for at-risk students. The PASS program runs every trimester for subjects with a high failure rate.
3. 2019 Action plan summary:
  - a. Focus on pass rates
  - b. Focus on three core subjects of the program – IT for Accountants, Accounting for Business and Principles of Accounting

AP commended WS on a detailed and thorough report.

BG commented on the importance of the focus on core subjects.

**Resolution**

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

**Action**

No action required

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

**Issue**

Master of Business Administration Triennial report – **Professor Greg Whateley (GW)**  
*Screen and Verbal presentation - 10:34am – 10:43am*

**Consideration**

RH presented the MBA Triennial report, summarised below:

1. Executive Summary:

- a. Highlighted sustained growth in the program for the last three years. The MBA program now has 745 enrolments in T3 2018, representing 44% of the total student population.
- b. The MBA program has been accredited by the CPA for 5 years and is in the process of finalising accreditation with the CMI (Chartered Management Institute) in London.
- c. High levels of student satisfaction as evidence in the student surveys conducted every trimester. UBSS participated in the QILT survey – the MBA program achieved the highest for learner engagement.
- d. Change of Program Director in March 2017. RX was formally acknowledged for the continued success of the program.
- e. Teaching initiatives and innovation – The level of continuity and consistency in teaching delivery remains high. Regular face-to-face MBA faculty meetings explore all facets of the learning and teaching strategies employed on the program.
- f. Peer reviews – Ongoing peer reviews throughout each trimester have been undertaken to improve the quality of delivery. This is reinforced by positive feedback from students over the last three years.
- g. External reviews - The MBA program received an External Assessment Review by an iHEP representative. Recommendations from this review have been adopted across all MBA subjects and came into full effect by T1, 2018
- a. Staff satisfaction – Staff satisfaction has been consistently high with a recent ranking of 4.67 in T2 2018.

2. Issues:

- a. Focus on the early detection of those students who face learning challenges.
- b. Early intervention strategies have been employed to ensure that appropriate academic counselling is provided to these students.

3. 2019 Action plan summary:

- a. Maintain the student enrolment growth in a sustainable manner
- b. Continue developments for a third stream of study in the MBA
- c. Deliver select MBA subjects offshore to prospective students
- d. Introduce the Executive MBA to domestic students (FEE-HELP)

AP suggested that the number of MBA students currently create a good balance of the total student population.

**Resolution**

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

**Action**

No action required

9. Academic Integrity Committee Report (Attachment #9)

**Issue**

Academic Integrity Committee report - **Associate Professor Wayne Smithson (WS)**  
*Screen and Verbal presentation - 10:43am-10:53am*

**Consideration**

WS presented the AIC report, summarised below:

- The AIC convened four times in T3, thus far to consider incidents of academic/non-academic misconduct during the Final exams and the First Mid-Trimester Tests. The AIC reported 1 academic incident and 5 non-academic incidents in the recent T3 2018 final exams.
- The graph presented illustrated the trend in exam incidents for 2018 and clearly indicated that they were being managed to an acceptable low level. A formal thanks to the Academic Operations Coordinator and the invigilation team for the competent management of the invigilated assessments on campus throughout the year.
- Six incidents of plagiarism were reported to the AIC for T3. In line with the UBSS policy, the cases were examined marks of zero were awarded to these students.

GW congratulated the AIC on the competent management of the committee during 2018.

**Resolution**

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

**Action**

No action required

10. Grade Review Committee Report (Attachment #10)

**Issue**

Grade Review report – **Professor Greg Whateley** (GW)  
*Screen and Verbal presentation – 10:53am – 11:04am*

**Consideration**

GW presented the GRC report, summarised below:

- UBSS achieved an aggregated progression rate of 79.2% in T3 2018, which is 14.2% above target.
- UBSS do not normalise results so the results are raw data. AP suggested that this is an ethical process as the results are more realistic than other institutions/competitors.

**Resolution**

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

**Action**

No action required

11. Course Advisory Committee Report (Attachment #11)

**Issue**

Course Advisory report – **Professor Greg Whateley** (GW)  
*Screen and Verbal presentation – 11:04am – 11:08am*

**Consideration**

GW presented the CAC report, summarised below:

- The minutes of the last CAC meeting was discussed. The triennial reports for each program were presented at this meeting.
- The initiative of the 'UBSS Quality Assurance and Learning Support System rollout schedule 2019 were proposed to the members of the CAC.

**Resolution**

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

**Action**

No action required

12. TEQSA Update (Attachment #12)

<b>Issue</b> TEQSA Update – <b>Professor Greg Whateley (GW)</b> Screen and Verbal presentation – 11:08am – 11:09am
<b>Consideration</b> GW provided an update on the TEQSA re-registration process. The update is summarised below - <ul style="list-style-type: none"><li>• The conditions of registration proposed by TEQSA have all been satisfied according to the action plan and within the time frames.</li></ul>
<b>Resolution</b> Nil
<b>Action</b> No action required.

13. GCA Risk Register (Matters Academic) Update (Attachment #13)

<b>Issue</b> GCA Risk Register Update – <b>Professor Greg Whateley (GW)</b> <i>Verbal presentation</i> – 11:09am – 11:11am
<b>Consideration</b> GW presented the Risk register update, summarised below: <ul style="list-style-type: none"><li>• The last ARC meeting was scheduled on the 28<sup>th</sup> of November. No academic matters were changed on the register.</li><li>• References to Central and Metro colleges were removed.</li></ul>
<b>Resolution</b> Nil
<b>Action</b> No action required.

14. UBSS 2018 Update (Attachment #14)

**Issue**

UBSS 2018 update - **Professor Greg Whateley** (GW)

Verbal and Screen presentation – 11:11am – 11:24am

**Consideration**

GW provided an update on UBSS for 2018, summarised below -

- Growth: UBSS has reached student capacity. The financial performance demonstrates a very pleasing outcome.
- Centre for Entrepreneurship – All KPIs have been achieved and exceeded target in this area.
- Reaccreditation/Accreditation - UBSS has been accredited with the CA, CPA, IPA, IML and CMI.
- UBSS has come first worldwide in the Business Simulation game in 2018.
- TEQSA – Re-registration and re-accreditation of awards have been harmonised until the end of 2019.
- Staff satisfaction – there is a high level of staff satisfaction with the latest rating being 4.7 out of 5 in T2 2018.
- Student satisfaction – there is a high level of student satisfaction with the latest rating being 4.3 out of 5 for T2 2018.
- UBSS has produce outstanding results in the external QILT student satisfaction survey.
- The UBSS Melbourne campus is still pending due to the application to TEQSA still pending.
- UBSS has achieved its most successful financial turnaround in the history of the company.
- All KPIs have been achieved for two years in a row.

**Resolution**

Nil

**Action**

No action required

15. Policy Considerations (Attachment #15.1,)

<b>Issue</b> Policies considerations – <b>Associate Professor Andy West (AW)</b> <i>Verbal and Screen presentation - 11:40am – 11:45am</i>
<b>Consideration</b> AW actioned some minor changes to Section 7.1 of the Assessment Moderation policy.
<b>Resolution</b> It was recommended that amendments be made to the Assessment Moderation policy. The recommendations were moved by WS and seconded by FS.  The policy changes were accepted without dissent. V12.2 is now accepted as the current version of this policy.
<b>Action</b> JR to publish updated policy on website.

16. Threshold Standards Audit Update (Attachment #16)

<b>Issue</b> Threshold Standards Audit Update - <b>Professor Greg Whateley (GW)</b> <i>Verbal and Screen presentation - 11:24am – 11:25am</i>
<b>Consideration</b> GW provided an update on the Threshold Standards audits for 2018, summarised below – <ul style="list-style-type: none"><li>• UBSS has completed its sixth audit against the standards in T3 and UBSS is currently compliant against all relevant standards.</li></ul>
<b>Resolution</b> Nil
<b>Action</b> No action required

17. Benchmarking Project Update (Attachments # 17.1 – 17.8)

**Issue**

Benchmarking Project Update – **Associate Professor Andy West (AW)**

*Verbal and Screen presentation – 11:25am – 11:40am*

**Consideration**

AW briefed the members on various benchmarking activities with COPHE and HEPP-QN that UBSS is currently participating in. Reports for various activities will be released throughout 2019.

**Resolution**

Nil

**Action**

No action required

18. Triennial Reports Project Foreword (Attachment 18)

**Issue**

Triennial Reports Project Foreword\_– **Professor Greg Whateley (GW)**

*Verbal and Screen presentation – 11:45am – 11:47am*

**Consideration**

GW discussed the foreword as part of Item 14 on the agenda.

**Resolution**

Nil

**Action**

No action required.

**20. Other Business** 11:47 – 11:48

**21. Next meeting** Thursday, February 07<sup>th</sup>, 2019 – *as per schedule. (Attachment #21)*

**GW declared the meeting closed at 11:50am**