

**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, 02<sup>nd</sup> October 2019  
10.00am**

**UNCONFIRMED MINUTES**

In Attendance

- Professor Greg Whateley (GW) – Chair
- Professor Craig Ellis (CE) – Deputy Chair
- Professor Ray Hayek (RH) attended via conference call
- Assistant Professor Jotsana Roopram (JR) – Secretary
- Associate Professor Felix Stravens
- Assistant Professor Richard Xi (RX)
- Associate Professor Andy West (AW)
- Associate Professor Ashok Chanda (AC)
- Dr Barry Gordon (BG)
- Dr Lu Jiao (LJ) attended via conference call
- Dr Cyril Jankoff (CJ) attended via conference call
- Usman Sindhu (US)
- Natasha Jacques (NJ) – Student Representative

1. Welcome - 10:00am
2. Conflict of Interest - 10.01am  
There were no conflicts of interest noted
3. Apologies – 10.01am
  - Adjunct Professor Rob Wendon (RW)
  - Adjunct Professor Art Phillips (AP)

The meeting was quorate

4. Minutes of last meeting Thursday, August 01st 2019 (*Attachment #4*) – 10.02am – 10:05am

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 CE and seconded by FS. The minutes were accepted without dissent.

5. Business Arising from the Minutes (*Attachment #5*) – 10.05am – 10:06am

All items have been actioned and completed.

6. Bachelor of Business Report (Attachment #6)

**Issue**

Bachelor of Business Report – **Associate Professor Felix Stravens** (FS)

*Screen and Verbal presentation* - 10:06am – 10:13am

**Consideration**

FS presented the Bachelor of Business Report, summarised below -

Course Review

- Successfully ran Cross Cultural Management.
- Revamped Project Management.
- Reviewing Operations Management.
- Reviewing International Business Management for next trimester.
- Reviewed and revamped Management Principles
- Revamping Organisational Behaviour

Exam Results

The results from the recent T2 final exams are below:

- High Distinctions – Moving up slightly. Currently at 4.5%
- Distinctions – Currently at 11.32%
- Credits moving up slightly – currently at 23.94%
- Pass – moving up to 39.83% currently
- Fail grades have declined to 21.33%
- From T2 2018 to T2 2019, the number of 'Absent Fail' students has reduced by 40%.
- The overall Grade comparison indicates a decline in the percentage of Fails, a slight rise in Passes and a slight rise in Credits.

Assessment Review

- Reviewed and approved all T3 first mid-trimester test for Business subjects

Teaching Quality

- Reviewing and reassigning lecturers for next trimester.

Students

- Following up on students with poor academic progression and getting them to sign a Study Agreement
- Examining attendance and participation and counselling errant students

**Resolution**

It was recommended that the report be accepted. The report was moved by WS and seconded by BG. 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 - 10:13am – 10:22am*

**Consideration**

WS presented the Bachelor of Accounting Report, summarised below –

- There are currently 485 students enrolled in the Bachelor of Accounting program representing 30.8% from a total cohort of students AT UBSS for Trimester 3, 2019. The registered number of students continues to decline, however, there was an increase in the number of new students commencing. The completion rate is up by 19% from the previous trimester. Attrition is 6% lower than the previous trimester.
- A good result for the T2 with pass grades of 82.4% down by 03% from previous trimester.
- The Course Advisory Committee was provided with a summary report that covered moderation of major assessments, review of subject outlines, including a review of the constructive alignment to Program learning outcomes, subject learning outcomes.
- External moderation of subjects - In accordance with the UBSS moderation policy for assessment where Units are marked by 2 Examiners (refer policy 3.19.5.5), the following subjects from Trimester 2 final exams were externally moderated:
  - Business Economics
  - Economics (post grad)
  - Accounting Information Systems

**Resolution**

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

**Action**

No action required

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

**Issue**

Master of Business Administration report – **Professor Greg Whateley (GW)**  
Screen and Verbal presentation - 10:22am – 10:27am

**Consideration**

GW presented the MBA Report, summarised below –

- The Master of Business Administration has a current (T3, 2019) enrolment of 863 full time students (53% of UBSS Student Population).
- The current (adjusted) attrition (as at T3, 2018) on the program is 14%
- The current progression (as at T1, 2019) on the program was 83.7%
- The current completion rate is 78%
- The current SSR (T1, 2019) is 35.62
- The full time staff to part-time staff balance is 29:71
- The AQF+1 or equivalent is 100%
- The Student Satisfaction (T1, 2019) aggregate is 4.31
- The Staff Satisfaction (T1, 2019) aggregate is 4.61

**Resolution**

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

**Action**

No action required.

8. Academic Integrity Committee Report (Attachment #9)

**Issue**

Academic Integrity Committee report – Associate Professor Wayne Smithson (WS)  
*Screen and Verbal presentation - 10:27 – 10:30*

**Consideration**

WS presented the AIC report, summarised below -

- The AIC convened meetings during the trimester to consider incidents of academic misconduct for the two tests held in Trimester 2, 2019. A summary of the incidents and action taken is as follows:  
Serious Academic misconduct – (marks adjusted) 13  
General misconduct – warnings issued 13  
While the number of incidents has increased slightly the number of incidents is very low compared to the number of exams undertaken for the year at 0.14%

**Resolution**

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

**Action**

No action required

10. Grade Review Committee Report (Attachment #10)

<b>Issue</b> Grade Review report - Associate Professor Wayne Smithson (WS) Screen and Verbal presentation - 10:30 – 10:32
<b>Consideration</b> WS presented the GRC report, summarised below – <ul style="list-style-type: none"><li>• The Grades Review Committee (a sub-committee of the Academic Senate) met on Wednesday, August 28, 2019 and considered the T2, 2019 grade distributions post final examinations. The outcomes continue to shape appropriately as evidenced in the tables and graphs.</li><li>• The distributions continue an appropriate shape and consistency with other like schools – despite our current policy of ‘no adjustment to real results’.</li></ul>
<b>Resolution</b> It was recommended that the report be accepted. The report was moved by BG and seconded by RH. The report was accepted without dissent.
<b>Action</b> No action required

11. Course Advisory Committee Report (Attachment #11)

<b>Issue</b> Course Advisory report - Professor Greg Whateley (GW) Screen and Verbal presentation - 10:32 – 10:34
<b>Consideration</b> GW presented the CAC report, summarised below – The Course Advisory Committee (a sub-committee of the Academic Senate) met on Wednesday, September 04 <sup>th</sup> 2019. The minutes of the last CAC meeting were circulated to all Senate members prior to the scheduled meeting and were taken as read.
<b>Resolution</b> It was recommended that the report be accepted. The report was moved by BG and seconded by RH. The report was accepted without dissent.
<b>Action</b> No action required

12. UBSS Online (Verbal presentation)

**Issue**

UBSS Online Update – **Associate Professor Ashok Chanda (AC)**

*Verbal presentation - 10:36 – 10:43*

**Consideration**

AC provided an update, summarised below -

- The notification of change was submitted to TEQSA after the recent site visit and is pending re-registration approval.
- The content Modules 1 to 3 have been developed and Modules 3 to 6 are currently being developed. The goal is to have all 8 modules completely developed and digitised in the next few months.
- The online MBA program is ready to commence as soon as approval from TEQSA is granted.

**Resolution**

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**Action**

No action required.

13. Centre for Entrepreneurship Update (Attachment #13)

**Issue**

UBSS Executive Update – **Associate Professor Andy West (AW)**

*Screen and Verbal presentation* – 10:43am – 10:51am

**Consideration**

AW provided an update, summarised below:

- Four of the five KPIs have been achieved and one is currently still in progress.
- The Centre for Entrepreneurship is founded on five key objectives, all of which are progressing according to the timelines.
- We have a new Fellow in Matija Squires.
- We have achieved 24 case studies as part of the CFE Case Study series.

**Resolution**

Nil

**Action**

No action required.



14. UBSS KPIs report (Attachment #14)

**Issue**

UBSS KPIs report - **Professor Greg Whateley** (GW)

*Screen and Verbal presentation – 10:51am – 10:56am*

**Consideration**

GW provided an update on the UBSS KPIs report, summarised below -

Growth: All targets have been achieved

Quality and Excellence: All targets have been achieved.

Entrepreneurship – Three out of four targets have been achieved.

Performance (Benchmarking) – Three KPIs are in train and will be achieved by the end of 2019.

**Resolution**

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

**Action**

No action required

15. Policy Considerations (Attachments #15)

**Issue**

Policies considerations – **Professor Greg Whateley (GW)**

Verbal and Screen presentation - 11:27am – 11:50am

**Consideration]**

A review of all policies has been completed by Professor Ian Bofinger. Professor Bofinger completed the task during the month of August (2019) and the refreshed policies were endorsed by the Chair, Academic Senate and were published accordingly.

**Resolution**

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

**Action**

No action required.

16. Refreshed Strategic Plan (*Attachment 16*)

**Issue**

Refreshed Strategic Plan – **Professor Greg Whateley** (GW)

*Screen presentation* - 11:01 – 11:13am

**Consideration**

The approval and endorsement of the refreshed strategic plan is a consultative process which requires feedback from members of the Course Advisory committee, members of the Academic Senate and members of the Executive Management team. Further input from Senate members is therefore requested.

The final version of the refreshed plan will be presented at the next Board meeting in December, for approval and endorsement.

**Resolution**

Nil

**Action**

JR to circulate a 'word' version of the refreshed strategic plan to all Senate members for feedback and comment, adjustments will be made and contributions acknowledged at the end of the document.

17. Threshold Standards Audit Report (Attachment #17)

**Issue**

Threshold Standards Audit Report – **Professor Greg Whateley** (GW)

Verbal and Screen presentation – 11:13am – 11:21am

**Consideration**

GW discussed the TSAC report, summarised below:

- The 8<sup>th</sup> audit was completed in Trimester 2. Adjunct Professor Rob Wendon (external) prepared a report on the audit committee and process.
- The audit document has evolved from a fairly basic structure to its current form of a sophisticated investigative and review tool that can be used in a number of ways to support any compliance query or internal information request.
- Michael Christodoulou to join the audit committee in Trimester 3.

**Resolution**

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

**Action**

No action required

18. Risk Assessment Adjustment Submission (Attachments #18.1 and #18.2)

**Issue**

Risk Assessment Adjustment Submission – Associate **Professor Andy West** (AW)

*Verbal and Screen presentation – 11:21am – 11:30am*

**Consideration**

AW discussed the UBSS Response to the TEQSA Risk Assessment, summarised below:

- TEQSA conducted a preliminary risk assessment on UBSS for 2019. The response to these were discussed briefly.
- The responses were circulated to Senate members prior to the scheduled meeting and were taken as read.

**Resolution**

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**Action**

No action required.

19. MOU with Naresuan University, Thailand

Professor Whateley con

(A photo of Professor Greg Whateley, Alan Manly and the Senate members were taken.)

**20. Other Business**

N/A

**GW declared the meeting closed at 11:36pm**

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>