

What happened @ Academic Board

7 AUGUST 2024

1. WELCOME AND DEPARTURE

- Student Representative
 - Arnaud Domange was welcomed to Academic Board as the new Student Representative. He will be standing in for the remainder of the year while Bic Thai is on leave

Board Members

- It was noted that A/Prof Wendy Sutherland-Smith has resigned from Academic Board

2. KEY DECISIONS AND ACTIONS BY THE ACADEMIC BOARD

- Handbooks
 - The handbooks were unanimously approved subject to the inclusion of a position statement being added to all handbooks, highlighting the importance of being civil to one another in email correspondence and maintaining professionalism in the workplace
- Course Standards Committee
 - A Course Standards Committee (out of cycle) submission was approved by Prof Simon Crowe on behalf of the Board
 - Changes were made to the Bachelor of Psychology and Counselling learning outcomes and assessments
 - These changes were implemented to improve the wording and language used which map onto the graduate competency requirements
- Unit Evaluations
 - The unit evaluation process has now changed and tracking unit evaluations will now be longitudinal over a three-year period
 - Unit evaluations with ratings <3.5 for three consecutive years will be required to come to Academic Board with an accompanying written plan
- Unit Evaluation Project (Teaching Scholarship, Research & Practice Research Group)
 - Commencing shortly will be a project to redevelop the psychometrics of the unit evaluations
 - It is intended that this new psychometric tool will be more specific to the institute's needs in relation to quality assurance processes
- Business Case – Grad Cert and Grad Dip in Trauma-informed Care
 - Practitioners across Gippsland do not feel prepared or competent to deal with trauma
 - This initiative has been designed to support practitioners across Gippsland
 - This business case was unanimously approved

3. STAFF REPRESENTATIVE UPDATES

- Bring Your Own Device (BYOD)
 - It was noted that staff are concerned that this new policy will impact productivity
 - Dr Chris Kilby has confirmed that staff will at present still be able to use their laptop and mobile phone for work related matters
- File Migration
 - It was noted that staff are concerned about how the file migration will impact how they manage their course documentation and CANVAS links
 - It was agreed that Dr Chris Kilby will arrange a staff meeting with IT to discuss both the BYOD policy and file migration

4. STUDENT REPRESENTATIVE UPDATES

- Heating
 - The heating has now been put up one degree as well as being started one hour earlier
 - Deborah Adelin has been measuring the temperature across the Institute and rooms are no longer too cold
- Library error messages
 - Deborah Adelin has been in discussion with Mary Turnbull the Librarian about students receiving error messages. This matter is still being investigated

5. POLICY UPDATES

- Learning Environment and Student Wellbeing Policy
- Support for Students Policy
 - Changes to these policies were unanimously approved

6. REPORT FROM THE DEAN

- Accreditation
 - TEQSA
 - The Institute has responded to TEQSA concerns raised, in relation to the two Bachelor courses
 - An Artificial Intelligence Mitigation Plan has been submitted
 - APAC
 - The next accreditation cycle is in 2026 and work on this has commenced with Course Coordinators to identify areas to strengthen



7. SHORT COURSES – VET

- Re-accreditation
 - The Institute has now received a seven-year re-accreditation for the VET programs
 - The Diploma of Counselling has had it's first Course Advisory Committee
- Papua New Guinea
 - The Diploma of Counselling is being exported to PNG
 - A small group of staff from the Institute will be going to PNG to put in place a pilot program
 - Counselling short courses will be delivered beforehand by Renzo Vittorino the Course Director
 - Lana Winzar was thanked for managing the short courses and working very hard behind the scenes

8. STAFFING UPDATES

- The Institute welcomes:
 - Zahra Ditta - new Learning Equity Officer
 - Alex Patton -new Lived Experience Advisor
 - Alex Patton is working on the Trauma Connect project as the lived experience representative
- Counselling and Psychotherapy Position
 - The Institute is currently advertising for a Counselling and Psychotherapy Placement Coordinator

9. REPORT FROM STUDENT SERVICES

- Career Expo
 - The Career Expo was very successful
 - The Institute collected more than 400 registrations (a 326% increase over last year)
 - Student Services will be maintaining these leads to engage prospective students and drive the intake numbers up for 2025
- Applications
 - Applications have opened early for 2025 to support early conditional offers and international students, particularly in light of recent changes to legislation
 - Currently there are almost 100 completed and submitted applications with over 100 in progress
 - Early conditional offers are being made, particularly for the Honours and Psychological Science programs
 - Interviews will commence shortly for courses that require this process

10. UPCOMING MEETINGS IN 2024

Wednesday 2 October

Wednesday 27 November