

What happened @ Academic Board

2 OCTOBER 2024

1. WELCOME

- Academic Board Members
 - Emeritus Professor Michael Kyrios was welcomed to Academic Board
- New Staff
 - Dr Caroline Rosenberg was welcomed to the Institute in the role of Senior Lecturer
 - Paulina Stanek was welcomed to the Institute in the role of Placement Coordinator

2. KEY DECISIONS/ACTIONS BY THE ACADEMIC BOARD

- BYOD and File Migration
 - The BYOD policy has been implemented
 - File migration has begun and academics are in the process of identifying folders that are to be moved. It has been decided that the best way forward, with the least disruption to academics and their course materials, will be to wait until the semester has finished before moving all of these folders
- Annual Course Reviews
 - The Annual Course Reviews were presented to Academic Board for all courses except the Honours program and the Graduate Diploma of Psychological Science, who will be presenting their Major Course Reviews later in the year
 - It was noted that these course reviews were overwhelmingly positive
- Course Standards Committee
 - The Course Standards Committee unanimously approved a submission in relation to the MPPP program. These changes were minor and related to out-of-date website and handbook information
 - The Course Standards Committee did not approve the proposed changes to CAP301. One of the assessment tasks was considered too lengthy and demanding. As such, this proposal was returned to the course team and will return to the next Academic Board

3. STAFF REPRESENTATIVE UPDATES

None noted

4. STUDENT REPRESENTATIVE UPDATES

- Deborah Adelin continues to remind her cohort about the importance of giving feedback
- Deborah Adelin has put out a survey discussing the library in which there was a 50% response rate for her cohort. She is now following up with students who gave feedback and will bring this information back to the next Academic Board
- Arnaud Domange said there is a lot of feedback that is informal and he encourages students

to get their voices heard

- It was noted that the response this year to the student surveys, thanks to the student representatives, have been better than previous years

5. POLICY UPDATES

- Student Deferral and Leave of Absence Policy
- Student Grievance Policy
- Academic Progress and Review Policy

The changes to these policies were unanimously approved.

6. REPORT FROM THE DEAN

- Events
 - The Institute have attended very successful marketing events. It is hoped that this will increase student numbers across the Bachelor and Graduate Diploma programs
 - The APS event was well attended and this should also translate to more students, particularly in the online MPP program
 - Prof Byrne and Marielle Coronel attended a large event at Al-Taqwa College in addition to visiting Santa Maria College
- Applications
 - Early applications are tracking well. Prospective students will have interviews followed by the Institute making offers
 - Opening applications and offering places early is a change in process brought in this year to increase applications
- Accreditation
 - The TEQSA renewal is coming up at the end of the year in addition to their being work starting on PACFA for the Bachelor program with the aim being that this will comply with the new national standards
 - The courses and curriculum are currently being looked at with the intention of implementing IPL for the Post Graduate program ahead of the APAC requirements
 - New APAC standards are currently being drafted. This will have an impact at the Institute as these new standards will be incorporated across all the courses offered

7. SHORT COURSES – VET

- This area of the Institute is very busy and has been successful in obtaining a couple of tenders which has allowed the Institute to provide Board approved supervisors in addition to funding placement places
- More staff resources are being brought in to help with the programs



- The Institute are currently running short courses related to occupational violence, trauma informed approaches and trauma informed care, in addition to working with veterinary staff
- The Institute has also started delivering short courses in Papua New Guinea on counselling skills. There will be another tour in Papua New Guinea in November 2024 training family domestic violence workers.

8. REPORT FROM STUDENT SERVICES

- Student Experience Survey
 - The Institute achieved a response rate of 54%, which is 17% higher than the national average
 - Overall, students at the Institute consistently expressed strong positive feedback, with over 80% rating their education positively from 2019 to 2023, which is consistently above the national average. This positive perception has been steadily increasing
 - The Institute's strengths within the focus areas, are skills development, teaching quality and student support, all of which consistently exceed national averages. In terms of teaching quality, 88% of students rated their experience positively, particularly praising the lecturers and the high quality of the content
 - The ratings for learning resources at the Institute are comparatively lower than other focus areas and remain below the national average. This can be attributed to universities typically having more financial resources to invest in better learning facilities
 - Qualitative feedback indicates that a very positive aspect of the Institute is its small size. Students consistently report that they appreciate the smaller community
 - The Institute has invested significantly in the library, offering additional support and services to help students navigate the library website, which was identified as a barrier
- Student Feedback
 - Student feedback showed that an area of improvement is with placements. These are being addressed with a more systematic approach moving forward. These changes are consistent with other professional providers and are in place to ensure quality assurance
- Graduate Outcome Survey (GoS)
 - The Graduate Outcome Survey collect responses from students 4 to 6 months after they have completed the course
 - There was a 45% response rate, which is higher than the national average for non-university higher education providers
 - During 2022 to 2023, 83% of students who graduated reported being satisfied with the quality of the course
 - 85.7% of graduates from the Counselling and Psychotherapy program rated their experience very positively
 - 82% of Psychology program graduates rated their experience very positively
- Course Handbooks



- It was unanimously agreed that the following statement on student etiquette will be included in all handbooks:

Student Etiquette

Students are to adhere to relevant ethical guidelines and codes of conduct and show respect for staff, clients and other students and the CMI environment at all times. All forms of sexual harassment, vilification and discrimination will not be tolerated. Students are expected to communicate with professionalism, courtesy and consideration in person and online (including via email and social media). Please see the Student Social Media policy and Discrimination Bullying Harassment Policy. All Policies and Procedures can be found [here](#).

9. UPCOMING MEETINGS IN 2024

- Wednesday 27 November

10. MEETINGS IN 2025

- Wednesday 12 February
- Wednesday 16 April
- Wednesday 4 June
- Wednesday 13 August
- Wednesday 8 October
- Wednesday 26 November