

**Australian Universities Quality Agency Ltd  
ACN 092 938 200**

**AUQA Board Meeting 2007/3  
10.00am Tuesday 3 June 2008**

**AUQA Board Room  
Level 10, 123 Lonsdale Street, Melbourne, VIC 3000**

**MINUTES**

**1. ATTENDANCE & APOLOGIES**

**Present**

Emeritus Professor Deryck Schreuder (Chair)  
Mr Ian Hawke (Deputy Chair)  
Mr Patrick Coleman  
Mr Clive Hildebrand  
Professor Bill Lovegrove  
Professor James McWha  
Professor Ian O'Connor (Teleconference)  
Mr Colin Walters  
Dr David Woodhouse

Mr Terry Werner and Professor Alan Pettigrew sent apologies. Emeritus Professor Michael Koder joined the discussions late due to delayed flights.

Observer Carolyn Alport and Audit Directors Jeanette Baird, Mark Hay, Rudi Lidl, and Karen Treloar were in attendance for all or some non-confidential items.

Board Secretary – Dr Antony Stella

The meeting started at 10.00 hrs with the Chair's welcome.

**2. MINUTES OF MEETING 2008/1 HELD ON 26 FEBRUARY 2008**

The Board **confirmed** the Minutes of meeting AB2008/1 held on 26 February 2008 as an accurate record of the meeting.

**3. THE AGENDA**

**3.1 Approval of the Agenda** and items to be starred; approval of all un-starred items

Items that were deemed to require discussion had been "starred" on the Agenda. Directors were invited to indicate if they wished to change the status of any items. Considering the updates and additional papers provided on the agenda items, the Board identified items 4.2, 4.4, 10.1, and 11 as requiring discussion and decided to 'un-star' item

7. The ED suggested that the item on Quality Award 2008 might be considered under 'Item 11: Other Business'.

On a motion from the Chair, the Board agreed to the actions recommended in the papers (and which were not starred or taken up for discussion at the meeting), and they were deemed to have the approval of the Board.

The starred items were then taken for discussion.

### **3.2 Matters arising** not listed elsewhere on the agenda

Nil

## **4 AUDIT MATTERS**

### **4.1 Audits 2007**

The Board **received** a report on the 2007 audit program. With the tabling of the Feedback Summary of the Australian College of Applied Psychology, the Board noted that reporting on the 2007 Audit Program is completed.

### **4.2 Audits 2008**

The Board considered the Definitive Drafts of the first two audit reports of Cycle 2. Directors advised on a number of issues that include tone and consistency in commenting on compliance with National Protocols and Transnational partnerships. For one of the auditees the Board indicated that it wished to see the institutional comments on the Definitive Draft and AUQA's response to those comments.

**Action:** ED

### **4.3 Audits 2009**

The Board **received** a report on the 2009 audit program.

### **4.4 Progress Reports**

The Board received a report on the Progress Reports submitted to AUQA by auditees after the previous board meeting. The Board noted the unsatisfactory Progress Report from one of the auditees, and **agreed** to proceed with the next steps (as detailed in AUQA's policy on Progress Reports).

According to this policy, before involving the relevant state government, or the Commonwealth, the Chair of the AUQA Board will engage with the Chancellor or Vice-Chancellor of the auditee institution to discuss the progress report and possible actions.

**Action:** Chair

## **5. AUQA POLICY AND BOARD ISSUES**

The Board **approved** the changes to the following AUQA policies:

Policy 027 (Travel and Accommodation)  
Policy 001 (Administrative Arrangements for Honorary Auditors)  
Policy 008 (Discretionary expenditure)  
Policy 004 (Car rates)  
Policy 007 (Advisory Services)  
Policy 019 (Personal communications)

## 6. ENVIRONMENTAL SCAN

### \*6.1 Review of Higher Education

The Board discussed the developments related to the current higher education review (the Bradley review) as initiated by the Commonwealth Government. The Discussion Paper seeking submissions is to become public shortly and the Board considered how it might make an AUQA submission.

It was agreed that ED and staff will draft a submission and the Directors will discuss that in a teleconference in July. Directors who cannot join the teleconference will be able to send their comments by e-mail.

**Action:** ED

### \*6.2 External Liaison

The Board discussed strategies to strengthen its interaction with various stakeholders, including Universities Australia, and university networks such as the Go8.

AUQA staff have been attending the meetings of DVCs organised by Universities Australia and it is a good platform to have a dialogue on areas of common interest. In addition, the Board advised that the meetings organised for the Vice-Chancellors and Chancellors could also be helpful.

ED will arrange for a meeting of the AUQA Board with Universities Australia. The Chair of the AUQA Board will get in touch with the Chair of Go8 for a similar meeting.

**Action:** Chair, ED

## 7. FINANCE MATTERS

### 7.1 Finance Committee Matters

The Board **received** a report on the Financial Statement for the period ending 31 March 2008.

## \*8. CHAIR'S REPORT

The Board **received** an oral report from the Chair about a forthcoming meeting in Sydney with the new HE Editor of The Australian.

The Chair advised the Board that the annual performance review (and salary adjustment) of the ED was approaching. The established sub-committee of the Board will be re-convened, consisting of the Chair, Deputy Chair and the Chair of the Finance Committee, and one other Board member (Director James McWha kindly agreed to serve again). The sub-committee will meet in July so that its recommendations can be placed before the Board for its meeting in August.

**Action:** ED, Chair, Deputy Chair, Chair of Finance Committee and Director James McWha

## 9. EXECUTIVE DIRECTOR'S REPORT

The Board **received** a report from the Executive Director on AUQA activities since the previous Board meeting.

## 10. MCEETYA / DEEWR MATTERS

### 10.1 MCEETYA Matters

The Board **noted** with pleasure AUQA's funding increase for this year.

Director Colin Walters informed the Board that, as a result of the discussions at the JSCHE, a committee has been set up to review the AUQA fees. The membership of the Committee might include Director David Woodhouse and one other AUQA Board Member. The Board **endorsed** that initiative but queried whether the Board will be able to decide on its nomination to ensure a balanced representation of different constituencies in the Committee. In discussion it was agreed that Director Clive Hildebrand be the Board nominee to the Committee.

Directors discussed the role of MCEETYA members in strengthening AUQA's follow-up to audit recommendations.

The Board noted that the JCHE had not acted on recommended changes to the Board composition and agreed that this should be mentioned in AUQA's submission to the HE review.

The Board discussed the issue of Protocol C5 for SAIs that are not universities, and SAI Guideline 14 that include 'government accreditation authorities' as their audit bodies. This is conflicting information since AUQA has been established to be the national audit body for all SAIs. The Board was informed that inclusion of government accrediting authorities might have been done to accommodate the partially self accrediting institutions. The Board **advised** ED to write to MCEETYA that this be made clear in the Guidelines.

**Action:** ED

## 11. OTHER BUSINESS

The Joint Steering Committee (JSG) of AUQF 2008 has screened the nominations for the Quality Award 2008 and given its recommendation. Director David Woodhouse briefed the Board on the process and the outcome. The Board **endorsed** the recommendation of the JSG.

The Board discussed various strategies to promote the award further and agreed to review the situation in 2009.

**Action:** ED

## 12. NEXT BOARD MEETING

Meeting AB2008/3

19 August 2008