

## MELBOURNE INSTITUTE OF TECHNOLOGY

### THE BOARD OF DIRECTORS NEWSLETTER

July 2020

Following on from previous newsletters, a brief report on the discussions and decisions made by the Institute's Board of Directors for the period January 2020 to June 2020 is provided. The aim of the newsletters is to keep both staff and students aware of the Board's activities.

#### **MIT's response to COVID-19**

- Since March, in line with social distancing requirements, the Board has held its meetings remotely, via telephone and Zoom videoconferencing;
- The Board expressed its appreciation and congratulated the MIT executive management and staff for their outstanding response to the crisis, and endorsed the actions taken by MIT in responding to the COVID-19 pandemic, including transitioning all MIT courses to online learning;
- The Board also approved the COVID-19 Response Plan and revised Business Continuity Plan;
- Welcomed the establishment of the \$1 million MIT Student Hardship fund to assist MIT international students in financial hardship due to COVID-19; and
- Approved the updated Risk Register to include the changes recommended by ARMC in light of COVID-19.

#### **Policies and Procedures Approved**

- Revised Academic Freedom and Responsibility Policy
- Revised Admission Policy and Procedure and Admissions Policy Schedule
- Revised Academic Integrity Policy and Procedure
- Revised Student Academic Progress Policy and Procedure
- Revised Awards and Courses Policy and Procedure
- Revised Enrolments Policy and Procedure
- Revised ESOS Act Compliance Framework Policy
- Revised Records Management Policy and Procedure
- Revised Marketing Policy and Procedure
- Notifiable Data Breach Policy and Procedure
- Working from Home Policy and Procedure
- Revised Overseas Student Refund Policy and Procedure
- Revised Equal Opportunity Policy and Procedure
- Revised Enrolment Policy and Procedure

The policies are now on MIT's website.

#### **MIT Strategic Plan 2018-2022**

The Board approved the financial sustainability KPI's and targets for priority 3.4 of the Strategic Plan and endorsed the 2020 Action Plan and Targets for the Strategic Plan Implementation Plan.

## **FY2021 Budget**

The Board approved the FY2021 Budget, noting the forecast financial impact of COVID-19 and attendant strategies to mitigate the impact of COVID-19.

## **Self-Assessment of the Performance of the Board of Directors**

Each 12 months, the Board of Directors undertakes a self-assessment of its performance against its Terms of Reference. This covers a number of areas, including Strategic Direction; Risk Management and Compliance; Finance; Academic Governance; Corporate Governance; Board Committees and Processes; and, Stakeholder Communication.

While the Board assessed that it had met its obligations under its Terms of Reference, it identified a number of areas for improvement. These included, placing more emphasis on monitoring of performance and compliance, an emphasis on longer-term strategies, improving its approach to risk management and compliance including academic risk and compliance. The Board approved an action plan to implement the improvements. The Board will conduct its next review in early 2021.

## **The Academic Board and Board of Directors' Standing Committee Appointments**

The Board of Directors was delighted to appoint Ms Ramanbir Kaur, an MIT alumna, to the Academic Board in the category of industry representative (IT and Engineering) and the re-appointment of Associate Professor Dianne Bolton in the role of external member from another institution representing the Business disciplines.

The Board of Directors also welcomed the recommendation to appoint Mr Jose Manuel Perez V to the Student Experience Committee as a student representative (Sydney Campus).

## **Academic Integrity**

At its February meeting, Board considered the final report and recommendations of the Working Party on Contract Cheating (WPCC) on the Review of Academic Integrity Policies and Processes and Associate Professor Dianne Bolton's presentation on the WPCC Report. The Board requested that the Academic Board develop an Implementation Plan on the recommendations adopted.

The Board also endorsed the Academic Board's approval of the Statement on Academic Integrity and the Academic Integrity Action Plan 2020-22.

The Board confirmed MIT's continuing commitment to academic freedom and responsibility in the revised Academic Freedom and Responsibility Policy and Procedure.

## **Risk and Risk Management**

Following a review of the Strategic Risk Register by the Audit and Risk Management Committee (ARMC), the Board approved revisions to the Risk Management Plan, the Risk Matrix and the Risk Register.

## **Report on and Review of the Implementation of MIT's Delegations Policy**

The report from the Compliance Manager was accepted by the Board. The Board extended its congratulations to the Compliance Manger for the high quality of the report, especially its comprehensiveness and depth. The Board was satisfied that the implementation and compliance by MIT staff with the Delegations Policy was exemplary.

### **The Board of Directors**

Emeritus Professor Wayne Robinson (Chair)

Emeritus Professor David Battersby (Deputy Chair)

Dr Shesh Ghale (Chief Executive Officer)

Ms Jamuna Gurung (Owners' Representative)

Emeritus Professor Doug Grant (Chair of the Academic Board)

Mr James Joughin (Appointed member)

Dr Patricia Stewart (Appointed Member)