UTS

CONFIRMED MINUTES OF MEETING 21/2 OF ACADEMIC BOARD – 19 MAY 2021

Meeting 21/2 of the Academic Board of the University of Technology Sydney held at 9am on Wednesday 19 May 2021 in the HR Training Rooms 1 and 2, Level 22, Building 1 (CB01.22.10 and CB01.22.18).

PRESENT:	Professor Anthony Dooley (Chair), Dr Vitali Alekseev, Professor Shirley Alexander, Associate Professor Matthew Arnold, Professor Monica Attard, Professor Attila Brungs, Professor Ian Burnett, Mr Kurt Cheng, Professor Thomas Clarke, Associate Professor Alexandra Crosby, Professor Alan Davison, Dr Daniel Demant, Professor Sara Denize, Dr Rosalie Goldsmith, Mr Michael Gonzalez, Professor Lesley Hitchens, Associate Professor Jane Hunter, Professor Francesca Iacopi, Mr Bevin Liu, Professor Michael McDaniel, Professor David McGloin, Professor Kate McGrath, Ms Charlotte McHenry, Ms Indra McKie, Associate Professor Jan McLean, Professor Elizabeth Mossop, Dr Christina Nikitopoulos, Mr Aidan O'Rourke, Professor Andrew Parfitt, Ms Jessica Pierce, Professor Lisa Pont, Ms Aishwaryalakshmi Rajeev, Ms Farah Rehman, Associate Professor Julie Robert, Professor Peter Scott, Professor Xiangjing Sean He, Associate Professor Lynn Sinclair, Ms Brooke Smith, Professor Joanne Tipper, Dr Ramona Vijeyarasa, Mr Iain Watt, Professor Stuart White, and Professor Glenn Wightwick and Ms Jacqui Wise. Mr Bill Paterson (University Secretary), and Ms Komal Jagad (Executive Officer).
IN ATTENDANCE:	Ms Anne-Lise Daniel (University Academic Programs Office in attendance for items 4.1) and Ms Elbreg Zwaan (Senior Governance Support Officer).
APOLOGIES:	Professor Debra Anderson, Professor Suzanne Chambers AO, Dr James Cleverly, Professor Chris Earley, Associate Professor Jochen Schweitzer, Dr Nicole Vincent and Professor James Wallman.
ABSENT:	Associate Professor Maxine Evers.

1   PROCEDURAL MATTERS

1.1   WELCOME/APOLOGIES

RESOLVED AB/21-2/20 – Welcome/Apologies

Academic Board resolved to note the apologies received from members as noted above and agree that these members be excused for their absence.

Note for the record

The Chair opened the meeting with an Acknowledgment of Country and of the Traditional Owners.

The Chair welcomed all members to the meeting (including new staff, students and attendees) and thanked members for attending in-person.

The apologies as listed above were received and leave of absence from the meeting granted.

Academic Board noted the perceived conflict of interest declaration from Professor Sara Denize, Chair of Courses Accreditation Committee on item 4.1 – *Courses Accreditation Committee Report,* as the Chair was involved in development of course proposal from UTS Business School.

1.2   MINUTES

Confirmation of the minutes of meeting 21/1 held Wednesday 31 March 2021

RESOLVED AB/21-2/21

Academic Board resolved to confirm the minutes of meeting 21/1 of Academic Board held on Wednesday 31 March 2021, as detailed in Document 1.2, as a true record.

1.3   BUSINESS ARISING FROM THE MINUTES

There was no business arising from the minutes.

1.4   RECEIPT OF TABLED PAPERS

There were no tabled papers.

1.5   STARRING OF ITEMS FOR DISCUSSION

RESOLVED AB/21-2/22 – Starring of items

Academic Board resolved to:

.1   pre-star items 2.1, 2.2, 3.1, 3.2, 4.1, 4.2, and 4.5; and

.2   adopt the remaining unstarred items as approved.

Note for the record

The following items were pre-starred: 2.1, 2.2, 3.1, 3.2, 4.1, 4.2, and 4.5.

Members were invited to star further items for discussion. No further items were starred.

The Graduate Research School Board (GRSB) Report was not starred at the meeting; however, a brief update was provided by Professor Joanne Tipper, Chair of GRSB on the matters covered in the GRSB report.

2 REPORTS FROM THE CHAIR/DEPUTY CHAIR AND VICE-CHANCELLOR

*2.1 REPORT FROM THE CHAIR/DEPUTY CHAIR

RESOLVED AB/21-2/23 – Report from the Chair/Deputy Chair

Academic Board resolved to:

.1 receive and note the report as detailed in Document 2.1 – *Report from the Chair/Deputy Chair* and its attachments;

.2 note the executive action taken by the Chair of Academic Board on 14 April 2021 to approve the grading of awards for graduands in April 2021 as listed in the following schedules presented by the faculties:

- Schedule 1 – Faculty of Arts & Social Sciences
- Schedule 2 – UTS Business School
- Schedule 3 – Faculty of Design, Architecture and Building
- Schedule 4 – Faculty of Engineering and Information Technology
- Schedule 5 – Faculty of Health
- Schedule 6 – Faculty of Law
- Schedule 7 – Faculty of Science
- Schedule 8 – Graduate Research School
- Schedule 9 – Faculty of Transdisciplinary Innovation
- Schedule 10 – Graduate School of Health

.1 that graduands in their respective courses of the eight faculties and the Graduate Research School and Graduate School of Health indicated in recommendation 2. above, as listed in Schedules 1-10 be admitted to the appropriate degrees or awarded the appropriate diplomas and graduate certificates as designated; and

.2 that graduands, as designated, be awarded the University Medals;

.3 note the executive actions taken by the Chair of Academic Board on 21 April 2021, 6 May 2021 and 10 May 2021 for appointments to Academic Board and Research Committee as detailed in **Attachment 1** of Document 2.1; and

.4 note the 2021 Forward Plan as detailed in **Attachment 2** of Document 2.1.

Note for the record

The Chair thanked student members for attending the Student Networking Tea organised for the student members of Council, Academic Board and its committees (including faculty boards).

The Chair highlighted the 2020 Social Justice Report, which records and celebrates the achievements of UTS staff and students in the social justice space and tracks our progress against targets. The Chair encouraged members to read the report.

The Academic Board Forward Plan and executive actions were outlined by the Chair for noting of the Board.

The Chair attended the NSW and Territories Committee of Chairs of Academic Boards/Senates meeting. Prior to the meeting, Professor Sally Walker AM presented about her recent Independent Review of the Adoption of the Model Code on Freedom of Speech and Academic Freedom. This topic would be discussed at a future Board meeting.

*2.2   REPORT FROM THE VICE-CHANCELLOR

RESOLVED AB/21-2/24 – Report from the Vice-Chancellor

Academic Board resolved to receive and note the report as detailed in Document 2.2 – *Report from the Vice-Chancellor*.

Note for the record

The Vice-Chancellor highlighted the 2020 Social Justice Report and acknowledged the efforts of all UTS staff and students for the achievements in the social justice space.

The Vice-Chancellor spoke to his report, highlighting the following and noting that the rest of the report be taken as read.

- **COVID-19 update:** Following the NSW Government's announcement of a significant relaxation of COVID-19 restrictions at the end of March 2021, UTS made changes to our own campus settings. The health and safety of our students, staff and wider community remains our number one priority. UTS will continue to monitor the NSW government updated public health advice and update relevant recommendations as needed.

- **Graduation Ceremonies:** Ceremonies will re-commence on a weekly rolling cycle from September to December 2021, and then from March 2022 to December 2022, to accommodate both the current graduating cohorts and those who missed ceremonies. The traditional 'block' style of graduations increases a number of COVID-19 risks and is therefore not an option at this stage, so a rolling cycle of ceremonies will be implemented.

- **Congratulations** were extended to:
  - the winners of the 2020 UTS Learning and Teaching Awards and Citations and UTS Vice-Chancellor's Awards for Research Excellence
  - Ms Melita Grant, Research Director at the Institute for Sustainable Futures, on being awarded the AsiaLink Leaders Programme 2021 Sir Edward 'Weary' Dunlop Fellowship

- **Brand and media update:** UTS's public reputation and image over the year and media activity have remained relatively steady since the end of 2019. UTS contributed to critical debates in the spirit of academic freedom. Overall UTS sits just behind UNSW and the University of Sydney in terms of awareness, consideration and advocacy, but significantly ahead of Macquarie University and Western Sydney University, a finding that has remained relatively consistent. Over 2020 there was an uptick in our national media audience reach and the number of media items since 2019.

In addition to the above, the Vice-Chancellor provided an update on the 2021 federal budget (funding cuts and its impact on universities), UTS's engagement with NSW Government and relevant initiatives, UTS staff changes, and the Vice-Chancellor's appointment to the Universities Australia Board as outlined in the report.

Academic Board discussed the impact of border closures on international students and universities, and the downside of the Government's position on encouraging universities to diversify more, to focus on domestic students, and to invest more in online delivery models for international students. It was noted that the universities are working closely with the Government on pilots for return of International students, as the Government recognises these students as an important part of Australian community, and the contributions they make to the economy.

3 PRIORITY ISSUES

*3.1 UTS 2027 Strategy

RESOLVED AB/21-2/25 – UTS 2027 Strategy

Academic Board resolved to receive and note the presentation on *UTS 2027 Strategy.*

Note for the record

Professor Andrew Parfitt, Provost presented the Fit for 2027 and UTS 2027 update to the Board covering following matters:

- progress update of the seven Fit for 2027 projects, and overview of its coordination and decision-making process

- Learner Attraction and Commencement Enterprise (LACE) project update – including the background, context, stage 1 and stage 2 consultation, key features, overview of the proposed framework

- UTS 2021 priorities (Lifetime of learning, Personalised learning, New ways of working and Social impact), overview of emerging themes as discussed during recent Council Retreat and Council's feedback into UTS 2027, next steps – consultation and engagement during Q2 and Q3.

Academic Board noted feedback from student members that as part of LACE, an idea to explore would be to recognise students as lifelong learner and provide them a learner identity and a sense of belonging to UTS, by changing the '@student.edu.au' email to '@learner.edu.au'.

*3.2   2020 Academic Board Surveys – Results

RESOLVED AB/21-2/26 – 2020 Academic Board Surveys – Results

Academic Board resolved to:

.1   receive and note the report as detailed in Document 3.2 – *2020 Academic Board Surveys – Results* and its attachment; and

.2   note the results of the 2020 Academic Board Members' Survey as detailed in **Attachment 1** of Document 3.2.

Note for the record

The Chair thanked the members of the Board (and its committees) and stakeholders for participating the Academic Board surveys. The Chair highlighted the positive and negative feedback areas from the Academic Board survey results, as covered in the report.

Board members were recommended to consider:

- the survey results and reflect on the aforementioned themes and provide ideas/actions/observations to address the concerns raised by members within the survey; and

- and propose possible hot topics that could be included for discussion/debate at future Academic Board meetings.

The Chair thanked the members for completing the feedback forms and noted that feedback received will be presented to Academic Board at the next meeting with relevant recommendations.

4   COMMITTEE BUSINESS

*4.1   Courses Accreditation Committee Report

RESOLVED AB/21-2/27 – Courses Accreditation Committee Report

Academic Board resolved to:

.1   receive and note the report as detailed in Document 4.1 – *Courses Accreditation Committee Report* and its attachments;

New courses/course arrangements

Accreditation

.2   approve the accreditation of the following new online course (offered via Online Program Management (OPM)) as detailed, for recommendations .2.1, as detailed:

UTS Business School (Online Program Management (OPM))

.2.1   C11345 Graduate Certificate in Marketing and Digital Strategy

from Session 5 (August) 2021 – 31 December 2025.

(file: UR19/2736) [1759]

Noting: The courses are offered online with the OPM partner, Keypath.

.3   approve the accreditation of the following new courses as detailed, for recommendations .3.1 to 3.6, as detailed:

UTS Business School

.3.1   C04438 Master of Finance Master of Financial Planning

from Spring 2021 until 31 December 2025

(file: TBC) [1697]

.3.2   C10445 Bachelor of Economics Bachelor of Sustainability and Environment

from Autumn 2022 until 31 December 2026

(file: TBC) [1739]

Faculty of Arts and Social Science

.3.3   C10446 Bachelor of Criminology
C10447 Bachelor of Criminology Bachelor of International Studies
C10448 Bachelor of Criminology Bachelor of Forensic Sciences

from Autumn 2022 until 31 December 2026

(file: TBC) [1749]

.3.4   C10449 Bachelor of Business Master of Teaching in Secondary Education
C10450 Bachelor of Economics Master of Teaching in Secondary Education

from Autumn 2022 until 31 December 2026

(file: TBC) [1738]

Faculty of Law

.3.5   C04432 Master of International Commercial and Business Law
C04433 Master of International Commercial and Business Law Master of Administration
from Autumn 2022 until 31 December 2026

(file: TBC) [1642]

Faculty of Science

.3.6   C10457 Bachelor of Mathematical Sciences
C10458 Bachelor of Mathematical Sciences Bachelor of Arts in International Studies
C09129 Bachelor of Mathematical Sciences (Honours)

from Autumn 2022 until 31 December 2026

Noting that:
These courses (C10457, C10458 and C09129) will replace the following Faculty of Science courses that will be phased out under Recommendation 5.1:
- C10384 Bachelor of Science in Analytics
- C10385 Bachelor of Science in Analytics Bachelor of Arts in International Studies
- C10440 Bachelor of Science in Analytics Bachelor of Languages and Cultures
- C09099 Bachelor of Science (Honours) in Analytics
- C09020 Bachelor of Science (Honours) in Mathematics

(file: TBC) [1734]

Reaccreditations

.4   approve course accreditation for the reaccreditation of the following courses as detailed, for recommendations .4.1 to .4.5:

Short reaccreditation

UTS Business School

.4.1   C10342 Bachelor of Management
C10343 Bachelor of Management Bachelor of Arts in International Studies

C10355 Bachelor of Management Bachelor of Creative Intelligence and Innovation
C10432 Bachelor of Management Bachelor of Languages and Cultures
C09081 Bachelor of Management (Honours)

from Autumn 2022 until 31 December 2026

Noting that:
- C10343 will have a nomenclature change, as noted below, from Autumn 2022, approval will come under Proposal 1754 at a future meeting;
  From: Bachelor of Management Bachelor of Arts in International Studies
  To: Bachelor of Management Bachelor ~~of Arts~~ in International Studies
- C10432 will be phased out from Autumn 2022, approval will come under Proposal 1754 at a future meeting

(file: UR:14/906, 09/725) [OCAP #1501]

Faculty of Health

.4.2   C09051 Bachelor of Midwifery (Honours)

from Autumn 2022 until 31 December 2026

(file: file: UR07/384) [OCAP #1721]

Full reaccreditation

UTS Business School

.4.3   C10348 Bachelor of Economics

from Autumn 2022 until 31 December 2026

(file: UR: UR13/1318) [BC 1502, CA 1503]

Faculty of Health

.4.4   C07070 Graduate Diploma in Midwifery

from Autumn 2022 until 31 December 2026

(file: UR03/39) [OCAP BC#1714, CA# 1715]

.4.5   C10225 Bachelor of Midwifery
C10329 Bachelor of Midwifery Bachelor of Creative Intelligence and Innovation

from Autumn 2022 until 31 December 2026

(file: UR03/39) [OCAP BC#1717, CA# 1718]

.5   approve course accreditation for the phasing out and discontinuation for the following course, as detailed, for recommendation .5.1:

Faculty of Science

.5.1   C10384 Bachelor of Science in Analytics
C10385 Bachelor of Science in Analytics Bachelor of Arts in International Studies
C10440 Bachelor of Science in Analytics Bachelor of Languages and Cultures
C09099 Bachelor of Science (Honours) in Analytics
C09020 Bachelor of Science (Honours) in Mathematics
from Autumn 2022 until 31 December 2026

Noting that:
These courses (C10384, C10385, C10440, C09099 and C09020) will be phased out and discontinued and replaced by the following Faculty of Science courses under Recommendation 3.6:
- C10457 Bachelor of Mathematical Sciences
- C10458 Bachelor of Mathematical Sciences Bachelor of Arts in International Studies
- C09129 Bachelor of Mathematical Sciences (Honours)

(file: TBC) [1734]

.6   approve course accreditation for the extension of accreditation for the following courses as detailed, for recommendations .6.1 and .6.2, as detailed:

Graduate Research School

.6.1   C04395 Master of Pharmacy (International)
C04252 Master of Pharmacy
C06100 Graduate Diploma in Pharmaceutical Sciences
C11230 Graduate Certificate in Pharmaceutical Sciences

until end 2022

(file: UR11/524) [OCAP #1711]

Faculty of Science

.6.2   C09100 Bachelor of Forensic Science (Honours)

until end 2022

(file: TBC) [OCAP #1729]

Other matters for noting

.7   note the approval of a new location, approved by the Provost, as VC Delegate, on 30 March 2021, for the delivery in Wuxi China, of the following course

        UTS College (formally UTS Insearch)

.7.1   C030019 Foundation Studies from September 2021

        Noting that:
- The course will be offered by UTS College (formerly Insearch) through a licensing agreement with Guanghua Education Group (GEG).
- Academic Board will be notified of the changes via the Courses Accreditation Committee. Academic Board approval is not required.

        (file: TBC) [OCAP #1751]

Note for the record

Academic Board noted the perceived conflict of interest declaration from Professor Sara Denize, Chair of Courses Accreditation Committee (CAC) on item 4.1 – *Courses Accreditation Committee Report,* as the Chair was involved in development of course proposal from UTS Business School.

The Chair of CAC thanked Professor Michael McDaniel, Pro Vice-Chancellor (Indigenous Leadership and Engagement) for joining CAC to help with the implementation of the project of embedding Indigenous Graduate Attributes (IGAs) in courses.

The Chair of CAC provided an overview of the recommendations noting that the committee recommended for approval one new OPM course offered via Keypath Education Australia, 12 new courses; reaccreditation of 10 courses; phasing out and discontinuation of five courses; and extension of accreditation for five courses. The Chair highlighted the key features of the course proposals and rationale for the recommendations, as covered in the report.

*4.2 Executive Committee of Academic Board Report

RESOLVED AB/21-2/28

Academic Board resolved to:

.1   receive and note the report as detailed in Document 4.2 – *Executive Committee of Academic Board Report* and its attachments;

.2   recommend Council to approve changes to the G3 — Rules relating to Academic Board, Faculty Boards and Elections, to effect changes in the constitution of Academic Board as detailed in **Part A** of **Attachment 1** of Document 4.2;

.3   recommend Council to approve a once-off transition measure to add a temporary position to Academic Board's composition i.e. 'an Indigenous student member nominated by the Pro Vice-Chancellor (Indigenous Leadership and Engagement)' for a temporary term up to 31 December 2021;

.4   note the Executive Committee's proposed 2021 Forward Plan as detailed in **Attachment 2** of Document 4.2;

.5   note the feedback from Executive Committee of Academic Board in relation to the results of the Academic Board Induction – Feedback Survey as detailed in **Attachment 3** of Document 4.2; and

.6   note the approval by Executive Committee of Academic Board of the accreditation of various courses as detailed in this report.

Note for the record

The Chair outlined the changes proposed to the composition of Academic Board and thanked the student members Mr Kurt Cheng JP and Ms Bevin Liu for putting together the proposal to include Indigenous student representation on Academic Board.

The Chair introduced Mr Ricky Kirby, who was present as the Indigenous student representative on Student/Council Liaison Group and would take up the Indigenous student representative position in 2021, after nomination by Pro Vice-Chancellor (Indigenous Leadership and Engagement), once the recommendations in the report are approved by Council.

Mr Cheng and Ms Liu provided an overview of the proposed changes. The Board noted the following matters from the update.

- Proposed change will be a historic change in UTS's 33-year history where an Indigenous student member will be part of Academic Board.

- Other universities (UNSW and Sydney University) have been benchmarked, where elected and/or nominated Indigenous student members are part of Academic Board.

- The importance of Indigenous representation at a pan-university committee level and how the proposal underpins UTS's work towards its UTS 2027 strategy and in delivering positive social change.

The Chair highlighted for noting the feedback from Executive Committee of Academic Board in relation to the results of the Academic Board Induction – Feedback Survey. Governance Support Unit (GSU) is working on an induction re-design with a view to developing a Canvas module for delivering relevant

induction information to members, which will follow an in-person interactive workshop.

The Chair noted updates on UTS TEQSA and ESOS Registration Renewals, Options Paper and the report on Diversity in Academic Board and its committees, as covered in the report.

4.3 Graduate Research School Board Report

RESOLVED AB/21-2/29 – Graduate Research School Board Report

Academic Board resolved to receive and note the report as detailed in Document 4.3 – *Graduate Research School Board Report*.

Note for the record

The Graduate Research School Board (GRSB) Report was not starred at the meeting; however, a brief update was provided by Professor Joanne Tipper, Chair of GRSB on the matters covered in the report, highlighting the update on Domestic Scholarship Campaign, HDR Offshore Program, and revisions to the Graduate Research Final Examination Procedures.

4.4 Research Committee Report

No report.

*4.5 Teaching and Learning Committee Report

RESOLVED AB/21-2/31 – Teaching and Learning Committee Report

Academic Board resolved to:

.1 receive and note the report as detailed in Document 4.5 – Teaching and Learning Committee Report and its attachments;

.2 recommend Council to approve the proposed changes to the UTS Student Rules and note proposed associated changes to the Coursework Assessments Procedures to support the new 'Query Mark or Grade process' as outlined in **Attachment 1** of Document 4.5;

.3 recommend Council to approve the proposed amendments to the UTS Student Rules to support changes to the refunds and remission process as detailed in **Attachment 2** of Document 4.5;

.4 recommend Council to approve the proposed principles and associated changes to the UTS Student Rules for Phase 2 of the reform of the student misconduct rules as detailed in **Attachments 3 and 3A** of Document 4.5;

.5 note that further improvements to the Student Misconduct processes and rules may be forthcoming at a later date as part of ongoing review and improvement;

.6   note the update on the results of a 2020 survey into progression and implementation of the Indigenous Graduate Attribute (IGA), and a general update on other Indigenous teaching and learning matters as detailed in **Attachment 4** of Document 4.5;

.7   note the update on UTS registration renewals under the Tertiary Education Quality and Standards Agency (TEQSA) Act and *Education Services for Overseas Students (ESOS)* Act; and

.8   consider and discuss the recommendations and challenge questions on Recognition of Prior Learning as detailed in **Attachment 5** of Document 4.5.

Note for the record

Professor Shirley Alexander, Chair of Teaching and Learning Committee (TLC) provided an overview of the proposed changes to the:

- UTS Student Rules and note proposed associated changes to the Coursework Assessments Procedures to support the new 'Query Mark or Grade process'

- the UTS Student Rules to support changes to the refunds and remission process

- the UTS Student Rules for Phase 2 of the reform of the student misconduct rules

- further improvements to the Student Misconduct processes and rules may be forthcoming at a later date.

The Chair of TLC noted that in response to the feedback from Academic Board members (via 2020 Academic Board survey) that limited policy development occurred at the Board level, the Recognition of Prior Learning (RPL) discussion paper was presented to the Board members to seek preliminary feedback, following which the policy will be updated to incorporate relevant feedback and presented for approval at a later date.

Professor Peter Scott, Pro Vice-Chancellor (Education) led the Board discussion on RPL. In setting the scene, the Pro Vice-Chancellor (Education) presented the background, operating context and RPL Working Group recommendations (for common RPL standards and to speed up the RPL process).

Members discussed the questions outlined in the discussion paper and provided feedback, which will be collated and presented to the Board at a future meeting.

The Chair thanked members for their feedback.

5 FACULTY/BOARD MATTERS

5.1 Faculty of Arts and Social Sciences – Posthumous Award of Degree
RESOLVED AB/21-2/32

Academic Board resolved to:

.1 receive and note the report as detailed in *Faculty of Arts and Social Sciences – Posthumous Award of Degree* and its attachment; and

.2 approve that C10362 Bachelor of Communication (Media Arts and Production) be conferred posthumously to Student ID 13571599, pursuant to the recommendation of the Faculty Board in Arts and Social Sciences, and in accordance with Rule 13.2.1(3).

6 PRESENTATIONS

No presentations.

7 GENERAL BUSINESS

7.1 Late conferrals and corrections to awards
RESOLVED AB/21-2/33

Academic Board resolved to:

1. receive and note the report as detailed in Document 7.1 – *Report on Late Conferrals, Corrections to Awards and Rescission of Awards – Autumn 2021* in accordance with Delegations 4.10.3, 4.10.4 and 4.10.8; and

2. *recommend Council to note the* Report on Late Conferrals, Corrections to Awards and Rescission of Awards – Autumn 2021.

8 OTHER BUSINESS

There was no other business.

CLOSURE

The Chair thanked all members for their attendance and participation.

The Chair closed the meeting at 11am.

SIGNED AS A TRUE RECORD

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CHAIR

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DATE