

ACADEMIC SENATE

Circulated: 15 April 2016

Confirmed minutes of meeting 16/01 of the Academic Senate of Western Sydney University held on Friday 19 February 2016 at 9:30am in the Case Study Lecture Theatre, Room 29, Building EA, Level 2, Parramatta South Campus.

Present:

Associate Professor Paul Wormell (Chair)
Professor Ian Anderson
Professor Paul Arthur
Professor Simon Barrie
Dr Matthias Boer
Ms Sophie Buck
Mr Michael Burgess
Dr Kathleen Dixon
Professor Kevin Dunn
Ms Ushi Ghoorah-Hurrychurn
Professor Rhonda Griffiths
Professor Annemarie Hennessy
Professor Scott Holmes
Dr Kate Huppertz
Professor Peter Hutchings
Professor Lisa Jackson-Pulver
Dr Cindy Kersaitis

Professor Denise Kirkpatrick
Professor Gregory Kolt
Mr Pat Loria (Acting Librarian)
Associate Professor Joanne Lind
Associate Professor Jane Mears
Mr Ralph Melano
Dr Terri Mylett
Dr Christopher Peterson
Dr Elfriede Sangkuhl
Associate Professor Surendra Shrestha
Professor Simeon Simoff
Associate Professor Terry Sloan
Professor Sheree Smith
Professor Kate Stevens
Professor Deborah Sweeney
Associate Professor Linda Taylor

In Attendance:

Ms Gillian Brown (Secretary)
Ms Deirdre Lee

Mr Ian Londish

Apologies:

Professor Michael Adams
Professor James Arvanitakis
Ms Sue Craig
Professor Barney Glover (VC)
Dr Olivia Mirza
Associate Professor Julie Old

~~Associate Professor Dr~~ Alpana Roy
Professor Michele Simons
Dr Vivek Thakkar
Professor Zhong Tao
Professor Greg Whateley

Absent:

Mr Jarrod Bradley
Mr Mitchell Klievens
Mr Murray Robertson

1 PROCEDURAL MATTERS

1.1 INTRODUCTION, WELCOMES, CONGRATULATIONS, FAREWELLS AND APOLOGIES

Welcome

The Chair of Academic Senate, Associate Professor Paul Wormell, welcomed all to the first meeting of Academic Senate for 2016, noting that the change of venue is a trial. The usual Board Room at Werrington North is not well set-up for engaged discussion or modern technology and a range of options at various locations around the University are being investigated.

The Chair opened the meeting by reading an Acknowledgment of the Traditional Owners, as follows:

“As a matter of Aboriginal cultural protocol and out of recognition that its campuses occupy traditional lands, Western Sydney University acknowledges the Darug, Gundangarra, Tharawal (also historically referred to as D’harawal) and Wiradjuri peoples and thanks them for their support of its work in Greater Western Sydney. In particular I acknowledge the Traditional Owners of the land on which we are meeting today, and pay my respects to their Elders, past, present and future.

I would also like to extend a warm welcome to all Aboriginal and Torres Strait Islander people here today.”

The Chair welcomed new and continuing members, elected and *ex-officio*, and provided some opening words of explanation about the role of Academic Senate, including its contribution to academic standards and values at the University. As the peak forum of the University for academic debate and discourse, Senate discusses the important academic issues of the University and the sector. It is obliged to keep within its terms of reference, but these provide a wide scope for discussion.

Apologies

Apologies were noted and accepted.

1.2 DECLARATIONS OF INTEREST

The Chair explained the purpose of this agenda item and noted that it also applied to meetings of Academic Senate’s standing committees. Members were asked to declare any interests, in terms of the *Conflict of Interest Guidelines*, they may have in relation to the items on this agenda.

No declarations of interest were reported.

1.3 STARRING OF ITEMS

Apart from procedural items, items starred on the agenda were:

- 3.1 Report from the Chair
- 3.2 Report from the Vice-Chancellor
- 3.4 Excellence in Research in Australia (ERA) Results
- 3.10.2 Self-Review of Academic Senate
- 4.1 Senate Executive Committee
- 4.2 Research Committee
- 4.3 Research Studies Committee
- 4.4 Education and Assessment Committees
- 4.5 Academic Planning and Courses Approvals Committee
- 4.6 Bachelor (Honours) Committee
- 4.7 Academic Appeals and Integrity Committee

It was agreed to unstar the following items and hold over the annual report briefings to the next meeting to allow the Chair of these Committees, an apology for this meeting, to speak to these items:

- 4.3 Research Studies Committee
- 4.6 Bachelor (Honours) Committee

It was agreed to star the following additional items:

- 3.8 Development of 1 Parramatta Square
- 3.9 Student Academic Integrity Framework
- 6 Next Meeting

It was resolved (AS16:01/01):

That the documents for all unstarred agenda items be noted and, except where alternative action is noted as appropriate, all recommendations contained in those items be endorsed.

The Chair acknowledged the large volume of work completed by the standing committees of Senate, in connection with the unstarred items which had just been approved.

1.4 ORDER OF BUSINESS

Discussions concerning item 3.2 *Report from the Vice-Chancellor* were held after item 3.10.2 awaiting the arrival of the Vice-Chancellor who was attending a prior Board of Trustees Committee meeting.

1.5 OTHER BUSINESS

Discussions about the academic implications of the *Space Management Policy* were requested for a future meeting of Senate.

Members agreed to briefly discuss the *Service Unlimited* project with the following comments provided:

- This project relates to devising a single point of contact or access for students, which is intended to be a concierge to provide seamless and discoverable service.
- This will not be the only method of accessing services and members noted the need to ensure it is not too restrictive.
- A centralised access point does not abrogate the responsibility of other University staff for their pastoral care function, and is intended to improve the consistency of messages to students.
- The project is in the early stages of development with staff members invited to join working parties, as detailed in a recent circular from the Vice-President (Finance and Resources), Mr Peter Pickering.
- Student Support Services is providing expert advice about the sensitivities and need for confidentiality of students who seek advice and support.

1.6 MINUTES OF THE PREVIOUS MEETING

Senate had before it the unconfirmed minutes of the Senate meeting held on 4 December 2015:

It was resolved (AS16:01/02):

To confirm the minutes of the Senate meeting held on 4 December 2015 as an accurate record.

1.7 ACTION SHEET FROM LAST MEETING

To assist members with monitoring the work of Senate, the action sheet from the meeting held on 4 December 2015 and previous meetings had been circulated and it was noted that all items on the action sheet had been completed.

2 BUSINESS ARISING

2 BUSINESS ARISING FROM THE MINUTES OF PREVIOUS MEETINGS

2.1 MINUTE 3.12 REVISED AND RENAMED COURSES AND UNITS APPROVAL POLICY

Without discussion it was noted that the revised and renamed *Courses and Units Approval Policy* had been published on the Policy DDS.

2.2 MINUTE 3.13 DRAFT NEW DISRUPTION TO STUDIES POLICY

Without discussion it was noted that at the 4 December meeting members had discussed the draft of the proposed new *Disruption to Studies Policy*, developed as a replacement for the *Special Consideration Policy* by the Special Consideration Working Party. Additional feedback and comments were provided to the Academic Policy Advisory Group (APAG) to assist with the development of the final version of the proposed Policy.

2.3 MINUTE 3.14 REVISED PROGRESSION AND UNSATISFACTORY ACADEMIC PROGRESS POLICY

Without discussion it was noted that the revised *Progression and Unsatisfactory Academic Progress Policy* had been published on the Policy DDS.

3 GENERAL BUSINESS

3.1 REPORT FROM THE CHAIR

Senate had before it a written report from the Chair covering activities undertaken on behalf of the Senate since 4 December 2015.

The Chair provided an update on recent developments not reported in other agenda items, and advised the following additional matters:

- Particular matters raised by members can be considered at Senate where they fit within the Senate's role and functions. Other items can be raised but may be referred in the first instance to senior colleagues who can provide timely support and advice, as with some recent enquiries related to counselling and disability services, anti-bullying initiatives for students, and security for higher degree research students.

- There has been a request to arrange a presentation and discussion about the development of Aboriginal and Torres Strait Islander programs at the University, and it is envisaged that Senate will hear from Professor Jackson-Pulver later this year.
- A presentation will also be sought about the Pasifika Achievement to Higher Education program.
- The University Leadership Group met in the previous week for a leadership workshop and to discuss plans for 2016 regarding the *Securing Success* strategies. Further meetings are scheduled as part of a structured leadership development program. The mix of perspectives from new and long term members demonstrated an enthusiasm for engagement with our communities; producing distinctive and high-quality graduates; and engagement with research and internationalisation, especially of the undergraduate curriculum. Following consideration of a paper by the Board of Trustees, it is planned to conduct a wider consultation.

3.2 REPORT FROM THE VICE-CHANCELLOR

The Vice-Chancellor had provided his late apologies for this meeting as he had been delayed by a prior meeting. The Deputy Vice-Chancellor (Academic) spoke to some items in the Vice-Chancellor's written report as follows:

- A Forum on the repurposing of the Werrington North campus was being held later that day at the Parramatta campus. Members were advised that as part of a Campus Master Plan, alternative uses were being pursued for Werrington North, rather than its current administrative purpose, with an intention to also use the Werrington South campus for other purposes, and intensify the academic use of the Kingswood campus.
- In response to commentary within the Australian Higher Education sector, we should affirm that a focus on increasing completion rates reflects our commitment to assisting students to succeed academically, rather than a decrease in standards.
- Work is progressing on a quality assurance framework for off-shore university arrangements.

The Deputy Vice-Chancellor (Academic) also added the following items:

- A network has been proposed to foster the advancement of women to senior professional and academic positions, to identify the challenges they encounter, and consider how to best support them in developing solutions and responses.
- A review has commenced of the University's policies and processes for academic promotion, to make the process more meaningful and less work-intensive for applicants, while maintaining standards. A set of recommendations for consultation will be provided in due course.
- Members were advised of two new scholarships
 - the Fulbright US Postgraduate Scholarship, with the areas of priority of environment, public health, and creative and performing arts;
 - the NRMA Indigenous Wanderers Scholarship for Undergraduates.

3.3 HIGHER EDUCATION STANDARDS AND REGULATION

The revised *Higher Education Standards Framework (Threshold Standards) 2015* commences from 1 January 2017 as a legislative instrument. The mapping of current academic policies to the revised framework has been completed. An update on the approach being adopted to ensure the University meets these standards by the end of 2016 was provided in a brief paper. This paper advised that some preparatory work had already commenced to ensure that the University is well placed to comply with the revised standards when they come into effect. The University is registered as a higher education provider until 31 May 2018 and submission of documentation for the renewal of registration will be due at the end of 2017.

The new Framework is available at:

<https://www.comlaw.gov.au/Details/F2015L01639/c4f3ee84-99c9-4892-ad66-d46662c577ff>

Further information is available at:

http://www.westernsydney.edu.au/quality_and_performance/oqp/HE_QA

At the 4 December 2015 Senate meeting members were provided with a brief update and agreed to a slightly revised membership and terms of reference for the reconvened *Academic Governance Working Party*. A further update will be provided by the Chair of the working party, Professor Michael Adams, at a future meeting of Senate.

3.4 EXCELLENCE IN RESEARCH IN AUSTRALIA (ERA) RESULTS

The University's results in the ERA 3 assessment of Australian research were Western Sydney's best since the assessment began. The Pro Vice-Chancellor (Research and Innovation) provided a brief analysis of the performance of the University and an update on looking forward.

The main highlights were advised as follows:

- The University has a comprehensive research profile, and has been assessed in 20 of the 22 two-digit Fields of Research (FOR) codes.
- 80% of the two-digit and four-digit FOR codes were rated at above or well above world standard.
- A discernible difference in the spread of FOR codes between schools was noted and a difference in the spread of the University in comparison to the sector.
- Senate members' comments were sought on how we address the 20% assessed below the world standard, and whether there are strategies to lift the performance in these areas, or whether research in these areas should be reduced.
- The data collection period for ERA 4 is the end of 2016 providing little time to make comprehensive adjustments for this round, so future strategies for ERA 5 will be important.

Members provided the following comments and suggestions:

- The University has appointed an Executive Director, Research, Development and Engagement, Mr Steve Hannan, who is highly experienced with ERA processes.

- The University continues to be exposed to some ERA-related risk around two-digit codes, and there is a need to build robustness for four-digit codes.
- It is important to ensure that middle-level researchers have a good understanding of the ERA process, the relevance of publishing patterns and factors influencing funding.
- There was extensive discussion about the importance of focusing on high-quality publications rather than quantity of output. More consultation with schools about this would be valuable, recognising that some staff consider that workload models encourage volume rather than quality.
- Research quality could be promoted by establishing mock peer reviews within the University. Mentoring is important, including mentoring in small groups.
- Strategies to improve research output could include targeted publications for time-poor junior staff, focussing effort on quality rather than quantity.
- Improved staff to student ratios could allow more time for staff to undertake and publish research.
- It is important for us to promote, celebrate and acknowledge success, both in the public domain and within the University.
- Researchers who show intelligent leadership; those who are leaders in their field; and the creativity of individuals, should be rewarded and communicated.
- Early communication of data, especially for interdisciplinary work, would assist in a more strategic approach to research.
- Improvements in research systems should be a priority.

Members were thanked for their thoughtful and helpful contributions.

3.5 SENATE WORK PLAN

The Senate Work Plan continues to develop in response to the *Securing Success* implementation plans and updated for the areas of focus for 2016. The latest version of the Work Plan was provided for the 23 October 2015 meeting and is available at http://www.westernsydney.edu.au/about_uws/leadership/academic_senate

No matters were raised at this meeting.

3.6 SECURING SUCCESS: LEARNING AND TEACHING PLAN

The *Securing Success 2015 - 2020 Strategic Plan* represents the cornerstone of the University's strategic planning process. Endorsed by the Board of Trustees in February 2015, it presents the strategic goals and objectives of the University.

As indicated above, the Senate Work Plan will be strongly influenced by the implementation and action plans for *Securing Success*, including the *Learning and Teaching Plan*. The then Pro Vice-Chancellor (Education) introduced a first draft of the *Learning and Teaching Plan* to members at the 23 October 2015 meeting of Senate. The next draft of the *Learning and Teaching Plan* is currently being finalised for the next round of consultation.

3.7 RED TAPE TASKFORCE

The Red Tape Taskforce (RTTF) was established to review a range of administrative tasks required in support of teaching and research programs. This initiative of the Board of Trustees aimed to identify opportunities to free up academic time currently spent on administration, while improving efficiencies and processes.

This ongoing program continues to look at the efficiency of business processes and operate as a reference group to provide advice about opportunities and priorities for improving efficiency. As part of the continuing RTTF process, a grant program, with a value of up to \$10,000 for each successful application, has been established.

The Senior Project Manager, Mr Matthew Hinde, provided an update on the current projects to the 4 December meeting of Senate. Further updates will be provided to future meetings of Senate.

The Red Tape Taskforce will continue until red tape across the University has been minimised. Members are requested to advise the Project Management Office of any efficiency projects currently underway to ensure duplication does not occur.

3.8 DEVELOPMENT OF 1 PARRAMATTA SQUARE

At the 19 June 2014 meeting the Vice-Chancellor and President asked for the development of the new Parramatta City Campus (1PSQ) to be included as a standing item on Senate agendas to afford members the opportunity for academic debate regarding this project.

Members made the following comments regarding the progress in the development of this new site:

- The lack of diversity in the teaching spaces in providing only case-study areas was seen as restricting the range of possible teaching modes. It was suggested that the academic footprint for new teaching spaces should be developed prior to deciding a building footprint.
- The Dean of Business reported on the extensive discussions that were taking place about space in 1PSQ.

Members were encouraged to join the working parties engaging with Capital Works and Facilities regarding the new teaching and academic staff spaces.

3.9 STUDENT ACADEMIC INTEGRITY FRAMEWORK

Following discussion by Academic Senate at the 19 June 2015 and previous meetings, a revised draft of the *Student Misconduct Rule* was endorsed by Senate and approved by the Board of Trustees at its meeting on 9 September 2015.

The *Guidelines for Dealing with Allegations of Inappropriate Behaviour* and *Guidelines for Establishing Student Misconduct Panels* were approved by members at the 4 December 2015 meeting with a few minor changes. Members noted that the Rule and these guidelines have been published on the Policy DDS.

The Academic Integrity Working Party continues to develop a strategy for academic integrity education as part of the overall academic integrity and honesty framework.

Members recommended that developing the guidelines to be explicit, with short worked scenarios, will assist in their consistent application. A practical workshop was proposed for the first Director of Academic Programs Forum in 2016.

Further resources are available

at http://www.westernsydney.edu.au/about_uws/leadership/governance/student_misconduct_rule.

3.10 ACADEMIC SENATE MEMBERSHIP AND THE SELF-REVIEW OF ACADEMIC SENATE

3.10.1 Academic Senate Membership

Some minor adjustments to the membership of Senate's standing committees were outlined in a paper to align the committees to the changes in the University's structure and executive staffing arrangements in 2016.

To ensure that the membership of the standing committees of Academic Senate accurately reflect the University's leadership structure, the following amendments were agreed:

- Addition of the Chief Student Experience Officer or nominee to the Assessment Committee and Education Committee.
- Amendment of reference to "All Deputy Deans of Schools" to "A Deputy Dean of each School, nominated by the Dean".
- Amendment of "Chair of Academic Senate" to "Chair of Academic Senate or nominee" on Research Committee.
- Minor amendments to the membership of Assessment Committee.

The removal of the Academic Registrar position from committee memberships had been delayed pending confirmation of related position titles in the new management structure. Expressions of interest for some positions on standing committees, nominated by the Chair of Academic Senate, will be advertised soon.

It was resolved (AS16:01/03):

That Academic Senate approves the proposed amendments to the membership of the Standing Committees of Senate.

3.10.2 Self-Review of Academic Senate

The draft Senate Work Plan proposed that a self-review of Academic Senate occur in the second half of 2015, following the Performance Review of the Board of Trustees and its other standing committees, and informed by benchmarking with other academic boards and senates.

A survey instrument was endorsed by Academic Senate members at the 23 October meeting and had been distributed to members for response by the end of 2015 with all members encouraged to participate.

It was reported that the response rate of thirty six percent was sufficient to gain some understanding of Senate members' views, without being fully representative. Possible actions identified by the Chair were:

- Senate agendas could include regular discussion items on matters of academic importance in the sector, such as Innovation. Benchmarking with other

universities and surveys of staff and students could identify further priorities for discussion.

- Strategies were suggested to reduce the number of late papers, including clear timelines and follow-up of contributors.
- Senate agenda items could engage more closely with strategies for managing academic risk.
- Regular scans could be undertaken of complaints, and the revised Higher Education Standards carefully scrutinised to ensure good coverage of Senate's terms of reference.
- The mentoring program for new Senate members should be reviewed.
- Engagement of elected Senate members with Senate standing committees and working parties could be increased.
- Academic Senate can be used proactively for discussing key academic topics in the University.

Members were invited to email any further comments or suggestions to the Secretary at Gillian.Brown@westernsydney.edu.au.

3.11 ACADEMIC SENATE ELECTIONS

Nominations for two elected School academic staff positions opened on 20 January and closed on 3 February 2016. The Ballot for these positions commenced on Monday 15 February and closed Friday 19 February 2016. Results from the Ballots were declared on Tuesday 23 February 2016.

The term of office for these newly elected members will be from declaration to 31 December 2017. Results are available on the [University Elections](#) webpage.

3.12 ACADEMIC POLICY REVIEW

An update on the academic policies prioritised for consideration and progress to date by the Academic Policy Advisory Group (APAG) is listed below.

Policy	Status
<i>Admissions</i>	A draft revised policy has been prepared and is available for comment on the DDS Bulletin Board. It will be considered at the meeting of APAG scheduled for 17 February 2016.
<i>Advanced Standing Policy</i>	A revised version is available for comment on the DDS Bulletin Board by 4 March 2016.
<i>Articulation Pathways Policy</i>	This policy requires amendments to reflect the changes to the course approvals process and arrangements for International Pathways. Guidelines to assist proposers will also be added. Feedback from stakeholders has been sought.
<i>Assessment Policy – Criteria and Standards-based Assessment (Assessment Policy)</i>	A Stage 1 revised version of this policy was approved by Senate Executive Committee on 24 September 2015 to take affect from 1 March 2016. Stage 2 revisions will be completed following the Assessment Review.
<i>Courses and Units Approvals</i>	A revised Stage 1 version was approved by Senate on 4 December 2015 and has been published.

	Stage 2 revisions will occur after the <i>Course Design Policy</i> has been developed.
<i>Course Advice to Students Policy (renamed from Academic Advising Policy)</i>	The current version of the Policy was placed on the Policy DDS Bulletin Board for feedback, and SACs and the SEEC were invited to comment. A revised version of the retitled <i>Course Advice to Students Policy</i> will be discussed at the first meeting of APAG in 2016 and a revised policy for the consideration of Senate is expected in the first half of 2016.
<i>Course Design Policy</i>	APAG and Education Committee supported the establishment of a new <i>Course Design Policy</i> to encompass the <i>Structure and Nomenclature of Bachelor Awards Policy</i> , <i>Associate Degrees Policy</i> and <i>Postgraduate Coursework Policy</i> . This has been identified as a priority for 2016.
<i>Disruption to Studies Policy (renamed from Special Consideration Policy)</i>	The review of this complex policy has been progressed by the Special Consideration Working Party and a draft new <i>Disruption to Studies Policy</i> to replace the <i>Special Consideration Policy</i> was discussed at Senate on 4 December 2015 and placed on the Bulletin Board for comment. This has been identified as a priority for 2016.
<i>Student Misconduct Rule</i>	The <i>Student Misconduct Rule</i> was published on 1 January 2016. The Academic Integrity Working Party prepared Guidelines and will continue the development of an <i>Academic Honesty Policy</i> .
<i>Progression and Unsatisfactory Academic Progress</i>	The Progression Policy Review Group has identified suitable data and completed benchmarking. The Progression Policy Working Party will be reconvened to review this policy as a high priority in 2016.

Members were invited to submit expressions of interest in contributing to the review of particular academic policies (to Gillian.Brown@westernsydney.edu.au).

3.13 AWARDS OF THE UNIVERSITY MEDAL

The following students were awarded the University Medal at the December 2015 Graduation ceremonies, as approved by the Chair of Academic Senate, on behalf of the Senate.

- Gabrielle KLYMENKO (SID 17305307) Bachelor of Health Science (Honours) /Master of Occupational Therapy, Honours Class 1
- Rebecca ABRAHAMS (SID 17434850) Bachelor of Health Science (Honours) /Master of Occupational Therapy, Honours Class 1
- Shakif SHAKUR (SID 16956083) Bachelor of Medicine, Bachelor of Surgery Honours Class 1
- Danielle KLINGBERG (SID 17003810) Bachelor of Medicine, Bachelor of Surgery Honours Class 1
- Luke RYAN (SID 172099508) Bachelor of Medicine, Bachelor of Surgery Honours Class 1
- Alexandra, LIMMER (SID 17210472) Bachelor of Medicine, Bachelor of Surgery Honours Class 1
- Cristina MURPHY (SID 17262255) Bachelor of Medicine, Bachelor of Surgery Honours Class 1

- Callum CHERRETT (SID 17263434) Bachelor of Medicine, Bachelor of Surgery Honours Class 1
- Aaron JOHNSON (SID 17012788) Bachelor of Medicine, Bachelor of Surgery Honours Class 1
- Shejil KUMAR (SID 17224622) Bachelor of Medicine, Bachelor of Surgery Honours Class 1

Without comment...

It was resolved (AS16:01/04):

That Academic Senate note the awards of the University Medal, approved by the Chair of Academic Senate, on behalf of the Senate.

3.14 APPROVAL OF SCHOLARSHIPS

Academic Senate was requested to consider the following proposals for new University Donor Funded Scholarships, prepared by the Office of Advancement and Alumni:

EJ Dibbs School of Computing, Engineering and Maths (SCEM)

Scholarship – This scholarship is intended for new or continuing female students enrolled full-time in any undergraduate degree in the School of Computing, Engineering and Mathematics who maintain a credit average.

EJ Dibbs Business Scholarship – This scholarship is intended for new or continuing students enrolled full-time in any undergraduate degree in the School of Business who maintain a credit average.

It was resolved (AS16:01/05):

That Academic Senate approves the following proposed Scholarships:

- *EJ Dibbs SCEM Scholarship*
- *EJ Dibbs Business Scholarship*

4 REPORTS AND RECOMMENDATIONS FROM SENATE COMMITTEES

Items 4.1 – 4.7 provided an overview of the matters dealt with by Senate standing committees, which may assist with addressing some comments received through the Senate Self-Assessment Survey in relation to the roles and activities of these committees.

4.1 SENATE EXECUTIVE COMMITTEE

The Chair of the Senate Executive Committee spoke briefly to the Committee's 2015 Annual Report highlighting that this committee normally considers urgent routine matters on behalf of Senate or more substantial matters after they have been discussed by members of Senate. The Senate Executive Committee also provides guidance to the Chair on strategic matters for Senate. A review of this committee to ascertain how well it aligns to the Board of Trustees Standing Committee will be commenced soon.

It was resolved (AS16:01/06):

That Academic Senate notes the 2015 Annual Report of the Senate Executive Committee.

That Academic Senate notes the reports of the Senate Executive Committee electronic meetings conducted between 11 and 15 December and 15 and 17 December 2015.

4.2 RESEARCH COMMITTEE

The Pro Vice-Chancellor (Research and Innovation) spoke briefly on the role of Research Committee on behalf of the Deputy Vice-Chancellor (Research and Development). This committee, with its broader more representative membership since 2015, provides an opportunity for productive collaborative discussions between relevant areas regarding research strategies.

Suggestions for strategic areas of discussion were welcomed and the following comments provided by members:

- Using the collective knowledge of Research Directors; for example, through forums.
- Sharing local research plans and identifying how the Research Office can support these plans.
- Encouraging the recognition of the workload associated with the long-term development of research grant proposals.
- Planning workshops, with timelines and dates advertised well in advance.

It was resolved (AS16:01/07):

That Academic Senate notes the 2015 Annual Report of the Research Committee and the minutes of the meeting held 2 February 2015.

4.3 RESEARCH STUDIES COMMITTEE

It was agreed to unstar this item and hold over the annual report briefing to the next meeting to allow the Chair of this Committee, an apology for this meeting, to speak to this item.

It was resolved (AS16:01/08):

That Academic Senate notes the minutes of the 10 December and 2 February Research Studies Committee meetings.

4.4 EDUCATION and ASSESSMENT COMMITTEES (including Student Engagement and Experience Committee)

The Chair of the Education and Assessment Committees during 2015, the Deputy Vice-Chancellor (Academic), spoke briefly to the Committees' 2015 annual reports, noting that these committees perform important academic work on behalf of the academic community. The working groups of these committees, such as the Academic Integrity Working Party, Student Feedback on Units Working Party and APAG were acknowledged, noting examples of their far-reaching work around the following topics:

- Use of the curriculum mapping tool.
- Improving the Student Experience.
- Input to the *Learning and Teaching Plan*.

- Implementation of the revised Higher Education Standards.
- Robust academic quality and governance process.
- Consideration of Student Feedback on Units results and revision of the Survey.
- Supporting the Review of Assessment.

New members were advised that the Education Committee minutes foreshadow matters which will be progressed to Senate later in the year.

It was resolved (AS16:01/09):

That Academic Senate notes the 2015 Annual Reports of the Education Committee, Assessment Committee and Student Experience and Engagement Committee.

That Academic Senate notes the report of the Education Committee meeting held on 8 December 2015 and the report of the Assessment Committee held on 9 February 2016.

4.5 ACADEMIC PLANNING AND COURSES APPROVALS COMMITTEE

The Chair of the Academic Planning and Courses Approvals Committee (APCAC) during 2015, the Deputy Vice-Chancellor (Academic), spoke briefly to the Committee's 2015 annual report of this hardworking committee.

The more explicit and visible role of this committee was acknowledged and also the recent significant changes to course and unit approval processes, with the removal of the Curriculum Quality Committees, affording more responsibility to the School level, while maintaining oversight of curriculum integrity. A streamlined process has been developed to assist members of APCAC with the volume of reading, without compromising the quality of the course approval process. The Deputy Vice-Chancellor (Academic) indicated that new processes were being established for course and load planning.

The achievements of this committee were celebrated by the members at the end of 2015.

It was resolved (AS16:01/10):

That Academic Senate notes the 2015 Annual Report of the Academic Planning and Courses Approvals Committee and the Arts and Business, and Science and Health Curriculum Quality Committees.

That Academic Senate notes the report of the face to face 9 December 2015 and 21 January 2016 meetings of the Academic Planning and Courses Approvals Committee and ratifies the recommendations contained therein.

4.6 BACHELOR (HONOURS) COMMITTEE

It was agreed to unstar this item and hold over the annual report briefing to the next meeting to allow the Chair of this Committee, an apology for this meeting, to speak to this item.

The next meeting of this committee is scheduled for 14 March 2016.

4.7 ACADEMIC APPEALS AND INTEGRITY COMMITTEE

The Chair of the Academic Appeals and Integrity Committee spoke briefly to the Committee's 2015 annual report advising that this committee can hear a very wide range of appeals, and its membership is adjusted accordingly. In addition, for many appeals the Chair has discretion to determine whether the appeal will be held, on the basis of there being grounds to do so under the relevant academic policy. The high number of academic misconduct cases not heard is an acknowledgement of the quality work, including attention to procedural fairness, achieved by the committees in the preceding levels.

A key concern for this committee is the large number of students who are excluded each year, although the hurdle for exclusion is high and students have already received a large amount of correspondence and advice, appeals are possible, and often successful. A draft policy is under development that would take a different and more interventionist approach. Key issues will be linking up the support and retention strategies of the University within the overall student lifecycle; making use of advances in student analytics; and advocating for resources to take a more interventionist approach. This will be a high priority this year.

It is recommended:

That Academic Senate notes the 2015 Annual Report of the Academic Appeals and Integrity Committee.

4.8 THE COLLEGE ACADEMIC COMMITTEE

The College Academic Committee met face to face on 11 February 2016. The minutes of this meeting will be provided to the next Senate meeting.

4.9 BOARD OF TRUSTEES

The next meeting of the Board of Trustees is scheduled for 2 March 2016. Summaries of Board of Trustees meetings, and minutes of Board of Trustees meetings, are available on the web-site at: <http://www.uws.edu.au/boardoftrustees>.

5 FOR INFORMATION

5.1 ACADEMIC PROMOTIONS PROCESS REPORT

A report prepared by the Office of Human Resources on the 2015 promotion process for academic staff was provided to members.

5.2 ATTENDANCE AT ACADEMIC SENATE AND ACADEMIC SENATE COMMITTEE MEETINGS 2015

In preparing the 2015 Annual Reports of Academic Senate's Standing Committees (Research, Education, Research Studies, Academic Planning and Courses Approvals, Bachelor (Honours) – see items 4.1 - 4.6) authors were asked to provide attendance records for the various Committee meetings. The attendance report, reflecting the practice of the Board of Trustees and its other standing committees, was provided to members.

6 NEXT MEETING

The next Academic Senate meeting is arranged for Friday 22 April.

Academic Senate meeting dates for 2016 are as follow:

- Friday 19 February – EA.2.29 Parramatta Campus
- Friday 22 April – Board Room Building AD Werrington North campus*
- Friday 17 June – Board Room Building AD Werrington North campus*
- Friday 12 August – Board Room Building AD Werrington North campus*
- Friday 21 October – Board Room Building AD Werrington North campus*
- Friday 9 December – To be Advised

* provisional location – currently under review. Meetings commence at 9:30am and conclude by 12:30pm.

Members welcomed the parking arrangements for members for this meeting at Parramatta campus and advocated for these arrangements to be continued for any future Senate meetings held at Parramatta campus.

In closing the Chair thanked Mr James Fitzgibbon for his wise and expert advice and contribution to Academic Senate's work, in his former role as Associate Director, Secretariat and in his current role as Director, Governance Services. Mr Fitzgibbon was leaving the University in early March 2016.