

## ACADEMIC SENATE

The next meeting (Meeting 11/02) of the Academic Senate of the University of Western Sydney will be held on **Friday 29 April 2011** at **9:30am** in the **Boardroom, Building AD** at Werrington North.

For apologies and enquiries, telephone (02) 9678 7894, fax (02) 9678 7831 or email [m.derby@uws.edu.au](mailto:m.derby@uws.edu.au).

### AGENDA

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#### 1 PROCEDURAL MATTERS

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##### ☆1.1 INTRODUCTION, WELCOME, FAREWELLS AND APOLOGIES

The Chair of Academic Senate, Associate Professor Paul Wormell, will chair the meeting.

With Senate elections in process at the time of writing to fill positions from 1 June 2011, this will be the last meeting for a number of elected members, who have not nominated for re-election, as follows:

- Dr Elfriede Sangkuhl - Deputy Chair, Academic Senate
- Dr Peter Dallow - School of Communications Arts
- Dr Maggie Clarke - School of Education
- Ms Jeni Ryde - School of Humanities and Languages
- Associate Professor Robyn Bushell - School of Social Sciences
- Mr David Mutton - School of Psychology
- Mr Brett Wheldon - School of Accounting
- Mr Sean Toohey - School of Economics and Finance
- Dr Laurel Jackson - School of Marketing
- Professor Ian Wilson - School of Medicine
- Dr Laretta Luck - School of Nursing and Midwifery
- Dr Penelope Rossiter - College of Arts
- Dr David Burchell - College of Arts
- Dr Kevin Daly - College of Business and Law
- Mr Jason Pratap - Postgraduate Student
- Mr David Lenton - Postgraduate Student
- Ms Margaret Malak - Undergraduate Student
- Mr David Clarke - Undergraduate Student

The individuals already elected to the Academic Senate with effect from 1 June 2011 have been invited to attend this, the last meeting of the outgoing Senate.

As at 20 April 2011, apologies have been received from Professor Andrew Cheetham, Dr Laurel Jackson, Dr Penny Rossiter, Mr Brett Wheldon, and Professor Yang Xiang. Any further apologies will be reported.

##### ☆1.2 DECLARATION OF CONFLICT OF INTEREST

Members are requested to declare any conflict of interest, in terms of the Conflict of Interest Guidelines, they may have in relation to the items on this

agenda. The Conflict of Interest Guidelines are available on the Policy DDS at:

<http://policies.uws.edu.au/view.current.php?id=00093>.

Members are reminded that they should also declare any conflicts that become apparent during a meeting of Academic Senate or one of its committees.

### ☆1.3 STARRING OF ITEMS

Senate members will be asked which items they wish starred for discussion.

Apart from procedural items, items already starred on the agenda are:

- 3.1 Chair's Report
- 3.3 Quality Management – AUQA Cycle 2 Audit
- 3.4 Academic Senate Work Plan 2010-2011
- 3.5 Sustainability in the Curriculum
- 3.6 Academic Staff Promotions Policies, and Professional Development Program (PDP) for Academic Staff Policy
- 3.7 Student Academic Misconduct Policy
- 3.8 Framework for Learning and Teaching Policies

#### **It is recommended:**

*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.*

### ☆1.4 ORDER OF BUSINESS

If a re-arrangement of the order of business is required.

### ☆1.5 OTHER BUSINESS

Members are invited to nominate other relevant matters, noting that such items will normally be included on the agenda for a future meeting.

### ☆1.6 MINUTES OF THE PREVIOUS MEETINGS

**AS11/02-1.6**

The minutes of the last two meetings held on 29 October 2010\* and 25 February 2011 are appended.

#### **It is recommended:**

*That Academic Senate confirm the minutes of the Senate meeting held on 29 October 2010\*, as an accurate record.*

*That Academic Senate confirm the minutes of the Senate meeting held on 25 February 2011, as an accurate record.*

\* Note – the unconfirmed minutes of the 29 October 2010 Academic Senate meeting were mailed out in hard copy for the 25 February 2011 meeting. These minutes are emailed out for the meeting, but hard copies will not be provided again.

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## **2 BUSINESS ARISING**

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### **2 BUSINESS ARISING FROM THE MINUTES OF PREVIOUS MEETING**

#### **2.1 MINUTE 3.5 - EXAMINATIONS – QUALITY AND STANDARDS**

At the 25 February 2011 meeting ...

**“It was resolved (AS11:01/03):**

*to approve the proposed amendments to the Examinations Policy relating to quality assurance mechanisms, with effect from the date of publication of the Policy.”*

The amended Examinations Policy has been published on the Policy DDS.

#### **2.2 MINUTE 3.6 – ACADEMIC SENATE STANDING COMMITTEES POLICY**

At the 25 February 2011 meeting ...

**“It was resolved (AS11:01/04):**

*to approve the proposed amendments to the Academic Senate Standing Committees Policy, effective from the date of publication of the revised Policy.”*

Arrangements are being made for the amended *Academic Senate Standing Committees Policy* to be published on the Policy DDS.

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## **3 GENERAL BUSINESS**

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### **☆3.1 CHAIR’S REPORT**

**AS11/02-3.1**

A written report from the Chair, covering recent activities undertaken on behalf of the Senate since 25 February 2011, is appended.

The Chair will answer any questions in relation to the report, if requested, and speak to the item on “Academic Risk Management”.

### **3.2 ACADEMIC COMMITTEE ELECTIONS**

**AS11/02-3.2**

Elections for all the staff and student elected positions on the Academic Senate began on Friday 25 March.

A report is appended covering:

- Positions declared elected unopposed at the close of nominations on Friday 1 April;
- Positions for which elections are being conducted, with elections concluding on Wednesday 27 April (note – the candidates in the elections will be informed of the outcome of the elections on 28 and 29 April, before a general announcement of the election results is published); and

- Positions for which no valid nominations were received.

### ☆3.3 QUALITY MANAGEMENT - AUQA CYCLE 2

The Pro Vice-Chancellor (Learning and Teaching) will update Academic Senate on the AUQA audit, and give a presentation of the University's Quality Management Manual

Members should note the material on the Universities AUQA web site – the UWS AUQA performance portfolio, and supporting material at:

<http://www.uws.edu.au/AUQAperformanceportfolio>

<http://www.uws.edu.au/AUQAmaterial>

### ☆3.4 ACADEMIC SENATE WORK PLAN 2010-2011 AS11/02-3.4

Following the discussion of the Academic Senate Work Plan at the 25 February 2011 meeting, the Chair has provided an updated iteration of the Plan.

**For discussion and consideration.**

### ☆3.5 SUSTAINABILITY IN THE CURRICULUM. AS11/02-3.5

At the request of the AUQA Project Team, Senate will consider “sustainability in the curriculum.”

A paper “Education for Sustainability: a draft framework for the University of Gloucestershire” is appended. This was developed by Professor Daniella Tilbury, Director of Sustainability, and Dr Alex Ryan, Associate Director of Sustainability (Academic), at the University of Gloucestershire, between September and December 2009.

**For discussion and consideration**

### ☆3.6 ACADEMIC STAFF PROMOTIONS POLICIES, AND *PROFESSIONAL DEVELOPMENT PROGRAM (PDP) FOR ACADEMIC STAFF POLICY*

At the 25 February 2011 Senate meeting ...

“It was suggested that the operation of the various Academic Staff Promotions Policies, and the *Professional Development Program (PDP) for Academic Staff Policy*, created difficulties because the timing of announcements of approved promotions and PDP leave was often delayed, making it difficult for staff to plan commitments – teaching, research, conference attendance etc.

The Chair agreed to refer the matter to the Deputy Vice-Chancellor (Academic and Research), and to report back at the next Senate meeting.”

The Chair will provide an oral report.

### **POLICY MATTERS**

#### **☆3.7 ACADEMIC MISCONDUCT POLICY**

**AS11/02-3.7**

The Education Committee is recommending changes to the *Student Academic Misconduct Policy*.

The main change is to the process for investigation of allegations of academic misconduct in formal examinations.

The Committee suggests that the existing process, requiring the Unit Coordinator and the Head of School to organise separate meetings with the student, is cumbersome

A new clause had been added enabling the Unit Coordinator to refer the allegation of academic misconduct during an examination to the Head of School, without first meeting with the student.

The proposed changes also correct some minor errors, and inconsistencies between clauses, and clarify that in providing advice to students about a misconduct allegation, the postal and email addresses used would be those on the University's student records system.

A report is appended.

#### **It is recommended:**

*That the Academic Senate approves the proposed amendments to the Academic Misconduct Policy, effective from the date of publication of the revised Policy.*

#### **☆3.8 FRAMEWORK FOR LEARNING AND TEACHING POLICIES AS11/02-3.8**

Appended is a proposal from the Education Committee for an *Academic Policies Framework*, which is an "...overarching statement to the key learning and teaching policies..." and lists "...the academic policies relevant to each of the key pillars of learning and teaching: Course Design Standards, Course Support Standards, Course Delivery Standards and Course Impact."

#### **It is recommended:**

*That the Academic Senate approves the proposed Academic Policies Framework, effective from the date of publication of the Policy.*

#### **3.9 ASSESSMENT POLICY: CRITERIA AND STANDARDS BASED ASSESSMENT**

**AS11/02-3.9**

The Education Committee is recommending a number of minor changes to the *Assessment Policy – Criteria and Standards-Based Assessment* to:

- Add an introductory clause aligning the Assessment Policy with the UWS Academic Learning Standards (ALS) Framework.
- Make clear links between unit learning outcomes, assessment, course learning outcomes and the UWS graduate attributes.
- Correct a minor omission in clause 13, relating to the provision of learning guides.
- Arising from an issue about the interpretation of the Policy, clarify the definition in the Policy of the Compulsory Fail (CF) grade. This is a fail grade arising from failure in an assessment component which must be passed in order for the unit itself to be passed.
- A definition of a “Threshold requirement” is to be added to the Policy for the first time.

**It is recommended:**

*That the Academic Senate approves the proposed amendments to the Assessment Policy – Criteria and Standards-Based Assessment, with effect from the date of publication of the Policy.*

**3.10 ACADEMIC SENATE STANDING COMMITTEES POLICY AS11/02-3.10**

The Education Committee is recommending a minor change to the *Academic Senate Standing Committees Policy*, relating to attendance at School Academic Committee (SAC) meetings. A report is appended.

The intention is that the Policy state explicitly that School Disability Coordinators may attend SAC meetings. It is not proposed that they become members of the SACs.

**It is recommended:**

*That the Academic Senate approves the proposed amendments to the Academic Senate Standing Committees Policy, relating to attendance at School Academic Committee meetings, effective from the date of publication of the revised Policy.*

**3.11 AWARD COURSES AND UNITS APPROVAL POLICY AS11/02-3.11**

The Education Committee is recommending changes to the *Award Courses and Units Approval Policy*, designed to:

- incorporate definitions of course-related standards as follows: Course Design Standards; Course Delivery Standards; and Course Support Standards;
- make explicit the requirement for external benchmarking of courses, which is required for Academic Senate to fulfill its academic quality-assurance role;
- emphasise links between unit and course learning outcomes, and state the requirement for assessment to be aligned across a course;
- require course and unit proposals to be aligned with the UWS Academic Standards and Assessment Framework; and

- correct a minor omission in clause (4), relating to the provision of learning guides.

A report is appended.

**It is recommended:**

*That the Academic Senate approves the proposed amendments to the Award Courses and Units Approval Policy, effective from the date of publication of the revised Policy.*

**3.12 UNIT OUTLINE AND LEARNING GUIDES POLICY AS11/02-3.12**

The Education Committee is recommending minor changes to the *Unit Outline and Learning Guides Policy* to clarify the link between unit and course learning outcomes, update terminology used in the Policy to ensure consistency with unit and course template forms, and terminology used by the Library and in CAPS.

A report is appended.

**It is recommended:**

*That the Academic Senate approves the proposed amendments to the Unit Outline and Learning Guides Policy, effective from the date of publication of the revised Policy.*

**3.13 AWARDS OF THE UNIVERSITY MEDAL AS10/06-3.13**

A report is appended, listing the graduates awarded the University Medal at the April Graduation ceremonies.

These awards were approved by the Chair of Academic Senate, on behalf of the Senate.

**It is recommended:**

*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 AND PRIZES AS10/06-3.14**

Appended is a proposal for a new scholarship, as follows:

- University of Western Sydney / State Islamic University, Jakarta Student Exchange Scholarship) (UWS /UIN Student Exchange Scholarship);

The Scholarship funds a UWS student with a GPA of 5 or more enrolled in either the Bachelor of Arts who is taking a major in Asian Studies, or the Bachelor of International Studies, to participate in an exchange with State Islamic University, Jakarta.

**It is recommended:**

*That Senate approve the proposed University of Western Sydney / State Islamic University, Jakarta Student Exchange Scholarship) (UWS /UIN Student Exchange Scholarship).*

**3.15 RESEARCH HIGHER DEGREE POLICIES - MINOR CHANGES  
AS10/06-3.15**

Appended are proposals for minor changes to research higher degree policies, recommended by the Research Studies Committee, as follows:

- A recommendation that all the Research Higher Degree Policies currently designated as “Rules” be designated Policies. So, for example, the *Doctor of Philosophy (Political and Social Thought) Rule* becomes the *Doctor of Philosophy (Political and Social Thought) Policy*.
- Minor changes to policies to allow transfer of candidature from professional doctorate degrees, to the Doctor of Philosophy degree, and vice-versa.
- Clarification, in each of the Higher Degree policies, of the requirement for English language proficiency as an admission criterion.
- A change, in each of the Higher Degree policies, to the process for nomination and approval of examiners.

The detailed changes are included in the appended paper.

**It is recommended:**

*That Senate approve the proposed changes to the higher degree policies, providing for:*

- *their designation as “policies” rather than “rules”;*
- *amendments to permit transfer of candidature from professional doctorate degrees, to the Doctor of Philosophy degree, and vice-versa;*
- *clarification of the admission requirement relating to English language proficiency; and*
- *changes in the Policies to the process for nomination and approval of examiners.*

*...with effect from the date of publication of the Policies.*

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**4 REPORTS AND RECOMMENDATIONS FROM SENATE COMMITTEES**

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**4.1 SENATE EXECUTIVE COMMITTEE**

**AS11/02-4.1**

The Senate Executive Committee convened an electronic meeting between 11 and 15 April 2011. The report is appended.

**It is recommended:**

*That Academic Senate note the report of the Senate Executive Committee e-meeting conducted between 11 and 15 April 2011.*

**4.2 RESEARCH COMMITTEE**

The Research Committee met on 5 April 2011. The minutes are not yet available.

**4.3 RESEARCH STUDIES COMMITTEE AS11/02-4.3**

The Research Studies Committee met on 1 March and 5 April 2011. The minutes are appended.

**It is recommended:**

*That Academic Senate note the minutes of the Research Studies Committee meetings held on 1 March and 5 April 2011.*

**4.4 EDUCATION COMMITTEE AS11/02-4.4**

The Education Committee met on 8 March and 4 April 2011. Reports of the meetings are appended.

**It is recommended:**

*That Academic Senate notes the reports of the Education Committee meetings held on 8 March and 4 April 2011.*

**4.5 ACADEMIC PLANNING AND COURSES APPROVALS COMMITTEE AS11/02-4.5**

The Academic Planning and Courses Approvals Committee (APCAC) met on 4 April 2011. A report of the meeting is appended.

**It is recommended:**

*That Academic Senate note the report of the Academic Planning and Courses Approvals Committee meeting held on 4 April 2011 and ratify the recommendations contained therein.*

**4.6 BOARD OF TRUSTEES**

The Board of Trustees most recent meeting was held on 13 April 2011.

The next meeting is scheduled for 8 June 2011. 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>.

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**5 FOR INFORMATION**

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**5.1 ACADEMIC PROMOTIONS PROCESS REPORT AS11/02-5.1**

Carried forward from the 25 February 2011 meeting.

A report prepared by the Office of Human Resources on the 2010 promotion process for academic staff is appended.

**For information**

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**6 NEXT MEETING**

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The next Academic Senate meeting is arranged for Friday 24 June 2011

Senate meeting dates for the remainder of 2011 are as follows:

- Friday 24 June 2011
- Friday 19 August 2011
- Friday 28 October 2011
- Friday 9 December 2011 (provisional meeting - to be held if necessary)

All the meetings start at 9.30 AM, and will be held in the Board Room, Building AD, at Werrington North