

ACADEMIC SENATE

Circulated: 18 May 2016

Confirmed minutes of meeting 16/02 of the Academic Senate of Western Sydney University held on Friday 22 April 2016 at 9:30am in the Board Room, Ground Floor, Building AD, Werrington North Campus.

Present:

Associate Professor Paul Wormell (Chair)
Professor Michael Adams
Professor Ian Anderson
Professor Paul Arthur
Dr Matthias Boer
Mr Michael Burgess
Dr Kathleen Dixon
Ms Ushi Ghoorah-Hurrychurn
Professor Rhonda Griffiths
Professor Annemarie Hennessy
Dr Kate Huppertz
Professor Peter Hutchings
Mr Angelo Kourtis (Acting VC)
Associate Professor Jane Mears
Mr Ralph Melano
Dr Olivia Mirza

Mr Alan Moran
Dr Terri Mylett
Dr Christopher Peterson
Professor Carol Reid
Associate Professor Alpana Roy
Dr Elfriede Sangkuhl (Deputy Chair)
Associate Professor Surendra Shrestha
Professor Simeon Simoff
Associate Professor Terry Sloan
Ms Philippa Stott
Professor Deborah Sweeney
Associate Professor Linda Taylor
Dr Vivek Thakkar
Ms Leanne Yard
Dr Katina Zammit

In Attendance:

Ms Gillian Brown (Secretary)
Mr Luce De Buitelir Andrews
Ms Diana Calderan
Mr Matthew Hinde

Ms Nicole Malone
Ms Pru Wirth
Mr Chris Youness

Apologies:

Professor James Arvanitakis
Professor Simon Barrie
Ms Sophie Buck
Ms Sue Craig
Professor Barney Glover (VC)
Professor Scott Holmes
Professor Lisa Jackson-Pulver
Dr Cindy Kersaitis
Professor Denise Kirkpatrick

Professor Gregory Kolt
Associate Professor Joanne Lind
Associate Professor Julie Old
Professor Michele Simons
Professor Sheree Smith
Professor Kate Stevens
Professor Zhong Tao

Absent:

Mr Jarrod Bradley
Professor Kevin Dunn
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 this meeting, highlighting the new room layout which is being trialed to support engaged discussion.

The Chair opened the meeting by reading an Acknowledgment of the Traditional Owners, paying his respects to their Elders, past, present and future, and extending a warm welcome to all Aboriginal and Torres Strait Islander people present at the meeting.

The Chair welcomed Angelo Kourtis to the meeting as the Acting Vice-Chancellor and Leanne Yard and Alan Moran who will be attending Senate until such time as the new Dean of The College is appointed. Also welcomed were the newly elected members to Senate, Dr Katina Zammit and Professor Carol Reid.

The Chair acknowledged this was the last meeting for Ms Ushi Ghoorah-Hurrychurn, who completes her term on Senate on 31 May 2016. Ushi was thanked as an active and valued student member of Academic Senate who has made a great contribution to Senate and its committees, through her advocacy for students across a range of topics and her constructive contributions to Senate's debates.

The Chair also acknowledged Professor Greg Whateley, Dean of The College and member of Senate and a number of peak committees, who left The College in early April. He was recognised as a longstanding contributor to and member of Senate; especially in developing new and effective pathways for students to enter higher education. His collaborative approach and concern for academic quality was much appreciated and the Chair had conveyed Senate's best wishes prior to him leaving.

Apologies

Apologies were noted and accepted.

1.2 DECLARATIONS OF INTEREST

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 *Securing Success*: Service Unlimited Project
- 3.5 Undergraduate Research Student Program
- 3.6 Researcher Development Funding Scheme
- 3.9 Red Tape Task Force
- 3.10 Development of 1 Parramatta Square
- 3.11 Lodgement and Processing of Results and Grades
- 3.12.1 Academic Senate Committees Terms of Reference and Membership
- 3.12.2 Self-Review of Academic Senate
- 3.13 The Academy
- 3.15 *Course Advice to Students Policy*

- 3.16 *Admissions Policy*
- 3.17 *Progression and Unsatisfactory Academic Progress Policy*

It was agreed to star the following additional items:

- 3.3 Higher Education Standards and Regulation
- 4.2 Research Committee
- 4.3 Research Studies Committee

It was resolved (AS16:02/01):

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

There were no changes to the order of business.

1.5 OTHER BUSINESS

A discussion about the teaching and academic implications for the Spring 2016 Session of the current 'Staff Freeze' was requested for the next meeting of Senate on 17 June 2016.

1.6 MINUTES OF THE PREVIOUS MEETING

Senate had before it the unconfirmed minutes of the Senate meeting held on 19 February 2016:

It was resolved (AS16:02/02):

To confirm the minutes of the Senate meeting held on 19 February 2016 as an accurate record.

1.7 ACTION SHEET FROM LAST MEETING

As there were no outstanding action items no action sheet had been circulated.

2 BUSINESS ARISING

2 BUSINESS ARISING FROM THE MINUTES OF PREVIOUS MEETINGS

2.1 MINUTE 3.11 ACADEMIC SENATE ELECTIONS

Without discussion it was noted that the ballot for the two elected School of Education academic staff positions was held from Monday 15 February to Friday 19 February 2016. Results from the ballots were declared on Tuesday 23 February 2016 and are as follows:

School of Education (Level A, B or C) – Dr Katina Zammit
School of Education (Level D or E) – Professor Carol Reid

The term of office for these newly elected members will be from 23 February 2016 to 31 December 2017.

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 19 February 2016.

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

- A useful briefing regarding the transition to the new Higher Education Standards Framework was provided at the TEQSA round table meeting on 19 April 2016 which the Chair attended along with the Executive Director, Quality and Performance. This briefing also covered information that would assist with re-registration of the University as a higher education provider in 2018.
- The Chair highlighted some aspects of Senate’s role in meeting the new Standards Framework, including the availability of meeting minutes from all committee layers; evidence of the effectiveness of academic integrity processes; evidence of the effectiveness of assessment; and “sample course accreditation proposals (including outcomes of course reviews)”.
- In the context of discussions about promoting academic honesty and integrity, the Chair drew members’ attention to the University’s “Ghostwriting Busters” workshops, which provide some useful strategies for deterring and detecting ghost-written essays and assignments.
- School Academic Committees have been consulted regarding the revised course and unit approval forms with the proposed forms being considered by the Academic Planning and Course Approvals Committee on Thursday 28 April 2016.
- Senate Education Committee recently considered a very informative report by the Executive Director, Quality and Performance, Kim Weimer, on student attrition, progression and retention strategies. This report highlights some areas where the University is doing well, but also some significant areas for improvement, which will be a focus for further work this year.

3.2 REPORT FROM THE VICE-CHANCELLOR

The Vice-Chancellor had provided his apologies for this meeting. The Acting Vice-Chancellor introduced the Vice-Chancellor’s report with the following additional comments made:

- Members indicated that they would appreciate some information on the new joint campus in Ho Chi Minh City (HCMC) with the University of Economics HCMC (UEH).

- A communication plan will follow the outcomes from the upcoming Senior Executive Management Workshops, with advice expected to commence in the next few weeks.
- The Government has announced that higher education reforms are back on the agenda. The sector is waiting for the Government and the Opposition to announce their respective policies on Higher Education.

The Chair thanked the Acting Vice-Chancellor for his report.

3.3 HIGHER EDUCATION STANDARDS AND REGULATION

Members noted that the revised *Higher Education Standards Framework (Threshold Standards) 2015* takes effect from 1 January 2017. 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 to the 19 February meeting. Some related aspects were also included in the Chair's Report. The new Framework is available at: <https://www.comlaw.gov.au/Details/F2015L01639/c4f3ee84-99c9-4892-ad66-d46662c577ff>

Senate members will be provided with an update from the reconvened *Academic Governance Working Party* at the next meeting of Senate.

3.4 SECURING SUCCESS: SERVICE UNLIMITED PROJECT

The Service Unlimited project has been established to engender a culture of service excellence across the University and improve service delivery to various University stakeholders such as prospective and current students, alumni, community members and university staff. Service Unlimited will also help achieve the University's overarching goal of being a distinctively student-centred University, and create a dynamic and innovative culture that secures success. The Acting Vice-Chancellor, Angelo Kourtis introduced this item noting that the project is based on the principles of service, with the aim of providing excellent service to students and to staff.

The Associate Director, HR Partnerships, Mr Chris Youness, provided a brief update on the project to date, noting that a communication plan will be announced soon. Four flagship working groups have been established: Service Responsiveness; Single Point of Access; Performance Measurement; and Service and Innovation. Expressions of interest received for each of these groups have been collated and leaders are being assigned.

Members provided the following comments:

- An important objective of this program is to achieve broad and seamless processes and interactions with students.

Staff should be aware that teaching and the development of students' learning are important parts of the service culture.

- The Student Experience Office is continuing a program of work on attaining a broader and deeper understanding of student experience and expectations.
- The inclusion of Campus Security in the Service Responsiveness working group would assist with promoting a culture of service in this area.

It is important to include students in risk-management processes, both on and off campus, and this is also central to their education in professional practice. Senate members would welcome regular reports from the working group leaders.

3.5 UNDERGRADUATE RESEARCH STUDENT PROGRAM

Over the past five years, the University's Undergraduate Research Program, provided by the Office of the Deputy Vice Chancellor, Research & Development (DVCR&D) in conjunction with University Jobs on Campus, has provided an excellent opportunity for undergraduate students wanting to learn more about university research. The Program is designed to provide students with a placement in a formal research setting where they are supervised by an academic member of staff, during the summer break.

The Pro Vice-Chancellor (Research and Innovation), Professor Deborah Sweeney provided members with an overview of this program. The following comments were provided:

- Work is progressing for the Summer 2017 program.
- The possibility of introducing a shorter Winter program is also being considered.
- Members were impressed by the program and asked whether student progress and academic staff contributions can be tracked. Data is being collected to track the outputs and the impact of this program.
- The encouragement of cross-disciplinary projects is timely, and information on these collaborations should be reported back to the Schools and University Research Institutes.
- Linking and directing undergraduate students to higher degree research students is important for building their interest in the high-quality research areas at this University, and in retaining these high-performing students.
- Members were encouraged to promote and attend the Three Minute Thesis (3MT) presentations later in the year.

3.6 RESEARCHER DEVELOPMENT FUNDING SCHEME

The 2015 round of the Researcher Development Funding Scheme provided by the University and managed through the Office of the Deputy Vice-Chancellor (Research and Development) provided an excellent opportunity for 97 Early and mid-Career Researchers (75 female and 22 male) to strengthen their research profile. Due to the success of the 2015 Researcher Development funding, the Office of the DVC R&D awarded a subsequent round for 2016.

The Pro Vice-Chancellor (Research and Innovation) provided an overview of this suite of grants and awards which focus on four key areas: early career development, gender equity, conference support and career interruption. Members were advised that the career interruption funding was now open for submission all year round, and applications could be forwarded as and when needed. Additional conference support will also commence soon for those with caring responsibilities. Guidelines for the 2017 scheme will shortly be completed and workshops on how to apply commence on 5 July 2016 at the Parramatta Campus.

Members provided the following comments:

- The initiatives to support staff members who have career breaks have made a real difference for some colleagues, and the University-wide funding source provides targeted support which is otherwise unavailable due to School budgetary constraints.
- It is important to track the outcomes for staff members who take part in these schemes, and methods of capturing this information are being investigated.
- These valuable initiatives were welcomed and appreciated, and the beneficial cultural change was applauded, noting the large difference that it makes particularly for women in the University.

3.7 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.

3.8 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.

3.9 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 operates as a reference group to provide advice about opportunities and priorities for improving efficiency.

An update on the current projects was introduced by the Senior Project Manager, Mr Matthew Hinde as follows:

- Feedback has been collated and a review of the new travel management system (TEMS) has occurred with a paper to be submitted to the University Executive Committee. More flexibility and options for Deans have been proposed.
- The *Student Misconduct Rule* has been implemented. Feedback on the associated Guidelines has indicated that some further amendments are required.

- An online platform to provide a “smart-forms” solution for Human Ethics applications is being considered, and there may be some synergies with other projects, noting the wider interest in developing e-forms.
- The new course approvals process is almost complete, and the final stage is a new set of course and unit approval forms.
- Work has continued on the current COMPASS system, and a simplified process and rebranding for 2017 has been proposed as the best solution.

Members provided the following comments:

- As a standard feature, all online solutions (*e.g.* e-forms) should allow pre-population with existing information that has already been collected by the University.
- The University has chosen Adobe as its new content management vendor, and the development of new e-forms should take account of synergies in connecting with this system.
- Any digital system needs to assist not hamper the development of efficient systems and processes within the University.
- Members highlighted the importance of career development and review systems incorporating regular conversations to ensure an ongoing culture of career development, rather than annual reviews with a focus on compliance.
- The supporting administrative system and processes should be streamlined and not onerous, and should not drive the approach to career development and review.
- Overlaps with other processes, such as ‘Refresh’, should be taken into account.

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.

3.10 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.

The Acting Vice-Chancellor, Angelo Kourtis provided a brief update as follows:

- Construction of 1PSQ is progressing according to plan and the ‘Topping Out’ ceremony is expected to take place around 20 May with the Premier of NSW invited.
- Discussions regarding the environment and work health and safety concerns are occurring with Parramatta Council as construction work will continue in the vicinity after 1PSQ is completed.
- A consultation meeting with the School of Business occurred last week and feedback can be provided up to Monday 2 May 2016.
- A communication and marketing plan to students will commence soon, with broader engagement taking place with students regarding the relocation.

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

- Logistical solutions will be needed to address the teaching patterns for Masters students who are studying units across different disciplines and locations, and who may encounter travel and timetabling issues.
- The location of Course Advice Sessions will depend on their space requirements. It was noted that the purpose and structure of these sessions will be reviewed and clarified to ensure that they better meet students' needs.
- Centrally coordinated examinations will still be held at the Parramatta South campus.

3.11 LODGEMENT AND PROCESSING OF RESULTS AND GRADES

Recent recommendations from the external audit review undertaken of the *University's Lodgement and Processing of Results and Grades* were recently provided by the Chief Information and Digital Officer to the University Executive Committee. It was agreed that the findings should be referred to the Assessment Committee and a short report provided to Academic Senate, recognising their relevance to academic integrity.

The Associate Director, Student Progression, Diana Calderan provided an update as follows:

- The review was initiated following the revocation of a degree due to an incorrect grade being recorded.
- Interim solutions critical to the tracking, reporting and capturing of results processing are being arranged involving:
 - changes to administrative processes to accommodate multiple grading schemas, and to capture the components of final marks and grades;
 - development of an e-form solution for changes of grades – this may be in place by 2017;
 - inclusion of enhancements in the new Adobe e-form solution such as visibility of changes of grades to students; notification when a change of grade has been processed; escalation points; collating and maintaining all marks; and digital provision of reports which are currently produced manually.
- The processes for changes of students' grades have been mapped for inclusion in the new student record management system.

Members made the following comments:

- As a general principle, it is important to map and where necessary improve the workflow for a process before developing an e-form for it.
- When developing new processes it would be appropriate to consult with Unit Coordinators from both large and small units, given the particular challenges associated with managing large enrolments.
- A simplified process for downloading grades from vUWS to the results grader would be welcomed.

- The impact on the individuals involved in these processes can be profound, especially when errors are made in a student's results and graduation status.
- It would be useful to review internal School processes, although this is not part of the current project.

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

3.12.1 Academic Senate Committees Terms of Reference and Membership

Academic Senate's approval was sought for some amendments to the membership of Academic Senate and some Senate standing committees, as foreshadowed in the paper to the previous meeting of Academic Senate on 19 February 2016, to reflect changes in the University's executive staffing.

These changes centred around the removal of the Academic Registrar position and addition of one Associate Director from the Administration Services in the Student Experience Office nominated by the Chief Student Experience Officer. Members suggested that greater clarity was needed regarding the replacement position for the Academic Registrar. Whilst it was recognised that the position of Academic Registrar no longer exists, the revised wording for the committee memberships should provide confidence that the same level of expertise and advice would be available at meetings.

The motion as listed below was withdrawn to permit a further proposal to be developed.

It is recommended:

"That Academic Senate considers and endorses the proposed amendment to the membership of Academic Senate in the Academic Governance Policy, and recommends it to the Board of Trustees for approval."

Action: Revise the proposed Academic Senate and Standing Committee memberships to indicate how the relevant expertise for Registrar-related functions will be represented.

A revised terms of reference and membership for Senate Executive Committee was also proposed to align the functions performed for Academic Senate with those of the Board Standing Committee on behalf of the Board of Trustees.

Members expressed concerns regarding the reduced number of elected members in the proposed membership and the lack of direct representation from Schools. Members requested that the revised terms of reference and membership of the Senate Executive Committee be reconsidered, with the following amendments suggested:

- Retain the first point – "Identify issues requiring attention by the Senate and ensure the preparation of appropriate draft proposals and recommendations, together with supporting documentation, for consideration by Senate."
- Agree with the addition of – "Functions as delegated to it from time to time by the Academic Senate."
- Consider addition of an elected member or Dean; or retain two elected members.

The motion as listed below was withdrawn to permit an amended proposal to be developed in response to Senate feedback.

It is recommended:

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

Action: Provide a revised Terms of Reference and membership for Senate Executive Committee addressing concerns of Senate members and circulate for comment prior to consideration at the 17 June meeting.

3.12.2 Self-Review of Academic Senate

A self-review of Academic Senate was undertaken 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 was distributed to members for response by the end of 2015 and a report of the survey was provided to the 19 February meeting of Senate. It was agreed that the response rate of thirty-six percent was sufficient to gain some understanding of Senate members’ views although not conclusive. Appropriate actions for consideration, identified from members responses and informed by the discussions at the previous meeting of Senate, were provided in a paper distributed for discussion at this meeting.

Members agreed that the paper provided a logical and sensible way forward for Senate and supported the action items, with thanks to the Associate Director, Secretariat, Director, Governance Services and Secretariat for their work and guidance of this item.

Action: Chair and Secretariat to commence the action items and report to Senate on progress.

3.13 THE ACADEMY

A 2015 summary report for The Academy was provided to members and the Director of The Academy, Luce De Buitleir Andrews, gave a brief update and a snapshot of statistics for 2016 at this meeting as follows:

- Membership of The Academy has increased from 2,106 students in 2015 to 2,643 to date in 2016. 52% of the current students are over 21 years of age with a broad range of family commitments. 63% are female and 37% male.
- The current membership by School was provided noting that many factors influence these percentages such as existing opportunities for similar experiences within some Schools.
- The current effective student full time load (EFTSL) for the Bachelor of Applied Leadership and Critical Thinking is approaching the target of 25.
- Two information sessions will be held (at the Campbelltown and Parramatta campuses) for the mid-year intake of students in 2016. The new Head of The Academy is Associate Professor Joanne Lind and the first Advisory Group meeting for The Academy will be held on 5 May 2016.
- The co-curricular Citizen Scholar Program will launch in Semester 2. This program includes career-based volunteering activities.

- From June to August 2016 Academy members are attending transformational credit-bearing programs in Bangalore, Mumbai, Kochi, Hong Kong, Hanoi, Bangkok and Stellenbosch.
- Further initiatives are being investigated to support talented students and provide overseas experiences.
- Improvements to The Academy's teaching plans are being pursued for 2017 with expanded opportunities and intensive teaching being investigated, based on feedback about what students want.

Members made the following comments:

- It would be valuable to communicate student opportunities more broadly across the University, and to analyse the factors that contribute to student success.
- There appear to be some cultural barriers to participation, and appropriate strategies to encourage certain student cohorts were suggested.
- Strategies should be developed to integrate students who will study at 1PSQ.

Members commended the valuable work being completed by The Academy.

3.14 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 was agreed at the 17 February meeting of APAG and endorsed at the 5 April meeting of Education Committee. This revised policy is included for Senate's consideration at item 3.16.
<i>Advanced Standing Policy</i>	Comments provided via the DDS Bulletin Board and at the 17 February meeting of APAG were reviewed at the 5 April Education Committee Meeting. A revised version will be discussed at the 18 May APAG meeting.
<i>Articulation Pathways Policy</i>	This policy requires amendments to reflect the changes to the course approvals process and arrangements for International Pathways. A revised version will be provided for comment to SACs and via the DDS Bulletin Board.
<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. Work is progressing on the Guidance of Application of Grades.
<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 Course Design Policy 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> was discussed at the 17 Feb meeting of APAG, and the revised policy is presented for the consideration of Senate at agenda item 3.17.

<i>Course Design Policy</i>	APAG and Education Committee supported the establishment of a new Course Design Policy to encompass the Structure and <i>Nomenclature of Bachelor Awards Policy, Associate Degrees Policy and Postgraduate Coursework Policy</i> . Expressions of interest in joining a working group will be sought following a brief for the work to be completed.
<i>Disruption to Studies Policy (renamed from Special Consideration Policy)</i>	The review of this complex policy has being 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. A revised version incorporating feedback, implementation plan and systems work are being progressed.
<i>External Advisory Committee Policy</i>	Review is due and amendments required to adjust titles and to align with the Higher Education Standards. APAG agreed that a revised version should be produced for discussion.
<i>Progression and Unsatisfactory Academic Progress</i>	The Progression Policy Review Group have identified suitable data and completed benchmarking. Issues around resourcing require discussion given the additional work for schools involved with the proposed 'show cause' process. A minor revision is presented for Senate's consideration at agenda item 3.17.

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

3.15 COURSE ADVICE TO STUDENTS POLICY

Work was undertaken in 2015 to revise the current *Academic Advising Policy*, including re-naming it to make it easier to find in the Policy DDS, along with other course-related policies. A revised version of the policy incorporating the views expressed by the Academic Planning Courses Approvals Committee and endorsed by Education Committee was introduced by the Chair (in the absence of the Chair and as the Deputy Chair of Education Committee) for consideration. This policy was reviewed as part of the review cycle for all policies and has been simplified, with policy separated from procedure, and taking account of the new Higher Education Standards.

Members recognised the importance of accurate course advice which can be life changing for students. This revised policy was approved subject to the following amendments:

- Clause (16) Updating of the Academic Registrar's Office to Student Experience Office;
- Clause (20) Addition of suitable text to recognise that action can only be taken, for both commencing and continuing students, where advice of any disability or chronic health condition has been received. It was recommended that the Executive Director, Participation and Success be consulted in the preparation of appropriate wording.

It was resolved (AS16:02/03):

That Academic Senate approves the revised and renamed Academic Advising Policy, as amended, from the date of publication.

Action: Consult with the Executive Director, Participation and Success to prepare appropriate re-wording of Clause (20).

3.16 ADMISSIONS POLICY

The Academic Policy Advisory Group worked on a substantially updated and revised version of the Admission Policy during 2015. Consultation occurred in late 2015 and the revised version, which was endorsed by Education Committee at its 5 April 2016 meeting, was introduced from the Chair (in the absence of the Chair and as the Deputy Chair of Education Committee) for consideration.

This revised policy was approved without change.

It was resolved (AS16:02/04):

That Academic Senate approves the revised Admissions Policy, from the date of publication.

3.17 PROGRESSION AND UNSATISFACTORY ACADEMIC PROGRESS POLICY

Approval was sought for an adjustment to the definition of ‘Conditional Enrolment’ in the *Progression and Unsatisfactory Academic Progress Policy (Progression Policy)*, to account for the increase in the number of students studying in the Summer session, pending the full review of the *Progression Policy* during 2016.

Members acknowledged the reasons for the interim amendments but advised that procedures or system constraints should not drive policy provisions.

The revised policy was approved subject to the following amendments:

- Clause (7)b. Retention of the final sentence “Students enrolled in courses that do not adhere to the Autumn and Spring Session academic calendar must consult their Academic Course Advisor to determine the reduced study load to be carried during the year of Conditional Enrolment.”
- Guidance for Academic Course Advisors to strongly advise students on conditional enrolment to study only 10 credit points in the Summer Session.

It was resolved (AS16:02/05):

That Academic Senate approves the revised Progression and Unsatisfactory Academic Progress Policy, as amended, from the date of publication.

3.18 ACADEMIC RECORDS ISSUANCE POLICY – COURSE ABBREVIATIONS

Approval was sought for additions to the protocols and standards for course abbreviations which are published as Associated Information to the *Academic Records Issuance Policy*. These additions were supported at the 5 April meeting of the Education Committee. Without comment....

It was resolved (AS16:02/06):

That Academic Senate approves the updates to Section 3 of the protocols and standards for award titles and their abbreviations at Attachment 1 for publication as Associated Information to the Academic Records Issuance Policy, and for use in the Web Handbook and as the recommended post-nominal letters for relevant awards.

3.19 AWARDS OF THE UNIVERSITY MEDAL

Without comment members noted the following students were awarded the University Medal at the April 2016 Graduation ceremonies, as approved by the Chair of Academic Senate, on behalf of the Senate.

- Christine Maree KROL (SID 17505882) Bachelor of Social Work, Honours Class 1
- Tegan BERGAN (SID 17194958) Bachelor of Social Science (Honours), Honours Class 1
- May Elizabeth WILLARD (SID 17517209) Bachelor of Social Science (Honours), Honours Class 1
- Susan BENZ (SID 17044354) Bachelor of Psychology, Honours Class 1
- Klara Marianna TAKAS (SID 17630027) Bachelor of Arts (Honours) Psychology, Honours Class 1
- Laura DUNNE (SID 17202581) Bachelor of Arts (Honours) Psychology, Honours Class 1
- Michelle MAIUOLA (SID 17426972) Bachelor of Psychology, Honours Class 1
- Alanna Michelle WADE (SID 17508096) Bachelor of Psychology, Honours Class 1
- Amelie Peche NGUYEN (SID 17498845) Bachelor of Psychology, Honours Class 1
- Lauren SMITH (SID 17425575) Bachelor of Psychology, Honours Class 1
- Eden Maria HERMSEN (SID 16545683) Bachelor of Science (Honours), Honours Class 1
- Stacey Ellen SHERWOOD (SID 16115314) Bachelor of Arts (Honours), Honours Class 1
- Harry James FAIRLESS (SID 17549367) Bachelor of Arts (Honours), Honours Class 1
- Narelle ONTIVERO (SID 17453569) Bachelor of Arts (Honours), Honours Class 1
- Lisa Maree STOJANOVSKI (SID 17202103) Bachelor of Science (Honours), Honours Class 1
- Kristen Adelle BRENNER (SID 17436234) Bachelor of Medical Science (Honours), Honours Class 1
- Brendan John DELROY (SID 17209117) Bachelor of Science (Honours), Honours Class 1
- Kristen Ann PETROV (SID 17203180) Bachelor of Science (Honours), Honours Class 1
- Nicholas Daniel SHEPHERD (SID 17494768) Bachelor of Science (Honours), Honours Class 1
- Rocco CAVALERI (SID 17246079) Bachelor of Health Science (Honours), Honours Class 1
- Karen Olivia MATHEWS (SID 17032663) Bachelor of Health Science (Honours), Honours Class 1
- Simon John SUMMERS (SID 17541624) Bachelor of Health Science (Honours), Honours Class 1
- Laura Elizabeth WALES (SID 17012179) Bachelor of Health Science (Honours), Honours Class 1

- Candice SKELTON (SID 17461144) Bachelor of Science (Honours), Honours Class 1
- Taylor Alexandra MACDONALD (SID 17195209) Bachelor of Business and Commerce (Advanced Business Leadership)/Bachelor of Laws, Honours Class 1
- Neha DEO (SID 17195704) Bachelor of Business and Commerce (Honours), Honours Class 1
- Harrison COOK (SID 17473718) Bachelor of Computer Science Honours, Honours Class 1
- Gregory LAMBROUSIS (SID 16958249) Bachelor of Construction Management, Honours Class 1
- Jean-Luc STEVENS (SID 17428301) Bachelor of Engineering (Advanced) (Electrical), Honours Class 1
- Logan Troy STARKEY (SID 17273578) Bachelor of Engineering (Advanced) (Civil), Honours Class 1
- Lukas RIECKEN (SID 17526698) Bachelor of Engineering (Advanced) (Robotics and Mechatronics), Honours Class 1

It was resolved (AS16:02/07):

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

3.20 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:

JD Lovich Scholarship – This scholarship is intended for new or continuing students enrolled full-time in any undergraduate degree who maintain a credit average and demonstrate financial hardship.

Rowe Scientific Chemistry Scholarship – This scholarship is intended for continuing students enrolled full-time in the third year of a Bachelor of Science (Chemistry) or Bachelor of Medical Science (Medicinal Chemistry) who maintain a satisfactory grade-point average.

Growing Agricultural Professional Development Scholarship – This scholarship is intended for continuing students enrolled full-time in the second or third year of the Bachelor of Sustainable Agriculture and Food Security or related Bachelor of Natural Science degree who maintain a satisfactory grade-point average.

It was resolved (AS16:02/08):

That Academic Senate approves the following proposed Scholarships:

- *JD Lovich Scholarship*
- *Rowe Scientific Chemistry Scholarship*
- *Growing Agricultural Professional Development Scholarship*

4 REPORTS AND RECOMMENDATIONS FROM SENATE COMMITTEES

Members noted that items 4.1 – 4.7 provide an overview of the matters dealt with by Senate standing committees.

4.1 SENATE EXECUTIVE COMMITTEE

Without discussion...

It was resolved (AS16:02/09):

That Academic Senate notes the report of the Senate Executive Committee electronic meeting conducted between 2 and 8 March 2016.

4.2 RESEARCH COMMITTEE

The Pro Vice-Chancellor (Research and Innovation) spoke briefly about the Research Expo (Item 4.3 in the 7 April unconfirmed minutes) scheduled for 5 July 2016 following a request from members for further detail. This forum will provide an opportunity to address some concerns regarding staff Orientation processes, and will allow new academics to meet with various groups from the Research and Development Division. This forum will also be used to launch the 2017 Research Development Initiatives and all academic staff members are encouraged to attend.

It was resolved (AS16:02/10):

That Academic Senate notes the minutes of the meeting held 7 April 2016 and approves the recommendations contained therein.

4.3 RESEARCH STUDIES COMMITTEE

Members requested that the revised editing guidelines for Higher Degree students work, referred to in item 4.5.2 of the 1 March confirmed minutes, be circulated widely for comment.

It was resolved (AS16:02/11):

That Academic Senate notes the minutes of the 1 March and 30 March 2016 Research Studies Committee meetings.

Action: Request the Graduate Research School consult widely regarding the review of the editing guidelines for Higher Degree Research students.

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

Without discussion...

It was resolved (AS16:02/12):

That Academic Senate approves the revised Course Approval Authorities and Delegations and the revised Unit Approvals Authorities and Delegations as part of the Courses and Units Approval Policy from the date of publication.

It was resolved (AS16:02/13):

That Academic Senate notes the report of the Education Committee meetings held on 8 March and 5 April 2016 incorporating the Student Engagement and Experience Committee meeting held on 24 February 2016.

4.5 ACADEMIC PLANNING AND COURSES APPROVALS COMMITTEE

Without discussion...

It was resolved (AS16:02/14):

That Academic Senate notes the report of the face to face 25 February and 31 March 2016 meetings of the Academic Planning and Courses Approvals Committee and approves the recommendations contained therein.

4.6 BACHELOR (HONOURS) COMMITTEE

Without discussion...

It was resolved (AS16:02/15):

That Academic Senate notes the minutes of the 14 March 2016 Bachelor (Honours) Committee meeting.

4.7 THE COLLEGE ACADEMIC COMMITTEE

Without discussion...

It was resolved (AS16:02/16):

That Academic Senate notes the minutes of the 3 March and 21 March 2016 College Academic Committee meetings.

4.8 BOARD OF TRUSTEES

The Board of Trustees met on 2 March and 6 April 2016.

The next meeting of the Board of Trustees is scheduled for 14 June 2016. Summaries of Board of Trustees meetings, and minutes of Board of Trustees meetings, are available on the web-site at:

[http://www.westernsydney.edu.au/about_uws/leadership/board_of_trustees.](http://www.westernsydney.edu.au/about_uws/leadership/board_of_trustees)

5 FOR INFORMATION

5.1 ACADEMIC SENATE MEETINGS

Without discussion it was noted that for some time the usual layout for Academic Senate of the Board Room at Werrington North had not been well set-up for engaged discussion or modern technology. In addition, with the future plans for the Werrington North campus, various options for a suitable location around the University are under investigation.

An interim measure of a revised layout for Senate meetings for the first half of 2016, in the Board Room in Building AD at Werrington North, was trialled for this April meeting.

6 NEXT MEETING

The next Academic Senate meeting is arranged for Friday 17 June.

Academic Senate meeting dates for 2016 are as follow:

- 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.