

# ACADEMIC SENATE

Circulated: 20 November 2014

Unconfirmed minutes of meeting 14/05 of the Academic Senate of the University of Western Sydney held on Friday 24 October 2014 at 9:30am in the Boardroom, Building AD, at Werrington North.

## Present:

Associate Professor Paul Wormell (Chair)  
Professor Janice Aldrich-Wright  
Professor James Arvanitakis  
Dr Catherine Attard  
Dr Matthias Boer  
Associate Professor Bronwyn Cole  
Professor Donna Craig  
Ms Sue Craig  
Professor Gabriel Donleavy  
Professor Kevin Dunn  
Associate Professor Craig Ellis  
Dr Gu Fang  
Professor Rhonda Griffiths  
Professor Scott Holmes  
Ms Tahani Husari  
Dr Stephen Janes (for Prof Adams)  
Mr John Juriansz  
Dr Cindy Kersaitis  
Dr David Mahns

Ms Shaneen McGlinchey  
Associate Professor Jane Mears  
Dr Terri Mylett  
Dr Christopher Peterson  
Dr Awais Piracha  
Associate Professor Anne Power  
Mr Michael Robertson  
Associate Professor Leanne Rylands  
Professor Simeon Simoff  
Associate Professor Terry Sloan  
Professor Clive Smallman  
Professor Sheree Smith  
Professor Kate Stevens  
Professor Deborah Stevenson  
Professor Deborah Sweeney  
Professor Zhong Tao  
Ms Maxine Veale  
Mr Dean Walker  
Dr Greg Whateley

## In Attendance:

Ms Gillian Brown (Secretary)  
Ms Emily Byrne  
Mr James Fitzgibbon

Ms Deirdre Lee  
Ms Kate Shane

## Apologies:

Professor Michael Adams  
Professor Ian Anderson  
Associate Professor Betty Gill  
Professor Barney Glover (VC)  
Professor Annemarie Hennessy  
Professor Peter Hutchings  
Professor Gregory Kolt

Mr Angelo Kourtis  
Professor Kerri-Lee Krause  
Associate Professor Alana Lentini  
Professor Donald McNeill  
Associate Professor Janette Perz  
Dr Paul Rowland  
Professor Michele Simons

---

---

## 1 PROCEDURAL MATTERS

---

---

### 1.1 INTRODUCTION, WELCOMES, CONGRATULATIONS, FAREWELLS AND APOLOGIES

#### Welcome

The Chair of Academic Senate, Associate Professor Paul Wormell, chaired the meeting of the Senate, and opened it by reading an Acknowledgment of the Traditional Owners, as follows:

“The University of Western Sydney acknowledges the ancestors, Elders and families of the Darug, Gandangarra and Tharawal peoples, the traditional

owners and custodians of University land and thanks them for their support of our work in Greater Western Sydney region.

I acknowledge the traditional owners of the land on which we are meeting today, and pay my respects to their Elders, past and present, and to other Aboriginal and Torres Strait Islander people who are here today.”

The Chair also acknowledged the passing of the Honourable Gough Whitlam, AC QC, a great friend and supporter of the University, of higher education in our Region, and indeed of higher education throughout Australia. The Whitlam Institute within UWS will be a lasting reminder of his contribution and stature as a leader.

The Chair welcomed Dr Matthias Boer from the Hawkesbury Institute for the Environment, who was recently elected to Senate and was attending his first meeting.

The Chair also welcomed Ushi Ghoorah-Hurrychurn who attended her first meeting of Senate as the higher degree research student member.

Congratulations were extended to Professor Deborah Sweeney who was recently appointed as the Pro Vice-Chancellor (Research and Innovation).

### **Apologies**

Apologies as listed were noted.

Apologies were noted from Professor Kerri-Lee Krause, who was unfortunately unable to travel back to Sydney in time for this, her last meeting, before her departure to take up a senior leadership position at Victoria University. On behalf of Senate the Chair recorded the Senate’s appreciation of Professor Krause’s leadership and contribution to the University, and especially to Senate and its committees.

The Chair highlighted Professor Krause’s impressive national reputation and stature as an educational leader, and her willingness to share her expertise, encouraging and challenging people to think hard about their learning, teaching and assessment practice, and improving its effectiveness. The Chair also acknowledged Professor Krause’s wide range of senior leadership duties in her time at UWS, which have been to the great benefit of our University, its students and staff. UWS will feel the benefit of Professor Krause’s contribution for many years to come, and the Chair wished her every success in her new position.

## **1.2 DECLARATIONS OF INTEREST**

Members were requested 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:

- 2.1 Business Arising – 3.11 Academic Senate Membership
- 3.1 Report From The Chair

- 3.2 Report From The Vice-Chancellor
- 3.3 Higher Education Standards and Regulation, including the Australian Qualifications Framework (AQF)
- 3.4 Senate Work Plan
- 3.5 *Securing Success: 2015 – 2020 – A Discussion Paper*
- 3.10 Review of Academic Senate Standing Committees – Research Studies Committee
- 3.11 MyVoice Project
- 3.14 Unit Outline and Learning Guides Policy – Availability of Learning Guides
- 4.5 Academic Planning and Courses Approvals Committee – *including Bachelor of Research Studies/Master of Research*

The following additional items were starred at the meeting:

- 4.1 Senate Executive Committee
- 4.2 Research Committee

**It was resolved (AS14:05/01):**

*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 very large volume of work completed by the Senate Standing Committees and Schools, reflected in the unstarred items that had just been approved.

**1.4 ORDER OF BUSINESS**

There were no changes to the order of business.

**1.5 OTHER BUSINESS**

Members agreed to receive a late agenda item providing information about an event to be held on the Bankstown Campus celebrating 25 years since the joining of the Macarthur Institute of Higher Education to the University of Western Sydney.

This event included the sharing of success stories and the opportunity to celebrate achievements, and was to be held on Monday 3 November 2014 in building 23 on the Bankstown Campus.

**1.6 MINUTES OF THE PREVIOUS MEETING**

Senate had before it the unconfirmed minutes of the Senate meeting held on 15 August 2014. Members discussed the inclusion of the word “suggested” in the last sentence of item 3.7 *PhD Pathways Project – Governance Arrangements* and considered adjusting this to read “agreed”.

Members agreed to the wording that had been provided in the draft minutes, but noted that there would be further discussions regarding the academic governance arrangements for Master of Research units and the Graduate Research School at a future meeting.

**It was resolved (AS14:05/02):**

*To confirm the minutes of the Senate meeting held on 15 August 2014, as an accurate record.*

*Action: Include discussions regarding the academic governance arrangements for Master of Research units and the Graduate Research School at a future meeting.*

**1.7 ACTION SHEET FROM LAST MEETING**

To assist members with monitoring the work of Senate, the action sheet from the meeting held on 15 August 2014 and previous meetings had been circulated.

---

---

**2 BUSINESS ARISING**

---

---

**2 BUSINESS ARISING FROM THE MINUTES OF PREVIOUS MEETINGS**

**2.1 3.11 ACADEMIC SENATE MEMBERSHIP**

Members were advised at the 15 August meeting that editorial amendments would be proposed to clause 14 of the *Academic Governance Policy* to reflect changes in position titles for several current ex-officio positions. A paper was provided seeking Senate's endorsement of these administrative amendments and the inclusion of new senior positions in the membership of Senate. These amendments, and the recent change in title from Deputy Vice-Chancellor (Research) to Deputy Vice-Chancellor (Research and Development), were endorsed for recommendation to the Board of Trustees for their approval.

**It was resolved (AS14:05/03):**

*That the Senate has considered the proposed amendments to the membership of Senate in the Academic Governance Policy, and recommends them to the Board of Trustees.*

---

---

**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 15 August 2014.

The Chair provided an update on recent developments and reported the following additional matters.

The Chair had recently led a discussion on academic governance at a meeting of the University of Sydney Academic Board. This discussion had identified the importance of student members; communication with the university community; effective working with the senior executive group; and ensuring that the major academic issues of the University find their way to the Academic Board for discussion and, where appropriate, resolution. Attending meetings of the Academic Boards / Senates of other Universities is a priority for the Chair during 2015. This also relates to his continuing role as the Chair of the NSW/Territories Chairs of Academic Boards and Senates, having just been re-elected for a further two-year term.

During the third Academic Forum on 10 October 2014 the Vice-Chancellor indicated that changes will be made to the *Securing Success: 2015 – 2020* Discussion Paper in response to feedback from the University community. The Chair reported that the feedback from this Forum clustered around terms such as scholarship; excellence; boldness, risk-taking and innovation; student-centric learning; students as adult learners; relationships - students with UWS, staff with UWS, students with staff; engagement of various kinds, including with alumni and community; impact and image – “telling our story”; the meaning and feasibility of “24/7”; and support for internationalisation.

At the Second Forum on *Academic Freedom and the Public Intellectual*, held at the Hawkesbury Campus on 11 June 2014, there was very free and frank discussion about a range of controversial case studies, but the summary reports focused on principles and suggestions about which Senate could provide expert comment. The Chair invited feedback about his proposed actions, and members provided the following comments:

- Members recommended the establishment of guidelines on the appropriate use of social media with regard to academic freedom.
- Members noted that guidance and support is especially important for emerging academics.
- When commenting, University staff should ensure that the topic is in their area of expertise and they can substantiate their comments.
- Members noted the level of complexity in this area and that there is a continuum of situations ranging from public scholarship to closed discussion sessions. Also, there were situations in which staff may be able to provide informed comment, for example on general aspects of the higher education sector, even though this is not their area of specialised research.
- The *UWS Code of Conduct* provides some guidance regarding public comment, although some gaps have been identified.
- The *Code of Conduct* is due for review in February 2015 and members agreed to discuss this at a future meeting.
- It was noted that academic staff can provide comment from a highly specialised and knowledgeable position but still be poorly treated by the media.
- It was recommended that when providing comment on an entirely appropriate but controversial subject, staff should seek guidance from the University first.

Senate endorsed the second and third proposed actions from the Second Forum on *Academic Freedom and the Public Intellectual*.

*Action: Follow up the second and third proposed actions from the Second Forum.*

### **3.2 REPORT FROM THE VICE-CHANCELLOR**

The Vice-Chancellor had made his apologies for this meeting. Professor Holmes agreed to take questions on notice regarding the Vice-Chancellor’s report. The following comments were made regarding relevant recent developments:

- Discussions are continuing regarding the government package on higher education reform and the sector continues to request some certainty for planning.
- Members noted the increase in the mid-year enrolments for UWS and that UWS remains one of only a few universities that have frozen fees until the end of the year.
- The timing for implementation of the higher education reform package is unknown and the University Executive has prepared for different scenarios.

The Chair thanked Professor Holmes for leading this discussion.

### 3.3 HIGHER EDUCATION STANDARDS AND REGULATION, INCLUDING THE AUSTRALIAN QUALIFICATIONS FRAMEWORK (AQF)

At the 15 August 2014 meeting members were provided with the first three sets of draft TEQSA guidance notes:

- Academic Leadership
- Scholarship
- Academic Quality Assurance

The following additional guidance notes regarding academic governance were recently released for comment:

- [Academic Governance](#) (consultation period closes Thursday 1 January 2015)
- [Corporate Governance](#) (consultation period closes Friday 2 January 2015)

It was noted that the draft guidance notes on academic governance are of special interest and relevance to Academic Senate. Members agreed that it was appropriate to establish a working party of Senate to review these draft guidance notes, contribute to the consultation process, and report back to Senate at the 5 December 2014 meeting. Names of interested members were collected at the meeting, and further expressions of interest will be sought.

**It was resolved (AS14:05/04):**

*That the Senate establish a working party to review the draft guidance notes from TEQSA and report back to 5 December 2014 meeting of Senate.*

### 3.4 SENATE WORK PLAN

At the 21 February 2014 meeting Senate members indicated their support for the following set of working priorities to give shape, context and focus to the overall Work Plan:

- Contribution to addressing national Higher Education Standards, including AQF requirements.
- Enhanced communication with the academic community, including University Academic Forums.
- Engagement with University-wide projects, including *Our Future Program*, Open University UK and PhD Pathways projects.

- Contribution to academic risk management, including assessment and research standards and integrity.

The second of the Academic Forums “Academic Freedom and the Public Intellectual”, co-sponsored by the Vice-Chancellor, was held on 11 June 2014. A paper providing the collated outcomes and proposals by the participant groups was considered under agenda item 3.1 Report from the Chair and the final two proposed actions agreed by Senate.

Updates regarding the five elements highlighted from the first Academic Forum “The Future of Higher Education” are being reviewed in light of the recently released planning documents and will be included in a comprehensive report to the next meeting of Senate.

The third Academic Forum *Securing Success: 2015-2020* – UWS strategic plan discussion paper, was held at Parramatta Campus on the 10 October 2014. The discussion notes and proposals will be provided to the next Senate meeting. The fourth Academic Forum is scheduled for Tuesday 2 December 2014 at Werrington North Campus.

### 3.5 SECURING SUCCESS: 2015-2020 - A DISCUSSION PAPER

Members noted that *Securing Success: 2015–2020* presents the strategic intent for the next stage of the University’s development in the form of a discussion paper, which is designed to elicit comment, ideas and innovation.

Professor Holmes, on behalf of the Vice-Chancellor, provided a brief overview and introduced this item for discussion. It was noted that the paper had also been circulated for comment by a range of other Senate standing committees, including the School Academic Committees, and a recent Vice-Chancellor and Chair of Academic Senate Forum.

Feedback and comments were informed by the Functions of Academic Senate, contained in the *Academic Governance Policy*, which include:

- advising on the development of and performance against academic plans;
- promoting and monitoring academic quality, standards and values of the University's academic activities;
- promoting the quality and development of research in the University.

(<http://policies.uws.edu.au/view.current.php?id=00182#p1>)

The Chair noted that many members will have discussed the paper on one or more occasions, and these sessions have produced lively and engaged feedback. He thanked the Vice-Chancellor for asking for the paper to be discussed at Academic Senate, and expressed the view that the academic body should play an important role in shaping the University’s strategy, as we have to own it and embody it to our students. He noted further that any strategic plan has to do justice to our core identity as a university, and an excellent one, as well as the features and priorities that make us distinctive in that identity and excellence.

Members made the following observations and comments:

- The thorough consultation process and acceptance of the feedback from the full and frank discussions was greatly appreciated.
- Members welcomed the link between teaching and research throughout the document. The simultaneous establishment of the *Research Plan 2015-2017* assisted in informing the discussion paper.
- Members were pleased that the reference to students as 'customers' was to be removed.
- Members recommended acknowledgement of the evolving relationship with students as they grow in achievement and become partners with staff at a research level.
- Members noted that the intellectual educational mission of the University involves a publicly funded fiduciary relationship with students requiring their academic interests to be maintained.
- The roles, responsibilities and reciprocal obligations of students may be best underpinned by a joint code of conduct.
- Members recommended that all strategies, including online elements of course delivery, should share the objectives of the discussion paper.
- Senate acknowledged the timelines regarding the *Securing Success* discussion paper and asked to be kept informed of the further steps involved in the development of the multi-tiered strategic plan and the approach to implementation.
- Members acknowledged that it was the responsibility of all to implement the strategies in individual practices and behaviours, but clear obligations about timelines will assist to ensure the strategies are applied.

Professor Holmes thanked the members of Senate for their valuable feedback.

### **3.6 ACADEMIC YEAR REVIEW**

At the 20 June 2014 meeting the Pro Vice-Chancellor (Strategy and Engagement) provided an update to Senate members on the recent work and plans for the UWS Academic Program 2014 – 2018 confirming the main principles as:

- Grow program offerings but maintain number of units offered;
- Map offerings on a whole of career context;
- Offer flexible modalities;
- Offer new campus locations;
- Establish holistic academic and career advising.

Members also requested information regarding the career mapping for Education courses. A website is currently being progressed and the Pro Vice-Chancellor (Strategy and Engagement) will provide a presentation to members at the next meeting of Senate.

### **3.7 PhD PATHWAYS PROJECT – GOVERNANCE ARRANGEMENTS**

At the 20 June 2014 meeting of Senate the Deputy Vice-Chancellor (Research and Development) highlighted the progress to date, including the development of core units and a viable suite of electives at an appropriate level. A more centralised and

focussed support structure was also under consideration for higher degree research students via the establishment of a new Graduate Research School.

The University Executive recommended the establishment of a Graduate Research School model which was approved at the September Board of Trustees meeting. The Graduate Research School will provide consistency and support for the PhD Pathways program, as well as higher degree research more generally.

The Pathways program is progressing well with the new course 8083 Bachelor of Research Studies/Master of Research endorsed at the 8 October 2014 meeting of APCAC and approved by Senate under item 4.5 *Academic Planning and Courses Approvals Committee* of the current agenda.

### **3.8 THE ACADEMY AT UWS**

At the 15 August meeting the Head of the Academy, Professor James Arvanitakis, gave an update on recent activities, including the development of a Bachelor of Applied Leadership and Critical Thinking. Recent academic discussion had highlighted the need for an award which provides specialised teaching in leadership and critical thinking.

The new course 3725 *Bachelor of Applied Leadership and Critical Thinking* was approved at a joint electronic meeting of APCAC and Senate Executive committee as a fast track proposal on 11 September 2014. As suggested by members of Senate at the 15 August 2014 meeting, two new specialisations (sub majors), SM3082 *Applied Leadership* and SM3083 *Critical Thinking* were developed and approved by Senate under item 4.5 *Academic Planning and Courses Approvals Committee* of the current agenda.

### **3.9 RED TAPE TASKFORCE**

The Red Tape Taskforce has been established to review a range of administrative tasks required in support of teaching and research programs. This is an initiative of the Board of Trustees, and is an opportunity to free up academic time currently spent on administration, while improving efficiencies and processes.

A report advising the Board of Trustees' endorsement of recommendations for addressing the highest-priority issues identified was provided to members at the 20 June 2014 meeting of Academic Senate.

One matter being progressed as part of this project is a streamlined course approvals process. A paper on this matter will be provided for the next meeting of Senate.

### **3.10 REVIEW OF ACADEMIC SENATE STANDING COMMITTEES**

A number of Academic Senate's Standing Committees are under review, to identify any changes that would improve their operation and the flow of information between the committees and Academic Senate. The review has commenced with the research-focussed committees to facilitate more inclusive discussion across the Schools and University Research Institutes.

The revised terms of reference and membership of the Research Committee were approved by Senate at the 15 August meeting and the first meeting of the reconstituted Research Committee was held on 7 October 2014.

At this meeting members were provided with a proposed amended Terms of Reference and expanded membership for the Research Studies Committee, foreshadowing changes to the *Academic Governance Policy* to be recommended to the Board of Trustees if approved.

Members expressed some concerns about the flow of information between the Research Studies Committee, Research Committee, University Research Institutes and the School Research and Higher Degree Research Committees. Members agreed that the Research Studies Committee should be broadly based, and include the Higher Degree Research Directors from all of the Schools.

The inclusion of all Institute Directors was also discussed and it was decided to include two Directors at this stage with a further review of membership in October 2015.

**It was resolved (AS14:05/05):**

*That Academic Senate approves the revised membership and terms of reference of the Research Studies Committee, amended to include all School Higher Degree Research Directors, effective from the date of publication on the Academic Senate Standing Committees website.*

### **3.11 MYVOICE PROJECT**

At the 2 May 2014 meeting of Academic Senate it was noted that the eight Working Groups established in May 2013 in response to the 2012 *MyVoice* Staff Engagement Survey are identifying and implementing ideas to address key areas for improvement at the University-wide level. Each Working Group is sponsored by a member of the University Executive and/or a Dean who provide mentoring and guidance to the group. These eight groups are:

- Senior Management Communication Working Group
- Inclusive Decision Making Working Group
- Cross Unit Collaboration Working Group
- Recruitment and Selection Working Group
- Supporting New Staff Working Group
- Career Development for Academic Staff Working Group
- Career Development for Professional Staff Working Group
- Responding to Workplace Bullying Working Group

At the 20 June 2014 meeting the Director, Office of Organisational Development, provided a paper to update Senate on progress and a brief verbal update was provided by the Senate member on the *Career Development for Academic Staff Working Group*.

The *MyVoice Inclusive Decision Making Working Group* had developed guiding principles for inclusive decision-making at UWS. This framework suggests the key considerations for when decisions are made by an individual, a group, or by the Executive. At the 24 October meeting Professor Clive Smallman gave an update on this work including the background research into management theory and advice sought from experts in decision making. The framework will be provided to staff to assist them to contribute and take more responsibility in decision making. The

development of a computer application (app) and incorporating the principles into the leadership and management training is under consideration.

Members made the following comments:

- The use of this tool in situations that involve legal requirements such as Work Health and Safety was questioned. It was noted that this framework is a guidance tool and any delegations or legal requirements would take precedence.
- The inclusion of natural justice and principles regarding the decision process itself was recommended. Elements such as providing all relevant information in a clear form, the accessibility to information of all parties involved in a decision making process, best practice around decision making, and monitoring and review, were suggested.
- In some cases 'I propose' is more appropriate than 'I decide'; for example, in relation to "Determine course content and assessment approach."
- Principles of participation should be included when assessing situations.
- Review of the examples provided and sharpening of the context. For example, under "We talk, We decide", it should be recognised that School Academic Committees carry some of the principal academic delegations in the University, including "Confirm or review recommendations regarding the conferring of awards of graduate status and degrees, diplomas and certificates to undergraduate, honours and postgraduate coursework students who have completed their studies." Also, "UWS Assessment Policy" could be listed under "We talk, We decide" (for Academic Senate), or "We talk, You decide" (for Senate Education Committee) or "You decide" (for the Board of Trustees).

Members were advised that any further feedback can be provided to the Project Officer, Kelly Lanfranca at [k.lanfranca@uws.edu.au](mailto:k.lanfranca@uws.edu.au)

### 3.12 ACADEMIC POLICY REVIEW

This standing agenda item has been introduced in line with item four of the Academic Senate Work Plan - **Develop and review academic policy**. The following policies were prioritised for 2014:

- Admissions
- Assessment Policy – Criteria and Standards-based Assessment
- Award Courses and Units Approvals
- Misconduct – Student Academic Misconduct
- Progression and Unsatisfactory Academic Progression
- Special Consideration
- Teaching and fundamental Learning Code

The Academic Policy Advisory Group (APAG) met on 22 August 2014 and discussed the *Assessment Policy – Criteria and Standards Based Assessment, Examinations Policy and the Teaching and Learning Fundamental Code*.

An initial report on the *Assessment Policy – Criteria and Standards Based Assessment*, collating common concerns from across Schools and suggested improvements to the policy and procedures was provided to the 7 October joint

meeting of the Assessment and Education Committees (refer item 3.1 on the Report from Education and Assessment Committee - item 4.4).

Although not on the priority list of policies approved by Senate, the Secretariat and Academic Registrar's Office commenced a review of the *Examinations Policy* earlier in 2014 in response to problems that arose with Open and Closed Book examinations in the Spring 2013 formal examination period, and subsequently in Autumn 2014. The Group provided feedback on a revised version at the 22 August 2014 meeting and the document was sent to SACs for feedback and placed on the Policy DDS Bulletin Board for comment. A further revised version including this feedback, will be provided to the Education Committee.

A proposed revised version of the *Teaching and Learning Fundamental Code* was considered at the 17 October 2014 meeting of APAG.

Members are invited to submit expressions of interest in contributing to the review of particular academic policies (please submit these to [gillian.brown@uws.edu.au](mailto:gillian.brown@uws.edu.au)).

### **3.13 STANDARDISATION OF COURSE ABBREVIATIONS – MINOR POLICY CHANGES**

Staff from the Academic Registrar's Office have for some time endeavoured to obtain a definitive list of abbreviations that could be attached to courses so that graduates have a guide as to their award post-nominal letters (e.g. PhD, MEd, BSc).

Without comment Senate agreed to minor changes to two academic policies, to permit the publication of agreed protocols and standards for course abbreviations as Associated Information to the *Academic Records Issuance Policy*.

#### **It was resolved (AS14:05/06):**

*That Academic Senate approves the minor amendments to the Academic Records Issuance Policy and the Structure and Nomenclature of Bachelor Awards Policy.*

### **3.14 UNIT OUTLINE AND LEARNING GUIDES POLICY – AVAILABILITY OF LEARNING GUIDES**

At the 2 June 2014 meeting Education Committee discussed a paper prepared by the student members of Academic Senate, Mr Michael Robertson and Mr Dean Walker proposing amendments to the *Unit Outline and Learning Guides Policy* to require:

- Learning Guides to be published two weeks before the beginning of the teaching session;
- Learning Guides to be available to enrolled students through the UWS Library website, in addition to vUWS.

The Learning Guides Working Party considered the issues on 26 June 2014 and the Education Committee considered four options recommended to the 7 October meeting. Technical and broader workload issues were considered, with Learning Guides to be published one week before the start of the session recommended as a compromise.

Members noted that this matter had been the subject of extensive discussions and was referred to School Academic Committees for feedback. Members provided the following comments:

- If Learning Guides are provided late to the Library for uploading then publication will be delayed.
- Reading lists should be made available as early as possible, and inclusion in an alternate location should be considered.
- Providing Learning Guides one week prior to the start of sessions aligns with a student-centred focus and ensures that a professional image is presented to students. However, it can be difficult to ensure that all of the required information (e.g. all key student contacts, including casual appointments) is available before the start of the teaching session, and this can lead to different document versions being published, with the potential for confusion.
- In 2015 the Learning Guides Working Party will undertake a broader review of the content that currently appears in Unit Outlines, Learning Guides and alternate locations such as the online Handbook, to see if there is a better way of organising this material to meet student needs and align with School timelines.

The Chair thanked the student members who had raised these matters for consideration by Senate and its Education Committee.

Senate agreed to the amendments endorsed by the Education Committee to several clauses in the *Unit Outline and Learning Guides Policy*.

**It was resolved (AS14:05/07):**

*That Academic Senate approves the amendments to the Unit Outline and Learning Guides Policy.*

**3.15 STUDENT EXPERIENCE AND ENGAGEMENT COMMITTEE – REVISED TERMS OF REFERENCE**

At the 24 September 2014 meeting of the Student Experience and Engagement Committee members agreed a revised terms of reference to be recommended to Education Committee. At the 7 October 2014 these amended terms of reference were endorsed by Education Committee.

Without comment.....

**It was resolved (AS14:05/08):**

*That Academic Senate approves the revised terms of reference for the Student Experience and Engagement Committee.*

**3.16 UNIVERSITY MEDALS**

The following students were awarded the University Medal at the September 2014 Graduation ceremonies, as approved by the Chair of Academic Senate, on behalf of the Senate:

- Vivit Nehaal DEO (SID 16974744) Bachelor of Engineering, Honours Class 1.
- Melissa GARGIULO (SID17061272) Bachelor of Construction Management, Honours Class 1.

Without comment.....

**It was resolved (AS14:05/09):**

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

### **3.17 POSTHUMOUS AWARDS**

Under the *Posthumous Awards and Aegrotat Grades Policy*, Academic Senate and the Assessment Committee are informed of the posthumous awards that are made by School Academic Committees in accordance with the Policy, and the rationales for each award.

At its meeting of 21 August 2014, the Humanities and Communication Arts School Academic Committee approved the awarding of a Posthumous Award to Ms Tehana McQuillan noting that she had completed 120 credit points (50%) of the 1706 Bachelor of Arts over three semesters, which complied with the *Posthumous Awards and Aegrotat Grades Policy*.

Without comment.....

**It was resolved (AS14:05/10):**

*That Academic Senate notes the award of the Bachelor degree 1706 Bachelor of Arts posthumously to Tehana Rose McQuillan SID 17721455.*

### **3.18 APPROVAL OF SCHOLARSHIPS**

Three new University Donor Funded Scholarships were proposed, prepared by the Office of Advancement and Alumni. The first proposal for the *Luca Belgiorno-Nettis Engineering Scholarship* was withdrawn from consideration at the meeting due to insufficient time to address concerns raised by a member of Senate. The remaining two Scholarships were approved.

**It was resolved (AS14:05/11):**

*That Academic Senate approve the proposed Bartier Perry Scholarship.*

**It was resolved (AS14:05/12):**

*That Academic Senate approve the proposed Sisters of Charity Foundation Tertiary Scholarship.*

---



---

## **4 REPORTS AND RECOMMENDATIONS FROM SENATE COMMITTEES**

---



---

### **4.1 SENATE EXECUTIVE COMMITTEE**

This item was starred at the commencement of the meeting.

Members requested an explanation about the membership of the new Graduate Research School Academic Committee. It was acknowledged that the aim was to align the membership, as far as possible, with existing School Academic Committees. The election of a postgraduate student from the higher degree research students of the University was recognised as an interim measure as there are no students enrolled in the Graduate Research School at this stage; however, this will change from 2015. It was suggested that a future amendment to the elected School member of Academic Senate might be for this position to be elected by all members of Senate rather than nominated by the Chair of Academic Senate in consultation with the Dean. The Chair agreed that this matter could be revisited when the arrangements for teaching the Master of Research had been clarified.

**It was resolved (AS14:05/13):**

*That Academic Senate notes the reports of the Senate Executive Committee electronic meeting held on 19-22 September 2014 and the joint electronic meetings with the Academic Planning and Courses Approvals Committee held on 19-21 August and 11-17 September 2014.*

#### **4.2 RESEARCH COMMITTEE**

This item was starred at the commencement of the meeting.

Members recommended that a more detailed outline of the research themes be broadly publicised to the University community, as proposed in item 3.5 *Research and Development Plan 2015 – 2017* of the 7 October 2014 unconfirmed minutes. They also recommended that the Committee should encourage and assist Schools to engage in research across boundaries and outside their usual Field of Research codes.

**It was resolved (AS14:05/14):**

*That Academic Senate notes the minutes of the 5 August 2014 and 7 October 2014 meetings of the Research Committee.*

#### **4.3 RESEARCH STUDIES COMMITTEE**

Without discussion....

**It was resolved (AS14:05/15):**

*That Academic Senate notes the minutes of the 2 September 2014 meeting of the Research Studies Committee.*

#### **4.4 EDUCATION and ASSESSMENT COMMITTEES (incorporating Student Experience and Engagement Committee)**

Without discussion...

**It was resolved (AS14:05/16):**

*That Academic Senate notes the report of the joint Education and Assessment Committee meeting held on 7 October 2014 and the report of the Student Experience and Engagement Committee meeting held on 24 September 2014.*

#### **4.5 ACADEMIC PLANNING AND COURSES APPROVALS COMMITTEE**

The approval of a new course 8083 *Bachelor of Research Studies/Master of Research*, and the new unit sets SM3082 *Applied Leadership* and SM3083 *Critical Thinking* were discussed at this meeting of Senate.

The new course 8083 *Bachelor of Research Studies/Master of Research* was seen as a critical development step for the University and strong interest in this course was reported from participants at the Postgraduate Open Day, international students and colleagues overseas. Whilst care has been taken to produce a tight program, learning from the experiences of Macquarie University, amendments and improvements are expected.

Members also made the following observations:

- APCAC had noted that no decisions have been finalised regarding the retirement of end-on honours courses and units, and this point should be clarified in the documentation for the course proposal.
- APCAC had asked for the admission requirements for this course to be aligned with the *Honours in Bachelor Awards Policy*, and the documentation would be amended to reflect this.
- There is no External Advisory Committee for this course at this stage and other methods of feedback will be utilised.
- A connection between this program and industry was recommended to contribute to the translation of research from the University to other contexts.

#### **It was resolved (AS14:05/17):**

*That Academic Senate notes the reports of the 19 to 21 August, 11 to 17 September and 15 to 20 October electronic meetings and 8 October 2014 face to face meeting of the Academic Planning and Courses Approvals Committee and ratifies the recommendations contained therein.*

*Action: Clarify in the course documentation that no decisions have been finalised regarding the retirement of current end-on honours courses, and that the admission requirements will be aligned with the Honours in Bachelor Awards Policy.*

#### **4.6 BACHELOR (HONOURS) COMMITTEE**

Without discussion...

#### **It was resolved (AS14:05/18):**

*That Academic Senate notes the minutes of the 18 August 2014 meeting of the Bachelor (Honours) Committee.*

#### **4.7 UWS COLLEGE ACADEMIC COMMITTEE**

The most recent meeting of the UWSCollege Academic Committee was held on 20 October 2014.

#### **4.8 BOARD OF TRUSTEES**

The Board of Trustees met on 10 September 2014.

The next meeting is scheduled for 3 December 2014. 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**

---

---

No items.

---

---

#### **6 NEXT MEETING**

---

---

The next Academic Senate meeting is arranged for Friday 5 December 2014.

The meeting dates for 2015 are:

- Friday 13 February
- Friday 24 April
- Friday 19 June
- Friday 14 August
- Friday 23 October
- Friday 4 December

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