

WESTERN SYDNEY UNIVERSITY



ACADEMIC SENATE

The next meeting (Meeting 19/06) of the Academic Senate of Western Sydney University will be held on **Friday 6 December 2019 at 9:30AM, on Level 9, Conference Room 2, Peter Shergold Building, Parramatta City Campus.**

For apologies and enquiries, please contact Desiree Mulley on (02) 4570 1611 or email d.mulley@westernsydney.edu.au.

AGENDA

1 PROCEDURAL MATTERS

☆1.1 INTRODUCTION, WELCOME, AND APOLOGIES

The Chair of Academic Senate, Associate Professor Alphia Possamai-Inesedy, will chair the meeting. The Chair will welcome all members and attendees, with a specific mention to:

- Welcome to new ex-officio members of Senate; Professor Eileen McLaughlin, Dean, School of Science, Professor Kerry London, Dean, School of the Built Environment, and Professor Tanya Meade, Dean, School of Psychology.
- Elections have been held to fill elected positions on Senate, new appointments commence on 1 January 2020. The following members are subsequently outgoing: Dr Elfriede Sangkuhl, Dr Katina Zammit, Dr Edward Mariyani-Squire, Professor Kevin Daly, Associate Professor Susanne Gannon, Dr Anne Jamison, Dr Alpana Roy, Dr Slade Jensen, Dr Kathleen Dixon, Associate Professor Surendra Shrestha, Dr Jane Mears and Professor Janice Aldrich-Wright.
- Welcome to Dr Valentine Mukuria, Engagement Facilitator, Office of Engagement, present at Senate to speak to item 3.5 on the Carnegie Classification Pilot project.
- Welcome to Mr Tim Horan, Senior Advisor Partnership and Growth, Office of the Deputy Vice-Chancellor (Research and Innovation) present to speak to item 3.6 regarding Developing Enterprise and Partnership.
- Welcome to Mr Daniel Bonatti, from the Student Representative Council.

At the time of writing, apologies had been received from: Vice-Chancellor Professor Barney Glover, Professor Deborah Hatcher, Dr Elfriede Sangkuhl, Professor Paul James, Ms Tegan Bergan, Ms Taurai Moyo, Professor Kevin Bell, Associate Professor Alpana Roy and Professor Michele Simons.

☆1.2 DECLARATIONS OF INTEREST

Members are requested to declare any interests, in terms of the [Conflict of Interest Policy](#), they may have in relation to the items on this agenda. Further information for members regarding declarations of interest is available on the [Leadership and Governance webpage](#).

Members are reminded that they should also declare any interests 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 Report from the Chair
- 3.2 Report from the Vice-Chancellor
- 3.4 Senate Review
- 3.5 Carnegie Classification – Australia Pilot
- 3.6 Developing Enterprise and Partnership
- 3.10 Academic Policy Review

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 approved.

☆1.4 ORDER OF BUSINESS

There may be some re-arrangement of the order of business to enable some members and attendees to travel to other meetings.

☆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 MEETING

AS19/06-1.6

Page 001

Unconfirmed minutes of the Academic Senate meeting held on 18 October 2019 are appended.

It is recommended:

That Academic Senate confirms the minutes of the Senate meeting held on 18 October 2019, as an accurate record.

☆ 1.7 ACTION SHEET FROM LAST MEETING

AS19/06-1.7

Page 017

To assist members with monitoring the work of the Academic Senate, an action sheet from the previous meeting is appended.

2 BUSINESS ARISING

There is no business arising from the minutes of the previous meeting.

3 GENERAL BUSINESS

☆ 3.1 REPORT FROM THE CHAIR

AS19/06-3.1

Late paper

A written report from the Chair covering activities undertaken on behalf of the Senate since 18 October will be provided as a late paper. The Chair will provide an update on any recent developments and will answer any questions in relation to the report. The Chair's report to the 4 December meeting of the Board of Trustees, will also be provided as a late paper.

☆ 3.2 REPORT FROM THE VICE-CHANCELLOR

AS19/06-3.2

Page 019

The Vice-Chancellor's Report is appended.

3.3 STUDENT REPORT

AS19/06-3.3

Page 032

A report compiled by the student representatives of Senate will be provided at each meeting of Senate for noting. The report has been appended.

☆ 3.4 SENATE REVIEW

AS19/06-3.4

Late paper

The purpose of this paper is to outline the proposed changes to the School and Institute Sub-Committees of Senate to be effective 1 January 2020.

For discussion.

☆ 3.5 CARNEGIE CLASSIFICATION – AUSTRALIA PILOT

Dr Valentine Mukuria, Engagement Facilitator, Office of Engagement will speak to the work undertaken around elective classification of community engagement at Western Sydney University as part of the national Carnegie Pilot program.

For discussion.

☆ 3.6 DEVELOPING ENTERPRISE AND PARTNERSHIP

Mr Tim Horan, Senior Advisor Partnership and Growth, Office of the Deputy Vice-Chancellor (Research and Innovation) will present to the Committee regarding developing enterprise and partnership.

3.7 TEQSA REGISTRATION RENEWAL UPDATE

AS19/06-3.7

Page 036

The attached documents advise of the progress on the University's action plan in response to TEQSA's requests for information and suggestions for improvement.

For Noting.

3.8 2019 ANNUAL COURSE REPORT PROCESS

AS19/06-3.8

Page 045

A paper is attached for noting that advises of the enhancements to the Annual Course Report (ACR) process based on suggestions for improvement from the Tertiary Education Quality Standards Agency (TEQSA) and the timeline for completing the 2019 ACR process.

3.9 HOT TOPICS

In response to the recent Senate Review Report recommendations, Senate members have the opportunity to submit a 'Hot Topic' for discussion prior to each meeting of Senate. No Hot Topics were submitted for this meeting of Senate.

3.10 ACADEMIC POLICY REVIEW

3.10.1 Academic Policy Advisory Group (APAG)

An update on the academic policies prioritised for consideration and progress to date by the Academic Policy Advisory Group (APAG) is listed below. APAG met on 31 October 2019.

ACADEMIC POLICIES	
<i>Assessment Policy</i>	A substantially revised and retitled <i>Assessment Policy</i> was discussed at the 30 July Assessment Committee meeting. An updated version of the Policy was provided to the 14 August 2019 APAG meeting. Collated feedback from members was sent back to Kevin Bell for further work before it returned to APAG on 31 October 2019 for review. The impacts of the new Student Management System (SMS) on the <i>Assessment Policy</i> were also discussed, with members agreeing that the revised policy should progress through the consultation and approval process, with a view to a grade table update being made to the policy to incorporate the changes required due to the new SMS once the system has been implemented. The revised version of the policy will now progress to Deans and Deputy Deans for preliminary feedback before being provided to Executive Committee.
<i>New Curriculum Design and Approvals Policy</i>	The final Course Design Principles, to facilitate the drafting of the new <i>Course Design Policy</i> were discussed at the 12 March 2019 meeting of the Education Committee and endorsed at the 2 April 2019 meeting of APCAC. These principles provide the basis for the new <i>Curriculum Design and Approvals Policy</i> , scheduled to be provided to the December 2019 Senate for consideration. At the 14 August 2019 meeting of APAG, members agreed to reposition and rename the Policy, Governance and Regulatory Requirements Sub-Group currently reporting to the 21C Implementation Advisory Group (IAG) to become the Curriculum Design and Approvals Policy Working Party of APAG. Members reviewed the draft version of the new policy at the 14 August 2019 and provided initial feedback. The policy and guidelines were returned to APAG on 31 October 2019, and members provided some further valuable feedback regarding the opening clauses of the policy. Members indicated agreement of the policy with these changes. Updated guidelines and additional procedural documents are expected to be circulated electronically.

<p><i>Disruption to Studies Policy (renamed Special Consideration Policy)</i></p>	<p>The publication and implementation of <i>the Disruption to Studies Policy</i> is stalled awaiting the implementation of interim strategies for the eForms project, expected by mid-2019. A review of the approved policy to ensure terminology is updated before publishing is underway. The revised version of the policy and procedures was provided to the 14 August 2019 and 31 October 2019 meetings of APAG. Members provided feedback and agreed for the policy and procedures to progress through the consultation and approval process. The Student Management System (SMS) Project team are also working on building the new Disruption to Studies eForm in the new system to coincide with the publishing of the new policy.</p>
<p><i>Examinations Policy</i></p>	<p>Following discussions with Audit and Risk around exam collection it was considered that it would be beneficial for the responsibility for the collection of examination papers to be specified in the <i>Examinations Policy and Procedures</i>. Proposed amendments were discussed at the 16 May and 14 August 2019 meetings of APAG where it was agreed to progress the revised Policy through the consultation and approval process. The revised policy was circulated to Deans and Deputy Deans for preliminary feedback from late September 2019 to mid-October 2019, with an updated version of the Policy due to be provided to Executive Committee on 9 December 2019 for noting.</p>
<p><i>Foundations of University Learning and Teaching Program Policy</i></p>	<p>At the 14 February meeting of APAG members discussed a substantially revised and renamed <i>Professional Development in Learning and Teaching Policy</i>. Further consultation from HR was sought, with HR noting that they will ensure the <i>Professional Development Policy</i> aligns with this policy as part of the upcoming review. The revised <i>Professional Development in Learning and Teaching Policy</i> was discussed at the 14 August 2019 meeting of APAG and circulated to Deans and Deputy Deans for preliminary feedback from 16-27 September 2019, with an updated version of the policy noted at Executive Committee on 28 October. The policy has been released on the DDS Policy Bulletin Board and to SACs for comment. Consultation will close on 4 December 2019.</p>
<p><i>Progression and Unsatisfactory Academic Progress</i></p>	<p>The substantially revised and renamed <i>Progression Policy</i> was endorsed at the 7 March 2017 meeting of Education Committee. Associated process and system work has commenced to facilitate the successful implementation of the revised policy, which will be provided for consideration of Senate when implementation timelines are confirmed. Given how much time has passed awaiting various systems developments to enable implementation before this is progressed it to Executive and Senate, the policy was discussed at the 14 August 2019 APAG meeting and will be updated by a small group before the implementation plan is finalised and it is progressed through the consultation and approval process. Work is also underway to incorporate The College's <i>Progression Policy</i> into the</p>

	University <i>Progression Policy</i> , as it also applies to College students.
<i>New Surveys Policy</i>	<p>A proposed new <i>Surveys Policy</i> has been discussed at APAG, provided to Deans, Directors and Deputy Deans for initial comments and discussed with The Student Experience Office. At the 31 October 2019 meeting of APAG, it was proposed that a new <i>Student Feedback Policy</i> be developed, integrating (and superseding) the existing <i>Student Feedback on Units and Teaching Survey Policy (SFU/SFT Policy)</i> with the new <i>Surveys Policy</i> that is currently under development. APAG members agreed to endorse this proposal, with the new draft survey returning to APAG once it has been developed.</p> <p>In the interim, Tony Lazarra's current role (Executive Director, Business Intelligence and Performance) will take ownership of SFU/SFT policy until the new policy is approved and implemented. Discussions on the ownership of the new <i>Student Feedback Policy</i> has begun, but it has not yet been resolved if it will reside with the Deputy Vice-Chancellor, Academic (DVCA) or the Vice-President, People and Advancement (VP People and Advancement).</p>
<i>Revised and Renamed Student Placement Policy</i>	A working group of APAG has completed the full review of the policy, with broad consultation as part of the process and discussed at the 14 February 2019 APAG. An updated version was provided for comment to the 13 May 2019 University Executive Committee. It was noted that further consultation with the Deans was required. The revised policy returned to Executive Committee on 28 October 2019 for noting. This revised version was released on the Policy DDS Bulletin Board for broad comment from 30 October 2019 to 13 November 2019. A revised and renamed <i>Placement Policy</i> was endorsed at the 21 November meeting of Education Committee. The final version is now submitted to Academic Senate for approval.
University Medals and Deans Medals provisions (<i>Graduations Policy</i>)	A working group of APAG and a sub-group of the Research Studies Committee have been reviewing Dean's medal provisions and University Medal provisions respectively. Draft initial updates to the <i>Graduations Policy</i> were discussed at the 14 February 2019 and 16 May 2019 meetings of APAG. Preliminary feedback was sought from Deans and Deputy Deans from 2 July 2019 to 26 July 2019. An updated version of the policy was provided to the 14 August 2019 APAG for discussion, and was noted at Executive Committee on 30 September 2019. It was provided to the 22 October 2019 meeting of the Assessment Committee, and will now be provided to the 10 December 2019 meeting of the Research Studies Committee, before it is released on the Policy DDS Bulletin Board for University-wide consultation.
<i>Course Transfer Policy</i>	The <i>Course Transfer Policy</i> had progressed through 23 May 2018 APAG, 13 August 2018 Executive Committee and 12 March 2019 Senate Education and was presented for endorsement to the 12 April 2019 meeting of Senate.

	<p>Issues were raised on behalf of the School of Science & Health and the policy was referred back to APAG. A response from the Director, Student Administration addressing the issues raised was considered at the 14 August 2019 meeting of APAG, where members agreed that a small group should meet to look at these issues and provide an update at the next meeting of APAG on 13 February 2020.</p>
<p>NON-ACADEMIC POLICIES – for APAG advice only</p>	
<p><i>Scholarships for Undergraduate Policy</i></p>	<p>A draft revised version of this VC approved policy was provided for discussion at the 15 August 2018 APAG meeting. The proposed changes to the approval process for Scholarships were not supported and these changes have not been progressed. This policy has been reviewed by the Office of the Vice-President, People and Advancement, with approval escalated from the Chief Student Experience Officer, due to the inclusion of Donor funded Scholarships managed by the Office of Advancement, which does not fall under the Student Experience Office. A revised version of this policy will be progressed by the Office of Student Administration through the consultation and approval process. At the 14 August 2019 APAG meeting, members agreed to support this being taken forward and progressed from Office of the Vice-President, People and Advancement, with a view to it being provided to Executive Committee for noting on 9 December 2019.</p>
<p><i>New Social Media Guidelines for Learning and Teaching Guidelines and Open Education Resources Guidelines</i></p>	<p>A preliminary draft version of the new <i>Social Media for Learning and Teaching Guidelines</i> and <i>Open Education Resources Guidelines</i>, which are currently being developed by the Learning and Teaching Technologies Advisory Group (LaTTe), were presented to the 31 October 2019 meeting of APAG for preliminary feedback. These guidelines, which are in a very early stage of development, link to the <i>Media, Social Media and Public Commentary Policy</i>, which is not an academic policy. However, the guidelines are focused on teaching and learning, so are relevant to APAG and will return for further consideration once further work has occurred.</p>
<p><i>Student Misconduct Rule and Student Code of Conduct</i></p>	<p>The review of the <i>Student Misconduct Rule</i> (due 1 September 2016 – Board of Trustees approved Policy/Rule) has been progressed and the separate but related Student Code of Conduct (due 25 July 2011 – Vice-Chancellor approved policy). Feedback was sought from members of APAG at the 16 May 2019 meeting. The revised Policy/Rule was progressed to the Executive Committee (EC) meeting on Monday 24 June 2019, and progressed to the Senate Education Committee on 25 June 2019 for information/noting. The Student Representative Council was consulted and the final version endorsed at the 16 August 2019 Academic Senate and approved by the Board of Trustees on 16 October 2019. The <i>Student Code of</i></p>

	<i>Conduct will be considered at the 4 December 2019 Board of Trustees meeting.</i>
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☆3.10.2 Placement Policy

AS19/06-3.10.2

Page 047

The purpose of this paper is to seek Academic Senate approval for the proposed new Placement Policy.

It is recommended:

That Academic Senate approves the proposed new Placement Policy and Procedures from the date of approval.

3.10.3 Curriculum Design and Approvals Policy

AS 19/06-3.10.3

Late paper

The purpose of the attached paper is to update Academic Senate on the development of the proposed single Policy (*Curriculum Design and Approvals Policy*) with Procedures, Guidelines and Associated Documents which will consolidate and update the contents of ten existing academic policies.

It is recommended:

That Academic Senate notes the progress with the proposed new Curriculum Design and Approvals Policy.

Members are invited to submit expressions of interest in contributing to the review of particular academic policies, please submit these to Ms Allyson McDonald, Executive Governance Officer at a.mcdonald@westernsydney.edu.au.

3.11 AWARDS OF THE UNIVERSITY MEDAL

At this meeting of Senate, no University Medals or Posthumous Awards are required to be noted.

3.12 APPROVAL OF SCHOLARSHIPS

Donor Funded Scholarships

AS19/06-3.12

Page 069

Academic Senate is requested to consider the following proposals for new Donor funded scholarships, prepared by the Office of Advancement:

Gladys Amy Skipton Arts Scholarship

This new undergraduate scholarship is intended for students who are currently enrolled, or have received an offer, to study in an arts-related undergraduate degree full time at Western Sydney University. The recipient must be able to demonstrate financial hardship, as per Western Sydney University's *Opportunity and Equity* definitions. The recipient must remain enrolled full-time in the required course (no less than 30 credit points per semester), and maintain a Pass average (GPA 4.0 or greater) for the duration of the scholarship.

Tony Skipton Social Science Scholarship

This new undergraduate scholarship is intended for students who are currently enrolled, or have received an offer to study in a social science-related undergraduate degree full-time at Western Sydney University. The recipient must demonstrate financial hardship, as per Western Sydney University's *Opportunity and Equity*

definitions. The recipient must remain enrolled full-time in the required course (no less than 30 credit points per semester), and maintain a Pass average (GPA 4.0 or greater) for the duration of the scholarship.

Julie Evans Scholarship in Midwifery

This new undergraduate scholarship is intended for students who are commencing study in their first year of the Bachelor of Midwifery, and have been granted a permanent humanitarian visa. The recipient must remain enrolled in the required course (no less than 20 credit points per semester), and maintain a Pass average (GPA 4.0 or greater) for the duration of the scholarship.

Walter and Eliza Hall Opportunity Scholarship

This new undergraduate scholarship is intended for students who are commencing study full-time or part-time in their first year of any undergraduate degree at Western Sydney University, in a Commonwealth Supported Place. The recipient must have a physical disability, demonstrated through formal diagnosis and demonstrate financial hardship based on *Opportunity and Equity Criteria* as assessed by the University. The recipient must remain enrolled full-time or part-time in the required course (no less than 20 credit points per semester), and maintain a Pass average (GPA 4.0 or greater) for the duration of the scholarship.

It is recommended:

That Academic Senate approves the following proposed Donor funded scholarships:

- *Gladys Amy Skipton Arts Scholarship*
- *Tony Skipton Social Science Scholarship*
- *Julie Evans Scholarship in Midwifery*
- *Walter and Eliza Hall Opportunity Scholarship*

4 REPORTS AND RECOMMENDATIONS FROM SENATE COMMITTEES

Items 4.1 – 4.7 provide an overview of the matters dealt with by Senate standing committees.

4.1 SENATE EXECUTIVE COMMITTEE

AS19/06-4.1
Page 074

The Senate Executive Committee conducted an electronic meeting between Thursday, 14 November and Monday, 18 November 2019 – report appended.

It is recommended:

That Academic Senate notes the report of the electronic meetings held between Thursday, 14 November and Monday, 18 November 2019 of the Senate Executive Committee.

4.2 RESEARCH COMMITTEE **AS19/06-4.2**
Page 076

The Research Committee met on 1 November 2019 – the minutes are appended.

It is recommended:

That Academic Senate notes the minutes of the meeting held on 1 November 2019 of the Research Committee.

4.3 RESEARCH STUDIES COMMITTEE **AS19/06-4.3**
Page 082

The Research Studies Committee met on 15 October and 19 November 2019. The confirmed minutes from the 15 October are appended.

It is recommended:

That Academic Senate notes the minutes of the meeting held on 15 October 2019 of the Research Studies Committee.

4.4 EDUCATION COMMITTEE **AS19/06-4.4**
Page 090

The Education Committee met on 1 October and 21 November 2019 – the minutes are appended.

It is recommended:

That Academic Senate notes the minutes of the meeting held on 1 October and 21 November of the Education Committee.

4.5 ACADEMIC PLANNING AND COURSES APPROVALS COMMITTEE **AS19/06-4.5**
Page 103

The Academic Planning and Courses Approvals Committee (APCAC) met on 13 November and 26 November 2019 – the combined report is appended.

It is recommended:

That Academic Senate notes the report of the Academic Planning and Courses Approvals Committee meetings held on 13 November and 26 November 2019, and approve the recommendations contained therein.

4.6 ASSESSMENT COMMITTEE **AS19/06-4.6**
Page 196

The Assessment Committee met on 22 October 2019 – minutes appended.

It is recommended:

That Academic Senate notes the minutes of the meetings held on 22 October 2019 of the Assessment Committee.

4.7 THE COLLEGE ACADEMIC PATHWAY PROGRAM COMMITTEE **AS19/06-4.7**
Page 203

The College Academic Pathway Program Committee met face to face on 7 November 2019, and conducted an electronic meeting between 3 – 10 October 2019.

It is recommended:

That Academic Senate notes the minutes of the College Academic Pathway Program Committee face to face meeting held on 7 November 2019, and the report of the electronic meeting between 3 – 10 October 2019.

4.8 BOARD OF TRUSTEES

The next meeting of the Board of Trustees is scheduled for 19 February 2020. Summaries and minutes of the Board of Trustees meetings are available on the University website at:
https://www.westernsydney.edu.au/about_uws/leadership/board_of_trustees/board_meetings

5 FOR INFORMATION

No items.

6 NEXT MEETING

The next Academic Senate meeting is scheduled for Friday 21 February 2020, Level 9 Conference Room, Liverpool campus.

Meeting dates for 2020 are as follows:

- 21 February
- 17 April
- 19 June
- 14 August
- 16 October
- 4 December

Meetings commence at 9:30AM and conclude by 12:30PM.