

## ACADEMIC SENATE

The next meeting (Meeting 11/07) of the Academic Senate of the University of Western Sydney will be held on **Friday 9 December 2011** at **9:30am** in the **Boardroom, Building AD** at Werrington North.

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

### AGENDA

---

---

#### 1 PROCEDURAL MATTERS

---

---

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

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

As at 2 December 2011, apologies have been received from Associate Professor Berice Anning, Professor Suzan Burton, Professor Andrew Cheetham, Ms Liz Curach (Ms Robyn Benjamin will attend), Professor Kevin Dunn, Associate Professor Mary Hawkins, Dr Adelma Hills, Dr Swapan Saha and Dr Michael Tyler. Any further apologies will be reported.

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

Members are requested to declare any conflict of interest, in terms of the Conflict of Interest Guidelines, they may have in relation to the items on this agenda. The Conflict of Interest Guidelines are available on the Policy DDS at:

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

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

##### ☆1.3 STARRING OF ITEMS

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

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

- 3.1 Chair's Report
- 3.2 UWS Leadership and Management Changes
- 3.3 Changes to Academic Policies
- 3.4 Quality Management – AUQA Cycle 2

**It is recommended:**

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

#### ☆1.4 ORDER OF BUSINESS

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

#### ☆1.5 OTHER BUSINESS

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

#### ☆1.6 MINUTES OF THE PREVIOUS MEETING AS11/06-1.6

The minutes of the last meeting held on 18 November 2011 are appended.

**It is recommended:**

*That Academic Senate confirm the minutes of the Senate meeting held on 18 November 2011 as an accurate record.*

---

---

## 2 BUSINESS ARISING

---

---

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

#### 2.1 MINUTE 2.1 - ADVANCED STANDING POLICY

At the 18 November 2011 meeting...

**“It was resolved (AS11:06/03):**

*To approve the addition of the heading and clause:*

***“Advanced Standing towards professionally accredited courses***

*(xx) Advanced standing for units in professionally accredited courses (eg Law, Nursing) can only be given for equivalent units that would satisfy the requirements for professional accreditation.”*

*...as an amendment to the Advanced Standing Policy (approved by the Academic Senate on 28 October 2011) effective from the date of publication of the revised Policy.”*

Arrangements are being made for the revised *Advanced Standing Policy* to be published on the Policy DDS.

---

---

## 3 GENERAL BUSINESS

---

---

### ☆3.1 CHAIR'S REPORT

The Chair will give an oral report, covering recent activities undertaken on behalf of the Senate since 18 November 2011.

The Chair will answer any questions in relation to the report, if requested.

### ☆3.2 UWS LEADERSHIP AND MANAGEMENT CHANGES AS11/07-3.2

At the Senate meeting on 18 November 2011...

**“It was resolved (AS11:06/04):**

*To recommend to the Board of Trustees that it approve the revised Academic Governance Policy, providing for changes to the terms of reference and membership of Academic Senate effective from 1 January 2012.*

*If so approved, the Board of Trustees also approve:*

- *the calling of elections as early as is possible to fill the positions on the Academic Senate elected by academic staff in schools and the Badanami Centre for Indigenous Education for two-year terms ending on 31 December 2013;*
- *that until the time these elections are completed, the current elected members of Senate shall continue as members of the Senate;*
- *the continuance in office of the current elected Chair of Academic Senate, the elected Deputy Chair of Academic Senate, and the elected undergraduate and postgraduate student members of the Senate, to the end of their current terms on 31 May 2013.”*

The Chair will provide an oral report on the outcome of the Board of Trustees' consideration of this Senate resolution at its meeting on 7 December 2011, and the arrangements to implement the new Senate membership, including the election process.

Also at the 18 November 2011 meeting...

*“It was agreed that a further iteration of the Academic Senate Standing Committees Policy, updated to reflect these discussions, would be published on the Policy DDS for comment from the University community. The Policy would then be considered again at the 9 December Senate meeting.”*

An updated iteration of the *Academic Senate Standing Committees Policy* will be provided before the meeting, for consideration.

**It is recommended:**

*That Academic Senate approve the revised Academic Senate Standing Committees Policy, effective from 1 January 2012.*

### ☆3.3 CHANGES TO ACADEMIC POLICIES AS11/07-3.3

At the Academic Senate meeting on 28 October, in discussing the implementation of revised Leadership and Management arrangements, the Chair anticipated the approval of details about school structures and

delegations to Directors of Academic Programs (DAPS) and Academic Course Advisors by the Vice-Chancellor, enabling a range of academic policies to be updated to reflect the new arrangements.  
He said:

“Where policy changes were minor and straightforward administrative changes, he hoped the Senate Executive Committee might be able to approve the changes.”

The Chair will provide a report before the meeting covering proposed policy changes. Several policies will need fairly significant changes to remove and replace delegations and functions currently undertaken at the college level. These policies include the:

- *Misconduct; Student Academic Misconduct Policy*
- *Progression and Unsatisfactory Academic Progress Policy*, and
- *Award Course and Units Approval Policy*

For a range of other policies, the changes are fairly minor and straightforward, involving typically changes to titles of positions.

The Chair will propose arrangements for Senate to delegate the approval of the necessary policy changes to the Senate Executive Committee.

### ☆3.4 QUALITY MANAGEMENT - AUQA CYCLE 2

On 23 November 2011, the Vice-Chancellor emailed the University community about the release of the report of the University’s 2011 AUQA audit, as follows:

“It is with pleasure I announce the UWS AUQA Cycle 2 Audit Report is now available. You will recall the two AUQA themes were ‘Academic Standards and Assessment’ and ‘Commencing Student Transition and Retention’. The Panel has commended the University in choosing two challenging themes, and the AUQA Report is a very good outcome for the University in these areas.

The Report identifies 12 areas for commendation in what we do as a University, as well as 10 further areas where our approach has been affirmed by the Panel. There are 6 areas which the Panel has recommended for further attention/action. This is a very good balance of findings.

While I am not going to go through each finding in detail, I would like to highlight in particular three points about the AUQA report. Firstly, the Panel has affirmed that UWS remains a “University of the people” (a finding from our Cycle 1 Audit).

Secondly, the Panel has commended the focus the University shows on advancing its mission. In this respect, the Panel has made particular note of the “great passion and commitment” shown by managers and staff towards the UWS Mission.

Thirdly, the AUQA Report provides a strong endorsement of our opportunity and excellence approach. On the opportunity side, examples of areas commended by the Panel are Schools engagement, the UWS College model, the Peer Assisted Study Sessions (PASS) Program, and our commitment to effective student transition and retention. On the excellence side, the Panel has recognised the strength of the UWS Academic Standards and Assessment Framework, making particular reference to our Assessment Guide as “an outstanding exemplar” for the Sector. The quality of our Learning Guides and templates have also been identified for commendation.

There are also of course areas which have been identified for us to work on, particularly as we contemplate and plan for future growth. These relate primarily to particular aspects of the student experience where our performance is seen as inconsistent. These recommendations are set out in detail in the report, and we will be factoring these into our planning for 2012 at the University and School levels.

Finally I would like to take this opportunity to recognise the exceptional work of University staff in preparing for and responding to the AUQA Audit. The leadership shown by Wayne McKenna, Geoff Scott, Stuart Campbell and Paul Wormell was instrumental in this outcome for the University, as was the work of a large number of University managers and staff in Schools, Colleges and Divisions. With our student demand and student satisfaction indicators all trending upwards, the AUQA Cycle 2 Report should be seen as a significant further external endorsement of the University. My thanks to all involved.

I commend the report to you. The summary and full report can be accessed at [http://www.uws.edu.au/strategy\\_and\\_quality/sg/auqa](http://www.uws.edu.au/strategy_and_quality/sg/auqa).”

The Chair will update members about the consequences for Senate of the report’s findings.

**For discussion and consideration.**

### **3.5 ADMISSIONS POLICY – PROPOSED MINOR AMENDMENT AS11/07-3.5**

Appended is a paper from the Education Committee proposing a minor amendment to the *Admissions Policy*, to enable the University to withdraw an offer and cancel the enrolment in cases where there has been an error in processing by the University.

**It is recommended:**

*That Academic Senate approve a minor amendment to the Admissions Policy, effective from the date of publication of the revised Policy.*

---

---

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

---

---

### **4.1 SENATE EXECUTIVE COMMITTEE**

The Senate Executive Committee held an electronic meeting between 28 November and 1 December 2011 to consider an urgent scholarship proposal, - the Sydney Water Civil Engineering Scholarship - aimed at applicants who receive an offer to study full-time in the Bachelor of Engineering or Bachelor of Engineering (Advanced) at UWS and intend to complete the Civil Engineering key program.

The proposed scholarship required urgent consideration as it was hoped to advertise the scholarship shortly, and:

**“It was resolved (SEC 11/06:02):**

*To approve, on behalf of the Academic Senate, the introduction of Sydney Water Civil Engineering Scholarship. “*

**It is recommended:**

*That Academic Senate note the report of the 28 November - 1 December 2011 electronic Senate Executive Committee meeting.*

### **4.2 RESEARCH COMMITTEE**

**AS11/06-4.2**

The Research Committee met on 4 October and 5 December 2011 . The minutes of the 5 December meeting are not yet available. The minutes of the 4 October meeting are appended.

**It is recommended:**

*That Academic Senate note the minutes of the 4 October 2011 Research Committee meeting.*

### **4.3 RESEARCH STUDIES COMMITTEE**

The Research Studies Committee met on 6 December 2011. The minutes are not yet available.

### **4.4 EDUCATION COMMITTEE**

**AS11/07-4.4**

The Education Committee met on 7 November 2011. A report of the meeting is appended.

**It is recommended:**

*That Academic Senate note the report of the Education Committee meeting held on 7 November 2011.*

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

**AS11/07-4.5**

The Academic Planning and Courses Approvals Committee (APCAC) met on 30 November 2011.

A report of the meeting will be provided before the meeting.

**It is recommended:**

*That Academic Senate note the report of the Academic Planning and Courses Approvals Committee meetings held on 30 November 2011, and ratify the recommendations contained therein.*

#### **4.6 BOARD OF TRUSTEES**

The Board of Trustees most recent meeting was held on 7 December 2011.

The next meeting is scheduled for 29 February 2012. 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 24 February 2012. This meeting will consider a revised draft of the *Academic Senate Standing Committees Policy*, for implementation in 2012.

Senate meeting dates for 2012 are as follows:

- Friday 24 February (subject to the timeline for Senate elections)
- Friday 27 April (to be changed- likely to be Friday 4 May but to be confirmed)
- Friday 22 June
- Friday 17 August
- Friday 26 October
- Friday 7 December (provisional meeting - to be held if necessary)

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