

# ACADEMIC SENATE

Circulated: 14 April 2015

Unconfirmed minutes of meeting 15/01 of the Academic Senate of the University of Western Sydney held on Friday 13 February 2015 at 9:30am in the Boardroom, Building AD, at Werrington North.

## Present:

Associate Professor Paul Wormell (Chair)  
Professor Michael Adams  
Professor Ian Anderson  
Dr Catherine Attard  
Dr Matthias Boer  
Associate Professor Bronwyn Cole  
Professor Donna Craig  
Ms Sue Craig  
Professor Kevin Dunn  
Associate Professor Craig Ellis  
Ms Ushi Ghoorah-Hurrychurn  
Professor Barney Glover (VC)  
Professor Scott Holmes  
Ms Tahani Husari  
Professor Peter Hutchings  
Dr Cindy Kersaitis  
Professor Denise Kirkpatrick  
Professor Gregory Kolt  
Associate Professor Alana Lentin  
Dr David Mahns

Ms Shaneen McGlinchey  
Dr Terri Mylett  
Dr Christopher Peterson  
Dr Awais Piracha  
Associate Professor Anne Power  
Mr Michael Robertson  
Dr Paul Rowland  
Associate Professor Leanne Rylands  
Dr Elfriede Sangkuhl  
Professor Simeon Simoff  
Professor Michele Simons  
Associate Professor Terry Sloan  
Professor Clive Smallman  
Professor Sheree Smith  
Professor Kate Stevens  
Professor Deborah Stevenson  
Professor Deborah Sweeney  
Ms Maxine Veale  
Mr Dean Walker  
Professor Greg Whateley

## In Attendance:

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

Ms Deirdre Lee  
Mr Ian Londish  
Ms Kate Shane

## Apologies:

Professor Janice Aldrich-Wright  
Professor James Arvanitakis  
Ms Ellen Brackenreg  
Associate Professor Betty Gill  
Professor Rhonda Griffiths  
Mr John Juriansz  
Mr Angelo Kourtis  
Professor Donald McNeill

Associate Professor Jane Mears  
Associate Professor Janette Perz  
Professor Zhong Tao  
Associate Professor Linda Taylor

## Absent:

Professor Annemarie Hennessy

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## 1 PROCEDURAL MATTERS

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### 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 welcomed all members and especially Professor Denise Kirkpatrick, who attended her first Academic Senate meeting at UWS as the new Deputy Vice-Chancellor and Vice-President (Academic). The Chair also welcomed back to Senate Dr Elfriede Sangkuhl the recently elected Deputy Chair of Academic Senate.

Dr Catherine Attard and Dr David Mahns were congratulated on their recent 2014 University Awards.

### **Apologies**

Apologies as amended were noted and accepted.

## **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:

- 3.1 Report from the Chair
- 3.2 Report from the Vice-Chancellor
- 3.4 Senate Work Plan
- 3.5 *Securing Success: 2015-2020* Strategic Plan
- 3.6 Research Ethics
- 3.7 Academic Integrity Framework and *Student Misconduct Rule*
- 4.1 Senate Executive Committee
- 4.2 Research Committee
- 4.3 Research Studies Committee
- 4.6 Bachelor (Honours) Committee
- 4.7 Academic Appeals and Integrity Committee

It was agreed to unstar Item 4.2 Research Committee as the 2014 annual report for the committee was not available for consideration at this meeting. It will be provided for the 24 April meeting.

It was agreed to star the Item 4.5 Academic Planning and Courses Approvals Committee at the meeting, specifically items:

- Item 4.3.1.2 3728 Bachelor of Engineering/Bachelor of Business and Commerce
- Item 4.3.1.3 1810 Bachelor of Languages and Linguistics
- Item 4.3.2.3 3729 Bachelor of Design and Technology
- Item 4.3.2.4 3730 Bachelor of Industrial Design and 3731 Bachelor of Industrial Design (Honours)

**It was resolved (AS15:01/01):**

*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, including the School Committees, reflected in the unstarred items that had just been approved.

**1.4 ORDER OF BUSINESS**

It was agreed to discuss item 3.7 Academic Integrity Framework and *Student Misconduct Rule* after Item 3.2 Report from the Vice-Chancellor, to enable Helen Fleming, the University's General Counsel, attending Senate for these discussions, to travel to her next meeting.

**1.5 OTHER BUSINESS**

A member requested that the relationship between Badanami and the Schools be discussed at a future meeting of Senate to support good communication and ensure that the Indigenous Graduate Attribute is well promoted and understood. The Vice-Chancellor confirmed that the revision and implementation of the Indigenous Graduate Attribute was a high priority awaiting the relevant staff appointments but that in the interim these questions should be directed to the Deputy Vice-Chancellor and Vice-President (Academic).

The role of the Aboriginal and Torres Strait Islander representatives on Academic Senate and its Committees will be discussed at Senate when the Pro Vice-Chancellor (Aboriginal and Torres Strait Islander Leadership) has been appointed.

**1.6 MINUTES OF THE PREVIOUS MEETING**

Senate had before it the unconfirmed minutes of the Senate meeting held on 5 December 2014:

**It was resolved (AS15:01/02):**

*To confirm the minutes of the Senate meeting held on 5 December 2014 as an accurate record.*

**1.7 ACTION SHEET FROM LAST MEETING**

To assist members with monitoring the work of Senate, the action sheet from the meeting held on 5 December 2014 and previous meetings had been circulated.

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## **2 BUSINESS ARISING**

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

#### **2.1 MINUTE 3.13 - EXAMINATIONS POLICY**

Without discussion it was noted that the new versions of the *Examinations Policy* and *Examination Procedures* had been published on the Policy DDS System.

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## **3 GENERAL BUSINESS**

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### **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 5 December 2014.

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

The Chair reported that there had been no further news regarding the Commonwealth Minister's consideration of the Higher Education Standards Framework proposed by the Higher Education Standards Panel. Members were reminded that there is a UWS TEQSA and AQF webpage which provides updates and resources.

A detailed AQF report for Senate and the Executive is being prepared and the Chair congratulated everyone who had contributed to the AQF program of work over the past two and a half years. All but one of the UWS current courses, as at the start of January 2015 met AQF requirements and the one non-compliant course has been suspended until requirements are met. The Chair was aware of some implementation issues and has proposed a brief post-implementation review, and recommended that transition arrangements need to be carefully addressed for any course changes given the impact on students, including international students who may have a pre-existing offer.

The Academic Forums, co-sponsored by the Vice-Chancellor and Chair of Academic Senate, an important initiative for 2014, have continued this year with the first forum held two days before this meeting of Senate at the Campbelltown Campus with a topic of *Enhancing the Student Experience*. Detailed feedback will be collated to produce a report for Senate and the University Executive. The Chair provided some key themes as follow:

- The UWS student experience must be authentic and holistic; responsive to students' lives, needs and cultures, with a special focus on our Aboriginal and Torres Strait Islander students.
- It must manage the tensions between student expectations, the intellectual challenges of education and research, professional demands and realities, and the University's resources.
- It should promote a sense of belonging and community; a sense of place, both physical and virtual; connections with people and with campuses.

- Our systems and technology must be responsive, and our approach to communication must meet student needs.
- We should provide pathways in and out of UWS; support for transition and adaptation; extra-curricular, engagement and employment opportunities.
- We must emphasise quality and standards in teaching, technology and learning; with high expectations and rigour; positive academic outcomes; and sought-after graduates.
- Signs of success include students who are engaged in partnership and collaboration, developing a clear idea of who they are and who they want to become, with an eye to their future careers and roles in society, with a broad range of cultures represented among them. And, crucially, we should see employers actively seeking our graduates.

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

The Vice-Chancellor made the following comments regarding his priorities and relevant recent developments:

- The Vice-Chancellor echoed the Chair's welcome to Professor Denise Kirkpatrick as the new Vice-Chancellor and Vice-President (Academic) and confirmed that the announcement of the new Pro Vice-Chancellor (Aboriginal and Torres Strait Islander Leadership) and Deputy Vice-Chancellor (People and Advancement) were expected soon.
- The 'Reform Agenda' has to date not passed through the Commonwealth Senate and compromise appears likely. Concerns regarding the uncertain environment for higher education fees in 2016 have been conveyed by Vice-Chancellors, including some support for phased-in deregulation and the sustainable funding of higher education. The positive outcome regarding student loans was welcomed. It was noted that UK was having a parallel policy debate with a recent reduction in fees and more public investment in higher education.
- The Internationalisation of UWS is progressing with Senior Executive staff visiting several overseas universities. The Pro Vice-Chancellor (International) recently took a delegation to India including a short placement of UWS students. Further visits to China and Vietnam have also been planned.
- Student load is currently under target but with some encouraging signs in UWS College and International students. Mid-year intake programs will be reviewed.
- There has been considerable interest in UWS Online but this has not transferred to load at this stage. Some revised strategies are being investigated for developing our online activities.
- The new Parramatta Square site is progressing with demolition of the existing structure occurring and the fit out to be decided soon.
- The Vice-Chancellor confirmed that the main mode of communication with staff would be Yammer and encouraged its use.

The Vice-Chancellor provided the following comments in response to members' questions:

- Improved methods of forecasting student load are being investigated for future use. It was noted that early under-load can drive expenditure restraint,

which following increases in load, can lead to financial surpluses. A more stable platform was being sought to ensure there is no slowdown in strategic spending.

- Funds from a previous year cannot be rolled over to the next year's budget as this can adversely affect financial reporting. However, mechanisms to allow underspent research funds are being investigated.
- In response to a comment that budgetary restraint in International outreach and travel can limit the ability to leverage overseas contacts, the Vice-Chancellor noted that this year there have been overall increases in school budgets, and efficiencies and savings are expected from the Divisional Services and Processes Assessment review.
- We have received some intelligence to indicate that as a whole the online market for higher education is down a little. However, we are very new in this area and are learning how to best target our audience. There appear to be some opportunities especially in languages and we will assess literacy and numeracy trials conducted through the Summer session.

A request was received for the Academic Registrar's Office to provide additional information for students about the use of the Admission Average Mark rather than the Grade Point Average, for the purpose of admission to bachelor (honours) and the Master of Research courses.

### **3.3 HIGHER EDUCATION STANDARDS AND REGULATION**

At the 5 December 2014 meeting members agreed to establish a working party to review the following draft TEQSA guidance notes, contribute to the consultation process, and report back to Senate.

- [Academic Governance](#)
- [Corporate Governance](#)

The working party was also asked to provide advice to Senate regarding how well our current academic governance processes satisfy the draft TEQSA guidelines. This Working Party met on 16 December 2014.

The University did not submit a response to the draft TEQSA guidance notes, but following discussion at Senate Executive Committee on 6 February 2015, the working party's report will be used to develop a set of actions for Senate's consideration in its 2015 Work Plan, including further governance information and resources for Senate members; improvements to reporting arrangements and communication between the various levels of University governance; self-review of Senate; and a greater focus on the role of External Advisory Committees.

### **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.

At its meeting on 6 February 2015, Senate's Executive Committee proposed a revised set of priorities for 2015, for Senate's consideration.

Members acknowledged that the work of Senate is complicated, and this is reflected in the complex nature of the Senate Work Plan. Actions in the work plan are grouped and a colour coding has been introduced to identify those that are completed, or are ongoing as a matter of routine, require further attention, or represent a significant gap that needs attention in 2015.

Members endorsed the priorities for 2015 as suggested in the discussion paper as follows:

- The student experience – coursework and higher-degree research.
- Student academic honesty and integrity.
- External referencing of academic standards and assessment.
- Further development of UWS Online and broader aspects of digitally supported learning.
- Supporting the delivery of the academic components of *Securing Success*.
- Implementation of the Aboriginal and Torres Strait Islander graduate attribute.
- Further development of academic courses and pathways.

It was recorded that the further implementation of the Aboriginal and Torres Strait Islander graduate attribute will be a second half of 2015 item as the new Pro Vice-Chancellor (Aboriginal and Torres Strait Islander Leadership) will provide leadership for this priority.

### **3.5 SECURING SUCCESS: 2015-2020 STRATEGIC PLAN**

A draft of the *Securing Success: 2015–2020* Strategic Plan was made available for comment by all staff until 30 January 2015, and comments were also sought from several Academic Senate Standing Committees.

A revised document, incorporating revisions that reflect current feedback, together with a briefing paper were discussed by Academic Senate for endorsement of *Securing Success: 2015-2020* for transmission to the February 2015 meeting of the Board of Trustees.

The Pro Vice-Chancellor (Strategy and Performance) advised Senate members about the 600 pieces of feedback which had either been used in this level of strategic planning, or will be used in the next operational level of planning. Feedback from external stakeholders such as Local Councils had also been sought, and this indicated that ongoing interaction about the strategic path of the University would be welcomed.

It is intended to work consistently to, and report on, the strategic direction committed to in the strategic plan.

A series of School Action Plans with templates linked to the *Securing Success* objectives will be developed as part of the implementation. These enabling plans will also be linked to the *Research and Development Plan* which will be implemented simultaneously. An International Strategy will be provided to the Board of Trustees in February and then to the following meeting of Senate for comment.

Members suggested that the measures regarding the success of the strategic plan should include consultation with both students and staff. It was also recommended, given the regulatory responsibilities, to add the well-being of students and staff, and work, health and safety to the metrics. The Vice-Chancellor agreed that this should be added to the strategic plan.

**It was resolved (AS15:01/03):**

*That Academic Senate endorses the University Strategic Plan, Securing Success: 2015-2020, for transmission to the Board of Trustees February 2015 meeting.*

### **3.6 RESEARCH ETHICS**

One of the functions of Academic Senate as provided in the *Academic Governance Policy* is promoting the quality and development of research in the University.

The Manager, Research Quality, Policy and Planning, Dr Jane Hobson, provided an update on responsible research at UWS and the recent changes to research ethics processes. The processes have been simplified for unfunded, undergraduate and coursework Masters research projects. The National Ethics Application Form (NEAF) required for human ethics approval can now be submitted directly to the Human Ethics officers who will direct the application to the Low/Negligible Risk committee or the High Risk Committee. The research merit and integrity assessment has been included with the human ethics review.

Research ethics advisors have been placed in schools and the Human Ethics Officers are visiting all campuses. Researchers are invited to make appointment times to discuss specific projects.

A new UWS ethics application form is being developed and the number of workshops and face to face sessions for assistance are being increased.

Members thanked Dr Hobson for her informative session and made the following comments:

- Members noted that it would be helpful if a blanket approval could be granted for the use of Student Feedback on Units (SFU) Survey data. It was noted that there is clearance to use the data for internal processes within UWS, but approval needs to be sought if data are to be used for published work.
- Members noted the importance of having clarity about the benchmark for acceptable ethics clearance, and a pro-active approach to improving consistency of standards.
- Improvement in the turn-around time for ethics approval was discussed, and a target of five days from the point of review has been adopted.

- Members commented about ethics approval for joint industry ventures. Generally approval from the external party is requested prior to UWS approval; however, members noted that many industry partners believed the University should provide its approval first. A compromise may be to request information from the external stakeholder regarding any possible issues associated with their participation, prior to seeking ethics approval.
- Members sought assistance with training and making all staff research-ready.

The Chair thanked Dr Hobson for her presentation and noted the level of interest it had raised.

### **3.7 ACADEMIC INTEGRITY FRAMEWORK AND STUDENT MISCONDUCT RULE**

At the 7 October meeting the Education Committee and Assessment Committee endorsed the draft *Student Misconduct Rule* and arranged for it to be circulated for comment by School Academic Committees and via the Policy DDS.

A discussion paper from the University General Counsel and the version of the draft *Student Misconduct Rule* (the Rule) provided for comment on the Policy DDS, were discussed at the 5 December 2014 meeting of Senate.

Feedback from School Academic Committees, the Policy DDS and the comments from members at the 5 December 2014 meeting of Senate were incorporated into a revised version of the Rule for consideration by Senate.

From the outset the Rule was intended to serve as one component of an overall Academic Integrity Framework, to be developed by the Academic Integrity Working Party of Senate's Education Committee. Recent work had focused on the Rule, but it was proposed that the Working Party be reactivated to develop the remaining components of the Framework, with an educational focus, including an *Academic Integrity and Honesty Policy* and detailed procedures and guidelines to accompany the Rule.

The Associate Pro Vice-Chancellor (Education – Business and Law), Associate Professor Craig Ellis, provided a presentation to contextualise the Rule and the broader framework it will operate within. The University Secretary and General Counsel, Ms Helen Fleming, was also present to answer questions regarding the new Rule.

The Rule was explained as part of a package of reform, and endorsement of the Rule was sought to enable consideration/approval by the Board of Trustees in the short term to facilitate the development of the related integrity framework. It was also recorded that the Rule will be reviewed after one year to enable fine tuning.

Members acknowledged the huge amount of complicated work around the Rule and the recent inclusion of UWS College students to ensure consistency. The following questions and comments were recorded:

- Members recognised the long-term consequences that findings of academic misconduct have for certain groups of students such as Law and Policing students.

- A Student Services and Amenities Fee (SSAF) funding bid for an Epigeum course has been successful, and this will assist with educating students about plagiarism.
- There was discussion about the proposal for authorised delegates in the Rule, with the unit coordinator taking part in the investigation of an allegation of academic misconduct and the academic course advisor serving as the decision maker. An alternative view was proposed, that the unit coordinator should serve as the authorised delegate.
- Members noted some concerns about the type of language used in the document and commented that some definitions related to how a matter is dealt with and not the behaviour that led to the allegation.
- Collusion or the sharing of assignment information was identified as being currently the most common form of academic misconduct. It was therefore suggested that this should be included in the more minor category of academic misconduct as the activity is no different from plagiarism, although the number of people involved is larger.
- Members suggested that there should be increased clarity to ensure that all parties are provided natural justice in terms of the facts of a case, that all procedures are applied correctly, and that all parties are aware of their responsibilities.
- Concerns were raised about the absence of an appeal mechanism in the early stages of an investigation, as the possible penalties at this stage could cause a student to fail a unit, and possibly be excluded, which would be a major consequence.
- It was recommended that a nominee for the Deputy Vice-Chancellor and Vice-President (Academic) be included in the draft Rule, while noting that these processes are supported by the Office of Governance Services.
- Members suggested that the Rule would be very complicated for students to follow and contained a large number of procedural elements. Clear processes, flow charts and procedural documents will be essential.
- It was recommended that the Schedules attached to the Rule be made part of the procedural guidelines.

Following discussion, the following recommendations and the draft *Student Misconduct Rule* were withdrawn for further development by the Deputy Vice-Chancellor and Vice-President (Academic) and the Academic Integrity Working Party.

*That Academic Senate requests the Academic Integrity Working Party, with an updated membership including current student representatives, to develop an Academic Integrity Framework. This will include an Academic Integrity and Honesty Policy and procedures and guidelines to accompany the Student Misconduct Rule. These will reflect the feedback received from the Red Tape Taskforce, Senate Education Committee and the School Academic Committees.*

*That Academic Senate endorses the draft Student Misconduct Rule and recommends it to the Board of Trustees for approval.*

It was suggested that a revised draft of the *Student Misconduct Rule* should be circulated to the School Academic Committees to ensure solid robust debate.

Members were invited to provide any further feedback to the Secretary of Senate at [gillian.brown@uws.edu.au](mailto:gillian.brown@uws.edu.au).

*Action: Refer the Misconduct Rule for further development by the Deputy Vice-Chancellor and Vice-President (Academic) and the Academic Integrity Working Party.*

### **3.8 RED TAPE TASKFORCE**

The Red Tape Taskforce 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.

Work has progressed on several of the priority areas identified by the Taskforce, including research ethics processes (agenda item 3.6), student academic misconduct (agenda item 3.7), and course and unit approval policies and processes (noted in agenda items 3.9 and 4.5).

As recommended by the Taskforce, the University is to establish an ongoing program to look at the efficiency of business processes, with a wider scope than the academic and research focus of the original project. This will be carried out under the auspices of the Divisional Services Processes and Assessment project. A further progress report was being prepared, for consideration by the Board of Trustees and a final meeting of the Red Tape Taskforce, with reporting to Academic Senate. Further work will then be undertaken through the Office of the Vice-President (Finance & Resources).

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

On 16 August 2013 Academic Senate endorsed a review of the membership, terms of reference and reporting arrangements for Academic Senate's Standing Committees, during the second half of 2013, including the changes that have been made since January 2012, to identify any further changes that would improve their operation and the flow of information between the committees and Academic Senate.

The review commenced with the research-focussed committees to facilitate more inclusive committees across the Schools and Institutes, and Senate approved the revised terms of reference and membership of the Research Committee and Research Studies Committee. Draft revised terms of reference have been developed for the School and Institute Research and Higher Degrees Committees, taking account of the establishment of the Graduate Research School. Following consultation, these will be presented to a future meeting of Academic Senate for approval.

Recommendations for minor amendments to the revised terms of reference and membership of the Research Committee and Research Studies Committee were approved in item 3.10 *Academic Senate Membership*, to permit the appointment of deputy chairs for these committees.

The review has progressed to the course-approval committees. In 2014 the interim Deputy Vice-Chancellor (Education) established a working group to draw together

several strands of work on course and unit approval processes and documents, arising from Academic Senate, the Vice-Chancellor and University Executive, the Office of Strategy and Quality, Red Tape Task Force and Course Data Management Unit. This group aimed to identify ways in which the approval process could be streamlined and made more efficient, while still providing adequate scrutiny and academic quality assurance. A summary of work to date was included in agenda item 4.5 *Academic Planning and Courses Approvals Committee*, including proposals to streamline the committee structure and remove duplicated functions. Following consultation, proposals for committee changes will be presented to Senate for approval.

### **3.10 ACADEMIC SENATE AND COMMITTEE MEMBERSHIPS**

The membership of Senate was last updated in December 2014 to reflect changes in position titles for several current ex-officio positions. Some further amendments were proposed to reflect recently announced changes to senior management positions in Senate and its Standing Committees and some administrative amendments. These amendments did not substantially alter the composition or number of members in any committee.

Senate endorsed the following changes to the membership of Academic Senate and recommended them to the Board of Trustees for approval:

- Addition of Pro Vice-Chancellor (Aboriginal and Torres Strait Islander Leadership)
- Update the position of the UWSC - Deputy Dean to the Dean, UWSCollege

Senate approved the following changes to the membership of Academic Senate Standing Committees:

#### *Academic Appeals and Integrity Committee*

- Addition of Pro Vice-Chancellor (Research and Innovation)
- Addition of Pro Vice-Chancellor (International) or nominee
- Removal of the Associate Pro Vice-Chancellors (Research)
- Update Pro Vice-Chancellor (Students and International) to Pro Vice-Chancellor (Students)

#### *Academic Planning and Courses Approvals Committee*

- Addition of Pro Vice-Chancellor (International)
- Remove Deputy Vice-Chancellor (Academic Planning), (Chair)
- Update Deputy Vice-Chancellor (Education) to Deputy Vice-Chancellor and Vice-President (Academic), (Chair)
- Update Pro Vice-Chancellor (Engagement, Strategy and Quality) to Pro Vice-Chancellor (Strategy and Performance)
- Update Pro Vice-Chancellor (Students and International) to Pro Vice-Chancellor (Students)
- Update Deputy Dean, UWSCollege to the Dean, UWSCollege

#### *Assessment Committee*

- Update Deputy Vice-Chancellor (Education), (Chair) to Deputy Vice-Chancellor and Vice-President (Academic), (Chair)
- Update Deputy Dean, UWSCollege, or nominee to the Dean, UWSCollege or nominee
- Update Head, Learning and Teaching Unit, or nominee to Director, Learning and Teaching, or nominee

#### *Bachelor (Honours) Committee*

- Addition of the Dean of Graduate Studies
- Remove the Associate Pro Vice-Chancellors (Research)
- Update Deputy Vice-Chancellor (Education), or nominee to Deputy Vice-Chancellor and Vice-President (Academic), or nominee
- Update Deputy Vice-Chancellor (Research), or nominee to Deputy Vice-Chancellor and Vice-President (Research and Development) or nominee
- Reword previous clause e.
- Update previous clause h.
- Update penultimate paragraph in relation to the Chair

#### *Education Committee*

- Addition of Pro Vice-Chancellor (International)
- Addition of Pro Vice-Chancellor (Aboriginal and Torres Strait Islander Leadership), or nominee
- Update Deputy Vice-Chancellor (Education), (Chair) to Deputy Vice-Chancellor and Vice-President (Academic), (Chair)
- Update Pro Vice-Chancellor (Engagement, Strategy and Quality) to Pro Vice-Chancellor (Strategy and Performance)
- Update Pro Vice-Chancellor (Students and International) to Pro Vice-Chancellor (Students)
- Update Deputy Dean, UWSCollege, or nominee to the Dean, UWSCollege
- Update Head, Learning and Teaching Unit, or nominee to Director, Learning and Teaching, or nominee

#### *Senate Executive Committee*

- Addition of Pro Vice-Chancellor (International), or nominee
- Update Deputy Vice-Chancellor (Education) or nominee, to Deputy Vice-Chancellor and Vice-President (Academic), or nominee
- Update Deputy Vice-Chancellor (Research), or nominee, to Deputy Vice-Chancellor and Vice-President (Research and Development), or nominee
- Update Pro Vice-Chancellor (Engagement, Strategy and Quality), or nominee to Pro Vice-Chancellor (Strategy and Performance), or nominee
- Update Pro Vice-Chancellor (Students and International), or nominee to Pro Vice-Chancellor (Students), or nominee

#### *School /Badanami Academic Committees\**

- Update all references to the Deputy Vice-Chancellor (Education) or nominee, to Deputy Vice-Chancellor and Vice-President (Academic), or nominee

\*(The membership of the Graduate Research School SAC will be reviewed when the teaching arrangements for the Master of Research have been established).

#### *School Research and Higher Degree Research Committees\**

- Remove One Associate Pro Vice-Chancellor (Research) nominated by the Deputy Vice-Chancellor (Research)
- Update references to the Deputy Vice-Chancellor (Research) to Deputy Vice-Chancellor and Vice-President (Research and Development)
- Addition of School Research Directors

\*(The membership of this committee is currently under review in consultation with the Dean of Graduate Studies).

### *Student Experience and Engagement Committees*

- Addition of Pro Vice-Chancellor (International), or nominee
- Update all references to the Deputy Vice-Chancellor (Education) or nominee, to Deputy Vice-Chancellor and Vice-President (Academic), or nominee
- Update Head, Learning and Teaching Unit, or nominee to Director, Learning and Teaching, or nominee
- Update Deputy Dean, UWSCollege, or nominee to the Dean, UWSCollege or nominee

### Changes to Research Committee and Research Studies Committee

#### *Research Committees*

- Addition of a Deputy Chair position
- Update references to the Deputy Vice-Chancellor (Research and Development) (Chair), to Deputy Vice-Chancellor and Vice-President (Research and Development) (Chair)

#### *Research Studies Committees*

- Addition of a Deputy Chair
- Update references to the Deputy Vice-Chancellor (Research and Development), to Deputy Vice-Chancellor and Vice-President (Research and Development)

#### *Executive Committee of the Research Studies Committees*

- Addition of the Deputy Chair
- Update references to the Deputy Vice-Chancellor (Research and Development), to Deputy Vice-Chancellor and Vice-President (Research and Development)

Members recognised that the inclusion of the substantive incumbent is usually preferred. However, it was agreed that the inclusion of 'or nominee' was appropriate for clauses (e) of the membership for the School Research and Higher Degree Committees as follows:

#### **Membership**

Membership is as follows:

- a. The Dean of the School;
- b. The School HDR Director;
- c. Two senior researchers nominated by the Dean in consultation with the Deputy Vice-Chancellor and Vice-President (Research and Development);
- d. Two other researchers nominated by the Dean in consultation with the Deputy Vice-Chancellor and Vice-President (Research and Development), including at least one early-career researcher;
- e. The Head of each Research Centre or Group within the School **or nominee**;
- f. School Honours Coordinator (or equivalent);
- g. One higher degree research candidate;
- h. The School Research Director.

**It was resolved (AS15:01/04):**

*That Academic Senate endorses the proposed amendments to the membership of Senate in the Academic Governance Policy and recommends them to the Board of Trustees for approval.*

**It was resolved (AS15:01/05):**

*That Academic Senate approves the proposed amendments to the membership of Senate's Standing Committees, including an additional change to the School Research and Higher Degree Committees.*

**3.11 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 policies prioritised for consideration, and the progress to date by the Academic Policy Advisory Group (APAG) during 2014 are below:

<b>Policy</b>	<b>Status</b>
<i>Admissions</i>	<i>A draft revised policy is being prepared by ARO in conjunction with the Pathways Project, to be reviewed by APAG in early 2015.</i>
<i>Assessment Policy – Criteria and Standards-based Assessment (Assessment Policy)</i>	<i>A revised version was discussed at the 3 February 2015 Assessment Committee meeting. This feedback will be considered at the next meeting of APAG.</i>
<i>Award Courses and Units Approvals</i>	<i>Awaiting outcomes of Red Tape Taskforce Report and proposed governance arrangements (see agenda items 3.9 and 3.10).</i>
<i>Misconduct – Student Academic Misconduct</i>	<i>The proposed Student Misconduct Rule was considered by the Assessment Committee and Education Committee in October 2014 and feedback was sought from School Academic Committees and via the Policy DDS. A discussion paper from the University General Counsel and the version of the draft Student Misconduct Rule provided for comment on the Policy DDS was discussed at the 5 December meeting of Senate. A revised version has been provided for consideration by Senate at agenda item 3.7 in the wider context of Academic Honesty and Integrity at UWS.</i>
<i>Progression and Unsatisfactory Academic Progress</i>	<i>Suitable data sources have been identified and benchmarking is being progressed. The Progression Policy Working Party will then be reformed to progress the review of this policy.</i>
<i>Special Consideration</i>	<i>The review of this complex policy is being progressed by the Special Consideration Working Party and further benchmarking is being completed. Work is to commence on a new Disruption to Studies Policy to replace the Special Consideration Policy. Changes to the Assignment Extension Guidelines have been implemented.</i>
<i>Teaching and Learning Fundamental Code</i>	<i>A revised version was considered at the 17 October meeting of APAG. Further benchmarking is being progressed and alignment with the revised versions of Teaching @ UWS and Tutors Guides occurring</i>

	<i>prior to the revised code being placed on the Policy DDS for comment.</i>
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The Academic Policy Advisory Group proposed the following additional academic policies for review in 2015:

- *Postgraduate Coursework Policy*
- *Academic Advising Policy*
- *Student Placement Policy* – new policy to address ESOS and other requirements

Policies are also being reviewed to ensure that they accommodate UWS Online requirements, including delegations for the relevant Directors of Academic Programs.

The *Research Masters (Honours) Policy* is being renamed and revised to reflect the establishment of the Graduate Research School, the renaming of Masters (Honours) degrees as Master of Philosophy, and the introduction of the Master of Research.

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)).

### **3.12 AWARDS OF THE UNIVERSITY MEDAL**

Without discussion....

#### **It was resolved (AS15:01/06):**

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

### **3.13 APPROVAL OF SCHOLARSHIP**

Senate approved one new University Donor Funded Scholarship, prepared by the Office of Advancement and Alumni as follows:

#### **It was resolved (AS15:01/07):**

*That Academic Senate approve the proposed John E Hely Engineering Scholarship.*

### **3.14 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 7 November 2014, the School of Business Academic Committee approved the awarding of a Posthumous Award to Mr Mohammad Yusuf noting that he had completed 230 credit points (96%) of the 2739 Bachelor of Business and Commerce (Accounting), which complied with the *Posthumous Awards and Aegrotat Grades Policy*.

Without comment.....

**It was resolved (AS15:01/08):**

*That Academic Senate notes the award of the Bachelor degree 2739 Bachelor of Business and Commerce, posthumously to Mohammad Yusuf SID 17263027.*

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**4 REPORTS AND RECOMMENDATIONS FROM SENATE COMMITTEES**

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**4.1 SENATE EXECUTIVE COMMITTEE**

The Chair advised that the Senate Executive Committee deals mainly with urgent non-controversial matters that require attention prior to a meeting of Senate.

**It was resolved (AS15:01/09):**

*That Academic Senate note the 2014 Annual Report of the Senate Executive Committee.*

*That Academic Senate note the reports of the Senate Executive Committee electronic meeting conducted between 12 and 17 December 2014 and the face-to-face meeting on 6 February 2015.*

**4.2 RESEARCH COMMITTEE**

It was agreed to unstar this item under item 1.3 Starring of items.

Without discussion...

**It was resolved (AS15:01/10):**

*That Academic Senate note the 2014 Annual Report of the Research Committee.*

**4.3 RESEARCH STUDIES COMMITTEE**

The Pro Vice-Chancellor (Research and Innovation), Professor Deborah Sweeney spoke to the Committee Annual Report noting this is a busy committee with an important role in protecting the standards and quality of research of the University. A forward focus of the committee will be the Master of Research and Master of Philosophy degrees.

Members noted the synergies between this committee and the Academic Planning and Courses Approvals Committee and recommended that this link is clarified and formalised.

**It was resolved (AS15:01/11):**

*That Academic Senate note the minutes of the 2 December 2014 and 3 February 2015 face to face Research Studies Committee meetings and the report of the electronic meeting held 12 December 2014.*

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

Without discussion...

**It was resolved (AS15:01/12):**

*That Academic Senate notes the 2014 Annual Reports of the Education Committee, the Assessment Committee and the Student Experience and Engagement Committee.*

*That Academic Senate notes the report of the Education Committee meeting held on 1 December 2014 and the report of the Assessment Committee meeting held on 3 February 2015.*

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

It was agreed to star the Item 4.5 Academic Planning and Courses Approvals Committee (APCAC) at the meeting, specifically items:

- Item 4.3.1.2 3728 Bachelor of Engineering/Bachelor of Business and Commerce
- Item 4.3.1.3 1810 Bachelor of Languages and Linguistics
- Item 4.3.2.3 3729 Bachelor of Design and Technology
- Item 4.3.2.4 3730 Bachelor of Industrial Design and 3731 Bachelor of Industrial Design (Honours)

The new courses proposed at Item 4.3.1.2 3728 Bachelor of Engineering/Bachelor of Business and Commerce and item 4.3.1.3 1810 Bachelor of Languages and Linguistics were withdrawn at the meeting to be expedited for consideration following consideration of the course concept proposals by the Business and Infrastructure Development Committee (BIDC) and (if endorsed) by the University Executive.

The three new courses recorded at item 4.3.2.3 3729 Bachelor of Design and Technology and Item 4.3.2.4 3730 Bachelor of Industrial Design and 3731 Bachelor of Industrial Design (Honours) were withdrawn at the 21 January 2015 meeting of APCAC and were therefore not to be considered by Senate at this meeting.

**It was resolved (AS15:01/13):**

*That Academic Senate notes the 2014 Annual Report of the Academic Planning and Courses Approvals Committee and the Arts and Business and Science and Health Curriculum Quality Committees.*

*That Academic Senate notes the report of the 21 January 2015 face to face meeting and the electronic meeting held from 3 to 6 February 2015 of the Academic Planning and Courses Approvals Committee and ratifies the recommendations contained therein.*

*Action: Follow up consideration of items 4.3.1.2 and 4.3.1.3 by BIDC.*

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

The Chair of the Bachelor (Honours) Committee during 2014, Associate Professor Paul Wormell, confirmed the Annual Report as circulated noting the valuable role the committee plays in ensuring a consistent standard of Bachelor (Honours) programs.

Members enquired about the decision regarding the continuation of end-on Honours Awards. It was confirmed that this is a decision for the School Deans. However, it was recorded that in the introduction of Research Training Pathway (Master of Research) project it became obvious that most end-on undergraduate Honours pathways would be replaced by this new award structure. Embedded Honours pathways would remain, especially where these were required by external accreditation bodies.

**It was resolved (AS15:01/14):**

*That Academic Senate note the 2014 Annual Report of the Bachelor (Honours) Committee.*

#### **4.7 ACADEMIC APPEALS AND INTEGRITY COMMITTEE**

The Chair of the Academic Appeals and Integrity Committee, Associate Professor Paul Wormell, confirmed the Annual Report as circulated noting the large volume of work with Progression Appeals and other appeals which are dealt with by this committee. He thanked the committee members called upon throughout 2014 for their diligence and counsel.

**It was resolved (AS15:01/15):**

*That Academic Senate note the 2014 Annual Report of the Academic Appeals and Integrity Committee*

#### **4.8 UWS COLLEGE ACADEMIC COMMITTEE**

The UWS College Academic Committee last met face to face on 11 November 2014.

#### **4.9 BOARD OF TRUSTEES**

The Board of Trustees met on 3 December 2014.

The next meeting was scheduled for 25 February 2015. Summaries of Board of Trustees meetings, and minutes of Board of Trustees meetings, are available on the web-site at: <http://www.uws.edu.au/boardoftrustees>.

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### **5 FOR INFORMATION**

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#### **5.1 ACADEMIC PROMOTIONS PROCESS REPORT**

A report prepared by the Office of Human Resources on the 2014 promotion process for academic staff was provided.

#### **5.2 ATTENDANCE AT ACADEMIC SENATE AND ACADEMIC SENATE COMMITTEE MEETINGS 2014**

In preparing the 2014 Annual Reports of Academic Senate's Standing Committees (Research, Education, Research Studies, Academic Planning and Courses Approvals, Bachelor (Honours) – see items 4.1 - 4.6) authors were asked to provide attendance records for the various Committee meetings. The reporting of attendance is undertaken by the Board of Trustees and its standing committees.

This attendance information in relation to the Senate and its committees was provided to members.

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**6 NEXT MEETING**

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The next Academic Senate meeting is arranged for Friday 24 April. Senate meeting dates for 2015 are as follows:

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

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