

WESTERN SYDNEY UNIVERSITY



ACADEMIC SENATE

The next meeting (Meeting 19/05) of the Academic Senate of Western Sydney University will be held on **Friday 18 October 2019** at **9:30AM**, in **Building L2 Room G.30 Hawkesbury campus**.

For apologies and enquiries, please contact Angela MacDonald on (02) 4570 1368 or email a.macdonald@westernsydney.edu.au.

AGENDA

1 PROCEDURAL MATTERS

☆1.1 INTRODUCTION, WELCOME, AND APOLOGIES

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

- Farewell to Professor Scott Holmes, Senior Deputy Vice-Chancellor, with acknowledgment to Professor Holmes' significant contributions to the University's research profile and development initiatives.
- Welcome to Senate members moving in to acting arrangements; Professor Denise Kirkpatrick as Acting Senior Deputy Vice-Chancellor, Professor Simon Barrie as Acting Deputy Vice-Chancellor (Academic), and Associate Professor Simon Bedford as Acting Pro Vice-Chancellor (Learning Futures).
- Farewell to Associate Professor Paola Escudero as a member of Senate, in addition congratulations to Associate Professor Escudero, promoted to Professor (Level E) effective from 1 January 2020. The position representing University Research Institutes will be filled in due course.
- Congratulations to Senate members appointed to the role of Pro Vice-Chancellor for clusters in the new academic structure: Distinguished Professor Annemarie Hennessy AM, Pro Vice-Chancellor (Health and Medicine), and Professor Peter Hutchings, Pro Vice-Chancellor (Humanities, Arts and Social Sciences).
- Welcome to Ms Ellen Brackenreg, Executive Director, Student Services.
- Welcome to Mr Daniel Bonatti, from the Student Representative Council.

At the time of writing, apologies had been received from: Professor Simon Barrie, Professor Gregory Kolt, Professor Zhong Tao, Professor Annemarie Hennessy, Associate Professor Alpana Roy, Associate Professor Paola Escudero, Dr Nicolene Murdoch, Dr Edward Mariyani-Squire, Ms Rosina Armstrong-Mensah and Ms Taurai Moyo.

☆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 Working Group
- 3.5 Charter on Academic Freedom
- 3.6 Code of Conduct
- 3.7 The Indigenous Strategy
- 3.8 Research – Master of Research (MRes) Update
- 3.9.1 Hot Topic - Postgraduate Student Completion of Placements

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

AS19/05-1.6

Page 001

Unconfirmed minutes of the Academic Senate meeting held on 16 August 2019 are appended.

It is recommended:

That Academic Senate confirms the minutes of the Senate meeting held on 16 August 2019, as an accurate record.

☆1.7 ACTION SHEET FROM LAST MEETING

AS19/05-1.7

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

Items of business arising not covered elsewhere in the agenda are included in this section for noting and/or approval:

2.1 WORKING PARTY REPORT - INCONSISTENCIES IN ADVANCED COURSES

AS19/05-2.1

Page 019

A working party led by Dr Elfriede Sangkuhl, was established to address the inconsistencies identified regarding Advanced Courses (Dean's Scholars and Academy Courses) ('Advanced Courses') relating to admission requirements and the minimum ongoing Grade Point Average (GPA).

It is recommended:

That Academic Senate notes the report and recommendations of the Working Group assembled to address issues around Advanced Courses.

3 GENERAL BUSINESS

☆ 3.1 REPORT FROM THE CHAIR

AS19/05-3.1

Page 025

A written report from the Chair covering activities undertaken on behalf of the Senate since 16 August, 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 9 October meeting of the Board of Trustees, is also appended.

☆ 3.2 REPORT FROM THE VICE-CHANCELLOR

AS19/05-3.2

Page 029

The Vice-Chancellor's Report is appended.

3.3 STUDENT REPORT

AS19/05-3.3

Late paper

A report compiled by the student representatives of Senate will be provided at each meeting of Senate for noting. The report will be provided as a late paper.

☆ 3.4 SENATE REVIEW WORKING GROUP

AS19/05-3.4

Page 042

The Senate Review Working Group met on 11 September and conducted an electronic meeting in early October. The Working Group has recently endorsed a proposal on membership mapping across Senate and its standing committees, with alignment to recommendations derived from the external Review of Senate. The membership proposals and progress on the Senate Review recommendations are appended.

For discussion.

It is recommended:

That Academic Senate notes the progress of the Senate Review Working Group, and approves the proposed mapping of committee membership.

☆ **3.5 CHARTER ON ACADEMIC FREEDOM**

AS19/05-3.5

Page 067

Following member feedback, a revised charter on academic freedom is appended. The Chair will speak to this item.

It is recommended:

That Academic Senate endorses the Charter of Academic Freedom and recommends its progress to the University's Executive Committee.

☆ **3.6 CODE OF CONDUCT**

AS19/05-3.6

Page 068

The purpose of this paper is to outline the proposed changes to the Code of Conduct Policy and seek endorsement by Senate for the changes to be progressed to the University's Board of Trustees.

It is recommended:

That Academic Senate endorses for approval by the Board of Trustees, the revised Code of Conduct, to take effect from 1 January 2020.

☆ **3.7 THE INDIGENOUS STRATEGY**

Professor Michelle Trudgett, Pro Vice-Chancellor Aboriginal and Torres Strait Islander Education, Strategy and Consultation will provide a presentation on the Indigenous Strategy.

☆ **3.8 RESEARCH – MASTER OF RESEARCH (MRes) UPDATE**

AS19/05-3.8

Late paper

Professor Caroline Smith, Dean Graduate Research School, will provide an update on the progress of the MRes review. A late paper will be provided to members.

☆ **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.

3.9.1 Postgraduate Student Completion of Placements

AS19/05-3.9.1

Page 084

Dr Martin Daly, Lecturer in Psychology, School of Social Sciences and Psychology, has provided a paper for discussion on Postgraduate psychology students unable to complete their placements due to issues that have arisen *during* the placement. Common examples include students failing to meet ethical practice requirements due to taking on too large a workload, being triggered or otherwise adversely affected by exposure to client stories and distress, and other mental health concerns.

For discussion

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 14 August 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 APAG meeting. Collated feedback from members has been sent back to Kevin Bell for further work before it returns to APAG for review before it progresses to Deans and Deputy Deans for preliminary feedback.
<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 meeting of the Education Committee and endorsed at the 2 April 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 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 also reviewed the draft version of the new policy and provided preliminary feedback.
<i>Disruption to Studies Policy (renamed Special Consideration Policy)</i>	The publication and implementation of this policy is stalled awaiting the implementation of interim strategies for the e-Forms 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 meeting of APAG. Members provided feedback and agreed for the policy to progress through the consultation and approval process once the revisions have been made by the policy owner.
<i>Enrolment Policy – Withdrawal without academic penalty</i>	Issues relating to Withdrawal without Academic Penalty applications for practicums were advised by the University Complaints Resolution Manager and discussed at the February and May meetings of APAG. The revised policy was noted at the 22 July 2019 meeting of the University Executive Committee, and released on the Policy DDS Bulletin Board in from 14 – 28 August 2019, and was considered at the 1 October meeting of the Education Committee.

<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 2019 and 14 August meetings of APAG where it was agreed to progress the revised Policy through the consultation and approval process. The revised policy will be circulated to Deans and Deputy Deans for preliminary feedback from late 24 September 2019 to 11 October 2019, with an updated version of the policy being provided to Executive Committee on 28 October 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 of the <i>Professional Development Policy</i>. The revised <i>Professional Development in Learning and Teaching Policy</i> was reviewed at the 14 August 2019 meeting of APAG and will be circulated to Deans and Deputy Deans for preliminary feedback from 16 – 27 September 2019, with a view to an updated version of this policy being provided to Executive Committee on 28 October for noting.</p>
<p><i>Revised Learning Technologies Policy Paper</i></p>	<p>A draft revised <i>Learning Technologies Policy</i>, discussed at the 17 October 2018 APAG meeting, was noted at the 4 March 2019 meeting of the University Executive Committee, released on the Policy DDS Bulletin Board from 11 April to 6 May, and was endorsed at the 25 June meeting of the Education Committee. The final version was submitted to the 16 August meeting of Academic Senate for approval but withdrawn at the DVC(A) request as the PVC (DF) was a late apology. The final version is now submitted to Academic Senate for approval.</p>
<p><i>Revised and Renamed Lecture Recording Policy</i></p>	<p>The revised and renamed <i>Multimedia Production and Use Policy</i>, developed by LaTTe, has been discussed at APAG and Assessment Committee, provided to Deans for preliminary comment and discussed at the 4 March and subsequently noted at the 15 April meetings of the University Executive Committee. The substantially revised and renamed policy was released on the Policy DDS Bulletin Board for comment from 8 to 23 May. It was considered at the 25 June meeting of the Education Committee where further work was requested before it was resubmitted to the 27 August meeting of the Education Committee meeting for consideration. The Multimedia Policy, once endorsed by Education Committee, is now submitted to Academic Senate for approval.</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 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.</p>
<p><i>New Surveys Policy</i></p>	<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. A revised version will be returned to APAG for consideration at the 31 October 2019 meeting.</p>
<p><i>Student Placement Policy</i></p>	<p>A working group of APAG has completed the full review of this policy, with broad consultation as part of the process and discussed at the 14 February 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 is required and the revised policy will then need to return to Executive Committee for noting. This revised will then be released on the Policy DDS Bulletin Board for broad comment.</p>
<p><i>Student International Mobility Policy</i></p>	<p>Following recommendations from an audit review, a draft proposed new Academic Senate approved <i>Student International Mobility Policy</i> was provided to the 10 September Executive Committee for comment and discussed at the 17 October 2018 meeting of APAG. The latest version was provided to the 19 March 2019 meeting of the Research Studies Committee and placed on the Policy DDS in March for broad University comment. Feedback from these two sources has been incorporated into a revised version of the Policy was provided to the 15 August Research Committee and 27 August 2019 Education Committee for endorsement. The final version is now submitted to Academic Senate for approval.</p>
<p><i>University Medals and Deans Medals provisions (Graduations Policy)</i></p>	<p>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 Graduations Policy were discussed at the 14 February and 16 May 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 APAG for discussion, and will now be provided to Executive Committee on 30 September 2019 for noting before it is progressed through the consultation and approval process.</p>

<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 meeting of Senate. 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 31 October 2019.
NON-ACADEMIC POLICIES – for APAG advice only	
<i>Scholarships for Undergraduate Policy</i>	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 14 October 2019.
<i>Student Misconduct Rule and Student Code of Conduct</i>	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 has been consulted and the final version approved at the Academic Senate meeting on 16 August 2019, and will now progress to the Board of Trustees on 16 October 2019.

3.10.2 Learning Technologies Policy

AS19/05-3.10.2

Page 088

The purpose of this paper is to seek Academic Senate approval of the revised Learning Technologies Policy.

It is recommended:

That Academic Senate approves the revised version of the Learning Technologies Policy from the date of approval.

3.10.3 Multimedia Production and Use Policy

AS19/05-3.10.3

Page 095

The purpose of this paper is to seek Academic Senate approval of the revised and renamed *Multimedia Production and Use Policy*, previously the *Lecture Recording Policy*.

It is recommended:

That Academic Senate approves the revised and renamed Multimedia Production and Use Policy from the date of approval.

3.10.4 Enrolment Policy

AS19/05-3.10.4

Page 104

The purpose of this paper is to seek Academic Senate approval of the revised Enrolment Policy.

It is recommended:

That Academic Senate approves the revised Enrolment Policy from the date of approval.

3.10.5 Student International Mobility Policy and Procedures

AS19/05-3.10.5

Page 123

The purpose of this paper is to seek the approval of Senate for the proposed new Western Sydney University Student International Mobility Policy and Procedures.

It is recommended:

That Academic Senate approves the proposed new Student International Mobility Policy and Procedures from the date of approval.

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

The following student will be awarded a University Medal at the September 2019 Graduation ceremony, as approved by the Chair of Academic Senate, on behalf of the Senate.

- Van Cham DOAN (SID18527706), Bachelor of Engineering (Civil), Honours Class I

3.12 APPROVAL OF SCHOLARSHIPS

University Funded Scholarships

AS19/05-3.12

Page 145

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

JG & C Seddon Scholarship for Women

This new undergraduate scholarship is intended for students who currently enrolled, or intending to enrol, full-time or part-time in any year of study in an undergraduate STEM-related or Education degree. The recipient is expected to maintain satisfactory academic progress by passing all subject attempts and maintaining a Pass average (GPA 4.0 or greater) for the duration of the scholarship.

Schembri Law Scholarship

This new undergraduate scholarship is intended for students who are commencing study or currently enrolled full-time in the Bachelor of Laws at Western Sydney University. The recipient is expected to maintain satisfactory academic progress by passing all subject attempts and maintaining a Pass average (GPA 4.0 or greater) for the duration of the scholarship.

Ellen Rigby Memorial Scholarship

This new undergraduate scholarship is intended for students who currently enrolled, or intending to enrol, in any undergraduate degree in the School of Humanities & Communication Arts, School of Social Sciences, or School of Psychology. The recipient is expected to maintain satisfactory academic progress by passing all subject attempts and maintaining a Pass average (GPA 4.0 or greater) for the duration of the scholarship.

It is recommended:

That Academic Senate approves the following proposed University funded scholarships:

- *JG & C Seddon Scholarship for Women*
- *Schembri Law Scholarship*
- *Ellen Rigby Memorial 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

The Senate Executive Committee did not meet during this time.

4.2 RESEARCH COMMITTEE

AS19/05-4.2

Page 149

The Research Committee met on 15 August 2019 – minutes appended.

It is recommended:

- *That Academic Senate notes the minutes of the meeting held on 15 August 2019 of the Research Committee.*

4.3 RESEARCH STUDIES COMMITTEE

AS19/05-4.3

Page 155

The Research Studies Committee met on 20 August and 17 September 2019 – minutes appended.

It is recommended:

That Academic Senate notes the minutes of the meetings held on 20 August and 17 September 2019 of the Research Studies Committee.

4.4 EDUCATION COMMITTEE

AS19/05-4.4

Page 171

The Education Committee met on 27 August and 1 October 2019 – minutes from the August meeting appended, minutes from the October meeting will be provided to the next meeting of Senate.

It is recommended:

That Academic Senate notes the minutes of the meeting held on 27 August of the Education Committee.

4.5 ACADEMIC PLANNING AND COURSES APPROVALS COMMITTEE

AS19/05-4.5

Page 181

The Academic Planning and Courses Approvals Committee (APCAC) met on 3 September and 1 October 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 3 September and 1 October 2019, and approve the recommendations contained therein.

4.6 ASSESSMENT COMMITTEE

The Assessment Committee is scheduled to meet on 22 October, minutes will be provided to the December meeting of Senate for noting.

4.7 THE COLLEGE ACADEMIC PATHWAY PROGRAM COMMITTEE

AS19/05-4.7

Page 252

The College Academic Pathway Program Committee met face to face on 8 August 2019, and conducted an electronic meeting between 5-10 September - minutes and report appended.

It is recommended:

That Academic Senate notes the minutes of the College Academic Pathway Program Committee face to face meeting held on 8 August, and the report of the electronic meeting between 5-10 September 2019.

4.8 BOARD OF TRUSTEES

The next meeting of the Board of Trustees is scheduled for 16 October 2019. 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 last Academic Senate meeting for 2019 is scheduled for Friday 6 December, Level 9, Conference Room 2, Peter Shergold Building, Parramatta City 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.