

ACADEMIC SENATE

Circulated: 22 August 2012

Confirmed minutes of meeting 12/04 of the Academic Senate of the University of Western Sydney held on Friday 17 August 2012 at 9:30am in the Boardroom, Building AD, at Werrington North.

Present:

Associate Professor Paul Wormell (Chair)	Dr Susan Armstrong
Professor Andrew Cheetham	Ms Robyn Benjamin
Professor Jann Conroy (for Prof Anderson)	Dr Bronwyn Cole
Professor Gabriel Donleavy	Professor Donna Craig
Associate Professor Craig Ellis	Professor Kevin Dunn
Professor Rhonda Griffiths	Dr Betty Gill
Dr Stephen Janes (for Prof Adams)	Professor Peter Hutchings
Professor Gregory Kolt	Dr Cindy Kersaitis
Professor Kerri-Lee Krause	Mr Angelo Kourtis
Dr Peter Mauch	Mr Terry Mason
Professor Donald McNeill	Ms Shaneen McGlinchey
Dr Mary Mooney (for Prof Wilson)	Associate Professor Jane Mears
Dr Michael O'Connor	Dr Terri Mylett
Mr Michael Richardson	Associate Professor Anne Power
Dr Seyed Shahrestani	Associate Professor Leanne Rylands
Professor Simeon Simoff	Professor Lynette Sheridan Burns
Professor Kate Stevens	Professor Clive Smallman
Professor Zhong Tao	Professor Deborah Sweeney
Professor Margaret Heather Vickers	Ms Maxine Veale

In Attendance:

Ms Gillian Brown (Secretary)	Mr James Fitzgibbon
Mr Richard Kindness	

Apologies:

Professor Michael Adams	Professor Ian Anderson
Associate Professor Berice Anning	Dr Catherine Attard
Assoc Professor Cecily Hengstberger-Sims	Professor Wayne McKenna
Dr Awais Piracha	Professor Janice Reid
Professor Gary Smith	Professor Deborah Stevenson
Dr Greg Whateley	Professor Steve Wilson

Absent:

Mr Robert Coluccio	Mr Elie Hammam
Professor Annemarie Hennessy	Ms Soumaya Alaouie

1 PROCEDURAL MATTERS

1.1 INTRODUCTION, WELCOMES, 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:

“As a matter of Indigenous cultural protocol and out of recognition that its campuses occupy their traditional lands, the University of Western Sydney acknowledges the Darug, Gandangarra and Tharawal peoples and thanks them for their support of its work in Greater Western Sydney.

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

The Chair also acknowledged and welcomed Gillian Brown (Executive Officer to Senate to end 2012), Professor Jann Conroy, Dr Stephen Janes, Dr Mary Mooney, Richard Kindness (Student Rights Advocate). He also acknowledged the election and attendance of the new postgraduate student member, Michael Richardson.

Apologies

Apologies as listed were noted.

1.2 DECLARATION OF INTERESTS

The Chair and Deputy Chair of Academic Senate declared an interest in relation to item 3.6 Academic Governance Matters. The Chair also declared a pecuniary interest in relation to item 3.6. The Chair, on behalf of the other members of Senate, declared their group interest in the matters to be discussed at item 3.6 Academic Governance Matters.

1.3 STARRING OF ITEMS

It was agreed that item 3.1 Chair’s Report be starred, as well as the items already starred on the agenda, as follows:

- 3.2 Higher Education Standards and TEQSA Regulatory Risk Framework
- 3.3 AQF Compliance
- 3.6 Academic Governance Matters
- 3.7 Draft Guidelines for an Institutional Code of Ethics in Higher Education
- 4.4 Education and Assessment Committees – discussion about assessment and academic standards
- 4.6 Inaugural meeting of the Bachelor (Honours) Committee

Professor Gregory Kolt requested item 3.4 Research Higher Degree Candidate Essential Resources Policy be added to the starred items for discussion.

It was resolved (AS12:04/01):

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.

1.4 ORDER OF BUSINESS

The order of business was altered following a short break due to time constraints as follows:

- Item 4.4 Education and Assessment Committees – discussion about assessment and academic standards was deferred until the next Senate meeting to be held 26 October 2012.
- Item 4.6 was discussed prior to item 3.7.

1.5 OTHER BUSINESS

There was no other business.

1.6 MINUTES OF THE PREVIOUS MEETING

Senate had before it the unconfirmed minutes of the Senate meeting held on 22 June 2012.

It was resolved (AS12:04/02):

To confirm the minutes of the Senate meeting held on 22 June 2012 as an accurate record.

2 BUSINESS ARISING

2 BUSINESS ARISING FROM THE MINUTES OF PREVIOUS MEETINGS

The Chair spoke to the request to revise the wording of the 4 May minutes discussed at the 22 June meeting. Under item 1.6, in relation to the 5th paragraph of minute 3.12 *Research Plan 2012-2014*, “it was agreed that the Chair would finalise a wording for the minute, to reflect the additional category of individual researchers who were mentioned in the discussion”.

The revised wording is appended below:

‘In discussions, it was suggested that the Plan should take account of individual researchers, and researchers who were part of a small group, including those whose work did not necessarily relate to a field of research which was evaluated for ERA, as well as those whose research can still contribute to ERA rankings in a productive way, even if not part of designated, formal collectives. The Pro Vice-Chancellor (Research) said that because of the cut-off threshold for publications, excellent research that was carried out in specialised niche areas would not be included in the ERA. Schools had to manage that research but also had to operate so as to ensure improved ERA rankings, because that was how the sector operated and it was critical for the University to improve its rankings. As stated in the preamble to the Plan “...Consequently, in this plan there is a strong emphasis on driving quality in the context of how the ERA assesses quality. This is complex as the assessments are different from discipline to discipline and are assessed by field of research (FoR) code, not by groupings of researchers.” This recognises that school-based researchers can also contribute to ERA rankings.’

2.1 MINUTE 3.4 – ACADEMIC SENATE STANDING COMMITTEES POLICY

Without discussion, it was noted that the revised *Academic Senate Standing Committees Policy* had been published on the Policy DDS.

2.2 MINUTE 3.5 – ENROLMENT POLICY

Without discussion, it was noted that the revised *Enrolment Policy* had been published on the Policy DDS.

2.3 MINUTE 3.6 – MINOR CHANGES TO STUDENT FEES POLICY

Without discussion, it was noted that the revised *Student Fees Policy* had been published on the Policy DDS.

2.4 MINUTE 3.8 – HIGHER DEGREE POLICIES AS 12/04-2.4

Without discussion, it was noted that arrangements are being made to publish the revised *Cotutelle Policy* on the Policy DDS.

Without discussion, it was noted that that arrangements are being made to publish the revised *Supervision of Research Candidates Policy* on the Policy DDS.

At the 22 June meeting approval of some revisions to the *Research Higher Degrees Appeals Policy* was deferred, so that some additional comments could be taken into consideration. The Research Studies Committee subsequently endorsed a revised version of the Policy, incorporating the following changes:

- Updating of position titles to reflect the management and leadership changes in the University and the establishment of the UWS Research Institutes.
- Addition of a “Purpose and Context”, “Definitions” and the grounds for appeal against a decision to terminate a student’s candidature.
- Clarification of the grievance procedures that apply for specific Higher Degree Research candidatures.
- Removal of the clause covering “Appeals made where the additional information is of a highly sensitive or personal nature”, on advice from University Legal Counsel.
- Inclusion of relevant appeals-related clauses from the *Academic Senate Standing Committees Policy*.

Without discussion...

It was resolved (AS12:04/03):

That Academic Senate approve the proposed revisions to the Research Higher Degrees Appeals Policy effective from the date of publication of the revised Policy.

3 GENERAL BUSINESS

3.1 CHAIR’S REPORT

Senate had before it a report from the Chair...

The Chair reported the following matters:

- The November Board of Trustees meeting will include a discussion of academic standards, a topic that is central to Academic Senate’s role and responsibilities,

and that is a major focus of activity for various committees. This discussion will cover the Academic Standards and Assessment Framework, including course design, delivery and support standards, but will also address key aspects of the course impact standards, which are of particular interest to the University, the community and the Federal Government.

- The NSW and national groups of Chairs of Academic Boards and Senates are very active in benchmarking and sharing of good practice. UWS has a history of being active and well-regarded in these groups. Major areas of current interest include:
 - TEQSA and the AQF;
 - Student retention and progression, and the role of the ATAR and other factors as predictors of student performance at university;
 - Policies on the award of University Medals;
 - Standards for different classes of Honours;
 - Possible alternatives to Bachelor (Honours) courses as pathways to Higher Degree Research candidature;
 - Practice in regard to providing electronic and/or hard-copy versions of Senate papers.

3.2 TEQSA HIGHER EDUCATION STANDARDS AND REGULATORY RISK FRAMEWORK

The Chair of Academic Senate presented a brief update about recent developments concerning the Higher Education Standards Framework and TEQSA Regulatory Risk Framework, making particular reference to Academic Senate's role in addressing the following documents that have been published by TEQSA.

TEQSA Application Guide: Application for Renewal of Registration
(<http://www.teqsa.gov.au/sites/default/files/Renewal%20of%20Registration%20Guide%20FINAL.PDF>)

TEQSA Application Form: Application for Renewal of Registration
(<http://www.teqsa.gov.au/sites/default/files/App%20form%20renewal%20of%20registration%20FINAL%20270612.docx>)

The University of Western Sydney is accredited by TEQSA until 31 May 2018, but these documents provide useful guidance about the evidence that TEQSA requires for higher education providers to demonstrate that they are meeting the Threshold Standards, and that might be needed if TEQSA decided to conduct a sector-wide audit around a particular Standard.

It was noted that some members of UWS staff are attending a TEQSA briefing today, and further information from this session should be available when they return. The Chair also advised that the regulatory environment is turning out to be much more complex than was predicted, and the university sector is starting to become more assertive about a number of matters, including issues of proportionate, risk-based regulation – for example, the amount of information that TEQSA is seeking from universities for various purposes, and the timelines for dealing with various matters such as CRICOS registration.

The Chair also explained that the Higher Education Standards Panel – a separate body from TEQSA – is responsible for the Standards, subject to approval by the Minister, and is therefore the body to approach about possible changes.

The Provider and Qualification Standards are currently being reviewed, and one matter that it is hoped will be addressed – and early indications are that it will be – relates to staff qualifications for teaching at various levels. The problem is most acute for higher-degree supervision, but it is also serious for other course areas. Discussion confirmed that this was of concern as it would not always be possible to adhere to these standards.

The Chair reported that there was no recent news about the Teaching and Learning Standards and Research Standards. It was hoped that, since research is already highly regulated, the Research Standards will draw on existing legislation and the Australian Code for the Responsible Conduct of Research.

Discussion occurred regarding the overall plan to review the Threshold Standards, and the collegial benchmarking of Learning and Teaching Standards. It was noted that UWS was well positioned, as the Academic Standards and Assessment Framework was positively reviewed by AUQA.

The Chair reported on progress with ensuring that UWS complies with the Higher Education Standards, using the *TEQSA Application Form: Application for Renewal of Registration* for guidance.

3.3 AUSTRALIAN QUALIFICATIONS FRAMEWORK COMPLIANCE

At the 24 February Academic Senate meeting, it was noted...

“... TEQSA had adopted the Australian Qualifications Framework (AQF), and the University would have to look at courses, learning outcomes, and assessment to ensure compliance.”

At the 4 May Academic Senate meeting...

“It was resolved (AS12:03/04):

To endorse the process and timeline for ensuring that all UWS award courses comply with the revised Australian Qualifications Framework.”

The Chair of Academic Senate and Academic Registrar have been briefing, and being briefed by, the School Academic Committees concerning AQF requirements, including matters that we are sure about, and others that are still unclear. The Chair acknowledged the valuable feedback that had been received from Schools.

The Chair of Academic Senate and Academic Registrar presented a brief update about recent developments concerning the AQF, including the University's response to the consultation paper entitled *Graduate and Vocational Graduate Certificates and Diplomas in the Australian Qualifications Framework – June 2012* and a recent briefing by members of the AQF Secretariat at the University of Technology, Sydney.

The consultation paper includes a proposal to replace the existing Graduate Certificate at AQF level 8 with a Graduate Diploma at level 7 (with a larger volume of learning), and replace the existing Graduate Diploma at AQF level 8 with an Advanced Graduate Diploma at the same level.

The sector has strongly advised the AQF of the importance of the current pathways and the confusion which might be caused by the proposed changes. Some discussions occurred regarding the rationale for the changes and the timelines for feedback. The Academic Registrar advised that feedback was required by end July

but that a response from the AQF Council was not expected to be received until close to the end of the year. The extent of flexibility in the framework is expected to be quite small and any adjustments such as compression of courses must be justified with a focus on outcomes.

Discussion also included that the institution will need to clarify and argue the definition of 'discipline' in relation to its courses, and that a new version of the AQF is expected in early 2013.

The extent of development work across all Schools and the absence of processes and templates to expedite this work were discussed, including appropriate timelines to meet accreditation needs. *The Academic Registrar undertook to investigate standardised templates/processes/course concept proposals to assist interpretation at the next level and improve efficiency of the approval process.*

Additional work regarding blended learning was also mentioned. *The Chair of Academic Senate undertook to consult with APCAC regarding the Course Approval process.*

The system speed for the CAPS system was indicated as a related issue. Improvements in the software expected in November 2012 will be required to significantly improve current processing times.

The Chair thanked members for a very useful discussion.

3.4 RESEARCH HIGHER DEGREE CANDIDATE ESSENTIAL RESOURCES POLICY AS12/04-3.4

Senate had before it a revised version of the *Research Higher Degree Candidate Essential Resources Policy* for comment.

The proposed changes from the June meeting of the Research Studies Committee are as follows:

- A description of the Research Training Scheme is included;
- Schools and Research Institutes are able to use their discretion regarding the allocation of Candidature Support Funds each year. Schools/Institutes should budget on the basis that they will receive funding each year, so if a student requires more in a particular year, then it is acceptable to balance that against future RTS funding;
- An upper per annum sum of \$7,000 is quoted for Candidature Support Funds in high-cost programs;
- The Policy has been updated to reflect the new UWS structure, including the UWS Research Institutes.

The final version of the policy will be submitted to the Vice-Chancellor for approval.

Discussion ensued regarding the following:

- Listing of a specific upper amount of \$7,000 in the policy may lead students to assume this amount will be granted. This amount matches the School funding for each high-cost higher degree research candidate and therefore does not account for the other resource costs (e.g. access to specialised equipment) which can be substantial. There was discussion about possible clarification

regarding the wording, specifically to ensure flexibility and give an indication to students that the cases requiring the full funding amount would be few. The importance of the role of the Supervisor was highlighted to ensure that the candidate understands the limits on the amount granted and that it may vary from year to year. Although some differing views were indicated, the provision of a specific maximum amount was seen as a competitive need. It was reported that the low-cost funding amount is seen as an entitlement but perceptions of the high-cost amount depend on how it is presented.

- Funding for low-cost programs at an average of \$2,000 was seen as being out of step with the actual costs for some students, which may be of the order of \$3,000. Field trips and clinical trials have led to increased research costs, and it would be helpful to have the flexibility to re-categorise programs from low-cost research (e.g. as “mid-cost” programs), given the link to RTS funding. However, it was noted that this flexibility does not currently exist as the Field of Education code is used for this categorisation.

The Chair thanked members for their useful and expert comments.

It was resolved (AS12:04/04):

That the Academic Senate note the proposed amendments to the Higher Degree Candidate Essential Resources Policy and forward a copy of its comments to the Research Studies Committee and Vice-Chancellor.

3.5 RESEARCH HIGHER DEGREE SCHOLARSHIPS POLICY – AUSTRALIAN CITIZENS AND PERMANENT RESIDENTS AS12/04-3.5

Senate had before it a revised *Research Higher Degree Scholarships Policy – Australian Citizens and Permanent Residents*, reflecting the new UWS structure. Without discussion.

It was resolved (AS12:04/05):

That the Academic Senate approve the proposed revisions to the Research Higher Degree Scholarships Policy – Australian Citizens and Permanent Residents effective from the date of publication of the revised policy.

☆3.6 ACADEMIC GOVERNANCE MATTERS AS12/04-3.6

The functions and membership of Academic Senate are specified in the *Academic Governance Policy*, which is approved by the Board of Trustees, and includes some clauses that relate to Senate elections. The functions and membership of Academic Senate's Standing Committees are specified in the *Academic Senate Standing Committees Policy*, which is approved by Academic Senate and published through the UWS Policy DDS.

The University's Office of Governance Services had prepared a paper for Senate's consideration, proposing some revisions to the *Academic Governance Policy* in relation to the conduct of Senate elections and some other matters, and the

procedures for amending the memberships and terms of reference of Senate Standing Committees.

Senate had before it a copy of the paper, together with a draft of the proposed *University Elections Policy* for Senate's information and comment (noting that Senate is not the approving authority for this policy), and a track-changes version of some proposed revisions to the *Academic Governance Policy*, including a proposed re-ordering of some provisions into a more logical sequence, and some other minor amendments, including:

- a. some standard provisions dealing with vacancies and casual vacancies;
- b. conduct of meetings and/or participation in meeting by electronic means at the discretion of the Chair;
- c. deletion of unnecessary provisions relating to persons acting in positions that are designated as official members of Senate; and
- d. deletion of unnecessary references to Guidelines.

The paper included seven recommendations for Senate's consideration:

1. *That the limitations on the numbers of consecutive terms of office for elected (and appointed) members of Academic Senate be removed and replaced with a provision enabling members to re-nominate for election (or be re-appointed) subject to them continuing to be eligible.*

(Note: an alternative position could be to retain a maximum limit but to increase it more in line with the *Voluntary Code of Best Practice for the Governance of Australian Universities*.)

2. *That the requirement that the procedures for Senate elections be the same as those provided for in the UWS By-law be removed from the Academic Governance Policy, and be replaced by a reference to the University Elections Policy.*
3. *That the current provisions with respect to the variances between candidate and voter eligibility for elected academic staff and postgraduate students are reviewed and either confirmed or revised as outlined in the paper entitled "Academic Governance Matters".*
4. *That the terms of office of the elected members of Senate and the chair and deputy chair be brought into alignment so that they serve concurrent two year terms and that this be brought into effect for 2014-15; and*
5. *That as a transitional measure the current terms of the chair and deputy chair is extended by the Board of Trustees so as to expire on 31 December 2013, as opposed to the current end date of 31 May 2013.*
6. *That the Academic Senate Standing Committees Policy be repealed and that Senate approve the role, terms of reference and membership of its committees as need be for publication on the Senate web site.*
7. *That the Senate consider the proposed amendments to the Academic Governance Policy, and if endorsed, recommend them to the Board of Trustees.*

The Associate Director, Secretariat presented the paper to Senate, and spoke to each of the recommendations, including the intention to simplify and clarify the election processes, noting that the guidelines provided in the UWS By-law were designed to apply to the election of Board of Trustees members rather than to other bodies within the University.

The seven recommendations were discussed at length, as summarised below.

1. With regard to the terms of office, there was some concern that a 12-year term would be too long. It was noted that other universities showed a great deal of variation. Turnover in the membership and Chair provided fresh perspectives, but some continuity was also seen as an advantage.

Senate agreed that an appropriate limit on the number of consecutive terms of office for elected (and appointed) members of Academic Senate would be four consecutive two-year terms, giving a maximum of eight years.

2. The need for the proposed *Elections Policy* was discussed, together with proposals that the current arrangements for elections should not be changed. It was explained that the current UWS By-law is prescriptive in some areas and silent in others, prompting the need to develop more comprehensive procedures to cover all elections. The difficulty in changing the By-law to include this information and future variations for Senate elections was discussed.

Senate agreed to recommend that future Senate elections be conducted under the Elections Policy but that Senate would determine any specific requirements before each election.

3. The election principle of consistency between candidate and voter eligibility was discussed. There was some support for a closer alignment between staff electorates and the elected members, but the majority view was that elected academic staff members are seen primarily as representatives of the School, and that the distinction between the A, B or C and D or E representatives was to ensure both professional knowledge and experience and a variety of perspectives. In this way the majority of members did not see a need for a "functioning constituency".

To reflect this discussion, Senate agreed to recommend that the Academic Governance Policy be amended by combining clauses 13 (c) and (d) to give a single clause: "two academic staff members of each school of the university, elected by and from the academic staff of that school, one of whom is a level A, B or C academic staff member and the other is a level D or E academic staff member."

The election of the two student representatives, one postgraduate and one higher degree research was seen as a different situation. The size and differences in the activities of the two groups was such that the election of a representative from each cohort was seen as appropriate, with some reservations as to whether this may limit the election of the requisite number of members. The Chair undertook to discuss this further with the Student Representative Council.

4. Item 4 was *agreed* without comment.
5. Item 5 was *agreed* without comment.

6. Following an earlier explanation, Item 6 was *agreed* without further comment.
7. *Academic Senate agreed to recommend to the Board of Trustees that the Academic Governance Policy be amended as proposed in the Academic Governance paper, subject to the further amendments agreed to at points (1) and (3) above.*

Discussions then took place regarding transitional provisions and it was agreed that the committees that are currently established by the Academic Standing Committees Policy should remain in force if the Board of Trustees agrees to the amended *Academic Governance Policy*.

8. Issues regarding delegated authorities were then raised, especially with regard to the practicality of delegations that cannot be further delegated, and the approval of Awards. The instance of late graduand applications and the onerous element of arranging a full School Academic Committee meeting to address one or two items were discussed. This issue also influences the approval of Honours graduands. Members highlighted the potentially serious implications of these matters, which need to be urgently addressed.

It was resolved (AS12:04/06):

That the Academic Senate make the following recommendations to the Board of Trustees regarding the proposed Academic Governance changes –

1. *That the limitation on the terms of office for elected (and appointed) members be increased to four consecutive two-year terms, subject to continued eligibility for election or appointment.*
2. *That the requirement that the procedures for Senate elections be the same as those provided for in the UWS By-law be removed from the Academic Governance Policy, and be replaced by a reference to the University Elections Policy.*
3. *That the existing arrangements for elected academic staff members be confirmed, but the relevant sub-clauses be combined in the Academic Governance Policy to clarify the role of these members as having been elected by the school.*
4. *That the terms of office of the elected members of Senate and the chair and deputy chair be brought into alignment so that they serve concurrent two year terms and that this be brought into effect for 2014-15.*
5. *That as a transitional measure the current terms of the chair and deputy chair be extended by the Board of Trustees so as to expire on 31 December 2013, as opposed to the current end date of 31 May 2013.*
6. *That the proposed amendments to the Academic Governance Policy be endorsed and recommended to the Board of Trustees for approval.*
7. *That, subject to the Board's approval of the changes to the Academic Governance Policy, the Academic Senate Standing Committees Policy be repealed and that Senate approve the role, terms of reference and membership of its committees as need be for publication on the Senate web site.*

8. *That the committees specified in the current Standing Committees of Academic Senate Policy remain in place to satisfy the requirements of clause 11 of the revised Academic Governance Policy.*

It was resolved (AS12:04/07):

That the Academic Senate review the Delegations clauses in the Academic Governance Policy, as they apply to the approval of graduands, to ensure an appropriate and efficient process for dealing with late approvals.

☆3.7 DRAFT GUIDELINES FOR AN INSTITUTIONAL CODE OF ETHICS IN HIGHER EDUCATION AS12/04-3.7

The Draft Guidelines for an Institutional Code of Ethics in Higher Education had been made available for comment on the Policy DDS system on 6 July 2012.

From the Policy DDS Bulletin Board: The International Association of Universities (IAU), of which UWS is a member, has invited the Vice-Chancellor to provide feedback on the Guidelines for an Institutional Code of Ethics in Higher Education. The Guidelines were produced as a response to the final question asked in 2010 during the IAU International Conference on Values and Ethics, held at Mykolas Romeris University in Vilnius "Is a universal code of ethics for higher education possible?"

The Chair invited discussion and comment by Academic Senate, as this relates to Senate's roles in the *UWS Act* as 'the peak forum of the University for academic debate and discourse' and 'the primary custodian of academic values and standards for the University' and specifically in the context of what advice can be provided to the Vice-Chancellor about whether the Senate agrees with the Draft Guidelines.

Senate had before it the Draft Guidelines and the University's *Code of Conduct*, which includes the following clause:

(4) A shared and explicit set of values will continue to characterise UWS, the cornerstones of which are:

- a. Ethics and accountability
- b. Excellence and quality in all endeavours
- c. Equity of access and inclusiveness
- d. Academic responsibility and freedom
- e. Scholarly rigour and integrity
- f. Collegiality and participatory decision making
- g. Relevance and responsibility to our communities.

During discussion the ethos of the guidelines was widely appreciated and supported.

It was resolved (AS12:04/08):

That the Academic Senate provide the following comments to the Vice-Chancellor on the Draft Guidelines for an Institutional Code of Ethics in Higher Education:

- *This document is seen as a useful tool to recommend to UWS staff as a timely reminder regarding Ethics in Higher Education, which brings together elements contained in Codes of Conduct and Practice and other legal documents.*
- *There were some concerns about the use of the term “sanctioning” and its ambiguous nature in an Australian context in clause 3.2 a (iv), in relation to “Sanctioning academic misconduct.” It was noted that the term is used in the proposed UWS Misconduct Rule as a penalty rather than permission.*
- *The listing in clause 3.2 f (i) (Avoidance of all abuse of power) should be expanded to include reference to ethnicity and disability.*
- *Our Aboriginal and Torres Strait Islander colleagues should be regarded as more than just another stakeholder. Clause 3.2 j (i) (Fair management of intellectual property) is seen as being stronger than our current Policy, with specific relevance to Aboriginal Intellectual Property as belonging to the relevant community and not an individual or the University.*
- *Academic Senate supports the adoption of these Guidelines, which could be used to develop an Institutional Code of Ethics that strengthens and aligns our existing codes and statements, for dissemination to UWS staff and students.*

3.8 MISCONDUCT RULE

At the 18 November 2011 Academic Senate meeting, the Senate considered a paper “Student Misconduct @UWS – Background Paper for Discussion” prepared by, Ms Helen Fleming, University Legal Counsel. At the meeting...

“It was agreed to ask Senate Education Committee’s working party on the Misconduct: Student Academic Misconduct Policy to give advice and assistance to the University Legal Counsel during this review.”

Associate Professor Craig Ellis, the Convener of the Education Committee’s Academic Integrity Working Party (AIWP), reported on progress with work to prepare a single rule University Rule for misconduct. This entailed a completely new approach to the current arrangements for managing misconduct. He said that extensive feedback on the proposed Rule had been received from the Academic Registrar’s Office and the Secretariat, and a revised iteration was being prepared for consideration by the AIWP in July. It was anticipated the AIWP would refer the Rule to the Education Committee, which would arrange for wider feedback from the University community to be obtained via posting the Rule on the Policy DDS for comment. Though the work was taking longer than anticipated, it was critically important the Rule was not rushed through. It was hoped the Rule would be in place for 2013.

This revised iteration has now been completed and distributed to the AIWP for comment and discussion. It is planned to then refer the Rule to the 4 September 2012 Academic Senate Education Committee meeting. Guidelines for use of the Rule and the broader and associated Academic Integrity framework will then be compiled by the AIWP.

4 REPORTS AND RECOMMENDATIONS FROM SENATE COMMITTEES

4.1 SENATE EXECUTIVE COMMITTEE AS12/04-4.1

Without discussion...

It was resolved (AS12:04/09):

To note the reports of the Senate Executive Committee electronic meetings conducted between 18 June and 6 July 2012 and 2 and 10 August 2012.

4.2 RESEARCH COMMITTEE

The Research Committee's most recent meeting was held on 5 June 2012. Owing to the unavailability of a number of members, the Research Committee meeting for 7 August 2012 was postponed.

4.3 RESEARCH STUDIES COMMITTEE AS12/04-4.3

The unconfirmed minutes of the 7 August meeting will be provided at the 26 Oct meeting. Without discussion...

It was resolved (AS12:04/10):

To note the minutes of the 3 July Research Studies Committee meeting.

☆ 4.4 EDUCATION and ASSESSMENT COMMITTEES (incorporating Student Experience and Engagement Committee) AS12/04-4.4

A report of the Education and Assessment Committees meeting 30 July 2012 was before the Senate. There were no recommendations or policy changes for the Academic Senate to consider.

The Senate Assessment Committee was established in January 2012, following the changes to the Universities organisational structure. The Committee "assists Senate's Education Committee by monitoring assessment practices and standards across the University, and giving advice about assessment policy, standards and quality improvement within the UWS Academic Standards and Assessment Framework."

Due to time constraints, the discussions on the committee's activities and the contributions they make to the assurance of academic standards within the University, to be led by the Pro Vice-Chancellor (Education), Professor Kerri-Lee Krause, was postponed to the next Senate meeting to be held on 26 October 2012.

4.5 ACADEMIC PLANNING AND COURSES APPROVALS COMMITTEE AS12/03-4.5

Without discussion...

It was resolved (AS12:04/11):

To note the report of the 16 May 2012 Academic Planning and Courses Approvals Committee meeting, and ratify the recommendations contained therein, as follows.

(APCAC12: 06/04)

To approve the introduction of the new course 2758 Bachelor of International Studies/Bachelor of Laws to commence in 2013 at the Parramatta campus. TRIM reference: D12/270764

(APCAC12: 06/05)

To approve the major course variation to 1670 Bachelor of Education (Birth - 5 Years) consisting of replacement of core unit 101553 Organisations, Communities and Communication with new unit 101899 Introduction to Pedagogical Leadership, replacement of alternate core units 101780 Chinese Culture and Language and 101781 Japanese Culture and Language with 101098 Curriculum for Under Threes, replacement of alternate core units 100056 Chinese 101 and 100085 Japanese 101 with unit 101103 Fostering Creativity in Children's Learning, addition of mid-year intake for Diploma of Children's Services (or equivalent) graduates and change to UAC Guide entry to commence in 1H 2013. TRIM reference: D12/272830

(APCAC12: 06/06)

To approve the major course variation to 2740 Bachelor of Business and Commerce/Bachelor of Laws, consisting of clarification that the Bachelor of Business and Commerce Majors will be displayed on the testamur and minor changes to the course structure, to commence in 2012. TRIM reference: D12/249927

(APCAC12: 06/07)

To approve the major course variation to 2754 Bachelor of Business and Commerce (Advanced Business Leadership), consisting of clarification that the Bachelor of Business and Commerce Majors will be displayed on the testamur and minor changes to course structure, to commence in 2012. TRIM reference: D12/249918

(APCAC12: 06/08)

To approve the major course variation to 3655 Bachelor of Information and Communications Technology/Bachelor of Business and Commerce, consisting of clarification that the Bachelor of Business and Commerce Majors will be displayed on the testamur, to commence in 2012. TRIM reference: D12/249939

(APCAC12: 06/09)

To approve the major course variation to 3656 Bachelor of Information and Communications Technology/Bachelor of Business and Commerce (Accounting), consisting of clarification that the Bachelor of Business and Commerce Majors will be displayed on the testamur, to commence in 2012. TRIM reference: D12/249966

(APCAC12: 06/10)

To approve the major course variation to 1688 Bachelor of International Studies/Bachelor of Business and Commerce, consisting of clarification that the Bachelor of Business and Commerce Majors will be displayed on the testamur and minor changes to the course structure, to commence in 2012. TRIM reference: D12/249979

(APCAC12: 06/11)

To approve the major course variation to 1695 Bachelor of Arts/Bachelor of Business and Commerce, consisting of clarification that the Bachelor of Business and Commerce Majors will be displayed on the testamur and minor changes to the course structure, to commence in 2012. TRIM reference: D12/249990

(APCAC12: 06/12)

To approve the major course variation to 3659 Bachelor of Science/Bachelor of Business and Commerce, consisting of clarification that the Bachelor of Business and Commerce Majors will be displayed on the testamur and the addition of an alternate unit in the Science component of the course structure, to commence in 2012. TRIM reference: D12/249998

(APCAC12: 06/13)

To approve the major course variation to 2753 Bachelor of Business and Commerce, consisting of clarification that the Majors will be displayed on the testamur and minor changes to the handbook summary and course structure, to commence in 2012. TRIM reference: D12/249571

(APCAC12: 06/67)

To approve the pathway proposal with UTS: INSEARCH granting Admission and Advanced Standing totalling 80 credit points, being 60 credit points specified credit and 20 credit points unspecified credit towards 2753 Bachelor of Business & Commerce, to students who have successfully completed the UTS: INSEARCH Diploma of Business (Standard).

(APCAC12: 06/68)

To approve the pathway proposal with Martin College granting Admission and Advanced Standing totalling 80 credit points; being 30 credit points specified credit and 50 credit points unspecified credit towards 2753 Bachelor of Business & Commerce, to students who have successfully completed the Martin College Diploma of Marketing BSB51207.

(APCAC12: 06/69)

To approve the pathway proposal with Martin College granting Admission and Advanced Standing totalling 80 credit points; being 30 credit points specified credit and 50 credit points unspecified credit towards 2753 Bachelor of Business & Commerce, to students who have successfully completed the Martin College Diploma of Business BSB50207.

(APCAC12: 06/70)

To approve the pathway proposal with Martin College granting Admission and Advanced Standing totalling 100 credit points; being 40 credit points specified credit and 60 credit points unspecified credit towards 2753 Bachelor of Business & Commerce, to students who have successfully completed the Martin College Advanced Diploma of Management BSB60407.

(APCAC12: 06/71)

To approve the pathway proposal with UTS: INSEARCH granting Admission and Advanced Standing totalling 80 credit points; being 60 credit points specified credit and 20 credit points unspecified credit towards 2753 Bachelor of Business & Commerce, to students who have successfully completed the UTS: INSEARCH Diploma of Business (Accelerated).

(APCAC12: 06/72)

To approve the pathway proposal with Australian Institute of Professional Education granting Admission and Advanced Standing totalling 80 credit points, being 30 credit points specified credit and 50 credit points unspecified credit towards 2753 Bachelor of Business & Commerce, to students who have successfully completed the Australian Institute of Professional Education (AIPE) Diploma of Management.

(APCAC12: 06/73)

To approve the pathway proposal with Group Colleges Australia (Central College) granting Admission and Advanced Standing totalling 80 credit points, being 20 credit points specified credit and 60 credit points unspecified credit towards 2753 Bachelor of Business & Commerce, to students who have successfully completed Group Colleges Australia (Central College) Diploma of Accounting FNS.

(APCAC12: 06/74)

To approve the pathway proposal with Group Colleges Australia (Central College) granting Admission and Advanced Standing totalling 80 credit points, being 30 credit points specified credit and 50 credit points unspecified credit towards 2753 Bachelor of Business & Commerce, to students who have successfully completed a Group Colleges Australia (Central College) Advanced Diploma of Accounting FNS 60204.

(APCAC12: 06/75)

To approve the pathway proposal with Group Colleges Australia (Central College) granting Admission and Advanced Standing totalling 90 credit points, being 30 credit points specified

credit and 60 credit points unspecified credit towards 2753 Bachelor of Business & Commerce, to students who have successfully completed Group Colleges Australia (Central College) Diploma of Management BSB51107.

(APCAC12: 06/76)

To approve the pathway proposal with Group Colleges Australia (Central College) granting Admission and Advanced Standing totalling 100 credit points, being 40 credit points specified credit and 60 credit points unspecified credit towards 2753 Bachelor of Business & Commerce, to students who have successfully completed Group Colleges Australia (Central College) Advanced Diploma of Management.

(APCAC12: 06/77)

To approve the pathway proposal with Group Colleges Australia (Central College) granting Admission only to students who have successfully completed Group Colleges Australia (Central College) Certificate IV of Business BSB40207.

(APCAC12: 06/78)

To approve the pathway proposal with Group Colleges Australia (Central College) granting Advanced Standing only totalling 30 credit points, being 20 credit points specified credit and 10 credit points unspecified credit towards 2740 Bachelor of Business & Commerce/Bachelor of Laws, to students who have successfully completed Group Colleges Australia (Central College) Diploma of Accounting FNS 50204.

(APCAC12: 06/79)

To approve the pathway proposal with Group Colleges Australia (Central College) granting Advanced Standing ONLY totalling 40 credit points, being 30 credit points specified credit and 10 credit points unspecified credit towards 2740 Bachelor of Business & Commerce/Bachelor of Laws, to students who have successfully completed Group Colleges Australia (Central College) Advanced Diploma of Accounting FNS 60204.

(APCAC12: 06/80)

To approve the pathway proposal with Group Colleges Australia (Central College) granting Advanced Standing only totalling 40 credit points, being 30 credit points specified credit and 10 credit points unspecified credit towards 2740 Bachelor of Business & Commerce/Bachelor of Laws, to students who have successfully completed Group Colleges Australia (Central College) Diploma of Management BSB51107.

(APCAC12: 06/81)

To approve the pathway proposal with Group Colleges Australia (Central College) granting Advanced Standing only being 40 credit points specified credit towards 2740 Bachelor of Business & Commerce/Bachelor of Laws, to students who have successfully completed Group Colleges Australia (Central College) Advanced Diploma of Management BSB60407.

(APCAC12: 06/82)

To approve the major course variation to 3682 Bachelor of Medical Science (Advanced) consisting of changes to the course structure due to corrections noted at item 2 and change to admission requirements and handbook summary to commence in 2012. TRIM reference: D11/587303

(APCAC12: 06/83)

To approve That the major course variation to 3673 Bachelor of Medical Science and 3674 Bachelor of Medical Science (Nanotechnology) consisting of changes to the course structure due to corrections noted at item 2 in the course documentation to commence in 2012. TRIM reference: D11/587307

(APCAC12: 06/84)

To approve the major course variation to 3675 Bachelor of Science, 3676 Bachelor of Science (Chemistry), 3677 Bachelor of Science (Biological Science), 3678 Bachelor of Science (Nutrition & Food Sciences), 3679 Bachelor of Science (Mathematical Science), 3680 Bachelor of Science (Environmental Science), 3681 Bachelor of Science (Zoology) and 3589

Bachelor of Science (Forensic Science) consisting of changes to the course structures due to corrections noted at item 2 to commence in 2012. TRIM reference: D11/587278

(APCAC12: 06/85)

To approve the major course variation to 3562 Bachelor of Science (Advanced) consisting of changes to the course structure due to corrections noted at item 2 of the course documentation and changes to admission requirements, handbook summary and Work Experience in Industry to commence in 2012. TRIM reference: D11/587284

(APCAC12: 06/86)

To approve the major course variation to 4675 Master of Health Science (Traditional Chinese Medicine), 4676 Graduate Diploma in Health Science (Traditional Chinese Medicine) and 4677 Graduate Certificate in Health Science (Traditional Chinese Medicine) consisting of change of campus of offer from Bankstown to Campbelltown to commence in 1H 2013. TRIM reference: D12/226196

(APCAC12: 06/87)

To approve the major course variation to 4678 Master of Health Science (Acupuncture), 4679 Graduate Diploma in Health Science (Acupuncture) & 4680 Graduate Certificate in Health Science (Acupuncture) consisting of change of campus of offer from Bankstown to Campbelltown to commence in 1H 2013. TRIM reference: D12/228453

(APCAC12: 06/88)

To approve the major course variation to 4684 Bachelor of Midwifery, consisting of a change of unit from 40100 Professional Practice Experience I to 401045 Introduction to Midwifery Practice Experience, change to handbook summary and updating learning outcomes and UWS graduate attributes, to commence in 2013. TRIM reference: D12/290373

(APCAC12: 06/89)

That the Academic Planning and Courses Approvals Committee endorses the major course variation to 2558 Master of Building Surveying, consisting of change to admission criteria, course structure and change to handbook summary to commence in Autumn 2013. TRIM reference: D12/278276

(APCAC12: 06/90)

To approve the major course variation to 3686 Graduate Diploma in Building Surveying, consisting of a change of course code from 3652, change to course structure, handbook summary, minor change to admission criteria and duration to commence in Autumn 2013. TRIM reference: D12/278295

(APCAC12: 06/91)

To approve the major course variation to 2651 Master of Fire Safety Engineering, consisting of replacing 300719 Fire and Building Regulations with new unit 300947 Building Regulations, change to admission criteria, Field of Education code and handbook summary, to commence in Autumn 2013. TRIM reference: D12/298751

(APCAC12: 06/92)

To approve the major course variation to 2652 Graduate Diploma in Fire Safety Engineering, consisting of replacing 300719 Fire and Building Regulations with new unit 300947 Building Regulations, change to admission criteria, Field of Education code and handbook summary, to commence in Autumn 2013. TRIM reference: D12/298761

(APCAC12: 06/93)

To approve the major course variation to 3653 Graduate Certificate in Fire Safety Engineering, consisting of replacing 300719 Fire and Building Regulations with new unit 300947 Building Regulations, change to admission criteria, Field of Education code and handbook summary, to commence in Autumn 2013. TRIM reference: D12/298765

(APCAC12: 06/94)

To approve the major course variation to 4666 Bachelor of Health Science (Honours)/Master of Podiatric Medicine, consisting of changes to course structure to commence in Autumn 2013. TRIM reference: D12/301824

(APCAC12: 06/95)

To approve the major course variation to 4659 Bachelor of Health Science (Personal Development, Health and Physical Education) consisting of changes to course structure to commence in Autumn 2013. TRIM reference: D12/288356

(APCAC12: 06/96)

To approve endorses the major course variation to 4661 Bachelor of Health Science/Master of Podiatric Medicine, consisting of changes to course structure to commence in Autumn 2013. TRIM reference: D12/301821

(APCAC12: 06/97)

To approve the major course variation to 4658 Bachelor of Health Science (Sport and Exercise Science) consisting of changes to course structure to commence in Autumn 2013. TRIM reference: D12/288367

(APCAC12: 06/171)

To approve the introduction of the new course 7023 Diploma in Engineering Science to commence in Term 1 2013 at the Nirimba campus. TRIM reference: D12/238922

(APCAC12: 06/172)

To approve the introduction of the new course 7024 Diploma in Engineering Science Fast Track to commence in Term 2 2013 at the Nirimba campus. TRIM reference: D12/238924

(APCAC12: 06/180)

To approve the pathway proposal with UTS Insearch granting students Admission and 80 credit points of advanced standing towards 3639 Bachelor of Information and Communications Technology, who have successfully completed the Diploma of Information Technology (Standard).

(APCAC12: 06/181)

To approve the pathway proposal with UTS Insearch granting students Admission and 80 credit points of advanced standing towards 3633 Bachelor of Computing (Information Systems), who have successfully completed the Diploma of Information Technology (Standard).

(APCAC12: 06/182)

To approve the pathway proposal with UTS Insearch granting students Admission and 80 credit points of advanced standing towards 3633 Bachelor of Computing (Information Systems), who have successfully completed the Diploma of Information Technology (Accelerated).

(APCAC12: 06/183)

To approve the pathway proposal with UTS Insearch granting students Admission and 80 credit points of advanced standing towards 3639 Bachelor of Information and Communications Technology, who have successfully completed the Diploma of Information Technology (Accelerated).

☆4.6 BACHELOR (HONOURS) COMMITTEE

AS12/04-4.6

The inaugural meeting of the Bachelor (Honours) Committee was held on 20 June 2012.

The Committee noted and discussed its terms of reference, as set out in the *Academic Senate Standing Committees Policy*. As this was the first meeting of the

committee, the Acting Chair, Associate Professor Paul Wormell, had invited the Pro Vice-Chancellor (Education) and the Pro Vice-Chancellor (Research) to attend.

The PVCs noted that whilst the Associate PVCs were members of this committee they had a high degree of interest in the deliberations of this committee themselves. The Committee agreed that in the early phase of the committee's work it would be advantageous for these senior officers to be directly engaged in the discussions.

It was resolved (B(Hons)C 12.01/01):

That the membership of the Bachelor (Honours) Committee be amended by adding the Pro Vice-Chancellor (Education) and Pro Vice-Chancellor (Research) or their nominees, and that it be recommended to Academic Senate that the Academic Senate Standing Committees Policy be amended accordingly.

Student representation

The philosophy of having a student representative on the committee was queried, given the compressed timescale of the honours year, and the potential decision-making burden and conflict that may be experienced by student members.

The acting Chair noted that student participation was one of TEQSA's threshold standards, and it was a long-held belief of the Board of Trustees that students should be included in all levels of governance, including on the Board itself.

Members acknowledged the concerns that a current Bachelor (Honours) student would have limited time to participate fully, and suggested that a recent Honours graduate who had moved into Higher Degree Research candidature would provide the committee with a very valid perspective of the student experience of an Honours year. The acting Chair would seek advice from the Student Representative Council, and invited members to send him suggestions for a student member.

It was resolved (AS12:04/12):

To note the report of the inaugural 20 June 2012 Bachelor (Honours) Committee meeting and ratify the recommendations contained therein.

4.7 BOARD OF TRUSTEES

The Board of Trustees most recent meeting was held on 7 June 2012.

The next meeting is scheduled for 5 September 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

Senate meeting dates for 2012 are as follows:

- 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.

Senate meeting dates for 2013 are as follows:

- Friday 22 February
- Friday 3 May
- Friday 21 June
- Friday 16 August
- Friday 25 October
- Friday 6 December (provisional meeting – to be held if necessary)