

# ACADEMIC SENATE

Circulated: 11 October 2019

Confirmed Minutes of Meeting 19/04 of the Academic Senate of Western Sydney University held on Friday 16 August 2019 at 9:30AM, in the Conference Rooms, Level 9, Liverpool campus.

## **Present:**

Associate Professor Alpha Possamai-Inesedy (Chair)

Dr Elfriede Sangkuhl (Deputy Chair)

Ms Rosina Armstrong-Mensah

Professor Simon Barrie

Ms Tegan Bergan

Associate Professor Matthias Boer

Ms Robyn Causley

Professor Kevin Daly

Dr Martin Daly

Dr Kathleen Dixon

Professor Kevin Dunn

Associate Professor Paola Escudero

Associate Professor Susanne Gannon

Professor Scott Holmes

Dr Anne Jamison

Associate Professor Slade Jensen

Professor Denise Kirkpatrick

Professor Gregory Kolt

Associate Professor Khoa Le

Mr Pete Maggs

Dr Edward Mariyani-Squire

Dr Nicolene Murdoch

Associate Professor Christopher Peterson

Dr Ludmilla Robinson

Professor Yenna Salamonson

Professor Michele Simons

Professor Caroline Smith

Professor Brian Stout

Professor Deborah Sweeney

Dr Caterina Tannous

Dr Steven Trankle

Professor Michelle Trudgett

Dr Katina Zammit

## **In attendance:**

Mr Matthew Bojanic

Mr Daniel Bonatti

Ms Sophie Buck

Ms Elisa Cristallo

Mr Stephen Hannan

Ms Trish Hautumale

Mr Kerry Holling

Ms Angela MacDonald (Minutes)

Ms Hannah McLean

Dr Shantala Mohan

Ms Leanne Smith

## **Apologies:**

Professor Janice Aldrich-Wright

Professor Kevin Bell

Professor Anna Cody

Professor Barney Glover (VC)

Ms Hollie Hammond

Professor Deborah Hatcher

Professor Annemarie Hennessy

Professor Peter Hutchings

Professor Paul James

Professor Amir Mahmood

Associate Professor Jane Mears

Ms Taurai Moyo

Associate Professor Alpana Roy

Professor Simeon Simoff

Associate Professor Surendra Shrestha

Professor Zhong Tao

Professor Linda Taylor

## **Absent:**

Mr Michael Burgess

*Quorum attained at 9:30am.*

# 1 PROCEDURAL MATTERS

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## ☆1.1 INTRODUCTION, WELCOME, AND APOLOGIES

The Chair of Academic Senate, Associate Professor Alphia Possamai-Inesedy, chaired the meeting. The Chair welcomed all members, with a specific mention to:

- Welcome to Professor Michelle Trudgett as Pro Vice-Chancellor, Aboriginal and Torres Strait Islander Education, Strategy and Consultation as a new ex-officio member of Senate.
- Thank you to Professor Kevin Dunn; a temporary departure as Dean, School of Social Sciences and Psychology (SSaP), commencing in the role of Pro Vice-Chancellor Research, for a 12-month term, continuing as an ex-officio member of Senate.
- Congratulations and welcome to Professor Brian Stout, as Acting Dean of SSaP and an ex-officio member of Senate.
- Welcome to Mr Pete Maggs, Director of Library Services, as a new ex-officio member of Senate.

The Chair welcomed all attendees:

- Ms Leanne Smith, Director and Mr John Della Bosca, Associate Director of the Whitlam Institute – *Item 3.7 Whitlam Institute*.
- Mr Kerry Holling, Chief Information & Digital Officer, Information Technology and Digital Services – *Item 3.8 Cyber Security*.
- Dr Shantala Mohan, Director, Research Impact and Integrity (REDI) – *Item 3.9.1 Ethics Review*.
- Mr Steve Hannan, Executive Director (REDI) - *Item 3.9.2 ERA*.
- Mr Matthew Bojanic and Mr Matthew Bonatti, members of the Student Representative Council attending as observers.

## ☆1.2 DECLARATIONS OF INTEREST

No declarations of interest were reported.

## ☆1.3 STARRING OF ITEMS

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

- 3.1 Report from the Chair
- 3.2 Report from the Vice-Chancellor
- 3.4 Admissions: Philosophy and Methodology
- 3.5 Respect Now Always Project Report
- 3.6 Charter on Academic Freedom
- 3.7 Whitlam Institute
- 3.8 Cyber Security
- 3.9.1 Ethics Review
- 3.9.2 Era Update

An additional item was requested to be starred for discussion:

- 3.10.3 Student Misconduct Rule

### **It was resolved AS19:04/01:**

*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 approved.*

#### ☆1.4 ORDER OF BUSINESS

At the commencement of the meeting a re-arrangement was made to the order of business:

- 3.1 Report from the Chair
- 3.2 Report from the Vice-Chancellor
- 3.9.1 Ethics Review
- 3.4 Admissions: Philosophy and Methodology
- 3.10.3 Student Misconduct Rule
- 3.7 Whitlam Institute
- 3.8 Cyber Security
- 3.9.2 Era Update
- 3.5 Respect Now Always Project Report
- 3.6 Charter on Academic Freedom

At the commencement of the meeting item 3.10.2 *Learning Technologies Policy* was withdrawn from the agenda, this item will be tabled at the 18 October meeting of Academic Senate.

#### ☆1.5 OTHER BUSINESS

No requests were received for other business.

#### ☆1.6 MINUTES OF THE PREVIOUS MEETING

Unconfirmed minutes of the Academic Senate meeting held on 21 June 2019 were appended.

**It was resolved AS19:04/02:**

*That Academic Senate confirms the minutes of the Senate meeting held on 21 June 2019, as an accurate record.*

#### ☆1.7 ACTION SHEET FROM LAST MEETING

To assist members with monitoring the work of the Academic Senate, an action sheet from the previous meeting was appended with many actions complete.

The Chair noted to members that all actions under the 3.3 Student Report are in progress with stakeholders, this action will be marked complete.

## 2 BUSINESS ARISING

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

### 2.1 MY VOICE REPORT

A progress report on actions surrounding the MyVoice survey response was appended, prepared by Ms Renae Dean, Project Officer, and Ms Kay Hemsall, Associate Director, Talent and Leadership Development.

In response to the progress report, members suggested there is a lack of alignment with the work being done at the school and unit level, and that this is not aligned with MyVoice survey results. It was felt certain issues had not been addressed, such as gendered inequity, and ongoing impacts to professional and academic staff post Shared Services. The Chair responded stating much of the issues are sectoral, this should be acknowledged – with ongoing engagement in our schools work and Working Groups,

this will bring more insight. In addition, the style of the report may be a factor to the concerns raised, as there was a deeper analysis earlier.

**Action item:**

Ms Kay Hemsall to brief Senate members at the next meeting, on the wider scope of work in relation to the MyVoice response to issues raised.

### **3 GENERAL BUSINESS**

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#### **☆ 3.1 REPORT FROM THE CHAIR**

A written report from the Chair covering activities undertaken on behalf of the Senate since 21 June was provided as a late paper. The Chair's report to the 7 August meeting of the Board of Trustees, was appended to the late paper.

Since the last meeting of Academic Senate, the Senate Review Working Group has met once. Terms of Reference (ToR) are being developed to ensure the group addresses the issues required. The ToRs will include the academic restructure in 2020 and its effects on committee membership. A number of different membership models will be proposed and discussed at the next meeting, as well as the groups response to the review report recommendations. Feedback will be returned to Academic Senate and the Board of Trustees.

Following this meeting of Senate, the Chair will provide a two-page document with a summary of issues raised, passed and discussed. This is intended to allow more transparency of the work of Academic Senate and facilitate further discussions at school level - this initiative will also be communicated via Yammer. At the next meeting of Senate in October the first 'Hot topic' will be raised for active discussion. Both initiatives follow our response to the Senate Review Report recommendations.

The Chair invited Chairs from selected Senate standing committees to provide a brief summary on their current items of focus:

- **Academic Planning and Courses Approvals Committee (APCAC)**, Professor Denise Kirkpatrick, Deputy Vice-Chancellor & Vice-President (Academic) – The recent focus for APCAC has centred on quality assurance, reporting, streamlining processes, and conversations around membership revisions following the restructure. Professor Kirkpatrick suggested the next APCAC report should include the full report of the Chair of Senate to APCAC, which would be of interest to Senate members.
- **Senate Research Committee**, Professor Deborah Sweeney, Deputy Vice-Chancellor & Vice President (Research & Innovation) – The last meeting of the Research Committee had a primary focus on strategy. Professor Sharon Bell, Deputy Vice-Chancellor (Strategy and Planning) is expected to provide an update to the committee at its next meeting. Rankings and quality measures from ERA will be a fixture on meetings going forward. Lastly, the six-month review of research operational plans across schools and institutes is nearing completion.
- **Senate Education Committee**, Professor Simon Barrie, Pro Vice-Chancellor, Learning Futures – Professor Barrie firstly wished to highlight the work conducted by the working groups of the Education Committee:
  - Academic Policy Advisory Group (APAG) – the advisory group is currently working on fifteen policies at present.
  - Transition and Retention Pedagogy (TaRP) Working Party – the working party is looking at how we roll out learning analytics and strategies in curriculum, crossing over the work of the Academic Integrity Project which looks at the student honour code and the module for students. Thanks were extended to Mr Matthew Bojanic and Associate Professor Si Bedford for their valuable work on this.

- Third Party Advisory Group (TPAG) – the advisory group is looking at how we can ensure and enhance the quality of education across providers, crucial work given the increasing numbers of third party providers.
- Learning and Teaching Technologies (LaTTe) Advisory Group – the advisory group is testing out new technologies with ITDS and schools to progress the use of these.
- Curriculum and Unit Standards Working Party – the working party is working on how we place expectations and standards on the quality of data around curriculum.

The current focus of the Education Committee is centred on two key things; to close loop on QILT data with schools reporting back on their response to issues addressed, and secondly how we support the enactment of TEQSA recommendations. Professor Barrie wished to extend his thanks to all members of the working parties for the incredible amount of work they do.

- **Research Studies Committee (RSC)**, Professor Caroline Smith, Dean Graduate Research School (GRS) – The Committee’s primary focus is on candidature matters and business relating to the Graduate Research School. Recent highlights include; tabling the Inherent Requirements (IR) relating to the Master of Research (MRes) and PhD. Working with the Disability Service and a small working party with HDR Directors, six domains have been identified for consultation and discussion with the RSC. It is hoped implementation can be in place by the end of the year and this will inform the building of Academic Integration Plans for students. Other highlights include, the first release of scholarships ranked and awarded in August, the second release is now closed with a significant number of applications received. The RSC will look to continually refresh the ranking assessment. At the last meeting the RSC approved the awarding of part-time scholarships, the Doctoral Policy will be tabled at the next meeting the, following extensive consultation.

The Chair thanked the respective chairs and encouraged members to provide any feedback directly to the chairs of the sub-committees.

### ☆ 3.2 REPORT FROM THE VICE-CHANCELLOR

The Vice-Chancellor’s Report was appended; Professor Scott Holmes spoke on behalf of the Vice-Chancellor. The Vice-Chancellor is currently in Vietnam for graduations, having recently returned from a recent trip to Africa with a focus on research activities and partnerships. These visits are extension of the work in Nepal, India and South Africa - with a focus on the UN Sustainable development goals.

Highlights from the Vice-Chancellor’s Report included;

- Discussions are underway on the University’s Strategic Plan for 2021-2026, with an intention to circulate to the October meeting of Senate. Consultation will occur cross a range of forums including Senate.
- A successful Open day at Parramatta South campus and IPSQ with record enrolments and registrations.
- Positive results in the Times Higher Education (THE) Young University Rankings, WSU has moved up from 71 to 58, Within Australia, we have maintained our position of 10th. In the 2020 QS World Rankings, WSU is now ranked 468<sup>th</sup> - an improvement of moving up 30 places since 2019.
- The Academic restructure implementation continues with Deputy Dean and Associate Dean Position Descriptions being finalised. Director of Academic Program (DAPs) and Academic Course Advisors (ACAs) position descriptions will be circulated for feedback, change proposals have been signed off by the Vice-Chancellor with recruitment to follow. The appointment of Cluster Leaders is hoped to occur shortly, expressions of interest will be offered for Discipline Leaders, and the Cluster Pro Vice-Chancellors have been appointed.

- The University's Code of Conduct is due for cyclical review. This will provide an opportunity for the Code to be revised with linkage to recent developments regarding freedom of speech and academic freedom. An extensive consultation and review process has been completed to develop a new Western Partnerships Strategy. A Partnerships Steering Committee will be established as an outcome of the process.
- Following a review of the Shared Services implementation, most services are generally operating in accordance with design, there are still opportunities for improvement. As per the review recommendations, each service area will develop a service improvement plan.
- In regards to the annual preliminary student load forecast for 2019, the three major revenue classes are forecasted to be 227 EFTSL below the load target. Commonwealth Grant Scheme (CGS) load is currently forecast to be 419 EFTSL below the load target, domestic fee-paying load is forecast 89 EFTSL above target and international onshore load is forecast at 103 EFTSL above the target.
- Giving Day is to be held on 4 September, with the objective of increasing awareness, fundraising, and donations to scholarships, research and other impactful programs at the University.
- Key appointments have been deployed including Professor Brian Stout, Acting Dean, School of Social Sciences and Psychology; Professor Michelle Trudgett, Pro Vice-Chancellor, Pro Vice-Chancellor Aboriginal and Torres Strait Islander, Strategy and Consultation; and Mr Pete Maggs, Director Library Services.

Feedback from Senate members included a positive reaction to the Panel Pledge; a gender equity initiative which was developed in partnership by Chief Executive Women, the Women's Leadership Institute Australia and the Male Champions of Change, with encouragement extended to senate members to engage with this.

Professor Holmes responded to a question on strategies for international student recruitment, stating it is an extremely competitive sector, following a directive to slow down visas, it is a challenging environment across the sector. A multi layered strategy is being defined with a focus on partnerships. The new model is almost complete, Professor Linda Taylor, Pro Vice-Chancellor (International), has been speaking to this. Also important to note, the Office of the Pro Vice-Chancellor (International) have achieved their 'stretch' target, with enrolments increasing 300% in 4 years.

Professor Denise Kirkpatrick provided an update to Senate members of the latest report from the Vice-Chancellor's Working Group on performance based funding, this will come into play in January 2020; all universities will be assessed against four key criteria; graduate employment rates for domestic undergraduate students, an adjusted attrition rate for first year domestic students, student satisfaction on teaching quality (reported in QILT data), and feedback from domestic undergraduate students from three participations groups; Indigenous, low socioeconomic and remote/regional. The report indicated the that the four criteria would have equal weighting, however the Minister has indicated the employment rate may get a 40% weighting – this is yet to be confirmed. The scheme is intended to provide a small incentive to universities for good practice and good performance. With this increased accountability, it is imperative that we hit the performance indicators. In response to a question on research performance not appearing in the aforementioned criteria, Professor Kirkpatrick concluded that this being addressed through other areas such as ERA.

The Chair thanked Professor Holmes for speaking to the Vice-Chancellor's Report.

### **3.3 STUDENT REPORT**

A report compiled by the student representatives of Senate was provided to Senate for noting, a request was made for the item to be starred, due to time constraints the Chair recommended feedback be provided directly to the Chair during the break.

### ☆ **3.4 ADMISSIONS: PHILOSOPHY AND METHODOLOGY**

Ms Robyn Causley, Director, Student Administration provided a presentation on the Admissions process and methodology used, for comparability between different qualifications and experiences, and consistency across all applications.

Ms Causley centred the presentation on a holistic philosophy used in the assessment of admission applications. With this philosophy, many factors are considered and determined upon, including; prior learning, a forgiveness of poor records, leaving certificates and bridging programs. This holistic approach is used alongside schedules to contribute to a ranking. Sample schedules were provided in the presentation to members, the schedules showing the recalculation of scores into an ATAR framework.

The schedules used have been developed for universities, with the research component developed by UAC. The schedules are reviewed regularly, and responsive to changes in calculation or other impacting factors.

The application of student to schedule is all automated. Apart from ranking, interviews may also be a component, or a minimum education requirement. This centralised system provides consistency in the way they are assessed without human error or opinion. Internal transfers are treated exactly the same way with the automated system. A key driver is to retain equity between our students and external students, provided by the automations, a 35% increase in retention reflects this.

The success of the True Reward scheme is based on research; looking at statistics of previous students coming out of Higher School Certificate, and students in Band and Extension English at High School, with calculations made on the potential success at University. The same process is used for Postgraduate students, but with a variation applied to the assessment process. The overall objective is to acknowledge leadership, creativity, problem solving, and resilience, liaison with The Academy is also occurring on how the measures can be added to.

The Chair thanked Ms Causley for providing the presentation to members, feedback can be provided directly to Ms Causley, the presentation may also be requested to circulate at School Academic Committee level.

### ☆ **3.5 RESPECT NOW ALWAYS PROJECT REPORT**

A report was provided on key initiatives undertaken by Western Sydney University in response to the Australian Human Rights Commission (AHRC) National Report on Student Sexual Assault and Harassment 'Change the Course' ("the Report"). Ms Ellen Brackenreg, Executive Director, Student Services was unable to attend the meeting, the Chair suggested feedback be provided to the Chair and Secretary.

### ☆ **3.6 CHARTER ON ACADEMIC FREEDOM**

Following feedback received on the *Draft Ethical Framework for University Governance* document, a Charter on Academic Freedom has been created. The draft document was attached. The Chair suggested feedback be provided to the Chair and Secretary.

**It was resolved AS19:04/03:**

*That Academic Senate endorses the Draft Charter on Academic Freedom.*

### ☆ 3.7 WHITLAM INSTITUTE

Ms Leanne Smith, Whitlam Institute, Director since 2017, previously a Human Rights Lawyer working in conflict zones. Ms Smith briefed Senate members on the portfolio of work at the Whitlam Institute.

The civic work of the institute includes the *'What Matters'* writing competition for primary and secondary schools, with the highest number of entries this year, as well as Civics Education workshops for primary and secondary kids, the workshops have been adapted to work offsite as well. A review of the Civics program took place last year, an encouraging report, the institute is hoping to link this with the University's First Foot Forward program.

The other important body of work surrounds the Female Orphan School and its historical significance. Exhibitions are deliberately linked to the Whitlam legacy. An exhibition of 20 years of Aboriginal printmaking is currently on display, previous exhibitions have included a history of forced adoption and a history of espionage. These exhibitions are often in partnership with the National Archives and the Museum of Australian Democracy. There are currently 38,000 items in the Prime ministerial archive, with the intention of increasing public access and scholarly access to the archives. Most of the collection is online, with the Library assisting to make the collection more accessible and searchable in the future.

The Institute's policy vision is captured in the following statement, verbalised by Ms Smith:

*To situate the Institute as a nationally significant institution that delivers distinctive, bold and inspiring policy research and programs that promote common ground, inclusive national identity and civic engagement for all Australians. We are aiming to be recognised across the political spectrum, as delivering a nation building agenda.*

The Institute's objective is to delivery policy that delivers social justice and social democracy. An independent review was conducted several years ago on policy work, result was to focus on two themes *Future of Australian Democracy* and *Australia in the World*. The strategic plan objective is for inclusivity, social justice and democracy.

The Institute has a number of linkages and a hope to expand these connections; several WSU schools, the Institute of Culture and society, Australia China Institute and the Decadal Sustainability Plan. The Institute is also looking at interns for an increased exposure of the history of the Female Orphan School.

The Chair thanked Ms Leanne Smith for providing the presentation to Senate members, feedback on engagement with researchers and students may be provided directly to Ms Smith.

### ☆ 3.8 CYBER SECURITY

Mr Kerry Holling, Chief Information & Digital Officer, Information Technology and Digital Services (ITDS), briefed Senate members on the implications and exposure of data following a recent cyber security attack on another institution.

Within ITDS, a small team is focussed on digital security and risk strategy in relation to cyber security. Our university policies and regulatory framework encourage us all to look at our information security and system framework. Adjacent to cyber security, concerns are equally on privacy, in particular with file sharing systems and where the data is hosted. Statistics include; % of breaches are human error, 61% are from malicious or criminal attacks and 4% are system faults.

In relation to the recent breach at the Australian National University, it was a state sponsored attack seeking personal information and IP data via email phishing. All Western Sydney University staff are encouraged to undertake the training module in MyCareer Online: *Cyber Security at Western Sydney University (Basics)*. Other measures suggested included using safe file sharing platforms such as *Cloudstor* or *OneDrive*, rather than *Dropbox*.

The Chair thanked Mr Kerry Holling for providing the presentation to Senate members.

## ☆ 3.9 RESEARCH

### 3.9.1 Ethics Review

Dr Shantala Mohan, Director, Research Impact and Integrity (REDI), provided an update on the 2018 Institutional Ethics Review. The review's intention was to understand what was working in institutional ethics, encompassing; animal ethics, human ethics and bio-safety and radiation safety ethics. Secondly to enhance and facilitate improved ethics research and processes.

Following high participation in a survey, a data analysis on responses displayed clarity on satisfied and dissatisfied cohorts, with a closer exploration required on the dissatisfied cohorts. Following analysis recommendations were made to target the areas of improvement, these included; training and education (all stakeholders) needs, enhancement of the review process, changes to the applications forms and optimisation of ethics website. A steering committee was established to guide the implementation of an Action Plan for each of the ethics categories. The Action Plans contain sub-categories based on the above recommendations, with a coloured icon stating progress. The review step within the Action Plan is a crucial step, with one school using a pre-review process, thus making a huge difference to quality of applications. Generally, most of the actions are underway and implemented.

Consultation is to occur with Professor Caroline Smith on the completion of candidature matters, and with Professor Michelle Trudgett on Aboriginal and Torres Strait Islander requirements – both are progressing well.

Following concerns raised by a Senate Member over the composition of the human research ethics committee, and whether the breadth of experience and outcomes could be captured within the committee structure - Dr Mohan responded stating this has been acknowledged in the review recommendations.

Additional feedback from members included providing examples of successful applications and sections with annotations would be extremely useful, and the introduction of a compulsory training module prior to submission. In response Dr Mohan stated we have a training module although it is not a mandatory step.

The Chair thanked Dr Shantala Mohan for providing the presentation to Senate members.

### 3.9.2 ERA Update

Following the June meeting presentation, Mr Steve Hannan, Executive Director (REDI) provided a follow-up presentation update on Excellence in Research for Australia (ERA).

Mr Hannan focused his presentation on feedback on the strategies for improvement; to benchmark strong performers, an annual external peer review of publications, target high quality open access journals, the establishment of strong publication standards and foster sector leadership opportunities – the latter being needing support.

In relation to ‘target high quality open access journals’; we are currently working with the library for open access publications, with 1500 journals currently funded. In relation to the ‘establishment of strong publication standards’, we do not receive money for publications, feedback was sought on the standards and research output, acknowledging this is different across schools.

In conclusion ERA2021 has already been written, half of ERA 2024 partially written, we should start thinking about ERA 2027 now. The Chair thanked Mr Steve Hannan for providing the presentation to Senate members, feedback may be provided directly to Mr Hannan by email.

### 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 16 May and 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 for agreement to progress through the consultation and approval process.
<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. A proposal 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 was provided to the 14 August meeting of APAG.
<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 for agreement to progress through the consultation and approval process.
<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 will be released on the Policy DDS Bulletin Board in mid-August once the previous updated version of the Enrolment Policy has been published, and will then be considered at the 1 October meeting of the Education Committee.

<i>Examinations Policy</i>	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 meeting of APAG where it was agreed to progress the revised Policy through the consultation and approval process.
<i>Foundations of University Learning and Teaching Program Policy</i>	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> will be circulated to Deans and Deputy Deans for preliminary feedback in mid-August 2019, with a view to an updated version of this policy being provided to Executive Committee on 2 September for noting.
<i>Revised Learning Technologies Policy Paper</i>	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 is now submitted to the Academic Senate for approval at item 3.10.2.
<i>Revised and Renamed Lecture Recording Policy</i>	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 is resubmitted to the 27 August meeting of the Education Committee meeting for consideration. The Multimedia Policy, once endorsed by Education Committee, can then progress to the 18 October Senate.
<i>Progression and Unsatisfactory Academic Progress</i>	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, a small group of will review the policy for consideration at the 14 August APAG meeting.

<i>New Surveys Policy</i>	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.
<i>Student Placement Policy</i>	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.
<i>Student International Mobility Policy</i>	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, which will be provided to the 15 August Research Committee and 27 August 2019 Education Committee for endorsement.
University Medals and Deans Medals provisions ( <i>Graduations Policy</i> )	A working group of APAG and a sub-group of the Research Studies Committee have been reviewing Dean's medal provisions and University Medal provisions respectively. Draft initial updates to the 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 before progressing the revised Policy through the consultation and approval process.
<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 will be considered by the 14 August meeting of APAG.

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.
<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 next stage is for OGS to consult with the Student Representative Council submit the policy for approval.

### **3.10.2 Learning Technologies Policy**

The Learning Technologies Policy will be tabled at the next meeting of Academic Senate; 18 October 2019.

### **Item withdrawn**

#### ☆ **3.10.3 Student Misconduct Rule**

The Student Misconduct Rule has undergone review as required as part of the normal University policy review schedule, in addition, to create process efficiency and consistency in decision-making for those who administer the Rule. Other changes make some provisions clearer, correct title changes and address typographical errors.

The item was requested to be starred at the meeting, to allow for discussion on the communications strategy to schools and students on the application of sanctions and consequences. Ms Hannah McLean, Associate Director, Secretariat responded to the query and provided a brief summary of the changes to Senate Members.

The paper outlined the major changes to the Student Misconduct Rule, which is proposed to come into effect from 1 January 2020. The Office of Governance Services is currently working on an implementation plan, pending presentation to the Board of Trustees in October. A focus will be made on communications to students and schools. In creating an effective communications plan, engagement has occurred with the Student Representative Council and Student Participation and Success teams, to ensure there is adequate and appropriate communication to students.

It is important to note, outcomes will not change, but in some instances there will be the ability to apply sanctions within the school. The introduction of minimum sanctions, and a sliding scale depending on the severity of the case; this is hoped to provide guidance to authorised officers, ensuring there is fairness.

The Chair recommend any feedback be forwarded to Ms McLean directly.

**It was resolved AS19:04/04:**

*That Academic Senate approves the proposed changes to the Student Misconduct Rule, to take effect from 1 January 2020.*

Senate 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 AND POSTHUMOUS AWARDS**

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

### **3.12 APPROVAL OF SCHOLARSHIPS**

#### **University Funded Scholarship**

Academic Senate was requested to consider the following proposals for a new University funded scholarship, prepared by the School of Medicine:

#### **School of Medicine Rural Scholarship**

This new scholarship is intended for students who are enrolled full-time in Year 1 of the Doctor of Medicine. Applicants must have lived in an *Australian Statistical Geography Standard-Remoteness Area* for a period of time, and must be able to demonstrate a commitment to rural medicine through past experiences and future aspirations. This scholarship has been endorsed by Mr Angelo Kourtis, Vice-President (People and Advancement).

**It was resolved AS19:04/05:**

*That Academic Senate approves the following proposed University funded scholarship:*

- *School of Medicine Rural 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 met face to face on 17 June, and conducted electronic meetings between 1-4 July and 11-15 July 2019 – minutes and reports were appended.

**It was resolved AS19:04/06:**

*That Academic Senate notes the minutes of the face to face meeting held on 17 June, and electronic meetings between 1-4 July and 11-15 July 2019 of the Senate Executive Committee.*

### **4.2 RESEARCH COMMITTEE**

The Research Committee met on 9 July 2019 – minutes were appended.

**It was resolved AS19:04/07:**

*That Academic Senate notes the minutes of the meeting held on 9 July 2019 of the Research Committee.*

#### **4.3 RESEARCH STUDIES COMMITTEE**

The Research Studies Committee met on 18 June and 16 July 2019 – minutes were appended.

**It was resolved AS19:04/08:**

*That Academic Senate notes the minutes of the meetings held on 18 June and 16 July 2019 of the Research Studies Committee.*

#### **4.4 EDUCATION COMMITTEE**

The Education Committee met on 25 June 2019 – minutes were appended.

**It was resolved AS19:04/09:**

*That Academic Senate notes the minutes of the meeting held on 25 June 2019 of the Education Committee.*

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

The Academic Planning and Courses Approvals Committee (APCAC) met on 2 July and 6 August 2019 – the combined report was provided as a late paper.

**It was resolved AS19:04/10:**

*That Academic Senate notes the report of the Academic Planning and Courses Approvals Committee meetings held on 2 July and 6 August 2019, and approve the recommendations contained therein.*

#### **4.6 ASSESSMENT COMMITTEE**

The Assessment Committee met on 30 July 2019 – minutes were appended.

**It was resolved AS19:04/11:**

*That Academic Senate notes the minutes of the meeting held on 30 July 2019 of the Assessment Committee.*

#### **4.7 THE COLLEGE ACADEMIC PATHWAY PROGRAM COMMITTEE**

The College Academic Pathway Program Committee met face to face on 30 May and 4 July, and held electronic meetings on 13-18 June 2019, minutes were appended.

**It was resolved AS19:04/12:**

*That Academic Senate notes the minutes of the College Academic Pathway Program Committee face to face meeting held on 30 May and 4 July, and electronic meetings on 13-18 June 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](https://www.westernsydney.edu.au/about_uws/leadership/board_of_trustees/board_meetings)

## **5 FOR INFORMATION**

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No items.

## **6 NEXT MEETING**

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The next Academic Senate meeting is arranged for **Friday 18 October 2019, Building L2, Room G.30, Hawkesbury campus.**

Remaining meeting dates for 2019 are as follows:

- 18 October
- 6 December

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.