

# WESTERN SYDNEY UNIVERSITY



## ACADEMIC SENATE

Confirmed minutes of meeting 20/03 of the Academic Senate of Western Sydney University was held on **Friday 19 June 2020** at **9:30AM**, via Zoom.

### MINUTES

#### **Present:**

Professor Alphia Possamai-Inesedy (Chair)

Associate Professor Ana Hol

Associate Professor Jacqueline Ullman

Associate Professor Kate Huppertz  
(Deputy Chair)

Associate Professor Linda Taylor

Associate Professor Liza Cubeddu

Associate Professor Mary Hardie

Associate Professor Michael Tyler

Associate Professor Simon Bedford

Associate Professor Simon Green

Dr Annette Sartor

Dr Caterina Tannous

Dr Kenan Matawie

Dr Ludmilla (Lucy) Robinson

Dr Maggie Davidson

Dr Margarite Poulos

Dr Martin Daly

Dr Nicolene Murdoch

Dr Ranjith Liyanapathirana

Dr Samantha Liyanapathirana

Dr Steven Trankle

Hollie Hammond

Jessie Robinson

Leanne Hunt

Lizette DeLacy

Professor Amir Mahmood

Professor Anna Cody

Professor Andrew Page

Professor Annemarie Hennessy

Professor Brian Stout

Professor Caroline Smith

Professor Catherine Renshaw

Professor Christopher Peterson

Professor Deborah Hatcher

Professor Deborah Sweeney

Professor Denise Kirkpatrick

(departed 10.00am)

Professor Eileen McLaughlin

Professor Gregory Kolt

Professor Heather Horst

Professor Janice Aldrich-Wright

Professor Kerry London

Professor Kevin Dunn

Professor Matthias Boer

Professor Michele Simons

Professor Michelle Trudgett

Professor Peter Hutchings

Professor Simeon Simoff

Professor Simon Barrie

Professor Suzan Burton

Professor Tanya Meade

Professor Yenna Salamonson

Professor Zhong Tao

Rosina Armstrong-Mensah

#### **Apologies:**

Dr Christopher Peterson

Dr Peter Humphreys

Dr Robert Osei-Kyei

Khulan Khurelbaatar

Pete Maggs

Professor Barney Glover (Vice-Chancellor)

Professor Kate Stevens

#### **In attendance:**

Desiree Mulley

(Senior Governance Officer)

Dr Kierny McKay (SAGE Project Officer)

Elizabeth Dibbs

(Deputy Chancellor, Board of Trustees  
member)

Shubha Devadasen

(Associate Director, Office of Governance  
Services)

Sophie Buck

(Director, Office of Governance Services)

## **1 PROCEDURAL MATTERS**

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

The Chair of Academic Senate, Professor Alpha Possamai-Inesedy, chaired the meeting. Professor Michelle Trudgett, Pro Vice-Chancellor Aboriginal and Torres Strait Islander Education Strategy and Consultation acknowledged the Traditional Owners of where this meeting took place and acknowledged their ancestors who have been Traditional Owners for tens of thousands of years. Professor Trudgett acknowledged and paid respect to Elders past and present.

Professor Trudgett spoke to Senate regarding the genesis of the Black Lives Matter (BLM) movement in the United States of America and the parallels that have been identified in Australia regarding the treatment of Aboriginal Australians and people of colour. Professor Trudgett has authored a paper that contains a mission statement committing to a zero tolerance approach to racism at this University. The Library will be updated with relevant resources for staff and students. A BLM pledge has been created and staff and students are invited to sign the pledge to stand in solidarity with Indigenous Australians and people of colour and publicly commit to calling out racism when they see it. A number of media pieces will also be circulated. Professor Trudgett offered to speak further with members of the University community who are seeking advice regarding having conversations about BLM with their students or colleagues.

Professor Trudgett advised that Senate members can do the following to support the BLM movement:

- place BLM on the agenda for your Committees to further socialise this matter
- deeply reflect on your positions personally and professionally including how you can contribute to this movement
- encourage colleagues to sign the BLM pledge
- march with the Indigenous Australian community
- tread gently around Indigenous Australian students and members of staff who may be finding this an emotional piece.

The Chair thanked Professor Trudgett for her time and echoed the importance of her message.

The Chair welcomed all members to Senate with a specific mention to:

- Associate Professor Simon Green as a newly elected member of Senate
- Khandakar Al Farid Uddin as the newly elected Higher Degree Research student member of Senate.
- Elizabeth Dibbs, Deputy Chancellor and member of the Board of Trustees who attended as an observer.
- Dr Kieryn McKay, SAGE Project Officer who attended to speak to item 3.6 – SAGE Athena Swan Presentation.

### **☆ 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
- 3.5 – Research Infrastructure Presentation
- 3.6 – SAGE Athena Swan Presentation
- 3.11.1 – Senate Hot Topics Working Party
- 3.13 – Strategic Plan Consultation
- 3.14.2 – Graduation Policy
- 3.14.3 – Policy Variations and Suspensions in Response to COVID-19
- 3.14.4 – International Admissions Policy Amendments in Response to COVID-19.

The following items were additionally starred:

- 2.1 – Contract Cheating
- 3.3 – Student Report

#### **It was resolved (AS 20/03:01)**

*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

The order of business was amended to address Item 3.2 – Vice Chancellor’s Report immediately after the procedural items, to accommodate for the Senior Deputy Vice-Chancellor departing at 10.00am.

### ☆1.5 OTHER BUSINESS

There was no other business raised at this meeting.

### ☆ 1.6 MINUTES OF THE PREVIOUS MEETING

The unconfirmed minutes of the Academic Senate meeting held on 17 April 2020 had been circulated, and were confirmed without amendment.

#### **It was resolved (AS 20/03:02)**

*That Academic Senate confirms the minutes of the Senate meeting held on 17 April 2020, as an accurate record.*

### ☆ 1.7 ACTION SHEET FROM LAST MEETING

The action sheet from the previous meeting was reviewed, and updated accordingly.

## **2 BUSINESS ARISING**

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### ☆2.1 CONTRACT CHEATING

In response to an action that arose at the 17 April meeting of Senate the School of Nursing and Midwifery elected members had provided written feedback detailing

views and experiences from their colleagues regarding contract cheating in their School.

The Chair advised that post agenda circulation feedback had also been received from the School of Health Science, School of Medicine and the School of Engineering. The feedback that has been received is largely reflective of the issues identified in Associate Professor Simon Bedford's presentation. The Chair advised that significant work is being undertaken by the Office of the Pro Vice-Chancellor (Learning Futures) in the alternative assessments space.

Associate Professor Bedford advised that contract cheating is a priority for Senate Education Committee this year, and it is being heavily emphasised by the *Tertiary Education Qualification Standards Panel* (TEQSA). The Western Honour Code has been integrated into the Academic Integrity module.

**Action:** The Director Library Services, Pete Maggs is to provide a paper at a future meeting of Academic Senate regarding the academic integrity app '*liable*' that is being supported by the Library.

**Action:** The Chair is to provide all written feedback received regarding contract cheating to Associate Professor Simon Bedford, for progression to the Academic Integrity Working Party.

**Action:** The Chair is to circulate a link to a student video that has been developed by the Office of the Pro Vice-Chancellor (Learning Futures) that addresses contract cheating.

### **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 17 April had been circulated. The Chair's report to the 10 June meeting of the Board of Trustees, was appended to the Chair's report.

In response to the news that Senior Deputy Vice-Chancellor, Professor Denise Kirkpatrick's has resigned, the Chair acknowledged Professor Kirkpatrick, for the vast amount of work that she has done for the University and her extensive knowledge of higher education both nationally and internationally. Professor Kirkpatrick has reshaped the Academic Planning and Courses Approvals Committee, and ensured strong compliance with all regulatory bodies. The Chair expressed that she is in awe of the work that Professor Kirkpatrick has done, and has learnt a lot from working with her.

The Chair highlighted the following from the report:

- As a result of the Board of Trustees amending Parts C (additional definitions) and E of the *Delegations of Authority Policy* to delegate authority to the Chair of Academic Senate to temporarily suspend or vary policies and procedures approved by Senate, the University has been able to respond with agility to policy matters whilst ensuring the regulatory requirements continue to be satisfied. In consultation with the Associate Director, Quality and Reviews and the Pro Vice-Chancellor (International) amendments have been applied to the *International Admissions Policy* since the last meeting of Senate.

- Seven Undergraduate Certificates (UC) and their associated pathways were approved by Senate Executive and were tabled at this meeting for information. There has been a healthy uptake of these courses, with enrolments representing an even spread across age groups, and a higher representation of female students at seventy-one percent.
- The Chair has attended the Multi-Disciplinary Teaching and Learning Committee (MTALC) for all Clusters and met with the Chairs separately to discuss how Schools can engage with changes to courses and units. Dr Liz Thyer, Chair of the Health and Medicine Cluster MTALC has piloted a model to include curriculum on the agenda. This pilot has resulted in the developed process that MTALC chairs will liaise with Curriculum Advisors (CA). CAs have a schedule of new courses and units for the Schools they are working with. The CA and Chair will invite relevant academic leads to MTALC to present the new course/unit. Emails have been sent to all Deputy Deans to advise of this model and encourage their engagement with the process.

The Chair invited Chairs from the Standing Committees of Senate to provide an oral update:

**Professor Simon Barrie, Deputy Vice-Chancellor Academic and Vice-President (Academic)**

Professor Barrie expressed his admiration for Professor Denise Kirkpatrick and expressed that he has learnt a lot from her.

The APCAC have reviewed over seventy-five major pieces of curriculum this year. APCAC is recalibrating and considering curriculum from a more strategic perspective, rather than from a technical accuracy perspective. The review of the body of curriculum documentation should be happening at MTALC and through collegial peer review prior to APCAC. This will be further reflected by the new curriculum approval process introduced as a result of the forthcoming *Curriculum Approvals Policy*. New course and unit variation templates may be introduced to ensure that APCAC is monitoring and has oversight of ongoing programs. Further to this work, there has been consideration of the rigour around the use of electronic School Academic Committee Executive meetings with a set of guidelines created for best practice.

**Professor Caroline Smith, Dean, Graduate Studies (Policy and Innovation)**

Professor Smith acknowledged the members of the Research Studies Committee (RSC) for the enormous volume of work that they do. RSC routinely reviews higher degree research candidature matters. The RSC provides the Graduate Research School (GRS) with valuable feedback on the redrafting and progression of several policies (e.g. *Research Higher Degree Candidature Essential Resources Policy*). The approach in the RSC is collegial and there is significant sharing of practice. The Committee has been reviewing inherent requirements and Academic Integration Plans (AIP). There will be an AIP for Higher Degree Research students for the first time. Early consultation will happen between Disability Services and the student's supervisors. COVID-19 has been a standing item on the agenda for a number of months, and the Committee has been discussing mechanisms to further support students.

## **Professor Deborah Sweeney, Deputy Vice-Chancellor and Vice-President, Research, Enterprise and International**

Professor Sweeney advised that the Research Committee is very strategic in nature. The Whitlam Institute has informed the Committee of their major research initiatives, and how this work is relevant to all research institutes. Pete Maggs, Director of Library Services presented at the last meeting of Research Committee on journal subscriptions, open access and article processing charges. Associate Professor Liza Cubeddu from the School of Science presented at the last meeting on the impact of COVID-19 on the workforce with particular reference to early career researchers, mid-career researchers and HDR students including the disproportionate impact on women. Research quality forums have been useful to bring together Directors of Research, Discipline Leaders and Research Theme Champions to discuss and gather feedback on matters such as the research development framework.

**Action:** Associate Professor Liza Cubeddu is to share the 'Impact of COVID-19 on Australian R&D Workforce' presentation that was delivered at the Research Committee.

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

The Vice-Chancellor's report had been circulated to the Committee. The Senior Deputy-Vice Chancellor, Professor Denise Kirkpatrick spoke to this report on the Vice-Chancellor's behalf.

Professor Kirkpatrick spoke to the higher education reforms proposed by the Federal Minister for Education, The Hon Dan Tehan MP and advised that these proposed changes will have an impact on Commonwealth funding.

Professor Kirkpatrick advised of the primary changes:

- The Government is redesigning the Commonwealth Grant Scheme (CGS) funding clusters and student contribution bands for those in Commonwealth-supported places. The cost of degrees will be cheaper for students in areas where future jobs are most needed, such as teaching, nursing, allied health, engineering and IT. The reforms propose an increase in fees for students who study in the humanities, management, commerce, economics, communications, creative arts, law and social sciences. These changes will not be applied retrospectively, and will only impact commencing students as of 2021 (if approved by Parliament). The contribution level will be determined by the unit, rather than the degree the student is enrolled in.
- Proposing the introduction of a national priorities and industry linkage fund.
- Support for regional, rural and remote students with a one off tertiary access payment of \$5,000 for students from these areas when undertaking full time higher level tertiary education.
- An additional thirty-nine thousand places have been allocated to Australian universities by 2023 with an additional one hundred thousand for 2040. The University will be arguing strongly that Western Sydney University should receive a proportion of these new places.

The University will continue to consult with Government regarding the proposed changes for the sector, and update the University community accordingly.

Professor Deborah Sweeney spoke to Senate regarding the formation of a 'safe corridor' for International students to return to Australia. Professor Sweeney advised the following:

- A NSW taskforce has been set up who are working closely with study NSW to ensure that Universities are prepared for the pilot return of international students
- The pilot will commence in mid-July and will run through to September. Two hundred and fifty students will arrive in Australia each day, for seventy-two days. This equates to eighteen thousand students
- The number of students that each University can accommodate will be determined based on the number of international students they had enrolled prior to COVID-19. Western will be able to have approximately eleven hundred students. The initial focus will be students from China, Hong Kong, Singapore and Malaysia.
- There is currently no enrolment based limitation on the basis of nationality
- Incoming students will be required to self-isolate for fourteen days. Students will be quarantined in the hotels that are currently being used for returning Australian citizens and permanent residents
- Universities will contribute towards the cost of the airfare. Western is investigating if flight/s need to be chartered. The state Government may assist with the cost of accommodation.
- Western will be involved in a taskforce that is designed to support student mental health during the quarantine period.

Associate Professor Linda Taylor, Pro Vice-Chancellor (International) advised that the Office of International are currently identifying continuing and commencing students who are interested and eligible to make use of the 'safe corridor.' The incoming students must have a valid visa to enter Australia, this has presented a challenge as most offshore visa processing offices are not open.

All international students have been issued with a survey to determine their intentions, if they are interested in coming to Australia and if so, how much they are prepared to spend on a flight. Australia's geopolitical relationship with China has added additional complexity, as Chinese students are being cautioned by their Government about studying in Australia.

### ☆3.3 STUDENT REPORT

A report compiled by the student representatives of Senate was circulated to Senate for noting. The Chair of Senate thanked the student members for their engagement with Senate. The Chair of Senate highlighted sections of the student report and invited the relevant stakeholder to respond.

#### **COVID-19**

The Undergraduate student report highlighted inconsistencies with the approach of Schools to the COVID-19 pandemic. The student members are seeking guidelines and a consistent approach to the application of the Grade Point Average (GPA) neutral scheme, special consideration and applications for extension.

The Chair requested that the student feedback in relation to how assessments are reflected in vUWS, handbook updates, ProctorU and practicals be progressed back to School Academic Committees.

## **HDR Scholarships**

The GRS are enabling HDR students to take on a part time study load and remain on a full time scholarship payment. The HDR student member expressed that the proposed model will result in a three-month extension of candidature, that will not be supported by a scholarship. This will be particularly detrimental for international students. The Dean, GRS Professor Smith advised that this is an option for students, and they can make a decision depending on their own circumstances. Students are being encouraged to apply for an extension of candidature, or scholarship three to six months prior to requiring the extension. Clear guidelines and timelines are being developed, and will be communicated to Schools. The COVID-19 relief structure has been developed in consultation with the Deputy Vice-Chancellor and Vice-President, Research, Enterprise and International. The current scholarship extension process has been streamlined as much as it can be, as there are a number of approvals that are required.

## **ProctorU**

The student report highlighted concerns about ProctorU predominately stemming from privacy, timeliness of correspondence, accessibility and equity.

Professor Barrie and Associate Professor Bedford highlighted that there is a need for continued communication and transparency with students regarding ProctorU. References from other Universities that have adopted ProctorU were sought and an evidence based approach was adopted. A working party of Senate Assessment Committee has been established to review online examinations and this will have student members. The University are trying to find alternatives for students who were not able to engage with ProctorU from the outset. A level of invigilation will still be required for those students; however, the University is hopeful that some students may be able to sit their examinations on campus.

The student members acknowledged that there is considered work happening with online examinations, however the ongoing consultation piece is important.

## **Practicals**

Professor McLaughlin, Dean of the School of Science responded to the feedback that students from the School of Science are unsatisfied with the way that practicals are being run. The School is limited in the number of students that they can have in each practical due to social distancing requirements. Students who are required to demonstrate practical skills to graduate are being prioritised to come onto campus. Students who are required to demonstrate practical skills to complete capstone units will be the next group invited onto campus. virtual scenarios will be incorporated into units with a high volume of students. This will be complimented by a range of skills workshops. The school is seeking to accommodate for three thousand students, while adhering to social distancing requirements.

### **3.4 HIGHLIGHTS OF THE 2018/19 MYVOICE PROGRESS**

The purpose of this paper was to provide Academic Senate with a progress report on actions in response to the MyVoice survey.



### ☆3.5 RESEARCH INFRASTRUCTURE PRESENTATION

Professor Kevin Dunn, Pro Vice-Chancellor, Research presented in relation to the research infrastructure plan at Western.

At present, schools and institutes receive annual Regional Infrastructure Funding (RIF) capital allocations to enable infrastructure investment and upgrades. The University is seeking to introduce clearer mechanisms of assessment, prioritisation, and review of research infrastructure. A clearer “pipeline” is expected to provide clarity, more timely investment, and more predictable budget forecasting. COVID-19 has altered the University’s thinking on research infrastructure, facilities should allow for remote user access. A Research Investment Pipeline (RIP) of large scale projects will be developed by Professor Dunn. The RIP will have a ten-year horizon with an annual review process.

### ☆3.6 SAGE ATHENA SWAN PRESENTATION

Dr Kiernyn McKay, SAGE Project Officer had recorded a presentation in advance detailing the work of the SAGE Athena Swan team.

The presentation can be accessed at the following link:  
<https://cloudstor.aarnet.edu.au/plus/s/76jJvimwhe27nnv>

The Chair thanked Dr. McKay for preparing the presentation and highlighted the intersectional factors, such as the matters impacting Aboriginal and Torres Strait Islander women that were discussed in the presentation. Since the presentation was recorded the joint sector statement has gone public and our Vice-Chancellor has expressed a commitment from Western.

### 3.7 REPORT ON ESOS AUDIT AND CRICOS RE-REGISTRATION

The purpose of this paper was to provide Senate with a briefing on the external audit of Educational Services for Overseas Students (‘ESOS’) compliance and the Commonwealth Register of Institutions and Courses for Overseas Students (‘CRICOS’) renewal of registration.

#### **It was resolved (AS 20/03:03)**

*That Academic Senate notes the written report on the external audit of Educational Services for Overseas Students (‘ESOS’) compliance and Commonwealth Register of Institutions and Courses for Overseas Students (‘CRICOS’) renewal of registration.*

### 3.8 STUDENT MANGEMENT SYSTEM POLICY UPDATE

The purpose of this paper was to update Senate on the Policy changes being implemented, as a result of the Student Management System implementation.

#### **It was resolved (AS 20/03:04)**

*That Academic Senate notes the requirement to review the Assessment Policy, the Progression and Unsatisfactory Progress Policy, Graduations Policy and Disruption to Studies Policy to bring them into alignment with the functionality of the new Student Management System, and supports an accelerated approval process if required.*

### **3.9 STUDENT MANAGEMENT SYSTEM NOMENCLATURE CHANGES**

The purpose of this paper was to seek approval for changes in nomenclature to all Academic Senate policies as reflected in the late paper, to be changed at the time of implementation of the new Student Management System.

#### **It was resolved (AS 20/03:05)**

*That Academic Senate approves the changes in nomenclature to all Academic Senate policies as outlined in Attachment 1 of Item 3.9, to be changed at the time of implementation of the new Student Management System.*

### **3.10 UNDERGRADUATE CERTIFICATES AND ASSOCIATED PATHWAYS**

The purpose of this paper was to update Senate on the Undergraduate Certificates and their associated pathways that were approved at Senate Executive Committee meeting 20/06.

#### **It was resolved (AS 20/03:06)**

*That Academic Senate notes the seven Undergraduate Certificates and their associated pathways that were approved at Senate Executive Committee meeting 20/06.*

### **3.11 HOT TOPICS**

In response to the recent Senate Review Report recommendations, Senate members have the opportunity to submit a 'Hot Topic' for discussion prior to each meeting of Senate. No Hot Topics were submitted for this meeting of Senate.

Dr. Margarite Poulos, elected member from the School of Humanities and Communication Arts raised the University's partnership with the *Big Picture Education Australia* (BPEA) as a future Hot Topic to increase awareness of the program as many of these students aspire to study at Western. The BPEA is a non-profit company that enables senior high school students to pursue alternative pathways to tertiary education, such as an independent research project as an alternative to completing the Higher School Certificate (HSC).

**Action:** Dr. Margarite Poulos is to prepare a briefing paper to showcase the University's partnership with *Big Picture Education Australia* (BPEA) for the August meeting of Senate.

#### **☆3.11.1 – Senate Hot Topics Working Party**

Dr. Martin Daly provided Senate with an oral update on the progress of the Senate Hot Topics Working Party. The University Complaints Resolution Manager, Linda Watson has drafted a framework for inherent requirements that will be used as an initial foundation for assessing inherent requirements. The framework will be provided to the next meeting of Senate.

### **3.12 QUESTIONS ON NOTICE**

Questions on Notice are a tool that academics from across the University can use to engage with Senate. Questions must be sent to the Chair and the Secretary at least two weeks prior to Senate and must fit within the scope of the Terms of Reference of Senate. All questions that fit this criterion will be answered, it is up to the discretion

of the Chair if questions will be tabled at Senate. No Questions on Notice were submitted for this meeting of Senate.

### ☆8.13 STRATEGIC PLAN CONSULTATION

Professor Brian Stout and the Chair of Senate had engaged in preliminary consultation regarding the next iteration of the University’s strategic plan. Senate members were allocated to breakout rooms where they discussed what the University should be concentrating on during the next several years as it resets and strengthens following the consequences of the COVID-19 pandemic.

The following feedback was received:

- Clarifying the direction of the University by defining research and teaching strengths.
- Being proactive, resilient and transparent.
- Cultivating inter disciplinary connections and seeking out partnerships that play to the University’s strengths, particularly in human rights and social justice fields.
- Flexibility particularly with online teaching.
- A sustainability focus and additional anchoring in the Western Sydney region.
- Remaining student centered and transitioning to a view where students are viewed as co-creators.
- Building stronger networks in the international community.
- Further reflection on, and greater emphasis of the importance of campus culture.

The final version of the next iteration of the Strategic Plan will be tabled at the Board of Trustees at the end of the year. It will be brought to Academic Senate prior to that.

### 3.14 ACADEMIC POLICY REVIEW

#### 3.14.1 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 Thursday, 14 May 2020.

ACADEMIC POLICIES	
<i>Assessment Policy (renamed Assessment Policy - Criteria and Standards-Based Assessment)</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 2019 APAG meeting. Collated feedback from members was sent back to Kevin Bell for further work before it returned to APAG on 31 October 2019 for review. The impacts of the new Student Management System (SMS) on the <i>Assessment Policy</i> were also discussed, with members agreeing that the revised policy should progress through the consultation and approval process, with a view to a grade table update being made to the policy to incorporate the changes required due to the new SMS once the system has been implemented. The revised version of the policy was circulated to Deans and Deputy Deans for preliminary feedback from 21 February to 6 March 2020. A revised version was noted at Executive

	<p>Committee on 27 April 2020 and provided to the 19 May 2020 meeting of Assessment Committee. It was released on the Policy DDS Bulletin Board for University-wide consultation on 4 May 2020, with consultation closing on 2 June 2020.</p>
<p><i>Course Transfer Policy</i></p>	<p>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 2019 meeting of Senate. Issues were raised on behalf of the School of Science &amp; Health and the policy was referred back to APAG. A response from the Director, Student Administration addressing the issues raised was considered at the 14 August 2019 meeting of APAG, where members agreed that a small group should meet to look at these issues and provide an update at the next meeting of APAG. Further feedback was provided on the policy at the 25 February 2020 APAG meeting. An updated version of the policy will now be circulated to Deans and Deputy Deans for preliminary feedback before it is progressed to Executive Committee for noting.</p>
<p><i>New Curriculum Design and Approvals Policy</i></p>	<p>The final Course Design Principles, to facilitate the drafting of the new <i>Course Design Policy</i> were discussed at the 12 March 2019 meeting of the Education Committee and endorsed at the 2 April 2019 meeting of APCAC. These principles provide the basis for the new <i>Curriculum Design and Approvals Policy</i>, scheduled to be provided to the December 2019 Senate for consideration. At the 14 August 2019 meeting of APAG, members agreed to reposition and rename the policy, Governance and Regulatory Requirements Sub-Group currently reporting to the 21C Implementation Advisory Group (IAG) to become the Curriculum Design and Approvals Policy Working Party of APAG. Members reviewed the draft version of the new policy at the 14 August 2019 and provided initial feedback. The policy and guidelines were returned to APAG on 31 October 2019, and members provided some further valuable feedback regarding the opening clauses of the policy. Draft versions of the new <i>Curriculum Approval and Variation Procedures</i> and <i>Curriculum Structure Management Procedures</i> were discussed at the 25 February 2020 meeting of APAG, with feedback provided. An updated draft of the policy was also tabled at the meeting, and circulated to members for feedback after the meeting. It was agreed that the CDA Policy Sub-Group would also be reconstituted, and discuss and revise the updated policy, and draft guidelines and procedures, before all the documents progress together through the consultation and approval process with one set of nomenclature. A draft version of the <i>Curriculum Approval and Variation Procedures</i> and the CDA Policy Sub-Group Work Plan were provided for discussion and noting at the 14 May 2020 meeting of APAG. Members agreed to hold a special meeting of APAG in June 2020 to enable full consideration of the proposed new <i>CDA Policy</i> and the suite of associated documents.</p>

<p><i>Curriculum Publication Policy (renamed Unit Outline and Learning Guides Policy)</i></p>	<p>A full review of the <i>Curriculum Publication Policy</i> (previously <i>Unit Outline and Learning Guides Policy</i>) was completed in 2019 with a view to amalgamating Unit Outlines and Learning Guides. The revised and renamed version of the policy was discussed at the 25 February 2020 APAG meeting. Members provided feedback on the policy, including the impacts on the Handbook and these Guides with the implementation of the new SMS. The policy was discussed at the 14 May 2020 APAG meeting, where it was noted that as the launch of the new SMS, including the new Handbook, has now been pushed back to May 2021, the current <i>Unit Outline and Learning Guide Policy</i> cannot be retired and Unit Outlines will continue to be published until the new Handbook is launched. It was noted that the current policy needs to remain until the new SMS is implemented, with an update on the policy to be provided at the August 2020 meeting of APAG.</p>
<p><i>Disruption to Studies Policy (renamed Special Consideration Policy)</i></p>	<p>The publication and implementation of <i>the Disruption to Studies Policy</i> is stalled awaiting the implementation of interim strategies for the eForms 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 2019 and 31 October 2019 meetings of APAG. Members provided feedback and agreed for the policy and procedures to progress through the consultation and approval process. The Student Management System (SMS) Project team are also working on building the new Disruption to Studies eForm in the new system to coincide with the publishing of the new policy. Further feedback was provided on the policy at the 31 October 2019 APAG meeting. Further revisions have been made to the policy to cover The College Students, with a view to an updated version of the policy being circulated to Deans and Deputy Deans for preliminary feedback before it is progressed to Executive Committee for noting.</p>
<p><i>Examinations Policy and Examinations Procedures</i></p>	<p>Following discussions with Audit and Risk around exam collection it was considered that it would be beneficial for the responsibility for the collection of examination papers to be specified in the <i>Examinations Policy</i> and <i>Examinations Procedures</i>. Proposed amendments were discussed at the 16 May and 14 August 2019 meetings of APAG where it was agreed to progress the revised policy through the consultation and approval process. The revised policy was circulated to Deans and Deputy Deans for preliminary feedback from late September 2019 to mid-October 2019, and an updated version noted at Executive Committee on 9 December 2019. The policy was released on the Policy DDS Bulletin Board for comment from 7 January 2020 to 4 February 2020 with 137 posting reviews and 3 responses. The procedures were also released on the Policy DDS Bulletin Board for comment from 7 January 2020 to 4 February 2020 with 82 posting reviews and 5 responses. Revised versions of the policy and procedures were provided</p>

	<p>to the 25 February 2020 meeting of the Assessment Committee. The revised policy and procedures were endorsed at the 10 March 2020 Education Committee meeting. The final versions of the <i>Examinations Policy</i> and <i>Examinations Procedures</i> were approved at Academic Senate on 17 April 2020 and were published on the Policy DDS on 19 May 2020.</p>
<p><i>Graduation Policy – University Medals and Deans Medals provisions</i></p>	<p>A working group of APAG and a sub-group of the Research Studies Committee have been reviewing Dean’s medal provisions and University Medal provisions respectively. Draft initial updates to the <i>Graduation Policy</i> were discussed at the 14 February 2019 and 16 May 2019 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 2019 APAG for discussion, and was noted at Executive Committee on 30 September 2019. It was provided to the 22 October 2019 meeting of the Assessment Committee, and 10 December 2019 Research Studies Committee. It was released on the Policy DDS Bulletin Board for comment from 7 January 2020 to 4 February 2020 with 133 posting reviews and 2 responses. Feedback received from the Student Management System (SMS) Team outlined functionality changes in the SMS that will impact the ‘Applying to Graduate’ process. These changes will require some minor amendments to the ‘Applying to Graduate’ section of the <i>Graduation Policy</i> once the new SMS is ready to be implemented.</p> <p>An issue was raised in February 2020 regarding the Dean’s Medals provisions and how they are being applied in the School of Medicine. The Chair, Academic Senate consulted the School of Medicine to ensure the School updates its procedures to align with the provisions in the Graduation Policy. Additional feedback from Schools was incorporated to reflect a change in process to the Method of Selection, so the Dean’s Medal is now awarded based on conferral year rather than calendar year. A revised copy was endorsed at the 23 April 2020 meeting of Education Committee [ED 20/02:04] and provided to the 15 June 2020 meeting of the Research Committee for noting. This version is now provided at item 3.11.2 for consideration.</p>
<p><i>Progression Policy (renamed Progression and Unsatisfactory Academic Progress)</i></p>	<p>The substantially revised and renamed <i>Progression Policy</i> was endorsed at the 7 March 2017 meeting of Education Committee. Associated process and system work has commenced to facilitate the successful implementation of the revised policy, which will be provided for consideration of Senate when implementation timelines are confirmed. Given how much time has passed awaiting various systems developments to enable implementation before this is progressed it to Executive and Senate, the policy was discussed at the 14 August 2019 APAG meeting and members agreed to should be updated by a small group before the implementation plan is finalised and it is progressed. Work also occurred to incorporate The College’s</p>

	<p><i>Progression Policy</i> into the University <i>Progression Policy</i>, as it also applies to College students. A revised version of the policy was discussed at the 25 February 2020 meeting of APAG, where it was agreed that a new Sub-Group be formed to specifically look at the impacts of the new Student Management System (SMS) and possible impacts on the policy. A revised version was discussed at the 14 May 2020 APAG meeting, with members agreeing for the revised <i>Progression Policy</i> to progress through the consultation and approval process once the points raised have been discussed further by the Sub-Group and the policy revised accordingly.</p>
New <i>Surveys Policy</i>	<p>A proposed new <i>Surveys Policy</i> has been discussed at APAG, provided to Deans, Directors and Deputy Deans for initial comments and discussed with The Student Experience Office. At the 31 October 2019 meeting of APAG, it was proposed that a new <i>Student Feedback Policy</i> be developed, integrating (and superseding) the existing <i>Student Feedback on Units and Teaching Survey Policy (SFU/SFT Policy)</i> with the new <i>Surveys Policy</i> that is currently under development. APAG members agreed to endorse this proposal, with the new draft survey returning to APAG once it has been developed.</p> <p>In the interim, Tony Lazzara's current role (Executive Director, Business Intelligence and Performance) will take ownership of SFU/SFT policy until the new policy is approved and implemented. Discussions on the ownership of the new <i>Student Feedback Policy</i> has begun, but it has not yet been resolved if it will reside with the Deputy Vice-Chancellor, Academic (DVCA) or the Vice-President, People and Advancement (VP People and Advancement). The draft new <i>Student Feedback Policy</i> is expected to come back to APAG for discussion and comment once it has been developed following comprehensive consultation.</p>
NON-ACADEMIC POLICIES – for APAG advice only	
New <i>Open Education Resources Guidelines</i>	<p>A preliminary draft version of the new <i>Open Education Resources Guidelines</i>, which are currently being developed by the Learning and Teaching Technologies Advisory Group (LaTTe), were presented to the 31 October 2019 meeting of APAG for preliminary feedback. These guidelines, which are in a very early stage of development, link to the <i>Media, Social Media and Public Commentary Policy</i>, which is not an academic policy. However, the guidelines are focused on teaching and learning, so are relevant to APAG and will return for further consideration once further work has occurred. The <i>Open Education Resources Guidelines</i> have been put on hold at this stage to allow LaTTe to further explore and understand the extent of the issue with using these resources in teaching.</p>
<i>Scholarships for Undergraduate Policy</i>	<p>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</p>

	<p>been progressed. This policy has been reviewed by the Office of the Vice-President, People and Advancement, with approval escalated from the Chief Student Experience Officer, due to the inclusion of Donor funded Scholarships managed by the Office of Advancement, which does not fall under the Student Experience Office. A revised version of this policy will be progressed by the Office of Student Administration through the consultation and approval process. At the 14 August 2019 APAG meeting, members agreed to support this being taken forward and progressed from Office of the Vice-President, People and Advancement, with a view to it being provided to Executive Committee for noting.</p>
<p><i>New Social Media Guidelines for Learning and Teaching Guidelines</i></p>	<p>A preliminary draft version of the new <i>Social Media for Learning and Teaching Guidelines</i>, which are currently being developed by the Learning and Teaching Technologies Advisory Group (LaTTe), were presented to the 31 October 2019 meeting of APAG for preliminary feedback. These guidelines, which are in a very early stage of development, link to the <i>Media, Social Media and Public Commentary Policy</i>, which is not an academic policy. However, the guidelines are focused on teaching and learning, so are relevant to APAG and will return for further consideration once further work has occurred. A revised version of these guidelines was discussed at the 25 February 2020 and 14 May 2020 meetings of APAG. Feedback from members has been passed back to LaTTe for the guidelines to be revised and progressed.</p>
<p><i>Student Code of Conduct</i></p>	<p>The commencement of the review of the <i>Student Code of Conduct</i> (due 25 July 2011 – Vice-Chancellor approved Policy) was noted at the 16 May 2019 meeting of the Academic Policy Advisory Group (APAG). Comments and approval to progress this item was yet to be received from the Executive Director, Student Services and the Chief Student Experience Officer. The <i>Student Code of Conduct</i> was revised in May 2020 to align more closely with the recently re-written staff <i>Code of Conduct</i>, so that it is values based, and linked to the University Strategic Plan. The draft revised version of the <i>Student Code of Conduct</i> was provided at the 14 May 2020 APAG meeting. Members provided feedback and agreed, given its close links to students, for the revised <i>Student Code of Conduct</i> to be progressed to Executive Committee for consultation and tabled at Academic Senate for discussion. Preliminary feedback was sought from Deans and Deputy Deans from 18 - 21 May 2020 and incorporated into an updated draft, which will be provided to Executive Committee on 9 June 2020 for noting.</p>
<p><i>Student Misconduct Rule – Inappropriate Behaviour Guidelines and Student Misconduct Rule – Student</i></p>	<p>The Office of Governance Services have revised the <i>Student Misconduct Rule – Inappropriate Behaviour Guidelines</i> and the <i>Student Misconduct Rule – Student Misconduct Panel Guidelines</i> to reflect the changes made to the <i>Student Misconduct Rule</i> (the Rule), as well as implications of the Academic Structure Implementation.</p>



<p><i>Misconduct Panel Guidelines</i></p>	<p>The main changes to <i>Student Misconduct Panel Guidelines</i> are to reflect the new Schools under the Academic Structure Implementation. Changes have also been made to the criteria for selection and membership of Student Misconduct Panels to ensure The College has representation, as The College staff were not eligible under the previous version of the Guidelines as The College doesn't have the same academic levels as the University.</p> <p>The main changes to the <i>Student Misconduct Rule – Inappropriate Behaviour Guidelines</i> include updating references to reflect the clauses in the new Rule, removing definitions, as they have been incorporated into the Rule, and rewording clauses relating to collusion to a move away from using labels to describing the behaviour. The draft revised <i>Guidelines</i> was provided at the 14 May 2020 APAG meeting. Preliminary feedback was sought from Deans and Deputy Deans from 18 - 21 May 2020 and incorporated into an updated draft, which will be provided, along with the revised <i>Student Misconduct Panel Guidelines</i> to Executive Committee on 9 June 2020 for noting.</p>
<p><i>New Student Misconduct Rule – Procedural Guidelines</i></p>	<p>The Office of Governance Services have developed Procedural Guidelines for the Student Misconduct Rule to cover a number of matters that School staff, authorised officers and decision makers frequently request advice and guidance on, including the hearing process and clarifying how the questioning of witnesses should be managed, as well as support persons and advocates, guidance on the standard proof of evidence, guidance on minimum sanctions and what constitutes extenuating circumstances when dealing with a matter that has a minimum sanction automatically applied, and a general guide on the level of sanctions that would be applied for proven cases of student misconduct. The draft version of the guidelines was discussed at the 25 February 2020 APAG. It was then circulated to Deans and Deputy Deans for preliminary feedback from 28 February to 3 March 2020, with an updated version of the policy noted at Executive Committee on 16 March 2020. The guidelines were released on the Policy DDS Bulletin Board for comment between 19 and 31 March 2020. A revised version was approved at the 17 April 2020 meeting of Academic Senate. The final version will be published once VC approval has been give via the Policy DDS approval process.</p>

### ★3.14.2 Graduation Policy

The purpose of this paper was to seek the approval of Senate for the revised *Graduations Policy*.

Lizette Delacy, Co-Director, Student Administration and Operations advised that the *Graduation Policy* had been reviewed following concern regarding the proportion of University medals being awarded in particular Schools. The introduction of the Masters of Research in 2016 resulted in the removal of Honours programs in a majority of Schools, this led to an overrepresentation of University medal recipients

in Schools that maintained an embedded Honours program. Students studying a Master of Research or Doctor of Medicine will now also be eligible to receive a University medal. Further to this the Dean's Medal will now be awarded on the basis of conferral, rather than calendar year.

**Action:** The Co-Director, Student Administration & Operations, Lizette DeLacy is to discuss with the Chair of Senate if Masters of Research students can be retrospectively awarded the University medal.

**It was resolved (AS 20/03:07)**

*That Academic Senate approves the proposed revised Graduations Policy from the date of approval.*

**☆3.14.3 Policy Variations and Suspensions in Response to COVID-19**

The purpose of these papers was to seek the ratification of Senate for:

- an amendment to the Grade Point Average (GPA) neutral scheme for the School of Medicine; and
- to the *Articulations Pathways Policy* and the *Articulation Pathways Procedures*.

**Grade Point Average (GPA) Neutral Scheme**

As a result of the course structure of the fourth year of a degree in Medicine clause 14 of the *Graduation Policy* and clauses 34 and 35 of the *Assessment Policy* are to be suspended to enable these students to apply for a non-graded pass (S) at the end of 1H session 2021. The unit undertaken in the fourth year of the Medicine degree spans over 18 months, and these policy suspensions will ensure these students are supported equitably.

**It was resolved (AS 20/03:08)**

*That Academic Senate ratifies the variations to the Grade Point Average Neutral Scheme for the School of Medicine and to the Approval of Academic Pathways Procedures and Delegations as outlined in the policy suspension or variation instruments.*

**☆3.14.4 – International Admissions Policy Amendments in Response to COVID-19**

The purpose of this paper was to update Senate regarding the temporary changes to International student admissions in response to COVID-19.

The Pro Vice-Chancellor (International), Associate Professor Linda Taylor stated that the amendments to the *International Admissions Policy* have enabled the University to have certainty when they go to market for agents and students.

**It was resolved (AS 20/03:09)**

*That Academic Senate ratifies the International Admissions Policy amendments as outlined in the Policy Response to COVID 19 document.*

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](mailto:a.mcdonald@westernsydney.edu.au).

### **3.15 AWARDS OF THE UNIVERSITY MEDAL**

No Posthumous Awards or University medals are required to be noted.

### **3.16 CONFERRAL OF GRADUANDS**

Due to the public health order restrictions in place to limit the spread of COVID-19 the April graduation conferral ceremonies had to be cancelled. However, students listed on the circulated documents had been approved to graduate by each School Academic Committee (SAC). The conferral of awards as listed to graduands was approved by the Chair of Academic Senate in line with the delegation provided in Clause 8 of the *Academic Governance Policy*.

#### **It was resolved (AS 20/03:10)**

*That Academic Senate notes the conferral of awards to graduands as listed in Attachment 1 of Item 3.16 as graduating in absentia and that these students have been duly and lawfully graduated.*

### **3.17 APPROVAL OF SCHOLARSHIPS**

#### **Donor Funded Scholarships**

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

#### **Goodman Property Group Scholarship**

This newly confirmed scholarship is for continuing students studying the Bachelor of Business (Property). To be eligible for this scholarship applicants must be commencing study, or enrolled full-time in the second or third year of the Bachelor of Business (Property). Applicants must have an understanding of and commitment to a career in property. The recipient must remain enrolled full-time or part-time in the required course and maintain a GPA of 4.0 or greater.

#### **Tipalea Partners Property Scholarship**

This newly confirmed undergraduate scholarship is for commencing or continuing students who are enrolled in the Bachelor of Business (Property). Applicants must be commencing study or currently enrolled full-time in any year of the Bachelor of Business (Property). Applicants must have attended high school in New South Wales. The recipient must remain enrolled full-time in the required course (that is, not less than 30 credit points per semester).

#### **Arrow Capital Partners Property Scholarship**

This newly confirmed undergraduate scholarship is for commencing or continuing students in the Bachelor of Business (Property). Preference will be given to applicants who demonstrate equity considerations such as economic, social or other disadvantage, based on equity considerations as assessed by the Western Sydney University. Preference may be given to applicants who live or reside in the Western Sydney region. The recipient must remain enrolled full-time or part-time in the required course (that is, not less than 20 credit points per semester).

#### **It was resolved (AS 20/03:11)**

*That Academic Senate approves the proposed Donor funded scholarship:*

- *Goodman Property Group Scholarship*
- *Tipalea Partners Property Scholarship*
- *Arrow Capital Partners Property Scholarship.*

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

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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 conducted an electronic meeting (meeting 20/05) between 8 May and 12 May, and conducted an electronic meeting (meeting 20/06) between 18 May and 21 May. The minutes had been circulated.

#### **It was resolved (AS 20/03:12)**

*That Academic Senate notes the report of the electronic meeting held between 8 May 2020 and 12 May 2020 (meeting 20/05) and the electronic meeting held between 18 May and 21 May 2020 (meeting 20/06) of the Senate Executive Committee.*

### **4.2 RESEARCH COMMITTEE**

The Research Committee met on 3 April. The minutes had been circulated. The minutes of the 15 June meeting will be available at the next meeting of Senate.

#### **It was resolved (AS 20/03:13)**

*That Academic Senate notes the minutes of the meeting held on 3 April of the Research Committee.*

### **4.3 RESEARCH STUDIES COMMITTEE**

The Research Studies Committee met on 14 April 2020 and 12 May 2020, these minutes had been circulated. The minutes of the 16 June 2020 meeting will be provided at the next meeting.

#### **It was resolved (AS 20/03:14)**

*That Academic Senate notes the minutes of the meeting held on 14 April 2020 and 12 May 2020 of the Research Studies Committee.*

### **4.4 SENATE EDUCATION COMMITTEE**

Senate Education Committee met on 23 April 2020, the minutes had been circulated.

#### **It was resolved (AS 20/03:15)**

*That Academic Senate notes the minutes of the meeting held on 23 April 2020 of Senate Education Committee.*

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

The Academic Planning and Courses Approvals Committee (APCAC) met on 7 May 2020 and 12 June 2020. A circular resolution was held on 8 April 2020 (APCAC circular 20/01). The combined report was circulated as a late paper.

#### **It was resolved (AS 20/03:16)**

*That Academic Senate notes the report of the Academic Planning and Courses Approvals Committee meeting held on 7 May 2020 and 12 June 2020 and the*

*circular resolution held on 8 April (circular 20/01) and approves the recommendations contained therein.*

#### **4.6 SENATE ASSESSMENT COMMITTEE**

The Senate Assessment Committee met on 25 February 2020, and 19 May 2020. The minutes had been circulated.

**It was resolved (AS 20/03:17)**

*That Academic Senate notes the minutes of the Senate Assessment Committee held on 25 February 2020, and 19 May 2020.*

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

The College Academic Pathway Program Committee met face to face on 30 April 2020. The minutes were circulated.

**It was resolved (AS 20/03:18)**

*That Academic Senate notes the minutes of the College Academic Pathway Program Committee face to face meeting held on 30 April 2020 (Meeting 20/05).*

#### **4.8 BOARD OF TRUSTEES**

The next meeting of the Board of Trustees is scheduled for 5 August 2020. 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 scheduled for Friday 14 August 2020. Details regarding location will be advised closer to the meeting date.

Meeting dates for 2020 are as follows:

- 14 August
- 16 October
- 4 December

Meetings commence at 9:30AM and conclude by 12:30PM.