



ACADEMIC SENATE

Circulated: December 2013

Confirmed minutes of meeting 13/06 of the Academic Senate of the University of Western Sydney held on Friday 6 December 2013 at 9:30am in the Boardroom, Building AD, at Werrington North.

Present:

Associate Professor Paul Wormell (Chair)
Professor Janice Aldrich-Wright
Professor James Arvanitakis
Professor Ian Anderson
Professor Les Bokey
Professor Andrew Cheetham
Associate Professor Bronwyn Cole
Ms Sue Craig
Associate Professor Betty Gill
Professor Rhonda Griffiths
Assoc. Prof. Cecily Hengstberger-Sims
Ms Tahani Husari
Dr Cindy Kersaitis

Professor Kerri-Lee Krause
Ms Shaneen McGlinchey
Dr Terri Mylett
Mr Michael Robertson
Dr Paul Rowland
Associate Professor Leanne Rylands
Professor Lynette Sheridan Burns
Professor Simeon Simoff
Professor Kate Stevens
Professor Deborah Sweeney
Professor Zhong Tao
Ms Maxine Veale
Mr Dean Walker

In Attendance:

Ms Gillian Brown (Secretary)
Ms Terri Anderson
Ms Deirdre Lee
Dr David Mahns
Dr Christopher Peterson
Dr Daniela Spanjaard

Ms Yelena Wenman
Mr Neil Durrant
Dr Gu Fang
Mr James Fitzgibbon
Mr John Juriansz

Apologies:

Professor Michael Adams
Dr Catherine Attard
Professor Kevin Dunn
Associate Professor Craig Ellis
Mr Angelo Kourtis
Dr Peter Mauch
Professor Donald McNeill
Dr Awais Piracha
Associate Professor Anne Power

Mr Michael Richardson
Dr Seyed Shahrestani
Professor Michele Simons
Associate Professor Terry Sloan
Professor Clive Smallman
Professor Deborah Stevenson
Dr Greg Whateley
Associate Professor Jane Mears

Absent:

Associate Professor Berice Anning
Associate Professor Susan Armstrong
Professor Donna Craig
Professor Gabriel Donleavy
Professor Annemarie Hennessy

Professor Peter Hutchings
Professor Gregory Kolt
Mr Terry Mason
Dr Michael O'Connor

1 PROCEDURAL MATTERS

1.1 INTRODUCTION, WELCOMES, CONGRATULATIONS, FAREWELLS AND APOLOGIES

Welcome

The Chair of Academic Senate, Associate Professor Paul Wormell, chaired the meeting of the Senate, and opened it by reading an Acknowledgment of the Traditional Owners, as follows:

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

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

The Chair thanked all members for attending the meeting, noting the difficulties of attending at this time of year with leave arrangements, a wide range of commitments including conferences and, this year, the expanded UWS Summer program.

The Chair extended a warm welcome to some of the newly elected Senate members, who attended the meeting as part of an orientation process, although their terms of office and formal membership will not begin until the start of next year. Today’s presenters and nominated attendees were also welcomed.

The Chair congratulated the following colleagues who were promoted or received awards at the recent University Awards Ceremony:

- Professor Janice Aldrich-Wright – Vice-Chancellor’s Excellence Award for Postgraduate Research Training and Supervision.
- Professor Kate Stevens – the Spirit of UWS Award for her outstanding leadership and contributions to the University over many years.

Promotion to Senior Lecturer –

- Dr Daniela Spanjaard (Attending today for Professor Clive Smallman)
- Dr Catherine Attard (apologies)
- Mr John Juriansz (new member from 1/1/2014)
- Dr Cindy Kersaitis
- Dr Michael O’Connor
- Dr Elfriede Sangkuhl - past Deputy Chair of Academic Senate

Promotion to Associate Professor -

- Dr Betty Gill
- Dr Sara Denize
- Dr Susan Armstrong
- Dr Mary Mooney (Acting Dean during early 2013)

Congratulations were also extended to Senate members elected or re-elected, emphasising the importance of having a broad range of expertise and opinion on Senate. Specifically Professor Gabriel Donleavy was warmly congratulated on his re-election as Deputy Chair of Senate.

A number of farewells to Senate members were also noted, including the Vice-Chancellor, Professor Janice Reid, on her retirement from UWS after sixteen years. The Chair recorded his appreciation of Professor Reid's outstanding leadership as Vice-Chancellor, and acknowledged how much the University had achieved under her leadership, including the scope and reputation of its research; the commendation by AUQA of the University's corporate and academic governance; achievements and leadership in academic quality and standards; contribution to social inclusion; focus on student experience and learning; and the reputation of UWS across the sector as a growing and forward-looking institution. The Senate extended congratulations and best wishes to the Vice-Chancellor on her retirement.

Special mention was also made of Professor Steve Wilson, Deputy Vice-Chancellor (Academic Planning), former Dean of Education, as a very active and engaged member of Academic Senate, who retires at the end of the year. His outstanding contribution to the University, support and enthusiasm for Senate and its work were acknowledged.

Apologies

Apologies as listed were noted.

1.2 DECLARATION OF INTEREST

Members were requested to declare any interests, in terms of the Conflict of Interest Guidelines, they may have in relation to the items on this agenda.

No declarations of interest were reported.

1.3 STARRING OF ITEMS

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

- 3.1 Chair's Report
- 3.5 Curriculum Planning
- 3.6 Academic Year Review
- 3.8 Blended Learning Update
- 3.9 Australian Research Council (ARC) Grants
- 3.11 Senate Elections

The following additional items were starred by members at the meeting:

- 3.2 Academic Standards And Quality, Including The Australian Qualifications Framework (AQF)
- 3.12 Unit Outline And Learning Guides Policy
- 3.13 Assessment Policy

It was resolved (AS13:06/01):

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 ratified.

The chair acknowledged the considerable amount of work completed by the Senate Standing Committees and Schools in generating the unstarred items on behalf of Senate.

1.4 ORDER OF BUSINESS

There were no changes to the order of business.

1.5 OTHER BUSINESS

There was no other business.

1.6 MINUTES OF THE PREVIOUS MEETING

Senate had before it the unconfirmed minutes of the Senate meeting held on 16 August 2013.

It was resolved (AS13:06/02):

To confirm the minutes of the Senate meeting held on 16 August 2013 as an accurate record.

1.7 ACTION SHEET FROM LAST MEETING

To assist members with monitoring the work of Senate, the action sheet from the meeting held on 25 October 2013 and previous meetings had been circulated. It was noted without discussion.

2 BUSINESS ARISING

2.1 MINUTE 3.7 - RED TAPE TASKFORCE

Without discussion it was noted that a report of the progress to date and expected timelines for this project will be submitted to the Board of Trustees at its 26 February 2014 meeting.

2.2 MINUTE 3.13 – HONOURS IN BACHELOR AWARDS POLICY

Without discussion it was noted that arrangements have been made for the minor amendments to the *Honours in Bachelor Awards Policy* to be published on the Policy DDS.

2.3 MINUTE 3.14 – NEW LECTURE RECORDING POLICY

Without discussion it was noted that arrangements have been made for the new *Lecture Recording Policy* to be published on the Policy DDS.

2.4 MINUTE 3.15 – GRADUATION POLICY

Without discussion, it was noted that arrangements have been made for the minor amendments to the *Graduation Policy* to be published on the Policy DDS.

2.5 MINUTE 4.4 – EDUCATION and ASSESSMENT COMMITTEES (incorporating Student Experience and Engagement Committee)

Without discussion it was noted that arrangements have been made for the minor amendments to the following policies to be published on the Policy DDS:

- i. *Award Courses and Units Approval Policy* (definitions and clause 21)
- ii. *Enrolment Policy* (definitions and clause 57)
- iii. *Honours in Bachelor Awards Policy* (definitions and clause 8)
- iv. *Student Fees Policy* (definitions).

3 GENERAL BUSINESS

3.1 CHAIR'S REPORT

Senate had before it a written report from the Chair covering activities undertaken on behalf of the Senate since 25 October 2013.

The Chair offered to answer any questions and reported the following additional matters.

The Chair provided a report to the Board of Trustees meeting on Wednesday 4 December 2013 and noted that the Board had approved the extension of the current term of office of the Chair of Senate until 31 January to cover the period of the Senate election.

Also at the 4 December 2013 Board of Trustees meeting the Chancellor provided an update to the Board about the direction that is being taken by the new Federal Government in relation to higher education, recognising that the Education portfolio has had a particular focus on schools funding in recent weeks. At this stage no major changes to policy or university funding are expected, but the University's forward planning encompasses a range of scenarios.

The Chair reported that a major item of Board of Trustees business was the approval of the 2014 University budget. This is intended to be a conservative budget, given the range of uncertainties in the sector, but a key feature is an increased level of funding for the delivery and support of academic programs.

The Chair thanked members for a very engaged year with rich feedback and debate, and thanked them for their contributions, wishing them rest and recreation over the Christmas and New Year break.

3.2 ACADEMIC STANDARDS AND QUALITY, INCLUDING THE AUSTRALIAN QUALIFICATIONS FRAMEWORK (AQF)

The University is required to ensure that all UWS award courses comply with the revised Australian Qualifications Framework (AQF), which is currently a requirement of the Higher Education Threshold Standards. From 1 January 2015, all new enrolments must be in qualifications that meet the requirements of the AQF.

On 4 May 2012 Academic Senate endorsed a timeline for the University's AQF Compliance Project and viewed a progress report for the consideration of Senate Education Committee and APCAC. Work is continuing in collaboration with the schools.

It was noted that an academic program, the Graduate Certificate of Research Studies, had been suspended, and its AQF compliance has been questioned. This

award was considered an important bridging program for those currently employed to progress back to research. The Interim Deputy Vice-Chancellor (Research) advised that this program will be reviewed as part of the PhD Pathways project.

3.3 SENATE WORK PLAN

At the 22 February meeting Senate discussed the draft Work Plan, and agreed to a resolution that affirmed its commitment to the spirit and letter of its role as “the primary custodian of academic values and standards for the University”, and its functions and powers under clauses (3) and (6) of the *Academic Governance Policy*. This document was updated to reflect and strengthen Senate’s engagement with the *Our Future Program*, to encompass recent developments including The Academy at UWS and the PhD Pathways Review, and wider engagement and communication with the University community.

At the 16 August meeting Senate considered an updated version of the Senate Work Plan, and discussed a proposal for Senate to co-sponsor events with forum topics such as the future of higher education; academic integrity; protecting free enquiry; the public intellectual and the role of the university in public discourse; content-focussed, interdisciplinary research discussions; University governance and the future of Australian Universities. These forum topics will be discussed at future Senate meetings.

3.4 OUR FUTURE ACTION PROGRAM

The *Our Future Program* is an integrated group of initiatives that were developed during 2012 in response to a set of resolutions by the UWS Board of Trustees that aim to strengthen the University’s position in the increasingly competitive higher education sector, both in Australia and internationally.

The *Our Future Program* website may be found at the following URL, and it includes the statement that “Academic Senate and its committees will be closely involved in the Program, with regular communication and engagement with the various academic projects.”

http://uws.edu.au/our_future_program/our_future_program

At the 25 October meeting the Program Director, Ms Yelena Wenman provided an update on the scope of the *Our Future Program*, and how the various projects are progressing, and how Senate’s activities have been integrating with them.

The project streams under the *Our Future Program* are closely related to the priorities that Senate identified at its 22 February 2013 meeting, and are reflected in the standing items 3.5 to 3.8 on Academic Senate agendas for 2013.

3.5 CURRICULUM PLANNING

This item relates to the “Learning and Teaching Flexibility: Beyond the Classroom” and “Academic Program and Pathways” activity streams of the *Our Future Program*.

The interim Pro Vice-Chancellor (Engagement, Strategy and Quality), along with the Associate Director, Business Intelligence & Institutional Research, Mr Neil Durrant and Associate Professor Bronwyn Cole, provided an update on the “Academic

Program and Pathways” project, with a focus on developing the University’s academic course profile.

Specific mention was made of the feedback from the 25 October 2013 Senate meeting regarding the lack of direct reference to research in the *Our Future Program* activity streams. Discussions have been progressing with the interim Deputy Vice-Chancellor (Research) and a paper will be provided to Senate at a future meeting.

The five elements of the “Academic Program and Pathways” activity stream were articulated as:

- Re-conceptualise within a career context
- Increase comprehensiveness through re-defining ‘access’
- Grow existing programs
- Introduce new programs
- Strengthen research links

The methodology proposed is to focus on a student’s ‘discipline to employment outcome’ pathways by devising Academic Program Maps. Academic and career advising will be crucial in this methodology, with the potential to establish a market differentiation for UWS if these maps are successfully constructed. The influence of the UWS alumni and modelling from employers are also seen as important strategic factors.

It was noted that some clear career pathways already exist, for example the Pathway to Teaching courses, and a widening and deepening, including UWS College, into these academic program maps is intended.

Mining and analysis of student data is providing information on student churn (migration between courses) and attrition. This information is complex but work is progressing towards providing solid evidence to assist with strategic academic program planning. Members recommended additional data gathering of elements such as under-performing students in a unit during term time, use of Library roving services, reasons for course transfers, and performance in HSC Mathematics.

The importance of linking the UWS ‘brand’ to these pathways was also noted by members, along with providing highly regarded role models to attract and retain students in their academic program pathways.

International and domestic career growth studies have been consulted. These studies indicate growth in the areas of professional services in management consulting, financial and legal services and market research; data analytics; health care and social assistance; green technology and natural / physical sciences; creative thinking; education; and engineering. Non-traditional health care programs were also suggested as a growth area.

This career growth data, along with geographical information about offers made in 2013, are assisting in identifying potential opportunity areas and strategies. Following discussions with Schools, possible new and expanded offerings have been identified including additional double degrees and undergraduate courses; boutique postgraduate courses; shared sub-majors; existing courses offered on additional campuses, and partnering with other institutions. A user-friendly version of this valuable data is planned for distributing to Schools.

The involvement of University Research Institutes was recommended, given their position across disciplines, and their unique perspectives which may assist the University in identifying other degree combinations.

The Chair thanked the presenters for their clear and comprehensive presentation and members for their valuable feedback. It was noted that conversations are continuing with the Schools and Institutes and the Senate looks forward to future updates.

3.6 ACADEMIC YEAR REVIEW

This item relates to the “Optimising the Use of the Academic Year and Infrastructure” activity stream of the *Our Future Program*. The initiative for this review came from the Board of Trustees and was premised on the need to maximise the use of resources as the University grew.

Earlier this year Senate indicated a strong interest in providing advice and input about future developments with the academic year. The interim Pro Vice-Chancellor (Engagement, Strategy and Quality), Dr Paul Rowland, provided an update on the evaluation of the 2013/2014 expanded Summer session and forward planning for an expanded Summer program in 2014/2015. Dr Rowland advised that the proposed trimester model for the Business undergraduate programs was not proceeding, and an Autumn / Spring / Summer model is being pursued.

Members were advised that nearly 20% of the eligible student group had enrolled in Summer units. Evaluation of the extended Summer 2013/2014 will include bespoke student feedback and student feedback to date. The main requests by students to date have been a further expansion of the unit choice available in Summer, and increased flexibility to spread their study load, catch up on failed/missed units, accelerate the completion of an award, and commence an award early.

Analysis has indicated that to expand the unit offerings a change in the configuration of Summer is required. Although only 10% of the units have been offered in Summer 1, there is 20% of the enrolment in this session. Members discussed whether this was due to the timing of the session before the end of the year, or due to the intensive mode (four week session).

Discussions will be held to consider options for providing a more equitable split between teaching sessions. A proposal for a five-week Summer 1 session before the end of year break, and a five-week session early in the New Year, is being considered. It is intended to investigate options via an engaged and consultative process.

3.7 RED TAPE TASKFORCE

The Red Tape Taskforce has been established to review a range of administrative tasks required in support of teaching and research programs. The project lies within the Financial Sustainability stream of the *Our Future Program*. This is an initiative of the Board of Trustees, and is an opportunity to free up academic time currently spent on administration, while improving efficiencies and processes.

It is anticipated that Academic Senate will be asked to make a range of decisions about academic policies and procedures in response to reports from the Taskforce. At the 25 October meeting the Business Process Analyst for the Red Tape

Taskforce, Mr Toby O'Hara, provided members with an update of progress to date. This matter has been deferred from the 4 December 2013 Board of Trustees meeting to the agenda for the 26 February 2014 meeting.

3.8 BLENDED LEARNING UPDATE

Previously members have discussed items within the Curriculum Support and Curriculum Delivery Domain of the Blended Learning Strategy regarding the *Learning Space Design – Threshold Standards*, providing a clear baseline for all Collaborative Learning Spaces and a default standard for flat floor teaching space (where space allows); and a set of *'Measuring the Blend' in Learning Activities* principles around student centred measures of embedded work and blended learning experiences.

At this meeting the Interim Deputy Vice-Chancellor (Education), Professor Kerri-Lee Krause, presented two papers that had been discussed at the 2 December 2013 Education Committee meeting.

1. Progress with converting units to Blended Learning mode as at end November

Professor Krause was congratulated on a highly successful inaugural *Blended Learning Showcase* held at the Parramatta campus on Friday 29 November 2013. Approximately 300 staff attended and the content of the day was well received. Further occasions are planned for 2014. Members noted the great energy and emphasis on pedagogy and best practice rather than an exclusive focus on the underlying technology. However, congratulations were conveyed to Kerry Holling and the IT team for their major achievements in facilitating the technological aspects of the development of blended learning at UWS.

In addition, staff support has been available via monthly blended learning forums and resources on the Learning and Teaching web pages available at http://www.uws.edu.au/learning_teaching/learning_and_teaching and also <http://www.uws.edu.au/gilt/gilt>. Tips and links are available on these sites.

Tangible improvements have been noted with some units that have been converted to the blended learning format, with decreasing failure rates, increasing retention and improved learning outcomes. These positive outcomes, noted after only one year, would not usually be expected for three to five years. Further developments are planned for 2014 in the area of assessment. School-level reports with comprehensive data are being developed and feedback from staff will be sought.

The work completed by James Stewart in providing a strong and sustainable foundation for the project was acknowledged. It is envisaged that with more liaison with Schools, this framework will be enhanced and streamlined to focus and maintain the momentum with the unit-by-unit analysis and conversion.

The excellent partnership across Schools and other areas of the University, and outstanding achievements by staff, were warmly commended. It was noted that there have been enquiries from Australian and international institutions regarding the scale and speed of reform in blended learning at UWS.

2. Summary of preliminary analysis of iPad evaluation 2013.

Student focus groups have been surveyed about blended learning, and asked specific questions about the iPad initiative. Members would like to view the survey

questions [and responses/narrative](#), and access will be arranged via the Learning and Teaching webpage using a UWS logon and password.

Action: Professor Krause

3.9 AUSTRALIAN RESEARCH COUNCIL (ARC) GRANTS

In the context of intense competition across the sector, UWS has continued its Australian Research Council success, remaining in the top 20 of universities and winning support for fellowships and early career researchers and major infrastructure. The University's Linkage Infrastructure, Equipment and Facilities proposal will also be supported by the ARC with \$1,064,000.

The Interim Deputy Vice-Chancellor (Research) Professor Andrew Cheetham provided insight into the results including the recruitment of two researchers from other institutions and the confirmation of UWS as the most successful of the medium research institutions. Whilst acknowledging this good result, it was explained that this is a \$1m reduction from last year, in which the University had performed exceptionally well.

Analysis of the distribution of research funds over the past ten years indicates a consistent gradual movement to the Go8 universities. This trend, along with the increasing competition for a static pool of funds, highlights the need for partnerships and diversified income streams, including international opportunities, to maintain the momentum for the University's research growth.

The compilation of the grants that have been awarded to UWS researchers, documented alphabetically under their University Research Institute, University Research Centre, University Research Group or School can be found at <http://www.uws.edu.au/arc2014>.

For further information regarding Research at UWS please visit the DVCR Blog at <https://uwssharepoint.uws.edu.au/sites/Research/ODVCR/Blog/>. (Please note to access the site you may need to use your MyUWSAccount login and password):

3.10 REVIEW OF ACADEMIC SENATE STANDING COMMITTEES

On 19 December 2011 Academic Senate approved a comprehensive set of changes to its Standing Committees to reflect the new organisational arrangements. At that stage it was not clear how the new academic structure would work in practice, and it was agreed that the operation and effectiveness of the revised Policy would be reviewed after twelve months of operation.

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

The Chair provided an update about this review in his report at agenda item 3.1.

3.11 SENATE ELECTIONS

The Associate Director, Secretariat introduced a paper regarding the Academic Senate Elections results, the forthcoming ballot for the Chair of Academic Senate, and future election processes.

There were vacancies following the first round of elections, and therefore second and third rounds were conducted. All positions are expected to be filled by the end of the year. A list of known members for 2014 was provided in the paper to members.

It was noted that Professor Gabriel Donleavy was elected as the Deputy Chair of Senate unopposed and a ballot for the Chair of Senate will be conducted in January 2014.

Members were invited to give feedback regarding the online nomination process. This can be provided to j.fitzgibbon@uws.edu.au.

The Office of Governance Services has identified two election-related issues for Senate's consideration. Further analysis and benchmarking will be undertaken to inform future deliberations by Senate on these matters:

1. The feasibility of Senate Committees making staff appointments to committees where the position remains vacant after the election, thereby reducing the need for repeated elections and minimising the number of vacant positions on Senate.
2. Changing the alignment of the terms of office for the Chair and Deputy Chair of Senate with the elected School, Badanami and Research Institute members. The current arrangements create some complexities.

3.12 UNIT OUTLINE AND LEARNING GUIDES POLICY

A paper outlining proposed amendments to the *Unit Outline and Learning Guides Policy* was considered by Senate.

Members raised two concerns regarding the proposed amendments:

1. The inclusion of item b in clause (6), as highlighted below, where the wording is taken from an existing clause in the Definitions section of the Policy:

(6) The Learning Guide: Purpose - provides detailed information to the students to support them in their learning:

- a. supplements the Unit Outline and details the fundamental mutual obligations and responsibilities of the University and students, in relation to the unit;
- b. makes explicit the links between the unit and course learning outcomes;
- c. makes explicit the links between each assessment activity and the unit learning outcomes;
- d. provides information about each assessment task, including due dates, instructions for submission, and details about the assessment criteria and standards;
- e. gives a clear description of what is expected in order for students to achieve particular grades in the unit;
- f. describes how content, assessment and learning activities are linked.

Members were concerned that the addition of this information contributed considerably to the length of the Learning Guide, and this could deter students from using the Guide. However, student feedback had highlighted the need for this information in contextualising a unit within a course and career path. Course learning outcomes were considered critical in this regard.

Following discussion, it was agreed that Senate Education Committee would be asked consider the content and wording in the guidelines, to assist academic staff in ensuring that students receive clear guidance without excessive length or complexity in the Learning Guide.

Action: Education Committee

2. A new clause (14) as follows:

(14) The Deputy Dean is responsible to ensure that there are quality assurance processes in place for the approval of Unit Outlines and Learning Guides.

It was acknowledged that in most cases the Director of Academic Program would be an appropriate approval authority for Unit Outline content and Learning Guides. However, after discussion it was agreed to support this new clause, to allow for the variations between Schools in the provision of Director of Academic Program positions, and in recognition that the Deputy Dean is ultimately responsible for the quality of Learning Guides. Retention of the existing clause (13) which provides for the approval by the Deputy Dean of the School or nominee(s) was also agreed.

It was resolved (AS13:06/03):

That Senate approves the proposed revised Unit Outline and Learning Guides Policy, effective from the date of publication.

3.13 ASSESSMENT POLICY

A paper outlining proposed amendments to the *Assessment Policy – Criteria and Standards-based Assessment* was discussed.

The proposed amendments included the addition of a clause that requires students to “complete all assessment items for the unit unless otherwise specified in the Unit Outline and Learning Guide” and a related amendment to the definition of the ‘AF’ grade to include all instances where a student has “failed to complete one or more of the compulsory mandatory assessment requirements for the unit”. Members raised concerns about how items such as weekly quizzes should be treated. For example, it was suggested that awarding a student an ‘AF’ grade due to the non-completion of a weekly quiz worth 1% would not be a fair or reasonable outcome, and this would lead to a large increase in Review of Grade applications. To avoid this situation the quizzes would need to be excluded from the list of mandatory assessments, and this would disrupt the purpose of establishing a staged check on students’ progress.

Members suggested that the consequences for professional accreditation and inherent requirements also needed to be considered, and there should be further discussions in the context of valid and reliable assessment before implementing these amendments.

Members requested that the Senate Education Committee reconsider the proposed amendments in the light of these comments and consider whether clarification of the use of the 'AF' grade was all that was required.

Action: Education Committee

4 REPORTS AND RECOMMENDATIONS FROM SENATE COMMITTEES

4.1 SENATE EXECUTIVE COMMITTEE

Without discussion

It was resolved (AS13:06/04):

That Academic Senate notes the report of the Senate Executive Committee electronic meeting conducted from 21 to 27 November 2013.

4.2 RESEARCH COMMITTEE

The Research Committee met on 3 December 2013. The minutes of this meeting will be provided to the next meeting of Senate.

4.3 RESEARCH STUDIES COMMITTEE

Without discussion

It was resolved (AS13:06/05):

That Academic Senate notes the minutes of the 5 November 2013 Research Studies Committee meeting and ratifies the recommendations to Academic Senate contained therein.

4.4 EDUCATION COMMITTEE

Without discussion

It was resolved (AS13:06/06):

That Academic Senate notes the report of the 4 November 2013 Education Committee meeting and ratifies the recommendations to Academic Senate contained therein.

4.5 ACADEMIC PLANNING AND COURSES APPROVALS COMMITTEE

The Academic Planning and Courses Approvals Committee (APCAC) met on 27 November 2013. This meeting was inquorate, and the urgent items of business will be considered by an electronic meeting of the committee.

4.6 BACHELOR (HONOURS) COMMITTEE

Without discussion

It was resolved (AS13:06/07):

That Academic Senate notes the minutes of the Bachelor (Honours) Committee meeting held on 15 October 2013.

4.7 UWS COLLEGE ACADEMIC COMMITTEE

Without discussion

It was resolved (AS13:06/08):

That Academic Senate notes the minutes of the UWS College Academic Committee meetings held on 17 July, 10 September and 12 November 2013.

4.8 BOARD OF TRUSTEES

The Board of Trustees met on 4 December 2013.

The next meeting is scheduled for 26 February 2014. Summaries of Board of Trustees meetings, and minutes of Board of Trustees meetings, are available on the web-site at: <http://www.uws.edu.au/boardoftrustees>.

5 FOR INFORMATION

Professor Krause gave a vote of thanks to the Chair, Associate Professor Paul Wormell for his professional leadership of Senate and widely recognised expertise in academic governance and higher education quality and standards.

6 NEXT MEETING

The next Academic Senate meeting is arranged for Friday 21 February 2014.

Senate meeting dates for the 2014 are as follows:

- Friday 21 February
- Friday 2 May
- Friday 20 June
- Friday 15 August
- Friday 24 October
- Friday 5 December

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