

# ACADEMIC SENATE

The next meeting (Meeting 13/04) of the Academic Senate of the University of Western Sydney will be held on **Friday 16 August 2013** at **9:30am** in the **Board Room, Building AD, Werrington North Campus**.

For apologies and enquiries, telephone (02) 9678 7820, fax (02) 9678 7831 or email [gillian.brown@uws.edu.au](mailto:gillian.brown@uws.edu.au).

## AGENDA

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### 1 PROCEDURAL MATTERS

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

The Chair of Academic Senate, Associate Professor Paul Wormell, will chair the meeting.

This is the first meeting for:

- Dr Paul Rowland who joins Academic Senate as the Interim Pro Vice-Chancellor (Engagement, Strategy & Quality); and
- Professor James Arvanitakis who joins the Academic Senate as the Head of The Academy.

At the time of writing, apologies had been received from Professor Kerri-Lee Krause, Ms Shaneen McGlinchey (Ms Diana Calderan attending), Dr Mary Mooney, Dr Awais Piracha and Professor Simeon Simoff (Professor Jonathan Tapson attending). Any further apologies will be reported.

#### ☆1.2 DECLARATIONS OF INTEREST

Members are requested to declare any interests, in terms of the Conflict of Interest Policy, they may have in relation to the items on this agenda. This policy is available on the Policy DDS at: <http://policies.uws.edu.au/view.current.php?id=00093> and further information for members regarding declarations of interest is available at [http://www.uws.edu.au/data/assets/pdf\\_file/0003/406344/Declarations\\_of\\_Interest.pdf](http://www.uws.edu.au/data/assets/pdf_file/0003/406344/Declarations_of_Interest.pdf)

Members are reminded that they should also declare any interests that become apparent during a meeting of Academic Senate or one of its committees.

#### ☆1.3 STARRING OF ITEMS

Senate members will be asked which items they wish starred for discussion.

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

- 3.1 Chair's Report
- 3.3 Senate Work Plan
- 3.5 Curriculum Planning
- 3.9 Review of Academic Senate Standing Committees
- 3.10 Revised Standing Orders For Senate And Senate Committees
- 3.11 Senate Elections

- 3.12 Senate Induction Program
- 3.13 International Research Community Statements – (2010) Singapore Statement

*That the documents for all unstarred agenda items be noted and, except where alternative action is noted as appropriate, all recommendations contained in those items be endorsed.*

#### ☆1.4 ORDER OF BUSINESS

If a re-arrangement of the order of business is required.

#### ☆1.5 OTHER BUSINESS

Members are invited to nominate other relevant matters, noting that such items will normally be included on the agenda for a future meeting.

#### ☆1.6 MINUTES OF THE PREVIOUS MEETING

**AS13/04-1.6**

The unconfirmed minutes of the Academic Senate meeting held on 21 June 2013 are appended.

##### **It is recommended:**

*That Academic Senate confirms the minutes of the Senate meeting held on 21 June 2013 as an accurate record.*

## **2 BUSINESS ARISING**

### **2 BUSINESS ARISING FROM THE MINUTES OF PREVIOUS MEETINGS**

#### **2.1 MINUTE 3.10 – DOCTOR OF LETTERS AND DOCTOR OF SCIENCE DEGREES POLICY**

At the 21 June meeting...

A revised *Doctor of Letters and Doctor of Science Policy*, endorsed by the Research Studies Committee of Academic Senate, was provided to members. The changes comprised leadership and management changes that have taken place during 2012, to include references to both the Schools and University Research Institutes, and address clauses in which the Higher Doctorate Panel makes a confidential recommendation to Academic Senate about the award of a degree.

##### **It was resolved (AS13:03/03):**

*That Academic Senate approves the revisions to the Doctor of Letters and Doctor of Science Policy, effective from the date of publication of the new Policy.*

Arrangements are being made for the revised *Doctor of Letters and Doctor of Science Policy*, to be published on the Policy DDS.

## **3 GENERAL BUSINESS**

#### ☆3.1 CHAIR'S REPORT

**AS13/04-3.1**

A written report from the Chair covering activities undertaken on behalf of the Senate since 21 June 2013 is appended.

The Chair will answer any questions in relation to the report, if requested.

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

At the 21 June 2013 meeting the interim Deputy Vice-Chancellor, Professor Andrew Cheetham, led discussions regarding the Higher Education Standards Panel set of draft Threshold Standards for Research, Research Training, and Learning Outcomes (Research Training). The consolidated Research Standards document was also referred to Academic Senate's Research Committee for comment. Senate will also be asked to respond to any future calls for comment by the Higher Education Standards Panel, Which is currently reviewing the Threshold Standards, including standards that relate to academic governance, learning, teaching and research.

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. A Project Officer, Lisa Davison, has been working on this program of work for the first half of 2013, and has submitted a progress report for consideration by Senate Education Committee and APCAC. Work is continuing in collaboration with the schools.

If requested, the Chair will provide a further update on progress with the AQF project and other aspects of academic quality and standards at UWS.

Members will be invited to provide comment and feedback on any TEQSA or AQF-related matters that have arisen in their professional or disciplinary communities.

### **☆3.3 SENATE WORK PLAN**

**AS13/04-3.3**

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*.

The latest iteration of the Senate's Work Plan is appended for comment and any amendments. This document has been 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.

Members will be asked to discuss a proposal for Senate co-sponsored events with forum topics such as the future of higher education; academic Integrity (following an earlier UWS forum on the same topic); protecting free enquiry and the public intellectual and the role of the university in public discourse.

**For discussion, expressions of interest and advice to the Chair of Academic Senate**

### **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](http://uws.edu.au/our_future_program/our_future_program)

This standing item on Academic Senate agendas for 2013 includes items 3.5 – 3.8 of this agenda paper. If requested, the Chair or other members of the *Our Future Program* steering groups can provide further information about the Program.

### **☆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*.

**3.5.1** The interim Pro Vice-Chancellor (Engagement, Strategy and Quality) will be invited to provide an update on the "Academic Program and Pathways", to enable Senate to give advice on this activity stream.

**3.5.2** The Pro Vice-Chancellor (Student and International) and the Head of The Academy will provide a presentation on this new initiative to provide high achieving students with a customised learning and leadership experience.

### **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.

At the 21 June 2013 Senate meeting the Deputy Vice-Chancellor (Academic Planning) updated Senate members on the progress of the new UWS Summer.

The Associate Director, Secretariat, Academic Registrar and Chair of Academic Senate have undertaken a preliminary review of the policy implications of the UWS Summer program and identified some minor changes to academic policies (please see agenda item 3.14). Further minor changes are currently being considered, and will be progressed through the usual committee processes.

A joint working party of APCAC and Senate Education Committee has been established to consider further implications for academic policies and procedures, including curriculum, progression, assessment and graduations. This will include the implications of the School of Business trimester model, both as a standalone arrangement and in combination with courses that are operating on an Autumn/Spring calendar. Recommendations will be made to Senate through the relevant Standing Committees in collaboration with other working parties of the Academic Year Review team.

Members will be invited to provide comment and feedback on any UWS Summer related matters that have arisen in their professional or disciplinary communities.

### **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*. The Board of Trustees has commended this initiative, noting that this is an opportunity to free up academic time currently spent on administration, while improving efficiencies and processes. The final report will be provided to Academic Senate and the Audit and Risk Management Committee and then to the Board of Trustees in December 2013.

We anticipate that Academic Senate will be asked to make a range of decisions about academic policies and procedures in response to reports from the Taskforce. No matters have been raised for consideration at this meeting of Academic Senate, but further updates will be provided to later meetings, following wide consultation and an online survey of the University community.

### **3.8 BLENDED LEARNING UPDATE**

At the 21 June 2013 Senate meeting, the interim Deputy Vice-Chancellor (Education) updated Senate on two further items within the Curriculum Support and Curriculum Delivery Domain of the Blended Learning Strategy. They are:

- The *Learning Space Design – Threshold Standards* endorsed by the Senate Education Committee at its meeting on 3 June 2013, provide a clear baseline for all Collaborative Learning Spaces and a default standard for flat floor teaching space (where space allows).
- A set of *'Measuring the Blend' in Learning Activities* principles articulated in a paper by Dr Carol Russell around student centred measures of embedded work and blended learning experiences, and endorsed by the Senate Education Committee at its meeting on 3 June 2013 (see also the report at item 4.4 below).

No matters have been raised for consideration at this meeting of Academic Senate, but further updates will be provided to later meetings, and members are invited to provide comment and feedback on any Blended Learning related matters that have arisen in their professional or disciplinary communities.

### **☆3.9 REVIEW OF ACADEMIC SENATE STANDING COMMITTEES**

On 7 December 2011 the Board of Trustees approved a recommendation from Academic Senate to amend the *Academic Governance Policy* so that it reflected the new organisational arrangements that took place in the University from 1 January 2012. These changes included substantial revisions to the membership of Academic Senate, including a substantial expansion of the electorate for the elected members.

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. In practice, several adjustments to the committees were made during 2012 and early 2013, including the introduction of a Student

Experience and Engagement Committee, and revisions to the membership of several committees. It was also decided to revoke the *Academic Senate Standing Committees Policy*, replacing it by a set of Senate Resolutions which would reflect the Board of Trustees' practice for its other Standing Committees, and would allow greater flexibility for Senate in managing the number and roles of its committees.

On 26 July 2013 Senate Executive endorsed to review the operation and effectiveness of the revised set of Academic Senate Standing Committees, 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.

This review would recognise that the next Vice-Chancellor may establish a new or modified set of Executive portfolios which would need to be reflected in committee memberships and Chairs.

The Chair of Academic Senate and the Academic Registrar have consulted with the School Academic Committee Chairs to seek their views about the membership and effectiveness of these committees. Feedback has been generally positive, although some arrangements could be clarified or otherwise improved.

It is proposed to conduct this review of the membership, terms of reference and reporting arrangements for Academic Senate's Standing Committees, during the second half of 2013. Committees and their Chairs will be invited to answer a set of general questions about the committees' operation, and make suggestions for improvement. Specific questions will be asked about the following issues which have been identified for further investigation:

- The appropriateness and flexibility of School Academic Committee memberships, including the role of representatives from UWSCollege and the Academic Registrar's Office;
- Potential expansion of the roles of elected Senate members on Senate Standing Committees;
- The role of School committees in promoting academic discourse and debate among the University community, within Senate's terms of reference;
- Potential inclusion of an elected student member of the Research Studies Committee;
- Possible establishment of an Executive Committee for the School Research and Higher Degrees Committees;
- Formalisation of relationships between University Research Institute Research and Higher Degree Committees (or equivalent) and Academic Senate Standing Committees Requirement for expiry or review dates for Expert Advisory Committees;
- Improved communications between Academic Senate and its Standing Committees, especially the school committees, while minimising the reporting burden for these committees;
- **Note:** Course and unit approval delegations will be considered during the review of the *Award Courses and Units Approval Policy*, including any responses to the Red Tape Taskforce.

**For discussion and comments that may inform the review process.**

### ☆3.10 REVISED STANDING ORDERS FOR SENATE AND SENATE COMMITTEES

AS13/04-3.10

At the 26 July 2013 meeting the Senate Executive considered a proposal by the Office of Governance Services to adopt revised Standing Orders for Academic Senate to reflect changes to the *Academic Governance Policy* and to align with the Standing Orders of the Board of Trustees. A paper regarding these proposed new Standing Orders is attached.

**For discussion and consideration.**

**It is recommended:**

*That Senate approves the revised Standing Orders for Academic Senate, effective from the date of publication.*

### ☆3.11 SENATE ELECTIONS

AS13/04-3.11

At the 26 July 2013 meeting of the Senate Executive, the Office of Governance Services provided information regarding elections that are required for a range of academic staff positions on Senate which have terms expiring on 31 December 2013. The attached paper proposes:

- A timeline for conducting the elections (16 Sep – 30 Oct).
- The application of the *Elections Policy* to the elections. The key change from previous elections would be an online self-nomination process.
- A possible one month extension of the term of the Chair and/or Deputy Chair to 31 January 2014 to allow a ballot for these positions, if required, to be conducted in the second half of January to allow participation by the new members of Senate.

The Deputy Chair of Academic Senate will advise his interest and the Chair his pecuniary interest in any variation to the terms of office.

**It is recommended:**

*That Academic Senate approves the timing of Senate elections and the application of the Elections Policy to these elections.*

*That, in the event that a ballot is required for the position of Chair and/or Deputy Chair of Senate, Academic Senate endorses an extension of the current term for that position until 31 January 2014 and recommends the proposal to the Board of Trustees for approval.*

### ☆3.12 SENATE INDUCTION PROGRAM

AS13/04-3.12

At the 26 July 2013 meeting the Senate Executive considered a proposal by the Office of Governance Services for an Induction Program for new members of Senate. Given elections commence in September this year for the 21 Senate members whose terms expire on 31 December 2013, it was considered prudent to establish a comprehensive process for ensuring new members are provided with the necessary tools and training to

be effective and confident Senate members. A paper regarding this program is attached.

This program includes revising the 6 December 2013 Academic Senate from provisional, confirming it will be held.

**It is recommended:**

*That Senate endorses the proposed Induction Program, confirms that the 6 December 2013 Academic Senate meeting will take place.*

**☆3.13 INTERNATIONAL RESEARCH COMMUNITY SINGAPORE STATEMENT (2010)**

**AS13/04-3.13**

This statement was created by consensus among the international research community, at an International Meeting in 2010 (Singapore). The statement does not have any regulatory weight but is clear and brief, with a similar standing to the Vancouver Protocol which UWS endorses.

The Singapore Statement is particularly useful as a one page summary of individual researcher integrity and, if endorsed, would be widely disseminated across the University.

The Research Committee agreed, via an electronic meeting, that UWS should endorse the Singapore Statement.

**For discussion and consideration.**

**It is recommended:**

*That Senate endorses the Singapore Statement, and agrees to widely disseminate it across UWS.*

**3.14 POLICIES – UWS SUMMER MINOR POLICY CHANGES**

**AS13/04-3.14**

UWS Summer will be offered as a teaching session from December 2013. Minor amendments are required to a range of academic policies to reflect Summer sessions. The changes were submitted to Assessment Committee on 29 July 2013 to allow the opportunity for feedback from Schools on any of the proposed amendments, and were noted without discussion. Education Committee endorsed the changes by an electronic meeting conducted on 31 July 2013. A paper regarding these minor amendments is attached.

**It was resolved (ED13:05/01)**

*That Education Committee endorses the proposed minor amendments to a number of academic policies to reflect UWS Summer and recommends them to Academic Senate for approval.*

**It is recommended:**

*That Senate approves the proposed minor amendments to a number of academic policies to reflect UWS Summer, effective from the date of publication.*

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**4 REPORTS AND RECOMMENDATIONS FROM SENATE COMMITTEES**

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**4.1 SENATE EXECUTIVE COMMITTEE AS13/04-4.1**

The Senate Executive Committee held a meeting on 26 July 2013. The Report of this meeting is appended. A number of urgent items from the 10 July 2013 APCAC meeting were considered by the Senate Executive at its 26 July 2013 meeting and items are listed on the Annexe to the appended Senate Executive report.

**It is recommended:**

*That Academic Senate note the report of the Senate Executive Committee meeting conducted 26 July 2013.*

**4.2 RESEARCH COMMITTEE AS13/04-4.2**

The Research Committee met on 6 August 2013. The minutes of this meeting are appended.

**It is recommended:**

*That Academic Senate note the minutes of the 6 August 2013 Research Committee meetings.*

**4.3 RESEARCH STUDIES COMMITTEE AS13/04-4.3**

The Research Studies Committee met on 2 July and 6 August 2013. The minutes of these meetings are appended.

**It is recommended:**

*That Academic Senate note the minutes of the 2 July and 6 August 2013 Research Studies Committee meetings.*

**4.4 EDUCATION COMMITTEE AND ASSESSMENT COMMITTEE AS13/04-4.4**

Education Committee conducted an E-Meeting from 31 July 2013. The next scheduled meeting is 3 September 2013. The Assessment Committee met on 29 July 2013. A report of these meetings is appended.

**It is recommended:**

*That Academic Senate notes the report of the 31 July 2013 Education Committee E-Meeting and the 29 July 2013 Assessment Committee meeting.*

**4.5 ACADEMIC PLANNING AND COURSES APPROVALS COMMITTEE AS13/04-4.5**

The Academic Planning and Courses Approvals Committee (APCAC) met on 10 July 2013 to endorse and approve curriculum items. These items are noted on the Annexe to the report of the 10 July 2013 face-to-face meeting appended.

A number of urgent items from the 10 July 2013 APCAC meeting were considered by the Senate Executive Committee at its 26 July 2013 meeting. These items are listed on

the Annexe to the Senate Executive Committee report of the 26 July 2013 meeting at item 4.1.

**It is recommended:**

*That Academic Senate note the report of the 10 July 2013 Academic Planning and Courses Approvals Committee meeting and ratifies the recommendations contained therein.*

**4.6 BACHELOR (HONOURS) COMMITTEE**

The Bachelor (Honours) Committee met on 12 August 2013. The minutes of this meeting will be provided at the next Academic Senate meeting.

**4.7 UWS COLLEGE ACADEMIC COMMITTEE**

**AS13/04-4.7**

The UWS College Academic Committee held an electronic meeting on 26 June 2013.

The minutes of the meetings are appended.

**It is recommended:**

*That Academic Senate note the minutes of the UWS College Academic Committee electronic meeting held on 26 June 2013.*

**4.8 BOARD OF TRUSTEES**

The Board of Trustees last met on 5 June 2013.

The next meeting is scheduled for 11 September 2013. 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>.

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**5 FOR INFORMATION**

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**No items**

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**6 NEXT MEETING**

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The next Academic Senate meeting is arranged for Friday 25 October 2013. Senate meeting dates for the remainder of 2013 are as follows:

- Friday 25 October
- Friday 6 December

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