

# ACADEMIC SENATE

The next meeting (Meeting 14/04) of the Academic Senate of the University of Western Sydney will be held on **Friday 15 August 2014** at **9:30am** in the **Board Room, Building AD, Werrington North Campus**.

For apologies and enquiries, telephone (02) 9678 7820 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 Professor Sheree Smith from the School of Nursing and Midwifery, who was recently elected to Senate to fill the vacancy left by the departure of Professor Maree Johnson.

Senate also welcomes Dr Matthias Boer (apology for this meeting) from the Hawkesbury Institute for the Environment who was recently elected to Senate to fill a vacancy from the elections held at the end of 2013.

At the time of writing, apologies had been received from Dr Matthias Boer, Professor Gabriel Donleavy and Professor Michele Simons. 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:

- 2.1 Appointment of a Higher Degree Research Student Member
- 3.1 Report from the Chair
- 3.2 Report from the Vice-Chancellor
- 3.3 Higher Education Standards and Regulation
- 3.5 Academic Program Planning
- 3.7 PhD Pathways Project
- 3.8 The Academy at UWS
- 3.10 Review of Academic Senate Standing Committees

- 4.5 Academic Planning and Courses Approvals Committee

**It is recommended:**

*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**

**AS14/04-1.6**

The unconfirmed minutes of the Academic Senate meeting held on 20 June 2014 are appended.

**It is recommended:**

*That Academic Senate confirms the minutes of the Senate meeting held on 20 June 2014 as an accurate record.*

**☆1.7 ACTION SHEET FROM LAST MEETING**

**AS14/04-1.7**

To assist members with monitoring the work of the Academic Senate the action sheet from the meeting held on 20 June 2014 and previous meetings is appended.

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**2 BUSINESS ARISING**

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**☆2.1 APPOINTMENT OF HDR STUDENT MEMBER**

**AS14/04-2.1**

With the approval of the Chair of Academic Senate, the Secretariat invited expressions of interest from students in the vacant higher degree research student member position on Senate. Five expressions of interest were received and members agreed at the 20 June 2014 meeting of Senate that a more comprehensive process was required for assessing these expressions of interest. A working group was established to decide, on behalf of Senate, the successful candidate and a second appointable candidate. This Working Group met on 21 July 2014.

A paper is attached.

**For discussion and consideration**

**It is recommended:**

*That Academic Senate approves the appointment of Ushi Ghoorah-Hurrychurn to the position of higher degree by research student member on Academic Senate, or if she is no longer available, that Academic Senate approves the appointment of Josh Thompson.*

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**3 GENERAL BUSINESS**

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**☆3.1 REPORT FROM THE CHAIR**

**AS14/04-3.1**

A written report from the Chair covering activities undertaken on behalf of the Senate since 20 June 2014 is appended.

The Chair will provide an update on any recent developments, and will answer any questions in relation to the report, if requested.

### ☆3.2 REPORT FROM THE VICE-CHANCELLOR

The Vice-Chancellor will provide an update on any relevant recent developments.

### ☆3.3 HIGHER EDUCATION STANDARDS AND REGULATION, 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.

At the 2 May 2014 meeting members discussed recent announcements about the role of the Tertiary Education Quality and Standards Agency (TEQSA); the release on 23 April of the Consultation Draft of the proposed Higher Education Standards Framework; and a report on the University's progress towards AQF compliance. At the 20 June 2014 meeting the Chair provided a brief update about the national information session on the Draft Higher Education Standards Framework and discussions by the NSW/Territories Committee of Chairs of Academic Boards and Senates. The establishment of the Office for Learning and Teaching Peer Review Network (project leader Dr Sara Booth, University of Tasmania) was also commended to members. For more information about the Peer Review of Assessment Network project, please visit <http://www.utas.edu.au/student-evaluation-review-and-reporting-unit/nprn>

The University will host a National Peer Review Network Workshop on 18 September 2014, from 10am to 3pm, in the Boardroom, Building AD, Werrington North Campus.

TEQSA has released three sets of draft Guidance Notes for comment:

- Academic Leadership (consultation period closes 3 September 2014)
- Scholarship (consultation period closes 3 September 2014)
- Academic quality assurance (consultation period closes 21 October 2014)

These documents are available at:

<http://www.teqsa.gov.au/news-publications/current-consultations>

According to the TEQSA website () "As part of TEQSA's regulatory reforms including the progressive streamlining of application processes, TEQSA has identified the need to provide information on topics of particular importance under the Threshold Standards. These will be referred to as 'guidance notes' and will be an important part of TEQSA's regulatory framework, providing guidance to the higher education sector about the interpretation and application of the Threshold Standards based on TEQSA's experience to date."

These draft Guidance Notes cover a range of broad academic matters that are of relevance to Senate's activities.

The Chair will invite members to provide comments, either at this meeting or by email, to contribute to a response to these documents.

**For comment and discussion.**

### **3.4 SENATE WORK PLAN**

At the 21 February 2014 meeting Senate members indicated their support for the following set of working priorities to give shape, context and focus to the overall Work Plan:

- Contribution to addressing national Higher Education Standards, including AQF requirements.
- Enhanced communication with the academic community, including University Academic Forums.
- Engagement with University-wide projects, including *Our Future Program*, Open University UK and PhD Pathways projects.
- Contribution to academic risk management, including assessment and research standards and integrity.

The second of the Academic Forums “Academic Freedom and the Public Intellectual”, co-sponsored by the Vice-Chancellor, was held on 11 June 2014. A paper providing the collated outcomes and proposals by the participant groups is being prepared and will be available for the next Senate meeting with a set of proposed actions for Senate’s consideration and endorsement. Updates regarding the five elements highlighted from the first Academic Forum “The Future of Higher Education” will also be provided at the 24 October meeting.

The third Academic Forum is planned to be held at Parramatta Campus on the 15 October 2014.

### **☆3.5 ACADEMIC PROGRAM PLANNING**

At the 20 June 2014 meeting the Pro Vice-Chancellor (Strategy and Engagement) provided an update to Senate members on the recent work and plans for the UWS Academic Program 2014 – 2018 confirming the main principles as:

- Grow program offerings but maintain number of units offered;
- Map offerings on a whole of career context;
- Offer flexible modalities;
- Offer new campus locations;
- Establish holistic academic and career advising.

A secure online link for Senate members has been established, to provide access to information about proposed new programs.

Members also requested information regarding the career mapping for Education courses and the Pro Vice-Chancellor (Strategy and Engagement), Dr Paul Rowland, will provide a presentation to Senate.

**For comment and discussion.**

### **3.6 ACADEMIC YEAR REVIEW**

At the 6 December 2013 meeting the Pro Vice-Chancellor (Strategy and Engagement) led discussions on the evaluation process for the Summer 2013/2014 program including forward planning for an expanded Summer program in 2014/2015.

A detailed evaluation of the Summer 2013/2014 program and an update on plans for an expanded Summer program in 2014/2015 was provided to Senate members for the 20 June 2014 meeting.

The UWS Summer project has now moved into the appropriate organisational units within the University. However, relevant updates will continue to be reflected in reports to Senate.

### **☆3.7 PhD PATHWAYS PROJECT – GOVERNANCE ARRANGEMENTS**

At the Academic Senate meeting on 21 February 2014 the interim Deputy Vice-Chancellor (Research) tabled a PhD Pathways Project – Briefing Note, advising Senate that, following an extensive PhD Pathways Review, the University Executive had given in-principle support for the introduction of a two-year PhD Pathways model, subject to robust financial modelling of the implementation of the structure.

Further analysis and financial modelling was completed and the University Executive endorsed the implementation of a two-year Master of Research model, to be introduced for mid-year international admission in 2015 and for domestic admission from 2016.

At the 2 May 2014 meeting Academic Senate approved the establishment of a steering committee reporting to Academic Senate. A further briefing paper by the Deputy Vice-Chancellor (Research and Development) and a report of the Research Training Steering Committee meeting held on 27 May 2014 were provided to members for the 20 June 2014 meeting.

At the 20 June 2014 meeting of Senate the Deputy Vice-Chancellor (Research and Development) highlighted the progress to date, including the development of core units and a viable suite of electives at an appropriate level. A more centralised and focussed support structure is under consideration for higher degree research students via the establishment of a new Graduate Research School.

An appropriate governance structure is being developed, taking account of relevant academic delegations and governance committees. An update will be provided by the Deputy Vice-Chancellor (Research and Development) at this meeting.

**For discussion and comment.**

### **☆3.8 THE ACADEMY AT UWS**

**AS14/04-3.8**

The Head of the Academy, Professor James Arvanitakis, will give an update on recent activities, including the development of a Bachelor of Applied Leadership and Critical Thinking. Recent academic discussion has highlighted the need for an award which provides specialised teaching in leadership and critical thinking. The Academy is proposing a course to address this gap and requests Senate members' feedback in the course concept development stage. Documents will be provided prior to the meeting.

**For discussion and comment.**

### **3.9 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. 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.

This matter was considered at the 26 February 2014 Board of Trustees meeting. 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. A report advising the Board of Trustees' endorsement of recommendations for addressing the highest-priority issues identified was provided to members at the 20 June 2014 meeting of Academic Senate.

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

**AS14/04-3.10**

On 16 August 2013 Academic Senate endorsed a review of the membership, terms of reference and reporting arrangements for Academic Senate's 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.

The review has commenced with the research-focussed committees to facilitate more inclusive committees across the Schools and Institutes. A recommendation for the proposed amended Terms of Reference and membership of the Research Committee will be provided prior to the meeting.

**For discussion and consideration.**

### **3.11 ACADEMIC SENATE MEMBERSHIP**

Editorial amendments will be made shortly to clause 15 of the *Academic Governance Policy* to reflect changes in position titles for several current ex-officio positions, specifically the Deputy Vice-Chancellor and Pro Vice-Chancellor positions.

In the near future, consideration will also be given to substantive revisions to the membership of Academic Senate in light of recent senior appointments and other foreshadowed changes. A paper will be provided to the next meeting of Academic Senate for consideration.

### **3.12 MYVOICE PROJECT**

At the 2 May 2014 meeting of Academic Senate it was noted that the eight Working Groups established in May 2013 in response to the 2012 *MyVoice* Staff Engagement Survey are identifying and implementing ideas to address key areas for improvement at the University-wide level. Each Working Group is sponsored by a member of the UWS Executive and/or a Dean who will provide mentoring and guidance to the group. These eight groups are:

- Senior Management Communication Working Group
- Inclusive Decision Making Working Group

- Cross Unit Collaboration Working Group
- Recruitment and Selection Working Group
- Supporting New Staff Working Group
- Career Development for Academic Staff Working Group
- Career Development for Professional Staff Working Group
- Responding to Workplace Bullying Working Group

At the 20 June 2014 the Director, Office of Organisational Development, provided a paper to update Senate on progress and a brief verbal update was provided by the Senate member of the *Career Development for Academic Staff Working Group*.

The Senate member on the *Inclusive Decision Making Working Group* will give an update at the next Senate meeting.

Members of the Working Groups are invited to comment on any developments that relate to Senate's role and activities.

### 3.13 ACADEMIC POLICY REVIEW

This standing agenda item has been introduced in line with item four of the Academic Senate Work Plan - **Develop and review academic policy**. The priority listing for 2014 is below.

<b>Policy</b>	<b>Comment</b>
<i>Admissions</i>	Due for periodic review. Will consider the outcomes of the Academic Programs and Pathways Project.
<i>Assessment Policy – Criteria and Standards-based Assessment (Assessment Policy)</i>	Added as a priority to review by Education Committee to ensure reflects best practice in the implementation of criteria and standards-based assessment.
<i>Award Courses and Units Approvals</i>	Due for periodic review. Will consider the outcomes of Red Tape Report
<i>Misconduct – Student Academic Misconduct</i>	Will consider the proposed <i>Student Misconduct Rule</i> , which if adopted, would replace the current policy.
<i>Progression and Unsatisfactory Academic Progress</i>	Being managed by the re-formed Progression Working Party.
<i>Special Consideration</i>	Being managed by existing Working Party.
<i>Teaching and Learning Fundamental Code</i>	Due for periodic review. This is an important framework for understanding staff and student responsibilities in the learning and teaching environment.

The Academic Policy Advisory Group met on 6 June 2014 and discussed processes for reviewing the policies prioritised above. Education Committee will consider the first reviews in September 2014. Academic Senate will be requested to consider the revised policies for approval from the 24 October 2014 meeting.

Members are invited to submit expressions of interest in contributing to the review of particular academic policies (please submit these to [gillian.brown@uws.edu.au](mailto:gillian.brown@uws.edu.au)).

### 3.14 POSTHUMOUS AWARDS

Under the *Posthumous Awards and Aegrotat Grades Policy*, Academic Senate and the Assessment Committee are informed of the posthumous awards that are made by School Academic Committees in accordance with the Policy, and the rationales for each award.

Without discussion it was noted that in October 2012 the School Academic Committee of the School of Social Sciences and Psychology approved a recommendation of the relevant Director of Academic Program that a posthumous award be given to Ms Sheena Dalogdog. The award was presented at the September 2013 Graduation Ceremony.

**It is recommended:**

*That Academic Senate notes the award of the degree 1634.2 Bachelor of Social Science posthumously to Ms Sheena Dalogdog SID 16328671.*

### 3.15 APPROVAL OF SCHOLARSHIPS

AS14/04-3.15

Appended are proposals for seven new University Scholarships, prepared by the Office of Advancement and Alumni, as follows:

**School of Medicine Medical Research Scholarship** – This is intended as a one-off scholarship for the most outstanding student undertaking the Bachelor of Medical Research. The student can be international or domestic, new or continuing and will be offered in 2014 only. This Scholarship will be funded by the University of Western Sydney.

**WS Pender Scholarship for the Advancement of Bee Keeping** – This is intended for students enrolled in an undergraduate honours, research masters or PhD candidate undertaking research involving bees, and/or bee keeping. This Scholarship is funded by endowment.

**Tech Mahindra Computing Scholarship** – This is intended for students enrolled in the third year of a Computing, Computer Science or Information and Communication Technology undergraduate degree. This is one-off scholarship.

**South Western Sydney Local Health District Scholarship** – This one-off scholarship is intended for students residing/originating in the Campbelltown, Camden, Bankstown, Liverpool, or Wollondilly local government areas studying the Bachelor of Nursing. To be offered for a commencing student in 2015 only. This is funded by the South Western Sydney Local Health District.

**Julie Evans Scholarship for ATSI Medical Students** – This scholarship is intended for commencing medical students who can demonstrate a strong intention of working with Aboriginal people in a rural area on completion of their degree.

**Bennelong Foundation Scholarship** – This scholarship is intended for students enrolled in the Bachelor of Business and Commerce (Accounting, Applied Finance or Economics Major) who can demonstrate financial or other hardship. Applicants must also have academic potential and be willing to undertake a paid internship with the Bennelong Group.

**Gilbert & Tobin Aboriginal and Torres Strait Islander Law Scholarship** – This scholarship is intended for an Aboriginal or Torres Strait Islander student enrolled in Law for the duration of their degree at UWS.

**It is recommended:**

*That Academic Senate approve the proposed School of Medicine Medical Research Scholarship.*

*That Academic Senate approve the proposed WS Pender Scholarship for the Advancement of Bee Keeping.*

*That Academic Senate approve the proposed Tech Mahindra Computing Scholarship.*

*That Academic Senate approve the proposed South Western Sydney Local Health District Scholarship.*

*That Academic Senate approve the proposed Julie Evans Scholarship for ATSI Medical Students.*

*That Academic Senate approve the proposed Bennelong Foundation Scholarship.*

*That Academic Senate approve the proposed Gilbert & Tobin Aboriginal and Torres Strait Islander Law Scholarship.*

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**4 REPORTS AND RECOMMENDATIONS FROM SENATE COMMITTEES**

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**4.1 SENATE EXECUTIVE COMMITTEE AS14/04-4.1**

The Senate Executive Committee held an electronic meeting between 10 and 16 July 2014 to urgently consider four course variations.

**It is recommended:**

*That Academic Senate note the report of the Senate Executive Committee electronic meeting held on 10-16 July 2014.*

**4.2 RESEARCH COMMITTEE**

The Research Committee met on 5 August 2014. The minutes of the 5 August 2014 meeting will be provided at the next meeting of Senate.

**4.3 RESEARCH STUDIES COMMITTEE AS14/04-4.3**

The Research Studies Committee held an electronic meeting on 16 July 2014 and met on 5 August 2014. The minutes of the electronic meeting are appended. The minutes of the 5 August 2014 meeting will be provided before the meeting.

**It is recommended:**

*That Academic Senate notes the minutes of the 5 August 2014 meeting and the 16 July 2014 electronic meeting, of the Research Studies Committee.*

#### **4.4 EDUCATION and ASSESSMENT COMMITTEES (incorporating Student Experience and Engagement Committee) AS14/04-4.4**

The Education Committee last met on 2 June 2014, the Assessment Committee met on the 28 July 2014, and the Student Experience and Engagement Committee met on 23 July 2014. A combined report for the 28 July 2014 Assessment Committee meeting and 23 July Student Experience and Engagement Committee meeting is attached.

**It is recommended:**

*That Academic Senate notes the combined report of the Assessment Committee meeting held on 28 July 2014 and the Student Experience and Engagement Committee meeting held on 23 July 2014.*

#### **☆4.5 ACADEMIC PLANNING AND COURSES APPROVALS COMMITTEE AS14/04-4.5**

The Academic Planning and Courses Approvals Committee (APCAC) met face-to-face on 6 August 2014, and electronically on 27 June and 7 August 2014.

The Director, Learning and Teaching, Professor Liz Deane will provide an update on the progress with the Open University/UWS Online based courses which were considered by APCAC at the 6 August meeting.

A report of the 27 June 2014 electronic meeting is attached. A report of the 6 August face to face meeting and 7 August 2014 e-meeting will be provided before the meeting.

**It is recommended:**

*That Academic Senate notes the reports of the 27 June and 8 August electronic meetings and 6 August 2014 meeting of the Academic Planning and Courses Approvals Committee and ratifies the recommendations contained therein.*

#### **4.6 BACHELOR (HONOURS) COMMITTEE AS14/04-4.6**

The Bachelor (Honours) Committee met face-to-face on 12 May 2014 and electronically on 14 May 2014. The minutes of these meetings are attached.

**It is recommended:**

*That Academic Senate notes the minutes of the 12 May 2014 meeting and the 14 May 2014 electronic meeting, of the Bachelor (Honours) Committee.*

#### **4.7 UWS COLLEGE ACADEMIC COMMITTEE AS14/04-4.7**

The UWS College Academic Committee met electronically on 20 May 2014 and face to face on 22 July 2014. The minutes of these meetings are attached.

**It is recommended:**

*That Academic Senate notes the minutes of the 20 May 2014 electronic meeting and the 22 July 2014 meeting of the UWS College Academic Committee.*

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

The Board of Trustees met on 3 June 2014.

The next meeting is scheduled for 10 September 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>.

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**5 FOR INFORMATION**

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**6 NEXT MEETING**

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The next Academic Senate meeting is arranged for Friday 24 October 2014. Remaining Senate meeting dates for 2014 are as follows:

- 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