ACADEMIC SENATE

The next meeting (Meeting 16/05) of the Academic Senate of Western Sydney University will be held on **Friday 21 October 2016** at **9:30am** in the **Board Room, Ground Floor, Building AD, Werrington North Campus**.

For apologies and enquiries, please contact Deirdre Lee on (02) 9678 7197 or email d.lee@westernsydney.edu.au.

AGENDA

1. **PROCEDURAL MATTERS**

   ✪ 1.1 **INTRODUCTION, WELCOME, AND APOLOGIES**

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

   The Chair will welcome Mr Andrew Dawkins, Chief Executive Officer, The College to his first meeting of Senate.
   The Chair will also welcome Associate Professor Brian Stout as Acting Dean, School of Social Sciences and Psychology, and Mr Michael Wright, President, Student Representative Council, attending as a visitor.

   At the time of writing, apologies had been received from Professor Kevin Dunn, Dr Jane Mears, 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. Further information for members regarding declarations of interest is available on the *Leadership and Governance webpage*.

   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 Report from the Chair
   - 3.2 Report from the Vice-Chancellor
   - 3.6 Research – Graduate Research School – A Way Forward
   - 3.8 Red Tape Taskforce
   - 3.10.2 Advanced Standing Policy
   - 3.10.3 Disruption to Studies Policy, Disruption to Studies Procedures and
associated Guidelines

- 4.7 School Academic Committee Reports.

**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 approved.*

**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**

The unconfirmed minutes of the Academic Senate meeting held on 12 August 2016 are appended.

**It is recommended:**

*That Academic Senate confirms the amended minutes of the Senate meeting held on 12 August 2016, as an accurate record.*

**1.7 ACTION SHEET FROM LAST MEETING**

To assist members with monitoring the work of the Academic Senate, an action sheet from previous meetings is provided.

## 2 BUSINESS ARISING

Items of business arising not covered elsewhere in the agenda are included in this section for noting.

### 2.1 3.10.2 Admissions Policy and Procedures for U/18 International Students

At the 12 August 2016 meeting Senate considered proposals to amend the Admissions Policy and provide new Procedures to facilitate the admission of international students aged under 18 years old. The proposal, developed by a reference group led by the Office of the Pro Vice-Chancellor International, met requirements of the ESOS National Code. The policy amendments and new Admissions and Welfare (International Students Under 18 Years) Procedures were placed on the Policy DDS Bulletin Board for feedback and sent to School Academic Committees.

The proposed policy amendments and new Procedures had been endorsed by Education Committee via an electronic meeting.

Members highlighted the legal ramifications of the duty of care for international students aged under 18 years and the need to be risk aware for this cohort and provide adequate case management.

**It was resolved (AS 16:04/07):**

*That Academic Senate approves the amended Admissions Policy from the date of publication.*
Arrangements are being made to publish the revised version of the Policy on the Policy DDS System. Work to allow implementation of the accompanying Procedures is progressing and needs to be completed before the revised Policy is published.

2.2 3.3.2 Student Misconduct Rule - Revised Inappropriate Behaviour Guidelines

The Office of Legal Counsel completed a review of the Inappropriate Behaviour Guidelines and provided recommended changes to provide clarity and address some complications raised in the first six months of operation. These revised Guidelines were endorsed at the 26 July 2016 meeting of the Assessment Committee and approved at the 12 August meeting of Academic Senate with a minor amendment.

It was resolved (AS16:04/03):

That Academic Senate approves the Inappropriate Behaviour Guidelines with the agreed deleted text from clause 10 (2), from the date of publication.

The revised version of the Guidelines has been approved by the Vice-Chancellor and will be published shortly on the Policy DDS System and a copy forwarded to Deputy Deans as part of the communication plan.

3 GENERAL BUSINESS

3.1 REPORT FROM THE CHAIR

A written report from the Chair covering activities undertaken on behalf of the Senate since 12 August 2016 is appended. The Chair’s report to the 12 October 2016 meeting of the Board of Trustees is also included.

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

3.2 REPORT FROM THE VICE-CHANCELLOR

The Vice-Chancellor’s Report to the 12 October 2016 meeting of the Board of Trustees is appended. An update on recent developments will be provided.

3.3 HIGHER EDUCATION STANDARDS AND REGULATION

[Securing Success: 6.16 Aspire to the highest standards of university governance and accountability]

3.3.1 Higher Education Standards Framework

The revised Higher Education Standards Framework (Threshold Standards) 2015 commences from 1 January 2017 as a legislative instrument, and re-registration of the University to ensure it meets these standards is due in May 2018. The University has established a TEQSA Steering Group whose membership includes the Chair of Academic Senate. The attached report provides an update of the work of this group to date.


Members are invited to raise any related matters or provide comment.
It is recommended:
That Academic Senate notes:

i. the processes in place for implementation of the revised Higher Education Standards Framework, effective from 1 January 2017; and

ii. creation of a steering group to monitor the University’s renewal of registration with TEQSA.

3.3.2 Academic Governance Working Party
The Academic Governance Working Party met on Wednesday 29 June 2016 and the notes from this meeting were provided to the 12 August meeting of Academic Senate. The next meeting of the Academic Governance Working Party is to be held on Tuesday 15 November 2016. An update on the work of this group will be provided by the Chair of the Working Party at the 9 December meeting of Academic Senate.

For information.

3.4 SENATE WORK PLAN
[Securing Success: 6.5 Promote inclusive and participatory decision-making; 6.7 Foster a strong culture and track record of successful renewal and innovation, achieved through the determination, creativity and hard work of all staff; 6.16 Aspire to the highest standards of university governance and accountability]

The Senate Work Plan is continuing to develop in response to the Securing Success implementation plans and updated for the areas of focus for 2016. The latest version is available at http://www.westernsydney.edu.au/about_uws/leadership/academic_senate.

Members are invited to raise any related matters or provide comment on the areas of focus for Academic Senate’s work in 2016.

For information

3.5 MAJOR UNIVERSITY INITIATIVES

3.5.1 Transforming Western Sydney University
On Thursday 21 July 2016 the Vice-Chancellor provided an overview of the University’s current performance and financial position and key future strategic initiatives. Transforming Western Sydney University (TWSU) is a suite of these related strategic initiatives organised into five thematic areas, to enact the Securing Success strategies.

This was also the topic for the Vice-Chancellor / Chair of Academic Senate Forum held 20 July 2016, and the Deputy Vice-Chancellor and Vice-President (Academic), the Pro Vice-Chancellor (Learning Transformations) and Pro Vice-Chancellor (Research and Innovation) provided an overview of the Curriculum Structures and Research aspects of TWSU at the 12 August 2016 meeting of Academic Senate.

Members are invited to raise any related matters or provide comment.

3.5.2 1 Parramatta Square
At the 19 June 2014 meeting the Vice-Chancellor and President recommended that the development of the new Parramatta City Campus (1PSQ) be included as a standing item on Senate agendas to afford members the opportunity for academic debate regarding this project.

Members are invited to raise any related matters or provide comment.

3.6 RESEARCH
3.6.1 The Graduate Research School – A Way Forward

At the 2 August meeting Research Studies Committee members discussed a draft paper on *The GRS – A Way Forward*. A revised version of this paper, incorporating feedback from the Research Studies Committee, is provided for comment. Professor James Arvanitakis, Dean of the Graduate Research School will introduce these discussions.

For discussion.

3.7 LEARNING AND TEACHING

No items but agenda items 4.3 – 4.7 contain reports on Academic Senate standing committee activities in this area.

3.8 RED TAPE TASK FORCE

The Red Tape Task Force (RTTF) was established to review a range of administrative tasks required in support of teaching and research programs. This initiative of the Board of Trustees aimed to identify opportunities to free up academic time currently spent on administration, while improving efficiencies and processes.

An update on the current projects will be provided by Peter Tow, Director, Project Management Office, at this meeting of Academic Senate.

For information.

3.9 ACADEMIC SENATE MEMBERSHIP AND THE SELF-REVIEW OF ACADEMIC SENATE

3.9.1 Self-Review of Academic Senate

A self-review of Academic Senate commenced in the second half of 2015, following the Performance Review of the Board of Trustees and its other standing committees, and informed by benchmarking with other academic boards and senates.

A survey was distributed to members for response by the end of 2015 and a report of the survey was provided to the 19 February meeting of Senate. Appropriate actions for consideration, identified from members’ responses and informed by the discussions at the previous meeting of Senate, were agreed at the 22 April meeting. Senate Executive Committee prioritised the actions at its 20 May meeting. An update on work completed was provided for the 17 June meeting and a further update will be provided to the 9 December meeting.

3.10 ACADEMIC POLICY REVIEW

3.10.1 Academic Policy Advisory Group (APAG)
An update on the academic policies prioritised for consideration and progress to date by the Academic Policy Advisory Group (APAG) is listed below.

<table>
<thead>
<tr>
<th>Policy</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions</td>
<td>Amendments to the Admissions Policy, and new Admissions and Welfare (International Students Under 18 Years) Procedures to facilitate the admission of under-18 international students on a student visa were approved at the 12 August Academic Senate meeting. Complete.</td>
</tr>
<tr>
<td>Advanced Standing Policy</td>
<td>Following extensive consultation a final revised version was endorsed at the 6 September meeting of Education Committee and is provided for the consideration of Academic Senate at this meeting (Refer item 3.10.2)</td>
</tr>
<tr>
<td>Articulation Pathways Policy</td>
<td>Revisions will now be progressed by APAG following the endorsement of the final version of the revised Advanced Standing Policy.</td>
</tr>
<tr>
<td>Assessment Policy — Criteria and Standards-based Assessment (Assessment Policy)</td>
<td>A Stage 1 revised version of this policy was approved by Senate Executive Committee on 24 September 2015 to take effect from 1 March 2016. Stage 2 revisions will be completed following the Assessment Review.</td>
</tr>
<tr>
<td>Courses and Units Approvals</td>
<td>A revised Stage 1 version was approved by Senate on 4 December 2015 and has been published. Stage 2 revisions will occur after the Course Design Policy has been developed.</td>
</tr>
<tr>
<td>Course Design Policy</td>
<td>The Terms of Reference and membership for the Working Party have been agreed noting that this work will be heavily influenced by the TWSU curriculum transformation project.</td>
</tr>
<tr>
<td>Disruption to Studies Policy (renamed from Special Consideration Policy)</td>
<td>The review of this complex policy has been completed by a Working Party and the new Disruption to Studies Policy was endorsed at the 6 September meeting of Education Committee. The new policy, procedures and associated guidelines are provided for the consideration of Academic Senate at this meeting (Refer item 3.10.3)</td>
</tr>
<tr>
<td>External Advisory Committee Procedures</td>
<td>It was agreed at the 11 August meeting of APAG that the External Advisory Committee Procedures will be provided to SACs and placed on the Policy DDS Bulletin Board for feedback. Minor amendments are proposed.</td>
</tr>
<tr>
<td>Progression and Unsatisfactory Academic Progress</td>
<td>The draft revised Policy was discussed at the 11 August 2016 meeting of APAG and the policy direction and introduction of a 'show cause' process were supported. The membership and terms of reference for a working party to lead the policy work have been agreed and work has commenced.</td>
</tr>
</tbody>
</table>

Members are invited to submit expressions of interest in contributing to the review of particular academic policies (please submit these to D.Lee@westernsydney.edu.au).

For information

**3.10.2 Advanced Standing Policy**

The Academic Policy Group has considered at length revisions to the Advanced Standing Policy required to reflect the current management structure of the University, refer to the Master of Research, align with the Higher Education Standards Framework,
and to ensure that the integrity of the award for which advanced standing is being granted is not compromised.

The revised version was circulated to School Academic Committees and placed on the Policy DDS Bulletin Board for feedback.

Education Committee endorsed the revised version on 6 September 2016.

It is recommended:

That Academic Senate approves the revised Advanced Standing Policy, from the date of publication.

For consideration and approval.

3.10.3 Disruption to Studies Policy, Disruption to Studies Procedures and associated Guidelines NEW

Extensive work was undertaken by the former Special Consideration Working Party to develop a replacement for the Special Consideration Policy, which is the new Disruption to Studies Policy and Procedures. It includes responses to the feedback received in December 2015 from Academic Senate on an earlier draft version of the policy.

The Academic Policy Advisory Group recommended that the new policy and procedures be endorsed and Education Committee endorsed them on 6 September 2016.

A working group is being established by the Student Experience Office to work on associated processes which need to be amended prior to implementation of the new policy which is not expected before mid-2017. A new online form will need to be developed. A number of other policies will also require amendment before implementation.

It is recommended:

That Academic Senate approves the new Disruption to Studies Policy, Disruption to Studies Procedures and associated Guidelines, from the date of publication.

For consideration and approval.

3.10.4 Graduation Policy and process flow chart for the award of University Medals

The Academic Policy Advisory Group proposed amendments to the Graduation Policy to allow the Dean or Deputy Dean, in certain circumstances and with conditions, to approve the substitution of one or more units in the course to allow a student to graduate.

A process flow chart has also been proposed to assist in formalising the steps necessary for the award of a University Medal, following some difficulties with the approval processes in schools. As the introduction of the Master of Research will affect eligibility for the University Medal this issue has been added to APAG’s work plan for 2017.
The revised policy and flow chart were provided to School Academic Committees and the Policy DDS Bulletin Board for comment before submission to Academic Senate.

Education Committee endorsed the revised policy and proposed flow chart on 6 September 2016.

**It is recommended:**

*That Academic Senate approves the revised Graduation Policy and process flow chart for the award of University Medals, from the date of publication.*

**For consideration and approval.**

### 3.11 AWARDS OF THE UNIVERSITY MEDAL AND POSTHUMOUS AWARD

#### 3.11.1 Awards of the University Medal

The following students were awarded the University Medal at the September 2016 Graduation ceremonies, as approved by the Chair of Academic Senate, on behalf of the Senate.

- Michelle MAK (SID 17178990) Bachelor of Science (Honours), Honours Class 1
- Kristen Ann PETROV (SID 17203180) Bachelor of Science (Honours), Honours Class 1
- Stipe ZEKANOVIC (SID 17467197) Bachelor of Medical Science (Honours), Honours Class 1
- Hannah Louise OLLEY (SID 17195443) Bachelor of Nursing (Honours), Honours Class 1
- Jodie Edward FOYLE (SID 16794535) Bachelor of Economics (Honours), Honours Class 1
- Grant Francis FOISTER (SID 17202044) Bachelor of Engineering, Honours Class 1
- Jaime Ramon MIDSON (SID 13026556) Bachelor of Engineering, Honours Class 1

**It is recommended:**

*That Academic Senate note the awards of the University Medal, approved by the Chair of Academic Senate, on behalf of the Senate.*

#### 3.11.2 Posthumous Awards

a) Mrs Salwa Haydar SID 167784156

At the 19 October 2015 School of Social Sciences and Psychology Academic Committee meeting, the Committee endorsed that Mrs Haydar be allowed to graduate posthumously from the course 1665 Bachelor of Community Welfare.

The Committee noted that the student had enrolled in the 1666 Bachelor of Social Work in Autumn 2014, and following her death in April 2015 a course transfer was approved to 1665 Bachelor of Community Welfare. Further advanced standing was granted in recognition of the student's experience in domestic violence and community counselling, and work as a counsellor for St Vincent’s Hospital and the Arab Council. The total credit points completed was 120, or 50% of the award as required by the policy.
It was resolved (SSAP SAC 15/27:03):

That the School of Social Sciences and Psychology Academic Committee endorses Salwa Haydar (SID 167784156) to graduate with a Posthumous Award from 1665 Bachelor of Community Welfare under the provisions of the Posthumous Awards and Aegrotat Grades Policy.

It is recommended:

That Senate notes the awarding of 1665 Bachelor of Community Welfare to Mrs Salwa Haydar SID 167784156 under the Posthumous Awards and Aegrotat Grades Policy.

b) Ms Despina Papageorgiou SID 17507208

At the 16 August 2016 School of Business Academic Committee meeting, the Committee agreed that Ms Papageorgiou be allowed to graduate posthumously from the course 2753 Bachelor of Business and Commerce. The Committee noted that this student had completed 200 credit points (93.3%) of the award, which complied with the Posthumous Awards and Aegrotat Grades Policy, and...

It was resolved (SoB SAC 16/08:03):

That the School of Business Academic Committee:

i. Approves the granting of a Posthumous Award for SID 17507208, in 2753 Bachelor of Business and Commerce; and

ii. Advises the Academic Senate Assessment Committee and the Academic Senate of the decision in accordance with the policy.

It is recommended:

That Senate notes the awarding of 2753 Bachelor of Business and Commerce to Ms Despina Papageorgiou SID 17507208, under the Posthumous Awards and Aegrotat Grades Policy.

3.12 APPROVAL OF SCHOLARSHIPS

Academic Senate is requested to consider the following proposals for new University Donor Funded Scholarships, prepared by the Office of Advancement and Alumni:

Maher Yassine International Mobility Scholarship – This scholarship is intended for new or continuing full-time undergraduate students enrolled in a course which requires an international exchange or placement who maintain satisfactory academic progress.

NSW Department of Family and Community Services Out-of-Home Care Pathways Scholarship – This scholarship is intended for new or continuing undergraduate students who have been in out-of-home care in the last three years, and are Australian citizens or permanent residents who have been granted a humanitarian visa preferably in the last five years.

Hawkesbury Foundation Aboriginal Nursing Scholarship – This scholarship is intended for continuing full-time students in the Bachelor of Nursing degree at the Hawkesbury Campus who identify as Australian Aboriginal or Torres Strait Islander and maintain a satisfactory academic record.
It is recommended:

That Academic Senate approves the following proposed Scholarships:

- Maher Yassine International Mobility Scholarship for students participating in an international exchange or placement
- NSW Department of Family and Community Services Out-of-Home Care Pathways Scholarship for students who have previously been in out-of-home care and held a humanitarian visa
- Hawkesbury Foundation Aboriginal Nursing Scholarship for Aboriginal and Torres Strait Islander students.

4 REPORTS AND RECOMMENDATIONS FROM SENATE COMMITTEES

Items 4.1 – 4.7 provide an overview of the matters dealt with by Senate standing committees.

4.1 SENATE EXECUTIVE COMMITTEE

The Senate Executive Committee has not met since the last meeting of Academic Senate.

4.2 RESEARCH COMMITTEE

The Research Committee met on 2 August and 13 October 2016. The minutes of the 2 August meeting are appended. The minutes of the 13 October meeting will be provided before the meeting.

It is recommended:

That Academic Senate notes the minutes of the meetings held 2 August and 13 October 2016 and ratifies the recommendations contained therein.

4.3 RESEARCH STUDIES COMMITTEE

The Research Studies Committee met on 2 August, 13 September and 11 October 2016 and the minutes are appended.

It is recommended:

That Academic Senate notes the minutes of the 2 August, 13 September and 11 October 2016 Research Studies Committee meetings.

4.4 EDUCATION and ASSESSMENT COMMITTEES

The Education Committee met on 6 September 2016 and the Student Experience and Engagement Committee met on 31 August 2016. A combined report of these meetings is appended. The Assessment Committee met on 11 October 2016 and a separate report is appended.

It is recommended:

That Academic Senate notes the reports of the Education Committee meeting held 6 September 2016, the Student Experience and Engagement Committee meeting held 31 August 2016 and the Assessment Committee meeting held 11 October 2016.
4.5 ACADEMIC PLANNING AND COURSES APPROVALS COMMITTEE

The Academic Planning and Courses Approvals Committee (APCAC) met face-to-face on 30 August and 6 October 2016. A report of these meetings is appended.

It is recommended:
That Academic Senate notes the report of the 30 August and 6 October 2016 meetings of the Academic Planning and Courses Approvals Committee and approves the recommendations contained therein.

4.6 BACHELOR (HONOURS) COMMITTEE

The Bachelor (Honours) Committee was retired on 31 August 2016.

4.7 SCHOOL ACADEMIC COMMITTEE REPORTS

The 2015 Annual Report for the School of Business is appended. Professor Sara Denize will speak to this report.

The 2015 Annual Report for the School of Medicine is appended. Professor Iain Gosbell will speak to this report.

The 2015 Annual Report for the School of Computing, Engineering and Mathematics is appended. Professor Simeon Simoff will speak to this report.

The 2015 Annual Report for the School of Humanities and Communication Arts is appended. Professor Lynette Sheridan Burns will speak to this report.

The 2015 Annual Report for the School of Social Sciences and Psychology is appended. Associate Professor Brian Stout will speak to this report.

It is recommended:
That Academic Senate notes the 2015 Annual Reports of the School of Business, School of Medicine, School of Computing, Engineering and Mathematics, School of Humanities and Communication Arts and School of Social Sciences and Psychology.

4.8 THE COLLEGE ACADEMIC COMMITTEE

The College Academic Committee met face to face on 15 September 2016. The minutes of this meeting are appended.

It is recommended:
That Academic Senate notes the report of the 15 September 2016 meetings of the College Academic Committee.

4.9 BOARD OF TRUSTEES

The Board of Trustees met on 12 October 2016.

The next meeting of the Board of Trustees is scheduled for 7 December 2016. 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

No items.

6 NEXT MEETING

The next Academic Senate meeting is arranged for Friday 9 December 2016. This meeting will be held in Room 18, Level 2, Building EB at Parramatta South (main) campus.

The Academic Senate meeting dates for 2017 are as follow:

- Friday 24 February – Venue to be Advised
- Friday 21 April – Board Room Building AD Werrington North campus
- Friday 23 June – Board Room Building AD Werrington North campus
- Friday 18 August – To be Advised
- Friday 20 October – To be Advised
- Friday 8 December – To be Advised

Meetings commence at 9:30am and conclude by 12:30pm.