

# WESTERN SYDNEY UNIVERSITY



## ACADEMIC SENATE

Confirmed minutes of Meeting 20/02 of the Academic Senate of Western Sydney held on **Friday 17 April 2020 at 9:30AM**, via Zoom.

### MINUTES

#### **Present:**

Professor Alphia Possamai-Inesedy (Chair)  
Associate Professor Ana Hol  
Associate Professor Jacqueline Ullman  
Associate Professor Kate Huppertz (Deputy Chair)  
Associate Professor Linda Taylor  
Associate Professor Liza Cubeddu  
Associate Professor Mary Hardie  
Associate Professor Michael Tyler  
Associate Professor Simon Bedford  
Dr Annette Sartor  
Dr Caterina Tannous  
Dr Kenan Matawie  
Dr Ludmilla (Lucy) Robinson  
Dr Maggie Davidson  
Dr Margarite Poulos  
Dr Martin Daly  
Dr Nicolene Murdoch  
Dr Peter Humphreys  
Dr Ranjith Liyanapathirana  
Dr Robert Osei-Kyei (departed 11.00am)  
Dr Samantha Liyanapathirana  
Dr Steven Trankle  
Hollie Hammond  
Jessie Robinson  
Leanne Hunt  
Lizette DeLacy  
Pete Maggs  
Professor Amir Mahmood  
Professor Anna Cody (departed 11.00am)

Professor Andrew Page  
Professor Annemarie Hennessy  
Professor Barney Glover (Vice-Chancellor) (departed 11.00am)  
Professor Brian Stout  
Professor Caroline Smith  
Professor Catherine Renshaw  
Professor Deborah Hatcher  
Professor Deborah Sweeney  
Professor Denise Kirkpatrick  
Professor Eileen McLaughlin  
Professor Gregory Kolt  
Professor Heather Horst  
Professor Janice Aldrich-Wright  
Professor Kerry London  
Professor Kevin Dunn  
Professor Matthias Boer  
Professor Michele Simons  
Professor Michelle Trudgett  
Professor Peter Hutchings  
Professor Simeon Simoff  
Professor Simon Barrie  
Professor Suzan Burton  
Professor Tanya Meade  
Professor Yang Xiang  
Professor Yenna Salamonson  
Professor Zhong Tao  
Rosina Armstrong-Mensah  
Tegan Bergan

#### **Apologies:**

Professor Christopher Peterson  
Professor Kate Stevens  
Khulan Khurelbaatar  
Taurai Moyo

**In attendance**

Daniel Bonatti (SRC representative)  
Desiree Mulley (Minutes)  
Kathy Piestrzynski  
Libby Hughan

Shubha Devadasen  
Sophie Buck

**1 PROCEDURAL MATTERS**

---

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

The Chair of Academic Senate, Professor Alpha Possamai-Inesedy, chaired the meeting. The Chair acknowledged the traditional land owners, and their Elders past and present. The Chair welcomed all members and attendees, with a specific mention to:

- Welcome to new ex-officio member of Senate: Professor Mike Kagioglou, Dean, School of Engineering.
- Welcome to the following newly elected members of Academic Senate: Professor Catherine Renshaw, Professor Andrew Page and Dr Annette Sartor.
- Welcome to Libby Hughan, Business Process Lead, SMS Project, and Kathy Piestrzynski, Practice Adoption Manager, SMS Project who answered questions in relation to item 3.5 - SMS Project Update.
- Welcome to Daniel Bonatti, the Student Representative Council (SRC) representative who attended as an observer.

The Chair advised that due to the COVID-19 pandemic Senate will be run electronically for the foreseeable future, and all presentations will continue to be pre-recorded to facilitate Senate being used for discussion and debate.

**☆ 1.2 DECLARATIONS OF INTEREST**

No Declarations of interest were reported.

**☆ 1.3 STARRING OF ITEMS**

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

- 3.1 - Report from the Chair
- 3.2 - Report from the Vice-Chancellor
- 3.5 - SMS Project Update
- 3.10.2 - Examinations Policy
- 3.10.3 - Student Misconduct Rule – Procedural Guidelines
- 3.10.4 - Freedom of Speech Policy
- 3.10.5 - Policy Response to Covid-19.

The following item was additionally starred:

- 3.3 – Student Report.

**It was resolved (AS 20/02:01)**

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

#### ☆1.4 ORDER OF BUSINESS

The order of business was not amended.

#### ☆ 1.5 OTHER BUSINESS

There was no other business raised at this meeting.

#### ☆ 1.6 MINUTES OF THE PREVIOUS MEETING

Unconfirmed minutes of the Academic Senate meeting held on 21 February 2020 were appended, and confirmed without amendment.

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

*That Academic Senate confirms the minutes of the Senate meeting held on 21 February 2020, as an accurate record.*

#### ☆ 1.7 ACTION SHEET FROM LAST MEETING

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

## 2 BUSINESS ARISING

---

There was no business arising from the previous meeting.

## 3 GENERAL BUSINESS

---

#### ☆3.1 REPORT FROM THE CHAIR

A written report from the Chair covering activities undertaken on behalf of Senate since 21 February had been appended. The Chair's report to the 8 April meeting of the Board of Trustees, had been circulated to the Committee.

The Chair thanked all members of Senate for the way that members have worked together, supported each other and displayed dedication and passion during the COVID-19 pandemic. This crisis has brought out many positive aspects of the culture at Western.

The Chair thanked the following staff members for their advice and assistance in relation to the required policy variations and suspensions in response to COVID-19: Professor Simon Barrie, Associate Professor Si Bedford, Professor Kevin Dunn, Professor Deborah Sweeney, Dr Kate Liddell, Sophie Buck and Lizette Delacy.

The Chair highlighted the following:

- The Workshop on Effective Chairing in Governance has been postponed as a result of COVID-19.
- The Chair has been attending the Multi-Disciplinary Teaching and Learning Committees for each Cluster and has found these meetings to be a positive space for curriculum engagement.
- Associate Professor Si Bedford has recorded a presentation on contract cheating that was circulated to Senate at the conclusion of this meeting. An authorship tool is being considered and a whole University response to combat contract cheating is required, rather than the responsibility being attributed to individual students.

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

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

The initial response to COVID-19 involved providing assistance to students who were in China and rapidly evolved into a need to transition all units online. In some circumstances the transition to online was simple, however transitioning practical units, examinations and support services was more challenging. There has been a long term investment in flipped learning, that has assisted with the transition to online learning. Although the transition to online learning has been rapid all *Tertiary Education Quality Standards Agency* (TEQSA) requirements *Education Services for Overseas Students* (ESOS) requirements continue to be satisfied. All Quarter One examinations have been placed online. The ability to move from an over reliance on examinations may be a positive thing.

The return to campus will occur gradually and the University is to consider sustaining the successes that arise from this period such as the online delivery of labs and practicals. Professor Simon Bedford's team are working closely with academics to assist them co-design what Spring session will look like. The priorities for campus reactivation are to be considered.

The academic community will be part of a wider dialogue as we emerge from this crisis regarding which changes should be retained and which should not. All changes that have been made in response to COVID-19 will be reviewed to determine their wider implications. Evidence based decisions will be taken regarding the next steps.

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

Professor Sweeney thanked staff across Schools and Divisions who have been assisting during this time as the rich dialogue has assisted determining the way forward.

The primary concern in the sector is regarding Higher Degree Research (HDR) students and Early Career Researchers (ECR), and the importance of giving them any assurance that we can facilitate research continuity. Colleagues have been very focussed on reaching out to HDR students with the view of putting together continuity plans with their Supervisors. Pastoral as well as academic care has been very important during this time.

The following was highlighted:

- Continuity of research, work in business services and research services is continuing across Schools and Institutes.
- The Animal Ethics facilities remain operational, and will not be closed unless mandated to do so by the Government.
- Access to centralised facilities has ceased, however all critical work has continued to ensure that International and Domestic students who are close to completion are supported. All externally funded research with critical samples, reagents or research related to COVID-19 is continuing.
- The *Greenhouse Research Education Training Facility* (Greenhouse) is in food production mode. All produce that is harvested will be sent to food banks. Dr Shane Griffin was thanked for his work in the Greenhouse.

- Research Theme Champions will announce a calendar of webinar events. Industry partners will be invited to the webinars to ensure that there is continued dialogue with industry. Discussions will centre around moving from crisis to recovery mode and considering how research will be pivoted in the future. Sovereign risk, advanced manufacturing, mental health and the vulnerability of community members will be areas of research significance.
- The Institutes have been reaching out to Clusters and Schools to offer support and guidance.

The HDR student member raised a concern that the HDR Research Continuity document does not capture the complexity of the issues being faced by HDR students.

In response to this concern Professor Sweeney advised that:

- the HDR continuity document is a living document, that will continue to evolve;
- Identification of the initial critical points was required, however there will be further communication with HDR students regarding the nature of the document, and how it should be used; and
- There will not be a hard cut-off date for the submission of extension requests.

**Action:** The Contract Cheating presentation that was circulated at the conclusion of meeting 20/02 is to be socialised at the School level. All feedback is to reported by Elected members of Senate at the June meeting.

**Action:** Professor Deborah Sweeney is to circulate the outcomes of the webinar on streamlined processes for ethics that occurred on Friday, 17 April to Schools.

### ☆3.2 REPORT FROM THE VICE-CHANCELLOR

The Vice-Chancellor thanked all staff for their contribution during the COVID-19 pandemic and expressed that he has been remarkably impressed. The challenges of working from home, particularly with carer responsibilities were acknowledged. Staff are encouraged to make use of support services that are in place during this time. Professor Glover thanked the University's leadership team for their role overseeing the University's response to this crisis.

The Federal Minister for Education, The Hon Dan Tehan MP announced the *Higher Education Relief Package* (the package) on 12 April 2020. The package guaranteed funding for universities at current levels, even if there is a fall in domestic student numbers. Greater flexibility for the use of those funds has been mandated. This announcement has given the University some certainty and almost one hundred million dollars of regulatory relief.

The Vice-Chancellor's Report was appended. The Vice-Chancellor directed members to several items within the report:

- Concern was expressed regarding the Commonwealth Government's lack of direct support for International students, as they are in a very vulnerable position.
- Many of the hardship fund arrangements are for Domestic and International students.
- The University will be offering short intensive online courses (Higher Education Certificates) in areas of national priority. Additional funding will be received from the Commonwealth Government and this will assist the University to support casual staff, and attract additional students into Diplomas and Graduate Certificates.

- There has been a downturn in the number of International students at the University. Prior to COVID-19 International students equated to sixteen percent of the total student population, which is considered low by national standards. A number of steps are being taken to address this shortfall. Universities are in discussion with the union and union branches to assist with addressing these financial challenges.
- The *Times Higher Education* (THE) rankings will be announced on Tuesday, 21 April. This is a very important ranking system as it is based on the *United Nations Sustainable Development Goals* and what we do as an institution to support those. The Vice-Chancellor thanked colleagues who were involved in this.
- The 2021-2026 strategic plan, 'Sustaining Success' will reflect the current and evolving contexts of the University as well as to progress the current and proposed decadal strategic plans. This will be slightly delayed to reflect the changes required as a result of COVID-19. Staff will be engaged to part of this process.

Professor Glover spoke broadly about the employment changes that have been adopted at the *University of New South Wales*, and how aspects of this may be considered at our University.

The Senior Deputy Vice-Chancellor, Professor Denise Kirkpatrick thanked colleagues for the generosity of spirit that has been displayed during the COVID-19 pandemic.

### **3.3 STUDENT REPORT**

A report compiled by the student representatives of Senate was circulated. The student representatives were invited to speak to their section of the report.

- The Undergraduate student representative highlighted concerns regarding disability support, access to Library services, access to hardship funding support and examinations during COVID-19. The importance of support for students who have carer responsibilities was reiterated. Undergraduate students are seeking a cohesive approach between all Schools, rather than a staggered and separate approach.
- The Aboriginal and Torres Strait Islander (ATSI) student representative expressed that support for ATSI students has increased significantly, with students receiving a weekly phone call and having access to counselling services. Many ATSI students are uniquely vulnerable during this time with family members living in remote communities who may not be accessible by phone or internet. Counselling could proactively engage with students through a newsletter to ensure that all students are aware of what is available.
- The Higher Degree Research student representative flagged that PhD completion is a significant problem during this time, and the impact of COVID-19 on completion rates will not be known for a number of years. There is not a Unit Coordinator that can transition a PhD online, this work has to be undertaken by the Supervisor and the student. PhD students are not eligible for *Austudy* and are not represented in the *Higher Education Relief Package*. HDR students are traditionally very reliant on casual work and have significant concerns regarding job security during this time. In addition, this cohort has a well-documented rate of increased mental health challenges.

The Vice-Chancellor advised that additional resources have been committed to Counselling services, and that the feedback would be passed on to the Counselling service. The University has acquired six hundred additional laptops, and dongles and these are being distributed to students on a needs basis. The University guarantees

support in the form of food vouchers to those who are in need. The University will have a compassionate response to HDR students and provide proactive support to students. There will be an emphasis on sustaining casual teaching, to prevent a further negative impact on HDR students.

The Library representative advised that the Library have created a digital kiosk where students can liaise with Library staff via email or a 'chat function.' Occupancy of the Library buildings is being closely monitored and the health and safety of staff and students remains the primary concern. The changes in Library facilities will be highlighted and communicated to students more clearly.

The student members thanked the University for their response to COVID-19 and stated that there has been genuine care and concern for the student cohort.

### **3.4 HIGHER DEGREE RESEARCH AND INTERNATIONAL STUDENTS SUPPORT DURING COVID-19**

Professor Caroline Smith, Dean Graduate Research Studies and Associate Professor Linda Taylor, Pro Vice-Chancellor (International) had authored papers outlining how HDR students and International students are being supported during the COVID-19 pandemic.

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

*That Academic Senate notes the University response to the COVID-19 pandemic for International and Higher Degree Research students.*

### **☆3.5 SMS PROJECT UPDATE**

Libby Hughan, Business Process Lead, SMS Project, and Kathy Piestrzynski, Practice Adoption Manager, SMS Project had provided an electronic presentation, prior to the meeting.

Due to COVID-19 The September release date has been moved to May 2021, and the Handbook will be released at the same time. SMS will wait until June to source the course and unit information that will be in the Handbook. Amending this deadline will assist in determining which data should be captured, and enables Unit Coordinators to make changes in their units.

**Action:** The Student Management System team are to report to the Chair of Senate regarding the approach taken and finalised dates for the Handbook, once confirmed. The Chair will communicate this information to Senate.

### **3.6 ACADEMIC PROMOTIONS 2019**

A report outlining the 2019 academic promotions outcomes was provided to the Academic Senate in accordance with the *Western Sydney University Promotions Policies (Promotion – Academic Promotion Procedures)*.

#### **It was resolved (AS 20/02:04)**

*That Academic Senate notes the 2019 academic promotions outcomes.*

### 3.7 SCHOOL OF NURSING AND MIDWIFERY REVIEW 2019 PANEL REPORT

#### It was resolved (AS 20/02:05)

*That Academic Senate note the School of Nursing and Midwifery Review 2019 Panel Report, and the School of Nursing and Midwifery Review Action Plan.*

### 3.8 HOT TOPICS

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

### 3.9 QUESTIONS ON NOTICE

Questions on Notice are a tool that academics from across the University can use to engage with Senate. Questions must be sent to the Chair and the Secretary at least two weeks prior to Senate and must fit within the scope of the Terms of Reference of Senate. All questions that fit this criterion will be answered, it is up to the discretion of the Chair if questions will be tabled at Senate. No Questions on Notice were submitted for this meeting of Senate.

### 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. APAG met on Tuesday, 25 February 2020.

| ACADEMIC POLICIES  |  |
|--|--|
| <i>Assessment Policy (renamed Assessment Policy - Criteria and Standards-Based Assessment)</i> | A substantially revised and retitled <i>Assessment Policy</i> was discussed at the 30 July Assessment Committee meeting. An updated version of the policy was provided to the 14 August 2019 APAG meeting. Collated feedback from members was sent back to Kevin Bell for further work before it returned to APAG on 31 October 2019 for review. The impacts of the new Student Management System (SMS) on the <i>Assessment Policy</i> were also discussed, with members agreeing that the revised policy should progress through the consultation and approval process, with a view to a grade table update being made to the policy to incorporate the changes required due to the new SMS once the system has been implemented. The revised version of the policy was circulated to Deans and Deputy Deans for preliminary feedback from 21 February to 6 March 2020. A revised version will now be provided to Executive Committee on 14 April 2020 for noting. |
| <i>Course Transfer Policy</i>  | The <i>Course Transfer Policy</i> had progressed through 23 May 2018 APAG, 13 August 2018 Executive Committee and 12 March 2019 Senate Education and was presented for endorsement to the 12 April 2019 meeting of Senate. Issues were raised on behalf of the School of Science & Health and the policy was referred back to APAG. A response from the Director, Student Administration addressing the issues   |



|  |   |
|--|---|
|  | <p>raised was considered at the 14 August 2019 meeting of APAG, where members agreed that a small group should meet to look at these issues and provide an update at the next meeting of APAG. Further feedback was provided on the policy at the 25 February 2020 APAG meeting. An updated version of the policy will now be circulated to Deans and Deputy Deans for preliminary feedback before it is progressed to Executive Committee for noting.</p>  |
| <p><i>New Curriculum Design and Approvals Policy</i></p>                                     | <p>The final Course Design Principles, to facilitate the drafting of the new <i>Course Design Policy</i> were discussed at the 12 March 2019 meeting of the Education Committee and endorsed at the 2 April 2019 meeting of APCAC. These principles provide the basis for the new <i>Curriculum Design and Approvals Policy</i>, scheduled to be provided to the December 2019 Senate for consideration. At the 14 August 2019 meeting of APAG, members agreed to reposition and rename the policy, Governance and Regulatory Requirements Sub-Group currently reporting to the 21C Implementation Advisory Group (IAG) to become the Curriculum Design and Approvals Policy Working Party of APAG. Members reviewed the draft version of the new policy at the 14 August 2019 and provided initial feedback. The policy and guidelines were returned to APAG on 31 October 2019, and members provided some further valuable feedback regarding the opening clauses of the policy. Draft versions of the new <i>Curriculum Approval and Variation Procedures</i> and <i>Curriculum Structure Management Procedures</i> were discussed at the 25 February 2020 meeting of APAG, with feedback provided. An updated draft of the policy was also tabled at the meeting, and circulated to members for feedback after the meeting. It was agreed that the CDA Policy Sub-Group would also be reconstituted, and discuss and revise the updated policy, and draft guidelines and procedures, before all the documents progress together through the consultation and approval process with one set of nomenclature.</p> |
| <p><i>Disruption to Studies Policy</i><br/>(renamed <i>Special Consideration Policy</i>)</p> | <p>The publication and implementation of <i>the Disruption to Studies Policy</i> is stalled awaiting the implementation of interim strategies for the eForms project, expected by mid-2019. A review of the approved policy to ensure terminology is updated before publishing is underway. The revised version of the policy and procedures was provided to the 14 August 2019 and 31 October 2019 meetings of APAG. Members provided feedback and agreed for the policy and procedures to progress through the consultation and approval process. The Student Management System (SMS) Project team are also working on building the new Disruption to Studies eForm in the new system to coincide with the publishing of the new policy. Further feedback was provided on the policy at the 31 October 2019 APAG meeting. Further revisions have been made to the policy to cover The College Students, with a view to an updated version of the policy being circulated to Deans and Deputy</p>  |

|   |  |
|---|--|
|   | Deans for preliminary feedback before it is progressed to Executive Committee for noting.  |
| <i>Examinations Policy and Examinations Procedures</i>                                  | Following discussions with Audit and Risk around exam collection it was considered that it would be beneficial for the responsibility for the collection of examination papers to be specified in the <i>Examinations Policy</i> and <i>Examinations Procedures</i> . Proposed amendments were discussed at the 16 May and 14 August 2019 meetings of APAG where it was agreed to progress the revised policy through the consultation and approval process. The revised policy was circulated to Deans and Deputy Deans for preliminary feedback from late September 2019 to mid-October 2019, and an updated version noted at Executive Committee on 9 December 2019. The policy was released on the Policy DDS Bulletin Board for comment from 7 January 2020 to 4 February 2020 with 137 posting reviews and 3 responses. The procedures were also released on the Policy DDS Bulletin Board for comment from 7 January 2020 to 4 February 2020 with 82 posting reviews and 5 responses. Revised versions of the policy and procedures were provided to the 25 February 2020 meeting of the Assessment Committee. The revised policy and procedures were endorsed at the 10 March 2020 Education Committee meeting. The final versions of the <i>Examinations Policy</i> and <i>Examinations Procedures</i> are now submitted to Academic Senate for approval. |
| <i>Graduation Policy – University Medals and Deans Medals provisions</i>                | A working group of APAG and a sub-group of the Research Studies Committee have been reviewing Dean’s medal provisions and University Medal provisions respectively. Draft initial updates to the <i>Graduation Policy</i> were discussed at the 14 February 2019 and 16 May 2019 meetings of APAG. Preliminary feedback was sought from Deans and Deputy Deans from 2 July 2019 to 26 July 2019. An updated version of the policy was provided to the 14 August 2019 APAG for discussion, and was noted at Executive Committee on 30 September 2019. It was provided to the 22 October 2019 meeting of the Assessment Committee, and 10 December 2019 Research Studies Committee. It was released on the Policy DDS Bulletin Board for comment from 7 January 2020 to 4 February 2020 with 133 posting reviews and 2 responses. An issue has been raised regarding the School of Medicine provisions. Alpha Possamai-Inesedy is working on this with the School to resolve the issue. Once this issue has been addressed, a revised copy will be provided to the 23 April 2020 meeting of Education Committee for endorsement and 15 June 2020 meeting of the Research Committee for noting, before it is provided to Academic Senate for approval.  |
| <i>Professional Development in Learning and Teaching Policy (renamed Foundations of</i> | At the 14 February meeting of APAG members discussed a substantially revised and renamed <i>Professional Development in Learning and Teaching Policy</i> . Further consultation from HR was sought, with HR noting that they will ensure the <i>Professional Development Policy</i> aligns with this policy as part of the upcoming review. The revised  |

|   |  |
|---|--|
| <p><i>University Learning and Teaching Program Policy)</i></p>                              | <p><i>Professional Development in Learning and Teaching Policy</i> was discussed at the 14 August 2019 meeting of APAG and circulated to Deans and Deputy Deans for preliminary feedback from 16-27 September 2019, with an updated version of the policy noted at Executive Committee on 28 October. The policy was released on the Policy DDS Bulletin Board for comment from 19 November 2019 to 4 December 2019 with 53 posting reviews and no responses. The Bulletin Board revised version of the policy was noted at the 10 March 2020 meeting of Education Committee, approved by the VC on 2 April 2020 via the Policy DDS approval process and published on 6 April 2020.</p>  |
| <p><i>Progression Policy (renamed Progression and Unsatisfactory Academic Progress)</i></p> | <p>The substantially revised and renamed <i>Progression Policy</i> was endorsed at the 7 March 2017 meeting of Education Committee. Associated process and system work has commenced to facilitate the successful implementation of the revised policy, which will be provided for consideration of Senate when implementation timelines are confirmed. Given how much time has passed awaiting various systems developments to enable implementation before this is progressed it to Executive and Senate, the policy was discussed at the 14 August 2019 APAG meeting and will be updated by a small group before the implementation plan is finalised and it is progressed through the consultation and approval process. Work has also occurred to incorporate The College's <i>Progression Policy</i> into the University <i>Progression Policy</i>, as it also applies to College students. A revised version of the policy was discussed at the 25 February 2020 meeting of APAG, where it was agreed that a new Sub-Group be formed to specifically look at the impacts of the new Student Management System (SMS) and possible impacts on the policy, before it progresses through the consultation and approval process.</p> |
| <p><i>New Surveys Policy</i></p>  | <p>A proposed new <i>Surveys Policy</i> has been discussed at APAG, provided to Deans, Directors and Deputy Deans for initial comments and discussed with The Student Experience Office. At the 31 October 2019 meeting of APAG, it was proposed that a new <i>Student Feedback Policy</i> be developed, integrating (and superseding) the existing <i>Student Feedback on Units and Teaching Survey Policy (SFU/SFT Policy)</i> with the new <i>Surveys Policy</i> that is currently under development. APAG members agreed to endorse this proposal, with the new draft survey returning to APAG once it has been developed.</p> <p>In the interim, Tony Lazzara's current role (Executive Director, Business Intelligence and Performance) will take ownership of SFU/SFT policy until the new policy is approved and implemented. Discussions on the ownership of the new <i>Student Feedback Policy</i> has begun, but it has not yet been resolved if it will reside with the Deputy Vice-Chancellor, Academic (DVCA) or the Vice-President, People and Advancement (VP People and Advancement). The draft new <i>Student Feedback Policy</i> is expected to come back to</p>  |

|   |  |
|---|--|
|   | APAG for discussion and comment once it has been developed following comprehensive consultation.   |
| <i>Revised Unit Outline and Learning Guides Policy</i>                  | A full review of the <i>Unit Outline and Learning Guides Policy</i> has been completed, with a view to amalgamating Unit Outlines and Learning Guides. The revised version of the policy was discussed at the 25 February 2020 APAG meeting. Members provided feedback on the policy, including the impacts on the Handbook and these Guides with the implementation of the new SMS. Awaiting advice from the Unit Head for this policy on how this policy should progress.  |
| NON-ACADEMIC POLICIES – for APAG advice only                            |  |
| <i>New Open Education Resources Guidelines</i>                          | A preliminary draft version of the new <i>Open Education Resources Guidelines</i> , which are currently being developed by the Learning and Teaching Technologies Advisory Group (LaTTe), were presented to the 31 October 2019 meeting of APAG for preliminary feedback. These guidelines, which are in a very early stage of development, link to the <i>Media, Social Media and Public Commentary Policy</i> , which is not an academic policy. However, the guidelines are focused on teaching and learning, so are relevant to APAG and will return for further consideration once further work has occurred. The <i>Open Education Resources Guidelines</i> have been put on hold at this stage to allow LaTTe to further explore and understand the extent of the issue with using these resources in teaching.   |
| <i>Scholarships for Undergraduate Policy</i>                            | A draft revised version of this VC approved policy was provided for discussion at the 15 August 2018 APAG meeting. The proposed changes to the approval process for Scholarships were not supported and these changes have not been progressed. This policy has been reviewed by the Office of the Vice-President, People and Advancement, with approval escalated from the Chief Student Experience Officer, due to the inclusion of Donor funded Scholarships managed by the Office of Advancement, which does not fall under the Student Experience Office. A revised version of this policy will be progressed by the Office of Student Administration through the consultation and approval process. At the 14 August 2019 APAG meeting, members agreed to support this being taken forward and progressed from Office of the Vice-President, People and Advancement, with a view to it being provided to Executive Committee for noting. |
| <i>New Social Media Guidelines for Learning and Teaching Guidelines</i> | A preliminary draft version of the new <i>Social Media for Learning and Teaching Guidelines</i> , which are currently being developed by the Learning and Teaching Technologies Advisory Group (LaTTe), were presented to the 31 October 2019 meeting of APAG for preliminary feedback. These guidelines, which are in a very early stage of development, link to the <i>Media, Social Media and Public Commentary Policy</i> , which is not an academic policy. However, the guidelines are focused on teaching and learning, so are  |

|  |   |
|--|---|
|  | relevant to APAG and will return for further consideration once further work has occurred. A revised version of these guidelines was discussed at the 25 February 2020 of APAG. Feedback from members will be passed back to LaTTe for the guidelines to be revised.  |
| <i>Student Misconduct Rule – Procedural Guidelines</i> | The Office of Governance Services have developed Procedural Guidelines for the Student Misconduct Rule to cover a number of matters that School staff, authorised officers and decision makers frequently request advice and guidance on, including the hearing process and clarifying how the questioning of witnesses should be managed, as well as support persons and advocates, guidance on the standard proof of evidence, guidance on minimum sanctions and what constitutes extenuating circumstances when dealing with a matter that has a minimum sanction automatically applied, and a general guide on the level of sanctions that would be applied for proven cases of student misconduct. The draft version of the guidelines was discussed at the 25 February 2020 APAG. It was then circulated to Deans and Deputy Deans for preliminary feedback from 28 February to 3 March 2020, with an updated version of the policy noted at Executive Committee on 16 March 2020. The guidelines were released on the Policy DDS Bulletin Board for comment between 19 and 31 March 2020, with a revised copy now provided at item 3.10.3 for consideration. |

### ☆8.10.2 Examinations Policy

The purpose of this paper was to seek Academic Senate's approval for the revised *Examinations Policy* and the revised *Examinations Procedures*.

Senate expressed concerns regarding the expectation that academic resources are being used for the administrative task of physically collecting examination papers. The *Examinations Procedures* should reference a centralised resource for the collection of examinations.

The Co-Director, Student Administration and Operations advised that academic staff have oversight over the collection of examination papers, however do not need to collect them. Professional administrative staff should not be expected to bear the responsibility of collecting examination papers and the alternative is a secure courier service that is paid for out of the School budget.

**Action:** Clause 7(a) of the *Examinations Procedures* is to be amended to state that Unit Coordinators have 'oversight' over the collection of examination papers, to ensure that Unit Coordinators are not mandated to collect examination papers themselves.

#### **It was resolved (AS 20/02:06)**

*That Academic Senate approves the proposed revised Examinations Policy and Examinations Procedures from the date of approval.*

### ☆3.10.3 Student Misconduct Rule – Procedural Guidelines

The purpose of this paper was to seek Academic Senate's feedback and endorsement of the *Student Misconduct Rule – Procedural Guidelines*.

The Director, Office of Governance Services advised that the *Student Misconduct Rule – Procedural Guidelines* (the procedures) are designed to aid decision makers with their understanding of, and interpretation of the *Student Misconduct Rule*. The procedures establish guidelines around minimum sanctions and what constitutes extenuating circumstances. The procedures will bring greater consistency to the interpretation and application of the *Student Misconduct Rule*.

#### **It was resolved (AS 20/02:07)**

*That Academic Senate and endorses the Student Misconduct Rule – Procedural Guidelines.*

### ☆3.10.4 Freedom of Speech Policy

The purpose of this paper was to seek Academic Senate's endorsement and feedback of the *Freedom of Speech Policy*.

The Senior Deputy Vice-Chancellor acknowledged the contribution of Ben Etherington and Professor Alpha Possamai-Inesedy in the development of this policy.

#### **It was resolved (AS 20/02:08)**

*That Academic Senate provides feedback on and endorses the proposed Freedom of Speech Policy.*

### ☆3.10.5 Policy Variations and Suspensions in Response to COVID-19

The purpose of this paper was to update Senate on the recent changes to Academic Governance policies and procedures in response to the COVID 19 pandemic.

In order to ensure that the University was operating within its policy framework and in accordance with TEQSA requirements, whilst at the same time being able to respond with agility to the current crisis, at its meeting on 8 April 2020, the Board of Trustees amended Parts C (additional definitions) and E of the *Delegations of Authority Policy* to delegate authority to the Chair of Academic Senate to temporarily suspend or vary policies and procedures approved by Senate.

The procedural changes that have been applied to policies are intended to give more agency to academics.

An additional set of guidelines will be progressed to Schools addressing Academic Integration Plans.

#### **It was resolved (AS 20/02:09)**

*That Academic Senate ratifies the variations to policy, as outlined in the attached Policy Response to COVID 19 document.*

Members are invited to submit expressions of interest in contributing to the review of particular academic policies, please submit these to Ms Allyson McDonald, Executive Governance Officer at [a.mcdonald@westernsydney.edu.au](mailto:a.mcdonald@westernsydney.edu.au).

### **3.11 AWARDS OF THE UNIVERSITY MEDAL**

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

### **3.12 APPROVAL OF SCHOLARSHIPS**

#### **Donor Funded Scholarships**

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

#### **CBRE Scholarship for Women in Property**

This newly confirmed scholarship is for continuing Undergraduate students who are enrolled in the Bachelor of Business (Property). Applicants must be commencing study or enrolled full-time in the second year of the Bachelor of Business (Property), and must demonstrate a commitment to a career in property in their personal statement. Applicants must identify as female. The recipient must remain enrolled full-time or part-time in the required course, and maintain satisfactory academic progress by passing all subject attempts and maintaining a pass average (GPA 4.0 or greater).

#### **It was resolved (AS 20/02:10)**

*That Academic Senate approves the proposed Donor funded scholarship: CBRE Scholarship for Women in Property.*

## **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 had conducted the following electronic meetings:

- Meeting 20/03 – Monday, 24 February to Wednesday, 26 February 2020
- Meeting 20/04 – Friday, 13 March 2020.

#### **It was resolved (AS 20/02:11)**

*That Academic Senate notes the report of the electronic meeting held between Monday, 24 February to Wednesday, 26 February 2020 (Meeting 20/03) and the face to face meeting held on Friday, 13 March 2020 (Meeting 20/04) of the Senate Executive Committee.*

### **4.2 RESEARCH COMMITTEE**

The Research Committee met on 4 March 2020. The minutes were appended.

#### **It was resolved (AS 20/02:12)**

*That Academic Senate notes the minutes of the meeting held on 4 March of the Research Committee.*

### **4.3 RESEARCH STUDIES COMMITTEE**

The Research Studies Committee met on 11 February 2020 and 11 March 2020, these minutes were appended. The minutes of the 14 April 2020 meeting will be provided at the next meeting.

**It was resolved (AS 20/02:13)**

*That Academic Senate notes the minutes of the meeting held on 11 February 2020 and 11 March 2020 of the Research Studies Committee.*

**4.4 SENATE EDUCATION COMMITTEE**

Senate Education Committee met on 10 March 2020, the minutes were appended.

**It was resolved (AS 20/02:14)**

*That Academic Senate notes the minutes of the meeting held on 10 March 2020 of Senate Education Committee.*

**4.5 ACADEMIC PLANNING AND COURSES APPROVALS COMMITTEE**

The Academic Planning and Courses Approvals Committee (APCAC) met on 11 February 2020, 3 March 2020 and 2 April 2020, the combined report was appended.

**It was resolved (AS 20/02:15)**

*That Academic Senate notes the report of the Academic Planning and Courses Approvals Committee meeting held on 11 February 2020, 3 March 2020 and 2 April 2020 and approves the recommendations contained therein.*

**4.6 ASSESSMENT COMMITTEE**

The Assessment Committee met on 25 February 2020. The minutes will be available at the next meeting of Senate.

**4.7 THE COLLEGE ACADEMIC PATHWAY PROGRAM COMMITTEE**

The College Academic Pathway Program Committee met face to face on 30 March 2020, and conducted an electronic meeting between 24 - 28 February and 16 – 17 March 2020. The minutes were appended.

**It was resolved (AS 20/02:16)**

*That Academic Senate notes the minutes of the College Academic Pathway Program Committee face to face meeting held on 30 March 2020 (Meeting 20/04) and the electronic meetings of 24 – 28 February (Meeting 20/02) and 16 – 17 March (Meeting 20/03).*

**4.8 BOARD OF TRUSTEES**

The next meeting of the Board of Trustees is scheduled for 10 June 2020. Summaries and minutes of the Board of Trustees meetings are available on the University website at:

[https://www.westernsydney.edu.au/about\\_uws/leadership/board\\_of\\_trustees/board\\_meetings](https://www.westernsydney.edu.au/about_uws/leadership/board_of_trustees/board_meetings)

**4.9 2019 ANNUAL REPORTS**

The School of Computing, Engineering and Mathematics 2019 SAC Annual report was not available for the 21 February meeting of Senate. The report had been appended.



**It was resolved (AS 20/02:16)**

*That Academic Senate notes the School Academic Committee 2019 Annual Report for the School of Computing, Engineering and Mathematics.*

**5 FOR INFORMATION**

---

No items.

**6 NEXT MEETING**

---

The next Academic Senate meeting is scheduled for Friday 19 June 2020. Details regarding location will be advised closer to the meeting date.

Meeting dates for 2020 are as follows:

- 19 June
- 14 August
- 16 October
- 4 December

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