

ACADEMIC SENATE

The next meeting (Meeting 12/01) of the Academic Senate of the University of Western Sydney will be held on **Friday 24 February 2012 at 9:30am** in the **Boardroom, Building AD** at Werrington North.

For apologies and enquiries, telephone (02) 9678 7894, fax (02) 9678 7831 or email m.derby@uws.edu.au.

AGENDA

1 PROCEDURAL MATTERS

☆1.1 INTRODUCTION, WELCOME, FAREWELLS AND APOLOGIES AS12/01-1.1

The Chair of Academic Senate, Associate Professor Paul Wormell, will chair the first Senate meeting for 2012, and give an introductory address to the new Academic Senate.

Following the approval of the revised *Academic Governance Policy* with effect from 1 January 2012, and the completion of elections for the school-elected academic staff members on the Senate, the Senate has been reconstituted to include the following new membership positions:

Associate Pro-Vice Chancellors (Education): Dr Bronwyn Cole, Dr Betty Gill, and Associate Professor Craig Ellis.

Associate Pro-Vice Chancellor (Research): Professor Deborah Sweeney

UWSCollege Director of Academic Quality: Dr Greg Whateley

Deans of Schools: Professor Peter Hutchings (Humanities and Communication Arts), Associate Professor Steve Wilson (Education), Professor Kevin Dunn (Social Sciences and Psychology), Professor Clive Smallman (Business), Professor Michael Adams (Law), Professor Rhonda Griffiths (Nursing and Midwifery), Professor Annemarie Hennessy (Medicine), Professor Gregory Kolt (Science and Health), Professor Simeon Simoff (Computing, Engineering and Mathematics)

Elected School members: Mr Terry Mason (Badanami Centre for Indigenous Education), Dr Terri Mylett (School of Business), Professor Margaret Heather Vickers (School of Business), Dr Seyed Shahrestani (School of Computing, Engineering and Mathematics), Associate Professor Leanne Rylands (School of Computing, Engineering and Mathematics), Dr Catherine Attard (School of Education), Associate Professor Anne Power (School of Education), Dr Peter Mauch (School of Humanities and Communication Arts), Professor Lynette Sheridan Burns (School of Humanities and Communication Arts), Dr Susan Armstrong (School of Law), Professor Donna Craig (School of Law), Dr Michael O'Connor (School of Medicine), Ms Maxine Veale (School of Nursing and Midwifery), Associate Professor Cecily Hengstberger-Sims (School of Nursing and Midwifery), Dr Cindy Kersaitis (School of Science and Health), Dr Awais Piracha (School of Social Sciences and Psychology), Associate Professor Jane Mears (School of Social Sciences and Psychology).

A list of Senate members is appended.

Professor John Bartlett, previously Head of the School of Natural Sciences, and Ms Liz Curach, previously University Librarian, have left the University since the last Senate meeting. The Chair will acknowledge their contributions to the Senate.

As at 17 February 2012, apologies have been received from Professor Kevin Dunn and Professor Steve Wilson (Dr Mary Mooney will attend). Any further apologies will be reported.

☆1.2 DECLARATION OF CONFLICT OF INTEREST

Members are requested to declare any conflict of interest, in terms of the Conflict of Interest Guidelines, they may have in relation to the items on this agenda. The Conflict of Interest Guidelines are available on the Policy DDS at: <http://policies.uws.edu.au/view.current.php?id=00093>.

Members are reminded that they should also declare any conflicts 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:

- 3.2 TEQSA Higher Education Standards Framework (Threshold Standards)
- 3.3 Learning and Teaching Plan
- 3.4 Research Strategy and Excellence
- 3.5 Changes to Academic Policies
- 4.1 Senate Executive Committee
- 4.2 Research Committee
- 4.3 Research Studies Committee
- 4.4 Education Committee
- 4.5 Academic Planning and Courses Approvals Committee
- 4.6 Senate Academic Standards and Integrity Committee / Senate Appeals 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 AND REPORT OF THE PREVIOUS MEETINGS AS12/01-1.6

The minutes of the meeting held on 18 November 2011 are appended. These minutes were on the agenda of the 9 December 2011 Senate meeting for confirmation, as a correct record but the meeting was inquorate.

It is recommended:

That Academic Senate confirm the minutes of the Senate meeting held on 18 November 2011 as an accurate record.

Notes of the inquorate 9 December 2011 meeting were circulated with the papers for the electronic meeting, conducted between Tuesday 13 December and Monday 19 December 2011 which was convened to deal with some business from the inquorate meeting.

The report of the electronic Senate meeting conducted between Tuesday 13 December and Monday 19 December 2011 is appended.

It is recommended:

That Academic Senate confirm the report of the electronic Senate meeting conducted between Tuesday 13 December and Monday 19 December 2011 as an accurate record.

2 BUSINESS ARISING

2 BUSINESS ARISING FROM THE MINUTES OF PREVIOUS MEETINGS

2.1 MINUTE 2.1 – MEETING 18 NOVEMBER - ADVANCED STANDING POLICY

At the 18 November 2011 meeting...

“It was resolved (AS11:06/03):

To approve the addition of the heading and clause:

“Advanced Standing towards professionally accredited courses

(xx) Advanced standing for units in professionally accredited courses (eg Law, Nursing) can only be given for equivalent units that would satisfy the requirements for professional accreditation.”

...as an amendment to the Advanced Standing Policy (approved by the Academic Senate on 28 October 2011) effective from the date of publication of the revised Policy.”

The revised *Advanced Standing Policy* has been published on the Policy DDS.

2.2 MINUTE 2.1 – E-MEETING 13 - 19 DECEMBER 2011- ACADEMIC SENATE STANDING COMMITTEES POLICY

At the electronic Senate meeting conducted between Tuesday 13 and Monday 19 December 2011...

“It was resolved (AS11:08/01):

To approve the revised Academic Senate Standing Committees Policy, effective from 1 January 2012.

The revised *Academic Senate Standing Committees Policy* has been published on the Policy DDS.

The Policy provides for elected student members on some of the Committees, as follows:

- Education Committee: One undergraduate student; One postgraduate student;
- Academic Planning and Courses Approvals Committee: One undergraduate student, elected by and from the undergraduate students of the University; One postgraduate student, elected by and from the postgraduate students of the University;
- Research Committee: One higher-degree research student, elected by the higher-degree research students of the University.
- School Academic Committees: One undergraduate student, elected by and from the undergraduate students of the School and one postgraduate student, elected by and from the postgraduate students of the School.

Elections were conducted in 2011, to fill positions on these committees, and the former College Education, Assessment and Progression Committees (EAPCs), and the former School Academic Committees (SACs). Since then, these committees have been adjusted to reflect the revised University structure – for example, College EAPCs cease to exist, and the former 17 SACs (plus the Badnami Academic Committee) have been replaced by 9 SACs (plus the Badnami Academic Committee). When the student elections were conducted last year, although a number of the positions were unfilled, a few positions were filled on committees that essentially are very similar in structure to the current committees.

In these circumstances, the Chair recommends that Senate pass the following resolution to approve arrangements for filling elected student positions on the Academic Senate Standing Committees. This recommendation recognises that two schools – Law and Medicine – which had undergraduate students elected in 2011 have not markedly changed, and that in principle, where students were elected to committees last year that have not changed, there is little benefit in conducting new elections.

It is recommended:

That the individuals who were elected as:

- *the undergraduate student on the School of Law School Academic Committee*
- *the undergraduate student on the School of Medicine School Academic Committee*
- *the undergraduate student on the Education Committee*
- *the undergraduate student on the Academic Planning and Courses Approvals Committee*
- *the higher-degree research student on the Research Committee*

... for the period 1 June 2011 to 31 May 2013 be invited to continue in office for the remainder of their terms. If they are unwilling to serve, or are otherwise unavailable to be members of their respective committees, their positions will be filled by an election; and

that Senate approve the calling of elections to fill positions for elected students on the Senate's standing committees, for two-year terms, with the call for nominations to be after the 31 March 2012 Census Date.

3 GENERAL BUSINESS

3.1 CHAIR'S REPORT

AS12/01-3.1

A written report from the Chair, covering recent activities undertaken on behalf of the Senate since 18 November 2011 is appended.

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

☆3.2 TEQSA HIGHER EDUCATION STANDARDS FRAMEWORK (THRESHOLD STANDARDS) 2011

The TEQSA "Higher Education Standards Framework (Threshold Standards)" were published in December 2011, and can be obtained from the web-site at:
<http://www.comlaw.gov.au/Details/F2012L00003/Download>

As stated in the explanatory statement

"The introduction of a higher education standards-based quality regulatory framework under TEQSA will ensure that all higher education providers meet or exceed the Threshold Standards under the Standards Framework."

The following requirement is stated in subsection 3.7

"The higher education provider's corporate governing body protects the academic integrity and quality of the higher education provider's higher education operations through academic governance arrangements that provide a clear and discernable separation between corporate and academic governance, including a properly constituted academic board and course advisory committees."

The Chair of Academic Senate and the Pro Vice-Chancellor (Education) will discuss the implications of the standards for the University.

Senate members are asked to print off the Legislative Instrument from the web-site, or make arrangements to view it electronically:

<http://www.comlaw.gov.au/Details/F2012L00003/Download>

For consideration and discussion

☆3.3 LEARNING AND TEACHING PLAN

The Pro Vice-Chancellor (Education) will discuss the process for revising the University's Learning and Teaching Plan.

For consideration and discussion

☆3.4 RESEARCH STRATEGY AND EXCELLENCE

Senate will receive an update on the development of the University's Research Institutes, Centres and Groups, and recent government decisions about the allocation of Sustainable Research Excellence (SRE) funding.

For consideration and discussion

☆3.5 CHANGES TO ACADEMIC POLICIES

AS12/01-3.5

At the Academic Senate meeting on 28 October, in discussing the implementation of revised Leadership and Management arrangements, the Chair anticipated the approval of details about school structures and delegations to Directors of Academic Programs (DAPs) and Academic Course Advisors by the Vice-Chancellor, enabling a range of academic policies to be updated to reflect the new arrangements. He said:

“Where policy changes were minor and straightforward administrative changes, he hoped the Senate Executive Committee might be able to approve the changes.”

These changes have now been approved by the Senate Executive Committee – see item 4.1. The appended report prepared by the Chair for the Senate Executive Committee summarises the policy changes. For most of the policies, the changes were fairly minor and straightforward, involving typically changes to titles of positions.

It is recommended:

That Academic Senate note the revision of academic policies approved by the Senate Executive Committee on behalf of the Academic Senate.

Some policies were not finalised for approval at the end of 2011. Appended are proposals for:

- A revised *Academic Policies Framework*, to take account of the University's Leadership and Management changes, and to indicate more clearly which policies require Senate approval.
- A revised *Review of Grade Policy*, to take account of the University's Leadership and Management changes, and streamlining of administrative arrangements through the online review process.
- A revised *External Advisory Committee Policy*, to take account of the University's Leadership and Management changes.
- A revised *Scholarships for Undergraduates Policy*, for endorsement and recommendation to the Vice-Chancellor for approval.
- A revised *Graduation Policy*, to take account of the University's Leadership and Management changes.
- A revised *Advanced Standing Policy*, to specify the new arrangements for considering appeals against the award of advanced standing, following the removal of college-level appeals.

- A revised *Award Courses and Units Approval Policy*, to take account of the University's Leadership and Management changes, and clarification of the requirements for Course Concept Proposals.
- A revised *Doctor of Philosophy Policy*, to take account of the University's Leadership and Management changes.

The *Academic Policies Framework*, the *Review of Grade Policy*, the *External Advisory Committee Policy*, and the *Scholarships for Undergraduates Policy* are appended.

The *Graduation Policy*, the *Award Courses and Units Approval Policy*, the *Advanced Standing Policy*, and the *Doctor of Philosophy Policy* will be circulated before the meeting.

It is recommended:

That the Academic Senate approves the proposed amendments to the Academic Policies Framework, effective from the date of publication of the revised Policy.

It is recommended:

That the Academic Senate approves the proposed amendments to the Review of Grade Policy, effective from the date of publication of the revised Policy.

It is recommended:

That the Academic Senate approves the proposed amendments to the External Advisory Committee Policy, effective from the date of publication of the revised Policy.

It is recommended:

That the Academic Senate endorse the proposed amendments to the Scholarships for Undergraduates Policy, and recommends the Policy to the Vice-Chancellor for approval.

It is recommended:

That the Academic Senate approves the proposed amendments to the Graduation Policy, effective from the date of publication of the revised Policy.

It is recommended:

That the Academic Senate approves the proposed amendments to the Advanced Standing Policy, effective from the date of publication of the revised Policy.

It is recommended:

That the Academic Senate approves the proposed amendments to the Award Courses and Units Approval Policy, effective from the date of publication of the revised Policy.

It is recommended:

That the Academic Senate approves the proposed amendments to the Doctor of Philosophy Policy, effective from the date of publication of the revised Policy.

3.6 AWARDS OF THE UNIVERSITY MEDAL

The following students were awarded the University Medal at the December Graduation ceremonies, or will be awarded it at the April 2012 ceremonies, as approved by the Chair of Academic Senate, on behalf of the Senate.

- Cristy Anne BROOKS (SID 16108888) Bachelor of Health Sciences (Honours)
- Timothy James GALVIN (SID 16525304) Bachelor of Computer Science (Honours)
- Benjamin John DOWSWELL (SID 16545986) Bachelor of Health Sciences (Honours)
- Suzanne KENNEDY (SID 16577552) Bachelor of Health Sciences (Honours)
- Matthew BARBER (SID 16379246) Bachelor of Medicine / Bachelor of Surgery (Honours)
- Sean Robert WILLIAMS (SID 16359938) Bachelor of Medicine / Bachelor of Surgery (Honours)
- Tarandeep Kaur GREWAL (SID 16359446) Bachelor of Medicine / Bachelor of Surgery (Honours)

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.

3.7 GRADUATION APPROVAL BY THE CHAIR OF SENATE

The Chair of Academic Senate approved the graduation of Mr Ronald Jashvantkumar Christian (SID 16644058) with the Master Of Business (Engineering Management) on 20 December 2011 using the delegation under clause (9)b. of the *Academic Governance Policy*. ("The Chair, Academic Senate, in exceptional circumstances, and where it is not practicable for the Academic Senate to do so, approves the conferring of any academic award of the University.")

It was intended that the approval would permit Mr Christian to graduate at the following day's graduation ceremony.

It is recommended:

That Academic Senate note the approval granted by the Chair of Academic Senate for the graduation of Mr Ronald Jashvantkumar Christian (SID 16644058) with the Master of Business (Engineering Management).

3.8 APPROVAL OF SCHOLARSHIPS

AS12/01-3.8

Appended are proposals for two new University Scholarships, prepared by the Office of Development, as follows:

UWS Community Scholarships – These are intended for students offered places in and undergraduate course who demonstrate financial or other hardship, based on the UWS Opportunity and Equity criteria and also including students who are the first in their family to attend university. The scholarships will have been donated by staff,

students and alumni of the University, and applicants must therefore be willing to share their story and act as ambassadors for Giving to UWS.

The Zonta Club of Sydney Hills Scholarship – This scholarship is for students enrolled in the Foundation Studies program at UWS College, and applicants must be female students, with preference given to mature age students and single parents.

It is recommended:

That Academic Senate approve the proposed UWS Community Scholarships.

That Academic Senate approve The Zonta Club of Sydney Hills Scholarship.

3.9 APPROVAL OF DEAN'S MEDALS AND DEAN'S MERIT LIST AS12/01-3.9

Student recipients of Dean's Medals and students who appear on the Deans Merit List were previously approved by the colleges. The Chair and the Academic Registrar have decided to recommend that it is appropriate for the Chair of Academic Senate to approve the Dean's Medal list and the Dean's Merit List, on behalf of the Academic Senate, as an interim measure pending the review of these policies.

A report from the Academic Registrar "Academic Excellence (University Medal, Dean's Medal and Merit award)" is appended. This covers the process for determining which students are to receive the Dean's Medal, and which students are to be recognised on the Dean's Merit List.

It is recommended:

That Academic Senate endorse that the 2011 academic excellence awards (Dean's Medal, and Dean's Merit List), based on College cohort performance, be approved by the Chair, Academic Senate.

The Academic Registrar will have a copy of the list of students who are recommended for the Dean's Medal list, and for listing on the Dean's Merit List, at the meeting.

4 REPORTS AND RECOMMENDATIONS FROM SENATE COMMITTEES

☆4.1 SENATE EXECUTIVE COMMITTEE

AS12/01- 4.1

The Senate Executive Committee held an electronic meeting between 28 November and 1 December 2011 to consider an urgent scholarship proposal - the Sydney Water Civil Engineering Scholarship - aimed at applicants who receive an offer to study full-time in the Bachelor of Engineering or Bachelor of Engineering (Advanced) at UWS and intend to complete the Civil Engineering key program.

The proposed scholarship required urgent consideration as it was hoped to advertise the scholarship shortly, and:

"It was resolved (SEC 11/06:02):

To approve, on behalf of the Academic Senate, the introduction of Sydney Water Civil Engineering Scholarship.”

The Senate Executive Committee met electronically between 15 and 21 December 2011 to approve changes to academic policies, on behalf of the Senate. Item 3.2 Changes to Academic Policies refers. A report of the meeting is appended.

Also appended is the 2011 Senate Executive Committee's annual report. The Chair of Senate will speak to the report.

It is recommended:

That Academic Senate note the report of the 28 November - 1 December, and 15 - 21 December 2011 electronic Senate Executive Committee meetings.

It is recommended:

That Academic Senate note the 2011 annual report of the Senate Executive Committee.

☆4.2 RESEARCH COMMITTEE

AS12/01- 4.2

The Research Committee met on 4 October and 5 December 2011. The minutes of the 4 October meeting are appended.

The minutes of the 5 December 2011 meeting are not yet available, but will be provided before the meeting.

Also appended is the 2011 Research Committee's annual report. The Pro Vice-Chancellor (Research) will speak to the report.

It is recommended:

That Academic Senate note the minutes of the 4 October and 5 December 2011 Research Committee meetings.

It is recommended:

That Academic Senate note the 2011 annual report of the Research Committee.

☆4.3 RESEARCH STUDIES COMMITTEE

AS12/01- 4.3

The Research Studies Committee met on 6 December 2011 and 7 February 2012. The minutes of the 6 December 2011 meeting are appended.

The minutes of the 7 February 2012 meeting are not yet available, but will be provided before the meeting.

Also appended is the 2011 Research Studies Committee's annual report. The Pro Vice-Chancellor (Research) will speak to the report.

It is recommended:

That Academic Senate note the minutes of the 6 December 2011 and 7 February 2012 Research Studies Committee meetings.

It is recommended:

That Academic Senate note the 2011 annual report of the Research Studies Committee.

☆4.4 **EDUCATION COMMITTEE**

AS12/01-4.4

The Education Committee met on 7 November 2011 and 7 February 2012. A report of the meetings is appended.

Also appended is the 2011 Education Committee's annual report. The Chair of the Education Committee will speak to the report.

It is recommended:

That Academic Senate note the report of the Education Committee meetings held on 7 November 2011 and 7 February 2012.

It is recommended:

That Academic Senate note the 2011 annual report of the Education Committee.

☆4.5 **ACADEMIC PLANNING AND COURSES APPROVALS COMMITTEE**

AS12/01-4.5

The Academic Planning and Courses Approvals Committee (APCAC) met on 15 February 2012.

A report of the meeting will be provided before the meeting.

Also appended is the 2011 Academic Planning and Courses Approvals Committee's annual report. The Chair of the APCAC will speak to the report.

It is recommended:

That Academic Senate note the report of the Academic Planning and Courses Approvals Committee meetings held on 15 February 2012, and ratify the recommendations contained therein.

It is recommended:

That Academic Senate note the 2011 annual report of the Academic Planning and Courses Approvals Committee.

☆4.6 **SENATE ACADEMIC STANDARDS AND INTEGRITY COMMITTEE / APPEALS COMMITTEE**

The Academic Senate's Appeals Committee met on 20 December 2012 to hear appeals from two College of Arts research higher degree students whose candidature had been terminated by the Research Studies Committee.

The appeals were heard under the *Research Higher Degrees Policy*.

The Appeals Committee's membership was Associate Professor Paul Wormell, Chair of Academic Senate (Chair), Mr Elie Hammam, student member of Academic Senate, Ms Shaneen McGlinchey, Academic Registrar, and Professor John

Lodewijks, nominee of the Acting Associate Dean Research, College of Law and Business. Dr Sev Ozdowski, Director, Equity and Diversity attended.

One of the appeals was dismissed as there did not appear to have been a breach of process, and the student had not provided any additional evidence and information that had not been available to the Research Studies Committee.

The other appeal was upheld, with the candidature reinstated, as the student had provided additional evidence and information about the lack of adequate supervision for the candidature.

Appended is the 2011 Senate Academic Standards and Integrity Committee / Senate Appeals Committee annual report. The Chair of Senate will speak to the report.

It is recommended:

That Academic Senate note the report of the Appeals Committee hearings held on 20 December 2012.

It is recommended:

That Academic Senate note the 2011 Senate Academic Standards and Integrity Committee / Senate Appeals Committee annual report.

4.7 BOARD OF TRUSTEES

The Board of Trustees most recent meeting was held on 7 December 2011.

The next meeting is scheduled for 29 February 2012. 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

5.1 ACADEMIC PROMOTIONS PROCESS REPORT AS12/01-5.1

A report prepared by the Office of Human Resources on the 2011 promotion process for academic staff is appended.

For information

6 NEXT MEETING

Senate meeting dates for 2012 are as follows:

- Friday 4 May
- Friday 22 June
- Friday 17 August
- Friday 26 October
- Friday 7 December (provisional meeting - to be held if necessary)

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