

# WESTERN SYDNEY UNIVERSITY



## ACADEMIC SENATE

The next meeting (Meeting 17/03) of the Academic Senate of Western Sydney University will be held on **Friday 23 June 2017** at **9:30am** in the **Boardroom, Ground Floor, Building AD, Werrington North campus**.

For apologies and enquiries, please contact Alyssa White (02) 9678 7894 or email [Alyssa.White@westernsydney.edu.au](mailto:Alyssa.White@westernsydney.edu.au).

## AGENDA

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### 1 PROCEDURAL MATTERS

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

The Chair of Academic Senate, Associate Professor Paul Wormell, will chair the meeting and welcome new members, Julie Onyango (elected postgraduate student) and Paul (Buch) Ezidiegwu (elected undergraduate student).

At the time of writing, apologies had been received from Phil Craig and Associate Professor Paola Escudero. 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
- 3.3 Consultation on the Strategic Plan and Academic Structure
- 3.8.1 Review of Student Misconduct Rule – Misconduct Panel Guidelines
- 3.9 Red Tape Task Force
- 4.6 School/Institute Research and Higher Degree Research Committee Reports
- 4.7 Report and Proposed Retirement of the Academic Governance Working Party

**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**

There will some re-arrangement of the order of business to enable some members and attendees to travel to other meetings.

**★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**

**AS17/03-1.6**

Page 001

The unconfirmed minutes of the Academic Senate meeting held on 21 April 2017 are appended.

The following amendment has been suggested:

**Item 4.7 SCHOOL/INSTITUTE RESEARCH AND HIGHER DEGREE RESEARCH COMMITTEE REPORTS**

School of Law – Dr Alpana Roy, Associate Professor from the School of Law, spoke to the report. Law held a successful Research Seminar Series last year. They are looking into why there was an ERA ranking drop and ways of attracting Category 2 and 3 funding, as well as maintaining a focus for Category 1. They are looking at ~~the~~ broadening the range staff involved in HDR supervision, and REDI staff have been assisting with this. Senate was encouraged [by Professor Deborah Sweeney](#) to applaud the School on its introduction of an Impact [and Engagement \(Research\)](#) Officer, and for enthusiastically pursuing the research-impact initiative.

**It is recommended:**

*That Academic Senate confirms the minutes of the Senate meeting with the above amendment held on 21 April, as an accurate record.*

**★1.7 ACTION SHEET FROM LAST MEETING**

**AS17/03-1.7**

Page 018

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

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**2 BUSINESS ARISING**

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

**2.1 Minute 3.10.3 Pending Grades and Assessment Policy**

Without comment...

**It was resolved (AS 17:02/07):**

*That Academic Senate approves the revised Guidelines for Academic Staff – Students Unable to Attend a Compulsory Unit Component as an Associated Document to the Assessment Policy.*

The minor amendments to the above policies have been published onto the Policy DDS system.

## **2.2 Minute 3.10.3 Pending Grades and Assessment Policy**

Without comment...

### **It was resolved (AS 17:02/08):**

*That Academic Senate approves the minor amendment to the Assessment Policy.*

The minor amendments to the above policies have been published onto the Policy DDS system.

## **2.3 Minute 3.10.4 Courses and Units Approvals Policy Associated Information**

Without comment...

### **It was resolved (AS 17:02/09):**

*That Academic Senate approves the minor amendment to the Courses and Units Approval Policy.*

*That Academic Senate approves the revised version of the Course Approval and Authorities Delegations.*

The minor amendments to the above policies have been published onto the Policy DDS system.

## **2.4 Minute 3.10.5 Special Consideration Policy – Deferred Exams Procedures – Associated Information**

Without comment...

### **It was resolved (AS 17:02/10):**

*That Academic Senate approves the new Deferred Exam Procedures and revised version of the Special Consideration Policy.*

The minor amendments to the above policies will be arranged onto the Policy DDS system.

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## **3 GENERAL BUSINESS**

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### **☆3.1 REPORT FROM THE CHAIR**

**AS17/03-3.1**

Page 019

A written report from the Chair covering activities undertaken on behalf of the Senate since 21 April is appended. Also appended is the Chair's report to the 16 June 2017 meeting of the Board of Trustees.

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**

**AS17/03-3.2**

Page 025

The Vice-Chancellor's Report is appended.

### ☆3.3 CONSULTATION ON THE STRATEGIC PLAN AND ACADEMIC STRUCTURE

AS17/03-3.3

Page 038

At its 5 April 2017 meeting, the Board of Trustees endorsed a proposal to commence a consultation process with the University community, with regard to a review of the University's strategic plan and academic structure. To assist the consultation process, a discussion paper was prepared to guide the consultation phase for the possible revision of the strategic plan, provide some options for alternative academic structures for Western Sydney University and to invite commentary from the University community. The first consultation phase closed on 5 June 2017.

The draft green paper outlines the process and issues arising from consultation to date. It aims to provide a synthesis of key issues arising from submissions and discussions, and also to give a sense of what matters to colleagues. The aim of the paper is not, at this stage, to propose outcomes but to canvass possibilities with the intent of fostering further open consideration of issues to inform the framing of the most appropriate and innovative solutions. The paper is appended.

### 3.4 HIGHER EDUCATION STANDARDS AND REGULATION

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

#### 3.4.1 Educational Compliance Update

AS17/03-3.4.1

Page 045

The revised *Higher Education Standards Framework (Threshold Standards) 2015* commenced 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 attached paper provides Academic Senate with an update of the progress on:

- implementation of the HESF 2015 Compliance Action Plan, and
- the University's renewal of registration with TEQSA.

**For information.**

#### 3.4.2 The Academy Review

AS17/03-3.4.2

Page 055

Established in 2014, The Academy at Western Sydney University was designed to provide high-achieving students a bespoke learning and leadership experience. The intent was that through advanced coursework, extracurricular civic engagement, leadership programs and professional development, a community of scholars would be created benefitting the students and the wider population. Its overarching goal was to provide graduates with skills that they cannot gain elsewhere while setting the University apart as a cutting-edge institution with an increased market share in the 80-plus ATAR market.

The review is a mixed quantitative and qualitative assessment of the performance and future direction of The Academy. It shows that The Academy has had a demonstrable impact on the attraction and retention of high-achieving students at the University and includes recommendations that will potentially increase the efficacy of the staff's work. The review document is appended.

**For information**

### 3.5 SENATE WORK PLAN

AS17/03-3.5  
Page 086

*[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 latest revised draft Senate Work Plan is appended.

#### **For information**

### 3.6 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.

### 3.7 RESEARCH

#### **3.7.1 2016 Review of the Research Institutes and Groups** AS17/03-3.7.1 Late paper

A paper on the 2016 review is appended.

#### **For information.**

### 3.8 LEARNING AND TEACHING

#### **3.8.1 Review of Student Misconduct Rule – Misconduct Panel Guidelines** AS17/03-3.8.1 Page 099

The Student Misconduct Panel Guidelines were published on 1 January 2016 to coincide with the new *Student Misconduct Rule*. The Guidelines were reviewed in September 2016 following the first full session of application of the *Rule*.

The revised version of the Guidelines is appended.

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

*That Academic Senate endorses the revised Student Misconduct Panel Guidelines.*

#### **3.8.2 Potential Changes to MBBS Selection Procedures** AS17/03-3.8.2 Page 103

Each year, the School of Medicine receives over 3,500 applications for 100 Commonwealth Supported Places in the MBBS course. Selecting the best applicants to medical programs is a high-stakes process which should be rigorous and based on best practice and evidence. Procedures must also be defensible should a claim arise.

The Western Sydney School of Medicine uses the Undergraduate Medical Admissions Test (UMAT) in the first stage of a three-stage selection process for domestic applicants. The Australian Council for Education Research (ACER) develops and delivers the UMAT under contract from the Consortium. This contract is due to expire in 2018.

**For information.**

☆3.9 **Red Tape Task Force**

**AS17/03-3.9**  
Page 104

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 is appended.

**For information.**

**3.10 ACADEMIC STRUCTURES REVIEW**

Please see agenda item 3.3. A further update on the review will be provided at the August meeting.

**3.11 ACADEMIC POLICY REVIEW**

**3.11.1 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.

<b>Policy</b>	<b>Status</b>
<i>Advanced Standing Policy</i>	The revised version approved by Academic Senate on 21 October 2016 has been published. The implementation plan was discussed at 24 May APAG meeting.
<i>Articulation Pathways Policy</i>	The 26 October 2016 APAG meeting discussed a proposed new version of the <i>Articulations Policy</i> and <i>Procedures</i> . This version was further amended to align with the new Partnerships and Pathways Framework. Consultation has occurred and the policy, procedures and a delegations document will be provided to the August meeting of Senate for consideration.
<i>Course Design Policy</i>	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. Amendments to the <i>Postgraduate Coursework Policy</i> regarding Graduate Certificates are being investigated by OQP for any necessary compliance updates.
<i>Disruption to Studies Policy (renamed from Special Consideration Policy)</i>	The new <i>Disruption to Studies Policy</i> and associated guidelines were approved at the 21 October 2016 meeting of Academic Senate. An implementation plan is being devised which may involve alignment of some other processes.
<i>Lecture Recording Policy Review</i>	A draft revised <i>Educational Video Policy</i> was discussed at the 24 May APAG. Development is continuing via LaTTe.
<i>Progression and Unsatisfactory Academic Progress</i>	A revised <i>Progression Policy</i> was agreed at the 16 February meeting of APAG and endorsed at the 7 March meeting of Education Committee. Further consultation with SACs and via the DDS is currently underway.

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

### **For information**

#### **3.11.2 Course Advice to Students Policy – Associated Information**

The *Course Advice to Students Policy* was endorsed by Education Committee on the 8 March 2016 and approved by Academic Senate on 22 April 2016. Feedback received indicated that staff would welcome some guidance on what to discuss with students identified as being 'at risk'. APAG discussed the attached document, provided by Student Participation and Success, at its 24 May 2017 meeting and the document was endorsed at the 6 June 2017 meeting of Education Committee.

### **For consideration**

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

*That Academic Senate approves the Guide to Assisting At Risk Students as an associated document to the Course Advice to Students Policy from the date of publication.*

#### **3.11.3 Admissions Policy**

**AS17/03-3.11.3**  
Late Paper

The purpose of this paper is to seek the approval of Academic Senate for a change to the Deferment option in the *Admissions Policy* clause (43)b, to facilitate excluding the availability of deferring an offer to course 4684 Bachelor of Midwifery, due to the impact on clinical placement.

### **For consideration**

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

*That Academic Senate approves the minor amendment to the Admissions Policy to include exclusions to the deferment of an offer.*

#### **3.11.4 Honours in Bachelor Awards Policy**

**AS17/03-3.11.4**  
Late Paper

The purpose of this paper is to seek the approval of Academic Senate for changes to the *Honours in Bachelor Awards Policy* to remove reference to the retired Bachelor (Honours) Committee and some minor amendments to update committee references and align with other policies.

### **For consideration**

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

*That Academic Senate approves the revised Honours in Bachelor Awards Policy from the date of publication.*

#### **3.12 AWARDS OF THE UNIVERSITY MEDAL AND POSTHUMOUS AWARDS**

No awards for noting at this meeting

### **3.13 APPROVAL OF SCHOLARSHIPS**

**AS17/03-3.13**  
Page 106

Academic Senate is requested to consider the following proposals for amendment to a University Funded Scholarships prepared by the Office of Advancement and Alumni:  
- Vice-Chancellor's Academic Excellence International Student Scholarship.

**It is recommended:**

*That Academic Senate approves amendments to the following Scholarships:  
Vice-Chancellor's Academic Excellence International Student Scholarship.*

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## **4 REPORTS AND RECOMMENDATIONS FROM SENATE COMMITTEES**

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

### **4.1 SENATE EXECUTIVE COMMITTEE**

**AS17/03-4.1**  
Page 110

The Senate Executive Committee (SEC) conducted an electronic meeting from 29 May to 5 June 2017. The report of this meeting is appended.

**It is recommended:**

*That Academic Senate notes the report of the electronic meeting conducted from 29 May to 5 June 2017.*

### **4.2 RESEARCH COMMITTEE**

**AS17/03-4.2**  
Late Paper

The Research Committee met on 8 June 2017. The minutes of this meeting will be provided before this meeting.

**It is recommended:**

*That Academic Senate notes the minutes of the meeting held on 8 June 2017 and ratifies the recommendations contained therein.*

### **4.3 RESEARCH STUDIES COMMITTEE**

**AS17/03-4.3**  
Page 120

The Research Studies Committee met on 18 April 2017, and 16 May 2017. The minutes of these meetings are appended.

**It is recommended:**

*That Academic Senate notes the minutes of the 18 April 2017, and 16 May 2017 meetings of the Research Studies Committee.*

### **4.4 EDUCATION and ASSESSMENT COMMITTEES**

**AS17/03-4.4**  
Late Paper

The Education Committee met on 4 April and 6 June 2017, and the Assessment Committee met on 2 May 2017. The minutes of these meetings are appended.



**It is recommended:**

*That Academic Senate note the minutes of the Education Committee meeting on 4 April and 6 June 2017, and the minutes of the Assessment Committee meeting on 2 May 2017.*

**4.5 ACADEMIC PLANNING AND COURSES APPROVALS COMMITTEE**

**AS17/03-4.5**

Page 132

The Academic Planning and Courses Approvals Committee (APCAC) met on 27 April and 23 May 2017. The combined report of these meetings is appended. APCAC is currently holding an e-meeting from 14 June to 19 June 2017, and the report of this meeting will be provided as a late paper.

**It is recommended:**

*That Academic Senate notes the reports of the meeting on 27 April and 23 May 2017 and the e-meeting from 14 June to 19 June 2017 of the Academic Planning and Courses Approvals Committee and approves the recommendations contained therein.*

**☆4.6 SCHOOL/INSTITUTE RESEARCH AND HIGHER DEGREE RESEARCH COMMITTEE REPORTS**

**AS17/03-4.6**

Page 148

The 2016 Annual Report for the School of Nursing and Midwifery is appended. Associate Professor Deborah Hatcher, Dean of the School of Nursing and Midwifery will be invited to speak to this report.

The 2016 Annual Report for the School of Humanities and Communication Arts is appended. Professor Peter Hutchings, Dean of the School of Humanities and Communication Arts will be invited to speak to this report.

The 2016 Annual Report for the School of Education is appended. Dr Katina Zammit, Director, Primary Education from the School of Education will be invited to speak to this report.

The 2016 Annual Report for the School of Computing, Engineering and Mathematics is appended. Professor Simeon Simoff, Dean of the School of Computing, Engineering and Mathematics will be invited to speak to this report.

The 2016 Annual Report for the School of Science and Health is appended. Associate Professor Gary Dennis, Director, Research from the School of Science and Health will be invited to speak to this report.

**It is recommended:**

*That Academic Senate notes the 2016 Annual Reports of the Research and Higher Degree Committees of the School of Business, School of Law, School of Medicine, School of Nursing and Midwifery, School of Social Sciences and Psychology, School of Humanities and Communication Arts, School of Education, School of Computing, Engineering and Mathematics, School of Science and Health, and the Institute for Culture and Society, the Hawkesbury Institute for the Environment, and the MARCS Institute.*

#### ☆4.7 REPORT AND PROPOSED RETIREMENT OF ACADEMIC GOVERNANCE WORKING PARTY

AS17/03-4.7  
Page 171

At the 16 February 2017 meeting members agreed to review the ongoing work at the May meeting to determine whether further meetings are required.

On 19 May it was agreed by all members that:

*The purpose of this working group, as stipulated in the Terms of Reference has been achieved.*

The notes of the last Academic Governance Working Party meeting are appended with the Terms of Reference for the group.

#### **For discussion**

#### 4.8 THE COLLEGE ACADEMIC COMMITTEE

AS17/03-4.8  
Page 176

The College Academic Committee met face to face on 21 April 2017. The minutes of this meeting are appended.

#### 4.9 BOARD OF TRUSTEES

The Board of Trustees met on 16 June 2017.

The next meeting of the Board of Trustees is scheduled for 9 August 2017. Summaries of Board of Trustees meetings, and minutes of Board of Trustees meetings, are available on the web-site at: <http://www.uws.edu.au/boardoftrustees>.

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#### 5 FOR INFORMATION

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No items.

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#### 6 NEXT MEETING

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The next Academic Senate meeting is arranged for *Friday 18 August 2017*. This meeting will be held in the *Board Room, Building AD Werrington North Campus*.

The Academic Senate meeting dates for 2017 are as follow:

- Friday 20 October – Board Room Building AD Werrington North campus
- Friday 8 December – To be Advised

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