WESTERN SYDNEY
UNIVERSITY

ACADEMIC SENATE

The next meeting (Meeting 17/05) of the Academic Senate of Western Sydney University will be held on **Friday 20 October 2017** at **9:30am** in the **Board Room, Ground Floor, Building AD, Werrington North campus.**

For apologies and enquiries, please contact Angela MacDonald on (02) 9678 7894 or email a.macdonald@westernsydney.edu.au

AGENDA

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1 PROCEDURAL MATTERS

☆1.1 INTRODUCTION, WELCOME, AND APOLOGIES

The Chair of Academic Senate, Associate Professor Paul Wormell, will chair the meeting. The Chair will welcome all members with the following in particular:

- Congratulations to Dr Christopher Peterson on his promotion to level D from 1 January 2018.

At the time of writing, apologies had been received from Dr Alpana Roy, Professor Annemarie Hennessy, Dr Kathleen Dixon and Professor Kevin Bell. Any further apologies will be reported.

☆1.2 DECLARATIONS OF INTEREST

Members are requested to declare any interests, in terms of the Conflict of Interest Policy, they may have in relation to the items on this agenda. Further information for members regarding declarations of interest is available on the Leadership and Governance webpage.

Members are reminded that they should also declare any interests that become apparent during a meeting of Academic Senate or one of its committees.

☆1.3 STARRING OF ITEMS

Senate members will be asked which items they wish starred for discussion.

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

- 3.1 Report from the Chair
- 3.2 Report from the Vice-Chancellor
- 3.3 Consultation on the Strategic Plan and Academic Structure
- 3.5.2 School of Computing, Engineering and Mathematics Review
- 3.7 Research Impact and Engagement

- 3.8 Red Tape Task Force
- 3.10.5 Progression and Unsatisfactory Academic Progress Policy
- 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 may be 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   AS17/05-1.6
Page 001

The unconfirmed minutes of the Academic Senate meeting held on 18 August 2017 are appended.

It is recommended:
> *That Academic Senate confirms the minutes of the Senate meeting held on 18 August 2017, as an accurate record.*

☆1.7 ACTION SHEET FROM LAST MEETING   AS17/05-1.7
Page 011

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

2   BUSINESS ARISING

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

2.1   Minute 3.11.2 *Articulation Policy*

Without comment.......

> **It was resolved (AS17:04/03):**
> > *That Academic Senate approves the revised Articulation Pathway Policy, Articulation Pathway Procedures and Articulation Approval Authorities and Delegations document from date of publication.*

Arrangements are being made to publish the revised version of the Policy, Procedures and Delegations document on the Policy DDS System.

3   GENERAL BUSINESS

☆8.1   REPORT FROM THE CHAIR   AS17/05-3.1
Page 012

A written report from the Chair covering activities undertaken on behalf of the Senate since 18 August is appended. Also appended is the Chair's report to the 11 October 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**　　　　　　**AS17/05-3.2**
　　　　　　　　　　　　　　　　　　　　　　　　　　　　　Page 019

The Vice-Chancellor's Report is appended.

☆**3.3　CONSULTATION ON THE STRATEGIC PLAN AND ACADEMIC STRUCTURE**
　　　　　　　　　　　　　　　　　　　　　　　　　　　AS17/05-3.3
　　　　　　　　　　　　　　　　　　　　　　　　　　　Page 027
At the 18 August meeting the Deputy Vice-Chancellor (Strategy and Planning), Professor Sharon Bell provided an update to Senate on key issues informing a draft white paper on the Strategic Plan and Academic Structure, and the Vice-Chancellor and Chair of Academic Senate Forum that took place on 2 August 2017 at Parramatta South on the topic of Consultation on Academic Structures. Further discussion took place at an Academic Charrette on 25 September 2017, attended by a number of Senate members. Following consideration by the University Executive Committee, the Board of Trustees received a Report on the Consultation on Strategic Plan and Academic Structure. This paper, containing a set of proposed actions, is now presented to Academic Senate as an opportunity to discuss issues arising.

For discussion

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　　　　　　　　**AS17/05-3.4.1**
　　　　　　　　　　　　　　　　　　　　　　　　　　　Page 051

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.

Submission of documentation for the renewal of registration is due at least 180 days prior to this date (1 December 2017), and is expected to be submitted in November.

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 Complaints Resolution Unit Report　　　　　　　**AS17/05-3.4.2**
　　　　　　　　　　　　　　　　　　　　　　　　　　　Page 061

The Complaints Resolution Unit (CRU) receives complaints from students, staff and members of the public. CRU also manages complaints with the Information and Privacy Commission of New South Wales, NSW Ombudsman, Anti-Discrimination Board of NSW and the Australian Human Rights Commission.

Complaints are managed using case management software and data are collected on high level categories including administration, assessment, teaching, behaviour, misconduct, privacy and facilities. Complaint outcomes are often circumstance-specific;

however, they can also highlight the need for procedural or policy change, as set out in this paper.

The report gathers data on complaints received between January and June 2017, with specific reference to the University's performance against the Higher Education Standards Framework Domain 2 – that "students have access to mechanisms to resolve grievances effectively, at reasonable cost and with appropriate protection from breach of confidentiality or reprisal".

For information

3.5   SENATE WORK PLAN AND SECURING SUCCESS

[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]

3.5.1 Senate Work Plan   **AS17/05-3.5.1**
                                                                Page 063

The latest Senate Work Plan is appended. The Work Plan will be further updated to reflect the revised Strategic Risk Register approved by the Board of Trustees on 11 October 2017.

For information

☆ 3.5.2 School of Computing, Engineering and Mathematics Review
                                                                AS17/05-3.5.2
                                                                Page 070

The School of Computing, Engineering and Mathematics was reviewed in 2017 as part of the University's cycle of School Reviews. The terms of reference for the school review were to evaluate and provide commendations and recommendations on the strategic goals and objectives of *Securing Success: 2015-2020* and the Higher Education Standards Framework 2015 (HESF). The Panel Report and Action Plan are attached.

It is recommended:
For noting, Senate is asked to consider the academic aspects of the 2017 Review of the School of Computing, Engineering and Mathematics

3.6   *TRANSFORMING WESTERN SYDNEY UNIVERSITY*

Transforming Western Sydney University (*TWSU*) is a suite of strategic initiatives organised into five thematic areas, to enact the *Securing Success* strategies. A comprehensive report, including the 21st Century Curriculum Renewal Project, was presented to the August meeting of Academic Senate. A further update will be provided at the next meeting on 8 December 2017.

For information

☆8.7   RESEARCH

3.7.1 Research Impact and Engagement   **AS17/05-3.7.1**
                                                                Page 119

A paper entitled 2018 Engagement and Impact Assessment: Selection of Impact Case Studies and Next Steps is attached.
For discussion

☆**3.8   RED TAPE TASK FORCE**   **AS17/05-3.8**

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

An update on the current projects will be provided at this meeting of Academic Senate.

For discussion

3.9   THE SELF-REVIEW OF ACADEMIC SENATE   **AS17/05-3.9**

At the 18 August Senate meeting, members noted without comment an updated progress report on the set of action items arising from Senate's Self-Assessment Survey completed in late 2015. Items which are still yet to be completed will be reported under other items.

For information

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 will next meet on 16 August 2017.

Policy	Status
Advanced Standing Policy	As part of the *Advanced Standing Policy* Implementation Plan, data will be collected to inform a further review of the Policy in 2018. A further minor amendment to the Policy was agreed at the 16 August APAG meeting and is on this agenda for consideration at item 3.10.2.
Course Design Policy	The Terms of Reference and membership for the Working Party have been agreed, noting that this work will be heavily influenced by the 21st Century Curriculum Project, with guidance from the Project Implementation Advisory Group. Amendments to the *Postgraduate Coursework Policy* regarding Graduate Certificates have been developed by OQP and proposed revisions are on this agenda for consideration at item 3.10.4.
Disruption to Studies Policy (renamed from Special Consideration Policy)	The new *Disruption to Studies Policy* and associated guidelines were approved at the 21 October 2016 meeting of Academic Senate and an implementation plan is under development noting the influence of the E-Form Project on progressing this new policy.
Lecture Recording Policy Review	A draft revised *Educational Video Policy* was discussed at the 24 May APAG. Development is continuing via LaTTe.
Progression and Unsatisfactory Academic Progress	A revised *Progression Policy* was agreed at the 16 February meeting of APAG and endorsed at the 7 March meeting of Education Committee. The new policy is on this agenda at item 3.10.5 for consideration.

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).

For information

3.10.2 Advanced Standing Policy   AS17/05-3.10.2
Page 132

A paper outlining the proposed policy updates for Academic Senate is appended. It is proposed that the Policy be amended to align the appeal clauses with other policies.

It is recommended:

> *That Academic Senate approves the minor amendments to the Advanced Standing Policy from the date of publication.*

For consideration

3.10.3 Student Carer Responsibilities   AS17/05-3.10.3
Page 133

A briefing paper has been provided with statistics on young people, aged 25 or under, living in NSW who are carers. Young carers are most disadvantaged in the LGAs of Penrith and Campbelltown where they had rates of non-participation in employment and/or education which were 10-20 percentage points higher than their non-carer counterparts. This is seen as an important opportunity for Western Sydney University to support students with caring responsibilities.

It is recommended:

> *That Academic Senate approves the inclusion of Students with Caring Responsibilities in the proposed Guidelines and procedures.*

For consideration

3.10.4 Postgraduate Coursework Policy   AS17/05-3.10.4
Page 141

A paper outlining the proposed policy updates for Academic Senate is appended. It is proposed that the Policy be amended to be consistent with the Australian Qualifications Framework (AQF).

It is recommended:

> *That Academic Senate approves the minor amendments to the Postgraduate Coursework Policy from the date of publication.*

For consideration

☆3.10.5 Progression and Unsatisfactory Academic Progress Policy
AS17/05-3.10.5
Page 142

A paper outlining the proposed policy updates for Academic Senate is appended. The substantially revised and renamed *Progression Policy* would introduce a more interventionist and student-centred approach.

It is recommended:

That Academic Senate approves the revised and renamed Progression Policy from the date of publication.

For consideration

3.10.6 OES Policy Amendments   **AS17/05-3.10.6**

Page 175

A paper outlining the proposed policy updates to two policies for consideration by Academic Senate is appended. The proposed amendments to the *Student Fees Policy* and *Enrolment Policy* provide changes relevant to OES students.

It is recommended:

That Academic Senate approves the amendments to the Student Fees Policy and Enrolment Policy from the date of approval.

For consideration

3.10.7 Withdrawal from Units of Study Without Academic Penalty

AS17/05-3.10.7

Page 177

Papers proposing changes to policies and procedures to facilitate withdrawals without academic penalty, but with financial penalty, were considered at the 8 November 2016 and 7 March 2017 meetings of Education Committee.

Education Committee broadly supported the proposal that students be allowed to withdraw without academic penalty (but with a financial penalty) up until an agreed period within the teaching session, with some concerns regarding the provision of any exceptions within a systemised solution. A task group was formed to discuss issues and report to the 16 August meeting of the Academic Policies Advisory Group (APAG). Members discussed the further investigations of the task group and agreed a standard approach which was endorsed at the 5 September meeting of Education Committee.

It is recommended:

That Academic Senate approves the proposal that students be allowed to withdraw without academic penalty (but with a financial penalty) up until an agreed period within teaching sessions, and the associated amendments to academic policies

For consideration

3.11 AWARDS OF THE UNIVERSITY MEDAL AND POSTHUMOUS AWARDS

The following students were awarded University Medals at the April 2017 Graduation ceremonies, as approved by the Chair of Academic Senate, on behalf of the Senate.

- Carolina Janet ARRICOBENE (SID 17431053) Bachelor of Laws, Honours Class 1

- Lauren Elizabeth BARNETT (15743392) Bachelor of Science (Honours), Honours Class 1

- Lachlan Stanley MILNER (17716879) Bachelor of Engineering (Civil), Honours Class 1

- Harpreet Singh MOMI (17876461) Bachelor of Engineering (Electrical), Honours Class 1

- Sarah SHAHZADI (17035402) Bachelor of Engineering (Electrical), Honours Class 1

- Declan WILLIAMS (17882301) Bachelor of Engineering (Advanced) (Mechanical), Honours Class 1

- Todd HOPKINSON (17826714) Bachelor of Engineering (Mechanical), Honours Class 1

- Brady Jack TURNER (17797405) Bachelor of Engineering (Mechanical), Honours Class 1

It is recommended:

> *That Academic Senate note the award of the University Medals, approved by the Chair of Academic Senate, on behalf of the Senate.*

3.12   APPROVAL OF SCHOLARSHIPS

3.12.1 New University Donor Funded Scholarships   AS17/05-3.12.1
Page 185

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

Goodman Property Group Scholarship
This undergraduate scholarship is intended for students who are currently enrolled in the second year of the Bachelor of Business (Property). Applicants must have an understanding and commitment to a career in property, and are expected to maintain satisfactory academic progress; pass all subject attempts, maintain a credit average and a GPA 5.0 or greater.

H&R Block Accounting Scholarship
This undergraduate scholarship is intended for students who are currently enrolled in the second year of the Bachelor of Business (Accounting) or the Bachelor of Accounting. Applicants are expected to maintain satisfactory academic progress; pass all subject attempts, maintain a credit average and a GPA 5.0 or greater.

Smart Modern Construction Scholarship
This undergraduate scholarship is intended for students who are currently enrolled in the third or fourth year of the Bachelor of Construction Management, and have completed at least 160 credit points. Applicants are expected to maintain satisfactory academic progress; pass all subject attempts, maintain a credit average and a GPA 5.0 or greater.

Ingredion Scholarship for Occupational Health and Safety
This undergraduate scholarship is intended for students who are currently enrolled in the second year of the Bachelor of Natural Science (Environment and Health). Applicants are expected to maintain satisfactory academic progress; pass all subject attempts, maintain a Pass average and a GPA 4.0 or greater.

CharterNet R&D Scholarship
This is an amendment to the scholarship that was previously approved by Senate Executive Committee on 8-14 September as per item 4.1.

It is recommended:

That Academic Senate approves the following proposed Scholarships:

- *Goodman Property Group Scholarship*
- *H&R Block Accounting Scholarship*
- *Smart Modern Construction Scholarship*
- *Ingredion Scholarship for Occupational Health and Safety*
- *CharterNet R&D Scholarship*

3.12.2 New University Funded Scholarships   AS17/05-3.12.2
<div align="right">Page 190</div>

Academic Senate is requested to consider the following variation proposal for University Funded Scholarships, prepared by Western Sydney International**:**

Vice-Chancellor's and Foundation Exchange Scholarships
Launched a number of years ago, 20 Vice-Chancellor's Scholarships and 30 Foundation Scholarships (grouped together as the International Exchange Scholarships) have been offered each academic year, with the aim of incentivising and supporting Australian domestic students to participate in the semester and year-long Go Global Exchange Program as part of their Western Sydney University degree. This proposal is for the reduction in the GPA requirement for eligibility for these Scholarships from 5.0 to 3.5.

It is recommended:

That Academic Senate approves the academic criteria variation proposal to the Vice-Chancellor's and Foundation Exchange Scholarships.

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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   AS17/05-4.1
<div align="right">Page 193</div>

The Senate Executive Committee held a joint electronic meeting with APCAC conducted from 8 to 14 September 2017. The report of this meeting is appended.

It is recommended:

> *That Academic Senate notes the report of the electronic joint meeting held from 8 to 14 September 2017 of the Academic Planning and Courses Approvals Committee and Senate Executive Committee.*

4.2   RESEARCH COMMITTEE   AS17/05-4.2
<div align="right">Page 197</div>

The Research Committee met on 10 August 2017. The minutes of this meeting are appended.

It is recommended:

> *That Academic Senate notes the minutes of the Research Committee held on 10 August 2017.*

4.3   RESEARCH STUDIES COMMITTEE   AS17/05-4.3
                                                                 Page 202

The Research Studies Committee met on 11 July, 10 August and 21 September 2017.
The minutes of these meetings are appended.

It is recommended:

> *That Academic Senate notes the minutes of the Research Studies Committee
> held on 11 July, 10 August and 21 September 2017.*

4.4   EDUCATION COMMITTEE   AS17/05-4.4
                                                                 Page 226

The Education Committee met on 5 September. The minutes of this meeting are
appended and relevant recommendations are covered in earlier items on this Senate
agenda.

It is recommended:

> *That Academic Senate notes the minutes of the Education Committee held on 5
> September 2017.*

4.5   ACADEMIC PLANNING AND COURSES APPROVALS COMMITTEE
                                                                 AS17/05-4.5
                                                                 Page 237

The Academic Planning and Courses Approvals Committee (APCAC) conducted an
electronic meeting from 17-23 August 2017 and met face to face on 5 September and 4
October 2017. The reports of these meetings are appended. The report of the joint
electronic meeting with Senate Executive Committee conducted from 8 to 14 September
2017 is provided at item 4.1.

It is recommended:

> *That Academic Senate notes the report of the electronic meetings conducted
> from 17 to 23 August 2017 and the meetings held 5 September and 4 October
> 2017 of the Academic Planning and Courses Approvals Committee and
> approves the recommendations contained therein.*

4.6   ASSESSMENT COMMITTEE

The Assessment Committee met on 17 October 2017. The minutes of this meeting will
be provided to the next meeting of Academic Senate.

**☆4.7   REPORT AND PROPOSED RETIREMENT OF ACADEMIC GOVERNANCE
         WORKING PARTY**   AS17/05-4.7
                                                                 Page 268

At the February 2017 meeting, Working Party 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.

At the 18 August meeting the Chair reported that there was likely to be a future need for
a working party of this type, and it would be timely to review this when the scope of any

future changes to academic structures and academic governance were known. It was agreed for discussion on this item to be held over from the August Senate meeting.

For discussion

4.8   THE COLLEGE ACADEMIC COMMITTEE   AS17/05-4.8
Page 273

The College Academic Committee met face to face on 31 August 2017. An electronic meeting was also conducted commencing 28 September 2017. The minutes of these meetings are appended.

4.9   BOARD OF TRUSTEES

The Board of Trustees met on 11 October 2017.

The next meeting of the Board of Trustees is scheduled for 22 November 2017. Summaries of Board of Trustees meetings, and minutes of Board of Trustees meetings, are available on the University website at:

https://www.westernsydney.edu.au/about_uws/leadership/board_of_trustees/board_meetings/board_of_trustees_meetings_2017

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5   FOR INFORMATION

No items.

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6   NEXT MEETING

The next Academic Senate meeting is arranged for *Friday 8 December 2017*. The location is to be advised.

The Academic Senate meeting dates for 2018 are as follows:
- 23 February
- 13 April
- 22 June
- 17 August
- 19 October
- 7 December

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