

WESTERN SYDNEY UNIVERSITY



ACADEMIC SENATE

The next meeting (Meeting 17/01) of the Academic Senate of Western Sydney University will be held on **Friday 17 February 2017 at 9:30am** in the **Female Orphan School, Building EZ, Ground Floor Conference Room at Parramatta South (main) campus.**

For apologies and enquiries, please contact Gillian Brown on (02) 9678 7820 or email Gillian.Brown@westernsydney.edu.au.

AGENDA

1 PROCEDURAL MATTERS

☆1.1 INTRODUCTION, WELCOME, AND APOLOGIES

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

The Chair will welcome back Associate Professor Alana Lentin, recently elected representative from the School of Humanities and Communication Arts, to this meeting of Senate. Professor Paul James has also joined Academic Senate as one of two Directors, representing University Research Institutes, but is an apology for this meeting.

The Chair will farewell Associate Professor Joanne Lind who leaves the University in February and acknowledge the contributions of the late Associate Professor Cecily Hengstberger-Sims as a past member of Academic Senate and its committees.

The Chair will congratulate Senate member Associate Professor Mathias Boer on his recent promotion.

At the time of writing, apologies had been received from Mr Michael Burgess, Professor Denise Kirkpatrick, Associate Professor Alana Lentin, Professor Carol Reid and Associate Professor Surendra Shrestha. 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
- 3.3.2 Academic Governance Working Party
- 3.4.1 Senate Work Plan
- 3.7.1 Learning and Teaching – Aboriginal and Torres Strait Islander Education
- 4.1 Senate Executive Committee
- 4.3 Research Studies Committee
- 4.4 Education Committee
- 4.6 Academic Appeals and Integrity Committee
- 4.7 School Academic Committee Reports

It is recommended:

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

☆1.4 ORDER OF BUSINESS

If a re-arrangement of the order of business is required.

☆1.5 OTHER BUSINESS

Members are invited to nominate other relevant matters, noting that such items will normally be included on the agenda for a future meeting.

☆1.6 MINUTES OF THE PREVIOUS MEETING

AS17/01-1.6

Page 001

The unconfirmed notes of the inquorate Academic Senate meeting held on 9 December 2016 and the Report of the electronic meeting conducted from 12 to 19 December 2016 are appended.

It is recommended:

That Academic Senate confirms the notes of the inquorate Senate meeting held on 9 December 2016 and the report of the electronic meeting of Senate conducted from 12 to 19 December 2016, as accurate records.

☆1.7 ACTION SHEET FROM LAST MEETING

AS17/01-1.7

Page 015

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 2.3.1 External Advisory Committee Procedures

Without comment....

It was resolved (AS 16:07/03):

That Academic Senate approves the revised External Advisory Committee Procedures, from the date of publication.

The new Procedures to replace the *External Advisory Committee Policy* have been published on the Policy DDS System.

2.2 2.3.2 Retirement of the Academic Policies Framework

Without comment.....

It was resolved (AS16:07/04):

That Academic Senate approves the retirement of the Academic Policies Framework.

Arrangements are being made to remove the *Academic Policies Framework* from the Policy DDS System.

3 GENERAL BUSINESS

☆3.1 REPORT FROM THE CHAIR

AS17/01-3.1

Page 017

A written report from the Chair covering activities undertaken on behalf of the Senate since 9 December 2016 is appended. Also appended is an updated summary report from the Chair on the Review of Assessment, presented at the 10 February 2017 meeting of the Senate Executive Committee.

The Chair's report to the 22 February 2017 meeting of the Board of Trustees will be provided to the next meeting of Senate.

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

AS17/01-3.2

Page 022

The Vice-Chancellor's Report to the 7 December 2016 meeting of the Board of Trustees is appended. This item has been brought forward from the 9 December 2016 inquorate meeting agenda.

3.3 HIGHER EDUCATION STANDARDS AND REGULATION

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

3.3.1 Higher Education Standards Framework

AS17/01-3.3.1

Page 030

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 University has established a TEQSA Working Party whose membership includes the Chair of Academic Senate. A report from the Office of Quality and Performance (OQP), including a compliance map and action plan, was noted by members via the electronic meeting of Senate conducted in December 2016. The Chair of Academic Senate has highlighted to OQP some other actions that Senate or its committees will contribute to.

The new Framework is available at:

<https://www.comlaw.gov.au/Details/F2015L01639/c4f3ee84-99c9-4892-ad66-d46662c577ff>

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

For information.

☆3.3.2 Academic Governance Working Party

AS17/01-3.3.2

Page 037

The Academic Governance Working Party met on Tuesday 15 November 2016 and will meet next on Thursday 16 February 2017. The attached paper, which provides an update on the work of this committee, was provided to the inquorate 9 December 2016 meeting. This paper will be introduced by the Chair of the committee Professor Michael Adams.

For information and discussion

3.4 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]

☆3.4.1 Senate Work Plan

The Senate Work Plan is continuing to develop in response to the *Securing Success* implementation plans and consultation with Senate Executive Committee for the areas of focus for 2017. The latest version is available at http://www.westernsydney.edu.au/about_uws/leadership/academic_senate.

The Chair will review the Work Plan in consultation with the Chairs of Senate Standing Committees, following discussion and advice from the Senate Executive Committee on 10 February 2017.

The Chair will seek advice from members about priorities for academic discussion and presentations during the year.

For discussion

3.4.2 School of Medicine Review

AS17/01-3.4.2

Page 042

The School of Medicine was reviewed in 2016 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 extent to which the School is achieving the strategic goals and objectives of *Securing Success 2015-2020* and addressing the *2015 Higher Education Standards Framework (Threshold Standards)* (HESF). The Review Report and Action Plan are attached. This item has held over from the 9 December 2016 inquorate meeting agenda.

For information

3.5 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.

An update on this initiative is planned for the next meeting of Academic Senate.

3.6 RESEARCH

3.6.1 Research Week

AS17/01-3.6.1

Page 077

Research Week celebrates research at Western Sydney University. It is an opportunity for industry, business, government, staff, students and the community to increase their knowledge of the University's research, facilities and talent. The attached paper provides information on the events held during Research Week in October 2016. This item has been held over from the 9 December 2016 inquorate meeting agenda.

For information

3.7 LEARNING AND TEACHING

☆3.7.1 Aboriginal and Torres Strait Islander Education AS17/01-3.7.1

Page 085

Aboriginal and Torres Strait Islander Education was the topic for the Vice-Chancellor and Chair of Academic Senate jointly sponsored Forum held on Wednesday, 21 September 2016 at the Parramatta campus. The notes from this Forum are attached. This item has been held over from the 9 December 2016 inquorate meeting agenda.

The Pro Vice-Chancellor (Aboriginal and Torres Strait Islander Leadership) will introduce discussions on this matter.

For discussion

3.7.2 Digital Innovation and Learning Futures

AS17/01-3.7.2

Page 090

Digital Innovation and Learning Futures was the topic for the Vice-Chancellor and Chair of Academic Senate jointly sponsored Forum held on Thursday, 10 November 2016 at the Werrington North campus. The notes from this Forum are attached. This item has been held over from the 9 December 2016 inquorate meeting agenda. The Pro Vice-Chancellor (Digital Futures) will be available to respond to any questions on this report.

For information

3.8 RED TAPE TASK FORCE

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

An update on the current projects will be provided to the next meeting of Academic Senate.

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

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

3.9.1 Undergraduate Student Representative

An Expression of Interest process was run in September 2016 to fill an undergraduate student representative casual vacancy on Academic Senate. Senate Executive Committee discussed the candidates at its 10 February 2017 meeting and Ms Janice Yane has been named as the successful candidate. Should Janice be unavailable, Tajinder Kumar and Johnny Nguyen been identified as the next most suitable candidates.

For information

3.9.2 Self-Review of Academic Senate

AS17/01-3.9.2

Late paper

A set of appropriate action items, identified from the self-review of Academic Senate undertaken in late 2015, were agreed at the 22 April 2016 meeting of Academic Senate.

Senate Executive Committee prioritised some actions for 2016 and agreed priorities for 2017 at its 10 February 2017 meeting.

An update on work completed and priorities for 2017 will be provided in a late paper.

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.

Policy	Status
<i>Advanced Standing Policy</i>	The revised draft policy was approved by Academic Senate on 21 October 2016 with some minor amendments and has been published. A definition of 'shortened duration masters programs' was added. The Student Experience Office (SEO) will be consulting with Schools regarding an implementation plan.
<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 has been further amended to align with the new Partnerships and Pathways Framework and will be discussed at the 16 February meeting of APAG.
<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.
<i>Disruption to Studies Policy (renamed from Special Consideration Policy)</i>	The review of this complex policy has been completed and the new <i>Disruption to Studies Policy</i> and associated Guidelines were approved at the 21 October meeting of Academic Senate. Implementation will involve alignment of some other processes.
<i>External Advisory Committee Procedures</i>	A revised version replacing this policy with procedures was approved by the electronic meeting of Academic Senate conducted in December 2016.
<i>Progression and Unsatisfactory Academic Progress</i>	A revised Policy will be provided to the 16 February meeting of APAG for discussion.
<i>Student Feedback on Units and Teaching Survey Policy</i>	Amendments proposed by the SFU/SFT Review Steering Group have been supported and consultation completed. The revised version will be discussed at the 16 February meeting of APAG.

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 Policy Amendments – Replacement of Redundant Position Title

From 1 January 2016, the University removed the position of Academic Registrar, and the position was not directly replaced by another position. Many references to the position have been replaced in University policies as minor amendments under delegation. Other references cannot be amended under delegation and need to be considered and approved by the relevant approval authority.

The attached paper details the amendments which were endorsed by Education Committee via an electronic meeting as follows:

It was resolved (ED16:08/02):

That Education Committee endorses proposed minor amendments to the Academic Records Issuance Policy, Assessment Policy – Criteria and Standards-based Assessment, and the Progression and Unsatisfactory Academic Progress Policy and recommends them to Academic Senate.

It is recommended:

That Academic Senate approves the proposed minor amendments to the Academic Records Issuance Policy, Assessment Policy – Criteria and Standards-based Assessment, and the Progression and Unsatisfactory Academic Progress Policy, from the date of publication.

For consideration and approval.

3.10.3 Revised *Student Feedback on Units and Teaching Survey Policy*

AS17/01-3.10.3

Page 103

In late 2015 a steering group with school representation and chaired by the Deputy Vice-Chancellor and Vice-President (Academic) was formed to propose a single tool to deliver online the Student Feedback on Unit (SFU) and Student Feedback on Teaching (SFT) Surveys. One component of the project was to update the current *Student Feedback on Units and Teaching Survey Policy*.

The attached paper details the amendments which were endorsed by Education Committee at the 8 November 2016 meeting.

It is recommended:

That Academic Senate approves the revised version of the Student Feedback on Units and Teaching Survey Policy.

3.11 AWARDS OF THE UNIVERSITY MEDAL AND POSTHUMOUS AWARDS

3.11.1 Awards of the University Medal

The following student was awarded the University Medal at the December 2016 Graduation ceremonies, as approved by the Chair of Academic Senate, on behalf of the Senate.

- Lana Vien Chi NGUYEN (SID 17490489) Bachelor of Medicine, Bachelor of Surgery (Honours), Honours Class 1

It is recommended:

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

3.11.2 Posthumous Award

The *Posthumous Awards and Aegrotat Grades Policy* provides that Academic Senate and the Assessment Committee should be notified of the rationale and decision to approve a posthumous award.

At its meeting in May 2016, the School of Psychology and Social Sciences Academic Committee approved a posthumous award to Mrs Salwa Haydar noting that with advanced standing granted, she had completed 120 of 240 credit points (50NLC forms %) of the 1665 Bachelor of Community Welfare, which complied with the *Posthumous Awards and Aegrotat Grades Policy*.

It is recommended:

That Academic Senate notes the award of the Bachelor degree 1665 Bachelor of Community Welfare posthumously to Mrs Salwa Haydar SID 16784156, under the Posthumous Awards and Aegrotat Grades Policy.

3.12 APPROVAL OF SCHOLARSHIPS

AS17/01-3.12

Page 114

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

McCarthy Brothers Family Scholarship – This scholarship is intended for new or continuing full-time students in any undergraduate or College award who are currently living and attended high school in the Blacktown/Penrith/Mt Druitt area, and who maintain satisfactory academic progress.

GHD Refugee Scholarship for Women – This scholarship is intended for new or continuing female students in any degree in the School of Computing, Engineering and Mathematics or the School of Business or the School of Social Sciences and Psychology who have been granted a humanitarian visa, preferably in the last five years.

Approval is also sought for the following amendments to existing Scholarships:

Heather Peters Refugee Scholarship – Selection process to include an interview.

Poly (Australia) Construction Management Scholarship – Bachelor of Construction Management to be added to the list of eligible courses.

It is recommended:

That Academic Senate approves the following proposed Scholarships:

- McCarthy Brothers Family Scholarship
- GHD Refugee Scholarship for Women

It is recommended:

That Academic Senate approves the proposed amendments to the following existing Scholarships:

- Heather Peters Refugee Scholarship
- Poly (Australia) Construction Management Scholarship

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

AS17/01-4.1

Page 118

The Chair of the Senate Executive Committee will speak briefly to the Committee's appended 2016 Annual Report.

The Senate Executive Committee (SEC) conducted an electronic meeting in conjunction with APCAC from 12 to 15 December 2016. The report of this meeting is appended.

A face to face meeting of SEC was conducted on 10 February 2017. The minutes of this meeting will be provided to the next meeting of Academic Senate.

It is recommended:

That Academic Senate notes the 2016 Annual Report of the Senate Executive Committee.

That Academic Senate notes the report of the joint electronic meeting conducted from 12 to 15 December 2016.

4.2 RESEARCH COMMITTEE

AS17/01-4.2

Page 123

The Research Committee met on 13 October 2016. The minutes of this meeting are appended. This matter was held over from the inquorate 9 December 2016 meeting. The Research Committee next meets on 14 February 2017. The minutes of this meeting and the 2016 Annual Report will be provided to the next meeting of Academic Senate.

It is recommended:

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

☆4.3 RESEARCH STUDIES COMMITTEE

AS17/01-4.3

Page 128

The Chair of the Research Studies Committee will speak briefly to the Committee's 2016 annual report which will be provided before the meeting

The Research Studies Committee met on 1 November 2016 and conducted an electronic meeting from 1 to 8 December 2016. The minutes of the 1 November meeting and the report of the electronic meeting are appended. This matter was held over from the inquorate 9 December 2016 meeting.

It is recommended:

That Academic Senate notes the 2016 Annual Report of the Research Studies Committee.

That Academic Senate notes the minutes of the 1 November meeting and the report of the electronic meeting conducted from 1 to 8 December 2016 of the Research Studies Committee.

☆4.4 EDUCATION and ASSESSMENT COMMITTEES

AS17/01-4.4

Page 149

The Education Committee met on 8 November 2016 and conducted an electronic meeting from 8 to 13 December 2016. The Assessment Committee on 7 February 2017. The Student Experience and Engagement Committee (SEEC) met on 30 November 2016 and 1 February 2017.

A combined report of the Education Committee and SEEC meeting for 30 November is appended. This matter was held over from the inquorate 9 December 2016 meeting.

The 2016 combined Annual Report and the report from the Assessment Committee meeting held 7 February 2017 and SEEC on 1 February 2017 will be provided to the next meeting of Academic Senate.

The Report of the Education Committee Electronic Meeting conducted from 8 to 13 December 2016 is appended. The Chair of Education Committee will be invited to introduce item 2.1 in this report on the Review of the SFU/SFT.

It is recommended:

That Academic Senate notes the combined report of the Education Committee meeting held 8 November 2016 and the Student Experience and Engagement Committee held 30 November 2016 and the report of the electronic meeting of Education Committee conducted from 8 to 13 December 2016.

4.5 ACADEMIC PLANNING AND COURSES APPROVALS COMMITTEE

AS17/01-4.5

Page 161

The Chair of the Academic Planning and Courses Approvals Committee (APCAC) is an apology for this meeting and the 2016 Annual Report will be provided to the next meeting of Academic Senate.

The Academic Planning and Courses Approvals Committee (APCAC) met face-to-face on 24 January 2017 and conducted an electronic meeting from 20 to 21 December 2016. The reports of these meetings are appended.

It is recommended:

That Academic Senate notes the reports of the electronic meeting conducted from 20 to 21 December 2016 and the 24 January 2017 meeting of the Academic Planning and Courses Approvals Committee and approves the recommendations contained therein.

☆4.6 ACADEMIC APPEALS AND INTEGRITY COMMITTEE

AS17/01-4.6

Page 175

The Chair of the Academic Appeals and Integrity Committee will speak briefly to the Committee's appended 2016 annual report.

It is recommended:

That Academic Senate notes the 2016 Annual Report of the Academic Appeals and Integrity Committee

☆4.7 SCHOOL ACADEMIC COMMITTEE REPORTS

AS17/01-4.7

Page 179

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 Science and Health is appended. Professor Gregory Kolt, Dean of the School of Science and Health, will be invited to speak to this report.

The 2016 Annual Report for the School of Education is appended. Professor Michele Simons, Dean of the School of Education, will be invited to speak to this report.

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.

It is recommended:

That Academic Senate notes the 2016 Annual Reports of the School of Nursing and Midwifery, School of Science and Health, School of Education and School of Humanities and Communication Arts.

4.8 THE COLLEGE ACADEMIC COMMITTEE

AS17/01-4.8
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The College Academic Committee met face to face on 17 November 2016. The minutes of this meeting are appended. This matter was held over from the inquorate 9 December 2016 meeting.

The next meeting of The College Academic Committee is 9 March 2017.

4.9 BOARD OF TRUSTEES

The Board of Trustees met on 7 December 2016.

The next meeting of the Board of Trustees is scheduled for 22 February 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>.

5 FOR INFORMATION

5.1 ACADEMIC PROMOTIONS PROCESS REPORT

AS17/01-5.1
Page 199

A report prepared by the Office of Human Resources on the 2016 promotion process for academic staff is appended.

For information

6 NEXT MEETING

The next Academic Senate meeting is arranged for Friday 21 April. 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 23 June – Board Room Building AD Werrington North campus
- Friday 18 August – Board Room Building AD Werrington North campus
- 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.