ACADEMIC SENATE

Circulated: Monday 21 May 2018

Confirmed minutes of meeting 18/02 of the Academic Senate of Western Sydney University, held on Friday 20 April 2018 at 9:30AM in the Board Room, Ground Floor, Building AD, Werrington North campus.

Present:

Associate Professor Alphia Possamai-Inesedy (Chair)

Dr Elfriede Sangkuhl (Acting Deputy Chair)	Associate Professor Slade Jensen
Professor Janice Aldrich-Wright	Professor Denise Kirkpatrick
Professor James Arvanitakis	Dr Khoa Le
Professor Simon Barrie	Dr Edward Mariyani-Squire
Professor Kevin Bell	Associate Professor Jane Mears
Dr Renee Catullo	Mr Alan Moran
Ms Robyn Causley	Dr Ludmilla Robinson
Dr Kathleen Dixon	Professor Yenna Salamonson
Professor Kevin Dunn	Professor Simeon Simoff
Associate Professor Paola Escudero	Professor Michele Simons
Associate Professor Deborah Hatcher	Professor Deborah Sweeney
Professor Scott Holmes	Associate Professor Linda Taylor
Dr Kate Huppatz	Dr Steven Trankle
Dr Anne Jamison	Dr Katina Zammit

In attendance:

Mrs Gillian Brown	Ms Angela MacDonald (minutes)
Mr Aman Chand	Ms Hannah McLean
Dr Stephen Janes	Dr Shantala Mohan

Apologies:

Professor Barney Glover (VC)	Professor Annemarie Hennessy
Associate Professor Matthias Boer	Professor Paul James
Mr Phil Craig	Professor Gregory Kolt
Professor Kevin Daly	Ms Julie Onyango
Mr Buch Ezidiegwu	Associate Professor Christopher Peterson
Professor Steven Freeland	Associate Professor Alpana Roy
Associate Professor Susanne Gannon	Associate Professor Surendra Shrestha
Professor Peter Hutchings	Associate Professor Zhong Tao

Absent:

Mr Jack Braithwaite
Mr Michael Burgess
Professor Lisa Jackson-Pulver

Quorum was attained at 9:30am.

1   PROCEDURAL MATTERS

☆1.1 INTRODUCTION, WELCOME, AND APOLOGIES

The Chair opened the second meeting of Academic Senate in 2018 by acknowledging the Traditional Owners; with acknowledgement of the meeting being held in the country of the Dharug people and the Dharug nation, and acknowledgment of their ancestors as the traditional owners of this country for thousands of years. Acknowledgement and respects were also extended to the Dharug people's Elders, past, present and future.

The Chair welcomed all newly elected members to Senate, with specific mention:

- Congratulations on the reappointment of Professor Denise Kirkpatrick as Deputy Vice-Chancellor (Academic) for a further five years, until 11 January 2023.
- Congratulations to Dr Elfriede Sangkuhl elected to the position of Deputy Chair of Academic Senate with a term of 2 years.
- Welcome to Associate Professor Susanne Gannon, newly elected member of Academic Senate (School of Education, Level D/E).
- Welcome to Dr Stephen Janes, representing Professor Steven Freeland.
- Professor Scott Holmes and Professor Janice Aldrich-Wright are present and no longer an apology for this April meeting of Academic Senate.
- Thank you to Senate member Professor Janice Aldrich-Wright who is representing Professor Gregory Kolt, Dean of the School of Science & Health.
- Welcome to Mr Aman Chand, Director of Audit and Risk, and to Dr Shantala Mohan, presenters at this meeting of Senate.

☆1.2   DECLARATIONS OF INTEREST
No declarations of interest were reported.

☆1.3   STARRING OF ITEMS
Senate members were asked which items they wish starred for discussion.

Apart from procedural items, items already starred on the agenda were:
- 3.1   Report from the Chair
- 3.2   Report from the Vice-Chancellor
- 3.3   The Strategic Plan
- 3.4   Division overview - Audit & Risk
- 3.5   Research
- 3.6   School of Science and Health Review

Senate members requested additional items be starred for discussion:
- 3.9   Approval of Scholarships
- 4.9   2017 School Annual Reports

It was resolved: (AS18:02/01)
That the documents for all unstarred agenda items be noted and, except where alternative action is noted as appropriate, all recommendations contained in those items be approved.

☆1.4   ORDER OF BUSINESS
No change to the order of business was required.

☆1.5   OTHER BUSINESS
Following the Academic Senate meeting an induction for newly elected Senate members is scheduled to take place. All members are encouraged to attend.

No other business was noted.

☆1.6   MINUTES OF THE PREVIOUS MEETING

Unconfirmed minutes of the Academic Senate meeting held on 23 February 2018 were appended.

It was resolved: (AS18:02/02)
> *That Academic Senate confirms the minutes of the Senate meeting held on 23 February, as an accurate record.*

☆1.7   ACTION SHEET FROM LAST MEETING

To assist members with monitoring the work of the Academic Senate, an action sheet from previous meetings was provided. No comments or updates were noted.

Action item:
The Academic Senate Workplan will be provided at the next meeting of Senate.

2   BUSINESS ARISING

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

2.1   ACADEMIC SENATE ELECTIONS

The position of Deputy Chair and the position representing the School of Education (Level D/E Academic Staff) each received more than one nomination. Both positions proceeded to election.

For the position of Deputy Chair the ballot closed at 4.00pm on Tuesday 27 February 2018 and Dr Elfriede Sangkuhl was elected to the position. The result was published on Wednesday 28 February 2018.

The remaining position representing the School of Education, the ballot closed at 4.00pm on Thursday 29 March 2018, with Associate Professor Susanne Gannon elected to the position. The result was published on Tuesday 3 April 2018.

A final list of Academic Senate election results was appended.

Election results are available on the University Elections webpage: https://www.westernsydney.edu.au/about_uws/leadership/governance/elections.

3   GENERAL BUSINESS

☆3.1   REPORT FROM THE CHAIR

A written report from the Chair covering activities undertaken on behalf of the Senate since 23 February was appended. The Chair's report to the 4 April meeting of the Board of Trustees was also appended.

Highlights of the Chair's Report include the Academic Senate Induction; with thanks extended to Professor Simon Barrie's contributions. The induction will have a focus on students in an obtaining an effective voice across all committees.

At the last meeting of Senate the Chair called for an Expressions of Interest for Senate Executive Committee, with expressions to be submitted by the end of the month. The

objective of 2018 is to meet face-to-face more regularly, and the Terms of Reference (ToR) in particular the identifications of issues requiring attention by the Senate. The report also indicates the Chair's attendance at Senate standing committees; the Chair wished to acknowledge and commend the amount of work and dedication within these committees and working parties.

Senate members wished to note student members unable to attend today's induction due to course commitments should be provided with induction information and follow-up after the induction session.

☆3.2 REPORT FROM THE VICE-CHANCELLOR

The Vice-Chancellor's Report was appended. Professor Scott Holmes, Senior Deputy Vice-Chancellor provided comments on the Vice-Chancellor's behalf. Professor Holmes also indicated he would accept questions on the Vice-Chancellor's report.

Professor Holmes indicated the most critical point within the report is the enrolment freeze at comes at a 'cost' to the University of around $11 million. The University has distributed an additional $3 million to schools to support the additional load, under the current conditions there is little change expected up until 2019. The Universities International load is up significantly offsetting the costs previously mentioned.

Professor Holmes attended the NSW Vice-Chancellor's dinner with The Premier; following this event it was clear that we do not become over exposed to any particular source country in regards to International students. Our 2019 commencement load is being looked at in detail, and is earmarked as a topic of discussion at the Leadership forum in mid-May.

In addition to confirmed appointments in the VC Report, Professor Philip O'Neill has been appointed Provost at Bankstown campus with communications commencing with the Bankstown community.

Further discussion occurred between Senate members in relation to the *Digital, Professional and Cultural Literacies* pilot program. Points included:

- The pilot program was conducted in the School of Nursing & Midwifery with approx. 100 students. It was a volunteer program, with 2-3 other programs under development - feedback has been very positive.
- Professor Michele Simons from the School of Education wished to make the distinction between academic literacy and numeracy in academic work, and literacy and numeracy in teacher education. This distinction needs to be acknowledged, in particular for employability and the demands placed upon students in their occupation.
- Literacy challenges for International students and liaison with this cohort of students. Caution should be exercised when discussing study load as there are course completion timeframes linked into student visas.
- The Senate Education Committee and associated working groups will have this item tabled for discussion.
- It was also suggested this be tabled at a school level for discussion.
- Concerns were raised on International students feeling isolated across different campuses, due to our geographical spread. Support for International students should not only be academic, social and psychological support. In response, funding has been provided to schools for this purpose, a new strategy for orientation has been implemented, amongst other initiatives.

Action item:

Senate requested a report updating the participation and tracking on the *Digital, Professional and Cultural Literacies* pilot program from the Digital Futures Team.

☆3.3 THE STRATEGIC PLAN

The final version of the 2018-2020 Strategic Plan was appended following minor changes proposed by the Board of Trustees. A summary of changes was listed on the cover sheet for noting.

The Chair wished to acknowledge the work represented in the Strategic Plan; the Deputy Vice-Chancellor (Academic) team and the 21st Century Curriculum Project team, DVC (Research), PVC (Engagement) and Aboriginal and Torres Strait Islander team and the PVC (International) - with special mention to Professor Sharon Bell in bringing these elements together.

Discussion points included:
- Page 51 of the Senate Combined papers, the load forecasts and targets: 18% growth target between 2018-2020. Concerns were raised over the constant push for growth and the strains this places on our infrastructure and support mechanisms. In response there are significant strains around our CGS and the figures reflect a more restrained approach when compared to other institutions.

☆3.4 DIVISION OVERVIEW - AUDIT & RISK

The Office of Audit and Risk Assessment provides the University with internal audit and risk assessment services. It operates under a formal charter approved by the Board of Trustees and reports to the University Secretary and General Counsel.

Mr Aman Chand, Director of Audit and Risk provided a divisional overview to Academic Senate members, including proposed future interactions with Academic Senate. The Audit and Risk Assessment Workplan was appended.

Mr Chand addressed Senate starting with reference to appended Audit and Risk Workplan and the alignment with the University's Securing Success Strategy. The workplan serves as assurance to the Board of Trustees and senior management that controls are in place to achieve the goals and objectives of the workplan. The workplan has been endorsed by the Audit and Risk Committee and approved by the Board of Trustees.

The Audit and Risk team work closely with school's administrative functions; i.e. the HR and finance functions and compliance with University policies. Risk registers are in place in all schools, the College and Institutes are in the process of establishing a risk management framework.

The main objective of the Audit and Risk team is to administer consistency in investigations and outcomes and highlight any areas of concern. An example of a recent investigation is the retention of completed exam papers in schools. Our policy states Exam papers should be retained for 12 months, the investigation outcome revealed that there are inconsistencies with this compliance. This is a practical example of the approach and guidance the Audit and Risk team can provide.

Mr Chand offered the services of the Office of Audit and Risk to Schools and Institutes.

Additional discussion points included:
- A request for the review of the 'out-of-the-box' software the University offers to staff and students and the restrictions: On behalf of SCEM it was suggested that Postgraduate student software capabilities should be provided to undergraduate students.

- Quality of checks over marks by tutors and the quality assurance process: This is a critical element that is under closer investigation by the Office of Audit & Risk. The Chair noted this is an item tabled at the next the Assessment Committee.

The Chair thanked Mr Aman Chand for speaking to this item.

☆**3.5 RESEARCH**

Dr Shantala Mohan, Director Research Strategy, presented an overview of the *2018 Engagement and Impact Assessment* and provided several exemplars of case studies.

Summary points of the *2018 Engagement and Impact Assessment*:
- 23 Impact case studies will be submitted to ARC as part of the 2018 Assessment. 21 under each of the Fields of Research (FoR). This includes two on Medical and Health Sciences, and an interdisciplinary case study on an Aboriginal and Torres Strait Islander Research Impact case study.
- Wording and definitions have changed slightly within the impact statement;
    o to include *culture*; "The contribution that research makes to the economy, society, environment and *culture* beyond the contribution to academic research".
    o The *end-user* has been more clearly defined, including exclusions.
- Submissions open on 17 May and close on 18 July 2018 with results released early 2019.
- Research reference periods:
    o Impact case study: 1 January 2011 – 31 December 2016 (6 years)
    o Associated research: 1 January 2002 – 31 December 2016 (5 years)
    o Engagement: 1 January 2014 – 31 December 2016 (3 years)

Dr Mohan presented four case study examples:
1. *Promoting Oral Health of Pregnant Women in Australia: Impact of the Midwifery Initiated Oral Health (MIOH) Program:*
    Research conducted between 2008-2016.
    The impact outcomes included; changes to oral health policies, a nationally recognised oral health training program, increased awareness and improved oral health outcomes for pregnant women.
2. *Discovery of New Drug Options for Optimising Clinical Outcomes in Patients with Kidney and Prostate Cancers:*
    Professor Paul de Souza, Foundational Professor of Medical Oncology at Western Sydney University, contributed to Phase 2 and 3 of the clinical trials. The case study led to new treatment options for kidney and prostate cancer patients. The clinical outcomes included; fewer side effects to introduced treatments, better quality of life, delayed clinical decline and delayed initiation of chemotherapy. Drugs Pazopanib and Abiraterone are now used in over 80 countries as a first line treatment option, part of the international guidelines for treatment options and are now formally registered.
3. *Graffiti and Street Art Management and Practice: Reinforcing the Role of Urban Arts Practice in the Creative Economy:*
    Research conducted between 2009-2014.
    A series of projects focussed on changing the governance of street art and graffiti, the exemplars discussed covered projects in Parramatta, Blacktown, Marrickville and Sydney. The impact outcomes included; changes to Council Policy on graffiti management, commissioning of public laneway street art projects and changed community attitudes towards graffiti and street art.
4. *Circles of Sustainability: Practical Tools for Creating Sustainable Cities and Communities:*
    Research conducted in three stages between 2007 to present day.

The Western University *Circles Team's* objective was to develop a holistic method for assessing the sustainability of cities and guiding sustainability projects. The *Circles* method consisted of Profile, Process, Engagement and Knowledge. Examples included: increased public transport usage in Johannesburg, South Africa, and the rehousing of slum dwellers in Porto Alegra, Brazil. Impact outcomes included an international paradigm shift in dealing with sustainability challenges. The *Circles* Method has informed policy changes in Australia, Germany, United Kingdom, Spain and Papua New Guinea.

Discussion points included:
- Higher education providers excluded under the definition of *End-users* - this point was raised to highlight that for education research the end-user was often higher education, but the distinction is that the students are in fact the end-user. It was acknowledged that the definition should be broader, this has been put forward to the ARC.
- Communication and engagement with schools – training programs are being rolled out to schools and institutes.
- Cultural change is happening with our next generation of researchers - Master of Research students are writing impact statements now, and the receipt of awards and recognition is also encouraged to convert into impact statements.
- During Research Week the annual Research Impact competition occurs and is increasing in interest.
- Distinctions between impact and engagement – a lot of engagement occurs that is often mistaken for impact. Initiatives within the School of Education include resources from the UK and close involvement with industry.

☆**3.6 SCHOOL OF SCIENCE AND HEALTH REVIEW**
The School of Science and Health 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 review, panel report and action plan were appended.

The academic aspects of the review were for discussion by Senate. The panel report (Attachment A) included nine commendations, nine affirmations and 11 recommendations. Professor Janice-Aldrich Wright was available to answer any questions on behalf of Professor Gregory Kolt, Dean of School of Science and Health.

The review has been approved by the University Executive and is currently being implemented in the School of Science and Health. The Chair noted, the commendations and affirmations represent a successful engagement between schools and institutes, not only in research but also in teaching and learning.

Discussion points included:
- Chapter 9 *Research Profile and Industry Engagement*, concerns from Level B & C academics; the action items have not addressed issues around equity in workloads,
- Level B & C workload was argued to not allow Recommendation 4 to be enacted.
- Workload and Workload Policies form part of the University's Enterprise Agreement, these issues were acknowledged and may be better dealt with at the School level.
- It was mentioned that some Level B & C academics do not feel that they are getting adequate support or training from their supervisors. This matter will be referred to the Executive Director of HR.

- A general question was raised on whether the Action Plan could still be contributed to and the process of the review: In response, the Review report once complete returns to the school for socialisation with its Executive group and a response is developed. The School has the opportunity to feed back into the report at integral times.

The Chair extended thanks to the school and review panel for undertaking this thorough quality assurance process.

It was resolved: (AS18:02/03)

That Academic Senate notes the School of Science and Health Review 2017 Panel Report, and the School of Science and Health Review Action Plan.

3.7   ACADEMIC POLICY REVIEW

3.7.1 Academic Policy Advisory Group (APAG)
An update on the academic policies prioritised for consideration and progress to date by the Academic Policy Advisory Group (APAG) is listed below. APAG met on 14 February 2018.

Course Design Policy	A Working Party has been established to work with the 21st Century Curriculum Project Implementation Advisory Group. The first meeting of group was held 20 March 2018.
Disruption to Studies Policy (renamed from Special Consideration Policy)	An implementation plan is under development noting the influence of the e-Form Project on progressing this new policy. The revised timeline for the e-Forms Project was reviewed at the 14 February meeting of APAG.
Examinations Policy	A broad review of this policy has been completed and feedback sought from Executive Committee, Policy DDS and SACs. The revised policy will be considered at the 24 April meeting of Education Committee.
Lecture Recording Policy Review	A proposed *Multimedia Production Policy* has been developed by LaTTe and will be discussed at the 23 May meeting of APAG.
Posthumous Awards and Aegrotat Grades Policy	A broad review of this policy has been completed and feedback sought from Executive Committee, Policy DDS and SACs. The revised policy will be considered at the 24 April meeting of Education Committee.
Progression and Unsatisfactory Academic Progress	A revised *Progression Policy* was endorsed at the 7 March 2017 meeting of Education Committee, recognising that an extensive implementation plan is required. The new policy will be provided to a University Executive Committee meeting shortly regarding resourcing implications and will be provided for consideration of Senate when the detailed implementation plan has been developed.
Review of Grade Policy	A broad review of this policy has been completed and feedback sought from Executive Committee, Policy DDS and SACs. The revised policy will be considered at the 24 April meeting of Education Committee.
Student Placement Policy	Amendments by the WHS unit to the Student Placement Policy with the introduction of checklists were endorsed by the University Executive Committee and Education Committee at the 7 November 2017 meeting. This revised policy will be provided for consideration of Senate when the detailed implementation plan has been developed.

The Academic Policy Advisory Group agreed to minimal administrative changes to the *Unit Outlines and Learning Guides Policy* and *Examination Procedures*, at this stage, which do not require formal approval. These minor amendments have been published.

A Student Administration Policy Working Group has been formed and is currently considering policies regarding the University's partner providers. An Implementation Advisory Group for the 21st Century Curriculum Project has been formed to look at coursework and effects on related policies. A Research Policy Working Group is being formed to consider Research Policies due for review.

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).

3.8   AWARDS OF THE UNIVERSITY MEDAL AND POSTHUMOUS AWARDS
The following students will be awarded University Medals at the April 2018 Graduation ceremonies, as approved by the Chair of Academic Senate, on behalf of the Senate.

- Jessica Lauren HOWE (SID 18090127), Bachelor of Health Science (Honours)/Master of Occupational Therapy, Honours Class 1

- Catherine Jane KNIGHT (SID 18089019), Bachelor of Health Science (Honours)/Master of Occupational Therapy, Honours Class 1

- Katherine Emily HARRIS (SID 18066366), Bachelor of Health Science (Honours)/Master of Physiotherapy, Honours Class 1

- Christophe Marie Johnny Emmanuel Benoit CAMILLE (17892810), Bachelor of Engineering (Civil), Honours Class 1

- Benjamin James STOCKLEY (18042580), Bachelor of Engineering (Robotics and Mechatronics), Honours Class 1

- Andrew TALOS (18028270), Bachelor of Engineering (Civil), Honours Class 1

- Michael SEECY (18035878), Bachelor of Engineering Advanced (Honours) (Robotics and Mechatronics), Honours Class 1

- Thomas Patrick Rudolph SYNNOTT (17479514), Bachelor of Laws, Honours Class 1

- Lena HATTOM (18091319), Bachelor of Psychology, Honours Class 1

- Paige CASACCHIA (18013001), Bachelor of Psychology, Honours Class 1

- Mark David LATHOUWERS (17412230), Bachelor of Arts (Honours) Psychology, Honours Class 1

- Samantha RYAN (17992389), Bachelor of Psychology, Honours Class 1

- Tuyet-Ngan DOAN (18137691), Bachelor of Arts (Honours) Psychology, Honours Class 1

- Felicia ALONSO DEBRECZENI (18028876), Bachelor of Psychology, Honours Class 1

- Mark Palmerston BROWN (18097157), Bachelor of Social Work, Honours Class 1

- Christopher James NALDER (18094161), Bachelor of Social Work, Honours Class 1

It was resolved: (AS18:02/04)

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

☆3.9 APPROVAL OF SCHOLARSHIPS

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

Dr Bob Fisher Memorial Scholarship in Nursing
This new undergraduate scholarship is intended for students who are commencing study or currently enrolled in full or part time in any year of the Bachelor of Nursing. Applicants must reside in Greater Western Sydney and be Australian citizens, or permanent residents. The recipient is expected to maintain satisfactory academic progress, maintaining a minimum GPA of 4.0 for the duration of the scholarship.

JLL Scholarship for Business
This new undergraduate scholarship is intended for students who are commencing study or currently enrolled in full time in any year of the Bachelor of Business (Property). Preference will be given to applicants who demonstrate equity considerations such as economic, social or other disadvantage, based on equity considerations as assessed by UAC. Students must be Australian citizens, permanent residents, or on a humanitarian visa. The recipient is expected to maintain satisfactory academic progress, maintaining a minimum GPA of 5.0 for the duration of the scholarship.

Scholarship amendments for noting:

Donor-funded scholarships related to the Bachelor of Medicine/Bachelor of Surgery (4641)
As the University moves to offering a Doctor of Medicine (4758) in place of the Bachelor of Medicine/Bachelor of Surgery (4641), the Office of Advancement will amend all references to the Bachelor of Medicine/Bachelor of Surgery to include the new Doctor of Medicine in donor-funded scholarship criteria, so as to allow new and continuing students to remain eligible for scholarships that explicitly refer to the Bachelor of Medicine/Bachelor of Surgery.

Item 3.9 was requested be starred for discussion, comments relating to the GPA requirements were withdrawn once clarified by an informal discussion between members.

It was resolved: (AS18:02/05)

> 1) *That Academic Senate approves the following proposed University Donor Funded Scholarships:*

- *Dr Bob Fisher Memorial Scholarship in Nursing*
- *JLL Scholarship for Business*

2) *That Academic Senate notes the amendments to University Donor Funded Scholarships; all references to the Bachelor of Medicine/Bachelor of Surgery will include the new Doctor of Medicine in scholarship criteria.*

4   REPORTS AND RECOMMENDATIONS FROM SENATE COMMITTEES

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

4.1   SENATE EXECUTIVE COMMITTEE
The Senate Executive Committee held an electronic meeting conducted from 12-17 April 2018. The report of this meeting was provided as a late paper.

It was resolved: (AS18:02/06)

> *That Academic Senate notes the report of the electronic meeting held from 12-17 April 2018 of the Senate Executive Committee.*

4.2   RESEARCH COMMITTEE
The Research Committee met on 5 April 2018. The minutes of this meeting will be provided at the 22 June meeting of Academic Senate.

4.3   RESEARCH STUDIES COMMITTEE
The Research Studies Committee met on 20 February and 13 March 2018. The minutes of these meetings were appended.

It was resolved: (AS18:02/07)

> *That Academic Senate notes the minutes of the Research Studies Committee held on 20 February and 13 March 2018.*

4.4   EDUCATION COMMITTEE
The Education Committee met on 6 March 2018. The minutes of this meeting were appended.

It was resolved: (AS18:02/08)

> *That Academic Senate notes the minutes of the Education Committee held on 6 March 2018.*

4.5   ACADEMIC PLANNING AND COURSES APPROVALS COMMITTEE
The Academic Planning and Courses Approvals Committee (APCAC) met face to face on 27 March 2018. The report of this meeting was appended.

It was resolved: (AS18:02/09)

> *That Academic Senate notes the report of the Academic Planning and Courses Approvals Committee meetings held on 27 March 2018, and approves the recommendations contained therein.*

4.6 ASSESSMENT COMMITTEE

The Assessment Committee met on 6 February 2018. The minutes of this meeting were appended.

It was resolved: (AS18:02/10)

> *That Academic Senate notes the minutes of the Assessment Committee held on 6 February 2018.*

4.7 THE COLLEGE ACADEMIC COMMITTEE

The College Academic Committee met face to face on 15 February 2018, and conducted electronic meetings from 14-16 March 2018 and 16-20 March 2018. The minutes and reports of these meetings were appended.

It was resolved: (AS18:02/11)

> *That Academic Senate notes the minutes of the face to face meeting on 15 February 2018, and notes the report of the College Academic Committee meetings conducted from 14-16 March 2018 and 16-20 March 2018.*

4.8 BOARD OF TRUSTEES

The Board of Trustees met on 4 April 2018.

The next meeting of the Board of Trustees is scheduled for 13 June 2018. Summaries and minutes of the Board of Trustees meetings are available on the University website at:
https://www.westernsydney.edu.au/about_uws/leadership/board_of_trustees/board_meetings

☆4.9 2017 ANNUAL REPORTS

4.9.1	School of Business
4.9.2	School of Computing, Engineering and Mathematics
4.9.3	School of Science and Health
4.9.4	School of Humanities and Communication Arts
4.9.5	School of Education
4.9.6	School of Law
4.9.7	School of Medicine
4.9.8	School of Nursing and Midwifery
4.9.9	Academic Planning and Courses Approvals Committee (APCAC)
4.9.10	Research Studies Committee (RSC)

The School of Social Sciences and Psychology Annual Report was provided as a late paper.

Remaining 2017 Annual Reports will be provided at the 22 June meeting of Academic Senate.

Discussion points included:
- Differences between school annual reports; composition of membership, varying levels of Professoriate representation.
- Variations across the reports is reflected by number of disciplines, size of school etc.

- Number of Executive SAC E-meetings, with one school conducting 112 meetings, equating to almost 2 per week.

Two suggestions for improvement:
- A standardised template - the template should not be too restrictive and there should be no additional workload created.
- Should the proposed template include a report on 'whole' school meetings and whether this is useful to Senate? Noting, whole school meetings are not part of the formal governance structure and it was acknowledged that it may create an extra workload, and whether it is seen as serving a useful purpose.

Members voted on the motion:
Governance Services to propose a revised template for school reporting that standardised, and does not increase workload or complexity.

It was resolved (AS18:02/12):

1. *That Academic Senate notes the 2017 Annual Reports of the; School of Business, School of Computing, Engineering and Mathematics, School of Science and Health, School of Humanities and Communication Arts, School of Education, School of Law, School of Medicine, School of Nursing and Midwifery, School of Social Sciences and Psychology, Academic Planning and Courses Approvals Committee (APCAC) and the Research Studies Committee (RSC).*
2. *The Office of Governance Services propose a revised template for school annual reporting.*

5 FOR INFORMATION

The Chair thanked members for their contributions and support. The meeting concluded at 11:50AM**.**

6 NEXT MEETING

The next Academic Senate meeting is arranged for **Friday 22 June 2018**, the location is to be confirmed.

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

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