

# WESTERN SYDNEY UNIVERSITY



## ACADEMIC SENATE

The next meeting (Meeting 19/04) of the Academic Senate of Western Sydney University will be held on **Friday 16 August 2019** at **9:30AM**, in the **Conference Rooms, Level 9, Liverpool campus**.

For apologies and enquiries, please contact Angela MacDonald on (02) 4570 1368 or email [a.macdonald@westernsydney.edu.au](mailto:a.macdonald@westernsydney.edu.au).

## AGENDA

### 1 PROCEDURAL MATTERS

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

The Chair of Academic Senate, Associate Professor Alpha Possamai-Inesedy, will chair the meeting. The Chair will welcome all members and attendees:

- Welcome to Professor Michelle Trudgett as Pro Vice-Chancellor, Aboriginal and Torres Strait Islander Education, Strategy and Consultation as a new ex-officio member of Senate.
- Thank you to Professor Kevin Dunn; a temporary departure from the Senate member role of Dean, School of Social Sciences and Psychology (SSaP), and congratulations to Professor Brian Stout, as Acting Dean of SSaP and an ex-officio member of Senate.
- Welcome to Professor Kevin Dunn as Pro Vice-Chancellor Research, for a 12-month term.
- Welcome to Mr Pete Maggs, Director of Library Services, as a new ex-officio member of Senate.
- Ms Ellen Brackenreg, Executive Director, Student Services – *Item 3.5 Respect Now Always Project Report*.
- Ms Leanne Smith, Director and Mr John Della Bosca, Associate Director of the Whitlam Institute – *Item 3.7 Whitlam Institute*.
- Mr Kerry Holling, Chief Information & Digital Officer, Information Technology and Digital Services – *Item 3.8 Cyber Security*.
- Dr Shantala Mohan, Director, Research Impact and Integrity (REDI) – *Item 3.9.1 Ethics Review*.
- Mr Steve Hannan, Executive Director (REDI) - *Item 3.9.2 ERA*.
- Mr Grant Murray, Student Voice Officer, Student Representation and Participation, attending as an observer.
- Mr Matthew Bojanic, member of the Student Representative Council, attending as an observer.

At the time of writing, apologies had been received from: Professor Barney Glover, Professor Annemarie Hennessy, Professor Deborah Hatcher, Professor Kevin Bell, Associate Professor Surendra Shrestha and Ms Taurai Moyo.

## ☆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
- 3.4 Admissions: Philosophy and Methodology
- 3.5 Respect Now Always Project Report
- 3.6 Charter on Academic Freedom
- 3.7 Whitlam Institute
- 3.8 Cyber Security
- 3.9.1 Ethics Review
- 3.9.2 Era Update

### **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

**AS19/04-1.6**

Page 001

Unconfirmed minutes of the Academic Senate meeting held on 21 June 2019 are appended.

### **It is recommended:**

*That Academic Senate confirms the minutes of the Senate meeting held on 21 June 2019, as an accurate record.*

## ☆1.7 ACTION SHEET FROM LAST MEETING

**AS19/04-1.7**

Page 015

To assist members with monitoring the work of the Academic Senate, an action sheet from the previous meeting is appended with many actions complete.

## **2 BUSINESS ARISING**

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Items of business arising not covered elsewhere in the agenda are included in this section for noting and/or approval:

### **2.1 MY VOICE REPORT**

**AS19/04-2.1**

Page 017

A progress report on actions surrounding the MyVoice survey response is appended, prepared by Renae Dean, Project Officer, and Kay Hemsall, Associate Director, Talent and Leadership Development.

For Noting.

## **3 GENERAL BUSINESS**

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### **☆ 3.1 REPORT FROM THE CHAIR**

**AS19/04-3.1**

**Late paper**

A written report from the Chair covering activities undertaken on behalf of the Senate since 21 June will be provided as a late paper. The Chair will provide an update on any recent developments and will answer any questions in relation to the report. The Chair's report to the 7 August meeting of the Board of Trustees, will be appended to the late paper.

### **☆ 3.2 REPORT FROM THE VICE-CHANCELLOR**

**AS19/04-3.2**

Page 023

The Vice-Chancellor's Report is appended. Professor Scott Holmes will speak to the Vice-Chancellor's Report.

### **3.3 STUDENT REPORT**

**AS19/04-3.3**

Page 037

A report compiled by the student representatives of Senate will be provided at each meeting of Senate for noting.

### **☆ 3.4 ADMISSIONS: PHILOSOPHY AND METHODOLOGY**

Ms Robyn Causley, Director, Student Administration will provide a presentation on the Admissions process and methodology used, for comparability between different qualifications and experiences, and consistency across all applications.

### **☆ 3.5 RESPECT NOW ALWAYS PROJECT REPORT**

**AS19/04-3.5**

Page 040

Ms Ellen Brackenreg, Executive Director, Student Services will be present to speak to the report on key initiatives undertaken by Western Sydney University in response to the Australian Human Rights Commission (AHRC) National Report on Student Sexual Assault and Harassment 'Change the Course' ("the Report").

☆ **3.6 CHARTER ON ACADEMIC FREEDOM**

**AS19/04-3.6**

Page 045

Following feedback received on the *Draft Ethical Framework for University Governance* document, a Charter on Academic Freedom has been created. Draft document attached.

For discussion.

**It is recommended:**

*That Academic Senate endorses the Draft Statement on Academic Freedom.*

☆ **3.7 WHITLAM INSTITUTE**

Ms Leanne Smith, Director, Whitlam Institute, will brief Senate members on the portfolio of work at the Whitlam Institute.

☆ **3.8 CYBER SECURITY**

Mr Kerry Holling, Chief Information & Digital Officer, Information Technology and Digital Services, will brief Senate members on the implications and exposure of data in a recent cyber security attack on another institution.

☆ **3.9 RESEARCH**

**3.9.1 Ethics Review**

Dr Shantala Mohan, Director, Research Impact and Integrity (REDI), will provide an update on the Ethics Review.

**3.9.2 ERA Update**

Following the June meeting presentation, Mr Steve Hannan, Executive Director (REDI) will provide a follow-up presentation update on Excellence in Research for Australia (ERA).

**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 met on 16 May and scheduled to meet on 14 August 2019.

ACADEMIC POLICIES	
<i>Assessment Policy</i>	A substantially revised and retitled <i>Assessment Policy</i> was discussed at the 30 July Assessment Committee meeting. An updated version of the Policy was provided to the 14 August APAG meeting for agreement to progress through the consultation and approval process.

<p><i>New Curriculum Design and Approvals Policy</i></p>	<p>The final Course Design Principles, to facilitate the drafting of the new <i>Course Design Policy</i> were discussed at the 12 March meeting of the Education Committee and endorsed at the 2 April meeting of APCAC. These principles provide the basis for the new <i>Curriculum Design and Approvals Policy</i>, scheduled to be provided to the December 2019 Senate for consideration. A proposal to reposition and rename the Policy, Governance and Regulatory Requirements Sub-Group currently reporting to the 21C Implementation Advisory Group (IAG) to become the Curriculum Design and Approvals Policy Working Party of APAG was provided to the 14 August meeting of APAG.</p>
<p><i>Disruption to Studies Policy (renamed Special Consideration Policy)</i></p>	<p>The publication and implementation of this policy is stalled awaiting the implementation of interim strategies for the e-Forms project, expected by mid-2019. A review of the approved Policy to ensure terminology is updated before publishing is underway. The revised version of the Policy and Procedures was provided to the 14 August meeting of APAG for agreement to progress through the consultation and approval process.</p>
<p><i>Enrolment Policy – Withdrawal without academic penalty</i></p>	<p>Issues relating to Withdrawal without Academic Penalty applications for practicums were advised by the University Complaints Resolution Manager and discussed at the February and May meetings of APAG. The revised policy was noted at the 22 July 2019 meeting of the University Executive Committee, and will be released on the Policy DDS Bulletin Board in mid-August once the previous updated version of the Enrolment Policy has been published, and will then be considered at the 1 October meeting of the Education Committee.</p>
<p><i>Examinations Policy</i></p>	<p>Following discussions with Audit and Risk around exam collection it was considered that it would be beneficial for the responsibility for the collection of examination papers to be specified in the <i>Examinations Policy and Procedures</i>. Proposed amendments were discussed at the 16 May 2019 meeting of APAG where it was agreed to progress the revised Policy through the consultation and approval process.</p>
<p><i>Foundations of University Learning and Teaching Program Policy</i></p>	<p>At the 14 February meeting of APAG members discussed a substantially revised and renamed <i>Professional Development in Learning and Teaching Policy</i>. Further consultation from HR was sought, with HR noting that they will ensure the <i>Professional Development Policy</i> aligns with this policy as part of the upcoming review of the <i>Professional Development Policy</i>. The revised <i>Professional Development in Learning and Teaching Policy</i> will be circulated to Deans and Deputy Deans for preliminary feedback in mid-August 2019, with a view to an updated version of this policy being provided to Executive Committee on 2 September for noting.</p>
<p><i>Revised Learning Technologies Policy Paper</i></p>	<p>A draft revised <i>Learning Technologies Policy</i>, discussed at the 17 October 2018 APAG meeting, was noted at the 4 March 2019 meeting of the University Executive Committee, released on the Policy DDS Bulletin Board from 11 April to 6 May, and was endorsed at the 25 June meeting of the Education Committee. The final version is now submitted to the Academic Senate for approval at item 3.10.2.</p>

<i>Revised and Renamed Lecture Recording Policy</i>	The revised and renamed <i>Multimedia Production and Use Policy</i> , developed by LaTTe, has been discussed at APAG and Assessment Committee, provided to Deans for preliminary comment and discussed at the 4 March and subsequently noted at the 15 April meetings of the University Executive Committee. The substantially revised and renamed policy was released on the Policy DDS Bulletin Board for comment from 8 to 23 May. It was considered at the 25 June meeting of the Education Committee where further work was requested before it is resubmitted to the 27 August meeting of the Education Committee meeting for consideration. The Multimedia Policy, once endorsed by Education Committee, can then progress to the 18 October Senate.
<i>Progression and Unsatisfactory Academic Progress</i>	The substantially revised and renamed <i>Progression Policy</i> was endorsed at the 7 March 2017 meeting of Education Committee. Associated process and system work has commenced to facilitate the successful implementation of the revised Policy, which will be provided for consideration of Senate when implementation timelines are confirmed. Given how much time has passed awaiting various systems developments to enable implementation before this is progressed it to Executive and Senate, a small group of will review the policy for consideration at the 14 August APAG meeting.
<i>New Surveys Policy</i>	A proposed new <i>Surveys Policy</i> has been discussed at APAG, provided to Deans, Directors and Deputy Deans for initial comments and discussed with The Student Experience Office. A revised version will be returned to APAG for consideration.
<i>Student Placement Policy</i>	A working group of APAG has completed the full review of this policy, with broad consultation as part of the process and discussed at the 14 February APAG. An updated version was provided for comment to the 13 May 2019 University Executive Committee. It was noted that further consultation with the Deans is required and the revised policy will then need to return to Executive Committee for noting. This revised will then be released on the Policy DDS Bulletin Board for broad comment.
<i>Student International Mobility Policy</i>	Following recommendations from an audit review, a draft proposed new Academic Senate approved <i>Student International Mobility Policy</i> was provided to the 10 September Executive Committee for comment and discussed at the 17 October 2018 meeting of APAG. The latest version was provided to the 19 March 2019 meeting of the Research Studies Committee and placed on the Policy DDS in March for broad University comment. Feedback from these two sources has been incorporated into a revised version of the Policy, which will be provided to the 15 August Research Committee and 27 August 2019 Education Committee for endorsement.

University Medals and Deans Medals provisions ( <i>Graduations Policy</i> )	A working group of APAG and a sub-group of the Research Studies Committee have been reviewing Dean's medal provisions and University Medal provisions respectively. Draft initial updates to the Graduations Policy were discussed at the 14 February and 16 May meetings of APAG. Preliminary feedback was sought from Deans and Deputy Deans from 2 July 2019 to 26 July 2019. An updated version of the policy was provided to the 14 August APAG for discussion before progressing the revised Policy through the consultation and approval process.
<i>Course Transfer Policy</i>	The <i>Course Transfer Policy</i> had progressed through 23 May 2018 APAG, 13 August 2018 Executive Committee and 12 March 2019 Senate Education and was presented for endorsement to the 12 April meeting of Senate. Issues were raised on behalf of the School of Science & Health and the policy was referred back to APAG. A response from the Director, Student Administration addressing the issues raised will be considered by the 14 August meeting of APAG.
<b>NON-ACADEMIC POLICIES – for APAG advice only</b>	
<i>Scholarships for Undergraduate Policy</i>	A draft revised version of this VC approved policy was provided for discussion at the 15 August 2018 APAG meeting. The proposed changes to the approval process for Scholarships were not supported and these changes have not been progressed. This Policy has been reviewed by the Office of the Vice-President, People and Advancement, with approval escalated from the Chief Student Experience Officer, due to the inclusion of Donor funded Scholarships managed by the Office of Advancement, which does not fall under the Student Experience Office. A revised version of this policy will be progressed by the Office of Student Administration through the consultation and approval process.
<i>Student Misconduct Rule and Student Code of Conduct</i>	The review of the <i>Student Misconduct Rule</i> (due 1 September 2016 – Board of Trustees approved Policy/Rule) has been progressed and the separate but related Student Code of Conduct (due 25 July 2011 – Vice-Chancellor approved Policy). Feedback was sought from members of APAG at the 16 May 2019 meeting. The revised Policy/Rule was progressed to the Executive Committee (EC) meeting on Monday 24 June 2019, and progressed to the Senate Education Committee on 25 June 2019 for information/noting. The next stage is for OGS to consult with the Student Representative Council submit the policy for approval.

### 3.10.2 Learning Technologies Policy

**AS19/04-3.10.2**

Page 046

A draft revised *Learning Technologies Policy*, updated in conjunction with the *Lecture Recording Policy*, to reflect current terminology and learning technology principles was developed at the 14 June 2018 meeting of LaTTe and the Learning Management System Guidelines created. The policy and guidelines were discussed at the 17 October 2018 meeting of APAG with comments and suggestions provided. Preliminary feedback was sought from Deans, Deputy Deans and Institute Directors in December 2018 and updated versions provided to the 4 March 2019 Executive Committee meeting. Education Committee endorsed the revised version of the *Learning Technologies Policy* at the 25 June 2019 meeting and recommends it to Academic Senate for approval.

**It is recommended:**

*That Academic Senate approves the revised version of the Learning Technologies Policy from the date of approval.*

**3.10.3 Student Misconduct Rule**

**AS19/04-3.10.3**

Page 053

The Student Misconduct Rule has undergone review as required as part of the normal University policy review schedule, but has also been carried out primarily to create process efficiency and consistency in decision-making for those who administer the Rule. Additionally, other drafting changes make some provisions clearer, correct title changes and address typographical errors.

**It is recommended:**

*That Academic Senate approves the proposed changes to the Student Misconduct Rule, to take effect from 1 January 2020.*

Members are invited to submit expressions of interest in contributing to the review of particular academic policies, please submit these to Ms Allyson McDonald, Executive Governance Officer at a.mcdonald@westernsydney.edu.au.

**3.11 AWARDS OF THE UNIVERSITY MEDAL AND POSTHUMOUS AWARDS**

At this meeting of Senate, no University Medals or Posthumous Awards are required to be noted.

**3.12 APPROVAL OF SCHOLARSHIPS**

**University Funded Scholarship**

**AS19/04-3.12**

Page 107

Academic Senate is requested to consider the following proposals for a new University funded scholarship, prepared by the School of Medicine:

**School of Medicine Rural Scholarship**

This new scholarship is intended for students who are enrolled full-time in Year 1 of the Doctor of Medicine. Applicants must have lived in an *Australian Statistical Geography Standard-Remoteness Area* for a period of time, and must be able to demonstrate a commitment to rural medicine through past experiences and future aspirations. This scholarship has been endorsed by Mr Angelo Kourtis, Vice-President (People and Advancement).

**It is recommended:**

*That Academic Senate approves the following proposed University funded scholarship:*

- *School of Medicine Rural 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**

**AS19/04-4.1**

Page 110

The Senate Executive Committee met face to face on 17 June, and conducted electronic meetings between 1-4 July and 11-15 July 2019 – minutes and reports appended.

**It is recommended:**

*That Academic Senate notes the minutes of the face to face meeting held on 17 June, and electronic meetings between 1-4 July and 11-15 July 2019 of the Senate Executive Committee.*

### **4.2 RESEARCH COMMITTEE**

**AS19/04-4.2**

Page 115

The Research Committee met on 9 July 2019 – minutes appended.

**It is recommended:**

*That Academic Senate notes the minutes of the meeting held on 9 July 2019 of the Research Committee.*

### **4.3 RESEARCH STUDIES COMMITTEE**

**AS19/04-4.3**

Page 120

The Research Studies Committee met on 18 June and 16 July 2019 – minutes appended.

**It is recommended:**

*That Academic Senate notes the minutes of the meetings held on 18 June and 16 July 2019 of the Research Studies Committee.*

### **4.4 EDUCATION COMMITTEE**

**AS19/04-4.4**

Page 138

The Education Committee met on 25 June 2019 – minutes appended.

**It is recommended:**

*That Academic Senate notes the minutes of the meeting held on 25 June 2019 of the Education Committee.*

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

**AS19/04-4.5**

**Late paper**

The Academic Planning and Courses Approvals Committee (APCAC) met on 2 July and 6 August 2019 – the combined report will be provided as a late paper.

**It is recommended:**

*That Academic Senate notes the report of the Academic Planning and Courses Approvals Committee meetings held on 2 July and 6 August 2019, and approve the recommendations contained therein.*

#### **4.6 ASSESSMENT COMMITTEE**

**AS19/04-4.6**

Page 146

The Assessment Committee met on 30 July 2019 – minutes appended.

**It is recommended:**

*That Academic Senate notes the minutes of the meeting held on 30 July 2019 of the Assessment Committee.*

#### **4.7 THE COLLEGE ACADEMIC PATHWAY PROGRAM COMMITTEE**

**AS19/04-4.7**

Page 152

The College Academic Pathway Program Committee met face to face on 30 May and 4 July, and held electronic meetings on 13-18 June 2019, minutes appended.

**It is recommended:**

*That Academic Senate notes the minutes of the College Academic Pathway Program Committee face to face meeting held on 30 May and 4 July, and electronic meetings on 13-18 June 2019.*

#### **4.8 BOARD OF TRUSTEES**

The next meeting of the Board of Trustees is scheduled for 16 October 2019. 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](https://www.westernsydney.edu.au/about_uws/leadership/board_of_trustees/board_meetings)

### **5 FOR INFORMATION**

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No items.

### **6 NEXT MEETING**

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The next Academic Senate meeting is arranged for **Friday 18 October 2019, Building L2, Room G.30, Hawkesbury campus.**

Remaining meeting dates for 2019 are as follows:

- 18 October
- 6 December

Meeting dates for 2020 are as follows:

- 21 February
- 17 April
- 19 June
- 14 August
- 16 October
- 4 December

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