

# ACADEMIC SENATE

Circulated: 6 December 2019

Confirmed Minutes of Meeting 19/05 of the Academic Senate of Western Sydney University held on Friday 18 October 2019 at 9:30AM, in Building L2 Room G.30 Hawkesbury campus.

## **Present:**

Associate Professor Alpha Possamai-Inesedy (Chair)

Dr Elfriede Sangkuhl (Deputy Chair)

Professor Janice Aldrich-Wright

Associate Professor Simon Bedford

Professor Kevin Bell

Ms Tegan Bergan

Associate Professor Matthias Boer

Ms Robyn Causley

Professor Kevin Daly

Dr Martin Daly

Professor Kevin Dunn

Associate Professor Susanne Gannon

Professor Barney Glover (VC)

Ms Hollie Hammond

Professor Peter Hutchings

Professor Paul James

Dr Anne Jamison

Associate Professor Slade Jensen

Professor Denise Kirkpatrick

Associate Professor Khoa Le

Mr Pete Maggs

Dr Ludmilla Robinson

Professor Yenna Salamonsen

Associate Professor Surendra Shrestha

Professor Simeon Simoff

Professor Michele Simons

Professor Caroline Smith

Professor Brian Stout

Professor Deborah Sweeney

Dr Caterina Tannous

Professor Linda Taylor

Dr Steven Trankle

Professor Michelle Trudgett

Dr Katina Zammit

## **In attendance:**

Mr Daniel Bonatti

Ms Ellen Brackenreg

Ms Sophie Buck

Ms Elisa Cristallo

Ms Angela MacDonald (Minutes)

Ms Hannah McLean

Ms Desiree Mulley

Ms Emily Preval

## **Apologies:**

Ms Rosina Armstrong-Mensah

Professor Simon Barrie

Professor Anna Cody

Dr Kathleen Dixon

Professor Deborah Hatcher

Professor Annemarie Hennessy

Professor Gregory Kolt

Professor Amir Mahmood

Dr Edward Mariyani-Squire

Associate Professor Jane Mears

Ms Taurai Moyo

Dr Nicolene Murdoch

Associate Professor Christopher Peterson

Associate Professor Alpana Roy

Professor Zhong Tao

## **Absent:**

Mr Michael Burgess

*Quorum attained at 9:30am.*

# 1 PROCEDURAL MATTERS

---

## ☆1.1 INTRODUCTION, WELCOME, AND APOLOGIES

The Chair of Academic Senate, Associate Professor Alphia Possamai-Inesedy, chaired the meeting. The Chair welcomed all members and attendees, with a specific mention to:

- Farewell to Professor Scott Holmes, Senior Deputy Vice-Chancellor, with acknowledgment to Professor Holmes' significant contributions to the University's research profile and development initiatives.
- Welcome to Senate members moving in to acting arrangements; Professor Denise Kirkpatrick as Acting Senior Deputy Vice-Chancellor, Professor Simon Barrie as Acting Deputy Vice-Chancellor (Academic), and Associate Professor Simon Bedford as Acting Pro Vice-Chancellor (Learning Futures).
- Farewell to Associate Professor Paola Escudero as a member of Senate, with congratulations in order for her promotion to Professor (Level E) effective from 1 January 2020. The position representing University Research Institutes will be filled in due course.
- Congratulations to Senate members appointed to the role of Pro Vice-Chancellor for clusters in the new academic structure: Distinguished Professor Annemarie Hennessy AM, Pro Vice-Chancellor (Health and Medicine), and Professor Peter Hutchings, Pro Vice-Chancellor (Humanities, Arts and Social Sciences). Professor Kate Stevens – STEM cluster.
- Welcome to Ms Ellen Brackenreg, Executive Director, Student Services.
- Welcome to Mr Daniel Bonatti from the Student Representative Council.
- Congratulations to Student Senate representative Ms Hollie Hammond on the arrival of baby Scarlet, both joining the meeting today.

## ☆ 1.2 DECLARATIONS OF INTEREST

No declarations of interest were reported.

## ☆1.3 STARRING OF ITEMS

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

- 3.1 Report from the Chair
- 3.2 Report from the Vice-Chancellor
- 3.4 Senate Review Working Group
- 3.5 Charter on Academic Freedom
- 3.6 Code of Conduct
- 3.7 The Indigenous Strategy
- 3.8 Research – Master of Research (MRes) Update
- 3.9.1 Hot Topic - Postgraduate Student Completion of Placements

Members requested the following items be also starred for discussion:

- 3.3 Student Report
- 3.10.3 Multimedia Production and Use Policy
- 3.10.4 Enrolment Policy

### **It was resolved AS19:05/01:**

*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 requested.

#### ☆1.5 OTHER BUSINESS

No other business was requested.

#### ☆1.6 MINUTES OF THE PREVIOUS MEETING

Unconfirmed minutes of the Academic Senate meeting held on 16 August 2019 were appended.

**It was resolved AS19:05/02:**

*That Academic Senate confirms the minutes of the Senate meeting held on 16 August 2019, 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 the previous meeting was appended for information.

## 2 BUSINESS ARISING

---

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

### 2.1 WORKING PARTY REPORT - INCONSISTENCIES IN ADVANCED COURSES

A working party led by Dr Elfriede Sangkuhl, was established to address the inconsistencies identified regarding Advanced Courses (Dean's Scholars and Academy Courses) ('Advanced Courses') relating to admission requirements and the minimum ongoing Grade Point Average (GPA).

**It was resolved AS19:05/03:**

*That Academic Senate notes the report and recommendations of the Working Group assembled to address issues around Advanced Courses.*

## 3 GENERAL BUSINESS

---

### ☆ 3.1 REPORT FROM THE CHAIR

A written report from the Chair covering activities undertaken on behalf of the Senate since 16 August. The Chair's report to the 9 October meeting of the Board of Trustees, was also appended.

The Chair highlighted several key points within the report:

- The Senate Review Working Group has met several times, more recently to discuss the membership mapping and revisions to the committee's Terms of Reference. A report responding to the external Review recommendations will be provided to the December meeting of Senate.
- Following attendance at a recent event with the Honourable Robert French AC on the French Code, a revised Charter of Academic Freedom returns to Academic Senate for endorsement at *Item 3.5*.
- The Chair continues to meet regularly with Mr Aman Chand Director, Audit and Risk, more recently to develop a matrix to connect to the Higher Education Standards Framework to the work of Senate.

The Chair invited Chairs from two Senate standing committees to provide a brief summary on their current items of focus:

- **Senate Research Committee**, Professor Deborah Sweeney, Deputy Vice-Chancellor and Vice President (Research & Innovation) – At the last meeting of the Research Committee, Professor Sharon Bell, Pro Vice-Chancellor (Strategy and Planning) provided an update on the next strategic plan, and Professor Kevin Dunn spoke to international rankings. The committee continues to focus on quality, specifically in relation to Excellence in Research for Australia (ERA) with the next round in 2023. Institutes and Schools operational research plans are looked at on a six-month basis, with a focus on achievements, plans and processes, and how we might share best practices. Professor Sweeney concluded with a reminder to members on Research week, commencing at the university week beginning 21 November.
- **Academic Planning and Courses Approvals Committee (APCAC)**, Professor Denise Kirkpatrick, Acting Senior Deputy Vice-Chancellor – The committee continues to focus on new and revised units and courses. Professor Kirkpatrick wished to highlight the report for noting at Item 2.1, with thanks extended to Dr Elfriede Sangkuhl who led the working group on addressing inconsistencies regarding Advanced Course admission requirements. This report is a good representation of alignment with its Terms of Reference. The 21C project continues to impact the flow of work through APCAC, revisions to courses and units will continue, there will also be a number of withdrawal of units and programs. Lastly, the work of APCAC has linkage to policy changes and development, ensuring adherence to policy is reflected in the items coming through APCAC. Procedures are expected to be streamlined, specifically in response to TEQSA and the academic restructure. Analysis on best governance structures will continue, to ensure quality assurance and efficiencies are in place, to deliver timely outcomes.

The Chair thanked the respective chairs.

### ☆ 3.2 REPORT FROM THE VICE-CHANCELLOR

The Vice-Chancellor's Report was appended. The Vice-Chancellor directed members to several items within the report. Highlights from the Vice-Chancellor's Report included:

- The universities response to current challenges relating to China and the Australian Government. A presentation has been made to the Board of Trustees on the topic of such influences, and impacts these relationships and collaborations. Simultaneously the Commonwealth has announced a Foreign Interference Taskforce to provide better protection for universities against foreign interference.
- At Western we are not highly dependent on one market in comparison to other institutions. This is contrary to the ongoing public narrative on Universities' dependency on China for International student enrolment.
- The Rosetta Stone program with linkage to the School of Education, is a great example of twelve-year partnership with the objective of teaching Mandarin in NSW schools. University Institutes such as NICM represent robust participation with Chinese medicine and research.
- Attention continues to be placed on cyber security following the Australian National University (ANU) attack, with ANU recently releasing a detailed report on this event.
- The Vice-Chancellor highlighted the code of Conduct as an important document for all staff to engage with, in addition, its relevance to the model code on free speech and academic freedom.
- The heritage and restoration work recently completed on the Hawkesbury campus will be officially opened on 18 November.

- The newest decadal strategy will soon be launched at the Peter Shergold building, Parramatta City campus. The Caddens Corner development has commenced as part of the University's Western Growth strategy.
- The Times Higher Education rankings see Western move up to number 286, with recognition extended to the quality of our researching and teaching.
- We also continue to do well in the gender equity space with the SAGE project recently gaining a Bronze award.
- Western has acquired re-registration with CRICOS, this seven-year extension is worth noting.
- Lastly the Vice-Chancellor wished to echo the sentiments of the Chair; in thanking Professor Scott Holmes as Senior Deputy Vice-Chancellor for his support during the restructure, leading the School of Business through their move to IPSQ and associated curriculum challenges.

Feedback from members centred on two specific topics:

- The progress of performance based funding in 2020 – In response; all universities will receive an allocation, with \$3.63million allocated to Western. Our graduate employability is a focus for development, Mr Angelo Kourtis, Vice-President (People and Advancement) and Mr Chris Youness, Director of Employability and Graduate Success are looking at initiatives to improve the employability statistics. Initiatives in Work Integrated Learning and the work of the 21C project in Partnership Pedagogy, aim to allow for an experience of the work environment with an aim to secure employment. Lastly, we have seen great improvement in the low socio-economic and other equity groups performance.
- Cyber security prevention measures - In response; the Vice-Chancellor stated regular reporting occurs to Audit and Risk via the Board of Trustees. Mr Kerry Holling, Chief Information and Digital Officer also reports on the University's strategy regularly. The Commonwealth has concerns equally on this, our responsibility in prevention management is nationally significant. An online training module will soon be communicated to staff to limit the university's exposure to phishing attacks.

### ☆ 3.3 STUDENT REPORT

A report compiled by the student representatives of Senate will be provided at each meeting of Senate for noting. The report was provided as a late paper for action and noting. Senate members requested the item be starred; to highlight and commend the work of the Student Representative Council, and to draw attention to concerns raised on online lectures with liaison to occur with Professor Kevin Bell, Pro Vice-Chancellor (Digital Futures).

### ☆ 3.4 SENATE REVIEW WORKING GROUP

The Senate Review Working Group met on 11 September and conducted an electronic meeting in early October. The working group has recently endorsed a proposal on membership mapping across Senate and its standing committees, with alignment to recommendations derived from the external Review of Senate. The membership proposals and progress on the Senate Review recommendations was appended.

The Chair extended thanks to the members of the working group, with membership consisting of; the Chair of Senate as Chair of the working group, Professor Denise Kirkpatrick, Professor Deborah Sweeney, Dr Elfriede Sangkuhl, Dr Anne Jamison, Ms Sophie Buck, Ms Tegan Bergan and Ms Hollie Hammond. The Chair provided a summary of the membership proposals to Senate members, with detail on the key changes to the current model:

- The introduction of a Deputy Chair to selected standing committees of Senate. This position nomination, chosen from elected members of Academic Senate, will go to Senate Executive for approval. With the exception of the Academic Planning and Courses Approvals Committee (APCAC), the Chair of Senate is proposed to be the Deputy Chair.
- In regards to APCAC, in place of a Deputy Dean from each school, it is proposed that three Deputy Deans (one from each cluster), are rotated annually to ensure there is communication and representation across the disciplines.
- The Pro Vice-Chancellor, Aboriginal and Torres Strait Islander Education, Strategy and Consultation (or nominee) has been added to the Senate Research Committee membership.
- The Senate Education Committee will have Associate Deans, whereas the Senate Assessment Committee will have Directors of Academic Program (DAPs).
- An increase to ex-officio members on Senate by incorporating the three Pro Vice-Chancellor Cluster positions. It is important to note; although an increase in positions, two members already exist on Senate in their capacity as Deans of School – thus resulting in an increase by just one person.
- An increase of student positions from four to seven; an Aboriginal and Torres Strait Islander student, an International student, and a student representing Disability matters.
- Three appointed members (student or staff) nominated by the Vice-Chancellor, one of which will include a Gender and Equity representative.

Members provided feedback to the specific proposals as follows:

#### **Senate Assessment Committee**

- The proposal to add DAPs is an effective way of developing leadership, this should be commended.

#### **Senate Education Committee**

- Members made specific reference on the inclusion of Associate Deans, as not all schools will have this position following the academic restructure. In response it is proposed to be an equivalent position within the school.

#### **APCAC**

- Concerns were raised on the proposal for three Deputy Deans to represent a cluster, and whether effective representation across all schools would occur. Additionally, an increase to workload is expected and concerns that the voices of individual schools may not be heard. In response, this has been proposed to encourage greater communications and crossover with the cluster representation. Following this feedback, it was suggested that the Chair, Professor Kirkpatrick and Dr Katina Zammit discuss the issue offline.

#### **Research Committee and Research Studies Committee**

- As before, concerns were raised on the proposal for three Deputy Deans to represent a cluster in the Research Committee, whereas the Research Studies Committee has full representation of the Associate Deans, encompassing all schools.

Lastly, general feedback was received on the models included and whether consideration had been given to introducing Academic Course Advisors (ACAs) to committee membership, an increasing opportunity for leadership development. In response, this was considered via nomination of the Dean of School. The Chair added there is an opportunity for ACAs to be involved, specifically in Senate. The overall objective of this modelling is to address the recommendations raised by the external review of Senate and the overlapping and replication, particularly in the Senate Assessment and Education Committee.

In conclusion, the Chair will undertake further consultation with the Senate Review Working Group to refine and capture this feedback, specifically on revisions required to the Research Committee proposal. The new models will be reviewed after one year to ensure we are addressing the review recommendations. Further feedback was requested to be directed to the Chair.

**It was resolved AS19:05/04:**

*That Academic Senate notes the progress of the Senate Review Working Group, and approves the proposed mapping of committee membership for Academic Senate, APCAC, Senate Education, Senate Assessment and Research Studies Committees.*

☆ **3.5 CHARTER OF ACADEMIC FREEDOM**

Following member feedback, a revised charter of academic freedom was appended for further discussion. The Chair provided a brief update on its origin and iterations. Feedback was received from members on refining several parts to the statement, the charter was commended for its simpleness, with acknowledgment given to its ability to connect to and stand independently beside the Code of Conduct.

**Action item:**

The Chair to submit the revised Charter to the Executive Committee for feedback, before progressing the Charter to the Board of Trustees.

**It was resolved AS19:05/05:**

*That Academic Senate endorses the Charter of Academic Freedom and recommends it progress to the University's Executive Committee.*

☆ **3.6 CODE OF CONDUCT**

The revised Code of Conduct policy was provided to Senate members to seek endorsement of the changes, and for progression to the University's Board of Trustees.

Ms Sophie Buck, Director, Governance Services, provided a summary for members on its progression to Senate, given the developments on Academic policy and freedom of enquiry the review was timely. A working group was established for the drafting of changes.

The Code of Conduct is a Board approved Policy, it is expected to progress to the Board of Trustees December meeting for final approval under delegation. The Code of Conduct Policy is intended to connect to the Charter of Academic Freedom and the Ethical Framework document, equally contributing to implementation of the French Code principles within the Western Sydney University Board of Trustees Statement on Academic Freedom and Freedom of Speech.

One comment was received on a revision to wording with the addition of; "in accordance with the law" in paragraph 9, Page 71 of the combined papers.

**Action item:**

Following the above mentioned revision, the Code of Conduct Policy is to progress to the Board of Trustees for approval.

**It was resolved AS19:05/06:**

*That Academic Senate endorses for approval by the Board of Trustees, the revised Code of Conduct, to take effect from 1 January 2020.*

### ☆ 3.7 THE INDIGENOUS STRATEGY

Professor Michelle Trudgett, Pro Vice-Chancellor Aboriginal and Torres Strait Islander (ATSI) Education, Strategy and Consultation provided a PowerPoint presentation on the Indigenous Strategy.

Key points of the presentation included:

- A significant strategic document to guide the Indigenous Education, Research, Employment and Engagement space at WSU over the next four years, ensuring everyone has an opportunity to contribute.
- Initiatives seek to increase the numbers of Indigenous people participating in higher education, the engagement of non-Indigenous people with Indigenous knowledge, culture and educational approaches; and improve the University environment for Indigenous people.
- A number of roadshows have occurred to promote the Indigenous strategy, the presentation to Senate being number 17 of 23 planned events.
- One of the pillars for improved community engagement, are plans to establish an indigenous alumni network.
- The proposed establishment of a signature landmark building for Indigenous Education purposes forms part of the strategy.
- ATSI membership is recommended across all senior university committees in order to promote leadership opportunities. The establishment of two positions to lead the implementation of the Indigenous Graduate Attributes across the university, and the creation of a suite of Early Career positions (Level A/B) across the University.

The Chair thanked Professor Trudgett for her presentation and recommended any feedback be provided to the mailbox: [IndigenousStrategy@westernsydney.edu.au](mailto:IndigenousStrategy@westernsydney.edu.au).

#### **Action item:**

The Secretary to circulate the presentation slides to member's post meeting.

### ☆ 3.8 RESEARCH – MASTER OF RESEARCH (MRes) UPDATE

Professor Caroline Smith, Dean Graduate Research School, provided a presentation update on the progress of the MRes review, a summary paper was also provided to members.

Professor Caroline Smith provided review statistics on student progression and satisfaction, most notable being the positive statistics on students meeting PhD milestones and a strong conversion rate in to graduates applying for a PhD admission. Following the MRes review, several key challenges were identified; more disciplinary content in core and elective units, greater embeddedness across Schools and Institutes, Admissions processing, and considerations on future growth.

A two-stage hybrid model has been identified as the response to improvements required. Stage one will see disciplinary teaching support sought from Schools and Institutes, a working group will be established to review block mode delivery, and service improvements will continue. In stage two it is expected there will be an increase Cluster/School/Institute ownership of MRes once the restructure is complete.

Members provided feedback on the review findings; The School of Education had a prior unit named 'Fields of Research' which worked well even though numbers were low. Since its departure there is a gap, students now select from a range offered by a Director of Academic Program, where there can be many different cohorts in an elective - it is tricky to cater to the broad range of needs. The numbers in the School of Education are increasing each session, there are concerns over the readiness of international students, and equally, meeting the student experience and quality expectations.

The School of Science and Health is working with a model based on Macquarie University, although this is not working for the school. The Chair suggested Professor Janice Aldrich-Wright and Professor Caroline Smith liaise offline on this. Further liaison and discussion was also recommended at the PVC Cluster level.

The Chair concluded on the progression of MRes; following the add-on Honours no longer being offered, and it moving to a two-year degree with 21C program units, the intention is to connect to employment opportunities and ground the student in their own disciplinary work. The Chair requested regular updates from Professor Smith to Senate.

### ☆ 3.9 HOT TOPICS

In response to the recent Senate Review Report recommendations, Senate members have the opportunity to submit a 'Hot Topic' for discussion prior to each meeting of Senate.

#### **3.9.1 Postgraduate Student Completion of Placements**

Dr Martin Daly, Lecturer in Psychology, School of Social Sciences and Psychology, provided a paper for discussion on Postgraduate psychology students unable to complete their placements due to issues that have arisen *during* the placement. Common examples of not meeting fitness for practice include students failing to meet ethical practice requirements due to taking on too large a workload, being triggered or otherwise adversely affected by exposure to client stories and distress, and other mental health concerns.

Questions were raised on how we develop the fitness for practice requirements during the degree, with the current grades considered too restrictive.

Ms Ellen Brackenreg, Executive Director, Student Services, was present to provide background and context to the issues raised. There was agreement that a panel is needed, perhaps at cluster level. Following further discussion between Senate members, it was later recommended to be an overarching framework and policy applicable to all schools, rather than a school specific response. It needs to meet our legal requirements, which also requires a university-wide approach.

Members queried our inability to remove a student in an unsuitable course or degree. In regards to Special Requirements on units, the Enrolments Policy allows this to be placed on course, unit and person level – it can be placed on/off on the student at any time.

#### **Action item:**

The Chair of Academic Senate recommended Dr Martin Daly to establish and chair a working group on this topic. Other participatory groups should include representatives from previous working groups on; Fitness to Practice, Inherent Requirements and the Medial Assistance Policy. Dr Daly is to report back to Academic Senate and the Senate Education Committee.

### **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) are listed below. APAG met on 14 August 2019.

ACADEMIC POLICIES	
<i>Assessment Policy</i>	A substantially revised and retitled Assessment Policy was discussed at the 30 July Assessment Committee meeting. An updated version of the Policy was provided to the 14 August APAG meeting. Collated feedback from members has been sent back to Kevin Bell for further work before it returns to APAG for review before it progresses to Deans and Deputy Deans for preliminary feedback.
<i>New Curriculum Design and Approvals Policy</i>	The final Course Design Principles, to facilitate the drafting of the new Course Design Policy 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 Curriculum Design and Approvals Policy, scheduled to be provided to the December 2019 Senate for consideration. At the 14 August meeting of APAG, members agreed 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. Members also reviewed the draft version of the new policy and provided preliminary feedback.
<i>Disruption to Studies Policy (renamed Special Consideration Policy)</i>	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. Members provided feedback and agreed for the policy to progress through the consultation and approval process once the revisions have been made by the policy owner.
<i>Enrolment Policy – Withdrawal without academic penalty</i>	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 released on the Policy DDS Bulletin Board in from 14 – 28 August 2019, and was considered at the 1 October meeting of the Education Committee.
<i>Examinations Policy</i>	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 Examinations Policy and Procedures. Proposed amendments were discussed at the 16 May 2019 and 14 August meetings of APAG where it was agreed to progress the revised Policy through the consultation and approval process. The revised policy will be circulated to Deans and Deputy Deans for preliminary feedback from late 24 September 2019 to 11 October 2019, with an updated version of the policy being provided to Executive Committee on 28 October for noting.
<i>Foundations of University Learning and Teaching Program Policy</i>	At the 14 February meeting of APAG members discussed a substantially revised and renamed Professional Development in Learning and Teaching Policy. Further consultation from HR was sought, with HR noting that they will ensure the Professional Development Policy aligns with this policy as part of the upcoming review of the Professional Development Policy. The revised Professional Development in Learning and

	Teaching Policy was reviewed at the 14 August 2019 meeting of APAG and will be circulated to Deans and Deputy Deans for preliminary feedback from 16 – 27 September 2019, with a view to an updated version of this policy being provided to Executive Committee on 28 October for noting.
<i>Revised Learning Technologies Policy Paper</i>	A draft revised Learning Technologies Policy, 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 was submitted to the 16 August meeting of Academic Senate for approval but withdrawn at the DVC(A) request as the PVC (DF) was a late apology. The final version is now submitted to Academic Senate for approval.
<i>Revised and Renamed Lecture Recording Policy</i>	The revised and renamed Multimedia Production and Use Policy, 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 was resubmitted to the 27 August meeting of the Education Committee meeting for consideration. The Multimedia Policy, once endorsed by Education Committee, is now submitted to Academic Senate for approval.
<i>Progression and Unsatisfactory Academic Progress</i>	The substantially revised and renamed Progression Policy 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, the policy was discussed at the 14 August APAG meeting and will be updated by a small group before the implementation plan is finalised and it is progressed through the consultation and approval process.
<i>New Surveys Policy</i>	A proposed new Surveys Policy 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 at the 31 October 2019 meeting.
<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 Student International Mobility Policy was provided to the 10 September Executive Committee for comment and discussed at the 17

	<p>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 was provided to the 15 August Research Committee and 27 August 2019 Education Committee for endorsement. The final version is now submitted to Academic Senate for approval.</p>
<p>University Medals and Deans Medals provisions (<i>Graduations Policy</i>)</p>	<p>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, and will now be provided to Executive Committee on 30 September 2019 for noting before it is progressed through the consultation and approval process.</p>
<p><i>Course Transfer Policy</i></p>	<p>The Course Transfer Policy 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 &amp; Health and the policy was referred back to APAG. A response from the Director, Student Administration addressing the issues raised was considered at the 14 August 2019 meeting of APAG, where members agreed that a small group should meet to look at these issues and provide an update at the next meeting of APAG on 31 October 2019.</p>
<p>NON-ACADEMIC POLICIES – for APAG advice only</p>	
<p><i>Scholarships for Undergraduate Policy</i></p>	<p>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. At the 14 August 2019 APAG meeting, members agreed to support this being taken forward and progressed from Office of the Vice-President, People and Advancement, with a view to it being provided to Executive Committee for noting on 14 October 2019.</p>
<p><i>Student Misconduct Rule and Student Code of Conduct</i></p>	<p>The review of the Student Misconduct Rule (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 Student Representative Council has been consulted and the final version approved at</p>

	the Academic Senate meeting on 16 August 2019, and will now progress to the Board of Trustees on 16 October 2019.
--	---

### **3.10.2 Learning Technologies Policy**

**It was resolved AS19:05/07:**

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

☆ **3.10.3 Multimedia Production and Use Policy**

Senate members requested the item be starred, Professor Kevin Bell Pro Vice-Chancellor (Digital Futures) provided a summary of changes to the policy.

The main change being the inclusion of different types of multimedia in the policy wording, with 'long-form lecture capture' receiving the most feedback during the consultation stages. Members requested more information on how consent is sought from students present in the filming, ensuring we fulfil the appropriate requirements and clear boundaries around how the consent is sought. In response, Professor Bell confirmed that the standard University Policy is adhered to in this instance. In relation to the attribution statement, questions were raised on why this has been added and the purpose of this statement.

It was recommended Professor Bell liaise with the Chair and Professor Denise Kirkpatrick, Acting Senior Deputy Vice-Chancellor, on items 3.10.2 and 3.10.3 to discuss further.

**It was resolved AS19:05/08:**

*That Academic Senate approves the revised and renamed Multimedia Production and Use Policy from the date of approval.*

☆ **3.10.4 Enrolment Policy**

Senate members requested the item be starred, following earlier discussions under item 3.9 the Enrolment Policy query was no longer required to be raised for discussion.

**It was resolved AS19:05/09:**

*That Academic Senate approves the revised Enrolment Policy from the date of approval.*

### **3.10.5 Student International Mobility Policy and Procedures**

**It was resolved AS19:05/10:**

*That Academic Senate approves the proposed new Student International Mobility Policy and Procedures from the date of approval.*

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](mailto:a.mcdonald@westernsydney.edu.au).

### **3.11 AWARDS OF THE UNIVERSITY MEDAL**

The following student was awarded a University Medal at the September 2019 Graduation ceremony, as approved by the Chair of Academic Senate, on behalf of the Senate.

- Van Cham DOAN (SID18527706), Bachelor of Engineering (Civil), Honours Class I

### **3.12 APPROVAL OF SCHOLARSHIPS**

#### **University Funded Scholarships**

Academic Senate was requested to consider the following proposals for new donor funded scholarships, prepared by the Office of Advancement:

#### **JG & C Seddon Scholarship for Women**

This new undergraduate scholarship is intended for students who currently enrolled, or intending to enrol, full-time or part-time in any year of study in an undergraduate STEM-related or Education degree. The recipient is expected to maintain satisfactory academic progress by passing all subject attempts and maintaining a Pass average (GPA 4.0 or greater) for the duration of the scholarship.

#### **Schembri Law Scholarship**

This new undergraduate scholarship is intended for students who are commencing study or currently enrolled full-time in the Bachelor of Laws at Western Sydney University. The recipient is expected to maintain satisfactory academic progress by passing all subject attempts and maintaining a Pass average (GPA 4.0 or greater) for the duration of the scholarship.

#### **Ellen Rigby Memorial Scholarship**

This new undergraduate scholarship is intended for students who currently enrolled, or intending to enrol, in any undergraduate degree in the School of Humanities & Communication Arts, School of Social Sciences, or School of Psychology. The recipient is expected to maintain satisfactory academic progress by passing all subject attempts and maintaining a Pass average (GPA 4.0 or greater) for the duration of the scholarship.

#### **It was resolved AS19:05/11:**

*That Academic Senate approves the following proposed donor funded scholarships:*

- *JG & C Seddon Scholarship for Women*
- *Schembri Law Scholarship*
- *Ellen Rigby Memorial 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**

The Senate Executive Committee did not meet during this time.

#### **4.2 RESEARCH COMMITTEE**

The Research Committee met on 15 August 2019 – minutes were appended.

##### **It was resolved AS19:05/12:**

- *That Academic Senate notes the minutes of the meeting held on 15 August 2019 of the Research Committee.*

#### **4.3 RESEARCH STUDIES COMMITTEE**

The Research Studies Committee met on 20 August and 17 September 2019 – minutes were appended.

##### **It was resolved AS19:05/13:**

*That Academic Senate notes the minutes of the meetings held on 20 August and 17 September 2019 of the Research Studies Committee.*

#### **4.4 EDUCATION COMMITTEE**

The Education Committee met on 27 August and 1 October 2019 – minutes from the August meeting were appended, minutes from the October meeting will be provided to the next meeting of Senate.

##### **It was resolved AS19:05/14:**

*That Academic Senate notes the minutes of the meeting held on 27 August of the Education Committee.*

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

The Academic Planning and Courses Approvals Committee (APCAC) met on 3 September and 1 October 2019 – the combined report was appended.

##### **It was resolved AS19:05/15:**

*That Academic Senate notes the report of the Academic Planning and Courses Approvals Committee meetings held on 3 September and 1 October 2019, and approve the recommendations contained therein.*

#### **4.6 ASSESSMENT COMMITTEE**

The Assessment Committee is scheduled to meet on 22 October, minutes will be provided to the December meeting of Senate for noting.

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

The College Academic Pathway Program Committee met face to face on 8 August 2019, and conducted an electronic meeting between 5-10 September - minutes and report were appended.

##### **It was resolved AS19:05/16:**

*That Academic Senate notes the minutes of the College Academic Pathway Program Committee face to face meeting held on 8 August, and the report of the electronic meeting between 5-10 September 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**

---

No items.

#### **6 NEXT MEETING**

---

The last Academic Senate meeting for 2019 is scheduled for Friday 6 December, Level 9, Conference Room 2, Peter Shergold Building, Parramatta City Campus.

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.