ACADEMIC SENATE

EXECUTIVE COMMITTEE

Confirmed Report of the Special Senate Executive Committee meeting (09:05) conducted on 15 May 2009 via email circulation.

The agenda and papers were circulated electronically on Friday 15 May 2009, for response by COB Wednesday 20 May 2009. There was a second circulation on 27 May to consider an alternative recommendation relating to agenda item 2 Transitional Arrangements for Review of Grade Process.

1 ATTENDANCE

Participants:
Professor Anne Cusick (Chair)
Professor Stuart Campbell
Professor Andrew Cheetham
Professor Barbara Holland
Dr Lauretta Luck
Ms Shaneen McGlinchey
Professor Geoff Scott
Professor Lynette Sheridan Burns (abstained from vote)
Associate Professor Paul Wormell

2 TRANSITIONAL ARRANGEMENTS FOR REVIEW OF GRADE PROCESS

The Chair of Academic Senate, the Pro Vice-Chancellor (Learning and Teaching) and the Academic Registrar jointly sought the Committee's approval of a transitional arrangement for Review of Grade process.

Members noted that Academic Senate holds the delegation to determine amendments to the Board approved terms of reference and memberships of committees of Senate.

Members also noted that the terms of reference for School/Badanami Academic Committees, contained in the Academic Senate Standing Committees Policy, include "Consider and determine applications for review of grade."

The proposed amendment would provide for suspension of the term of reference requiring School/Badanami Academic Committees themselves to determine reviews of grade. This does not place a burden on those larger committees with a task which, given the numbers of reviews to be considered, could be beyond their capacity and inappropriate for a large committee. The process would be a temporary, transitional process, pending a decision by Senate about a more permanent process (and, if Executive Committee and Senate agree, a process that includes a limited appeals provision and a re-defined monitoring role for School Academic Committees).

The Chair of Senate, the Pro Vice-Chancellor (Learning & Teaching) and the Academic Registrar jointly recommended to the Committee that it approve the following temporary process as outlined above, worded as a revision of the wording of clause 17 of the Review of Grade Policy:
It was recommended
That the Executive Committee of Academic Senate approves, on behalf of Senate, as a
matter of urgency, the following amendment to the Review of Grade Policy to allow the
transitional process for reviews of grade at the School (or Badanami) level, pending
determination by Academic Senate of more permanent revisions of the Review of Grade
Policy and of the relevant term of reference for School/Badanami Academic Committees:

“(17) Where the Head of School accepts the application, she or he, together with the Unit
Coordinator and a member of the School Academic Committee, chosen by the Head of
School from members of the School Academic Committee (or, as appropriate, by the
Dean of Indigenous Education, from members of the Badanami Academic Committee)
who have not been involved in assessment of work by the student for the unit, will review
the grade awarded and determine whether or not to amend the grade. The Head of
School will advise the Assessment and Graduation Unit, Office of the Academic Registrar,
of the outcome, for communication to the student. [Where the Unit Coordinator has been
involved in assessment of work by the student for the unit, the Head of School will choose
a substitute for the Coordinator to participate in the review.]"

Associate Professor Wormell provided the following comment in relation to the
recommendation:

- I agree with the overall recommendation, but not the text in square brackets; i.e.
  “[Where the Unit Coordinator has been involved in assessment of work by the
  student for the unit, the Head of School will choose a substitute for the Coordinator
to participate in the review.]” This would substantially change the process for
many reviews of grade. This change may be desirable, but it should not be done
without consultation at the School level.

The Senate Executive Committee was subsequently requested to consider an alternative
recommendation provided by Associate Professor Wormell (amendment identified by
track changes).

It was resolved (SEC09/05: 01)
That the Executive Committee of Academic Senate approve, on behalf of Senate, as a
matter of urgency, the following amendment to the Review of Grade Policy to allow the
transitional process for reviews of grade at the School (or Badanami) level, pending
determination by Academic Senate of more permanent revisions of the Review of Grade
Policy and of the relevant term of reference for School/Badanami Academic Committees:

“(17) Where the Head of School accepts the application, s/he will obtain from the Unit
Coordinator a written response to the grounds for the review of grade. The application and
the response will be considered by a School committee, chosen by the Head of School or,
for Badanami, by the Dean of Indigenous Education. The committee shall comprise (no
more than three academic staff, including at least one member of the School or Badanami
Academic Committee, as appropriate. None of whom these staff should have been
involved in teaching the units which are the subject of review). The committee will review
the grade awarded and determine whether or not to amend it. The Head of School will
advise the Assessment and Graduation Unit, Office of the Academic Registrar, of the
outcome, for communication to the student. Any change of grade that may result from the
determination will be processed under clause (60) of the Assessment Policy – Criteria and
Standards-Based Assessment. The School committee will then submit recommendations
to the School Assessment Committee. The School Assessment Committee will confirm or
review the recommendations and advise the Assessment, Progression, Graduation and
Awards Unit, Office of the Academic Registrar.”

Action: Secretary / Warnock
PROPOSED DOCTOR OF BUSINESS ADMINISTRATION POLICY & ASSOCIATED UNITS

(a) Doctor of Business Administration Policy

The Academic Senate’s Research Studies Committee requested the Senate Executive Committee to urgently consider approval of the new Higher Degree Research Policy entitled *Doctor of Business Administration Policy*, for immediate implementation:

Members noted that the policy outlines the specific course requirements of the Doctor of Business Administration (DBA) at the University of Western Sydney (UWS). The Policy should be read in conjunction with the UWS *Professional Doctorate Policy* and UWS policies relating to Higher Degrees by Research and specific College requirements and guidelines for candidates.

A member provided the following comment:

- The document should undergo further editing before publication; for example, deletion of extraneous carriage returns; use of standard UWS terminology (“units” rather than “courses”); consistency of unit names; use of Australian spelling.

**It was resolved (SEC09/05: 02)**

*That the Senate Executive Committee, on behalf of Academic Senate, approve the Doctor of Business Administration Policy, for immediate implementation.*

The Academic Senate’s Research Studies Committee also requested the Committee to urgently consider approval of the following new and revised units:

(b) Proposed new and revised Research units:

The proposed new units are entitled 800148 *Philosophical Foundations of Business Research Unit Outline*; 800149 *Advanced Research Skills Unit Outline*; and 800150 *Thesis Preparation and Ethics Unit Outline*, and the major variation to an existing unit is entitled 500029 *Critical Literature Review Outline*.

**It was resolved (SEC09/05: 03)**

*That the Senate Executive Committee, on behalf of Academic Senate, approve the following proposed new units entitled:*

- 800148 *Philosophical Foundations of Business Research Unit Outline*;
- 800149 *Advanced Research Skills Unit Outline*; and
- 800150 *Thesis Preparation and Ethics Unit Outline*, and the major variation to an existing unit entitled:
- 500029 *Critical Literature Review Outline*.

A member provided the following comment in relation to the proposed units/amendment:

- Regarding Form 7 (Resource Assessment), Questions 7 & 8: Some of the units had Mr Rohan Giles as the teaching Facilities/Capital Works contact, and one of the units identified Mr Rohan Giles as the timetabling representative. Given the enormous problem of space/timetabling on the Parramatta campus, I believe it is beholden upon us to ensure that proposers of units, to the best of their ability, ensure facilities/capital works and timetabling can provide appropriate and suitable teaching accommodation.

**Action:** Wilkes / Krone

NEXT MEETING OF SENATE EXECUTIVE COMMITTEE

The next meeting of the Senate Executive is scheduled for 24 July 2009 in meeting room 3, Building AD, Werrington North, commencing at 9:30am.