ACADEMIC SENATE
EXECUTIVE COMMITTEE

The next meeting (Meeting 09:07) of the Academic Senate Executive Committee of the University of Western Sydney will be held on **Friday 24 July 2009**, commencing at **9:30am** in **Meeting Room 2, Building AD**, at Werrington North campus.

For apologies and enquiries, telephone (02) 9678 7820, fax (02) 9678 7831 or email **g.wheatley@uws.edu.au**

**AGENDA**

1 **PROCEDURAL MATTERS**

1.1 **WELCOME AND APOLOGIES**

The outgoing Chair of Academic Senate, Professor Anne Cusick, will chair the meeting.

The Chair will welcome Associate Professor Paul Wormell as the newly elected Chair of Academic Senate. Associate Professor Wormell’s term as Chair will commence on 1 August 2009 and conclude on 19 March 2011.

As at 17 July 2009, apologies have been received from Professors Andrew Cheetham and Stuart Campbell.

1.2 **STARRING OF ITEMS**

Apart from procedural items, the following items have been starred:

- Item 2.1 Reports from Academic Planning and Courses Approvals Committee
- Item 2.3 Proposed amendment to various academic policies
- Item 3.1 Clarification of elected component on the School Academic Committee Executive membership

Members will be asked if they wish to star any additional items.

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 endorsed.*
1.3 MINUTES / REPORTS OF THE SENATE EXECUTIVE COMMITTEE
MEETINGS CONDUCTED ON 1 MAY, 15 MAY AND 25 JUNE 2009
(Attachment 1.3)
The unconfirmed minutes of the special meeting held on 1 May and the report of
the special meetings conducted by electronic circulation on 15 May and 25 June
2009 are at Attachment 1.3.

The minutes of the 1 May 2009 meeting have been amended (since the
circulation of the original version on 28 May 2009) to include an addendum,
relating to clarification of the membership of the School Academic Committee
Executive.

It is recommended:
That the unconfirmed minutes of the Senate Executive Committee meeting held
on 1 May 2009 and the unconfirmed reports of the Senate Executive Committee
meetings conducted electronically on 15 May and 25 June 2009 be accepted as
an accurate record.

1.4 MATTERS ARISING
Matters arising from the minutes/reports of the May/June 2009 meetings are
covered elsewhere on the agenda.

The issue about clarification of the elected member on the School Academic
Committee Executive is listed under item 3.1 of this agenda.

1.5 ACTION SHEETS FROM RECENT MEETINGS   (Attachment 1.5)
To assist the Committee with monitoring and controlling the flow of work to the
Senate and the Senate Executive Committee, and progress with the business of
Academic Senate, the action sheet from Academic Senate meeting held on 29
May 2009 is attached. The status of active items is indicated where appropriate.

The Action Sheets from the Executive Committee meetings conducted in May
and June 2009 are also attached.

2. MATTERS REFERRED FROM SENATE AND OTHER SENATE COMMITTEES

2.1 REPORTS FROM ACADEMIC PLANNING AND COURSES APPROVALS
COMMITTEE
2.1.1 APCAC Meeting held on 1 July 2009   (Attachment 2.1.1)
The report of the Academic Planning and Courses Approvals Committee
(APCAC) meeting held on 1 July 2009 is at Attachment 2.1.1. Following the
meeting, APCAC was asked to consider endorsement of two UWSCollege
Diploma course proposals that were withdrawn from the meeting, pending further
consideration by the College of Arts. APCAC subsequently endorsed the
proposals by rotary circulation. The APCAC also endorsed a number of late
course proposals from the College of Health and Science that were
foreshadowed at the meeting. The relevant recommendations are included in the
APCAC report.
Also, included hereunder are recommendations relating to a major variation to 3661 Bachelor of Information and Communications Technology (Enhanced Pathway) and a major variation to 4539 Master of Nursing (Mental Health-Nurse Practitioner) that have been included, subject to endorsement by APCAC. The Secretary will report the outcome of APCAC deliberations on the proposals. The proposals require urgent approval due to the reporting deadline of the Department of Education, Employment and Workplace Relations of 1 August 2009.

The Executive Committee is requested to consider the APCAC report and approve, on behalf of Academic Senate, the recommendations contained therein.

*It is recommended:
That the Senate Executive Committee notes the report from the Academic Planning and Courses Approvals Committee meeting held on 1 July 2009, and approves, on behalf of Academic Senate, the recommendations contained therein.

*It is recommended:
That the Senate Executive Committee approves, on behalf of Academic Senate, the major variation to 3661 Bachelor of Information and Communications Technology (Enhanced Pathway), to commence in term 1, 2010.

*It is recommended:
That the Senate Executive Committee approves, on behalf of Academic Senate, the major variation, comprising a name change to 4539 Master of Nursing (Mental Health-Nurse Practitioner) to Master of Mental Health Nursing (Nurse Practitioner, to commence in term 1, 2010.

* subject to APCAC endorsement

2.1.2 Approval of UWSCollege Foundations Courses and Units (Attachment 2.1.2)
The Academic Planning and Courses Approvals Committee (APCAC) has recommended a protocol for Academic Senate approval of UWSCollege (UWSC) Foundation Studies courses that is consistent with the relevant terms of reference of both the UWS Academic Senate and UWSCollege Board of Directors. The APCAC report notes that a prime purpose of the Foundation Studies courses is to provide guaranteed admission for UWSC students to UWS undergraduate courses.

*It is recommended:
that the Senate Executive Committee, on behalf of Academic Senate, approves the proposed “Protocol for Approval of UWSC Foundation Studies courses,” (refer attachment 1 to the APCAC report on approval of UWSCollege Foundation Studies courses and units), and recommends it to the UWS Executive and UWSCollege’s Board of Directors, for endorsement.
2.2 REPORT FROM EDUCATION COMMITTEE

The Education Committee, at its 29 June 2009, endorsed amendment to the following policies:

(a) Proposed minor amendment to the Assessment Policies
   Amendment to the Assessment Policy – Criteria and Standards-based Assessment Policy (clause 30), and the Assessment Policy – Interim (clause 14) to provide clarity where students fail an assessment component that must be passed in order to pass the unit.

   It is recommended:
   That the Senate Executive Committee approves the proposed amendment to the definition of the "Compulsory Fail" (CF) grade, contained in clause 30 of the “Assessment Policy – Criteria and Standards-based Assessment” Policy, and clause 14 of the “Assessment Policy – Interim” with immediate effect.

(b) Proposed minor amendment to the Unit Outline and Learning Guides Policy
   Amendment to the Unit Outline and Learning Guides Policy (clause 29), covering the list of unit contents contained in the Learning Guide, and in clause 27 covering the list of contents contained in the Unit Outline, to change the reference to “Special Requirements” to “Essential requirements”.

   It is recommended:
   That the Senate Executive Committee approves, on behalf of the Academic Senate, changing references to “special requirements” in the “Unit Outline and Learning Guides Policy” so that they become references to “essential requirements”, with immediate effect.

(c) Proposed minor amendment to the to the Academic Advising Policy
   Amendment to the Academic Advising Policy (clause 6), covering those persons who offer routine academic advice, to include Careers Education Consultants.

   It is recommended:
   That the Senate Executive Committee approves, on behalf of the Academic Senate, an amendment to clause 6 of the Academic Advising Policy, covering those persons who offer routine academic advice, to include Careers Education Consultants, with immediate effect.

2.3 PROPOSED AMENDMENT TO VARIOUS ACADEMIC POLICIES

Background

The Senate Executive Committee considered, at its special meeting on 1 May 2009, a paper entitled "Proposals for the amendment of academic policies to accommodate academic governance changes approved by the Board of Trustees in 2008 and 2009" (attached). The paper sought the Executive Committee's consideration/endorsement of proposed amendments to various academic policies. The changes covered nomenclature, academic appeals processes and processes related to the functioning of the new School Academic Committees.
The Executive Committee approved the changes relating to nomenclature and referred the other items to relevant organisational units and Chairs of relevant committees for comment and consideration by the Senate Education Committee.

Comment was sought in relation to the following policies:

- Scholarships and Prizes for Undergraduates Policy;
- Progression and Unsatisfactory Academic Progress Policy;
- Advanced Standing and Recognition of Prior Learning Policy;
- Review of Grade Policy; and
- Assessment Policies.

Comments received and endorsed by the Education Committee included suggested changes to the terms of reference of the School Academic Committees, contained in the *Academic Senate Standing Committees Policy*, to reflect a monitoring rather than an operational function for reviews of grade and supplementary assessment.

The Education Committee also endorsed the recommendations in the paper, but recommended that changes to the *Review of Grade Policy* be deferred, pending further review by the Academic Registrar into the processes relating to Review of Grade.

**It is recommended**

*That the Senate Executive Committee approves the proposed amendment to clauses 73 and 74 of the Academic Senate Standing Committees Policy, relating to the terms of reference of the School Academic Committee, to reflect a monitoring rather than an operational function for reviews of grade and supplementary assessment.*

**It is recommended**

*That the Senate Executive Committee approves the proposed amendments relating to the Advanced Standing and Recognition of Prior Learning Policy, Scholarships and Prizes for Undergraduates Policy, Progression and Unsatisfactory Academic Progress Policy and the Assessment Policies, contained in the report entitled "Proposals for the amendment of academic policies to accommodate academic governance changes approved by the Board of Trustees in 2008 and 2009".*

### 3. MATTERS FOR DISCUSSION

**3.1 CLARIFICATION OF THE MEMBERSHIP OF THE SCHOOL ACADEMIC COMMITTEE EXECUTIVE**

At the Senate Executive Committee (the Committee) meeting held on 1 May 2009, the Committee oversaw the Board of Trustees decisions relating to academic governance changes made in 2008 and 2009. The Committee’s deliberations included the membership composition of various Senate committees, including the Executive Committee of the School Academic Committee.
Following the release of the unconfirmed minutes of the meeting, a query was raised seeking to clarify the Committee’s intentions about the composition of the Executive Committee of the School Academic Committee.

The Senate Executive Committee was subsequently asked to clarify its intention. The Committee confirmed its earlier decision, by a vote of five to two, with one abstention, that the Elected School Member on Academic Senate is to be a member of the Executive Committee of the School Academic Committee.

Professor Cusick will report on this item.

4. OTHER BUSINESS

4.1 ELECTION OF CHAIR AND DEPUTY CHAIR OF SENATE

Following the resignation of Professor Anne Cusick as Chair of Academic Senate, effective 31 July 2009, an election to fill the casual vacancy was conducted.

On 3 July 2009 the current Deputy Chair of Senate, Associate Professor Paul Wormell, was declared elected to the position of Chair. The term of office is from 1 August 2009 to 19 March 2011.

As a consequence of Associate Professor Wormell’s election, an election for Deputy Chair will be conducted late July 2009 to coincide with the commencement of Spring session.

5. NEXT MEETING OF SENATE EXECUTIVE COMMITTEE

The next meeting of the Senate Executive Committee (provisional) is Friday 11 September 2009 in the Meeting room 2, Building AD, Werrington North, commencing at 9:30am.

The next meeting of the Academic Senate will be held on Friday 14 August 2009.