ACADEMIC SENATE

The next meeting (Meeting 09/03) of the Academic Senate of the University of Western Sydney will be held on **Friday 14 August 2009 at 9:30am** in the **Boardroom, Building AD** at Werrington North.

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 INTRODUCTION, APOLOGIES AND WELCOME

The Chair of Academic Senate, Associate Professor Paul Wormell, will chair the meeting.

As at 7 August 2009, apologies have been received from Professors Jan Reid, John Ingleson and Barbara Holland, and Mr Brett Wheldon.

This is the first meeting for Mr David Clarke (Vice President Academic of New Student Organisation) the elected Undergraduate Student Member, and Mr David Lenton (Vice President Postgraduate of New Student Organisation) the elected Postgraduate Student Member.

1.2 STARING 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:

- 3.2 Honours Policy
- 3.3 Student Academic Misconduct Policy: Amendment
- 3.4 Referencing Styles Policy
- 3.8 Research: Landscape Review and Framework 2009 - 2013

*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 ORDER OF BUSINESS

If a re-arrangement of the order of business is required.
1.4 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.

1.5 MINUTES OF THE PREVIOUS MEETING

The minutes of the previous meeting held on 29 May 2009 require confirmation.

The unconfirmed minutes of that meeting were initially circulated to members on 16 June 2009. On 26 June 2009 a revised set of minutes, together with a revised Action sheet, was circulated incorporating the following amendments:

Reference
(a) Members Present:
Dr David Low was incorrectly included as present at the meeting. His name has been deleted from the list.

(b) Item 3.1: Chair’s Report -Revisions to Academic Governance Arrangements:
The proposed forum of Chairs of School Academic Committees will be conducted face-to-face with related material subsequently made available on-line (not an on-line forum referred to in the version of the minutes previously circulated).

(c) Item 4.5: Academic Planning and Courses Approvals Committee Report
Resolution APCAC09:2/4 - the extent of the major variation, as it relates to the Asian Studies and International Relations Major, has been clarified by the relevant HOS.

Resolutions APCAC09: 2/40, 41, 42, 44 and 45 were inadvertently omitted and have now been included.

It is recommended:
That Academic Senate confirm the revised minutes of the Senate meeting held on 29 May 2009, circulated on 26 June 2009, as an accurate record.

2 BUSINESS ARISING

2 BUSINESS ARISING FROM THE MINUTES OF PREVIOUS MEETING

Item 3.1 CHAIR’S REPORT: REVISIONS TO ACADEMIC GOVERNANCE ARRANGEMENTS
Members considered that it would be helpful for the Chairs of School Academic Committees (SACs) to discuss issues relating to the operation of the Committees and their terms of reference. In this connection, Members agreed that a workshop be convened by the Deputy Chair, Associate Professor Paul Wormell, to discuss those matters and report to Senate. The workshop would be supplemented with information available on-line.

Following input from Senate Education Committee and Senate Executive Committee, a meeting has been scheduled for Monday 31 August 2009.
3 GENERAL BUSINESS

3.1 CHAIR’S REPORT
A written report from the Chair, covering recent activities undertaken on behalf of the Senate since assuming the role of Chair on 1 August 2009, is attached.

The Chair will respond to any questions in relation to the report, if requested.

POLICY MATTERS

3.2 PROPOSED HONOURS POLICY
The Honours Policy has been amended to encapsulate all current practice, thereby avoiding identifying some courses as exceptions. The current approved Honours Policy, for example, does not reflect how some science and technology honours courses were treated.

The effect of some of the amendments is considerable, particularly in regard to the following:

- Sharpening the differentiation between “end on” and “embedded” honours.
- Removing the “exceptions” clause, achieved by broadening the credit point range for the “Significant Research Component” to between 20 and 70 credit points, thus allowing for greater flexibility in the structure of honours courses.
- Detailed arrangements for the method and related formulae for the calculation of the level of honours are not covered in the Policy; rather, it is intended that they be covered in school / college-produced guidelines that will be published on the Policies website.
- Significant changes to the admission criteria for honours courses. The approach taken is to determine admission on the achievement of an admission average mark threshold, rather than a GPA threshold, as in the current Policy.

The Education Committee has endorsed the proposed policy and recommends it for approval by Senate. The Committee recommends that the Policy be approved to cover this year’s applicants, and current students, who would commence honours study in 2010.

It is recommended:
That the Senate Education Committee endorses the proposed Honours Policy, for recommendation to Academic Senate for approval, to cover this year’s applicants, and current students, who would commence honours study in 2010.

Professor Campbell, Chair – Senate Education Committee, will introduce this item.

3.3 PROPOSED AMENDMENT: STUDENT ACADEMIC MISCONDUCT POLICY
The Senate Education Committee has considered and endorsed the attached, proposed revision of the Student Academic Misconduct Policy.
The proposed revision is the product of extensive consultations, including a working party with Student Welfare Officers, the University Executive, and a Heads of Program Forum. With initiatives being undertaken in ethical scholarship and approaches to academic literacy, it is likely that the Policy will require further review over the next two years. However, the proposal is a significant step towards a student-centred framework that places a strong emphasis on the systematic development of ethical scholarship, and is a workable approach to managing student academic misconduct and imposing appropriate penalties where required.

In recent consultations, aspects of the Policy that had been the subject of comments included: the involvement or otherwise in the process of heads of program; providing guidelines for student assessment based on group work; and the grounds for student appeals against disciplinary determinations.

In respect of the involvement of Heads of Program, the proposal provides the option for them to be involved in a meeting with the student, but the mandatory, separate Head of Program meeting with the student has been removed from the process.

A process flowchart and accompanying guideline material maybe available in time for the meeting, in which case it will be circulated electronically and copies will be available at the meeting.

Associate Professor Wormell will introduce this item.

It is recommended:
That the Academic Senate approve the proposed revision of the Student Academic Misconduct Policy, with effect from 1 December 2009.

3.4 REFERENCING STYLES POLICY

The Senate Education Committee has considered and endorsed the proposed Referencing Styles Policy. The Policy encourages academic rigour and honesty by providing clear and consistent referencing advice to students.

The policy aims to:

- Direct students to clear and consistent guidelines which assist in learning and using correct and consistent referencing methods within disciplines;
- Direct students to referencing software tools such as Endnote and Refworks;
- Provide a framework for academic staff involved in the preparation of learning and teaching materials in presenting those materials in a manner consistent with this policy;
- Reduce incidences of unintentional plagiarism arising from lack of, or incorrect acknowledgement, or citation of third party works within student writing.

It is recommended
That Senate Education Committee endorses the proposed Referencing Styles Policy for recommendation to Academic Senate for approval, with effect from 1 January 2010.

Professor Campbell, Chair – Senate Education Committee, will introduce this item.
3.5 PROPOSED AMENDMENT: DOCTOR OF PHILOSOPHY BY PUBLICATION POLICY

The Research Studies Committee (RSC) has considered and endorsed a proposed amendment to the Doctor of Philosophy by Publication Policy relating to eligibility for entry to a PhD by Publication. The RSC recommends that eligibility for entry should be either a graduate of UWS or a staff member with a minimum five years standing.

The change was made as the intention of this award was to provide an avenue for UWS to recognise long and established research careers of staff members who had not had the opportunity to enrol in a doctorate.

It is recommended
That Senate Research Studies Committee recommends amendment to the Doctor of Philosophy by Publication Policy, relating to eligibility, for recommendation to Academic Senate for approval, with immediate effect.

3.6 PROPOSED AMENDMENT: DOCTOR OF PHILOSOPHY RULE POLICY

The Research Studies Committee (RSC) has considered and endorsed proposed amendment to the Doctor of Philosophy Rule Policy relating to inclusion of thesis submission as a series of papers. The RSC proposes new items at clauses 78-82 and a change to clause 69 to include thesis as a series of papers as permissible presentation of the thesis.

It is recommended
That Senate Research Studies Committee recommends amendment to the Doctor of Philosophy Rule Policy, relating to inclusion of thesis submission as a series of papers, for recommendation to Academic Senate for approval, with immediate effect.

3.7 PROPOSED AMENDMENT: MISCONDUCT- HIGHER DEGREE RESEARCH CANDIDATE MISCONDUCT IN RESEARCH POLICY

The Research Studies Committee (RSC) has considered and endorsed proposed amendment to the Misconduct – Higher Degree Research Candidate Misconduct in Research Policy relating to the removal of the distinction between minor and major misconduct (all misconduct in research is considered major) and the provision that non-adherence to the Conflict of Interest Policy may be considered research misconduct.

It is recommended
That Senate Research Studies Committee recommends amendment to the Misconduct – Higher Degree Research Candidate Misconduct in Research Policy, relating to the removal of the distinction between minor and major misconduct and non-adherence to the Conflict of Interest Policy may be considered research misconduct, for recommendation to Academic Senate for approval, with immediate effect.

PRESENTATION

3.8 RESEARCH: LANDSCAPE REVIEW AND FRAMEWORK 2009 – 2013

The purpose of the attached paper is to provide the strategic framework for the growth of research at the University of Western Sydney over the next five years. It has been informed by the series of reviews of research at UWS in the Centres and Colleges, undertaken between November 2008 and March 2009, and by the research strategies of the three Colleges.
Professor Andrew Cheetham, Pro Vice-Chancellor (Research), will deliver a presentation on the framework.

4 REPORTS AND RECOMMENDATIONS FROM SENATE COMMITTEES

4.1 SENATE EXECUTIVE COMMITTEE

AS09/03-4.1

The Senate Executive Committee met on 15 May, 25 June and 24 July 2009.

A copy of the report/minutes of the meetings are attached.

It is recommended:

That Academic Senate note the report/minutes of the Senate Executive Committee meetings held on 15 May, 25 June 2009 and 24 July 2009 and ratify the recommendations contained therein.

4.2 RESEARCH COMMITTEE

AS09/03-4.2

The Research Committee met on 2 June 2009. Minutes of the meeting are attached.

It is recommended:

That Academic Senate note the minutes of the Research Committee meeting held on 2 June 2009.

4.3 RESEARCH STUDIES COMMITTEE

AS09/03-4.3

The Research Studies Committee met on 2 June and 7 July 2009. Minutes of the 2 June meeting are attached.

It is recommended:

That Academic Senate note the minutes of the Research Studies Committee meeting held on 2 June 2009.

4.4 EDUCATION COMMITTEE

AS09/03-4.4

The Education Committee met on 29 June and 3 August 2009. A report of the meetings is attached.

It is recommended:

That Academic Senate note the report of the Education Committee meetings held on 29 June and 3 August 2009.

4.5 ACADEMIC PLANNING AND COURSES APPROVALS COMMITTEE

AS09/03-4.5

The Academic Planning and Courses Approvals Committee met on 1 July 2009 and special meetings by rotary circulation on 8, 15, 20 and 23 July 2009. The recommendations contained therein were approved by Senate Executive Committee, on behalf of Academic Senate, at its meeting on 24 July 2009. The resolutions are contained in the Senate Executive Committee minutes of 24 July 2009 at item 4.1 of this agenda.

It is recommended:

That Academic Senate note the report of the Academic Planning and Courses Approvals Committee meetings held on 1 and 8 July 2009.
4.6 BOARD OF TRUSTEES
The Board of Trustees most recent meeting was held on 24 June 2009.

The next meeting is scheduled for 2 September 2009. Summaries of Board of Trustees meetings, and minutes of Board of Trustees meetings, are available on the web-site at:  http://www.uws.edu.au/boardoftrustees

5 FOR INFORMATION

5.1 ELECTION OF DEPUTY CHAIR OF ACADEMIC SENATE
The election of Associate Professor Paul Wormell as Chair of Academic Senate has created a casual vacancy in the position of Deputy Chair of Academic Senate. An election for that position is being conducted, commencing with a call for nominations on 27 July 2009.

The Deputy Chair is elected by members of Academic Senate from nominees, who must be members of the University's full-time academic staff.

The term of office for the new Deputy Chair will commence on 26 August 2009 and conclude on 19 March 2011.

A Notice of Election, providing information about the election and full information about eligibility for nominations and voting, together with a downloadable nomination form, can be viewed by following the link to “Academic Senate and Committee Elections” from http://www.uws.edu.au/about_uws/uws/governance/academic_senate/current_elections_2009

If a ballot is required it will be conducted, electronically, commencing on Wednesday 12 August until Tuesday 25 August 2009.

Please note that nomination forms must be received by the Returning Officer no later than 4.00pm on Friday 7 August 2009.

6 NEXT MEETING

The next meeting of Academic Senate is scheduled for Friday 16 October 2009 in the Boardroom, Building AD, Werrington North, commencing at 9:30am.