ACADEMIC SENATE
EXECUTIVE COMMITTEE

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Confirmed Minutes of meeting (Special meeting 09/04) of the Academic Senate Executive Committee of the University of Western Sydney held on Friday 1 May 2009 at 9:30am in Meeting room 2, Building AD, at Werrington North.

Present:
   Professor Anne Cusick (Chair)
   Professor Andrew Cheetham
   Dr Lauretta Luck
   Ms Thea Seabrook
   Professor Lynette Sheridan Burns
   Associate Professor Paul Wormell

In Attendance:
   Mr Martin Derby
   Mr Jeff Warnock (for item 3.1 and item 4.2)
   Mr Greg Wheatley (Secretary)

Apologies:
   Professor Stuart Campbell*
   Professor Barbara Holland*
   Professor Geoff Scott*

   *responded to continuation of meeting conducted by email

1 PROCEEDURAL MATTERS

1.1 WELCOME AND APOLOGY
The Chair of Academic Senate, Professor Anne Cusick, chaired the meeting.

She welcomed all members to the meeting, in particular, Dr Lauretta Luck and Professor Lynette Sheridan Burns, as the two members of Senate chosen by the Chair to achieve gender balance on the Committee.

Apologies were noted.

1.2 STARRING OF ITEMS
The Chair said that the primary purpose of the meeting was consideration of the consequential implications relating to the academic governance arrangements and the recent revisions approved by the Board of Trustees.
It was resolved (SEC09/04: 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 endorsed.

1.3 REPORT OF THE SENATE EXECUTIVE COMMITTEE E-MEETING CONDUCTED
ON 16 APRIL 2009
The unconfirmed report of the Senate Executive Committee E-meeting conducted on
16 April 2009 required confirmation.

It was resolved (SEC09/04: 02)
That the unconfirmed report of the Senate Executive Committee meeting conducted
electronically on 16 April 2009 be accepted as an accurate record.

1.4 MATTERS ARISING
There were no matters arising from the report of the April 2009 meeting not covered
elsewhere on the agenda.

1.5 ACTION SHEETS FROM RECENT MEETINGS
The Committee considered the status of active items arising from the Academic
Senate meeting held on 20 March 2009 and made the following comment:

Item 3.4: Amendment to Higher Degree Research Policies
Mr Warnock reported that the policies, incorporating amendments as approved by
Senate at its meeting on 20 March 2009, were not yet placed on the Policy Document
Development System (Policy DDS). He anticipated that the amended policies would
be submitted to the Policy and Governance Unit shortly.

Item 3.9: Approval of University Medal
The Committee noted that Senate requested the Education Committee to investigate
the possible advantages/disadvantages for particular disciplines in relation to eligibility
criteria for the University Medal Award. The Education Committee initially considered
the matter at its meeting on 20 April and would revisit the matter at its meeting on 18
May 2009.

The Committee further noted that in some courses, due to their assessment structures,
it is unlikely for students to achieve a GPA of 6 (which is a criterion for consideration of
the University Medal). This may result in a skewing of the marks in some units. The
Committee suggested that the Education Committee may wish to consider School
related issues as well as College level in its review.

Action: Derby

Item 4.2: Research Committee – Research Activity Index
The Pro Vice-Chancellor (Research) provided a report on the status of the draft of the
Research Activity Index.

The Committee noted the action arising from the Executive Committee meeting
conducted in April 2009, relating to transitional arrangements for the approval of
courses and units, was completed.
2. MATTER REFERRED FROM SENATE AND OTHER SENATE COMMITTEES

2.1 REPORT FROM ACADEMIC PLANNING AND COURSES APPROvals COMMITTEE

The Committee noted the report of the Academic Planning and Courses Approvals Committee (APCAC) meeting held on 1 April 2009.

Associate Professor Wormell reported on the modus operandi of the APCAC.

Some concern was expressed about the lack of scrutiny by APCAC of course proposals given that one of its roles is to make recommendations to Senate in respect of new or amended academic courses and articulation proposals.

The Chair said that the APCAC is a high level University academic program profile committee. Because of this, the onus is on the College Education, Assessment and Progression Committees to have appropriate quality assurance mechanisms in place to ensure that course and articulation proposals are effectively scrutinised.

The Committee approved, on behalf of Senate, the recommendations contained in the APCAC report as follows:

It was resolved (SEC09/04: 03)
That the Committee note the report from the Academic Planning and Courses Approvals Committee meeting held on 1 April 2009, and approve, on behalf of Academic Senate, the recommendations contained therein.

It was resolved (APCAC09.1/3)
That the Academic Planning and Courses Approvals Committee endorses the introduction of the new unit set M10123 and SM1031 Education Studies Major and Sub-major to commence in 2010 at the Bankstown and Penrith campuses and recommends the proposal to Academic Senate for approval.

It was resolved (APCAC09.1/4)
That the Academic Planning and Courses Approvals Committee endorses the major course variation to 1609 Master of Teaching (Secondary) consisting of a change to course structure to commence in 2010, and recommends the proposal to Academic Senate for approval.

It was resolved (APCAC09.1/5)
That the Academic Planning and Courses Approvals Committee endorses the major course variation to 1680 Master of Education (Leadership) which replaces 1653 Master of Education consisting of changes to course name, code and structure to commence in 2010 at the Penrith campus, and recommends the proposal to Academic Senate for approval.

It was resolved (APCAC09.1/6)
That the Academic Planning and Courses Approvals Committee endorses the major course variation to 1681 Graduate Certificate in Education (Leadership) which replaces 1588 Graduate Certificate in Education consisting of changes to course name, code and structure to commence in 2010 at the Penrith campus, and recommends the proposal to Academic Senate for approval.
It was resolved (APCAC09.1/7)
That the Academic Planning and Courses Approvals Committee endorses the major course variation to 1682 Master of Special Education consisting of change of name from Master of Teaching (Special Education) and change to course structure, to commence in 2010, and recommends the proposal to Academic Senate for approval.

It was resolved (APCAC09.1/8)
That the Academic Planning and Courses Approvals Committee endorses the major course variation to 1611 Graduate Certificate in Special Education Studies consisting of change to course structure to commence in 2010, and recommends the proposal to Academic Senate for approval.

It was resolved (APCAC09.1/9)
That the Academic Planning and Courses Approvals Committee endorses the major course variation to 1683 Master of Education (Social Ecology) which replaces 1579 Master of Arts (Social Ecology) consisting of changes to course name, code and structure to commence in 2010 at the Penrith campus and recommends to Academic Senate for approval.

It was resolved (APCAC09.1/10)
That the Academic Planning and Courses Approvals Committee endorses the major course variation to 1685 Graduate Diploma in Education (Social Ecology), which replaces 1578 Graduate Diploma in Social Ecology, consisting of changes to course name, code and structure to commence in 2010 and recommends to Academic Senate for approval.

It was resolved (APCAC09.1/11)
That the Academic Planning and Courses Approvals Committee endorses the major course variation to 1684 Graduate Certificate in Education (Social Ecology) which replaces 1577 Graduate Certificate in Social Ecology consisting of changes to course name, code and structure to commence in 2010 at the Penrith campus, and recommends the proposal to Academic Senate for approval.

It was resolved (APCAC09.1/12)
That the Academic Planning and Courses Approvals Committee endorses the major unit set variation to M1019 and SM1027 Geography and Urban Studies Major and Sub-major consisting of the removal of a unit to comply with UWS policy to commence in Autumn 2010, and recommends the proposal to Academic Senate for approval.

It was resolved (APCAC09.1/13)
That the Academic Planning and Courses Approvals Committee endorses the major course variation to 2692 Master of International Business consisting of changes to the course structure to commence in Q1, 2010, and recommends the proposal to Academic Senate for approval.

It was resolved (APCAC09.1/14)
That the Academic Planning and Courses Approvals Committee endorses the major course variation to 2592 Graduate Certificate in International Business consisting of changes to the course structure to commence in Q1, 2010, and recommends the proposal to Academic Senate for approval.
It was resolved (APCAC09.1/15)
That the Academic Planning and Courses Approvals Committee endorses the major course variation to 2698 Master of Business (Marketing) consisting of changes to the course structure to commence in Q1, 2010, and recommends the proposal to Academic Senate for approval.

It was resolved (APCAC09.1/16)
That the Academic Planning and Courses Approvals Committee endorses the major course variation to 2700 Graduate Certificate in Marketing consisting of changes to the course structure to commence in Q1, 2010, and recommends the proposal to Academic Senate for approval.

It was resolved (APCAC09.1/18)
That the Academic Planning and Courses Approvals Committee endorses the major course variation to 4539 Master of Nursing (Mental Health - Nurse Practitioner) and 4534 Graduate Diploma in Nursing (Mental Health), consisting of change to admission requirements to commence in Spring 2009, executively approved by the Associate Dean Academic as a matter of extreme urgency, and recommends to Academic Senate for approval.

It was resolved (APCAC09.1/20)
That the Academic Planning and Courses Approvals Committee endorses the articulation proposals for students who have completed the Foundation Program of Human Resources or the Professional Diploma of Human Resources with the Australian Human Resources Institute to be given guaranteed entry to and advanced standing in the 2739 Bachelor of Business and Commerce, 2655 Graduate Certificate in Business, 2603 Graduate Certificate in Human Resource Management and Industrial Relations, or 2601 Master of Commerce, as shown in the Academic Planning and Courses Approvals Committee report of the meeting held on 1 April 2009, and that the proposals be recommended to Academic Senate for approval.

Action: Lee

3. MATTERS FOR DISCUSSION

3.1 ACADEMIC GOVERNANCE ARRANGEMENTS

The Chair said that the Special meeting of Senate Executive Committee was convened to consider the implications of the Board of Trustees decisions of October 2008 and April 2009 on academic governance arrangements.

The most recent revision approved by the Board related to the following changes:

- the Head of School will be the Chair of the school committee;
- the school committee will be renamed "School Academic Committee";
- the people who were Chairs of the school committee will remain members of Academic Senate;
- the people who were Chairs of the school committee will remain members of the School Academic Committee to maintain a direct link with Academic Senate; and
- Executive Deans will be members of college academic committees.

The Committee noted that the Deputy Vice-Chancellor (Corporate Strategy and Services) had advised that the Executive Committee of Senate would oversee the
implementation of these decisions, including a further change to permit Heads of Schools to nominate a Chair from within the School Academic Committee membership, should they so desire.

**It was resolved (SEC09/04: 04)**

That the Executive Committee approve, on behalf of Academic Senate, Heads of Schools to appoint a nominee from within the School Academic Committee to chair the Committee.

The Committee then examined a summary of the changes to the Academic Governance Policy and the Academic Senate Standing Committees Policy, as determined by the Board of Trustees on 8 April 2009, as well as the changes to the respective policies, and agreed to the following amendments (additions in bold, deletions strikethrough):

(a) Academic Governance Policy: amendment required following the revisions approved by the Board of Trustees on 8 April 2009 to the academic governance arrangements

(i) Clause 13, as follows:

   d. one member of the academic staff of each school of the University (not including the Sydney Graduate School of Management), elected by the members of the School Academic Standards and Quality Assurance Committee of the School from the full-time members of the academic staff of the School (Elected School Member) who is thereby appointed to be the Chair of the School Academic Standards and Quality Assurance Committee for the duration of his or her elected term of office;

   e. one member of the academic staff of the Badanami Centre for Indigenous Education (BCIE), elected by the members of the Badanami Academic Standards and Quality Assurance Committee from the full-time members of the academic staff of the BCIE; who is thereby appointed to be the Chair of the School Academic Standards and Quality Assurance Committee for the duration of his or her elected term of office

(ii) Clause 19, as follows:

The terms of reference including the role, function and membership categories of the Standing Committees of Academic Senate and College and School Academic Committees are as detailed in the "Academic Senate Standing Committees of Academic Senate Policy". The Academic Senate may amend the terms of reference, roles, functions, and membership categories of these committees from time to time, but cannot delegate this authority.

(b) Academic Senate Standing Committees Policy

The Committee agreed to the changes to nomenclature, as presented, in relation to the renaming the School Academic Standards and Integrity Committees as the School Academic Committee.

The Committee also agreed to the following policy amendments:

(i) Clause 14 g, Executive Committee:

One Chair of a School Academic Committee (SAC) from each College, who is a member of Senate, elected by the Chairs of SACs within the respective College
(ii) Clause 17 c, Education Committee:

**One Chair of a School Academic Committee (SAC), who is a member of Senate,** chosen by the Chair of Academic Senate

(iii) Clause 20 e, Academic Planning and Courses Approvals Committee:

**One Head of School,** chosen by the Chair of Academic Senate

(iv) Clause 23 f, Research Committee:

**One Head of School, who is research active,** chosen by the Chair of Academic Senate

(v) Clause 26 f, Research Studies Committee (add after current sub-clause 26 e):

**One Head of School, who is research active, chosen by the Chair of Academic Senate.**

There was some discussion about the current review of the *Honours Policy* and the probable impact on the appeals process, in particular, appeals against level of honours awarded [clause 27 c.] (Secretariat note: *The current Graduation Policy contains provision for appeals against level of honours. It is assumed that students would submit their appeal in accordance with the provisions of that policy in the first instance. If a student is not satisfied regarding the outcome there may be circumstances where reference to the Complaints Resolution Unit may be appropriate.*)

(vi) Clause 46 a, b, c and f, College Education, Assessment and Progression Committee:

46 a. Associate Dean, Academic, **or equivalent***, of the College (Chair)

46 b. **Executive Dean of the College**

46 c. Associate Dean, Academic, **or equivalent***, of the other colleges (or nominee)

46 f. **Elected School Members of Academic Senate in the College.**

*In recognition that not all colleges will have staff with this title, the meaning of “equivalent” will be determined by the Executive Dean.]

(vii) Clause 51, Executive Committee of the College Education, Assessment and Progression Committee:

51 a. Associate Dean, Academic, **or equivalent***, of the College (Chair)

51 b. **Executive Dean of the College**

51d **One elected School Member of Academic Senate in the College**, nominated by the Chair of Academic Senate

*In recognition that not all colleges will have staff with this title, the meaning of “equivalent” will be determined by the Executive Dean.]*
(viii) Clause 61, College Research and Higher Degrees Committee:

61 a. Associate Dean, Research, or equivalent*, of the College (Chair)

61 b. Executive Dean of the College

61 d. One representative of the research active academic staff of each school of the College, who has research supervisory experience, nominated by the Pro Vice-Chancellor, Research, in consultation with the Executive Dean nominated by the Chair of the School Academic Committee

61 f. Head of School, or a nominee, chosen by the Head of School from within the membership of the Committee

(ix) Clause 84 a & b, School Academic Committee, as follows:

84 a. Head of School or a nominee (for Badanami Centre: Dean, Indigenous Education, or nominee) chosen by the Head of School from within the membership of the Committee (Chair)

84 b. The elected School Member on Academic Senate*

(x) Clause 89 a & b, Executive Committee of School Academic Committee, as follows:

89 a. Head of School or nominee (for Badanami Centre: Dean, Indigenous Education, or nominee) chosen by the Head of School from within the membership of the Committee (Chair)

89 b. The elected School Member on Academic Senate*

(*In the event the School elected member is the Chair, the Head of School will appoint a member from within the School Academic Committee).

It was resolved (SEC09/04: 05)

That the Executive Committee approve the consequential amendments to the Academic Governance Policy and the Academic Senate Standing Committees Policy, as recommended in agenda paper 3.1A entitled Academic Governance Arrangements, in accordance with the decision of the Board of Trustees of 8 April, 2009, with immediate effect.

(c) Policy and Procedural Implications of new academic governance arrangements relating to various academic policies

Due to time constraints, the Committee decided to consider, by rotary circulation, agenda item 3.1B relating to consequential amendment of academic policies to accommodate academic governance changes approved by the Board of Trustees in October 2008 and April 2009.

The Committee noted that the purposes of the agenda paper are to seek:

(i) Executive Committee’s endorsement of the proposed amendments to academic policies which are designed to reflect Board of Trustees decisions about academic governance arrangements in October 2008 and April 2009 and

(ii) Executive Committee’s advice, for further drafting, about particular points shown in the agenda paper as requiring special advice from the Committee.
The Committee noted that the Manager, UWS Scholarships Unit, would need to be consulted to clarify the appeal conditions relating to Commonwealth Scholarships, as they may impact on the drafting of amendments to the Scholarships and Prizes for Undergraduates Policy.

The meeting adjourned at 12:15 pm.

CONTINUATION OF MEETING BY ROTARY CIRCULATION
The agenda paper item 3.1B regarding policy and procedural implications of the new academic governance arrangements, was circulated by email to members on 4 May 2009, for response in relation to the recommendations by 8 May 2009.

Members provided the following comment:

- The Standing Committees of Academic Senate Policy has been renamed as the Academic Senate Standing Committees Policy, and this should be reflected in the draft documentation.

- Regarding the request of advice from the Executive Committee regarding possible revisions to the Progression and Unsatisfactory Academic Progress Policy in regard to handling exclusion appeals at college-level in the first instance, Senate Executive Committee has not yet come to a view on the following matter (refer page 12 of the agenda paper): “Before endorsing the revision, Executive Committee may, therefore, wish to consider whether the case load to be considered at college level is likely to be sustainable. If it is unclear whether it will be, Executive Committee may wish to consider whether something like the current splitting of load for consideration of appeals against breaches of academic progression requirements needs to be retained.” To ensure that appeal outcomes are consistent across the university, it may be appropriate to have appeals against exclusion handled at the Senate level.

  o A member responded to the forgoing comment and felt that the handling of progression and exclusion appeals is done well at Senate level, although appeals could be considered by different panels. The logic to the proposition that they be devolved to College level was that the college has better knowledge of the programs and students. However, exclusion from university is a most serious matter and, accordingly, should be dealt with at the highest level.

  o Another member responded that he was not qualified to provide comment on this item.

- In clause (48) of the Progression and Unsatisfactory Academic Progress Policy, on page 13 of the agenda paper, replace “that there are no valid grounds for appeal” by “that no valid grounds for appeal”.

- At the end of subclause (39)(b) of the Advanced Standing and Recognition of Prior Learning Policy (the Policy), on page 18 of the agenda paper, add the text “or other prior learning experience”, as other forms of learning may be considered under the Policy.

- Regarding the comment at page 21 of the agenda paper relating to Review of Grade Policy, Senate Executive Committee has not yet come to a view on the following matter: “Executive Committee may also wish to consider whether, in any exceptional, prescribed circumstances, review of grade decisions should be
appealable to a College Academic Standards and Integrity Committee.” In practice, some students wish to appeal against Review of Grade decisions. Indeed, there are cases in which schools have reconsidered particular cases, either because an obvious error has been made, or because of procedural irregularities. It was suggested that advice from the Complaints Resolution Unit be sought about the most expeditious way of resolving these matters, as students often need to have a final determination before they can complete their enrolment for the next semester. (Secretariat note: the advice of the Manager of the Complaints Resolution Unit [CRU] was sought. The response from CRU stated that, on the basis of the information provided, it would be preferable to avoid another layer of appeal in the Review of Grade process).

- Regarding the Review of Grade Policy, in clause (17) at the bottom of page 20 of the agenda paper, the final sentence should be amended to read, “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.”

All members supported the views stated above.

In view of the Committee’s comments, stated in dot point two above, regarding possible revisions to the Progression and Unsatisfactory Academic Progress Policy, the penalties listed at clause 64 of the Policy would remain.

It was resolved (SEC09/04: 06)

(i) that Executive Committee, as a matter of urgency, consider and endorse the amendments to academic policies, as proposed in the agenda paper 3.1, and refer them to relevant organisational units and Chairs of relevant committees, for urgent comment to Education Committee;

(ii) that Executive Committee request Education Committee to prepare, by rotary circulation to a working panel if necessary, a report to the next meeting of Academic Senate regarding comment received on the proposed amendments; and

(iii) that Executive Committee recommend the proposed amendments to the next meeting of Academic Senate, for approval, subject to consideration of the report from Education Committee.

Action: Secretary/Warnock

4. OTHER BUSINESS

4.1 REPORT OF ACADEMIC STANDARDS & INTEGRITY COMMITTEE
(Spring 2008 exclusion appeals)

The Committee noted that the actions of the Chair of Senate, in consultation with Senate’s Progression Appeals Panel, regarding review of two decisions of the Panel in which the exclusion appeals were originally Dismissed.
It was resolved (SEC09/04: 07)
That the Executive Committee note the action of the Chair of Senate and the Progressions Appeals Panel of Academic Senate regarding the review of two appeals by students against exclusion, (identified as COA25 and CHS22), following the submission of compelling new evidence.

4.2 ADMISSION OF CANDIDATES TO HIGHER DEGREES
The Assistant Academic Registrar, Academic Secretariat, tabled a memorandum entitled Admission of Candidates to Higher Degrees. He referred to a discrepancy in the Academic Senate Standing Committees Policy (the Policy) relating to the College Research and Higher Degrees Committee (CRHDC). The discrepancy had been identified by Professor Bobby Banerjee, Associate Dean, Research, in the College of Business.

The Committee noted that the Policy provides, at clause 54, that the CRHDC is responsible for “making decisions” regarding the admission of Research Higher students to candidature. However, this is erroneous and should refer to “make recommendations”.

In addition, there was a further consequential amendment to the Policy following the decision of Senate on 20 March to revise a range of higher degree policies, to provide that the CRHDC would “recommend” admission of higher degree candidates to the Executive Deans of the colleges, rather than the previous arrangement to recommend to Senate’s Research Studies Committee.

It was resolved (SEC09/04: 08)
That the Executive Committee approve, on behalf of Academic Senate, a consequential amendment to clause 54 of the Academic Senate’s Standing Committee’s Policy, to replace the wording “for making decisions” to “for making recommendations”.

It was resolved (SEC09/04: 09)
That the Executive Committee approve, on behalf of Academic Senate, deletion of clause 25i of the Academic Senate’s Standing Committee’s Policy, that provides for the Research Studies Committee to admit candidates for higher degree research programs.

Action: Warnock

5. NEXT MEETING OF SENATE EXECUTIVE COMMITTEE

The Committee noted that the next meeting of the Senate Executive Committee (provisional) is scheduled for Friday 24 July 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 29 May 2009.
ADDENDUM TO SENATE EXECUTIVE COMMITTEE
MINUTES OF MEETING HELD ON 1 MAY 2009

At the Senate Executive 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.

Clarification requested
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 Executive Committee of Academic Senate was subsequently asked to clarify its intention by expressing a preference for one of the following options:

Option 1: That, as currently recorded in the Committee’s unconfirmed minutes, membership of the SAC Executive is to include the Elected School Member on Academic Senate.

OR

Option 2: That membership on the SAC Executive is to remain at n=5, with a quorum of n=3, with one position dedicated to an elected member of the SAC who is appointed from within the SAC to the Executive by the Head of School. The elected SAC member pool includes: the Elected School Member of Academic Senate, the course adviser positions, and student positions.

OR

Option 3: That in keeping with the limited wording of the Board resolution, there is to be no ex-officio position on SAC Executive for the Elected School Member of Academic Senate. Membership will thus be n=4 in cases where the Head of School is Chair, or n=5 in cases where the Head of School has appointed a nominee as Chair."

Decision
The Committee has 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.

Promulgation
On 29 June 2009 the Secretary of Senate advised Heads of Schools and nominated Chairs of School Academic Committees of the Senate Executive Committee’s clarification of the issue.

29 June 2009