ACADEMIC SENATE
EXECUTIVE COMMITTEE

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Confirmed Minutes of meeting (Special meeting 09/07) of the Academic Senate Executive Committee of the University of Western Sydney held on Friday 24 July 2009 at 9:30am in Meeting room 2, Building AD, at Werrington North.

Present:
- Professor Anne Cusick (Chair)
- Professor Barbara Holland
- Professor Geoff Scott
- Ms Thea Seabrook
- Associate Professor Paul Wormell

Apologies:
- Professor Stuart Campbell
- Professor Andrew Cheetham
- Dr Lauretta Luck
- Professor Lynette Sheridan Burns

In Attendance:
- Mr Greg Wheatley (Secretary)

1 PROCEDURAL MATTERS

✰1.1 WELCOME AND APOLOGIES AND FAREWELL
The outgoing Chair of Academic Senate, Professor Anne Cusick, chaired the meeting. She formally congratulated 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. Elections for the Deputy Chair will be held during August.

Apologies were received from Professors Andrew Cheetham, Stuart Campbell and Lynette Sheridan Burns, and Dr Lauretta Luck.

✰1.2 STARRING OF ITEMS
Apart from procedural items, the following items were starred for discussion:

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 of the School Academic Committee Executive membership
Item 4.1 Election of Chair and Deputy Chair of Academic Senate
Item 4.2 AUQA Cycle 1 Outcomes: Senate Executive Committee Self Assessment

It was resolved (SEC09/07: 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 MINUTES / REPORTS OF THE SENATE EXECUTIVE COMMITTEE MEETINGS CONDUCTED ON 1 MAY, 15 MAY AND 25 JUNE 2009
The unconfirmed minutes of the special meeting held on 1 May 2009, and the reports of the special meetings conducted by electronic circulation on 15 May and 25 June 2009, required confirmation.

The Committee noted that, since the initial circulation, the minutes of the 1 May 2009 meeting had been amended to include an addendum, relating to clarification of the membership of the Executive Committee of the School Academic Committee.

It was resolved (SEC09/07: 02):
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 accurate records of meeting.

1.4 MATTERS ARISING
The Committee noted that matters arising from previous meetings were covered elsewhere on the agenda.

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

1.5 ACTION SHEETS FROM RECENT MEETINGS
The Committee noted the progress of action arising from Academic Senate meeting held on 29 May 2009 and the Executive Committee meetings conducted in May and June 2009.

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

The Committee noted that, subsequent to the 1 July meeting, the following proposals were considered / endorsed by APCAC via rotary circulation:

- On 8 July 2009, two UWSCollege Diploma course proposals that were withdrawn from the 1 July meeting, pending further consideration by the College of Arts, were considered. The relevant recommendations were included in the APCAC 1 July 2009 report.
• On 15 July 2009 course proposals from the College of Health and Science that were foreshadowed at the 1 July meeting. The relevant recommendations were included in the APCAC 1 July 2009 report.

• On 20 July 2009, proposals 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) [the recommendations were included in the Senate Executive agenda].

• On 23 July 2009 a major variation proposal to 1613 Bachelor of Communication (the recommendation was included on the Senate Executive agenda).

All of the above proposals required urgent approval due to the reporting deadline of the Department of Education, Employment and Workplace Relations of 1 August 2009.

The Committee expressed concern regarding the following:

• Members on APCAC were asked to approve the proposals by rotary resolution without adequate summary information to frame the context and content of the submissions. Members thus had to go through each document in detail. Detailed quality assurance review of course proposals should occur at the College level with APCAC considering university wide implications of course approvals and university wide issues relating to maintenance of standards in courses. If rotary resolution is to be used, then an appropriate summary by the proposing college should be provided to ensure an informed review of documentation by APCAC.

• Members questioned why the proposals came into APCAC from College Education Committees so late. The management of course approval processes by the Chairs of Education Assessment and Progression Committees needs to be explored. It is unreasonable for APCAC to be asked to consider course proposals so close to the DEEWR deadline. It creates significant risks for course quality assurance in the approval process.

• Members identified that the College level of course approval quality assurance was not adequate with a number of proposals containing defects in the completeness and currency of information supplied. This level of detailed checking is the responsibility of College level committees, not APCAC.

The Committee agreed to convey these concerns to the Chair of APCAC, Deputy Vice-Chancellor (Academic and Enterprise).

The Committee noted that the Board of Trustees (the Board) viewed Academic Senate and its committees as a primary risk management strategy for academic matters. This is indicated by the fact that the Senate needs to provide an annual report to the Audit and Risk Committee each year. The recent spate of rushed approvals, suggests that College processes are not adequately taking account of the academic risk management functions of the Senate Committees.

The Committee agreed that the following action is required to minimise the Board’s exposure to risk in relation to courses approvals:

1. Course proposal timelines and guidelines should be observed. These provide for rapid or conventional course approval, however the onus is on Colleges to provide
accurate course documentation that has been checked for UWS policy and DEEWR compliance at the College level by Associate Deans Academic (or equivalent). Failure to do so leads to significant academic risk exposure for the Board and may result in the course being referred back by Senate.

APCAC should discuss and agree on the key issues for deliberation, agreement and approval and the information required from the College level to support their decisions. It was suggested that course proposals submitted to APCAC should therefore include an executive summary report signed off by the Associate Dean Academic (or equivalent) that gives substantive and procedural assurances to the committee on the following:

- Evidence regarding demand for the proposal;
- Adherence to UWS teaching and learning policies including structure, nomenclature, assessment, admission, progression, examination, graduation, graduate attributes.
- The pedagogical framework of the proposal and its contribution to the teaching and learning course profile of the college and university
- The strategic relevance of the proposal in relation to the UWS teaching and learning plan;
- Highlights in curriculum design that are relevant to the eleven checkpoints consistent with the Making the Difference strategy; and
- Advice that the business case for proposal has been approved by the Executive Dean.

2. Remind Chairs of Senate College and pan-university committees that they are each responsible for assuring adherence to their committee’s Terms of Reference including oversight of the checkpoints and delegations for the development of a course proposal and full course documentation. No course should come to APCAC without a careful critique at the college level to ensure that the correct process has been followed, that appropriate delegations have been used to recommend the document to the next stage of development, and that all information required is complete.

3. Access to on-line data that provides the evidence, against an agreed set of checkpoints, that allows relevant staff to interrogate proposals in a timely fashion.

The Committee noted course approvals are amongst the most complex of tasks performed by the university. As a self-accrediting institution it is critical that the quality assurance role played by Academic Senate and its committees is robust. The recent rushing through of course proposals is cause for concern. While ultimately the Courses Approvals and Publications System (CAPS) will address many issues relating to information completeness, there is a need for all Chairs of Senate Committees to communicate the important role that considered review plays in maintaining standards and demonstrating quality in our course offerings. The CAPS has been delayed due to lack of agreement of relevant stakeholders to a template based on-line system. The purpose of CAPS is to facilitate online approval of course and unit documentation. It was noted by the committee that the Cycle 1 AUQA audit commended UWS on the proposed course approvals system. While the platform and mode had changed the overall intent and functionality had not, and it was important that work on the system is adequately supported and rolled out.

The Committee considered that any undue delays in the commissioning of the system may have a significant impact on student retention and other key indicators of
university quality.

The Pro Vice-Chancellor (Quality) undertook to raise the need to support a timely CAPS development and roll-out with senior university management.

The Executive Committee approved, on behalf of Academic Senate, the recommendations contained in the annex to the APCAC report.

It was resolved (SEC09/07: 03):
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 was resolved (SEC09/07: 04):
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 was resolved (SEC09/07: 05)
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.

It was resolved (SEC09/07: 06)
That the Senate Executive Committee approves, on behalf of Academic Senate, the major variation to 1613 Bachelor of Communication, comprising change of names of two core units in the course structure.

It was resolved (APCAC 09:3/8)
That the Academic Planning and Courses Approvals Committee endorses the introduction of the new course 1670 Bachelor of Education (Birth - 5 Years) to commence in 2010 at the Penrith and Bankstown campuses and recommends the proposal to Academic Senate for approval.

It was resolved (APCAC 09:3/9)
That the Academic Planning and Courses Approvals Committee endorses the major course variation to 1604.6 Bachelor of Arts consisting of changes to the course structure including new key program, majors and sub-majors requiring a new course version to commence in 2010 and recommends to Academic Senate for approval.

It was resolved (APCAC 09:3/10)
That the Academic Planning and Courses Approvals Committee endorses the major course variation to 1655.2 Bachelor of Arts (Dean's Scholars) to align the course structure with changes to 1604 Bachelor of Arts, and consists of changes to the course structure including new key program, majors and sub-majors requiring a new course version to commence in 2010 and recommends to Academic Senate for approval.

It was resolved (APCAC 09:3/11)
That the Academic Planning and Courses Approvals Committee endorses the major course variation to 1651.3 Bachelor of Arts (Pathway to Teaching - Primary) to align the course structure with changes to 1604 Bachelor of Arts, and consists of changes to the course structure including new key program, majors and sub-majors requiring a new course version to commence in 2010 and recommends to Academic Senate for approval.
It was resolved (APCAC 09:3/12)
That the Academic Planning and Courses Approvals Committee endorses the major course variation to 1652.3 Bachelor of Arts (Pathway to Teaching - Secondary) to align the course structure with changes to 1604 Bachelor of Arts, and consists of changes to the course structure including new key program, majors and sub-majors requiring a new course version to commence in 2010 and recommends to Academic Senate for approval.

It was resolved (APCAC 09:3/13)
That the Academic Planning and Courses Approvals Committee endorses the major course variation to 1546 Master of Psychology (Clinical Psychology) consisting of changes to the course structure and changes to admission requirements, to commence in Autumn 2010 and recommends to Academic Senate for approval.

It was resolved (APCAC 09:3/14)
That the Academic Planning and Courses Approvals Committee endorses the major course variation to 1630 Graduate Diploma of Psychological Studies consisting of changes to the course structure and deleting mid year entry to commence in Autumn 2010 and recommends to Academic Senate for approval.

It was resolved (APCAC 09:3/15)
That the Academic Planning and Courses Approvals Committee endorses the major course variation to 1595 Master of Arts (TESOL) consisting of changes to the course sequence to commence in Autumn 2010 and recommends to Academic Senate for approval.

It was resolved (APCAC 09:3/16)
That the Academic Planning and Courses Approvals Committee endorses the variation, executively approved by the College of Arts Executive Committee, to 1636 Graduate Certificate in TESOL, to also offer the degree by UWS College at Westmead to commence in Spring 2009 and recommends the proposal to Academic Senate for approval.

It was resolved (APCAC 09:3/17)
That the Academic Planning and Courses Approvals Committee endorses the major course variation to 1636 Graduate Certificate in TESOL consisting of changes to the course sequence to commence in Autumn 2010 and recommends to Academic Senate for approval.

It was resolved (APCAC 09:3/18)
That the Academic Planning and Courses Approvals Committee endorses the variation, executively approved by the College of Arts Executive Committee, to 1635 Graduate Diploma in TESOL, to also offer the degree by UWS College at Westmead to commence in Spring 2009 and recommends the proposal to Academic Senate for approval.

It was resolved (APCAC 09:3/19)
That the Academic Planning and Courses Approvals Committee endorses the major course variation to 1635 Graduate Diploma in TESOL consisting of changes to the course sequence to commence in Autumn 2010 and recommends to Academic Senate for approval.
It was resolved (APCAC 09:3/20)
That the Academic Planning and Courses Approvals Committee endorses the major variation to 4617 Master of Social Science, 4618 Graduate Diploma in Social Science and 4619 Graduate Certificate in Social Science consisting of the replacement of the Specialist Unit Pools with a generic unit pool to commence in Autumn 2010 and recommends the proposal to the Academic Senate for approval.

It was resolved (APCAC 09:3/21)
That the Academic Planning and Courses Approvals Committee endorses the introduction of the new unit set KP1004 Global Studies Key Program incorporating M1031 Major in Global Studies and SM1040 Sub-major in Global Studies to commence in Autumn 2010 at the Parramatta and Bankstown campuses and recommends the proposal to Academic Senate for approval.

It was resolved (APCAC 09:3/22)
That the Academic Planning and Courses Approvals Committee endorses the introduction of the new elective unit set SM1039 Sound Technology Studies to commence in 2010 at the Penrith campus and recommends the proposal to Academic Senate for approval.

It was resolved (APCAC 09:3/23)
That the Academic Planning and Courses Approvals Committee endorses the major unit set variation to M1026 Arabic Major incorporating SM1034 Arabic Sub-major consisting of addition and deletion of units in the unit set structure and allocation of new unit set codes to commence in Autumn 2010 and recommends to Academic Senate for approval.

It was resolved (APCAC 09:3/24)
That the Academic Planning and Courses Approvals Committee endorses the major unit set variation to M1027 Chinese Major incorporating SM1035 Chinese Sub-major consisting of addition and deletion of units in the unit set structure and allocation of new unit set codes to commence in Autumn 2010 and recommends to Academic Senate for approval.

It was resolved (APCAC 09:3/25)
That the Academic Planning and Courses Approvals Committee endorses the major unit set variation to M1028 Japanese Major incorporating SM1037 Japanese Sub-major consisting of addition and deletion of units in the unit set structure and allocation of new unit set codes to commence in Autumn 2010 and recommends to Academic Senate for approval.

It was resolved (APCAC 09:3/26)
That the Academic Planning and Courses Approvals Committee endorses the major unit set variation to M1029 Italian Major incorporating SM1036 Italian Sub-major consisting of addition and deletion of units in the unit set structure and allocation of new unit set codes to commence in Autumn 2010 and recommends to Academic Senate for approval.

It was resolved (APCAC 09:3/27)
That the Academic Planning and Courses Approvals Committee endorses the major unit set variation to M1030 Spanish Major incorporating SM1038 Spanish Sub-major consisting of addition and deletion of units in the unit set structure and allocation of new unit set codes to commence in Autumn 2010 and recommends to Academic Senate for approval.
It was resolved (APCAC 09:3/35) 
That the Academic Planning and Courses Approvals Committee endorses the major variation to the Sport Management Key Program within course 2739 Bachelor of Business and Commerce, consisting of replacing 200579 Sport Event and Facility Management with the new unit 200742 Sport and Hospitality Event Management, to commence in Autumn 2010 and recommends the proposal to Academic Senate for approval.

It was resolved (APCAC 09:3/36) 
That the Academic Planning and Courses Approvals Committee endorses the major variation to the Hospitality Management Key Program, Hospitality Operations Sub-major and Hospitality Event Experience Sub-major within course 2739 Bachelor of Business and Commerce, consisting of replacing 200682 Convention and Special Event Management with the new unit 200742 Sport and Hospitality Event Management, to commence in Autumn 2010 and recommends the proposal to Academic Senate for approval.

It was resolved (APCAC 09:3/37) 
That the Academic Planning and Courses Approvals Committee endorses the variation, executively approved by the College of Business Executive Committee, to 2601 Master of Commerce (Human Resource Management and Industrial Relations) consisting of changing intakes to Quarters 1, 2, 3 and 4 and changing the course sequence to commence in Quarter 4, 2009 and recommends the proposal to Academic Senate for approval.

It was resolved (APCAC 09:3/38) 
That the Academic Planning and Courses Approvals Committee endorses the variation, executively approved by the College of Business Executive Committee, to 2603 Graduate Certificate in Human Resource Management and Industrial Relations consisting of changing intakes to Quarters 1, 2, 3 and 4 and changing the course sequence to commence in Quarter 4, 2009 and recommends the proposal to Academic Senate for approval.

It was resolved (APCAC 09:3/39) 
That the Academic Planning and Courses Approvals Committee endorses the major course variation to 2631 Master of Business and Commerce, 2632 Graduate Diploma in Business and Commerce, 2633 Graduate Certificate in Business and Commerce consisting of changes to the course structure, addition of new unit Management Skills and having intakes into all Quarters for the Masters, to commence in Q1, 2010 and recommends to Academic Senate for approval.

It was resolved (APCAC 09:3/40) 
That the Academic Planning and Courses Approvals Committee endorses the major course variation, executively approved by the College of Business Executive Committee, to 2655 Graduate Certificate in Business consisting of the addition of intakes to Quarters 1, 2, 3 and 4 to commence in 2010 and recommends the proposal to Academic Senate for approval.

It was resolved (APCAC 09:3/41) 
That the Academic Planning and Courses Approvals Committee endorses the major variation to 2728 Master of International Hospitality and Hotel Management and 2729 Graduate Diploma of International Hospitality and Hotel Management, consisting of changes to the course structure, changes to admission and changing intake to all Quarters for the Masters, to commence in Q4 2009 and recommends the proposal to Academic Senate for approval.
It was resolved (APCAC 09:3/42)
That the Academic Planning and Courses Approvals Committee endorses the major course variation to 2730 Graduate Certificate of International Hospitality and Hotel Management, consisting of changes to the course structure and changing from exit only award to entry and exit award, to commence in Q1, 2010 and recommends to Academic Senate for approval.

It was resolved (APCAC 09:3/43)
That the Academic Planning and Courses Approvals Committee endorses the major variation to course 2538 Bachelor of Social Science/Bachelor of Laws, consisting of incorporating approved changes to the Bachelor of Social Science component, to commence in Autumn 2010 and recommends the proposal to Academic Senate for approval.

It was resolved (APCAC 09:3/44)
That the Academic Planning and Courses Approvals Committee endorses the major variation to course 2727 Bachelor of Financial Advising, consisting of replacing 200270 Financial Advisory Relationships with the new unit 200747 Professional Relationships and Communication in Business and change to course structure, to commence in Spring 2010 and recommends the proposal to Academic Senate for approval.

It was resolved (APCAC 09:3/47)
That the Academic Planning and Courses Approvals Committee endorses the major course variation, executively approved by the College of Health Science, Associate Dean Academic, to 4648 Bachelor of Nursing (Advanced), consisting of the replacement of two core units, to commence in Autumn 2009 and recommends to Academic Senate for approval.

It was resolved (APCAC 09:3/48)
That the Academic Planning and Courses Approvals Committee endorses the major course variation to 3588.1 Bachelor of Computing (Honours) consisting of a change to update accreditation to the Handbook entry to commence in 2009 and recommends to Academic Senate for approval.

It was resolved (APCAC 09:3/49)
That the Academic Planning and Courses Approvals Committee endorses the major course variation to 3613.1 Bachelor Information Technology (Honours) consisting of a change to update accreditation to the Handbook entry to commence in 2009 and recommends to Academic Senate for approval.

It was resolved (APCAC 09:3/50)
That the Academic Planning and Courses Approvals Committee endorses the major course variation to 3614.1 Bachelor of Computer Science (Honours) consisting of a change to update accreditation to the Handbook entry to commence in 2009 and recommends to Academic Senate for approval.

It was resolved (APCAC 09:3/51)
That the Academic Planning and Courses Approvals Committee endorses the major course variation to 4647 Bachelor of Medical Research consisting of change to course structure to commence in 2010 and recommends to Academic Senate for approval.
It was resolved (APCAC 09:3/52)
That the Academic Planning and Courses Approvals Committee endorses the major course variation to 4660 Bachelor of Health Science/Master of Traditional Chinese Medicine consisting of major variation to the structure to commence in Autumn 2010 and recommends to Academic Senate for approval.

It was resolved (APCAC 09:3/56)
That the Academic Planning and Courses Approvals Committee endorses the introduction of the new course 7009 Diploma in Science Fast Track to commence in Term 1 2010 at the UWS College Nirimba campus and recommends the proposal to Academic Senate for approval.

It was resolved (APCAC 09:3/57)
That the Academic Planning and Courses Approvals Committee endorses the major course variation to 7005 Diploma in Information and Communication Technology consisting of entry requirements to specify an IELTS score of 6.0 with a minimum of 5.0 in all areas to commence in Term 1 2010 and recommends to Academic Senate for approval.

It was resolved (APCAC 09:3/58)
That the Academic Planning and Courses Approvals Committee endorses the major course variation to 7004 Diploma in Information and Communications Technology Fast Track consisting of clarifying entry requirements specifying IELTS score of 6.0 with a minimum of 5.0 in all areas to commence in Term 1 2010 and recommends to Academic Senate for approval.

It was resolved (APCAC 09:3/59)
That the Academic Planning and Courses Approvals Committee endorses the major course variation to 7003 Diploma in Science consisting of change in course structure, clarifying entry requirements specifying an IELTS score of 6.0 with a minimum of 5.0 in all areas, to commence in Term 1 2010 and recommends to Academic Senate for approval.

It was resolved (APCAC 09:4/1)
That APCAC endorses the recommendation from the Education, Assessment and Progression Committee of College of Arts of the introduction of the new course, 7011 – Diploma in Social Science, to commence in Term 1 2010, and recommends the proposal to Academic Senate, for approval.

It was resolved (APCAC 09:4/2)
That APCAC endorses the recommendation from the Education, Assessment and Progression Committee of College of Arts of the introduction of the new course, 7012 – Diploma in Social Science (Fast Track), to commence in Term 1 2010, and recommends the proposal to Academic Senate, for approval.

It was resolved (APCAC09:05/01)
That the Academic Planning and Courses Approvals Committee endorses the recommendation of the Associate Dean (Academic) for the College of Health and Science for the major variation of 7006 Diploma in Engineering, for introduction in term 1, 2010, and recommends the proposal to Academic Senate, for approval.
It was resolved (APCAC09:05/02)
That the Academic Planning and Courses Approvals Committee endorses the recommendation of the Associate Dean (Academic) for the College of Health and Science for the new course proposal 7010 Diploma in Engineering Fast Track, for introduction in term 2, 2010, and recommends the proposal to Academic Senate, for approval.

It was resolved (APCAC09:05/03)
That the Academic Planning and Courses Approvals Committee endorses the recommendation of the Associate Dean (Academic) for the College of Health and Science for the new course proposal 7013 Diploma in Health Science, for introduction in term 1, 2010, and recommends the proposal to Academic Senate, for approval.

It was resolved (APCAC09:05/04)
That the Academic Planning and Courses Approvals Committee endorses the recommendation of the Associate Dean (Academic) for the College of Health and Science for the new course proposal 7014 Diploma in Health Science Fast Track, for introduction in term 2, 2010, and recommends the proposal to Academic Senate, for approval.

It was resolved (APCAC09:05/05)
That the Academic Planning and Courses Approvals Committee endorses the recommendation of the Associate Dean (Academic) for the College of Health and Science for the new course proposal 7015 Diploma in Construction Management, for introduction in term 1, 2010, and recommends the proposal to Academic Senate, for approval.

It was resolved (APCAC09:05/06)
That the Academic Planning and Courses Approvals Committee endorses the recommendation of the Associate Dean (Academic) for the College of Health and Science for the new course proposal 7016 Diploma in Construction Management Fast Track, for introduction in term 1, 2010, and recommends the proposal to Academic Senate, for approval.

It was resolved (APCAC09:05/60)
That the Academic Planning and Courses Approvals Committee endorses the articulation proposals 09L054 to 09L084 (inclusive), giving holders of specified TAFENS in courses advanced standing in course 2739.2 Bachelor of Business and Commerce with effect from Spring 2009, and recommends the proposals to Academic Senate for approval.

It was resolved (APCAC09:05/61)
That the Academic Planning and Courses Approvals Committee endorses the articulation proposals for students who have completed the TAFENSW 3262 Certificate IV of Enrolled Nursing or 4393 Diploma of Enrolled Nursing, to enter the 4642 Bachelor of Nursing and receive advanced standing of 50 credit points for Certificate IV and 80 credit points for the Diploma, commencing in Spring 2009, and recommends the proposals to Academic Senate for approval.

Action: Chair, Secretary, Warnock
2.1.2 Approval of UWSCollege Foundations Courses and Units

The Committee noted that the Academic Planning and Courses Approvals Committee 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 Committee noted that a prime purpose of the Foundation Studies courses is to provide a preparation pathway for students who did not meet academic entry criteria for university or who did not feel ready for university entry to develop necessary skills in foundation areas to enhance their academic capacity for successful study. Graduates of the Foundation course are able to enter UWS courses.

**It was resolved (SEC09/07: 07):**
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.

**Action:** Secretary

2.2 REPORT FROM EDUCATION COMMITTEE

The Committee noted that 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) that provides clarity where students fail an assessment component that must be passed in order to pass the unit.

**It was resolved (SEC09/07: 08):**
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 was resolved (SEC09/07: 09):**
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 Academic Advising Policy**
Amendment to the *Academic Advising Policy* (clause 6), to cover those persons who offer routine academic advice, to include Careers Education Consultants.
It was resolved (SEC09/07: 10):
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.

Action: Derby

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". 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. At the 1 May meeting, 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.

The Executive Committee noted that 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 Executive Committee also noted that the Education Committee had 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. The Executive Committee noted that the Review of Grade Policy makes reference to School Assessment Committees, which have been subsumed by the School Academic Committee in the current governance structure. The Committee agreed to minor amendment to the Policy to reflect the change.

It was resolved (SEC09/07: 11)
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 was resolved (SEC09/07: 12)
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".

Action: Secretary

3. MATTERS FOR DISCUSSION

3.1 CLARIFICATION OF THE MEMBERSHIP OF THE SCHOOL ACADEMIC COMMITTEE EXECUTIVE

The Senate Executive Committee, at its meeting held on 1 May 2009, oversaw the Board of Trustees decisions relating to academic governance changes made in 2008 and 2009, including the membership of the Executive Committee of the School Academic Committee.

A query was subsequently raised by a Head of School in the College of Business seeking to clarify the Executive Committee’s intentions about the composition of the Executive Committee of the School Academic Committee. The proposition by the Head of School was that inclusion of the Committee elected Senate representative on the School Academic Committee Executive would make some ‘unworkable’ with the inference being that this was a result of personalities and group dynamics. This view had not been expressed by heads of school in any other college.

The Senate Executive Committee clarified its intention, by a vote of five to two, with two abstentions, including the Chair of the Committee, that the Elected School Member on Academic Senate is to be a member of the Executive Committee of the School Academic Committee.

The outcome of this decision was communicated, and the Head of School indicated that he would be taking up the issue with the University Executive. Professor Cusick reported that the issue relating to the membership of the School Academic Committee Executive may be raised again at Senate, or if a similar approach to the School Academic Committee Chair arrangements is taken, it may be raised at the Board of Trustees. In the mean time, the Senate Executive had made a clear decision.

4. OTHER BUSINESS

4.1 ELECTION OF CHAIR AND DEPUTY CHAIR OF SENATE

The Committee noted that, 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. The Chair, on behalf of the Committee, congratulated Associate Professor Wormell on his election to the position.
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.

The Committee expressed its appreciation for the outstanding leadership, dedication and commitment of Professor Cusick during her tenure as Chair of Academic Senate.

4.2 AUQA CYCLE 1 OUTCOMES: SENATE EXECUTIVE COMMITTEE ASSESSMENT

Professor Scott requested the Committee to provide feedback in relation to a self-assessment against AUQA Cycle 1 Outcomes. The report on the Committee’s response is an Appendix to these minutes.

The Committee discussed the implications to changes in designations of senior academic staff in the Colleges. Academic policies have been framed to reflect designations such as Associate Deans (Academic) and Associate Dean (Research). In this connection, the Committee agreed to request the Deputy Vice-Chancellor (Academic and Enterprise) to provide details of impending changes to designations for senior academic positions so that academic policies can be appropriately amended to reflect the proposed changes.

**Action:** Secretary

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**.

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APPENDIX 1
Senate Executive meeting held on 24 July 2009

Senate Executive
Self-Assessment
Against AUQA Cycle 1 Outcomes

Affirmations

More Integrated and Linked Planning
Resource Planning going well
Financial Planning and Integration needs more work
Course profiling and load planning is still somewhat disconnected from the curriculum and
course development process
There is no curriculum policy (as per QUT) – which makes it difficult to assure the quality of
course designs in the new, more competitive environment

Review Assessment Practices
The review has been completed. However, we are yet to have robust evidence that the
revised policy is being consistently and effectively implemented
It will be important to train the new School Academic Committees on what the new agenda for
assessment is – noting the link between the new UWS policy and what TEQSA and the HE
Review will be pursuing.
As a first step the GS commissioned report will be sent to Chairs of the SACs and they will be
asked to identify if/how their TORs and anticipated procedures align with the key findings in
the Scott Report on assessment and standards. This will be followed by a road show from SC,
BH and GS for workshops with each SAC. The links to a need for a curriculum policy have
been noted under the Planning area above

Further Enhancement for WebCT and Blended Learning
Good evidence that WebCT is operating consistently and effectively
Need to consider the implications of Web 2.0 for the next phase of IT-enabled learning
Blended learning needs considerable work – see the need for a curriculum policy that links to
the assessment policy – this may have implications for enhancement & redesign of the senior
portfolios to assure implementation

Further Refinement, Support and Use of Research Concentrations
This is going well – see the last two BOT strategy day outcomes

Implement a Whole-of-University Engagement Strategy
This is underway and we now have TICE to track and improve it
See the Talloire’s Report

Align Human Resources with Strategic Priorities
There are implications for a review of the senior portfolios in the light of the demands placed
on the DVCAE – there might be a need to reconsider the cost-benefit of having a DVC
(Academic)
See the position description for Vi McLean at QUT and the role of Stephen Towers as a
benchmark

Sharpen the University’s Workload System
No direct comment from this group
Monitor Client Service in Student Administration and Support
Need to ramp up action in key areas identified in the Scott report and in the campus forums for AUQA cycle 2 – including the more systematic use of paid mentors trained for credit using a UWS Community Service Unit

Recommendations

More Targeted Benchmarking with Like Institutions
Underway with robust data of outcomes – with Griffith and, more recently, with another multicampus university – La trobe. Also QUT on course processes and RMIT on cyclical administrative reviews.

Self-sufficiency (A) and Improvement of Business Development Office
No direct comment from this group

Quality Management for Offshore International
Agreed that the key quality management checkpoints used in the 2006 audit and incorporated into the DVCAE’s new policy paper need to be systematically applied prior to audit

Identify the Distinctive UWS Student Experience
This has emerged from the AUQA cycle 2 campus forums

Increased HDR Enrolments, Support and Completions
Seen to have been successfully actioned – AC can give data

Implement Indigenous Education Commitment and ADD a Graduate Attribute
Attribute approved by Senate and endorsed by the Board of Trustees, a project under the Diversity and Structural Adjustment Fund, awarded to roll-out indigenous graduate attribute through curricula adjustments, priority programs identified and underway, by 2010 will be in place in Health Sciences, Natural Sciences, Medicine, Nursing, Law, and Psychology courses. By 2011 programs will be in place in Business, Social Sciences and Humanities courses, with an Indigenous Studies major also developed and delivered by Badanami Centre. The latter will be available for UWS students to enrol in the program major, sub-major, or unit level. By 2011, the offer of a new Indigenous block mode course in Social Work, will replace the current suspended Bachelor of Community Welfare (AREP/METRO) course.

Implement a More Rigorous Staff Evaluation and Review System
No direct comment from this group

Develop a More Robust Strategic Approach to the Governance of IT
No direct comment from this group

Other areas
- Check that cycle 1 commendations have been sustained
  - CAPS
  - TILT
  - Governance
- Check quality management systems for UWS College as per the GS Insearch AUQA trial audit.
Putting in place an efficient sign off system for New or Revised Courses
This should be generated from a curriculum policy that is empirically derived – as per the Scott Report and other consolidated reviews of what engages students in productive learning in universities and retains them

Rationale
- We have to be far more focused on optimising course design for retention and agile
- There will be an open market in two years time
- TEQSA is going to focus on the checkpoints in the Scott report and, in particular, on impact and standards
- We need to be prepared for the AUQA cycle 2 audit – see above
- The QUT course review being undertaken by GS provides a useful benchmark
- Retention target requires that we sharpen the quality of course design and test it
- We need to show AUQA that we have sustained the round one commendations on CAPS and governance for quality in the area
- It is inappropriate that APCAC and Senate approve courses without a robust case against an agreed set of key quality and design checkpoints

Remind all players of roles
We need to confirm which of the following each player is doing and in what order

The players include
Committees: APCAC; BOT; Senate; SACs
Managers: DVC; PVC (L&T); Dean; A/Deans (Academic); HOS

The authority for each of the above can include:
Initiative, endorse, sign off, monitor, improve

Clarify criteria to be attended to
(these are empirically determined from the Scott report and consistent with MTD)
Robust evidence of
- demand for the focus and design of the course proposed or revised
- Distinctiveness (linked to demand and relevance tests)
- Alignment with the key positioning of the University and its MTD
- Relevance to the students
- Capacity to deliver – including capable and available staff; appropriate resourcing and facilities etc
- Quality of design: see the RATED CLASS A Framework and key design tests for engagement outlined in the Scott Report
- Attention to transition and retention tests

Provide an online mechanism to endorse/approve
This can be a version of the original CAPS
It should be clickable and provide the case/justification for the new course, design,
We need to put in place a reasonable time frame

Some constraints & implementation challenges to be addressed
- Requires staff willingness to change – incentives
- Staff don’t have alternative models available so that they can see new, feasible, ways of doing things – designs that work elsewhere and attract high levels of student satisfaction and retention x FOE
- Staff need help to learn how to implement agreed policy – they need to be directly helped to learn how to do change if they are to engage
• Is the absence of a dedicated DVC (Academic) to lead this area a risk in the current TEQSA policy environment?
• Need to consider structural locations and who is ‘at the table’ at the Executive.