ACADEMIC SENATE

The next meeting (Meeting 15/01) of the Academic Senate of the University of Western Sydney will be held on Friday 13 February 2015 at 9:30am in the Board Room, Building AD, Werrington North Campus.

For apologies and enquiries, telephone (02) 9678 7820 or email gillian.brown@uws.edu.au.

AGENDA

1 PROCEDURAL MATTERS

✰1.1 INTRODUCTION, WELCOME, AND APOLOGIES

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

The Chair will welcome the Deputy Vice-Chancellor and Vice President (Academic), Professor Denise Kirkpatrick and the incoming Deputy Chair, Dr Elfriede Sangkuhl, to their first meeting.

The Chair will congratulate the following Senate members on their recent 2014 University Awards:

- Dr Catherine Attard – Excellence in Teaching
- Dr David Mahns – Excellence in Research Interdisciplinary Team Award

At the time of writing, apologies had been received from Professor Ian Anderson, Mr John Juriansz, Mr Angelo Kourtis and Associate Professor Jane Mears. Any further apologies will be reported.

✰1.2 DECLARATIONS OF INTEREST

Members are requested to declare any interests, in terms of the Conflict of Interest Policy, they may have in relation to the items on this agenda. This policy is available on the Policy DDS at: http://policies.uws.edu.au/view.current.php?id=00093 and further information for members regarding declarations of interest is available at http://www.uws.edu.au/__data/assets/pdf_file/0003/406344/Declarations_of_Interest.pdf

Members are reminded that they should also declare any interests that become apparent during a meeting of Academic Senate or one of its committees.

✰1.3 STARRING 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:

- 3.1 Report from the Chair
- 3.2 Report from the Vice-Chancellor
- 3.4 Senate Work Plan
- 3.5 Securing Success: 2015-2020 Strategic Plan
- 3.6 Research Ethics
- 3.7 Academic Integrity Framework and Student Misconduct Rule
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.

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

1.5 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.

1.6 MINUTES OF THE PREVIOUS MEETING

The unconfirmed minutes of the Academic Senate meeting held on 5 December 2014 are appended.

It is recommended:

That Academic Senate confirms the minutes of the Senate meeting held on 5 December 2013, as an accurate record.

1.7 ACTION SHEET FROM LAST MEETING

To assist members with monitoring the work of the Academic Senate the action sheet from the meeting held on 5 December 2014 and previous meetings is appended.

2 BUSINESS ARISING

Items of business arising not covered elsewhere in the agenda are included in this section for noting.

2.1 MINUTE 3.13 - EXAMINATIONS POLICY

Following discussions at the 5 December 2014 Senate, the amendments as proposed by the Senate Education Committee to the Examinations Policy were approved.

Members requested early advice to students about deferred examination periods to overcome attendance issues due to students booking holidays in advance.

It was resolved (AS14:06/03):

That Academic Senate approves the new versions of the Examinations Policy and Examination Procedures from the date of publication.

The revised policy and procedures have been published on the Policy DDS System.
3 GENERAL BUSINESS

3.1 REPORT FROM THE CHAIR

A written report from the Chair covering activities undertaken on behalf of the Senate since 5 December 2014 is appended.

The Chair will provide an update on any recent developments and will answer any questions in relation to the report, if requested.

3.2 REPORT FROM THE VICE-CHANCELLOR

An update on recent developments will be provided.

3.3 HIGHER EDUCATION STANDARDS AND REGULATION

At the 5 December 2014 meeting members agreed to establish a working party to review the below draft TEQSA guidance notes, contribute to the consultation process, and report back to Senate.

- Academic Governance
- Corporate Governance

The working party was also asked to provide advice to Senate regarding how well our current academic governance processes satisfy the draft TEQSA guidelines. This Working Party met on 16 December 2014.

The University did not submit a response to the draft TEQSA guidance notes, but following discussion at Senate Executive Committee on 6 February 2015, the working party’s report will be used to develop a set of actions for Senate’s consideration in its 2015 Work Plan, including further governance information and resources for Senate members; improvements to reporting arrangements and communication between the various levels of University governance; self-review of Senate; and a greater focus on the role of External Advisory Committees.

For further reporting and recommended actions by Senate.

3.4 SENATE WORK PLAN

At the 21 February 2014 meeting Senate members indicated their support for the following set of working priorities to give shape, context and focus to the overall Work Plan for 2014:

- Contribution to addressing national Higher Education Standards, including AQF requirements.
- Enhanced communication with the academic community, including University Academic Forums.
- Engagement with University-wide projects, including Our Future Program, Open University UK and PhD Pathways projects.
- Contribution to academic risk management, including assessment and research standards and integrity.
At its meeting on 6 February 2015, Senate’s Executive Committee proposed a revised set of priorities for 2015, for Senate’s consideration.

A report on the 2014 Work Plan and a set of proposed priorities for 2015 will be provided as a late paper, for Senate’s consideration and revision as required.

For discussion and consideration

3.5 SECURING SUCCESS: 2015-2020 STRATEGIC PLAN

A draft of the Securing Success: 2015–2020 Strategic Plan was made available for comment by all staff until 30 January 2015, and comment has also been sought from several Academic Senate Standing Committees. A revised document is attached, incorporating revisions that reflect this feedback, together with a briefing paper which requests Academic Senate endorsement for the transmission of Securing Success: 2015-2020 to the Board of Trustees February 2015 meeting.

A series of implementation plans will be developed, based on the strategic plan, and these will address more detailed and operational matters.

For comment, noting and endorsement for transmission to the Board.

It is recommended:

That Academic Senate endorses the transmission of the University Strategic Plan, Securing Success: 2015-2020, to the Board of Trustees February 2015 meeting.

3.6 RESEARCH ETHICS

The University of Western Sydney is committed to the highest standards of integrity in conducting research. This research integrity is not just a matter of compliance with ethical standards, but involves trust between researchers and the community that there will be benefits from the research effort.

One of the functions of Academic Senate as provided in the Academic Governance Policy is promoting the quality and development of research in the University.

Dr Jane Hobson will provide an update on responsible research at UWS and the recent changes to research ethics processes.

For comment and discussion.

3.7 ACADEMIC INTEGRITY FRAMEWORK AND STUDENT MISCONDUCT RULE

At the 7 October meeting the Education Committee and Assessment Committee endorsed the Student Misconduct Rule and arranged for it to be circulated for comment by School Academic Committees and via the Policy DDS.

A discussion paper from the University General Counsel and the version of the draft Student Misconduct Rule (the Rule) provided for comment on the Policy DDS were discussed at the 5 December 2014 meeting of Senate.
Feedback from School Academic Committees, the Policy DDS and the comments from members at the 5 December 2014 meeting of Senate have been incorporated into a revised version of the Rule for consideration by Senate. This document (Appendix 1 to the attached supporting paper) will be provided as a late paper.

As explained in the supporting paper, the draft Rule has been developed on advice from the University’s General Counsel and in response to the concerns of Academic Senate, its Education Committee, and the Red Tape Taskforce.

From the outset the Rule was intended to serve as one component of an overall Academic Integrity Framework, to be developed by the Academic Integrity Working Party of Senate’s Education Committee. Recent work has focused on the Rule, but it is proposed that the Working Party be reactivated to develop the remaining components of the Framework, with an educational focus, including an Academic Integrity and Honesty Policy and detailed procedures and guidelines to accompany the Rule.

It is recommended:

That Academic Senate requests the Academic Integrity Working Party, with an updated membership including current student representatives, to develop an Academic Integrity Framework. This will include an Academic Integrity and Honesty Policy and procedures and guidelines to accompany the Student Misconduct Rule. These will reflect the feedback received from the Red Tape Taskforce, Senate Education Committee and the School Academic Committees.

That Academic Senate endorses the draft Student Misconduct Policy and recommends it to the Board of Trustees for approval.

3.8 RED TAPE TASKFORCE

The Red Tape Taskforce was established to review a range of administrative tasks required in support of teaching and research programs. This initiative of the Board of Trustees, was to identify opportunities to free up academic time currently spent on administration, while improving efficiencies and processes.

Work has progressed on several of the priority areas identified by the Taskforce, including research ethics processes (agenda item 3.6), student academic misconduct (agenda item 3.7), and course and unit approval policies and processes (noted in agenda items 3.9 and 4.5).

As recommended by the Taskforce, the University will now establish an ongoing program to look at the efficiency of business processes, with a wider scope than the academic and research focus of the original project. This will be carried out under the auspices of the Divisional Services Processes and Assessment project. A further progress report is currently being prepared, for consideration by the Board of Trustees and a final meeting of the Red Tape Taskforce, with reporting to Academic Senate. Further work will then be undertaken through the Office of the Vice-President (Finance & Resources).

For information

3.9 REVIEW OF ACADEMIC SENATE STANDING COMMITTEES

On 16 August 2013 Academic Senate endorsed a review of the membership, terms of reference and reporting arrangements for Academic Senate’s Standing Committees,
during the second half of 2013, including the changes that have been made since January 2012, to identify any further changes that would improve their operation and the flow of information between the committees and Academic Senate.

The review commenced with the research-focussed committees to facilitate more inclusive committees across the Schools and Institutes, and Senate has approved the revised terms of reference and membership of the Research Committee and Research Studies Committee. Draft revised terms of reference for the School and Institute Research and Higher Degrees Committees, taking account of the establishment of the Graduate Research School. Following consultation, these will be presented to a future meeting of Academic Senate for approval.

Recommendations for minor amendments to the revised terms of reference and membership of the Research Committee and Research Studies Committee are included in item 3.10 Academic Senate Membership, to permit the appointment of deputy chairs for these committees.

The review has now progressed to the course-approval committees. In 2014 the interim Deputy Vice-Chancellor (Education) established a working group to draw together several strands of work on course and unit approval processes and documents, arising from Academic Senate, the Vice-Chancellor and University Executive, the Office of Strategy and Quality, Red Tape Task Force and Course Data Management Unit. This group aimed to identify ways in which the approval process could be streamlined and made more efficient, while still providing adequate scrutiny and academic quality assurance. A summary of work to date is included in agenda item 4.5 Academic Planning and Courses Approvals Committee, including proposals to streamline the committee structure and remove duplicated functions. Following consultation, proposals for committee changes will be presented to Senate for approval.

For information

3.10 ACADEMIC SENATE AND COMMITTEE MEMBERSHIPS

The membership of Senate was last updated in December 2014 to reflect changes in position titles for several current ex-officio positions. Some further amendments are now proposed to reflect recently announced changes to senior management positions in Senate and its Standing Committees and some administrative amendments. These amendments will not substantially alter the composition or number of members in any committee.

Following the Senate Executive Committee meeting on 6 February 2015, a paper with the proposed amendments for consideration by Senate members will be provided with the late papers.

For recommendation and approval (recommendations and supporting papers to come)

3.11 ACADEMIC POLICY REVIEW

This standing agenda item has been introduced in line with item four of the Academic Senate Work Plan - Develop and review academic policy. The policies prioritised for consideration and progress to date by the Academic Policy Advisory Group (APAG) during 2014 is below:

<table>
<thead>
<tr>
<th>Policy</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Topic</td>
<td>Details</td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Admissions</td>
<td>A draft revised policy is being prepared by ARO in conjunction with the Pathways Project, to be reviewed by APAG in early 2015.</td>
</tr>
<tr>
<td>Assessment Policy – Criteria and Standards-based Assessment (Assessment Policy)</td>
<td>A revised version was discussion at the 3 February 2015 Assessment Committee meeting. This feedback will be considered at the next meeting of APAG.</td>
</tr>
<tr>
<td>Award Courses and Units Approvals</td>
<td>Awaiting outcomes of Red Tape Taskforce Report and proposed governance arrangements (see agenda items).</td>
</tr>
<tr>
<td>Misconduct – Student Academic Misconduct</td>
<td>The proposed Student Misconduct Rule was considered by the Assessment Committee and Education Committee in October 2014 and feedback was sought from School Academic Committees and via the Policy DDS. A discussion paper from the University General Counsel and the version of the draft Student Misconduct Rule provided for comment on the Policy DDS was discussed at the 5 December meeting of Senate. A revised version has been provided for consideration by Senate at agenda item 3.11 in the wider context of Academic Honesty and Integrity at UWS.</td>
</tr>
<tr>
<td>Progression and Unsatisfactory Academic Progress</td>
<td>Suitable data sources have been identified and benchmarking is being progressed. The Progression Policy Working Party will then be reformed to progress the review of this policy.</td>
</tr>
<tr>
<td>Special Consideration</td>
<td>The review of this complex policy is being progressed by the Special Consideration Working Party and further benchmarking is being completed. Work is to commence on a new Disruption to Studies Policy to replace the Special Consideration Policy. Changes to the Assignment Extension Guidelines have been implemented.</td>
</tr>
<tr>
<td>Teaching and Learning Fundamental Code</td>
<td>A revised version was considered at the 17 October meeting of APAG. Further benchmarking is being progressed and alignment with the revised versions of Teaching @ UWS and Tutors Guides occurring prior to the revised code being placed on the Policy DDS for comment.</td>
</tr>
</tbody>
</table>

The Academic Policy Advisory Group has proposed the following additional academic policies for review in 2015:

- Postgraduate Coursework Policy
- Academic Advising Policy
- Student Placement Policy – new policy to address ESOS and other requirements

Policies are also being reviewed to ensure that they accommodate UWS Online requirements, including delegations for the relevant Directors of Academic Programs.

The Research Masters (Honours) Policy is being renamed and revised to reflect the establishment of the Graduate Research School, the renaming of Masters (Honours) degrees as Master of Philosophy, and the introduction of the Master of Research.
Members are invited to submit expressions of interest in contributing to the review of particular academic policies (please submit these to gillian.brown@uws.edu.au).

3.12 AWARDS OF THE UNIVERSITY MEDAL

The following students were awarded the University Medal at the December 2014 Graduation ceremonies, as approved by the Chair of Academic Senate, on behalf of the Senate.

- Ashwin BHASKARAN (SID 17026518) Bachelor of Medicine, Bachelor of Surgery Honours Class 1
- Maxine Rae REVOLTAR (SID 17080170) Bachelor of Medicine, Bachelor of Surgery Honours Class 1
- Abdullah Khalel IBRAHIM (SID 17034050) Bachelor of Medicine, Bachelor of Surgery Honours Class 1
- Shiva SUBRAMANYAM (SID 16985269) Bachelor of Medicine, Bachelor of Surgery Honours Class 1
- Mohammad Ateeq Hafeez REHMANJAN (SID 16813407) Bachelor of Medicine, Bachelor of Surgery Honours Class 1

It is recommended:

That Academic Senate note the awards of the University Medal, approved by the Chair of Academic Senate, on behalf of the Senate.

3.13 APPROVAL OF SCHOLARSHIP

Academic Senate is requested to consider the proposal for a new University Donor Funded Scholarship, prepared by the Office of Advancement and Alumni as follows:

John E Hely Engineering Scholarship – This scholarship is intended for students commencing study or currently enrolled in any year of a Bachelor of Engineering (Civil) course at UWS.

It is recommended:

That Academic Senate approve the proposed John E Hely Engineering Scholarship.

3.14 POSTHUMOUS AWARDS

Under the Posthumous Awards and Aegrotat Grades Policy, Academic Senate and the Assessment Committee are informed of the posthumous awards that are made by School Academic Committees in accordance with the Policy, and the rationales for each award.

At its meeting of 7 November 2014, the School of Business Academic Committee approved the awarding of a Posthumous Award to Mr Mohammad Yusuf noting that he had completed 230 credit points (96%) of the 2739 Bachelor of Business and Commerce (Accounting), which complied with the Posthumous Awards and Aegrotat Grades Policy.

It is recommended:
4 REPORTS AND RECOMMENDATIONS FROM SENATE COMMITTEES

4.1 SENATE EXECUTIVE COMMITTEE

The Chair of the Senate Executive Committee will speak briefly to the Committee’s 2014 annual report which will be provided with the late papers.

The Senate Executive Committee held a joint electronic meeting with the Academic Planning and Courses Approvals Committee between 12 and 17 December 2014 and a face to face meeting on 6 February 2015. The report of the electronic meeting held from 12 to 17 December is appended. The minutes of the 6 February 2014 face to face meeting will be provided prior to the meeting.

It is recommended:
That Academic Senate note the 2014 Annual Report of the Senate Executive Committee.

That Academic Senate note the reports of the Senate Executive Committee electronic meeting conducted between 12 and 17 December 2014 and the face-to-face meeting on 6 February 2015.

4.2 RESEARCH COMMITTEE

The Chair of the Research Committee will speak briefly to the Committee’s 2014 annual report which will be provided with the late papers.

The Research Committee met on the 3 February 2015. The minutes of the 3 February 2015 meeting will be provided to the next meeting of Senate.

It is recommended:
That Academic Senate note the 2014 Annual Report of the Research Committee.

4.3 RESEARCH STUDIES COMMITTEE

The Chair of the Research Studies Committee will speak briefly to the Committee’s 2014 annual report which will be provided with the late papers.

The Research Studies Committee met face to face on 2 December 2014 and 3 February 2015. An electronic meeting was conducted on 12 December 2014. The minutes of the 2 December meeting and report of the 12 December electronic meeting are appended. The minutes of the 3 February 2015 meeting will be provided prior to the meeting.

It is recommended:
That Academic Senate note the minutes of the 2 December 2014 and 3 February 2015 face to face Research Studies Committee meetings and the report of the electronic meeting held 12 December 2014.

4.4 EDUCATION and ASSESSMENT COMMITTEES (incorporating Student Experience and Engagement Committee)

Academic Senate Agenda 15/01 – 13 February 2015
The Education Committee, Assessment Committee and Student Experience and Engagement Committee 2014 annual reports are appended.

The Education Committee met on 1 December 2014. The report for this meeting is appended. The Assessment Committee met on 3 February 2015 and the report for this meeting will be provided with the late papers.

It is recommended:

That Academic Senate notes the 2014 Annual Reports of the Education Committee, the Assessment Committee and the Student Experience and Engagement Committee.

That Academic Senate notes the report of the Education Committee meeting held on 1 December 2014 and the report of the Assessment Committee meeting held on 3 February 2015.

4.5 ACADEMIC PLANNING AND COURSES APPROVALS COMMITTEE  AS15/01-4.5

The Academic Planning and Courses Approvals Committee’s 2014 annual report is appended. The annual report from the Arts and Business Curriculum Quality Committee and the Science and Health Curriculum Quality Committee are also appended.

The Academic Planning and Courses Approvals Committee (APCAC) met face-to-face on 21 January 2015. An electronic meeting between 12 and 17 December 2014 was held concurrently with the Academic Senate Executive Committee and considered the same course proposals (see item 4.1). An electronic meeting of APCAC was held from 3 to 6 February 2015.

The report for the face to face meeting held 21 January 2015 and the electronic meeting held between 3 and 6 February 2015 will be provided before the meeting.

It is recommended:

That Academic Senate notes the 2014 Annual Report of the Academic Planning and Courses Approvals Committee and the Arts and Business and Science and Health Curriculum Quality Committees.

That Academic Senate notes the report of the 21 January 2015 face to face meeting and the electronic meeting held from 3 to 6 February 2015 of the Academic Planning and Courses Approvals Committee and ratifies the recommendations contained therein.

4.6 BACHELOR (HONOURS) COMMITTEE  AS15/01-4.6

The Chair of the Bachelor (Honours) Committee will speak briefly to the Committee’s 2014 annual report – appended.

The Bachelor (Honours) Committee last met face to face on 4 November 2014. The next meeting is scheduled for 30 March 2015.

It is recommended:

That Academic Senate note the 2014 Annual Report of the Bachelor (Honours) Committee.
4.7 ACADEMIC APPEALS AND INTEGRITY COMMITTEE

The Chair of the Academic Appeals and Integrity Committee will speak briefly to the Committee’s 2014 annual report which will be provided with the late papers.

It is recommended:
That Academic Senate note the 2014 Annual Report of the Academic Appeals and Integrity Committee

4.8 UWS COLLEGE ACADEMIC COMMITTEE

The UWSCollege Academic Committee last met face to face on 11 November 2014.

4.9 BOARD OF TRUSTEES

The Board of Trustees met on 3 December 2014.

The next meeting is scheduled for 25 February 2015. 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 ACADEMIC PROMOTIONS PROCESS REPORT

A report prepared by the Office of Human Resources on the 2014 promotion process for academic staff is appended.

For information

5.2 ATTENDANCE AT ACADEMIC SENATE AND ACADEMIC SENATE COMMITTEE MEETINGS 2014

In preparing the 2014 Annual Reports of Academic Senate’s Standing Committees (Research, Education, Research Studies, Academic Planning and Courses Approvals, Bachelor (Honours) – see items 4.1 - 4.6) authors were asked to provide attendance records for the various Committee meetings. The reporting of attendance is undertaken by the Board of Trustees and Its standing committees.

This information in relation to the Senate and its committees will be forwarded prior to the meeting.

For information

6 NEXT MEETING

The next Academic Senate meeting is arranged for Friday 24 April. Senate meeting dates for 2015 are as follows:

• Friday 24 April
• Friday 19 June
• Friday 14 August
• Friday 23 October
• Friday 4 December
All the meetings start at 9.30 AM, and will be held in the Board Room, Building AD, at Werrington North