ACADEMIC SENATE
Circulated: 23 December 2014

Confirmed minutes of meeting 14/06 of the Academic Senate of the University of Western Sydney held on Friday 5 December 2014 at 9:30am in the Boardroom, Building AD, at Werrington North.

Present:
Associate Professor Paul Wormell (Chair) Dr David Mahns
Professor Janice Aldrich-Wright Ms Shaneen McGlinchey
Professor Ian Anderson Dr Terri Mylett
Dr Catherine Attard Associate Professor Janette Perz
Dr Matthias Boer Dr Christopher Peterson
Professor Donna Craig Dr Awais Piracha
Ms Sue Craig Associate Professor Anne Power
Professor Gabriel Donleavy Mr Michael Robertson
Professor Kevin Dunn Associate Professor Leanne Rylands
Associate Professor Craig Ellis Professor Michele Simons
Dr Gu Fang Professor Kate Stevens
Ms Ushi Ghoorah-Hurrychurn Professor Deborah Sweeney
Professor Barney Glover (VC) Professor Zhong Tao
Ms Tahani Husari Ms Maxine Veale
Professor Peter Hutchings Mr Dean Walker
Dr Cindy Kersaitis Dr Greg Whateley

In Attendance:
Ms Gillian Brown (Secretary) Ms Deirdre Lee
Ms Emily Byrne Ms Kate Shane
Mr James Fitzgibbon

Apologies:
Professor Michael Adams Dr Paul Rowland
Professor James Arvanitakis Professor Simeon Simoff
Associate Professor Bronwyn Cole Associate Professor Terry Sloan
Associate Professor Betty Gill Professor Clive Smallman
Professor Rhonda Griffiths Professor Sheree Smith
Professor Scott Holmes Professor Deborah Stevenson
Professor Gregory Kolt Associate Professor Linda Taylor
Mr Angelo Kourtis Ms Janelle Tisserand (for Dr Paul Rowland)
Associate Professor Alana Lentin
Professor Donald McNeill
Associate Professor Jane Mears

Absent:
Professor Annemarie Hennessy
Mr John Juriansz

1 PROCEDURAL MATTERS

1.1 INTRODUCTION, WELCOMES, CONGRATULATIONS, FAREWELLS AND APOLOGIES

Welcome
The Chair of Academic Senate, Associate Professor Paul Wormell, chaired the meeting of the Senate, and opened it by reading an Acknowledgment of the Traditional Owners, as follows:

“The University of Western Sydney acknowledges the ancestors, Elders and families of the Darug, Gandangarra and Tharawal peoples, the traditional owners and custodians of University land, and thanks them for their support of our work in Greater Western Sydney region.

I acknowledge the traditional owners of the land on which we are meeting today, and pay my respects to their Elders, past and present, and to other Aboriginal and Torres Strait Islander people who are here today.”

The Chair welcomed all members and especially Professor Michele Simons who is acting Deputy Vice-Chancellor (Academic) until Professor Denise Kirkpatrick joins the University in January 2015.

It was recorded that this was the last meeting for the Deputy Chair, Professor Gabriel Donleavy, who is leaving UWS to take up a senior position at UNE. The Chair acknowledged Professor Donleavy’s leadership and initiative in promoting Senate’s role in discussing important academic matters, and giving influential advice on matters within its purview. This has enriched discussions at Senate, and the business transacted. On behalf of Senate the Chair moved a vote of thanks to Professor Donleavy and wished him every success in the future.

Professor Donleavy replied thanking the Chair for his constructive and consultative chairing of meetings, for his balanced leadership which does not disregard factional challenges but promotes appropriate collegiality without sacrificing boundaries.

Members were advised that at the close of nominations, Dr Elfriede Sangkuhl had been elected unopposed to the position of Deputy Chair of Senate from 31 December 2014 to 31 January 2016. The chair noted that Dr Sangkuhl is admirably qualified, with previous experience in the role and a deep commitment to good debate and academic excellence.

Associate Professor Janette Perz was congratulated on her promotion to Professor and Dr Gu Fang on his promotion to Associate Professor. Unfortunately Associate Professor Fang will no longer be qualified to hold the position on Senate he was elected for, and therefore the position of the School of Computing, Engineering and Mathematics (Level A, B or C) academic member becomes vacant from 1 January 2015. An election will be arranged.

During the meeting the Chair congratulated Dr Greg Whateley on his appointment as Dean, UWSCollege.

Apologies

Apologies as listed were noted and accepted.

1.2 DECLARATIONS OF INTEREST

Members were requested to declare any interests, in terms of the Conflict of Interest Guidelines, they may have in relation to the items on this agenda.

No declarations of interest were reported.
1.3 STARRING OF ITEMS

Apart from procedural items, items starred on the agenda were:

- 3.1 Report From The Chair
- 3.2 Report From The Vice-Chancellor
- 3.3 Research Week Update From The Deputy Vice-Chancellor (Research and Development)
- 3.4 Higher Education Standards and Regulation, including the Australian Qualifications Framework (AQF)
- 3.5 Senate Work Plan
- 3.7 Pathways to Success Project
- 3.10 MyVoice Project
- 3.12 Student Misconduct Rule
- 3.13 Examinations Policy

It was agreed to unstar the following items at the meeting as the subjects were covered in the Report from the Chair:

- 3.4 Higher Education Standards and Regulation, including the Australian Qualifications Framework (AQF)
- 3.5 Senate Work Plan

It was resolved (AS14:06/01):

> 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.

The Chair acknowledged the very large volume of work completed by the Senate Standing Committees and Schools, especially the course approvals, reflected in the unstarred items that had just been approved.

1.4 ORDER OF BUSINESS

There were no changes to the order of business.

1.5 OTHER BUSINESS

There was no other business.

1.6 MINUTES OF THE PREVIOUS MEETING

Senate had before it the unconfirmed minutes of the Senate meeting held on 24 October 2014:

It was resolved (AS14:06/02):

> To confirm the minutes of the Senate meeting held on 24 October 2014, as an accurate record.
1.7 ACTION SHEET FROM LAST MEETING

To assist members with monitoring the work of Senate, the action sheet from the meeting held on 24 October 2014 and previous meetings had been circulated.

2 BUSINESS ARISING

2 BUSINESS ARISING FROM THE MINUTES OF PREVIOUS MEETINGS

2.1 2.1 ACADEMIC SENATE MEMBERSHIP

Without discussion it was noted that the amendments to the membership of Senate in the Academic Governance Policy had been approved by the Board of Trustees at its 3 December 2014 meeting.

2.2 MINUTE 3.13 STANDARDISATION OF COURSE ABBREVIATIONS – MINOR POLICY CHANGES

Without discussion it was noted that the revised Academic Records Issuance Policy and the Structure and Nomenclature of Bachelor Awards Policy had been published on the Policy DDS.

2.3 MINUTE 3.14 UNIT OUTLINE AND LEARNING GUIDES POLICY – AVAILABILITY OF LEARNING GUIDES

Without discussion it was noted that the revised Unit Outline and Learning Guides Policy had been published on the Policy DDS.

2.4 MINUTE 3.15 - STUDENT EXPERIENCE AND ENGAGEMENT COMMITTEE – REVISED TERMS OF REFERENCE

Without discussion it was noted that arrangements are being made for the revised terms of reference for the Student Experience and Engagement Committee to be published on the Academic Senate website.

3 GENERAL BUSINESS

3.1 REPORT FROM THE CHAIR

Senate had before it a written report from the Chair covering activities undertaken on behalf of the Senate since 24 October 2014.

The Chair provided an update on recent developments and reported the following additional matters which also related to agenda items 2.1, 3.4 and 3.5.

The Board approved the changes that were requested for the Academic Governance Policy, and there will be a further change to one position title following the restructure of the University’s senior Executive that comes into effect in January 2015.
The summary of the *Securing Success* feedback, including feedback from Senate, the Academic Forum and some of the committees was provided to the Board of Trustees. The Board also considered a draft strategic plan, based on *Securing Success*, and this will be released for further comment and feedback. Feedback from Senate members will again be sought.

The Chair commented on the passing through parliament of the long-anticipated TEQSA Amendment Bill, noting that TEQSA will retain its capacity to conduct sector-wide quality surveys, although with limited resources for this purpose. TEQSA remains very active and has been particularly interested in arrangements for student placements; a topic of relevance to UWS. TEQSA has followed up the recent media coverage of “assignments for purchase”, and plagiarism more generally. It is timely that the University is considering a revised draft of a *Student Misconduct Rule*, including academic misconduct. Following up on the work of the Red Tape Taskforce, this was considered the ideal opportunity to set up the simplest and most straightforward processes for dealing with allegations of student academic misconduct, with arrangements for comprehensive record-keeping.

The Chair reported that he and the Secretariat were investigating possible alternative arrangements of the Board Room, to facilitate good communication and debate at Senate meetings.

3.2 REPORT FROM THE VICE-CHANCELLOR

The Vice-Chancellor made the following comments regarding his priorities and relevant recent developments:

- The Vice-Chancellor referred to the restructure of the University’s senior Executive announced 4 December 2014 remarking that new structure provides a balanced suite of senior portfolios which will allow the University to manage an increased engagement with external organisations for the greatest effect.
- The recruitment of the new Vice-President, People and Advancement was commencing with the advertisement to be published on Saturday 6 December 2014.
- The recruitment of the new Pro Vice-Chancellor (Aboriginal and Torres Strait Islander Leadership) and Campus Provost for Hawkesbury was progressing, with an announcement planned for early 2015.
- In future the role of the University Secretary will be held by the General Counsel. Further focus groups with students are planned following some additional feedback from the Board of Trustees on the draft Strategic Plan – *Securing Success*, recognising the importance of capturing student perspectives.
- Marketing has commenced for the UWS Online courses.
- Negotiations are progressing for the demolition and build of the new Parramatta CBD campus. The current design optimisation phase is working on future-proofing the layout. The fit-out is to be iconic, with progressive teaching and learning spaces with technology overlayed. It is planned to provide a detailed document to Senate early in 2015.
- An enhanced pathways model for international students is being discussed, using the Foundation and Diploma courses at UWSCollege.
• The Board of Trustees was concerned about the recent media reports on ‘MyMaster’ essays for purchase, as although the numbers for UWS were small, it indicates a blatant attempt to undermine Australian qualifications.

• The Vice-Chancellor had reported to the Board of Trustees on the future of Callista for UWS, and the Board agreed with the approach that was being taken.

• Queensland University of Technology has released its fee structure for 2016. The Board of Trustees will continue to look at pricing issues, and a detailed briefing will be provided when there is more clarity about deregulation of the sector.

Members noted that there would be a greater effect on students if the government legislated to increase the interest rate on HECS debts.

It was confirmed that funding for future appointments as ARC Future Fellows was suspended at this time due to its connection with the proposed changes to higher education legislation.

The Vice-Chancellor advised that clarity regarding the fees for students in 2016 was difficult, and even the start date of the proposed legislative changes is now under consideration. Forward estimates would need to be reworked if the current version of the legislation is changed.

### 3.3 RESEARCH WEEK UPDATE FROM THE DEPUTY VICE-CHANCELLOR (RESEARCH AND DEVELOPMENT)

The Deputy Vice-Chancellor (Research and Development) was an apology for the meeting and the Pro Vice-Chancellor (Research and Innovation), Professor Deborah Sweeney, provided an update on events during Research Week and research more generally.

Six key events were held across Research Week 2014, and had attracted good support. It is intended to review the success of these events and build on them for 2015. The Pro Vice-Chancellor (Research and Innovation) welcomed any feedback from members.

One of the key events, the “Ideas Lab”, was well promoted and patronised. Sector experts, Mayors and academics were invited to address the topic of Council Amalgamations. Future topics regarding manufacturing and Sydney suburbs into the future are being considered.

The Centre for Western Sydney was launched on 30 October at the Kingswood campus and a white paper about the Centre is expected in February 2015.

The Research Engagement, Development and Innovation (REDI) unit has reported that since the commencement of operations in June 2014 they have received 70 genuine new business leads which they are actively pursuing.

The Research and Development Plan 2015-2017 has been finalised and is available on the DVC Research and Development web page. Other research-related matters include exploring options around developing a research institute focusing on health service translation and providing public health outcomes; launching a high-profile
College of Adjuncts in February/March 2015; and establishing research impact templates and development documents.

The Vice-Chancellor congratulated all concerned with Research Week, noting that feedback indicated the events were well received and resonated with the community outside UWS.

Members endorsed the priority of the Research and Development Plan concerning research impact, recognising that it was appropriate to embed this in the overall research life cycle. Members commended the development of templates, in consultation with the Deans and University Research Institute Directors, to assist with the recording of research impact; the best way to advertise these templates was discussed.

3.4 HIGHER EDUCATION STANDARDS AND REGULATION, INCLUDING THE AUSTRALIAN QUALIFICATIONS FRAMEWORK (AQF)

At the 15 August 2014 meeting members were provided with the first three sets of draft TEQSA guidance notes:

- Academic Leadership
- Scholarship
- Academic Quality Assurance

The following additional guidance notes regarding academic governance were recently released for comment:

- Academic Governance (consultation period closes Thursday 1 January 2015)
- Corporate Governance (consultation period closes Friday 2 January 2015)

It was noted that the draft guidance notes on academic governance are of special interest and relevance to Academic Senate. Members agreed that it was appropriate to establish a working party of Senate to review these draft guidance notes, contribute to the consultation process, and report back to Senate.

At the 3 November 2014 meeting of Education Committee members were invited to express an interest in joining the Senate members identified at the 24 October meeting on this working party.

This working party will meet on 16 December 2014 to develop a response to TEQSA and provide advice to Senate regarding how well our current governance processes satisfy the draft TEQSA guidelines.

3.5 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:

- 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.

The second of the Academic Forums “Academic Freedom and the Public Intellectual”, co-sponsored by the Vice-Chancellor, was held on 11 June 2014. A paper providing the collated outcomes and proposals by the participant groups was considered and the final two proposed actions agreed by Senate. An update on these items will be provided at a future meeting of Senate.

Recent updates regarding the five elements highlighted from the first Academic Forum “The Future of Higher Education” were provided in the Report from the Chair at item 3.1.

The third Academic Forum was held at Parramatta Campus on the Friday 10 October 2014 with the topic “Securing Success: 2015-2020” – UWS strategic plan discussion paper. Feedback from this Forum contributed to the development of the draft Securing Success strategic plan.

A fourth Academic Forum for 2014, which was planned for early December, has been postponed to February 2015. The proposed dates for the Academic Forums in 2015 are:
• Wednesday, 11 February
• Tuesday, 12 May
• Tuesday, 14 July
• Friday, 11 September
• Wednesday, 25 November

3.6 ACADEMIC PROGRAM PLANNING

At the 20 June 2014 meeting the Pro Vice-Chancellor (Strategy and Engagement) provided an update to Senate members on the recent work and plans for the UWS Academic Program 2014 – 2018 confirming the main principles as:

• Grow program offerings but maintain number of units offered;
• Map offerings on a whole of career context;
• Offer flexible modalities;
• Offer new campus locations;
• Establish holistic academic and career advising.

Members also requested information regarding the career mapping for Education courses. A website is currently being progressed and the Pro Vice-Chancellor (Strategy and Engagement) will provide a presentation to members at a meeting of Senate early next year.

3.7 PATHWAYS TO SUCCESS PROJECT

Ms Kate Shane (Senior Project Manager, Our Future Program) presented an update on the Pathways to Success Project. This project was endorsed by the Board of Trustees at its 2013 Strategy Day to review the current admissions framework and to redefine the way students are admitted with less reliance on the ATAR as a predictor of success. The Project Team has endeavoured to place the ATAR within a range of
entry criteria which may be presented for admission directly to a bachelor degree and to seek alternative assessment of applicants' academic ability and readiness for study.

The team commenced with an initial twenty pathways, investigating how to enhance the entry criteria and identifying gaps, whilst still ensuring adherence to the Higher Education Threshold Standards, regulated by TEQSA. Both proximal and non-proximal thresholds have been investigated and the principles and framework for developing academic and non-academic thresholds for admission are nearing completion.

The team worked with schools to develop ‘threshold activities’ for exceptional merit admission pathways; these produced good outcomes but required the deployment of significant resources. A toolkit is to be made available to staff in February 2015 to assist in running these events. Support networks and a forum are also planned for next year.

The UWS curriculum mapping tool has been used to identify the generic skills required for success in particular courses, and these will be advertised to future students to enable them to recognise and address any deficiencies. An Admissions Committee is proposed, to provide academic governance for the range of new admission criteria, and benchmarking is being undertaken with successful sector models.

Members questioned why the team had targeted selective high schools at this stage to promote the project. This was explained as an attempt to overcome old prejudices in these schools around not choosing to attend UWS.

Members saw a connection between this project and the inherent requirements project, but noted the difference between the requirements for admission and successful completion of a course. Members highlighted the challenges for some disciplines that have a range of academic requirements, such as the Bachelor of Business and Commerce which requires skills in reading, essay writing and mathematics.

Members endorsed early engagement and advertisement of Open Day with high schools. It was noted that holding the Open Day after UTS, and the availability of interactions with academic staff, helped to attract high-performing students to UWS.

Further updates will be provided, especially when amendments to academic policies and admission requirements, in several bachelor degrees, are presented to Senate for consideration.

The Chair thanked Kate Shane for her presentation.

3.8 RED TAPE TASKFORCE

The Red Tape Taskforce has been established to review a range of administrative tasks required in support of teaching and research programs. This is an initiative of the Board of Trustees, and is an opportunity to free up academic time currently spent on administration, while improving efficiencies and processes.
A report advising the Board of Trustees’ endorsement of recommendations for addressing the highest-priority issues identified was provided to members at the 20 June 2014 meeting of Academic Senate.

Work is progressing on several of the priority areas identified by the Taskforce, including student academic misconduct (see agenda item 3.12) and course and unit approval policies and processes (noted in agenda item 3.9; the next meeting of the Review Committee took place immediately after Senate). As recommended by the Taskforce, the Chair has proposed that the University should 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. The Divisional Services Processes and Assessment project may provide an opportunity to establish this.

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, 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 has commenced with the research-focussed committees to facilitate more inclusive committees across the Schools and Institutes. The revised terms of reference and membership of the Research Committee were approved by Senate at the 15 August meeting and the first meeting of the reconstituted Research Committee was held on 7 October 2014.

At the 24 October meeting of Academic Senate members approved the revised terms of reference and membership of the Research Studies Committee. The first meeting of the reconstituted committee took place on 2 December 2014.

The review has now progressed to the course-approval committees.

3.10 MYVOICE PROJECT

At the 2 May 2014 meeting of Academic Senate it was noted that the eight Working Groups established in May 2013 in response to the 2012 MyVoice Staff Engagement Survey are identifying and implementing ideas to address key areas for improvement at the University-wide level. Each Working Group is sponsored by a member of the University Executive and/or a Dean who provide mentoring and guidance to the group. These eight groups are:

- Senior Management Communication Working Group
- Inclusive Decision Making Working Group
- Cross Unit Collaboration Working Group
- Recruitment and Selection Working Group
- Supporting New Staff Working Group
- Career Development for Academic Staff Working Group
- Career Development for Professional Staff Working Group
- Responding to Workplace Bullying Working Group

At the 20 June 2014 meeting the Director, Office of Organisational Development, provided a paper to update Senate on progress and a brief verbal update was
provided by the Senate member on the Career Development for Academic Staff Working Group.

An Academic Senate member on the Inclusive Decision Making Working Group, Professor Clive Smallman, gave an update at the 24 October Senate meeting.

At this meeting Professor Peter Hutchings provided an update from the Career Development for Academic Staff Working Group. The main continuing developments have been:

- the establishment of speed mentoring sessions;
- one-on-one sessions for early career academics with the professoriate;
- the conversion of the academic achievement checklist to an online facility to capture evidence of academic achievement for promotions;
- career-development events will be held on all campuses next year, with subject matter experts sourced from outside of UWS;
- research will be conducted into evaluating promotions. Ethics approval has been sought for this; and
- a video featuring successful candidates will be available to assist in the promotion process.

Members made the following comments:

- Members acknowledged the huge amount of work involved in applying for promotion and requested that workshops are held earlier next year.
- It was recognised that some colleagues accept appointments at a relatively low level, given their qualifications and experience, and look for quick promotion. The promotions policies might require greater acknowledgment to be given to experience at previous institutions.
- There is a need for greater recognition that women may be less mobile and more restricted in their career options, leading to a poor gender balance at higher academic levels.
- The Vice-Chancellor advised that the new Deputy Vice-Chancellor (Academic) has been asked to review the promotion processes, especially from level D to level E, as a matter of priority, recognising that it is difficult for research-intensive academics to address all three areas of the promotions criteria.
- Recent changes to promotions policies should be given further publicity, as some new elements do not appear to be adequately recognised at this stage.

The Chair thanked Professor Hutchings for his presentation.

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 following policies were prioritised for 2014:

- Admissions
- Assessment Policy – Criteria and Standards-based Assessment
- Award Courses and Units Approvals
• Misconduct – Student Academic Misconduct
• Progression and Unsatisfactory Academic Progression
• Special Consideration
• Teaching and Learning – Fundamental Code
• Examinations Policy (added in response to problems that arose with Open and Closed Book examinations in the Spring 2013 and August 2014 formal examination periods)

The Academic Policy Advisory Group (APAG) met on 17 October 2014 and discussed the Assessment Policy – Criteria and Standards Based Assessment, Examinations Policy and the Teaching and Learning – Fundamental Code. A revised version of the Examinations Policy was considered at the 3 November Education Committee meeting and approved at this meeting of Senate.

The Academic Policy Advisory Group (APAG) met on 11 December 2014 to further discuss the Assessment Policy – Criteria and Standards Based Assessment, Admissions Policy, the Teaching and Learning – Fundamental Code and the proposed Student Placement Policy.

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 STUDENT MISCONDUCT RULE

A review of current UWS policies relating to student misconduct (academic, non-academic, higher degree research) was conducted through the Office of General Counsel, in consultation with the Academic Integrity Working Party of the Academic Senate, the Deputy Vice-Chancellor (Research and Development) and the Deputy Vice-Chancellor and Provost.

The purpose of this review was to bring some consistency to various procedures for handling misconduct, and to bring greater clarity to roles and responsibilities. This document has been prepared as a Rule, rather than a Policy, to be approved by the Board of Trustees, to bring the process under the UWS legislative framework, and minimise the risk of challenge to validity and application.

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, with the feedback received to be submitted to Academic Senate for consideration.

A discussion paper from the University General Counsel and the version of the draft Student Misconduct Rule provided for comment on the Policy DDS had been circulated in the agenda papers. The recommendation for endorsement by Senate was withdrawn to allow for the review of comments from School Academic Committees and the Policy DDS prior to considering a revised version of the Rule for approval. The Academic Integrity Working Party will be reconstituted, and asked to look at the benchmarking of procedures and educative processes to address minor matters of student academic misconduct.

Copies of the Schedule of Delegated Officers were provided at the meeting. Members provided extensive comments and discussion on the draft Rule, including the following points:
• The delegation to Academic Course Advisors rather than Unit Coordinators is quite onerous for courses including units with more than 1000 students.

• The Unit Coordinators are closer to the subject matter and teaching of their units. They would probably be involved in the initial stages of any investigation, and it may duplicate work to include Academic Course Advisors.

• The intention of the Rule is to involve Unit Coordinators in investigations, but separate them from determining the outcomes.

• Members had concerns about operationalising the processes of the Rule within Schools, and whether the increase in the workload for the Academic Course Advisors would make these roles unattractive.

• It is important to recognise that the Rule covers more than plagiarism. For example, there should be explicit mention of incidents that occur on student placements, to cover issues of disclosure and gathering of evidence from third parties, to ensure that adequate evidence is provided and ensure the full extent of the situation is understood.

• The intent is not to populate the Rule with procedures but to ensure that a sufficient level of detail exists for dealing with the types of case that may arise.

• The Rule appears to treat all allegations as formal, which may be excessive in the context of some allegations and the resources available for investigating them.

• Due to the less judicial and more educative approach that is taken to some student academic misconduct matters, in contrast to non-academic misconduct, it may be in the best interests of the University not to combine the different types of misconduct into a single Rule. The admission of guilt was seen as a particular problem, especially for minor matters (e.g. clause 21, in the context of clause 17), where cultural differences may influence students to not admit guilt or admit guilt to an authority figure even when the allegation is false. In addition, admitting misconduct in the first instance removes both the right to appeal and all academic judgement with an investigation. This could be viewed as plea bargaining or contain an element of coercion of students in a fragile position.

• It is important that units should be designed to mitigate behaviours by pressured students; for example, by providing guidance and support with academic writing and referencing.

• The Librarian advised that SSAF funding had been approved to provide an online course on how to avoid plagiarism.

• Concerns were expressed about the lack of involvement of students on the working party. It was noted that there were student members when the working party was first established, and this will be addressed when it is reconstituted.

• It will be important to ensure that staff members receive full training and documentation for the revised student misconduct procedures.

• It would be useful to have a DAP-level resource at the School level to assist with training staff in academic-misconduct procedures, including educative processes to deal with minor matters, or discussing high Turnitin scores with inexperienced students.
• Increased education regarding misconduct for students was advocated, with an increased level of information and clarity via online courses and videos on the UWS website.

• Consistency of application across the University is required, with tight policy to satisfy self-reporting commitments to accrediting bodies. This is particularly important for some professional disciplines.

• Students should be advised about the availability of Welfare Officers in the initial notification about an allegation of misconduct.

Several members indicated that they had received additional feedback and advice from their colleagues, and the Associate Pro Vice-Chancellor (Education – Business and Law) welcomed further feedback.

The Vice-Chancellor welcomed the discussions regarding the implementation of the new Student Misconduct Rule including the timeframes and the criticality of consistency. He indicated that this was a priority for the Board of Trustees and agreed on the importance of educating students to ensure that expectations of academic integrity are clear.

Members were thanked for their thoughtful discussion and advice.

3.13 EXAMINATIONS POLICY – REVISED VERSION

At the 3 November 2014 meeting Education Committee endorsed a revised version of the Examinations Policy and revised Examination Procedures. A draft revised version had been provided to School Academic Committees and published on the Policy DDS Bulletin Board for feedback.

The new versions of the Examinations Policy and Examination Procedures were created following extensive consultation and feedback, and seek to clarify the policy and move procedures into a separate part of the document. Open and closed-book exams have been redefined into “resources permitted” and “no resources permitted”, and after broad benchmarking across the sector, the use of calculators requires specific types to be identified by the relevant school.

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

Members acknowledged the extensive discussions and considerable work that had taken place on this revision.

Senate agreed to the revised Examinations Policy, as endorsed by the Education Committee.

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.

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 15 October 2014, the Social Sciences and Psychology School Academic Committee approved the awarding of a Posthumous Award to Ms Amanda Joseph noting that she had completed 180 credit points (75%) of the 1667 Bachelor of Social Science, criminology major, which complied with the *Posthumous Awards and Aegrotat Grades Policy*.

Without comment…..

**It was resolved (AS14:06/04):**

*That Academic Senate notes the award of the Bachelor degree 1667 Bachelor of Social Science, posthumously to Amanda Joseph SID 17067599.*

### 3.15 APPROVAL OF SCHOLARSHIPS

Academic Senate was requested to consider proposals for eleven new University Donor Funded Scholarships, prepared by the Office of Advancement and Alumni, and an International Student Scholarship, prepared by the Office of the Pro Vice-Chancellor (International) as follows:

**Matt and Nicole Graham Scholarship** – This scholarship is intended for students commencing study or currently enrolled full-time in any year of the Bachelor of Business and Commerce at UWS who reside in Greater Western Sydney or the Blue Mountains Local Government Area.

**Harvey Norman Scholarships** – These ten scholarships are intended for any new or existing students studying any undergraduate degree who demonstrate equity considerations such as economic, social or other disadvantage, with a minimum ATAR of 80 or grade point average of five or above.

**International Student Scholarship** – The International Student Scholarship Program is an important part of the broader internationalisation strategy of UWS and is aimed at attracting high performing international applicants to UWS undergraduate and postgraduate coursework programs.

**It was resolved (AS14:06/05):**

*That Academic Senate approve the proposed Matt and Nicole Graham Scholarship.*

**It was resolved (AS14:06/06):**

*That Academic Senate approves the proposed ten Harvey Norman Scholarships.*

**It was resolved (AS14:06/07):**

*That Academic Senate approves the proposed International Student Scholarships.*
4 REPORTS AND RECOMMENDATIONS FROM SENATE COMMITTEES

4.1 SENATE EXECUTIVE COMMITTEE

This item was starred at the commencement of the meeting.

A member requested an explanation about the approval by the Senate Executive Committee of a scholarship that had been withdrawn from the 24 October Senate agenda. A question had been raised about this scholarship, and there was insufficient time to look into the matter at the time.

The Chair reported that the source of the scholarship funds had been considered by the Vice-Chancellor and UWS Foundation Council, who had the appropriate authority to do so, and Senate’s role under the Scholarships for Undergraduates Policy was to consider the academic criteria for the award of the scholarship. When these matters had been clarified, Senate Executive Committee had approved the scholarship.

The Vice-Chancellor noted that the funds for this scholarship were gifted personally and gratefully accepted on that basis. However, he acknowledged that from time to time concerns were raised in universities about the source of scholarship funds, and this issue would be raised at the next meeting of the Foundation Council.

It was resolved (AS14:06/08):

That Academic Senate notes the report of the Senate Executive Committee electronic meeting held on 10-13 November 2014.

4.2 RESEARCH COMMITTEE

The next meeting of Research Committee will be held on Tuesday, 3 February 2015.

4.3 RESEARCH STUDIES COMMITTEE

Without discussion…

It was resolved (AS14:06/09):

That Academic Senate notes the minutes of the 13 October and 12 November 2014 meetings of the Research Studies Committee.

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

Without discussion…

It was resolved (AS14:06/10):

That Academic Senate notes the report of the Education Committee meeting held on 3 November 2014.
4.5 ACADEMIC PLANNING AND COURSES APPROVALS COMMITTEE

Without discussion…

It was resolved (AS14:06/13):

That Academic Senate notes the reports of the 19 November 2014 meeting and 26 to 28 November electronic meeting of the Academic Planning and Courses Approvals Committee and ratifies the recommendations contained therein.

4.6 BACHELOR (HONOURS) COMMITTEE

Without discussion…

It was resolved (AS14:06/14):

That Academic Senate notes the minutes of the 4 November 2014 meeting of the Bachelor (Honours) Committee.

4.7 UWS COLLEGE ACADEMIC COMMITTEE

Without discussion…

It was resolved (AS14:06/15):

That Academic Senate notes the minutes of the 20 October and 11 November 2014 meetings of the UWSCollege Academic Committee.

4.8 BOARD OF TRUSTEES

The Board of Trustees met on 3 December 2014, and the Chair and Vice-Chancellor reported briefly on some of the matters that it discussed (please see agenda items 3.1 and 3.2 above).

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

No items.

6 NEXT MEETING

Senate meeting dates for 2015 are as follows:

- Friday 13 February
- Friday 24 April
- Friday 19 June
- Friday 14 August
- Friday 23 October
- Friday 4 December

All of the meetings start at 9.30 AM, and will be held in the Board Room, Building AD, at Werrington North.