Unconfirmed minutes of meeting 14/01 of the Academic Senate of the University of Western Sydney held on Friday 21 February 2014 at 9:30am in the Boardroom, Building AD, at Werrington North.

Present:
Associate Professor Paul Wormell (Chair)  
Professor Janice Aldrich-Wright  
Dr Catherine Attard  
Associate Professor Bronwyn Cole  
Professor Donna Craig  
Ms Sue Craig  
Professor Gabriel Donleavy  
Associate Professor Craig Ellis  
Dr Gu Fang  
Associate Professor Betty Gill  
Professor Barney Glover (VC)  
Ms Tahani Husari  
Professor Maree Johnson  
Mr John Juriansz  
Dr Cindy Kersaitis  
Professor Gregory Kolt  
Professor Kerri-Lee Krause  
Associate Professor Alana Lentin  
Dr David Mahns  
Mr Terry Mason  
Ms Shaneen McGlinchey  
Professor Donald McNeill  
Associate Professor Jane Mears  
Mr Alan Moran (for Dr Greg Whateley)  
Dr Terri Mylett  
Associate Professor Janette Perz  
Dr Christopher Peterson  
Dr Awais Piracha  
Associate Professor Anne Power  
Mr Michael Robertson  
Associate Professor Leanne Rylands  
Associate Professor Terry Sloan  
Professor Clive Smallman  
Professor Kate Stevens  
Professor Zhong Tao  
Mr Dean Walker

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

Apologies:
Professor Michael Adams  
Professor Ian Anderson  
Professor James Arvanitakis  
Professor Andrew Cheetham  
Professor Kevin Dunn  
Professor Rhonda Griffiths  
Professor Annemarie Hennessy  
Professor Peter Hutchings  
Mr Angelo Kourtis  
Dr Paul Rowland  
Professor Michele Simons  
Professor Deborah Stevenson  
Professor Deborah Sweeney  
Ms Maxine Veale  
Dr Greg Whateley

Absent:
Associate Professor Berice Anning  
Mr Michael Richardson  
Professor Simeon Simoff
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:

“As a matter of Indigenous cultural protocol and out of recognition that its campuses occupy their traditional lands, the University of Western Sydney acknowledges the Darug, Gandangarra and Tharawal peoples and thanks them for their support of its work in Greater Western Sydney.

In particular 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 Vice-Chancellor, Professor Barney Glover, gave a brief welcome and spoke of his past experience with Academic Senates and his intention to attend at Senate as often as opportunities permit. Professor Glover also referred to the jointly sponsored Vice-Chancellor and Chair of Senate academic forums to be held during 2014 where issues of importance will be discussed with the wider University community. The outcomes of these forums will be reported directly to Senate and the University Executive for consideration.

The Chair thanked the Vice-Chancellor and then extended a warm welcome to both the newly elected and returning members of Senate.

The Chair asked the representative attending for the UWSCollege, Alan Moran, to pass on the Senate’s congratulations regarding the opening of the UWSCollege Bankstown building.

Although the interim Deputy Vice-Chancellor (Research), Professor Andrew Cheetham was an apology for this meeting, the Chair took the opportunity to farewell him from Senate. The Chair recorded the Senate’s appreciation of Professor Cheetham’s outstanding leadership contribution to the development of research and research training during his time at UWS. As an active member of Academic Senate, Professor Cheetham regularly gave updates and led discussions on important research issues, and made a very great contribution to the work of Senate’s Research and Research Studies Committees. The Chair extended Senate’s best wishes to Professor Cheetham for a very enjoyable and productive retirement.

The Chair noted that typically at this meeting Senate receives reports for the previous year from its standing committees. Members were advised that there will be some revision of the standing items on the agenda for 2014, with presentations from a range of Senate members, including students if they wish. Senate Executive Committee has suggested that there might be an occasional longer meeting of Senate for deeper and more complex discussions.

Apologies
Apologies as listed were noted.

1.2 DECLARATION 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 Chair’s Report
- 3.2 Academic Standards and Quality, including the Australian Qualifications Framework (AQF)
- 3.4 Senate Work Plan
- 3.8 Blended Learning Update
- 3.10 Review of Academic Senate Standing Committees
- 3.11 Assessment Policy
- 3.12 Academic Policy Review
- 3.13 Doctorate Policy and Research Masters (Honours) Policy
- 4.1 Senate Executive Committee
- 4.4 Education and Assessment Committee
- 4.5 Academic Planning and Courses Approvals Committee
- 4.6 Bachelor (Honours) Committee
- 4.7 Academic Appeals and Integrity Committee

The following item was unstarred at the meeting due to the unavailability of the appropriate members to speak to the matters raised in the Research Committee report:

- 4.2 Research Committee

It was resolved (AS14:01/01):

*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 ratified.*

The chair acknowledged the considerable amount of work completed by the Senate Standing Committees and Schools in generating the unstarred items on behalf of Senate.

1.4 ORDER OF BUSINESS

Item 3.8 Blended Learning Update, item 4.4 Education and Assessment Committees and item 4.5 Academic Planning and Courses Approvals Committee were discussed first to enable the interim Deputy Vice-Chancellor (Education) to attend an overlapping meeting.

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 6 December 2013. Members agreed to add “and responses/narrative” to the final paragraph of item 3.8 Blended Learning Update as follows:

“Student focus groups have been surveyed about blended learning, and asked specific questions about the iPad initiative. Members would like to view the survey questions and responses/narrative, and access will be arranged via the Learning and Teaching webpage using a UWS logon and password.”

It was resolved (AS14:01/02):

To confirm the minutes of the Senate meeting held on 6 December 2013, with the above amendment, 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 6 December 2013 and previous meetings had been circulated. It was noted without discussion.

2 BUSINESS ARISING

2.1 MINUTE 3.11 – SENATE ELECTIONS

Without discussion it was noted that all positions on Academic Senate have now been filled. Members can provide feedback regarding the online nomination process to j.fitzgibbon@uws.edu.au.

2.2 MINUTE 3.12 – UNIT OUTLINE AND LEARNING GUIDES POLICY

Without discussion it was noted that arrangements have been made for the revised Unit Outline and Learning Guides Policy to be published on the Policy DDS.

3 GENERAL BUSINESS

3.1 CHAIR’S REPORT

Senate had before it a written report from the Chair covering activities undertaken on behalf of the Senate since 6 December 2013.

The Chair offered to answer any questions and reported the following additional matters.

University Academic Forums
The Chair reported that an important initiative from the Senate work Plan in 2014 will be a series of Academic Forums, co-sponsored by the Vice-Chancellor and Chair of Academic Senate. These forums will cover a range of current and provocative topics and challenges for the University, and be held at a variety of locations during the year. The Vice-Chancellor indicated his strong support for these forums, and the first is provisionally scheduled for Wednesday 2 April 2014. The first topic proposed is
along the lines of “The future of higher education”, with a particular focus on its future at UWS.

The proposed format is a two-hour forum plus a light lunch, with a 30-minute introduction from the Vice-Chancellor and Chair, followed by table discussion and reporting back. Reports and recommendations will be sent to Academic Senate and University Executive, with tracking of action items. Other topics may have a focus on research. The initial proposal is for attendance to be limited to 40 people per session, in the first instance, to ensure that the sessions are manageable and well-focussed. However, Senate Executive Committee suggested that some topics would attract a wider audience and it is important that these discussions are not viewed as exclusive. The streaming of the sessions to other sites on a non-interactive basis was suggested to overcome this. Invitations should be extended to academic and professional staff, and elected student members of Academic Senate would be very welcome to take part.

Members noted the difference between these Academic Forums and the ‘Meet the Executive’ sessions. It was agreed that the continuance of the ‘Meet the Executive’ forums would be very useful. Members also suggested that some brief, less-structured meetings regarding aspects of the University culture may provide a framework for valuable discussions.

Action: Chair – to request ‘Meet the Executive’ sessions continue.

Open University
The Chair advised that the Vice-Chancellor has indicated that Academic Senate will have a crucial role to play in the partnership with Open University UK, or OU. The OU initiative by the Board of Trustees followed a significant decline in demand from the mature-age student cohort, many of whom require the flexibility of distance delivery. The options considered were to build our own distance programs, which is a very expensive option, or licence someone else’s.

Open University UK (as distinct from Open Universities Australia) is a very large, high-quality university, in both teaching and research. It has a strong focus on educational access through supported distance delivery (supported either online or through face-to-face tutorials) and it has a wide range of pathways, undergraduate and postgraduate courses. It also has about 1,000 HDR students which may provide an opportunity for collaboration during a later phase of the partnership.

Some key elements from the recent email circular from the Vice-Chancellor were highlighted as follows:

- This arrangement will be unique in the Australian higher education sector.
- OU will license to UWS a suite of high-quality undergraduate and postgraduate online and distance courses (i.e., degrees). These will be offered as UWS courses and units, so that students are eligible for Commonwealth funding. Double badging with OU is not feasible at this stage, as the UK regulatory requirements would be too heavy.
- UWS will provide learning support and technology assistance for students.
- The new courses would complement existing course offerings.
- They will provide access for students who otherwise could not study at UWS.
- These students will have access to outstanding international curriculum.
The chair noted the role of the Senate in approving the courses based on OU curricula through the usual academic governance process, although the overall excellent quality of the curricula and teaching materials from OU UK was considered assured.

The Deans are currently identifying a range of courses for potential offer. The proposal is to start with a small number of courses (not units) with the knowledge that some customisation may be required to meet UWS graduate attributes.

Members made the following comments:

- Ensuring the availability of library resources is a critical issue. This may involve licensing to OU resource sites.
- Assessment of resourcing implications and the delivery model is required.
- Commencing students' language and educational deficits need to be addressed within this project.
- Sufficient funding and resources must be provided to ensure that there is no conflict with the current load on School staff. Clear communication about resourcing was considered important to avoid a lack of engagement by staff due to apprehension about additional commitments and activities.
- Academic ownership of these programs should reside in the Schools to ensure alignment with other elements of the academic program.
- All aspects of the courses and units will be UWS-branded, and linking to the current academic program and governance processes was seen as vital.
- Based on advice from OU, the University will gain experience in delivering a limited set of courses before investigating the provision of individual OU modules (corresponding to UWS units), Unit Sets/Specialisations or double degrees.
- These courses will be complementary to the current suite of UWS courses, and not replacements.
- The University will need to have appropriate staff expertise to support the different subject matter via a different mode of delivery.

PhD Pathways
A briefing note was tabled in the meeting from the interim Deputy Vice-Chancellor (Research) advising that the University Executive has agreed that it is worth further investigations on the development of a two-year Masters program that would replace many of the current end-on bachelor (honours) degrees at UWS. Further discussions will take place across the University.

Members noted that the inclusion of the School Directors of Research and Higher Degree Research in these discussions would be most helpful.

The reduction in course and unit offerings referred to in point six on the second page was clarified, noting that this referred to the duplication of similar research coursework units across bachelor (honours) and postgraduate courses.

MyVoice Survey
Several projects on engagement and communication with the wider University community are being developed in response to the 2012 MyVoice survey. This could be the subject for a presentation at the next Senate meeting in May 2014. This could
include suggested principles from the “Inclusive Decision-making” working party, Cross-unit Collaboration including research collaboration and communication, and the forthcoming review of Promotions policies and procedures.

3.2 ACADEMIC STANDARDS AND QUALITY, INCLUDING THE AUSTRALIAN QUALIFICATIONS FRAMEWORK (AQF)

The University is required to ensure that all UWS award courses comply with the revised Australian Qualifications Framework (AQF), which is currently a requirement of the Higher Education Threshold Standards. From 1 January 2015, all new enrolments must be in qualifications that meet the requirements of the AQF.

Senate will receive an update on the University’s progress towards AQF compliance at its meeting on 2 May 2014.

Members of Senate and the relevant standing committees will be invited to contribute to the University’s response to any proposed changes to the Higher Education Standards. This will be handled out of session, if required.

3.3 SENATE WORK PLAN

At the 16 August 2013 meeting Senate considered an updated version of the Senate Work Plan and discussed proposals for 2014. At the 12 February 2014 meeting of Academic Senate’s Executive Committee members considered a set of possible priorities for 2014.

A revised version of the Senate Work Plan was provided to members prior to this Senate meeting along with the following proposed 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.

Members provided further comments and suggestions as follows:

- Review of the broad profile of academic staff, including sessional staff, to ensure academic quality and expertise is available to support the academic rigour in all disciplines. Members recognised the separation of power in this area noting that ultimate resourcing decisions lie with the Board of Trustees and University Executive. It was also noted that the Academic Enterprise Agreement provided no impediment to these discussions.
- Providing development opportunities for academic staff.
- The role of academic staff in the new OU enterprise and discussing the cultural appropriateness of proposed courses. This would include discussions
regarding an International perspective, Australia’s higher education context in the world, and the University’s Graduate Attributes.

*Action:* Chair to discuss these three items with the Vice-Chancellor.

Members indicated their support for the work plan and proposed priorities.

### 3.4 OUR FUTURE ACTION PROGRAM

The *Our Future Program* is an integrated group of initiatives that were developed during 2012 in response to a set of resolutions by the UWS Board of Trustees that aim to strengthen the University’s position in the increasingly competitive higher education sector, both in Australia and internationally.

The *Our Future Program* website may be found at the following URL, and it includes the statement that “Academic Senate and its committees will be closely involved in the Program, with regular communication and engagement with the various academic projects.”


At the 25 October 2013 meeting the Program Director, Ms Yelena Wenman provided an update on the scope of the *Our Future Program*, and how the various projects are progressing, and how Senate’s activities have been integrating with them.

The project streams under the *Our Future Program* are closely related to the priorities that Senate identified at its 22 February 2013 meeting, and are reflected in the standing items 3.5 to 3.8 on Academic Senate agendas for 2013.

### 3.5 UWS ACADEMIC PLAN

At the 6 December 2013 meeting the interim Pro Vice-Chancellor (Engagement, Strategy and Quality) provided information on the methodology proposed as part of the “Academic Program and Pathways” activity stream of the *Our Future Program*. Mining and analysis of student data is providing information on student churn (migration between courses) and attrition. International and domestic career growth studies have also been consulted. This career growth data, along with geographical information about offers made in 2013, are assisting in identifying potential opportunity areas and strategies.

Conversations are continuing with the Schools and University Research Institutes and future updates will be provided to the Senate. The Open University UK partnership will also contribute to the overall Academic Plan.

### 3.6 ACADEMIC YEAR REVIEW

At the 6 December 2013 meeting the interim Pro Vice-Chancellor (Engagement, Strategy and Quality) led discussions on the evaluation process for the Summer 2013/2014 program including forward planning for an expanded Summer program in 2014/2015. Analysis has indicated that to expand the unit offerings a change in the configuration of Summer is required.
Following a detailed evaluation of the Summer 2013/2014 program, discussions will be held to consider options for providing an expanded Summer program. An update regarding these discussions will be provided to Senate at a future meeting.

3.7 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. Senate received a progress report at its meeting on 25 October 2013, and the Taskforce includes several past and present Senate members.

This matter is being considered at the 26 February 2014 Board of Trustees meeting. It is anticipated that Academic Senate will be asked to make a range of decisions about academic policies and procedures in response to reports from the Taskforce.

3.8 BLENDED LEARNING UPDATE

Previously members have discussed items within the Curriculum Support and Curriculum Delivery Domain of the Blended Learning Strategy regarding the Learning Space Design – Threshold Standards, providing a clear baseline for all Collaborative Learning Spaces and a default standard for flat floor teaching space (where space allows); and a set of ‘Measuring the Blend’ in Learning Activities principles around student centred measures of embedded work and blended learning experiences.

At the 6 December 2013 meeting the Interim Deputy Vice-Chancellor (Education), Professor Kerri-Lee Krause, presented two papers discussed at the 2 December 2013 Education Committee meeting: Progress with converting units to Blended Learning mode; and Summary of preliminary analysis of iPad evaluation 2013.

With regard to the progression with converting units to Blended Learning mode, the excellent partnership across Schools and other areas of the University, and outstanding achievements by staff, were recognised. It was noted that there have been enquiries from Australian and international institutions regarding the systematic nature of the UWS Blended Learning Strategy and associated curriculum reforms. Student focus groups were surveyed about blended learning, and asked specific questions about the iPad initiative. Information regarding the survey questions and de-identified responses was forwarded to all Deputy Deans.

The Interim Deputy Vice-Chancellor (Education) provided a brief update on this item and referred Senate members to the large amount of information on the UWS Learning & Teaching webpages at http://www.uws.edu.au/learning_teaching/learning_and_teaching.

The ongoing provision of blended learning support resources for Schools was discussed including the need for evidence of the impact that these resources are having, and the continuing need for this support. Directors of Academic Programs have been asked to evaluate the blended-learning support roles and identify what skills development is needed to fulfil this work in the future.

A review of the transfer of skills to academic staff was also suggested to ensure that this transfer had commenced.
3.9 RESEARCH UPDATE

In the context of intense competition across the sector, UWS has continued its Australian Research Council success, remaining in the top 20 of universities and winning support for fellowships and early career researchers and major infrastructure.

At the 6 December 2013 meeting the Interim Deputy Vice-Chancellor (Research) Professor Andrew Cheetham provided insight into the results including the confirmation of UWS as the most successful of the medium research institutions.

No research-related matters were raised at this time.

3.10 REVIEW OF ACADEMIC SENATE STANDING COMMITTEES

On 19 December 2011 Academic Senate approved a comprehensive set of changes to its Standing Committees to reflect the new organisational arrangements. At that stage it was not clear how the new academic structure would work in practice, and it was agreed that the operation and effectiveness of the revised Policy would be reviewed after twelve months of operation.

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.

This matter was discussed at the Senate Executive Committee meeting held on 12 February 2014. The Chair indicated that areas of fine tuning have been identified to ensure the committee memberships and terms of reference are well focussed. These amendments will also aim for more inclusivity across Schools and Institutes. The timeline for this review is yet to be clarified.

3.11 ASSESSMENT POLICY

On 6 December 2013 meeting members considered a set of proposed amendments to the Assessment Policy – Criteria and Standards-based Assessment. The proposals submitted included:

1. an amendment to clause 20 to require students to complete all assessment items for the unit unless otherwise specified in the Unit Outline and Learning Guide;

2. clarification of the definition of the ‘AF’ Grade and adding the ‘AF’ grade to the table of grades for which marks are collected.

Some difficulties for academic staff, with the implementation of mandatory assessments in one point (1) above, were identified and the matter was referred back to Education Committee for further consideration. This matter has been included in School Academic Committee agendas for further discussion.

With regard to point (2) above, the Assessment Committee and Education Committee agreed that clarification of the ‘AF’ grade definition would be helpful. The Committees recommended a change to the ‘AF’ grade definition (replacement of the
word ‘compulsory’ with ‘mandatory’), and the addition of the ‘AF’ grade to the table of grades for which marks are collected.

After discussion …

**It was resolved (AS14:01/03):**

That Academic Senate approves the proposed minor amendments to the AF grade in the Assessment Policy – Criteria and Standards-based Assessment from the date of publication.

### 3.12 ACADEMIC POLICY REVIEW

This standing agenda item was introduced in line with item four of the Academic Senate Work Plan - Develop and review academic policy. The Chair of Senate, Academic Registrar and Associate Director (Secretariat) have met to prioritise academic policies for review. The timing of periodic reviews was considered along with the importance of specific factors requiring policy changes. Members of Academic Senate agreed to the following priority listing for 2014:

<table>
<thead>
<tr>
<th>Policy</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions</td>
<td>Due for periodic review. Need to consider the outcomes of the Academic Programs and Pathways Project.</td>
</tr>
<tr>
<td>Award Courses and Units Approvals</td>
<td>Due for periodic review. Need to consider the outcomes of Red Tape Report</td>
</tr>
<tr>
<td>Misconduct – Student Academic Misconduct</td>
<td>Need to consider the proposed Student Misconduct Rule, which if adopted, would replace the current policy.</td>
</tr>
<tr>
<td>Progression and Unsatisfactory Academic Progress</td>
<td>Working party is being reactivated.</td>
</tr>
<tr>
<td>Special Consideration</td>
<td>Working party is being established.</td>
</tr>
<tr>
<td>Teaching and Learning Fundamental Code</td>
<td>Due for periodic review. This is an important framework for understanding staff and student responsibilities in the learning and teaching environment.</td>
</tr>
</tbody>
</table>

In 2014 a core working group will be established to ensure good alignment between the reviews of various policies. Other members with appropriate expertise and interests will be co-opted to contribute to reviews of individual policies.

Members were invited to submit expressions of interest in contributing to the review of particular academic policies (please submit any expressions of interest to gillian.brown@uws.edu.au).

### 3.13 DOCTORATE POLICY and RESEARCH MASTERS (HONOURS) POLICY

At the 1 October 2013 meeting of the Research Studies Committee members discussed the acceptance of electronic submission of a thesis. The Committee considered that the format or mode of submission is a process matter and should not be prescribed in the Policy. Additionally, submission of non-text components of
theses is commonplace and should be approved via the thesis submission form within the School or University Research Institute.

The following amendments were agreed for the Doctorate Policy and Research Masters (Honours) Policy:

**Doctorate Policy - Deletion of clause (93)**

(93) Any component(s) of the thesis in other media will be submitted in a form approved by the Research Studies Committee. The Research Studies Committee will seek advice from the relevant School or University Institute on any non-printed text-based component of the submission for examination.

**Research Masters (Honours) Policy - Deletion of clause (95)**

(95) Any component(s) of the thesis in other media shall be submitted in a form approved by the Research Studies Committee. The Research Studies Committee will seek advice from the relevant School, Research Institute or Research Centre on any non-printed text-based component of the submission for examination.

Reference to “approval of any component of thesis in other media” be removed from policy and delegations documents of the Doctorate Policy and Research Masters (Honours) Policy.

**It was resolved (AS14:01/04):**

*That Academic Senate approves the proposed amendments to the Doctorate Policy from the date of publication.*

**It was resolved (AS14:01/05):**

*That Academic Senate approves the proposed amendments to the Research Masters (Honours) Policy from the date of publication.*

### 3.14 AWARDS OF THE UNIVERSITY MEDAL

Without discussion...

**It was resolved (AS14:01/06):**

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

### 4 REPORTS AND RECOMMENDATIONS FROM SENATE COMMITTEES

#### 4.1 SENATE EXECUTIVE COMMITTEE

The item was not considered and was carried forward to the next meeting.

#### 4.2 RESEARCH COMMITTEE

The item was not considered and was carried forward to the next meeting.

#### 4.3 RESEARCH STUDIES COMMITTEE
The item was not considered and was carried forward to the next meeting.

4.4 EDUCATION COMMITTEE

The Chair of the Education and Assessment Committee spoke to the Committees’ two 2013 annual reports.

During 2013 Education Committee members have participated in lively, robust and positive discussions and reviewed many activities which have progressed for consideration by the Senate. Considerable time has been spent on developing frameworks and mapping tools associated with the quality and standards of teaching and has included the vital input of both academics and students. The committee’s activities during last year also saw the building of strong connections with the academic community (consultation with the School Academic Committees) and services such as Capital Works and Facilities, and Information Technology Services.

The Assessment Committee has monitored the policy and practical elements of assessment matters across the University. There were significant developments over 2013 in understanding how assessments work and analysing failure rates using to the assessment reports produced by the Schools. This has led to improvements in monitoring these failure rates on a data driven basis but with a focus on supporting improvement. Members asked about providing input to the review of student retention.

The Student Experience and Engagement Committee (SEEC) has focussed mainly on the experience of first year students during 2013, although work has commenced with projects to ensure a holistic approach across the University, through the HipSTARS (Holistic Integrated Planning for Student Transition, Retention and Success) and SAFE (Student Analytics for Enhancement) groups. The talented and enthusiastic staff on these project groups are collating useful and accurate data to inform decision-making in these areas.

The importance of the two-way communication facilitated by the first year champions was also discussed, including the sharing of ideas and successful strategies. The intent of the SEEC group is to work systematically to achieve efficiencies. Members of Senate were invited to provide feedback and ideas to the Chair, Associate Professor Betty Gill.

The Interim Deputy Vice-Chancellor (Education) advised that the joint project for providing a sector-wide model for assuring final year subject and program achievement standards through inter-university moderation was complete. An executive summary was provided to members. More information is available at www.uws.edu.au/latstandards. Professor Krause and her collaborators were congratulated on this important bench-marking project.

It was resolved (AS14:01/07):

That Academic Senate notes the 2013 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 meetings held on 2 December 2013, the Assessment Committee
4.5 ACADEMIC PLANNING AND COURSES APPROVALS COMMITTEE

The Chair of the Academic Planning and Courses Approvals Committee spoke to the Committee's 2013 annual report. This is the key committee for the monitoring and assurance of standards and quality of units and courses, and the Chair recognised the hard work and collegiality of staff involved in the course approval process.

Members noted an amendment as follows to paragraph two under point 4. Focus for 2014, on page three of the report, to remove reference to the trimester model for the School of Business which is no longer under consideration:

“APCAC will continue to have significant input into various projects, including Curriculum Planning and Academic Year Review. The committee will also continue to discuss potential changes to the Academic Year, including the effects on academic programs and curricula.

The Academic Planning and Courses Approvals Committee (APCAC) met face-to-face on 16 January and 12 February 2014. An electronic meeting between 17 and 20 December 2013 was held concurrently with the Academic Senate Executive Committee and considered the same course proposals. The recommendations for course changes from the inquorate meeting on 27 November were also referred to this electronic meeting.

**It was resolved (AS14:01/08):**

That Academic Senate notes the 2013 Annual Report of the Academic Planning and Courses Approvals Committee amended as above.

That Academic Senate note the report of the 12 February 2014 Academic Planning and Courses Approvals Committee meeting and ratify the recommendations contained therein.

4.6 BACHELOR (HONOURS) COMMITTEE

The item was not considered and was carried forward to the next meeting.

4.7 ACADEMIC APPEALS AND INTEGRITY COMMITTEE

The item was not considered and was carried forward to the next meeting.

4.8 UWS COLLEGE ACADEMIC COMMITTEE

The next scheduled meeting of the UWSCollege Academic Committee is 18 March 2014.

4.8 BOARD OF TRUSTEES

The Board of Trustees met on 4 December 2013.
The next meeting is scheduled for 26 February 2014. 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 2013 promotion process for academic staff was provided.

5.2 ATTENDANCE AT ACADEMIC SENATE AND ACADEMIC SENATE COMMITTEE MEETINGS 2013

In preparing the 2013 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 attendance information in relation to the Senate and its committees was provided to members.

6 NEXT MEETING

The next Academic Senate meeting is arranged for Friday 2 May 2014.

Senate meeting dates for the 2014 are as follows:

- Friday 2 May
- Friday 20 June
- Friday 15 August
- Friday 24 October
- Friday 5 December

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