ACADEMIC SENATE

The next meeting (Meeting 12/04) of the Academic Senate of the University of Western Sydney will be held on **Friday 17 August 2012 at 9:30am** in the **Board Room, Building AD, Werrington North Campus**.

For apologies and enquiries, telephone (02) 9678 7876, fax (02) 9678 7831 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.

At the time of writing, apologies had been received from Professor Ian Anderson, (Professor Jann Conroy attending), Michael Adams (Dr Stephen Janes attending), Dr Greg Whateley and Professor Deborah Stevenson. Any further apologies will be reported.

1.2 DECLARATION OF INTERESTS

Members are requested to declare any interests, in terms of the Conflict of Interest Guidelines, they may have in relation to the items on this agenda. The Conflict of Interest Guidelines are available on the Policy DDS at: http://policies.uws.edu.au/view.current.php?id=00093.

The Chair and Deputy Chair of Academic Senate will declare an interest in relation to item 3.6 Academic Governance Matters.

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:

- 3.2 Higher Education Standards and TEQSA Regulatory Risk Framework
- 3.3 AQF Compliance
- 3.6 Academic Governance Matters
- 3.7 Draft Guidelines for an Institutional Code of Ethics in Higher Education
- 4.4 Education and Assessment Committees – discussion about assessment and academic standards
- 4.6 Inaugural meeting of the Bachelor (Honours) Committee

**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 AS12/04-1.6
The minutes of the Academic Senate meeting held on 22 June 2012 are appended.

It is recommended:
That Academic Senate confirm the minutes of the Senate meeting held on 22 June 2012 as an accurate record.

2 BUSINESS ARISING

2 BUSINESS ARISING FROM THE MINUTES OF PREVIOUS MEETINGS

2.1 MINUTE 3.4 – ACADEMIC SENATE STANDING COMMITTEES POLICY
At the 22 June 2012 meeting...
Without discussion...

It was resolved (AS12:03/03):
To approve the proposed revisions to the Academic Senate Standing Committees Policy effective from the date of publication of the revised Policy.

The revised Academic Senate Standing Committees Policy has now been published on the Policy DDS.

2.2 MINUTE 3.5 – ENROLMENT POLICY
At the 22 June 2012 meeting...
Without discussion...

It was resolved (AS12:03/04):
To approve the proposed amendments to the Enrolment Policy effective from the date of publication of the revised Policy.

The revised Enrolment Policy has now been published on the Policy DDS.

2.3 MINUTE 3.6 – MINOR CHANGES TO STUDENT FEES POLICY
At the 22 June 2012 meeting...
Without discussion...
It was resolved (AS12:03/05):

To approve the proposed Student Fees Policy effective from the date of publication of the revised Policy.

The Student Fees Policy has now been published on the Policy DDS.

2.4 MINUTE 3.8 - HIGHER DEGREE POLICIES AS 12/04-2.4

At the 22 June 2012 meeting...

It was resolved (AS12:03/06):

To approve the proposed revisions to the Cotutelle Policy effective from the date of publication of the revised Policy.

Arrangements are being made for the revised Cotutelle Policy to be published on the Policy DDS.

In relation to the Supervision of Research Candidates Policy, without discussion...

It was resolved (AS12:03/07):

To approve the proposed revisions to the Supervision of Research Candidates Policy effective from the date of publication of the revised Policy.

Arrangements are being made for the revised Supervision of Research Candidates Policy to be published on the Policy DDS.

Approval of some revisions to the Research Higher Degrees Appeals Policy was deferred, so that some additional comments could be taken into consideration. The Research Studies Committee has endorsed a revised version of the Policy, which incorporates the following changes:

- Updating of position titles to reflect the management and leadership changes in the University and the establishment of the UWS Research Institutes.
- Addition of a “Purpose and Context”, “Definitions” and the grounds for appeal against a decision to terminate a student's candidature.
- Clarification of the grievance procedures that apply for specific Higher Degree Research candidatures.
- Removal of the clause covering “Appeals made where the additional information is of a highly sensitive or personal nature”, on advice from University Legal Counsel.
- Inclusion of relevant appeals-related clauses from the Academic Senate Standing Committees Policy.

This revised version of the Research Higher Degrees Appeals Policy is referred to Academic Senate for approval and is appended.

It is recommended:
That Academic Senate approve the proposed revisions to the Research Higher Degrees Appeals Policy effective from the date of publication of the revised Policy.

3  GENERAL BUSINESS

3.1  CHAIR’S REPORT

A written report from the Chair covering recent activities undertaken on behalf of the Senate since 22 June 2012 is appended.

The Chair will answer any questions in relation to the report, if requested.

☆3.2  HIGHER EDUCATION STANDARDS AND TEQSA REGULATORY RISK FRAMEWORK

The Chair of Academic Senate will present a brief update about recent developments concerning the Higher Education Standards Framework and TEQSA Regulatory Risk Framework, making particular reference to Academic Senate’s role in addressing the following documents that have been published by TEQSA.

TEQSA Application Guide: Application for Renewal of Registration

TEQSA Application Form: Application for Renewal of Registration
(http://www.teqsa.gov.au/sites/default/files/App%20form%20renewal%20of%20registration%20FINAL%20270612.docx)

The University of Western Sydney is accredited by TEQSA until 31 May 2018, but these documents provide useful guidance about the evidence that TEQSA requires for higher education providers to demonstrate that they are meeting the Threshold Standards, and that might be needed if TEQSA decided to conduct a sector-wide audit around a particular Standard.

☆3.3  AUSTRALIAN QUALIFICATIONS FRAMEWORK COMPLIANCE

The Chair of Academic Senate and Academic Registrar will present a brief update about recent developments concerning the Australian Qualifications Framework (AQF), including the University’s response to the consultation paper entitled Graduate and Vocational Graduate Certificates and Diplomas in the Australian Qualifications Framework – June 2012 and a recent briefing by members of the AQF Secretariat at the University of Technology, Sydney.

The consultation paper includes a proposal to replace the existing Graduate Certificate at AQF level 8 with a Graduate Diploma at level 7 (with a larger volume of learning), and replace the existing Graduate Diploma at AQF level 8 with an Advanced Graduate Diploma at the same level.

Members of Academic Senate are invited to comment briefly on any AQF-related matters that have arisen in their professional or disciplinary communities.
3.4 RESEARCH HIGHER DEGREE CANDIDATE ESSENTIAL RESOURCES POLICY

A revised version of the Research Higher Degree Candidate Essential Resources Policy is referred to Academic Senate for comment and is appended.

The proposed changes from the June meeting of the Research Studies Committee are as follows:

- Describe the Research Training Scheme
- Clauses 19 & 20 – Schools /Institutes are able to use their discretion regarding the allocation each year. It was stated that Schools/Institutes should budget on the basis that they will receive funding each year, so if a student requires more this year, then it is acceptable to balance that against future RTS funding;
- Clause 17 – it was suggested that the word ‘normally’ be taken out, and that a budget for the Candidature should be supplied with the Confirmation of Candidature document;
- 24 hour access. There is some difficulty with this when it comes to access to Laboratories and equipment. Would be preferable to say 7 days per week;
- To reflect the new UWS structure.

The meeting also agreed to nominate an upper per annum sum for high cost programs of $7,000 for Candidature Support Funds.

The final version of the policy will be submitted to the Vice-Chancellor for approval.

It is recommended:
That the Academic Senate notes the proposed amendments to the Higher Degree Candidate Essential Resources Policy.

3.5 RESEARCH HIGHER DEGREE SCHOLARSHIPS POLICY – AUSTRALIAN CITIZENS AND PERMANENT RESIDENTS

The Research Studies Committee is now recommending a revised Research Higher Degree Scholarships Policy – Australian Citizens and Permanent Residents to reflect the new UWS structure. The revised Policy is appended for discussion and Academic Senate approval.

It is recommended:
That the Academic Senate approve the proposed revisions to the Research Higher Degree Scholarships Policy – Australian Citizens and Permanent Residents effective from the date of publication of the revised policy.

3.6 ACADEMIC GOVERNANCE MATTERS

The functions and membership of Academic Senate are specified in the Academic Governance Policy, which is approved by the Board of Trustees, and includes some clauses that relate to Senate elections. The functions and membership of Academic Senate’s Standing Committees are specified in the Academic Senate Standing Committees Policy, which is approved by Academic Senate and published through the UWS Policy DDS.
The University's Office of Governance Services has prepared a paper for Senate’s consideration, proposing some revisions to the Academic Governance Policy in relation to the conduct of Senate elections and some other matters, and the procedures for amending the memberships and terms of reference of Senate Standing Committees.

The paper is appended, together with a draft of the proposed University Elections Policy for Senate’s information and comment (noting that Senate is not the approving authority for this policy), and a track-changes version of some proposed revisions to the Academic Governance Policy.

In addition to the matters that are covered in the paper, the proposed revisions suggest that some provisions could be re-ordered into a more logical sequence, and include some other minor amendments. These cover:

a. the inclusion of some standard provisions dealing with vacancies and casual vacancies;

b. conduct of meetings and/or participation in meeting by electronic means at the discretion of the Chair;

c. deletion of unnecessary provisions relating to persons acting in positions that are designated as official members of Senate; and

d. deletion of unnecessary references to Guidelines.

The paper includes the following recommendations for Senate's consideration.

1. That the limitations on the numbers of consecutive terms of office for elected (and appointed) members of Academic Senate be removed and replaced with a provision enabling members to re-nominate for election (or be re-appointed) subject to them continuing to be eligible.

   (Note: an alternative position could be to retain a maximum limit but to increase it more in line with the Voluntary Code of Best Practice for the Governance of Australian Universities.)

2. That the requirement that the procedures for Senate elections be the same as those provided for in the UWS By-law be removed from the Academic Governance Policy, and be replaced by a reference to the University Elections Policy.

3. That the current provisions with respect to the variances between candidate and voter eligibility for elected academic staff and postgraduate students be reviewed and either confirmed or revised as outlined in the paper entitled “Academic Governance Matters”.

4. That the terms of office of the elected members of Senate and the chair and deputy chair be brought into alignment so that they serve concurrent two year terms and that this be brought into effect for 2014-15; and

5. That as a transitional measure the current terms of the chair and deputy chair be extended by the Board of Trustees so as to expire on 31 December 2013, as opposed to the current end date of 31 May 2013.

6. That the Academic Senate Standing Committees Policy be repealed and that Senate approve the role, terms of reference and membership of its committees as need be for publication on the Senate web site.
7. That the Senate consider the proposed amendments to the Academic Governance Policy, and if endorsed, recommend them to the Board of Trustees.

3.7 DRAFT GUIDELINES FOR AN INSTITUTIONAL CODE OF ETHICS IN HIGHER EDUCATION

The Draft Guidelines for an Institutional Code of Ethics in Higher Education was made available for comment on the DDS system 6 July 2012.

The Chair invites discussion and comment by Academic Senate, as this relates to Senate’s roles in the *UWS Act* as ‘the peak forum of the University for academic debate and discourse’ and ‘the primary custodian of academic values and standards for the University’.

A copy of the Draft Guidelines is attached, and also the University’s *Code of Conduct*, which includes the following clause:

(4) A shared and explicit set of values will continue to characterise UWS, the cornerstones of which are:

- Ethics and accountability
- Excellence and quality in all endeavours
- Equity of access and inclusiveness
- Academic responsibility and freedom
- Scholarly rigour and integrity
- Collegiality and participatory decision making
- Relevance and responsibility to our communities.

For discussion and comment.

3.8 MISCONDUCT RULE

At the 18 November 2011 Academic Senate meeting, the Senate considered a paper “Student Misconduct @UWS – Background Paper for Discussion” prepared by, Ms Helen Fleming, University Legal Counsel.

And …

“It was agreed to ask Senate Education Committee’s working party on the *Misconduct: Student Academic Misconduct Policy* to give advice and assistance to the University Legal Counsel during this review.”

At the 22 June 2012 meeting Associate Professor Craig Ellis, the Convener of the Education Committee’s Academic Integrity Working Party (AIWP), reported on progress with work to prepare a single rule University Rule for misconduct. This entailed a completely new approach to the current arrangements for managing misconduct. He said that extensive feedback on the proposed Rule had been received from the Academic Registrar’s Office and the Secretariat, and a revised iteration was being prepared for consideration by the AIWP in July. It was anticipated the AIWP would refer the Rule to the Education Committee, which would arrange for wider feedback from the
University community to be obtained via posting the Rule on the Policy DDS for comment. Though the work was taking longer than anticipated, it was critically important the Rule was not rushed through. It was hoped the Rule would be in place for 2013.

This revised iteration has now been completed and distributed to the AIWP for comment and discussion. It is planned to then refer the Rule to the 4 September 2012 Academic Senate Education Committee meeting. Guidelines for use of the Rule and the broader and associated Academic Integrity framework will then be compiled by the AIWP.

4 REPORTS AND RECOMMENDATIONS FROM SENATE COMMITTEES

4.1 SENATE EXECUTIVE COMMITTEE AS12/04-4.1

The Senate Executive Committee held an electronic meeting between 18 June and 6 July 2012 and between 2 and 10 August 2012. Reports of these meetings are appended.

It is recommended:
That Academic Senate notes the reports of the Senate Executive Committee electronic meetings conducted between 18 June and 6 July 2012 and 2 and 10 August 2012.

4.2 RESEARCH COMMITTEE

The Research Committee’s most recent meeting was held on 5 June 2012. Owing to the unavailability of a number of members, the Research Committee meeting for 7 August 2012 was postponed.

4.3 RESEARCH STUDIES COMMITTEE AS12/04-4.3

The Research Studies Committee met 3 July and 7 August 2012. The minutes of the 3 July meeting are appended. The unconfirmed minutes of the 7 August meeting will be provided before the meeting.

It is recommended:
That Academic Senate note the minutes of the 3 July and 7 August 2012 Research Studies Committee meetings.

4.4 EDUCATION and ASSESSMENT COMMITTEES (incorporating Student Experience and Engagement Committee) AS12/04-4.4

The Education and Assessment Committees met on 30 July 2012. A report is appended.

There were no recommendations or policy changes for the Academic Senate to consider.

The Senate Assessment Committee was established in January 2012, following the changes to the Universities organisational structure. The Committee “assists Senate’s Education Committee by monitoring assessment practices and standards across the University, and giving advice about assessment policy, standards and quality improvement within the UWS Academic Standards and Assessment Framework.”
The Pro Vice-Chancellor (Education), Professor Kerri-Lee Krause, will lead a discussion on the committee’s activities, and the contribution that the committee makes to the assurance of academic standards within the University.

**It is recommended:**
*That Academic Senate note the report of the 30 July 2012 Education and Assessment Committees meetings also incorporating the report for the Student Experience and Engagement Committee.*

### 4.5 ACADEMIC PLANNING AND COURSES APPROVALS COMMITTEE

AS12/04-4.5

The Academic Planning and Courses Approvals Committee (APCAC) met on 4 July 2012. A report is appended.

**It is recommended:**
*That Academic Senate note the report of the 4 July 2012 Academic Planning and Courses Approvals Committee meeting and ratify the recommendations contained therein.*

### 4.6 BACHELOR (HONOURS) COMMITTEE

AS12/04-4.6

The inaugural meeting of the Bachelor (Honours) Committee was held on 20 June 2012. Unconfirmed minutes are attached.

The Committee noted and discussed its terms of reference, as set out in the Academic Senate Standing Committees Policy. As this was the first meeting of the committee, the Acting Chair, Associate Professor Paul Wormell, had invited the Pro Vice-Chancellor (Education) and the Pro Vice-Chancellor (Research) to attend.

The PVCs noted that whilst the Associate PVCs were members of this committee they had a high degree of interest in the deliberations of this committee themselves. The Committee agreed that in the early phase of the committee’s work it would be advantageous for these senior officers to be directly engaged in the discussions.

**It was resolved (B(Hons)C 12.01/01):**
*That the membership of the Bachelor (Honours) Committee be amended by adding the Pro Vice-Chancellor (Education) and Pro Vice-Chancellor (Research) or their nominees, and that it be recommended to Academic Senate that the Academic Senate Standing Committees Policy be amended accordingly.*

**Student representation**

The philosophy of having a student representative on the committee was queried, given the compressed timescale of the honours year, and the potential decision-making burden and conflict that may be experienced by student members.

The acting Chair noted that student participation was one of TEQSA’s threshold standards, and it was a long-held belief of the Board of Trustees that students should be included in all levels of governance, including on the Board itself.

Members acknowledged the concerns that a current Bachelor (Honours) student would have limited time to participate fully, and suggested that a recent Honours graduate who had moved into Higher Degree Research candidature would provide the committee with a very valid perspective of the student experience of an Honours year.
The acting Chair would seek advice from the Student Representative Council, and invited members to send him suggestions for a student member.

It is recommended:
That Academic Senate note the report of the inaugural 20 June 2012 Bachelor (Honours) Committee meeting and ratify the recommendations contained therein.

4.7 BOARD OF TRUSTEES

The Board of Trustees most recent meeting was held on 7 June 2012.

The next meeting is scheduled for 5 September 2012. 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 2012 are as follows:
- Friday 26 October
- Friday 7 December (provisional meeting – to be held if necessary)

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

Senate meeting dates for 2013 are as follows:
- Friday 22 February
- Friday 3 May
- Friday 21 June
- Friday 16 August
- Friday 25 October
- Friday 6 December (provisional meeting – to be held if necessary)