ACADEMIC SENATE

The next meeting (Meeting 11/03) of the Academic Senate of the University of Western Sydney will be held on **Friday 24 June 2011 at 9:30am** in the **Boardroom, Building AD** at Werrington North.

For apologies and enquiries, telephone (02) 9678 7894, fax (02) 9678 7831 or email m.derby@uws.edu.au.

AGENDA

1 PROCEDURAL MATTERS

✰1.1 INTRODUCTION, WELCOME, FAREWELLS AND APOLOGIES

The Chair of Academic Senate, Associate Professor Paul Wormell, will chair the meeting, which is the first Academic Senate meeting of the term 1 June 2011 to 31 May 2013.

This is the first Academic Senate meeting for a number of new members, as follows:

- Ms Soumaya Alaouie – Undergraduate student;
- Professor John Bartlett – one of three Heads of School from the College of Health and Science;
- Mr Robert Coluccio – Undergraduate student;
- Professor Kevin Dunn – one of three Heads of School from the College of Arts;
- Ms Elie Hammam – Postgraduate student;
- Professor Gabriel Donleavy – Academic Staff Member from School of Accounting, and Deputy Chair of Senate;
- Mr Ned Doyle – Academic staff member from School of Marketing;
- Professor Rhonda Griffiths – one of three Heads of School from the College of Health and Science;
- Associate Professor Mary Hawkins – Academic staff member from School of Social Sciences;
- Professor Annemarie Hennessy – one of three Heads of School from the College of Health and Science;
- Dr Adelma Hills – one of three Heads of School from the College of Arts;
- Mr Terry Mason – Academic Staff Member from the Badanami Centre for Indigenous Education;
- Dr Loshini Naidoo – Academic Staff Member from School of Education, and academic staff member from the College of Arts;
- Professor Clive Smallman – one of three Heads of School from the College of Business and Law;
- Dr Michael Tyler – Academic staff member from School of Psychology; and
- Professor Margaret Vickers – Academic staff member from College of Business and Law.
A list of the current members of the Academic Senate is appended.

This is the last meeting for Ms Thea Seabrook, Registrar, who is retiring on 15 July. The Chair will acknowledge her contributions to the work of the Senate and wish her well in retirement.

This is the last meeting for Professor Geoff Scott, Pro Vice-Chancellor (Quality) who is retiring from this position.

The Chair will acknowledge his contributions to the work of the Senate, and wish him well for his continued role within the University.

As at 17 June, apologies have been received from Professor Kevin Dunn, Professor Gabriel Donleavy and Professor Geoff Scott. Any further apologies will be reported.

1.2 DECLARATION OF CONFLICT OF INTEREST

Members are requested to declare any conflict of interest, 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:


Members are reminded that they should also declare any conflicts 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:

- 3.3 Discussion Paper “Leadership and Management Changes”
- 3.4 Quality Management – AUQA Cycle 2 Audit
- 3.5 Academic Senate Work Plan 2010-2011
- 3.7 New Institute for Culture and Society

It is recommended:

That the documents for all unstared 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.
The minutes of the last meeting held on 29 April 2011 are appended.

**It is recommended:**

That Academic Senate confirm the minutes of the Senate meeting held on 29 April 2011 as an accurate record.

### 2 BUSINESS ARISING

#### 2.1 MINUTE 3.7 - ACADEMIC MISCONDUCT POLICY

At the 29 April 2011 meeting …

“It was resolved (AS11:02/03):

To approve the proposed amendments to the Academic Misconduct Policy, effective from the date of publication of the revised Policy.”

The amended Academic Misconduct Policy has been published on the Policy DDS.

#### 2.2 MINUTE 3.8 - FRAMEWORK FOR LEARNING AND TEACHING POLICIES

At the 29 April 2011 meeting …

“It was resolved (AS11:02/04):

To approve the proposed Academic Policies Framework, effective from the date of publication of the Framework.”

Arrangements are being made for the Academic Policies Framework to be published on the Policy DDS.

#### 2.3 MINUTE 3.9 - ASSESSMENT POLICY: CRITERIA AND STANDARDS BASED ASSESSMENT

At the 29 April 2011 meeting …

“It was resolved (AS11:02/05):

To approve the proposed amendments to the Assessment Policy – Criteria and Standards-Based Assessment, with effect from the date of publication of the Policy.”

The revised Assessment Policy – Criteria and Standards-Based Assessment has been published on the Policy DDS.

#### 2.4 MINUTE 3.10 – ACADEMIC SENATE STANDING COMMITTEES POLICY

At the 29 April 2011 meeting …
“It was resolved (AS11:02/06):

To approve the proposed amendments to the Academic Senate Standing Committees Policy, relating to attendance at School Academic Committee meetings, effective from the date of publication of the revised Policy.”

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

2.5 MINUTE 3.11 – AWARD COURSES AND UNITS APPROVAL POLICY

At the 29 April 2011 meeting …

“It was resolved (AS11:02/07):

To approve the proposed amendments to the Award Courses and Units Approval Policy, effective from the date of publication of the revised Policy.”

The amended Award Courses and Units Approval Policy has been published on the Policy DDS.

2.6 MINUTE 3.12 – UNIT OUTLINE AND LEARNING GUIDES POLICY

At the 29 April 2011 meeting …

“It was resolved (AS11:02/08):

To approve the proposed amendments to the Unit Outline and Learning Guides Policy, effective from the date of publication of the revised Policy.”

Arrangements are being made for the amended Unit Outline and Learning Guides Policy to be published on the Policy DDS.

2.7 MINUTE 3.15 - RESEARCH HIGHER DEGREE POLICIES - MINOR CHANGES

At the 29 April 2011 meeting …

“It was resolved (AS11:02/11):

To approve the proposed changes to the higher degree policies, providing for:

- their designation as “policies” rather than “rules”;
- amendments to permit transfer of candidature from professional doctorate degrees, to the Doctor of Philosophy degree, and vice-versa;
- clarification of the admission requirement relating to English language proficiency; and
- changes in the Policies to the process for nomination and approval of examiners.

…with effect from the date of publication of the Policies.”
Arrangements are being made for the amended higher degree policies to be published on the Policy DDS.

3 GENERAL BUSINESS

3.1 CHAIR’S REPORT AS11/03-3.1

A written report from the Chair, covering recent activities undertaken on behalf of the Senate since 29 April 2011 is appended.

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

3.2 ACADEMIC COMMITTEE ELECTIONS

In the discussion of the Academic Committee election outcomes at the last meeting on 29 April 2011, it was minuted that:

“Elections would be called later this year for the positions that remained vacant.”

The Registrar has determined that fresh elections will not be held at this time to fill vacant positions. At the Senate Executive Committee meeting on 27 May 2011, in discussing the Vice Chancellor’s discussion paper “UWS Leadership and Management Changes” it was minuted...

“Though the Academic Governance Policy and the Academic Senate Standing Committees Policy would be changed because of the pending governance changes, it was agreed that it was not appropriate to make piecemeal changes to the policies at this time, for example to fill positions for ‘Course Advisors, or equivalent’ on the School Academic Committees.

In these circumstances, despite requests for arrangements to be made to fill vacant positions, it was agreed that committee chairs be told they could coopt individuals to attend meetings, but those individuals would not have voting rights at meetings."

It is recommended:

That Academic Senate note that there will not be elections to fill vacant positions on academic committees, pending a review of academic governance arrangements following on from the Vice Chancellor’s discussion paper “UWS Leadership and Management Changes”. In the interim, committee chairs may coopt individuals to attend meetings, but those individuals would not have voting rights at meetings.

3.3 UWS LEADERSHIP AND MANAGEMENT CHANGES

The Chair will give a brief presentation about the role and responsibilities of Academic Senate and its Standing Committees, and then lead a discussion about the changes that might be required to the University’s arrangements for academic governance, depending on the outcome of the consultations about
the Vice-Chancellor’s discussion paper, which is available from the following URL:  http://www.uws.edu.au/management-changes

The Chair will seek advice from Senate about:

- Possible changes to Senate’s membership, and reorganisation of Senate’s Standing Committees and academic delegations, to reflect the proposed changes to school structures, while continuing to meet Senate’s responsibilities under its Terms of Reference;
- Factors that Senate would have to consider when reorganising its committee structures, delegations and academic policies;
- Timelines and processes for managing the review of committee structures and academic policies;
- Ways in which Senate might promote collaboration between schools, and provide overall monitoring of academic standards across the University under the proposed new structure;
- The academic-governance implications of the establishment of research institutes, which will offer higher degree research courses, supervise higher degree research students, and teach into some undergraduate programs.

The Academic Governance Policy, covering the terms of reference and membership of the Academic Senate, and the Academic Senate Standing Committees Policy are attached. Clause (6) of the Academic Governance Policy says:

“(6) Subject to the By-law and to any decision of the Board, the Academic Senate will, at the request of the Board or at the discretion of Senate, advise the Board and the Vice-Chancellor on:

... (d) establishment and disestablishment of academic organisational units, such as colleges, schools and research centres;”

The Senate Executive Committee discussed these issues on 27 May 2011. See item 4.1.

For discussion and consideration

3.4 QUALITY MANAGEMENT - AUQA CYCLE 2

The Chair of Academic Senate and the Pro Vice-Chancellor (Learning and Teaching) will update Academic Senate on the outcomes from the 8-12 May 2011 AUQA audit.

For discussion and consideration.

3.5 ACADEMIC SENATE WORK PLAN 2010-2011  AS11/03-3.5

Following the discussion of the Academic Senate Work Plan at the 29 April 2011 meeting, the Chair will speak to an updated iteration of the Plan.
One of the matters raised at the last meeting was as follows:

“In discussion, it was suggested that in relation to transition and support for first year students, there was a mis-match between the University’s teaching calendar, and that of UWSCollege. If new University students were identified at an early stage as needing remedial support, it would be desirable if they could be offered a place to begin a UWSCollege course, before re-entering the University. However, UWSCollege terms commenced before the University term started, and students leaving UWS would face a delay before they could begin study at UWSCollege.

It was noted that an approach permitting students to withdraw from UWS and begin studying with UWSCollege posed a range of issues, including whether students would need to enter diploma courses, or foundation studies, what the likely numbers might be, and what would be the effect on capacity at the Westmead and Nirimba campuses. UWS and UWSCollege had significant differences in structure and methodology, with the University’s undergraduate courses based on a two-term 26 week academic year, and UWSCollege having a three-term 39 week academic year.

It was agreed that the Pro Vice-Chancellor (Learning and Teaching) would discuss the possible approaches to the issue with schools, and report back to the Senate.”

The current Academic Senate Work Plan is appended.

For discussion and consideration.

POLICY MATTERS

3.6 RESEARCH HIGHER DEGREE SCHOLARSHIP POLICY - AUSTRALIAN CITIZENS AND PERMANENT RESIDENTS

Appended is a proposal from the Research Studies Committee for a minor change to the Research Higher Degree Scholarship Policy - Australian Citizens and Permanent Residents.

The amendment clarifies the clauses in the Policy covering employment of scholarship recipients.

It is recommended:

*That the Academic Senate approves the proposed amendments to the Research Higher Degree Scholarship Policy - Australian Citizens and Permanent Residents, effective from the date of publication of the revised Policy.*
PRESENTATION

3.7 NEW INSTITUTE FOR CULTURE AND SOCIETY

The Deputy Vice-Chancellor (Academic and Research) will deliver a presentation on the new Institute for Culture and Society, approved by the 8 June 2011 Board of Trustees meeting.

4 REPORTS AND RECOMMENDATIONS FROM SENATE COMMITTEES

4.1 SENATE EXECUTIVE COMMITTEE

The Senate Executive Committee met on 27 May 2011. The minutes are appended.

It is recommended:
That Academic Senate note the minutes of the 27 May 2011 Senate Executive Committee meeting.

4.2 RESEARCH COMMITTEE

The Research Committee met on 5 April and 7 June 2011. The minutes of the 7 June meeting are not available.

It is recommended:
That Academic Senate note the minutes of the 5 April 2011 Research Committee meeting.

4.3 RESEARCH STUDIES COMMITTEE

The Research Studies Committee met on 7 June 2011. The minutes will be circulated before the meeting.

It is recommended:
That Academic Senate note the minutes of the Research Studies Committee meeting held on 7 June 2011.

4.4 EDUCATION COMMITTEE

The Education Committee met on 3 May and 6 June 2011. Reports will be circulated before the meeting.

It is recommended:
That Academic Senate notes the reports of the Education Committee meetings held on 3 May and 6 June 2011.

4.5 ACADEMIC PLANNING AND COURSES APPROVALS COMMITTEE

The Academic Planning and Courses Approvals Committee (APCAC) met on 18 May 2011. A report of the meeting is appended, which includes details about course proposals approved executively by the APCAC chair. Note that recommendations in relation to course changes for the Bachelor of Business
and Commerce were approved by the Senate Executive Committee at its meeting on 27 May 2011 – see item 4.1.

It is recommended:
That Academic Senate note the report of the Academic Planning and Courses Approvals Committee meeting held on 18 May 2011 and ratify the recommendations contained therein.

4.6 BOARD OF TRUSTEES

The Board of Trustees most recent meeting was held on 8 June 2011.

The next meeting is scheduled for 21 September 2011. 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

The next Academic Senate meeting is arranged for Friday 19 August 2011

Senate meeting dates for the remainder of 2011 are as follows:

- Friday 19 August 2011
- Friday 28 October 2011
- Friday 9 December 2011 (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