ACADEMIC SENATE

The next meeting (Meeting 14/01) of the Academic Senate of the University of Western Sydney will be held on Friday 21 February 2014 at 9:30am in the Board Room, Building AD, Werrington North Campus.

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

AGENDA

1 PROCEDURAL MATTERS

1.1 INTRODUCTION, WELCOME, AND APOLOGIES

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

The Vice-Chancellor, Professor Barney Glover will welcome members to the first Academic Senate meeting for 2014 at the commencement of the meeting at 9:30am sharp.

The Chair will farewell the Interim Deputy Vice-Chancellor (Research), Professor Andrew Cheetham and welcome new members of Senate commencing their term on 1 January 2014:

Dr Gu Fang 
Mr John Juriansz 
Professor Maree Johnson 
Associate Professor Alana Lentin 
Dr David Mahns 
Associate Professor Janette Perz 
Dr Christopher Peterson 

School of Computing, Engineering and Mathematics
School of Law
School of Nursing and Midwifery
School of Humanities and Communication Arts
School of Medicine
School of Medicine
School of Humanities and Communication Arts

At the time of writing, apologies had been received from Professor Michael Adams, Professor James Arvanitakis, Professor Andrew Cheetham, Professor Kevin Dunn Professor Annemarie Hennessy, Angelo Kourtis, Professor Michele Simons, Professor Deborah Stevenson, Professor Deborah Sweeney and Maxine Veale. Any further apologies will be reported.

1.2 DECLARATIONS OF INTEREST

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

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

1.3 STARRING OF ITEMS

Senate members will be asked which items they wish starred for discussion.
Apart from procedural items, items already starred on the agenda are:

- 3.1 Chair’s Report
- 3.2 Academic Standards And Quality, Including The Australian Qualifications Framework (AQF)
- 3.4 Senate Work Plan
- 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
- 4.2 Research Committee
- 4.4 Education and Assessment Committees
- 4.5 Academic Planning and Courses Approvals Committee
- 4.6 Bachelor (Honours) Committee
- 4.7 Academic Appeals and Integrity 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

The unconfirmed minutes of the Academic Senate meeting held on 6 December 2013 are appended with a minor amendment as follows:

Addition of Associate Professor Jane Mears to the attendance list.

It is recommended:

*That Academic Senate confirms the minutes of the Senate meeting held on 6 December 2013, with the minor amendment, as an accurate record.*

1.7 ACTION SHEET FROM LAST MEETING

To assist members with monitoring the work of the Academic Senate the action sheet from the meeting held on 6 December 2013 and previous meetings is appended.

2 BUSINESS ARISING

Items of business arising not covered elsewhere in the agenda are included in this section for noting.
2.1 MINUTE 3.11 – SENATE ELECTIONS

All positions on the Academic Senate were filled by the end of 2013 following several rounds of elections. As reported at the 6 December 2013 meeting, Professor Gabriel Donleavy was elected as the Deputy Chair of Senate unopposed. Associate Professor Paul Wormell was elected to the position of Chair, Academic Senate on 24 January 2014 for a term of office from 1 February 2014 to 31 January 2016.

Members are reminded that feedback regarding the online nomination process can be provided to j.fitzgibbon@uws.edu.au.

2.2 MINUTE 3.12 - UNIT OUTLINE AND LEARNING GUIDES POLICY

Following discussions at the 6 December 2013 Senate, the amendments as proposed by the Senate Education Committee to the Unit Outline and Learning Guides Policy were approved. However, it was agreed that Senate Education Committee would be asked to consider the content and wording in the guidelines, to assist academic staff in ensuring that students receive clear guidance without excessive length or complexity in the Learning Guide.

It was resolved (AS13:06/03):

That Senate approves the proposed revised Unit Outline and Learning Guides Policy, effective from the date of publication.

Arrangements are being made to publish the revised policy on the Policy DDS System.

3 GENERAL BUSINESS

3.1 CHAIR’S REPORT

A written report from the Chair covering activities undertaken on behalf of the Senate since 6 December 2013 is appended.

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

A paper entitled The Purpose and Function of Academic Boards and Senates in Australian Universities, prepared under the auspices of the National Conference of Chairs of Academic Boards and Senates, is attached for members’ information and comment.

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.

Members will be invited to provide comment and feedback on any Standards, TEQSA or AQF-related matters that have arisen in their professional or disciplinary communities.
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 meeting Senate considered an updated version of the Senate Work Plan, and discussed a proposal for Senate to co-sponsor events with forum topics such as the future of higher education; academic integrity; protecting free enquiry and the public intellectual and the role of the university in public discourse; content-focussed, interdisciplinary research discussions; University governance and the future of Australian Universities.

At its meeting on 12 February, Academic Senate’s Executive Committee considered a set of possible priorities for 2014.

A revised draft Work Plan and set of proposed priorities will follow, for Senate’s consideration and revision as required.

For discussion and consideration

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.”

http://uws.edu.au/our_future_program/our_future_program

In 2014 the Our Future Program activity streams will move into appropriate organisational units within the University, and this standing agenda item will be withdrawn. However, relevant project areas will continue to be reflected in other standing items on Academic Senate agendas for 2014.

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 scale and speed of reform in blended learning at UWS.

Student focus groups have been surveyed about blended learning, and asked specific questions about the iPad initiative. Access to these survey questions is being arranged.

The Interim Deputy Vice-Chancellor (Education), Professor Kerri-Lee Krause, will provide a brief update on this item.
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.

Further successes were communicated on 19 December 2013 that UWS is a member of two new ARC Centres of Excellence, through two of our research institutes: Hawkesbury Institute for the Environment and the MARCS Institute. UWS researchers involved as chief investigators in the two Centres are:

1. Translational Photosynthesis: Dr Oula Ghannoum of the Hawkesbury Institute for the Environment;
2. Dynamics of Language: Professor Anne Cutler, Associate Professor Caroline Jones and Paola Escudero of the MARCS Institute.

Members will be invited to provide comment and feedback on any research-related matters that have arisen in their professional or disciplinary communities.

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 and the Chair will provide an update in his report at agenda item 3.1.

3.11 ASSESSMENT POLICY

On 6 December 2013 meeting members considered 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 has been referred back to Education Committee for further consideration.
Assessment Committee and Education Committee have agreed that the proposed clarification of the AF grade definition would be helpful. The attached paper outlines the proposed 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. The following recommendation was endorsed by the Assessment Committee at the 4 February 2013 meeting and at the Education Committee electronic meeting on 12 February 2014:

It is recommended:

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 has been 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) met to prioritise academic policies for review. The attached paper provides the proposed priority listing for 2014 and the methodology for completing these reviews.

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.

During 2013 Senate members expressed an interest in contributing to Senate committees and working parties. 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).

Members are invited to comment on the schedule of policies for review, and any factors that should be taken into account.

For discussion and consideration

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 attached paper outlines the background and discussion. The following amendments were proposed 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 is recommended:**

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

**It is recommended:**

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

The following students were awarded the University Medal at the December 2013 Graduation ceremonies, as approved by the Chair of Academic Senate, on behalf of the Senate.

- Bethany BOWRING (SID 17030335) Bachelor of Science, Honours Class 1
- Danielle FROIO (SID 16962604) Bachelor of Science, Honours Class 1
- Samuel FROST (SID 16723724) Bachelor of Science, Honours Class 1
- Chiara GRELLA (SID 16960334) Bachelor of Science, Honours Class 1
- Benjamin PAGES (SID 16948730) Bachelor of Science, Honours Class 1
- Samantha PRIOR (SID 17002439) Bachelor of Science, Honours Class 1
- Hardip CHAHAL (SID 16999578) Bachelor of Medical Science, Honours Class 1
- Mousawi-Mahmood CHAU (SID 16960132) Bachelor of Medical Science, Honours Class 1
- Elyssē McILWAIN (SID 17056162) Bachelor of Medical Science, Honours Class 1
- Katherine SKULTE (SID 13305273) Bachelor of Medical Science, Honours Class 1
- Louise Evelyn KERRUISH (SID 17015602) Bachelor of Health Science Honours / Master of Occupational Therapy
- Chane Anne SPANGENBERG (SID 16920981) Bachelor of Health Science Honours / Master of Occupational Therapy
- Sarah TODD (SID 17080558) Bachelor of Health Science Honours / Master of Occupational Therapy
- Nikki Klara Gentile TULLIANI (SID 13412991) Bachelor of Health Science (Honours) / Master of Occupational Therapy
- Priya GUPTA (SID 16887015) Bachelor of Business and Commerce, Honours Class 1
- Dzevad IBRIC (SID 16174405) Bachelor of Business and Commerce, Honours Class 1
- Lara Jane WADE (SID 16729966) Bachelor of Economics, Honours Class 1
- Anatasia Jane DALITZ (SID 17285621) Bachelor of Arts / Bachelor of Laws
- Aleksandra ILIC (SID 16721252) Bachelor of Arts / Bachelor of Laws

**It is recommended:**

That Academic Senate note the awards of the University Medal, approved by the Chair of Academic Senate, on behalf of the Senate.
4 REPORTS AND RECOMMENDATIONS FROM SENATE COMMITTEES

4.1 SENATE EXECUTIVE COMMITTEE

The Chair of the Senate Executive Committee will speak to the Committee’s 2013 annual report – appended.

The Senate Executive Committee held a joint electronic meeting with the Academic Planning and Courses Approvals Committee between 17 and 20 December 2013 and a face to face meeting on 12 February 2014. The report of the electronic meeting held from 17 to 20 December is appended. The minutes of the 12 February 2014 face to face meeting will be provided prior to the meeting.

It is recommended:

That Academic Senate note the 2013 Annual Report of the Senate Executive Committee.

That Academic Senate note the reports of the Senate Executive Committee electronic meeting conducted between 17 and 20 December 2013 and the face-to-face meeting on 12 February 2014.

4.2 RESEARCH COMMITTEE

The Chair of the Research Committee will speak to the Committee’s 2013 annual report - appended.

The Research Committee met on the 3 December 2013 and 4 February 2014. The minutes of the 3 December 2013 meeting are attached. The minutes of the 4 February 2014 meeting will be provided prior to the meeting.

It is recommended:

That Academic Senate note the 2013 Annual Report of the Research Committee.

That Academic Senate notes the minutes of the 3 December 2013 and 4 February 2014 Research Committee meetings and ratifies the recommendations to Academic Senate contained therein.

4.3 RESEARCH STUDIES COMMITTEE

The Chair of the Research Studies Committee has offered her apologies for being unable to attend this meeting and will speak to the appended Committee’s 2013 annual report at the next Senate meeting.

The Research Studies Committee met on 3 December 2013 and 4 February 2014. The minutes of the 3 December meeting are appended. The minutes of the 4 February 2014 meeting will be provided prior to the meeting.

It is recommended:

That Academic Senate note the minutes of the 3 December 2013 and 4 February 2014 Research Studies Committee meetings.
4.4 EDUCATION and ASSESSMENT COMMITTEES (incorporating Student Experience and Engagement Committee)  AS14/01-4.4  Page 085

The Chair of the Education and Assessment Committee will speak to the Committees’ two 2013 annual reports. The annual report for the Assessment Committee is attached. The annual reports for the Education Committee and the Student Experience and Engagement Committee will be provided prior to the meeting.

The Education Committee met on 2 December 2013, the Assessment Committee met on 4 February 2014, and the Student Experience and Engagement Committee on 19 September 2013 and 5 February 2014. A combined report is attached.

It is recommended:

That Academic Senate note 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 meeting held on 4 February 2014 and the Student Experience and Engagement Committee meetings held on 19 September 2013 and 5 February 2014.

4.5 ACADEMIC PLANNING AND COURSES APPROVALS COMMITTEE  AS14/01-4.5  Page 095

The Chair of the Academic Planning and Courses Approvals Committee will speak to the Committee’s 2013 annual report – appended. The annual report from the Arts and Business Curriculum Quality Committee is included. The annual report from the Science and Health Curriculum Quality Committee will be provided prior to the meeting.

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 referred to this electronic meeting. See item 4.1.

A report of the 12 February 2014 face-to-face meeting will be provided before the meeting.

It is recommended:

That Academic Senate note the 2013 Annual Report of the Academic Planning and Courses Approvals Committee.

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  AS14/01-4.6  Page 129

The Chair of the Bachelor (Honours) Committee will speak to the Committee’s 2013 annual report - appended.
The Bachelor (Honours) Committee last met face to face on 15 October 2013. A report of the electronic meeting held from 18 to 20 December 2013 is appended. Minutes of the meeting held on 17 February 2014 will be available at the next Senate meeting.

It is recommended:

That Academic Senate note the 2013 Annual Report of the Bachelor (Honours) Committee.

That Academic Senate note the report of the Bachelor (Honours) Committee e-meeting held from 18 to 20 December 2013.

4.7 ACADEMIC APPEALS AND INTEGRITY COMMITTEE

The Chair of the Academic Appeals and Integrity Committee will speak to the Committee’s 2013 annual report – appended.

It is recommended:

That Academic Senate note the 2013 Annual Report of the Academic Appeals and Integrity Committee

4.8 UWS COLLEGE ACADEMIC COMMITTEE

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

4.9 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 is appended.

For information

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

6 NEXT MEETING

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