Confirmed minutes of meeting 13/05 of the Academic Senate of the University of Western Sydney held on Friday 25 October 2013 at 9:30am in the Boardroom, Building AD, at Werrington North.

Present:
Associate Professor Paul Wormell (Chair)  Mr Terry Mason
Professor Michael Adams  Ms Shaneen McGlinchey
Professor Janice Aldrich-Wright  Professor Donald McNeill
Professor Ian Anderson  Associate Professor Jane Mears
Dr Susan Armstrong  Dr Terri Mylett
Dr Catherine Attard  Dr Michael O’Connor
Professor Les Bokey  Mr Michael Robertson
Professor Andrew Cheetham  Dr Paul Rowland
Associate Professor Bronwyn Cole  Dr Seyed Shahrestani
Professor Donna Craig  Professor Simeon Simoff
Ms Sue Craig  Professor Michele Simons
Professor Gabriel Donleavy  Associate Professor Terry Sloan
Dr Betty Gill  Professor Kate Stevens
Assoc. Prof Cecily Hengstberger-Sims  Professor Deborah Stevenson
Ms Tahani Husari  Professor Deborah Sweeney
Professor Peter Hutchings  Professor Zhong Tao
Dr Cindy Kersaitis  Ms Maxine Veale
Professor Kerri-Lee Krause  Mr Dean Walker

In Attendance:
Ms Gillian Brown (Secretary)  Ms Deirdre Lee
Ms Terri Anderson  Ms Kate Shane
Mr Toby O’Hara  Ms Yelena Wenman

Apologies:
Professor James Arvanitakis  Associate Professor Anne Power
Associate Professor Craig Ellis  Professor Janice Reid (VC)
Professor Rhonda Griffiths  Associate Professor Leanne Rylands
Professor Annemarie Hennessy  Professor Lynette Sheridan Burns
Professor Gregory Kolt  Professor Clive Smallman
Mr Angelo Kourtis
Dr Awais Piracha

Absent:
Associate Professor Berice Anning
Professor Kevin Dunn
Dr Peter Mauch
Mr Michael Richardson
Dr Greg Whateley
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 Chair extended the sympathies of the Senate to members and colleagues adversely affected by the recent bushfires and hoped all continued to keep safe.

The Chair thanked all members for attending the meeting with special recognition of the large volume of expert and critical work that staff members are currently undertaking on student assessment, including marking Honours theses, and the large and complex governance and approval processes involved. It was noted that Senate has oversight of these processes and the importance and time-consuming nature of these tasks was acknowledged.

It was noted that in addition to the electronic agenda and associated papers, a paper with recommendations from an additional meeting of APCAC held on 23 October 2013 specifically for the large volume of urgent business, was tabled.

The Chair extended a warm welcome to Professor Michele Simons who was attending her first meeting of Senate as the new Dean of Education; and to the two presenters invited to the meeting, Yelena Wenman, Program Director for the Our Future Program and Toby O’Hara, the Business Process Analyst for the Red Tape Taskforce.

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
• 3.4 Our Future Action Program
• 3.7 Red Tape Taskforce
• 3.9 PhD Pathways Project
• 3.14 New Lecture Recording Policy

It was resolved (AS13:05/01):

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 large amount of work completed by the Senate Standing Committees in generating the unstarred items on behalf of Senate.

1.4 ORDER OF BUSINESS

There were no changes to the order of business.

1.5 OTHER BUSINESS

There was no other business.

1.6 MINUTES OF THE PREVIOUS MEETING

Senate had before it the unconfirmed minutes of the Senate meeting held on 16 August 2013.

It was resolved (AS13:05/02):

To confirm the minutes of the Senate meeting held on 16 August 2013 as an accurate record.

2 BUSINESS ARISING

2 BUSINESS ARISING FROM THE MINUTES OF PREVIOUS MEETINGS

2.1 MINUTE 3.10 – REVISED STANDING ORDERS FOR SENATE AND SENATE COMMITTEES

Without discussion it was noted that the revised Standing Orders have been published on the Policy DDS as Associated Information for the Academic Governance Policy and circulated to the Chairs and Secretaries of all Senate Committees.

2.2 MINUTE 3.11 – SENATE ELECTIONS

Without discussion it was noted that the Notice of Election for the first round of elections was issued on 16 September 2013 with results to be declared by Wednesday 30 October. The term of office for newly elected members will be 1 January 2014 to 31 December 2015.
It was agreed to issue the Notice of Election and seek nominations for the positions of Chair and Deputy Chair of Senate during the month of November 2013. If a ballot is required for either position, that ballot will be conducted from 13-24 January 2014. In the event that a ballot is required for the position of Chair or Deputy Chair of Senate, it was agreed to recommend that the term of office for that position be extended from 31 December 2013 to 31 January 2014. Such an extension would be recommended to the December Board of Trustees meeting.

2.3 MINUTE 3.12 – SENATE INDUCTION PROGRAM

Without discussion it was noted that the induction program for new members of Academic Senate would commence and confirmed that the 6 December 2013 Academic Senate meeting will take place. A meeting invitation has been forwarded to members including the timeframe for the light luncheon to follow this final meeting of the year. A mentoring program is being established for new members of Senate.

2.4 MINUTE 3.14 – UWS SUMMER MINOR POLICY CHANGES

Without discussion, it was noted that arrangements have been made for the minor amendments to a range of academic policies, to reflect Summer sessions, 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 16 August 2013.

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

The Chair reflected on a meeting with the future Vice-Chancellor, Professor Glover. It was clear that Professor Glover will engage closely with the Academic Senate and relevant committees. The Chair indicated to Professor Glover that Senate would wish to give advice on academic matters that lie within its purview and discussed the possibility of organising some co-sponsored forums, including the topics discussed at the August Senate meeting.

The approach of the new Federal Government is gradually being discovered and financial modelling for a wide range of scenarios is being conducted by the University. With regard to the standards and regulation area, a great deal of recent activity was reported including the endorsement of the previous government’s recommendations for reducing the regulatory burden on universities and other providers of higher education.

The Higher Education Standards Panel is revising and simplifying the Threshold Standards and a large package of draft standards for review by the Senate is expected quite soon. There is also some discussion across the sector regarding the weight and authority of the AQF and how this is to be reflected in the Threshold Standards.
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.

On 4 May 2012 Academic Senate endorsed a timeline for the University’s AQF Compliance Project and viewed a progress report for the consideration of Senate Education Committee and APCAC. Work is continuing in collaboration with the schools.

No comments or feedback on any TEQSA or AQF related matters arose at the meeting.

3.3 SENATE WORK PLAN

At the 22 February meeting Senate discussed the draft Work Plan, and agreed to a resolution that affirmed its commitment to the spirit and letter of its role as “the primary custodian of academic values and standards for the University”, and its functions and powers under clauses (3) and (6) of the Academic Governance Policy. This document was updated to reflect and strengthen Senate’s engagement with the Our Future Program, to encompass recent developments including The Academy at UWS and the PhD Pathways Review, and wider engagement and communication with the University community.

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-focused, interdisciplinary research discussions; University governance and the future of Australian Universities. These forum topics were discussed with the future Vice-Chancellor, Professor Glover and further information is contained in the Chair’s Report under item 3.1.

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_fUTUREPROGRAM/OUR_FUTURE_PROGRAM

The Program Director, Ms Yelena Wenman provided an overview of the context of the Our Future Program and a brief update on the progress of the activity streams. The Program arises from a set of UWS Board of Trustees resolutions that recognise
the changing higher education environment from traditional universities to one of technology, funding changes, uncapping of student numbers and a proliferation of providers. The six Our Future activity streams were devised to address these changes in the context of the University Mission and the Making the Difference strategy.

1. Learning and Teaching Flexibility: Beyond the Classroom
2. Optimising the Use of the Academic Year and Infrastructure
3. Staffing for Development
4. Financial Sustainability
5. Academic Program and Pathways
6. Marketing the University: Branding and Identity

A brief update on each activity stream was provided as follows:

1. Learning and Teaching Flexibility: Beyond the Classroom

The conversion of first year units to the blended learning model is well on track, with future work planned for second and third year units. This activity stream has been characterised by a strong community of practice. A Designing for Learning Showcase is to be held Friday 29 November 2013 at the Parramatta campus.

2. Optimising the Use of the Academic Year and Infrastructure

This activity stream currently consists of three initiatives: UWS Summer, Timetabling and Academic Year Review (including trimesters). UWS Summer is imminent and has been well received by students with approximately 4,700 students enrolled in 6,300 units. A review of those units with very high and very low enrolments is now being completed.

Timetabling of classes is being investigated to maximise the use of the current infrastructure and optimise the timetabling arrangements. A report will be presented to the Board of Trustees in December 2013.

A working group is currently investigating the advantages and disadvantages of a trimester model for the School of Business.

3. Staffing for Development

Members were aware of the current Enterprise Bargaining discussions. A project is also underway to review Academic Work Plans and the Academic Lifecycle with a view to building a pilot model and provide some scoping details for other projects.

4. Financial Sustainability

Current initiatives under this activity stream include the Red Tape Taskforce and the Divisional Services and Processes Assessment (DSPA). An integrated financial model is also being assessed, resulting in a business case model which was used for the UWS Summer. Further options for funding models and revenue distribution options are being explored.
5. Academic Program and Pathways

It was noted that the interim Pro Vice-Chancellor (Engagement, Strategy and Quality), Dr Paul Rowland and the Head of the Academy, Professor James Arvantitakis provided an update on their initiatives, including this program, to the August Senate meeting. Further elements of these strategies are under development, and there will be further reporting to Senate.

6. Marketing the University: Branding and Identity

Elements within this activity stream are progressing.

Members provided the following comments:

- The Blended Learning ‘Learning and Teaching Progress Information’ provided in the presentation referred to a Total Academic Relief amount of $1.7m. This was confirmed to be the direct funding for resources within each School and the central blended learning team.

- The inclusion of ‘soft’ values into the activity streams as a way of ‘humanising’ the projects and reflecting on all aspects of academic life. It was noted that there are two streams to the Staffing for Development activity stream: “How to recruit the right staff” and “How to retain the right staff by providing an attractive and culturally fulfilling place to work”.

- Members advised that marketing the university and establishing the brand within the university, that is, to the internal customers, is as important as communicating to external customers and may require an explicit or formal project.

- The absence of specific reference to ‘Research’ in the activity streams (except for the Red Tape Taskforce) was raises as an area of concern, and clarity was requested about where ‘Research’ features in the Our Future Program. Research is central to the University’s identity and activities, and aspects are woven into each of the activity streams which can be seen at the detail level; the interim Deputy Vice-Chancellor (Research) has prepared a presentation about this. A conceptual diagram is being developed for which may assist in making this aspect more prominent.

However, it was noted that Institute coursework units have not been included in the Blended Learning strategy. This will be advised to the Learning and Teaching team to address.

- Members expressed concerns that the recruitment and retainment of high-quality PhD students did not appear to be addressed in the activity streams, and it was important to have a method of highlighting the University’s research strengths and staff expertise. It was noted that potential students can search for supervisors using the staff profiles site at http://www.uws.edu.au/staff_profiles

- More explicit recognition within any advertising of the Our Future program of the following three main areas was suggested – Student and Community Relationships; Research; and Staff Relationships. Our brand was seen to be about “What do we look like” not “Who we are”.

- Members requested access to the consultants’ reports providing advice to the Board of Trustees on such matters as the DSPA and Marketing and Branding. It was noted that these reports have not yet been finalised, and the draft
reports are very broad at this stage, and are largely focused on administrative processes and the interaction between the units in which these processes are undertaken.

- Members asked whether there was a business case for the proposed trimester model for the School of Business. It was explained that a working group is looking at the implications of interactions with programs that are being offered by other Schools. This will be used as a basis for modelling the options regarding the School of Business model. The working group is acutely aware that the timeframe is very tight for the proposed implementation for 2015.

- Greater use of the Dean’s List as a method of encouraging students to achieve at a high level was recommended. It was also noted that each School has its own process, reflecting their distinctive cohorts. This suggestion will be communicated to the Bachelor (Honours) Committee and The Academy.

The Chair thanked the Program Director for her informative update and the members for their valuable feedback.

This is a standing item on Academic Senate agendas for 2013. Items 3.5 – 3.8 concern activity streams within the Our Future Program.

3.5 CURRICULUM PLANNING
This item relates to the “Learning and Teaching Flexibility: Beyond the Classroom” and “Academic Program and Pathways” activity streams of the Our Future Program.

The interim Pro Vice-Chancellor (Engagement, Strategy and Quality) provided an update on the “Academic Program and Pathways” project at the 16 August 2013 Senate meeting.

At the 16 August meeting, the Head of The Academy provided a presentation on this initiative to provide high achieving students with a customised learning and leadership experience.

Updates will be provided at future meetings of Senate.

3.6 ACADEMIC YEAR REVIEW

This item relates to the “Optimising the Use of the Academic Year and Infrastructure” activity stream of the Our Future Program. The initiative for this review came from the Board of Trustees and was premised on the need to maximise the use of resources as the University grew.

Senate Assessment Committee and Senate Education Committee, in collaboration with other working parties of the Academic Year Review team, considered the implications for academic policies and procedures of UWS Summer and minor revisions were approved by Senate at the 16 August meeting.

A joint working party of APCAC and Senate Education Committee has been established to consider further implications for academic policies and procedures, including curriculum, progression, assessment and graduations. Recommendations through the relevant Standing Committees in collaboration with other working parties of the Academic Year Review team will be presented to future meetings of Senate.
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. The project lies within the Financial Sustainability stream of the Our Future Program. 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. The Taskforce includes a number of current and past members of Academic Senate. A survey was released seeking input from all staff which closed on 27 September 2013, and the extensive range of survey responses are now being analysed. A report will be provided to the Board of Trustees in December 2013, with recommendations for action and a report on improvement activities that have already been commenced.

The Business Process Analyst for the Red Tape Taskforce, Mr Toby O’Hara provided members with an update of progress to date, with the following in particular:

- The main objective of the task force is to create opportunities for changes for improvement.
- The taskforce received 331 completed responses to the Red Tape Survey which was open for comment for two weeks.
- Thanks were extended to all of the academic and professional staff who have participated in the feedback and discussions to date.
- The top five issues identified by staff were Travel Approvals; the Curriculum Approval Process, Performance Management and Career Management System – Compass; Student Academic Misconduct; and Human Ethics Approvals.
- It was noted that for some of the issues listed, work had already commenced to identify solutions. For example, a white paper from UWS Travel Services has been provided to the University Executive including recommendations to address the main issues; The Timetabling task force of the Optimising the Use of the Academic Year and Infrastructure activity stream of the Our Future program is considering timetabling issues; and a review of the Student Misconduct Policies is already progressing.
- The complex nature of the curriculum approval process has been noted. All comments have been captured and identified with a categorisation of the risks and benefits of recommendations. There is also an overlap here with a white paper being developed by the Course Data Management Team.
- The MyVoice survey identified issues with the academic and professional career development process. The University Librarian advised that she will be chairing a working group investigating the prospect of extending Compass as a forward planning system, and welcomed any comments to be forwarded to her. Members recommended that the broader question of how to engage in discussions with staff and identifying what else may be required should be included.
- A draft report, including all survey comments, with key items and how these might be addressed highlighted, is due to be completed by 11 November 2013. A report for the UWS Executive is due by 18 November 2013, with a further summary report to be provided to the 4 December Board of Trustees meeting.
Members applauded the consultative approach and enquired whether any further feedback may be provided at this time. Feedback from members was welcomed (email: RedTape@uws.edu.au), recognising the tight timeframes. Work Health and Safety processes were mentioned as a possible inclusion with some compliance concerns raised. The sharing of good practice with regard to the use of risk assessments and safety plans was suggested. It was noted that the draft paper will be accessible to all Red Tape Taskforce members.

The Chair thanked Mr O’Hara for his comprehensive overview of the progress to date with the Red Tape project.

3.8 BLENDED LEARNING UPDATE

At a previous Senate meeting, the Interim Deputy Vice-Chancellor (Education) updated Senate on two items within the Curriculum Support and Curriculum Delivery Domain of the Blended Learning Strategy. The Learning Space Design – Threshold Standards and ‘Measuring the Blend’ in Learning Activities principles.

No matters were raised for consideration at this meeting of Academic Senate, but further updates will be provided to later meetings.

The Designing for Learning Showcase’ is to be held Friday 29 November 2013 at the Parramatta campus. More information is available at http://www.uws.edu.au/idvceducation/idvc_education/events/designing_for_learning_showcase

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3.9 PHD PATHWAYS PROJECT

In late 2012 the University Executive gave in-principle support for a working group of the UWS Research Committee to explore the feasibility of replacing the current suite of end-on Bachelor (Honours) degrees with a two-year Masters degree, which aligns with international qualifications and involves a combination of research and advanced coursework.

This PhD Pathways Project has two stages. Stage One includes data gathering and consultation and will result in a tabled report for University Executive review by the end of 2013. Stage Two will depend on the recommendations from Stage One and the endorsement of the University Executive.

The Associate Pro Vice-Chancellor (Research) Arts, Business and Social Science, Professor Deborah Stevenson provided an update to members. Ms Melissa Maucort has been appointed as the senior project officer to complete a scoping study and general assessment of the current end-on PhD process. This includes the informal coursework element currently included in PhD studies and how to better address these components.

Data sources have been identified and reports created. The validation of this complex data is now occurring to ensure full confidence in these reports. The final report will be provided to the University Executive by the end of this year. Progress on a very consultative Stage Two will depend on the decision by the Executive, and any changes would involve a phased rollout, which would more likely be for 2016 than 2015.
Members enquired as to whether ‘transitioning to the workforce’ training for PhD students was to be included. The inclusion of this as a formalised skill is being considered within the scope of the PhD Pathways project.

3.10 REVIEW OF ACADEMIC SENATE STANDING COMMITTEES

On 7 December 2011 the Board of Trustees approved a recommendation from Academic Senate to amend the Academic Governance Policy so that it reflected the new organisational arrangements that took place in the University from 1 January 2012. These changes included substantial revisions to the membership of Academic Senate, including a substantial expansion of the electorate for the elected members.

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.

Committees will shortly be invited to provide feedback about the committees’ membership and operation, including engagement with relevant stakeholders, and make suggestions for improvement.

3.11 POSTHUMOUS AWARD

Miss Melissa Lee Dawe SID 17255875

At the 17 June 2013 School of Nursing and Midwifery School Academic Committee meeting, the Committee agreed that Miss Melissa Lee Dawe be allowed to graduate posthumously from the course 4642.2 Bachelor of Nursing. The Committee noted that Miss Dawe had completed 170 credit points (over 50%) from 4642 Bachelor of Nursing, which complied with the Posthumous Awards and Aegrotat Grades Policy, and...

It was resolved (SNMAC13:05/02):
That the School Academic Committee approves the conferring of the degree of 4642 Bachelor of Nursing posthumously for Melissa Dawe (SID: 17255875).

It was resolved (AS13:05/03):
That Senate notes the award of the bachelors degree 4642 Bachelor of Nursing to Miss Melissa Dawe SID 17255875, under the Posthumous Awards and Aegrotat Grades Policy.

3.12 AWARDS OF THE UNIVERSITY MEDAL

The following students were awarded the University Medal at the September 2013 Graduation ceremonies, as approved by the Chair of Academic Senate, on behalf of the Senate.
Tiffany COLE (SID 15109066) Bachelor of Sciences (Honours)
Matthew James GRIVA (SID 16755055) Bachelor of Engineering (Civil) (Honours)
Nicole Jane HASICK (SID 16539091) Bachelor of Science (Honours)
Suzana LAZAROVSKA (SID 16728426) Bachelor of Medical Science (Honours)
Mohammad SHIR ALI (SID 17309080) Bachelor of Medical Science (Honours)
Matthew VAN UFFELEN (SID 16509740) Bachelor of Economics (Honours)
Kathryn Marika WILKENS (SID 16768000) Bachelor of Engineering (Advanced) (Civil)

It was resolved (AS13:05/04):

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

3.13 HONOURS IN BACHELOR AWARDS POLICY

Without comment, minor amendments to the Honours in Bachelor Awards Policy, endorsed by the Education Committee at its 3 September 2013 meeting were approved as follows:

It was resolved (ED13:06/03):

That Education Committee endorses the proposed new clause 21a and the amendment to clause 25 of the Honours in Bachelor Awards Policy and recommends them to Academic Senate for approval.

It was resolved (ED13:06/04):

That Education Committee endorses the amendment to clause 27 of the Honours in Bachelor Awards Policy and recommends it to Academic Senate for approval.

It was resolved (AS13:05/05):

That Senate approves the proposed minor amendments to the Honours in Bachelor Awards Policy, effective from the date of publication.

3.14 NEW LECTURE RECORDING POLICY

At the Education Committee meeting on 2 April 2012 a working group was established to recommend an approach to managing issues related to the audio recording of lectures and other classes. A draft policy was developed and feedback sought from School Academic Committees and the wider UWS community via the Policy DDS in the first half of 2013.

This proposed new policy was endorsed by the Education Committee at its 3 September 2013 meeting as follows:
It was resolved (ED13:06/05):

*That Education Committee endorses the Lecture Recording Policy and recommends it to Academic Senate for approval.*

The Interim Deputy Vice-Chancellor (Education), Professor Kerri-Lee Krause, provided the following underlying reasons and advantages for pursuing the approach to lecture recording adopted in the Policy:

- The desire for a uniform experience of blended learning across all units, that is, a core of consistency.
- The value to students in supporting their learning, as provided in the feedback from surveys and focus groups.
- The overall understanding that lecture recording is supplemental to face to face teaching and not replacing. The value of face to face teaching is not underestimated.
- To recognise the rise of mobile learning.
- To improve the learning experience of disability students.
- To improve the learning experience of International students.

Members indicated some concerns and provided comments as follow:

- Logistical and technology issues regarding the delivery and capacity to store the recordings need to be carefully addressed, for example, ‘pause’ functions are not available in all lecture theatres.
- It should be affirmed to academic staff that this is not a replacement of academics or face to face lecturing, but rather an enhancement of the facilities that are available to students.
- Concerns regarding falling attendance of students at lectures were expressed. National and International benchmarking studies have not indicated a strong correlation at this stage, but rather that there are a number of factors which influence student attendance. Student behaviour will be monitored.
- The policy has been refined regarding copyright issues with the assistance of the University Librarian.
- A pilot study with ten units within three schools has shown a uniform experience.
- A definition of ‘lecture’ may be required to be added to distinguish between other class types such as ‘seminars’ or ‘workshops’.
- Concerns were raised that this could contribute to a surveillance culture, and that academic staff members were not trusted to work without oversight. In discussion it was noted that the decision for an opt-out model was agreed by Deputy Deans as the default position to reduce administrative work, and it is not intended to create a surveillance culture.
- The advantage of podcasts rather than lecture capture was suggested given the better quality of the recording, the ability to control the environment and reduce any interference from noise or disruption in the class.
Discussion highlighted the importance of training for staff and students.

- Capturing examples of best practice and providing these on YouTube or similar as a form of advertising.

- Considering delaying uploading recorded lectures by three to four days to encourage attendance to the lecture.

- Experience at another university indicates that it is important to set up expectations for students to make positive choices – “deliberate, explicit, persistent and consistent”.

- All links and forms within the Policy to be updated and available.

It was resolved (AS13:05/06):

That Senate approves the proposed new Lecture Recording Policy, effective from the date of publication.

3.15 GRADUATION POLICY

Proposed minor amendments to the Graduation Policy were endorsed by the Education Committee at its 3 September 2013 meeting. These proposed changes under the ‘Policy Statement’ section refer to the approval by the relevant School Academic Committee of the top 2% and 10% of students to be awarded the Dean’s Medal and Dean’s Merit List respectively, before including details on the Students’ record.

It was resolved (ED13:06/07):

That Education Committee endorses the minor changes made to the Graduation Policy and recommends them to Academic Senate for approval.

It was resolved (AS13:05/07):

That Senate approves the proposed minor amendments to the Graduation Policy, effective from the date of publication.

3.16 APPROVAL OF SCHOLARSHIPS

Two proposals for new University Scholarships, prepared by the Office of Development, were provided to Senate as follows:

The Chancellor’s Scholarship - Intended for students enrolled full-time in the final year of their first degree who can demonstrate financial or other hardship based on UWS Opportunity and Equity criteria.

Auburn City Council Honours Scholarship - Intended for students undertaking an Honours project related to settlement in the Auburn local government area.

It was resolved (AS13:05/08):

That Academic Senate approves the proposed Chancellor’s Scholarship.
That Academic Senate approves the proposed Auburn City Council Honours Scholarship.

4 REPORTS AND RECOMMENDATIONS FROM SENATE COMMITTEES

4.1 SENATE EXECUTIVE COMMITTEE

The last meeting of the Senate Executive Committee was held on 26 July 2013.

4.2 RESEARCH COMMITTEE

Without discussion ….

It was resolved (AS13:05/09):

That Academic Senate note the minutes of the 6 August and 1 October 2013 Research Committee meetings.

4.3 RESEARCH STUDIES COMMITTEE

Without discussion ….

It was resolved (AS13:05/10):

That Academic Senate note the minutes of the 3 September and 1 October 2013 Research Studies Committee meetings.

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

Without discussion ….

It was resolved (AS13:05/11):

That Academic Senate notes the combined report of the 3 September 2013 meeting and 15 October E-Meeting of Education Committee, the 8 October 2013 Assessment Committee meeting and 19 September 2013 Student Engagement and Experience Committee.

This report included the following resolution.

It was resolved (AS13:05/12):

That Academic Senate approves the following changes:

I. That the term unit set be replaced by the term specialisation for the purposes of all student focused material (for example MySR, Websites, Handbook, Guides produced by Schools etc);

II. That the relevant policies mentioned below be amended to accommodate and reflect this change.

Changes are required to the following policies:
i. Award Courses and Units Approval Policy (definitions and clause 21)
ii. Enrolment Policy (definitions and clause 57)
iii. Honours in Bachelor Awards Policy (definitions and clause 8)
iv. Student Fees Policy (definitions).

4.5 ACADEMIC PLANNING AND COURSES APPROVALS COMMITTEE

Without discussion ….

It was resolved (AS13:05/13):

That Academic Senate notes the reports of the 18 September and 23 October 2013 Academic Planning and Courses Approvals Committee meetings and ratifies the recommendations contained therein.

4.6 BACHELOR (HONOURS) COMMITTEE

Without discussion ….

It was resolved (AS13:05/14):

That Academic Senate notes the minutes of the Bachelor (Honours) Committee meeting held on 12 August 2013.

4.7 UWS COLLEGE ACADEMIC COMMITTEE

The last available minutes of the UWSCollege Academic Committee were those from the electronic meeting on 26 June 2013.

4.8 BOARD OF TRUSTEES

The Board of Trustees met on 11 September 2013.

The next meeting is scheduled for 4 December 2013. 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 6 December 2013. Please note there will be a light lunch served at the conclusion of this meeting in the Board Room, Building AD at Werrington North.

Senate meeting dates for the 2014 are as follows:
- Friday 21 February
- 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