ACADEMIC SENATE

The next meeting (Meeting 13/05) of the Academic Senate of the University of Western Sydney will be held on Friday 25 October 2013 at 9:30am in the Board Room, Building AD, Werrington North Campus.

For apologies and enquiries, telephone (02) 9678 7820, 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.

The Chair will welcome the newly appointed Dean of Education, Professor Michele Simons.

At the time of writing, apologies had been received from Professor James Arvanitakis, Professor Annemarie Hennessy, Mr Angelo Kourtis and Professor Anne Power. 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
- 3.4 Our Future Action Program
- 3.7 Red Tape Taskforce
- 3.9 PhD Pathways Project
- 3.14 New Lecture Recording Policy

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 16 August 2013 are appended.

It is recommended:
That Academic Senate confirms the minutes of the Senate meeting held on 16 August 2013 as an accurate record.

2 BUSINESS ARISING

2.1 MINUTE 3.10 – REVISED STANDING ORDERS FOR SENATE AND SENATE COMMITTEES
At the 16 August meeting…

It was resolved (AS13:04/03):

That Academic Senate approves the revised UWS Academic Senate Standing Orders, from the date of publication as Associated Information for the Academic Governance Policy.

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

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 reported to the December Board of Trustees meeting.
2.3 MINUTE 3.12 – SENATE INDUCTION PROGRAM

At the 16 August 2013 meeting members endorsed an induction program for new members of Academic Senate 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

UWS Summer will be offered as a teaching session from December 2013. Minor amendments to a range of academic policies to reflect Summer sessions, as proposed by the Assessment Committee and endorsed by the Education Committee, were approved by Academic Senate at the 16 August 2013 meeting as follows:

It was resolved (AS 13:04/07)

That Senate approves the proposed minor amendments to a number of academic policies to reflect UWS Summer, effective from the date of publication.

Arrangements are being made to publish the revised policies to 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 16 August 2013 is appended. As indicated in the report, the Chair has met with the incoming Vice-Chancellor, Professor Barney Glover, and provided a briefing on the role and activities of Academic Senate and its standing committees.

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

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.

If requested, the Chair will provide an update on progress with the AQF project and other aspects of academic quality and standards at UWS. A brief summary is available in the papers for agenda item 4.5 Academic Planning and Courses Approvals Committee.

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

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. The Chair will provide an update under agenda item 3.1 Chair’s Report.

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

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

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

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 valuable new initiative to provide high achieving students with a customised learning and leadership experience.

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 will be made
to Senate through the relevant Standing Committees in collaboration with other working parties of the Academic Year Review team.

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

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.

We anticipate that Academic Senate will be asked to make a range of decisions about academic policies and procedures in response to reports from the Taskforce. The Business Process Analyst for the Red Tape Taskforce, Mr Toby O’Hara will provide an update on progress to date at this meeting.

3.8 BLENDED LEARNING UPDATE

At the 21 June 2013 Senate meeting, the interim Deputy Vice-Chancellor (Education) updated Senate on two further items within the Curriculum Support and Curriculum Delivery Domain of the Blended Learning Strategy. They are:

- The Learning Space Design – Threshold Standards endorsed by the Senate Education Committee at its meeting on 3 June 2013, provide a clear baseline for all Collaborative Learning Spaces and a default standard for flat floor teaching space (where space allows).

- A set of ‘Measuring the Blend’ in Learning Activities principles articulated in a paper by Dr Carol Russell around student centred measures of embedded work and blended learning experiences, and endorsed by the Senate Education Committee at its meeting on 3 June 2013 (see also the report at item 4.4 below).

No matters have been raised for consideration at this meeting of Academic Senate, but further updates will be provided to later meetings, and members are invited to provide comment and feedback on any Blended Learning related matters that have arisen in their professional or disciplinary communities.

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 will provide an update on progress with this 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 is recommended:
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 is recommended:

That Academic Senate note 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

Appended is a paper outlining the proposed minor amendments to the Honours in Bachelor Awards Policy endorsed by the Education Committee at its 3 September 2013 meeting.

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 is recommended:

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.

A paper with the proposed Lecture Recording Policy will be provided with the late papers. 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.

It is recommended:

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

3.15 GRADUATION POLICY

Appended is a paper outlining the proposed minor amendments to the Graduation Policy 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 is recommended:

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

3.16 APPROVAL OF SCHOLARSHIPS

Appended are two proposals for new University Scholarships, prepared by the Office of Development, as follows:

The Chancellor’s Scholarship - This is 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 - This is intended for students undertaking an Honours project related to settlement in the Auburn local government area.

It is recommended:

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

The Research Committee met on 6 August 2013 and 1 October 2013. The minutes of these meetings are appended.

It is recommended:

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

4.3 RESEARCH STUDIES COMMITTEE

The Research Studies Committee met on 3 September and 1 October 2013. The minutes of these meetings are appended.

It is recommended:

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

4.4 EDUCATION COMMITTEE AND ASSESSMENT COMMITTEE (incorporating Student Engagement and Experience Committee)

Education Committee met on 3 September and conducted an E-Meeting from 11 October 2013. The Assessment Committee met on 8 October 2013 and the Student Engagement and Experience Committee met on 19 September 2013. The combined report of these meetings will be forwarded separately.

It is recommended:

That Academic Senate notes the combined report of the 3 September 2013 meeting and 11 October E-Meeting of Education Committee, the 8 October 2013 Assessment Committee meeting and 19 September 2013 Student Engagement and Experience Committee.

4.5 ACADEMIC PLANNING AND COURSES APPROVALS COMMITTEE

The Academic Planning and Courses Approvals Committee (APCAC) met on 18 September 2013 and 23 October 2013. The report of the 18 September meeting is attached, and the report of the 23 October meeting will be circulated and tabled as a late paper.

It is recommended:

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

The Bachelor (Honours) Committee met on 12 August and 15 October 2013. The minutes of the 12 August meetings are attached and the minutes of the 15 October meeting will be provided to the next meeting of Senate.
It is recommended:

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 meeting of the UWSCollege Academic Committee held was an 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.