ACADEMIC SENATE

The next meeting (Meeting 13/06) of the Academic Senate of the University of Western Sydney will be held on Friday 6 December 2013 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 Chair will welcome new members of Senate commencing their term on 1 January 2014:

- Dr Gu Fang
- Associate Professor Alana Lentin
- Dr David Mahns
- Dr Christopher Peterson
- Mr John Juriansz

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

At the time of writing, apologies had been received from Dr Awais Piracha and Dr Greg Whateley. 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
- 3.5 Curriculum Planning
- 3.6 Academic Year Review
- 3.8 Blended Learning Update
- 3.9 Australian Research Council (ARC) Grants
- 3.11 Senate Elections
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 ratified.

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 25 October 2013 are appended.

It is recommended:

That Academic Senate confirms the minutes of the Senate meeting held on 25 October 2013 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 25 October 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 3.7 - RED TAPE TASKFORCE

At the 25 October 2013 meeting of Academic Senate the Business Process Analyst for the Red Tape Taskforce, Mr Toby O’Hara, provided members with an update of progress to date and expected timelines for this project. A report will be submitted to the Board of Trustees at its 26 February 2014 meeting.

2.2 MINUTE 3.13 – HONOURS IN BACHELOR AWARDS POLICY

At the 25 October 2013 meeting members approved without comment....

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.

Arrangements are being made to publish the revised policy on the Policy DDS System.
2.3 MINUTE 3.14 – NEW LECTURE RECORDING POLICY

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.

At the 25 October 2013 meeting of Senate the Interim Deputy Vice-Chancellor (Education), provided the underlying reasons and advantages for pursuing the approach to lecture recording adopted in the Policy.

Members provided comments relating to logistical and technology issues, reducing falling student attendance, maintenance of quality and addressed Copyright concerns.

It was resolved (AS13:05/06):

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

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

2.4 MINUTE 3.15 – GRADUATION POLICY

Proposed minor amendments to the Graduation Policy were endorsed by the Education Committee at its 3 September 2013 meeting.

Without comment….

It was resolved (AS13:05/07):

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

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

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

Proposed minor amendments to the policies listed below were endorsed by the Education Committee at its 15 October 2013 electronic meeting.

Without comment….

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).

Arrangements are being made to publish the revised policies 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 25 October 2013 will be provided as a late paper.

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.

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 is pursuing this as a priority for 2014. Further details will be discussed at the 21 February 2014 meeting.

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.”
At the 25 October meeting the Program Director, Ms Yelena Wenman provided 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 2013 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) will lead discussions on the “Academic Program and Pathways” project, especially concerning options and suggestions for new courses, majors and sub-majors, and ways of promoting cross-disciplinarity in the academic program.

**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.

Earlier this year Senate indicated a strong interest in providing advice and input about future developments with the academic year. The interim Pro Vice-Chancellor (Engagement, Strategy and Quality) will lead discussions on the evaluation process for the Summer 2013/2014 program, and forward planning for an expanded Summer program in 2014/2015.

**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.

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. At the 25 October meeting the Business Process Analyst for the Red Tape Taskforce, Mr Toby O’Hara, provided members with an update of progress to date. This matter has been deferred from the 4 December 2013 Board of Trustees meeting to the agenda for the 26 February 2014 meeting.

**3.8 BLENDED LEARNING UPDATE  AS13/06-3.8**

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 this meeting the Interim Deputy Vice-Chancellor (Education), Professor Kerri-Lee Krause will present two papers discussed at the 2 December 2013 Education Committee meeting as follow:

- Progress with converting units to Blended Learning mode as at end November
- Summary of preliminary analysis of iPad evaluation 2013.

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

3.9 AUSTRALIAN RESEARCH COUNCIL (ARC) GRANTS

In a 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. The University’s Linkage Infrastructure, Equipment and Facilities proposal will also be supported by the ARC with $1,064,000.

The Interim Deputy Vice-Chancellor (Research) Professor Andrew Cheetham will provide details regarding the successful 12 new Discovery Projects, totalling $4,555,726 in funding and the collaborative projects via other institutions. In addition, the University has also had continued success with Future Fellowships with two new Fellowships for mid-career researchers awarded and the provision of two Discovery Early Career Researcher Awards (DECRA).

The attached document is a compilation of the grants that have been awarded to UWS researchers, documented alphabetically under their University Research Institute, University Research Centre, University Research Group or School.

This document is also located at [http://www.uws.edu.au/arc2014](http://www.uws.edu.au/arc2014)

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.

The Chair will provide an update about this review in his report at agenda item 3.1.

3.11 SENATE ELECTIONS
The Associate Director, Secretariat will introduce the attached paper regarding the Academic Senate Elections results, forthcoming ballot for the Chair of Academic Senate and future election processes.

3.12 UNIT OUTLINE AND LEARNING GUIDES POLICY

Appended is a paper outlining the proposed amendments to the Unit Outlines and Learning Guides Policy endorsed by the Education Committee at its 4 November 2013 meeting.

It was resolved (ED13:08/03):

That Education Committee endorses the revised version of the Unit Outline and Learning Guides Policy and recommends it to Academic Senate for approval.

It is recommended:

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

3.13 ASSESSMENT POLICY

Appended is a paper outlining proposed minor amendments to the Assessment Policy – Criteria and Standards-based Assessment, which were endorsed by the Education Committee at its 4 November 2013 meeting.

It was resolved (ED13:08/04):

That Education Committee endorses the proposed minor amendments to the Assessment Policy – Criteria and Standards-based Assessment and recommends them to Academic Senate for approval.

It is recommended:

That Senate approves the proposed minor amendments to the Assessment Policy – Criteria and Standards-based Assessment, effective from the date of publication.

4 REPORTS AND RECOMMENDATIONS FROM SENATE COMMITTEES

4.1 SENATE EXECUTIVE COMMITTEE

The Senate Executive Committee held an electronic meeting from 21 to 27 November 2013. The Report of this meeting is appended.

It is recommended:

That Academic Senate notes the report of the Senate Executive Committee electronic meeting conducted from 21 to 27 November 2013.

4.2 RESEARCH COMMITTEE
The Research Committee met on 3 December 2013. The minutes of this meeting will be provided to the next meeting of Senate.

4.3 RESEARCH STUDIES COMMITTEE AS13/06-4.3

The Research Studies Committee met on 5 November and 3 December 2013. The minutes of the 5 November meeting are appended. The minutes of the 3 December meeting will be provided to the next meeting of Senate.

It is recommended:

That Academic Senate notes the minutes of the 5 November 2013 Research Studies Committee meeting and ratifies the recommendations to Academic Senate contained therein.

4.4 EDUCATION COMMITTEE AS13/06-4.4

Education Committee met on 4 November 2013. The report of this meeting will be provided as a late paper.

The Assessment Committee met last on 8 October 2013 and the Student Engagement and Experience Committee met last on 19 September 2013.

It is recommended:

That Academic Senate notes the report of the 4 November 2013 Education Committee meeting and ratifies the recommendations to Academic Senate contained therein.

4.5 ACADEMIC PLANNING AND COURSES APPROVALS COMMITTEE

The Academic Planning and Courses Approvals Committee (APCAC) met on 27 November 2013. This meeting was inquorate.

4.6 BACHELOR (HONOURS) COMMITTEE AS13/06-4.6

The Bachelor (Honours) Committee met on 15 October 2013. The minutes of the 15 October meeting are appended.

It is recommended:

That Academic Senate notes the minutes of the Bachelor (Honours) Committee meeting held on 15 October 2013.

4.7 UWS COLLEGE ACADEMIC COMMITTEE AS13/06-4.7

The UWSCollege Academic Committee met on 10 September 2013 and 12 November 2013 and held an electronic meeting on 17 July 2013. The minutes of these meetings are appended.

It is recommended:

That Academic Senate notes the minutes of the UWSCollege Academic Committee meetings held on 17 July, 10 September and 12 November 2013.
4.8 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

Please note that a light lunch in the boardroom will be served at approximately 12:30 PM following this meeting.

6 NEXT MEETING

The next Academic Senate meeting is arranged for Friday 21 February 2014 at 9:30 AM 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.