ACADEMIC SENATE
Circulated: 28 August 2013

Confirmed minutes of meeting 13/04 of the Academic Senate of the University of Western Sydney held on Friday 16 August 2013 at 9:30am in the Boardroom, Building AD, at Werrington North.

Present:
Associate Professor Paul Wormell (Chair)  
Professor Michael Adams  
Professor Janice Aldrich-Wright  
Professor Ian Anderson  
Professor James Arvanitakis  
Dr Catherine Attard  
Professor Les Bokey  
Ms Diana Calderan (for Shaneen McGlinchey)  
Professor Andrew Cheetham  
Associate Professor Bronwyn Cole  
Professor Donna Craig  
Ms Sue Craig  
Professor Gabriel Donleavy  
Professor Kevin Dunn  
Associate Professor Craig Ellis  
Professor Rhonda Griffiths  
Ms Tahani Husari  
Dr Cindy Kersaitis  
Professor Gregory Kolt

Dr Peter Mauch  
Associate Professor Jane Mears  
Dr Terri Mylett  
Associate Professor Anne Power  
Mr Michael Richardson  
Mr Michael Robertson  
Dr Paul Rowland  
Associate Professor Leanne Rylands  
Dr Seyed Shahrestani  
Professor Lynette Sheridan Burns  
Associate Professor Terry Sloan  
Professor Kate Stevens  
Professor Deborah Sweeney  
Professor Zhong Tao  
Professor Jonathon Tapson (for Prof Simeon Simoff)  
Ms Maxine Veale  
Mr Dean Walker

In Attendance:
Ms Gillian Brown (Secretary)  
Ms Terri Anderson  
Ms Diana Camilleri  
Mr James Fitzgibbon  
Ms Deirdre Lee  
Ms Kate Shane  
Ms Yelena Wenman

Apologies:
Dr Susan Armstrong  
Assoc. Prof. Cecily Hengstberger-Sims  
Professor Peter Hutchings  
Mr Angelo Kourtis  
Professor Kerri-Lee Krause  
Mr Terry Mason  
Professor Donald McNeill  
Dr Mary Mooney  
Dr Michael O’Connor  
Dr Awais Piracha  
Professor Janice Reid (VC)  
Professor Simeon Simoff  
Professor Clive Smallman  
Dr Greg Whateley

Absent:
Associate Professor Berice Anning  
Dr Betty Gill  
Professor Annemarie Hennessy  
Professor Deborah Stevenson
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.”

It was noted that in addition to the electronic agenda and associated papers, a paper with recommendations from the electronic APCAC meeting that concluded on 15 August 2013 was tabled.

The Chair thanked all members for attending the meeting during this busy time of year. It was acknowledged that Ms Diana Calderan attended for the Academic Registrar, Ms Shaneen McGlinchey and Professor Jonathon Tapson attended for the Dean of Computing, Engineering and Mathematics, Professor Simeon Simoff.

The Chair noted that this was the first meeting for Dr Paul Rowland in his capacity as the Interim Pro Vice-Chancellor (Engagement, Strategy & Quality) and for Professor James Arvanitakis who joins Senate as the Head of The Academy. The Vice-Chancellor, in consultation with the Chair of Academic Senate, can appoint up to three members to Senate for the purposes of achieving gender balance or for an informed perspective on matters under consideration, and Professor Arvanitakis has been appointed under this provision.

Apologies
Apologies as listed were noted.

1.2 DECLARATION OF INTERESTS

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.

The Chair and Deputy Chair of Academic Senate advised their interest (pecuniary in the case of the Chair) in the variation to the terms of office recommended at item 3.11 Senate Elections.

1.3 STARRING OF ITEMS

Apart from procedural items, items starred on the agenda were:
• 3.1 Chair’s Report
• 3.3 Senate Work Plan
• 3.5 Curriculum Planning
• 3.9 Review of Academic Senate Standing Committees
• 3.10 Revised Standing Orders for Senate and Senate Committees
• 3.11 Senate Elections
• 3.12 Senate Induction Program

The following additional items were starred at the meeting:
• 4.1 Senate Executive Committee
• 4.3 Research Studies Committee

It was resolved (AS13:04/01):

_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 be endorsed._

1.4 ORDER OF BUSINESS

There were no changes to the order of business.

1.5 OTHER BUSINESS

The unavailability at the end of week two of the teaching period of some Unit Learning Guides was highlighted and the Chair undertook to have the circumstances for the particular Units investigated. In addition, some conflicts in the relevant policies regarding the availability requirements for Learning Guides will be referred to the Education Committee to be included in their current review of learning and teaching policies.

Action: Relevant units where Learning Guides were not provided by the end of the second week of the teaching session to be advised to the Chair.

Action: Education Committee to be requested to include the provision of Learning Guides prior to or by the first day of the teaching session in their current policy review.

1.6 MINUTES OF THE PREVIOUS MEETING

Senate had before it the unconfirmed minutes of the Senate meeting held on 21 June 2013.

It was resolved (AS13:04/02):

_To confirm the minutes of the Senate meeting held on 21 June 2013 as an accurate record._
2 BUSINESS ARISING

2 BUSINESS ARISING FROM THE MINUTES OF PREVIOUS MEETINGS

2.1 MINUTE 3.10 – DOCTOR OF LETTERS AND DOCTOR OF SCIENCE DEGREES POLICY

Without discussion it was noted that arrangements were being made to publish the revised Doctor of Letters and Doctor of Science Policy on the Policy DDS system.

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 21 June 2013.

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

The Chair and Professor Kate Stevens reported that the Vice-Chancellor Selection Committee process had concluded and the new Vice-Chancellor, Professor Barney Glover, announced. The selection process had been thorough, probing and collaborative. The academic representatives found the process to be demanding but satisfying, and with a very favourable outcome. The new Vice-Chancellor meets the qualities sought by the selection criteria; that is, connected with learning, teaching and research, with a sophisticated knowledge of the higher education sector; sharp, persuasive and well-connected; an intellectual with good ideas for connecting with the community, and as a mathematician, adept with budgets and finances. Associate Professor Wormell and Professor Stevens were thanked by members for the important and excellent roles they played on behalf of the academic community.

A paper written by the Chair of behalf of the National Committee of Chairs, with advice regarding academic governance, has been provided to TEQSA and the Higher Education Standards Panel, which is currently revising the threshold standards around university governance.

The Chair together with his counterpart from Sydney University, Professor Peter McCallum, has been working on a paper about the broader roles of academic boards, including the cultural role. Following discussion by the NSW/Territories Committee of Chairs, the Chair will provide the next draft of this paper for discussion by Senate and its Standing Committees.

In addition, the national review of higher education regulation has made some recommendations about the regulatory and quality assurance roles of TEQSA, and the role and weight of the AQF is being considered by the Standards Panel as part of its review of the Higher Education Threshold Standards. The Chair will continue to provide updates that relate to Senate’s activities and accountabilities.
Other items highlighted from the Chair’s report were the commencement of the PhD Pathways project, which is collecting data about our bachelor (honours) courses and their effectiveness; the Red Tape Taskforce, which is about to commence collecting information from across the University; the draft Misconduct Rule, which is hoped to be available for comment soon; and the preparations for UWS Summer, which are well underway, with input from the relevant Senate Standing Committees.

3.2 ACADEMIC STANDARDS AND QUALITY, INCLUDING THE AUSTRALIAN QUALIFICATIONS FRAMEWORK (AQF)

At the 21 June 2013 meeting the Interim Deputy Vice-Chancellor, Professor Andrew Cheetham, led discussions regarding the draft Higher Education Threshold Standards for Research, Research Training, and Learning Outcomes (Research Training). The consolidated Research Standards document was also referred to Academic Senate’s Research Committee for comment. Senate will also be asked to respond to any future calls for comment by the Higher Education Standards Panel, including standards that relate to academic governance, learning, teaching and research.

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. A Project Officer, Lisa Davison, worked on this program of work for the first half of 2013, and submitted a progress report for consideration by Senate Education Committee and APCAC. Work is continuing in collaboration with the schools.

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.

The latest iteration of the Senate’s Work Plan was provided to members for comment and any amendments. This document has been 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 this meeting members discussed a proposal for Senate to co-sponsor events with forum topics such as the future of higher education; academic integrity (following an earlier UWS forum on the same topic); protecting free enquiry and the public intellectual and the role of the university in public discourse. Members agreed with this initiative and also welcomed the opportunity for improving communication with academic staff through events similar to the Executive Forums with Senate representatives present, to ensure wider engagement and contributions from the University community. The inclusion of content-focussed, interdisciplinary research discussions was also supported, along with other strategies to develop the University’s research culture. Wider discussions within the University community about University governance and the future of Australian Universities was also suggested.
The Chancellor’s endorsement of the University’s role in influencing public discourse and policy was recognised, noting that some members of the University have substantial knowledge and expertise that can and do influence government and other policies.

Members noted that the recent review of Community and Regional Engagement confirmed that UWS has built a great educational enterprise but it could be more prominent in the region, and effective methods of promoting this engagement are being investigated.

Strategies to improve the quantity of feedback provided on new and revised policies were also discussed.

### 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.”


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*.

#### 3.5.1 Academic Program and Pathways

The interim Pro Vice-Chancellor (Engagement, Strategy and Quality), Dr Paul Rowland, provided an update on this project to Senate, beginning with a summary of the contextual background which includes an increasingly competitive environment for our academic programs, possibly with fee deregulation in future.

The University now has detailed geographical information about demand for courses, including courses that are currently not offered at particular UWS campuses, and courses that are not offered by UWS at all. This will allow us to identify and assess new options for course offerings. The University is also seeking data about careers that lie outside the standard professional pathways, recognising that we must plan for career pathways that do not yet exist. Questions were posed about the role of academic staff in the early identification of these pathways, and of preparing students for them.
The configuration of double degrees and academic progression in a more competitive market was discussed. The aim is to build a whole of life relationship with our students, looking at their overall educational journeys and building discipline footprints to facilitate this. Academic advising will play a prominent role in this program, providing clear career information to ensure early, consistent, informed academic advice. In addition, the importance of providing supportive and efficient student services and learning environments was noted.

Early streaming of degrees was seen as helpful to provide students with time in a discipline to decide on their specific career path, as long as intellectual rigour is not compromised.

There was discussion about strengthening graduates' loyalty to UWS by inviting alumni back into further study and offering shorter boutique-style offerings, together with the need for clever program designs and marketing strategies.

Members noted the statistical data indicating that UWS is providing a good academic preparation for many students who then transfer to other institutions. The focus will be to concentrate on those within our region or with close proximity to Greater Western Sydney to see if they can be better retained in our academic programs.

A greater emphasis on engaged and work-integrated learning was seen as a future strength for UWS. This important 'hands on' interface between academic staff and students was seen as requiring an appropriate staff/student ratio. Engaging staff and ensuring they are part of the 'learning family', including sessional staff, was seen as important to the success of the program. The need to enhance the industry linkages in our areas of research strength was also noted.

The overall academic program will aim to attract larger numbers of high-ability students, whilst retaining the UWS vision of opportunity and excellence.

The Chair thanked Dr Rowland for his presentation.

3.5.2 The Academy

The Head of the Academy, Professor James Arvantitakis, provided an update on the development of The Academy and the promotion of a culture of a citizen scholar. The structure of the Academy was discussed including the advanced coursework units, leadership and research programs, extracurricular civic engagement, and personal, professional and academic development.

The importance of community engagement and professional experience was discussed along with the design of academic units to include leadership, creativity and entrepreneurship and design, and ethics. Partnerships with University Research Institutes were seen as important.

Members indicated some concerns with the insurance aspects of volunteer placements overseas and hoped that there would also be an emphasis on the Greater Western Sydney area.

Pathways into the Academy were explained including via advanced degrees, standard degree pathways or from second or third year, and the links to high schools. There is also to be a culture of reciprocity and encouragement for these students to become an active part of the University’s alumni.
Members made the following observations and suggestions:

- Clear advice as to where the Academy fits in the University’s governance structure was seen as being important for its development, especially with regard to external advisory committees and the Academic Senate.
- Research partnerships should not be limited to Research Institutes and opportunities across the University should be investigated.
- The inclusion of Aboriginal and Torres Strait Islander leaders was suggested.
- It was hoped that the advanced programs and opportunities would be available across all degrees.

Members commended The Academy as a valuable initiative to promote academic excellence and student engagement; objectives which are closely linked to the purpose of Senate.

The Chair thanked Professor Arvanitakis for his presentation.

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.

The new UWS Summer was launched on 18 May 2013 inviting students to reserve their place by registering their interest. A week after the launch 1200 students had indicated their interest and by 14 June this had increased to 2500. On 17 June students were able to enrol in Summer units and by 20 June there were 1840 enrolments. Reports are being provided to Schools weekly regarding enrolments in units offered in the Summer sessions to assist with the management of these units. By the end of August the Summer timetable will be made available. From August a campaign to promote the new UWS Summer to external students will commence.

It is planned to complete a comprehensive analysis of the student and staff UWS Summer experience to investigate students prefer and to monitor the efficacy of the project over a three-year period.

Senate Assessment Committee and Senate Education Committee, in collaboration with other working parties of the Academic Year Review team, have considered the implications for academic policies and procedures of UWS Summer and minor revisions were approved by Senate at this meeting (refer item 3.14 Policies – UWS Summer Minor Policy Changes.

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, and is being led by the Chair of Academic Senate. Although creating additional work in the short term, this initiative 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 project reports from the Taskforce. No matters were raised for consideration at this meeting, but further updates will be provided to later meetings.

3.8 BLENDED LEARNING UPDATE

At the 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.

3.9 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. In practice, several adjustments to the committees were made during 2012 and early 2013, including the introduction of a Student Experience and Engagement Committee, and revisions to the membership of several committees. It was also decided to revoke the Academic Senate Standing Committees Policy, replacing it by a set of Senate Resolutions which would reflect the Board of Trustees' practice for its other Standing Committees, and would allow greater flexibility for Senate in managing the number and roles of its committees.

On 26 July 2013 Senate Executive Committee endorsed a proposal by the Chair of Senate to review the operation and effectiveness of the revised set of Academic Senate Standing Committees, 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 review would recognise that the next Vice-Chancellor may establish a new or modified set of Executive portfolios which would need to be reflected in committee memberships and Chairs.

Members endorsed the conduct of this review of the membership, terms of reference and reporting arrangements for Academic Senate’s Standing Committees, during the second half of 2013. It was recognised that consulting all committee members would require extensive work, but members recommended that the review for each committee should include wider feedback from stakeholders including the committees that report to it, and that it reports to, and should include important focus groups such as the Higher Degree Research Directors for the review of the School Research and Higher Degree Research Committees.
It was also suggested that the review should investigate the inclusion of elected Senate members on other standing committees of Senate (as noted in the list of points below), and the overall number of members on School Academic Committee as some of these committees were very large.

Other specific questions about the following issues were identified by the Chair for further investigation:

- The appropriateness and flexibility of School Academic Committee memberships, including the role of representatives from UWSCollege and the Academic Registrar’s Office;
- Potential expansion of the roles of elected Senate members on Senate Standing Committees;
- The role of School committees in promoting academic discourse and debate among the University community, within Senate’s terms of reference;
- Potential inclusion of an elected student member of the Research Studies Committee;
- Possible establishment of an Executive Committee for the School Research and Higher Degrees Committees;
- Formalisation of relationships between University Research Institute Research and Higher Degree Committees (or equivalent) and Academic Senate Standing Committees Requirement for expiry or review dates for Expert Advisory Committees;
- Improved communications between Academic Senate and its Standing Committees, especially the school committees, while minimising the reporting burden for these committees;
- **Note:** Course and unit approval delegations will be considered during the review of the *Award Courses and Units Approval Policy*, including any responses to the Red Tape Taskforce.

3.10 REVISED STANDING ORDERS FOR SENATE AND SENATE COMMITTEES

At the 26 July 2013 meeting the Senate Executive considered a proposal by the Office of Governance Services to adopt revised Standing Orders for Academic Senate to reflect changes to the *Academic Governance Policy* and to align with the Standing Orders of the Board of Trustees.

The current Standing Orders for Academic Senate are based on those approved by Senate in 2005 and last amended in 2009. In December 2011, the Board of Trustees approved new Standing Orders for use by the Board and its committees. In late 2012, the Board also approved changes to the *Academic Governance Policy* and the Vice-Chancellor approved the new *Elections Policy*.

The following proposed changes have been incorporated into the revised Standing Orders:

- Simplifying and reordering the Standing Orders to align with the Board of Trustees Standing Orders.
• Confirming the application of Standing Orders to all Senate Standing Committees.

• Including reference to the new Elections Policy.

• Including reference to electronic meetings, also known as e-meetings. This replaces the references to ‘rotary resolutions’ which have a particular meaning in the Board’s standing orders and require approval by at least 75% of members.

• Updating the Apologies and Absences procedures, in line with the Academic Governance Policy.

• Simplifying the clauses on Motions of Dissent (now clause 4.5(c)).

Members sought clarification that the amendment from rotary meetings to electronic meetings would not increase the administrative requirements and add to ‘red tape’. The Associate Director, Secretariat confirmed that there would be no additional administrative burden.

Members also considered that the arrangements and support for current student representatives on Senate committees should be improved and suggested some recognition to raise the status and prestige of these roles. Acknowledgment such as a sitting fee, text book vouchers or use of university pool cars were suggested. The Chair reported that the Student Representation and Participation unit has been reviewing this issue for the next main round of student elections.

The following resolution was carried unanimously.

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.

3.11 SENATE ELECTIONS

At the 26 July 2013 meeting of the Senate Executive Committee, the Office of Governance Services provided information regarding elections that are required for a range of academic staff positions on Senate, which have terms expiring on 31 December 2013.

At this Senate meeting the Office of Governance Services advised that the term of office for the following elected academic staff members of Senate concludes on 31 December 2013 (clauses 15a-e of the Academic Governance Policy):

• one person (the Chair, Academic Senate), elected by the members of the Academic Senate from the members of the academic staff of the University;

• one person (the Deputy Chair, Academic Senate), elected by the members of the Academic Senate from the members of the academic staff of the University;

• two members of the academic staff of each School of the University, elected by and from the academic staff of that School, one of whom is a level A, B or C academic staff member and the other is a level D or E academic staff member;

• one member of the academic staff of the Badanami Centre for Indigenous Education (BCIE), elected by and from the members of the BCIE;
• one member of the academic staff of the Research Institutes, elected by and from
the members of the Research Institutes.

It was also noted that the elections for the positions of Chair and Deputy Chair can
only occur once the academic staff members from the Schools, Badanami and the
Research Institutes have been elected (the first round).

It was proposed to issue the Notice of Election for the first round of elections on 16
September 2013 with results being declared by Wednesday 30 October. The term of
office for newly elected members will be 1 January 2014 to 31 December 2015.

As Senate elections will be held concurrently with elections for the positions of
academic and general staff members on the Board of Trustees, the timing
requirements for notices specified in the UWS By-law 2005 will be adopted. In all
other respects, the provisions of the Elections Policy will apply. In contrast to past
elections, it was noted that the following applies, as Senate decided not to vary these
terms:

• Candidates can nominate themselves, rather than requiring the signature of two
other people eligible to vote in the election; and
• Nominations will be submitted via an online form (this worked extremely well with
recent student elections for Senate).

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.
It was noted that it is best that any ballot for these positions occurs after 1 January
2014 to ensure clarity in the relevant electorate, which includes the members of
Academic Senate, whose term commences on 1 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.

The Chair and Deputy Chair of Academic Senate declared their interest in this item
(the Chair his pecuniary interest) and excluded themselves from the discussions on
this matter. The Chair of Senate vacated the chair at this stage and the Interim
Deputy Vice-Chancellor (Research) conducted the vote for the following resolution
passed by the meeting.

It was resolved (AS13:04/04):

That Academic Senate approves the timing of Senate elections and the
application of the Elections Policy to these elections.

That, in the event that a ballot is required for the position of Chair and/or
Deputy Chair of Senate, Academic Senate endorses an extension of the
current term for that position until 31 January 2014 and recommends the
proposal to the Board of Trustees for approval.
At the 26 July 2013 meeting the Senate Executive Committee considered a proposal by the Office of Governance Services for an Induction Program for new members of Senate. As elections commence in September this year for the twenty-one Senate members whose terms expire on 31 December 2013, it was considered prudent to establish a comprehensive process for ensuring that new members are provided with the necessary tools and training to be effective and confident Senate members.

Members noted that currently new members are provided with a “Welcome” email providing meeting information and links to the resources available to Senate Members and relevant policies. The Chair then provides an Orientation session. Although this provides the essential information, due to the number of new members and time involved, it was considered that it does not always provide engagement on an individual basis or facilitate networking opportunities, which could enhance a member’s ability to function in Senate.

The proposed Induction Program consists of three stages:

1. Information

The first stage provides resource material available online to members and prospective members. Primarily, this consists of the new “Governance Information for Members” document which includes links to relevant documents and UWS Web pages. This document is divided into five parts. The first and second parts cover the foundation of the Academic Senate, including the Statutory, Regulatory and Policy framework. The third and fourth parts explain the context of the Academic Senate, providing the key issues and current priorities. The final part is operational, detailing members’ responsibilities.

2. Orientation

It is proposed to hold an Induction Event to introduce the members-elect to Senate. Given the timing of the elections for Senate, this gathering could be a light lunch following the 6 December 2013 Senate Meeting (currently provisional). The incoming elected members would have the opportunity to attend a Senate meeting before their term commences and meet their fellow Senate members. At the luncheon, meeting protocols, workload expectations, responsibilities and duties could be explained to the incoming members.

3. Engagement

This would involve the option of providing incoming members with a mentor on Senate, particularly for those elected staff and student members with minimal experience on academic governance committees. This would provide an informal opportunity for new members to seek clarification on any aspect of their role as a member of Senate or on the functioning of Senate. It might also provide the opportunity for reflection on Senate discussions and practice, enhancing the new members’ participation in both Senate and their School/Badanami Academic Committee. The mentor may be an ex-officio Senate Member, a fellow elected Senate Member (including Student members) or a Secretariat Officer, depending on the needs of the new member and the availability of existing Senate members.
Members agreed to this approach and endorsed contacting or surveying current members regarding their experiences and recommendations. It was also noted that the 6 December 2013 Academic Senate will no longer be provisional.

It was resolved (AS13:04/05):

That Senate endorses the proposed Induction Program and confirms that the 6 December 2013 Academic Senate meeting will take place.

3.13 INTERNATIONAL RESEARCH COMMUNITY SINGAPORE STATEMENT (2010)

The Singapore Statement on Research Integrity was created by consensus among the international research community, at an International Meeting in 2010. The statement does not have any regulatory weight but is clear and brief, with a similar standing to the Vancouver Protocol on authorship in publications, which UWS also endorses.

The Singapore Statement is particularly useful as a one page summary of individual researcher integrity and will be widely disseminated across the University. Members noted that it is very broad and is a general commitment to honesty in research, which is a key to research, institutional and personal credibility. Senate members also recommended that clause 10 should be highlighted, which refers to activities in social media and the importance of the distinction between opinion and professional comment.

There were also discussions regarding the current UWS Ethics Approval process and the need for streamlined processes, whilst being conscious of the balance between compliance and flexibility. A clearer process for Phase One, in identifying low risk research which can be expedited within the Schools, was suggested.

In addition, members suggested that it would be helpful to have a list of links referring to the relevant UWS policies and UWS Code of Conduct.

The Academic Senate Research Committee had recommended, via an electronic meeting, that UWS should endorse the Singapore Statement.

It was resolved (AS13:04/06):

That Senate endorses the Singapore Statement on Research Integrity, and agrees to widely disseminate it across UWS.

3.14 POLICIES – UWS SUMMER MINOR POLICY CHANGES

UWS Summer will be offered as a teaching session from December 2013. Minor amendments were required to a range of academic policies to reflect Summer sessions. The changes were submitted to Assessment Committee on 29 July 2013 to allow the opportunity for feedback from Schools on any of the proposed amendments, and were noted without discussion. Education Committee endorsed the changes by an electronic meeting conducted on 31 July 2013 as follows:

It was resolved (ED13:05/01)

That Education Committee endorses the proposed minor amendments to a number of academic polices to reflect UWS Summer and recommends them to Academic Senate for approval.
It was resolved (AS 13:04/07)

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

4 REPORTS AND RECOMMENDATIONS FROM SENATE COMMITTEES

4.1 SENATE EXECUTIVE COMMITTEE

Members noted that the review of the Academic Senate Standing Committees endorsed by the Senate Executive at their 26 July 2013 meeting, recommending improved communication between Senate and its Standing Committees, implied reporting to and from these committees.

An additional attendee to this meeting was also added to the minutes.

It was resolved (AS13:04/08):

That Academic Senate note the report of the Senate Executive Committee meeting conducted 26 July 2013.

4.2 RESEARCH COMMITTEE

The minutes of the 6 August 2013 Research Committee meeting will be provided to the 25 October 2013 Senate meeting.

4.3 RESEARCH STUDIES COMMITTEE

Members discussed the changes to eligibility for Higher Degree Research Scholarships (IPRS and APA) as recommended to the Research Committee in the minutes of the 2 July 2013 Research Studies Committee meeting.

Comments on this matter included the requirement for conflicts of interest to be declared when decisions about the award of scholarships are being made, and the need for consultation with Schools to ensure that all aspects of the award process and criteria for eligibility are considered and communicated. It was noted that this matter will be discussed at the Higher Degree Research Directors forum on 6 September 2013. The Associate Pro Vice-Chancellor (Research) Health and Science welcomed any feedback or discussion items from Schools.

The allocation of Australian Postgraduate Awards on the basis of the University’s research strengths, with policies and procedures to regulate, will be discussed in a draft paper on the review of UWS research action status on Excellence in Research Australia outcomes to be distributed for comment shortly.

It was resolved (AS13:04/09):

That Academic Senate note the minutes of the 2 July 2013 and 6 August 2013 Research Studies Committee meetings.
4.4 EDUCATION and ASSESSMENT COMMITTEES (incorporating Student Experience and Engagement Committee)

Without discussion ....

It was resolved (AS13:04/10):

That Academic Senate note the report of the 31 July 2013 Education Committee E-Meeting and the 29 July 2013 Assessment Committee meeting.

4.5 ACADEMIC PLANNING AND COURSES APPROVALS COMMITTEE

With regard to the additional unit and course offerings at the Parramatta Campus it was noted that the Parramatta Library facilities cannot accommodate the same volume and range of hard-copy resources as other campuses. However, staff members are encouraged to work with the Library in identifying suitable e-resources for their units and courses.

It was resolved (AS13:04/11):

That Academic Senate note the report of the 10 July 2013 Academic Planning and Courses Approvals Committee meeting, and the electronic meeting conducted between 12 and 15 August 2013, and ratifies the recommendations contained therein.

4.6 BACHELOR (HONOURS) COMMITTEE

The Bachelor (Honours) Committee met on 12 August 2013. The minutes of this meeting will be provided at the next Academic Senate meeting.

4.7 UWS COLLEGE ACADEMIC COMMITTEE

Without discussion ....

It was resolved (AS13:04/12):

That Academic Senate note the minutes of the UWSCollege Academic Committee electronic meeting held on 26 June 2013.

4.8 BOARD OF TRUSTEES

The Board of Trustees met on 5 June 2013.

The next meeting is scheduled for 11 September 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
The next Academic Senate meeting is arranged for Friday 16 August 2013. Senate meeting dates for the remainder of 2013 are as follows:

- Friday 25 October
- Friday 6 December

All the meetings start at 9.30 AM, and will be held in the Board Room, Building AD, at Werrington North.