MACQUARIE UNIVERSITY

ACADEMIC SENATE

MINUTES OF MEETING OF 4 SEPTEMBER 2012

Minutes of a meeting of Academic Senate held on 4 September 2012 at 9.30am in the Senate Room, Level 3, Lincoln Building.

Present: Professor J Fitness (in the Chair)
Ms D Anderson
Dr R Baker
Professor C Baldock
Dr W Bradford
Ms M Brodie
Professor J Croucher
Mr Terrence Collins
Professor Bruce Dowton
A/Professor M Evans
Professor M Gabbott
A/Professor S George
Professor J Greeley
Professor J Hedberg
Mr T Hendry
Mr O Luck
Professor M Mollering
A/Professor S Page
Professor S Schwartz
Professor J Simons
Ms L Simpson
A/Professor J Torr
Professor G Town
Professor G Whiteford
Professor R Widing
Dr R Yager
A/Professor S Young

In Attendance: Associate Professor P Coutts
Ms S Kelly
Ms B Kosman
Ms R Grewal
Ms B McLean
Ms Z Williams
Mr J Wylie

Apologies: Mr A Dahdal
Mr Paul Luttrell
Professor N Mansfield
Mr H Moraes
Ms C O’Sullivan
Professor Jim Piper
Mr N Pochynok
Professor J Sachs
Professor D Verity
Dr X Zhou
1. APOLOGIES /WELCOME

Academic Senate noted that apologies were received from: Mr A Dahdal, Mr Paul Luttrell, Professor N Mansfield, Ms C O’Sullivan, Professor Jim Piper, Mr N Pochynok, Professor J Sachs, Professor D Verity and Dr X Zhou.

The Chair welcomed Professor Steven Schwartz the outgoing Vice Chancellor and Professor Bruce Dowton, the new Vice Chancellor, to the meeting.

2. MINUTES OF MEETING HELD ON 7 AUGUST 2012

The Chair noted a correction to Item 8: Question on Notice (page 5) of the minutes of the meeting held on 7 August 2012:

“Professor Sachs noted that a funding mechanism is being investigated to explore alternative methods of teaching delivery for Session 3 units, including options for compressed delivery that may also be attractive to staff and students in Sessions 1 and 2.”

Resolution 12/273
That with the abovementioned amendment the minutes of the meeting held on 7 August 2012 be signed as a true and correct record.

3. IDENTIFICATION OF ITEMS FOR DISCUSSION

The following items were starred for discussion:

5. Report of the Discipline Committee
6. Chair Verbal Update
6.1 Academic Senate Draft Terms of Reference
6.2 Review of Governance Structures: Update
7. Vice Chancellor Verbal Update
9.1 Academic Standards and Quality Committee
9.2 Senate Learning & Teaching Committee
10.3 Nomination for Award of Title of Macquarie University Emeritus Professor

4. CONSIDERATION OF UNSTARRED ITEMS

Resolution 12/274
That the items not starred for discussion be noted and, where appropriate, be adopted as recommended.

(The adopted items are recorded in these minutes according to the sequence of the agenda).

5. CONSIDERATION OF CONFIDENTIAL ITEMS

5.1 Report of the Discipline Committee
Academic Senate noted the report of the meetings of 26 March and 10 August 2012.

Associate Professor Pamela Coutts joined the meeting at 9.45am

6. CHAIR VERBAL UPDATE

The Chair advised Academic Senate of the passing of Professor Harry Edwards,
Foundation Professor of Economics and Emeritus Professor of Economics. The Chair acknowledged Professor Edwards’ contribution to the University and to scholarly research in the field of microeconomics.

The Chair noted advice received from the AQF Council in response to the consultation paper *Graduate and Vocational Certificates and Diplomas in the Australian Qualifications Framework*. The AQF Council had responded to the feedback received from stakeholders and has determined that the Graduate Certificate and Graduate Diploma qualification types will be retained in the AQF at level 8 and will be available for accreditation, regulation and issue in both the higher education and vocational education and training sectors.

The AQF Council also has determined that the AQF specifications for the Graduate Certificate and Graduate Diploma qualification types, as set forth in the *AQF First Edition July 2012*, will be retained. However some modification will be made to provide clearer guidance on qualification accreditation and development requirements. The revised specifications will be available shortly.

The Chair noted that the University is required to review nomenclature of Postgraduate Certificate and Postgraduate Diploma awards, which by definition are graduate level and not postgraduate level awards.

The Chair welcomed Associate Professor Pamela Coutts to the meeting and congratulated A/Professor Coutts on her appointment at the first Associate Dean, Course Quality Assurance in the Faculty of Human Sciences.

The Chair advised A/Professor Coutts would be joining the discussion on governance and noted that agenda items 6.1 and 6.2 would be raised under Other Business to facilitate discussion.

7. **VICE-CHANCELLOR VERBAL UPDATE**

The outgoing Vice Chancellor acknowledged the work of Academic Senate over the past six and a half years and commended Members for their diligence which had resulted in significant achievements including, the first review of the undergraduate and postgraduate curricula in decades, a new regime for research training, a mandate to provide open access to research, a restructure and establishment of Faculties and the introduction of Session 3.

The Vice Chancellor commended the Chair for the collegial manner in which Senate operates and for her particular understanding of the distinct roles of the University Executive and Senate.

The Chair thanked Professor Schwartz for his contributions while Vice Chancellor of the University and in particular his support of Academic Senate.

The incoming Vice Chancellor Professor Bruce Dowton thanked the Chair and members for their warm welcome and noted the collegiate atmosphere within the Academic Senate. The Vice Chancellor expressed a desire to engage in academic matters and provided a brief outline of his experience with academic governance committees throughout his career.

The Vice Chancellor noted the shared aspirations between the Executive and the Senate, and the importance of maintaining the independence of each body, and advised that he is looking forward to working with the Academic Senate.

8. **QUESTIONS ON NOTICE**

Nil to report.
9. REPORTS FROM STANDING COMMITTEES

* 9.1 Academic Standards and Quality Committee (ASQC)

Academic Senate considered the report of the 14 August 2012 meeting of ASQC and resolved to approve each of recommendations as detailed below.

Members discussed item 4.3 Session 3 – Limitations on Required Units Offered in Session 3 and the recommendation that Academic Senate approve a guideline be established stating that a required unit cannot be offered in Session 3 only; it must also be offered in Session 1 and Session 2.

Issues relating to compulsory field work which could only be undertaken in Session 3 and units offered by ASAM were discussed and it was resolved that:

**Resolution 12/275**

A required unit would not normally be offered in Session 3 only; it should also be offered in Session 1 and/or Session 2. However a case can be presented for approval for offering a required unit exclusively in Session 3 in particular circumstances.

Members discussed item 7 Guidelines for Variation to Examination Policy and it was resolved that:

**Resolution 12/276**

The following principles and guidelines for both implementation and consideration of exception requests:

1. Any case for a request for an exception to the provisions of the Final Examination Policy must be approved by the Faculty Standards and Quality Committee or the Executive Dean and submitted for consideration to the Academic Standards and Quality Committee, which will make a recommendation to Academic Senate.
2. Any request for an exception to the policy must be made on the basis of a sound pedagogical or operational argument.
3. In the case of a request for an exception to the requirement to publish final examinations because of the use of particular question types (e.g. multiple choice items) the department must:
   a. Provide evidence that the assessment regime for the unit is consistent with the University Assessment Policy, Procedure and Guidelines;
   b. Provide evidence and a sound pedagogical framework or sound operational argument to support the re-use of the question sets;
   c. Provide information about the measures that will be taken to ensure that the integrity of the unseen examination paper is not compromised once the first cohort of students has sat the examination.

**Resolution 12/277**

The Emergency Change requests for the units listed below are approved, with effect from 1 January 2013:

- AHST490 Ancient History Honours (FT) - amend the prerequisites for both units to “Admission to Bachelor of Ancient History (Honours)”.  
- AHST495 Ancient History Honours (PT) amend the prerequisites for both units to “Admission to Bachelor of Ancient History (Honours)”.  
- PSY351 Research Methods in Psychology- amend the prerequisite for PSY351 to include PSYC332, as PSY245 has been recoded to PSYC332.
Resolution 12/278
The Emergency Changes to the 2013 Schedule of Programs/Majors/ Specialisations are approved, with effect from 1 January 2013:
- Politics and International Relations Major POL02 – amendment to the 300 level requirements for the Politics and International Relations major - LEX300 moved under the 300 level option set
- Media, Culture and Communications Major MED02 – amendment to the program structure for the Media Culture and Communications
- Honours Degree of Bachelor of Psychology PSYC01 (new code PSYC02)

Resolution 12/279
The discontinuance of Graduate Diploma of Psychology is approved, with effect from 31 December 2012 is approved.

Resolution 12/280
The discontinuance of PSY245 Principles of Psychological Assessment, with effect from 31 December 2012 is approved.

Resolution 12/281
The introduction of the unit, PSYC332 Principles of Psychological Assessment with effect from 1 January 2013 in approved.

Resolution 12/282
The introduction of the unit LAWZ448 Animal Law and also its addition to the Schedule of Participation Units, with effect from 1 January 2013 is approved.

Resolution 12/283
The following principles for Participation Units are approved:

Participation-stream units will:
1. use the same unit code number as their mainstream counterpart,
2. share the first three letters of the mainstream unit’s prefix, and
3. use ‘Z’ as the fourth letter of the unit prefix, e.g. LAWZ448

Resolution 12/284
The following arrangements for Participation Unit enrolment is approved:

Participation-stream Units will have to observe the same enrolment deadlines as those for all other units (i.e. enrolment to be finalised before the end of first week of the relevant session for external offerings, and before the end of second week for internal offerings).

Resolution 12/285
The following principles for Participation Unit pre-requisites are approved:

Participation-stream units will require Executive Dean approval as a pre-requisite (as well as any other relevant prerequisites for unit content/level).

Resolution 12/286
The following criteria that proposed Participation-stream units would need to meet are approved.

1. Compliance with the Senate-approved Criteria for Participation Units and Activities (September 2011):
2. All learning outcomes of the ‘mainstream’ version of the unit must be included, but an additional learning outcome in the ‘participation stream’ may be listed to reflect the participation focus (NB. Some learning and teaching activities and/or assessment
tasks may differ between the two versions of the unit);
3. Unit cannot be a core requirement in a program (NB. It is proposed that this particular criterion hold for 2013-14, until an evaluation of the effectiveness of this mode of delivery is undertaken. The results of the evaluation may suggest that a relaxation of this criterion is warranted for 2015 and beyond).

Resolution 12/287
A trial of Participation-stream approach in a small number of units (2-3) in 2013-14, starting with LAWZ448 Animal Law was approved.

Resolution 12/288
The following principles, relating to units of study in postgraduate degrees, with effect from 1 January 2014 were approved:

1. That a maximum of one 600 level unit can be included as part of a 32 credit point Masters program where completion of such a unit is considered core to the understanding of the program;
2. ASQC will approve such proposals on a case-by-case basis.

Resolution 12/289
The introduction of a new 700 level unit MRES700 Research Communications, with effect from 1 January 2013 is approved.

9.2 Senate Learning and Teaching Committee (SLTC)

Resolution 12/290
The Teaching Awards Policy as included in the papers is approved

Resolution 12/291
The Peer Assisted Learning Policy as included in the papers is approved.

Resolution 12/292
The Grade Appeal Policy as included in the papers is approved effective for appeals associated with Session 3 2012.

10 GENERAL BUSINESS

10.1 The Chair noted that the current term for Faculty representatives on Senate would conclude on 31 December 2012 and that nominations and voting will take place in October – November 2012

10.2 Vice Chancellor's Commendations

Resolution 12/293
The nominations for the Vice-Chancellor’s commendations as included in the papers are endorsed.

* 10.3 Nomination for Award of the Title of Macquarie University Emeritus Professor
Academic Senate noted the nomination of Professor Anne Henderson-Sellers for award of the title of Macquarie University Emeritus Professor.

The Chair accepted a question on notice as to whether Professor Anne Henderson-Sellers had retired and would report back to the next meeting.

The Chair advised that Items 6.1 and 6.2 of the agenda would be discussed under General Business to allow for open discussion amongst members.
10.4 Review of Governance Structures – An Update

The Deputy Vice Chancellor (Students and Registrar) provided an update on the Review of Governance Structures.

The Deputy Vice Chancellor (Students and Registrar) advised Members that the review was conducted by the Council Secretary, Ms E Lawler and referred to Ms Lawler’s recognized expertise in the area of corporate governance.

The Deputy Vice Chancellor (Students and Registrar) provided an overview of the organizational structure, which has been developed to provide secretariat support to the University’s governance committees, including the Governance Services unit and the Student Ombudsman who reports directly to the Chancellor.

The Deputy Vice Chancellor (Students and Registrar) indicated that as the appropriate support was now in place Academic Senate and its sub-committees could achieve their full potential.

The Deputy Vice Chancellor (Students and Registrar) and Chair thanked Ms Lawler for her contributions to Senate over the past 12 months and her ongoing assistance in an advisory capacity.

10.5 Academic Senate Draft Terms of Reference

The Chair spoke to the draft Terms of Reference included in the papers and sought comments from Members.

The Executive Dean and the representative member from Macquarie Graduate School of Management raised the need for the MGSM to have elected representation, which was supported by the Members.

Members discussed the need for the number of meetings each year to be included in the Terms of Reference to assist with Faculty planning.

Resolution 12/294
RECOMMEND TO COUNCIL: An additional elected member from the staff of the Macquarie Graduate School of Management be included in the membership of Academic Senate.

Resolution 12/295
RECOMMEND TO COUNCIL: The inclusion of the option to extend the terms of Chair and Deputy Chair of Academic Senate for an additional biennium.

Resolution 12/296
The Coursework Admissions Committee was abolished effective immediately.

There being no further business the meeting was declared closed at 11.10am

Professor J Fitness
Chair
MACQUARIE UNIVERSITY

10.3 VICE-CHANCELLOR’S COMMENDATIONS

(1) NOMINATIONS FOR MASTER COURSEWORK CANDIDATES

Nominations for a Vice-Chancellor’s Commendation for Master coursework candidates are listed below. To be eligible for a Vice-Chancellor’s Commendation a Master coursework graduand must have a GPA of 4.0, no more than 25% satisfactory/fail type credit points allowed, and at least 75% of the requirements of the award credit points must have been completed at Macquarie University.

<table>
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<tr>
<th>Faculty of Arts</th>
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<th>Student name</th>
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<td>42034752</td>
<td>HIGELIN, Michelle</td>
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<td>Macquarie Graduate School of Management</td>
<td>40561151</td>
<td>COCKBURN, Alan Paul</td>
<td>Master of Management</td>
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</tbody>
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RECOMMENDED

That the Vice-Chancellor’s Commendation be awarded to the 2 Master coursework graduands listed above.

(2) NOMINATIONS FOR BACHELOR DEGREE CANDIDATES

Nominations for a Vice-Chancellor’s Commendation for outstanding academic achievement at the undergraduate level are listed herein. To be eligible for this award, an undergraduate student must have a GPA of 4.0 in at least 40 credit points completed at Macquarie University.

There are no undergraduates eligible for the Vice-Chancellor’s Commendation

REGISTRAR

Deidre Anderson
Deputy Vice-Chancellor, Students and Registrar
10.5 Draft Terms of Reference

DRAFT TERMS OF REFERENCE – ACADEMIC SENATE

The Academic Senate (“Senate”) is established by the Macquarie University Act, 1989, section 15. This section states that there is to be a Senate consisting of the Vice-Chancellor and such other persons as Council may, in accordance with the by-laws determine.

This charter sets out Senate’s objectives, authority, composition and tenure, roles and responsibilities, reporting and administrative arrangements. To the extent of any inconsistency between this charter and the Macquarie University Act, 1989 (the “Act”), the Macquarie University By-law (“By-laws”) or the Macquarie University Rules (“Rules”), the Act, By-laws and Rules will prevail.

1. Objective

Senate is the principal academic body in the University with powers and duties as may be delegated to it by Council.

The primary function of Academic Senate is:

- to advise the Council on matters concerning academic and related activities of the University,
- to consider, and report to the Council on any matter referred to it by the Council, and
- to carry out such other functions as may be specified from time to time in resolutions made by the Council.

Senate is an integral component of the University’s corporate governance arrangements.

1.2. Authority

Senate has powers delegated to it by Council as detailed in this Charter.

1.3. Composition and tenure

The Academic Senate consists of:

Ex-officio members

- the Vice-Chancellor,
- the Deputy Vice-Chancellors and the Pro-Vice Chancellors,
- the Executive Deans of Faculties,
- the Dean of Higher Degree Research,
- the Dean, Macquarie Graduate School of Management,
- the Director of the Learning and Teaching Centre,
- the Head of Department of Indigenous Studies, and
- the University Librarian.
Elected members

- four members from each Faculty and one member from the Macquarie Graduate School of Management ("Faculty member") elected by and from the academic staff of the Faculty in accordance with Schedule 1 of the By-law provided that:
  - only members of the academic staff who are full-time or part-time continuing, or fixed term for 3 or more years and with fractional appointment of 50% and above are eligible to participate in the election and to be elected;
  - the four members elected from each Faculty must be from different Departments;
  - of the four members from each Faculty at least one must be a Head of Department or a Professor;
  - student members elected annually in accordance with Schedule 1 of the Bylaw under the following categories:
    - one student member from each Faculty enrolled in an undergraduate program,
    - one student member enrolled in a postgraduate coursework program, and
    - one student member enrolled in a postgraduate higher degree research program.

Additional Appointed members

- up to four additional members may be appointed by resolution of Academic Senate.

Term of office

Subject to the details regarding vacation of office below, the terms of office of Members are as follows:

- Ex-officio members are appointed for the term of their position;
- Faculty elected members are elected for a term of 2 years;
- Student elected members are elected for a term of up to 1 year; and
- Additional members are elected by resolution of Academic Senate for a term determined by Senate

Vacation of office

A member of the Academic Senate will be deemed to have vacated office if that member:

- dies;
- resigns that office by notice in writing addressed to the Chair or the Registrar;
- resigns from the University;
- proceeds on leave of absence for a period exceeding nine months;
- is absent without leave of the Academic Senate from three consecutive meetings of the Academic Senate; or
- in the case of a student member, ceases to be a student.

If a Faculty member of Senate proceeds on leave of absence from the University for a period exceeding three months but less than nine months, the Academic Senate will co-opt a member of the continuing academic staff or a student of the
University, as the case may be, to fill the vacancy for the period of absence but not beyond the expiry of the term of office on Senate of the member proceeding on leave; and the member on leave, at the conclusion of that period of leave, will resume membership of Academic Senate for the balance of the term of office.

Where a person other than a member of the Academic Senate is appointed Acting Executive Dean of a Faculty, that person must for the purposes of these rules become a member of the Academic Senate during the period of such appointment.

Where a member of the Academic Senate being a member of the continuing academic staff of a Faculty is appointed Acting Executive Dean of a Faculty, the members of the Academic Senate may co-opt to membership a member of the continuing academic staff from the same Faculty as the member so appointed to hold office during the period of appointment of such Acting Executive Dean of the Faculty.

Expectations of members:

Members of Senate are expected to:

- Act in the best interests of Senate and the University;
- Contribute the time needed to study and understand the papers provided;
- Apply good analytical skills, objectively and with sound judgement;
- Bring their talents, insights and views of other members of the University community to discussions;
- Be the point of contact between the University and the faculty/community;
- Express opinions frankly and ask questions that go to the fundamental core of the issue; and
- Work collaboratively with other members of Senate.

1.4. Chair and Deputy Chair of Academic Senate

The members of Senate elect:

- Any full time academic staff of the University at level D and E to be Chair; and
- One of the Faculty members to be Deputy Chair.

The term of office of the Chair and Deputy Chair is 2 years with the option to extend the term of each office for an additional 2 years. To allow for succession planning and continuity the election of a Chair and Deputy Chair will normally take place in alternate periods.

If a Faculty member is elected as the Chair, a casual vacancy occurs in the office of that member and it must be filled in accordance with the rules for filling a casual vacancy set out in section 3 above.

A casual vacancy in the office of either the Chair or the Deputy Chair of the Academic Senate must be filled by members electing one of their number to be Chair or Deputy Chair as the case may be, who must hold office for the remainder of the term of office of the Chair or Deputy Chair whose place that person has filled.

The role of the Chair is:
• leading the Senate;
• being a member of Council and its Committees, as appropriate;
• overseeing the Senate in the effective discharge of its role;
• efficient organisation and conduct of the Senate’s functions and Meetings;
• facilitating the effective contribution of all Senate members;
• developing and maintaining a relationship with appropriate members of staff and the Secretariat to ensure appropriate reporting;
• ensuring adequate reporting from Senate committees and reporting to Council;
• promoting constructive and respectful relations between members; and
• committing the time necessary to discharge effectively his/her role as Chair.

The role of the Deputy Chair is to provide support to the Chair in each of his/her activities.

1.5. Roles and responsibilities

Senate is directly responsible and accountable to Council for the exercise of its responsibilities. Senate has the principal responsibility to encourage and maintain the highest academic standards

Senate’s responsibilities are set out below:

• overseeing all academic activities of the University,
• formulating and reviewing policies, guidelines and procedures in relation to academic matters;
• recommending rules concerning academic matters to Council;
• in conjunction with any relevant executive/management committee assuring the quality of teaching, and scholarship in the University;
• monitoring the implementation and effectiveness of policies, guidelines and procedures in relation to academic matters, including within faculties;
• providing academic advice to both Council and the Vice-Chancellor on all academic matters, including:
  o academic priorities and policies of the University,
  o academic aspects of the University’s strategic plan,
  o the maintenance and enhancement of academic standards; and
  o any academic matters it considers to be of strategic importance.

Specifically, Senate has delegated authority to:

• approve admission requirements, academic selection criteria and pathways
• approve new programs;
• approve changes to existing programs;
• determine policy regarding programs of study and assessment;
• approve credits, deeming provisions and any dispensation or suspension of rules;
• determine requirements to be satisfied by candidates for awards;
• approve examination results;
• review appeals and determine the outcomes of any appeals under the rules; and
• determine the terms and conditions of awards, scholarships and prizes.
1.6. Delegation to Committees

Senate may establish Committees from time to time to assist in fulfilling its functions. Senate remains responsible for activities and decisions it delegates to Committees.

Committees must report to the meeting of Senate which follows a Committee meeting.

Senate must ensure that each Committee is established according to a clear terms of reference and/or Rules.

Committees will consist of members appointed by Senate and can include persons who are not members of Senate.

1.7. Administrative arrangements

7.1 Meetings

Senate will meet as frequently as required; however, meetings will usually be held every six weeks.

A meeting plan, including meeting dates and agenda items, will be agreed by the Senate each year. The meeting plan will address all of the Senate’s responsibilities as detailed in these Terms of Reference.

7.2 Attendance at meetings and quorums

A quorum will consist of half of the total number of Senate members plus one.

All questions must be decided by the majority of the members present and voting at the meeting and the member presiding at the meeting will have a deliberative vote and, in the case of an equality of votes, a casting vote.

Senate may request other persons attend meetings of Senate.

If a member cannot attend a meeting of Senate, the member should advise the Secretary. An observer can attend in a member’s place but cannot participate in the meeting. Any person acting in an ex-officio member role has the same rights and responsibilities as a member.

7.3 Observers

The Chair of Academic Senate can approve the attendance of observers at Senate meetings. Any observers may only attend the meeting for non-confidential items and may not participate in the proceedings of the meeting. A request must be submitted to the Secretary at least 48 hours prior to the meeting.

7.4 Questions on Notice

Questions on notice may only be received from members and will only be accepted with the prior approval of the Chair. The following procedures apply to questions received on notice:

- At least 2 days notice must be provided for questions on notice;
- The Chair will determine if the matter is within the Academic Senate’s terms of reference and appropriate to be addressed at the meeting;
- The Chair will allocate a period during the meeting to allow for any questions on notice to be addressed;
- The Chair may allow an address by the member who submitted the question and this will be limited to five minutes;
- Any written paper to support the question on notice must be provided to the Chair at least 2 days in advance of the meeting;
- No member should be permitted to address more than two successive meetings of Academic Senate or more than half of the meetings in a year; and
• In respect of a question on notice, no decision will be made on the basis of an address to Academic Senate without management having a reasonable opportunity, if necessary, to respond to any matters raised in that question and address.

7.5 Secretariat and minutes

The Registrar of University or nominee is Secretary to the Senate. The Secretary will ensure the agenda for each meeting and supporting papers are circulated, after approval from the Chair, at least one (1) week before the meeting, and ensure the minutes of the meetings are prepared and maintained.

Late papers will only be accepted with the prior approval of the Chair.

Draft minutes must be prepared and initially reviewed by the Chair of the Senate and then circulated to members within ten (10) working days of the date of the meeting of which they are a record. The minutes of the Senate meetings shall be confirmed as a true and correct record of the meeting.

7.6 Reporting

A report from Senate will be submitted to each Council meeting following a Senate meeting. Members are encouraged to communicate issues and decisions to their faculty/interest group and a summary of each meeting will be prepared for this purpose.

7.7 Conflicts of interest

It is recognised that members will have an interest in most matters before Senate. However, it is each member’s obligation to act in the best interests of Senate and the University not in the interests of the group (faculty, department, students etc) that they may belong to. Members can present the interests of that group in the deliberations of Senate but must make decisions in the best interests of the Senate and University.

Members must declare any conflicts of interest at the start of each meeting in relation to an agenda item or before discussion of any subsequent matter arising during the course of the meeting.

Where members or observers at Senate meetings are deemed to have a real or perceived conflict of interest it may be appropriate that they are excused from the Senate deliberations on the related matter.

7.8 Review of terms of reference

At least once a year the Senate will review its Terms of Reference one a year. Any subsequent changes to the Terms of Reference will be recommended by Senate and formally approved by Council.

7.9 Assessment arrangements

Senate will establish a mechanism to review and report on the performance of the Senate once a year. The review will be conducted on a self-assessment basis (unless otherwise determined by the Senate) with appropriate input sought from the Council, relevant management and any other relevant stakeholders, as determined by Senate. The assessment will be conducted by the Senate Secretary.

Version 3.1 - Incorporating comments from Academic Senate – 4 September 2012