ACADEMIC SENATE

Minutes of a meeting of Academic Senate held on Tuesday 10 November 2015 at 9:31am, in the Senate Room, Lincoln Building C8A, Level 3.

PRESENT

Professor Dominic Verity
Deidre Anderson
Professor Amanda Barnier
Dr Ayse Bilgin
Dr Yvonne Breyer
A/Professor David Coutts
A/Professor Pamela Coutts
Professor Linda Cupples
Harry Dang
Professor Bruce Dowton
Dr Kate Fullagar
Professor Mark Gabbott
Professor Simon George
Professor Simon Handley
Professor Mariella Herberstein
Professor Lesley Hughes
Professor Mike Jones
Professor Nick Mansfield
Professor Patrick McNeil
Professor Barbara Messerle
Professor Kathryn Millard
Professor Martina Mollering
Professor Peter Nelson
Dr Kerry-Ann O’Sullivan
Professor Jacqueline Phillips
Simon Populin
Professor Sakkie Pretorius
Professor Peter Radan
Cathy Rytmeister
Professor John Simons
A/Professor Ian Solomonides
JoAnne Sparks
Professor Lucy Taksa
Cheryl Ware
Professor Sherman Young

IN ATTENDANCE

Charles Areni
Ellen Carlson
Ainslee Harvey
Kerri McKenzie
Darren Peters
Zoe Williams

APOLOGIES

Dr Wylie Bradford
Professor Alex Frino
Anna Glen
Jeremey Gunter
Professor Norma Harrison
Jinji Kong
A/Professor Estela Valverde
Julia Yang
1. APOLOGIES / WELCOME / ACKNOWLEDGEMENT OF COUNTRY

The Chair opened the meeting and acknowledged the traditional custodians of the land.

The Chair welcomed members and attendees to the meeting and noted that this was the first Academic Senate meeting for Professor Simon Handley, Executive Dean of the Faculty of Human Sciences and noted that Professor Charles Areni was attending for Professor Norma Harrison from the Graduate School of Management.

The Chair noted that apologies had been received from Dr Wylie Bradford, Professor Alex Frino, Ms Anna Glen, Mr Jeremey Gunter, Professor Norma Harrison, Ms Jinji Kong, A/Professor Estela Valverde and Ms Julia Yang.

Nicholas McGuigan arrived at 9.35am.

The Chair shared with members news of the unexpected passing last Tuesday of Ms Amanda Phelps, University Committee Secretary. The Chair noted the contribution that Ms Phelps had made to the management of the University academic governing committees over the past two and a half years and the impact that her passing had had on him personally and also the broader University community.

2. ARRANGEMENT OF AGENDA

2.1 Disclosure of Conflicts of Interest

The Chair requested that Senate members declare any conflict of interest.

No conflicts were recorded.

2.2 Adoption of Unstarred Items

Members noted the need for starring of items 4.2 and 8.3.

Resolution 15/100

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

3. MINUTES OF PREVIOUS MEETING

Resolution 15/101

That the minutes of the Academic Senate meeting held on 6 October 2015 be signed as a true and correct record.

4. BUSINESS ARISING FROM THE MINUTES

4.1 Academic Senate items requiring action

The outstanding action items were noted.

4.2 Master by Research (MRes) Appeals

The DVC (Research) Chair of Higher Degrees Research Committee provided an oral report on the MRes appeals process. The report noted that on the 27th of October two Flying Minutes were circulated to members of HDRC for approval. These were:

- Proposed Moderation Panel for (SN40966208) Members were asked to consider the proposed moderation panel for the MRes for SN40966208.
- Final Results as Recommended by the Moderation Panel for SN40973484 and SN42497981

Approval for these two recommendations was not obtained via the Flying Minute process due to:

- A large number of the members of HDRC participating in the annual delegation to the CSC fair in China and therefore unable to access their Gmail account;
- Concern from some members that they neither had the time or information necessary to make an informed and considered decision.

An extraordinary meeting of HDRC was held on Tuesday the 3rd of November for the sole purpose of coming to a decision regarding the two recommendations. At that meeting HDRC resolved:
• to approve the appointment of the following internal moderators to review the original MRes examiner’s reports and candidate thesis, and to propose a final mark for SN40966208:
  o Professor Simon George (Department of Earth and Planetary Sciences)
  o Associate Professor Grant Hose (Department of Biological Sciences)
• to ratify the results recommended by the moderation panel as the final MRes results for candidates SN42497981 and SN40973484.

In both cases, HDRC noted that these extraordinary processes do not form a precedent for future cases. The HDRC also noted that more appropriate processes for handling the MRes result appeals cases are needed. In closing, the DVC (Research) noted that the members of the HDRAC and PESC will participate in a facilitated workshop to come to an agreed understanding on the most appropriate way to manage MRes appeals.

4.3 Implementation Progress Report – 2014 Governance Workshop
Academic Senate noted the Implementation Progress Report.

4.4 Recommendations to University Council
The extract minutes of the University Council meeting held 8 October 2015 were noted.

5. ORAL REPORT FROM THE CHAIR
The Chair advised that he had been on a research trip for the past three weeks.

The Chair provided an updated on the Senate sponsored external review of the MRes Program. The Chair advised that an external chair had been identified to lead the review, and that discussions were currently underway with the Vice-Chancellor, Chair of Senate, Deputy Vice-Chancellor Research, and the Higher Degree Research Office to frame the Terms of Reference. The Terms of Reference will return to Senate for approval early next year.

6. VICE-CHANCELLOR ORAL UPDATE
Further to the report provided by the Deputy Vice-Chancellor (Research) on the MRes appeals and the report from the Chair, the Vice-Chancellor advised that discussions were progressing with a suitably qualified external candidate to Chair the review of the MRes.

The Vice-Chancellor congratulated the winners of the 2015 Research Excellence Awards, the ceremony for which he had attended on 4 November.

The Vice-Chancellor informed members the 2016 Budget would be presented to the Finance and Facilities Committee for submission to University Council on 3 December. The Vice-Chancellor spoke to the new approach to budget-setting and the direct connection between work outputs and resource allocation. Members were advised that the Vice-Chancellor had reviewed every budget account in the University with cost centre heads to identify how resources were being deployed and potential inefficiencies. The Vice-Chancellor provided context to the budget environment, resulting from changes to international and domestic markets and deferred capital maintenance, and predicted that 2016 will be a challenging year. Notwithstanding these challenges, where possible the University Executive has made every effort to protect the University’s teaching, learning and research mission and to ensure that the student experience is not impacted or diminished. The Vice-Chancellor assured members that capital works such as the refurbishment of the Science Building E7A and proposed refurbishment of the Arts Building W6A would continue, as would the planning for the new Law School Building.

The Vice-Chancellor congratulated the Deputy Vice-Chancellor (Academic) on the first intake of the Macquarie University International College which was more than double the forecasted numbers and which has now commenced studies. The Vice-Chancellor acknowledged the work of Macquarie International and the College staff on this success.

In closing, the Vice-Chancellor referred to the Question on Notice from the October meeting of Academic Senate and advised members the University had determined to retain the Chiropractic program. The Executive Dean of Science and Engineering and the Deputy Vice-Chancellor (Academic) are now working through the necessary arrangements to secure the program at Macquarie.

The Chair thanked the Vice-Chancellor for his update and welcomed questions.
7. **QUESTION TIME**

The Chair reminded members of the trial introduction of Question Time and invited members to ask any questions of the Vice-Chancellor and the Chair.

A Faculty-elected member referred to the Vice-Chancellor’s comments regarding international and domestic markets and asked whether the University had an agreed understanding of the ideal balance of international and domestic cohorts and of the overall question of the ideal size of the student body. The Vice-Chancellor referred to the strategic objective to align the nature and size of the University and noted that there was still work to be done in this area. The Vice-Chancellor referred to changes to Commonwealth Government funding and the need for all institutions to have diversified revenue streams as challenges influencing strategy in this area. The Vice-Chancellor spoke to the revenue sources for Macquarie and identified areas for potential growth and development, some of which speak to the size and nature of the University. Like many other Australian institutions this is a work in progress for Macquarie and Senate will be kept informed of developments.

A Faculty-elected member raised the closure of the Learning and Teaching Centre (LTC) and enquired what impact this would have on Faculties. The Vice-Chancellor spoke to the need for a re-organisation of the LTC to ensure that the appropriate resources are available to support the academic mission and the Learning and Teaching Plan. The Vice-Chancellor shared his view that the ownership of planning and delivery of support for learning and teaching needs to be within those areas responsible for learning and teaching; the Faculties. Members were advised that a central unit would remain to support technology platforms and that a change proposal would be released for comment in the near future.

8. **STRATEGY AND POLICY**

8.1 **University Rankings**

The Vice-Chancellor spoke to the following points relating to the increasingly competitive international market and performance in University rankings:

- there are presently 14 key ranking systems for Universities internationally;
- institutions which had actively pursued participation in the rankings had resulted in improved performance, as evidenced by the way in experience of the MGSM;
- Singapore, Hong Kong, Korea, Taiwan and SAR had concentrated efforts to improve performance in rankings and this had resulted in several institutions from these countries excelling in international rankings; and
- coherent data collection and accessibility and active engagement with those agencies collating performance metrics are keys to success.

Members were advised of strategic project driven by the Vice-Chancellor’s Office to engage with the relevant agencies and streamline and systematise data collection. Initially, the University will appoint a consultant with specialised knowledge and experience in this field and members were assured that this project would have little impact on those with the learning, teaching and research responsibilities.

8.2 **Review of Assessment Policy – Principles of Assessment**

Professor Sherman Young, Chair of the Assessment Policy Working Party, provided an overview of the broad consultation which has taken place in the development of the Assessment Policy and spoke to the development of Principles of Assessment presented for endorsement.

The Executive Dean of Medicine and Health Sciences cautioned against an overly prescriptive framework and articulated the need for a policy which empowers academics to engage in rigorous teaching and develop assessment regimes that suit different disciplines. The Chair of the Working Party acknowledged this point.

There was broad discussion on the need to provide coursework students with feedback prior to census date and how this might be given. It was agreed that the term feedback required further clarification for both academic staff and students.

The Pro-Vice Chancellor (Learning and Teaching) thanked the staff involved in the Assessment Policy Working Party.

*The Deputy Vice-Chancellor (Academic) left the room at 10.39am and returned at 10.42am.*

**Resolution 15/102**

*Academic Senate resolved to endorse the Policy Statement – Principles of Assessment.*
The Deputy Chair of Academic Senate spoke to the draft Policy and Procedure and members raised several concerns with the draft policy including:

- whether the top ranking students in professional programs would qualify;
- if more than one candidate from a department could be nominated;
- the administrative burden of the nomination process;
- whether the decision would be based on student academic result data alone; and
- why postgraduate coursework students were not eligible.

The Chair advised members that the draft Policy was an interim approach to guide decision making for the current year only, was based on current practice and accommodated the range of coursework and research awards involved. The Chair agreed to the suggestion to that students enrolled in post-graduate coursework programs at AQF Level 9 would also be eligible for the University Medal. The Chair also advised members of the need for a holistic review of the award of prizes, including the Vice-Chancellor’s Commendations and University Medals and a new framework for awards, including eligibility criteria, validation and processes for the award of prizes be established.

There was agreement on the need for a new streamlined framework and that the University Medal Policy and Procedure be approved only for the current round.

Professor Ian Solomindes left the room at 10.51am and returned at 10.53am.

Mr Nick McGuigan left the room at 10.55 returned at 11am.

**Resolution 15/103**

Academic Senate resolved to approve the University Medal Policy and Guidelines with immediate effect, subject to agreed changes to the eligibility criteria, and to remain in effect until the end of Session 3 2015.

9. **QUESTIONS ON NOTICE**

Members are provided an opportunity to submit Questions on Notice to the Chair two days in advance of the meeting.

No questions received.

10. **GENERAL BUSINESS**

10.1 Academic Integrity Workshop Agenda

The agenda for the Academic Integrity Workshops, being held on Thursday 19 and Friday 20 November was noted.

10.2 Higher Education Standards

The paper outlining the University’s approach to the Higher Education Standards was discussed.

**Resolution 15/104**

Academic Senate note the Higher Education Standards Framework (Threshold Standards) 2015 and associated documentation, set out in Appendix A.

**Resolution 15/105**

Academic Senate note that it has been recommended to the Executive Group that the remit of the existing TEQSA Steering Group be extended to include oversight of analysis of changes required to meet compliance with the new standards framework and a plan to ensure compliance by 1 January 2017.

**Resolution 15/106**

Academic Senate receive a further analysis of the impact of the new standards framework and regular updates on progress towards compliance by 1 January 2017.

10.3 MGSM Academic Board – Terms of Reference and Membership

The membership of the MGSM Academic Board was noted.

**Resolution 15/107**
Academic Senate resolved to approve the MGSM Academic Board Membership.

10.4 University Medal Committee – Terms of Reference

Resolution 15/108
Academic Senate resolved to approve the University Medal Committee Terms of Reference.

11. ITEMS FOR APPROVAL FROM ASQC AND SLTC

11.1 Academic Senate noted that ASQC has recommended, in principle, four new Postgraduate Awards to commence in 2017 from the Faculty of Business and Economics.

Resolution 15/109
Academic Senate resolve, as recommended by the ASQC, to approve in principle the academic case for the Master of Management and Business for introduction in 2017.

Resolution 15/110
Academic Senate resolve to approve in principle, as recommended by the ASQC, the academic case for the Master of Management and Business Extension for introduction in 2017.

Resolution 15/111
Academic Senate resolve to approve in principle, as recommended by the ASQC, the academic case for the Master of Management and Leadership for introduction in 2017.

Resolution 15/112
Academic Senate resolve to approve in principle, as recommended by the ASQC, the academic case for the Master of Management and Leadership Extension for introduction in 2017.

11.2 Amendment to the RPL Schedule of Minimum Requirements

Resolution 15/113
Academic Senate resolve to approve, as recommended by the ASQC, the addition of Schedule C Sub-Undergraduate Award Programs to the RPL Schedule of Minimum Requirements.

11.3 Exit GPAs for MUIC Diploma Programs

Resolution 15/114
Academic Senate resolve to approve, as recommended by the ASQC, that GPA exit requirements be removed for MUIC Diploma students who have passed eight Diploma units and who are articulating to the 2nd year of an undergraduate degree, with the following exceptions:

i. Actuarial Studies (5.75/7);
ii. Applied Finance (5.0/7); or
iii. BA-Media (5.0/7).

11.4 Updated Principles of Shared Teaching

Resolution 15/115
Academic Senate resolve to approve, as recommended by ASQC, the revised Principles of Shared Teaching, with effect from 1 January 2017.

11.5 Student Disability Support Policy and Procedure (SLTC)

At its meeting of 25 August 2015, Academic Senate approved the Disability Policy which clarifies reasonable adjustments for accommodating students with a disability. Since that time, the Office of General Counsel has provided additional feedback on the Policy and the Senate Learning and Teaching Committee has considered and recommended an associated Procedure and Schedules for approval.

Faculty- elected members noted concerns around the disclosure of disabilities to individual academics, the
impact this had on the delivery of reasonable adjustments and the pressure that this places on the Disability Officers. Faculty-elected members also noted concerns around the management of confidential information.

The Director of Campus Wellbeing confirmed that the only individual allowed to disclose a student’s disability to an academic staff member, or provide consent for this to be disclosed by a third party, is the student himself or herself and that presently only 50% of students registered with the disability service have provided that consent.

The Director of Campus Wellbeing outlined the body of work being undertaken on inherent requirements and an institutional Privacy Policy both of which will align with the Disability Policy. The content in the draft Disability Policy relating to disclosure has been provided by the Office of the General Counsel in preparation for the Inherent Requirements policy which is being drafted. Ideally the three policies would be presented for approval and implementation at the same time, however there is a pressing need to have the Disability Policy approved while work continues with the Legal Office on the issues relating to Inherent Requirements.

Members were advised that the flowchart attached to the procedure was consistent with the new Policy Framework and incorporated the principles of universal design. All flowcharts be published on Policy Central are readable PDF files and can be read in as alternative text.

The Director of Campus Wellbeing advised members that endorsement from Risk and Assurance who have oversight of the University’s Privacy Management Policy would be sought prior to publication. The Chair moved that the amendments to the Disability Policy, associated Procedure and Schedules be approved in principal, with any later amendments being presented to the Academic Senate Standing Committee for approval.

Action: The Deputy Vice-Chancellor (Students and Registrar) provide an update to the 15 December Academic Senate meeting on the development of Inherent Requirements.

Resolution 15/116
Academic Senate resolves to approve the amendments to the Student Disability Support Policy.

Resolution 15/117
Academic Senate resolves to approve the: Student Disability Support Procedure; Schedule 1: Disability Service Practitioner; Schedule 2: Health Practitioner’s Report; Guideline: Developing Individual Educational Access Plans; and the Decision Flowchart.

Resolution 15/118
Academic Senate ratify the approval of the Attendance and Study Load Policy for Students enrolled in Programs delivered by MUIC.

Resolution 15/119
Academic Senate ratify the approval of the Progression Policy for Students enrolled in Programs delivered by MUIC and their associated Procedures.

Resolution 15/120
Academic Senate ratify the approval of the amendments to the Assessment Policy and Procedure, Final Examinations Policy and Procedure, and Grade Appeal Policy and Procedure.

12. REPORTS FROM STANDING COMMITTEES

12.1 Academic Standards and Quality Committee
Matters arising requiring action by Senate were considered at items 11.1, 11.2, 11.3 and 11.4 of this Agenda. Academic Senate noted the report of the 20 October 2015 meeting of the Academic Standards and Quality Committee.

12.2 Senate Learning and Teaching Committee
Matters arising requiring action by Senate were considered at items 11.5 and 11.6 of this Agenda.
Academic Senate noted the report of the 12 October 2015 meeting of the Senate Learning and Teaching Committee.

13. REPORTS FROM FACULTY BOARDS
   13.1 Faculty of Business and Economics
       The report of the Faculty of Business and Economics Faculty Board meeting of 6 October was noted.
   13.2 Faculty of Human Sciences
       The report of the Faculty of Human Sciences Faculty Board meeting of 6 October was noted.

14. OTHER BUSINESS
    There was no other business raised by members.

15. CONSIDERATION OF CONFIDENTIAL ITEMS
   15.1 University Discipline Committee
       The minutes of the University Discipline Committees held on 7 October 2015 were tabled and noted.

17. NEXT MEETING
    The next meeting of Academic Senate will be held on 15 December 2015.
    Agenda Items are due by Tuesday, 1 December 2015.
    There being no further business the meeting closed at 11:24am.