ACADEMIC SENATE

Minutes of a meeting of the Academic Senate held at 9:30am on Tuesday 16 February 2016 in the Council Room, Level 1, Building 11A (The Chancellery).
(This meeting was moved from the Senate Room, Building C8A on the day of the meeting due to technical issues).

MINUTES

PRESENT

Professor Dominic Verity
Dr Trudy Ambler
Deidre Anderson
Dr Ayse Bilgin
Dr Wylie Bradford
Dr Yvonne Breyer
A/Professor David Coutts
A/Professor Pamela Coutts
Professor Linda Cupples
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 Kathryn Millard
Professor Martina Mollering
Professor Peter Nelson
Dr Kerry-Ann O'Sullivan
Dr Mitch Parsell
Professor Jacqueline Phillips
Professor Sakkie Pretorius
Professor Peter Radan
Cathy Rytmeister
JoAnne Sparks
Professor Lucy Taksa
A/Professor Estela Valverde
Cheryl Ware
Professor Sherman Young

IN ATTENDANCE

Ellen Carlson
Kathryn Whittingham
Zoe Williams
Jonathan Wylie

APOLOGIES

Professor Amanda Barnier
Harry Dang
Professor Alex Frino
Anna Glen
Jeremey Gunter
Gabrielle Hardy
Professor Norma Harrison
Jinji Kong
Nicholas McGuigan
Professor Barbara Messerle
Simon Populin
Professor John Simons
Julia Yang
1. **APOLOGIES / WELCOME / ACKNOWLEDGEMENT OF COUNTRY**

The Chair acknowledged the traditional custodians of the land and welcomed members and attendees to the first meeting of 2016.

The Chair noted that apologies had been received from Professor Amanda Barnier, Harry Dang, Professor Alex Frino, Anna Glen, Gabrielle Hardy, Professor Norma Harrison, Professor Barbara Messerle, Simon Populin and Professor John Simons.

The Chair noted that A/Professor Trudy Ambler had joined the ex-officio membership of Senate as the Acting-Head of the Department of Indigenous Studies, A/Professor Mitch Parsell was proposed for co-option in item 10.2 and that Dr Charles Areni was attending on behalf of the Dean of MGSM.

2. **ARRANGEMENT OF AGENDA**

The Chair noted that items 10.2, 8.2 and 8.3 would be prioritised for discussion at the head of the agenda. The minutes refer to the order of business as they appear in the agenda.

2.1 Disclosure of Conflicts of interest

The Chair requested that Senate members declare any conflict of interest. No conflicts were declared.

2.2 Adoption of Unstarred Items

**Resolution 16/1**

That the items not starred for discussion be noted (items 8.1, 10.3, 10.4, 10.5, 11.1, 12.1, 12.2, 13.2, 13.3, 14.1, 14.2, 14.3, 14.4, 14.5 and 15.1) and, where appropriate, be adopted as recommended.

3. **MINUTES OF THE PREVIOUS MEETING**

The Chair noted the following correction to the minutes of the meeting of 15 December 2015:

11.8 Amendment to the Higher Degree Research Rules

**Resolution 15/135**

*That Academic Senate resolve to recommend to University Council the amendments to Part 14: Discontinuation and Exclusion of the Higher Research Degree Research Rules.*

**Resolution 16/2**

That the minutes of the meeting held on 15 December 2015, as amended, 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.

The Chair reported that following discussions with the Vice-Chancellor and the Deputy Vice-Chancellor (Research) that a working group would be formed to draft the Terms of Reference for the Research and Research Training Committee with a draft to be present to the 5 April Academic Senate meeting. Members discussed the issue of the membership of this Committee and the need for the Committee to be a governance versus an executive committee. It was determined that this was a matter the working group would address rather than the matter being discussed further during the meeting of Senate. It was determined that an Executive Dean would join this working group to ensure broad representation.

**Resolution 16/3**

*That a Working Group be formed to draft Terms of the Reference for the Research and Research Training Committee with a draft to be present to the 5 April Academic Senate meeting.*
Committee for presentation to the 5 April meeting of Academic Senate. That the working party is comprised of:

- Deputy Chair of Academic Senate
- Pro Vice-Chancellor (Research Integrity)
- The Chief of Staff of the Vice-Chancellor’s Office
- The Executive Dean of the Faculty of Human Sciences
- Faculty-elected representative, Professor Mariella Herberstein
- Head of Governance Services

5. ORAL REPORT FROM THE CHAIR

The Chair noted that he would not make an individual report as the items he wished to report on were included in the agenda.

6. VICE-CHANCELLOR ORAL UPDATE

The Vice-Chancellor informed members that the University Executive was considering the implications of the Federal Government’s approach to STEM and innovation. Particular impacts are likely on research and research training, given potential funding changes to research block grant funding, enhanced pathways to employment for students on international visas, and the possibility of ARC Linkage grant funding being moved to a continuous cycle. It was noted that Australia’s performance was last of all OECD countries in terms of the integration between universities and industry.

Members noted the recent media coverage relating to lowered ATARs for University entry, which had identified Macquarie and a range of other NSW institutions. The Vice-Chancellor advised members of the strong likelihood that Universities Australia or the NSW Vice-Chancellor’s Committee will act in this area to ensure that University and student interests are aligned. New leadership at the Universities Admission Centre in 2015 could also impact on any future changes.

The Vice-Chancellor confirmed that University enrolments for Session 1 are encouraging, with international enrolments showing evidence of upturn as well as increases in diversification of country of origin and discipline. The Vice-Chancellor commended the Director of the Macquarie University International College (MUIC), Jake Garman, for the strengthening international and domestic enrolments in MUIC and exceeding forecasted targets in the Diploma and Foundation programs.

The Vice Chancellor also commended the Pro-Vice-Chancellor Teaching and Learning, Professor Sherman Young and his team for their work in developing the Learning and Teaching Strategic Framework, noting that the Framework requires cataclysmic changes which will be pursued over a number of years.

Members were advised that discussions are underway with the Deputy Vice-Chancellor Academic and the Executive Deans to reduce units with a small number of enrolments. While there are some units, which by their nature, will only have a small number of students, an opportunity exists to consider units with small enrolments more broadly. Some Faculties have already undertaken this process and a more extensive scrutiny of offerings has the potential to achieve time and space efficiencies to address overcrowding in larger units and to enable delivery of the objectives in the Learning and Teaching Strategic Framework.

The Vice- Chancellor advised members that TEQSA had received the University’s submission and had confirmed there would not be a site visit to the University.

In terms of student experience, the Vice-Chancellor informed members that a new film, The Hunting Ground, would be screened by all Australian universities. Universities Australia (UA) has been pro-actively working with the film’s distributors to manage a coordinated release in Australia. The film deals with sexual assault and harassment on American campuses. While Australian universities are different in terms of an absence of largely residential campuses, fraternities and sporting culture found at many US institutions, they are working collectively through UA to raise awareness and express a zero tolerance approach to the issue. The film will be screened shortly after O-week and support will be provided for students through the Deputy Vice-Chancellor Students and Registrar portfolio. The Vice-Chancellor is one of three Vice-Chancellors nation-wide to be a spokesperson for Universities Australia on this matter.

The Vice-Chancellor noted the recent presentation by the Deputy Vice-Chancellor Research of the Research
Weather Report, covering the Excellence in Research for Australia (ERA) 2015 results, the sector's 2014 Higher Education Research Data Collection, and the research trajectory of Macquarie. The Vice-Chancellor commended the achievements to date, noting that many of the targets in the Research Strategic Framework had been reached earlier than anticipated. It was also noted that there is an ongoing need to increase the University’s external grant funding.

Members were advised that a Working Group is currently considering changes to the Academic Promotions process. There is an identified need to improve the submission forms, to stream expertise for alignment with the Research and Learning and Teaching Strategic Frameworks, and to make the process more devolved. Currently Faculty committees consider applications at levels A and B with a central committee considering all other applications. There is a proposal for Faculties to consider all applications except D and E which would remain with a central committee. The Vice-Chancellor suggested that the Director of Human Resources be invited to the next Academic Senate meeting to present the proposed changes.

The Vice-Chancellor noted that refurbishments were continuing on E7A with planning for W3A refurbishment happening in the next few months. Updated University signage will be rolled out during the coming months, with the formal introduction of street names along with building identifiers.

In conclusion, the Vice-Chancellor noted recently announced changes in senior leadership. Professor Mark Gabbott, Executive Dean Faculty of Business and Economics, had advised that he would not be seeking to renew his contract, which expires in August. The Vice-Chancellor thanked Professor Gabbott for his outstanding service and contribution to the University and noted that a farewell would be held at an appropriate time. Professor Alex Frino, Dean MGSM, has been appointed Deputy Vice-Chancellor (Global Strategy) at the University of Wollongong, and will leave the University in May 2016. The Vice-Chancellor is considering who will act in the role pro-tem. Dr Paul Schreier, Chief Operating Officer, will leave the University in early March for a position in the UK. Mr Tim Beresford has been appointed Chief Operating Officer and Deputy Vice-Chancellor, effective late February to enable a handover period with Dr Schreier.

7. **QUESTION TIME**

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

A Faculty-elected representative questioned whether the Academic Promotions policy would determine the type of contract offered to staff, for example whether staff would be streamed into research or teaching from the start of their employment with the University. The Vice-Chancellor suggested that this would be an appropriate question to be considered at a later date in conjunction with the Working Group and the Director HR.

A Faculty-elected representative questioned the Vice-Chancellor as to the whether it had been determined at what point the number of enrolments in a unit deemed the unit non-viable and whether he had a view on this. The Vice-Chancellor responded to advise that he does not support centrist arbitrary approach to this type of review. The discipline specific knowledge, and budget responsibility rests with Faculties, as does responsibility for meeting targets within the Learning and Teaching and Research Strategies. The Vice-Chancellor reiterated the need Faculties, who possess the local-level knowledge about their course offerings, need to be empowered to make this decision, as opposed to a mandate being issued.

8. **STRATEGY AND POLICY**

8.1 **Student Discipline Procedure - Implementation Progress Report**

**Resolution 16/4**

Academic Senate resolved to note the Student Discipline Procedure – Progress Report and the implementation of the Student Discipline Framework for Session 1 2016.

8.2 **Academic Progression: Update and Support Model**

The Chair reported on the activity being undertaken on an academic progression model. Members noted that Macquarie does not currently have a policy that governs the identification of students at risk of exclusion, or an early intervention and remedial action plan to support and improve students’ performance. The current approach has a direct impact on the University’s attrition rate and has a significant impact on student’s experience at Macquarie. The working party on Academic Progression was formed to address this
approach and consider what support may be provided to identify and proactively support students at risk of exclusion.

Dr Wylie Bradford, a participant in the Working Party and member of the Academic Appeals Committee, reported on his experience of the application of the current minimum rate of progress requirements, which result in the exclusion of hundreds of students each year. These students then appeal with a success rate that is a very small fraction of the total. He reminded members that students had often been given no warning prior to exclusion and once excluded students are provided with no support, despite having obvious academic and personal issues requiring support. His view that “students are often charging headlong towards a cliff of whose presence they are unaware” was supported by other members with experience in this area. A/Professor Pamela Coutts, also a member of the Working Party, confirmed that one significant benefit of the suspension of students was the ability for students to remain in contact with support services during this period. The Deputy Vice-Chancellor Students and Registrar spoke to the University’s obligations under the Education Services for Overseas Students Act and the enormous impact of supporting these students and integrating them back to study.

Members discussed the proposed model and Faculty-elected representatives requested that the framework:

- ensure that Departments are notified when the flag is reached so that appropriate support can be implemented;
- the proposed model complements established practices already in place in Faculties and specific Departments for individual cohorts; and
- clarify whether a student would ever be Excluded or if this would be a continual cycle of suspensions.

The Chair acknowledged the efforts of the members of the Academic Appeals Committee, which had just completed hearing appeals from Session 2 2015. The Chair also acknowledged the work of Campus Wellbeing in supporting those students who appealed.

The Vice-Chancellor commended the Working Group and advised that a reduction in the number of students being suspended had been made a performance indicator for academic and administrative services.

**Resolution 16/5**

Academic Senate resolved to:

i. endorse the Minimum rate of progression – identification and support model; and

ii. note the work being undertaken to support implementation.

8.3 Learning and Teaching Strategic Framework

The Pro-Vice Chancellor spoke to the Learning and Teaching Strategic Framework: White Paper and advised that a website will be launched within in next few months. Members were advised that the Learning and Teaching Strategic Framework forms a starting point for discussion and the real work will now commence. Questions and comments about the White paper were invited. The Deputy Chair commended the White Paper for embedding research at an undergraduate level and in the centre of the learning and teaching mission. The Chair advised members that the White Paper signifies a substantial change in direction for the academic governance of the University, and that it would therefore form part of a renewed focus for SLTC. The Chair confirmed that Academic Senate, through the ASQC, would be closely engaged in developing the processes outlined in the white paper for regular review and evaluation of curricula and programs.

**Resolution 16/6**

Academic Senate resolved to:

i. endorse the Learning and Teaching Strategic Framework; and

ii. note that a Learning and Teaching Strategic Framework website is currently under development.

8.4 Assessment Policy and Schedules: Update

The Pro-Vice Chancellor Learning and teaching provided an overview of activity, which had taken place to date on the development of an Assessment Policy and Schedules. Academic Senate approved the principles of the Assessment Policy in December 2015 and the associated schedules were distributed to the Faculty Boards for feedback. Since that time, individual Faculty meetings have taken place and the schedules have
been refined further.

Faculty-elected representatives commented on the vagueness of the Unit Assessment Schedule and the resource implications of hurdle assessments and the Pro Vice-Chancellor (Learning and Teaching) confirmed that this was a common theme in the Faculty meetings. The Dean of the Faculty of Medicine and Health Sciences raised concerns about the need to ensure specific assessment methodologies could be retained, and referenced specific such issues in regard to vivas and oral examinations in the Faculty of Medicine.

Members noted that a Schedule containing Higher Degree Research Assessment Requirements is under development, led by Professor Nick Mansfield, Dean HDR. This will involve review of the Thesis Preparation, Submission and Examination Policy and Procedure and consolidation of other guidelines and documents. This Schedule will be presented to the Higher Degree Research Committee and Academic Senate for discussion and final approval in the coming weeks.

Members noted that the Policy will not be accompanied by detailed procedures, and Faculty Boards will be responsible for determining what and how procedures will apply. Broad direction will be provided and ASQC will be responsible for ensuring that individual Faculty procedures meet threshold standards.

Academic Senate noted the update on the Assessment Policy and Schedules.

8.5 University Library: Future Directions

The University Librarian provided an overview of the Library’s future directions. The Library had recently engaged in a facilitated workshop, which had included the involvement of Faculty staff, coursework students, MRes candidates, central administration staff and research officers, to plan for the next five years. She reported that the themes of Connect and Communicate emerged, over the two-day session, as key to the Library’s mission. To contextualise the Library’s operating environment, members were informed that:

- benchmarked nationally and regionally the Macquarie University Library is one of the best research intensive libraries in the Asia Pacific and the best in Australia
- much like an iceberg, the part of the Library that can be seen in only a small fraction of its entirety, as evidenced by the usage statistics: in 2015 there were 2 million visits to the Library’s physical space but 14 million enquiries in the virtual world

The University Librarian advised that rather than being strategic in its focus, the role of the Library was to align with the Research and Learning and Teaching Strategies and be the nexus to support and enable both strategies. The Library partners with the Deputy Vice-Chancellor (Research) and performs a crucial role in the collation of publication and research data and will be critical in the Learning Commons, flipped class room and open access initiatives outlined in the Learning and Teaching Strategy. The Library is the quiet partner and forms the intellectual hearth of the campus where scholars can connect at any stage in their journey by connecting with scholarly information in-person or through the virtual world.

Members were advised of the connection points with the academic governance structures of the University, through routine reporting and participation on the SLTC and Faculty Boards. With teams of discipline specific Librarians, including Clinical Librarian, engagement with Faculties and Departments is continual and responsive.

The Chair thanked the University Librarian for her presentation, asked that Senate be kept informed as to how it might support the Library’s mission and asked that an update be provided in the future.

9. QUESTIONS ON NOTICE

Members may submit Questions on notice to the Chair two days in advance of the meeting.

The Chair confirmed that no questions had been received.

10. GENERAL BUSINESS

10.1 Increasing the term of Student Representatives on Academic Senate

The Chair spoke to the paper recommending that the terms of student representatives on Senate be
extended from one to two years and members noted that this would require an amendment to the Academic Senate Rules. A Faculty-elected member observed that this may have an impact on students enrolling in three-year degrees and that this may lead to an increase in casual vacancies. These Chair observed that casual vacancies were already a common occurrence and that changes to the electoral provisions would enable Governance Services to stage annual elections to fill vacant positions.

Resolution 16/7
Academic Senate resolved to:

i. approve in principle an increase in the term for the student representatives of Academic Senate from one year to two years, effective 1 June 2016 subject to amendment of the Academic Senate Rules; and

ii. authorise the Academic Senate Standing Committee to review the Academic Senate Rules and recommend necessary amendments to University Council for approval on behalf of Academic Senate.

10.2 Co-option of the Chair of Senate Learning and Teaching Committee

Resolution 16/8
Academic Senate resolved to co-opt Dr Mitch Parsell, Chair of the Senate Learning and Teaching Committee as a member of the Academic Senate.

10.3 Chair of Academic Senate Election Timeframe
Academic Senate noted the timeframe for the election of the Chair of Academic Senate.

10.4 Vice-Chancellor’s Commendations – Undergraduate

Resolution 16/9
Academic Senate resolved to award the Vice Chancellor’s Commendation to the 19 Bachelor degree graduands identified in the report.

10.5 Vice-Chancellor’s Commendations – Postgraduate

Resolution 16/10
Academic Senate resolved to award the Vice-Chancellor’s Commendation to the 52 Master Coursework graduands identified.

11. ITEMS FOR RATIFICATION

11.1 Items approved by the Chair
Two items were approved by the Chair of Academic Senate on behalf of Academic Senate since the last meeting, and are required to be ratified:

1. Incorrect unit (AHIS150) appearing in People units in AMIS; and

2. Macquarie Foundation Program Completions.

Resolution 16/11
Academic Senate resolved to ratify:

i. the approval of any student who has completed AHIS150 prior to 1 January 2016, be permitted to use AHIS150 as a People Unit if required and accordingly saved without individual paperwork being submitted, as approved by the Chair of Academic Senate 1 December 2015.
ii. the approval of the 16 candidates outlined in the report who have satisfied the requirements for the Macquarie Foundation Program in Session 2, 2015 as provided and confirmed by Macquarie City Campus.

12. ITEMS FOR APPROVAL FROM SLTC

12.1 Student Experience Surveying: Policy and Procedure

Members noted that this matter was considered and recommended for approval, subject to minor amendments, by the Senate Learning and Teaching Committee at its meeting held 1 February 2016 (Refer to Item 13.3).

Resolution 16/12

Academic Senate resolved to approve the:

i. Student Experience Surveying Policy;

ii. Student Experience Surveying Procedure; and

iii. Student Experience Surveying Schedule and Flowchart.

12.2 Learning and Teaching Awards and Grants: Policy and Procedure

Members noted that item was considered and recommended for approval, subject to minor amendments, by the Senate Learning and Teaching Committee at its meeting held 1 February 2016 (Refer to Item 13.3).

Resolution 16/13

Academic Senate resolved to

i. approve the:
   a. Learning and Teaching Awards and Grants Policy;
   b. Learning and Teaching Awards and Grants Procedure;
   c. Learning and Teaching Awards and Grants Flowcharts;

and

ii. rescind the following Policies and Procedures for removal from Policy Central:
   a. Learning and Teaching Awards Policy;
   b. Learning and Teaching Awards Procedure;
   c. Grants – Administration of Internal Learning and Teaching Procedure;
   d. Grants – Applying for Internal Learning and Teaching Procedure;
   e. Teaching Index Policy;
   f. Teaching Index Procedure; and
   g. Teaching Index Schedule.

13. REPORTS FROM STANDING COMMITTEES

13.1 Academic Senate Standing Committee

Academic Senate noted the report of the Academic Senate Standing Committee meeting of 2 February 2016.

13.2 Academic Standards and Quality Committee

Academic Senate noted the report of the Academic Standards and Quality Committee meeting of 2 February 2016.

13.3 Senate Learning and Teaching Committee

Academic Senate noted the report of the Senate Learning and Teaching Committee meeting of 1 February 2016.

14. REPORTS FROM FACULTY BOARDS
14.1 Faculty of Arts Faculty Board

Academic Senate noted the report of the Faculty of Arts Faculty Board meeting of 8 December 2015.

14.2 Faculty of Business and Economics Faculty Board

Academic Senate noted the report of the Faculty of Business and Economics Faculty Board meeting of 7 December 2015.

14.3 Faculty of Human Sciences Faculty Board

Academic Senate noted the report of the Faculty of Human Sciences Faculty Board meeting of 8 December 2015.

14.4 Faculty of Medicine and Health Sciences Faculty Board

Academic Senate noted the report of the Faculty of Medicine and Health Sciences Faculty Board meeting of 8 December 2015.

14.5 Faculty of Science and Engineering Faculty Board

Academic Senate noted the report of the Faculty of Science and Engineering Faculty Board meeting of 8 December 2015.

15. CONSIDERATION OF CONFIDENTIAL ITEMS

15.1 Standing Committee on Appeals

The confidential minutes of the Standing Committee on Appeals meeting of 3 December 2015 were tabled.

16. OTHER BUSINESS

The Chair noted that the anniversary of the implementation of the Faculty Rule and invited the Executive Deans to speak to the priorities which had been identified for Faculty Boards for 2016.

The Chair noted that this was the final meeting for the Executive Dean of the Faculty of Business, Professor Mark Gabbott and acknowledged the contribution of Professor Gabbott to Academic Senate, including participating in working parties and contributing to debate and discussion on the floor of Senate.

17. NEXT MEETING

The next meeting of the Academic Senate will be held on Tuesday 5 April 2016.
Agenda Items are due by Tuesday 22 March 2016.
There being no further business, the meeting closed at 11.22am.