Minutes of a meeting of Academic Senate held on Tuesday, 4 November 2014 at 9.30am in the Senate Room, Level 3, Building C8A.

Present: Professor Dominic Verity (in the Chair)
A/Professor Nicole Anderson
Karee Chan
A/Professor David Coutts
A/Professor Pamela Coutts
Professor Simon George
Professor Mariella Herberstein
Professor Catriona Mackenzie
Professor Nick Mansfield
Nicholas McGuigan
Professor Jacqueline Phillips
Professor Sakkie Pretorius
Alexander Read
A/Professor Mehdi Riazi
Professor Anne Ross-Smith
Cathy Rytmeister
A/Professor Ian Solomonides
Mohammed Sulemana
George Tomossy
Vikas Veereddy
Susan Vickery
Dr Edward Watts
A/Professor Lisa Wynn
Dr Rod Yager
Professor Sherman Young

In Attendance: Ellen Carlson
Paul Fairweather
Hayley Harris
Ainslee Harvey
Desla McLean
Amanda Phelps
Philip Pogson
Kathryn Whittingham
Zoe Williams

Apologies: Deidre Anderson
Professor Charles Areni
Dr Wylie Bradford
Professor Bruce Dowton
A/Professor Mark Evans
Professor Alex Frino
Professor Mark Gabbott
Professor Janet Greeley
Professor Lesley Hughes
Professor Jim Lee
Professor Lori Lockyer
Professor Patrick McNeil
1. APOLOGIES /WELCOME

The Chair of Academic Senate Professor Dominic Verity welcomed members to the 4 November 2014 Academic Senate meeting. The Chair also welcomed Mr Philip Pogson who would be leading discussion on Agenda item 6.1 regarding the upcoming Academic Governance Workshops scheduled for 13 November and 1 December 2014.

Academic Senate noted apologies were received from Deidre Anderson, Professor Charles Areni, Dr Wylie Bradford, Professor Bruce Dowton, A/Professor Mark Evans, Professor Alex Frino, Professor Mark Gabbott, Professor Janet Greeley, Professor Lesley Hughes, Professor Jim Lee, Professor Lori Lockyer, Professor Patrick McNeil, Professor Martina Mollering, Professor Peter Nelson, Professor John Simons, JoAnne Sparks, Professor Dick Stevenson, A/Professor Michelle Trudgett, Professor David Wilkinson and Lachlan Woods.

The Chair acknowledged that the meeting would commence at 9:34 am without achieving a quorum.

2. ARRANGEMENT OF THE AGENDA

2.1 The Chair requested that Senate members declare any conflicts of interest.

The Chair provided a reminder to Academic Senate members of the meaning of an actual or perceived conflict of interest.

Associate Professor David Coutts declared a conflict of interest in relation to item 8.4.

Professor Jacqueline Phillips arrived at 9:37 am.

2.2 The following items were starred for discussion:

Item 8.4 – starred by the Chair.

Karee Chan arrived at 9:44 am.

The Chair noted that with the arrival of Ms Chan a quorum had been reached.

3. MINUTES OF MEETING HELD 7 OCTOBER 2014

Resolution 14/188

That the minutes of the meeting held on 7 October 2014 be signed as a true and correct record.

It was drawn to the Chair’s attention that as there are two members of Academic Senate with the title Associate Professor Coutts, an additional reference should be added to future minutes to distinguish between these two members.
4 BUSINESS ARISING FROM THE MINUTES

4.1 Academic Senate Action Items

The Chair acknowledged that the majority of these action items would be discussed throughout the meeting.

5. REPORT FROM CHAIR

The Chair referred to the written report included in the Agenda.

The Chair noted that the Vice-Chancellor was not in attendance at this meeting and therefore would not be providing an update at this meeting.

Academic Senate noted the update.

6. STRATEGY AND POLICY

6.1 Academic Governance Workshop

The Chair introduced Philip Pogson of the Leading Partnership to the Academic Senate members and noted that he had been and would continue to be meeting with University stakeholders. Mr Pogson would be seeking additional feedback from the Academic Senate as a whole prior to the Academic Governance Workshops scheduled for Thursday 13 November and Monday 1 December 2014.

The Chair and Mr Pogson provided background to the work that he had been conducting to date.

The Senate members then spoke freely about the reasons why they chosen to seek re-nomination to the Academic Senate. It was widely felt that it was important to have a counter weight to management decisions. One Head of Department discussed re-nomination and expressed the view that it had been hard to find the time to do equal justice to Senate and Departmental leadership responsibilities. Senate noted that many members had experienced ongoing workload stresses in this regard.

Some members expressed their disappointment in the lack of research and strategic focus, but acknowledged that recent changes had let to improvements. Members queried the mechanics of submitting research related items directly to Academic Senate without the existence of a research sub-Committee of Senate.

The members also acknowledged the importance of the role of the Academic Senate sub-committees.

One of the student members queried the contribution and role of the student members on Academic Senate.

Dr Rod Yager arrived at 9:56 am.

There was collective comment from the members that there had been overall improvement in the current term and that the specific business changes of the last six months had been positive. In particular, the members acknowledged that more time had been devoted to engaging discussion on real and important issues.

Alexander Read departed the meeting at 10:02am.

The meeting identified the key issue of succession planning. In particular, it called for a process to identify potential Academic Senators, at all levels of seniority and with a wide range of expertise, and to develop them to take a leadership role in the academic
governance of the University.

In conclusion Phillip confirmed that there would be an open agenda at the upcoming workshops, with the goal to develop clear and key priorities. In his view there are some business process issues that need to be refined and streamlined to allow for strategic discussions to be had at Academic Senate.

6.2 Academic Senate Rule Review

Proposed amendments include the inclusion of two elected members from the Faculty of Medicine and Health Sciences and amending the total number of elected student representatives on Academic Senate to eight.

The members commented that that the wording of 7(1)(k) should be changed to “four members from each of the Faculties”.

Discussion was also had around whether there should be any restrictions placed upon the two postgraduate student representatives being from the same Faculty. This proposal was discussed and it was agreed to leave the wording as proposed, to be reviewed after the next electoral cycle.

It was also suggested that amendments to the name of the Faculty of Science and Engineering be incorporated into the new Academic Senate Rules 2015.

Resolution 14/189

That Academic Senate recommends to Council the approval of amendments to the Academic Senate Rules.

6.3 General Coursework Rule Review

The Chair noted that an additional document outlining further proposed amendments had been provided to members after the circulation of the Academic Senate Agenda.

The Chair invited Associate Professor Pamela Coutts, Chair of the Working Group established to review the General Coursework Rule to speak to the proposed amendments.

The proposed amendments include:

- Reinstating the provision for exclusion for failing a required Law or Education unit twice in Law and Teacher Education and Early Childhood programs of study.
- Clarifying the period and type of exclusion in Rule 10(7).
- Expanding on the number of programs listed in Rule 10(2) to include those previously omitted.

The Senate members discussed the definition of the term “Academic Year” included in the interpretation section of Rule 6 which is used as the basis for the calculation of “effective enrolment”.

Further discussions regarding the definition of “academic year” and any implications for “effective enrolment” to continue off-line with Governance Services and General Counsel.

The Academic Senate members agreed to the principles of the amendments to the General Coursework Rule and were happy for any additional amendments to be reviewed by the Chair of Academic Senate, prior to being submitted to University Council on 4 December 2014.
6.4 Recognition of Prior Learning Policy/Schedule

Academic Senate considered the proposal for an amendment to the Recognition of Prior Learning (RPL) Policy and Procedure to reference a schedule of relative equivalences and a proposal for an amendment to the RPL Policy for clarification of 'unique to the award'.

**Resolution 14/191**

That Academic Senate approves the amendment to the Recognition of Prior Learning policy to include a reference to a Schedule of Relative Equivalences.

**Resolution 14/192**

That Academic Senate approves an amendment for clarification to the Recognition of Prior Learning Policy: the amount is unique to the Award, having not been used towards the completion of another Award.

6.5 Honorary, Visiting and Clinical Academic Appointments Policy

The distinction between Honorary titles and Honorary degrees were highlighted.

Professor Nick Mansfield commented that there appeared to be confusion around Higher Degree Research (HDR) supervision, noting the policy uses the term “Primary supervision” which is not currently a term used by HDR and requested that further clarification be sought with Legal and Human Resources.

A further issue around the categorisation of the type of appointment that adjunct supervisors maintain was raised.

Associate Professor David Coutts specifically raised the issue of honorary assessors for PhD students and noted the proposed intention to have honorary research fellows to take that role.

The Academic Senate members were happy for any additional amendments to be reviewed by the Chair of Academic Senate, prior to final approval being granted.

**Resolution 14/193**

That Academic Senate approves the Honorary, Visiting and Clinical Academic Appointments Policy subject to the amendments listed above.

6.6 English Language Policy

The Chair invited Professor Sherman Young, Chair of the Senate Learning and Teaching Committee to speak to this policy.

The draft English Language Policy was considered at the 20 October 2014 meeting of the Senate Learning and Teaching Committee and the proposal has now been tabled for approval by Academic Senate.

It was acknowledged that there is still work to be completed on the accompanying procedure.

Professor Young noted that there had been robust discussion and consultation at the Senate Learning and Teaching Committee prior to the policy being recommended for approval by Academic Senate. This Committee had endorsed the principles behind the
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Associate Professor Pamela Coutts suggested that the wording in the overview, paragraph 3 be amended to acknowledge those programs that are not taught in English.

**Resolution 14/194**
*That Academic Senate approves the English Language Policy subject to the amendments listed above.*

6.7 2015 Course Transfer Policy

The Chair invited Zoe Williams, Manager of Governance Services to speak to this policy. It was noted that further changes would be made to align with the new Policy Framework.

**Resolution 14/195**
*That Academic Senate approves the new Course Transfer Policy (refer to item 6.7 on the 4 November 2014 Academic Senate Agenda)*

6.8 2015 Course Transfer Procedure

Academic Senate noted the 2015 Course Transfer Procedure.

A quorum did not exist from this point in the meeting onwards.

7. **QUESTION ON NOTICE**

*Members are requested to submit Questions on Notice to the Chair two days in advance of the meeting.*

Nil received.

8. **GENERAL BUSINESS**

8.1 Schedule of Postgraduate Articulated Award Sets

This item was deferred for discussion at the next Academic Senate meeting on 18 December 2014.

8.2 ASQC Membership

**Resolution 14/196**
*That Academic Senate approves the appointment of Dr Paul Hesse to the Academic Standards and Quality Committee.*

8.3 Undergraduate Diploma Principles

This item was deferred for discussion at the next Academic Senate meeting on 18 December 2014.

8.4 University Elections Update

The Chair highlighted the recent call for nominations for Faculty elected representatives on Academic Senate and congratulated the successful nominees.

The Chair noted that in the Faculty of Science that a nomination had not been received from either a Head of Department or a Professor, as is required by the Academic
Senate Rules (7)(3b). Another call for nominations and election will be required.

The Chair flagged as a possible future change to the Academic Senate Rules the requirement for each Faculty to be represented by at least one Head of Department or Professor and the requirement that no two members should be drawn from the same department. His view was that these rules presented a substantial complicating factor, and that their intent would be better served by a strengthening of the democratic process.

Cathy Rytmeister was confirmed as the successful nominee in the non-Faculty electorate on Academic Senate.

Academic Senate noted the update on Academic Senate and Faculty Board elections and noted that a further update would be provided after the outcomes of the second series of elections were known.

9 ITEMS FOR RATIFICATION

9.1 Macquarie Foundation Program Completions

Resolution 14/197

That Academic Senate approved the fifteen candidates listed in the report as having satisfied the requirements of the Macquarie Foundation Program (refer to item 9.1 of the 4 November 2014 Agenda).

9.2 Matters approved by Chair

The Chair referred members to the matters approved by the Chair, tabled for noting and ratification.

On 17 October 2014 the Chair of Academic Senate approved the qualification and addition of five students as an addendum to the Academic Senate on 7 October 2014 in order to allow them to graduate in 2014 (refer item 9.2 of the 4 November 2014 Agenda).

Resolution 14/198

On 17 October 2014 the Chair of Academic Senate approved the addition of the five students listed in the report as having qualified and added as an addendum to the Academic Senate on 7 October 2014 to allow them to graduate in 2014 (refer to item 9.2 of the 4 November 2014 Agenda).

Resolution 14/199

On 23 October 2014 the Chair of Academic Senate approved the change of name of the Diploma which had been approved at the last meeting of Academic Senate (7 October 2014) from the Diploma of Accounting, Business and Commerce to the Diploma of Accounting Commerce and Business Administration.

Resolution 14/200

On 14 October 2014 the Chair of Academic Senate approved the additional information provided which addressed the issues raised at the Academic Standards and Quality Committee about the Programs for the New Pathway College (refer to item 9.2 of the 4 November 2014 Agenda).

9.3 Prize Awards

The Chair referred members to the list of Prizes and Awards, tabled for noting and approval.
Resolution 14/201
That Academic Senate approves that prizes be awarded to the students nominated (listed at item 9.3 of the 4 November 2014 Academic Senate Agenda).

9.4 Undergraduate and Postgraduate students Qualified for an award

The list of qualified students from 8 October to 4 November 2014 was tabled at the meeting.

Resolution 14/202
That the candidates in the report have satisfied the requirement for the awards stated in the submission.

10. REPORTS FROM STANDING COMMITTEES

10.1 Academic Standards and Quality Committee

Academic Senate noted the report of the meeting of 14 October 2014.

10.2 Curriculum Standards and Quality Committee

Academic Senate noted the report of the meetings held on 11 September and 15 October 2014.

10.3 Senate Learning and Teaching Committee

Academic Senate noted the report of the meeting of 20 October 2014.

11. OTHER BUSINESS

Nil.

12. CONSIDERATION OF CONFIDENTIAL ITEMS

12.1 University Discipline Committee

The minutes of the University Discipline Committee meeting of 5 November 2014 were tabled.

12.2 Higher Degree Research Appeals Committee

The minutes of the Higher Degree Research Appeals Committee meeting of 4 November 2014 were tabled.

13. NEXT MEETING

The next meeting of Academic Senate will be the last of 2014 and will be held on Thursday 18 December 2014.

Agenda items are due by Thursday 11 December 2014.

There being no further business the meeting was declared closed at 10:52 am.

Professor D Verity
Chair