Minutes of a meeting of Academic Senate held on 6 August 2013 at 9.30am in the Senate Room, Level 3, Lincoln Building.

Present: Professor D Verity (in the Chair)
Ms Deidre Anderson
Ms Fiona Burton (for Ms JoAnne Sparks)
A/Professor David Coutts
A/Professor Mark Evans
Professor Alex Frino
Professor Simon George
Mr Tim Hendry
Mr Nigel Khine
Professor Lori Lockyer
Professor Catriona Mackenzie
Professor Sakkie Pretorius
Professor Anne Ross-Smith
Professor Judyth Sachs
Professor John Simons
A/Professor Ian Solomonides
A/Professor Michelle Trudgett
Dr Edward Watts
Dr Rod Yager
A/Professor Sherman Young

In Attendance: A/Professor P Coutts
Mr S Enslin
Ms H Harris
A/Professor M Hitchens
Professor K Jameson
Ms S Kelly
Mr D McGrath
Ms B Mclean
Ms A Phelps
Ms Z Williams
Dr L Wynn

Apologies: Professor Clive Baldock
Professor Bruce Dowton
Mr Morgan Foulsham
Professor Mark Gabbott
Professor Janet Greeley
Professor Mariella Herberstein
Mr Alexander Hughes
Professor Nick Mansfield
Mr Nicholas McGuigan
Professor Jacqueline Phillips
Ms JoAnne Sparks
Professor Gail Whiteford
Mr Jonathan Wylie
1. **APOLOGIES /WELCOME**

Academic Senate noted that apologies were received from Professor Clive Baldock, A/Professor Bruce Dowton, Mr Morgan Foulsham, Professor Mark Gabbott, Professor Janet Greeley, A/Professor Mariella Herberstein, Mr Alexander Hughes, Professor Nick Mansfield, Mr Nicholas McGuigan, Professor Jacqueline Phillips, Ms JoAnne Sparks, Professor Gail Whiteford and Mr Jonathan Wylie.

The Chair welcomed Professor Alex Frino, the new Dean of Macquarie Graduate School of Management.

2. **ARRANGEMENT OF THE AGENDA**

The following items were starred for discussion:

4.1 Academic Senate items requiring action
4.2 Program Structure Statement: Postgraduate Coursework Programs
4.3 Review of ASQC
6 Chair Oral Update
7 Vice-Chancellor Oral Update
8 Questions on Notice
9.1 Academic Standards and Quality Committee
9.2 Senate Learning & Teaching Committee
9.3 Higher Degree Research Committee
10.2 Draft Calendar of Governance
10.8 Australian School of Advanced Medicine – Changes to Academic Program 2015
10.9 Undergraduate and Postgraduate Students Qualified for an Award

2.1 The Chair requested that Senate members declare any conflicts of interests. *No conflicts of interest were declared.*

3. **MINUTES OF MEETING HELD 12 JULY 2013**

**Resolution 13/220**

*That the minutes of the meeting held on 12 July 2013 be signed as a true and correct record.*

4. **BUSINESS ARISING FROM THE MINUTES**

4.1 **Academic Senate items requiring action**

The Chair provided an update on the current status of the items requiring action arising from the Academic Senate.

**Item number 13.4**

The Chair confirmed that the Executive Dean and the elected representatives of the Faculty of Human Sciences had nominated Professor Dick Stevenson to be co-opted to Academic Senate.

Academic Senate resolved to support the nomination of Professor Dick Stevenson to be co-opted to the Academic Senate for the remainder of the current term.

**Resolution 13/221**

*That the Academic Senate confirms the appointment of Professor Dick Stevenson to the Academic Senate.*

**Item number 13.5**

The Chair confirmed that the Executive Dean and the elected representatives of the Faculty
of Arts had nominated Dr Lisa Wynn to be co-opted to Academic Senate. Dr Wynn is to fill the term of the vacated position previously held by Dr Nick Baker.

The Academic Senate resolved to support the nomination of Dr Lisa Wynn to be co-opted to the Academic Senate. Dr Wynn will serve the remainder of the existing term that was to be occupied by Dr Baker.

**Resolution 13/222**

*That the Academic Senate confirms the appointment of Dr Lisa Wynn to the Academic Senate.*

4.2 **Program Structure Statement: Postgraduate Coursework Programs**

The Chair spoke to this paper and explained that its role was to refine and comprehensively articulate postgraduate program structures approved by Academic Senate at its April 30th meeting. He pointed out that this paper would act both as a set of guiding principles for ASQC in its accreditation deliberations and as vehicle for clear communication with Faculties, Departments and program conveners in regard to Academic Senate’s expectations. He drew the meeting’s attention to the fact that this was the first step in a broader process to provide similar documents to govern Academic Senate’s approval and quality assurance processes in regard to all of the University’s academic programs.

The Chair reminded the meeting that the structures described in this document had been designed to ensure that Academic Senate could accredit all such postgraduate programs as compliant AQF levels 8 or 9 qualifications. As such, it would be necessary for all existing programs to seek re-accreditation to ensure that they meet the requirements of this structure statement before January 2015. He explained that a detailed re-accreditation plan was being developed in collaboration with the Registrar’s office and that it would be brought forward to a subsequent meeting.

A summary of the major changes are listed below:

- The retirement of all existing diploma, graduate certificate and graduate diploma programs.
- The replacement of existing postgraduate certificate and postgraduate diploma programs with corresponding AQF level 8 graduate certificate and graduate diploma programs and qualifications.
- Changes to the volumes of learning required for the completion of masters degree (coursework) programs.
- A more permissive RPL policy and process which will allow programs to recognise formal, non-formal and informal learning, such as that associated with work experience or industry qualifications, both for entry into and credit towards these programs.
- The introduction of program level learning outcomes and a requirement that all programs must have learning outcomes which ensure that AQF requirements are met in the areas of research methodology training, independent research and capstone experience / project work / professional practice.

*Mr Tim Hendry entered the meeting at 9:50am.*

The Chair requested comments from the Senate. The following amendments were suggested:

- Item 2.1.1 – that footnote 3 is changed from a footnote and moved into the main text of the draft document.
- Item 2.5 - that the document be strengthened in regard to its emphasis on Program Learning Outcomes.
The Chair then proposed that Academic Senate adopt the four recommendations subject to the incorporation of the two suggested amendments into the document entitled “Program Structure Statement, Postgraduate Coursework Programs”.

Resolution 13/223

That Academic Senate approves the document entitled ‘Academic Senate Program Structure Statement: Postgraduate Coursework Programs’ as a statement of the structure of the University’s postgraduate coursework programs which is consistent with the resolutions it passed at its 30th of April 2013 meeting.

Resolution 13/224

That Academic Senate approves the following definitions for inclusion in the University Glossary:

**Gateway Unit:** A foundational unit, typically offered at 600 level, designed to provide an introduction to the discipline for students entering a postgraduate program from a non-cognate discipline.

**Graduate Capabilities:** Interdisciplinary skills, knowledge and attitudes that equip students to live and work in a rapidly changing and complex world. The nine graduate capabilities identified by Macquarie are located in a framework that represents the values of Scholarship, Ethical Practice, Engagement and Sustainability.

**Curriculum Mapping:** A systematic documentation of what the student experiences in the course of their studies to view various aspects of the curriculum such as the development of Graduate Capabilities, generic and/or discipline specific skills, accreditation requirements etc. It can also be used to check for alignment between curriculum elements such as learning outcomes, teaching/learning activities and assessment tasks.

**Volume of learning:** A dimension of the complexity of a qualification. It identifies the notional duration of all activities required for the achievement of the learning outcomes specified for a particular AQF qualification type. It is expressed in equivalent full-time years.

Resolution 13/225

That the Academic Senate approved all current diploma, graduate certificate and graduate diploma programs to be retired, with no new admissions from Session 2 2014 onwards.

Resolution 13/226

If Departments and Faculties identify a continuing need for a qualification to replace current Level 7 graduate certificate and graduate diploma programs, they should consider promoting them to AQF compliant Level 8 graduate certificate and graduate diplomas with consequent changes to structure and learning outcomes.

4.3 Review of ASQC

The Chair provided an oral update on the current status of the review Academic Standards and Quality Committee as part of his general Senate update.
4. **CONSIDERATION OF UNSTARRED ITEMS**

**Resolution 13/227**

*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**

The minutes of the Standing Committee on Appeals meeting held on 24 June 2013 were tabled.

6. **CHAIR ORAL UPDATE**

The Chair updated Academic Senate on the current status of the Academic Standards Quality Committee (ASQC) review noting that the review group had proposed that Faculty Standards and Quality Committees (FSQCs) should be authorized to undertake the approval and re-approval of individual Units of Study. The Chair proposed that this question should be considered separately from that of the broader constitution of ASQC. He went on to propose that Academic Senate should establish a ‘task and finish’ group, comprising the Associate Deans Standards and Quality of the Faculties and other key stakeholders, to consider the practicalities of this transition and to formulate a set of quality assurance protocols to govern this process.

The Chair discussed the ongoing Rule Review project and noted that he was to meet with Ms Jane Morrison, who is coordinating this project, on the Friday 9 August 2013 to discuss the review of the Academic Senate Rule. A report on the outcome of these discussions will be provided to an upcoming Senate meeting. It was noted that the full suite of University Rules are currently under review by Ms Morrison.

The Chair discussed the recent implementation of the Faculty discipline process. He discussed the lessons that had been learnt from the implementation process and discussed how they would be used to guide future implementation processes. A review of the implementation is to be conducted over the next few weeks and it is expected that recommendations for changes to the Academic Honesty Procedure will be provided in a future report to the Senate Learning and Teaching Committee.

The Open Universities Australia (OUA) standards and quality framework was also discussed and the Chair advised Senate that he was in the process of working on a paper (to be circulated to the OUA Academic Program Committee) and would report back to Senate at the 3 September 2013 meeting.

The Chair advised that the scheduled Academic Senate meeting of 3 September 2013 meeting would be held as a standard meeting of Academic Senate (and not as a Reserve meeting as had been previously published), noting in particular the quantity of material to be considered by Senate prior to the end of 2013.

Academic Senate noted the update.

**Action:** That a task and finish group is established to determine what is required to implement the approval/re-approval of Units of Study at Faculty level. This is to be comprised of the Associate Deans Curriculum Standards and Quality and other experienced members of the University community. The task/finish group is to report back to the 1 October 2013 Academic Senate meeting.
7. VICE-CHANCELLOR ORAL UPDATE
The Vice-Chancellor was an apology for this meeting of Academic Senate and therefore no update was provided.

8. QUESTIONS ON NOTICE
Members are requested to submit Questions on Notice to the Chair two days in advance of the meeting.

Nil received.

9. REPORTS FROM STANDING COMMITTEES

9.1 Academic Standards and Quality Committee (ASQC)
Academic Senate noted the report of the meeting of 16 July 2013.

The Acting Chair of ASQC briefly discussed the ongoing issues concerning English Language waivers and confirmed that a working group had been created to consider these issues.

The Chair confirmed when queried by Senate that there should be greater clarity regarding the timeframe for completion of the ASQC review for the 3 September 2013 Academic Senate meeting. The Chair advised that residual issues regarding its role, function and membership were being resolved and that a revised Terms of Reference would be presented to a future meeting.

9.2 Senate Learning and Teaching Committee (SLTC)
Academic Senate noted the report of the meeting of 8 July 2013.

The Chair of Academic Senate confirmed that A/Professor Sherman Young would be taking over the role as Chair of Senate Learning and Teaching Committee for the next six months.

9.3 Higher Degrees Research Committee (HDRC)
Academic Senate noted the report of the meeting of 2 August 2013. and resolved as recommended:

COMPLETION OF REQUIREMENTS

Resolution 13/228
That the students included in the Report of the Higher Degree Research Committee of 2 August 2013 have satisfied the requirements for the awards stated.

JOINT PHD COMMENT

Resolution 13/229
That Academic Senate supports the recommendation to Council of the approval of the following wording be included in the testamur and approves the following wording to be included in Australian Higher Education Graduation Statement (AHEGS) of PhD candidates who have completed their PhD under a joint PhD program agreement:

“This degree was supervised under a Joint PhD agreement between Macquarie University and [University XXX]”
The Senate sought confirmation that the first Macquarie University student to be awarded a joint PhD will have the Joint PhD comment included in their testamur and Australian Higher Education Graduation Statement.

**Action:** To determine if the first Macquarie University student to be awarded a joint PhD has had the Joint PhD comment included in their testamur and Australian Higher Education Graduation Statement.

* A paper from the Graduations Unit requesting approval for the suggested wording to be included is to be considered at the next Council meeting on 22 August 2013.

### 10. GENERAL BUSINESS

#### 10.1 Review of University Rules

**Resolution 13/230**

That the Academic Senate nominates a consultative reference group from the membership of Academic Senate and its sub-committees to advise on the review of the academic rules.

#### 10.2 Draft Calendar of Governance 2014

The Committee noted the tabled draft Calendar of Governance for 2014 and was advised that a revised draft Calendar would be circulated prior to being finalised by the Secretariat.

The Senate provided corrections to the Calendar of Governance:
- 5 December 2014 “Session 3 exam Period ends” should be amended to “Session 2 exam Period ends”
- Inclusion of the Winter vacation Units.

#### 10.3 Prizes and Awards

The Chair referred members to the list of Prizes and Awards, tabled for noting and approval.

**Resolution 13/231**

That prizes be awarded to the students nominated and attached to these minutes as Attachment 1.

#### 10.4 Vice-Chancellors Commendations

The Senate noted the Vice-Chancellor’s commendations for nomination for Masters Coursework candidates.

**Resolution 13/232**

That the Vice-Chancellors’s Commendations are awarded to the 30 Master coursework graduands as reported in the agenda.

#### 10.5 Saving Clause Cases

**Resolution 13/234**

That in accordance with Rule 20 of the Bachelor Degree Rule, the Saving Clause be invoked to enable the student identified as 42105080 to satisfy degree requirements for Bachelor of Commerce without fulfilling the minimum requirement at 300 level, provided all other degree requirements are met.

**Resolution 13/235**

That in accordance with Rule 20 of the Bachelor Degree Rule, the Saving Clause be invoked to enable the student identified as 41882997 to satisfy degree requirements
for Bachelor of Commerce without completing ACST101 Techniques and Elements of Finance, provided all other degree requirements are met.

10.6 Grade Appeal

Resolution 13/236

That following a Faculty Level Grade Review and University Grade Appeal, the grade for student identified as 42467993 be changed from a Pass to Credit for AFIN252 Applied Financial Analysis and Management for Session 2 2012.

10.7 Late Additions to the June 2013 Graduation List

Academic Senate noted that the Chair had approved 21 qualifications on behalf of Academic Senate as reported in the agenda.

10.8 Australian School of Advanced Medicine – Changes to Academic Program 2015

Resolution 13/237

That Academic Senate recommends to Council the rescinding of the Master of International Clinical Practice (MIntClinPrac) and the approval of the new award Doctor of Clinical Practice (DClinPrac) effective from 1 January 2014.

10.9 Undergraduate and Postgraduate Students Qualified for an Award

Resolution 13/238

That the candidates in the report have satisfied requirements for the awards stated in the submission.

11. OTHER BUSINESS

11.1 Masters Programs Eligible for Student Income Support

The Senate noted the invitation from DIISRTE to apply to have eligible Masters programs approved for student income support.

There being no further business the meeting was declared closed at 10:50am.

Professor D Verity
Chair
PRIZES AND AWARDS

1. FACULTY OF ARTS

<table>
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<tr>
<th>Prize</th>
<th>Awarded for</th>
<th>Student No.</th>
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</thead>
<tbody>
<tr>
<td>Macquarie Law School Prize</td>
<td>for proficiency in the unit LAW561 Advanced Legal Research Project</td>
<td>41481739</td>
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2. FACULTY OF BUSINESS AND ECONOMICS

<table>
<thead>
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<th>Prize</th>
<th>Awarded for</th>
<th>Student No.</th>
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</thead>
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<tr>
<td>Department of Accounting and Corporate Governance Prize</td>
<td>for academic excellence in the unit ACCG903 CPA - Global Strategy and Leadership</td>
<td>42141435</td>
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<tr>
<td>Department of Accounting and Corporate Governance Prize</td>
<td>for academic excellence in the unit ACCG904 CPA - Assurance Services and Auditing</td>
<td>41539427</td>
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<tr>
<td>Department of Accounting and Corporate Governance Prize</td>
<td>for academic excellence in the unit ACCG905 CPA - Financial Risk Management</td>
<td>42163684</td>
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<tr>
<td>Department of Accounting and Corporate Governance Prize</td>
<td>for academic excellence in the unit ACCG907 CPA - Financial Reporting and Disclosure</td>
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<td>Department of Accounting and Corporate Governance Prize</td>
<td>for academic excellence in the unit ACCG908 CPA - Strategic Management Accounting</td>
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<tr>
<td>Department of Accounting and Corporate Governance Prize</td>
<td>for academic excellence in the unit ACCG909 CPA - Taxation</td>
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<tr>
<td>Department of Accounting and Corporate Governance Prize</td>
<td>for academic excellence in the unit ACCG913 CPA - Ethics and Governance</td>
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<tr>
<td>John Wiley Marketing Prize</td>
<td>for proficiency in the unit MKTG101 Marketing Fundamentals, Session Two</td>
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<tr>
<td>Department of Marketing and Management Prize</td>
<td>for proficiency in MKTG202 Marketing Research</td>
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<td>Department of Marketing and Management Prize</td>
<td>for proficiency in MKTG204 Integrated Marketing Communications</td>
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<tr>
<td>Department of Marketing and Management Prize</td>
<td>for academic excellence in the unit BUS851 Comparative Human Resource Management</td>
<td>41779665</td>
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i. Applied Finance Centre

<table>
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<tr>
<th>Prize</th>
<th>Awarded for</th>
<th>Student No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Macquarie University Applied Finance Prize (Singapore)</td>
<td>for the best overall performance in the Singapore class</td>
<td>42406285</td>
</tr>
</tbody>
</table>

Deidre Anderson
REGISTRAR