Minutes of a meeting of Academic Senate held on 12 December 2013 at 9.30am in the Senate Room, Level 3, Lincoln Building.

Present:  
Professor Dominic Verity (in the Chair)  
Ms Deidre Anderson  
Dr Nicole Anderson  
Mr Sam Bradshaw  
Professor John Croucher  
A/Professor Mark Evans  
Mr Morgan Foulsham  
Mr Tim Hendry  
Professor Mariella Herberstein  
A/Professor Michael Hitchens  
A/Professor Judi Homewood  
Mr Nigel Khine  
Professor Sakkie Pretorius  
Professor Anne Ross-Smith  
A/Professor Ian Solomonides  
Ms JoAnne Sparks  
Professor Dick Stevenson  
Dr Edward Watts  
Dr Lisa Wynn  
Dr Rod Yager  
Professor Sherman Young

In Attendance:  
Ms Jayne Freeman  
Ms Barb McLean  
Ms Amanda Phelps  
Ms Zoe Williams  
Mr Jonathan Wylie

Apologies:  
Professor Clive Baldock  
Dr Wylie Bradford  
A/Professor David Coutts  
Professor Bruce Dowton  
Professor Alex Frino  
Professor Mark Gabbott  
Professor Simon George  
Professor Janet Greeley  
Mr Alexander Hughes  
Professor Lori Lockyer  
Professor Catriona Mackenzie  
Professor Nick Mansfield  
Mr Nicholas McGuigan  
Professor Jacqueline Phillips  
Professor Judyth Sachs  
Professor John Simons  
A/Professor Michelle Trudgett
1. APOLOGIES /WELCOME

Academic Senate noted that apologies were received from Professor Clive Baldock, Dr Wylie Bradford, A/Professor David Coutts, Professor Bruce Dowton, Professor Alex Frino, Professor Mark Gabbott, Professor Simon George, Professor Janet Greeley, Mr Alexander Hughes, Professor Lori Lockyer, Professor Catriona Mackenzie, Professor Nick Mansfield, Mr Nicholas McGuigan, Professor Jacqueline Phillips, Professor Judyth Sachs, Professor John Simons and A/Professor Michelle Trudgett.

The Chair noted that all of the Executive Deans were overseas on University business and that a representative would speak to the Examination Reports from each Faculty. The Chair determined that these representatives would be regarded as Acting Executive Deans for the purposes of the Senate Rule and the quorum requirements of the Senate Terms of Reference.

2. ARRANGEMENT OF THE AGENDA

The following items were starred for discussion:

4.1 Academic Senate items requiring action
6 Chair Oral Update
7.1 Reports from Executive Deans
8. Questions on Notice
9.1 Academic Standards and Quality Committee
9.2 Higher Degree Research Committee
9.3 Senate Learning & Teaching Committee
10.1 ASQC Review
10.2 Teaching Index Policy, Schedule and Procedure
10.3 Higher Degree Research Degree Transfer Policy
10.4 Recognition of Prior Learning Interim Policy and Schedules
10.5 Glossary submission
10.6 SLTC Terms of Reference
10.7 Arrangements for University Medals Committee

Mr Nigel Khine arrived at 9:40am.

2.1 The Chair requested that Senate members declare any conflicts of interest. No conflicts were recorded.

3. MINUTES OF MEETING HELD 12 NOVEMBER 2013

Professor John Croucher sought confirmation that the amendment to the General Coursework Rules suggested at the 12 November 2013 Academic Senate meeting (Item 4.2.2) regarding the wording around the phrase “the Executive Dean of the Faculty, or the Dean of the MGSM” had been incorporated in the final version of the General Coursework Rule prior to recommendation to University Council for approval. It was confirmed that the suggested amendments had been made to the General Coursework Rule.

Resolution 13/364
That the minutes of the meeting held on 12 November 2013 be signed as a true and correct record.

4 BUSINESS ARISING FROM THE MINUTES

4.1 Academic Senate items requiring action
The Chair spoke to a number of the outstanding matters during the course of the meeting.
5. CONSIDERATION OF UNSTARRED ITEMS

Resolution 13/365

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).

6. CONSIDERATION OF CONFIDENTIAL ITEMS

The minutes of the Standing Committee on Appeals held on 30 September and 26 November 2013 were tabled. The minutes of the 13 November 2013 University Discipline Committees were tabled.

7. CHAIR ORAL UPDATE

The Chair did not provide an oral update and advised that he would provide a written update to Academic Senate.

8. VICE-CHANCELLOR ORAL UPDATE

The Vice-Chancellor was an apology for this meeting of Academic Senate and therefore no update was provided.

Mr Tim Hendry arrived at 9:50 am.

9. 2013 – SESSION 2, UNIT RESULTS

9.1 Reports from Faculties

The Chair invited the representatives for the Executive Deans to speak to the Session 2 Unit results.

Faculty of Business and Economics – Professor Anne Ross-Smith spoke to the Faculty of Business and Economics report and commented on the following concerns; communication skills of students (particularly in the area of written English), low students engagement, units with failures rates of 20% or greater and the units with pass rates of 95% or greater. A project to address the issue of student communication skills is to commence in 2014.

A lack of attendance at lectures, coupled with low rates of access to Echo360 recorded lectures, was pointed to as an example of low student engagement.

It was also noted that there was an increase in the number of special consideration cases in Session 2.

Faculty of Arts – Dr Nicole Anderson spoke to the Faculty of Arts report and indicated that lack of communication with students requiring support would be addressed by the Faculty in the future. Also identified as an issue requiring review were the changing demographic undertaking units in International Studies noting the higher failure rates and rise in incomplete grades due to ongoing academic honesty issues. The Faculty also continued to note a number of ‘ghost students’, who have registered for units but have failed to formally withdrawn from units they have no intention of taking.

Faculty of Science – Associate Professor Michael Hitchens spoke to the Faculty of Science report and noted that student engagement remained an issue; including failure to submit assessment items and failure to attend the final examinations. The reason for
the failure to complete assessment tasks and examinations was unknown.

**Faculty of Human Sciences** – Associate Professor Judi Homewood spoke to the Faculty of Human Sciences report and indicated that there remained concern about the level of student engagement. Also identified as an issue was the academic literacy of students entering via alternate pathways.

The Chair thanked the representatives of the Executive Deans and noted that the topic of decreasing student engagement had arisen in a number of their reports as well as English language literacy and the ongoing rise in special consideration requests made by students.

The Chair indicated his support for the need to address the issue of student engagement particularly in the area of utilising technology to increase effective engagement.

Professor John Croucher noted the historical background to the increasing numbers of special consideration over the last fifteen years. He suggested that Academic Senate might discuss changing the approach to supplementary examinations; specifically changing the content of and increasing the difficulty of any supplementary examinations.

Professor Sherman Young commented that English language literacy was an ongoing conversation and that an English language policy was planned for development in conjunction with Associate Deans under the auspices of SLTC.

### 9.2 Consideration of Schedule of Results, Session 2, 2013

**Resolution 13/366**

(a) That Academic Senate thanks the Faculties for their Session 2 2013 examination reports;

(b) That the Chair of Academic Senate is authorised to approve examination results released after 13 December 2013 on behalf of Academic Senate.

### 9.3 Consideration of Honours Results, Session 2, 2013

**Resolution 13/367**

That the candidates in the report (Attachment 1) have satisfied requirements for the awards stated.

### 9.4 Students Qualified for Award by Academic Senate (By Undergraduate/Postgraduate)

**Resolution 13/368**

That the candidates in the report (Attachment 2) have satisfied requirements for the awards stated.

### 9.5 Students who may qualify once I/F grades are resolved/amended

**Resolution 13/369**

That the candidates in the report (Attachment 3) have satisfied requirements for the awards stated.

### 9.6 Students to be qualified for an award – Preliminary Report as at 6 December 2013

**Resolution 13/370**

That the candidates in the report (Attachment 4) have satisfied the requirements for the awards stated.
9.7 List of Prizewinners

Academic Senate resolved as recommended the list of prize awards submitted for its consideration at the meeting.

**Resolution 13/371**

*That prizes be awarded to the students nominated for the prize awards.*

9.8 Approval for the Communication of Results

Academic Senate considered the communication of results and noted that the results would be accessible to all students at 4:00pm in e-student.

**Resolution 13/372**

*That the schedule of results be approved as the official record and that the Deputy Vice-Chancellor (Students and Registrar) be authorised to convey these results to students.*

9.9 Macquarie University Foundation Completions

There were no Macquarie University Foundation completions provided.

10. QUESTIONS ON NOTICE

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

Nil received.

Deidre Anderson departed the meeting at 10:35 am.

10. REPORTS FROM STANDING COMMITTEES

10.1 Academic Standards and Quality Committee (ASQC)

The Chair noted that there would be an all-day meeting on 17 December 2013 of the ASQC subcommittees to consider matters that require approval prior to the start of 2014.

Academic Senate noted the report of the meeting of 19 November 2013 and resolved as recommended:

**UNDERGRADUATE**

**BUSINESS ARISING**

Establishment of Transfer Arrangement to BPsych(Hons)

**Resolution 13/373**

*That Academic Senate approves the Faculty of Human Sciences’ request to establish transfer opportunities for students enrolled in either the BA – Psychology, BSc – Psychology or Psychology combined/ double degrees (inclusive of the BA or BSc Psychology), to transfer to the BPsych(Hons) or double/ combined degree inclusive of Psychology (Honours) be approved. Furthermore, an exemption from the transfer policy and the suggested alternative proposal be approved, as the stand alone program BA-Psych(Hons) or BSc-Psych (Hons) is to have its last intake in 2015 and students in these two programs will need an alternative in order to complete an honours fourth year.*
2014 ACADEMIC PROGRAM

2014 Urgent Changes to the Schedule of Units

Resolution 13/374
That Academic Senate approves the urgent changes to the Schedule of Units, as listed below, with effect from 1 January 2014.

<table>
<thead>
<tr>
<th>Unit</th>
<th>Request</th>
<th>Existing Entry</th>
<th>Revised Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Faculty of Arts</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MUS325</td>
<td>Musical Literacy Name was incorrectly noted on original late amendment form. Not picked up at the time.</td>
<td>MUS325 Musical Literacies</td>
<td>MUS325 Musical Literacy</td>
</tr>
<tr>
<td><strong>Faculty of Human Sciences</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LING390</td>
<td>Current Issues in Phonology Prerequisites</td>
<td>39cp including LING217</td>
<td>39cp including LING217 or admission to GDipSphComm</td>
</tr>
</tbody>
</table>

2014 Late Amendment to Programs

Resolution 13/375
That Academic Senate approves the late amendment to the Bachelor of Science with the degree of Bachelor of Education (Secondary) (SCIE10), as listed below, with effect from 1 January 2014:

Bachelor of Science with the degree of Bachelor of Education (Secondary) (SCIE10)

The Faculty has requested an amendment to the program of study for the Bachelor of Science with the degree of Bachelor of Education (Secondary) at 200 level to include:

Required: 6cp from EDUC units at 200 level or above

(Amendments are in bold)

Resolution 13/376
That Academic Senate approves the late amendment to the Bachelor of Education (Secondary) (EDUC06), as listed below, with effect from 1 January 2014.

Bachelor of Education (Secondary) (EDUC06)

The Faculty has requested an amendment to the program of study for the Bachelor of Education (Secondary) at 300 level to include:

Required: 6cp from EDTE units at 300 level or above EDUC units at 300 level or above TEP units at 300 level or above

(Amendments are in bold)
2014 Proposals for New Units

Resolution 13/377
That Academic Senate approves the Proposal for New Units, as listed below, with effect from 1 January 2014.

Faculty of Arts

LAWS104 Contracts
LAWS108 Law, Lawyers and Society

2015 ACADEMIC PROGRAMS

Awards for Deletion

Resolution 13/378
That Academic Senate approves the Awards for Deletion, as listed below, with effect from 31 December 2014:

Graduate Diploma of Early Childhood Teaching
Graduate Diploma of Advanced Studies in Early Childhood
Graduate Certificate of Teaching (8 to 12 years)

2013 ACADEMIC PROGRAM

Retrospective Changes for Continuing Students (Undergraduate)

Resolution 13/379
That Academic Senate approves the Retrospective Changes for Continuing Students – Undergraduate (Item 5.3, ASQC Report to Academic Senate of 19 November 2013), with effect from 1 January 2013.

POSTGRADUATE

2014 ACADEMIC PROGRAM

Late Changes to the Schedule of Units: Academic 2014

Resolution 13/380
That Academic Senate approves the Late Changes to the Schedule of Units, as listed below, with effect from 1 January 2014.

<table>
<thead>
<tr>
<th>Unit</th>
<th>Request</th>
<th>Existing Entry</th>
<th>Revised Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty of Arts</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MECO830</td>
<td>Prerequisite</td>
<td>Admission to MCrMedia or PGCertCrMedia</td>
<td>Admission to MCrMedia or PGCertCrMedia or MFJ</td>
</tr>
<tr>
<td>MECO837</td>
<td>Prerequisite</td>
<td>Admission to MCrMedia or PGCertCrMedia</td>
<td>Admission to MCrMedia or PGCertCrMedia or MFJ</td>
</tr>
<tr>
<td>Faculty of Human Sciences</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ECED600</td>
<td>NCCW</td>
<td>ECED817</td>
<td>ECED817, ECEX600</td>
</tr>
<tr>
<td>ECED601</td>
<td>NCCW</td>
<td>ECED818</td>
<td>ECED818, ECEX601</td>
</tr>
</tbody>
</table>
Proposal for New Units

Resolution 13/381
That Academic Senate approves the New Units, as listed below, with effect from 1 January 2014:

Faculty of Arts

INED810 Education in Indigenous Communities
LAWS 807 Constitutional Law
LAWS809 Property Law
LAWS810 Equity and Trusts
MECO804 Media Writing and Research

Late Changes to the Schedule of Programs, Majors and Specialisations 2014
Resolution 13/382
That Academic Senate approves the changes requested to the Postgraduate Certificate of Arts (ARTS31C), as listed below, effective 1 January 2014.

Faculty of Arts

Postgraduate Certificate of Arts (ARTS31C)

Deletion of the following from the General and Specific Requirements

General requirements:
Minimum number of credit points at 800 level or above designated as Arts

Specific requirements:
Either 12cp at 800 level or above

Resolution 13/383
That Academic Senate approves the Late Changes to Study Period Offerings for Juris Doctor (JURI11M), as depicted below, with effect from 1 January 2014.

Faculty of Arts

Juris Doctor (JURI11M)

<table>
<thead>
<tr>
<th>Unit</th>
<th>Request</th>
<th>Existing Entry</th>
<th>Revised Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty of Arts</td>
<td>Change in Study period offerings</td>
<td>Study period offerings: Session 1 (March)</td>
<td>Study period offerings: Session 1 (March)</td>
</tr>
<tr>
<td>JURI11M</td>
<td>The offering for the Session 2 2014 is a mistake, it was never meant to be offered in this Study Period.</td>
<td>Study period offerings: Session 2 (August)</td>
<td></td>
</tr>
</tbody>
</table>

Faculty of Human Sciences

Resolution 13/384
That Academic Senate approves the admission requirements for the Postgraduate Diploma of Social Health and Counselling (SOHC21D) be amended to reduce the GPA requirement from 2.5 to 2.0, and that this change be approved effective 1 January 2014.

Awards for Stage 1 Renewal for 2015

Resolution 13/385
That Academic Senate approves the Awards for Renewal, as listed below, at Stage I with effect from 1 January 2015:

  - Doctor of Physiotherapy (DPT)
  - Master of Special Education (MSpecEd)
  - Graduate Diploma of Special Education (GradDipSpecEd)

New Awards for 2015
**Resolution 13/386**
That Academic Senate recommends the following New Award at Stage I to Council for approval, effective 1 January 2015:
Graduate Certificate of Learning Difficulties Support Teaching (GradCertLearnDiffSuppTeach)

Awards for Discontinuance for 2015

**Resolution 13/387**
That the Academic Senate approves the Awards for Discontinuance, as listed below, with effect from 31 December 2014:
- Master of Social Health and Counselling
- Postgraduate Diploma of Social Health and Counselling
- Postgraduate Certificate of Social Health and Counselling

Discontinuance of Specialisations for 2015

**Resolution 13/388**
That Academic Senate approves the Discontinuance of Specialisations, as listed below, with effect from 31 December 2014.

- High Support Needs HSN315

POSTGRADUATE CREDIT FOR PREVIOUS STUDIES

**Resolution 13/389**
That Academic Senate approves the calculation for Postgraduate Credit for Previous Studies be updated to reflect multiples of 4, ensuring that the total does not exceed the maximum total for CPS for a completed or incomplete award under the policy with effect from 1 January 2014 (Item 7, ASQC Report to Academic Senate of 19 November 2013).

Furthermore, the Academic Senate approves the recommendation of the new methods of CPS calculation, as depicted below, with effect from 1 January 2014. This calculation will be utilised in the interim RPL Policy which is scheduled to be presented to the SLTC meeting of 25 November 2013 and thereafter for approval to the Academic Senate:

<table>
<thead>
<tr>
<th>Award</th>
<th>CPS after rounding for a completed award</th>
<th>CPS after Rounding for an incomplete award</th>
</tr>
</thead>
<tbody>
<tr>
<td>12cp award</td>
<td>4cp</td>
<td>4cp</td>
</tr>
<tr>
<td>16cp award</td>
<td>4cp</td>
<td>8cp</td>
</tr>
<tr>
<td>20cp award</td>
<td>4cp</td>
<td>8cp</td>
</tr>
<tr>
<td>24cp award</td>
<td>4cp</td>
<td>12cp</td>
</tr>
<tr>
<td>32cp award</td>
<td>8cp</td>
<td>16cp</td>
</tr>
<tr>
<td>48cp award</td>
<td>12cp</td>
<td>24cp</td>
</tr>
</tbody>
</table>

Retrospective Change for Continuing Students (Postgraduate)

**Resolution 13/390**
That Academic Senate approves the Retrospective Changes for Continuing Students – Postgraduate (Item 8- ASQC Report to Academic Senate of 19 November 2013), with effect from 1 January 2013.
Academic Senate
12 December 2013
Minutes

Proposed Articulation Agreement with Northern Institute of TAFE- Environmental Management

Resolution 13/391
That Academic Senate approves the Articulation Agreement with Northern Institute of TAFE- Environmental Management (Item 8.3 ASQC Report to Academic Senate of 19 November 2013), with effect from 1 January 2014.

10.2 Higher Degrees Research Committee (HDRC)

Academic Senate noted the report of the meeting of 29 November 2013 and resolved as recommended:

HDR TRANSFER POLICY

Resolution 13/392
That Academic Senate approves the Higher Degree Research Policy in principle, subject to review by UPRG.

COMPLETION OF REQUIREMENTS

Resolution 13/393

NOMINATIONS FOR VICE-CHANCELLOR’S COMMENDATION

Resolution 13/394
That Chen Zhe’s PhD thesis entitled “Emulation funds and mutual fund trading behaviour” be awarded a Vice-Chancellor’s Commendation.

10.3 Senate Learning and Teaching Committee (SLTC)

Professor Sherman Young highlighted the robust discussion had in relation to the Internal Transfer Policy.

Report of Meeting of 25 November 2013

Academic Senate noted the report of the meeting of 25 November 2013.

Resolution 13/395
That Academic Senate approves the Recognition of Prior Learning (Interim) Policy 2014 and Schedules in principle, subject to review by UPRG:

To formalise the current Credit for Previous Studies processes, and to ensure there is an active RPL Policy to which the 2014 General Coursework Rule can refer, it is recommended:

1. That the Recognition of Prior Learning (Interim) Policy 2014, the Schedule of Maximum Credit Transfer, the Schedule of Recognised Award Types and the Schedule of Relative Equivalencies be referred to UPRG for review.
2. That following the UPRG review, the Policy and Schedules referred to in (1) above be referred to Academic Senate for approval and implementation in January 2014.
Professor Mariella Herberstein departed the meeting at 11.04am.

11. GENERAL BUSINESS

11.1 ASQC Review

The Chair apologised for the delay in providing the ASQC Discussion paper regarding the outcome of the Academic Standards and Quality Committee review that had been conducted after consultation with stakeholders.

Resolution 13/396

That the Academic Senate endorses in principle the following recommendations, subject to further consultation with Faculties:

Recommendation 1

That Academic Senate establish a new standing committee, the Curriculum Standards Framework Committee (CSFC). This would be tasked with codifying, articulating and further developing the University’s QA standards in regard to curriculum development, program and unit approvals, curriculum and delivery review, results approval, professional accreditation and benchmarking, peer review of curriculum and assessment, recognition of prior learning, response to stakeholder feedback and so forth. Approvals relating to this framework would remain the prerogative of Academic Senate.

Membership of this committee would comprise the Chair of Academic Senate (Chair), Associate Deans Curriculum, Standards and Quality, two elected / co-opted members of Academic Senate, the Director of the Learning and Teaching Centre and the PVC (Learning Teaching and Diversity).

Recommendation 2

That the terms of reference and structure of ASQC be amended as follows:

• Primary responsibility oversight and implementation of Academic Senate’s Curriculum Standards Framework. Its terms of reference should place much greater emphasis upon the establishment and monitoring of curriculum and delivery review cycles, receiving and responding to reports arising out of Academic standards processes at Faculty level, spot audit of selected programs, curriculum risk assessment and so forth.

• Membership, two elected / co-opted members of Academic Senate, the Chair of Academic Senate, a nominated member from each Faculty (excluding ADs CS&Q), two expert members from LTC, a PACE representative, up to 8 expert members from the Faculties appointed by Academic Senate and a Chair appointed by the Chair of Academic Senate.

• Undergraduate and Postgraduate sub-committees to be abolished and replaced by a case management model under which cases would be allocated for review by small (2-3 person) working parties. These would liaise directly with Departments and FSQCs on issues arising and would then be responsible for piloting proposals through approval at ASQC.

• Authorisation to approve all revisions to existing programs and curriculum, the retirement of programs and the schedule of People, Planet, PACE and Capstone units. Approval of all new programs would remain the preserve of Academic Senate.

• Faculty annual reporting against provisions of the curriculum standards framework to be made to ASQC according to a schedule determined by Academic Senate.
Recommendation 3

That Academic Senate develop and implement a training, mentoring and succession planning process to support the members of its committees. This should include common agreed standards for workload recognition of these roles.

Recommendation 4

Subject to the regulation of the Faculty academic governance structures under a new Faculty rule, that Faculty Boards be authorised to undertake the approval / re-accreditation of Units and the approval of Unit results. ASQC should retain responsibility for all program level approvals and for the approval of People, Planet, PACE and Capstone designations. CSFC will consider, and recommend, other areas of ASQC’s existing responsibilities that Faculty Boards could be authorised to undertake.

ACTION> A draft of the revised Academic Standards and Quality Committee Terms of Reference would be provided to the first Academic Senate meeting on 13 February 2014 for review and discussion.

11.2 Teaching Index Policy, Schedule and Procedure

Resolution 13/397
That the Academic Senate approves the Teaching Index Policy, Teaching Index Procedure and Teaching Index Schedule.

11.3 Higher Degree Research Degree Transfer Policy

Resolution 13/398
That the Academic Senate approves the Higher Degree Research Degree Transfer Policy.

11.4 Recognition of Prior Learning Interim Policy and Schedules

Resolution 13/399
That Academic Senate approves the Recognition of Prior Learning Policy 2014, the Schedule of Maximum Credit Transfer 2014, the Schedule of Recognised Award Types 2014 and the Schedule of Relative Equivalencies 2014 for implementation in January 2014.

11.5 Glossary Submission

In response to a question from the floor, the Chair reminded Academic Senate that it had approved for the University’s Grade Point Average calculations to move from its current 4-point scale to a 7-point scale. He recalled that the rationale for this change was to ensure that GPAs distinguished the efforts of High Distinction students from those of their Distinction standard compatriots and to bring Macquarie’s GPA system into closer concert with those of most Australian and International institutions, including many in the US. He reported briefly on an ongoing consultation regarding the practicalities of this change and advised that he would provide a full update to Academic Senate once these discussions had progressed further. In the meantime, he explained that the glossary entry for the term GPA would continue to reference the existing 4-point scale.

Resolution 13/400
That Academic Senate approves the following amendments to the existing University Glossary entries listed below:
**Academic year** - The complete sequence of academic sessions that a student in a specific program could engage in over the period of a single year of study. The academic year extends for exactly one calendar year from the first day of enrolment for the first session of that sequence in a given year.

**Capstone unit** - Updated related terms to link to PACE unit.

**Enrolment process** - This is the process that new students must follow after accepting their offer of admission. It can involve attending the University on a specified date before the beginning of teaching, receiving academic advice on planning study, being formally admitted to a degree, enrolling in units and choosing tutorial (and other) classes.

**Faculty** - An administrative grouping of research, academic and professional staff and students based on the area they teach, support and study.

Related terms: Department

**Full-time student** - A student who is enrolled in units in an academic year which comprise at least 0.75 of an Equivalent full-Time Study Load for the course for which they are admitted.

**Grade Point Average** - The grade point average of a student is a calculated value which reflects the overall grades of a student in a coursework program. It is based on the units completed towards that program at Macquarie University and does not take into account any credit points granted for advanced standing or non-award study. It is printed on a student's academic record. The GPA is a calculation out of four, i.e., the highest GPA that can be achieved is 4.0. Such a GPA would indicate that a student's grades are Distinction or High Distinction.

**Joint research degree** (name changed from Joint PhD programs - The joint enrolment by a student in a program at Macquarie University and selected international partner universities. A student has supervisors at both universities and spends time at both universities. The final thesis is jointly examined and the two universities may jointly award a degree.

**Minor** - A structured group of units, which is approved by the University. All minors must contain at least 6 credit points of study at 300 level or above.

**Participation and Community Engagement – PACE**, As one of the 3 Ps in the Macquarie curriculum, PACE is designed to deepen knowledge and broaden experience by applying academic study to real life. PACE integrates practical experience into Macquarie degrees by connecting students with partner organisations to provide a mutually beneficial experience.

**Part-time student** - A student who is enrolled in units in an academic year which comprise less than 0.75 of an Equivalent Full Time Student Load for the course for which they are admitted.

**PACE Unit** (name changed from Participation unit) - A unit that provides students with an opportunity to apply their academic studies to real life through practical experience. Activities undertaken in a PACE unit can include community development projects, field trips and internships organised with a range of partner organisations in the community, business and government sectors in Australia and overseas.
People unit - Updated related terms to link to PACE unit.

Planet unit - Updated related terms to link to PACE unit.

Program of study - The minimum sequence of required study which would enable a student to qualify for an award, including both the general requirements of a specific award and the specific requirements of a qualifying major or specialisation where applicable. Also known as: Program

Qualifying major - A major that is listed as satisfying the general requirements for a specific program. Programs that allow a choice of the particular subject area to be studied (such as the Bachelor of Arts, the Bachelor of Science and the Bachelor of Commerce) require the completion of a qualifying major.

Units - The units of study (also known as subjects) comprising a program of study, each worth a fixed number of credit points.
Also known as: subjects

Resolution 13/401

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

Award - The qualification resulting from the satisfactory completion of a specific program of study. Also known as award course, qualification or degree.

Effective enrolment - Refers to a situation where a student remains enrolled in a unit, or units, beyond the study period census date. Related terms: enrolment

Exit award - An approved lesser award that a student may elect to qualify with provided the requirements of the exit award have been met. Some exit awards are exit qualifications only and are not offered for admission.

Full-time HDR candidate - Involves, at least, an average weekly commitment by a HDR candidate of 40 hours per week throughout the year on a program of research and advanced study.

HDR handbook and guide for candidates and supervisors - The University's digital presentation and organisation of information for candidates, which is updated periodically, containing the schedules and listings of doctoral, joint research and master by research degrees. It also references University policies and rules and other information to assist candidates.

iLab - iLab is Macquarie University's personal computer laboratory on the internet, enabling students to use the Microsoft Windows and Mac OS X applications they require to complete their university work from anywhere, any time, on any device.
Links: https://wiki.mq.edu.au/display/iLab/About

OneID - Campus wide identification number for access to most University IT systems. Links: see https://oneid.mq.edu.au/

OneNet - Campus network including wired (OneNet Wired), wireless (OneNet Wireless) and VPN service (OneNet Anywhere).
Links: https://wiki.mq.edu.au/display/onenet

Partner university - An institution which has entered into a formal written agreement
with Macquarie University to facilitate higher degree research programs.

**Part-time HDR candidate** - Involves, at least, an average weekly commitment by a HDR candidate of 20 hours per week throughout the year on a program of research and advanced study.

**University handbook** - The University’s digital presentation and organisation of information for students, which is revised and published annually, containing the schedules and listings of degrees, diplomas and certificate awards, programs and specialisations, prerequisites and corequisites, majors, units and People, Planet and PACE units in relation to undergraduate, graduate, research training and postgraduate study.

**Resolution 13/402**
That Academic Senate approves the following deletions from the University Glossary listed below:

- **Academic Program Section APS** – abbreviation only.
- **Misadventure** - Existing entry
  An unofficial term for special consideration.

**11.6 SLTC Terms of Reference**

The Chair provided a summary of the main changes to the Senate Learning and Teaching Committee Terms of Reference.

**Resolution 13/403**
That Academic Senate approves the Senate Learning and Teaching Committee Terms of Reference with amendments, for implementation from 1 January 2014.

**11.7 Arrangements for University Medals Committee**

The Chair advised that he would provide an update in relation to the University Medals Committee in time for the 13 February 2014 Academic Senate meeting.

**Resolution 13/404**
That Academic Senate approves an extension to the current term of office for the representatives of the Faculty of Arts, Faculty of Business and Economics and Faculty of Science to the University Medals Committee until the first meeting of Academic Senate in 2014.

**12. OTHER RESULTS FOR NOTING**

Academic Senate noted the following results:

- **12.1 ICMS Study Period 1, 2013**
- **12.2 ICMS Study Period 2, 2013**
- **12.3 OUA Term 1, 2013**
- **12.4 OUA Term 2, 2013**
- **12.5 OUA Session 1, 2013**
12.6 Macquarie City Campus IBT 1, 2013
12.7 Macquarie City Campus IBT 2, 2013
12.8 Macquarie City Campus Study Period 1, 2013
12.9 Macquarie City Campus Study Period 2, 2013
12.10 Winter Vacation 2013
12.11 Saving Clause Cases

Faculty of Arts

Resolution 13/404
That in accordance with Rule 20 of the Bachelor Degree Rule, the Saving Clause be invoked to enable the student identified as 41484509 to satisfy degree requirements for the Bachelor of Arts with Bachelor of Laws, without completing MAS316 Media Futures, provided all other degree requirements are met.

Resolution 13/405
That in accordance with Rule 20 of the Bachelor Degree Rule, the Saving Clause be invoked to enable the student identified as 41749057 to satisfy degree requirements for the Bachelor of Laws, without completing the Bachelor of Applied Finance component, provided all other degree requirements are met.

Resolution 13/406
That in accordance with Rule 20 of the Bachelor Degree Rule, the Saving Clause be invoked to enable the student identified as 42117453 to satisfy degree requirements for the Bachelor Arts, without completing a People or Planet unit outside the Faculty of Arts, provided all other degree requirements are met.

Resolution 13/407
That in accordance with Rule 20 of the Bachelor Degree Rule, the Saving Clause be invoked to enable the student identified as 41786246 to satisfy degree requirements for the Bachelor of Media with the Bachelor of Commerce, without completing 2 credit points, provided all other degree requirements are met.

Resolution 13/408
That in accordance with Rule 20 of the Bachelor Degree Rule, the Saving Clause be invoked to enable the student identified as 42925347 to satisfy degree requirements for the Bachelor of Arts with the Bachelor of Laws, with 54 credit points of credit for previous studies, provided all other degree requirements are met.

Faculty of Business and Economics

Resolution 13/409
That in accordance with Rule 20 of the Bachelor Degree Rule, the Saving Clause be invoked to enable the student identified as 41927354 to satisfy degree requirements for the Bachelor of Business Administration, with 54 credit points of credit for previous studies, provided all other degree requirements are met.

Faculty of Human Sciences

Resolution 13/410
That in accordance with Rule 14 of the Master Degree Rule, the Saving Clause be invoked to enable the student identified as 30550246 to satisfy degree requirements for
the Doctor of Clinical Psychology, with full exemptions from his completed APAC accredited Masters program, provided all other degree requirements are met.

**Resolution 13/411**
That in accordance with Rule 20 of the Bachelor Degree Rule, the Saving Clause be invoked to enable the student identified as 42411009 to satisfy degree requirements for the Bachelor of Arts - Psychology, without completing a Planet unit, provided all other degree requirements are met.

**Resolution 13/412**
That in accordance with Rule 11 of the Graduate Diploma Rule, the Saving Clause be invoked to enable the student identified as 40905772 to satisfy degree requirements for the Graduate Diploma of Speech and Communication, without completing LING398 Phonetics: Transcription and Theory, provided all other degree requirements are met.

**Resolution 13/413**
That in accordance with Rule 20 of the Bachelor Degree Rule, the Saving Clause be invoked to enable the student identified as 41192826 to satisfy degree requirements for the Bachelor of Arts-Psychology with Bachelor of Laws, without completing a PSY300 level unit in order to meet the 12 cps of PSY300 level degree requirement in accordance with the current RPL requirements, provided all other degree requirements are met.

13. **OTHER BUSINESS**

The Chair reminded the Committee that the next meeting of Academic Senate would not be until 13 February 2014.

There being no further business, the Chair thanked members for their contributions to Academic Senate during 2013, wished them the compliments of the season and declared the meeting closed at 11:45 am.

Professor D Verity  
Chair