ACADEMIC SENATE

Minutes of a meeting of the Academic Senate held from 9:34 am to 11.19 am on Tuesday 6 December 2016 in the Senate Room, Level 3, Lincoln Building (C8A), 16 Wally’s Walk.

MINUTES

PRESENT

Professor Mariella Herberstein (Chair)
Professor Amanda Barnier
Dr Wylie Bradford
Professor Enrico Coiera
Professor David Coutts
Professor John Croucher
Professor Catherine Dean
Professor S Bruce Dowton
Dr Kate Fullagar
Professor Simon Handley
Professor Norma Harrison
Professor Lesley Hughes
Professor Kevin Jameson
Professor Mike Jones
Budhaditya Majumdar
Professor Nick Mansfield
Paris Manson
Judith McKay-Tempest
Professor Barbara Messerle
Professor Kathryn Millard
Professor Martina Möllering
Professor Peter Nelson
Dr Kerry-Ann O’Sullivan
Dr Mitch Parsell
Professor Jacqueline Phillips
Simon Populin
Professor Sakkie Pretorius
Professor Peter Radan
Cissy Shen
JoAnne Sparks
Professor Lucy Taksa
Professor Sherman Young

APOLOGIES

Dr Trudy Ambler
Deidre Anderson
Associate Professor Ayse Bilgin
Dr Yvonne Breyer
Nicole Brigg
Associate Professor Pamela Coutts
Professor Linda Cuppes
Professor Jim Denier
Professor Simon George
Brayden Jones
Professor Patrick McNeil
Professor David Wilkinson

IN ATTENDANCE

Benjamin Dougall
Esther Frazer
Nicole Gower
Professor Antonina Harbus
Megan Kemmis (Secretariat)
Dr Catriona Lavermicocca
Kerri Mackenzie
Svetlana Martynovich
Kathryn Whittingham
Zoe Williams

1. ACKNOWLEDGEMENT OF COUNTRY

The meeting commenced at 9:34 am. The Chair acknowledged the traditional custodians of the land and welcomed members and attendees to the meeting.

Professor David Coutts, Professor Barbara Messerle and Professor Jacqueline Phillips joined the meeting at 9:37 am.
2. **WELCOME AND APOLOGIES**

The Chair reminded those present of their role and purpose as members of the Academic Senate and encouraged members to engage with and discuss the items on the agenda. Apologies were received from Dr Trudy Ambler, Deidre Anderson, Associate Professor Ayse Bilgin, Dr Yvonne Breyer, Nicole Brigg, Associate Professor Pamela Coutts, Professor Linda Cupples, Professor Jim Denier, Professor Simon George, Professor Patrick McNeil, Professor John Simons and Professor David Wilkinson.

The Chair welcomed Nicole Gower, Director Human Resource Service (to speak to agenda item 11.1); Professor Antonina Harbus (a new member of Academic Senate for 2017); and Dr Catriona Lavermicocca, Deputy Chair ASQC (representing the ASQC Chair, Associate Professor Pamela Coutts, who is on leave).

The Chair also noted this is the last meeting for the following outgoing members of Academic Senate and thanked them for their contributions:

- **Faculty of Arts**
  - Dr Kate Fullagar, and Professor Peter Radan (whose assistance will continue to be drawn upon to assist the final drafting of policy and procedures).

- **Faculty of Business and Economics**
  - Dr Yvonne Breyer, and Dr Wylie Bradford. The Chair acknowledged Dr Bradford’s outstanding service to Academic Senate over three consecutive terms, contributing to many working groups and Committees, and serving endless hours on the Academic Appeals Committee since 2010. The Chair expressed a hope that he would continue to be involved in the Academic Appeals Panel in 2017.

- **Faculty of Human Sciences**
  - Professor Linda Cupples, and Professor Mike Jones

- **Faculty of Science and Engineering**
  - Professor David Coutts (whose work with the Academic Senate Standing Committee was highlighted), and Professor Simon George (who was farewelled at the previous meeting of Academic Senate.)

3. **ARRANGEMENT OF AGENDA**

3.1 Disclosure of conflicts of interest

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

3.2 Adoption of unstarred items

No additional items were starred for discussion.

**Resolution 16/249**

Academic Senate resolved that the items not starred for discussion (Items 5.1, 10.1, 10.2, 10.3, 10.4, 10.5, 10.6, 10.7, 10.8, 11.6, 11.7, 12, 13.1, 13.2, 13.3, 13.4, 15.1, 15.2 16.1 and 16.2) be noted and, where appropriate, be adopted as recommended.

4. **MINUTES OF THE PREVIOUS MEETING**

4.1 The Minutes of the meeting held 1 November 2016 were provided.

**Resolution 16/250**

Academic Senate resolved to approve the Minutes of the meeting held 1 November 2016 as a true and correct record subject to the amendments identified.

5. **BUSINESS ARISING FROM THE MINUTES**

5.1 Academic Integrity Progress Report

**Resolution 16/251**

Academic Senate resolved to note the Academic Integrity Progress Report.

5.2 Purpose and Composition Working Group Progress Report

**Purpose and Composition of Academic Senate Project**

The Chair reported on the activities of the working group and the timeframe for reviewing the purpose and composition of Academic Senate a follows:

- A preliminary report will provided to the first meeting of Academic Senate in 2017.
- The working group will subsequently hold workshops with members of Academic Senate and move to the next stage of the review
- A larger working group will define the purpose of Academic Senate,
- When this work is completed, a third and final working group will be established to make recommendations regarding the composition of Academic Senate.

Professor Phillips commented that the revised induction process would feed in to this review, noting that feedback from the new members of Academic Senate will be useful.

**Shared Academic Governance Model**

The Chair advised members of a second and related project looking at a shared academic governance model. This project will have a similar structure and timeframe, starting with preliminary research, and using different working groups to consider various sections of the project.

**Nominations to Working Parties**

The Chair invited members to nominate for membership of the various working groups under both projects.
The Vice-Chancellor thanked the Chair by acclaim. Members noted the timelines for both projects.

Resolution 16/252

Academic Senate resolved to note the report on the Purpose and Composition Working Group and Shared Governance Working Groups.

6. REPORT FROM THE CHAIR

The Chair reported on the following:

- An update on Academic Senate’s projects for 2016: many projects are completed, with the remainder either commenced or ongoing. Some will be rolled over to 2017 for completion during next year, such as the Faculty reporting schedule.
- A review of the meetings held to date, including metrics on attendance and length of meetings and a summary of Academic Senate’s achievements over the past year. The Chair highlighted the work to improve two-way communication with Academic Senate, noting that more can be done in this area.
- Her priorities for Academic Senate in 2017 include increased engagement from members on projects, the review and improvement of the agenda structure and meeting format, a more comprehensive induction process for new members (as outlined in agenda item 11.5) and holding informal meetings in between Academic Senate’s scheduled meetings.

The Chair reflected on her own journey as Chair and thanked all those who had helped during the year, particularly the Vice-Chancellor, the Deputy Vice-Chancellors and the Pro Vice Chancellor (Learning and Teaching), the Deputy Chair of Academic Senate, and the Governance Services team. She thanked members of Academic Senate for their efforts during 2016 and for their continued support. In return, the members thanked the Chair by acclaim.

7. VICE-CHANCELLOR ORAL UPDATE

The Vice-Chancellor commended the Chair of Academic Senate for her outstanding leadership over the past year, and for the work achieved by the Senate in 2016.

The Vice-Chancellor advised members that the last Council meeting of 2016, scheduled to be held on 8 December 2016, will consider the revised Delegations of Authority. He reminded members that Professor Richard Henry had been engaged to review the delegations, and his recommendations have been synthesised into a revised Policy and Delegations Register. The Vice-Chancellor undertook to provide an update on this issue to the first meeting of Academic Senate in 2017. He noted that one of the projects identified by Academic Senate for 2017 will be a review of the delegations related to academic matters and the Vice-Chancellor endorsed this work as a priority.

The Vice-Chancellor advised members that the Higher Education Standards Panel (HESP) report on Improving the Transparency of Higher Education Admissions Processes was released on 16 November 2016. The report found that universities do not satisfactorily communicate admission requirements to the broader community. The report recommends that universities use common and consistent language to describe ATAR thresholds and make information on admissions policies available in a standardised format so that individuals can make better-informed choices about providers and courses of study. The Vice-Chancellor advised members that Macquarie University is on a path to move away from ATAR-based admission requirements alone, with the University implementing a range of pathway options for prospective students. He added that Australia is one of the few developed nations to retain the use of a standard score as the main method for determining admission, with most other countries using more diversified and holistic approaches. The Federal Minister for Education and Training has accepted the report and has asked HESP to review completion and attrition rates and support provided to students to complete their courses. The Vice-Chancellor advised that the Pro Vice-Chancellor (Learning and Teaching) will be working with Marketing and Future Students in developing the University’s response to this issue.

The Vice-Chancellor advised members that the ARC and NHMRC have recently announced the results of their latest grant funding rounds, and Macquarie University’s success rate continues to improve. One major grant received from the NHMRC is for the Partnership Centre on health system sustainability, and the Vice-Chancellor congratulated Professor Jeffrey Braithwaite, Professor Enrico Coiera and Professor Johana Westbrook on the award of $10.7 million to fund the initiative. He reminded members that improving the University’s performance in external grant funding is key to ensuring its economic future, adding that the University still lags behind its competitors in this area.

The Vice-Chancellor provided a brief update on preferences for admissions in 2017, advising that current school leaver first preferences have increased. In general, first preferences are stable or slightly lower than for 2016, and members noted the erosion in the number of school leavers across the higher education sector.

The Vice-Chancellor concluded by congratulating the members of Academic Senate on their work in 2016 and wishing them safe and restorative holiday season and a productive year ahead.
In reference to the Vice-Chancellor’s comments on the use of more holistic admission processes, Dr Bradford asked if this would increase costs, and if such an increase would provide a worthwhile benefit to the University. The Vice-Chancellor responded that a holistic approach would be more costly, but research has shown that retention and completion rates are higher when a more diversified admission process is used. He noted that the GPAs of students admitted via the Global Leadership Entry Program (GLEP) are consistently higher than those for students admitted solely on the basis of an ATAR. The correlation of ATAR with level of academic achievement is good for the top and bottom ranges of the ATAR, but the correlation is not as strong for the mid-ranks of the ATAR which represents many of the students admitted to the University.

Professor Radan sought the Vice-Chancellor’s thoughts on the recent US elections and the potential impact on Australia’s higher education sector. The Vice-Chancellor suggested that any tightening of visa requirements for the US, as flagged by the President-elect, would work in Australia’s favour, particularly with respect to prospective students from India. Conversely, an economic standoff between the US and China could negatively affect China’s economy which could lead to a downturn in international student numbers from China.

The Chair noted that she has discussed with the student members providing an update on the issue raised at the last Academic Senate meeting, and that it is still in progress with the Faculty concerned.

Academic Senate resolved to:

i. endorse, and recommend to the Deputy Vice-Chancellor (Academic), the introduction of a Study Period 2 to the 2017 academic year calendar to accommodate Research Internship students, with the period commencing on 29 May 2017 and ending on 1 September 2017; and

ii. endorse the introduction of five new study periods as flagged in the Academic Case for the Doctor of Medicine (Global MD) noting that the Deputy Vice-Chancellor (Academic) has approved these study periods.

Academic Senate resolved to approve with immediate effect the following changes to Assessment Grades as outlined in Schedule 1: Grading Requirements of the Assessment Policy:

i. From UX to UE (Student is undertaking an exchange program: unit result awaited)

ii. From WN to W (Awarded when a student withdraws from a unit or units after the Census Date, and when academic and/or financial penalties have not been applied).

Academic Senate resolved to approve with immediate effect the ‘Principles of English Language Statement’ as:

i. The standard language of instruction for all programs at Macquarie University will be English. Exceptions for special purposes may be granted via Academic Senate approval; and

ii. Faculties, Centres and the University will propose English language competence requirements for entry into each program they own. The standard minimum expectation will normally be IELTS 6.5 or equivalent. Exceptions will be reported to Academic Senate via the Academic Standards and Quality Committee.

Academic Senate resolved to approve the deletion of the Master of Accounting (CPA Extension) from 31 December 2016.

Academic Senate resolved to approve the academic case for the new co-op program Bachelor of Actuarial Studies combined with the degree of the Bachelor of Professional Practice from 1 January 2018.

Academic Senate resolved to approve:

i. an exception to the Recognition of Prior Learning Schedule of Minimum Requirements at Macquarie to allow students completing the Dual degree Master of Banking and Finance with Eastern China National University (ECNU) to be exempt from the requirement to study 32 credit points at Macquarie University, to take effect from 1 January 2017;
ii. with the proviso that they complete a minimum of 24 credit points at 800/900 level at Macquarie University (24 credit points being 50% of the 800/900 level units required to complete the award).

10.7 Attendance and Study Load Policy for Programs Delivered by the Macquarie University International College (MUIC) (ASQC)

Resolution 16/259
Academic Senate resolved to approve the revised Attendance and Study Load Policy for Students Enrolled in Programs Delivered by the Macquarie University International College (MUIC) with effect from MUIC’s Term 2 in 2017.

10.8 Changes to the Intensive Foundation Program (ASQC)

Resolution 16/260
Academic Senate resolved to:

i. approve to rename the Intensive Foundation Program as the Intensive Program (as a non AQF award program) for effect from Term 2 2017, and disestablish the Intensive Foundation Program from the conclusion of Term 1 2017;

ii. approve that the newly named Intensive Program comprise of units currently in the Intensive Foundation Program with the addition of three further elective units (Economics, History, Biology) within the option set for students to choose one unit from Accounting, Economics, Media, History, Biology or Chemistry; and

iii. note that the University will delete the Intensive Foundation Program from the CRICOS Register at the appropriate time.

Dr Catriona Lavermicocca joined the meeting at 10:27 am

11. ITEMS FOR DISCUSSION

11.1 Academic Promotion Policy, Procedure and Criteria

The Director of Human Resources, Nicole Gower presented on the draft policy, procedure and criteria and outlined the key changes. She requested all feedback be submitted in writing to herself or Svetlana Martynovich (Business Analyst, Policy and Compliance) who will collate all responses to be provided to the members of the working group.

The most significant change will be the use of the criteria based on Boyer’s four areas of scholarship, with a set of general criteria expanded into more specific criteria at each level. Ms Gower reported that feedback to date has mainly been positive, with legitimate issues raised regarding the transition to the new model, particularly to one round rather than three.

Members raised the following issues in discussion:

- The lack of a minimum score for research, particularly for promotion to Level E. Ms Gower advised that this was a deliberate decision by the working group to ensure there is a pathway to Level E for staff who are teaching-intensive. The Vice-Chancellor noted that the academic promotions policy is only one instrument amongst many for ensuring teaching, research and community engagement productivity, including the work of Executive Deans and Heads of Department in determining staffing profiles and how teaching and research is developed;

- A query on how the interviews would work, and whether exemplars would be provided to help staff assess their level of achievement in the criteria. Ms Gower responded that one of the drivers for the new policy and procedure was to better align the academic promotions process with the University’s recruitment process. The interviews will give applicants an opportunity to discuss their work, and practice for recruitment and research grant interviews. The current process uses interviews to assess borderline applications, which is stressful for all involved. It was suggested that section 4 of the Academic Promotions Procedure be expanded to include information on how the interviews will be used;

- Clarification was sought on the role of Heads of Departments (HoDs). Some members noted that some applications were approved despite the HoD recommending against promotion. Ms Gower advised the report from the HoD will be significant, and welcomed further feedback from HoDs to clarify the role of their reports. Ms Gower noted comments relating to the role of the HoD’s report for applications from cross-disciplinary academics;

- Ms Gower also noted a query regarding when staff should give notice of their intention to apply for promotion for budgeting purposes.

The Chair urged members to discuss these documents further with their colleagues and provide written feedback directly to Ms Martynovich.

Resolution 16/261
Academic Senate resolved to note the presentation on the Academic Promotion Policy, Procedure and Criteria.

Nicole Gower, Svetlana Martynovich and Professor Mike Jones left the meeting at 10:52 am

11.2 Academic Senate End-of-Year Survey Results

The Chair highlighted the end-of-year survey results outlined in the agenda, adding that this information will be provided to relevant working groups. She undertook to address this issue in more detail in the new year.

Resolution 16/262
Academic Senate resolved to note the report on the Academic Senate End-of-Year Survey Results.
11.3 Committees of Senate End-of-Year Summary

The Chair invited each of the Committee Chairs to provide an end-of-year summary.

**Senate Learning and Teaching Committee (SLTC)**

Dr Parsell reported that the Committee had a productive year, during a period when support for learning and teaching has moved to the Faculties, and the continuing implementation of the Learning and Teaching Strategy. The Committee has focussed on five major projects: the new Assessment Policy; Graduate Capabilities (with the recommendation to move from University-level capabilities to Faculty-level capabilities); the Principles of English Language Statement; the Peer Assisted Learning Policy; and the Academic Progression Policy. SLTC will continue to focus on the implementation of the Learning and Teaching Strategy and the simplification of policies in 2017.

**Research and Research Training Committee (RRTC)**

Professor Pretorius reported that this Committee had commenced in August, and a light touch review of the new committee and the Thesis Examination Subcommittee will be undertaken in the middle of next year. He commended the members for the work done to date, including the preliminary consideration of the review of the Master of Research, and the endorsement of the Engagement, Impact and Commercialisation Framework and the International Research Training Partnerships Framework. Both frameworks will assist the University with the Engagement and Impact Pilots recently announced by the ARC. RRTC has considered the review of the University’s Internal Funding Schemes, which will ensure the schemes are equitable and in line with the University’s research strategy framework. The new Block Grant System will commence in 2017, with the six existing block grants replaced by two. This, and the ARC Engagement and Impact Pilots will be two of the major issues for the Committee in 2017.

**Academic Standards and Quality Committee (ASQC)**

Dr Catriona Lavermicocca, Deputy Chair ASQC reported. Senate noted the delicate balance between ASQC with its focus on quality and assurance, and the authority of the Faculties to develop their own programs and units. ASQC has introduced the use of critical friends (a member of the Committee from outside the Faculty appointed to assist the Faculty in developing develop a program proposal for approval). ASQC continues to evolve as the University moves to the new program-based curriculum structure and as the delegations of authority are revised. In 2016, the Committee reviewed 31 proposals for new programs, only 9 of which were returned to Faculties for amendment. The average length of time for the proposal process was 50 days from lodging the expression of interest to gaining endorsement from the Committee, and an average 45 days further to receive approval from Academic Senate.

The Chair of Academic Senate thanked the members and Chair of all Committees for their work during 2016.

**Resolution 16/263**

Academic Senate resolved to note the Committees of Senate End-of-Year Summary reports.

11.4 Academic Senate 2017 Projects and Priorities

The Chair presented briefly on the process for determining Academic Senate’s projects and priorities for 2017. She outlined the projects which will continue on from 2016: - the review of criteria for the University medal, the Academic Integrity framework, Academic Senate purpose and composition, program reviews, and shared academic governance.

The following suggestions were received for new projects:

- Access to undergraduate units for HDR students to revise topics;
- Transparency of funding to support HDR;
- Recognition of student representatives;
- General policy consolidation with an emphasis on the student perspective, the review of implementation of policies and the co-ordination of policy implementation;
- Review of the Quality Assurance and Quality Enhancement Policy and Procedure;
- Program design – explicit articulation of ‘spine topics’ that are mandatory for students;
- Indigenous strategy implementation;
- Implementation and communication of the new Academic Progression Policy and Procedure; and
- Closure of the Macquarie University train station in 2018.

Professor Handley advised that the Faculty of Human Sciences is developing a statement of agreement with its students to outline the Faculty’s expectations of its students, and the support and resources it will provide. He suggested this could be the basis for a University-wide model.

The Chair noted that Dr Parsell has suggested the 2017 SLTC priorities for 2017 will include:

- Continued work in support of the Learning and Teaching Framework, including implementation of strategies (e.g. graduate capabilities, Big Ideas, etc.) and a post-implementation review (e.g. the Assessment Policy and Procedure, English language requirements);
- Teaching spaces (technologies, sessions offerings, flipping and live streaming); and
- Academic Honesty (authentic assessment, student champions, academic integrity framework).

The Chair advised members that the next step will be to prioritise the suggestions using the same process as for Academic Senate’s 2016 projects.

**Resolution 16/264**

Academic Senate resolved to:

i. note the list of additional projects and priorities for 2017; and
ii. endorse the proposed approach to prioritising the 2017 projects.
11.5 Induction Schedule for Members of Academic Senate
The Deputy Chair, Professor Jacqueline Phillips, reported that ten new academic staff members will join Academic Senate in 2017. A two-hour induction session is planned for 15 February 2017. The Vice-Chancellor (and possibly a member of Council) will welcome the new members. Chairs and Deputy Chairs of the Committees and existing members of Academic Senate will be invited to attend.
Members provided the following feedback on the schedule outlined in the agenda:
• some information gathered at the induction day regarding the motivations of new Senators could be used to create an information package for use with the next round of elections.
• new members could be given an overview of the mechanics of Academic Senate meetings, such as starring items and how the agenda is arranged.
Members endorsed the details of the induction session.

Resolution 16/265
Academic Senate resolved to endorse the proposed induction schedule for new members of Academic Senate.

11.6 Inherent Requirements Framework Implementation Report

Resolution 16/266
Academic Senate resolved to note the report on Inherent Requirements Framework Implementation.

11.7 Indigenous Representation on Academic Senate

Resolution 16/267
Academic Senate resolved to extend the appointment of Associate Lecturer Judith McKay-Tempest from 1 January 2017 to 31 December 2017, pursuant to Academic Senate Rule 7 (1) (o).

12. QUESTIONS ON NOTICE
No questions on notice were received.

13. REPORTS FROM STANDING COMMITTEES

13.1 Academic Senate Standing Committee

Resolution 16/268
Academic Senate resolved to:
  i. ratify resolutions ASSC 16/48, ASSC 16/52 and ASSC 16/53 of the Academic Senate Standing Committee; and
  ii. note the report of the Academic Senate Standing Committee meeting held on 15 November 2016.

13.2 Academic Standards and Quality Committee
Academic Senate noted the report of the Academic Standards and Quality Committee (ASQC) meetings held 20 September and 22 November 2016.

13.3 Research and Research Training Committee
The report of the Research and Research Training Committee (RRTC) meeting held 29 November 2016 was held over to the first meeting of Academic Senate in 2017.

13.4 Senate Learning and Teaching Committee
Academic Senate noted the report of the Senate Learning and Teaching Committee (SLTC) meeting held on 14 November 2016.

14. REPORTS FROM FACULTY BOARDS
There have been no Faculty Board meetings held since the last meeting of Academic Senate. Faculty Boards will next meet on 12 and 13 December 2016 and the reports of these meetings will be included on the agenda for the first Academic Senate meeting of 2017.

15. CONSIDERATION OF CONFIDENTIAL ITEMS

15.1 University Hearing Committee
The confidential report of the University Hearing Committee meeting held on 9 November 2016 was tabled.

15.2 University Medal Committee

Resolution 16/269
Academic Senate resolved to note the award of the University Medal to the two candidates identified.

16. OTHER BUSINESS

16.1 Academic Senate Elections
The Head of Governance Services, Zoe Williams spoke to the results detailed in the agenda papers, noting the added complexity of the election process because of very specific criteria in the Academic Senate Rules.
The application of these criteria means that one position remains unfilled from the Faculty of Business and Economics, and Governance Services will work with the Faculty to fill this vacancy.

**Resolution 16/270**
Academic Senate resolved to note the update on Academic Senate elections.

16.2 Procedures for Exclusion from a Practical, Clinical or Professional Program

**Resolution 16/271**
Academic Senate resolved to approve the development and drafting of a procedure to support the exclusion of those students who have not met the professional program requirements in the General Coursework Rules.

17. **NEXT MEETING**
The next meeting of the Academic Senate will be held on Tuesday 21 February 2017.
Agenda Items are due by Tuesday 7 February 2017.
The meeting closed at 11:19 am.