1. **ACKNOWLEDGEMENT OF COUNTRY**

A meeting of the Academic Senate commenced at 9:34 am with the Chair acknowledging the traditional custodians of the land. The Chair invited members to volunteer to give the acknowledgement of country at the next meeting of Academic Senate.
2. WELCOME AND APOLOGIES
The Chair welcomed everyone to the first meeting of the year. She noted that since the last meeting Tim Beresford has left the University and acknowledged his support of Senate. She also acknowledged that this will be Professor Leigh Wood’s last meeting as the interim Pro Vice-Chancellor (Students) and thanked her warmly for her work, particularly in relation to the Student Recognition Project. She advised members that Ainslee Harvey has commenced parental leave and introduced Antonia Dykes as the Senate Project Officer and Lucy Forshaw as a new Governance Officer. The Chair also noted the apologies listed above and reminded those present of their role and purpose as members of the Academic Senate.

3. ARRANGEMENT OF AGENDA
3.1 Disclosure of conflicts of interest
There were no disclosures of conflicts of interest.

3.2 Adoption of unstarred items
The following additional item was starred: 14.1

Resolution 18/1
Academic Senate resolved that the items not starred for discussion (Items 5, 9, 10.1, 10.2, 10.5, 10.6, 11.4, 11.5, 11.7, 13, 15.1, 15.2, 15.3, 16.1, 16.2, 16.3, 16.4, 16.5, 16.6 and 17) be noted and, where appropriate, be adopted as recommended.

4. MINUTES OF THE PREVIOUS MEETING
4.1 Resolution 18/2
Academic Senate resolved to approve the minutes of the meeting held 28 November 2017 as a true and correct record.

5. BUSINESS ARISING FROM THE MINUTES
There was no business arising from the minutes.

6. REPORT FROM THE CHAIR
6.1 Update from the University Council meeting of 14 December 2017
The Chair advised members that University Council approved the two recommendations made by Academic Senate: the amendment of the General Coursework Rules to reflect the introduction of the Special Consideration Policy, and the nomination of Professor Raymond Markey for the title of Emeritus Professor.

Resolution 18/3
Academic Senate resolved to note the update from the University Council meeting of 14 December 2017.

6.2 2017 Academic Senate Annual Report
The Chair presented Academic Senate’s Annual Report for 2017, noting that it has been framed to demonstrate to Council the ways in which Senate meets its obligations under the Academic Senate Rules, the key priorities and projects and how Senate works to mitigate identified risks. Members endorsed the report for presentation to Council.

Resolution 18/4
Academic Senate resolved to endorse the 2017 Annual Report and recommend it to Council.

6.3 Results from 2017 Members’ Survey
The Chair thanked members for their responses to the survey and took them through the main points. Responses were generally positive, but some issues have been noted, particularly some uncertainty from members on how Senate works and how agendas are put together, and a sense that the general University does not understand the work of Senate. Some members also expressed concern that there is not enough time to properly discuss issues at meetings and provided feedback to improve the identification of priorities for Senate projects. The Chair proposed the following actions to address these concerns:

- An informal workshop to develop 2019 Senate projects will be held in the second half of the year;
- The Chair will explicitly charge Senators to seek feedback on specific agenda items;
- Town hall meetings with faculties will be scheduled;
- Project officers will speak to the project papers to enable members to understand their work; and
- More time will be allowed for discussion of key items.

Resolution 18/5
Academic Senate resolved to note the report on results from the 2017 members’ survey.

JoAnne Sparks joined the meeting at 9:48 am

7. VICE-CHANCELLOR ORAL UPDATE
The Vice-Chancellor spoke briefly on the following matters:
Outlook for 2018 and beyond

The Vice-Chancellor noted the activities for Orientation Week and ongoing improvements to the campus. He highlighted the challenges facing all universities arising from the MYEFO policy changes announced in late 2017 by the Federal Government, particularly the freeze on current funding levels for 2018 and 2019. The government has flagged that some form of indexation will be introduced after that, but no details have been provided.

In the short-term, all Australian universities are seeing an end to the growth in domestic undergraduate admissions, with little to no unmet need, particularly in the Sydney metropolitan area. International admissions have been affected by on-shore and off-shore factors including increased competition from the Go8 universities changes in the China market and volatility in other key markets.

The Vice-Chancellor emphasised the need for the University to make strategic decisions regarding its direction and the programs it wants to offer, and to thoroughly examine its approach to learning and teaching, particularly in the digital space. He advised members that the University remains robust, financially sound and highly collegial and that he had every confidence in its ability to address these issues.

The Vice-Chancellor concluded by reminding members that the University has many reasons to celebrate, giving the celebrations for Emeritus Professor Edwin Judge's 90th birthday as an example.

8. QUESTION TIME

The following questions were asked of the Vice-Chancellor:

- Professor Harrison asked whether tuition fee waiver scholarships are being offered to students to assist with International student recruitment. The Vice-Chancellor and Nicole Briggs advised that merit scholarships are available to these students but not fee waiver scholarships;
- Dr Carrigan asked the Vice-Chancellor for his thoughts on the possibility of another global financial crisis, with the Vice-Chancellor assuring him the University is taking both a medium- and long-term approach to its finances. In response to a further question regarding Australia-China relations, the Vice-Chancellor advised that there is a delegation of Australian Vice-Chancellors visiting China, and that he has met with the Chinese Consul-General;
- Professor Magnani asked whether there will be a restructuring of sessions at the University, and if shorter postgraduate degrees are being considered. The Vice-Chancellor advised that no changes to the current session times are being considered, but faculties are encouraged to make more use of Session 3. Professor Ross-Smith offered to share feedback from the Faculty of Business and Economics regarding issues with Session 3, particularly with respect to undergraduate units. The Vice-Chancellor thanked members for feedback on Session 3, which was referred to Professor Jameson to consider in the review of the University’s curriculum framework later in the year.

9. STUDENT LED BUSINESS

There were no items of student led business.

10. ITEMS FOR APPROVAL

10.1 Exemption from Assessment Policy: Publication of Examination Papers on Library Website (ASQC)

Resolution 18/6

Academic Senate resolved to approve:
1. an exemption from the requirements of the Assessment Policy to publish the final examination paper on the University Library website for LING 214 (noting that its co-taught unit PSY238 is already exempted from publication); and
2. an exemption from the requirements of the Assessment Policy to publish the final examination paper on the University Library website for CAUD808 and CAUD817.

10.2 2019 Schedule: New Programs for Approval (ASQC)

Resolution 18/7

Academic Senate resolved to approve the academic case for the following programs subject to the approval of a business case by the Deputy Vice-Chancellor (Academic) and Registrar, effective 1 January 2019:
1. Master of Counter Terrorism with the degree of Master of Criminology
2. Master of Cyber Security with the degree of Master of Counter Terrorism
3. Master of Cyber Security with the degree of Master of Criminology
4. Master of Intelligence with the degree of Master of Counter Terrorism
5. Master of Intelligence with the Degree of Master of Criminology
6. Master of Intelligence with the degree of Master of Cyber Security
7. Master of Security and Strategic Studies with the Degree of Master of Counter Terrorism
8. Master of Security and Strategic Studies with the Degree of Master of Criminology
9. Master of Security and Strategic Studies with the Degree of Master of Cyber Security
10. Master of Security and Strategic Studies with the Master of Intelligence

10.3 HDR Supervision Policy and Procedure (RRTC)

Professor Mansfield introduced Associate Professor Bill Ashraf as one of the key authors of the revised policy. The HDR Supervision Policy and Procedure has been amended to bring into line with the University’s Research Training Framework, respond to the Australian Council of Learned Academies (ACOLA) review of research training and to the Angus Review of the Master of Research (MRes). He outlined the main changes and invited members to provide feedback. The following points were raised in discussion:

- The need for a candidate to have two supervisors, and for off-campus candidates to have at least one supervisor who is located on-campus, should be clarified in the policy and procedure;
- The inclusion (or exclusion) of supervision from faculty workload models was acknowledged as an issue, but also noted as being out of scope for this policy and procedure;
- Clause 5.8 of the Policy (Appointment of an Acting Supervisor) was discussed, with Professor Mansfield advising this clause is not as restrictive, but he emphasised the need for supervisors and Heads of Department to plan appropriately for periods of leave;
- Supervision training was discussed, with Professor Mansfield advising that supervisors will need to complete a refresher course every four years to keep up with policy and legislative changes; Associate Professor Ashraf added that programs on topical issues and policy changes will also be offered regularly;
- Requirements for adjunct supervisors to complete a course on iLearn were queried, particularly where such appointees are senior government or industry people, with Professor Mansfield suggesting it would be more appropriate to appoint such people as HDR Research Advisors. Exemptions might be possible in some cases;
- End-User Supervisor has been added as a category to meet government reporting requirements, and the HDR Office is planning to appoint an HDR Industry Engagement Manager to work with faculties on this issue.

The Chair advised that Audrey Markowskei, Senate’s HDR Student Representative, had provided feedback on the policy and was supportive of the changes. Professor Mansfield invited members to provide any further feedback to himself and Associate Professor Ashraf.

Resolution 18/8

Academic Senate resolved to note the draft HDR Supervision Policy and Procedure.

10.4 Academic Integrity Policy and Schedules (SLTC)

Dr Parsell presented the final draft of the Academic Integrity Policy and Schedule, noting the significant consultation on the policy across the University. He acknowledged the large piece of work to be done on communications and resources and advised of two further corrections: the final dot point under Purpose will be revised for clarity, and a definition of “authorship” will be inserted. Members also discussed adding a reference to academic freedom, the definition of self-plagiarism and issues related to proof reading, with Dr Parsell offering to add more detail from the Society of Editors.

Members approved the Academic Integrity Policy and Schedule unanimously.

Resolution 18/9

Academic Senate resolved to:
1. approve the Academic Integrity Policy, Schedule 1 – Shared Responsibility for Academic Integrity, and Schedule 2 – Definitions of Academic Activity, effective immediately; and
2. rescind the Academic Honesty Policy, effective immediately.

10.5 Senate Learning and Teaching Committee (SLTC): Change to Membership

Resolution 18/10

Academic Senate resolved to:
1. note Associate Professor Ayse Bilgin’s resignation from membership of the Senate Learning and Teaching Committee (SLTC); and
2. approve the nomination by the Chair of Academic Senate of Dr Paul Formosa to fill the resulting vacancy for an Academic Senate member on the SLTC for a term of membership expiring 31 December 2018.

10.6 Proposal for a Joint PhD Program with Twente University (RRTC)

Resolution 18/11

Academic Senate resolved to approve the proposed Joint PhD program with Twente University.

11. ACADEMIC SENATE PROJECTS

11.1 Purpose and Composition of Academic Senate: Defining “Academic Matters”

The Chair invited Zoe Williams to speak to this matter. Ms Williams reminded members that the Purpose and Composition of Academic Senate project has been approved last year, and gave an overview of the progress of the project working group. The review of Delegations of Authority conducted in 2016-2017 identified concerns with the Academic Senate Rules, specifically the reference to the broad term “academic
matters” in reference to Senate’s authority to approve policy or functions. The review noted that this provided little clarity as to those areas over which Senate has direct authority. Benchmarking revealed that there is no consistent approach across the sector in defining the scope of authority of the academic governing body, with several peer institutions also referring broadly to authority over “academic matters” in the terms of reference for the Academic Senate or equivalent body. Others include a comprehensive list of the areas over which Senate has authority, and others providing a vague, or no, definition.

The working group is seeking Senate’s advice on how to proceed, with the Chair suggesting there are three options: no definition, a sensu stricto definition (where every possible matter is listed) or a sensu lato definition (a general, but not exclusive, definition).

Members expressed general support for a sensu lato definition of “academic matters” with a suggestion that the definition also explain what is not covered by “academic matters”. Members also discussed the interplay between management and academic issues, with the Vice-Chancellor recommending that Senate ensure it can ensure decisions are made promptly. The Chair asked members if the explicit reference to academic freedom in the Academic Senate Rules should be removed, but members expressed support for its retention.

**Resolution 18/12**

Academic Senate resolved to note the report on the Purpose and Composition of Academic Senate and discussed the development of a definition of “academic matters”.

**11.2 Review of Academic Quality Assurance and Quality Enhancement: Desk Audit**

Ms Williams introduced this item on behalf of Ainslee Harvey, the Senate Project Officer responsible for this item. She briefed members on the methodology supporting this project and the work completed to date. The Chair advised this project is being chaired by Dr Panos Vlachopoulos, who was unable to attend this meeting. She noted the intersection of this project with the Academic Program Lifecycle project and other activities in the portfolio of the Deputy Vice-Chancellor (Academic) and Registrar, and that the working party has recommended that she and the DVC(A) consider the results of the desk audit.

The following points were raised in discussion:

- the importance of capturing and maintaining reports on program reviews so that data can be effectively utilised, noting that this is an issue that will be addressed under the Project Lifecycle project;
- dealing with staff development issues raised in reviews, noting that the staff capability and training framework is still being implemented;
- the Program Lifecycle dashboard is being trialled using the Bachelor of Commerce, and will be demonstrated to Senate later in the year.

Members noted the report and it was agreed the desk audit would be circulated for further feedback.

**Resolution 18/13**

Academic Senate resolved to note the desk audit report on Academic Quality Assurance and Quality Enhancement and referred the report to the Chair of Academic Senate and Deputy-Vice Chancellor (Academic) for consideration and a response.

**11.3 2018 Projects of Academic Senate and Committees**

The Chair presented the list of projects for 2018, noting these had previously been discussed at Senate and the Academic Senate Standing Committee. She asked members if they had any final comments. Members discussed Phase 2 of Shared Academic Governance, and the need for cross-faculty representation on Faculty Boards. Ms Williams provided more detail on the elements of Phase 2, pointing out the roles of ASQC, the Chair of Academic Senate and the Deputy Vice-Chancellor (Academic) and Registrar, and its intersection with the Program Lifecycle project. It was also suggested that the post-implementation review of AQF should be prioritised to assist with the Lifecycle project. Members approved the list of projects for 2018.

**Resolution 18/14**

Academic Senate resolved to approve the schedule of 2018 projects for Academic Senate and its committees.

**11.4 Fitness to Practice Procedure: managing the progression of students enrolled in practical, clinical and professional programs**

**Resolution 18/15**

Academic Senate resolved to note the progress of the working group developing a Fitness to Practice procedure to manage progression of students enrolled in practical, clinical and professional programs.

**11.5 Assessment Policy Post-Implementation Review Working Group Report (SLTC project)**

**Resolution 18/16**

Academic Senate resolved to note the updated project overview, and timeline for the completion of the Assessment Policy post-implementation review by the Senate Learning and Teaching Committee.
12. ITEMS FOR DISCUSSION

12.1 Faculty of Science and Engineering

Professor Messerle provided Senate with an overview of the Faculty of Science and Engineering’s year in 2017 and challenges for the future as follows:

- **Learning and Teaching:** the Faculty had a specific Teaching Quality focus in 2017. Each department now has a planning cycle in place for all staff and units, which covers the LEU, LET, peer review and program review cycle. A new administrative staff support structure has been introduced that supports learning and teaching more effectively, and administrative support of student services will be reviewed in 2018. The faculty is also preparing to offer a suite of programs online;
- **Engineering and Computing:** the Department of Engineering is now a School with a new Dean, Professor Darren Bagnall. Staff and student numbers have grown in Engineering and there is a new project-focussed teaching approach. Student numbers in Computing have also grown significantly but over a longer period. With significant growth the need for additional space has become urgent, and the University has responded to the need by renting space off-campus at 44-50 Waterloo Road for the School of Engineering. The Department of Computing may also need off-campus space;
- **Industry Engagement:** the Entrepreneurial Enriched PhD Program (EEPP) is underway, with offers made to between 10 and 20 applicants. There has been success with industry-based funding bodies (e.g. CRC, CRC-P, AIH, Defence) across the faculty (particularly in Computing, Physics and Biology);
- **Building Program:** 2017 saw the completion of the refurbishment of E7A (12WW), to provide office space for four departments. The Biology building in the Fauna Park is well underway and a small temporary Chemistry lab is nearing completion next to E7B (14SCO). Major refurbishment of laboratory space in E5A (11WW) will take place in 2018. Space is a significant challenge for the Faculty for 2018 and onwards, both in terms of quantity and quality for staff research and students;
- **Student recruitment and Women in STEM:** there has been significant work in student recruitment with a strong increase in GLEP (Global Leadership Entry Program) and SRS (Schools Recommendation Scheme) applications (numbers have more than doubled between 2017 and 2018). The Faculty’s focus on Women in Stem is also growing, with 60 students from 16 schools in the Women in STEM program and 5 STEM scholarships taken up in 2018;
- **Outreach and Visibility:** the Faculty has introduced a series of public lectures, to be known as the Mason lectures, with the first one in 2018 to be offered during the University’s Gender Equity Week;
- **Challenges:** to be competitive the Faculty needs to work with its market place and at the same, or even better, pace than its competitors. Changes to units are taking too long, and the Faculty needs more support from the University in working with significant professional and accrediting bodies such as Engineers Australia.

**Resolution 18/17**

Academic Senate resolved to note the presentation from the Executive Dean of the Faculty of Science and Engineering.

Professor Lesley Hughes departed the meeting at 11:50 am

12.2 Student Representation Framework at Macquarie University

Professor Wood provided members with an outline of the Student Representation Framework, highlighting the work by Professor Sally Varnham (at UTS), the potential for stronger emphasis on student representation from TEQSA and the University’s Learning and Teaching Framework as elements supporting the need for this new framework. She outlined the benefits to the University and students of a framework for student representation, adding that it is designed for use at local levels and features experienced student representatives training new representatives. Members supported the framework, noting it complemented Senate’s project on Partnership with and Recognition of Student Members.

**Resolution 18/18**

Academic Senate resolved to note the presentation from the interim Pro Vice-Chancellor (Students) on the Student Representation Framework at Macquarie University.

13. QUESTIONS ON NOTICE

The following question on notice was received:

Staff teaching in E7B (14SCO) and E5A (11WW) have been informed that classes are being cancelled in order to run additional graduations. How does the University justify prioritising graduations over teaching classes? What provisions are the University putting in place to ensure students who miss out on practicals (that require face to face and access to equipment) are not disadvantaged?

Professor Jameson advised that unfortunately there will be graduations on the last two days of teaching before the mid-session recess. Teaching activities are being moved or rescheduled, and would only be cancelled as a last resort. He assured members that every possible step is being taken to ensure affected students are not disadvantaged.
14. **ITEMS APPROVED BY THE CHAIR**

14.1 Summary of items approved under Executive Action by the Chair

   The Chair advised that this item was being taken off-line for further discussion and would be brought back to the next meeting.

15. **REPORTS FROM STANDING COMMITTEES**

15.1 Academic Senate Standing Committee

   Academic Senate noted the reports of the Academic Senate Standing Committee (ASSC) meetings of 5 December 2017 and by circulation in February 2018.

15.2 Academic Standards and Quality Committee

   Academic Senate noted the report of the Academic Standards and Quality Committee (ASQC) meeting of 30 January 2018.

15.3 Research and Research Training Committee

   Academic Senate resolved to note the report of the Research and Research Training Committee (RRTC) meeting of 13 February 2018.

15.4 Senate Learning and Teaching Committee

   Academic Senate noted the report of the Senate Learning and Teaching Committee (SLTC) meeting of 12 February 2018.

16. **REPORTS FROM FACULTY BOARDS**

16.1 Faculty of Arts Faculty Board

   Academic Senate noted the reports of the Faculty of Arts Faculty Board meetings of 12 December 2017 and 6 February 2018.

16.2 Faculty of Business and Economics Faculty Board

   Academic Senate noted the report of the Faculty of Business and Economics Faculty Board meeting of 11 December 2017.

16.3 Faculty of Human Sciences Faculty Board

   Academic Senate noted the reports of the Faculty of Human Sciences Faculty Board meetings of 11 December 2017 and 6 February 2018.

16.4 Faculty of Medicine and Health Sciences Faculty Board

   Academic Senate noted the report of the Faculty of Medicine and Health Sciences Faculty Board meeting of 11 December 2017.

16.5 Faculty of Science and Engineering Faculty Board

   Academic Senate noted the report of the Faculty of Science and Engineering Faculty Board meeting of 12 December 2017.

17. **UNIVERSITY HEARING COMMITTEE**

17.1 University Hearing Committee

   Academic Senate noted the summary report of the University Hearing Committee meeting of 6 December 2017.

18. **OTHER BUSINESS**

18.1 Academic Senate elections to be held in 2018

   The Chair drew members' attention to the elections to be held in 2018 and encouraged members to advise others of this opportunity.

   **Resolution 18/19**

   Academic Senate resolved to note the timeframe for the election of student representatives to Academic Senate for a term of membership commencing 1 June 2018.

19. **NEXT MEETING**

   The next meeting of the Academic Senate will be held on Tuesday 10 April 2018. Agenda Items are due by Tuesday 27 March 2018.

   The meeting closed at 11:59 am.