ACADEMIC SENATE

Minutes of a meeting of the Academic Senate held from 9:34 am to 11:54 am on Tuesday 26 November 2019 in the Manly Room, Level 4, 17 Wally’s Walk (17WW). Please note that the minutes reflect the order of items in the agenda.

MINUTES

PRESENT

Professor Jacqueline Phillips (Meeting Chair)
Professor Mariella Herberstein (by Skype)
Associate Professor Matt Bower
Dr Wylie Bradford
Professor Stephen Brammer
Professor Yvonne Breyer
Fiona Burton
Dr Frank Carrigan
Sayantani Chatterjee
Dr Florence Chiew
Professor Chris Dixon
Professor S Bruce Dowton (by Skype)
Alexei Feofiloff
Alexander Hablutzel
Professor Simon Handley
Associate Professor Judi Homewood
Professor Lesley Hughes
Professor Kevin Jameson
Associate Professor Catriona Lavernnicocca
Professor Bernard Mans
Dr Nicole Matthews
Professor Patrick McNeil
Professor Dominique Parrish
Professor Sakkie Pretorius
Professor Alison Rodger
Associate Professor Peter Roger
Associate Professor Lan Snell
Dr Mel Taylor
Jenni Zoue

APOLOGIES

Professor Sean Brawley
Sayantani Chatterjee
Professor Judith Dawes
Professor Catherine Dean
Associate Professor Adam Dunn
Dr Leanne Holt
Professor Grant Hose
Dr Tristan Kennedy
Associate Professor Peter Roger
Dr Mel Taylor
Professor Martina Möllering

ABSENT

Lillian Andolfatto
Aleksandra Nikolic
Manali Tayshete
Emily Ward

SECRETARY TO ACADEMIC SENATE

Dr Brad Windon

SECRETARIAT

Megan Kemmis

IN ATTENDANCE

Nermeen Abraham
Ellen Carlson
Antonia Dykes
Megan Kemmis
Dr Stuart Upton
Professor Dominic Verity
Professor David Wilkinson
Zoë Williams

1. PROCEDURAL ITEMS

1.1 Acknowledgement of Country

A meeting of the Academic Senate commenced at 9:34 am with Associate Professor Lan Snell acknowledging the traditional custodians of the land.

1.2 Welcome and Apologies

Professor Phillips, as presiding chair, acknowledged the apologies outlined above, and noted that the Vice-Chancellor is attending the first part of the meeting by Skype. She further noted that Professor David Wilkinson will attend to present item 6.2, and Professor Dominic Verity is in attendance to speak to item 11. Professor Phillips also took the opportunity to recognise two student members who are stepping down following this meeting: Aleksandra Nikolic and Lilian (Lilly) Andolfatto, noting Lilly’s involvement with a number of working groups, and thanked them for their contributions to Academic Senate.

1.3 Disclosure of conflicts of interest

No conflicts of interest were disclosed.

1.4 Adoption of unstarred items

The following item was starred: item 7

Professor Phillips also asked members to agree to a re-ordering of the agenda. Item 11 was moved to after agenda item 2.1, then following item 3.2 the agenda would move to deal with item 7. Members approved this re-ordering.

Resolution 19/124

Academic Senate resolved that the items not starred for discussion (Items 4.1, 4.2, 4.3, 4.4, 8.1 and 12.1) be noted and, where appropriate, be adopted as recommended.
2. MINUTES AND MATTERS ARISING

2.1 Minutes of the meeting held on 22 October 2019 for approval

Professor Phillips reported briefly on item 6.2 (Transitioning to Practice-Based Education at Macquarie: a Distinctive MQ Pedagogy) noting a reference in the minutes to a working group being formed to consider the recommendations of the report, with the intention of providing advice to this meeting of Academic Senate. She advised that the composition of the working group is still being determined and it will now report to Senate early in the new year.

At this point, the meeting moved to deal with agenda item 11.

Resolution 19/125

Academic Senate resolved to approve the minutes of the meeting held 22 October 2019 as a true and correct record.

Dr Frank Carrigan joined the meeting at 9:40 am and Professor Lesley Hughes joined the meeting at 9:45 am

3. REPORTS

3.1 Report from the Chair

Professor Phillips thanked the members of Governance Services, particularly Ms Zoë Williams, for their assistance while she has been acting Chair. Professor Herberstein then addressed the meeting by Skype, and thanked Professor Phillips for looking after Academic Senate in her absence, and adding her thanks to the staff of Governance Services. She briefly reflected on Academic Senate’s activities in 2019, pointing out that Senate has delivered a considerable portfolio of work over the past two years including a review of Senate’s terms of reference and composition, the approval of the new curriculum architecture and all coursework curriculum to be offered in 2020, and the model for shared academic governance with faculty boards. These items are milestones for the University, not just Academic Senate, and have been delivered in addition to a range of other projects and policy reviews. She emphasised the role of Governance Services in enabling Academic Senate to reach these achievements, singling out Ms Williams in particular for her guidance, support and advice.

3.2 Report from the Vice-Chancellor

The Vice-Chancellor provided a report on the following items:

- Dr Martin Parkinson has been appointed as Chancellor of the University;
- The Vice-Chancellor has recently met with the Hon Dr Geoff Lee (NSW Minister for Skills and Tertiary Education), who is planning to meet with Vice-Chancellors of NSW universities on a regular basis. Dr Lee’s key area of focus, however, is on TAFE and it is likely that he will ask NSW universities to review their current articulation arrangements with TAFE;
- The Federal Government continues to focus on graduate employability, but is also looking at how international students can be funnelled towards regional areas;
- The University Foreign Interference Taskforce has recently released the Guidelines to counter foreign interference in the Australian university sector which will necessitate some amendments to current University policies and procedures;
- Today’s edition of This Week contains a summary of issues covered at the recent Town Hall meeting with staff.

At this point the meeting moved to deal with agenda item 7.

3.3 TEQSA Re-registration Process Update

The Deputy Vice-Chancellor (Academic) reminded members he had undertaken to keep Academic Senate advised on this project. He referred members to the timeline attached to his written report, noting the project is still focussed at this point on confirming the approach to be taken to re-registration. Work will then commence on self-evaluation and the identification of any issues to be addressed prior to submission. While the University is viewed as low risk by TEQSA, it is required to demonstrate full and serious engagement with the re-registration process.

3.4 Question Time

Professor Phillips reminded members that a question on notice regarding the proposed disestablishment of the Faculty of Human Sciences and the staff freeze had been received, and inviting other questions regarding the reports received. The following question was raised:

- Dr Carrigan posed a question on the Australian media’s current anti-Chinese rhetoric and the importance of reminding people of historic precedent and possible impacts on the tertiary education sector. The Vice-Chancellor assured him that his points on historic precedents and potential impacts are being raised by the sector, including at recent meetings of the University
Foreign Interference Taskforce, with reference to evidence-based considerations of these issues. The Vice-Chancellor added that he is confident that universities are being heard on this matter.

3.5 Student-Led Business
No items of student-led business were raised.

4. ITEMS FOR APPROVAL

4.1 Curriculum Architecture Policy

Resolution 19/126
Academic Senate resolved to:

i. approve the proposed changes to the Curriculum Architecture Policy; and

ii. subject to approval of further amendments to the MQ Model: Postgraduate and Undergraduate Curriculum Architecture Principles proposed at Item 4.2, authorise additional requisite amendments to the Curriculum Architecture Policy to align the Policy with these revised Principles.

4.2 Curriculum Architecture: Amendments to Undergraduate and Postgraduate Principles

Resolution 19/127
Academic Senate resolved to:

i. approve the proposed changes to the MQ Model: Undergraduate Curriculum Architecture Principles, specifically amendments to Principle 27, 27.2 and some minor terminology corrections; and

ii. approve the proposed changes to the MQ Model: Postgraduate Curriculum Architecture Principles, specifically amendments to Principle 17, 17.1, 17.2, 17.5 (deleted) and some minor terminology corrections.

4.3 Revised list of desirable doubles

Resolution 19/128
Academic Senate resolved to approve the revised list of desirable doubles which reflect the change to nomenclature.

4.4 Amendments to the General Coursework Rules required to support the implementation of the 2020 Curriculum

Resolution 19/129
Academic Senate resolved to:

i. endorse the proposed changes to the General Coursework Rules;

ii. recommend the proposed changes to the General Coursework Rules for approval by Council with effect from 1 January 2020; and

iii. approve subsequent amendments to align terminology in Learning and Teaching Policies and Procedures with the Curriculum Architecture.

5. ACADEMIC SENATE PROJECTS

5.1 Academic Senate Projects: Update on 2019 Projects and Project Planning for 2020
Professor Herberstein took members through a brief overview of Academic Senate’s projects for 2019 and the progress on each to date. She noted that the Post Implementation Review of the HESF is closely aligned with the University’s submission to TEQSA for re-registration and proposed this project be disestablished and referred to the Deputy Vice-Chancellor (Academic). Members were then taken through the proposed schedule of projects for 2020, noting that this list is based on consultation with the Deputy Vice-Chancellors (Academic) and (Research), particularly regarding policies due for review, and feedback from Associate Deans, Heads of Department and members of Academic Senate. New projects include the post-implementation review of shared academic governance, preparations for re-registration with TEQSA and addressing the recommendations from the external review of Senate. Four projects will continue from 2019: the review of the General Coursework Rules, the post-implementation review of the AQF, the post-implementation review of support and recognition of students involved in academic governance, and the finalisation of the external review of Senate. Professor Herberstein also referred members to the list of policies due for review which are subject to Academic Senate approval. In some cases these policies are already under review, but she noted that Senate needs to ensure some oversight of this work.
Professor Phillips drew members’ attention to the planning for an annual schedule of business, and the intention for a more proactive approach to engaging with reports received by Academic Senate. Members noted the report and endorsed the list of projects for 2020.

**Resolution 19/130**

Academic Senate resolved to:

i. note the report on 2019 Academic Senate projects;

ii. recommend that the Post Implementation Review of the HESF be disestablished as a project of Academic Senate and be referred to the Deputy Vice-Chancellor (Academic) for inclusion with the TEQSA re-registration with Senate as stakeholder;

iii. endorse the list of Academic Senate Projects for 2020 to the Academic Senate Standing Committee; and

iv. note the preparations for developing an Annual Schedule of Business for 2020.

**5.2 Update: External Review of Academic Senate**

Professor Jameson reminded members that an external review is being conducted by Emeritus Professor Richard Henry. Professor Henry has met with a number of key stakeholders and is aiming to finalise his report early next year. He added that submissions can still be made to Professor Henry (via email to r.henry@unsw.edu.au). Further advice on the review will be given at Academic Senate’s meeting in February next year.

**Resolution 19/131**

Academic Senate resolved to note the update on the external review of Academic Senate.

6. **ITEMS FOR DISCUSSION**

**6.1 Enhancing student learning to maximise future success: Learning and Teaching Strategic Framework 2020-2024**

Professor Phillips invited Professor Parrish to present the draft strategic framework to members. Professor Parrish reminded members that the draft framework had previously been circulated to them for feedback and was now presented as a final draft for their endorsement. She outlined the thinking behind the development of the document, highlighting the range of consultations undertaken with staff and students. Feedback on the final document has been captured in a section of the agenda item with advice on how each issue has been dealt with.

Dr Matthews noted that the framework refers to staff development but doesn’t mention any specific training, and asked if there would be a move away from training. Professor Parrish advised this was not the case, and that her team are currently looking at both relevant UK standards and the work of Professor Denise Chalmers in comparison with the University’s Academic Promotions criteria to develop a capability framework. This will inform the type of support required by staff at all levels, including casual teaching staff, and how the University provides orientation and induction to staff. She suggested a range of resources could be developed including online courses, recognition of capabilities via microcredentials, workshops as well as existing training.

Members endorsed the draft Learning and Teaching Strategic Framework 2020-2024.

At this point the meeting moved to deal with agenda item 5.1.

**Resolution 19/132**

Academic Senate resolved to endorse the Enhancing student learning to maximise future success, Learning and Teaching Strategic Framework 2020-2024 and recommend that Executive Group approve the Strategic Framework.

Ms Jenni Zoue joined the meeting at 11:00 am. Professor Simon Handley left the meeting at 11:05 am.

**6.2 University Rankings**

Professor Phillips welcomed Professor Wilkinson and invited him to make his presentation. Professor Wilkinson took members through a shorter version of the presentation he provided to the Senior Executive retreat in July this year, pointing out that the University’s global rankings are relatively poor compared to its competitors and its aspirations, using the University of Technology Sydney (UTS) as an example of how a university can steadily improve its rankings by adopting specific strategies. He also highlighted that rankings are becoming increasingly more important to both domestic and international students in terms of deciding which university they attend, and has direct consequences for revenue. The University currently receives around 31% of its annual revenue from international student fees, which exposes the University to fluctuations in that market.

Professor Wilkinson provided an overview of how each of the main global ranking systems operate, and the types of data used. The University has adopted a strategy to optimise its submissions to each
system and he pointed out areas in need of improvement, particularly the need for growth in publications and citations.

Members raised the following points in discussion:

- Professor Wilkinson was asked if there were plans to provide this advice more broadly to staff at the University. In addition to agreeing for his slides to be distributed to members after the meeting, he offered to speak with departmental or faculty groups on this matter;
- A question was raised regarding the reference to a citation gap at the University, and whether this applied to specific disciplines only. He advised that the gap referred to his slides was normalised across disciplines and is not directed at specific disciplines;
- In response to a question about the strategy used by UTS to improve its rankings, he advised that they had focussed on improving the reputational feedback from international academics and other institutions and had identified specific research priorities.

At this point the meeting moved to deal with agenda item 6.1.

**Resolution 19/133**

Academic Senate resolved to note the presentation from the Deputy Vice-Chancellor (Engagement) on University Rankings.

7. **QUESTIONS ON NOTICE**

Professor Phillips advised members that the following questions on notice were raised by Dr Nicole Matthews (from the Faculty of Arts), Associate Professor Peter Roger (Faculty of Human Sciences), Dr Mel Taylor (Faculty of Human Sciences) and Dr Florence Chiew (non-Faculty academic staff representative) and had been forwarded to both the Vice-Chancellor and the Deputy Vice-Chancellor (Academic) for a response:

1. How will the proposed disestablishment of the Faculty of Human Sciences and the current hiring freeze and contract non-renewal impact on the delivery of the new curriculum recently approved by Senate?
2. What measures will be put in place to reduce the impact on teaching quality and the student experience of the current hiring freeze and proposed disestablishment of the Faculty of Human Sciences?
3. Given the value of the PACE programme for student employability and the student experience, what will the future of PACE look in the light of these proposed changes? What actions will be taken to avoid negative impacts on academic workloads given the impact of contract non-renewal on PACE staff?
4. Should the disestablishment of the Faculty of Human Sciences go ahead, how will this impact on Senate membership and the balance between ex-officio and elected members?

Professor Phillips reminded members of Academic Senate’s core purpose, noting that the questions spoke to its remit but also raise matters related to University management. She then dealt with the fourth question raised as it dealt with the composition of Academic Senate, noting that both she and Professor Herberstein agree that the balance between ex officio and elected members, including student members, is critical and was a guiding principle in the recent review of the purpose and composition of Senate. She advised that a paper will be presented to Senate in the new year outlining how this balance can be maintained in the eventuality that the Faculty of Human Sciences is disestablished, what action should be taken with respect to the remaining Faculty Boards and how the impact on Academic Senate’s current working groups and projects will be addressed.

The Vice-Chancellor was invited to comment, and expressed agreement for maintaining the current balance between ex officio and elected members on Academic Senate. He responded to the first three questions as follows:

- Contract renewals: he advised that these are not automatically frozen but can be reviewed under the Recruitment Evaluation Board (REB), with front line positions being given priority. Some positions in the Faculty of Human Sciences will continue to ensure there is appropriate support to staff and students while the change proposal is worked through, and there will be a transition team appointed. The change proposal has been released to affected staff in the Faculty of Human Sciences, and senior staff and Associate Deans in the faculty are deeply engaged to ensure all issues are addressed;
- Teaching Quality and Student Experience: in addition to his first advice, the Vice-Chancellor added that staff will be transferred or redeployed as much as possible, and that the Associate Deans have provided advice to assist with these decisions;
- PACE: the change proposal refers to maintaining the current PACE team with a possibility of moving staff to other faculties to support existing staff;
• As a general point, he stressed that the focus is on continuing to support front line staff, particularly those involved with student support and research.

Professor Jameson also responded, emphasising the University’s shared focus on student success, experience and employability, reiterating the Vice-Chancellor’s advice that front line staff are being prioritised. He acknowledged there will be an impact but assured members that the University is working to minimise this as much as possible. He also advised that the current PACE team will continue at the University, but pointed out that student employability needs to be more thoroughly embedded in curriculum. This is an issue currently being considered by Professor Parrish, with the aim of expanding PACE into postgraduate coursework and providing scaffolding throughout courses, rather than relying on a stand-alone unit.

Professor Phillips asked if the members who had submitted the question on notice were satisfied with the response provided. Dr Taylor expressed concern about the academic workload involved with implementing the 2020 curriculum in the context of the proposed change. The Vice-Chancellor responded that the University’s course offerings need to be reviewed in terms of how well the new courses perform and whether there are courses that should be reconsidered, and this will be used to determine how the University addresses academic workload. He added that the staff freeze is a short-term measure to allow the University space for a discussion of its approach, but he stressed the need for the University to review its priorities and identify those things that will no longer be done so that resources can be allocated to those priorities. Professor Jameson seconded these remarks, adding that budget allocation has to align with the University’s key strategies.

Associate Professor Roger emphasised the importance of key teams within the Faculty of Human Sciences in ensuring a quality student experience and he expressed concern that this would be lost in the proposed changes. The Vice-Chancellor urged him and other staff in the Faculty to outline these issues in their response to the change paper.

Associate Professor Snell queried how the University can achieve growth, with Professor Jameson offering to speak to her separately on this issue. Professor Phillips thanked everyone for their contributions.

At this point, the meeting returned to item 3.3 on the agenda.

Resolution 19/134

Academic Senate resolved to note the response to the Question on Notice.

The Vice-Chancellor left the meeting at 11:02 am

8. ITEMS APPROVED BY THE CHAIR UNDER EXECUTIVE ACTION

8.1 Summary of items approved under Executive Action by the Chair

Resolution 19/135

Academic Senate resolved to ratify the following decisions made under executive action by the Chair of Academic Senate as follows:

i. the appointment of Professor Alison Rodger as an academic staff member from the Faculty of Science and Engineering on Academic Senate for a period of membership expiring 31 December 2020;

ii. the appointment of Dr Milena Gandy as an Early Career Researcher member on the Research and Research Training Committee for a period of membership expiring 25 July 2021;

iii. the approval of the following late changes to the following submissions effective 1 January 2020:

Faculty of Arts

C000064 Master of Creative Writing
C000320 Master of Creative Writing (OUA)
C000321 Diploma of Languages (Chinese)
C000322 Diploma of Languages (Croatian)
C000323 Diploma of Languages (French)
C000324 Diploma of Languages (German)
C000325 Diploma of Languages (Italian)
C000326 Diploma of Languages (Japanese)
C000327 Diploma of Languages (Modern Greek)
C000328 Diploma of Languages (Polish)
C000329 Diploma of Languages (Russian)
C000330 Diploma of Languages (Spanish)
FOAR7004 Arts Internship for Researchers
Q000038 Geography Studies
Q000231 Cultural Anthropology
R000080 Social Policy and Planning
Faculty of Human Sciences
C000196 Bachelor of Education (Secondary)
C000214 Bachelor of Philosophy/Master of Research (Human Sciences)
C000219 Master of Research (Human Sciences)
Q000074 Applied Linguistics

Faculty of Science and Engineering
C000023 Master of Environment
C000045 Graduate Certificate of Applied Statistics
C000063 Master of Conservation Biology
C000071 Master of Marine Science and Management
C000078 Master of Sustainable Development
C000114 Master of Science Innovation in Geology and Geophysics
C000124 Master of Information Systems Management
C000125 Master of Information Technology in Cyber Security
C000181 Master of Engineering in Environmental and Safety Engineering
C000198 Bachelor of Cyber Security and Master of Information Technology in Cyber Security

P000181 Astrobiology

Macquarie Business School
C000318 Graduate Certificate of Global Business Practice

Macquarie University International College (MUIC)
C0000146 Diploma of Engineering

PACE
PACE2001 Professional Practice Placement 1
PACE3001 Professional Practice Placement 2
PACE3060 Seeing, Thinking and Doing PACE Internationally
PACE4099 Advanced Professional Practice and Reflection
PROF1001 Introduction to Professional Practice

9. REPORTS FROM STANDING COMMITTEES

9.1 Academic Standards and Quality Committee: report of the meeting of 5 November 2019
Academic Senate noted the report of the Academic Standards and Quality Committee meeting of 5 November 2019.

9.2 Research and Research Training Committee: report of the meeting of 19 November 2019
Academic Senate noted the report of the Research and Research Training Committee meeting of 19 November 2019.

9.3 Senate Learning and Teaching Committee: reports of the meetings of 14 October and 4 November 2019
Academic Senate noted the reports of the Senate Learning and Teaching Committee meetings of 14 October and 4 November 2019.

10. REPORTS FROM FACULTY BOARDS

10.1 Faculty of Arts Faculty Board: report of the meeting of 15 October 2019
Academic Senate noted the report of the Faculty of Arts Faculty Board meeting of 15 October 2019.

10.2 Faculty of Human Sciences Faculty Board: reports of the meetings of 15 October and 13 November 2019
Academic Senate noted the reports of the Faculty of Human Sciences Faculty Board meetings of 15 October and 13 November 2019.

10.3 Faculty of Medicine and Health Sciences Faculty Board: report of the meeting of 17 October 2019
Academic Senate noted the report of the Faculty of Medicine and Health Sciences Faculty Board meeting of 17 October 2019.

11. UNIVERSITY DISCIPLINE COMMITTEE

Summary report of the University Discipline Committee meetings held in October 2019.

Professor Phillips welcomed Professor Verity, the Chair of the University Discipline Committee (UDC) and past Chair of Academic Senate, to the meeting. She pointed out that recent TEQSA re-registration outcomes indicates that TEQSA expects governance bodies at universities to consider a range of quality data in some detail and to take action where appropriate. She and Professor Herberstein are proposing that Academic Senate change how it engages with information such as the regular reports
from UDC by having regular discussions of these reports which can help Senate identify areas for action and issues such as academic integrity.

Professor Verity provided members with an overview of UDC and a brief history of the relevant University policies, highlighting the My Master incident as a major catalyst for policy and procedure changes. He outlined the year-to-date data on cases heard by both UDC and Faculty Discipline Committees (FDCs), and aggregated data from 2016 to 2019. In comparison to the last year or so, it appears that overall case numbers will be down in 2019, but Professor Verity expressed concern that this represents a decrease in reporting, and not a genuine decrease in incidents. This was particularly highlighted in data on the number of cases being heard by FDCs. Cases involving the purchase of submitted materials (contract cheating) are automatically heard by UDC and the number of these cases is rising over time. The UDC is also concerned about the number of cases involving the use of forged documents, as this is a criminal offence under State legislation. FDCs continue to hear the bulk of plagiarism cases and examination misconduct involving first time offences, and a number of appeals against FDC and UDC decisions are lodged each year, but are relatively small in number.

He highlighted a number of issues for Senate to consider as follows:

- there is evidence that the level of reporting of cases is falling, but the reasons for this are unclear. It may reflect frustration with the current processes e.g. perceived administrative burden in completing reports, length of time taken to resolve cases, lack of insight into how cases are being managed, etc. He suggested that more thought be given into how minor matters are handled under the current policy and procedure but emphasised the need for accurate reporting and procedural fairness in whatever process is used;
- the current penalty regime requires review, and the UDC is seeking Academic Senate’s guidance on this issue. He pointed out that it is inappropriate to apply an academic penalty to non-academic behaviour such as the use of a fraudulent medical certificate. While any academic benefit gained by the behaviour (such as the granting of special consideration) should be reversed, it is not appropriate to use a mark reduction as the penalty. UDC has introduced the use of a suspended penalty where a student will be given a one semester exclusion which is not invoked unless they commit a further breach, but Professor Verity pointed out that it should not be up to the committee to create new penalties;
- the Academic and Ethics Work Place Module is required to be completed by any student found guilty by either an FDC or the UDC, and he noted the invaluable work of Ms Tessa Green in developing this module. He also referred to the work of Associate Professor Tracey Bretag (University of South Australia) and suggested her paper on national trends be circulated to members (Secretary’s note: this was done following the meeting), adding that the University’s reported cases of academic misconduct is under the national average;
- the UDC noting a concerning number of students either attending hearings with a translator or struggling to communicate with panel members in English.

Professor Phillips thanked Professor Verity for his presentation, advising that the Student Discipline Procedure will be reviewed next year. This, together with planned changes to the support systems should address some of these issues. Members made the following points in discussion:

- depending on their cultural background, students may find the standard warning letter very alarming, particularly if it then takes some time before any other action occurs. Professor Verity agreed that there should be more feedback to students in this situation, but pointed out that UDC is currently resolving cases in 3 to 4 weeks, with students provided with support from Advocacy;
- the intensification of work undertaken by staff was suggested as a reason for the decrease in rates of reporting, and Professor Verity agreed that workload can be a disincentive to reporting. He pointed out that there are many minor and borderline behaviours observed which could be addressed through education, but there are no clear processes available at the moment. At the same time, reporting all incidents is crucial to ensure the University can identify trends and issues;
- identifying students who are struggling with English language issues was suggested as a proactive means of preventing academic misconduct, with Professor Verity agreeing that more work is needed to understand the language issues faced by some students.

Professor Phillips invited Professor Parrish to comment on the work currently underway on academic integrity. She advised that there are plans to make the Academic and Ethics Work Place Module available to all students, and developing a University-wide approach to promoting academic integrity. Ms Williams added that the Executive Director, Student Engagement and Registrar has commissioned a new system for student case management which will support student discipline, complaints and appeals as well as advocacy, and will support an holistic approach to dealing with students with complex issues.
At this point the meeting returned to agenda item 3.1.

**Resolution 19/136**
Academic Senate resolved to note the presentation from the Chair of the University Discipline Committee, including the summary report of the meetings of the University Discipline Committee held in October 2019.

12. **OTHER BUSINESS**

12.1 Schedule of meeting dates for 2020

**Resolution 19/137**
Academic Senate resolved to note the schedule of meeting dates for 2020.

The next meeting of the Academic Senate will be held on Tuesday 18 February 2020. Agenda items are due by Tuesday 4 February 2020.

The meeting closed at 11:54 am.