Minutes of the 263rd meeting of the Academic Senate held at 9:30am on Wednesday 8 March 2006 in 20.5, Communications Building.

Present:

Prof D Griffiths (Chair)  Mr G Ellmers  A/Prof K Maxwell  Dr J Skillen
A/Prof D Considine (Deputy Chair)  A/Prof P Else  A/Prof M McCrae  Mr R Stace
Dr A Abraham  A/Prof B Ferry  Ms F McGregor  Prof Sutton
Prof L Astheimer  Mr C Grange  A/Prof J McQuilton  Dr E Thomson
Prof S Bouzerdoum  Prof B Harper  Dr T Musgrave  Prof G Turcotte
A/Prof T Bryant  A/Prof P Heaven  A/Prof R Nillsen  Prof B Uy
A/Prof B Buttemer  A/Prof A Hodgkinson  Prof P Ogunbona  A/Prof D Vance
Prof R Castle  Mr W Hudson  Mr R Perrin  Mr R Vickers
Prof J Chicharo  Dr D Jolley  A/Prof Ian Porter  Mr A Wearne
Dr D Christie  Ms Y Kerr  Ms E Rao  A/Prof E Wilson
A/Prof P Cooper  Prof P Kitley  Mr M Rowney  Prof J Wright
Mr P Dickson  A/Prof R Lewis  Prof J Seberry  A/Prof T Wysocki
A/Prof S Dodds  Dr L Lyons  Ms E Silk  A/Prof H Yeatman
Prof P Eklund  Dr P Lysaght  A/Prof S Sivakumar

In Attendance:
Ms R Buckham (ITC)  Prof M Barrett (Faculty of Commerce), Mr C Mowbray, Ms T Hoynes, Ms L Kirchmajer and Ms S Watson (from Secretariat), Ms T McLaughlin (Executive Officer).

PART A - PRELIMINARY BUSINESS

*A1  Apologies, Leave of Absence and Welcomes

Apologies were received from Dr L Chisholm, Ms N Conyer, Prof J Hogg, Prof A Lawson, Dr A Macris, Dr B Meyer, Dr I Piper, Dr P Sharrad, Prof M Sheil, Prof T Speeding, A/Prof W Vialle, A/Prof B Walker, Prof A Wells, Prof R Whelan, A/Prof M Zanko.

The following members had taken Leave of Absence: Prof S Kaye, Ms J Marychurch and Mr J Littrich. The Chair reminded the Committee of the official process for taking Leave of Absence from a Committee, and of the various options for replacement, depending on the length of time of leave.

The Chair welcomed observers of the meeting: Prof M Barrett from the Faculty of Commerce, and Mr C Mowbray and Ms S Watson from the Policy & Governance Unit.

*A2  Arrangement of the Agenda

(i) The following items were starred (*) for discussion:

B1  Elections of Senate Members to other Committees
B2  Academic Senate Values
B3  Retention of Assessment Documents
(ii) A motion to adopt the draft resolutions and recommendations to Academic Senate for the unstarrred items was carried.

*A3 Business from the Last Meeting

A3.1 Minutes of the Previous Meeting (09/11/2005)

Resolved (01/06)

That the minutes of the previous meeting of 9 November 2005 be accepted as a true record of that meeting.

A3.2 Business Arising from the Minutes

There was no business arising from the Minutes.

*A4 Confidential Items of Business

There were no confidential items of business.

*A5 Vice-Chancellor's Business

The Vice-Chancellor reported on the following items:

Appointment of Prof Lee Astheimer to the position of Pro Vice-Chancellor (Research): It was appropriate that a position be formed to deal with the research agenda that is being given a high priority by the Federal Government. The Vice-Chancellor welcomed Prof Astheimer to the Senior Executive as the Pro Vice-Chancellor (Research) and commended her efforts so far.

Teaching and Learning Performance Funding: The Federal Government recommended three levels for funding distribution. UOW was placed in the top level (top five Universities), and received $5.1 million. This is a terrific outcome, and all involved are to be congratulated, in particular the efforts of the Deputy Vice-Chancellor (Academic).

Departure of Ms Robyn Weekes: The Vice-Chancellor acknowledged the great contribution to the University by Ms Robyn Weekes in her role as Director of Employment Equity & Diversity. Ms Weekes will be taking a leave of absence before she retires from the University later this year. Mrs Lynne Wright will take on the position as a secondment, and the Vice-Chancellor is confident that Mrs Wright will carry on the proactive work of Ms Weekes.

Enterprise Bargaining Agreement compliant with Government requirements: The Enterprise Bargaining Agreement reached between the unions and management for both general staff and academic staff has been found compliant with the Higher Education Workplace Relations Reforms, and as such the University will retain the 5% funding increase from the government. The Vice-Chancellor acknowledged the cooperation of the unions and the leadership of the Deputy Vice-Chancellor (Operations).

Innovation Campus developments: Building activity can be expected later this year. The research teams of Prof Gordon Wallace and Prof Shi Dou will move to a new Innovation Campus building.

Medical School developments: The Stage One accreditation has now been granted by the Australian Medical Council, a significant step in the approval process. Work has now begun on the Stage Two accreditation, and the School is planning for a 2007 intake. Building work is due to be finished by mid 2006. Staff appointments have taken place.
Domestic and International Enrolments: 2006 enrolments have done extremely well in an environment that is not particularly buoyant for domestic students. Some Universities have returned unfilled places; therefore it is a positive sign that UOW was able to meet its quota. This outcome reflects the high status that UOW has within the community. Congratulations go to Faculties, UniAdvice, Chris Hadley and the Deputy Vice-Chancellor (Operations). 2006 international enrolments have seen a 7% reduction from the previous year, however this is consistent with numbers across the country. In particular Informatics courses across the country are struggling.

Appointment of new Minister for Education, Science and Training, Julie Bishop: The Vice-Chancellor has met with the new minister on two occasions, once representing the AVCC and once representing UOW. The Vice-Chancellor is positive about Ms Bishop, and believes that she will analyse issues in depth before moving on anything. The Industrial Relations agenda and Voluntary Student Unionism will continue as is, as these agendas are set by the Cabinet. Ms Bishop is keen to see the Research Quality Framework proceed, but will look at the issues of timing as well as the debate between quality and impact of research assessment.

Appointment of Dr Jim Peacock as Australia's Chief Scientist: The new Chief Scientist, Dr Jim Peacock, is likely to chair the Research Quality Framework Implementation Group.

Dean of Commerce appointment in progress: The appointment of a new Dean of Commerce is underway.

*A6 Chair's Business
The Chair reported on the following items:

Overview of Governance Structure at UOW: The Chair gave an overview of the governance structure at UOW, detailing the hierarchy of decision making from the University of Wollongong Act and By-Law, the University Council and the committees that sit underneath Council, including Academic Senate. The Chair highlighted the importance of communication across all committees, including Faculty committees and student bodies.

Academic Senate Induction Process: The Chair outlined the current induction process for new members to Academic Senate, which gives new members an opportunity to find out what their roles are, as well as an opportunity to raise queries and issues.

Critical Agenda Items for 2006 Academic Senate meetings: As per Recommendation 2.1.3 of the Senate Self-Review Working Party, critical agenda items were called for from members prior to the meeting. Two issues were raised by members: Academic Integrity, about which the Senate executive already have discussions underway; and a review of Session Dates. Other items will come from the sub-committees URC, UEC and UIC, as well as business flowing from the imminent AUQA report.

One meeting to be set aside for debate: Recommendation 2.4.2 of the Senate Self-Review Working Party was the setting aside of one meeting during the year for the sole purpose of academic debate. The Chair suggested that the meeting that followed the special course approvals meeting to meet DEST requirements would be appropriate, namely Wednesday 4 October 2006.

Restructure of ITPAC: The Information Technology Policy Advisory Committee has been restructured, with the approval of the Vice-Chancellor. Academic Senate will continue to have input into the committee, as the Chair of Senate is an ex-officio member of the restructured ITPAC.

Academic Integrity Project: This project flows on from the 2002 Review of Assessment Practices and Process (RAPP). Issues identified in the 2002 review have now been addressed and or implemented, however some of the policies and practices that came out of RAPP are
now in need of review. A reference group has begun work on an Academic Integrity project
which will encompass a review of policy and practice. More information will come to Senate
throughout the year. Involvement of students and faculties will be essential.

**Special Consideration Working Party:** This UEC working party is being chaired by David
Vance, and will review issues with the current Special Consideration Policy and practices. The
first stage of consultation is a questionnaire being sent to all Academic Staff, associated
members are encouraged to answer.

**Michael Birt Debate:** Steps are underway to hold the Michael Birt Debate in the second half of
this session.

A member responded to the Chair’s report regarding issues with current Session Dates,
informing the committee of feedback from students that the 2006 session breaks do not overlap
with school holidays, causing difficulties with class attendance and child care. There are also
issues with the Research Calendar. The Manager, Policy & Governance Unit informed the
committee that school holidays are taken into consideration when setting the Academic
Calendar, but that overlap is not always possible due to other constraints on the Academic
Calendar.

A member raised the concern that the Community Engagement Committee sits outside the
Committee structure, and that there is a need for it to be integrated with the mainstream
University committees, and its profile strengthened. The Chair agreed to discuss this matter with
the Vice-Chancellor, Manager of Community and Partnerships and others; and report back to
the June Senate meeting.

*A7  Reports from Senior Executive and Members of other University Committees*

**DVC(Academic) Report**

**AUQA:** The DVC(A) noted that the AUQA Final Report would be released Wednesday 15
March, and would contain a mix of commendations, affirmations and recommendations. UOW
must respond to the recommendations within an eighteen month period. The recommendations
are in the context of practice of a high standard. In addition to availability of the report on the
AUQA website, commentary in the 15 March edition of The Australian could be expected.

**Guidelines for applications for spending under the Learning & Teaching Fund:** these will
be available from 15 March. Areas of priority will include teaching and development, small
space upgrades, employment service and Carrick Institute program efforts. The Funding will be
spent over the next three years.

**Carrick Awards:** 210 citation awards will be awarded by the Carrick Institute in 2006.
Nominees are currently being sought, and these people will be asked to develop a submission.
The University will then prioritise these and will put forward ten nominations. The DVC(A) is
confident that UOW should receive five to six citations, with an award of $10,000 each.

**Carrick Project Grants:** Nominees for Carrick Project Grants are also currently being sought.

**Carrick Institution Grant Committee:** the DVC(A) has been appointed to the Carrick Institution
Grant Committee.

**ITPAC (A) Report**

Grant Ellmers reported on the recent restructure of ITPAC and the consequent dissolution of
ITPAC(A), which has been replaced by the Users Subcommittee. Academic Senate will
continue to have input into ITPAC, as the Chair of Senate is an ex-officio member of the
restructured committee. The committee is currently discussing central desktop support and
control, internet billing and the hold of emails sent to “All” mailing lists until after 5pm.
A member queried how the membership of the Users Subcommittee was chosen. The Chair read out the membership.

*A8 Business from Senate Subcommittees
There was no business from Senate Subcommittees.

*A9 Business from Faculties and WUC
There was no business from Faculties and WUC.

*A10 Members’ Business
The following issues were raised by members:
- The management of repeat plagiarism offenders under the current Plagiarism Policy, including cross-ownership of subjects and how repeat offenders were managed in these circumstances. The Chair advised that the Academic Integrity Project would include a review of the current plagiarism policy and practices.
- Data storage in relation to the Retention of Assessment Documents.
- The possibility of paint marking the parking spaces on Northfields Avenue. The Vice-Principal (Administration) agreed to look into the matter.

*A11 Student Members’ Business
There was no business from student members of Senate.

PART B GENERAL BUSINESS

*B1 Elections of Senate Members to Other Committees

B1.1 Election of two Senate Student Representatives to the University Internationalisation Committee
Two nominations were received for the positions:
- Mr Martin Rowney
- Ms Emilie-Jane Ens

Accordingly, Mr Rowney and Ms Ens were elected unopposed as the Academic Senate Student Representatives to the University Internationalisation Committee.

Resolved (02/06)
That Academic Senate note the outcomes of the election and congratulate those elected, as follows:

Martin Rowney and Emilie-Jane Ens as Academic Senate Student Representatives on the University Internationalisation Committee for the term 8 March to 31 December 2006.

B1.2 Election of one Senate Student Representative to the Senate Standing Committee
One nomination was received for the position:
- Mr Warren Hudson
Accordingly, Mr Hudson was elected unopposed as the Academic Senate Student Representative to the Senate Standing Committee.

**Resolved (03/06)**

_That Academic Senate note the outcomes of the election and congratulate those elected, as follows:_

_Warren Hudson as the Academic Senate Student Representative on Senate Standing Committee for the term 8 March to 31 December 2006._

[Note: Item B1.3 was withdrawn from the agenda]

**B1.4 Election of two Senate Representatives to the Planning & Development Committee**

Two nominations were received for the position:

- A/Prof Rod Nillsen
- A/Prof Paul Else

Accordingly, A/Prof Nillsen and A/Prof Else were elected unopposed as the Academic Senate Representatives to the Planning & Development Committee.

**Resolved (04/06)**

_That Academic Senate note the outcomes of the election and congratulate those elected as follows:_

_Rod Nillsen as an Academic Senate Representative on the Planning and Development Committee for the term 8 March 2006 to 31 July 2007 and Paul Else as an Academic Senate Representative on the Planning and Development Committee for the term 8 March 2006 to 31 July 2008._

**B1.5 Election of two Senate Representatives to the Academic Staff Development Committee**

Two nominations were received for the position:

- A/Prof Kay Maxwell
- Dr Anne Abraham

Accordingly, A/Prof Maxwell and Dr Abraham were elected unopposed as the Academic Senate Representatives to the Academic Staff Development Committee.

**Resolved (05/06)**

_That Academic Senate note the outcomes of the election and congratulate those elected, as follows:_

_Kay Maxwell and Anne Abraham as Academic Senate Representatives on the Academic Staff Development Committee for a two year term from 14 March 2006 to 13 March 2008._
B1.6 Election of one Non-Professorial Academic to the Medical School Education Accreditation Committee

One nomination was received for the position:

- Dr Pauline Lysaght

Accordingly, Dr Lysaght was elected unopposed as the Non-Professorial Academic on the Medical School Education Accreditation Committee.

Resolved (06/06)
That Academic Senate note the outcomes of the election and congratulate those elected, as follows:
Pauline Lysaght as the Non-Professorial Academic on the Medical School Education Accreditation Committee.

*B2 Academic Senate Values

The Deputy Chair gave a background to the item. The group that developed the values aimed to present the values in a way that provided relevance and use of the values, examples of these, as well as stating the values themselves. The committee discussed the need to measure performance against the values. It was agreed that the committee should seek to develop and implement useful and simple performance indicators for Senate and that a proposal about these would come back to Senate at a future meeting.

Resolved (07/06)
That Academic Senate approve the Academic Senate Values as detailed in the attached agenda papers, for immediate implementation.

*B3 Retention of Assessment Documents

The Chair explained the background of the item, and the need for all staff to take responsibility to meet the government requirements. The committee discussed the importance of communicating the (revised) Government requirements to all staff within the University. It was agreed that the Policy & Governance Unit would develop a communication strategy for units to apply. Also discussed were issues surrounding storage of documents, both hard-copy and electronic files.

Resolved (08/06)
That Academic Senate:
  i) approve the revised Schedule 3 of the Code of Practice Teaching and Assessment–Retention of Assessment Records; and
  ii) approve the amendments to the Code of Practice Teaching and Assessment that result from the amendments to the Schedule for Retention of Assessment Records.

B4 Amendment to WUC Ex-Officio Academic Senate Membership

Resolved (09/06)
That Academic Senate approve the amendment to the WUC Ex-Officio position, namely that it be filled by the Director, WUC, effective immediately.
B5 Amendment to Senior Executive Ex-Officio Academic Senate Membership

Resolved (10/06)
That Academic Senate approve the amendment to the Senior Executive Ex-Officio positions, namely from “Pro Vice-Chancellors” to “Deputy and Pro Vice-Chancellors”, effective immediately.

B6 Graduate School of Business Membership on Academic Senate

Resolved (11/06)
That Academic Senate approve the following changes to membership, effective immediately:

i) The Dean of the Graduate School of Business be an ex-officio member of Academic Senate; and

ii) The Graduate School of Business have one elected representative as an elected member of Academic Senate.

B7 Academic Probations Committee

Resolved (12/06)
That Academic Senate endorse the appointment of the Faculty representatives to the Academic Probations Committee as listed in the attached papers.

B8 Amendment to 27 April 2005 Academic Senate Minutes

Resolved (13/06)
That Academic Senate amend the minutes of its meeting of 27 April 2005, so that Resolution 21/05 for Item B3.2 Amendments to Membership of Academic Senate states:

“That Academic Senate approve the following changes to membership, effective immediately:

i) The Academic Registrar of UOW and the Director, Policy and Development of WUC be ex-officio members of Academic Senate; and

ii) The number of elected members of Academic Services Division be increased from one to two.”
PART C  COURSE PROPOSALS FOR APPROVAL

C1  Graduate Certificate in Rolling Stock Engineering – New Course

Resolved (14/06)
That Academic Senate:
  i ) Endorse the proposal for the new Graduate Certificate in Rolling Stock Engineering to be introduced in Spring Session 2006;
  ii ) Advise the Faculty of Engineering to submit the proposal to an External Course Advisory Committee, the membership of which must be approved by the Deputy Vice-Chancellor (Academic);
  iii ) Advise the Faculty of Engineering to forward the proposal and ECAC report to the Vice-Chancellor for approval.

C2 Master of Business Administration and Master of Business Administration (Advanced) – Major Amendment

Resolved (15/06)
That Academic Senate:
  i ) Endorse the proposal for the major amendment to the Master of Business Administration and Master of Business Administration (Advanced) to be introduced in Intake C 2006;
  ii ) Advise the Deputy Vice-Chancellor (Academic) that the Graduate School of Business has requested a waiver of the requirement for an ECAC report as endorsed in the Course Approval Guidelines;
  iii ) Forward the proposal to the Vice-Chancellor for approval.

C3 Master of International Business and Graduate Certificate in International Business – Major Amendment

Resolved (16/06)
That Academic Senate:
  i ) Endorse the proposal for the major amendment to the Master of International Business and Graduate Certificate in International Business to be introduced in Intake C 2006;
  ii ) Advise the Graduate School of Business to submit the proposal to an External Course Advisory Committee, the membership of which must be approved by the Deputy Vice-Chancellor (Academic);
  iii ) Advise the Graduate School of Business to forward the proposal and ECAC report to the Vice-Chancellor for approval.
Resolved (17/06)
That Academic Senate:

i) Endorse the proposal for the new Graduate Certificate in Law (Prosecutions), Graduate Diploma in Law (Prosecutions) and the Master of Laws in Prosecutions to commence April 2006;

ii) Advise the Deputy Vice-Chancellor (Academic) that the Faculty has requested a waiver of the requirement for an ECAC report as endorsed in the Course Approval Guidelines;

iii) Forward the proposal to the Vice-Chancellor for approval.

PART D ITEMS FOR NOTING

D1 Courses Approved by the Vice-Chancellor

Resolved (18/06)
That Academic Senate note that the following courses and amendments have been approved by the Vice-Chancellor:

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<th>Approval Category</th>
<th>Name of Degree</th>
<th>Approved by SSC/Senate</th>
<th>Approved by VC</th>
<th>Implementation Date</th>
<th>Location</th>
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<td>Bachelor of Business Administration (Tourism Management)</td>
<td>15/06/2005</td>
<td>21/06/2005</td>
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<td>Loftus</td>
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<td>New</td>
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<td>Minor Amendment</td>
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**D2  Faculty of Science – Organisational Structure and Teaching Programs**

Resolved (19/06)

That Academic Senate note the Vice-Chancellor's approval of the Faculty of Science - Organisational Structure and Teaching Programs, as detailed in the attached agenda papers.

**D3  Amendment to Academic Senate and Senate Standing Committee Schedule of Dates for 2006**

Resolved (20/06)

That Academic Senate note the amendment to the Schedule of Dates for Academic Senate & Senate Standing Committee Meetings for 2006 as detailed in the attached agenda papers.

**PART E  COMMITTEE / FACULTY MINUTES**

**E1  Committee Minutes**

**E1.1 University Education Committee**

Resolved (21/06)

That Academic Senate note the Minutes from the University Education Committee meeting held 21 September 2005.

**E1.2 University Internationalisation Committee**

Resolved (22/06)

That Academic Senate note the Minutes from the University Internationalisation Committee meetings held 31 March 2005 and 23 June 2005.
E1.3 University Research Committee

Resolved (23/06)
That Academic Senate note the Minutes from the University Research Committee meeting held 22 June 2005.

E1.4 Student Awards Committee

Resolved (24/06)
That Academic Senate note the Minutes from the Student Awards Committee meetings held 7 June 2005 and 10 August 2005.

E2 Faculty Minutes

E2.1 Faculty of Arts Committee Meeting Extract

Resolved (25/06)
That Academic Senate note the Extract from the Faculty of Arts Committee Meeting held November 2005.

E2.2 Faculty of Creative Arts Committee Meeting Minutes

Resolved (26/06)
That Academic Senate note the Minutes from the Faculty of Creative Arts Committee meeting held 2 August 2005.

E2.3 Faculty of Education Committee Meeting Extract

Resolved (27/06)
That Academic Senate note the Extract from the Faculty of Education Committee Meeting held 11 October 2005.

E2.4 Faculty of Engineering Committee Meeting Extract

Resolved (28/06)
That Academic Senate note the extract from the Faculty of Engineering Committee meetings held 20 September 2005 and 29 November 2005.

E2.5 Faculty of Informatics Committee Meeting Extract

Resolved (29/06)
That Academic Senate note the extract from the Faculty of Informatics Committee meeting held 24 November 2005.

E2.6 Faculty of Science Committee Meeting Extract

Resolved (30/06)
That Academic Senate note the extract from the Faculty of Science Committee meeting held 28 October 2005.
PART F  NEXT MEETINGS AND OTHER BUSINESS

F1  Next Meeting

    Senate Standing Committee  5 April 2006
    Academic Senate             26 April 2006

F2  Other Business

There being no other business, the meeting closed at 11:15am.

Tori McLaughlin
Executive Officer
Academic Senate