Minutes of the 258th meeting of the Academic Senate held at 9:30am on Wednesday 27 April 2005 in 20.5, Communications Building.

Present: Professor D Griffiths (Chair), A/Professor D Considine (Deputy Chair) Dr A Abraham, Professor M Barrett, Professor S Bouzerdoum, A/Professor T Bryant, Professor J Chicharo, Dr D Christie, Mr B Coughlin, Professor P Crookes, Dr J Curtis, Professor R Dippenaar, Mr G Ellmers, A/Professor P Else, A/Professor B Ferry, A/Professor G Hampton, A/Professor P Heaven, Ms B James, A/Professor S Jones, A/Professor M Kaidonis, Professor S Kaye, Ms Y Kerr, Mr J Langridge, Professor D Lewis, A/Professor R Lewis, Mr J Littrich, Ms J Marychurch, A/Professor M McCrae, Ms P McFarlane, Dr I McGrath, Ms F McGregor, A/Professor J McQuilton, A/Professor R Nillsen, Professor P Ogunbona, Professor J Patterson, Ms N Peters, Dr A Porter, A/Professor I Porter, Professor R Safavi-Naini, Professor A Schultz, Professor J Seberry, Ms T Smallwood, Professor G Sutton, Dr E Thomson, Professor K Tieu, Mr D Vance, A/Professor B Walker, A/Professor E Wilson, A/Professor J Wright, A/Professor M Zanko, A/Professor W Zealey.

In Attendance: Ms R Buckham (Uniadvice), Mr C Edmondson (SPU), Mr C Grange (VP (A)), Ms T Hoynes (Secretariat), Ms A Panetta (Executive Officer), Ms K Roser (Research Student Centre), Professor A Vickers (attending for Professor A Wells), Dr J Wallman (attending for A/Professor B Buttemer)

PART A - PRELIMINARY BUSINESS

*A1 Apologies, Leave of Absence and Welcomes
Apologies were received from A/Professor N Aziz, Professor R Castle, A/Professor B Ferry, Professor J Glynn, Dr C Hawksley, Professor B Harper, Professor J Hogg, Ms Y Kerr, Dr P Lysaght, Ms K Maxwell, A/Professor J Montagner, Dr T Musgrave, Mr R Perrin, Professor M Sheil, A/Professor S Sivakumar, A/Professor G Turcotte, Professor B Uy, Dr W Vialle, Professor A Wells, Professor R Whelan, Dr A Wilson, A/Professor D Wood-Conroy.

The Chair welcomed Mr C Edmondson, Ms T Hoynes and Ms R Buckham to the meeting.

*A2 Arrangement of the Agenda
(i) The following items were starred (*) for discussion:

B1 Academic Senate Self-Review Survey Report
B2 Election of Academic Senate Self-Review Working Party members
B3 Membership of Academic Senate
B4 Quality Assurance
B5 UOW Strategic Planning Reviews – Core Function Plans 2004/2005
E2 Late Items: Minutes from Academic Board of the University of Wollongong in Dubai

(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 (09/03/2005)

RESOLVED (17/05)

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

A3.2 Business Arising from the Minutes

There was no business arising.

*A4 Confidential Items of Business

There were no confidential items of business.

*A5 Vice- Chancellor's Business

A5.1 Voluntary Student Unionism (VSU)

The Vice-Chancellor reported that there would be on-campus activity by students in protest against VSU after the Senate meeting. A national day of action against VSU is scheduled for 28 April in major cities around the country. UOW opposes the introduction of VSU as it provides many services for students on campus. The result of VSU would mean either a decrease in services or an increase in prices and could be detrimental to the quality of the student experience.

A5.2 AUQA Audit

The Vice-Chancellor reported that the AUQA audit team had commenced their audit with a two-day visit to UOW's Dubai campus, commencing 25 April, and a two-day visit to Hong Kong, 27 April. The main audit is to take place at the Wollongong campus from 16-19 May. The Vice-Chancellor reiterated the importance of receiving all staff's support at this time.

A5.3 Graduate Medical School

The Vice-Chancellor reported that UOW will put its submission to the Australian Medical Council on May 9. He commended the efforts of Professor John Hogg, Professor Don Iverson and Dr Lori Lockyer, who have been involved with the preparation of the Medical School submission.

A5.4 University Legislation

The Vice-Chancellor reported that there is a proposal for the Federal Government to take control of all University Legislation. Most Vice-Chancellors oppose this.

*A6 Chair's Business

A6.1 Committee of Chairs Meeting

The Chair reported that the Committee of Chairs met in Canberra on 7 April. Discussion topics at the meeting included the Research Quality Framework as well as the continuing review of Category A HSC subjects. UOW will host a meeting of the Committee in June of this year.

A6.2 Agenda Briefing Session
The Chair also reported that an agenda briefing session was held the day before the Academic Senate meeting, and although not heavily attended, arrangements will continue to be made to facilitate the functioning of Senate. He invited members’ further suggestions for these arrangements.

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

A7.1 Vice Principal (International)

The Vice Principal (International) gave a brief presentation on UOW’s Dubai campus, which included the campus’ background, student enrolment figures and current issues facing the campus.

A7.2 Report on AUQA Audit

Ms Felicity McGregor, member of the Quality Project Team, reported on the progress of the audit preparations. A document outlining key audit dates, audit preparation activities to date, and information regarding the Performance Portfolio and audit panel, was distributed at the meeting.

Ms McGregor’s report included information on the structure of the visit, how people can prepare for the Audit and what will happen following the Audit. Ms McGregor advised members that the AUQA Performance Portfolio is available on the Quality Assurance website.

Professor Joe Chicharo queried whether those not involved in the audit would need to prepare for it. Ms McGregor reminded the Committee that AUQA had introduced “walk-around” sessions, in which random staff members would be approached for interview, therefore all staff should keep informed and prepared.

Professor Don Lewis queried when the University was likely to know the final list of who would be interviewed and whether the auditors, in the “walk-around” sessions, would only approach staff relevant to the current session. Ms McGregor advised that a list could be available at the end of the week, and that any random staff would be approached during the “walk-around” sessions.

Ms Natalie Peters, postgraduate student representative, queried whether the student associations would be invited to attend a session with the auditors. Ms McGregor advised that there would be an informal lunch time session where students would be asked general questions.

A7.3 Employment Equity and Diversity (EED) Committee

Dr Charles Hawksley, the Senate representative on the EED Committee, submitted a brief report via email.

The report covered the following points:

- Committee Name change: The EEO/AA Committee has changed its name to the ‘Employment Equity and Diversity’ (EED) Committee. New Terms of Reference approved by Vice-Chancellor and are being forwarded to Council for approval;
- EOWA Compliance and Sexual Harassment: In a national survey conducted in 2004 by the Human Rights and Equal Opportunity Commission (HREOC), 28% of women and 14% of males have experienced sexual harassment in the workplace. EOWA will now require that to be recorded as having best practice, employers must achieve 100% of staff trained in relation to sexual harassment with refresher training every two years including a statement signed that the training content is understood. The Head of EED will be involved in discussions with EOWA and others on new level of compliance;
Systems Development and EEO-on line: Online harassment incident reporting is in the process of development in conjunction with OH&S incident reporting. The expected completion date is July 2005. Future completion of EO Online will be electronically recorded on employment records.

*A8 Members’ Business

PART B GENERAL BUSINESS

*B1 Academic Senate Self-Review Survey Report
The Chair invited comment on the final Senate Self-Review Survey Report.

The formation of a Working Party was approved, to meet over a short timeframe and report back to the either the June or July meeting of Academic Senate. Two members of Senate were elected to the working party and it was resolved that an additional academic staff member, not on Academic Senate, be co-opted by the working party.

RESOLVED (18/05)
That Academic Senate:

i) note the Academic Senate Self-Review Survey Report;

ii) approve the formation of a Working Party to consist of:

- the Chair and Deputy Chair of Academic Senate
- 2 elected members of Academic Senate, of whom 1 shall be a student member
- 1 member of the University Council (Ms Susan Chapman)
- Mr Chris Grange (from the Senior Executive)
- Ms Theresa Hoynes (from the Academic Registrar’s Division)
- 1 academic staff member, not on Academic Senate, co-opted by the Working Party.

*B2 Election of Academic Senate Self-Review Working Party members
Due to the approval of resolution 18/05, two Academic Senate members were elected to the Working Party.

Two nominations were received for the positions:

- A/Professor Rodney Nillsen
- Ms Tracey Smallwood

Accordingly, A/Professor Rodney Nillsen and Ms Smallwood were elected unopposed as the Academic Senate representatives to Academic Senate Self-Review Working Party.

RESOLVED (19/05)
That Academic Senate elect A/Professor Rodney Nillsen and Ms Tracey Smallwood as the Academic Senate representatives to the Self-Review Working Party.
B3 Membership of Academic Senate

B3.1 Election of Postgraduate Student Representative on Academic Senate

As outlined in the agenda, only one postgraduate student was elected to Academic Senate in the elections of 2004. The following motion was passed to elect a second postgraduate student to fill this vacancy.

RESOLVED (20/05)

That Academic Senate note the casual vacancy for a postgraduate student representative to Academic Senate, and that an election be held to fill that vacancy.

B3.2 Amendments to Membership of Academic Senate

As foreshadowed in past discussions at Academic Senate, it was proposed that two amendments be made to the membership of Academic Senate. The first is to include the Academic Registrar of the University and the Director of Policy and Development in the Wollongong University College.

The second amendment is to increase the number of elected positions from the Academic Services Division, as elected members should outnumber the ex-officio members.

Both amendments were approved.

RESOLVED (21/05)

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.

B3.3 Amendments to Electoral Procedures for Senate and Faculties

The Committee discussed the proposed amendment to the Electoral Procedures. Members raised concerns regarding the length of the casual vacancy and whether increasing it to 12 months was appropriate for a term of two years.

The change to the casual vacancy rule is proposed for convenience of administration and to decrease costs involved with elections.

It was also proposed that an addition be made to the casual vacancy clause, being that an election be held “after consultation with the relevant unit or student body”.

RESOLVED (22/05)

That Academic Senate approve the following amendment to the Electoral Procedures for Senate and Faculties, at Section 5, Casual Vacancies:

“Whenever a casual vacancy in an elected position occurs in the membership of any unit of the academic structure or, in the event of a student member vacancy, when that vacancy occurs, an election will be held, except for positions with less than twelve months of the term of office remaining; in which case the Standing Committee may appoint a qualified person to fill the vacancy after consultation with the relevant unit or student body”
*B4 Quality Assurance

This item was covered under A7, Reports from Senior Executive and Members of other University Committees.

*B5 UOW Strategic Planning Reviews – Core Function Plans 2004/2005

The University now has in place its Strategic Plan, which has evolved over the past few years, as well as the Core Function Plans, which are subsidiary to, and drive the Strategic Plan.

It is now important that these plans are received and noted by the Committee as well as discussed. The Chair referred to an email sent before the meeting from himself and the Deputy Chair, inviting discussion by members.

A/Professor Bill Zealey made a query in relation to how the data was collected for the Community Engagement Plan. Ms Robin Buckham clarified that all faculties had been asked to provide reports of their activities.

Dr Anne Abraham made a query in relation to the Student Equity Plan, listed under the priorities for the Learning and Teaching Plan. Ms Yvonne Kerr advised that a draft of the Plan was submitted to UEC in 2004 and that the Plan is being broadened to become the Equity and Student Support Plan.

The Deputy Chair also informed the Committee that a Quality Assurance Subcommittee working party has been established to report back to the next UEC meeting, on useful data for subject coordinators. Work is also being done on subject survey data, as it is a requirement in addressing the National Teaching Fund. The Deputy Chair also informed the Committee that a report on the ESDF project will be submitted to UEC.

Ms Felicity McGregor advised that the improvements identified in the Core Function Plans will be reviewed by the Strategic Plan Working Party, then incorporated with recommendations from AUQA, into an Improvement Development Plan.

RESOLVED (23/05)

That Academic Senate:

i) receive the 2004 reviews against planning objectives submitted by the Core Function Committees for Learning & Teaching, Internationalisation and Community Engagement and refer them to the Strategic Plan Working Party and University Council;

ii) note that the URC’s review against the Research Plan’s objectives will be available in July/August, as scheduled;

iii) request the Committees to undertake an evaluation of the performance reported in their 2004 reviews and incorporate improvements in their action plans for 2005;

iv) refer the proposed improvements to the planning review processes to the Strategic Plan Working Party for consideration in their review of strategic planning progress and alignment.

B6 University Use of the Turnitin Text Matching System

RESOLVED (24/05)

That Academic Senate endorse the policy and guidelines for the University Use of the Turnitin Text Matching System and refer them to University Council for approval, to be effective immediately.

B7 Draft IT Policies
There was no discussion under this item.

**PART C ITEMS FOR NOTING**

**C1 Courses Approved**

Resolved 25/05

That Academic Senate note that the following courses and amendments have been approved by the Vice-Chancellor:

<table>
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<tr>
<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>Major</td>
<td>Master of Engineering Asset Management</td>
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C2 Getronics Australia (Pty) Ltd Prize

Resolved 26/05
That Academic Senate note the proposal by the Faculty of Informatics for the following amended Campus Prize:
Getronics Australia (Pty) Ltd

PART D COMMITTEE AND FACULTY MINUTES

D1 Committee Minutes
D1.1 Senate Standing Committee

Resolved 27/05
That Academic Senate note the draft minutes of the meeting of 16 February 2005 from the Senate Standing Committee.

D1.2 Student Awards Committee

Resolved 28/05
That Academic Senate note the minutes of the meeting of 1 December 2004 from the Student Awards Committee.

D1.3 University Internationalisation Committee

Resolved 29/05
That Academic Senate note the minutes of the meeting of 25 November 2004 from the University Internationalisation Committee.

D2 Faculty Minutes
D2.1 Faculty of Science

Resolved 30/05
That Academic Senate note the minutes of the meeting of 11 March 2005 from the Faculty of Science.

PART E NEXT MEETINGS AND OTHER BUSINESS

E1 Next Meeting

Senate Standing Committee Wed 25 May 2005
Academic Senate Wed 15 June 2005
E2 Other Business

E2.1 Academic Board of the University of Wollongong in Dubai

Resolved 31/05
That Academic Senate note the minutes of the meeting of 9 March 2005 from the Academic Board of the University of Wollongong in Dubai.

E2.2 Academic Board of the University of Wollongong in Dubai

Resolved 32/05
That Academic Senate note the minutes of the meeting of 19 April 2005 from the Academic Board of the University of Wollongong in Dubai.

Angelina Panetta
Executive Officer
Academic Senate