FURTHER INFORMATION REGARDING ACADEMIC SENATE AGENDA

If you wish to raise issues concerning any Academic Senate Agenda items, or wish to submit apologies for the meeting, please contact Nerida Margrie (Ph: 4221 5954, xt 5954 or email: nerida@uow.edu.au) before the meeting.
PART A  PRELIMINARY BUSINESS

*A1  Apologies, Leave of Absence and Welcomes

*A2  Arrangement of the Agenda
   (i) That the meeting indicate those items to be starred (*) for discussion.
   (ii) That a motion be put for the adoption of the draft resolutions and
        recommendations to Senate for the unstarred items.

*A3  Business from the Last Meeting

A3.1  Minutes of the Previous Meeting (13 June 2007) [ATTACHMENT p13]

<table>
<thead>
<tr>
<th>Draft Resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>that the minutes of the previous meeting of 13 June 2007 be accepted as a true record of that meeting.</td>
</tr>
</tbody>
</table>

*A3.2  Business Arising from the Minutes

*A4  Confidential Items of Business

The Committee will indicate those items to be treated as Closed Confidential and those to be treated as Open Confidential.

Closed Confidential
All non-members must leave the room. Senate members are bound to confidentiality and asked not to report at all on the item.

Open Confidential
Members may report on the topic discussed but are asked neither to quote directly nor to name sources mentioned by the person reporting. A report may give the substance of the item but may not report on opinion or information obtained from third persons.

*A5  Vice-Chancellor's Business

*A6  Chair's Business

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

*A8  Business from Senate Subcommittees

*A9  Business from Faculties and Wollongong College Australia

*A10 Members' Business

Members are encouraged to raise any concerns, issues, news or information for discussion. This includes issues which may have arisen at Senate sub-committees, Faculties or Wollongong College Australia, or, after appropriate initial discussion, may be referred to those committees/units.

Each speaker will be limited to 3 minutes and the item is limited to 15 minutes.

*A11 Student Members' Business

Student members are encouraged to raise matters with a particular student focus.
B1  Revisions to Policies, Procedures and Rules due to changes in the National Code

B1.1  Academic Grievance Policy (Higher Degree Research Students) – Minor Amendments  [ATTACHMENT p25]

Draft Resolution
that Academic Senate:

i) endorse the minor amendments to the Academic Grievance Policy (Higher Degree Research Students) as outlined in the agenda papers;

ii) forward the revised Policy to University Council for approval and immediate introduction.

B1.2  National Code 2007 – Revisions to policies relating to appeals  [ATTACHMENT p47]

Draft Resolution
That, as outlined in the agenda papers, Academic Senate:

i) endorse the minor amendment to the:
   a) Academic Grievance Policy (Coursework and Honours Students)
   b) Academic Grievance Policy (Higher Degree Research Students)
   c) Appeals against Higher Degree Research Thesis Examination Outcomes Policy
   d) Rules for Student Discipline

ii) forward the amendment to University Council for approval and immediate introduction.

B2  University of Wollongong Strategic Plan 2008-10  [ATTACHMENT p49]

Draft Resolution
that Academic Senate:

i) receive the draft 2008-10 UOW Strategic Plan, as attached to the agenda papers, noting that Academic Senate members comments may be provided by 15 August 2007;

ii) refer the draft Plan for an initial consideration by the University Council.

B3  Student Conduct Rules and Accompanying Procedures  [ATTACHMENT p81]

Draft Resolution
that Academic Senate:

i) endorse the revised Student Conduct Rules, Procedure for Managing Alleged Academic Misconduct by a Student Undertaking Coursework and Procedure for Managing Alleged General Misconduct by a Student as outlined in the agenda papers, to become effective 1 January 2008;

ii) forward the Rules and Procedures to University Council for approval
B4  Revisions to the Code of Practice – Honours

Draft Resolution

that Academic Senate:

i)  endorse the amendments to the Code of Practice – Honours as outlined in the agenda papers, to become effective Autumn Session 2008;

ii) forward the Code of Practice to University Council for approval.

B5  UOW Graduate Qualities

Draft Resolution

that Academic Senate:

i)  endorse the new UOW Graduate Qualities Policy and consequential minor amendments to the Code of Practice – Teaching and Assessment and Code of Practice – Supervision, replacing the Attributes of a UOW Graduate, Attributes of a UOW Research Graduate and Tertiary Literacies Policy and Procedures, to become effective 1 January 2008;

ii) forward the new Policy and revised Codes of Practice to University Council for approval.

B6  Student Academic Consideration Policy

Draft Resolution

that Academic Senate:

i)  endorse the Student Academic Consideration Policy as outlined in the agenda papers, to become effective 1 January 2008;

ii) forward the Policy to University Council for approval.

B7  Student Survey Working Party – Subject Survey

Draft Resolution

that Academic Senate note the revised Subject Survey as outlined in the agenda papers, for implementation in Spring Session 2007.

B8  Student Awards Committee – Prize Proposals

Draft Resolution

that Academic Senate approve the following prizes, to be effective immediately:

<table>
<thead>
<tr>
<th>Prize</th>
<th>Faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Illawarra Mercury Prize for Communication and Journalism Studies</td>
<td>Faculty of Arts</td>
</tr>
<tr>
<td>BDO Forensic Accounting Services Prize</td>
<td>Faculty of Commerce</td>
</tr>
<tr>
<td>Jim Campbell Honours Prize</td>
<td>Faculty of Science</td>
</tr>
<tr>
<td>Ross McC. Lilley Honours Prize</td>
<td>Faculty of Science</td>
</tr>
</tbody>
</table>
B9  Election of Academic Senate representatives to other Committees

B9.1  Election of two Academic Senate representatives to the University Education Committee

Draft Resolution
that Academic Senate note the outcome of the election and congratulate <insert name> and <insert name> as Academic Senate representatives on the University Education Committee for the term 1 July 2007 to 30 June 2008.

B9.2  Election of one Academic Senate representative to the University Internationalisation Committee

Draft Resolution
that Academic Senate note the outcome of the election and congratulate <insert name> as Academic Senate representatives on the University Internationalisation Committee for the term 1 August 2007 to 30 June 2009.

B9.3  Election of one Academic Senate representative to the Employment Equity and Diversity Committee

Draft Resolution
that Academic Senate note the outcome of the election and congratulate <insert name> as Academic Senate representatives on the Employment Equity and Diversity Committee for the term 14 September 2007 to 14 September 2009.

PART C  COURSE PROPOSALS FOR APPROVAL

C1  Proposals for new courses

C1.1  Master of Retail Management and Graduate Certificate in Retail Management – New Course

Draft Resolution
that Academic Senate:

i) endorse the proposal for the new Master of Retail Management degree and Graduate Certificate in Retail Management as outlined in the agenda papers, to become effective Autumn Session 2008;

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 & International);

iii) Advise the Graduate School of Business to forward the proposal to the Vice-Chancellor (Academic & International) for approval.
C1.2 Master of Rolling Stock Engineering – New Course

Draft Resolution
that Academic Senate:

i) endorse the proposal for the new Master of Rolling Stock Engineering degree as outlined in the agenda papers, to become effective Autumn Session 2008;

ii) request that the Deputy Vice-Chancellor (Academic & International) waive the requirement for an External Course Advisory Committee;

iii) Advise the Faculty of Engineering to forward the proposal to the Vice-Chancellor (Academic & International) for approval.

C1.3 Graduate Certificate in Health Research – New Course

Draft Resolution
that Academic Senate:

i) endorse the proposal for the new Graduate Certificate in Health Research as outlined in the agenda papers, to become effective Autumn Session 2008;

ii) advise the Faculty of Health & Behavioural Sciences to submit the proposal to an External Course Advisory Committee, the membership of which must be approved by the Deputy Vice-Chancellor (Academic & International);

iii) advise the Faculty of Health & Behavioural Sciences to forward the proposal to the Deputy Vice-Chancellor (Academic & International) for approval.

C1.4 Graduate Certificate in Social Marketing for Health – New Course

Draft Resolution
that Academic Senate:

i) endorse the proposal for the new Graduate Certificate in Social Marketing for Health as outlined in the agenda papers, to become effective Autumn Session 2008;

ii) advise the Faculty of Health & Behavioural Sciences to submit the proposal to an External Course Advisory Committee, the membership of which must be approved by the Deputy Vice-Chancellor (Academic & International);

iii) advise the Faculty of Health & Behavioural Sciences to forward the proposal to the Deputy Vice-Chancellor (Academic & International) for approval.

C2 Proposals for major amendments

C2.1 Graduate Certificate in Business – Major Amendment

Draft Resolution
that Academic Senate:

i) endorse the proposal for a major amendment to the Graduate Certificate in Business as outlined in the agenda papers, to become effective Intake A/Autumn Session 2008;

ii) request the Deputy Vice-Chancellor (Academic & International) waive the requirement for an External Course Advisory Committee;

iii) advise the Graduate School of Business to forward the proposal to the Deputy Vice-Chancellor (Academic & International) for approval.
C2.2 Graduate Certificate in Business Administration and Graduate Diploma in Business Administration – Major Amendment

Draft Resolution
that Academic Senate:
   i) endorse the proposed major amendments to the Graduate Certificate in Business Administration and Graduate Diploma in Business Administration as outlined in the agenda papers, to become effective Intake A/Autumn Session 2008;
   ii) request the Deputy Vice-Chancellor (Academic & International) waive the requirement for an External Course Advisory Committee;
   iii) advise the Graduate School of Business to forward the proposal to the Vice-Chancellor (Academic & International) for approval.

C2.3 Bachelor of Arts (Employment Relations) – Major Amendment

Draft Resolution
that Academic Senate:
   i) endorse the proposed new Employment Relations major for the Bachelor of Arts degree as outlined in the agenda papers, to become effective Autumn Session 2008;
   ii) request that the Deputy Vice-Chancellor (Academic & International) waive the requirement for an External Course Advisory Committee;
   iii) advise the Faculty of Arts to forward the proposal to the Deputy Vice-Chancellor (Academic & International) for approval.

PART D ITEMS FOR NOTING

D1 Courses approved by the Deputy Vice-Chancellor (Academic & International)

Draft Resolution
that Academic Senate note that the following courses and amendments have been approved by the Deputy Vice-Chancellor (Academic & International):

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Category of Approval</th>
<th>DVC(A&amp;I) Approval Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master of Science (Logistics)</td>
<td>Major Amendment</td>
<td>16 May 2007</td>
</tr>
<tr>
<td>Graduate Certificate in Logistics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bachelor of Engineering (Dean’s Scholars)</td>
<td>New Courses</td>
<td>16 May 2007</td>
</tr>
<tr>
<td>Bachelor of Computer Science (Dean’s Scholars)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bachelor of Information Technology (Dean’s Scholars)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bachelor of Mathematics and Finance (Dean’s Scholars)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bachelor of Mathematics and Economics (Deans’ Scholars)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bachelor of Internet Science and Technology (Dean’s Scholars)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
D2 Fast-track courses approved by the Vice-Chancellor

Draft Resolution
that Academic Senate note that the following fast-track courses have been approved by the Vice-Chancellor:

<table>
<thead>
<tr>
<th>Course Name</th>
<th>VC Approval Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master of Applied Finance &amp; Banking (for Dubai)</td>
<td>10 May 2007</td>
</tr>
<tr>
<td>Bachelor of Science (Nuclear Science and Technology)</td>
<td>1 June 2007</td>
</tr>
</tbody>
</table>

PART E COMMITTEE / FACULTY MINUTES

E1 Committee Minutes

E1.1 Academic Senate Standing Committee Minutes

Draft Resolution
that Academic Senate note the minutes from the Academic Senate Standing Committee meetings held on 4 April 2007 and 23 May 2007.

E1.2 University Education Committee Minutes

Draft Resolution
that Academic Senate note the minutes from the University Education Committee meetings held on 18 April 2007 and 2 May 2007.

E1.3 Student Awards Committee Minutes

Members should note that the minutes of the Student Awards Committee meeting held on 30 May 2007 are in draft form and have yet to be ratified.

Draft Resolution
that Academic Senate note the minutes from the Student Awards Committee meeting held on 30 May 2007.

E2 Faculty Minutes

E2.1 Faculty of Informatics Committee Meeting Extract

Draft Resolution
that Academic Senate note the meeting extract from the Faculty of Informatics Committee meeting held on 14 June 2007.

E2.2 Faculty of Science Committee Meeting Extract

Draft Resolution
that Academic Senate note the meeting extract from the Faculty of Science Committee meeting held on 4 May 2007.
PART F  FUTURE MEETINGS AND OTHER BUSINESS

F1  Future Meeting Dates

<table>
<thead>
<tr>
<th>Senate Standing Committee</th>
<th>Academic Senate</th>
</tr>
</thead>
<tbody>
<tr>
<td>29 August 2007</td>
<td>19 September 2007</td>
</tr>
<tr>
<td>17 October 2007</td>
<td>7 November 2007</td>
</tr>
</tbody>
</table>

F2  Other Business

Nerida Margrie
Executive Officer
Academic Senate
Minutes of the 272nd meeting of the Academic Senate held at 9:30am on Wednesday, 13 June 2007 in Room 20.5, Communications Building.

Present:
Prof David Griffiths (Chair)  A/Prof Di Kelly  A/Prof Ian Porter
Dr Anne Abraham  Prof Philip Kitley  Dr Mari Rix
A/Prof Ted Bryant  Prof Shirley Leitch  Mr Rian Satterwhite
Prof Joe Chicharo  Mr John Littrich  Prof Jennifer Seberry
Dr Laurie Chisholm  Dr Pauline Lysaght  Dr Jan Skillen
Dr David Christie  Ms Felicity McGregor  Prof Trevor Spedding
Prof Kathleen Clapham  Prof Luke McNamara  Mr Ray Stace
A/Prof Paul Cooper  A/Prof John McQuilton  Mr Anthony Strik
Prof Susan Dodds  Ms Judith Marychurch  Mr Ian Tobin
Prof Brian Ferry  Prof Judith Motion  A/Prof Rodney Vickers
Mr Levi Garry  Prof Fazel Naghdy  A/Prof Beverly Walker
Dr Scott Grattan  Prof Philip Ogunbona  Mr Alan Wearne
Dr Muhammad Hadi  Mr Ron Perrin  Prof Sandra Wills
Dr Dianne Jolley  Dr Ian Piper  A/Prof Ed Wilson
A/Prof Mary Kaidonis  Dr Anne Porter  A/Prof Tadeusz Wysocki

In Attendance:
Ms Nerida Margrie (Policy & Governance Unit)

PART A PRELIMINARY BUSINESS

A1 Apologies, Leave of Absence and Welcomes
Apologies were received from Prof Lee Astheimer, Prof Paul Chandler, A/Prof Rodney Clarke, A/Prof Patrick Heaven, Prof John Hogg, Prof Buddhma Indraratna, A/Prof Tim Marchant, A/Prof Barbara Meyer, A/Prof Rod Nillsen, Prof John Patterson, Prof Will Price, Prof Andrew Schultz, A/Prof Paul Sharrad, Prof Margaret Shell, Prof Gerard Sutton, A/Prof Wilma Vialle, Prof Simon Ville, Prof Andrew Wells, A/Prof Michael Zanko.

A/Prof David Vance (Faculty of Creative Arts) is on leave of absence until the end of 2007.

The Chair welcomed as new members Prof Kathleen Clapham, the new Director of Woolyungah Indigenous Centre, replacing Prof John Bern, A/Prof Di Kelly from the Faculty of Arts and Mr Rian Satterwhite, a postgraduate student.

The Chair also welcomed as observers of the meeting Dr Nicholas Gill from the Faculty of Science, Mr John Steele, Director of Personnel Services, Ms Lynne Wright, Director of Employment Equity and Diversity and Ms Paola Ciccarelli, Ms Theresa...
A2 **Arrangement of the Agenda**

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

B1 Academic Grievance Policy (Coursework and Honours Students – Revisions due to National Code 2007 requirements
B2 Amendments to General Course Rules, Higher Degree Research Grades
B6 Assessment Committee Standards – Review and Amendments
B7 Revised Grievance Policy and Procedures for Investigating Grievances
B8 Proposed changes to Course Approval Process
B9 Election of one Senate representative to the University Internationalisation Committee
B10 2006 Academic Senate Self-Assessment Survey – Report on Results

(ii) A motion to adopt the draft resolutions for the unstared items was carried.

A3 **Business from the Last Meeting**

A3.1 **Minutes of the Previous Meeting (2 May 2007)**

Dr Anne Porter was present at last meeting although her attendance was not noted.

Resolved (2007/31)

*that, subject to the amendment as noted in the minutes, the minutes of the previous meeting of 2 May 2007 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**

There was no Vice-Chancellor's report as Professor Gerard Sutton was in Sydney on University business.

A6 **Chair's Business**

The Chair noted that the current term for elected members of Academic Senate will conclude on 30 June 2007. He thanked the outgoing members for their contribution to Academic Senate during their term, with special thanks to A/Prof Beverly Walker for her long-term involvement with Academic Senate and Senate Standing Committee over many years.

The Chair reported that a postgraduate student casual vacancy has been created by the resignation of Mr Malcolm McGregor, effective immediately. In accordance with Clause 5 of the University’s Electoral Procedures regarding casual vacancies, for terms with less than 12 months remaining, Senate Standing Committee may appoint a qualified person to fill the vacancy after consultation with the relevant unit or student body. Nominations will be sought from WUPA members to fill this casual vacancy for
the remainder of the term to 31 December 2007 and further information will be forwarded to all Academic Senate members in due course.

A7 Reports from Senior Executive and Members of other University Committees
The Deputy Vice-Chancellor (Academic & International) reported on the following items:

i) 2007 National Code
   Recent legislative changes regarding international students will require a program of staff training in relation to implications for students. This will become a major issue for next session.

ii) Subject Survey
   The Student Survey Working Party will meet this afternoon to discuss feedback received from Faculties and any changes required to the survey questions following the consultation process.

The Vice-Principal (Administration) reported on the recent tender process for the University’s electricity supply needs for the next five years and the 48% increase in costs. Measures will be gradually introduced over the next 2-3 years to reduce consumption. Further information will made available via the intranet over the coming week.

A8 Business from Senate Sub-Committees
There were no reports from Senate Sub-Committees.

A9 Business from Faculties and Wollongong College Australia
There were no reports from Faculties or Wollongong College Australia.

A10 Members' Business
There was no members’ business raised.

A11 Student Members' Business
There was no student members’ business raised.

PART B GENERAL BUSINESS

B1 Academic Grievance Policy (Coursework and Honours Students) – Revisions due to National Code 2007 requirements
The implementation date on the draft Policy is 1 July 2007. The Committee noted that it should be amended to 6 July 2007, the date the Policy will be submitted to University Council for approval.

Resolved (2007/32)

that Academic Senate:

i) endorse the revised Academic Grievance Policy (Coursework and Honours Students) as outlined in the agenda papers, to become effective 1 July 2007;

ii) forward the revised Policy to University Council for approval.
B2 Amendments to General Course Rules, Higher Degree Research Grades
A/Prof Ted Bryant expressed concern that the grade NC (Not Complete) may cause confusion as to its meaning. With no member of the Research Senior Executive at the meeting to respond to this concern, it was noted that delaying endorsement by referring the concern back to the University Research Committee would delay implementation of these changes until 2009.

The Committee agreed to pass the resolution and advise the University Research Committee of this concern.

Resolved (2007/33)
that Academic Senate:
  i) endorse the revisions to the General Course Rules, Grades of Performance for Higher Degree Research Thesis Subjects as outlined in the agenda papers, to become effective for commencement of Autumn Session 2008;
  ii) forward the revised General Course Rules to University Council for approval.

B3 Amendments to General Course Rules (Grades)
Resolved (2007/34)
that Academic Senate:
  i) endorse the minor revisions to the General Course Rules (Grades) as outlined in the agenda papers, to become effective for commencement of Autumn Session 2008;
  ii) forward the revised General Course Rules to University Council for approval.

B4 Intellectual Property Framework – Proposed addition of Fellow, Volunteer and Visiting Student Policy
Resolved (2007/35)
that Academic Senate:
  i) endorse the introduction of a Fellow, Volunteer and Visiting Student Policy and Explanatory Guidelines as outlined in the agenda papers, to become effective 6 July 2007;
  ii) forward the proposed new Policy and Explanatory Guidelines to University Council for approval.

B5 Minimum Rate of Progress Transition Strategy
Resolved (2007/36)
that Academic Senate:
  i) approve the MRP Transition Strategy as outlined in the agenda papers, to become effective immediately;
  ii) note that the proposed changes to the General Course Rules regarding Minimum Rate of Progress will be submitted through the usual approval process later in 2007.
B6 **Assessment Committee Standards – Review and Amendments**

This agenda item was endorsed by the University Education Committee at its 6 June 2007 meeting with a minor amendment to the first line of Clause 1 Introduction: the words “core standards” were replaced with “core procedures”.

The resolution was passed subject to this minor amendment being included.

Resolved (2007/36)

that, subject to replacing the words “core standards” with “core procedures”, Academic Senate endorse the revised Assessment Committee Standards as outlined in the agenda papers, to be effective commencement of Spring Session 2007.

B7 **Revised Grievance Policy and Procedures for Investigating Grievances**

At its meeting on 4 June 2007, the Employment Equity and Diversity Committee finalised the [Grievance Policy](#) and Procedures for Investigating Grievances, following feedback from the University community. The final version of both documents was emailed to all members on Friday, 8 June 2007 and tabled for noting by Academic Senate.

Substantial discussion was held regarding the following issues:

i) **The role of mediators as set out in the Policy**

The current version of the Policy refers to the role of “mediator” but contains no outline of the mediation process or the role of Grievance Advisor.

The Director of Employment Equity and Diversity noted that the EED Committee had considered formalising the role of mediators. However, feedback from the NSW Anti-Discrimination Board was very clear that supervisors and managers not abdicate their roles in deference to the Policy.

It was noted that the definition and role of “University Grievance Advisor” could be broadened to include elements of the role of mediation, however, this would need to include an explanation of the difference between “advice” and “mediation”.

ii) **The potential for confusion between the revised Grievance Policy and the Student Grievance Policy**

A member highlighted the potential for confusion between this Grievance Policy and the recently endorsed Academic Grievance Policy. It was noted that Clause 3.2 of this Policy could be expanded to more clearly define types of grievances and which policy applies to those grievances.

The Dean of Students noted that a project is currently underway on the broader issues of student complaints and how to assist them in the processes, with the aim of achieving a cohesive set of policies.

iii) **The definition of “vexatious”**

The Vice-Principal (Administration) noted that the University needed the right to discontinue a vexatious complaint so as not to cause distress or damage to the person being complained about.
iv) **The location and storage of grievance records**

In response to several questions, the EED Director advised that grievance records are retained by the Faculty or Unit where the grievance was lodged. The University has numerous policies and Codes of Practice relating to records management and the requirements for maintaining accurate and confidential records.

Members also held minor discussion regarding specific elements of the Policy, including:

- The use of the word “disclosure” in Clause 4.3 relating to other relevant documentation
- How the definition of “conflict of interest” would apply should a complainant or respondent be a Grievance Advisor
- Expanding Clause 5.5 of the Policy to elaborate on informal grievance processes
- Including reference to breaches of the University’s Rules and Codes of Practice in the section titled “Less Serious Grievances”

It was agreed that Academic Senate’s comments be referred to the Employment Equity and Diversity Committee for further discussion and possible subsequent modifications to the Policy.

**Resolved (2007/38)**

*that Academic Senate note the draft Grievance Policy and draft Procedures for Investigating Grievances, as tabled at the meeting, and refer the Policy back to the Employment Equity and Diversity Committee for further discussion.*

B8 **Proposed changes to Course Approval Process**

In response to a member’s query regarding the name “Course Management Group”, it was acknowledged that this group is not concerned with the management of courses. The Committee agreed that the name be changed to “Course Approval Management Group” to better reflect the group’s purpose in improving the process and paperwork of course proposals.

Some members expressed concerns regarding the frequency of meetings for this group, when the change would become effective and how the proposed changes would affect course proposals currently underway. Prof Rob Castle advised that the changes will become effective immediately upon approval by the University Council and that course proposals already submitted through the approval process would not be adversely impacted.

**Resolved (2007/39)**

*that Academic Senate:*

1. **endorse the proposed changes to the course approval process as outlined in the agenda papers, to become effective immediately;**
2. **endorse the proposal to delegate approval of minor course amendments to the Deputy Vice-Chancellor (Academic & International), to become effective immediately;**
3. **forward the proposed changes to the University Council for approval.**
B9 Election of one Senate representative to the University Internationalisation Committee
Two nominations were received for the position on the University Education Committee:

- Prof Philip Kitley
- Mr Gary Noble

As a non-member of Academic Senate, Mr Gary Noble was ineligible to be nominated for this position. Accordingly, Prof Philip Kitley was elected unopposed as Academic Senate representative to the University Internationalisation Committee for the term 13 June 2007 to 30 June 2009.

Resolved (2007/40)
that Academic Senate note the outcome of the election and congratulate Prof Philip Kitley as Academic Senate representative on the University Internationalisation Committee for the term 13 June 2007 to 30 June 2009.

B10 2006 Academic Senate Self-Assessment Survey – Report on Results
The Chair summarised key findings from the 2006 Self-Assessment Survey. Members were invited to provide the Chair with specific information and comments on the results of the Survey.

Resolved (2007/41)
that Academic Senate note the final report on the 2006 Academic Senate Self-Assessment Survey.

B11 Student Awards Committee – Prize Proposals

Resolved (2007/42)
that Academic Senate approve the following prizes, to be effective immediately:

<table>
<thead>
<tr>
<th>Prize</th>
<th>Faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Passmore 1st Year Essay Prize</td>
<td>Faculty of Arts</td>
</tr>
<tr>
<td>John Passmore Applied Philosophy Essay Prize</td>
<td>Faculty of Arts</td>
</tr>
<tr>
<td>DMW Group Prize</td>
<td>Faculty of Commerce</td>
</tr>
<tr>
<td>Drake International Wollongong Prize</td>
<td>Faculty of Commerce</td>
</tr>
<tr>
<td>Meyrick &amp; Associates Prize for Economics (Honours)</td>
<td>Faculty of Commerce</td>
</tr>
<tr>
<td>Graduate School of Business Dean's Prize</td>
<td>Graduate School of Business</td>
</tr>
<tr>
<td>Graduate School of Business Prize for Outstanding Academic Achievement</td>
<td>Graduate School of Business</td>
</tr>
<tr>
<td>Meyrick &amp; Associates Prize for Logistics</td>
<td>Graduate School of Business</td>
</tr>
<tr>
<td>Rod Optical and Angela Devitt Solicitors MBA Prize</td>
<td>Graduate School of Business</td>
</tr>
<tr>
<td>Itree Prize for Databases</td>
<td>Faculty of Informatics</td>
</tr>
<tr>
<td>Itree Prize for Java Programming</td>
<td>Faculty of Informatics</td>
</tr>
<tr>
<td>Broadbridge Prize</td>
<td>Faculty of Informatics</td>
</tr>
<tr>
<td>RACI Analytical Chemistry Award</td>
<td>Faculty of Science</td>
</tr>
</tbody>
</table>
PART C COURSE PROPOSALS FOR APPROVAL

C1 Bachelor of Commerce (Business Innovation) – Major Amendment

Resolved (2007/43)
that Academic Senate:
  i) endorse the proposed new Business Innovation major/minor for the Bachelor of Commerce as outlined in the agenda papers, to be introduced in Spring 2007;
  ii) forward the proposal to the Deputy Vice-Chancellor (Academic & International) for approval.

C2 Bachelor of Arts (War and Society) – Major Amendment

Resolved (2007/44)
that Academic Senate:
  i) endorse the proposed new War and Society major for the Bachelor of Arts as outlined in the agenda papers, to be introduced in Autumn 2008;
  ii) forward the proposal to the Deputy Vice-Chancellor (Academic & International) for approval.

PART D ITEMS FOR NOTING

D1 Courses Approved by the Vice-Chancellor

Resolved (2007/45)
that Academic Senate note that the following courses and amendments have been approved by the Vice-Chancellor:

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Category of Approval</th>
<th>VC Approval Date</th>
</tr>
</thead>
</table>

D2 Fast-track Courses Approved by the Vice-Chancellor

Resolved (2007/46)
that Academic Senate note that the following fast-track courses have been approved by the Vice-Chancellor:

<table>
<thead>
<tr>
<th>Course Name</th>
<th>VC Approval Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master of Engineering Management (Dubai)</td>
<td>3/5/2007</td>
</tr>
</tbody>
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PART E COMMITTEE / FACULTY MINUTES

E1 Committee Minutes
E1.1 Senate Standing Committee Minutes

Resolved (2007/47)
that Academic Senate note the minutes from the Senate Standing Committee meeting held on 14 February 2007.

E1.2 University Education Committee Minutes

Resolved (2007/48)
that Academic Senate note the minutes from the University Education Committee meeting held on 21 February 2007.

E1.3 University Research Committee Minutes

Resolved (2007/49)
that Academic Senate note the minutes from the University Research Committee meeting held on 6 December 2006.

E2 Faculty Minutes
E2.1 Faculty of Arts Committee Meeting Extracts

Resolved (2007/50)
that Academic Senate note the meeting extracts from the Faculty of Arts Committee meetings held on 27 February 2007 and 24 April 2007.

E2.2 Faculty of Creative Arts Committee Meeting Extracts

Resolved (2007/51)
that Academic Senate note the meeting extracts from the Faculty of Creative Arts Committee meetings held on 17 October 2006 and 29 January 2007.

E2.3 Faculty of Informatics Committee Meeting Extract

Resolved (2007/52)
that Academic Senate note the meeting extract from the Faculty of Informatics Committee meeting held on 26 April 2007.

E2.4 Faculty of Science Committee Meeting Extract

Resolved (2007/53)
that Academic Senate note the meeting extract from the Faculty of Science Committee meeting held on 9 March 2007.
PART F  FUTURE MEETINGS AND OTHER BUSINESS

F1  Future Meeting Dates

<table>
<thead>
<tr>
<th>Academic Senate</th>
<th>Senate Standing Committee</th>
</tr>
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<tbody>
<tr>
<td>1 August 2007</td>
<td>11 July 2007</td>
</tr>
<tr>
<td>19 September 2007</td>
<td>29 August 2007</td>
</tr>
<tr>
<td>7 November 2007</td>
<td>17 October 2007</td>
</tr>
</tbody>
</table>

F2  Other Business

There was no other business for discussion.

The meeting closed at 11:16am.
ACADEMIC SENATE COMMITTEE
MEETING OF 1 AUGUST 2007
AGENDA ITEM B1.1

Academic Grievance Policy (Higher Degree Research Students) – Minor Amendments

In order to comply with legislation of the new 2007 National Code for Students, minor revisions have been made to the Academic Grievance Policy (Higher Degree Research Students).

The revisions relate to timeframes imposed which have been updated to conform with the Code.

The revisions were endorsed by the University Research Committee at its meeting on 20 June 2007.

Draft Resolution

that Academic Senate:

i) endorse the minor amendments to the Academic Grievance Policy (Higher Degree Research Students) as outlined in the agenda papers;

ii) forward the revised Policy to University Council for approval and immediate introduction.

Drafted by: Reviewed by: Approved by:

Director, Research Student Centre Executive Officer, Academic Senate Chair, Academic Senate
National Code 2007 – Revisions to policies relating to appeals

The Education Services for Overseas Students (ESOS) Act 2000 and associated legislation (National Code) is the legal framework governing the responsibility of education institutions towards overseas students. As a result of a review of this legislation, the National Code was revised and the new regulations come into effect on 1 July 2007.

New information provided by the Department of Education Science and Training (DEST) and the New South Wales Ombudsman on 19 June 2007 requires a further minor amendment to UOW’s policies which include clauses relating to appeals.

The following policies require amendment in order to comply with this requirement:

- Academic Grievance Policy (Coursework and Honours Students)
- Academic Grievance Policy (Higher Degree Research Students)
- Appeals against Higher Degree Research Thesis Examination Outcomes Policy
- Rules for Student Discipline

These policies will be amended to include the following clause:

“A student who is dissatisfied with the outcome or conduct of an appeal within the University may appeal to an external agency. Students have the right to make a complaint to the NSW Ombudsman when there is evidence of maladministration or misconduct by the University of Wollongong.”

Draft Resolution

*That, as outlined in the agenda papers, Academic Senate:
   i) endorse the minor amendment to the:
      a) Academic Grievance Policy (Coursework and Honours Students)
      b) Academic Grievance Policy (Higher Degree Research Students)
      c) Appeals against Higher Degree Research Thesis Examination Outcomes Policy
      d) Rules for Student Discipline
   ii) forward the amendment to University Council for approval and immediate introduction.*

Drafted by: ESOS National Code Project Coordinator
Reviewed by: Executive Officer, Academic Senate
Approved by: Chair, Academic Senate
University of Wollongong Strategic Plan 2008-10

Introduction – the Process
The University Planning and Quality Committee (UPAQ) developed the attached draft of the 2008-10 UOW Strategic Plan after a review of the current Plan and planning structure. The Committee, chaired by the Deputy Vice-Chancellor (Academic & International), has representation from a range of academic and administrative areas and includes the Chair of Academic Senate.

During the eight month process, UPAQ has consulted widely, inviting comment from the external community as well as internal UOW members. UPAQ also referred to the internal and external planning contexts.

The Goal chapters in the draft Strategic Plan were developed by working groups from the major committees and specific areas of expertise. A draft was sent to a panel of “critical readers” in various parts of the University and then considered by the participants in the University’s June Planning Conference. UPAQ reviewed their feedback and incorporated changes into the attached draft.

After presentation to Academic Senate, the draft Strategic Plan will be developed further and placed on the intranet for comment by the University community. Regional community representatives will also be briefed.

The draft Strategic Plan will be presented to University Council on 17 August 2007. Council has received progress reports during 2007 and will have two months to consider and provide comments on the draft Strategic Plan before it is submitted for final approval at the October Council meeting.

The 2008-10 Planning Structure
The proposed 2008-10 planning structure addresses the following areas for improvement, identified by the AUQA audit:

i) Enhanced alignment across University planning
AUQA encouraged “the extension of effective planning practices across campus sectors”.

To improve and promote the integration of planning activities across the University at all sites, the 2008-10 model features a “One University – One Plan” format:

- The current Core Function Plans are incorporated as Goal Chapters, rather than standing as separate plans.
- Two Goal categories – Core and Enabling – are introduced to better indicate functions and inter-relationships and to improve alignment and reporting.
- The Goal Chapters identify aligned plans which will report under the Goals (importantly the Faculty and Unit Plans)

ii) Monitoring of Performance
AUQA recommended “that UOW consider establishing more specific qualitative and quantitative targets in its planning process in order to help determine and measure the pace and extent of progress against its strategic goals”.
The draft Strategic Plan introduces clear Key Performance Indicators and sets up a Performance Monitoring Framework to track achievement through measures, targets and benchmarks and support annual reviews against Goals.

### iii) UOW Campuses and Sites

AUQA recommended “that UOW develop an approach to its various campus operations, whereby the purpose and inter-relationships of each campus are part of a comprehensive University plan”.

References to all UOW locations are included in the draft Strategic Plan, with specific listing of Dubai, Shoalhaven and Education Centre Plans under Aligned Plans in relevant chapters.

Plans for UOW Shoalhaven and the Southern Education Centres (Batemans Bay, Bega, Moss Vale) and Northern Education Centres (Loftus and Sydney Business School) are being developed to sit and report under the framework of the University Strategic Plan.

### Conclusion

The draft 2008-10 UOW Strategic Plan provides the blueprint for the University’s development and activities in the next three years. It commits the University to a role in enriching “individuals, their communities and the environment” and it identifies four key and guiding features of the “UOW Way” – diversity, partnership, enterprise and excellence.

---

**Draft Resolution**

*that Academic Senate:*

1. receive the draft 2008-10 UOW Strategic Plan, as attached to the agenda papers, noting that Academic Senate members comments may be provided by 15 August 2007;

2. refer the draft Plan for an initial consideration by the University Council.
The existing Rules for Student Conduct and Discipline have been reviewed as part of the Academic Integrity Project. The aim of the review was to make application of the Rules and management of student misconduct simpler and more consistently applied across the University. Broad consultation has taken place via questionnaires, focus groups, academic committees, targeted workshops, the University website and individual stakeholder consultation sessions.

The following documents, informed by the review, have been developed to replace the existing Rules for Student Conduct and Discipline:

- Student Conduct Rules
- Procedure for Managing Alleged Academic Misconduct by a Student Undertaking Coursework (including flowchart)
- Procedure for Managing Alleged General Misconduct by a Student (including flowchart)
- Templates for Notice Letters and Referral of Investigation

The documents are not presented with tracked-changes as the changes constitute major rewriting of the Rules.

Significant changes that have resulted from the review include:

- **Structural changes:** The Student Conduct Rules sit as an overarching document directing readers to other Rules, codes, policies and procedures where acceptable and unacceptable conduct by a student is detailed. Separate procedures specify the process for management of each category of misconduct to allow for easy reference and understanding of the process.

- **Procedural changes:** timeframes, record-keeping, communications and sample letters have been made clearer and/or simplified

- **Clarification of misconduct:** forms of misconduct have been more clearly defined than in the existing Rules, as well as possible responses to misconduct, thus enabling consistent management of misconduct across the University

- Inclusion of a **clear definition of plagiarism** and other forms of academic dishonesty

- **Informal management:** the procedures allow for informal management of student’s conduct where it is not deemed misconduct but where an educative response is required

- **Low-Level management:** the procedures allow for low-level management of misconduct by the Subject Coordinator & Primary Investigation Officer (PIO) (for academic misconduct by a student undertaking coursework) or the PIO (for general misconduct)

The Student Conduct Rules and accompanying procedures are to be implemented 1 January 2008.
Draft Resolution

that Academic Senate:

i) endorse the revised Student Conduct Rules, Procedure for Managing Alleged Academic Misconduct by a Student Undertaking Coursework and Procedure for Managing Alleged General Misconduct by a Student as outlined in the agenda papers, to become effective 1 January 2008;

ii) forward the Rules and Procedures to University Council for approval.

Drafted by: Academic Integrity Project Officer
Reviewed by: Executive Officer, Academic Senate
Approved by: Chair, Academic Senate
Revisions to the Code of Practice – Honours

The 2006 Audit of UOW Honours Guides was conducted to assess compliance with the "Honours Guide Checklist" of the Code of Practice – Honours. The audit was undertaken as part of the review of the Code and was a continuation of the compliance review that took place in the second half of 2004.

The audit found that there was a high level of compliance with the criteria set out in the Checklist of the Code but the level of compliance varied across Faculties and programs.

A Report on the 2006 Audit of UOW Honours Guide was noted by the Education Policy Review Subcommittee (of the University Education Committee) at its meeting on 15 November 2006. The major finding from the Report was the need to review and amend the Honours Guide Checklist of the Code of Practice – Honours to improve compliance.

As a result of the findings from the Report on the 2006 Audit of UOW Honours Guide:

- minor amendments to the Code of Practice – Honours have been drafted
- major amendments to Schedule 1 of the Code have been drafted primarily to eliminate duplication and redundancy
- the Code has been updated in the new standard Policy template.

The proposed amendments to the Code of Practice – Honours were endorsed by the University Education Committee at its meeting of 6 June 2007 and noted by the University Research Committee at its meeting on 20 June 2007.

Draft Resolution

that Academic Senate:

i) endorse the amendments to the Code of Practice – Honours as outlined in the agenda papers, to become effective Autumn Session 2008;

ii) forward the Code of Practice to University Council for approval.

Drafted by: Reviewed by: Approved by:
Policy and Governance Unit Education Policy Review Subcommittee Chair, Academic Senate
Executive Officer, Academic Senate
Background
The cultivation of the Graduate Qualities is central to learning and teaching at UOW and aims to prepare students to contribute to society and the workplace.

Despite the early articulation of the Graduate Attributes in 1992 and the subsequent work of faculties, professional units and the Teaching Strategies for Graduate Attributes 2003 Educational Strategic Development Fund (ESDF) project team, in 2006 many academics still had a low level of awareness of the Attributes and how to translate them into learning and teaching. Further, many at UOW perceived that the existence of separate research graduate attributes had not assisted HDR supervisors and students to the degree anticipated when the Attributes were drafted.

In 2006, the Australian Universities Quality Agency (AUQA) review of UOW stated:

"AUQA affirms UOW’s recognition of the need to further develop systems to ensure that its graduate attributes are embedded in its curriculum, teaching and assessment practices, and of the need to ensure that this recognition is shared by all staff.

...AUQA recommends that the University of Wollongong further develop and communicate systems to ensure that its Research Graduate Attributes are embedded in its curriculum, supervision and assessment practices."

2006 ESDF project aims
The aims of the Graduate Attributes project were to:

- Review UOW’s Graduate Attributes/Tertiary Literacies Policy and to refine the systems to embed the attributes in curriculum, teaching and assessment practices.
- Undertake an extensive consultation process, to broaden general awareness of the Attributes and to reinvigorate UOW’s efforts to embed them in learning and teaching practice.

Consultation and development processes
Broad consultation was carried out across the University:

- An ESDF project team formed with representatives from faculties and professional units.
- Consultations on the Graduate Qualities Policy were held with EPRS, representatives of Wollongong College Australia, UOW Dubai and UOW’s Research area.
- Successful models were examined from Australia, the United States and the United Kingdom.
- Data was gathered from the Course Experience Survey, employer studies and other reports.
- The distinctive qualities of UOW were considered.
- Drafts of new UOW Graduate Qualities were developed, tested and refined in over 24 faculty/unit consultations and nine student tests. All ideas from consultations were documented and discussed. Amendments were made as a result and tested on subsequent groups.
- Implementation models were discussed with faculty groups and FEC Chairs and a flexible model was progressively developed to fit the diversity of UOW academic areas.
Outcomes
A new model is recommended for UOW, in which:

- Attributes (nine plus six for research) are reduced in number and replaced by five Qualities, to assist communication with staff and students.
- “Attributes” are re-branded as “Qualities” to emphasise a fresh approach and to make a clear distinction between the two models during the transition phase.
- The complexities of the relationship between the UOW statement of Graduate Attributes and Tertiary Literacies Policy are resolved by introducing a single UOW Graduate Qualities Policy.
- A flexible model is offered for faculty implementation whereby academic areas may interpret the Qualities to better meet the needs of their students, staff and accrediting bodies.
- All Qualities are capable of being developed and taught/assessed within undergraduate and postgraduate coursework courses.
- There are no separate Qualities for research students. Instead, generic elements have been written to be inclusive of research students. For example: “Understand how an area of study has evolved and how it relates to other areas” may be developed in students to the depth appropriate to their level of study.
- The new UOW Graduate Qualities Policy would have limited application to research supervisors. In particular, there would be no requirement to embed Qualities in assessment practices for HDR students.

Policies and Procedures to be rescinded
Following approval of the new Graduate Qualities Policy, the following documents will be rescinded:

- Attributes of a UOW Graduate
- Attributes of a UOW Research Graduate
- Tertiary Literacies Policy and Procedures.

Consequential minor amendments are required to the following Codes of Practice:

- Code of Practice – Teaching and Assessment
- Code of Practice – Supervision.

It is also recommended the following Policies and Codes be amended, to occur as part of reviews already planned for 2007-2008:

- Quality Review Framework
- Subject approval forms and processes
- Course approval forms and processes.

Implementation phase
By formulating a new model for UOW Graduate Qualities and developing implementation guidelines in consultation with the UOW community, the 2006 ESDF Project Team has completed its work.

A second phase of implementation is now underway to further the work of implementing the new UOW Graduate Qualities model, including:

- supporting Faculties during the transition to the new model
- updating UOW web resources for students and staff
- developing additional communication tools and other resources for students and staff
• liaising with e-portfolio teams
• considering processes for measuring achievement of the Graduate Qualities at an institutional level
• making consequential amendments to other UOW policies and processes as required.

Project team members
Project members included:

• Associate Professor Greg Hampton, Head, Student Services (Project Leader)
• Dr Anna Carew, Lecturer/Dr Geraldine Lefoe, Senior Lecturer, CEDIR
• Ms Linda Corrin, Graduate Attributes Project Officer, Careers Service
• Ms Theresa Hoynes, Senior Manager/Ms Jenny Reiners, Project Officer, Policy and Governance Unit
• Dr Lynda Kriflik, Lecturer, Graduate Attributes, Academic Services Division
• Dr Brett Lemass, Senior Lecturer, Faculty of Engineering
• Ms Suzanne Lipu, Information Literacy Coordinator/Ms Margie Jantti, Associate Librarian, Library
• Associate Professor John McQuilton, Associate Dean (Undergraduate), Faculty of Arts
• Ms Heather Sainsbury, Assistant Director/Ms Jenny Hancock, Strategic Planning Officer, Strategic Planning
• Ms Anne Melano, ESDF Project Coordinator.

Draft Resolution

that Academic Senate:

i) endorse the new UOW Graduate Qualities Policy and consequential minor amendments to the Code of Practice – Teaching and Assessment and Code of Practice – Supervision, replacing the Attributes of a UOW Graduate, Attributes of a UOW Research Graduate and Tertiary Literacies Policy and Procedures, to become effective 1 January 2008;

ii) forward the new Policy and revised Codes of Practice to University Council for approval.

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<th>Drafted by:</th>
<th>Reviewed by:</th>
<th>Approved by:</th>
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<tr>
<td>Graduate Qualities Project Team Policy Analysts, ARD</td>
<td>Education Policy Review Subcommittee University Education Committee University Research Committee Executive Officer, Academic Senate</td>
<td>Chair, Academic Senate</td>
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</table>
Background
A scheduled review of the Special Consideration Policy was conducted in 2006 by the Special Consideration Working Party, established by the University Education Committee (UEC). The purpose of the review was to investigate, review, report and redevelop the Special Consideration Policy to make it more consistent, transparent, easier to interpret for students and easier for academic staff to implement.

A survey was conducted to determine the full scope of the policy changes required. This survey informed the first draft of the new Student Academic Consideration Policy, which was sent out for consultation to the University community and key stakeholders in September 2006. Following the consultation process, a revised draft policy was prepared and noted by UEC at its meeting in October 2006, at which it was determined that a complete package – comprising policy and guidelines – would be presented to UEC in 2007.

Research Stage
The research stage of the policy review included the following review processes:

- Identification of issues with current policy and procedures including development and collation of a questionnaire to all UOW academic staff and other staff at satellite sites and offshore campuses.
- Research into good practice by reviewing policies and processes used in the higher education sector.
- Consultation with various stakeholders including the Dean of Students, Faculty Education Committee Chairs, Woolyungah Indigenous Centre and Student Services.
- Analysis of the volume and change over time of special consideration applications by faculty.
- Drafting the new Student Academic Consideration Policy (draft for consultation)
- Collation and incorporation of feedback and comments on the draft policy from Faculties through the Faculty Education Committee Chairs.

Consultation Stage
This stage included the following consultation processes:

- University-wide consultation in September 2006. Of the 200 comments received and considered, 50% prompted minor editorial revisions and 25% involved substantive amendments which were discussed and approved. The remaining 25% sought clarification of procedural issues.
- A focus group was conducted with students.
- A revised draft was submitted to UEC in October 2006 for noting and comment.
- A revised draft was placed on the UOW website for consultation (October 2006 to January 2007).
- The Student Academic Consideration Guidelines were presented to the Student Support for Learning Subcommittee in May 2006 for comment.

Approval Stage
University Education Committee 6 June 2007
Senate Standing Committee 11 July 2007
Academic Senate 1 August 2007
University Council 7 August 2007
Student Academic Consideration Policy

The revised Student Academic Consideration Policy is not presented with track changes as the changes constitute a major rewriting of the policy. Highlights of the revisions include:

- New title: Student Academic Consideration Policy.
- Policy emphasises that students need to be proactive in applying for academic consideration before an assessment is due.
- Promotion of consistency and transparency in the process of applying for consideration and in the handling of all applications. There is no longer a differentiation between the weighting of assessment tasks.
- Subject Coordinators given more responsibility in the decision making process.
- Differentiation between students with ongoing conditions requiring reasonable accommodation (disability) and those experiencing short-term disruptions to studies.
- Detailed responsibilities of the University, Students, Subject Coordinators, Heads of Academic Units, Sub Deans/Associate Deans and staff verifying supporting documentation.
- Stronger criteria defining grounds for application, supporting documentation, the granting of academic consideration, supplementary assessments and outcomes.
- Tighter timelines for making an application, submitting supporting documentation, and academic staff response times.
- Academic consideration applications are only forwarded to Subject Coordinators once supporting documentation has been verified.
- All applications require supporting documentation. In cases where it is not possible to obtain supporting documentation, a Statutory Declaration for Academic Consideration must be used.
- Students are required to retain supporting documentation for twelve months from the date of the verification of their application.
- Closure on in-session tests and end-of session exams to ensure that student's results can be processed in an effective and efficient manner.
- Systems changes have been implemented to assist in the determination and submission of academic consideration. The process through which this will occur is detailed in the Student Academic Consideration Guidelines.

Draft Resolution

that Academic Senate:

i) endorse the Student Academic Consideration Policy as outlined in the agenda papers, to become effective 1 January 2008;

ii) forward the Policy to University Council for approval.

Drafted by: Reviewed by: Approved by:
Policy Analyst, ARD Policy Champion, Special Consideration Working Party Chair, Academic Senate
Policy Champion, Special Consideration Working Party Senior Manager, Policy & Governance Unit
Senior Manager, Policy & Governance Unit Executive Officer, Academic Senate
At its meeting of 2 August 2006, the University Education Committee established the Student Survey Working Party to review all student surveys at UOW. The Working Party's aim was to develop a method which better rationalised and coordinated student surveys, to avoid the over-surveying of students and to improve response rates.

The Working Party identified overlap in questions asked in both the Teacher Survey and the Subject Survey and recommended changes to each of these surveys. The changes to the Subject Survey were noted by Senate Standing Committee at its meeting on 23 May 2007.

Following the Senate Standing Committee meeting, the Student Survey was circulated for consultation with the University's academic staff and feedback received during the consultation process was discussed by the Working Party and incorporated into the Survey. Feedback received on the Teacher Survey resulted in the transfer to the Subject Survey of the Graduate Qualities.

The changes are outlined in the attached report and the revised Subject Survey form. The Survey will be implemented in Spring Session 2007.

**Draft Resolution**

*that Academic Senate note the revised Subject Survey as outlined in the agenda papers, for implementation in Spring Session 2007.*

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<tr>
<td>Executive Officer, Student Survey Working Party</td>
<td>Executive Officer, Academic Senate</td>
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The following prizes were approved at the Student Awards Committee meeting held on 30 May 2007.

- Illawarra Mercury Prize for Communication and Journalism Studies
- BDO Forensic Accounting Services Prize
- Jim Campbell Honours Prize
- R. McC. Lilley Honours Prize

**Draft Resolution**

> that Academic Senate approve the following prizes, to be effective immediately:

<table>
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<tr>
<th>Prize</th>
<th>Faculty</th>
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<tr>
<td>Illawarra Mercury Prize for Communication and Journalism Studies</td>
<td>Faculty of Arts</td>
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<td>BDO Forensic Accounting Services Prize</td>
<td>Faculty of Commerce</td>
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<tr>
<td>Jim Campbell Honours Prize</td>
<td>Faculty of Science</td>
</tr>
<tr>
<td>R. McC. Lilley Honours Prize</td>
<td>Faculty of Science</td>
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**Drafted by:** Executive Officer, Academic Senate

**Reviewed by:**

**Approved by:** Chair, Academic Senate
Election of two Academic Senate representatives to the University Education Committee

In June 2006, Dr Laurie Chisholm and A/Prof Janette Curtis were elected as Academic Senate representatives on the University Education Committee (Res 49/06) for the term 1 July 2006 to 30 June 2008.

Dr Chisholm’s and A/Prof Curtis’ term on Academic Senate concluded on 30 June 2007, creating two casual vacancies on the University Education Committee for Senior Academic members (Senior Lecturer or above) to be elected by and from Academic Senate, for the remainder of their term to 30 June 2008.

Under Clause 5 of the University’s Electoral Procedures, an election is required to fill casual vacancies with 12 months or more of the term remaining.

The principal role of the University Education Committee is to provide leadership in the development of policies and strategies aimed at achieving the University's objectives in teaching and learning. The Committee’s Terms of Reference are attached.

Further information regarding the University Education Committee can be found at: http://www.uow.edu.au/governance/committees/academicsenate/index.html

Draft Resolution

that Academic Senate note the outcome of the election and congratulate <insert name> and <insert name> as Academic Senate representatives on the University Education Committee for the term 1 July 2007 to 30 June 2008.

Process for Elections at and by Senate

1. Members of Academic Senate who wish to nominate for any listed vacancy may and are encouraged to circulate their profile/case for nomination, directly via the Academic Senate email list (academic-senate@uow.edu.au).1

2. Nominations will be called for these positions at the Academic Senate meeting.

3. A ballot will be held if the number of nominees exceeds the number of positions to be filled.

4. In the event of a ballot, the candidate who receives the highest number of votes will be declared as elected, in accordance with clause 8(1) of the University of Wollongong By-Law 1991 SCHEDULE 1. Where there is an equality of votes, the person to be elected will be determined by lot in accordance with clauses 9(1) and 9(2) of the University of Wollongong By-Law 1991 SCHEDULE 1.

Drafted by:
Reviewed by:
Approved by:

Executive Officer, Academic Senate
Chair, Academic Senate

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1 In the past, it has been the custom to allow candidates the opportunity to address the meeting for a maximum of two minutes each, or such lesser time as the Chair may determine in the event that there is a large numbers of candidates. The Chair would strongly prefer to rely on candidates emailing their profiles to fellow members rather than use this process.
Election of one Academic Senate representative to the University Internationalisation Committee

On 13 June 2007, Prof Philip Kitley was elected as an Academic Senate representative on the University Internationalisation Committee (Res 2007/40) for the term 13 June 2007 to 30 June 2009.

As Prof Kitley’s term on Academic Senate concluded on 30 June 2007, one vacancy has been created on the University Internationalisation Committee for a Senior Academic member (Senior Lecturer or above) to be elected by and from Academic Senate, for the remainder of the term to 30 June 2009.

Under Clause 5 of the University’s Electoral Procedures, an election is required to fill a casual vacancy with 12 months or more of the term remaining.

The principal roles of the University Internationalisation Committee are to oversee the activities of its sub-committees, ensure appropriate interaction of international issues, and disseminate information and advice to Academic Senate. The Committee’s Terms of Reference are attached.

Further information regarding the University Education Committee can be found at:  

Draft Resolution

that Academic Senate note the outcome of the election and congratulate <insert name> as Academic Senate representatives on the University Internationalisation Committee for the term 1 August 2007 to 30 June 2009.

Process for Elections at and by Senate

1. Members of Academic Senate who wish to nominate for any listed vacancy may and are encouraged to circulate their profile/case for nomination, directly via the Academic Senate email list (academic-senate@uow.edu.au).1

2. Nominations will be called for these positions at the Academic Senate meeting.

3. A ballot will be held if the number of nominees exceeds the number of positions to be filled.

4. In the event of a ballot, the candidate who receives the highest number of votes will be declared as elected, in accordance with clause 8(1) of the University of Wollongong By-Law 1991 SCHEDULE 1. Where there is an equality of votes, the person to be elected will be determined by lot in accordance with clauses 9(1) and 9(2) of the University of Wollongong By-Law 1991 SCHEDULE 1.

1 In the past, it has been the custom to allow candidates the opportunity to address the meeting for a maximum of two minutes each, or such lesser time as the Chair may determine in the event that there is a large numbers of candidates. The Chair would strongly prefer to rely on candidates emailing their profiles to fellow members rather than use this process.
Election of one Academic Senate representative to the Employment Equity and Diversity Committee

On 14 September 2005, Dr Dianne Jolley was elected as an Academic Senate representative on the Employment Equity and Diversity Committee (Res 69/05) for the term 14 September 2005 to 14 September 2007.

As Dr Jolley’s term on Academic Senate concluded on 30 June 2007, one vacancy has been created on the Employment Equity and Diversity (EED) Committee for a Senior Academic member (Senior Lecturer or above) to be elected by and from Academic Senate for the term 14 September 2007 to 14 September 2009.

The role of the Employment Equity and Diversity Unit is to develop a long term and integrated approach to employment equity and diversity at UOW. The EED Committee’s Terms of Reference are attached.

Further information regarding the EED Committee can be found at: http://staff.uow.edu.au/eed/

Draft Resolution

that Academic Senate note the outcome of the election and congratulate <insert name> as Academic Senate representatives on the Employment Equity and Diversity Committee for the term 14 September 2007 to 14 September 2009.

Process for Elections at and by Senate

1. Members of Academic Senate who wish to nominate for any listed vacancy may and are encouraged to circulate their profile/case for nomination, directly via the Academic Senate email list (academic-senate@uow.edu.au).

2. Nominations will be called for these positions at the Academic Senate meeting.

3. A ballot will be held if the number of nominees exceeds the number of positions to be filled.

4. In the event of a ballot, the candidate who receives the highest number of votes will be declared as elected, in accordance with clause 8(1) of the University of Wollongong By-Law 1991 SCHEDULE 1. Where there is an equality of votes, the person to be elected will be determined by lot in accordance with clauses 9(1) and 9(2) of the University of Wollongong By-Law 1991 SCHEDULE 1.

Drafted by: Reviewed by: Approved by:

Executive Officer, Academic Senate Chair, Academic Senate

1 In the past, it has been the custom to allow candidates the opportunity to address the meeting for a maximum of two minutes each, or such lesser time as the Chair may determine in the event that there is a large numbers of candidates. The Chair would strongly prefer to rely on candidates emailing their profiles to fellow members rather than use this process.
Master of Retail Management and Graduate Certificate in Retail Management – New Course

The Graduate School of Business proposes offering a Master of Retail Management and Graduate Certificate in Retail Management from the beginning of 2008.

Retailing is a major sector of the Australian economy; globally, it is one of the fastest growth areas for employment. In recent years, retailers have had to deal with increased levels of competition, the growth of the internet, new forms of technology and consumers who are looking for better value together with higher quality service. As a result, retailers require managers with the necessary skills to tackle and meet those challenges.

The Graduate School of Business has conducted market analysis on competitor programs offered overseas, particularly in the United States and Europe. There is currently no similar postgraduate program offered by an Australian university.

The program structure comprises six existing subjects offered by the Graduate School of Business, along with two new subjects: TBS945 Retail Management and TBS946 Retail Marketing.

There is potential overlap in disciplines and the Graduate School of Business has consulted with the Faculty of Commerce regarding the proposal to offer these new programs.

Draft Resolution

that Academic Senate:

i) endorse the proposal for the new Master of Retail Management degree and Graduate Certificate in Retail Management as outlined in the agenda papers, to become effective Autumn Session 2008;

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 & International);

iii) Advise the Graduate School of Business to forward the proposal to the Vice-Chancellor (Academic & International) for approval.

Drafted by: | Reviewed by: | Approved by:
--- | --- | ---
Policy Officer, Graduate School of Business | Chair of Academic Development Board, Graduate School of Business Executive Officer, Academic Senate | Chair, Academic Senate
This is a proposal from the Faculty of Engineering for a new Master of Rolling Stock Engineering degree, following approval in July 2006 of the Graduate Certificate in Rolling Stock Engineering.

The proposed new degree has been developed under the Rail CRC at the request of the Australian rail industry and will provide formal education and training for newly graduated engineers and other engineering staff who wish to advance their career in rolling stock engineering.

The proposed degree will be comprised of six 6-credit point subjects and one 12-credit point dissertation. Two new subjects are proposed to be introduced for this degree:

- ENGG928 Rolling Stock Dynamics and Bogies
- ENGG929 Rolling Stock Construction Maintenance and Design

The proposed new degree will be offered as distance delivery with one mandatory face-to-face workshop for each cohort at the commencement of the degree.

An ECAC was conducted in June 2006 for the Graduate Certificate in Rolling Stock Engineering, during which the introduction of this Masters degree was discussed and agreed upon. The Faculty therefore requests a waiver of the requirement to convene another ECAC.

The proposed new course will be introduced in Autumn Session 2008.

**Note**
At its meeting on 11 July 2007, Senate Standing Committee queried the inclusion of fees for international students, as international students are not permitted to enrol in wholly online courses. Subsequent discussions with the Deputy Vice-Chancellor (Academic & International) and the Faculty of Engineering have addressed this query.

**Draft Resolution**

that Academic Senate:

i) endorse the proposal for the new Master of Rolling Stock Engineering degree as outlined in the agenda papers, to become effective Autumn Session 2008;

ii) request that the Deputy Vice-Chancellor (Academic & International) waive the requirement for an External Course Advisory Committee;

iii) Advise the Faculty of Engineering to forward the proposal to the Vice-Chancellor (Academic & International) for approval.

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Graduate Certificate in Health Research – New Course

This is a proposal for a new postgraduate course to be offered by the Faculty of Health & Behavioural Sciences. The course is comprised of three existing subjects and one new subject: CHIP915 Essential Skills for Health Research.

To function effectively in their work environment, health professionals require a unique skill set which equips them to critically appraise health research, critically reflect on their own practice, build the knowledge and skills required to answer research questions that arise from that reflection, and take up the opportunity to undertake research if desired with appropriate supervision, support and feedback.

This course builds on the University’s commitment to focusing on quality outcomes, by providing the graduates with high level research skills and the ability to make a continuing contribution both at an academic and professional level.

The proposed new course is to be introduced from Autumn Session 2008.

Draft Resolution

that Academic Senate:

i) endorse the proposal for the new Graduate Certificate in Health Research as outlined in the agenda papers, to become effective Autumn Session 2008;

ii) advise the Faculty of Health & Behavioural Sciences to submit the proposal to an External Course Advisory Committee, the membership of which must be approved by the Deputy Vice-Chancellor (Academic & International);

iii) advise the Faculty of Health & Behavioural Sciences to forward the proposal to the Deputy Vice-Chancellor (Academic & International) for approval.
Graduate Certificate in Social Marketing for Health – New Course

This is a proposal for a new postgraduate course to be offered by the Faculty of Health & Behavioural Sciences.

The introduction of this course responds to the needs of organisations within the community (eg the Cancer Council and Heart Foundation), which have current research partnerships with the Centre for Health Initiatives and have directly raised the need for coursework programs, to equip members of their organisation to be able to design, implement and conduct social marketing programs for health.

This course will help to establish the Faculty as a centre of excellence in Social Marketing Research and Training, by providing students with meaningful theoretical foundations as well as practical skills in social marketing for health. In one cohesive unit of study, it will provide the skills needed by students wanting to pursue a career in social marketing in a health related agency, or to pursue social marketing interventions as a practical way to approach a health problem.

The course is comprised of four subjects, of which GHMD930 Mass Media and Population Health is already offered. Three new subjects are proposed:

- CHIP911 Social Marketing for Health
- CHIP912 Advanced Studies in Behaviour Change
- CHIP913 Social Marketing Practice.

The proposed new course is to be introduced from Autumn Session 2008.

Draft Resolution

that Academic Senate:

i) endorse the proposal for the new Graduate Certificate in Social Marketing for Health as outlined in the agenda papers, to become effective Autumn Session 2008;

ii) advise the Faculty of Health & Behavioural Sciences to submit the proposal to an External Course Advisory Committee, the membership of which must be approved by the Deputy Vice-Chancellor (Academic & International);

iii) advise the Faculty of Health & Behavioural Sciences to forward the proposal to the Deputy Vice-Chancellor (Academic & International) for approval.
The Graduate Certificate in Business is currently offered by the Graduate School of Business to PhD students, to provide them with an introduction to business, management and professional skills. The proposed major amendment will remove some subjects offered by other faculties and add two new subjects, thus converting the course into a pathway program for Masters degrees offered by the Graduate School of Business.

The Graduate School of Business proposes introducing the following new subjects for this course:

- TBS956 Foundation in Business Studies
- TBS957 Introduction to Contemporary Business Practice

PhD students will continue to be offered a similar program with no tuition fees, and will be awarded a Graduate Certificate in Business Administration degree, the details of which can be found at Item C2.3 of these agenda papers.

This proposed major amendment is to be introduced from Intake A/Autumn Session 2008.

The Graduate School of Business requests a waiver of the requirement for an External Course Advisory Committee, as already discussed with the Deputy Vice-Chancellor (Academic and International).

**Draft Resolution**

that Academic Senate:

i) endorse the proposal for a major amendment to the Graduate Certificate in Business as outlined in the agenda papers, to become effective Intake A/Autumn Session 2008;

ii) request the Deputy Vice-Chancellor (Academic & International) waive the requirement for an External Course Advisory Committee;

iii) advise the Graduate School of Business to forward the proposal to the Deputy Vice-Chancellor (Academic & International) for approval.

**Drafted by:** Policy Officer, Graduate School of Business  
**Reviewed by:** Chair of Academic Development Board, Graduate School of Business Executive Officer, Academic Senate  
**Approved by:** Chair, Academic Senate
This is a proposal from the Graduate School of Business for major amendments to the Graduate Certificate in Business Administration and Graduate Diploma in Business Administration.

The Graduate School proposes to:

1. Offer the Graduate Certificate in Business Administration to PhD students free of charge, rather than the Graduate Certificate in Business that they currently study.
2. Modify the degree structures of the Graduate Certificate in Business Administration and Graduate Diploma in Business Administration to allow students to complete any of the nine core subjects within the Masters degree.

The proposed major amendments are to be introduced from Intake A/Autumn Session 2008.

The Graduate School of Business requests a waiver of the requirement for an External Course Advisory Committee, as discussed with the Deputy Vice-Chancellor (Academic and International).

**Draft Resolution**

that Academic Senate:

- i) endorse the proposed major amendments to the Graduate Certificate in Business Administration and Graduate Diploma in Business Administration as outlined in the agenda papers, to become effective Intake A/Autumn Session 2008;
- ii) request the Deputy Vice-Chancellor (Academic & International) waive the requirement for an External Course Advisory Committee;
- iii) advise the Graduate School of Business to forward the proposal to the Vice-Chancellor (Academic & International) for approval.

---

**Drafted by:**
Policy Officer, Graduate School of Business

**Reviewed by:**
Chair of Academic Development Board, Graduate School of Business
Executive Officer, Academic Senate

**Approved by:**
Chair, Academic Senate
This is a proposal for a new major and minor to be offered by the Faculty of Arts.

In 2005, the Industrial Relations minor was transferred to the Faculty of Arts and, during 2006, was rewritten and redeveloped into a new Employment Relations major.

The proposed new major requires a minimum of 64 credit points and includes subjects which were originally offered in the Industrial Relations minor. Additionally, the following new subjects have been developed for this major:

- ERLS100 Introduction to Employment Relations and Labour Studies
- ERLS240 Comparative Pay Determination
- SOC272 Sociology and Work
- GLS300 Global and Comparative Labour Studies
- ERLS340 Comparative Perspectives on Employment Relations
- ERLS 348 Employers and Industrial Relations
- ERLS352 Negotiation and Bargaining

Electives include subjects offered by the Faculty of Commerce and Faculty of Law. Both Faculties have been consulted and the proposed new major and minor have been approved by the FECs of both Faculties.

This proposed new major is an interdisciplinary major which follows the template set down by the Faculty of Arts' ECAC into Interdisciplinary majors. The Faculty therefore seeks a waiver of the requirement to convene an ECAC for this proposed new major.

It is proposed to introduce the new Employment Relations major and minor in Autumn Session 2008.

**Draft Resolution**

*that Academic Senate:*

i) **endorse the proposed new Employment Relations major for the Bachelor of Arts degree as outlined in the agenda papers, to become effective Autumn Session 2008;**

ii) **request that the Deputy Vice-Chancellor (Academic & International) waive the requirement for an External Course Advisory Committee;**

iii) **advise the Faculty of Arts to forward the proposal to the Deputy Vice-Chancellor (Academic & International) for approval.**
## Committee Minutes

### E1.1 Academic Senate Standing Committee Minutes

**Draft Resolution**

*that Academic Senate note the minutes from the Academic Senate Standing Committee meetings held on 4 April 2007 and 23 May 2007.*

### E1.2 University Education Committee Minutes

**Draft Resolution**

*that Academic Senate note the minutes from the University Education Committee meetings held on 18 April 2007 and 2 May 2007.*

### E1.3 Student Awards Committee Minutes

Members should note that the minutes of the Student Awards Committee meeting held on 30 May 2007 are in draft form and have yet to be ratified.

**Draft Resolution**

*that Academic Senate note the minutes from the Student Awards Committee meeting held on 30 May 2007.*

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**Reviewed by:**  
**Approved by:**

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Faculty Minutes

E2.1 Faculty of Informatics Committee Meeting Extract

Draft Resolution

that Academic Senate note the meeting extract from the Faculty of Informatics Committee meeting held on 14 June 2007.

E2.2 Faculty of Science Committee Meeting Extract

Draft Resolution

that Academic Senate note the meeting extract from the Faculty of Science Committee meeting held on 4 May 2007.

Drafted by:  
Reviewed by:  
Approved by:

Executive Officer,  
Academic Senate  
Chair, Academic Senate