Minutes of the 271st meeting of the Academic Senate held at 9:30am on Wednesday, 2 May 2007 in Room 20.5, Communications Building.

Present:

- Prof David Griffiths (Chair)
- Dr Anne Abraham
- A/Prof Lee Astheimer
- A/Prof Ted Bryant
- Prof Paul Chandler
- Prof Joe Chicharo
- Dr David Christie
- A/Prof Rodney Clarke
- A/Prof Paul Cooper
- A/Prof Janette Curtis
- A/Prof Brian Ferry
- A/Prof Kristine French
- Mr Levi Garry
- Prof John Glynn
- Mr Chris Grange
- Dr Muhammad Hadi
- Mr Warren Hudson
- A/Prof Mary Kaidonis
- Ms Yvonne Kerr
- Prof Shirley Leitch
- Mr John Littrich
- Dr Pauline Lysaght
- Dr Anthony Macris
- A/Prof Timothy Marchant
- A/Prof Kay Maxwell
- Ms Felicity McGregor
- Prof Luke McNamara
- A/Prof John McQuilton
- A/Prof Barbara Meyer
- Prof Judith Motion
- A/Prof Rod Nillsen
- Prof Philip Ogunbona
- Mr Ron Perrin
- Dr Ian Piper
- Dr Anne Porter
- A/Prof Ian Porter
- A/Prof Siva Sivakumar
- Prof Trevor Spedding
- Mr Ray Stace
- Mr Anthony Strik
- Prof Gerard Sutton
- Dr Elizabeth Thomson
- Mr Ian Tobin
- A/Prof Wilma Vialle
- A/Prof Rodney Vickers
- A/Prof Beverley Walker
- Mr Alan Wearne
- Prof Andrew Wells
- Prof Sandra Wills
- A/Prof Ed Wilson
- A/Prof Tadeusz Wysocki
- A/Prof Michael Zanko

In Attendance:

- Ms Nerida Margrie (Policy & Governance Unit)

PART A PRELIMINARY BUSINESS

A1 Apologies, Leave of Absence and Welcomes

Apologies were received from Mr John Adams, A/Prof Bill Buttemer, Dr Laurie Chisholm, Prof Susan Dodds, Mr Grant Ellmers, Dr Scott Grattan, A/Prof Patrick Heaven, Prof John Hogg, Prof Buddhima Indraratna, Dr Di Jolley, Mr Malcolm McGregor, A/Prof Fazel Naghdy, Prof William Price, Dr Mark Rix, Prof Andrew Schultz, A/Prof Paul Sharrad, Dr Jan Skillen, Prof Simon Ville, Prof Jan Wright.

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 Paul Chandler, the new Dean of Education and Prof Luke McNamara, the new Dean of Law. The Chair also welcomed as observers of the meeting A/Prof Steven Roodenrys from the Faculty of Health & Behavioural Sciences, Ms Julie Renwick from ITC Group, Ms Lisa Simmons from the Academic Registrar’s Division and Ms Theresa Hoynes, Ms Leonie Kirchmajer and Ms Claudia Perry-Beltrame from the Policy & Governance Unit.
A2 Arrangement of the Agenda

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

B1.1 Amendments to General Course Rules (2007 National Code Compliance – Stage 1)
B1.2 Revised Appeals against Higher Degree Research Thesis Examination Outcomes Policy
B2 Revised University Learning and Teaching Policy
B4 Academic Probation Committee and Academic Promotion Committee – Approval of Nominees
B5 Proposal to Review Electoral Procedures for Senate and Faculties
B6.1 Election of three Representatives to the Senate Standing Committee
B6.2 Election of two Representatives to the University Education Committee
B7 Results of Academic Senate Self-Assessment Survey

(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 (7/03/2007)

A/Prof Rod Nillsen requested amendments to the first two paragraphs of section A10.3 Respect for Diversity Policy of the previous minutes.

The following wording was agreed upon:

“A/Prof Rod Nillsen expressed concern that the draft Respect for Diversity Policy would be submitted to University Council without being firstly considered by Academic Senate. He expressed the view that Academic Senate should not have to make a special request to have referred to it a matter which, under the Terms of Reference of Academic Senate, should have been referred to it as a matter of course.

The Deputy Vice-Chancellor (Operations) responded, noting that the draft Policy had already been considered by the University Council’s Administrative Committee. He further noted that the draft Policy had been sent to various consultative committees and that all University staff were given the opportunity to comment prior to submission to the Administrative Committee.”

Resolved (2007/15)

that, subject to the amendments as noted in the minutes, the minutes of the previous meeting of 7 March 2007 be accepted as a true record of that meeting.

A3.2 Business Arising from the Minutes

The Chair advised that the Respect for Diversity Policy was approved by University Council at its meeting on 20 April 2007 and that Academic Senate members can comment on the Policy now or at future Academic Senate meetings.

A4 Confidential Items of Business

There were no confidential items of business.

A5 Vice-Chancellor's Business

The Vice-Chancellor acknowledged the recent shooting tragedy which occurred at Virginia Tech in the United States and invited the Vice-Principal (Administration) to brief Academic Senate on the steps UOW has taken to prevent a similar tragedy.
here. The Vice-Principal noted the following strategies are in place to address a similar situation:

1. The University’s policy framework and processes, including counselling, grievance policies and staff support, which assist in the identification of “at risk” students.
2. The University’s emergency procedures, including the 24 hour, seven day a week security presence on campus.
3. UOW’s security systems have recently been upgraded with over 300 closed circuit television cameras installed during the last session break; additionally, further funds have been allocated in the Capital Management Plan to increase security coverage.
4. The University is in close and constant contact with the local Police Command regarding how UOW can continue to refine its procedures to respond to situations of violence and risk.

The Vice-Principal pointed out that the risk of such a situation can never be completely eliminated. A preventative approach is important to identify students and staff who may need help.

Short discussion followed, during which members asked a range of questions, acknowledging the need to increase security on campus and maintain preparedness but also noting the need for heightened awareness by staff members and students to colleagues and others who may require help.

Following his note of welcome to the new Dean of Education and Dean of Law, the Vice-Chancellor then reported on the following items:

i) Australian Vice Chancellors’ Committee
The Australian Vice Chancellors’ Committee (AVCC) is currently considering a proposed change to its constitution and consequent change to its name to better reflect membership by universities and not just Vice-Chancellors as with the AVCC. If approved, a new Chair and CEO will be elected immediately. As proposed, the primary role of the newly named Universities Australia would be to advocate for the higher education sector.

The AVCC Plenary will vote on the proposal at its meeting on 26 May 2007; a three-quarter majority is required to approve the proposal.

ii) Federal Budget 2007
The AVCC is focusing on the following three themes in the Federal Budget:
1. Dollars per student
2. Including teaching in the capital infrastructure funding and increasing funding for block grants
3. Increasing Government support and rule changes to make scholarships tax-free.

At a local level, UOW is seeking rural and regional funding for the Graduate School of Medicine of $16.3 million over four years, to allow placement of students across the state.

The AVCC’s election framework will be released following the Budget.

iii) Enrolments
The University is in a strong position regarding enrolments for domestic students. Total international student numbers are down however enrolments
have increased on last year. An additional 500 Engineering places will become available nationally in 2008 and the University will seek a large slice of this tranche.

iv) Innovation Campus
Construction has commenced on the first buildings and interest is strong from third parties keen to have a presence on the iC.

Accenture has commenced its operations at the Wollongong campus and will move to the iC once facilities are completed; it has expressed its appreciation for the recruitment and IT support received from the University. The Vice-Chancellor acknowledged the support from Faculties and Units who were required to relocate facilities to accommodate Accenture.

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

i) Course proposal deadlines for Autumn 2008
Course proposals for new courses, major amendments to courses and other major revisions must be submitted to Senate Standing Committee by 8 August 2007 in order to meet the DEST deadline of 1 October 2007 for introduction in Autumn 2008.

ii) Members Business meeting
The 1 August 2007 meeting of Academic Senate will be set aside to debate business and agenda items raised by Academic Senate members. Members should seek suggestions from their colleagues and fellow students on items for debate and forward these to the Academic Senate Executive Officer by 11 July 2007.

iii) Committee of Chairs of Academic Boards/Senates in NSW and ACT
The Chair provided a brief summary of the recent meeting, noting a renewed focus in most universities on academic integrity.

A7 Reports from Senior Executive and Members of other University Committees
The Deputy Vice-Chancellor (Academic and International) reported that ‘academic standards’ is a focus of AUQA. This includes broader consideration for benchmarking. Further action will be required later this year, both in response to AUQA and the Government and as a UOW initiative.

The Vice-Principal (Administration) reported on the following items:

i) Standard & Poor's evaluation
The annual Standard & Poor’s evaluation was conducted on 1 May 2007 with the University receiving a rating of AA( stable). The average for the higher education sector is AA(-).

ii) Triennial Strategic Risk Assessment
The 2006 Triennial Strategic Risk Assessment was presented to University Council at its meeting on 20 April 2007 and highlighted three areas of perceived increased risk over the 2003 assessment: academic standards; international students; and research. It was noted that the increases were largely due to growing pressure on market forces both nationally and internationally. University Council has asked Senior Management to communicate the results of the assessment to members of the University community.
The Pro Vice-Chancellor (Research) reported on the following items:

i) **ARC Linkage Projects**
The deadline for grant applications is Friday, 4 May 2007. The number of grant applications received to date has significantly increased over previous years and the quality of applications is quite high.

ii) **Endeavour Grants Scholarship Scheme**
Now in its second year of operations, this scheme offers a range of scholarships to students primarily from Asian countries and can be used to attract very high quality research students to UOW. Enquiries can be directed to A/Prof Timothy Marchant who is also making several presentations to interested groups around campus.

iii) **Research Quality Framework Assessment Panel Chairs**
The Minister for Education, Science and Training announced the appointment of the RQF Assessment Panel Chairs on 17 April 2007. Three of the four proposed pre-implementation trials have been funded. Further information can be found on the RQF website.

iv) **RQF Reference Group**
The Minister for Education, Science and Training established the RQF Reference Committee on the 20 February 2007. Prof Margaret Sheil is a member of this Group and is one of only two people authorised by the Minister to speak publicly on its behalf.

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

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

A10 **Members’ Business**
A10.1 **Course Notes**
As the member who raised this agenda item was absent from the meeting, this agenda item lapsed\(^1\).

A10.2 **Statement on Academic Culture**
As the member who raised this agenda item was absent from the meeting, this agenda item lapsed.

A11 **Student Members’ Business**
A11.1 A student member asked about students' intellectual property rights when their work is submitted to the Turnitin text matching system which is used by UOW to assist in detecting and preventing plagiarism. The Turnitin system stores a copy of the student's work which is used for commercial purposes without providing royalties to the student.

\(^1\) Clause 3.4 of the Academic Senate Standing Orders states that, in the absence of the member who has given notice of motion, any member present may move the motion provided that member has the written authority of the member giving notice and delivers this written authority to the Chair at the time the motion is moved. No such written authority was provided to the Chair.
It was agreed this matter be noted for discussion at a future meeting.

A11.2 In response to a student member’s question regarding collaborative learning spaces, the Deputy Vice-Chancellor (Academic and International) noted that 21 spaces have been identified across the Wollongong campus. Quotes are currently being sourced for the installation of power and data points, tables and chairs and couches and information on these spaces will be publicised on the UOW website.

A11.3 A student member raised concerns with the Library’s short-loan system and proposed changes to improve the system. The University Librarian will raise this issue with Library staff members and suggested the student speak with the Loans Coordinator about any problems he was encountering.

PART B GENERAL BUSINESS

B1 Revisions to Policies, Procedures and Rules due to changes in the National Code

The Chair briefed the Committee on the introduction of the National Code and the policy amendments to be implemented by the University to meet legislative requirements which become effective on 1 July 2007. Training for staff is being rolled-out and information is available on the UOW website. Further policies will be submitted for approval over the coming months.

B1.1 Amendments to General Course Rules (2007 National Code Compliance – Stage 1)

Resolved (2007/16)
that Academic Senate:

i) endorse the revisions to the General Course Rules as outlined in the agenda papers, to become effective 1 July 2007;

ii) forward the revised General Course Rules to University Council for approval.

B1.2 Revised Appeals against Higher Degree Research Thesis Examination Outcomes Policy

Resolved (2007/17)
that Academic Senate:

i) endorse the revisions to the Appeals against Higher Degree Research Thesis Examination Outcomes Policy as outlined in the agenda papers, to become effective 1 July 2007;

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

B2 Revised University Learning and Teaching Policy

In response to a member’s comment on the perception that the Policy only required Unit 1 to be completed, Prof Sandra Wills noted that the Policy hasn’t changed and in fact requires that all units be completed.

Prof Wills further noted that a ULT Status Report will be provided to the Probations and Promotions committees for academics who are seeking promotion or probation.
This may become even more important in future should future funding grants be linked to teaching quality.

Resolved (2007/18)

that Academic Senate:

i) endorse the revised University Learning and Teaching Policy as attached to the agenda papers, for immediate introduction;

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

B3 University Internationalisation Committee – Review of Structure

Resolved (2007/19)

that Academic Senate approve the revised Terms of Reference for the University Internationalisation Committee and its sub-committees as outlined in the agenda papers, for immediate introduction.

B4 Academic Probation Committee and Academic Promotion Committee – Approval of Nominees

Committee members pointed out some errors in the names of nominees and noted that the most recent round of elections was not reflected in the agenda paper.

The Chair noted that the errors should be advised to the Secretary of the Academic Probations and Promotions Committee for action.

Resolved (2007/20)

that Academic Senate approve the proposed nominations to the Academic Probation Committee and Academic Promotion Committee, as outlined in the agenda papers.

B5 Proposal to Review Electoral Procedures for Senate and Faculties

The Chair spoke to this item. Input will be sought from members and the Policy & Governance during the review. A full report will be provided to Academic Senate later in 2007.

Resolved (2007/21)

that Academic Senate request the Chair of Academic Senate to conduct a review of the Electoral Procedures for Senate and Faculties and develop revised Procedures for approval by Academic Senate in the second half of 2007.

B6 Election of Academic Senate Representatives to other Committees

B6.1 Election of three Representatives to the Senate Standing Committee

Three nominations were received for the three positions on the Senate Standing Committee:

- A/Prof Mary Kaidonis
- A/Prof Kay Maxwell
- A/Prof Wilma Vialle
Accordingly, the nominees were elected unopposed as Academic Senate representatives to the Senate Standing Committee for the term 1 July 2007 to 30 June 2009.

**Resolved (2007/22)**

*that Academic Senate note the outcome of the election and congratulate A/Prof Mary Kaidonis, A/Prof Kay Maxwell and A/Prof Wilma Vialle as Academic Senate representatives on the Senate Standing Committee for the term 1 July 2007 to 30 June 2009.*

**B6.2 Election of two Representatives to the University Education Committee**

Two nominations were received for the two positions on the University Education Committee:

- Dr Anne Abraham
- Dr Ian Piper

Accordingly, the nominees were elected unopposed as Academic Senate representatives to the University Education Committee for the term 1 July 2007 to 30 June 2009.

**Resolved (2007/23)**

*that Academic Senate note the outcome of the election and congratulate Dr Anne Abraham and Dr Ian Piper as Academic Senate representatives on the University Education Committee for the term 1 July 2007 to 30 June 2009.*

**B7 Results of Academic Senate Self-Assessment Survey**

The Chair provided a brief summary of the responses to date for the 2006 Self-Assessment Survey. A full report will be provided to the next meeting.

**Resolved (2007/24)**

*that Academic Senate note the interim report on the 2006 Self-Assessment Survey.*
PART C  COURSE PROPOSALS FOR APPROVAL

C1 Bachelor of Engineering (Dean's Scholars), Bachelor of Computer Science (Dean's Scholars), Bachelor of Information and Communication Technology (Dean's Scholars), Bachelor of Information Technology (Dean's Scholars), Bachelor of Mathematics and Finance (Dean's Scholars), Bachelor of Mathematics and Economics (Dean's Scholars), Bachelor of Internet Science and Technology (Dean's Scholars) – Major Amendment

Resolved (2007/25)
that Academic Senate:

i) Endorse the proposal for the new undergraduate degrees Bachelor of Engineering (Dean's Scholars), Bachelor of Computer Science (Dean's Scholars), Bachelor of Information and Communication Technology (Dean's Scholars), Bachelor of Information Technology (Dean's Scholars), Bachelor of Mathematics and Finance (Dean's Scholars), Bachelor of Mathematics and Economics (Dean's Scholars), Bachelor of Internet Science and Technology (Dean's Scholars) as outlined in the agenda papers, to be introduced in Autumn 2008;

ii) Request the Deputy Vice-Chancellor (Academic and International) to waive the requirement for an External Course Advisory Committee;

iii) Advise the Faculty of Informatics to forward the proposal to the Vice-Chancellor for approval.

C2 Master of Science (Logistics) and Graduate Certificate in Logistics – Major Amendment

Resolved (2007/26)
that Academic Senate:

i) Endorse the proposal for a major amendment to the Master of Science (Logistics) and Graduate Certificate in Logistics, to be introduced in Intake C/Spring 2007;

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

ii) Advise the Graduate School of Business to forward the proposal to the Vice-Chancellor for approval.

PART D  ITEMS FOR NOTING

D1 Courses Approved by the Vice-Chancellor

Resolved (2007/27)
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>
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<tbody>
<tr>
<td>Bachelor of Communication and Media Studies</td>
<td>Minor Amendment</td>
<td>8/3/2007</td>
</tr>
<tr>
<td>Bachelor of Arts (Community, Culture and Environment)</td>
<td>New Name</td>
<td>8/3/2007</td>
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</tbody>
</table>
PART E COMMITTEE / FACULTY MINUTES

E1 Committee Minutes
E1.1 University Education Committee Minutes

<table>
<thead>
<tr>
<th>Resolved (2007/28)</th>
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<tbody>
<tr>
<td>that Academic Senate note the minutes from the University Education Committee meeting held on 8 November 2006.</td>
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</table>

E2 Faculty Minutes
E2.1 Faculty of Creative Arts Committee Meeting Extract

<table>
<thead>
<tr>
<th>Resolved (2007/29)</th>
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<tbody>
<tr>
<td>that Academic Senate note the extracts of the minutes from the Faculty of Creative Arts Committee meetings held on 30 June 2006, 18 July 2006 and 17 October 2006.</td>
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E2.2 Faculty of Informatics Committee Meeting Extract

<table>
<thead>
<tr>
<th>Resolved (2007/30)</th>
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<tbody>
<tr>
<td>that Academic Senate note the extract of the minutes from the Faculty of Informatics Committee meeting held on 17 October 2006.</td>
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</table>

PART F FUTURE MEETINGS AND OTHER BUSINESS

F1 Future Meeting Dates

<table>
<thead>
<tr>
<th>Academic Senate</th>
<th>Senate Standing Committee</th>
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<tbody>
<tr>
<td>13 June 2007</td>
<td>4 April 2007</td>
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<tr>
<td>1 August 2007</td>
<td>23 May 2007</td>
</tr>
<tr>
<td>19 September 2007</td>
<td>11 July 2007</td>
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<tr>
<td>7 November 2007</td>
<td>29 August 2007</td>
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<td></td>
<td>17 October 2007</td>
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F2 Other Business

There was no other business for discussion.

The meeting closed at 11:24am.