Minutes
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 Littich       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 Naghdý     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 Buddhima 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 Sheil, 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
Hoynes, Ms Leonie Kirchmajer, Mr Pete Randles and Ms Jenny Reiners from the Policy & Governance Unit.

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:

i) endorse the proposed changes to the course approval process as outlined in the agenda papers, to become effective immediately;

ii) endorse the proposal to delegate approval of minor course amendments to the Deputy Vice-Chancellor (Academic & International), to become effective immediately;

iii) 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>
</table>
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>
</thead>
<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.