Minutes of the 273rd meeting of the Academic Senate held at 9:30am on Wednesday, 1 August 2007 in Room 20.5, Communications Building.

Present:

Profs David Griffiths (Chair), Dr Muhammad Hadi, A/Prof Timothy Marchant
Dr Anne Abraham, Mr Mark Havryliv, A/Prof Barbara Meyer
Ms Angela Brown, Prof Lesley Head, Prof Judith Motion
A/Prof Ian Brown, A/Prof Patrick Heaven, Prof Fazel Naghdy
A/Prof Ted Bryant, A/Prof Ann Hodgkinson, Prof John Patterson
Prof John Bushnell, Mr Warren Hudson, Mr Ron Perrin
Prof Paul Chandler, A/Prof Peter Hyland, Dr Ian Piper
Prof Kathleen Clapham, Mr Garry Jones, A/Prof Ian Porter
Dr Shady Cosgrove, A/Prof Mary Kaidonis, A/Prof Steven Roodenrys
Prof Patrick Crookes, A/Prof Di Kelly, Mr Rian Satterwhite
Dr Louise D'Arcens, Mr Greg Kerr, Dr Danielle Skropeta
Prof Susan Dodds, Ms Yvonne Kerr, Prof Trevor Spedding
Dr Richard Dwight, Ms Jo Law, Prof Julie Steele
Dr Andrew Frazer, Prof Shirley Leitch, Mr Anthony Strik
Dr Nicholas Gill, Mr John Littrich, A/Prof Rodney Vickers
Prof John Glynn, Ms Felicity McGregor, Prof Andrew Wells
Dr Scott Grattan, A/Prof John McQuilton, A/Prof Graham Williams

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

PART A PRELIMINARY BUSINESS

A1 Apologies, Leave of Absence and Welcomes

Apologies were received from Prof Joe Chicharo, A/Prof Samuel Garrett-Jones, Prof Tony Hulbert, Prof Luke McNamara, Prof Philip Ogunbona, Prof Jennifer Seberry, Prof Gerard Sutton, Mr Ian Tobin, Prof Mark Walker, A/Prof Wilma Vialle, Prof Simon Ville, Prof Rob Whelan.

A/Prof David Vance (Faculty of Creative Arts) is on leave of absence until the end of 2007. Dr Pauline Lysaght (Faculty of Education) is on leave of absence until 2 January 2008.

The Chair welcomed those members who had been re-elected by their Faculties and welcomed as new members Dr Louise D'Arcens from the Faculty of Arts, A/Prof Samuel Garrett-Jones, A/Prof Ann Hodgkinson and Mr Greg Kerr from the Faculty of Commerce, Dr Shady Cosgrove, Ms Jo Law and Mr Tim Maddock from the Faculty of Creative Arts, A/Prof Ian Brown from the Faculty of Education, Dr Richard Dwight from the Faculty of Engineering, Ms Angela Brown, Prof John Bushnell, A/Prof Steven Roodenrys and Prof Julie Steele from the Faculty of Health & Behavioural Sciences,
A/Prof Peter Hyland and A/Prof Graham Williams from the Faculty of Informatics, Dr Andrew Frazer from the Faculty of Law, Dr Nicholas Gill, Prof Lesley Head, Prof Anthony Hulbert, Dr Danielle Skropeta and Prof Mark Walker from the Faculty of Science, Mr Garry Jones and Dr Gordon Joughin from the Academic Services Division, Mr Mark Havryliv, a postgraduate student and Mr Martin Rowney, an undergraduate student.

The Chair noted his thanks to those members of Academic Senate whose term concluded on 30 June 2007. He also thanked Ms Theresa Hoynes for her contribution to the Policy & Governance Unit and wished her well for her new role in the Faculty of Commerce.

The resignation of Mr John Adams, undergraduate student member of Academic Senate, was noted effective 15 July 2007.

The Chair also welcomed as observers of the meeting A/Prof Charles Harvie and Ms Theresa Hoynes from the Faculty of Commerce, Ms Heather Sainsbury from the Strategic Planning Unit, Ms Anne Melano from CEDIR, Ms Lisa Simmons from the Academic Registrar’s Division and Ms Paola Ciccarelli, Ms Tori Funnell and Ms Julia Payne from the Policy & Governance Unit.

Finally, the Chair noted that this would be the last meeting for Prof Margaret Sheil, who will take up her appointment as Chief Executive Officer of the Australian Research Council (ARC) effective 17 August 2007. The Chair thanked Prof Sheil for her contribution to both Academic Senate and the University and conveyed Senate’s best wishes for her new role.

A2 Arrangement of the Agenda
(i) The following items were starred (*) for discussion:
   B1.1 Academic Grievance Policy (Higher Degree Research Students) – Minor Amendments
   B3 Student Conduct Rules and Accompanying Procedures
   B6 Student Academic Consideration Policy
   B9 Election of Academic Senate representatives to other Committees

(ii) Item C1.4 was withdrawn from the agenda.
(iii) A motion to adopt the draft resolutions for the unstarring items was carried.

A3 Business from the Last Meeting
A3.1 Minutes of the Previous Meeting (13 June 2007)

Resolved (2007/54)

\textit{that the minutes of the previous meeting of 13 June 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 Canberra on University business.

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

i)  **Student representation**  
At its meeting on 17 August 2007, University Council will consider a proposal for ongoing student representation at UOW in the post-VSU environment.

An article published in the 31 July 2007 *Illawarra Mercury* referred to a meeting the previous day between WUSA, the University’s Administration and Academic Senate. Academic Senate was not involved in this meeting.

ii)  **Committee of Chairs of Academic Boards/Senates in NSW and ACT**  
Academic integrity is a significant issue for all universities. The Board of Studies is now implementing its anti-plagiarism project for Higher School Certificate students, “All my own work”. This will hopefully ensure that by 2009, high school students enrolling at UOW will know about and understand the issues surrounding plagiarism.

The issue of the integrity of HSC take-home assessment tasks was discussed, especially the role played by tutors and private colleges in “supporting” students in completing such assessment tasks.

The Carrick Institute has funded a project by Southern Cross University on student discipline and appeals. UOW may be asked to play a minor role in this project.

iii)  **New Member Induction Session on 24 July 2007**  
Following feedback from the 2006 Self-Assessment Survey that there was room to improve the Senate induction process, a new format of Induction Session was held on 24 July 2007 for newly elected members of Senate. Feedback has been positive on the new format.

iv)  **Course approval deadline for Autumn 2008**  
Course proposals for new courses, major amendments or other major revisions must be submitted to the next Senate Standing Committee by 8 August 2007 in order to meet the DEST deadline for courses to be introduced in Autumn 2008.

A7  **Reports from Senior Executive and Members of other University Committees**  
The Vice-Principal (Administration) reported that a series of meetings has been held with WUSA, WUPA and elected student members of Academic Senate and University Council regarding the future of student representation. Despite divergent views, the meetings have been conducted in a spirit of goodwill and cooperation.

A paper will be presented to University Council on 17 August 2007, containing a range of recommendations and a commitment to WUSA and WUPA continuing to represent students. Key recommendations include:

- Election of student representatives to University Council and Academic Senate to be conducted at the same time.
- Locking in a process for bringing together student representatives from all committees and groups twice a year for broad consultation and discussion.
• The establishment and funding by UOW of a full time Student Advocacy position.

A copy of the paper can be made available for interested Senate members.

The Deputy Vice-Chancellor (Research) expressed her regret and pride at leaving the University after 17 years and thanked Senate members for their good wishes. Further information will be available shortly regarding interim arrangements for the management of Research. She then reported on the following items:

i) Research goals are now embedded across the University.
ii) Three Cooperative Research Centres are finalising completion of their agreements.
iii) Forthcoming research student conference.
iv) Planning for Research Quality Framework and the release of draft specifications.

The Pro Vice-Chancellor (Research) reported on the roll-out of the Research Quality Framework (RQF). Meetings have been conducted with Deans, Faculty Research Committee Chairs and senior researchers in each Faculty. Between 30 and 35 groups will manage the process, which has been streamlined based on the RQF trials in June 2007. Participation and leadership will be required by researchers and individuals to ensure a smooth and problem-free transition to the RQF. UOW is in a good position to achieve these aims when compared with other universities.

The Deputy Vice-Chancellor (Academic & International) reported on the progress of UOW’s Carrick Citation submissions and their likely outcomes.

The Deputy Vice-Chancellor (Operations) reported on the commencement of the budgeting process for 2008.

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
Mr Warren Hudson expressed the view that the University should do more to attract part-time and working students by introducing more night classes. In response, the Deputy Vice-Chancellor (Academic & International) commented that the University is looking to utilise other flexible delivery methods such as audio streaming to attract students. It was pointed out that class timetables are based on student demand and on feedback received from students via surveys and focus groups.

Mr Martin Rowney noted that some teaching staff allocate class participation marks continually throughout each session while others only make the marks available at the end of session. He suggested that teaching staff need to communicate to students at the beginning of session when they can expect to receive their class participation marks.
Mr Rowney also noted that some subjects include a mid-session review of students’ participation and queried whether this practice could be extended throughout the University. The Chair noted that this matter should be referred to the Education Policy Review Sub-Committee for consideration.

**PART B GENERAL BUSINESS**

**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**

In response to a question from a student member, the Chair noted that the Review Date is the mandatory date by which the Policy must be reviewed. However, the Policy can be reviewed prior to this date if circumstances require a review.

**Resolved (2007/55)**

*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**

**Resolved (2007/56)**

*That, as outlined in the agenda papers, Academic Senate:*

  i) endorse the minor amendment to the:

   - 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

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

**B2 University of Wollongong Strategic Plan 2008-10**

**Resolved (2007/57)**

*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

Minor grammatical corrections and editorial amendments were discussed and agreed upon. Further discussion was held regarding the following issues:

i) The requirement for a 20 working day appeal period against decisions affecting the enrolment of a student, as stipulated by the National Code 2007.

ii) The formalisation of a Local Register at Faculty level, to record investigations of low level student misconduct.

iii) The issue of how a Primary Investigation Officer could identify whether or not a student has been under investigation (at low level) for misconduct within another Faculty.

The resolution was passed subject to the minor amendments being included.

Resolved (2007/58)

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

Resolved (2007/59)

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

Resolved (2007/60)

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

In order to allow for sufficient time for systems changes to be made, the Implementation Date of the Policy needs to be changed from “1 January 2008” to “Autumn Session 2008”.
The resolution was passed subject to this minor amendment being included.

**Resolved (2007/61)**

*that Academic Senate:*

1. *endorse the Student Academic Consideration Policy as outlined in the agenda papers, to become effective Autumn Session 2008;*
2. *forward the Policy to University Council for approval.*

**B7 Student Survey Working Party – Subject Survey**

**Resolved (2007/62)**

*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**

**Resolved (2007/63)**

*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**

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

- Dr Nicholas Gill
- A/Prof Ann Hodgkinson

Accordingly, the nominees were elected unopposed as Academic Senate representatives to the University Education Committee for the term 1 July 2007 to 30 June 2008.

**Resolved (2007/64)**

*that Academic Senate note the outcome of the election and congratulate Dr Nicholas Gill and A/Prof Ann Hodgkinson 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**

One nomination was received for the position on the University Internationalisation Committee:
• A/Prof Di Kelly

Accordingly, the nominee was elected unopposed as Academic Senate representative to the University Internationalisation Committee for the term 1 August 2007 to 30 June 2009.

**Resolved (2007/65)**

*that Academic Senate note the outcome of the election and congratulate A/Prof Di Kelly as Academic Senate representative 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**

One nomination was received for the position on the Employment Equity and Diversity Committee:

• Dr Andrew Frazer

Accordingly, the nominee was elected unopposed as Academic Senate representative to the Employment Equity and Diversity Committee for the term 14 September 2007 to 14 September 2009.

**Resolved (2007/66)**

*that Academic Senate note the outcome of the election and congratulate Dr Andrew Frazer as Academic Senate representative 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**

**Resolved (2007/67)**

*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

**Resolved (2007/68)**

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

**Resolved (2007/69)**

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

This item was withdrawn from the agenda.

C2 Proposals for major amendments

C2.1 Graduate Certificate in Business – Major Amendment

**Resolved (2007/70)**

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

Resolved (2007/71)
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

Resolved (2007/72)
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)

Resolved (2007/73)
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>
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<tr>
<td>Bachelor of Information Technology (Dean’s Scholars)</td>
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<tr>
<td>Bachelor of Mathematics and Finance (Dean’s Scholars)</td>
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<tr>
<td>Bachelor of Mathematics and Economics (Deans’ Scholars)</td>
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<tr>
<td>Bachelor of Internet Science and Technology (Dean’s Scholars)</td>
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</table>
**D2  Fast-track courses approved by the Vice-Chancellor**

**Resolved (2007/74)**

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>
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**PART E  COMMITTEE / FACULTY MINUTES**

**E1  Committee Minutes**

**E1.1  Academic Senate Standing Committee Minutes**

**Resolved (2007/75)**

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**

**Resolved (2007/76)**

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**

**Resolved (2007/77)**

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**

**Resolved (2007/78)**

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**

**Resolved (2007/79)**

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>Academic Senate</th>
<th>Senate Standing Committee</th>
</tr>
</thead>
<tbody>
<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 11am.