Minutes of the 282nd meeting of the Academic Senate Standing Committee held at 9:30am on Wednesday, 11 July 2007 in Meeting Room 304 of the Administration Building.

Present: Prof David Griffiths (Chair), Prof Rob Castle, Dr David Christie, A/Prof Damien Considine, A/Prof Mary Kaidonis, Ms Yvonne Kerr, A/Prof Kay Maxwell, Prof John Patterson, A/Prof Ian Porter, A/Prof Wilma Vialle.

In Attendance: Ms Nerida Margrie (Executive Officer), A/Prof Ted Bryant (Faculty of Science), A/Prof John McQuilton (Faculty of Arts), Ms Kim Roser (Research Student Centre), Ms Paola Ciccarelli, Mr Shane Cooke, Ms Theresa Hoynes and Mr Pete Randles (Policy & Governance Unit).

PART A PRELIMINARY BUSINESS

A1 Apologies, Leave of Absence and Welcomes
Apologies were received from Prof Lee Astheimer, Prof Gerard Sutton, Mr Anthony Strik, Prof Margaret Sheil, Dr Elizabeth Thomson and Prof Andrew Wells.

The Chair welcomed A/Prof Mary Kaidonis, A/Prof Kay Maxwell and A/Prof Wilma Vialle who were elected for the term 1 July 2007 to 30 June 2009.

The Chair also noted his thanks to Dr Tony Macris whose term on Senate Standing Committee concluded on 30 June 2007.

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

B1.1 Academic Grievance Policy (Higher Degree Research Students) – Minor Amendments
B1.2 National Code 2007 – Revisions to policies relating to appeals
B5 Student Academic Consideration Policy
B7 Postgraduate student casual vacancy on Academic Senate for 2007
C1.2 Master of Rolling Stock Engineering – New Course
C2.1 Bachelor of Nursing and Bachelor of Nursing (Honours) – Major Amendment
C3.1 Bachelor of Arts (English Language and Linguistics) – Minor Amendment
C4.1 Bachelor of Arts (Honours) Interdisciplinary majors – Minor Amendment
C4.2 Bachelor of Arts (Honours) Aboriginal Studies major – Minor Amendment
D2 Fast-track courses approved by the Vice-Chancellor
F2.1 Undergraduate student casual vacancy on Academic Senate for 2007

(ii) A motion was carried to adopt the draft resolutions and recommendations to Academic Senate for the unstared items.
A3 Business from the Last Meeting
A3.1 Minutes of the Previous Meeting (23 May 2007)

Resolved (16/07)
that the minutes of the previous meeting of 23 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.

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

The Deputy Vice-Chancellor (Operations) reported that UOW has bid for 210 new
growth places. If successful, the places will be allocated across all Faculties, including
the Education program at Bega and the Nursing program at Nowra.

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

i) Committee of Chairs of Academic Boards/Senates in NSW and ACT
The Chair provided a brief summary of the recent meeting, noting the following
key issues which were raised:
• The role of academic boards as custodians of academic governance
standards and quality assurance
• Student involvement in induction processes
• Student charters
• The Board of Studies’ “All my own work” plagiarism project for Higher
School Certificate students
• The integrity of HSC take-home assessment tasks
• The English language proficiency of international students
• The University of New England’s policy on adjunct appointments
• Carrick Institute funded project on student discipline and appeals – UOW will
be asked to play a small role in this project.

ii) Student representation at UOW
Meetings have commenced between the student representative body and the
University regarding ongoing student representation in the post-VSU
environment. Discussions will include the role of advocacy for students. All
parties will have a clearer idea by the end of July on areas of agreement and
disagreement.
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

Two minor grammatical errors required correcting in this Policy prior to submission to Academic Senate.

(See recommendation to Academic Senate)

B1.2  National Code 2007 – Revisions to policies relating to appeals

Members expressed concern that the wording of the proposed paragraph put the onus on students to notify the University of the outcome of an appeal to an external agency, rather than on the agency itself.

It was noted that the proposed wording was provided by DEST. However, the Committee agreed that the wording and intended meaning of the paragraph required clarification. The resolution was passed subject to further discussion and consultation if necessary with DEST.

(See recommendation to Academic Senate)

B2  Student Conduct Rules and Accompanying Procedures

(See recommendation to Academic Senate)

B3  Revisions to the Code of Practice – Honours

(See recommendation to Academic Senate)

B4  UOW Graduate Qualities

(See recommendation to Academic Senate)

B5  Student Academic Consideration Policy

Following debate on several variations of the Policy name, it was noted that the Special Consideration Working Party had agreed upon this Policy name following consultation with and feedback from students.

(See recommendation to Academic Senate)

B6  Student Awards Committee – Prize Proposals

(See recommendation to Academic Senate)

B7  Postgraduate student casual vacancy on Academic Senate for 2007

The Committee considered the Candidate Statements tabled at the meeting for:

- Mr Mark Havryliv
- Ms Michelle Richards

Following a vote by show of hands, Mr Mark Havryliv was appointed to fill this vacancy.
Resolved (17/07) that Senate Standing Committee:

i) note the receipt of nominations for the postgraduate student casual vacancy on Academic Senate for 2007;

ii) appoint Mark Havryliv to fill the postgraduate student casual vacancy for the remainder of the term until 31 December 2007.

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
(See recommendation to Academic Senate)

C1.2 Master of Rolling Stock Engineering – New Course
The course proposal documentation shows the delivery location as "self-directed learning" (or online delivery) and that the course is available to international students. Prof Rob Castle noted that government regulations prevent the University from offering online courses to international students.

The Committee requested that the course proposal documentation be amended to address this issue prior to submission of the proposal to Academic Senate.
(See recommendation to Academic Senate)

C1.3 Graduate Certificate in Health Research – New Course
(See recommendation to Academic Senate)

C1.4 Graduate Certificate in Social Marketing for Health – New Course
(See recommendation to Academic Senate)

C2 Proposals for major amendments

C2.1 Bachelor of Nursing and Bachelor of Nursing (Honours) – Major Amendment
The Committee observed that the implications for teaching load and funding were not addressed in the course proposal documentation. Further, the Dean of the Faculty of Science had given "in principle" support for the proposal, subject to the proposed changes being negotiated with the Science Faculty’s Heads of School, however the course proposal documentation contained no evidence that this negotiation has taken place.

The Committee requested that these matters be resolved between the relevant Deans and the Deputy Vice-Chancellor (Operations) and that written evidence of the resolution be submitted with the course proposal to Academic Senate.
(See recommendation to Academic Senate)

C2.2 Graduate Certificate in Business – Major Amendment
(See recommendation to Academic Senate)
C2.3 Graduate Certificate in Business Administration and Graduate Diploma in Business Administration – Major Amendment
(See recommendation to Academic Senate)

C2.4 Bachelor of Arts (Employment Relations) – Major Amendment
(See recommendation to Academic Senate)

C3 Proposals for minor amendments
C3.1 Bachelor of Arts (English Language and Linguistics) – Minor Amendment
The course proposal documentation shows the delivery location as "self-directed learning", or online delivery, and that the course is available to international students. It was noted that, as with Item C12. above, government regulations prevent the University from offering online courses to international students.

A/Prof Wilma Vialle confirmed that all subjects are offered for face-to-face learning as well as online.

Resolved (18/07)
that Senate Standing Committee:
   i) endorse the proposal to lower the credit point requirements for the TESOL strand in the Bachelor of Arts (English Language and Linguistics) degree as outlined in the agenda papers, to be retrospectively introduced for Autumn 2007;
   ii) advise the Faculty of Arts to forward the proposal to the Deputy Vice-Chancellor (Academic & International) for approval.

C3.2 Bachelor of Science (Physics) and Bachelor of Science (Honours) Advanced-Physics – Minor Amendment

Resolved (19/07)
that Senate Standing Committee:
   i) endorse the proposal for a minor amendment to the Bachelor of Science (Physics) and Bachelor of Science (Honours) Advanced-Physics degrees as outlined in the agenda papers, to become effective Autumn Session 2008;
   ii) advise the Faculty of Engineering to forward the proposal to the Deputy Vice-Chancellor (Academic & International) for approval.

C3.3 Bachelor of Engineering (Materials Engineering) – Minor Amendment

Resolved (20/07)
that Senate Standing Committee:
   i) endorse the proposal for a minor amendment to the Bachelor of Engineering (Materials Engineering) degree as outlined in the agenda papers, to become effective Autumn Session 2008;
   ii) advise the Faculty of Engineering to forward the proposal to the Deputy Vice-Chancellor (Academic & International) for approval.

C4 Faculty of Arts – Introduction of new majors
A member sought clarification of the difference between "Honours" and "end-on Honours". In response, Prof Rob Castle noted that "end-on Honours" refers to a
separate, one-year course undertaken by students following the completion of a three-year Bachelors degree, as opposed to a four-year Bachelors degree where the Honours component is built into the degree program.

C4.1 Bachelor of Arts (Honours) Interdisciplinary majors – Minor Amendment

Resolved (21/07)

that Senate Standing Committee:

i) endorse the proposal to introduce end-on Honours for the Interdisciplinary majors in the Bachelor of Arts (Honours) degree as outlined in the agenda papers, to be introduced for Autumn Session 2008;

ii) advise the Faculty of Arts to forward the proposal to the Deputy Vice-Chancellor (Academic & International) for approval.

C4.2 Bachelor of Arts (Honours) Aboriginal Studies major – Minor Amendment

Resolved (22/07)

that Senate Standing Committee:

i) endorse the proposal to introduce end-on Honours for Aboriginal Studies in the Bachelor of Arts (Honours) degree as outlined in the agenda papers, to become effective Autumn Session 2008;

ii) advise the Faculty of Arts to forward the proposal to the Deputy Vice-Chancellor (Academic & International) for approval.

C5 Proposals for deletion of courses and majors

C5.1 Bachelor of Information and Communication Technology and Bachelor of Information and Communication Technology-Bachelor of Laws – Deletion of Course

Resolved (23/07)

that Senate Standing Committee approve the deletion of the Bachelor of Information and Communication Technology and Bachelor of Information and Communication Technology-Bachelor of Laws degrees, to become effective Autumn Session 2008.

C5.2 Master of Digital Multimedia – Deletion of Course

Resolved (24/07)

that Senate Standing Committee approve the deletion of the Master of Digital Multimedia degree, to become effective Autumn Session 2008.

C5.3 Master of Electronic Commerce – Deletion of Course

Resolved (25/07)

that Senate Standing Committee approve the deletion of the Master of Electronic Commerce degree, to become effective Autumn Session 2008.
C5.4 Bachelor of Internet Science and Technology – Deletion of Majors

Resolved (26/07)
that Senate Standing Committee approve the deletion of the majors IS01 Internet Technology and IS04 Internet Science from the Bachelor of Internet Science and Technology degree, to become effective Autumn Session 2008.

C6 Bachelor of Engineering – Amendments to Entry Requirements/Assumed Knowledge

Resolved (27/07)
that Senate Standing Committee approve the amendments to the Entry Requirements/Assumed Knowledge of the Bachelor of Engineering degree as outlined in the agenda papers, to become effective from Autumn Session 2010.

C7 Bachelor of Engineering, Bachelor of Engineering-Bachelor of Arts, Bachelor of Engineering-Bachelor of Commerce, Bachelor of Engineering-Bachelor of Mathematics, Bachelor of Engineering-Bachelor of Science – Amendments to Course Requirements

Resolved (28/07)
that Senate Standing Committee approve the amendment to the Course Requirements for the Bachelor of Engineering, Bachelor of Engineering-Bachelor of Arts, Bachelor of Engineering-Bachelor of Commerce, Bachelor of Engineering-Bachelor of Mathematics and Bachelor of Engineering-Bachelor of Science degrees as outlined in the agenda papers, to become effective from Autumn Session 2008.

PART D ITEMS FOR NOTING

D1 Courses approved by the Deputy Vice-Chancellor (Academic & International)
(See recommendation to Academic Senate)

D2 Fast-track courses approved by the Vice-Chancellor
A/Prof Mary Kaidonis queried the inclusion of the Master of Applied Finance and Banking as a fast-track course proposal. The Academic Senate Executive Officer agreed to look into this matter and notify the Committee of the outcome.

(See recommendation to Academic Senate)

PART E COMMITTEE / FACULTY MINUTES

E1 Committee Minutes

E1.1 University Education Committee Minutes
(See recommendation to Academic Senate)

E1.2 Student Awards Committee Minutes
(See recommendation to Academic Senate)
E2 Faculty Minutes

E2.1 Faculty of Informatics Committee Meeting Extract
(See recommendation to Academic Senate)

E2.2 Faculty of Science Committee Meeting Extract
(See recommendation to Academic Senate)

PART F NEXT 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>1 August 2007</td>
</tr>
<tr>
<td>17 October 2007</td>
<td>19 September 2007</td>
</tr>
<tr>
<td></td>
<td>7 November 2007</td>
</tr>
</tbody>
</table>

F2 Other Business

F2.1 Undergraduate student casual vacancy on Academic Senate for 2007
The Committee considered the Candidate Statements tabled at the meeting for:
- Mr Jackson Haynes
- Mr Martin Rowney

Following a vote by show of hands, Mr Martin Rowney was appointed to fill this vacancy.

Resolved (29/07)
that Senate Standing Committee:

i) note the receipt of nominations for the undergraduate student casual vacancy on Academic Senate for 2007;

ii) appoint Martin Rowney to fill the undergraduate student casual vacancy for the remainder of the term until 31 December 2007.

F2.2 Increasing number of named degrees and tracking student cohorts
A/Prof Damien Considine expressed his concern at the difficulty of tracking the increasing number of student cohorts at UOW due to the high number of uniquely named course proposals and amendments. He commented on the difficulty of ensuring that the Academic Registrar’s Division, UniAdvice and Faculties provide students with accurate advice regarding their particular course when so many variations of courses are on record.

The Committee acknowledged this issue and noted that students should be counselled to ask for advice in writing or to confirm in writing the advice they have received.
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

Recommendation to Academic Senate
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

Recommendation to Academic Senate
That 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
   • as outlined in the agenda papers;

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

B2 Student Conduct Rules and Accompanying Procedures

Recommendation to Academic Senate
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.

B3 Revisions to the Code of Practice – Honours

Recommendation to Academic Senate
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.
B4  UOW Graduate Qualities

Recommendation to Academic Senate

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.

B5  Student Academic Consideration Policy

Recommendation to Academic Senate

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.

B6  Student Awards Committee – Prize Proposals

Recommendation to Academic Senate

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 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>

C1  Proposals for new courses

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

Recommendation to Academic Senate

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

**Recommendation to Academic Senate**

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

**Recommendation to Academic Senate**

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

**Recommendation to Academic Senate**

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 Bachelor of Nursing and Bachelor of Nursing (Honours) – Major Amendment

**Recommendation to Academic Senate**

that Academic Senate:

i) endorse the proposed major amendments to the Bachelor of Nursing and Bachelor of Nursing (Honours) degrees 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 Health & Behavioural Sciences to forward the proposal to the Vice-Chancellor (Academic & International) for approval.
C2.2 Graduate Certificate in Business – Major Amendment

Recommendation to Academic Senate

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.

C2.3 Graduate Certificate in Business Administration and Graduate Diploma in Business Administration – Major Amendment

Recommendation to Academic Senate

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.

C2.4 Bachelor of Arts (Employment Relations) – Major Amendment

Recommendation to Academic Senate

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.

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

Recommendation to Academic Senate

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>Major Amendment</td>
<td>16 May 2007</td>
</tr>
</tbody>
</table>
Bachelor of Engineering (Dean’s Scholars)
Bachelor of Computer Science (Dean’s Scholars)
Bachelor of Information Technology (Dean's Scholars)
Bachelor of Mathematics and Finance (Dean’s Scholars)
Bachelor of Mathematics and Economics (Deans’ Scholars)
Bachelor of Internet Science and Technology (Dean’s Scholars)

New Courses 16 May 2007

D2 Fast-track courses approved by the Vice-Chancellor

Recommendation to Academic Senate

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</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>

E1 Committee Minutes

E1.1 University Education Committee Minutes

Recommendation to Academic Senate

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

E1.2 Student Awards Committee Minutes

Recommendation to Academic Senate

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

Recommendation to Academic Senate

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

Recommendation to Academic Senate

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