Minutes of the 275th meeting of the Academic Senate held at 9:30am on Wednesday, 7 November 2007 in Room 20.5, Communications Building.

**Present:**
- Prof David Griffiths (Chair)
- Prof John Bushnell
- Prof Rob Castle
- Prof Paul Chandler
- Dr Shady Cosgrove
- Dr Andrew Frazer
- A/Prof Sam Garrett-Jones
- Dr Nicholas Gill
- Mr Chris Grange
- Dr Scott Grattan
- Dr Penny Harris
- Prof Lesley Head
- Prof Anthony Hulbert
- A/Prof Peter Hyland
- Mr Garry Jones
- Dr Gordon Joughin
- A/Prof Mary Kaidonis
- A/Prof Di Kelly
- Mr Greg Kerr
- Prof Shirley Leitch
- Ms Felicity McGregor
- A/Prof Barbara Meyer
- Prof Judith Motion
- Prof Fazel Naghdy
- Prof John Patterson
- Prof Elena Pereloma
- Mr Ron Perrin
- Dr Anne Porter
- A/Prof Ian Porter
- Dr Mark Rix
- A/Prof Steven Roodenrys
- Mr Rian Satterwhite
- Dr Danielle Skropeta
- Prof Trevor Spedding
- Prof Julie Steele
- Prof Gerard Sutton
- Dr Elizabeth Thomson
- A/Prof Rodney Vickers
- Prof Simon Ville
- A/Prof Graham Williams
- Prof Sandra Wills
- A/Prof Michael Zanko

**In Attendance:**
- Ms Nerida Margrie (Policy & Governance Unit)
- Ms Robin Buckham (UniAdvice)

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**PART A  PRELIMINARY BUSINESS**

**A1 Apologies, Leave of Absence and Welcomes**

Apologies were received from Dr Anne Abraham, Prof Lee Astheimer, A/Prof Ian Brown, Prof Kathleen Clapham, Dr Louise D’Arcens, Prof Susan Dodds, Dr Muhammad Hadi, A/Prof Patrick Heaven, Prof John Hogg, Prof Buddhima Indraratna, Ms Yvonne Kerr, Ms Jo Law, Mr Tim Maddock, A/Prof Tim Marchant, Prof Luke McNamara, Mr Ian Tobin, A/Prof Wilma Vialle, Prof Andrew Wells and 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 also welcomed as observers of the meeting Dr Sue Bennett from the Faculty of Education, Mr Henry Collier from the Faculty of Commerce, Dr Troy Coyle from Commercial Research, Ms Sarah Lambert from CEDIR, Ms Julie Renwick from Wollongong College Australia, Ms Joanne Kowalczyk from the National Tertiary Education Union, Mr Clinton Mead and Mr Nicholas Rouen, recently elected undergraduate student members of Academic Senate for 2008, Mr Brad Winton, recently elected postgraduate student member of University Council for 2008-2009 and Ms Leonie Kirchmajer from the Policy & Governance Unit.
A2  Arrangement of the Agenda
   (i) The following items were starred (*) for discussion:
       B3 Member-driven debate
   (ii) A motion to adopt the draft resolutions for the unstarred items was carried.

A3  Business from the Last Meeting
A3.1  Minutes of the Previous Meeting (19 September 2007)

Resolved (2007/116)
that the minutes of the previous meeting of 19 September 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
The Vice-Chancellor reported on the following items:

i) Teaching and Learning Performance Fund
   UOW has performed exceptionally in this Fund over the past three years,
   ranking equal first in Australia this year. The Vice-Chancellor conveyed his
   thanks to everyone involved in this achievement.

ii) Australian Research Council funding
   In dollar terms, 2007 has been the best ever for UOW in Australian Research
   Council funding, with UOW in the Top 3 for performance in terms of size. This
   is a great outcome and UOW will continue to build on this over coming years.
   The Vice-Chancellor again conveyed his thanks to everyone involved.

iii) Recruitment for Deputy Vice-Chancellor (Research)
    The Selection Committee has short-listed six candidates from a strong field of
    applicants. Interviews will be conducted in mid November.

iv) Federal Election
    Neither the Federal Government nor Labor Opposition has announced policy
    commitments to the higher education sector so far in the election campaign.
    Labour will hopefully make their announcement shortly; the Federal
    Government is likely to focus on the Higher Education Endowment Fund.

A6  Chair’s Business
The Chair reported that the Deputy Chair of Academic Senate will return to work next
week, having been given a clean bill of health.
The Chair then reported on the following items:

- His attendance at the recent Committee of Chairs of Academic Boards/Senates in NSW and ACT held in Perth.

- The Chair’s Report to University Council for 2007 will be submitted to Council’s 23 November 2007 meeting; a copy will then be made available to Senate members.

- This is the final Senate meeting for the student members elected to Academic Senate for 2007. The Chair thanked them for their contribution over the year.

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

The Deputy Vice-Chancellor (Operations) reported on the following item:

**i) Enrolments**

First preferences for UOW, as a percentage of UAC, are as high as they have ever been. For the first time, the Faculty of Arts ran an early-entry scheme which created considerable interest for potential students, their parents and the Faculty staff.

In response to a member's question, the Deputy Vice-Chancellor (Operations) acknowledged the UOW academic staff who participated in the various schools expos. It was clear from student feedback that academics are critical to the success of these endeavours.

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

**i) Innovation Campus**

Contracts have been signed for the third building on the Innovation Campus (iC), for completion in late 2008. The first two buildings are ahead of schedule and are expected to open by mid-2008, with project plans being finalised for the fourth building.

Construction will commence shortly on the main entry from Squires Way and we are designing a new rear entry via Montague Street. The University is working with Wollongong Council to develop pedestrian pathways and cycleways to the iC from Fairy Meadow train station and the main UOW campus, and is negotiating with local bus companies for a shuttle service between the iC and UOW's main campus.

A member asked what facilities, such as showers, will be included on the iC for cyclists and pedestrians. The Vice-Principal (Administration) said he would look into this matter and asked the member to raise it with him directly following the meeting.

### 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 Correction to Academic Promotion Committee nominees

Resolved (2007/117)
that Academic Senate approve the minor correction to the Academic Promotion Committee nominees, as outlined in the agenda papers.

B2 Revised International Linkages Policy

Resolved (2007/118)
that Academic Senate:

i) endorse the revised International Linkages Policy, International Linkage Agreements Procedure and UIC International Links Grants Scheme Guidelines as outlined in the agenda papers, to become effective from 1 January 2008;

ii) forward the Policy and associated Procedure to University Council for approval.

B3 Member-driven debate

Academic Senate debated the following topics raised by members on behalf of the University community.

B3.1 The role of teaching intensive academics

Dr Elizabeth Thomson sought comment from the Vice-Chancellor or Deputy Vice-Chancellor (Operations) about the introduction of teaching intensive roles within certain Faculties; specifically, on issues and uncertainties regarding workload, probation and promotion, and access to study leave.

In response, the Deputy Vice-Chancellor (Operations) noted that teaching intensive roles have existed at UOW in a de-facto sense for many years. The University is now moving to formally recognise these roles so that candidates have a defined career path and know up front what to expect. The proposal is currently under consultation with the Academic Staff Consultative Committee and National Tertiary Education Union. Over the next 18 months, a defined career path and career milestones will be developed for those seeking promotion solely on their teaching accomplishments.

There was substantial debate on the following issues:

- Senate members’ concern that teaching intensive roles are being introduced before the proposal has been fully developed. Members expressed the view that the University should finalise its strategic direction for these roles before anyone is appointed.

- Some members’ concern that a high teaching load would not allow sufficient time for academics to reflect on their teaching and its quality.
• Distinguishing between teaching intensive “roles” for individual staff members and teaching intensive “positions” required by Faculties or Business Units to address their needs.

• Whether or not the introduction of teaching intensive roles would result in a diminishing of UOW’s research focus and, if so, what impact this might have on the University’s research reputation over the longer term.

In debating these concerns, Senate members acknowledged the need for a flexible system for employing the right people in the right roles and then promoting and rewarding them appropriately.

Following the debate, Dr Elizabeth Thomson proposed a motion that Academic Senate form a Working Party to address these issues. The proposed motion was seconded by Mr Ron Perrin.

In speaking against the motion, the Deputy Vice-Chancellor (Operations) said he would be happy to take advice on this matter; however he did not believe another Working Party would add value to the consultation process already underway.

In responding to the debate, the Vice-Chancellor noted that UOW has successfully positioned itself as one of Australia’s top universities by making decisions based on discussion and consultation; if the decisions don’t work, then UOW steps back and reconsiders its strategic direction. This is once such instance where UOW is making decisions and leading the sector in the introduction of teaching intensive roles.

In affirming his respect for Academic Senate’s views, the Vice-Chancellor advised members that he would not permit the Deputy Vice-Chancellor (Operations) to be involved in the proposed Working Party given that he is already involved in discussions with other committees regarding this issue.

Following a vote by show of hands, Academic Senate resolved to establish a Working Party to address a variety of academic issues related to the introduction of teaching intensive roles and report back to Academic Senate in early 2008.

Resolved (2007/119)
that Academic Senate establish a Working Party to address a variety of academic issues related to the introduction of Teaching Intensive Roles.

The following Senate members were nominated to the Working Party:

• Prof John Bushnell
• Prof David Griffiths
• Prof Anthony Hulbert
• Mr Ron Perrin
• Dr Elizabeth Thomson (Working Party Chair)
• Prof Sandra Wills

The Working Party agreed to conduct its first meeting in the next two weeks.

B3.2 Consultation and approval processes in policy development

Dr Troy Coyle spoke of her frustration when issues about specific policies are raised during the approval process rather than during the consultation phase of policy development. Of the six policies with which she has been involved, each has been
through six committees and taken about one year to be approved. She asked members to provide their feedback to policy authors during the consultation phase, so as not to impede the approval process.

The Chair acknowledged that suggestions are always welcome on how to improve processes, and encouraged members to provide their comments on proposed policy revision when they first review documents, rather than waiting to discuss the matter during committee meetings.

**B3.3 Inconsistent practice of release of Academic Senate election counts**

This item was raised by the Chair on behalf of Mr Warren Hudson, who was unable to attend the meeting. Mr Hudson had asked that it be noted that, over the last three years, the practice of releasing information about counts in student elections has varied from year to year. In the interests of transparency in the election process, Mr Hudson had proposed that vote counts be released to candidates or the student population at large.

The Chair acknowledged that the practice has varied in the past three years. Decisions of this nature rest with the Returning Officer and are made based on the relevant electoral rules. When the rules are silent, Academic Senate election practice generally follows that of University Council.

Mr Clinton Mead commented that, as the student elections are conducted online, there exists a perception of lack of transparency of procedure. He further noted that the University of Wollongong By-Law was difficult to locate or access via the University’s website.

The Chair referred to Academic Senate’s Resolution 2007/21 from its 2 May 2007 meeting, which requested the Chair conduct a review of the Electoral Procedures for Senate and Faculties and develop revised Procedures. As part of this review, the Chair will incorporate the issue of consistent practice in the release of vote counts. The review will be presented to Academic Senate in early 2008.

**B3.4 The role of Academic Senate in reviews**

A/Prof Barbara Meyer sought clarification on Academic Senate’s role in addressing reviews of academic units, schools and/or Faculties.

The Deputy Vice-Chancellor (Academic & International) responded, noting that UOW conducts regular academic reviews at a range of levels, including subject reviews and course reviews. Additionally, the Vice-Chancellor has the power to initiate a major review if it is deemed necessary. All reviews and their outcomes will continue to be reported to the Vice-Chancellor and advised to Academic Senate for noting.

In response to a member’s question on what constituted the basis of a major review, the Deputy Vice-Chancellor (Academic & International) advised that major reviews can be operational or financial in nature and that there is no set definition of “major”.

**B3.5 Academic Senate’s oversight of assessment and academic standards**

The Chair advised members that the matter of academic risk management was discussed by University Council at its meeting in April 2007, during which it was agreed the Chair of Academic Senate would discuss academic risk management with the Vice-Chancellor and Deputy Vice-Chancellor (Academic & International).
Academic Senate does not review marks as UOW has other practices in place which are conducted at sub-committee level instead. The Quality Assurance Sub-Committee is conducting benchmarking and the results will be reported back to Academic Senate in due course.

B3.6 Management of campus waste
The Chair advised members that several matters regarding campus waste had been raised with him; they have been forwarded to the Manager of Buildings & Grounds for action and reporting back to Academic Senate in due course.

B3.7 IT issues for students
The Chair noted that several IT-related matters had been raised with him, including internet quota, the possibility of getting internet cafes on campus and IT access arrangements at UOW’s halls of residence; these matters will be dealt with by other relevant forums. The matter of IT mailbox size for students was raised at a recent ITPAC (Information Technology Policy Advisory Committee) meeting and ITPAC agreed to increase mailbox size, most likely from 2008.

In response to a member’s question about purchasing extra internet quota, the Chair asked the member to raise this matter with him directly following the meeting.

PART C COURSE PROPOSALS FOR APPROVAL

C1 Master of Science (Logistics) at UOW Dubai – Major Amendment

Resolved (2007/120)
that Academic Senate:

i) endorse the proposal for the introduction of the Master of Science (Logistics) at UOW Dubai, as outlined in the agenda papers, to become effective Spring Session 2008 (January 2008) in Dubai;

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.

PART D ITEMS FOR NOTING

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

Resolved (2007/121)
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>Bachelor of Arts (War and Society)</td>
<td>Major Amendment</td>
<td>17 July 2007</td>
</tr>
<tr>
<td>Bachelor of Arts (French)</td>
<td>Minor Amendment</td>
<td>3 September 2007</td>
</tr>
</tbody>
</table>
Bachelor of Commerce (Business Law)  Minor Amendment  3 September 2007
Bachelor of Commerce (Finance)  Minor Amendment  3 September 2007
Bachelor of Commerce (Business Information Systems)  Minor Amendment  3 September 2007
Bachelor of Communication and Media Studies at Hong Kong Baptist University  Minor Amendment  3 September 2007
Bachelor of Computer Science  Minor Amendment  3 September 2007
Bachelor of Engineering (Mining)  Minor Amendment  3 September 2007
Bachelor of Journalism  Minor Amendment  3 September 2007
Master of Business Administration  Minor Amendment  3 September 2007
Master of Computer Science  Minor Amendment  3 September 2007
Master of Computer Science (Advanced)  Minor Amendment  3 September 2007
Master of Education – Interdisciplinary Studies in Education  Minor Amendment  3 September 2007
Master of Education - Special Education Graduate Certificate in Special Education Graduate Certificate in Gifted Education  Minor Amendment  3 September 2007
Master of Education - IT Specialisation Graduate Certificate in Computer-Based Learning  Minor Amendment  3 September 2007
Master of Journalism  Minor Amendment  3 September 2007
All Faculty of Commerce Masters by Coursework  Minor Amendment  3 September 2007
Graduate Diploma in Information Systems  Minor Amendment  3 September 2007
Graduate Diploma in Education  New Delivery Location  3 September 2007
Bachelor of Bioinformatics  Deletion of Course  3 September 2007
Bachelor of Geoinformatics  Deletion of Course  3 September 2007
Bachelor of Science-Bachelor of Mathematics  Deletion of Course  3 September 2007

D2  Fast-track courses approved by the Vice-Chancellor

Resolved (2007/122)  
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>
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<tr>
<td>Graduate Certificate in Advanced Dietetic Practice</td>
<td>25 September 2007</td>
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PART E  COMMITTEE / FACULTY MINUTES

E1  Committee Minutes

E1.1  Senate Standing Committee Minutes

Resolved (2007/123)  
that Academic Senate note the minutes from the Senate Standing Committee meeting held on 29 August 2007.
E1.2 University Education Committee Minutes

Resolved (2007/124)
that Academic Senate note the minutes from the University Education Committee meeting held on 25 July 2007.

E2 Faculty Minutes

E2.1 Faculty of Creative Arts Committee Meeting Extract

Resolved (2007/125)
that Academic Senate note the meeting extract from the Faculty of Creative Arts Committee meeting held on 24 April 2007.

E2.2 Faculty of Informatics Committee Meeting Extract

Resolved (2007/126)
that Academic Senate note the meeting extract from the Faculty of Informatics Committee meeting held on 20 September 2007.

PART F FUTURE MEETINGS AND OTHER BUSINESS

F1 Future Meeting Dates

This was the final Academic Senate meeting for 2007.

The following meeting dates for 2008 were approved (Res 56/07) by Senate Standing Committee at its meeting on 17 October 2007.

<table>
<thead>
<tr>
<th>2008 Meeting Dates</th>
<th>2008 Meeting Dates</th>
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<tbody>
<tr>
<td>Senate Standing Committee @ 9:30am</td>
<td>Academic Senate @ 9:30am</td>
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<tr>
<td>Agenda Deadline</td>
<td>Meeting</td>
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<tr>
<td>6 February</td>
<td>27 February</td>
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<tr>
<td>2 April</td>
<td>23 April</td>
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<td>28 May</td>
<td>18 June</td>
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<td>23 July</td>
<td>27 August</td>
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<td>17 September</td>
<td>8 October</td>
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<td>29 October</td>
<td>19 November *</td>
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* This meeting will be dedicated to discussion and debate on items of business raised by members.

F2 Other Business

There was no other business for discussion.

The meeting closed at 11:34am.