

## ACADEMIC SENATE MEETING MINUTES 20 MAY 2020

Minutes of the 350<sup>th</sup> meeting of the Academic Senate held at 9:30am on Wednesday, 20 May 2020, in 21.G08, the Early Start Building and via WebEx.

### **PART 1 – PRELIMINARY BUSINESS**

#### **MEMBERS PRESENT:**

Prof Wilma Vialle (Chair)	Ms Margie Jantti	Dr Sanja Pupovac
Prof Nan Seuffert (Deputy Chair)	Prof Zhengyi Jiang	Dr Sharon Quah
A/Prof Shirley Agostinho	A/Prof Peter Kelly	Prof Melanie Randle
Dr Stephen Beirne	Prof Lisa Kervin	A/Prof Ting Ren
Prof Peter Caputi	A/Prof Julie Kiggins	Prof Nina Reynolds
Dr Jane Carey	A/Prof Tracey Kuit	Prof Christian Ritz
Dr Paul Chad	Mr Felix Lanceley	A/Prof Ann Rogerson
Prof Joe Chicharo	Prof Roger Lewis	A/Prof Montse Ros
Mr Jackson Cocks	A/Prof Wanqing Li	A/Prof Neaz Sheikh
Dr Robyn Coman	Prof Valerie Linton	Dr Marcelo Svirsky
A/Prof Hoa Dam	Dr Xiaoping Lu	A/Prof Lip The
Dr Anura De Zoysa	Prof Tim Marchant	Mr Theo Totsis
Prof Theo Farrell	Prof Jenny Martin	A/Prof Rodney Vickers
Dr Azdiar Gazder	Prof Tracey Moroney	Prof Simon Ville
Dr Luis Gomez Romero	Prof Allen Nutman	Dr Pawel Wagner
Dr Michael Griffiths	A/Prof Germanas Peleckis	A/Prof Margaret Wallace
Dr Keith Horton	Dr Dana Perlman	A/Prof Karen Walton
Ms Theresa Hoynes	Prof Colin Picker	Prof Paul Wellings
Mr Damien Isreal	Dr Oriana Price	A/Prof Ika Willis
	Prof Fiona Probyn-Rapsey	Dr Tracey Woolrych
		Prof Shujun Zhang

#### **APOLOGIES & LEAVE OF ABSENCE:**

Prof Annette Braunack-Mayer	Dr Christine Eriksen	A/Prof Ping Yu
Dr Kate Bowles	Dr Catherine Mac Phail	A/Prof Danielle Skropeta
Dr Claire Lowrie	Ms Olivia Poate	Professor Glenn Salkeld

#### **IN ATTENDANCE:**

Ms Gemma Cutting, Academic Quality and Policy Specialist, Academic Quality and Standards  
Ms Antoinette Faddoul, Academic Senate Executive Officer  
Dr Alison Freeman, Senior Manager, UOW Future Education  
Ms Tori Funnell, Senior Manager, Governance Unit  
Ms Emma Purdy, Academic Quality and Policy Specialist, Academic Quality and Standards  
Mr Dominic Riordan, Director, Academic Quality and Standards  
Prof Greg Rose, Academic Senate Chair Elect  
Ms Abbie Worthington, Academic Quality and Policy Specialist, Academic Quality and Standards

#### **OBSERVERS:**

Ms Ellenie Petrou, Senior Manager, Academic Administration, Student Services Division  
Ms Jan Sullivan, Manager, Academic Quality and Policy, Academic Quality and Standards

**\*1.1 Welcome, Apologies and Leave of Absence**

The Chair welcomed all new members and also Prof Greg Rose, Academic Senate Chair elect to the meeting.

As the meeting was running both virtually, via WebEx Meeting and physically in a face-to-face capacity, the Chair explained how the meeting would run, then asked members to be patient with proceedings in the blended environment.

The Moodle site was unavailable for part of the morning and members who were unable to log on were asked to email the Executive Officer in order to register their attendance at the meeting. All attendees and observers were welcomed and apologies recorded. Due to Moodle being unavailable the Chair was unable to record all apologies that had been registered via the site.

Being the first face-to-face meeting of the year, the Chair opened the meeting with an *Acknowledgement of Country*.

**\*1.2 Arrangement of Agenda**

**1.2.1 Conflicts of Interest**

There were no conflicts of interest.

**1.2.2 Confidential Items**

There were no confidential items.

**1.2.3 Starring of Items**

The following items were starred for discussion:

- 1.1 - Apologies and Leave of Absence
- 1.2 - Arrangement of Agenda
- 1.3 - Confirmation of Minutes
- 1.4 - Business Arising from the Minutes
- 1.5 - Chair's Report
- 1.6 - Vice-Chancellor's Report
- 1.7 - Membership Business
- 2.1 - Lecture Recording Policy and Procedures
- 2.2 - Lifelong Learning Position Statement and Microcredentials Framework
- 2.3 - COVID-19 Related Policy Changes: Summary
- 2.6 - Academic Senate Standing Orders
- 4.1 - Reports from the Senior Executive
- 4.2 - Members' reports
- 4.3 - Student Members' reports
- 4.4 - Questions on Notice
- 5.1 - Business Arising from Academic Senate Committees
- 6.2 - Other Business

**RESOLVED 2020/20**

*that Academic Senate adopt the draft resolutions for the unstarred items.*

**\*1.3 Minutes of the Previous Meeting**

The Chair noted that voting occurred via circular resolutions in lieu of holding a March meeting due to exceptional circumstances arising from the social distancing measures put in place by the Government.

A member objected to the confirmation of minutes from the circular resolutions administered via the Academic Senate Moodle site from Wednesday 18 March to Friday 20 March. The member noted

that the *Academic Senate Standing Orders* state that circular resolutions require a two thirds majority in order for the resolution to be approved. He asserted that Agenda item 2.1 of the March papers, *Intellectual Property (IP) Policy*, received 29 ‘yes’ votes and 19 ‘no’ votes and therefore did not receive a two thirds majority, however members who did not actively participate in voting were considered to have endorsed the resolution. The member noted, in addition, that the process by which resolutions are passed via circular resolution had not been approved by Senate members. As such, the member suggested that Agenda Item 2.1 of the March meeting be held over until such a time that Academic Senate can hold a fulsome discussion about it.

The Chair explained the decision to hold the vote via circular resolution, with absentee votes interpreted in support of items had been made based on best practice of national and international academic boards. Once the process had been communicated to members, it would not have been appropriate to reverse the decision, particularly as some members supported the notion by actively not voting.

Other members supported the notion raised by the member and added that the point also supports the proposed amendments of the Academic Standing Orders at Agenda Item 2.6 in the agenda papers. The amendments explicitly state that a two thirds majority of participating members is required when voting via circular resolution. Members also reinforced the importance of holding a discussion on the IP Policy at a future meeting of Senate. Another member suggested the resolution be passed to adopt the minutes with the exception of Item 2.1: *that the minutes of the Academic Senate circular resolutions administered via the Academic Senate Moodle site from Wednesday 18 March to Friday 20 March 2020 as attached to the agenda papers be confirmed with the exception of agenda item 2.1 which will be considered again at the July meeting of Academic Senate.*

The Vice-Chancellor (VC) stated that Senate was asked to adopt the minutes as a record of the meeting as a whole, not to adopt the minutes in part. The Chair suggested the motion about Agenda Item 2.1 from the March meeting be moved to Agenda Item 1.4 *Business Arising from the Minutes*. A lengthy discussion ensued and it was decided to amend the resolution and put it to a vote. The meeting voted against the amended resolution.

A member noted the *Academic Senate Standing Orders* were silent on the matter and queried whether, in those instances, the Chair has the right to make a decision regarding how to proceed. The Chair advised that the Standing Orders have provisions which allow the Chair to make decisions about how to proceed where the Standing Orders may be silent, which occurred in relation to the March 2020 meeting.

The Chair put the draft resolution to the meeting, and proposed that discussion that had occurred thus far regarding Agenda Item 2.1 from the March meeting be carried over to Item 1.4 Business Arising from the Minutes.

Members voted in favour of the resolution.

**RESOLVED 2020/21**

*that the minutes of the Academic Senate circular resolutions administered via the Academic Senate Moodle site from Wednesday 18 March 2020 to Friday 20 March 2020, as attached to the agenda appears, be confirmed and signed as a true record.*

**\*1.4 Business Arising from the Minutes**

The Chair invited a member who did not support the confirmation of minutes to speak to the item. The member suggested that the voting that had occurred via circular resolution was unconstitutional, and therefore the meeting itself was not a properly constituted meeting of Academic Senate. On this basis he suggested that Agenda Item 2.1 of the March meeting be held over and reconsidered by Senate.

The VC commented that the committee is not able to excise sections of a previous meeting. It would be unconstitutional to remove part of the minutes and not ratify them as a whole.

The Chair stated that in relation to the VC's point and considering the strength of feelings around these exceptional circumstances the Chair considered the item warranted further consideration, and proposed that Item 2.1 from the March meeting will be re-visited at the July meeting of Senate.

The proposer asked the Chair for assistance with wording a resolution to state that Senate bring Agenda Item 2.1 to the July meeting of Senate for discussion, noting that in the meantime there would be no application or implementation of that resolution. The seconder added the necessity to re-visit the resolution as the IP Policy needs to be discussed fully by Senate.

The Chair put the following resolution to vote: *that, given the exceptional circumstances surrounding the voting in the circular resolution meeting of March, Agenda Item 2.1 from the March 2020 meeting be re-visited at the July 2020 meeting of Academic Senate.*

A majority voted against the resolution.

#### **\*1.5 Chair's Report**

As it was her last meeting in her capacity as Chair of Academic Senate, the Chair stated that it had truly been a privilege to work with all the people in Senate. She noted that since February it had been a very challenging time for students and staff and she expressed her awe of the way that academic and professional services staff had put the wellbeing of students first and foremost. The way in which staff have rallied to provide good quality education in these circumstances has been warming. The Chair expressed her appreciation of members' forgiveness of her errors. She noted that she had always put good governance at the forefront of this role and looked forward to continuing to participate as a member of Academic Senate in the future in her role as Associate Dean (International).

The Chair noted that she has a final meeting in her role as Chair of the NSW and Territories Chairs of Academic Boards and Senates (CABS) which will be held via WebEx on 1 June.

The Chair wished Professor Greg Rose the best of luck with his tenure as Chair of Academic Senate which will commence on 1 July 2020.

#### **\*1.6 Vice-Chancellor's Report**

As the March meeting Academic Senate did not meet, the VC reported that with the impact of the bushfire threat earlier in the year and since then with COVID-19, the University's crisis management activities have been hard working.

The VC noted the exceptional work of many colleagues from all campuses during the bushfire threats, with particular mention of those at the south coast campuses. Additionally, there were many exceptional individual contributions from staff including personal donations to ensure that colleagues were safe.

The VC thanked all academic and professional services staff for the enormous amount of work being undertaken since the impact of COVID-19 with regards to teaching provision and moving teaching to online. The transition to remote learning occurred very quickly as did the University's response to the Federal Government announcement about offering short courses. UOW is offering the largest number of short courses of universities across the country.

The Prime Minister recently announced a staged return to public life and UOW will respond accordingly, with Stage 1 already taking effect. Based on this, there is work being undertaken to develop a return to campus framework. There will be a series of transitions for staff and students as the University builds the case for small seminars and smaller group activities. The University will

continue to be mindful of the health and safety of staff and students as it progresses. It is likely that restrictions will persist for the remainder of the year.

The University put in place financial controls from February which are still underway. There are restraints with no international travel during 2020 and it is likely to be limited in 2021. The impacts are being felt in relation to attending international conferences here and in other parts of the world. The Finance and Resources Committee considered an adjusted budget framework which the University Council recently approved, and which will be in effect up to December 2022. The details of the budget will be rolled out soon and reported at the all staff forum on June 4.

The details of the financial impact to the University are profound with \$90M lost in onshore international enrolments which will have a knock-on effect to overall operations of the University. There are a lot of discussions taking place with regards to onshore activities across all the major universities. The consequential spill-over of this into 2021 for all universities will be enormous and will have a flow-on effect to budgets over the next few years. It is likely that UOW will switch off a number of budget lines and switch on efficiencies in order to come out of 2022 in reasonable shape. UOW's aim is to preserve, as much as possible, the breadth of academic activities in terms of undergraduate and postgraduate study as well as preserve research activities.

With over 20 years' experience in a Vice-Chancellor role the VC reported that he had not seen a time where there was systemic risk that spanned so many sectors. The VC noted that it is likely the economy and higher education sector will have ten years of austerity ahead.

A member asked what the \$90M loss represents to the University and how much does that represent in terms of the overall estimated revenue. The VC replied that the \$90M out of an estimated \$650M is a substantial amount with consequential impact into 2021/22. The COO added that the \$90M equates to about 12% loss this year.

Another member noted that there will need to be a whole institution approach in considering the shape, size and direction that the University will take into the future, and asked how the VC envisages a collective and transparent approach to making decisions about the size, shape and direction of UOW in these difficult times? The VC advised that a framework has been developed which will be discussed at the online all staff forum on June 4. He added there will be adjustments made to the scale of activities to campus and faculties with detailed discussion to take place about what may and may not be sustainable. He further noted that it is unlikely that there will be further assistance from the Federal Government.

### \*1.7 Membership Business

There was no membership business to report.

## PART 2: COMMITTEE BUSINESS

### \*2.1 Lecture Recording Policy and Procedures

The Chair introduced the item to remind all members, but in particular to inform new members that this item has been discussed at length on two previous occasions. With that in mind, the Chair asked that members adjust their statements accordingly.

The Deputy Vice-Chancellor (Education) (DVCE) stated that lecture recording was first raised by student representatives in Senate in October 2016 and again in December 2018. The decision was made and agreed by Senate that the University Education Committee (UEC) would establish a 'Task and Finish Group' to be chaired by the Deputy Vice-Chancellor (Academic) to make recommendations regarding lecture capture. Guiding Principles were developed and endorsed by Senate at its July 2019 meeting and were then endorsed by University Council in August 2019. The agenda paper outlines key changes being made to the *Teaching and Assessment: Subject Delivery*

*Policy* and lecture recording procedures including a caveat for an opt-out model with exceptions made for compelling reasons in relation to opting-out.

The DVCE reported that as this is a student-led initiative, the item was discussed at the Student Advisory Council (SAC) held the day prior. The four undergraduate student members of Senate are also members of the SAC. Academic Senate is being asked to endorse the policy documents.

A member noted the proposed changes are a necessity for all students: those who are working to support themselves, those who are carers, those who are vulnerable, those who have disability and mental health concerns, and pointed out that students are currently able to opt-in in order to access lecture recording. The policy demonstrates respect for student demands and the opt-out logic for students, however, the member noted it is important to have student engagement in class. As a teacher of large first year cohorts, there are considerable pedagogical reasons to have students attend in order for them to have a fuller all-round experience. As such the member proposed to amend the *key elements of the policy and procedures* listed on the agenda paper, page 14 point 3, “The Subject Coordinator can present a “compelling reason” not to record a lecture(s) or not publish a lecture that has already been recorded, in accordance with the guidance provided in the Lecture Recording Procedures”, and to add that Subject Coordinators have a compelling reason when it is pedagogically in the interest of a particular class and students. The Chair clarified the point and advised the comment is in relation to the key elements rather than being embedded in the policy, therefore would not be a change to the resolution. However, she noted that this is feedback on a particular item and deferred to the DVCE to respond to the issue raise of pedagogical issues.

The DVCE noted that section 5.1 in the policy lists four compelling reasons for not recording the lecture. A requirement for high interactive mode of delivery is considered to be a compelling reason not to record the lecture. The member stated that his point is not adequately covered in the policy and suggested that he write separately to the DVCE to provide clarification on the point.

Another member pointed out the Introduction section of the Procedures states “Recorded lectures are offered as a supplementation study tool that is not intended to replace class attendance or participation in other learning experience and opportunities.” Under point 5.2 *Digital Learning* in the policy, “A perceived impact on class attendance levels alone is not considered to be a compelling reason for not recording lectures.” There is a need for a clearer distinction on class impact and attendance, and an actual impact on class attendance. The policy does not instruct the education portfolios in the faculties to monitor class attendance once the policy has been introduced. The DVCE noted that class attendance is an important point and the option is available for subject coordinators to design their subjects so that class participation is part of the assessment. The policy is not directly concerned with class attendance as that is another matter. It is also possible for faculties or schools to undertake studies about the impact on this policy and class attendance and can report outcomes back to Senate for further consideration.

A student member reported that students are happy with the policy and thanked all academic staff for working with students in assisting to move this forward. He will contact the DVCE directly with a small matter to note.

The resolution was carried by the majority.

**RESOLVED 2020/22**

*that Academic Senate:*

- i. *endorse proposed amendments to the Teaching and Assessment: Subject Delivery Policy (Lecture Recording policy provisions) and the new Lecture Recording Procedures to effect the introduction of an opt-out model for lecture recording at UOW; and*
- ii. *refer these documents to the delegated authority for approval.*

**\*2.2 Lifelong Learning Position Statement and Microcredentials Framework**

The DVCE reported that a Task and Finish Group was established to develop a Lifelong Learning Position Statement and the Microcredential framework and encouraged members to read the Lifelong Learning Position statement in the paper for further information. The definition was adopted from the Australian Qualification Framework (AQF) review of 2019 and describes the proposed approach. These are defined through the key elements of formative assessment and certification with a notional minimum 2 credit point value. The Framework covers all modes of delivery including third party partnerships. The purpose of the Framework is to be enabling and therefore the delegated authority will sit with the Executive Deans and for those courses not relevant in the faculties, the delegated authority will sit with the DVCE.

A member commended this item and noted that some faculties find this process is not moving fast enough. The member asked that Senate receive a progress report at its July meeting and the resolution be amended to reflect this request. Other members supported this notion. The DVCE agreed that a progress report would come to the July meeting of Academic Senate.

The amended resolution was passed by the majority.

**RESOLVED 2020/23**

*that Academic Senate endorse the Lifelong Learning Position Statement and Microcredentials Framework as set out in the agenda papers, and note the consultation to be conducted to progress operationalisation, and to be reported to the July meeting of Academic Senate.*

**\*2.3 COVID-19 Related Policy Changes: Summary**

Members were reminded to read the updated and modified paper that was distributed earlier in the week, separately to the rest of the agenda papers.

The DVCE stated the paper was to apprise Senate of the measures taken by the Crisis Management Team (CMT) that has been making business decisions regarding student progress during the COVID-19 crisis. Along with the CMT, working parties have been formed to undertake the work and have involved many stakeholders from across the University. Communication to staff and students has been key during this time. Formal policy changes and other business decisions have been informed by benchmarking across the sector and shared understanding across portfolio networks. UOW's responses are similar in their approach to other universities.

The DVCE reported that decisions had been made to change provisions for:

- student grades, currently governed by the *Coursework Rules*. Students can opt in to have Satisfactory on their transcript in place of a grade, which would not be calculated in their overall WAM;
- extraordinary circumstances, governed by the *Compassionate and Compelling Circumstances Guidelines*, which now recognise unexpected impacts felt from COVID-19 in relation to income loss, additional carer and child-care responsibilities including home-schooling students;

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- the academic consideration process, governed by the *Student Academic Consideration Policy*, students can now self-verify rather than seek a doctor's consultation or have a document witnessed by a Justice of the Peace; and
- admissions changes with regards to the deferral and leave of absence processes.

A member raised concern that while decisions are being made under urgency provisions in these extraordinary times, it is understood that Senate should maintain the oversight of academic matters, even during a crisis. The member suggested an amendment to the resolution to state that Academic Senate will continue to oversee Academic matters at the University. The Chair pointed out that under point iii of the resolution "through the usual approval channels" includes Academic Senate. The member stated that their proposed amendment is to be clear that Academic Senate will continue to exercise its role during extraordinary circumstances and after the crisis.

The Chair suggested that wording be added to point iii of the resolution: *Note that remaining required policy amendments as outlined in the agenda paper will be drafted and progressed through the usual approval channels "including Academic Senate"*.

Another member stated that the CMT has led some great initiatives which is helping ease students' anxieties at this difficult time. There are concerns that proposed changes to future academic policy may negatively impact staff workloads and have implications for casual and other staff members. The member sought clarification that while the focus is on student support there may need to be precautions taken so as not to impact staff potentially in a negative way. The Chair referred the member to the final paragraph of the agenda papers "consultation and/or approval pathway is unable to be followed because urgent action is required to mitigate risk to students or staff of the University... and other forms of consultation would still occur". The member replied that the statement is not explicit about the limitations of these powers. The DVCE thanked the member for sharing information about the positive impacts and benefits to students.

The COO advised that provisions have been made in response to a crisis, and there have not been any provisions to exercise amendments to policy other than in response to an urgent crisis. The member stated there are limitations about the powers that are being invoked, in terms of their scope for students but which doesn't negate these powers being put into place that impact staff. The COO replied there have been provisions made for consultation through the CMT and its working parties while these processes have been established. He noted that while every consideration has been taken into account, it is not necessarily possible to provide assurances for all scenarios for when responding in a crisis.

Another member reiterated similar concerns and stated the same concerns had been raised at the recent Education Policy Review Subcommittee (EPRS). The concern is that there is no definition offered for 'urgency' or 'crisis', or that defines a period of time for urgent amendments, i.e., when the period might begin and end. Normally when extraordinary powers are given, there are limitations put around those, and it is noted that any changes would be temporary and go through the usual confirmation process at some later stage. The new urgent amendments provisions referred to in the agenda papers allow for temporary and permanent changes to policy and appear to be in relation to all types of policy across the University. The member raised concerns about these new policy provisions that seem to give power to make significant changes to policy documents, including academic policies that are permanent without using the usual process.

The COO replied that the definition of crisis is at the start of the paper, which is clear. The proposition of any further academic policy changes are not able to be defined, as it is not yet known what they might be. If the normal approval pathway can be followed, it will, however the new urgent amendments provisions enable the University to move quickly in response to a crisis if needed. The COO pointed out that Senate is being asked to 'note' the update.

Another member stated that the DVCE spoke to special circumstances for students regarding satisfactory grades etc. which has been necessary but sought clarification of the scope of the policy changes including when these policy changes will end, asking whether the plan is to have amendments



in place which are suitable post-crisis? The COO replied that the business decisions put in effect in response to COVID-19 will end when the crisis ends.

The DVCE stated that he understands the issues raised however asked members to understand the enormous resourcing that the CMT and the working groups are using, including use of time from the Senior Executive. Once it is longer necessary to impact business as usual, UOW will respond accordingly. Part of the challenge has been that the trajectory for the pandemic and associated economic impact are uncertain.

Another member asked, given it is unknown when the crisis will end, where the authority lies in interpreting the crisis and whether it is the same person who embodies the delegation of power. There is a need to oversee the end of continuation of emergency powers. The member suggested an amendment to point iv. of the resolution to add: *note the proposed approach to addressing future academic policy changes/exemptions arising from COVID-19 which will be ratified by Academic Senate.* The COO advised that as this is an administrative policy it has a different delegated authority pathway and has already been endorsed by the Finance and Resource Committee prior to approval by the University Council.

The Chair noted as a point of order in relation to the proposed amendment to point iv. of the resolution and stated that this is outside Senate's scope of powers.

The Chair put each part of the resolution to the Committee separately. The resolution was passed:

- i. Yes by the majority
- ii. Yes by the majority
- iii. Yes by the majority
- iv. Yes by the majority.

**RESOLVED 2020/24**

- i. *note the update on COVID-19 related policy changes as provided in the agenda papers;*
- ii. *endorse the proposed changes to the Coursework Rules to give effect to changes to student grading and academic record, which will be presented to University Council for approval to take effect on approval;*
- iii. *note that remaining required policy amendments as outlined in the agenda paper will be drafted and progressed through the usual approval channels; and*
- iv. *note the proposed approach to addressing future academic policy changes/exemptions arising from COVID-19.*

**2.4 Academic Integrity and Misconduct report 2019**

**RESOLVED 2020/25**

*that Academic Senate:*

- i. *receive the Academic Integrity and Misconduct Report 2019; and*
- ii. *endorse the recommendations contained within the report.*

**2.5 Student Complaints Report 2019**

**RESOLVED 2020/26**

*that Academic Senate:*

- i. *receive the Student Complaints and Appeals Report 2019 as provided in the agenda papers; and*
- ii. *endorse the recommendations contained within the report.*

**\*2.6 Academic Senate Standing Orders**

A member asked for more clarity to be added to point 3.15 *Conduct of Business*, under circular resolution to add: “for the purposes of votes counting in circular resolutions, non-votes, abstentions, and apologies will not be counted”. The Chair stated that the point was considered at the time of writing and explained this was intended by the reference to “participating members”. It was agreed that the suggestions will be added to the Academic Senate Standing Orders.

The member also asked that an amendment be put forward to include a point about the importance of attendance at meetings. The Chair advised that the Terms of Reference state the quorum and the *Academic Senate Electoral Rules* include provisions for elected members who do not attend Senate. Attendance at meetings is monitored and those elected members who do not comply receive correspondence about this. The member retracted the last point made.

The resolution was passed by the majority.

**RESOLVED 2020/27**

*that Academic Senate approve the revised Academic Senate Standing Orders, including the amendments as noted at the meeting, to become effective immediately.*

**PART 3: GENERAL BUSINESS**

**3.1 Course Review and Re-Approval  
Postgraduate Medical Education  
Faculty of Science Medicine and Health**

**RESOLVED 2020/28**

*that consequent upon the review of the Graduate Certificate in Medical Education, Academic Senate re-approve the course, as outlined in the agenda papers, to be offered for an additional five year period until 2025.*

**3.2 Course Review and Re-Approval  
Master of Education (Leadership)  
Faculty of Social Sciences**

**RESOLVED 2020/29**

*that consequent upon the review of the Master of Education (Leadership) cluster, Academic Senate re-approve the courses, as outlined in the agenda papers, to be offered for an additional five year period until 2025.*

**3.3 Course Review and Re-Approval  
Postgraduate Education (Adult Vocational Education) Cluster  
Faculty of Social Sciences**

**RESOLVED 2020/30**

*that consequent upon the review of the Postgraduate Education (Adult and Vocational Education) cluster, Academic Senate re-approve the courses, as outlined in the agenda papers, to be offered for an additional five year period until 2025.*

**3.4 Postgraduate Suite: Master of Business Administration  
(Executive) – Proposal – 06842, 06841, 06840  
New Courses**

**RESOLVED 2020/31**

*that Academic Senate approve the proposal to introduce the following new courses, to be available at the Sydney Campus, as outlined in the agenda papers, to become effective from Autumn Session, 2021:*

- i. Master of Business Administration (Executive) (3054);*
- ii. Graduate Diploma in Business Administration (Executive) (3055); and*
- iii. Graduate Diploma in Business Administration (Executive) (3056).*

**3.5 Master of International Technology Management Proposal – 07098  
Course Discontinuation**

**RESOLVED 2020/32**

*that Academic Senate approve the proposal to discontinue the Master of Information Technology Management (433) at the Wollongong Campus, as outlined in the agenda papers, to become effective from Autumn Session, 2021.*

**3.6 Graduate Certificate in Global Citizenship Proposal – 09324  
Course Discontinuation**

**RESOLVED 2020/33**

*that Academic Senate approve the proposal to discontinue the Graduate Certificate in Global Citizenship (2105), as outlined in the agenda papers, to become effective from Autumn Session, 2021.*

**3.7 Bachelor of Sport (3062) Proposal – 07419  
New Course**

**RESOLVED 2020/34**

*that Academic Senate approve the proposal to introduce the Bachelor of Sport at the Wollongong Campus, as outlined in the agenda papers, to become effective from Autumn Session, 2021.*

**3.8 Bachelor of Social Change and Advocacy (3063) Proposal – 07724  
New Course**

**RESOLVED 2020/35**

*that Academic Senate approve the proposal to introduce the Bachelor of Social Change and Advocacy at the South Western Sydney campus, as outlined in the agenda papers, to become effective from Autumn Session, 2021.*

**PART 4: MEMBERS' REPORTS AND QUESTIONS ON NOTICE**

**\*4.1 Reports from Senior Executive**

The DVCE acknowledged the massive whole-of-institution effort that enabled UOW to transition over 1,000 subjects for remote delivery in order to enable students to continue to progress in their studies. By the time classes restarted on week of 6 April, faculties had achieved 99.9% readiness for remote delivery. LTC produced a 'Preparing to Teach Online' course to support the move to remote delivery, with over 1,700 participants on course webinars. A key indicator of the quality of the University's remote delivery is its performance at 2020 census for domestic undergraduate students. It is estimated that the University lost only 1% of domestic undergraduate new enrolments and less than 0.5% of domestic undergraduate re-enrolments as a consequence of the shift to remote delivery.

UOW conducted a subject-level survey of student experience and received over 9,700 responses, a 10% response rate. The headline results indicate high levels of student satisfaction, for the quality of Moodle sites, pre-recorded lectures, real-time classes, self-paced activities, and student-teacher interactions. Almost 50% of respondents reported that their workload had changed, and this issue will be explored further. Detailed results will be shared with staff and students when these become available.

The DVCE observed that the success of the University's transition to remote delivery is due to the hard work and dedication of staff. The DVCE recognised and thanked staff for this extraordinary effort.

Arrangements are being put in place for end of semester assessments with about 30% of subjects that have end of semester assessments being hosted on Moodle. Guidance has been provided to Faculties on process and training and support is being provided to subject coordinators on technical matters.

The DVCE reported that planning has commenced for a phased return to some on-campus learning and teaching activities in the Spring semester, with priority given to student progression and activities mandated by external accrediting bodies. A multifunctional coordinating group led by FMD has overall responsibility for implementation of return to campus operations.

In April the Australian Government announced the Higher Education Relief Package (HERP). One component of the HERP is the provision of funding for discounted online Higher Education (HE) short courses to support workers displaced by the COVID-19 crisis. UOW produced proposals for 23 Higher Education Certificate courses at AQF level 5 and 8, in a range of areas including education, engineering, IT, health science, and public health. In light of the impact of the COVID-19 crisis on UOW revenue, the Higher Education short courses incorporate existing Spring session subjects, thereby minimising impact on stretched resources. Students completing these courses at AQF Level 8 will qualify for a Graduate Certificate, and those completing AQF Level 5 courses will qualify for an Undergraduate Certificate; this is a newly approved AQF award. These students will also be able to progress to an undergraduate or postgraduate degree.

UOW has had 20 out of the 23 proposals accepted by the Department of Education, Skills and Employment, representing the largest offering by any university under this government scheme. Through this valuable initiative, UOW is supporting its local communities and producing a new pipeline of potential students onto UOW degree programs.

A member acknowledged the hard work from everyone across the University in dealing with the crisis, and then raised a question about end of session assessments and changes to *Coursework Rules* which are due to go the next Council meeting for approval. He noted that end of session 'guidance' has been provided to faculties which appears to be a mandate, and asked how the Governance issues related to these Rules and associated policies will be addressed. The DVCE replied that there have been extensive discussions about the end of semester assessment processes, with a view to trying to balance multiple risks. These include academic retention, assessment and technical problems, and extenuating student circumstances due to COVID-19. These discussions are moving quickly in order to deliver the best outcome to staff and students during this crisis, and include consideration of existing policy provisions and any potential policy impacts.

Another member asked if there were plans to delay the start of the next semester. The DVCE replied that the start of the next semester would not be delayed, noting that as there had already a break at the beginning of Autumn semester, the impact of adding another break would have greater implications on student progression to graduation and the academic year, in particular with students required to finish practicals etc.

The Senior Deputy Vice-Chancellor (SDVC) opened his report by reiterating the enormous effort by staff for the swift transition to remote delivery, with positive results across the University. The SDVC stated it has been great working with Prof Wilma Vialle in her capacity as Chair of Academic Senate

but also in all the other roles she has had over the years. He observed that Wilma leaves a legacy in her role as Chair of Academic Senate.

The SDVC reported that work is underway with the implementation of the 2020-2025 Strategic Plan and the intention is to report to the July Senate with the three core goals of the Plan which include: Empowering students over the future, Creating Knowledge for a better world, and Creating a better world for our community. This will be presented to the July Senate before going to Council and the core strategies will be discussed at the various sub-committees. The SDVC portfolio is also looking into holding a graduation event in early 2021 to celebrate the graduating students of 2020, with an energetic working party currently discussing options.

The Deputy Vice-Chancellor (Research and Innovation) (DVCR&I) reported the news that UOW has been ranked 31<sup>st</sup> in the world in the Times Higher Rankings inaugural impact ranking assessments which ranks universities against the UN Sustainable Development Goals. She expressed her thanks to all of those who contributed to the rankings and the Times Higher Ed Ranking Group chaired by Prof Tim Marchant; and noted that this ranking sets the standard for where the University is headed.

The DVCR&I reported that consultation had closed the Friday prior for the Research Strategy, with an overwhelming quantity of responses received. She thanked everyone who submitted responses, and advised that her team is now working through these and will report back to Academic Senate.

The COO reported that a lot of work is underway to re-open the campus in line with the three-step plan of the Federal and State Government guidelines. This is a very large logistical piece of work with the health, safety and wellbeing of students and staff at the forefront.

Results of the staff survey recently conducted about the experiences and wellbeing of staff received almost two thirds response rate. The results of the survey are being considered across the University and will be distributed to faculties and divisions for further discussions.

#### **\*4.2 Members' Reports**

There was no business to report.

#### **\*4.3 Student Members' Report**

There was no business to report.

#### **\*4.4 Questions on Notice**

There were no Questions on Notice.

## **PART 5: FINAL BUSINESS**

#### **\*5.1 Business from Academic Senate Committees**

There was no business from Academic Senate Committees.

#### **5.2 University Research Committee (URC) Chair's Report**

##### **RESOLVED 2020/36**

*that Academic Senate note the University Research Committee Chair's Report as provided in the agenda paper.*

#### **5.3 Committee Minutes**

**RESOLVED 2020/37**

*that Academic Senate note the minutes from the following Academic Senate Committee meetings, as attached to the agenda papers:*

- i. SCDC Minutes 25 March 2020 – ratified;*
- ii. URC Minutes 4 November 2019 – ratified; and*
- iii. URC Minutes 7 August 2019 – ratified.*

**PART 6: FUTURE MEETINGS AND OTHER BUSINESS**

**6.1 2020 Meeting Dates**

Wednesday, 8 July  
Wednesday, 23 September  
Wednesday, 18 November

**\*6.2 Other Business**

The VC thanked Prof Wilma Vialle on behalf of all Senate members past and present for her candid chairing and guardianship of governance in her tenure as Chair. In particular he recognised Wilma's capacity to create time and space for Senate's discussions whilst using immense good humour. The VC recognised Wilma's many national roles undertaken while in capacity as Chair as well as all the additional internal roles. He remarked that Wilma has been truly outstanding in the role of Chair, and wished her well for all future roles. The meeting showed their appreciation by way of applause.

The Chair thanked the VC and all members for their kind words and show of appreciation. She expressed that she loves the University and all the people, staff and students who give her joy to interact with. She commented that she looks forward to continuing her contribution to Academic Senate and to the University in any way.

The meeting closed at 12.10pm.

Signed as a true record:

  
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Chair

8 JULY 2020