ACADEMIC SENATE MEETING MINUTES
25 MAY 2022

Minutes of the 360th meeting of Academic Senate held at 9:30am on Wednesday, 25 May 2022 in Room 20.5 and via WebEx.

PART 1 – PRELIMINARY BUSINESS

MEMBERS PRESENT:

Prof Greg Rose (Chair)
Prof Nina Reynolds (Deputy Chair)

Prof Gursel Alici	Dr Belinda Gibbons	Prof Ann Rogerson
Mr Ahsan Anees	Professor Faisal Hai	A/Prof Montse Ros
Dr Jenny Atchison	Mr Benjamin Hamill	Prof Guang Shi
Prof Sean Brawley	Prof Zhengyi Jiang	Dr Lisa Slater
A/Prof Stephen Beirne	Ms Tarneet Kaur	Dr David Tan
Ms Jaymee Beveridge	A/Prof Julie Kiggins	Mr Michael Valceski
Dr Kellie Buckley-Walker	A/Prof Wanqing Li	Ms Nadia Verrucci
Dr Jane Carey	Prof Jennifer Martin	Dr Elena Vlahu-Gjorgievska
Prof Karen Charlton	S/Prof Eileen McLaughlin	Prof Karen Walton
Prof Julia Coyle	Ms Katherine Minns	A/Prof Ika Willis
Prof Theo Farrell	Prof Trish Mundy	Dr Marian Wong
A/Prof Azdiar Gazder	Prof Colin Picker	

APOLOGIES & LEAVE OF ABSENCE:
Prof Patricia Davidson
Mr Damien Israel
Prof Thomas Astell-Burt
Prof Sue Bennett
Dr Kimberley McMahon-Coleman
Prof Louise Hickman
A/Prof Chris Hyland
A/Prof Konstantin Konstantinov
Mr Jack Mansell
Ms Tiana Myers
Dr Germanas Peleckis
A/Prof Danielle Skropeta
Prof Wilma Vialle
A/Prof Margaret Wallace
A/Prof Yanguang Yu

IN ATTENDANCE:
Ms Paola Ciccarelli, Interim Senior Manager, Governance Unit
Ms Allison Clode, Academic Quality and Policy Specialist, Academic Quality and Standards (AQS)
Ms Theresa Hoynes, Director, Student and Accommodation Services Division
Ms Margi Jantti, University Librarian
Prof Lorna Moxham, Interim Dean of Graduate Research
Mr Dominic Riordan, Director, (AQS)
Mr Rob Sim, Associate Director, Student and Accommodation Services Division
Ms Jan Sullivan, Manager, Academic Quality and Policy, AQS
Ms Sally Towse, Academic Senate Executive Officer

OBSERVERS:

Nil

*1.1   Acknowledgement of Country

The Chair delivered the acknowledgement of Country.

*1.2   Welcome, Apologies and Leave of Absence

The Chair welcomed all members to the second Academic Senate meeting of the year.

*1.3   Arrangement of Agenda

1.2.1   Conflicts of Interest
The Chair called for conflicts of interest with any matters before the Academic Senate. None were received.

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 – Declaration of Election for Chair and EIS Head of School Representative
2.1   Academic Integrity and Misconduct Report 2021
2.2   Student Complaints and Appeals Report 2021
2.3   Collaborative Delivery Policy Suite Review
2.4   Online Examination Procedures
2.5   Revised Course Progress Policy
2.6   Amendments to Coursework Rules
2.7   Amendments to Standards on UOW Policy
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
5.2   URC Chairs Report and Research and Innovation Strategy Update
6.2   Other Business

RESOLVED 2022/14

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

*1.4   Confirmation of Minutes

Members were asked to confirm the minutes of the meeting held on 9 March 2022.

RESOLVED 2022/15

that the minutes of the previous meeting of Academic Senate held on 9 March 2022, as attached to the agenda paper, be confirmed and signed as a true record.

*1.5   Business Arising from the Minutes

There was no business arising from the minutes.

*1.6   Chair's Report

The Chair reported as follows:

- The Chair attended the first meeting of the newly established People and Culture Committee (PACC).
- In relation to the Casualisation Project, the project is ongoing, the Chair attended a meeting recently to discuss casual staff development. The Chair also attended a Higher Education seminar on 31 March. The University of Newcastle (UON) provided some information in relation to a dedicated website developed for casual academics. The Chair has engaged in discussion with LTC regarding the development of a similar resource at UOW on the WATTLE website. The website would provide induction information for casual academics as well as other relevant resources.
- The Academic Senate working group, established to consider the distinction between academic and operational policy, met on 23 March. The working group recommended some amendments to the Standard on UOW Policy, these have been included at Item 2.7 for endorsement by Academic Senate. The Policy will then proceed to the Vice-Chancellor for approval. The chair thanked volunteers for their participation: Germanas Peleckis, Jane Carey, Nina Reynolds, and Christopher Hyland.
- The Chair called for expressions of interest from Academic Senate members to participate in a working group to consider a review of the role and function of Academic Senate. This is an initiative following the Academic Senate membership review.
- The Quality Assurance Review Group (QARG) proposed some changes to the Committee terms of reference specifically that the Director Learning Teaching and Curriculum (LTC) be permitted to nominate an alternate attendee in instances where the D (LTC) is unable to attend. The Chair met with the PVC Global team to discuss QARG concerns raised in relation to the Bachelor of Computer Science (New Delivery Location (UOW Malaysia KDU).

*1.7   Vice-Chancellor's Report

The SDVC provided the update in the Vice-Chancellor's absence, reporting as follows:

- Semester one is progressing positively with international student numbers on par with the same period in 2019, noting that 2019 was a record year for international student offers.
- Confirmation of Enrolment (COE) conversions are somewhat slower, however it is hoped conversion rates will improve in semester two to support a positive pipeline.
- Graduation was moved from Wollongong Entertainment Centre to the UOW Sports Hub, two weeks prior to the event, but was a huge success with approximately 1400 students and parents attending. The SDVC extended his thanks to all staff involved.
- There have been two new appointments to the Head of Schools team, the first is the New Head of the School Nursing, Professor Yenna Salamonson. Professor Salamonson joins UOW from Western Sydney University (WSU). The second appointment is the new Dean Medicine, Professor Zsuzsoka Kecskes who will join UOW from ANU.

*1.8   Membership Business

The Chair reported that there are two vacancies on UEC, a notice of election will be posted on 29 June 2022 on the Academic Senate Moodle site, a notification will be sent via the Academic Senate email and a nomination form available on the Moodle site. Nominations will close on 20 July.

The Manager Academic Quality and Policy (AQS) confirmed that the membership of UEC will to be reviewed holistically, taking into account the membership of its two subcommittees and the balance between ex-officio positions, elected and appointed positions and student representation. A membership feedback survey of UEC and SAES members is to be conducted in the near future. An EPAQ membership feedback survey was conducted early in 2022 and the feedback from this survey will feed into the broader review.

There will also be an election for Deputy Chair, the dates will correlate with the UEC election. A nomination form will be available on the Academic Senate Moodle site. Nominations are invited from existing Academic Staff who are currently Academic Senate members.

The Chair, informed Committee members that his term concludes on 20 June, 2022 as such nominations were invited from eligible academic staff. One nomination was received from Professor Nina Reynolds. The Chair congratulated Nina on her appointment as the incoming Chair of Academic Senate. Furthermore, the Chair advised Committee members that due to prior leave commitments Professor Reynolds will commence her term on 1 August, 2022 and as such he will chair the 27 July meeting of Academic Senate.

The Chair also congratulated and welcomed Professor Faisal Hai, following nominations to fill the casual vacancy for the Faculty of Engineering and Computer Sciences (EIS) Head of School representative to Academic Senate.

RESOLVED 2022/16

that Academic Senate:
(i)   *note and congratulate Professor Nina Reynolds on being elected as Chair of Academic Senate for the term 1 August 2022 to 30 June 2024 (noting Professor Reynolds will succeed Professor Rose as Chair on 1 August to accommodate Professor Reynolds' leave); and*
(ii)   *note and congratulate the newly elected academic member, Professor Faisal Hai, on being elected to Academic Senate for the position of Head of School, Faculty of Engineering and Information Sciences for the term 10 May 2022 to 30 June 2023.*

PART 2: GENERAL BUSINESS

*2.1   Academic Integrity and Misconduct Report 2021

- Professor Ann Rogerson, Associate Dean Education, Faculty of Business and Law (BAL) in her capacity as Chair of the Academic Integrity Advisory Group (AIAG), asked that the paper be taken as read and noted that: The Academic Integrity and Misconduct Report is an annual report that provides an analysis of academic misconduct data and trends and summarises UOW's key academic integrity initiatives undertaken for the 2021 reporting period. To foster a culture of academic integrity at UOW and improve consistency of application of the Academic Misconduct (Coursework) Procedures there are three key issues for discussion:

- 1. Engage with the Students as Partners Working Group and representatives from the broader student body to determine ways to better engage students in the academic integrity landscape.

   This is particularly focused on the transition between high school and university with some research indicating that academic integrity is viewed quite differently at high school. The current intervention model is effective, however questions have been raised as to whether this should be made compulsory. The issue being that students really need to complete some assessments at UOW before they can be identified as requiring support or intervention.

- 2. Prioritise updates to the Academic Misconduct Business Process Management (BPM) system to allow for bulk reporting of poor academic practice cases in first year subjects.

   This item was carried over from last year. AQS are coordinating an update to the Academic Misconduct BPM system to facilitate bulk reporting of Poor Academic Practice cases. It is anticipated that this update will reduce the administrative burden on Subject Coordinators whilst still maintaining procedural fairness for students.

   Currently UOW policies indicate that students identified on the BPM system as engaging in poor academic practice are to be interviewed by exception. Students will be referred to the Intervention Module and can request an interview if they feel it will be helpful.

- 3. Review and update the Academic Integrity Policy and academic misconduct definitions to take into account emerging trends in the sector, such as the improper use of artificial intelligence to write assessment tasks.

   The Academic Integrity Policy is due for review in 2022. This will include a focus on the definition of what constitutes cheating behaviour and the changing technical landscape impacting academic integrity, such as the emerging use of artificial intelligence being used by students to write assessment tasks,

These recommendations have been endorsed by both the Education Policy and Quality Subcommittee (EPAQ) and the University Education Committee (UEC). The ADE (BAL) and Chair of the AIAG extended her thanks to Ms Gemma Cutting, Academic Quality and Policy Specialist and to all members of AIAG for their extensive work in the Academic Integrity space.

In response to a question raised by an Academic Senate member, the Academic Quality and Policy Specialist confirmed that the BPM process is restricted to findings of poor academic practice. In cases where the allegation is deemed to be higher level the existing process will be followed.

An Academic Senate member raised a question in relation to procedural fairness in the case of law students who are required to disclose misconduct in order to be admitted as a lawyer and queried whether students would be advised that poor academic practice is being recorded and reported on through the BPM. The ADE (BAL) and Chair of the AIAG confirmed that students would be advised that poor academic practice is being recorded as part of the process. Students will be given the opportunity to discuss the preliminary outcome with the subject coordinator if they disagree with the finding of poor academic practice. She also reported that, since the introduction of the intervention module, the incidence of repeat offences has reduced significantly.

In response to a question raised by an Academic Senate member, the ADE (BAL) and Chair of the AIAG confirmed that the Academic Module forms part of Start Smart and is compulsory. However, except in identified poor academic practice cases, the Intervention Module is not compulsory. The team are working closely with the student body and will be reviewing the Academic Integrity information provided on the UOW website to ensure it is more user friendly.

An Academic Senate member emphasised the importance of promoting the modules beyond first year students. The member noted that some students may be falling through the cracks, due to receiving offers with large amounts of advanced standing on admission to UOW, and that students who might have completed the module might have forgotten the key learnings. It was also suggested that it would be beneficial to collaborate with TAFE, in a formal way, particularly in relation to advanced standing.

The ADE (BAL) and Chair of the AIAG confirmed that TAFE had reached out to UOW for assistance in reviewing its policies.

In response to concerns raised by an Academic Senate member around encouraging a user friendly educative approach, providing appropriate training for staff to minimise the stress on students, the ADE (BAL) and Chair of the AIAG confirmed that the staff training module is opt in.

RESOLVED 2022/17

that Academic Senate note the Academic Integrity and Misconduct Report 2021 as provided in the agenda paper and endorse the recommendations provided in the Report.

*2.2   Student Complaints and Appeals Report 2021

Mr Dominic Riordan, Director, Academic Quality and Standards (AQS), asked that the paper be taken as read and reported the following key points:

- The Student Complaints and Appeal Report 2021 provides data on formal student complaints and appeals and requests in relation to requests for review of academic decisions for the 2021 reporting period. It provides an analysis of the data and identifies trends to inform improvements to the student complaints and appeals policy, processes and decision making practices at UOW.
- The Report is prepared by the Academic Quality and Standards Unit (AQS) in conjunction with the Office of the Student Ombudsman, the Student Advocacy Service and the Complaints Management Centre.
- The Report has been reviewed by the Education Policy and Quality Subcommittee, the Student Academic Experience Subcommittee and, most recently, by UEC, and has also taken into account the student-led report on the review of academic decisions.
- Although there has been a 15% increase in formal requests to review an academic decision (on the previous year) case numbers remain significantly lower than pre-Covid-19 levels. This is most likely a result of ongoing policy updates designed to mitigate the impacts of the pandemic, specifically the rapid shift to online learning and increased pressure on subject coordinators.
- The findings indicate that timely resolution of complaints has worsened, most likely as a result of the OneUOW changes. In 2020 nearly 13% of appeals exceeded the time limit for resolution by the school reviewer (Stage 1a), but this had increased to 27% in 2021.
- There are two ongoing recommendations: One relates to better workflow arrangements to manage Higher Degree Research (HDR) complaints. The Graduate Research School has recently commenced work on resolving this. The second recommendation, highlighted in both this report and the student-led report on the review of academic decisions, relates to the need to simplify the process for making a complaint or requesting a review of an academic decision by providing greater clarity on processes and introducing a single student complaints and academic appeals entry portal to provide a centralised triage of student complaints and academic appeals.
- Additional recommendations this year, include: improving the timeliness of resolution; improving clarity for students around the processes and provision of feedback; improving clarity around the way that reasonable adjustments work; and a review of the Stage 1A categories to provide more meaningful information about the nature of assessment appeals.
- AQS is continuing to support the student body in relation to the recommendations put forward in the student-developed report on the Review of Academic Decisions: Practice and Procedure.

In response to a question raised by the Chair, the Director (AQS) confirmed that the action plan included in the agenda papers has been approved and is no longer draft. Work is being undertaken on the two ongoing recommendations and AQS has responsibility for coordinating progress on the other recommendations.

In response to a question raised by an Academic Senate member regarding the significant number of cases related to some aspect of assessment including assessment feedback, marking criteria and the form of assessment, the Director (AQS) noted that the sector has moved rapidly to improve assessment criteria and rubrics. The data indicates there are issues with assessment criteria, and he acknowledged that this will need to be addressed by Learning Teaching and Curriculum (LTC). Some work being undertaken to ensure the issues are identified effectively and work will be undertaken this year to review the Teaching and Assessment Policy Suite.

The Director (AQS) also commented that feedback received from students on assessment tasks should be acknowledged and taken into consideration by academic staff delivering the subjects and assessments.

Concerns were raised in relation to the risk associated with ongoing resourcing issues within the Graduate Research School, specifically that there is excessive pressure on existing staff and minimal capacity to offer HDR student support.

RESOLVED 2022/18

that Academic Senate:
(i)   note the Student Complaints and Appeal Report 2021;
(i)   endorse the recommendations and draft action plan as provided in the agenda paper; and
(ii)   note that a response to the student-led Report on the Review of Academic Decisions: Practice and Procedure is due to come back to Senate by November 2022.

*2.3   Collaborative Delivery Policy Suite Review

Ms Jan Sullivan, Manager, Academic Quality and Policy, reported on the following key points:

- The Collaborative Delivery Policy suite sets out the quality assurance requirements that apply to UOW's cross-institutional collaborative course delivery agreements. It is comprised of an overarching policy and three supporting procedures:
    - Collaborative Delivery of a UOW Course Policy
    - Assessment of New Collaborative Delivery Procedures
    - Subject Quality Assurance Procedures
    - Collaborative Delivery Annual Review Procedures
- In 2021, 22% of students were studying at UOW under a collaborative delivery arrangement (not including students studying UOW accredited courses at UOW College in Wollongong).
- The Collaborative Delivery Policy Suite has been in place since 2016, however a review commenced in 2018, partly driven by a recommendation arising from a UOW Dubai annual review. A working group was established under the leadership of the then Deputy Vice-Chancellor (Academic), Prof Joe Chicharo, to review both the subject QA process and the Quality Assurance Management System (QAMS) used to support it. The Working Group's recommendations informed the changes made to the Subject QA Procedures.
- In the review, there are three important changes to note:
    - Adoption of a more nuanced approach to the QA process with a three-tiered model proposed. This recognises that where a subject has been delivered by the same subject coordinator there is no need to QA that subject annually, instead it can be reviewed on a three-yearly basis.
    - The Policy Suite will also apply to twinning partnerships, so there is no longer a need for separate procedures to cover these agreements. As such, the current Annual Review of Transnational Education (Twinning) Programs Procedures will be rescinded.
    - The key principles that guide all collaborative delivery arrangements have been expanded to include a greater emphasis on a risk–based, proportionate approach to QA at course and at subject levels, and to highlight the importance of open and timely communication with course delivery partners.

- The full policy suite was released for broad consultation earlier this year, no additional feedback was received. The policy changes were endorsed by the Transnational Education Subcommittee on 8 March 2022 and by the University Education Committee on 5 May 2022.

In response to a question raised by the Chair in relation to Australian partnerships, the Manager, Academic Quality and Policy, (AQS) confirmed that the policy applies to all collaborative agreements (both onshore and offshore) and includes UOW College within its scope. An annual review is undertaken of UOW College as is the case with international offshore arrangements.

RESOLVED 2022/19

that Academic Senate:
(i)   *endorse the rescission of the Annual Review of Transnational Education (Twinning) Programs Procedures;*
(ii)   *endorse the proposed amendments to the Collaborative Delivery Policy suite; and*
        refer the revised policy documents to the delegated authority for approval

*2.4   Online Examination Procedure

The Deputy Vice-Chancellor (Academic and Student Life), (DVC (A)) Professor Theo Farrell reported on the following key points:

- The pandemic is ongoing and public health orders can change quickly. The University has had to pivot rapidly as a result of the pandemic. The University will need to continue to mitigate risks by resorting to online exams and assuring the integrity of online exams.
- The new Online Examination Procedure provides direction on the conduct of online examinations, specifically those invigilated using *Proctorio*. The procedures support the existing Examination Rules and Procedures.
- Drafting of the new procedures was informed by learnings from pilot exams and through consultations with other universities in relation to successful delivery of online invigilation.
- *Proctorio* was chosen following a vender selection process that incorporated both student and staff input, with privacy being a primary concern in the selection process. UOW has taken measures taken to ensure integrity and protect the privacy of students by making the decision not to adopt the 'room scan' features. One of the key learnings taken on-board was the importance of students sitting a 'test your technology' test prior to the exam period.
- The DVC (A) extended his thanks to Professor Ann Rogerson for her extensive input in relation to assuring Academic Integrity.

An Academic Senate member raised two concerns, the first in relation to staff who are not accredited being unable to invigilate exams and the second in relation to students using tablets or smart phones to complete exams.

The DVC (A) urged members with concerns or feedback to raise them with him. He stated that there will be a robust wash up meeting following this exam period. He also acknowledged that issues may vary across disciplines, that as issues are identified UOW will need to work on solutions, and that there is a need for flexibility in the process. He also acknowledged that there is a need to improve communication around reasonable adjustments. This is the best solution at the current time. The DVC (A) reported that a review of the procedure will be undertaken after Autumn session exams, this is reflected in the procedure document.

An Academic Senate member acknowledged the work done by Ms Gemma Cutting (AQS) on developing the staff module for invigilators. She also mentioned that some students in University accommodation had raised issues regarding noise during exams. She suggested a solution might be quiet rooms on campus.

An Academic Senate member extended her thanks to the Student and Accommodation Services Division (SASD) in particular the Associate Director (SASD) for the extensive consultation and work undertaken in drafting the Online Examination Procedure.

RESOLVED 2022/20

that Academic Senate:
(i)   endorse the draft Online Examination Procedure as set out in the agenda paper; and
(ii)   note that a review of these procedures will be undertaken following Autumn session exams as part of a broader review of the Examination Rules and full set of procedures.

*2.5   Revised Course Progress Policy

Ms Allison Clode, Academic Quality and Policy Specialist, (AQS) reported on a review of the Course Progress Policy commenced in 2021. There were two key factors leading to these amendments:

- the introduction of the *Higher Education Support Amendment (Job-Ready Graduates and Supporting Regional and Remote Students) Act 2020* (JRG); and
- process improvements as a result of issues raised through consultation with internal stakeholders and the findings of industry benchmarking on the coursework exclusion process.

Ms Clode highlighted the following key points:

- Addition of a new section (8) to outline to students the:
  - New completion rate requirements for Domestic Commonwealth supported students: Students who commenced from 1 January 2022 will now need a 50% pass rate of their subjects in order to retain their Commonwealth Supported Place. The current UOW pass rate is 51%, higher than the Government JRG rate. The EPAQ working group recommended that UOW retain this 51% pass rate as it is effective in capturing students who are at risk of not meeting course progress requirements and providing them with an appropriate intervention strategy.
  - Course transfer and pay-up front options should a student lose their eligibility for Commonwealth Supported Places funding.
- Ability for students to claim 'special circumstances' to remove a fail grade from their completion rate. 'Special circumstances' are defined by the *Higher Education Support Act 2003* and Chapter 3 of the *Administration Guidelines 2012* and are broader than the set of circumstances outlined in the University's Compassionate and Compelling Guidelines. Withdrawal from a subject after census date will be recorded as a fail grade on the completion rate.
- Amendments to course work exclusion, as a result of stakeholder feedback and sector benchmarking, including:
  - Removal of the third stage of internal appeal direct to the DVC (A) and a move to a two-stage internal process.
    - Stage 1 Faculty Exclusion Appeal Committee (FEAC)
    - Stage 2 Coursework Exclusion Appeals Committee (CEAC)
  - The requirement for DVC (A) approval for Stage 1 Faculty outcomes where the appeal is upheld has been removed, this is anticipated to avoid appeals being reviewed twice by the same delegated authority. Stage 2 appeals will still require DVC (A) approval.
  - Students will still have the opportunity to appeal externally to the NSW Ombudsman.
  - The final key change is updating the Faculty Exclusion Appeals Committee membership and removing the requirement for an external Head of Students (external to the faculty) for Stage 1 appeals.

RESOLVED 2022/21

that Academic Senate:
(i)   endorse the amendments to the Course Progress Policy as provided in the agenda paper; and
(ii)   refer the revised policy documents to the delegated authority for approval.

*2.6   Amendments to Coursework Rules

Ms Allison Clode, Academic Quality and Policy Specialist, (AQS) reported on the Coursework Rules have been amended in response to legislative changes and new government reporting requirements under the Tertiary Collection of Student Information (TCSI) process. These have led to increased external scrutiny on post census date subject enrolments and a review of the delegated authorities to manage the associated compliance risks. She highlighted the following key points:

- The delegated authority to approve late subject enrolments post census date has been restricted to the DVC (A) and the Director SASD. Minor changes have been made to the delegation to approve enrolments or subject additions after the last day to enrol online and up to the end of the third week of session. The UOW Delegations of Authority Policy will be updated to reflect these changes.
- Stronger language has been introduced in relation to requests for late enrolments. Students must now meet the criteria set out in the University's Compassionate or Compelling Circumstances Guidelines and will be required to meet with a Head of Students to discuss their study plan.
- The 'Consent Matters' module has been added to section five of the Coursework Rules.

An Academic Senate member reported the discussion that took place at UEC around the importance of consulting with the faculties on decisions concerning late enrolment post census.

RESOLVED 2022/22

that Academic Senate
(i)   endorse the proposed amendments to the Coursework Rules and Delegations of Authority
*   Policy as provided in the agenda paper; and*
(ii)   refer the revised policy documents to the University Council for approval.

*2.7   Amendments to Standard on UOW Policy

Professor Greg Rose, Chair of Academic Senate reported on the following key points:

- Following discussion at the October 2021 Australian Chairs of Academic Boards and Senates (CoCABS) conference and in the November Academic Senate meeting, a working group was established to consider strengthening UOW's processes in relation to the distinction between academic and operational policy.
- The working group met twice and proposed amendments to the Standard on UOW Policy to strengthen the role of Academic Senate in the consultation and approval pathway where there is interdependence between operational and academic policies.
- The proposed amendments to the Standard on UOW Policy have been provided in the agenda papers for members' reference. The draft policy will be uploaded to the UOW Policies Under Development webpage.
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- To improve transparency, there is also a proposal that a biannual report will be provided to Academic Senate detailing any minor amendments to policy that may impact academic interests.
- The Chair extended his thanks to all members of the working group for their invaluable input.

RESOLVED 2022/23

that Academic Senate
(i) *endorse the minor amendments to the UOW Standard on Policy as provided in the agenda paper; and*
(ii) *refer the revised policy document to the delegated authority for approval.*

PART 3: COURSE APPROVALS

3.1 **Course Approval and Review Activities 2021**

RESOLVED 2022/24

that Academic Senate note the Course Approval and Review Activities 2021 report as provided in the agenda paper.

3.2 **Fast Track Course Approvals**

RESOLVED 2022/25

that Academic Senate note the use of the Fast-Track Approval Process for the new majors proposed to be offered in the Bachelor of Engineering (Honours) as provided in the agenda paper.

PART 4: MEMBERS' REPORTS

*4.1 **Reports from Senior Executive**

The Chair invited Senior Executive members to provide portfolio reports to Academic Senate, noting the COO and the PVC (Global) as an apologies and DVC (A) as an apology for this item. The Deputy Vice-Chancellor (Research and Innovation) (DVC/R&I) provided her report at item 5.2.

The Pro Vice-Chancellor Students (PVC Students) provided an update on the following key points:

- A comprehensive reframe of Disability Services is currently underway and will include the introduction of a new portal. A strength-
- based approach has been adopted with extensive consultation with staff and students undertaken. The launch date will be June 15 launch, this was pushed back slightly due to the complexities of the proposed improvements.
- The Learning Labs will resume operation after almost 18 months of COVID-19 related restrictions. Around 700 applications from primary school children have been received for the intersession break program.
- A substantial body of work is being undertaken by the careers and gradate recruitment team and employability team (particularly in the faculties of Business and Law (BAL) and Engineering and Information Sciences (EIS)) to improve employability and graduate recruitment for both undergraduate and postgraduate international students. This was raised as an issue by an International Student Representative on the Student Advisory Committee meeting. The team has been mapping current career resources and services, work integrated learning opportunities and employability opportunities to identify gaps. The team has been participating in the EIS E-HUB Portal and working closely with postgraduate Business in relation to a mentoring program to align international students with alumni to assist in supporting their employment.
- Following negotiations, BUPA is funding flu vaccines for international students.

The Pro Vice-Chancellor (PVC) Strategy and Planning provided the following update:

- The UOW Veteran Scholar Scheme has been introduced. There was a federal government announcement around ANZAC day in relation to some addition of functions to the UAC system to recognise prior learning for veterans.
- The scheme is open to serving or ex-serving members of the Australian Defence Forces who have completed basic training and initial employment training and have completed at least one day continuous full-time service. This includes reservists.
- UOW also considered recognition for the families of veterans to acknowledge the sacrifices they have made. This resulted in the introduction of the equivalent to a geographical location bonus to support partners and children of veterans.
- Work is underway in relation to develop a Sports Strategy to build cross collaborative synergies and leverage alliances. A draft is anticipated later this quarter.
- The structure of the PVC (Strategy and Planning) portfolio is being finalised with a focus on data, risk and integrity.

*4.2   Members' Reports

There were no reports.

*4.3   Student Members' Report

The following comments were raised by student members:

- Students have raised questions around the cessation of UOWmail accounts following graduation despite the terms of the UOWmail accounts having been reportedly set up for life and a number of students relying on this email.

The Chair confirmed that communication had been forwarded to the DVC (A) for consideration of this matter.

A Student Representative member acknowledged the importance of the Student Advisory Committee and urged members to utilise SAC for consultation with the student body. He also thanked the DVC (R&I) for supporting HDR students.

*4.4   Questions on Notice

There were no questions on notice.

PART 5: ACADEMIC SENATE COMMITTEE BUSINESS

*5.1   Business from Academic Senate Committees

There was no business from Academic Senate Committees.

*5.2   URC Chairs Report and Research and Innovation Strategy Update

The DVC Research & Innovation (DVC (R&I)) and Chair of URC, asked that the paper be taken as read and reported the following key updates in relation to progress against the goals set out in the UOW Research and Innovation Strategy:

- UOW welcomed a visit from the incoming Chief Executive Officer, Australian Research Council (ARC), Ms Judi Zielke. Ms Zielke was accompanied by Dr Robert Mun, Executive Director, Engineering and Information Sciences (ARC). The visit included a tour of Molecular Horizons, Early Start and AIIM as well as meetings with the Vice- Chancellor and Senior Executive. A round table discussion was held on the iC Campus in relation to research industry collaborations, specifically how ARC could enable research/industry collaborations. This was attended by 23 UOW Researchers and 11 industry partners. The CEO also spoke about the proposed ARC Industry Fellowships program which is anticipated to open in July, 2022. The

program is part of the former federal Government's University Research Commercialisation Action Plan.

- Competitive funding highlights include: Senior Professor Tony Okley and his team from Early Start have been awarded a grant under round six of the NSW Health Prevention Research Support program of $1.2M over four years. The key strengths of the application included strong partnerships developed with local health districts and the Centre for Population Health. In the latest round of ARC Discovery Projects, submitted 61 UOW-led applications, totalling $34M, all were awarded. UOW researchers are collaborating with other organisations on a further 28 applications (totalling $3M) these are expected to be announced in quarter 4, 2022.

- Round one of the research partnership grants scheme which supports collaboration between research and industry to build the University's ability to work with partners, awarded seven projects and provided feedback to those that were unsuccessful to assist them in resubmitting in round two.

- The first round of Early and Mid-career Research Enabling Grants has closed. The grant provide flexible funding support to enable career development. There were 17 submissions, outcomes will be announced in June, 2022.

- There is also a scheme for providing support for open access high impact publications. The scheme offers up to $5000 support per application. There were six submissions, two were funded, two are pending and two were declined.

- There are a number of schemes open under the Advancement and Equity Grants for Research umbrella, these include Connect (for level A-C), Renew (for all levels of academic staff, especially those impacted by COVID), Converge (to bring together interdisciplinary teams across STEM disciplines). These closed yesterday, up to 40 applications are expected.

- The DVC (R&I) acknowledged the issues raised by the Student Representative in the HDR space and will work toward appropriate solutions concerning GRS resourcing and responsiveness.

In closing, noting this is her last Academic Senate meeting, the DVC (R&I) thanked all members of Academic Senate for the collaborative and cooperative discussion and emphasised the importance of the Committee within the University's governance framework.

RESOLVED 2022/26

that Academic Senate note the University Research Committee Chair's Report and update on the Research & Innovation Strategy as provided in the agenda paper.

5.3   Committee Minutes

RESOLVED 2022/27

t that Academic Senate note the minutes from the following Academic Senate Committees and affiliate UOW entity meetings, as set out in the agenda paper:

(i)   Minutes of QARG meeting - 2 December 2021 (unratified);
(ii)   Minutes of UEC meeting – 3 November 2021 (unratified);
(iii) Minutes of UIC meeting – 9 November 2021 (unratified);
(iv)   Minutes of URC meeting – 2 November 2021 (ratified); and
(v)   Minutes of the UOWGE Board of Academic Governance meeting – 24 November 2021 (ratified); and
(vi)   Minutes of the UOWGE Board of Academic Governance meeting – 15 March 2022 (unratified). PART 6: future meetings and other business

PART 6: FUTURE MEETINGS AND OTHER BUSINESS

6.1   2022 Meeting Dates

Wednesday 27 July 2022
Wednesday 21 September 2022
Wednesday 9 November 2022

*6.2   Other Business

The Chair closed with a tribute to the DVC (R&I), extending his thanks to Professor Martin on behalf of UOW for her service to the University.

The Chair acknowledged some of Professor Martin's many significant achievements, since joining UOW in 2019:

- Reorientating research priorities to focus on performance, people and planet.
- Developing the UOW 2020-2025 Research and Innovation Strategy, setting out a high level, aspirational vision to be a University that creates knowledge for a better world and embedding sustainable development goals;
- Chairing the SAGE Athena Swan Implementation Committee, establishing new Associate Deans – Equity, Diversity & Inclusion (AD-EDI) in each faculty/AIIM, co-Chairing UOW Aboriginal and Torres Strait Islander Research Strategy Working Group, all as part of Professor Martin's strong commitment to equity, diversity and inclusion;
- Establishing the Early Career Research Disruption Committee (EC-DC) to connect, support and champion ECRS at UOW and provide a voice for all ECRs direct to the DVC-RI;
- Working to futureproof RAID organisational structures, with reviews of the Graduate Research School, Research Services Office/Innovation & Commercial Research and iAccelerate;
- Appointing new research deans: Dean of Graduate Research, Dean of Research Knowledge Exchange and Translation and Dean of Researcher Development & Integrity;
- Refreshing the role of Associate Deans Research and established new Associate Deans, Higher Degree Research;
- Chairing the UOW Global Partnership Network in 2021, focusing on a new vision of Global Partnership for Social Impact.
- Developing a new central internal grants program with ADRs, AD-EDIs and EC-DC (e.g., RITA grants, PERL and CERL Fellowships, Near Miss Grants, AEGiS grants, Research Partnership grants, EMCR Enabling Grants) to nurture our research capability, particularly during COVID; and
- Modernising business systems and access to research data/information, e.g., development of research performance dashboards.

The Chair noted that Professor Martin achieved all of this whilst maintaining her interest in crystallography, as a member of the International Union of Crystallography Executive Committee.

The Chair asked all members of Academic Senate to join him in congratulating the DVC (R&I), Professor Jenny Martin.

The meeting closed at 11:38 am.

Signed as a true record:

Greg Rose ✕

Chair, Academic Senate

Date:

ACTIONS ARISING

SENATE DATE/ ITEM	ACTION	STATUS/ DUE DATE
9 March 2022: Item 1.6 Chairs Report	Call for EOIs to participate in a Senate working Group looking at role and function of Academic Senate	27 July 2022
25 May 2022: Item 1.7 Members Business	Election to commence to fill two vacancies on UEC	27 July 2022
25 May 2022: Item 1.7 Members Business	Election to Commence to fill Deputy Chair position.	27 July 2022
25 May 2022: Item 1.7 Members Business	Fill the level E vacancy for BAL (Prof Reynold's previously held this position)	27 July 2022

Minutes 25 May FINAL STGR

Final Audit Report

2022-07-30

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