



ACADEMIC SENATE MEETING MINUTES 17 NOVEMBER 2021

Minutes of the 358th meeting of Academic Senate held at 9:30am on Wednesday, 17 November 2021 via Zoom.

PART 1 – PRELIMINARY BUSINESS

MEMBERS PRESENT:

Prof Greg Rose (Chair)		
Prof Gursel Alici	Mr Damien Israel	Prof Guang Shi
Dr Jenny Atchison	Prof Zhengyi Jiang	Dr Lisa Slater
Ms Ashley Bannister	Mr Jay Joshi	Dr David Tan
A/Prof Stephen Beirne	A/Prof Julie Kiggins	Ms Nadia Verrucci
Prof Sue Bennett	A/Prof Konstantin	Prof Wilma Vialle
Dr Kellie Buckley-Walker	Konstantinov	Dr Elena Vlahu-Gjorgievska
Dr Jane Carey	A/Prof Wanqing Li	Ms Sarah Vogel
Prof Karen Charlton	Prof Jennifer Martin	A/Prof Margaret Wallace
Mr Jackson Cocks	A/Prof Trish Mundy	A/Prof Karen Walton
Prof Julia Coyle	Dr Germanas Peleckis	A/Prof Ika Willis
Prof Patricia Davidson	Prof Colin Picker	Dr Marian Wong
Prof Theo Farrell	Prof Nina Reynolds	Prof Jiangtao Xi
A/Prof Azdiar Gazder	A/Prof Christian Ritz	A/Prof Yanguang Yu
Mr Alexander Hall	A/Prof Ann Rogerson	
A/Prof Chris Hyland	A/Prof Montse Ros	

APOLOGIES & LEAVE OF ABSENCE:

Prof Thomas Astell-Burt
Ms Jaymee Beveridge
Dr Belinda Gibbons
S/Prof Eileen McLaughlin
A/Prof Danielle Skropeta

IN ATTENDANCE:

Professor Alex Frino, Deputy Vice-Chancellor (Global Strategy)
A/Prof Corinne Cortese, Interim Dean of Graduate Research
Ms Margi Jantti, University Librarian
Ms Theresa Hoynes, Director, Student and Accommodation Services Division
Mr Dominic Riordan, Director, Academic Quality and Standards
Mr Brett Lovegrove, Executive Director (Global)
Ms Jan Sullivan, Manager, Academic Quality & Policy, AQS
Ms Allison Clode, Academic Quality and Policy Specialist, AQS
Ms Tori Funnell, Senior Manager, Governance Unit
Ms Tanya Barton-Saad, Academic Senate Executive Officer

OBSERVERS:

Professor Mark in het Panhuis, Deputy Executive Dean, SMAH
Mr Simon O’Dea, Associate Director Student Residence, SASD

*1.1 Welcome, Apologies and Leave of Absence

Prior to the commencement of official business, the Chair gave the Acknowledgement of Country.

The Chair declared the 358th meeting of Academic Senate open and commenced proceedings by welcoming all members, attendees and observers, in particular Senior Professor Gursel Alici (Executive Dean, EIS), and Dr Corinne Cortese (Interim Dean, Graduate Research) who attended the meeting for the first time in new roles.

The Chair commented that he looked forward to recommencing face-to-face meetings in the New Year.

***1.2 Arrangement of Agenda**

1.2.1 Conflicts of Interest

The Chair called for conflicts of interest with any matters before the Committee. 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 – Student Representative Elections
- 2.1 Foreign Engagement Update: UOW Policy Amendments
- 2.2 Academic Advice to Students Policy
- 2.3 Student led Report on the Review of Academic Decisions: Practice and Procedure
- 2.5 Academic Program Director (APD) Needs Analysis Survey
- 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 Quality Assurance Review Group (QARG) – Chair's Report and TOR
- 5.3 University Internationalisation Committee (UIC) - Chair's Report
- 5.4 University Research Committee (URC) - Terms of Reference
- 6.2 Other Business

RESOLVED 2021/38

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

***1.3 Minutes of the Previous Meeting**

Members were asked to confirm the minutes of the meeting held on 4 August 2021.

RESOLVED 2021/39

that the minutes of the previous meeting of Academic Senate held on 4 August 2021, as attached to the agenda paper, be confirmed and signed as a true record.

*1.4 Business Arising from the Minutes

There was no business arising from the minutes.

*1.5 Chair's Report

The Chair provided an update report focussed on the following three items:

1. Casualisation Project – As foreshadowed at the last meeting, members were reminded that this project was initiated by the Vice-Chancellor in August. A working group was being established to examine ways to ensure good teaching quality, staff management, professional development, and appropriate data collection/analysis around the University's casual workforce. This would involve training and induction programs, career development opportunities, workshop participation as well as a standard approach to contracting and identifying FTE. A core group consisting of the Chair of Academic Senate, Director Human Resources (HR), and the Senior Manager Business Improvement and Assurance Division (BIAD) has been convened to take this forward. Following consultation with relevant stakeholders, BIAD compiled a stocktake report on current practice which identified approximately 2,000 casuals employed at the University under varying management processes across faculties. The next step included issuing invitations to broaden the working group in November and convene a meeting in December. The 2022 staff Voice Survey will include casual staff questions and following focus group input, it is envisaged that some recommendations will be delivered by the end of Autumn Session. The Chair flagged the possibility that the *Teaching and Assessment-Code of Practice* may be amended to include the *Code of Practice-Casual Academic Teaching* during its current review. One of the key goals is to make recommendations for standardisation of practices which will feed into UOW's future TEQSA reports.
2. Chairs of Academic Boards and Senates (CABS) 2021 Conference – On 4-5 November, the Chair, Deputy Chair, Executive Officer and a member of the Legal Services Unit (LSU) team attended the national conference of CABS. The Chair advised that the conference was extremely interesting and provided useful tips and tricks for the management of Senate and its meetings. One suggestion he intends to adopt is scheduling regular meetings between the Chair and Senate's Student Representatives. He noted that conference discussions highlighted how well UOW is doing in several areas. This included academic governance where a sector gap in academic integrity training was identified for Masters Coursework - this is a course requirement at the University of Wollongong. There was also useful information provided on Foreign Interference (to be discussed further under item 2.1), and an informative session on Risk Management which gave merit to further consideration of Academic Risk at the university level.
3. Distinction between Academic and Operational Policy – The Chair advised members that the keynote speaker at the CABS conference was the Chief Commissioner of the Tertiary Education Quality and Standards Agency (TEQSA), Emeritus Professor Peter Coaldrake AO. In discussions topical to UOW, E/Prof Coaldrake acknowledged that through his experience, there is a murky distinction made between 'academic' and 'operational' matters and finding the appropriate balance is a common difficulty across the sector. TEQSA standard 6.3 recognises that the separation between corporate and academic governance has been a longstanding tradition in Australian Universities, irrespective of the structural arrangements. Notwithstanding links between the two, there is a need for competent independent academic advice as a critical feature of governance arrangements. The Chair advised that UOW has an excellent *Standard on UOW Policy* which does provide definitions of academic and operational policies. He informed members that a comparative sector survey had been conducted through CABS to assess how the Covid-19 pandemic had affected participation of Academic Boards/Senates in university decision making. He advised that the results varied across institutions, as some academic bodies were involved in staffing decisions in response to Covid-19, but overall it highlighted the disparity of academic/operational distinctions made. In response to this, and issues raised under item 4.4 – Questions on Notice, he proposed a

small working group of academic senate members further review and clarify an approach for UOW. He advised that a call for expressions of interest would be circulated to members after the meeting.

In closing the Chair briefly noted the following:

- There was some recent confusion regarding the process for Observers to attend meetings and members were pointed to the rules outlined in the Standing Orders.
- A member was thanked for drawing attention to a missed item on the agenda which had been added to the Moodle site as late item 2.8 – Policy Approvals.
- Members were advised that the Secretariat is still moving towards improved implementation of the gold standard across all Senate committees.
- Colleagues were reminded that the *UOWGE Global Collaborate Conference 2021* was underway, continuing to 18 November, and were encouraged to participate.

*1.6 Vice-Chancellor's Report

The Vice-Chancellor (VC) began her report by thanking members for working hard for the students and community. She noted that, in spite of criticism, the HE sector was one of the few that had maintained business continuity over the last two years and took a moment to recognise the suffering and lives lost in our community and around the world during this time.

The VC confirmed the important role that universities play in society and science to prepare students for the changing world. She stated that universities have become a beacon of hope in these challenging times, and affirmed the important role of Academic Senate in helping UOW craft a modern university. Members were directed to a book by the President of Johns Hopkins University, Ron Daniels, on the role of universities in democracies.

The VC echoed a welcome to all Executive Deans, including those newly appointed. She advised that the leadership team has been working hard to bring UOW back stronger, by building on what is working well and remediating systems and processes that have prevented agility and vision in the past.

She reaffirmed UOW's commitment to excellence and to being an anchor institution within the region, noting her pride in staff and students' positioning around the climate and alternative energy debate.

The VC then provided members with updates on the following initiatives:

- Vaccination – A key priority has been to keep everyone safe from Covid-19. UOW's contribution to increasing access to vaccines, as well as supporting the region during the pandemic, has been recognised in a letter from the Illawarra Shoalhaven Local Health District which she would share with Senate members.
- UOW Global Enterprises (UOWGE) – A governance review of UOWGE was undertaken to support UOW's goal of forging a more global presence. A key recommendation of the review was further integration of UOWGE's governance within the UOW structure. As a result, the Group CEO, Marisa Mastroianni, will now report directly to the VC and attend University Council. The VC thanked the Pro Vice-Chancellor (Global) for her contributions in building bridges between UOW and UOWGE. She noted the *UOWGE Global Collaborate Conference 2021* is a great opportunity to hear from international colleagues.
- Rankings – The VC reported that UOW had achieved some exceptional results across many schools, in the latest rankings.
- Partnerships – Work is being done on strategic partnerships which also speaks to the Foreign Engagement item 2.1. The VC noted the importance of addressing matters internally at our earliest opportunity to ensure the protection of individuals and the University.

- Events - She noted her excitement at the number of externally focussed activities in progress, with commendation to the Strategic Marketing and Communications team. These events provide the global community with a picture of the academic excellence at UOW and the great impact of the work delivered.
- Alumni – With a view to increasing the number of endowed chairs, the VC has revised the chair funding rules to attract more donors.
- Emeritus status – There has been discussion regarding the potential to add distinguished and senior to emeritus titles. Further information is likely to be provided to Senate in the new-year for consideration.
- Uluru Statement from the Heart – The VC flagged her hope that UOW would sign on to endorse the *Uluru Statement from the Heart*. She noted this is an important issue for the University to address as an academic community, and advised that the Executive Director (Indigenous Strategy) will present a participation proposal at the next meeting of Senate. She thanked key colleagues who have advised on these considerations.

The Vice-Chancellor thanked members for their patience and support as she attuned to her role on Academic Senate, noting her intention to increase the emphasis on academic oversight in University governance.

*1.7 Membership Business - Student Representative Elections

Members were advised that the Annual General Elections were recently held which included elections to fill seven (7) Student Representative positions on Academic Senate effective 2022.

On behalf of Academic Senate, the Chair extended thanks and appreciation to the following outgoing Student Representatives, whose terms will expire on 31 December 2021, for their contribution to Senate and University governance.

The Chair also congratulated Sarah Vogel, who has now taken up the position of Postgraduate Student Representative on University Council.

RESOLVED 2021/40

that Academic Senate:

- (i) *note the outcome of the 2021 UOW Annual General Elections as provided in the agenda paper, and welcome incoming Academic Senate Student Representatives commencing 1 January 2022; and*
- (ii) *extend appreciation and thanks to the outgoing Academic Senate Student Representatives whose term of office ends on 31 December 2021, for their contributions to Academic Senate and University Governance.*

PART 2: GENERAL BUSINESS

*2.1 Foreign Engagement Update: UOW Policy Amendments

Brett Lovegrove, Executive Director (Global) was in attendance to provide members with an update on the *UOW Foreign Arrangement Governance Framework* that prefaced the policy review. He noted the policy amendments were part of a large body of work to ensure the University meets its obligations under the Foreign Arrangements Scheme (the Scheme). The Scheme requires notification of engagements with foreign entities. UOW met its initial reporting obligations in June and continues to assess and report new arrangements. To date the Scheme has captured a large number of activities across the sector and our University, highlighting the good work that is happening.

Meeting the obligations at UOW has been managed by a Foreign Arrangements Steering Group (FASG), reporting to the Risk Audit and Compliance Committee (RACC) of Council. The ED(Global) advised four key steps have been undertaken:

1. Completing actions required under the Australian Government's *Guidelines to Counter Foreign Interference in the Australian University Sector*. It was noted that refreshed guidelines are being released today (17 November 2021).
2. Complying with notification requirements.
3. Preparing a *Foreign Engagements Declaration* (a specific requirement of the guidelines), to be released in parallel with the *Conflict of Interest Declaration*, when complete.
4. Amending policies – as put before Academic Senate. He acknowledged Stefanie Memmott of the Legal Service Unit (LSU), and Caroline Hartcher of the Global Strategy Division (GSD) for undertaking a major review of UOW policy and leading this component of the project. Members were advised of the consultation that took place with regard to the proposed policy amendments and a summary of changes.

The Chair commented on the complexities of the legislation and provided some feedback from the national CABS conference on this topic, noting there may be a need for academic training in the future.

In response to member questions, the ED(Global) recommended that members advise faculty colleagues that:

- when considering entering into any foreign arrangement, they should contact their Associate Dean International (ADI) in the first instance with the name of the institution, so it can be determined if it needs to be reported; and
- general collaborations between researchers are less likely to be reportable (than formal agreements) but other individual obligations may occur so staff should reference the [Foreign Engagements website](#) or consult with their ADI, or GSD.

A member commented that it would be useful for all staff to have access to Academic Senate agenda papers and minutes for further explanation of complex matters such as this. It was noted that ratified minutes are available on the public website and a link would be provided to members after the meeting. The Chair took the suggestion to share Senate's agenda under consideration.

In reference to this item, the Chair drew members attention to the *Research Integrity Webinar on International Collaborations*, scheduled for 30 November.

RESOLVED 2021/41

that Academic Senate:

- (i) *note the update on foreign engagement obligations and the UOW policy review as set out in the agenda paper;*
- (ii) *recommend the proposed foreign engagement amendments to the International Alliances Policy as provided with the agenda paper to the Vice-Chancellor for approval; and*
- (iii) *endorse the proposed foreign engagement amendments to the Autonomous Sanctions Procedure, Code of Practice – Responsible Conduct of Research, Commercial Research Policy, Defence Trade Controls Guideline, International Alliances Procedure, Joint Doctor of Philosophy Agreement Policy, and Research Sponsorship and Collaboration Policy as provided with the agenda paper for forwarding to the relevant delegated authorities for approval.*

*2.2 Academic Advice to Students Policy

Ms Allison Clode, Academic Quality and Policy Specialist (AQS), provided members with a brief summary of the background on this item:

- The Policy was first introduced in 2011 to provide guidance around who is authorised to provide ‘academic advice’ to students.
- A scheduled review of the policy commenced in late 2019, with some delays due to impacts of the pandemic and the implementation of One-UOW.
- Extensive consultation took place via academic governance structures, broader University consultation, the Student and Accommodation Services Division, Heads of Students group, UOW College and other key stakeholders. The Chair of the Student Academic Experience Subcommittee (of UEC) also sought feedback from senior academic leaders at faculty based meetings.
- Three (3) main changes are being proposed as outlined in the agenda paper.

A member noted some minor typographical edits in the policy and an amendment regarding ‘Student Advisors’ under item six (6) were required. These were noted for clarification and update after the meeting.

RESOLVED 2021/42

that Academic Senate:

- endorse the proposed amendments to the Academic Advice to Students Policy as set out in the agenda paper;*
- endorse the rescission of the Guidelines on Good Practice Provision of Academic Advice; and*
- forward the revised Policy to the delegated authority for approval, with the policy to take effect at the start of 2022.*

*2.3 Student led Report on the Review of Academic Decisions: Practice and Procedure

Mr Jackson Cox, Senate’s Undergraduate Student Representative spoke to this item. He acknowledged his co-author who was unable to join the meeting, and provided a brief background:

- The review commenced in 2020 with an interim report provided to Senate in November.
- Research and consultation included a review of practices and procedures, a large student survey, benchmarking across the sector, and meetings with stakeholders.
- The recommendations were broad ranging and required consideration by the University (i.e. financial implications), so Senate was asked to endorse them in principle and refer to UEC for further deliberation.

Key findings included:

- The lack of student awareness and understanding of the process. It was noted that if the process was improved and communicated more effectively to students, the number of invalid appeals would decrease.
- Student perception that there may be unfair consequences from lodging an appeal. This was often triggered during the initial informal consultation phase with subject coordinators. It was felt that the language used in discussion often discouraged appeal and implied ramifications.
- Process improvement. Several students flagged errors in process that hadn’t been addressed during their appeal. They thought that failures in policy should be recorded and corrected as part of the University’s continuous improvement cycle.

Mr Cox then reviewed and expanded on the proposed resolutions for the benefit of members.

In response, the DVCE/Chair of UEC thanked the students for a detailed piece of work. He noted the findings are important and will be taken on board to raise awareness, improve process and transparency, and give students confidence that they will be treated fairly. It was observed that a drop in appeals was not necessarily a sign of improvement but could also be a result of the concerns raised in the report. One member noted, that changes to process in order to accommodate remote delivery during Covid-19, had contributed greatly to the reduction of appeals.

The DVCE advised that during 2020 significant process improvement had already been made, but acknowledged further improvement was required and solutions should be co-designed with students.

Discussion continued regarding specific issues identified in the report, and it was noted that the student survey did not include offshore.

The Chair commended the student led report, noting it was the first time in his recollection this type of action had been taken. Members concurred with more congratulations, and it was agreed that the student perspectives would support further process improvement, including a culture shift for both staff and students.

RESOLVED 2021/43

that Academic Senate:

- (i) *note the student-led Report on the Review of Academic Decisions: Practice and Procedure;*
- (ii) *recognise the need to continue to improve practice and procedure related to Review of Academic Decisions in order to enhance student engagement and students' perceptions of procedural fairness;*
- (iii) *endorse, in principle, the Key Recommendations set out on pages 3 and 4 of the Report; and*
- (iv) *refer the Report to the University Education Committee to identify practice and procedural improvements informed by further consultation on the Report's recommendations, with such improvements to be identified and reported to Academic Senate by November 2022.*

2.4 UOW Enabling Framework for Student Equity 2021-2025

RESOLVED 2021/44

that Academic Senate endorse the UOW Enabling Framework for Student Equity 2021-2024 as provided in the agenda papers.

***2.5 Academic Program Director (APD) Needs Analysis Survey**

The Chair invited Ms Jan Sullivan, Manager Academic Quality & Policy (AQS) to provide members with a presentation overview of the Academic Program Director (APD) Needs Analysis Survey. She spoke to the need for an analysis, advising members that the APD role is codified in the *Code of Practice Teaching*, which is part of a broader *Teaching and Assessment Policy Suite (TAPS)* that is due for review. The survey was co-developed with Associate Deans (Education), and was comprised of 18 questions. 76 APD's or Discipline Leaders responded, covering all four (4) faculties.

Ms Allison Clode, joined the conversation to present the following key findings. The Survey found that:

- there were informal processes for appointment;
- there was a lack of induction and mentorship;
- there was limited ongoing support and professional development opportunity;
- there was an issue with role clarity – particularly between the role of APD and HoSt;

- there were role creep and workload issues apparent for some;
- there was great support received from Heads of School; but
- there was limited opportunity for networking and sharing of good practice.

Key issues identified were:

- A high turn-over of APD staff – 49% had been in the role for less than two (2) years.
- There is no up-to-date list of APDs, so it is difficult to target the cohort for induction and support.
- There is no institutional guidance for Heads of School regarding the appointment process or term.
- Less than one third of APDs had received induction, mentorship or the APD role statement.
- Less than one quarter of APDs knew about resources or guidance available.
- Half of APDs didn't know how to access course level data.

In response to the findings the following actions are underway to address these issues:

- HR improvements regarding appointment;
- Mapping of Learning & Teaching roles to identify overlaps;
- Review of Delegations;
- An APD Reference Group; and
- in consultation with Learning, Teaching & Curriculum (LTC), the development of resources, including refining the role statement, induction pack, welcome video, quick reference guide, and a Course Leadership Moodle site.

Questions from the floor were invited, and discussion ensued regarding the scope of the role and time required to learn the necessary skills.

Members commended the high quality of the report and its comprehensive nature. It was acknowledged that this is an important piece of work with broader implications that could be applied across other academic leadership roles, i.e. Heads of Postgraduate Studies. A member noted that Heads of School should be included in the conversation, and careful consideration of equitable workload allocation is required due to the vast range of class sizes across faculties.

The Chair thanked AQS for the presentation which was a helpful clarification for Senate's consideration.

RESOLVED 2021/45

that Academic Senate note the Academic Program Director Needs Analysis Survey Report as provided in the agenda papers and the presentation provided at the 17 November 2021 meeting.

2.6 Comparative Student Outcomes (CSO) Report 2020

RESOLVED 2021/46

that Academic Senate:

- note the Comparative Student Outcomes and Interim Course Monitoring Report for 2020; and*
- endorse the recommended actions contained therein.*

2.7 Learning, Teaching & Curriculum (LTC) Update

RESOLVED 2021/47

that Academic Senate note:

- (i) *the Learning, Teaching & Curriculum Update;*
- (ii) *the Blended Learning Enhancement Initiative Update; and*
- (iii) *the Learning Analytics Report, as provided in the agenda papers.*

2.8 Policy Approvals

RESOLVED 2021/48

that Academic Senate note the Academic Policy Approval Report, as tabled at the meeting of 17 November 2021, which lists academic policy documents approved by the Vice-Chancellor from October 2020 to October 2021.

PART 3: COURSE APPROVALS

There were no course approvals.

PART 4: MEMBERS' REPORTS

*4.1 Reports from Senior Executive

The Chair invited Senior Executive members to provide portfolio reports to Academic Senate.

The Deputy Vice-Chancellor (Education) (DVCE) reported on the following key items:

- UOW is planning to return to campus in Autumn 2022 with around 75% of class activity against 2019 baseline. Blended learning will remain part of the new normal.
- Course Portfolio Strategic Planning has commenced based on the recommendations of the Course Portfolio Principles White Paper, endorsed by Senate in 2019. The initiative will be multi-phased, and will allow UOW to:
 - Improve clarity of our offer to students;
 - increase the industry relevance and quality of our offerings; and
 - optimise efficiencies in our course portfolio.
- 109 applications were received for the Learning & Teaching Innovation Grants scheme. The proposals include many exciting ideas for innovations, including microcredentials, SDGs and cross-campus collaborations. The selection panel will meet in November, and select 15-20 proposals for development.
- The latest round of major student surveys have been analysed to identify key areas for improvement and map against programs to improve the quality of student experience. Assessment design and feedback continues to be an area requiring improvement, and additional resources are being developed for the L&T Hub to support this. Digital skills support for students is a priority area and a new Student Digital Skills Hub will be in place for the start of the Autumn session. There will also be increased English language skills support for 2022.

The DVCE noted that a fresh look at student life cycles is required from first touch points, to embarking on careers. To this end, a major initiative “Student Life @ UOW” will be launched in 2022, working in partnership with Student Representatives to significantly enhance the student experience.

He noted that an article published in the Australian on 16 November (*After Covid, a focus on the students - Profs Davidson and Farrell*) reaffirmed that UOW is deeply committed to partnerships with Students and will be placing this at the core of operations going forward.

The Deputy Vice-Chancellor (Research and Innovation) (DVCRI) welcomed the Interim Dean of Graduate Research, and provided an update on the following research matters:

- Consultations are underway regarding:
 - research performance and development with the aim to shifting ‘research active’ requirements to a goal setting and career professional development focus; and
 - development of a framework for Research Centres and Institutes, designed to support international research excellence combined with a positive research culture, and growth in high impact research.

Members were encouraged to participate in both of these consultations.

- Eureka Prize highlights were commended for:
 - The NSW Bushfire Hub team led by Associate Professor Owen Price and including other UOW researchers, who received the award for applied environmental science;
 - UOW Honorary Fellow Dr Dana Bergstrom, from the Australian Antarctic Division, who received the award for leadership in innovation and science.
 - Other finalists acknowledged included Professor Justin Yerbury, and Senior Professor Sharon Robinson.
- Professor Geoff Spinks was one of 10 global winners at the *Falling Walls Science Summit* in Berlin, for his artificial muscle research.
- Dr Marlene Longbottom was awarded a 1.2million ARC grant as part of the prestigious Discovery Indigenous Scheme.

The Chief Operating Officer (COO) provided a brief update on the following:

- Mr Michael Doran, a very experienced Human Resources executive, has joined the University to lead HR management.
- It was noted that from an operations perspective UOW is working hard to source renewable energy opportunities and Professor Tim Mearthy was thanked for heading up a broad range of sustainability initiatives.
- The COO reminded members of previous alerts regarding cyber risk and urged members to take advantage of security and awareness training, particularly around phishing emails.

***4.2 Members’ Reports**

There were no reports.

***4.3 Student Members’ Report**

A student member took this opportunity to highlight the importance of providing mentors for the incoming Student Representatives, urging members to put their hands up.

The Chair agreed and called for volunteers from the floor. He also confirmed that he would introduce Student Representative catch-ups with the Chair prior to full Academic Senate meetings in 2022.

***4.4 Questions on Notice**

Two questions on notice were received prior to the meeting. Written responses were provided in the Agenda papers with further discussion at the meeting.

The Vic-Chancellor responded to the question regarding the *Special Studies Program Policy*, taking responsibility for the final decision to progress approval through a sub-committee of University Council as per the Delegations of Authority Policy. She advised that the decision was based on the broad consultative process undertaken by the DVCRI and Senior Deputy Vice-Chancellor (SDVC), along with staff requests to finalise the policy so leave could be planned for 2022. She advised Senate that following post-approval feedback, the need for academic oversight has been recognised and the policy was changed from HR's operational ownership to the SDVC's academic ownership.

The VC advised that she will work with Executive Deans to provide an update report to the next meeting of Academic Senate on how the revised policy played out. She thanked the DVCRI and the SDVC for leading the policy review.

The member responsible for the question thanked the Vice-Chancellor for the comprehensive response and acknowledged the desire to get the policy up and available for staff in 2022.

In relation to the other question, regarding work to identify enhancements to Academic Senate the VC confirmed her commitment to moving forward with the review in 2022, noting she has learned a lot in her Senate experience so far. She expressed her desire to see Senate leading robust discussion and debate on academic issues.

The member responsible for the question thanked the Vice-Chancellor for the response, noting she looks forward to the working party. She asked that Senate be given the opportunity to have enough time to truly consider what comes back from Council, which is often a flaw in the consultation process.

The VC agreed noting that there is scope to develop some business rules or guidelines around consultation. She also suggested a Regional Campus representative be invited to participate in Senate to ensure there is an inclusive voice for all academic colleagues.

In another matter, the VC advised members that she and the Chair of Senate have committed at looking at improvements for academic promotion.

On behalf of members, the Chair thanked the Vice-Chancellor for addressing the questions herself.

RESOLVED 2021/49

that Academic Senate note the Questions on Notice and responses as provided in the agenda paper, and at the 17 November 2021 meeting.

PART 5: ACCADEMIC SENATE COMMITTEE BUSINESS

***5.1 Business from Academic Senate Committees**

There was no business from Academic Senate Committees.

***5.2 Quality Assurance Review Group (QARG) - Chair's Report and Terms of Reference**

The Chair of QARG took the paper as read, noting that Senate approved changes to the Terms of Reference which made QARG a formally constituted committee of Senate.

Following that approval, the induction pack and procedures have been modified to streamline course approval processes and a process has been formalised for ADE's to attend QARG and address items.

RESOLVED 2021/50

that Academic Senate:

- (i) *approve the revised Quality Assurance Review Group (QARG) Terms of Reference, as provided in the agenda papers; and*
- (ii) *note the QARG Chair's Report provided in the agenda paper, and at the 17 November 2021 meeting.*

***5.3 University Internationalisation Committee (UIC) - Chair's Report**

Deputy Vice-Chancellor (Global Strategy) provided a presentation for the UIC Chair's Report. The presentation covered the following topics:

- The impact of the pandemic on international commencing student numbers, falling from pre-pandemic numbers of around 6,000 students per year to 1,800 in 2021.
- The recent re-opening of Singapore borders and the anticipated opening of Japanese and Korean borders before the end of the year.
- The urgent need to get the recruitment message out and the need to evolve from 'normal' recruiting practice.
- The return of international students commencing with a pilot program conducted across 10 universities, where students will start returning in December 2021.
- Approximately half of our offshore student cohort have submitted expressions of interest in returning to campus.
- The following new projects to drive international onshore initiatives were highlighted:
 - Utilising offshore campuses for international students to undertake their first year of study, then channelling these students to Australia to complete the remainder of their degrees onshore (once borders open).
 - Improved international student admissions processes to increase application turnaround and response rates.
 - Global recruitment hubs, bringing together international recruitment teams in an identified geographic zone to drive stronger engagement and enable more effective marketing to those regions.

The DVC(GS) welcomed any ideas from members for engaging the international market.

The Chair noted that the integrated approach where students complete degrees in different locations, will present academic governance challenges that will come before Senate in the future.

RESOLVED 2021/51

that Academic Senate note the University Internationalisation Committee (UIC) Chair's Report, as provided at the 17 November 2021 meeting.

***5.4 University Research Committee (URC) - Terms of Reference**

The Deputy Vice-Chancellor (Research & Innovation) spoke briefly to this item, noting the Terms of Reference were updated to reflect new membership titles.

A member asked if there should be an Associate Dean (EDI) representative on this committee and the DVCRI was happy to take this suggestion on-board.

RESOLVED 2021/52

that Academic Senate approve the Revised University Research Committee (URC) Terms of Reference as provided in the agenda papers.

5.5 Committee Minutes

RESOLVED 2021/53

that Academic Senate note the minutes from the following Academic Senate Committees and affiliate UOW entity meetings, as attached to the agenda papers:

- (i) *Minutes of QARG meeting - 5 August 2021 (ratified);*
- (ii) *Record of QARG Circular Resolution – 31 August 2021 (ratified);*
- (iii) *Minutes of QARG meeting – 7 October 2021 (unratified);*
- (iv) *Minutes of UEC meeting – 28 July 2021 (ratified);*
- (v) *Minutes of UEC meeting – 22 September 2021 (ratified);*
- (vi) *Minutes of UIC meeting – 10 August 2021 (unratified);*
- (vii) *Minutes of URC meeting – 9 June 2021 (ratified);*
- (viii) *Minutes of URC meeting – 1 September 2021 (ratified);*
- (ix) *Minutes of URC Special meeting – 6 September 2021 (ratified); and*
- (x) *Minutes of UOWGE Board of Academic Governance meeting – 31 August 2021 (unratified)*

PART 6: FUTURE MEETINGS AND OTHER BUSINESS

6.1 2022 Meeting Dates

Wednesday 9 March 2022
Wednesday 25 May 2022
Wednesday 27 July 2022
Wednesday 21 September 2022
Wednesday 9 November 2022

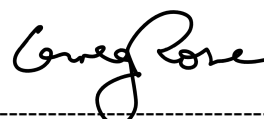
***6.2 Other Business**

In closing the Chair acknowledged the long contribution of Professor Joe Chicharo given his pending retirement, and extended thanks for his positive influence at Academic Senate over many years.

The Chair thanked members for their attendance and contribution to Academic Senate during 2021 and wish them all the best over the festive season.

There being no other business, the meeting closed at 12pm.

Signed as a true record:



Chair, Academic Senate

ACTIONS ARISING

SENATE DATE/ ITEM	ACTION	STATUS/ DUE DATE
17 November 2021: Item 1.5 Chairs Report	Schedule Chair and Student Representative meetings for 2022.	Complete
17 November 2021: Item 1.5 Chairs Report	Call for EOIs to participate in a Senate working Group looking at the distinction between academic and operational policy matters.	Complete
17 November 2021: Item 1.6 VCs Report	Share letter from the Illawarra Shoalhaven Local Health District.	Complete
17 November 2021: Item 1.6 VCs Report	Uluru Statement from the Heart item to come to Senate in March 2022.	9 March 2022
17 November 2021: Item 2.1 Foreign Engagements	Share a link to published Academic Senate minutes.	Complete
17 November 2021: 4.3 Student Members' Report	Appoint mentors for Student Representatives.	Complete
17 November 2021: Item 4.4 Questions on Notice	Report back to Senate on the impact of the revised Special Studies Program Policy.	9 March 2022
17 November 2021: Item 4.4 Questions on Notice	Explore avenues for Regional Campus participation on Academic Senate.	9 March 2022