



## ACADEMIC SENATE MEETING MINUTES 4 SEPTEMBER 2019

Minutes of the 347<sup>th</sup> meeting of Academic Senate held at 9:30am on Wednesday 4 September 2019 in Room 20.5, the Communications Building.

### PART 1 - PRELIMINARY BUSINESS

#### MEMBERS PRESENT:

Prof Wilma Vialle (Chair)	Prof Zhengyi Jiang	Dr Oriana Price
A/Prof Shirley Agostinho	A/Prof Peter Kelly	Dr Sharon Quah
Prof Charles Areni	A/Prof Julie Kiggins	Prof Melanie Randle
Dr Kate Bowles	Dr Jon Knott	Prof Nina Reynolds
Prof Peter Caputi	Dr Tracy Kuit	Prof Christian Ritz
Dr Jane Carey	Mr Felix Lanceley	Mr Dominic Riordan
Dr Paul Chad	A/Prof Wanqing Li	Dr Montse Ros
Dr Robyn Coman	Prof Valerie Linton	Ms Samantha Sharpe
Prof Julia Coyle	Dr Claire Lowrie	A/Prof Neaz Sheikh
A/Prof Hoa Dam	Dr Xiaoping Lu	Prof Guang Shi
Dr Anura De Zoysa	Prof Tim Marchant	Dr Marcelo Svirsky
Prof Theo Farrell	Prof Jenny Martin	A/Prof Lip Teh
Dr Katrina Green	Dr Kimberley McMahon-Coleman	A/Prof Rodney Vickers
Dr Michael Griffiths	Prof Jenny Martin	A/Prof Margaret Wallace
Dr Keith Horton	A/Prof Germanas Peleckis	A/Prof Karen Walton
Ms Theresa Hoynes	Dr Dana Perlman	Ms Grace Welsby
Mr Damien Israel	Prof Fiona Probyn-Rapsey	A/Prof Ika Willis
Ms Margie Jantti		Dr Tracey Woolrych

#### APOLOGIES & LEAVE OF ABSENCE:

Dr Stephen Beirne	A/Prof Robert Gorkin III	Prof Allen Nutman
Ms Jaymee Beveridge	Ms Lorraine Fields	A/Prof Ann Rogerson
Prof Mitch Byrne	Prof Lisa Kervin	Professor Glenn Salkeld
Prof Joe Chicharo	Dr Catherine Mac Phail	Dr Christopher Sykes
Dr Christine Eriksen	Prof Tracey Moroney	Prof Nan Seuffert (Deputy Chair)
Prof Alex Frino	A/Prof Trish Mundy	A/Prof Danielle Skropeta
Dr Luis Gomez Romero	Mr Aibek Niyetkaliyev	Professor Paul Wellings

#### IN ATTENDANCE:

Ms Tori Funnell, Senior Manager, Governance and Acting Executive Officer

#### OBSERVERS:

Ms Eliza Brown, Professional and Organisational Development  
Ms Siobhan Christian, Student Advocacy  
Ms Allison Clode, Academic Quality and Standards  
Ms Paola Ciccarelli, Governance Unit  
Ms Alison Freeman, UOW Online  
Ms Jan Sullivan, Academic Quality and Standards

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

The Chair welcomed members to the 347<sup>th</sup> meeting of Academic Senate.

Committee members granted permission for the meeting to be recorded using the smart pen. The Chair noted that the recording is used as a tool to assist and the audio file will be deleted once the minutes are ratified. The Chair asked that, in keeping with the Academic Senate Standing Orders, devices be turned to silent and not used to record proceedings.

The Chair welcomed Damien Israel, Acting Chief Administrative Officer and Secretary to Council to his first meeting of Academic Senate, Professor Jenny Martin as Acting Vice-Chancellor, Dominic Riordan as Acting Deputy Vice-Chancellor (Academic), and Felix Lanceley, UOW College Australia General Manager.

**\*1.2 Arrangement of Agenda**

The Chair advised that the order of agenda items for Items 1.3 and 1.4 were to be reversed as they had been incorrectly placed in the agenda. She further advised that the item listed under Business Arising was not an item arising from the minutes and would be dealt with at Item 4.2 Member's Report. That portion of the Member's Report was brought forward in the agenda so that it could be dealt with before General Business.

The Chair noted that Item 3.6 Course Review and Re-approval – Postgraduate Mental Health Cluster, had been withdrawn from the Agenda by the Faculty of Science, Medicine and Health.

**1.2.1 Conflict 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: Welcome, 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: Presentation: UOW Online Update
- \*2.2: Presentation: Faculty of Business
- \*4.1: Reports from Senior Executive
- \*4.2: Members' Reports
- \*4.3: Student Members' Report
- \*4.4: Questions on Notice
- \*6.3: Other Business

**RESOLVED 2019/52:**

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

**\*1.3 Confirmation of Minutes**

**RESOLVED 2019/53:**

*that the minutes of the previous meeting held on Wednesday, 10 July 2019, be confirmed and signed as a true record, including the amendments as noted at the meeting.*

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

There was no business arising from the minutes.

**\*1.5 Chair's Report**

The Chair reported on the following:

- Sydney School of Entrepreneurship (SSE). The Chair advised members that she is a board member of the SSE, a body funded by NSW government and NSW universities, which offers intensive sessions on entrepreneurship. There are five units of study, each hosted by a different university and students enrol either cross institutionally with a host university or seek other forms of credit. Only two students have completed the five units of study, one of which is from UOW. Student recruitment is a concern for SSE and it has been actively engaging with iAccelerate and other academics. Staff wanting to be involved with SSE can obtain further information from the Chair.
- New South Wales Education Standards Authority (NESA). NESA has updated their methodology to convert International Baccalaureate (IB) results into ATARs. There have been concerns regarding the number of students studying the IB receiving 99.95 ATAR results. NESA has revised their methodology so that it is fairer and transparent to all students. An impact of this is that it may be likely that only 50% of IB students end up with high scores. The implementation of this project will be towards 2021 or 2022.

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

The Acting Vice-Chancellor reported on the following:

- The Vice Chancellor staff awards ceremony was held on 22 August 2019 to celebrate academic and professional services staff from across a broad range of faculties, divisions and campuses. The awards recognise exceptional performance from staff who demonstrated outstanding achievement to activities aligned to the University's vision and strategic goals.
- The draft 2020-2025 Strategic Plan has been released for consultation. The Vice-Chancellor welcomes all feedback as this will inform the final version of the strategic plan to be considered and approved by the University Council. The Ideas Lab (an online platform) is available for all staff to provide feedback and comments. There are also two consultation lunches scheduled for 18 & 24 September and staff can register their attendance via the Strategic Planning Unit.
- In April 2019, the Honourable Robert French delivered his Report to the Commonwealth Education Minister regarding a review of freedom of speech and academic freedom at Australian universities. The Minister is encouraging universities to consider the recommendations of the Report and to take up the Model Code proposed in the report. University Chancellors have indicated their acceptance of the report in principle, but agreed that they need to consider the individual needs and context of their own universities in determining whether to implement the proposed Model Code.

UOW is committed to the principles of academic freedom and free speech and they must be carefully and thoroughly considered in light of our current policies, guidelines and agreements. The University community is encouraged to engage with the report and participate in upcoming consultation sessions. Further information will be available shortly.

**\*1.7 Membership Business**

The Chair congratulated new members on being elected as the Academic Senate representatives acknowledging the importance of these Senate committee roles.

**RESOLVED 2019/54:**

*that Academic Senate:*

- i) note the outcomes of the election and congratulate the following members on being elected as the Academic Senate representatives on the following Senate Committees, for the term 1 July 2019 to 30 June 2021:*
  - a) Dr Xiaping Lu, Professor Nina Reynolds, Associate Professor Montse Ros, Dr Sanja Pupovack, Dr Tracey Woolrych, as members of the University Education Committee;*
  - b) Professor Allen Nutman as a member of the University Internationalisation Committee; and*
  - c) Associate Professor Ping Yu and Associate Professor Tracey Kuit as members of the Strategic Course Development Committee.*

**PART 2: GENERAL BUSINESS**

**\*2.1 Presentation: UOW Online Update**

The Executive Dean of the Faculty of Law, Humanities and the Arts (ED LHA) and Strategic Lead on the UOW Online project provided an update on the project. The following comments were noted.

- The UOW Online Strategy developed earlier in the year has four strategic priorities. Priority 1 & 2 ensure that UOW's portfolio of online courses is cohesive with existing offerings. Priority 3 is critical as the University is growing a new part of the business and it is important that there is a commercially sustainable portfolio of online courses. Priority 4 is important to the future of where the University wants to be.
- The intent of the new online strategy is to be more focused. In previous years, there was a broad-based internal approach to online delivery. The DVCA online review discovered capability gaps which the University could not deliver on its own. A commercial partner has been established with a view of building a long-term collaborative partnership. The focus is to develop a series of courses with great market potential, with a leaner governance structure and to create a seamless student experience that facilitates student success.
- The 3-5 year plan is to build a suite of nine wholly online postgraduate Award courses, most of which are at scale. The delivery model includes 6 week teaching blocks over 6 teaching periods per year. Data shows student attrition is low due to the success of block model teaching. UOW will leverage the commercial partner's expertise and experience to scale quickly and over the years, will transition to delivering some of the courses in-house.
- The partnership is subject to all UOW policies. Courses will be developed in partnership, with UOW bringing subject expertise, and the commercial partner bringing online learning design specialists. The commercial partner will provide 24/7 online support, counselling, and student success coaches plus front-line academic administration.
- The proposed timeline includes contract execution by early September, followed by organisational readiness ensuring processes and technology aligns, market analysis to ensure best market potential for the first few courses and working collaboratively with faculties to develop courses. The first course is scheduled to be launched in May 2020.

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A committee member observed that online education is worth \$100 billion in revenue globally, and expressed his concern that online education is changing the meaning of tertiary education, noting that there is clearly a financial benefit for institutions. He suggested that one can assume that the price of fees will be less costly compared to regular fees and cost savings for students will be a key selling point.

The committee member flagged several concerns regarding online education including, the loss of being (physically) together in an education environment and constructing knowledge together, and the issue of academic integrity. He queried how the University will prevent cheating based on online personation and avoid contributing to a prominent market of cheating. He asked that the University considers carefully these issues as the implications may boomerang.

Another member queried what is planned for the existing three online offerings where resources have heavily been invested, particularly from the Faculty of Business. The ED LHA responded that UOW Online will continue to support these existing online offerings however they will not be included in the partnership. In moving forward, UOW will need to find a way to make both the existing programs and new programs run parallel. Further stakeholder consultation will be undertaken to find a solution on how the parallel systems will be supported.

In response to the earlier member's query, the ED LHA responded that evidence shows online courses suit postgraduate students more so than undergraduate students because of different needs. Undergraduate students tend to need and look for social interactions or experiences as part of their learning, whereas postgraduate students tend to have other competing demands in their lives and find it more challenging to come onto campus to study. The ED LHA pointed out an overriding consideration for the University should be to design a range of courses that meet different student needs whilst ensuring they are high quality and provide appropriate levels of support, which this partnership will be doing.

Another member reiterated that in their experience, online courses did not work well at the undergraduate level but did at the postgraduate level. The member noted that there could have been broader consultation before bringing the proposal to Academic Senate and queried what is meant by the term 'wholly online' as there are different models of teaching, and student/staff interaction enables assurance of student authenticity. The ED LHA advised that there has been a lot of work undertaken by institutions in the pedagogy of online learning and the next stage of consultation is to understand how UOW'S pedagogy model will fit the mode of delivery the partner will support, but in principle, they have commissioned to support our pedagogical model.

The ED LHA gave an overview of his extensive experience of online teaching at King's College London including the use of a teaching platform (equivalent to Moodle) which enabled the ability to get to know the students and their capabilities and the use of learning analytics to help drive positive student learning experience. He also advised of the extensive due diligence undertaken including seeking feedback from other partner universities and positive feedback was received uniformly.

A committee member raised concerns regarding the lean governance structure and timing of the launch for May 2020, including not knowing the name of the company; the nature of the commercial relationship; ownership of the subject materials; not knowing who will be teaching the subjects; and the implications of other partner relationships in regards to competition for UOW courses.

The ED LHA responded the name of the partner cannot be revealed until the contract is signed but an announcement will be made in due course. He advised that all existing UOW policies will apply including policies on intellectual property. In regards to 'wholly online' he advised that there may be provisions that necessitate a student to attend class in order to meet regulatory or other requirements.

Another member raised their concern regarding student expectation for staff support to be available 24/7 and queried whether there were mechanisms in place to protect academic staff. The ED LHA responded that as a hybrid model, delivery of the program will be a combination of UOW staff who design the course and have oversight with partner online facilitators available 24/7.

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A student representative asked what mechanisms are in place to ensure UOW remains autonomous and academic quality standards are upheld in the course. The ED LHA replied that UOW is obliged to meet regulatory requirements under the higher education standards provided by TEQSA to ensure assurance mechanisms are in place. He reiterated that this is a true partnership, with UOW providing expertise around subjects, and the commercial partner providing expertise on web design.

A member noted that given the timetable of course delivery and previous concerns around the use of Fast-Track to approve new courses, that consideration needs to be given to governance regarding the course approval processes.

Another member enquired about the market type, competitors and courses offered. The ED LHA confirmed that the market will be Australian and the Faculties and Schools will determine courses to be offered based on market intelligence.

A member asked if it would be possible to produce a document outlining the vision, competitor analysis information, and FAQs. The ED LHA responded that more communications can be produced but that the UOW Online Strategy is the master document for this purpose.

In regards to learning analytics a committee member specifically asked about the types of mechanisms in place to protect student data. The ED LHA responded that both UOW and the commercial partner will be collecting student data and that a lot of work has been undertaken with the Governance and Legal Division to ensure regulatory requirements are met both locally and in respect of European standards.

Thanking the ED LHA for his update, the Chair drew the discussion to a close advising that there will be an opportunity to consider the proposed online courses when they come through to Academic Senate for approval.

### **RESOLVED 2019/55:**

*that Academic Senate note the progress to date on the implementation of the UOW Online Strategy 2019-2022 as presented at the meeting.*

### **\*2.2 Presentation: Faculty of Business**

The Executive Dean of the Faculty of Business (ED BUS) provided a faculty presentation to Academic Senate and highlighted the following:

- The Faculty of Business' mission statement is not only intended to grab the attention of external visitors to the faculty but also as an internal communication to remind faculty staff what the Faculty is about. There is genuine commitment to the mission statement across the Faculty in all areas and there are strategic metrics to show evidence of this commitment to this mission.
- University degrees are the third highest export product in the Australian economy after iron ore and coal and Business degrees are the number 10 export product. The Government pays special attention to higher ranking institutions and rankings play an important role in their overall financial performance.

Higher ranking Business schools in Australia have done particularly well in attracting quality international students and this is the financial foundation to drive a Faculty of Business or Business school in this country. The University pays close attention to the following three rankings: THE World University Rankings (THE), QS World University Rankings (QS), and the Academic Ranking of World Universities. BUS looks at University of Newcastle (UON) and Macquarie University (MQ) for comparison. In 2019, UOW jumped into the top 200 in the Academic Ranking of the World Universities. UOW is in the same group as MQ in the QS

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(UON doesn't feature), and in the THE, UOW is in the same group as UON (MQ doesn't feature).

Other indicators unique to Business Schools are global accrediting bodies such as the AACSB and EFMD EQUIS. The Faculty is working towards being accredited by AACSB for 2020 and for EFMD EQUIS in 2022. Accreditation by these bodies drive international student markets, student fees, and more importantly how a Business School operates. AACSB requires Business Schools to collect data on student learning outcomes for every course, monitor trends, and improve on student performance through course redesign, on a yearly basis.

- Total student numbers in the Faculty (commencing full-time equivalent) are trending upwards into 2020, mostly for postgraduate students and to a lesser extent for undergraduate students. Domestic student numbers are declining, however, international student numbers are trending upwards.
- The jump into the top 200 for the Academic Ranking of World Universities rankings is partly due to the Faculty's investment into research. There has generally been an upward trend into research income (with a slight decline in 2018 but an expected increase by the end of 2019), in external grant applications, and in publications in academic journals per FTE academic staff.
- Research income has primarily been drawn from one source, the Australian Health Services Research Institute (AHSRI) and the Faculty is working towards a more balanced approach across the Faculty, with the smaller newer research centres in the Faculty trying to get more traction. The Faculty has developed a plan which includes the following steps: Seed Grants, Industry Matching Grants, ARC Linkage Grants and Research & Consultancy Projects. Forming client relationships and maintaining that relationship long-term is very important to the Faculty. Other activities by the Faculty are also built around client relationship and the Faculty is very excited about the corporate CRM coming on board as this is integral to the whole strategy in the Faculty.

### **RESOLVED 2019/56:**

*that Academic Senate note the Faculty of Business presentation provided by the Executive Dean, Professor Charles Areni.*

### **2.3 Teacher Qualifications and Equivalency Audit Report**

#### **RESOLVED 2019/57:**

*that Academic Senate:*

- note the information provided in the Teacher Qualifications and Equivalency Audit Report; and*
- provide feedback on the proposed recommendations and what other actions may be required to improve AQF + 1 compliance.*

### **2.4 Annual Comparative Student Outcomes & Course Health Check Report**

#### **RESOLVED 2019/58:**

*that Academic Senate note the Annual Comparative Student Outcomes and Course Health Check Report, as attached to the agenda papers.*

### **2.5 Collaborative Delivery Summary Report 2019**

**RESOLVED 2019/59:**

*that Academic Senate note the UOW Collaborative Delivery Summary Report 2019 as attached to the agenda papers.*

**2.6 Academic Policy Approval Report**

**RESOLVED 2019/60:**

*that Academic Senate note the Academic Policy Approval Report, as set out in the agenda papers, which lists academic policy documents approved by the Vice-Chancellor from September 2018 to August 2019, and forward to Council for noting.*

**PART 3: COURSE APPROVALS AND REVIEWS**

**3.1 Graduate Certificate in Communication and Media  
Graduate Diploma in Communication and Media  
Master of Communication and Media – 2020LHA03  
New Courses**

**RESOLVED 2019/61:**

*that Academic Senate approve to introduce the following new courses at Wollongong campus, to become effective from Autumn Session 2021, as outlined in the agenda papers:*

- i) Graduate Certificate in Communication and Media;*
- ii) Graduate Diploma in Communication and Media; and*
- iii) Master of Communication and Media (1 year, 1.5 years and 2 years durations).*

**3.2 Bachelor of Performance and Bachelor of Performance (Dean's Scholar)  
2020LHA07  
Course Discontinuations**

**RESOLVED 2019/62:**

*that Academic Senate approve the proposal to discontinue the Bachelor of Performance and Bachelor of Performance (Dean's Scholar), as outlined in the agenda papers, to become effective from Autumn Session, 2020.*

**3.3 Bachelor of Performance and Theatre  
Acting Intensive and Theatre Making - 2020LHA02  
New Course and New Majors**

**RESOLVED 2019/63:**

*that Academic Senate approve the following proposals, as outlined in the agenda papers, to become effective from Autumn Session, 2020:*

- i) introduce the new course, the Bachelor of Performance and Theatre at Wollongong campus, and*
- ii) introduce the new majors, Acting Intensive, and Theatre Making, available in the Bachelor of Performance and Theatre.*



**3.4 Course Review and Re-Approval - Higher Degree Research Cluster  
Graduate Research School**

**RESOLVED 2019/64:**

*that consequent upon the review of the Higher Degree Research Cluster, that Academic Senate:*

- i) re-approve the following courses (including specialisations) from the Higher Degree Research Cluster, subject to DVCA approval, as outlined in the agenda papers, to be offered for an additional five year period until 2024;*
  - a) Doctor of Philosophy (220)*
  - b) Doctor of Philosophy (Integrated) (210)*
  - c) Doctor of Creative Arts (214)*
  - d) Doctor of Philosophy (Clinical Psychology) (209)*
  - e) Master of Philosophy (1351, 1352, 1353, 1534, 1355)*
  - f) Master of Research (479, 480, 481, 482, 483); and*
  - g) Bachelor of Research (379, 380, 381, 382, 383); and*
  
- ii) re-approve the following courses from the Higher Degree Research Cluster, for the period of 1 year only until the end of the 2020 academic year and note the intention to discontinue the courses, subject to DVC(A) approval.*
  - a) Doctor of Education, and*
  - b) Doctor of Public Health*

**3.5 Course Review and Re-Approval – PG Education (Literacy) Cluster  
Faculty of Social Sciences**

**RESOLVED 2019/65:**

*that consequent upon the review of the PG Education (Literacy) Cluster, the Academic Senate:*

- i) note the outcome of the review;*
- ii) re-approve the Literacy specialisation in the PG Education (Literacy) Cluster for the period of 1 year only until the end of the 2020 academic year; and*
- iii) note the proposal to discontinue the Literacy specialisation in the PG Education (Literacy) Cluster, once Commonwealth government approval is obtained.*

**3.6 Course Review and Re-Approval – Postgraduate Mental Health Cluster  
Faculty of Science, Medicine and Health**

This agenda item was withdrawn by the Faculty of Science, Medicine and Health.

**3.7 Course Review and Re-Approval – Undergraduate Primary Education Cluster  
Faculty of Social Sciences**

**RESOLVED 2019/66:**

*that consequent upon the review of the Undergraduate Primary Education Cluster, Academic Senate re-approve the courses from the Undergraduate Primary Education Cluster, subject to Deputy Vice-Chancellor (Academic) approval, as outlined in the agenda papers, to be offered for an additional five year period until 2024.*

**3.8 Asset Management – 2020EIS08  
Innovation Manufacturing – 2020EIS08  
Discontinuation of Specialisations**

**RESOLVED 2019/67:**

*that Academic Senate approve the proposal to discontinue the Asset Management, and Innovative Manufacturing specialisations, available in the Master of Engineering, as outlined in the agenda papers, to become effective from Autumn, 2020.*

**3.9 Masters of Public Health Extension – 2020SOC01  
Occupational Health and Safety – 2020SOC03  
Change to Course Name and Specialisation Name**

**RESOLVED 2019/68:**

*that Academic Senate approve the following proposals, as outlined in the agenda papers, to become effective from Autumn Session, 2020:*

- i) amend the course name of the Master of Public Health Advanced to the Master of Public Health Extension; and*
- ii) amend the specialisation name, Work Health and Safety to Occupational Health and Safety, to be available in the Master of Public Health Extension.*

**3.10 Master of Special Education (1596) – 2020SOC02  
Course Discontinuation**

**RESOLVED 2019/69:**

*that Academic Senate approve the proposal to discontinue the Master of Special Education, as outlined in the agenda papers, to become effective from Autumn Session, 2020.*

**3.11 Postgraduate Occupational Health and Safety &  
Occupational Hygiene Courses– 2020SOC04  
New Courses and New Specialisation Name**

**RESOLVED 2019/70:**

*that Academic Senate approve the proposal to introduce the following new courses and specialisation, as outlined in the agenda papers, to become effective from Autumn Session, 2020;*

- i) Graduate Certificate in Occupational Hygiene;*
- ii) Master of Occupational Hygiene;*
- iii) Graduate Certificate in Occupational Health and Safety;*
- iv) Graduate Diploma in Occupational Health and Safety;*
- v) Master of Occupational Health and Safety; and*
- vi) Master of Occupational Health and Safety Extension, including the OHS Research specialisation.*

**PART 4: MEMBER'S REPORTS AND QUESTIONS ON NOTICE**

**\*4.1 Reports from Senior Executive**

The Acting Deputy Vice-Chancellor (Academic) reported on the following:

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- The Report on the Review of Learning Teaching and Curriculum (LTC) contained 27 recommendations and these have been shared with LTC staff. More information will come to the next Academic Senate meeting.
- Action on filling the new position of Pro Vice-Chancellor (Education and Innovation) will begin shortly.
- The new Education Goal in the Draft Strategic Plan has a stronger focus on students. Staff are encouraged to engage with the draft goal and provide feedback.
- Following the last Academic Senate, a report on Lecture Capture was presented to and accepted by UOW Council. The next steps include development of policy and procedures in consultation with stakeholders including:
  - LTC supported by Information Management and Technology Services (IMTS) and the Student Services Division (SSD), to draft the procedures, and identify systems and resources required to support lecture recording.
  - AQS to lead the development of definitions of learning activities and work with UOW Legal Services Unit to resolve issues around copyright and intellectual property and other legal implications of the new approach to lecture recording.

The Deputy Vice-Chancellor (Research & Innovation) (DVC R&I) reminded the Academic Senate on the success of the NHMRC Investigator Grant Scheme where UOW was awarded four grants totalling \$4.78 million. This is a success rate of 25% which is almost double the national success rate of 13.2%. She congratulated the four awardees Dr Yee Lian Chew, Dr Monique Francois, Distinguished Professor Xu-Feng Huang, and Senior Professor Tony Okely.

The DVC R&I also congratulated the Blue Carbon Horizons team for taking out the Eureka Prize for Environmental Research. This research is also a Global Challenges project. The team is led by Associate Professor Kerrylee Rogers and also Global Challenges.

The DVC R&I noted the following:

- A review of the Graduate Research School will be undertaken later this year. The review will encompass information gathering, a HDR student survey, and a call for submissions to the review across the University. Everyone is encouraged to relay their observations and opportunities for improvement. Submissions can be confidential and will be collated for the External Review Panel.
- A celebratory morning tea for UOW's SAGE/Athena Swan Bronze Institute Award will be held on Wednesday 18 September. Elizabeth Broderick AO (Chair SAGE Pilot Expert Advisory Group, former Sex Discrimination Commissioner and Founder, Male Champions of Change) will be one of the guest speakers.
- The Big Ideas Festival showcasing the University's ground-breaking research and outstanding academics is scheduled for Wednesday 16 October 2019. 600 tickets have already been distributed, so a reminder to purchase tickets quickly.
- The annual UGPN Conference will be held at Wollongong in March 2020. UOW's three partners in the University Global Partnership Network are University of San Paolo, North Carolina State University, and University of Surrey. More information will be available shortly.

The Acting CAO reported that he has only recently started in the role and is familiarising himself with the portfolio and will be acting in the role until further notice.

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

#### Item 4.2.1 former Item 1.4.

The Chair noted that this agenda item was authored by a number of representatives from the Faculty of Law Humanities and the Arts (LHA) and prefaced the discussion on this item with some background information, including an apology for any confusion as to the item's location in the agenda paper.

The Chair advised that she had consulted with a number of people regarding the proposed lifting of confidentiality, including with the Legal Services Unit, and was persuaded by the advice given that it is undesirable to retrospectively lift the confidential status of an item. The Chair added that when this

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item was discussed at an earlier meeting, it was with the understanding that it was confidential and it is now ethically and legally not appropriate to retrospectively lift the confidentiality of that discussion. However, in the interests of transparency, the Chair did not want to prevent this paper from being put forward for discussion. The Chair deferred to one of the authors to speak to the item.

The committee member expressed their concern that the issue that surrounds the degree referred to in the item is significant not only for LHA but also for the University as a whole. The member reminded the committee of concerns expressed at Academic Senate previously regarding course approvals by-passing the Academic Senate; spoke favourably of the role of the Academic Senate; and sought clarification as to why items may be deemed confidential at Academic Senate given that the role of the Senate is to raise awareness more broadly to the University community representing academic staff and students. The member queried why the item was marked confidential and what the implications were going forward.

The Chair responded that the item came from University Council to Academic Senate as a confidential item based on Council's confidential deliberation on the item.

Another member queried whether the Academic Senate is a subcommittee of Council. The Chair affirmed that it was. The member stressed the need for a clear understanding of the mechanism by which an item is marked as confidential and clarity on who has the authority to determine it is. The member added that in this case, all the issues that were discussed within the item had previously been discussed by Senate, and therefore retaining the confidentiality of the item did not seem necessary. The member further stated that in order to prevent similar situations in the future, it was important to lift confidentiality from this particular item so that members of the Academic Senate are able to fulfil their role as Senate representatives.

Another member queried whether it was common for discussion for new courses and degrees to be discussed under confidentiality. The Chair confirmed that it was not. She explained that a number of items discussed at Council are marked as confidential because they relate to commercial in confidence or strategic matters, and could only report that in this case, it was decided to make this item confidential at Council.

Another member queried whether there were any flow-on effects given that this item is now confidential. The Chair responded that individuals will have their views and are entitled to continue to express these views outside of the Senate meeting, however they should not report on what was discussed nor the decision taken at the Academic Senate when an item is confidential.

Another member queried whether future discussions on the curriculum of the degree would be confidential. The Chair confirmed that curriculum discussions would not be confidential and reiterated that only the item relating to the Council's decision is confidential, and that the matters discussed at the March Academic Senate meeting are public information.

Another member queried how confidentiality works more broadly and whether there should be more clarity within the Academic Senate Standing Orders about matters deemed confidential. The Chair agreed to take this feedback on board. Another member commented that the way in which a member contributes to a discussion that is confidential may be different to how they would contribute to a discussion that is not confidential, and indicated her support to retain the confidentiality of the discussion of the item.

Another member pointed out that items at Council are often confidential at the time of discussion, but that a public announcement is made some time after the meeting and in some cases, even the wording of the Council resolution has been made public. The member added that he supported the minutes of the discussion being kept confidential but felt that the resolution did not need to be. He noted that there are precedents where this has happened at Council and suggested Academic Senate take the lead from Council. The same member referred to the Draft 2020-2025 Strategic Plan which states under Culture that "...upholding strongest principles, of integrity, accountability and transparency...". He suggested that in the interests of transparency and openness, the Senate resolution should be made publicly available. The member proposed an amendment to the resolution to read:

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*that Academic Senate lift the confidentiality imposed on the final resolution on agenda item 2.1 as discussed at the 10 July 2019 meeting, in the interests of transparency, discussion and awareness, for the benefit of the University community.*

The Chair asked for a seconder for the amended motion, which was provided. The Chair then asked for any discussion on the amendment.

A member commented that this amendment referred to a resolution that had been passed and noted there were two other motions in that discussion that had not been passed which apply the same sort of issues, and sought clarification of what would be the purpose of not raising those as part of the agenda item. The proposer clarified that the intention of the amendment is only to the final resolution as passed.

The Acting CAO reminded the committee that there were legal and procedural requirements around meetings and queried whether it is procedurally permissible to selectively take parts of a confidential item and change these to no longer being confidential.

Another member queried whether in addition to the resolution being made public, if the discussion not related to the business considerations could be made public too. The Chair reiterated that the committee is dealing with the confidential item only and not the entire set of minutes. She further reinforced that serious consideration needs to be given to potentially setting a legal precedent should the confidential status of the minutes of an item be lifted.

Another member commented that as a subcommittee of Council, the Academic Senate can follow the lead of Council. Given that the resolution of Council was made public, the proposed amendment to the Senate resolution, acts in the same way.

The Chair referred to N.E. Renton, "Guide for Meetings and Organisations" Clause 12.94 & Clause 12.95 regarding the reasons why a matter may be deemed confidential and how these matters should be handled during a meeting and reflected within the subsequent minutes.

The Chair put the proposed amendment to the Senate with 34 in favour and 10 against.

The Chair invited any further comment on the amended motion.

A member stated that had he participated in the previous confidential discussion (at the meeting on 21 July) and would be disappointed if the confidentiality of that discussion was now lifted after the fact. The member added that Academic Senate is a subcommittee of Council and needs to be bound by Council.

The Chair then put the amended motion to Academic Senate with 32 in favour and 12 against.

### **RESOLVED 2019/71:**

*that Academic Senate lift the confidentiality imposed on the final resolution on agenda item 2.1 as discussed at the 10 July 2019 meeting, in the interests of transparency, discussion and awareness, for the benefit of the University community.*

#### **4.2.1 A Cross Unit Cooperation Exemplar**

The Associate Dean (Education) from the Faculty of Engineering and Information Sciences introduced this item noting the result from the Voice Survey suggest that UOW is not good at cross unit cooperation. He noted that the issue itself is not a problem but the effect on others in particular on students is a problem and showed a video produced five years ago of the steps a student had to take to fill out a form.

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He reported that EIS has come up with a solution to this problem and that includes EIS Central. Staff in EIS Central liaise on behalf of the student with all other units so that the student doesn't have to find the next person as this is done by staff. The recent CRM and BPM system have also helped with processes. He advised that cross-unit collaboration and helping students does not cost a great deal but what is central is the goodwill of people involved.

### RESOLVED 2019/72:

*that Academic Senate note the presentation on an example of cross unit collaboration, as provided at the meeting.*

#### \*4.3 Student Members' Reports

There were no student members' reports.

#### \*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 reported from Academic Senate Committees.

### 5.2 Committee Minutes

#### RESOLVED 2019/73:

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

- i) URC Minutes 20 February 2019 – ratified;*
- ii) URC Minutes 21 November 2018 – ratified; and*
- iii) URC Minutes 26 September 2018 – ratified.*

## PART 6: FUTURE MEETINGS AND OTHER BUSINESS

### 6.1 Proposed Academic Senate meeting Dates for 2020

#### RESOLVED 2019/74:

*that Academic Senate note the proposed Academic Senate meeting dates for 2020, as provided in the agenda paper.*

### 6.2 2019 Meeting Dates

The next meeting is scheduled to be held at 9:30am on Wednesday, 20 November 2019.

#### \*6.3 Other Business

There was no other business

Meeting closed at 11.30am

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Signed as a true record:

Angela  
Chair

20 19 / 2019

