



ACADEMIC SENATE MEETING MINUTES 8 NOVEMBER 2023

Minutes of the 369th meeting of Academic Senate held at 9:30am on Wednesday, 8 November 2023, Building 20, room 20.5 and via WebEx.

PART 1 – PRELIMINARY BUSINESS

MEMBERS PRESENT:

Prof Nina Reynolds (Chair)
Prof Penny Van Bergen (Deputy Chair)
Prof Patricia Davidson
Prof Gursel Alici
Prof Sean Brawley
Prof David Curow
Dr Elizabeth Dale
Ms Abbey Dawson
Dr Bonnie Dean
Prof Faisal Hai
Prof Peter Innis
Mr Peter Janu
Prof Stuart Johnstone
Mr Joshua Lane
Dr Gai Lindsay
Mr John Littrich

Dr Joshua Lobb
Dr Sarah Lothian
Mr Adam Malouf
Mr Bayley Mathai
S/Prof Eileen McLaughlin
Prof Lee Moerman
Dr Sam Moreton
A/Prof Cathrine Neilsen-Hewett
Prof Lezanne Ooi
Prof Colin Picker
Prof Christian Ritz
A/Prof Montse Ros
Prof Yenna Salamonsen

A/Prof Andy Schmulow
A/Prof Khay Wai See
Prof Jun Shen
Ms Durga Tandon
A/Prof Gokhan Tolun
Mr Michael Valceski
Ms Grace Walker
A/Prof Jun Yan
Dr Jie (Jack) Yang
Dr Nadia Zainuddin
A/Prof Hongtao Zhu

APOLOGIES & LEAVE OF ABSENCE:

Prof Sue Bennett
Ms Jaymee Beveridge
Dr Kate Bowles
Prof Theo Farrell
Prof Peter Kelly
A/Prof Tracey Kuit

Dr Jeremy Lum
Prof Grace McCarthy
Prof Marc in het Panhuis
Prof Ann Rogerson
Dr Lisa Slater

IN ATTENDANCE:

Dr Belinda Gibbons, Acting Associate Dean, Business and Law
Ms Marcela Herrera, Academic Senate Executive Officer
Ms Theresa Hoynes, Director, Student Life
Ms Margie Jantti, Director, Library
Ms Carly Lavings, Persons with Disabilities Representative and Deputy Chair of the Student Advisory Council
Ms Sharon Martin, Director, Research Services Office
Dr Anthony McKnight, Senior Lecturer, Curriculum Transformation Lead
Prof Simon Moss, Dean Graduate Research
Prof Trish Mundy, Chief Integrity Officer
Mr Robert Oldfield, Chief Risk and Assurance Officer
Dr Kellie Ridges, Director, Student Administration Services
Mr Dominic Riordan, Director, Academic Quality and Standards
Ms Jan Sullivan, Manager, Academic Policy and Standards
Ms Aimee Wall, Associate Director, Research Integrity and Ethics
Ms Alyssa White, Chief Governance Officer and University Secretary

OBSERVERS:

Ms Lucinda Crossley-Meates, Student Experience Project Manager
Ms Hannah Davies, Senior Manager, Course Portfolio Operations
Ms Merran Dawson, University Council Member
Ms Charlotte Flynn, Management Cadet
Ms Alison Freeman, Director, Future Education Division
Mr Benjamin Hamill, Student Relations Coordinator (Student Representation)
Mr Rowan Keyes, Management Cadet
Ms Karen Lovasz, Manager, Strategic Projects
Ms Ryah Perkiss, Research Integrity Officer
Mr Matthew Perry, Director, Graduate Research School
Mr Warwick Shanks, Deputy Chancellor and University Council Member
Ms Lucinda Wright, Deputy University Secretary
Ms Melissa Zaccagnini, Senior Manager, Student Experience and Projects

***1.1 Welcome, Acknowledgement of Country, Apologies and Leave of Absence**

The Chair delivered the Acknowledgement of Country.

The Chair welcomed all members to the Academic Senate meeting, and warmly welcomed invited guests and University Council members, Ms Merran Dawson, Chair of both the Cybersecurity Committee and the Finance and Infrastructure Committee and Mr Warwick Shanks, Deputy Chancellor and Chair to the People and Culture Committee.

Additionally, the Chair welcomed recent appointees in the Governance Unit, Ms Alyssa White, Chief Governance Officer and University Secretary and Ms Lucinda Wright, Deputy University Secretary.

1.2 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 Welcome, Apologies and Leave of Absence
- 1.2 Arrangement of Agenda
- 1.3 Confirmation of Minutes
- 1.4 Business / Actions Arising from Minutes
- 1.5 Chair's Report
- 1.6 Vice-Chancellor's Report
- 1.7 Membership Business
- 2.1 Risk Report
- 2.2 International Report
- 2.3 TEQSA Re-registration Update
- 2.4 Academic Governance Review Action Plan
- 2.5 Draft Academic Promotion Scholarship Definitions
- 2.6 Student Advisory Council Annual Report
- 2.7 Draft Research Block Grant (RBG) Distribution and Allocation Policy
- 4.1 Reports from the Senior Executive
- 4.2 Student Members' Reports
- 4.3 Members' Reports
- 5.1 Business from Academic Senate Committees
- 6.1 Other Business

RESOLVED 2023/76

Academic Senate resolved to adopt the draft resolutions for the unstarred items.

***1.3 Confirmation of Minutes**

RESOLVED 2023/77

Academic Senate resolved to confirm the minutes of the meeting held on 20 September 2023 as a true and accurate record.

***1.4 Business/Actions Arising from the Minutes**

There was no business/actions arising from the Minutes.

***1.5 Chair's Report**

The Chair advised Academic Senate of the following:

- Congratulated Professor Theo Farrell on his appointment as Vice-Chancellor of La Trobe University Melbourne and expressed gratitude for his contributions to UOW. Resulting from Prof Farrell's departure, Senior Professors Eileen McLaughlin and Sue Bennett will act as interim DVCA for a period of four months each while a replacement is found for the role. Senior Professor McLaughlin's term will begin 4 December 2023, followed by Senior Professor Sue Bennett on 1 April 2024.
- The CoCABS meeting and OZCABS conference were held together on 6 and 7 November 2023, at Southern Cross University, Gold Coast. The key topics discussed were:
 - How to ensure a strong relationship between Academic Senate and Council.
 - Academic risk models, and the role of Academic Senate in identifying and monitoring those risks.
 - Implications for several areas found in the Accord Interim Report, including widening participation and changes to student support requirements (which need to be commenced at the beginning of 2024)
 - Research integrity and quality, and how these might be monitored.
- Work continues on the internal and external reviews to ensure all recommendations are captured. An Action Plan has been devised however discussions on the sequence and prioritisation of the recommendations are yet to be finalised.
- Governance oversight of UOW's response to risks posed by GenAI. TEQSA released a draft discussion paper *Assessment Reform for the Age of Artificial Intelligence*. The Academic and Quality Standards Division (AQS) and the Learning, Teaching and Curriculum Division (LTC) coordinated and submitted a response on behalf of UOW by the 25 October 2023 deadline. TEQSA will be providing a final paper prior to the end of 2023, additionally, institutions are being asked for information on how risks associated with Gen AI is being managed. AQS and LTC will coordinate a response which will be provided to Senate during 2024.

In closing, the Chair mentioned the Trans and Friends Festival taking place at UOW on Sunday 12 November 2023.

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

Prior to updating Senators on general University business, the Vice-Chancellor (VC) firstly wished to express her deepest sympathy for the tragic event regarding the UOW student who was presumed to have drowned. She noted that the University is working closely with the Chinese Consulate and student's family.

The VC also provided the following key updates.

- The graduations were a great success and an impactful celebration.
- The Enterprise Bargaining has reached an in-principle agreement with the Unions and further communications will be circulated to all staff on next steps.

- The University’s budget and financial trajectory is moving forward positively. The Vice-Chancellor additionally noted the importance ensuring the focus on reducing annual leave liability is maintained.
- The new Purchasing and Procurement Policy, detailing the University’s expenses framework has been approved. In addition to the FAQ sheet recently circulated, information sessions will be available for interested staff.
- Artificial Intelligence is evolving and dynamic and it is important to note sector expectations, support the community and the advancing technology and that the University is well supported by the Strategic Marketing Communications Division – who should be consulted prior to a university representative speaking to the media.
- Cyber Security is prevalent, and everyone is asked to remain vigilant, particularly entering the end of year by taking adequate steps to remain cyber safe. The Information Management and Technical Services team will be holding training sessions throughout 2024.
- Work is progressing well on the Workforce Engagement Program with increased participation from staff and driving a positive cultural change.

In closing, the VC wished to thank staff that have assisted in the projects and programs mentioned above and all staff across UOW for their great work.

RESOLVED 2023/78

Academic Senate resolved to note the Vice-Chancellor’s verbal update as provided at the meeting.

***1.7 Membership Business**

The Chair advised one nomination had been received to fill the singular vacant Academic Senate Representative position on the University Internationalisation Committee (UIC) and that nominations were not received for the one vacant Academic Senate Representative position on the University Education Committee (UEC). An election process will be carried out to fill the remaining position on UEC in accordance with section 13(9) – 13(11) of the Academic Senate Electoral Rules.

The Chair also advised Senators that Professor Grace McCarthy, Head of School Business and Law, has requested to step down from the elected Faculty Academic Representative member. As the position has greater than 12 months remaining, to comply with Academic Senate’s Electoral Rules, an election process will be undertaken.

Additionally, she noted the Academic Senate Student Elections had completed and the results are as outlined in the attached agenda paper.

RESOLVED 2023/79

Academic Senate resolved to:

- note the outcome of the 2023 UOW Annual General Elections as provided in the agenda paper, and welcomed the incoming Academic Senate Student Representatives commencing 1 January 2024; and*
- extend appreciation and thanks to the outgoing Academic Senate Student Representatives whose term of office ends on 31 December 2023, for their contributions to Academic Senate and University Governance.*

PART 2: GENERAL BUSINESS

***2.1 Risk Report**

Mr Robert Oldfield, Chief Risk and Assurance Officer provided Senate with an update on the risk management uplift project, including the Risk Appetite Statement and the rollout of the new Protecht

integrated risk management system. He requested the paper be taken as read and highlighted the following key points.

- The Risk and Assurance Division has created a risk register of 150 risk statements which have been mapped to each organisational unit.
- The register will be reviewed by Subject Matter Experts (SME) to ensure all key academic risk statements are captured and identify the ones that need to be presented to Academic Senate.
- Workshops are being scheduled for Q1, 2024
- Dashboards and analytical reports will be created and will be available to Academic Senate in Q2, 2024.
- Protecht, a system that has the ability to provide reports, measure risks and highlight trends has been developed, currently in UAT testing, should be available by end of year.

In closing, Mr Oldfield advised that expressions of interest will be sought from Academic Senate members to be involved in the Working Group for the risk management uplift program.

RESOLVED 2023/80

Academic Senate resolved to note the update on the risk appetite statement and the update on the risk management uplift program as provided by the Chief Risk and Assurance Officer and as outlined in the agenda paper.

***2.2 Presentation: International Update**

Professor Christian Ritz, Dean, Global Academic Affairs [D/GAA] presented to Academic Senate with the aim to inform members about the progress and developments in UOW's internationalisation activities.

Professor Ritz explained the integration between the UOW Pro-Vice Chancellor Global Strategy and the UOWGE Dean of Global Academic Affairs and various internal and external stakeholders.

He mentioned that the University has positive major global partnerships, particularly in the India where it continues to grow. Professor Ritz additionally noted that there are currently over 1000 international students from various nationalities and that number continues to increase. He highlighted that international students require significant support and that the International Division focuses on ensuring support is available for the success of the student and to maintain UOW integrity, meet with ACCORD legislation and satisfy TEQSA standards framework.

The Director, Student Life added that the Student Support Framework is near completion and a student support team will be available in 2024.

RESOLVED 2023/81

Academic Senate resolved to note the presentation as provided by the Dean, Global Academic Affairs.

***2.3 TEQSA Re-registration Update**

The DVC (S&A) requested the paper be taken as read and noted that a compliance assessment (gap analyses) against the 103 standards that form the HESF, have been completed for all onshore and offshore delivery locations.

He noted that while the Working and Steering groups have made significant progress in identifying compliance gaps, none of them are a cause for concern and that work has begun to address the gaps, in line with the University's good governance and TEQSA guidelines.

In closing, the DVC (S&A) mentioned that progress on all three reviews, the external review of Academic Governance, the external review of Corporate Governance and the external review of compliance with the Education Services for Overseas Students (ESOS) have a positive trajectory.

RESOLVED 2023/82

Academic Senate resolved to note the TEQSA Re-registration Update as provided in the agenda paper.

***2.4 Academic Governance Review Action Plan**

The Academic Senate Chair provided an update on the Academic Governance Review Action Plan to Academic Senate, highlighting that:

At the previous Academic Senate meeting on 20 September 2023, members received the *University of Wollongong, Independent Review of Academic Governance Report* conducted by Varavena consultancy. In response to that report, a draft action plan has been created that maps and responds to the 13 recommendations (2 of which are deemed priority), 12 minor recommendations for improvement and proposes to clarify whether responses are required from management or governance.

The Chair advised that the main action proposed is to set up a working group to review the academic governance structure and terms of reference and membership for Senate and its committees. Additionally, the other priority recommendation relating to Senate's reporting to University Council will be addressed partially by more frequent and more evaluating reporting, which is also contingent on the work to review Senate's Terms of Reference.

In closing, the Chair encouraged members to provide feedback on the draft action plan, which is included in today's meeting agenda, to the Governance Unit, by Friday, 8 December 2023.

RESOLVED 2023/83

Academic Senate resolved to note:

- (i) the draft Academic Governance Review Action plan as provided in the agenda papers; and*
- (ii) that any feedback on the draft action plan should be submitted by 8 December 2023.*

***2.5 Draft Academic Promotion Scholarship Definitions**

The DVC (Strategy and Assurance) (DVC (S&A)) provided Academic Senate with an update on this item.

The DVC (S&A) commenced by thanking Senators on their engagement and input on the draft Academic Promotion Scholarship Definitions thus far and that a number of recommendations received during the feedback period have been introduced. He emphasised the importance of Senate's approval for the draft Academic Promotion Scholarship Definitions at today's meeting, which will permit the assigned Working Group to finalise the next stage of the project, which is the formulation of whole-of-institution standards for each scholarship and each promotion level.

The DVC (S&A) noted that attention is being given to proper category mapping, registering promotions already in progress, and that he is working closely with both the Chief Data and Analytics Officer and Director, Academic Quality & Standards to create workflows.

Following questions and expressions of concerns from members the DVC (S&A) advised that further clarity on the definitions will be provided at upcoming Senate meetings and that benchmarking activities have been conducted against other universities that are using this new approach with positive results. He also advised that following Senate's approval, this item will proceed to seek approval from the University Council to proceed with this project and return to Academic Senate in 2024 with a Policy and Procedure for endorsement. In addition, further information and clarity of the definitions and next

steps will be provided to Academic Senate throughout 2024, in preparation for the implementation of the new system commencing in 2025.

RESOLVED 2023/84

Academic Senate resolved to:

- (i) *note the concern regarding how the Academic Promotion Scholarship Definitions will apply in practice, and*
- (ii) *approve the draft scholarship definitions for academic promotion as provided in the agenda paper.*

***2.6 Student Advisory Council Annual Report**

Mr Michael Valceski, Co-Chair of the Student Advisory Council spoke to this item with the assistance of Ms Carly Lavings, Persons with Disabilities Representative on SAC and Deputy Chair.

Both speakers spoke to a set of slides about the Student Advisory Council (SAC), its role, responsibilities and contribution to UOW.

The Co-Chair of SAC additionally outlined SAC's involvement in strategic initiatives, including TEQSA re-registration, cybersecurity and the National Student Survey (NSS) results. Furthermore, SAC contributed to the development of strategic frameworks including the Student Success Strategy, the HDR Graduate Researcher Development Framework and the Multicampus Future Vision.

Mr Valceski, as the outgoing Postgraduate Student Representative on Academic Senate, expressed his thanks to Academic Senate and to the Governance and Policy Division, for the support, learning and experiences he has obtained during his term.

In conclusion to this item, the Chair thanked both speakers and especially Mr Valceski, for whom this is his last Academic Senate meeting, for all their work and contributions to SAC and UOW.

RESOLVED 2023/85

Academic Senate resolved to note the Student Advisory Council Annual Report as provided in the agenda paper.

***2.7 Draft Research Block Grant (RBG) Distribution and Allocation Policy**

The Deputy Vice-Chancellor (Research and Sustainable Futures) (DVC (R&SF)) provided a verbal update citing that endorsement is sought from Academic Senate for the draft Research Block Grant (RBG) Distribution and Allocation Policy.

He stated that the changes are to key principles, as set out in the agenda papers, particularly highlighting funding for research training. He noted that due to the changes in Government's RBG calculation formula, the University's organisational changes and financial restrictions, it became necessary to review the model governing distribution of RBG funds and to develop a new fit-for-purpose allocation and distribution model. This new policy is to ensure UOW is providing appropriate support for research and research raining activities, aligned with University and Faculty strategic objectives. A Working Group, following wide consultation across the University, developed a set of RBG Principles providing guidance on budget expenditure and stipulating new levels of accountability and transparency.

The DVC (R&SF) noted the aim is to have this Policy in operation by January 2024 provided it is approved by University Council at its 8 December 2023 meeting.

RESOLVED 2023/86

Academic Senate resolved to:

- (i) endorse and recommend Council approve the Draft Research Block Grant (RBG) Distribution and Allocation Policy – which supersedes the UOW Performance Based Research Support Funding Guideline and UOW Allocation of Research Performance Based Funds Procedure; and
- (ii) endorse the rescission of the Guideline and Procedure named in point (i).

2.8 Academic Policy Approval Report (Oct 2022 – Oct 2023)

RESOLVED 2023/87

Academic Senate resolved to note the Policy Approval Report, which lists academic policy documents approved by the Vice-Chancellor from October 2022 to October 2023.

PART 3: COURSE APPROVALS

There are no course approvals for this meeting.

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 (Research and Sustainable Futures), DVC (R&SF) provided a brief update:
 - UOW's Global Challenges Program has relaunched, involving 140 researchers in interdisciplinary teams to explore creative solutions to real world issues through industry, community and cultural partners.
 - Ten UOW projects have been awarded ARC Discovery Grants. He congratulated all the recipients and noted that 19 percent of UOW applications were successful in ARC funding, exceeding the average of 16 percent.
 - He congratulated Distinguished Professor Willy Susilo and Senior Professor Gerhard Swiegers on being named 2023 ARC Industry Laureate Fellows and recipients of significant grants.
 - Work continues throughout the University regarding the development of key research themes which will improve UOW's performance nationally and globally and propel it to be known for its key themes.
- ❖ The Deputy Vice-Chancellor (Strategy and Assurance), (DVC (S&A)) provided the following update:
 - Following the Chief Strategy Officer position being vacated by Dr Richard Cook, Ms Ellenie Petrou has been appointed the Interim Chief Strategy Officer while a recruitment process is carried out.
 - He expressed gratitude to Mr Mark Roberts for acting as Interim Chief Governance Officer while the position was vacant, and warmly welcomed Ms Alyssa White, the newly appointed Chief Governance Officer and Lucinda Wright, the recently appointed Deputy University Secretary.
- ❖ The Chief Operating Officer (COO) provided the following update:
 - An external service provider has been engaged to extensively investigate what caused the incorrect salary payments. Once the cause is determined, the University's liability will be clarified and the issue of underpayments, to both current and previous employees, will be addressed.
 - A review of the UniBiz Project business case and project plan is currently underway. A new action plan has been drafted that addresses the work required, especially in terms of

process restructuring and related workflows. The new roadmap has additionally been endorsed by the Project UniBiz Steering Committee. Once the review has been completed, the next phase would be to commence the project.

*4.2 Student Members' Report

There were no Student Member's Reports.

*4.3 Member's Reports

There were no Member's 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 from Academic Senate Committees.

5.2 Committee Minutes

RESOLVED 2023/88

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

- (i) *Minutes of UEC meeting – 30 August 2023 (unratified)*

PART 6: OTHER BUSINESS AND FUTURE MEETINGS

*6.1 Other Business

6.2 Meeting Dates for 2024

Wednesday 7 February 2024

Wednesday 24 April 2024

Wednesday 26 June 2024

Wednesday 4 September 2024

Wednesday 20 November 2024

The meeting closed at 12:00 pm