

Date: Tuesday, 25 October 2022

Time: 09:30am

Venue: Council Room, Industry and Development Centre, Callaghan Campus

Chair:

Professor Victoria Haskins - President of Academic Senate

Ex-Officio Members:

Professor Alex Zelinsky AO - Vice-Chancellor and President

Professor Mark Hoffman - Deputy Vice-Chancellor (Academic)

Professor Zee Upton - Deputy Vice-Chancellor (Research and Innovation)

Professor Elizabeth Sullivan - Pro Vice-Chancellor, College of Health, Medicine and Wellbeing (Zoom)

Professor John Fischetti - Pro Vice-Chancellor, College of Human and Social Futures

Professor Juanita Todd - Pro Vice-Chancellor, College of Engineering, Science and Environment(Acting)(Zoom)

Professor Mark Jones - Pro Vice-Chancellor (Education Innovation)

Associate Professor Kylie Shaw - Dean of Graduate Research

Professor Jennifer Milam - Pro Vice-Chancellor, Academic Excellence

Professor Brian Kelly - Pro Vice-Chancellor, Research & Innovation

Professor Laura-Anne Bull - Pro Vice-Chancellor (Student Experience) & Academic Registrar

Elected Members:

Professor Anna Giacomini - Deputy President of Academic Senate (Research)

Associate Professor Karen Blackmore - Deputy President of Academic Senate (Teaching and Learning)

Associate Professor Jennifer Schneider - College of Health, Medicine and Wellbeing - Elected Member (Zoom)

Dr Greg Preston - College of Human and Social Futures - Elected Member / SACO Coordinator

Professor Frank Agbola - College of Human and Social Futures - Elected Member (Zoom)

Dr Angela Page - College of Human and Social Futures - Elected Member (Zoom)

Professor Florian Breuer - College of Engineering, Science and Environment - Elected Member (Zoom)

Dr Marcus Rodriqs - College of Human and Social Futures - College Board

Dr Suzanne Macqueen - College of Human and Social Futures - College Board (Zoom)

Dr Michelle Mansfield - Pathways and Academic Learning Support - Elected Member

Associate Professor Jenny Sim - College of Health, Medicine and Wellbeing - College Board (Zoom)

Professor James McCoy - College of Engineering, Science and Environment - College Board (Zoom)

Mr Thomas Johnson - College of Engineering, Science and Environment - Elected Member (Zoom)

Dr Jude Weidenhofer - College of Health, Medicine and Wellbeing - Elected Member (Zoom)

Dr Danielle Verdon-Kidd - College of Engineering, Science and Environment - Elected Member (Zoom)

Dr Andrea Coda - College of Health, Medicine and Wellbeing - Elected Member (Zoom)

Associate Professor Nancy Cushing - College of Human and Social Futures - Elected Member

Associate Professor Helen English - College of Human and Social Futures - Elected Member

Associate Professor Troy Gaston - Academic Staff Member from Non-Newcastle Campus (Zoom)

Mr Peter Lin - Postgraduate Coursework Student

In Attendance:

Ms Dianne Allen - University Secretary

Ms Zoe Ward - Minutes Secretary

Apologies:

Professor Kent Anderson - Deputy Vice-Chancellor (Global)

Mr Nathan Towney - Pro Vice-Chancellor, Indigenous Strategy and Leadership

A/Professor Anna Bennett - Director, Centre for Pathways and Academic Learning Support

Professor Tony Travaglione - Pro Vice-Chancellor and Chief Executive Officer (NAIHE Singapore)

Associate Professor Linda Campbell - College of Engineering, Science and Environment - Elected Member

Associate Professor Daphne James - College of Health, Medicine and Wellbeing - Elected Member
Associate Professor Nathan Bartlett - College of Health, Medicine and Wellbeing - Elected Member
Dr Bin Li - College of Human and Social Futures - Elected Member
Dr Richard McGee - College of Health, Medicine and Wellbeing - Elected Member
Dr Mehdi Khaki - College of Engineering, Science and Environment - Elected Member
Ms Chloe Jones - Undergraduate Student - Callaghan
Mr Dylan Shoesmith - Undergraduate Student - Other Campus Location

01.0 WELCOME, PRESENT AND APOLOGIES

The Chair welcomed all members and attendees to the final Academic Senate meeting for 2022 which commenced at 9:32am. The Chair acknowledged the meeting was being held on the land of the Pambalong clan of the Awabakal people and paid respect to Elders past, present and emerging. The Chair noted apologies tendered by members.

The Chair noted that a number of elected members would be leaving the Academic Senate at the end of the year and expressed her thanks to the following individuals for their contributions during their time as a member:

- Dr Danielle Verdon-Kidd
- Dr Andrea Coda
- A/Professor Helen English
- Professor Frank Agbola
- A/Professor Linda Campbell
- A/Professor Jennifer Schneider
- Dr Suzanne Macqueen
- Ms Chloe Jones (Student Member)
- Mr Dylan Shoesmith (Student Member)
- Mr Peter Lin (Student Member)
- Dr Dara Tafazoli (Student Member)
- Ms Nivya Abraham (Student Member)
- Mr James Ballangarry (Student Member)

The Chair also encouraged all members to participate in the 2022 Academic Senate Member Feedback Survey, which closes on 18 November, noting that the feedback and insights received will help us to improve academic governance and target planning and improvements next year.

02.0 DECLARATIONS OF INTEREST, CONFIDENTIALITY UNDERTAKING

Members and attendees were requested to declare any conflict of interest they may have in any matter before the Academic Senate. There were no declarations made.

Members and attendees were reminded of the requirement to maintain confidentiality in relation to any confidential matters before the Academic Senate. It was confirmed there were no confidential items on the agenda.

03.0 MINUTES AND ACTIONS

03.1 Minutes of the meeting held on 31 August 2022

The minutes of the meeting held on 31 August 2022 were confirmed.

03.2 Matters arising from the minutes not covered in the agenda

Nil for this meeting.

03.3 Outstanding Action Items

Nil for this meeting.

03.4 Academic Senate Work Plan

The Work Plan was noted.

03.5 Identification of Items for discussion

The Chair advised that the following items had been starred for discussion: Items 4.2 to 9.2, 10.1, 11.1 to 13.1. No additional items were starred for discussion. All unstarred items were therefore adopted in a single motion.

04.0 MEMBERSHIP & GOVERNANCE MATTERS

04.1 Membership Update

The Academic Senate RESOLVED to:

- i. approve the appointment of Professor Francesco Paolucci as the elected College Board representative from the College of Human and Social Futures College Board to the Academic Senate for a two-year term of office commencing from 1 January 2023;*
- ii. note the membership and elections update for the Academic Senate and College Boards (AS D22/151016).*

04.2 External Review of Academic Governance - Progress Report

The Chair introduced the item informing members that, as at the end of the meeting, 17 of the 19 recommendations outlined in the External Review of Academic Governance will have been completed. The Deputy Vice-Chancellor Academic (DVCA) acknowledged the work of the President of Academic Senate (PAS) in overseeing the completion of the recommendations throughout her term.

The Academic Senate RESOLVED to:

- i. note the update on the Implementation of the External Review of Academic Governance 2020; and*
- ii. refer to the Nominations and Governance Committee for noting (Doc AS D22/151442).*

04.3 Academic Delegations Paper #3

The Chair spoke to this item and acknowledged the project team involved in the completion of this work, which has been undertaken in three tranches and involved extensive consultation across the University. To ensure the content remains current it was noted that an annual review of the academic delegations is proposed to be undertaken by the Working Group and PAS.

The Academic Senate RESOLVED to:

recommend the Nominations and Governance Committee endorse, for Council approval, the amendments to Schedule 2 – Delegation of Academic Matters (Doc AS D22/150067).

Action: US to add 'Academic Delegations Annual Review' to the 2023 Academic Senate Work Plan.

05.0 PRESIDENT OF ACADEMIC SENATE REPORT

05.1 President of Academic Senate Report

The Chair spoke to this report and provided an overview of the activities and progress of the Academic Risk Working Group and efforts to integrate academic risk in the University's Strategic Risk Register. It was noted that a further workshop would be held on 1 November and a subsequent paper provided to the Academic Senate for endorsement in 2023.

The Chair highlighted her upcoming attendance at the annual combined NSW/OZ Chairs of Academic Boards and Senates (CABS).

Members were also informed that the Education Minister, Mr Jason Clare, had indicated that he would be responding to a report from the Parliamentary Joint Committee on Intelligence and Security which has recommended increased regulation of universities' foreign activities. The Vice-Chancellor noted that the University of Newcastle is at 90% compliance and the importance of working constructively with government in this space was raised.

The Academic Senate RESOLVED to:

note the President of Academic Senate's Report (Doc AS D22/151432).

06.0 VICE-CHANCELLOR'S REPORT

06.1 Vice-Chancellor's Report

The Vice-Chancellor spoke to this item and reinforced the importance of Wellbeing, Health and Safety, particularly the completion of all mandatory training modules in Discover upon induction and when prompted thereafter. Members were informed there was one serious incident which required HAZMAT

assistance involving the re-location of two small gas cylinders containing toxic chemicals. It was noted that to prevent this from occurring again procedures pertaining to chemical manifests, inspections, procurement and safety review have been reviewed and implemented.

Ahead of the release of the new Government's first budget, it was announced that the University has received 967 new funded Commonwealth Supported Places (CSP) in prioritized areas, which was one of the highest in the sector. Thanks were expressed to all those who were involved in the work to secure these additional places.

The review of the Australian Research Council (ARC) was also highlighted, noting this will take some time to complete, and will consider the role and purpose of the ARC, its governance and management as well as possible changes to its legislation.

The Vice-Chancellor provided a brief update on the following matters:

- attendance and engagement with the partners at the Australian Technology Network (ATN) Conference and launch of the NUW Alliance Six Cities Region Vision;
- the Research and Innovation Division Change Process;
- the Newcastle Law School name change to the School of Law and Justice;
- efforts to increase the University's engagement with TAFE NSW and the importance of creating easy pathways for students.
- the release of the University's QILT data noting that sector data has not yet been released;
- acknowledgement of the work of the Program and Council Approval Committee (PCAC) and program changes required to implement 'WIL for All';
- the improvement in the University's Times Higher Education rankings noting full details will be released when available;
- the University is on track to have the largest international student intake and efforts to re-build the pipeline are ongoing whilst there has been a tempering of demand amongst high-school leavers and recruitment efforts are being boosted.

The Academic Senate RESOLVED to:

note the Vice-Chancellor's Report (Doc AS D22/152063).

07.0 STRATEGIC ISSUES RELATING TO ACADEMIC MATTERS

07.1 Annual Academic Integrity Report

The SACO Coordinator spoke to a presentation informing members there has been increased activities from TEQSA in this space with >100 websites blocked nationally, and new provider reporting requirements introduced. It was noted that the use of artificial intelligence (AI) (paraphrasing) tools is an increasing area of concern.

It was noted that due to the nature of the work, SACO Officer 'churn' remains a challenge. Members were informed about some of the available academic integrity resources, such as Viva explainer videos for students and academic staff, noting that efforts to develop additional relevant resources for different categories of students, such as postgraduate and Enabling, are planned. In addition, focus areas for 2023 will be working with the student association and the development of an academic integrity module in Discover.

There was discussion about the importance of embedding this work in academic culture and it was suggested that peer review of assessment instruments may be an effective way of getting staff involved. It was acknowledged that whilst some negative feedback had been received about students' experience undertaking a Viva, the vast majority ran very smoothly. Members were informed that in response to feedback received, some improvements to the Viva process have been introduced. It is hoped that the additional resources which have been developed will enable the process to run more consistently.

There was discussion about the possibility of the formation of the Centre for Academic Integrity aligned to the Centre for Learning and Teaching and the potential for the University to be a thought leader in this space was raised.

Potential opportunities to re-establish links between academic and research integrity was also raised.

Members were also informed that assessment methods will be an area of focus now that the new Learning Management system has been implemented, noting there is significant interest on this topic across the

sector.

The Academic Senate RESOLVED to:

- i. extend its endorsement of the current process of reporting student Academic Integrity matters to Schools, Academic Senate and Council (as appropriate) to fulfil our TEQSA obligations; and***
- ii. note the current challenges and risks raised (Doc AS D22/150266).***

07.2 Student Retention Strategies

The Pro Vice-Chancellor Student Experience spoke to a presentation highlighting that student retention is a complex issue requiring a flexible institutional approach, noting that a data driven case management approach is most effective.

An overview of the key reasons student cite as withdrawing from a course was provided, noting mental health and work commitments often rate highly. The importance of academic learning support was also raised as the data shows a correlation between low entry ATAR and high attrition at all stages. Members were informed that the team are utilising data provided by Strategy, Planning and Performance (SPP) to identify courses/programs where they may be student retention trends.

The development of data informed dashboards will also enable the University to identify students who may require support. It was noted there are early indicators (such as failing a first assessment or not attending) which, if identified early and managed through a case management approach, can improve student retention.

There was discussion about the importance of early intervention and how some course structures can have a cumulative effect with students falling further behind. It was also noted that past work which tracked student engagement by looking at failure rates and working directly with students proved effective.

The concept of 'institutional retention' rather than a program-based approach was raised, noting that the transition of students between programs is relatively common and ensuring students are in the 'right' program for them is also important.

There was discussion about how to support students who may disclose they are suffering with mental health issue. Members were informed about an organisation called 'Batyr' who are doing work to de-stigmatise mental health and provide access to support and resources, in addition to on-campus services.

The Vice-Chancellor reiterated his support and encouraged further research into this important area, noting the University has an opportunity to be a leader in this space

The Academic Senate RESOLVED to:

note the presentation on Student Retention Strategies (Doc AS D22/163071).

07.3 Proposed Changes to the Rules Governing HDR and Rules Governing Professional Doctorates

The Dean of Graduate Research spoke to this item noting that transitioning the Rules Governing Higher Degrees by Research (HDR) and Rules Governing Professional Doctorates to policy level documents is the first step in a broader program of work, which will be overseen by a HDR Management Group, that will seek to simplify the policies in this space.

Before progressing to Council a minor amendment to the coversheet was requested to reflect that that new HDR Management Group would also comprise of HDR convenors and student representatives.

The Academic Senate RESOLVED to:

- i. recommend the Nominations and Governance Committee endorse, for Council approval, the transition of the Rules Governing Higher Degrees by Research and Rules Governing Professional Doctorates to Policy level documents;***
- ii. approve the Higher Degrees by Research Policy and Professional Doctorates Policy, subject to Council approval of the rescission of the Rules Governing Higher Degrees by Research and Rules Governing Professional Doctorates; and***
- iii. recommend the Nominations and Governance Committee endorse, for Council approval, the proposed amendments to Schedule 2 of the Governance Rule (Academic Delegations) (Doc AS D22/151423).***

08.0 ACADEMIC SENATE FORUM

08.01 Academic Workload Allocation Model

The Pro Vice-Chancellor Academic Excellence spoke to a presentation and provided the background to the Academic Workload Allocation Model (AWAM) which originates from the Inspiring People pillar of the University's Strategic Plan, is contained within the Inspiring People Strategy and is also one of the cygnets for Athena Swan.

An overview of the elements which underpin the University's AWAM was provided, noting this is informed by considerable research both domestically and internationally and the SAGE Workload Allocation Principles Matrix.

A summary of the consultation process was provided which has included multiple opportunities to University stakeholders to provide input, 24 forums held across Colleges and Schools as well as a Staff Consultative Committee. Feedback received through these channels has informed the policy, procedure and guidelines which have been drafted with proposed workload allocations based on course size and complexity with additional adjustments for small/medium courses and extra-large courses. A pilot is proposed in 2023.

A summary of the review and appeals processes for the Model was provided, noting the final stage is review by the Workload Allocation Panel that will have responsibility for ensuring the principles of the Model have been applied.

Members were informed that following the pilot and as the Model is implemented, the Panel will continue to meet to review outcomes and recommend any adjustments. Assurance was also provided that the Model accommodates team teaching, PHD students being able to do teaching and the employment of casuals where this is required. It was confirmed that a Communications Plan for students will also be developed.

The Academic Senate RESOLVED to:

note the presentation on the Academic Workload Allocation Model.

08.2 Outcome of CRICOS Re-registration

That the Academic Senate RESOLVED to:

- i. note the University's successful application for CRICOS re-registration for a period of seven years until 31 August 2029; and***
- ii. note that the Deputy Vice- Chancellor (Academic) will monitor the University's performance in relation to TEQSA's recommendations as part of an annual report to Council on compliance with the National Code (Doc D22/132009[V2]).***

09.0 TEACHING AND LEARNING COMMITTEE

09.1 TLC Chair's Report (Oct 2022 meeting)

The Academic Senate RESOLVED to:

note the Teaching and Learning Committee Chair's Report for the meeting held on 11 October 2022 (Doc D22/151428).

09.2 Review of Academic Policies

The PVCSE spoke to this item informing members this was the first phase in the review of a number of academic policies. Thanks were expressed to the PAS and project team (Cathie Shanahan, Carol McGrath and Melanie Barlow) for their efforts. It was noted that a series of workshops will be held in 2023 to further re-craft some content to simplify where possible whilst acknowledging this is an important first step in this process.

The Academic Senate RESOLVED to:

approve the:

- i. new Academic Appeals Policy;***

- ii. *new Academic Credit Policy;*
- iii. *revised Awards and Graduation Policy;*
- iv. *revised Course Management and Assessment Procedure Manual, to be called the Course Management and Assessment Manual;*
- v. *revised Enrolment Procedure Manual, to be called the Enrolment Manual;*
- vi. *revised Program Management and Procedure Manual - Coursework, to be called the Program Management Manual - Coursework;*
- vii. *new Student Academic Progress Procedure;*
- viii. *revised Weighted Average Mark Calculation Guideline;*
- ix. *revised Student Reservist Support Procedure, to be called the Student Reservist and Emergency Services Support Procedure;*
- x. *the rescission of the following academic policy documents:*
 - a. *Bachelor Honours Policy;*
 - b. *Coursework Program Teaching Qualification Guideline (appendix to CMAM);*
 - c. *Posthumous Awards Policy;*
 - d. *Recognition Ceremonies Conducted by Partner Institutions Policy;*
 - e. *Recognition of Prior Learning Policy;*
 - f. *School Assessment Body Guidelines (appendix to CMAM);*
 - g. *Awarding with Distinction Guideline; and*
 - h. *Student Indebtedness Policy (Doc AS D22/142122[v2]).*

09.3 Program Progression Project

The Chair of the Teaching and Learning Committee briefly spoke to this item which provides a set of guidelines aimed addressing retention concerns and improving transparency.

The Academic Senate RESOLVED to:

approve the Program Progression Project Design Principles and Guidelines including the 11 evidence-based recommendations and identified next steps (Doc AS D22/142146[v2]).

09.4 Kaplan's English for Academic Purposes Program

The Academic Senate RESOLVD to:

approve the recognition of Kaplan's English for Academic Purposes (EAP) program as an accepted English language proficiency qualification for admission to the University of Newcastle (Doc D22/145552[V2]).

09.5 Kaplan's English for Academic Purposes (EAP) Program for packaged offers

The Chair of the Teaching and Learning Committee briefly spoke to this item advising this approval will enable the University to make offers to students as a package, with a partner to deliver part of the education.

The Academic Senate RESOLVE to:

approve the packaging of Kaplan's English for Academic Purposes (EAP) program for only those students studying onshore with an offer for the University of Newcastle's Sydney campus, pending Kaplan's completion of additional requirements regarding ongoing quality assurance and comparability mechanisms within a 6-month period (Doc D22/145557[V2]).

09.6 External Program Review Update

The Academic Senate RESOLVED to:

- i. *note the progress and planned implementation of the 2022 schedule of reviews;*

- ii. *note the draft 2023 schedule of reviews;*
- iii. *note the introduction of a student survey to encourage greater student participation in the review process (Doc D22/142158[V2]).*

10.0 RESEARCH COMMITTEE

10.1 Research Chair's Report (Oct 2022 meeting)

The Academic Senate RESOLVED to:

note the Research Committee Chair's Report for the meeting held on 12 October 2022.

10.2 Collaborative Research Procedure

The Chair of the Research Committee briefly spoke to this item noting the proposed amendments to the Collaborative Research Procedure will ensure more contemporary research practices and better alignment to other universities.

The Academic Senate RESOLVED to:

approve the proposed amendments to the Collaborative Research Procedure (Doc D22/140898[V2]).

10.3 Research Integrity Training

The Academic Senate RESOLVED to:

- i. *note the results of the Springer Nature & Australian Academy of Science survey on research integrity training in Australian institutions; and*
- ii. *approve the proposed implementation of research integrity awareness program to University researchers (Doc D22/113803[V2]).*

10.4 Admissions to Degrees

The Academic Senate RESOLVED to:

- i. *note that the Vice-Chancellor and the Dean of Graduate Research under delegated authority [G96] confer the Higher Degree by Research candidates to the degrees listed in document (Doc D22/146151[V2]);*
- ii. *refer to Council of the action taken under delegated authority (Doc D22/146152[V2]).*

11.0 PROGRAM AND COURSE APPROVAL COMMITTEE

11.1 PCAC Chair's Report (Sept 2022 meeting)

The Academic Senate RESOLVED to:

note the Program and Course Approval Committee Chair's report from the meeting held on 26 September 2022 (Doc AS D22/151429).

12.0 COLLEGE BOARD REPORTS

12.1 College of Health, Medicine, and Wellbeing,

The Pro Vice-Chancellor College of Health, Medicine and Wellbeing thanked those who were involved in the promotion interviews, noting that international student numbers in nursing have increased and the School of Medicine and how moved to the new John Hunter campus.

The Academic Senate RESOLVED to:

note the report from the College Board, College of Health, Medicine and Wellbeing meeting on 6 September 2022 (Doc AS D22/149217).

12.2 College of Engineering, Science and Environment

The Pro Vice-Chancellor College of Engineering, Science and Environment advised that summer scholarships would be offered as part of an Excellence and Equity pathway. An update on the Australian Public Service

(APS) campus was provided noting applications are invited from across the student body, with a focus on digital skills.

The Science and Engineering Challenge was highlighted as an excellent outreach program which has resulted in equal numbers in male and female students and above parity in Indigenous student numbers.

The Academic Senate RESOLVED to:

note the report from the College Board, College of Engineering, Science and Environment meeting on 8 September 2022 (Doc AS D22/151001).

12.3 College of Human and Social Futures

The Pro Vice-Chancellor College of Human and Social Futures informed members the College would be offering a new program in Media and Communications, which it is hoped will be an attractive offering to international students and noted the recent appointment of Professor James Skinner as the new Dean and Head of the Newcastle Business School.

The Academic Senate RESOLVED to:

note the report from the College Board, College of Human and Social Futures meeting of 25th August 2022 (Doc D22/150664)

13.0 PATHWAYS AND ACADEMIC LEARNING SUPPORT

13.1 Pathways and Academic Learning Support Board Report

The Elected Member from the Pathways and Academic Learning Support spoke to this item highlighting that of the 3000+ students enrolled in an Enabling program, >200 are Indigenous and >1000 are from a low SES area.

The Academic Senate RESOLVED to:

note the report from the Pathways and Academic Learning Support Centre Board meeting on 6 September 2022 (Doc AS D22/149214).

14.0 GENERAL BUSINESS

14.1 2023 Academic Senate Calendar

The 2023 Academic Senate Calendar was noted.

15.0 NEXT MEETING AND MEETING CLOSE

As this was the Chair's last meeting in the role of PAS, thanks were expressed to the Vice-Chancellor for his support as were the colleagues who had encouraged her to take on the role. The Chair also thanked her Executive Assistant, the Deputy PAS' and other support staff and wished the incoming PAS and Senate members the best for the coming year.

The Vice-Chancellor also gave a vote of thanks to the PAS for her contributions and achievements in the role.

The next meeting of the Academic Senate will be held on Tuesday 21 February 2023. The meeting closed at 12:00pm.

CONFIRMED: _____



DATE: 22 / 02 / 23

Professor Tania Sourdin - President of Academic Senate