Action Items for Senate Critical Evaluation 2009

The report prepared by the Office of Academic Governance for Academic Senate, summarising and reviewing its operation, identified issues to be addressed. This document summarises those issues and proposed actions.

<u>Abbreviations</u>

PO – Presiding Officer (and where appropriate Deputy Presiding Officer, Academic Senate)
OAG – Office of Academic Governance
OIR – Office of International Relations
OCA – Office of Corporate Affairs
APC – Academic Programs Committee
EFPI – Education for Practice Institute
BOGS – Board of Graduate Studies
CRGT – Centre for Research and Graduate Training
DLTS – Division of Learning and Teaching Services
DSS – Division of Student Services

Legislation & Governance

1) Foreground the (best in sector) size of Academic Senate in publications, and AUQA work. (PO, OAG). **Ongoing**

2) Induction. Casual members will be inducted to Senate informally. New members to have a dinner each year where some induction to be carried out. Senate website to contain some explanatory material, and position descriptions to be written for all members. (PO, OAG) **In progress**

3) Continue to experiment with more individual governance methods ('wisdom of the crowd'). (OAG) **Ongoing**

4) Continue to build research capacity of Office of Academic Governance. (DVC (Academic), PO, OAG) **Ongoing**

5) Identify audit requirements of Senate and committees, including central website repository of outcomes. Includes identification of key external reference points/benchmarks. (OAG) **In progress, expected completion second half of 2009**

6) Faculties and Divisions to report to respective DVCs annually on compliance with academic policy. DVCs to report annually to Senate. (DVCs) **Implemented**

Admission

1) Deans' authority to waive admissions requirements is being considered as part of the University's delegations work. (Deans, OAG) **In progress**

2) The 'principles' for admission will need to be reviewed to determine if they are still appropriate. (OAG) **In progress**

3) Documentary requirements for admission of international students wil be addressed in Internationalisation theme for AUQA audit. (OIR) **In progress**

4) Admission information must always derive from the authoritative source. Include as part of annual compliance sign-off by senior managers. (DVCs, OAG) **Implemented**

Credit

1) APC to discuss the one-year credit rule for UG courses. Also to discuss distinction and extension courses, and whether to include credit packages within policy. (OAG) **Pending**

2) Senate to update policy for changes in credit terminology published by MCEETYA. (OAG) **In progress**

Enrolment

1) Incorporate question of the 'student contract' in work on misconduct procedures and appeals. (OAG, OCA) **In progress**

2) Refer refusal to enrol clauses to OIR for comment. (OAG) **In progress**

3) Have APC discuss the 'Wednesday afternoon rule'. (OAG) **Pending**

Assessment

1) Monitor implementation of MSI to see whether that will address subject outline compliance issues. (APC, OAG) **In progress**

2) Monitor use of executive grade approval between meetings after launch of Gradebook and new academic calendar. (APC, OAG) **Pending**

3) Learning and Teaching Committee to consider: whether 'reports' from subject markers are being used; the extent assessment policy is widely understood, including criterion referencing, and summative and normative assessment; whether CSU requires a central learning and teaching policy; and whether the University requires a single moderation standard. (L&TC)   **In progress**

4) Ask Education for Practice Institute for definitions of practicum and industrial experience subjects, and then ask APC to consider a policy definition. (OAG, EFPI, APC) **In progress**

5) Ask Student Administration to report on GP and TA grade conversions. (OAG) **In progress**

6) Clarify if CSU requires policy on transcripts. (OAG, APC) **In progress**

Academic Misconduct

1) Consider misconduct rules across the University, to consolidate and streamline. (OAG, OCA) **In progress**

2) Streamline academic appeals. (OAG, APC) **In progress – paper went to May 2009 APC, with follow-up requested**

3) Streamline academic misconduct kit. (OAG) **In progress**

Academic Progress

1) Consider a response to CSU's figures on progress rates. (OAG, UCPC) **Implemented**

2) Key subject and other academic progress indicators – evaluate effectiveness. (OAG, APC) **In progress – paper went to May 2009 APC, with follow-up requested**

Graduation

1) The Dean's discretionary power for Graduation with Distinction will be reviewed as part of the delegations work.   (OAG, Deans) **In progress**

2) Refer clause 10 on similar awards to APC for consideration. (OAG, APC) **Pending**

Higher Degree Programs

1) Refer issue of appeals for failed PhD theses to BOGS for advice – used to be Academic Awards Committee, which no longer exists. (OAG, BOGS) **Pending**

2) Refer tobacco industry research policy to Centre for Research and Graduate training for advice as to whether still current, or covered by other instruments (code of conduct etc.).   (OAG, CRGT) **Pending**

Courses, Subjects

1) Discuss Senate role in the signing of domestic agreements.   (OAG, PO, Legal Office) **Pending**

2) Review L16.1 for clarity.   (OAG) **Pending**

3) Ask APC to review requirement for Faculties to have a portfolio of course advisory information. (OAG, APC) **pending**

4) Have APC review whether faculties should be keeping formal service teaching agreements as per L8, or whether CASIMS now replaces this. Also have them review the specific clause on compulsory subjects that are service taught.   (OAG, APC) **Pending**

5) Review service teaching dispute resolution procedures in L8, although May 2009 APC paper by Dr Geoff McKenzie may address this.   (OAG, APC) **In progress**

6) Have faculties comment on the need to review postgraduate courses, as requested at December 2008 Senate meeting).   (OAG, DVC(Academic)) **Done**

7) Remove policy on the Subject Availability List (SAL).   (OAG, APC, Senate)   **Done – May 2009 meetings**

8) Have the Division of Learning and Teaching Services review the policy on DE materials.   (OAG, DLTS) **In progress – DLTS is working on this**

Prizes

1) Continue to monitor implementation of prizes policy.   (OAG) **In progress**

2) Ask APC to consider whether the $250 lower limit on prizes is important.   (OAG, APC) **Pending**

3) Refer policy on Australian Postgraduate Awards to CRGT for checking. (OAG, CRGT) **Pending**

Residential Schools

1) Update header of policy in Manual to show 2006 review.   (OAG) **Pending**

2) Refer administrative guidelines to Division of Student Services for review of currency.   (OAG, DSS) **Pending**

Other Matters

1) Ask APC to audit the policy on communicating with students.   (OAG, APC) **Pending**