ACADEMIC SENATE

2014

ANNUAL WORK PLAN

The annual work plan summarises the policies that have been identified by Academic Senate for review and lists all reports that are to be provided to Senate on an annual or regular basis.

Part 1 of this Plan lists those policies that have been identified by the Academic Senate for review. Part 2 summarises the annual or regular reports that have been requested by Academic Senate, or are required in academic regulations.
Part 3 lists all regular reports and other 'one off' reports that are expected to be received at each meeting in a given year.

1. POLICIES THAT HAVE BEEN IDENTIFIED FOR REVIEW

1.1 Policy or Academic Regulation Reviews

1.1.1. Policies currently under review:

- Use of External Educational Technologies Policy – new policy. DVC (Academic) is to advise who will approve the Policy
- Policy on Qualifications & Recognition of Equivalent Professional Experience – revised draft of Policy to come to May Academic Senate meeting
- Academic Promotions Policy – draft Policy & Guidelines to come to Academic Senate in late 2014. Regular progress reports on development of policy to be provided to Academic Senate,
- School Boards Terms of Reference –revised TOR being developed by HOS. Final version to be approved by Senate.

1.1.2. Policies identified for future review:

There are currently no policies identified for a future review.

1.2 Scheduled Annual or Regular Reports to Academic Senate

ITEM TO BE REPORTED	REPORT TO BE GIVEN BY	COMMITTEE TO RECEIVE REPORT	WHEN/WHICH MEETING
Report on scholarships offered/uptake, admissions, completions/termination/drop-out rate, average time enrolled, examination outcomes, progress reports (approved AS 09/138, 23.09.09)	Research Advisory Committee	Academic Senate	Annually-meeting 1
Student Academic Misconduct Policy – report on cases of suspected & alleged academic misconduct investigated (Academic Manual Part G6, clause 7.1) (approved AS 09/138, 23.09.09)	DVC (Academic) (prepared by Manager, Academic Senate)	Academic Senate	Annually-meeting 2
Report on the performance of the University with respect to Research	Research Advisory Committee	Academic Senate	Annually–meeting 2
Updates on research performance	DVC (Research)	Academic Senate	Each meeting
Annual Assessment & moderation Report including:			Annually–meeting 3
• Moderation report for award courses with a third party (either in English or another language).(approved AS 09/138, 23.09.09) (Refer to Academic Manual Part L9, clause 1.2.2)	Faculty Boards	Academic Senate (Senate is to satisfy itself that there comparability of graduate knowledge across offerings in a course)	
• aggregated annual report showing, on University-wide basis, the no. & percentage of late returns of assignments, no. & percentage of subjects with late returns & include information about the outcome of investigations re the late return of assignments under clause 16.7.1.2 (Refer to Academic Manual Part G1, clause 16.10 (b))	PVC (Student Learning)	Academic Senate	
• Faculty Assessment Committees – issues & benefits	Faculty Assessment Committees	Academic Senate	

Report on the implementation of the University's Learning & Teaching Plan, including: • Report on tracking of course approvals through academic committees • (approved AS 09/138, 23.09.09) • Report on Smart Learning Project	Curriculum, Learning & Teaching Committee Academic Secretary, through the CLTC	Academic Senate	Annually–meeting 4
Overview of International Linkages & Partnership Arrangements (AS 12/148, 28.11.12 refers)	PVC(International Education & Partnerships)	Academic Senate	Annually–meeting 5
Report confirming management processes for compliance with accountability requirements for implementation of Academic Senate policy (approved AS 09/138, 23.09.09)	Deputy Vice-Chancellors	Academic Senate	Annually–meeting 5
Provide regular reports on the implementation of Graduate Learning Outcomes (GLOs) (AS 12.03.14, item 5.3 refers)	PVC (Student Learning) – chair of the GLO Steering Committee	Academic Senate	Each meeting
Provide regular reports on the implementation of Building University Study Success (BUSS) (AS 12.03.14, item 5.4 refers)	Dean of Students – Chair of the BUSS Steering Committee	Academic Senate	Each meeting
Provide regular reports on the implementation of the Assessment & Moderation Policy	Chair, Assessment & Moderation Implementation Steering Committee	Academic Senate	Each meeting

2. 2014 MEETING SCHEDULE

Meeting 1 (14 March 2014)

ITEM TO BE REPORTED	REPORT TO BE GIVEN BY	OUTCOME
Assessment & Moderation policies – Implementation	Assessment Working Party	Progress report received & noted (AS14/12)
CSU Indigenous Research Strategic Plan	RAC	Not received. RAC is reviewing the Plan & will submit it to AS in due course
Policy on Use of External Educational Technologies	DVC (Academic)	AS has requested that DVC(Academic) advise re approval. Not received.
Guidelines for Working with Students with a Disability	CLTC	Referred back to CLTC for resubmission to AS. CLTC have asked WPLEC to revise & resubmit
Graduate Learning Outcomes (GLOs)	Dean of Students	Amended GLO matrix approved. Implementation Framework to come to May AS meeting (AS14/14)
Research Performance	DVC(Research)	Report to be submitted to Senate (AS 14/13)
Building University Study Success (BUSS)	Dean of Students	Amended English Lang & Numeracy Policy & implementation framework approved. (AS14/15)
Policy on Qualifications & Recognition of Equivalent professional Experience	Prof R Coombes	Revised version of draft Policy to come to May 2014 AS (AS14/16)
2013 Annual report on Higher Degrees by Research	RAC	Received & noted (AS14/24)
2013 Academic Senate Annual report to Council	Presiding Officer, Academic Senate	Received & noted (AS14/41)
Smart Learning – Governance Arrangements	Director, Smart Learning	Approved AS 14/52
International Linkages & Partnership Delivery Arrangements	PVC (IE&P)	Received & noted AS 14/71
Credit Precedents Database	Academic Secretary	CLTC to advise & recommend type of reports AS 14/42

Meeting 2 (14 May 2014)

ITEM TO BE REPORTED	REPORT TO BE GIVEN BY	OUTCOME
Student Academic Misconduct Policy – annual report on cases of suspected & alleged academic misconduct investigated	DVC (Academic)	Received & noted AS 14/95
Guidelines for Working with Students with a Disability	CLTC	Referred back to CLTC for resubmission to AS. CLTC have asked WPLEC to revise & resubmit
Policy on Qualifications & Recognition of Equivalent Professional Experience	Prof R Coombes	Approved subject to approval by Division of HR AS 14/69
CSU Indigenous Research Strategic Plan	RAC	Not received – refer to 16.07.14 meeting
Policy on Use of External Educational Technologies	DVC (Academic)	Endorsed those parts applicable to AS. Submit to SEC for final approval AS 14/72
Guidelines for Working with Students with a Disability	CLTC	Not received – refer to 16.07.14 meeting/
Research Performance Report (Research & Research Training Data – Sectoral Trends)	DVC(Research)	Received & noted AS 14/76
Graduate Learning Outcomes (GLOs) – update on implementation	PVC (Student Learning)	Noted that implementation framework was approved at AS 14/14, 12.03.14
Building University Study Success (BUSS) – update on implementation	Dean of Students	Noted that BUSS Steering Committee will forward reports to AS when established (refer item 4.4)
Assessment & Moderation – update on implementation	Chair, Assessment & Moderation Steering Committee	Received & noted As 14/68
Annual Report on the performance of the University with respect to Research	RAC	Report on higher degrees by research for 2013 received at meeting 1 (AS14/24, 12.03.14 refers)
Graduate Learning Outcomes at PG Level	RAC	Approved AS 14/81
TESA Assessment Framework – Academic Risk	Prof R Coombes	Noted – to be developed AS 14/81
Guidelines for HDR Graduate Attributes	RAC	Referred back to RAC – to be resubmitted to AS. AS 14/78
Credit Precedents Database	CLTC	Not received (AS 14/42, 14.03.14) – refer to 16.07.14 AS meeting

Meeting 3 (16 July 2014)

ITEM TO BE REPORTED	REPORT TO BE GIVEN BY	OUTCOME
Research Activity Report	DVC(Research)	Received (in report form DVCR)
Graduate Learning Outcomes (GLOs) – update on implementation	PVC (Student Learning)	Not received
Building University Study Success (BUSS) – update on implementation	Dean of Students	Received & noted AS 14/105
Assessment & Moderation – update on implementation	Chair, Assessment & Moderation Steering Committee	Received & noted AS 14/100
Annual Assessment & moderation Report including: • Moderation report for award courses with a third party (either in English or another language).(approved AS 09/138, 23.09.09) (Refer to Academic Manual Part L9, clause 1.2.2)	Faculty Boards	Not received
• aggregated annual report showing, on University-wide basis, the no. & percentage of late returns of assignments, no. & percentage of subjects with late returns & include information about the outcome of investigations re the late return of assignments under clause 16.7.1.2 (Refer to Academic Manual Part G1, clause 16.10 (b))	PVC (Student Learning)	Not received
• Faculty Assessment Committees – issues & benefits	Faculty Assessment Committee	Not recevied
CSU Indigenous Research Strategic Plan	RAC	Not received – reefer to 17.09.14 meeting
Guidelines for working with Students with a Disability	CLTC	Noted – to be approved by DVC(Ac) AS 14/102
Guidelines for HDR Graduate Attributes	RAC	Not received – refer to 17.09.14 meeting

Academic Promotions Policy	Academic Promotions Review Committee	Feedback provided (refer item 4.6)
Badges for Recognising Learning – Strategic review Document	CLTC	Noted final paper to come to AS via CLTC by end 2014 AS 14/113
2013 Cohort Tracking Report	Office of Planning & Audit	Received & noted AS 14/117
School Board terms of reference	Presiding Officer, Academic Senate	Noted draft TOR - final version to be approved by AS. AS 14/118
2013 Annual Report for EFPI	EFPI	Received & noted AS 14/129
Report on Scaling of 2013 NSW HSC	Presiding Officer, Academic Senate	Report to be included on 17.09.14 agenda for noting.
Credit Precedents Database	CLTC	Not received (AS 14/42, 14.03.14) – refer to 17.09.14 AS meeting

Meeting 4 (17 September 2014)

ITEM TO BE REPORTED	REPORT TO BE GIVEN BY	OUTCOME
Research Activity Report	DVC(Research)	Received (in report form DVCR)
Graduate Learning Outcomes (GLOs) – update on implementation	PVC (Student Learning)	Not received
Building University Study Success (BUSS) – update on implementation	Dean of Students	Not received
Assessment & Moderation – update eon implementation	Chair, Assessment & Moderation Steering Committee	Received & noted As 14/136
Report on the implementation of the University's Learning & Teaching Plan, including:	CLTC	Not received
• Report on tracking of course approvals through academic committees (approved AS 09/138, 23.09.09)	Academic Secretary through CLTC	Not received
• Report on Smart Learning Project	Director, Smart Learning	Not received
CSU Indigenous Research Strategic Plan	RAC	Approved implementation & to be reviewed by RAC in 12 months AS 14/141
Guidelines for HDR Graduate Attributes	RAC	Not received – refer to 26.11.14 meeting.
CSU Research Narrative	RAC	To come back to AS – AS 14/142
Defining 'Research Active' at CSU	RAC	To come back to AS – AS 14/143
Acknowledgement of Country	CLTC	Referred to CLTC for recommendation back to AS. AS 14/151
2013 Progress Rate Report	CLTC	Received & noted AS 14/160
Report on Scaling of 2013 NSW HSC	Presiding Officer, Academic Senate	Received & noted AS 14/159
Credit Precedents Database	CLTC	Not received (AS 14/42, 14.03.14) – refer to 26.11.14 AS meeting

Meeting 4 (26 November 2014)

ITEM TO BE REPORTED	REPORT TO BE GIVEN BY	OUTCOME
Research Activity Report	DVC(Research)	Received (in report form DVCR)
Graduate Learning Outcomes (GLOs) – update on implementation	PVC (Student Learning)	Not received
Building University Study Success (BUSS) – update on implementation	Dean of Students	Received & noted AS 14/166
Assessment & Moderation – update eon implementation	Chair, Assessment & Moderation Steering Committee	Received & noted As 14/165
Overview of International Linkages & Partnership Arrangements (AS 12/148, 28.11.12 refers)	PVC (IEP)	Received at meeting 1 on 14.03.14
Report confirming management processes for compliance with accountability requirements for implementation of Academic Senate policy (approved AS 09/138, 23.09.09)	DVCs	Not received
Academic Promotions Policy – for approval	Academic Promotions Review Committee	Noted & approved that recommendations assigned to AS be actioned AS 14/198
Badges for Recognising Learning – Strategic Review Document	CLTC	Not received (refer AS 14/113, 16.07.14)
Guidelines for HDR Graduate Attributes	RAC	Approved AS 14/172
CSU Research Narrative	RAC	Received & noted AS 14/173. Recommended approval by SEC AS 14/174.
Defining 'Research Active' at CSU	RAC	Approved AS 14/175
DE Strategy	CLTC	Noted – final version to be approved by SEC AS 14/176
Grade Approval Deadlines	CLTC	Approved & noted that review of assessment & moderation to be conducted at end 2015 AS 14/177
Review of University Medals Criteria & Policy	UMC	Approved review – report to July 2015 AS. As 14/183
Academic Risk & Risk Mitigation	Prof R Coombes	Recommended to university Council. Updates to schedule to come to September 2015 AS. As 14/184

CLT Framework	PVC (Student Learning)	Final version to be submitted to AS in 2015. AS 14/185
Report on Smart Learning	Director, Smart Learning	Received & noted AS 14/195
Credit Precedents Database	CLTC	Not received (AS 14/42, 14.03.14) – refer to meeting 1, 2015 AS