

# ACADEMIC SENATE

2015

## 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.

Attachment A lists those policies that have been identified by the Academic Senate for review. Attachment B summarises the annual or regular reports that have been requested by Academic Senate, or are required in academic regulations.

### 2015 MEETING SCHEDULE

#### Meeting 1 (1 April 2015)

ITEM TO BE REPORTED	REPORT TO BE GIVEN BY	OUTCOME
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	Received & noted (AS 15/20)
Update on research activities	DVC (Research)	Received & noted (AS 15/43)
School Board Terms of Reference (revised TOR to be approved by AS 14/118, 16.07.14 refers)	Presiding Officer, Academic Senate	Approved (AS 15/09)
2014 Academic Senate Annual report to Council	Presiding Officer, Academic Senate	Received (AS 15/50)
CLT Framework (to be approved by AS – refer AS14/185,26.11.14)	PVC(Student Learning)	Not received
Badges for Recognising Learning – Strategic Review Document (final paper to come to AS via CLTC AS14/113, 16.07.14 refers)	CLTC	Not received
Credit Database (AS 14/42, 12.03.14, Senate requested CLTC for advice & reco's on type or reports the project may develop to monitor credit packages & credit precedents)	CLTC	Noted (AS 15/11)
Review of Research Misconduct Policy & Procedures	RAC	Approved amended Policy & Procedures AS15/19)

Online Submission & Paperless Marking of Assignments	CLTC	Approved (AS 15/21) Report to May 2015 meeting (AS 15/22)
Graduate Learning Outcomes – Progress Report	CLTC	Noted (AS 15/23)
BUSS Progress Report	BUSS Steering Committee	Received (AS 15/08)
Assessment & Moderation Progress Report	Assessment & Moderation Implementation Steering Group	Received (AS 15/07)
2014 HDR Report	RAC	Received (AS 15/20)
Faculties – Membership & Terms of Reference	Manager, Academic Senate	Approved amendments (AS 15/26)
Academic Promotions Policy, Procedures & Guidelines	Division of HR	Endorsed & amendments requested (AS 15/27-28)
Report on Academic Staff Higher Degree by Research Workload Scheme	DVC(Research)	Received & noted amendment (AS 15/44-15/45)
Overview of International Linkages & Partnerships Delivery Arrangements Report	PVC (IEP)	Received (AS 15/47)

## Meeting 2 (13 May 2015)

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)	Not received – delay to July meeting
Report on the performance of the University with respect to Research	RAC	Not received
Update on research activities	DVC (Research)	Received (AS 15/82)
Online submission & paperless marking of assignments – information on timeframe & processes for consultation with students (AS 15/22, 1.04.15)	PVC (Student Learning)	Received (AS 15/58)
BUSS Progress Report	BUSS Steering Committee	Received (AS 15/57)
Assessment & Moderation Progress Report	Assessment & Moderation Implementation Steering Group	Received (AS 15/56)

Academic Senate Self-Assessment Survey – Report of 2015 Survey Results	Manager, Academic Senate	Received (AS 15/59)
Course Accreditation Policy	CLTC	Approved amendments (AS 15/66)
Role of Professor at CSU	Professors' Forum	Received (AS 15/69)

### Meeting 3 (15 July 2015)

ITEM TO BE REPORTED	REPORT TO BE GIVEN BY	OUTCOME
Updates on research activities	DVC (Research)	Received (AS 15/121)
University Medals – Review of Criteria & Policy (AS14/183, 26.11.14 refers)	UM Working Party	Noted report to be submitted to either September or November 2015 meeting (AS15/93)
Annual Assessment & Moderation Report including 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 (Refer to Assessment Policy, clause 139) This is consistent with compliance in the firm foundations component of the CLT Plan	DVC (Academic) & PVC (Student Learning)	Not received
Student Academic Misconduct Policy – annual report on cases of suspected & alleged academic misconduct investigated	DVC (Academic)	Not received – delay to July meeting
Assessment & Moderation Progress Report	Assessment & Moderation Implementation Steering Group	Received (AS 15/90)
BUSS Progress Report	BUSS Steering Committee	Received (AS 15/91)
Indigenous Australian Content in CSU Courses Policy	CLTC	Noted (AS 15/102)

### Meeting 4 (16 September 2015)

ITEM TO BE REPORTED	REPORT TO BE GIVEN BY	OUTCOME
Update on research activities	DVC (Research)	(AS 15/158)
Academic Risk & Risk Mitigation Schedule – Update to Schedule (refer AS14/184, 26.11.14)	Prof R Coombes	(AS 15/147)

CSU Indigenous Research Strategic Plan (refer AS14/141. 17.09.14)	RAC	Not received.
Report of course approvals for the last 12 months	Academic Secretary	Received (AS 15/160)
Student Academic Misconduct Policy – annual report on cases of suspected & alleged academic misconduct investigated	DVC (Academic)	Received (AS 15/161)
Report on 'Out of Round' Applications - Academic Staff Promotions	Vice- Chancellor & Executive Deans	Received (AS 15/162). Report on academic promotions C to D and D to E to come to next meeting
Assessment & Moderation Progress Report	Assessment & Moderation Implementation Steering Group	Received (AS 15/132)
BUSS Progress Report	BUSS Steering Committee	Received (AS 15/131)
Indigenous Australian Content in CSU Courses Policy	CLTC	Approved (AS 15/134)
External Educational Technologies for Learning & teaching Policy & Guidelines	CLTC	Approved (AS 15/143)
Academic Integrity Policy	CLTC	Approved & established working party to review processes for dealing with plagiarism (AS 15/144)
CSU Learning Analytics Code of Practice & Policy Framework	CLTC	Approved (AS 15/145)
MSI Review	Project Sponsor	Received & noted that review to be conducted (AS 15/150)

### Meeting 5 (25 November 2015)

ITEM TO BE REPORTED	REPORT TO BE GIVEN BY	OUTCOME
Update on research activities	DVC (Research)	Received (AS 15/202)
Report confirming management processes for compliance with accountability requirements for implementation of Academic Senate policy (approved AS 09/138, 23.09.09) This will be done by submitting copies of the DVC (Ac) & DVCR responses to the reports of the Annual Faculty/School reviews	DVCs	Not received.

being to Academic Senate for noting		
Report on annual round of Academic Staff Promotions – Level C to D and D to E	Vice- Chancellor & Executive Deans	Received (AS 15/207).
Assessment & Moderation Progress Report	Assessment & Moderation Implementation Steering Group	Received (AS 15/172)
BUSS Progress Report	BUSS Steering Committee	Received (AS 15/171)
Report on Faculty Assessment Committees' QA of Assessment Processes	Prof R Coombes	Received. FB & SB to forward comments to Prof R Coombes & PVC (Student Learning) (AS 15/189)
Report on Review of Assessment & Moderation Policies	Prof R Coombes	Received (AS 15/190)
Faculty Courses Committee & Faculty Board Self-Assessment Survey Report	Manager, Academic Senate	Received (AS 15/205). Referred to FBs & FCCs for further comment.
Research Data Management Policy	RAC	Approved (AS 15/179)
Report on MSI Review	Business Analyst, Division of Student Learning	Received (AS 15/192)

## **ATTACHMENT A**

### **ACADEMIC POLICIES THAT HAVE BEEN IDENTIFIED FOR REVIEW**

1. School Boards Terms of Reference –revised TOR being developed by HOS. Final version to be approved by Senate (AS14/118, 1.07.14 refers)
2. University Medals criteria & Policy – review of policy to be conducted by Working Party. Report & recommendation to come to July Academic Senate meeting (AS14/183, 26.11.14 refers)
3. Special Consideration Policy – commissioned by DVC(Academic). Chaired by A/Prof L Angel
4. Academic Integrity – commissioned by DVC(Academic). Chaired by Prof S Wills. A/Prof J Coyle will also lead a review of Misconduct (academic & general) in 2015
5. Assessment & Moderation Policies – review to commence at end of 2015; review of Faculty Assessment Committee QA Processes (refer AS 15/79, 13.05.15)
6. Faculty Courses Committee approval & QA processes – review to be included in expanded terms of reference for Smart Learning Refresh (AS 15/80, 13.05.16 refers)
7. Graduate Learning Outcomes (GLO's) – PVC (Student Learning) (refer AS 15/185, 25.11.15 refers)
8. Review of Mandatory Subject Information (MSI) (refer AS 15/150, 16.09.15)

## ATTACHMENT B

### SCHEDULED ANNUAL OR REGULAR REPORTS TO ACADEMIC SENATE

ITEM TO BE REPORTED	REPORT TO BE GIVEN BY	COMMITTEE TO RECEIVE REPORT	WHEN/WHICH MEETING
<p>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)</p>	<p>Research Advisory Committee</p>	<p>Academic Senate</p>	<p>Annually-meeting 1</p>
<p>Student Academic Misconduct Policy – report on cases of suspected &amp; alleged academic misconduct investigated (Academic Manual Part G6, clause 7.1) (approved AS 09/138, 23.09.09)</p>	<p>DVC (Academic) (prepared by Manager, Academic Senate)</p>	<p>Academic Senate</p>	<p>Annually-meeting 2</p>
<p>Report on the performance of the University with respect to Research</p> <p>Updates on research activities (as part of the report from the DVCR)</p>	<p>Research Advisory Committee</p> <p>DVC (Research)</p>	<p>Academic Senate</p> <p>Academic Senate</p>	<p>Annually-meeting 2</p> <p>Each meeting</p>
<p>Annual Assessment &amp; Moderation Report including:</p> <ul style="list-style-type: none"> <li>• aggregated annual report showing, on University-wide basis, the no. &amp; percentage of late returns of assignments, no. &amp; percentage of subjects with late returns &amp; include information about the outcome of investigations re the late return of assignments under clause 16.7.1.2 (Refer to Assessment Policy, clause 139) This is consistent with compliance in the firm foundations component of the CLT Plan</li> </ul>	<p>DVC (Academic) &amp; PVC (Student Learning)</p>	<p>Academic Senate</p>	<p>Annually-meeting 3</p>



<p>Report on the implementation of the University's Curriculum, Learning &amp; Teaching Plan, including:</p> <ul style="list-style-type: none"> <li>• Report on tracking of course approvals through academic committees (approved AS 09/138, 23.09.09)</li> <li>• Report on Smart Learning Project</li> </ul>	<p>DVC (Academic) &amp; Curriculum, Learning &amp; Teaching Committee</p> <p>Academic Secretary, through the CLTC</p> <p>Director, Smart Learning</p>	Academic Senate	Annually–meeting
<p>Overview of International Linkages &amp; Partnership Arrangements (AS 12/148, 28.11.12 refers)</p>	PVC(International Education & Partnerships)	Academic Senate	Annually–meeting 1
<p>Report confirming management processes for compliance with accountability requirements for implementation of Academic Senate policy (approved AS 09/138, 23.09.09) This will be done by submitting copies of the DVC (Ac) &amp; DVCR responses to the reports of the Annual Faculty/School reviews to Academic Senate for noting</p>	Deputy Vice-Chancellors	Academic Senate	Annually–meeting 5
<p>Provide regular reports on the implementation of Graduate Learning Outcomes (GLOs) (AS 12.03.14, item 5.3 refers)</p>	PVC (Student Learning) – chair of the GLO Steering Committee	Academic Senate	Each meeting
<p>Provide regular reports on the implementation of the Assessment &amp; Moderation Policy</p>	Chair, Assessment & Moderation Implementation Steering Committee	Academic Senate	As required
<p>Provide a report at conclusion of each annual round of academic staff promotions (AS 14/198, 26.11.14)</p>	Vice-Chancellor & Executive Deans	Academic Senate	Annually – meeting 5
<p>Report on implementation of EASTS as default assignment submission &amp; returning mechanism for all subjects (AS 15/22 (ii), 1.04.15)</p>	PVC (Student Learning)	Academic Senate	2016