

# ACADEMIC SENATE

2016

## 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.

There are 2 attachments to this document:

- Attachment A contains the list of academic policies that are currently under review and for which a report is to be submitted to Academic Senate.
- Attachment B contains the summary of annual or regular reports that have been requested by Academic Senate or are required to be submitted to Academic Senate.

## 2016 MEETINGS

### Meeting 1 (3 March 2016)

ITEM TO BE REPORTED	REPORT TO BE GIVEN BY	OUTCOME
Update on research activities	DVC (Research)	Received (AS 16/47)
HDR Annual Report - 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	Deferred to 11.5.16 meeting
2015 Academic Senate Annual report to Council	Presiding Officer, Academic Senate	Not received.
Review of Special Consideration Policy	DVC (Academic)	Approved – final version of Policy to go to Standing Committee of AS (AS 16/07)
University Medals Working Party	A/Prof J Wallace	DVC (Academic) to submit final set of recommendations to 11.05.16 meeting
Hot Topic - Class Free Period	Dean of Students	Deferred to May 2016 meeting
MSI Review Project	PVC(Student Learning)	Received & approved changes to Policy (AS16/10-16/12)
2015 Climate Survey	Vice-Chancellor	Received (AS16/37)
Overview of International Linkages & Partnership Delivery Arrangements	PVC (IE&P)	Received (AS16/38)

Review of Assessment & Moderation Policies	Assessment & Moderation Implementation Steering Group	Received (AS 16/27-16/29)
BUSS Project – Final Report	BUSS Implementation Steering Committee	Received (AS16/39)
HDR Annual Report - 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	Not received (to be included on May agenda)
Policy for the Compliance & Administration of the Defence Trade Control Act 2012	Research Advisory Committee	Received (AS 16/26-16/27)
Review of Residential Schools Policy	CLTC	Received & approved (AS 16/30)

## Meeting 2 (11 May 2016)

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)	
Update on research activities	DVC (Research)	
2015 Academic Senate Annual report to Council	Presiding Officer, Academic Senate	
Assessment & Moderation Progress Report	Assessment & Moderation Implementation Steering Group	
University Medals Working Party	DVC (Academic)	
Class Free Period	Dean of Students	
Hot Topic – Academic Quality		
Who is the graduate we produce at CSU? GLOs & GLO Communication plan (refer AS 15/185, 25.11.15)	Faculty Boards	
FCC & FB Self-Assessment Surveys – feedback & recommendations	Faculty Courses Committees & Faculty Boards	
HDR Annual Report - report on scholarships offered/uptake, admissions, completions/termination/drop-out rate,	Research Advisory Committee	

average time enrolled, examination outcomes, progress reports (approved AS 09/138, 23.09.09)		
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### Meeting 3 (20 July 2016)

ITEM TO BE REPORTED	REPORT TO BE GIVEN BY	OUTCOME
Updates on research activities	DVC (Research)	
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)	
Report on the performance of the University with respect to Research	RAC	

### Meeting 4 (14 September 2016)

ITEM TO BE REPORTED	REPORT TO BE GIVEN BY	OUTCOME
Update on research activities	DVC (Research)	
Academic Risk & Risk Mitigation Schedule – Update to Schedule (refer AS14/184, 26.11.14)	Prof R Coombes	
Report on annual round of academic staff promotions	Vice-Chancellor & Executive Deans	
Report of course approvals for the last 12 months	Academic Secretary	

## Meeting 5 (23 November 2016)

ITEM TO BE REPORTED	REPORT TO BE GIVEN BY	OUTCOME
Update on research activities	DVC (Research)	
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 being to Academic Senate for noting	DVCs	
Report on undergraduate course compliance in relation to English Language, Literacy & Numeracy (ELLaN) Policy – Exec Deans to report annually to final meeting of Academic Senate on level of compliance of courses to ELLaN Policy (AS 15/131, 16.09.15)	Executive Deans	

## **ATTACHMENT A**

### **ACADEMIC POLICIES CURRENTLY UNDER REVIEW**

1. 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)
2. Special Consideration Policy – commissioned by DVC (Academic). Chaired by Prof L Angel
3. 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
4. Assessment & Moderation Policies – review to commence at end of 2015
5. Graduate Learning Outcomes (GLO's) – PVC (Student Learning) (refer AS 15/185, 25.11.15 refers)
6. Review of Mandatory Subject Information (MSI) (refer AS 15/150, 16.09.15)

## ATTACHMENT B

### SCHEDULE OF ANNUAL OR REGULAR REPORTS TO ACADEMIC SENATE

ITEM TO BE REPORTED	REPORT TO BE GIVEN BY	COMMITTEE TO RECEIVE REPORT	WHEN/WHICH MEETING
HDR Annual Report - 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 activities (as part of the report from the DVCR)	DVC (Research)	Academic Senate	Each meeting
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 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	DVC (Academic) & PVC (Student Learning)	Academic Senate	Annually-meeting 3

<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)</p> <p>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
<p>Report on undergraduate course compliance in relation to English Language, Literacy &amp; Numeracy (ELLaN) Policy – Exec Deans to report annually to final meeting of Academic Senate on level of compliance of courses to ELLaN Policy (AS 15/131, 16.09.15)</p>	Executive Deans	Academic Senate	Annually – meeting 5

Consider & approve amendments to Academic Risk & Risk Mitigation Schedule recommended by Faculty Boards, Divisions & Office of Research (AS 14/184, 26.11.14)	Prof R Coombes	Academic Senate	Annually – meeting 4
Report on annual round of academic staff promotions (AS 14/198 dot point 5, 26.11.14)	Vice-Chancellor & Executive Deans	Academic Senate	Annually – meeting 4
Report on course approvals for the last 12 months Governance (Academic Senate ) Rule 2006, clause 7(d)	Academic Secretary	Academic Senate	Annually – meeting 4



