# ACADEMIC SENATE

# 2017

# 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. The reports reflect and comment on how Charles Sturt University meets the Higher Education Standards Framework (HESF).*

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.

# 2017 MEETINGS

## Meeting 1 (8 March 2017)

| ITEM TO BE REPORTED | REPORT TO BE GIVEN BY | OUTCOME |
|---|---|---|
| 2016 Academic Senate Annual report to Council | Presiding Officer, Academic Senate | Presentation to June Council meeting |
| Annual Overview Report of International Linkages & Partnership Delivery Arrangements – Review of HESF wherever applicable | PVC (IE&P) | HESF compliance – Review and update of HESF Risk assessment for all areas related to International Linkages and Partnerships (HESF Standards 1.1, 1.2, 1.3, 1.4, 1.5, 2.1, 2.2. 2.3. 2.4. 3.1. 3.2. 3.3. 5.2. 5.4, 7.1,7.2) |
| Annual University Medals Committee Report to Senate | Vice-Chancellor | Quality assurance and improvement of processes (HESF Standards 1.4) |
| Review of Senate Committees Working Party | DVC (Academic) | Quality improvement of Academic Governance (HESF Standards 6.3) |
| Update on CSU-Avondale Mentoring Forum | DVC (Academic) | Assuring quality implementation of Joint Conferral of Awards Policy Reporting to Council through Academic Senate Minutes |

## Meeting 2 (10 May 2017)

| 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) | Review and update of HESF Risk assessment for Institutional Quality Assurance on Academic and Research Integrity<br>(HESF Standard 5.2, 6.2 (j), 7.3(c)) |
| Class Free Period | Dean of Students | Discussion and Decision to improve quality related to and compliance with HESF for Learning Environment<br>(HESF Standards 2.1, 2.2, 2.3, 2.4) |
| Faculty Board comments on GLOs & GLO Communication plan:  Who is the graduate we produce at CSU?<br>(refer AS 15/185, 25.11.15) | Faculty Boards | Reflection on quality of policy and outcomes<br>(HESF Standards 1.4, 1.5. 3.1) |

## Meeting 3 (12 July 2017)

| ITEM TO BE REPORTED | REPORT TO BE GIVEN BY | OUTCOME |
|---|---|---|
| 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<br>(Refer to Assessment Policy, clause 137)<br>Internal and external benchmarking of assessment standards; and overview of 2016 Grade Distribution Reports from each Faculty | DVC (Academic) & PVC (Student Learning) via June CLTC | Monitoring compliance with HESF and assessing risk associated with<br>Student Participation and Attainment<br>(HESF Standard 1.4)<br>Staffing<br>(HESF Standard 3.2)<br>Institutional Quality Assurance<br>(HESF Standards 5.2, 5.3) |
| Report on the implementation of the University's Curriculum, Learning & Teaching Plan, including:<br>• Report on tracking of course approvals through academic committees<br>(refer AS 09/138, 23.09.09)<br>• Report on Smart Learning Project | DVC (Academic) & PVC (Student Learning) and Academic Secretary via June CLTC | Review and update HESF Risk assessment report for Teaching Institutional Quality Assurance<br>(HESF Standard 5.3) |
| 2018 Biennial Academic Senate Self-Assessment  including Faculty Boards/Courses Committees (and School Boards from 2018) | PO Academic Senate | (HESF Standard 6.3) |

## Meeting 4 (13 September 2017)

| ITEM TO BE REPORTED | REPORT TO BE GIVEN BY | OUTCOME |
|---|---|---|
| Report on the University's performance with respect to Research | Research Committee | Review and update of HESF Risk assessment report for Research<br>(HESF Standard 4.1) |
| HDR Annual Report - report on scholarships offered/uptake, admissions, completions/termination/drop-out rate, average time enrolled, examination outcomes, progress reports<br>(refer AS 09/138, 23.09.09) | Research Committee | Review and update of HESF Risk assessment report for Research Training<br>(HESF Standard 4.2) |
| Report of course approvals for the last 12 months | Academic Secretary | Review and update of HESF Risk assessment report for Institutional Quality Assurance; Representation<br>(HESF Standards 5.1, 5.3, 5.4)<br>Information and Information Management<br>(HESF Standards 7.1, 7.2) |
| Academic Risk & Risk Mitigation Schedule – Update to Schedule<br>(refer AS14/184, 26.11.14) | Academic Secretary | Compliance Review and update of HESF Risk assessment report: all areas<br>(HESF Standards 1-7) |
| Bi-annual Faculty Courses Committees, Faculty Boards & Academic Senate Self-Assessment Survey – feedback & recommendations | Presiding Officer, Academic Secretary, and Manager, Academic Senate | Review and update of HESF Risk assessment report for Institutional Quality Assurance<br>(HESF Standards 5.2) |

## Meeting 5 (22 November 2017)

| ITEM TO BE REPORTED | REPORT TO BE GIVEN BY | OUTCOME |
|---|---|---|
| Report confirming management processes for compliance with accountability requirements for implementation of Academic Senate policy<br>(refers AS 09/138, 23.09.09)<br><br>Report of the responses to the reports fo the Annual Faculty / School reviews of the DVC (Academic) & DVC (Research, Development and Industry) | DVC (Academic)<br>DVC (RDI) | Compliance review and update of HESF Risk assessment report for<br>Student Participation and Attainment<br>(HESF Standards 1.2, 1.4)<br>Learning Environment<br>(HESF Standard 2.2)<br>Teaching<br>(HESF Standards 3.2, 3.3)<br>Research and Research Training<br>(HESF Standards 4.1, 4.2)<br>Institutional Quality Assurance<br>(HESF Standards 5.1, 5.3, 5.4)<br>Governance and Accountability<br>(HESF Standard 6.3)<br>Representation, Information and Information Management<br>(HESF Standard 7.3) |
| Report on undergraduate course compliance in relation to English Language, Literacy & Numeracy (ELLaN) Policy – Executive Deans to report annually to final meeting of Academic Senate on level of compliance of courses to ELLaN Policy<br>(refer AS 15/131, 16.09.15) | Executive Deans | Monitoring compliance and quality improvement for<br>Student Participation and Attainment<br>(HESF Standard 1.4)<br>Learning Environment<br>(HESF Standard 2.2)<br>Teaching<br>(HESF Standards 3.1, 3.2, 3.3)<br>Research Training<br>(HESF Standard 4.2) |
| Report on annual round of academic staff promotions | Vice-Chancellor & Executive Deans | Review and update of HESF Risk assessment report for Teaching<br>(HESF Standard 3.2) |

## ACADEMIC POLICIES CURRENTLY UNDER REVIEW

1. Progress, Supervision and Assessment Policy – Coursework Programs with a Research Component – working party Chaired by Dr Rachel Richardson  (APRC 16/21, 05.10.16)
2. Credit Policy – Limits & Articulated Courses – review undertaken by Professor Sandra Wills  (Item 4.4, APRC meeting 05.10.16)
3. Higher Doctorate Policy – commissioned by Academic Programs and Regulations Committee.  Referred to Research Office  (APRC 16/28, 07.10.15; Item 4.5, APRC meeting 05.10.16)

# 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 |
|---|---|---|---|
| Annual Report from University Medals Committee | Presiding Officer, UMC | Academic Senate | Annually – meeting 1 |
| Overview of International Linkages & Partnership Arrangements (AS 12/148, 28.11.12 refers) | PVC (International Education & Partnerships) | Academic Senate | Annual report – meeting 1 With updates to each meeting as appropriate |
| Student Academic Misconduct Policy – report on cases of suspected & alleged academic misconduct investigated (Part E, clause 48) (approved AS 09/138, 23.09.09) | DVC (Academic) (prepared by Executive Officer, Academic Senate) | Academic Senate | Annually-meeting 2 |
| 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 137)<br><br>This is consistent with compliance in the firm foundations component of the CLT Plan | DVC (Academic) & PVC (Student Learning) | Academic Senate | Annually–meeting 3 |
| Report on the implementation of the University's Curriculum, Learning & Teaching Plan, including:<br><br>• Report on tracking of course approvals through academic committees (approved AS 09/138, 23.09.09)<br><br>• Report on Smart Learning Project | DVC (Academic) & Curriculum, Learning & Teaching Committee<br><br>Academic Secretary, through the CLTC<br><br>Director, Smart Learning | Academic Senate | Annually–meeting 3 |
| HDR Annual Report - report on scholarships offered/uptake, admissions, completions/termination/drop-out rate, average time enrolled, | Research Committee | Academic Senate | Annually-meeting 4 |

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| examination outcomes, progress reports (approved AS 09/138, 23.09.09) | | | |
| Report on the performance of the University with respect to Research | Research Committee | Academic Senate | Annually–meeting 4 |
| Consider & approve amendments to Academic Risk & Risk Mitigation Schedule recommended by Faculty Boards, Divisions & Office of Research (AS 14/184, 26.11.14) | Presiding Officer, Academic Senate | 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 |
| 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 to Academic Senate for noting | Deputy Vice-Chancellors | Academic Senate | Annually–meeting 5 |
| Report at conclusion of each annual round of academic staff promotions (AS 14/198, 26.11.14) | Vice-Chancellor & Executive Deans | Academic Senate | Annually–meeting 5 |
| 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 | Academic Senate | Annually–meeting 5 |
| 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 |
| Regular reports on the implementation of the Assessment & Moderation Policy | Chair, Assessment & Moderation Implementation Steering Committee | Academic Senate | As required |