
ACADEMIC STANDARDS AND POLICY COMMITTEE

2:00pm – 4:00pm, Tuesday 26 September 2017

Senate Room, Quadrangle (A14)

Members Present: Professor Jane Hanrahan (Chair); Helen Agus (Science) (from 3:15pm); Andrew Barnes (Conservatorium); Dr Vasiliki Betihavas (Nursing); Isabella Brook (President, SRC); Associate Professor Vincent Gomes (Engineering & IT); Professor Manuel Graeber (Medicine); Associate Professor Glen Hill (Architecture, Design & Planning); Georgia Mantle (Undergraduate Student); Associate Professor Tony Masters (Chair of the Academic Board); Associate Professor Peter McCallum (Director, Educational Strategy) (for Professor Pip Pattison); Associate Professor Maurice Peat (Business); Samay Sabharwal (Nominee, SUPRA); Dr Debra Shirley (Health Sciences); Professor Anne Twomey (Law); Professor Sandra van der Laan (Business).

Attendees: Dr Matthew Charet (Secretary); Associate Professor Ross Coleman (Director, Graduate Research) (for Items 4.5 – 4.8); Idena Rex (Head, Student Affairs Unit) (for Item 5.3); Tim Robinson (Manager, Archives and Records Management Services) (for Item 4.1).

Apologies: Associate Professor Tim Allender (Education & Social Work); Associate Professor Alex Chaves (Veterinary Science); Dr Frances Di Lauro (Arts & Social Sciences); Kerrie Henderson (Office of General Counsel); Associate Professor Veysel Kayser (Pharmacy); Dr Peter Knight (Medicine); Associate Professor Mark Melatos (Arts and Social Sciences); Professor Pip Pattison (Deputy Vice-Chancellor (Education)) (Associate Professor McCallum attending instead); Amy Wenham (Postgraduate Student).

7/2017

MINUTES

1 WELCOME AND APOLOGIES

The Chair welcomed Samay Sabharwal as the new nominee of the President of SUPRA, and Professor Sandra van der Laan, who replaces Associate Professor Geoff Frost as representative of the Business School. Apologies were extended as recorded above.

2 PROCEDURAL MATTERS

2.1 Minutes of the Previous Meeting

Subject to the correction of several records of attendance, the minutes of the previous meeting held on 8 August 2017 were approved as a true record of that meeting.

Resolution ASPC17/7-1

That the Academic Standards and Policy Committee resolve that the amended minutes of meeting 6/2017, held on 8 August 2017, be confirmed as a true record..

2.2 Business Arising

There was no business arising from the previous meeting.

3 STANDING ITEMS

3.1 Report of the Chair

The Chair advised that she had nothing to report.

Resolution ASPC17/7-2

That the Academic Standards and Policy Committee note the report of the Chair.

3.2 Report of Academic Board

Associate Professor Masters advised that he had nothing to report further to the written report circulated with the agenda.

Resolution ASPC17/7-3

That the Academic Standards and Policy Committee note the report of the Academic Board

meeting held on 29 August 2017.

4 ITEMS FOR ACTION

4.1 Consultation Drafts – Privacy and Recordkeeping policies

Further to the written report circulated with the agenda, Mr Robinson advised that these proposals reflect not only the University's compliance with the *State Records Act 1998 (NSW)*, but also to clarify for staff what needs to be done in relation to the University's record keeping and privacy obligations. The current revised versions of these policies also enable a simpler update process for future amendments, by separating different aspects of process into discrete sections of the policy. Members were advised that procedures are currently in development for future dissemination.

The committee agreed to endorse these amendments to the Academic Board for noting, being advised that implementation authority rests with the Office of General Counsel.

Resolution ASPC17/7-4

That the Academic Standards and Policy Committee recommend that the Academic Board note the consultation drafts of the Recordkeeping Policy 2017 and Privacy Policy 2017 ("the Policies"), as presented.

4.2 Course Review Template

The Chair advised that this proposal has been revised following discussion at the Undergraduate and Graduate Studies Committee meetings of 19 September 2017, to clarify some of the wording and better present our obligations for reporting on learning outcomes and graduate qualities. The inclusion of assessment plans has also been incorporated. The Secretary undertook to circulate the amended version to members for noting.

The proposal was endorsed for presentation to the Academic Board.

Resolution ASPC17/7-5

That the Academic Standards and Policy Committee recommend that the Academic Board:
(1) endorse the proposal to establish a University-wide course review process; and
(2) endorse the Course Review Template, as presented,
with effect from 1 January 2018.

4.3 Higher Education Standards Framework and University Policy

Associate Professor McCallum informed members that this is a revised version of a proposal which had previously been considered by the committee, now incorporating feedback provided on the earlier draft. Members were advised that the section of the *Learning and Teaching Policy 2015* relating to staff qualifications has been clarified to enable delivery of course content by those who may not meet the standards (such as industry professionals and students) provided such teaching is supervised by a staff member who holds the required qualification. Reference to the Australian Higher Education Graduation Statement (AHEGS) has also been removed from both the *Learning and Teaching Policy* and the *Procedures*. Associate Professor McCallum advised that a further amendment will be brought to a future meeting to clarify the governance of transcripts and testamurs.

The version of the *Student Placement Policy 2015* is largely the same as previously presented and has now been endorsed by the Office of General Counsel.

The current *Agreements for Educational Services Policy 2011* will be replaced by the new *Educational Services Agreements Policy 2017* and the previous policy is to be rescinded. Members were also informed that the *Guidelines for Inter-institutional Agreements 1997* has already been rescinded by the Academic Board on 29 August as endorsed at the previous meeting of the Academic Standards and Policy Committee.

Subject to a number of typographical corrections, the amended proposals were endorsed for presentation to the Academic Board.

Resolution ASPC17/7-6

That the Academic Standards and Policy Committee:
(1) recommend that the Academic Board approve the amendment of the Learning and Teaching

- Policy 2015 and the Learning and Teaching Procedures 2016, and recommend that the Academic Board adopt the amended Policy and Procedures;
- (2) recommend that the Academic Board approve the amendment of the Student Placement Policy, and recommend that the Academic Board adopt the amended Policy;
 - (3) recommend that the Academic Board invite the Vice Chancellor to approve the Educational Services Agreements Policy 2017, and recommend the adoption of the amended Policy; and
 - (4) recommend that the Academic Board invite the Vice Chancellor to rescind the Agreements for Educational Services Policy 2011 and the Agreements for Educational Services Procedures 2011, as presented.

4.4 Amendments to the Assessment Procedures 2011

The Chair informed members that this proposal had been referred to the Academic Board following its endorsement at the last meeting of the Academic Standards and Policy Committee, and that it had been referred back to the committee following feedback provided by the Academic Board. The Chair has suggested that this feedback does not directly relate to the proposed amendments as submitted to the 8 August 2017 meeting and so the original proposal is resubmitted for endorsement by the committee, for presentation to the Academic Board.

In discussion, it was observed that there is no delegation for return of results and this was suggested for future development.

Subject to a number of typographical corrections, the proposal was endorsed for presentation to the Academic Board.

Resolution ASPC17/7-7

That the Academic Standards and Policy Committee recommend that Academic Board:

- (1) approve the amendment of the Assessment Procedures 2011, as presented; and
- (2) approve the adoption of the amended policy with effect from 23 October 2017 (for Semester 2 examinations).

4.5 Amendments to the University of Sydney (Higher Degree by Research) Rule 2011 (as amended)

Associate Professor Coleman advised that the proposed amendments are necessitated by changes to the *University of Sydney (Delegations of Authority – Academic Functions) Rule 2016* to ensure that the HDR Rule aligns with the updated delegations.

The proposal was endorsed for presentation to the Academic Board.

Resolution ASPC17/7-8

That the Academic Standards and Policy Committee recommend that the Academic Board:

- (1) endorse the amendments to the University of Sydney (Higher Degree by Research) Rule 2011 (as amended); and
- (2) recommend that Senate approve the amendment of the policy.

4.6 Amendments to the Progress Planning and Review of Higher Degree by Research Students Policy and Procedures 2015

Associate Professor Coleman advised that the proposed amendments for this and Items 4.7 and 4.8 have been recommended by the Office of General Counsel to reflect changes to the *University of Sydney (Delegations of Authority – Academic Functions) Rule 2016* and the *University of Sydney (Governance of Faculties and University Schools) Rule 2016*. He further advised that inconsistencies in definition (as raised at the Graduate Studies Committee meeting of 19 September 2017) would be addressed before presentation of the amendments to the Academic Board.

Subject to the making of these amendments, the proposal was endorsed for presentation to the Academic Board.

Resolution ASPC17/7-9

That the Academic Standards and Policy Committee recommend that the Academic Board approve the amendment of the Progress Planning and Review of Higher Degree by Research Students Policy 2015 and the Progress Planning and Review of Higher Degree by Research Students Procedures 2015, as presented.

4.7 Amendments to the Supervision of Higher Degree by Research Students Policy 2013

This item was discussed under Item 4.6 above.

Resolution ASPC17/7-10

That the Academic Standards and Policy Committee recommend that the Academic Board approve the amendments to the Supervision of Higher Degree by Research Students Policy 2013, as presented, and adopt the amended policy.

4.8 Amendments to the Thesis and Examination of Higher Degrees by Research Policy 2015

This item was discussed under Item 4.6 above.

Resolution ASPC17/7-11

That the Academic Standards and Policy Committee recommend that the Academic Board approve the amendments to the Thesis and Examination of Higher Degrees by Research Policy 2015, as presented.

4.9 Nursing: Faculty Resolutions

This proposal was endorsed for presentation to the Academic Board.

Resolution ASPC17/7-12

That the Academic Standards and Policy Committee recommend that the Academic Board approve the amendment of the Resolutions of the Faculty of Nursing and Midwifery, as presented, with effect from 1 January 2018.

4.10 Pharmacy: Faculty Resolutions

This proposal was endorsed for presentation to the Academic Board.

Resolution ASPC17/7-13

That the Academic Standards and Policy Committee recommend that the Academic Board approve the amendment of the Resolutions of the Faculty of Pharmacy, as presented, with effect from 1 January 2018.

4.11 Science: Faculty Resolutions

This proposal was endorsed for presentation to the Academic Board.

Resolution ASPC17/7-14

That the Academic Standards and Policy Committee recommend that the Academic Board approve the amendment of the Resolutions of the Faculty of Science, as presented, with effect from 1 January 2018.

5 ITEMS FOR NOTING

5.1 Educational Integrity Trend Report, Semester 1, 2017

Associate Professor McCallum observed that the report suggests that international students are more likely to breach policy than domestic students, and that the matter would be referred to the International Student Experience Taskforce, with a request that that group develop strategies to address this area. More generally, it was observed that incidence of second offences and breaches by students above first year remain low (suggesting that remediation strategies are effective). Increased engagement with the online learning tool has also enabled speedy turn-around of cases, which assists with the timely processing of results. Feedback for individual faculties is provided in the report, and Faculty Boards are required to assess and act on the reports on an annual basis.

In discussion, it was observed that the new centralised reporting process is cumbersome and that this may be contributing to a decline in incidents being reported (as staff may simply not be reporting). Associate Professor McCallum advised that the process is intended to be easier than the previous reporting process and that he will revisit this offline to see where the sticking points are. It was observed that the need to enter individual incidents separately is time consuming, and that the technical interface resets all fields if the user fails provide the attachment on each attempt; this should be addressed to enable retention of form data and speed up processing time.

Resolution ASPC17/7-15

That the Academic Standards and Policy Committee recommend that the Academic Board note the Educational Integrity Trend Report, Semester 1, 2017.

5.2 Education Key Performance Indicators 2016 Performance and 2017 Targets

In discussion, the possibility of a connection between KPIs and funding was raised. Assigning defined values for some of the KPIs might also have unexpected outcomes.

Resolution ASPC17/7-16

That the Academic Standards and Policy Committee recommend that the Academic Board note the Education Key Performance Indicators 2016 Performance and 2017 Targets, as presented.

5.3 Student Misconduct Report 2015-2016

The Chair informed members that during 2016, Senate agreed to request that the NSW Government repeal Chapter 8 of the *University of Sydney By-law 1999 (as amended)* and replace it with the *University of Sydney (Student Discipline) Rule 2016*. The circulated report is the final report required under the By-law.

In discussion, it was observed that under the By-law, anyone was able to report misconduct to the Registrar and that this is no longer the case, with all reports required to come via a faculty. The current report only provides a summary of cases in which misconduct has been found (as required by the By-law), and inclusion was requested of the number of cases initially raised as a comparator (that is, the cases in which the Registrar determined that there was “no finding”). The inclusion of this information is helpful to flag potentially serious issues that may not reach the threshold of the Registrar’s intervention but that may nevertheless need to be addressed at the local level. Expansion on the range of penalties enacted would also be helpful, as would a mechanism to provide feedback or resolution to the individual Unit of Study Coordinator who may have raised the issue in the first instance. This latter is particularly helpful to both close the loop on cases raised, as well as serving an educational function to enable staff to develop an expectation of the severity of some actions over others.

Ms Rex undertook to provide an amended report for noting by the Academic Board.

Resolution ASPC17/7-17

That the Academic Standards & Policy Committee recommend that the Academic Board note the Student Misconduct Report 2015 – 2016, as amended.

6 OTHER BUSINESS

6.1 Any Other Business

Professor Graeber expressed concern regarding two issues relating to privacy. Use of the non-business version of Skype on appointment committees of the University was noted, with the advice that the standard version of Skype is not private; its use should therefore be discouraged and the officially available business version used instead. A University-owned cloud solution would be even better. The request to all researchers to obtain an ORCID online researcher identification number was also raised as a concern, as subscribers sign off privacy rights to a foreign administration as stated in their terms.

Associate Professor Masters recommended that these issues be referred to the Provost for response.

There being no other business, the meeting concluded at 3:26pm.

Next meeting: 2:00pm – 4:00pm, **Tuesday 14 November 2017**
Senate Room, Quadrangle

A full copy of the Academic Standards and Policy Committee papers is available at:
sydney.edu.au/secretariat/pdfs/academic-board-committees/academic-standards/2017/20170926-ASPC-Agenda-Pack.pdf