

SCHOOL OF (Name of School) SCHOOL ACADEMIC COMMITTEE

The inaugural meeting (Meeting 09/01) of the School Academic Committee of Academic Senate of the University of Western Sydney will be held on **(date) 2009** at **(time)** in the **(venue)** at **(campus)**.

For apologies and enquiries, telephone (02) (phone number of Secretary to SAC), fax (02) (fax number of Secretary to SASQAC) or email (Secretary's email address)@uws.edu.au

AGENDA

(For guidance purposes only)

1 PROCEDURAL MATTERS

☆1.1 INTRODUCTION AND APOLOGIES

The Chair of the Committee, (Name of Chair), will chair the meeting. The Chair will provide an outline of the Committee's role and schedule for the year ahead.

As at (date), apologies have been received from (names of those who have tendered their apology).

☆1.2 STARRING OF ITEMS

Members will be asked which items they wish starred for discussion.

Apart from procedural items, items already starred on the agenda are:

- 3.1 Applications for Review of Grade
- 3.x (names of other starred items as applicable)

It is recommended:

That the documents for all unstarred agenda items be noted and, except where alternative action is noted as appropriate, all recommendations contained in those items be endorsed.

☆1.3 ORDER OF BUSINESS

If a re-arrangement of the order of business is required.

1.4 OTHER BUSINESS

Members are invited to nominate other relevant matters, noting that such items will normally be included on the agenda for a future meeting.

☆1.5 MINUTES OF THE PREVIOUS MEETING

SAC09/01-1.5

(For subsequent meetings)

The minutes of the previous meeting held on (date) require confirmation.

It is recommended:

That the minutes of the meeting of the School of [name of school] Academic Committee held on (date of meeting) be confirmed as an accurate record.

2 BUSINESS ARISING

2 BUSINESS ARISING FROM THE MINUTES OF PREVIOUS MEETING

2.1 (NAME OF ITEM)

Brief details of item considered at previous meeting that requires further reporting of action/status and include name of responsible officer to present report).

3 GENERAL BUSINESS

(Note: There are four mandated meetings this year. Two meetings will have a student's results focus, to enact delegated responsibility for results. However, these meetings do not have to be restricted to results processing.

The following agenda items may be deleted from a particular meeting agenda if not applicable).

Determinations by the SAC:

☆3.1 APPLICATIONS FOR REVIEW OF GRADE

SAC09/01-3.1

The Committee is required to consider and determine applications for Review of Grade.

It is recommended

That the School of [name of school] Academic Committee consider and approve, where applicable, applications for Review of Grade as contained in the agenda paper.

☆3.2 APPLICATIONS FOR SUPPLEMENTARY ASSESSMENT

SAC09/01-3.2

The Committee is required to consider and approve applications for a supplementary assessment from students who failed in a final unit.

It is recommended

That the School of [name of school] Academic Committee consider and approve, where applicable, applications for a supplementary assessment from students who failed in a final unit as contained in the agenda paper.

Recommendations and reports to the College Education, Assessment and Progression Committee:

☆3.3 **PROCESS AND REVIEW STUDENT RESULTS** **SAC09/01-3.3**

The Committee is required to process and review student the results contained in the attached agenda paper, including recommending unit results to your College Education, Assessment and Progression Committee (CEAPC). If relevant, the SAC should provide a written report to the CEAPC to accompany the recommended results for units, identifying significant variability or anomalies.

It is recommended

That the School of [name of school] Academic Committee recommends to the College of (name of College) Education, Assessment and Progression Committee the student results, including unit results, considered at meeting held on (date).

☆3.4 **APPLICATIONS RELATING TO CONCURRENT STUDY** **SAC09/01-3.4**

The Committee is required to consider, and make recommendations to the College Education, Assessment and Progression Committee regarding the applications from students for grades achieved through approved concurrent study at other institutions that are to be included in the calculation of the GPA, contained in the attached agenda paper.

It is recommended

That the School of [name of school] Academic Committee recommends to the College of (name of College) Education, Assessment and Progression Committee the applications from students for grades achieved through approved concurrent study at other institutions that are to be included in the calculation of the GPA, considered at meeting held on (date).

☆3.5 **CONSIDERATION OF NEW AND AMENDED UNITS** **SAC09/01-3.5**

The Committee is required to consider proposals for new units, and major and minor unit changes, and recommend such any necessary amendments to the College Education, Assessment and Progression Committee.

It is recommended

*That the School of [name of school] Academic Committee recommends to the College of (name of College) Education, Assessment and Progression Committee amendment as indicated to the following proposed new units:
(list names of units and indicated changes required – normally identified by track changes).*

It is recommended

*That the School of [name of school] Academic Committee recommends to the College of (name of College) Education, Assessment and Progression Committee amendment as indicated to the following proposed major variations to existing units:
(list names of units and indicated changes required – normally identified by track changes).*

It is recommended

That the School of [name of school] Academic Committee recommends to the College of (name of College) Education, Assessment and Progression Committee amendment as indicated to the following proposed minor variations to existing units: (list names of units and indicated changes required – normally identified by track changes).

☆3.6 CONSIDERATION OF NEW COURSE PROPOSALS SAC09/01-3.6

The Committee is required to consider proposals for new courses.

It is recommended

That the School of [name of school] Academic Committee notes the proposed course entitled (name of course).

Reporting activities of the SAC:

3.7 REPORTS FROM THE OFFICE OF PLANNING AND QUALITY SAC09/01-3.7

The Committee is required to respond annually to reports from the Office of Planning and Quality.

3.8 REPORTS RELATING TO RESEARCH ACTIVITY SAC09/01-3.8

The Committee is required to monitor research activity in the School and provide reports to the relevant College Higher Research Degrees Committee, as required.

Other activities of the SAC:

3.9 ETHICAL SCHOLARSHIP

The Committee is required to develop strategies for supporting ethical scholarship in the School, particularly in relation to instances of poor scholarship, and academic misconduct.

3.10 ACADEMIC QUALITY

The Committee is required to assure quality for, and oversee within the School, the following:

- (a) academic integration plans;
- (b) admission of honours students;
- (c) honours topic areas, and supervision arrangements;
- (d) decisions relating to special consideration;
- (e) measures to support attainment by students of graduate attributes; and
- (f) strategies for students at risk.

3.11 TRAINING PRACTICE

The Committee is required to develop good teaching, learning and research training practice in the School.

3.12 SAC MEETING SCHEDULE FOR 2009

The SAC meeting schedule for 2009 is as follows:

(DATES)

4 REPORTS AND RECOMMENDATIONS FROM SENATE COMMITTEES

4.1 ACADEMIC SENATE**SAC09/01-4.1**

The SAC is required to respond to academic matters or processes referred by the Academic Senate or Chair of Academic Senate, such as reviews of academic policies, convening related academic forums within the school, as necessary.

It is recommended:

That the School of [name of school] Academic Committee considers the referral from Academic Senate regarding (details) and respond as appropriate.

4.2 COLLEGE EDUCATION, ASSESSMENT AND PROGRESSION COMMITTEE**SAC09/01-4.2**

The SAC may be required to respond to academic matters or processes referred by the College Education, Assessment and Progression Committee, as necessary.

It is recommended:

That the School of [name of school] Academic Committee consider the referral from the College Education, Assessment and Progression Committee regarding (details) and respond as appropriate.

5 FOR INFORMATION

(ITEMS OF INTEREST RELATED TO THE SAC TERMS OF REFERENCE)

6 NEXT MEETING

The next meeting of the SAC will be held on **(date) 2009** in the **(venue and campus)**, commencing at (time).