

 **Date of Meeting ACADEMIC SENATE POLICY COMMITTEE ITEM x.xx**

**[Name of Policy DOCUMENT]**

# PURPOSE:

To present Academic Senate Policy Committee (ASPC) with the [*insert name of policy document*] for discussion/noting/comment/endorsement.

# BACKGROUND:

[Suggested content]

Identify when this policy document is due for review and issues identified.

If it’s a new document, does it replace any existing document/s? If it is an addition to the Policy DDS, why is it required?

# DISCUSSION:

[Suggested content]

Who has been consulted to date in reviewing the policy document? What significant changes have been made through this consultation? Are there any resource implications arising from the revised/new document? Does the document need a specific implementation plan?

When was the policy document posted on the Policy DDS Bulletin Board – how many views and responses? What is the Head Policy? Are the approval authorities the same?

# RECOMMENDATION:

That Academic Senate Policy Committee [provide feedback/recommend/endorse the revised *Name of Policy Document* to be progressed to Academic Senate for approval.]

**[POLICY OWNER or ASPC MEMBER’S NAME]**

**[POLICY OWNER or ASPC MEMBER’S POSITION]**

*Prepared by: [Insert name/position]*

*Attachment 1: Revised [document] – Track Changes*

*Attachment 2: Revised [document] – Clean Version*

*Also ensure that there will be someone available to introduce this item to the ASPC meeting. In most cases it is the Policy Owner or ASPC Member responsible for the policy. You need to ensure that the appropriate person will be able to attend the meeting. The finalised covering paper needs to be approved by the executive sponsor and sent to Gillian Brown* *Gillian.Brown@westernsydney.edu.au* *for consolidation into the ASPC papers by the agenda closing date (two weeks before the date of the meeting).*