

ARD COMMUNIQUÉ

EDUCATIONAL POLICY &
COMMITTEE NEWS

September 2005

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*Secretariat
University of Wollongong
Wollongong, NSW 2522
Australia*

REGULAR FEATURES

Purpose of the Secretariat:

Far beyond the perception of minute taking and administration, the Secretariat aims to achieve excellence in the facilitation of Governance within the University. The team is committed to continual improvement and is constantly striving to achieve a high level of professionalism and information management. Through the creation of a supportive and responsive business culture, the Secretariat endeavors to understand and meet their customers' needs.

By building relationships with committee Chairs, faculty representatives and managers, while also liaising with the wider community and student body, the Secretariat seeks to anticipate and determine customer needs. The Secretariat's focus on service quality, effective communication and mutual feedback with stakeholders, creates an environment of ongoing learning and improvement.

"Excellence cannot just be the end result but the entire journey of achieving it and you can achieve it with the right processes and materials."

Kerzner, 2003

Core functions of the Secretariat include:

- ◆ Support for the University's academic decision making through servicing senior University committees and working parties.
- ◆ Administration of elections to central University committees.
- ◆ Production of publications, including the Undergraduate and Postgraduate course handbooks, the University Annual Report and Student Guide.
- ◆ Functions relating to educational policy and practice, including course and subject approval, development of new and reviews of existing policies and guidelines; and maintenance of the University's online Policy Directory.
- ◆ Coordination of the ceremonial aspects of the University's graduation ceremonies.
- ◆ Facilitation of University self-assessment and self-audit (quality assurance) for accountability, benchmarking and continuous improvement in its academic programs, for the delivery of quality services and functions at all campuses.

Secretariat officers & faculties:

In order to establish better relations with faculties and ensure there are consistent lines of communication and support between the Secretariat and each of the faculties across campus, the following Secretariat officers have been aligned with the faculties as listed below:



Nancy, Anna, Theresa, Michelle, Tori, Jenny, Carly, Angelina, Leonie, Julia

Arts:	Julia Hutchinson (x5972)
Commerce:	Julia Hutchinson (x5972)
Creative Arts:	Anna Maskiell (x4846)
Education:	Jenny Reiners (x3216)
Engineering:	Tori McLaughlin (x5408)
H&BS:	Angelina Panetta (x3079)
Graduate	
Medical School:	Angelina Panetta (x3079)
Informatics:	Tori McLaughlin (x5408)
Law:	Carly Evans (x4414)
Science:	Carly Evans (x4414)
Research:	Jenny Reiners (x3216)
Other campuses:	Jenny Reiners (x3216)

Staff Profile: Jenny Reiners



Working Background

Jenny spent 10 years teaching Physical Education in secondary schools in rural South Australia and Adelaide which included teaching at Booleroo Centre High School, the smallest rural high school in the State. Following this, Jenny became the Manager of the Integrated Planning and Development team in the South Australian Office for Recreation and Sport. In this role she was responsible for developing recreation trails in South Australia and recreation planning at the regional level. Her best experience within this position was working with the Clare Valley community to upgrade the Riesling Trail, the world-renown rail trail. Jenny was then appointed the Project officer within the Office, responsible for developing opportunities for women and girls in sport. During this time she helped to establish women’s football (that is Australian Rules) and women’s soccer programs as well as talent camps for high school girls.

Personal

Jenny moved to Wollongong to be with her partner in November 2004. The things she misses about South Australia are her daughter Jessica, family, friends, Coopers Pale Ale and especially South Australian wine.

Current Position

Jenny is the Policy analyst within Secretariat and supports the Education Policy Review Sub-committee (EPRS) committee as well as coordinating December Graduation. She is currently aligned with the Faculty of Education, Research and other campuses.

WHAT’S NEW

Latest Graduation report reveals the importance of academic procession....

Six graduation ceremonies were held in July this year, over three days. For the first time, feedback on the ceremonies was sought from all attendees via a graduation survey.

The overall feedback from the responses suggests that graduation ceremonies are a positive, satisfying and memorable experience. Of the respondents, a total of 81% answered the open ended question *“What did you like the most”*. Of this, 18.3% commented on the Presentation of Awards being the most liked. An equal 15.7% commented on both Ceremony and Speakers. Music came next with 13.0% and 11.3% on the Atmosphere.

The report also revealed the vital role that Academic staff play in graduation ceremonies. Comments received from those who completed the questionnaire reflect a positive response to having academic staff present at the ceremonies.

Graduands commented that they appreciated:

*“the procession” and “seeing my lecturers on the day”
 “The atmosphere, it was very impressive, I will never forget it.”*

The number of academics involved in the academic procession was low in the July ceremonies due to scheduling during session break as well as an overlap with enrolment.

All academics are encouraged to participate in the ceremonies as it means a great deal to our graduands.

For further information, or a copy of the report, contact Paola Ciccarelli on extension 5014.

UIC International Links Grants

The University Internationalisation Committee (UIC) provides grants each year to fund projects that support the development of robust research and teaching collaborations with strong international partner institutions.

This year, there were 30 applications from eight Faculties. The UIC selected 16 proposals for funding under the scheme. In addition, a contribution from the Pro Vice-Chancellor (Research) has allowed three additional proposals to receive travel funding. In total, \$109,000 funding was allocated. The grants will support collaborations across the University, with a wide range of strong partner institutions in seven countries.

All staff are encouraged to contact grant recipients should the potential for broader interaction be identified. For further information, and for a list of grant recipients and the partner institutions with which they will be collaborating, please visit:

<http://www.uow.edu.au/research/rso/grants/outcomes/internal/2005/2005-uic-international.html>

Upcoming Audits:

2005 annual audit of new subject proposals for 2006

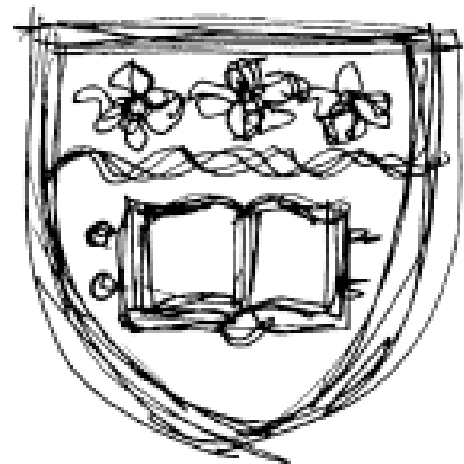
The annual audit of new Subject Proposals for 2005 will commence shortly. Faculties have recently been requested to submit listings of new undergraduate and postgraduate subject proposals. Up to 10% of new subjects from each Faculty will be selected at random. The findings of the audit will be reported to the University Education Committee by November.

Further information can be found at:

<http://www.uow.edu.au/handbook/courserules/assessment.html#gradespg>

2005 sample audit of subject outlines

Following the Review of Assessment Practices and Policies (RAPP) in February 2004, a sample audit of Subject Outlines will be taken to gauge compliance in accordance with the guidelines for Schedule 1 under the Code Of Practise Teaching and Assessment. This will be conducted shortly for subjects taught in Spring session 2005. A random listing of 10% of subjects offered in Spring session for each Faculty has been selected and Faculties are requested to submit copies of these subject outlines to Secretariat by Friday 7 October, 2005.



For further information on either audit, please contact Paola Ciccarelli on extension 5014.

ARD Focus Group Report

"If I'd known about the student services available to me earlier it would've made my first year at UOW much easier" (focus group participant)

The ARD Focus Group Report summarises the results of seven focus groups that were conducted during Autumn Session of 2005 to assess Student Satisfaction with University services, particularly the Academic Registrar's Division. Focus groups were conducted with varying student groups, including: first year, second year, third year, international, research and postgraduate coursework students. The report addresses the themes that emerged from the focus group sessions including recommendations and conclusions. The context of the study is provided as well as supporting statistical information, which was gathered simultaneously via a student Questionnaire.

The three key themes discussed in the report are: communication channels within the University, student awareness of services, and the quality, helpfulness and efficiency of customer service. Within these categories, the UOW website, SOLS Mail, communication and marketing of services and information management during enrolment were particularly highlighted as areas of importance for students.

Interesting comparisons were found between different student groups and the report revealed the changing experience of a UOW student as they progress through their degree.

For a copy of the report and further information, please contact Anna Maskiell on annam@uow.edu.au or ext. 5309.

Subject Evaluation Surveys:

Subject Evaluation Surveys were introduced across the entire University in 2005 and will now be available for students to complete via SOLS four weeks prior to the end of each session (being the end of exam period). Surveys for Spring session 2005 will become available to students in all active subjects for that particular session on Friday 14 October.

Whilst the survey is optional for students, lecturers and tutors are asked to encourage students to complete the survey. Feedback gained from surveys will provide important information regarding the level of satisfaction students are experiencing with individual subjects.

Subject Evaluation Survey Guidelines have been developed which identify how the Subject Evaluation Survey process is managed as well as clarifying the responsibilities of staff in regards to proper protection and the appropriate handling of Subject Evaluation Survey information.

PDF reports outlining results from Autumn session Subject Evaluation Surveys have been distributed to Deans. It is the responsibility of Faculty's to distribute PDF reports to relevant staff members. Deans and Heads of Schools will have varying levels of access to COGNOS which will allow them to analyse Subject Evaluation Survey data in greater detail.

Information about the Subject Evaluation Survey, including a copy of the Guidelines and summarised results from Autumn session 2005, are available on the University website at: <http://www.uow.edu.au/about/teaching/excellence/subjectsurvey.html>

If you have any questions about the Subject Evaluation Surveys please contact, Julia Hutchinson on ext. 5972

APPROVED COURSE PROPOSALS

May 2005 – September 2005

NEW COURSES

- Graduate Certificate in Legal Practice and Advocacy (Prosecutions)
- Graduate Certificate in Legal Practice and Advocacy (Defence)
- Graduate Diploma in Prosecutions
- Master of Laws (Prosecutions)
- Bachelor of Business Administration (Tourism Management)
- Bachelor of Business Administration (Event Management)
- Graduate Certificate in Commerce
- Bachelor of Laws and Combined Bachelor of Laws Programmes

MAJOR AMENDMENTS

- Master of International Business
- Graduate Certificate in International Business
- Bachelor of Information and Communication Technology
- Bachelor of Engineering (Computer, Electrical & Telecommunications Engineering)
- Bachelor of Engineering (Hons)
- Bachelor of Engineering double degrees with Arts, Commerce, Math, Science

MINOR AMENDMENTS

- Bachelor of Arts
- Graduate Certificate in Management
- Bachelor of Business Administration
- Certificate in Teaching Software Design and Development
- Bachelor of Computer Science
- Graduate Diploma in Legal Practice
- Graduate Certificate in Forensic Accounting
- Graduate Certificate in Banking and Finance
- Graduate Certificate in Management
- Graduate Certificate in Business
- Graduate Certificate in Marketing
- Graduate Diploma in Business Administration
- Commerce Coursework Masters Degrees
- Graduate Diploma in Education
- Master of Computer Studies
- Bachelor of Mathematics and Finance

For more information about course approvals, please visit

<http://www.uow.edu.au/about/teaching/approval/index.html>.

Or contact Tori McLaughlin ext. 5408.

WHAT'S NEW

Update on Rules, Policies and Guidelines

Minor Procedural Amendments to Rules for Student Conduct and Discipline

Academic Senate approved minor procedural amendments to the current Student Conduct and Discipline Rules at the April meeting. The amendments relate to the student appeal process from the Faculty Investigation Committee and the Thesis Investigation Committee to the Student Conduct Committee. For details of these amendments refer to points 7.3.3, 7.3.4, 11.3.4 and 11.4.4 of the Student Conduct and Discipline.

http://www.uow.edu.au/handbook/generalrules/student_discipline_rules.html

Review of Grades of Performance

The University Education Committee has endorsed changes to course rule 8.4.3 Withheld Grades that include discontinuing the use of the current withheld grades (WM, WA, WO, WE) and introducing the use of the following grades:

- WH: Withheld
- WHE: Withheld Extension
- IPC: In progress Coursework
- IPR: In progress Research
- ND: Not Declared

Changes to the course rule will be drafted by Secretariat and an implementation plan prepared for the approval of Academic Senate.

Review of Group Work

The Good Practice Assessment Working Group, chaired by A/Prof Heather Yeatman will re-convene to develop good practice guidelines for the assessment of group work activities. The ideas, practices and suggestions presented by faculties to the Education Policy Review Subcommittee as part of the consultation process will be considered by the working party and good practice examples for the guidelines will be added to further build on the existing Good Practice Assessment website.

Review of Special Consideration Policy

At the meeting of 21 September, the UEC agreed to establish a working party to investigate, review and report on Special Consideration, supplementary assessments and student requests to delete a fail grade from their Academic Transcripts. Feedback and consultations with the faculties, students and other stakeholders will be conducted.

For information on new upcoming Rules, Policies and Guidelines, please contact:

Jenny Reiners extn 3216
jenny_reiners@uow.edu.au
Policy Officer

Keeping in touch with Policy Developments:

Check out the **UOW Policy Directory** at the following web address:
www.uow.edu.au/about/policy/

NOMINATIONS FOR AWARDS NOW OPEN:

See Page 9 for details

OCTAL AWARDS
 Nominations close 7th October

Robert Hope Memorial Prize
 Nominations close 11th November

LATEST PROJECT UPDATE

Web Management Project:

The Web Management project will ensure our website delivers tangible business benefits. One of our major deliverables is the implementation of a web content management system (see below) which will make it easier to update pages and ensure they stay relevant and current. We have put together a project statement outlining the project's scope and deliverables and they include:

- a web content management system
- a support framework for content providers across campus
- a permanent web team to oversee the content, design and technology of the University website
- a change management plan
- development of a student extranet, staff intranet and the internet for marketing and recruitment purposes
- a continuous improvement model and subsequent processes (inc user testing and campus-wide feedback)
- integration of back-end systems into the web content management system
- a University website strategic plan

The project will be delivered over four phases and we are currently at the end of phase one – *The review of the existing website and management practices*. The other phases are:

- Implementation of a Web Content Management System
- Website Restructure
- Web Management Plan and Processes

We are currently working on the requirements for a Content Management System and will be meeting with all faculties and divisions to discuss their detailed web processes.

The project will be officially launched across campus by the end of September.

University Handbook Update:

The Handbook provides information about the courses and subjects offered by the University.

In 2006, the Handbook will contain three volumes:

- Undergraduate Handbook,
- Postgraduate Handbook, and
- the Calendar of Governance, Rules and Policies.

In previous years, the Undergraduate and Postgraduate Handbooks have each contained their own section of the rules, policies and general information, doubling up on the printing of these sections.

Faculties are currently in the process of updating their course structures and will soon be requested to update subject descriptions. The development of the Handbook requires support across all faculties and administration. Secretariat would like to thank the faculties for their responsiveness, assistance and generosity in providing their support.

The Handbooks will be printed and available to the University community in early January.

For further information, please contact Angelina Panetta, x3079.

Course Management Project:

The Course Management Project has arisen due to a number of issues that have come out of the Higher Education reforms, AUQA and ongoing policy review. There is a need to take a broad look at the way UOW manages its courses through the entire Course life cycle from creation to completion, and everything in between.

The Course Management Project will cover two key areas:

- a review of practices relating to courses
- the development of an integrated course management system to support our key policies and processes.

Some of the key deliverables the project will achieve are:

- Improved processes for course approvals and course amendments.
- Further development of the course database

The project is currently in the first phase which includes:

- Review of course approval procedures
- Gap analysis including the identification of issues and requirements for improvement
- Research into the current state of the course database and any major systems constraints or considerations.

Ideally we are aiming for the main parts of the project to be implemented by early 2007. For further information please contact:

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Leonie Kirchmajer
Course Management Coordinator
Academic Registrar's Division
University of Wollongong

Robert Hope Memorial Prize

Nominations open for the Chancellor Robert Hope Memorial Prize

The Chancellor Robert Hope Memorial Prize, named in honour of the University's first Chancellor, is the University Council's only prize. The recipient of this annual award receives a prize of \$10,000 as well as the Robert Hope Medal. The first Robert Hope Memorial Prize was awarded in 2004, to Yayaa Tsamenyi, a student from the Faculties of Commerce and Law.

All persons graduating from the University of Wollongong in 2005 with a Bachelor degree and at least 96 credit points from study at the University of Wollongong are eligible for the award, which is presented at the December 2005 graduation ceremonies.

The Nominee must have made a substantial contribution to the University community and/or broader community, with consistent excellent academic performance. All members of the University community are encouraged to promote this award and, in particular, to put forward for nomination the names of suitable students, and/or to encourage suitable students to nominate themselves. The closing date for nominations is **11 November 2005**.

For further information, please visit:

<http://www.uow.edu.au/student/prizes/ChancellorRobertHopeMemorialPrize.html>

2006 OCTAL Awards

Nominations open for the OCTAL Awards

Nominations are now open for the 2006 Vice-Chancellor's Awards for Outstanding Contribution to Teaching and Learning (OCTAL), awarded each year to academic staff who have made a major contribution to teaching and learning excellence within the University of Wollongong. An award of \$2000 is available for each faculty, as well as an award of \$2000 for an Early Career Academic and an overall prize of \$10,000 for the Vice-Chancellor's Teaching Award. Winners are eligible to be nominated for the National Teaching Awards in 2006. Nominations close on Friday 7th October 2005.

For award details and nomination forms please visit the Learning & Teaching website at:

http://www.uow.edu.au/about/teaching/award_octal.html.

COMING UP

Graduation – December 2005

Graduation is an important event in the life of a student at UOW, representing the culmination of years of hard work and determination. In its 54 years of educational achievement, the University has awarded over 60,000 degrees and diplomas.

In December 2005, over 2000 graduands are expected to attend the eleven ceremonies, to be held from Monday 12 December - Friday 16 December 2005 including one evening ceremony. The composition of each ceremony will be posted to the Graduation web site in late October/early November.

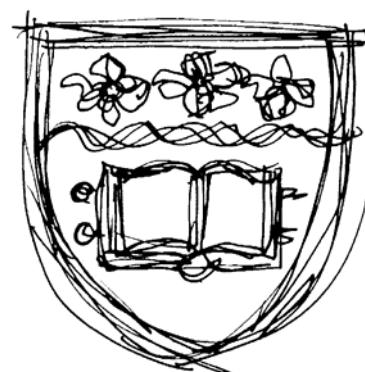
Applications to graduate close on **30 September**. Students will then receive correspondence via mail in early November. Late applications will not be considered.

To view more information on Graduation, including procedures on the day, important contacts, etc, visit:

<http://www.uow.edu.au/student/graduation/>

NEW AND UPCOMING RULES, POLICIES AND GUIDELINES APPENDIX – GLOSSARY OF ACRONYMS

- AUQA: Australian University Quality Agency
- ARD: Academic Registrar's Division
- CEDIR: Centre for Educational Development & Interactive Resources
- ELTIS: eLearning and Teaching Innovations Subcommittee (of UEC)
- EPRS: Education Policy Review Subcommittee (of UEC)
- ESDF: Educational Strategies Development Fund
- ESS: Equity and Student Support Subcommittee (of UEC)
- ILIP: Information Literacy Introduction Program
- MRP: Minimum Rate of Progress
- OCTAL: Outstanding Contribution to Teaching and Learning
- PVC(A): Pro Vice-Chancellor (Academic)
- QA: Quality Assurance
- RAPP: Review of Assessment Practices and Processes
- SMP: Student Management Package
- SPU: Strategic Planning Unit
- ToR: Terms of Reference
- UEC: University Education Committee
- UIC: University Internationalisation Committee
- URC: University Research Committee
- WAM: Weighted Average Mark
- WUC: Wollongong University College
- WUPA: Wollongong University Postgraduate Student Association
- WUSA: Wollongong University Undergraduate Student Association (formerly SRC)



LINKS TO PAST EDITIONS:

[Communiqué: Educational Policy and Committee Newsletter](#)

CONTACT COMMUNIQUÉ:

Any feedback should be forwarded to:
Officer: Anna Maskiell
Extn: #5309
Email: annam@uow.edu.au
Post: ARD, Secretariat, Building 36.