SUBJECT EVALUATION SURVEY

ONLINE NOW!!!

About the Survey:
The Subject Evaluation Survey was introduced across the University in 2005 and seeks students' opinions about the subjects in which they have been enrolled. While the survey was originally initiated as a quality mechanism, it is also a requirement for eligibility for the Australian Government’s Learning and Teaching Performance Fund. The Survey is undertaken for every subject instance at the end of each Session at all campuses including all offshore operations. The survey consists of nine standard questions, including seven core questions where students indicate their level of agreement to a statement on a scale and two free text response questions.

Help Us Promote the Survey:
In order for the survey to be effective, the University needs to improve the response rate. In all your contact and communications to students invite them to complete the Survey online through SOLS. For every subject they complete, they go into the draw to win an IPOD Shuffle.

How to find out more!
Visit http://www.uow.edu.au/about/teaching/excellence/subjectsurvey.html for full information, promotional packages and Terms and Conditions

Have a look at Graduation Central on Page 9
From the Manager’s Desk

We are now well into the swing of things with Autumn Session winding up, July Graduations on the horizon and planning for Spring Session underway. The Policy and Governance Unit is thrilled to have a new name which means much more to us than just a name change. For the University it means renewed energy in the direction that we have been heading in. The name change recognises our role in facilitating excellence in governance by supporting structures and in assisting academic, general and senior staff in making effective decisions. It also signals the role we will increasingly play in policy development.

Before the end of the year we hope to have a committee manual, complete with templates, available to assist all committee chairs, secretaries and members, in committee management. We also hope to have a new Policy template, toolkit and training sessions available. The Policy template is being piloted over the next few months. The Policy and Governance staff each have a faculty with whom they liaise regularly. If you are in the policy development process please do not hesitate to contact us for information.

On more academic matters, the Policy and Governance Unit is working in collaboration with academic and general staff on a number of policy reviews including:

- Special Consideration
- Discipline Rules
- Course and Award Rules
- Session management and Code of Practice Teaching and Assessment

Please call us if you want to know more about any of these items.

July graduations will occur on the 12th to 14th July, please feel welcome to contribute. It is exciting to see the students celebrate their achievements.

Finally I would be most grateful for any feedback on this newsletter. Please let me know if you would like more or less or different information. I look forward to your feedback.

Theresa Hoynes
Manager P&G Unit

Policy and Governance Officers & Faculties

Staff of the Unit act as liaison officers for faculties and units to ensure there are consistent lines of communication and support.

Arts: Paola Ciccarelli (x5014)
Commerce: Julia Payne (x5972)
Creative Arts: Catriona Taylor (x3079)
Education: Jenny Reiners (x3216)
Engineering: Tori McLaughlin (x5408)
Health & Behavioural Sciences: Catriona Taylor (x3079)
Graduate School of Business: Julia Payne (x5972)
Graduate School of Medicine: Tori McLaughlin (x5408)
Informatics: Chris Mowbray (x5309)
Law: Selina Watson (x5146)

Science: Leonie Kirchmajer (x4790)
Research: Jenny Reiners (x3216)
Other campuses: Paola Ciccarelli (x5014)

Visit Us at:
Email Us At:
governance@uow.edu.au
Staff Profile: Julia Payne

Background
Julia completed a Bachelor of Commerce from the University of Wollongong in 2001, majoring in Economics and Marketing. Following her graduation she moved to Canberra to where she undertook a graduate position with the Australian Government’s Department of Industry, Tourism and Resources. Julia spent the majority of her time in the Tourism Division of the Department and was particularly involved in policy matters relating to business and events tourism.

Major projects which Julia was involved in within the Tourism Division included the securing of tourism leveraging opportunities arising from major events, managing the development of the consultant report on the economic impact of Rugby World Cup 2003, examining the levels of investment in the Australian tourism industry over time and, working with industry to implement the Restaurant and Catering Industry Action Agenda. During her time in Canberra she undertook a Postgraduate Certificate in Marketing Communications at the University of Canberra.

Current Position
Julia commenced her role as Policy Analyst within the University’s Policy and Governance Unit in early 2005 after relocating back to the Illawarra from Canberra. She is currently the Executive Officer for the University Education Committee and is involved in other academic policy developments and publications, including the Subject Evaluation Survey and the University’s Annual Report. Julia is aligned with the Faculty of Commerce and the Graduate School of Business.

Interesting Little Known Fact:
During summer Julia competes in surf boats for Gerringong Surf Club. This winter she is trying her hand at hockey for the first time.

What’s New

Subject Evaluation Survey-New Promotional Strategy

WIN up to 5 iPod Shuffles

To make this survey of more value to our Subject Coordinators and Academic Staff, the Policy and Governance has taken it upon itself to actively promote this survey which has run through SOLS since 2005. The results can be used to identify how a subject can be improved and what students think of the subject. New initiatives have included;

- Privacy Statement, Guaranteeing Student Anonymity.
- iPod Shuffle Competition
- Proforma Overheads and Emails for the academic staff
- Student Focused Flyer
- Teacher Focused Questions and Answers Flyer
- Brand new website, with staff resources http://www.uow.edu.au/about/teaching/excellence/subjectsurvey.html

The Policy and Governance Team
COMMITEE REPORTS

QUALITY ASSURANCE SUB-COMMITTEE

In light of the review of the terms of reference for the University Education Committee and its subcommittees, the role of the Quality Assurance Subcommittee has recently undergone change in both its membership and in Terms of Reference.

The new membership includes: Margie Jantti (Chair), Rob Castle, Theresa Hoynes, Geraldine Lefoe, David Vance, Kate Bowles, Holly Tootell, Aden Steinke and Heather Sainsbury. The new terms of reference include:

- Provide leadership and advice in the development of performance indicators and measures to assess the quality of learning and teaching
- Identify and pursue benchmarking opportunities aligned with the teaching and learning goals and objectives of the University
- Advise the UEC on UOW practices in relation to the performance criteria in the DEST learning and teaching performance fund
- Conduct audits as part of the quality review process.

The remaining meetings for 2006 will be held on 14 June, 16 August and 18 October. Should you have any queries regarding QAS, please contact Paola Ciccarelli, Executive Officer on ext 5014.

ACADEMIC SENATE

Academic Senate is the peak body for advising the University Council and the Vice-Chancellor on academic matters and broad issues which affect the academic excellence of the University. Its role encompasses policies, systems, services, structures and strategies that impact upon teaching and research, students and staff. Senate is a key forum for academic staff to discuss matters of interest including those relating to the broader governmental, political or market environment. It also serves as a conduit for disseminating key information throughout the University.

So far in 2006, Academic Senate has met twice and items considered include the following:

- Retention of Assessment Documents
- Academic Integrity Project
- New Medical School Degree
- AUQA Report of UOW

The next Academic Senate meeting will be held on Wednesday 14 June. Further information about Academic Senate, including Terms of Reference, membership, meeting summaries and minutes can be found on the web at: http://www.uow.edu.au/governance/academicsenate.html

STUDENT AWARDS COMMITTEE

The Targeted International Linkages List (TIL)

While in the process of revising the TIL List, it was decided to undertake a partnership mapping process. This would show not only the University’s targeted and broader partners but also the relationship of these to international rankings. This listing also shows unranked linkages proposed by the faculties for 2006, as well as formal partnership agreements. This list is still in the draft stage, but is proving to be a useful resource so far.

The International Studies Minor

A Working Party has been reviewing the composition of the International Studies Minor. Its terms of reference have been examining the objectives of the International Studies Minor and its coherence; comparing work in this area at other Universities; and reviewing how completion of this Minor could be satisfactorily approved and recorded.

UIC Grants

The UIC Grant applications will be due in early June this year. The Research Services Office will be involved in the administration of this. Further information is available at http://www.uow.edu.au/research/rso/s/opportunities/internal/

INTERNATIONAL STUDIES AND ALLIANCE COMMITTEE

The Student Awards Committee met on 22 March 2006. Six prize proposal were endorsed including:

- Frederic Barnes Waldron Prize
- IMechE Project Prize
- Excell Automation and Control Prize
- David Charles Davies Memorial Prize
- Academic Achievement Award (1st year Bachelor of Education PE/HE)
- Medicinal Chemistry Honours Prize

Faculties and others who award prizes based on academic performance are reminded that all prize proposals must go through the proper mechanisms before reaching the Student Awards Committee and this includes endorsement at Faculty Education Committees. The policy on Prizes for Academic Excellence and the template for the Prize Specification Template can be found at: http://www.uow.edu.au/about/policy/prizes.html

The remaining meetings for the Student Awards Committee will be held on: 23 August and 29 November.

Should you have any queries regarding Student Awards, please contact Paola Ciccarelli, Executive Officer on ext 5014.
COMMITTEE REPORTS

INTERNATIONALISATION COMMITTEE

The University Internationalisation Committee (UIC), a key committee of Senate, provides advice on many internationalisation matters. Its membership is drawn from relevant academic and service units and includes academic representatives from each faculty. It usually meets three times a year.

UIC’s first meeting for 2006 was held on 30 March. Matters discussed included: scholarships and other funding for students going on exchange or other overseas study; implications for UOW of Government policy changes in immigration and higher education and the need for staff and students to be active in promoting UOW internationally.

The Committee was also briefed on the project being conducted by UIC’s International Studies and Alliances Subcommittee (ISAAC) to map UOW’s many international partner institutions. The project will feed into the process to revise UOW’s Targeted International Links partners list, which is used in the annual allocation of International Links Grants.


Catriona Taylor, Executive Officer to UIC. X3079

EDUCATION POLICY AND REVIEW SUB-COMMITTEE

The role of the Education Policy Review Subcommittee (EPRS ) is to ensure the University’s education and student management policies effectively support quality teaching and learning. EPRS is currently working on the following projects:

- Review of Code of Practice Teaching and Assessment
  The review will include amendments to the Code of Practice Teaching and Assessment and revisions to Schedule 1 Subject Outline Checklist

- Activity recommendations from the 2005 Audit of UOW Spring Session Subject Outlines and the 2004 & 2005 Annual Audit of Subject Proposals

- Review of General Course Rules
  EPRS and the PGU are working together on a Review the General Course Rules. The EPRS meeting in June will focus on rules and procedures relating to course transfers and subject transfers.

For further information on EPRS or any of the above projects you can contact Jenny Reiners on ext 3216 or jreiners@uow.edu.au

COUNCIL UPDATES

At the 21 April 2006 Council Meeting, Council approved the University’s financial statements for 2005 for inclusion in the 2005 UOW Annual Report. Council also noted the Library’s 2005 Annual Report.

The Deputy Vice-Chancellor (Academic), Professor Rob Castle, made a presentation on the AUQA Audit Report.

Council received the minutes of the Administrative Committee and the Audit Management & Review Committee and reports from the UOW student Associations, WUSA and WUPA.

To find out more about Council’s April meeting access the meeting summary at: http://www.uow.edu.au/governance/April%2006%20Summary.pdf

The next meeting of council will be held on 23 June 2006. If you have any questions about council or its committees please contact Nancy Huggett at: nhuggett@uow.edu.au

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Catriona Taylor, Executive Officer to UIC. X3079.
## Educational Strategies Development Fund

The ESDF is designed to support projects that promote the strategic development of the University and enhance teaching and learning outcomes. This year, the Educational Strategies Development Fund attracted a record field of applicants and was highly competitive.

On Friday 12 April the Deputy Vice-Chancellor (Academic) announced the successful recipients of 2006 ESDF funding:

### Major Project:
- A University Wide Practical/Clinical Placement Management System (Principle Coordinator: Prof Barry Harper)

### Minor Project:
- Improving and Embedding the Graduate Attributes (Principle Coordinator: A/Prof Greg Hampton)

### Small Grants Projects:
- Improving Mathematics Education: Summertime Maths (Principle Coordinator: A/Prof Graham Williams)
- Academic Integrity: A Collaborative Project to Embed Key Graduate Attributes in the Curriculum (Principle Coordinators: Ms Margaret Wallace and Ms Isla Bowen)
- Case Studies as a Method to Enhance the Effectiveness of Teaching and Learning at UOWD (Principle Coordinator: Dr Lien Els)
- Student Skills in Critical Appraisal for Health Research (Principle Coordinator: A/Prof Sandra Jones)
- PELT Postgraduate Online Learning Support Program and Design & Development of a Plagiarism Referencing Interactive Student Module (PRISM) (Principle Coordinators: Ms Lois Smith and Dr Swapna Koshy)

The above applicants are congratulated on their success.

If you have any questions relating to ESDF please contact us at governance@uow.edu.au

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## Course Approvals

### New Courses
- Bachelor of Medicine and Bachelor of Surgery

### Major Amendments
- Master of Business Administration
- Master of Business Administration (Advanced)
- Master of Professional Accounting

### Minor Amendments
- Bachelor of Biotechnology
- Bachelor of Biotechnology (Advanced)
- Bachelor of Science (Biotechnology)

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Would you like to contribute?

Here at Policy and Governance we are always trying to find new ways to reach out to all members of our University Community. We do this through our faculty alignment program, the committees we coordinate and involvement in many cross-campus projects.

Have you noticed that this month the Learning and Development Department, Student Central and Student Services have all contributed a piece? We hope all future issues will include information that is related to policies or governance of the University.

We're looking for anyone who's willing to contribute to Communiqué with information that will be of interest to the academic staff of the UOW. If you can help please contact us at governance@uow.edu.au
UNIVERSITY OF WOLLONGONG
2005 ANNUAL REPORT

Development of the University of Wollongong Annual Report is coordinated by the Policy and Governance Unit.

The 2005 Annual Report was recently finalised and is now available online at: http://www.uow.edu.au/about/annualreports.html.

The Report provides an overview of the University’s key activities and achievements for 2005 across a broad range of areas including Governance, Planning and Review, UOW Achievements and People, UOW Services, Controlled Entities as well as the University’s Financial Report.

The Policy and Governance Unit would like to thank all those who contributed to the massive publication.

Any enquiries regarding the Annual Report should be directed to Julia Payne at ph: 02 4221 5972 or email: julia_payne@uow.edu.au.

AWARDS FOR OUTSTANDING ACHIEVEMENT

OCTALS Update

The OCTAL awards allow the University to celebrate and reward teaching academics who have made an Outstanding Contribution to Teaching and Learning.

The number of applicants in this year's round was impressive; an increase from the previous year, and the assessment panel particularly noted the high number and standard of Early Career Academics, in addition to the quality of all the applicants.

The following teaching academics were judged by the Excellence, Diversity and Innovations in Teaching Subcommittee Assessment Panel to have made an outstanding contribution to teaching and learning and along with prize money will be honoured at the Vice-Chancellor's awards ceremony to be held on 23 June 2006.

Overall Vice-Chancellor's Award: Ms Judith Marychurch, Faculty of Law
Early Career Academic Award: Dr Julie Kiggins, Faculty of Education

Faculty Awards

Academic Services Division: Dr Colleen McGloin
Commerce: Dr Mario Fernando
Education: Dr Deslea Konza
Engineering: Dr Brett Lemass
H&BS: Ms Deirdre McGhee
Informatics: A/Prof Ken Russell
Science: Dr Wendy Russell

Each of the above winners are congratulated on their achievement.
The Graduate School of Medicine is well on track for opening with its first intake of students in 2007. One of the major stages in preparing for this intake was the development and approval of the Bachelor of Medicine and Bachelor of Surgery (MBBS) degree.

To facilitate the course development and approval process, the Medical School Education Accreditation Committee (MSEAC) was formed to act as both a Faculty Education Committee and an External Course Advisory Committee. Two full MSEAC meetings were held, along with individual meetings with key staff and a MSEAC sub-committee meeting.

At all times, there was an energetic discussion of the unique nature of the MBBS specifically, with discussion also covering trends in medical education generally. From the first to the most recent meeting a major transformation of the subject proposals took place. The result of Prof John Bushnell’s work on this committee, in collaboration with the MSEAC and all the Academic staff of the Graduate School of Medicine, is a fully-integrated suite of subjects representing the four phases of the MBBS:

- MEDI 601
- MEDI 602
- MEDI 603
- MEDI 604.

These four subjects with their thorough and distinctive program of formative and summative assessment cover the disciplines which operate in an integrated manner over the four years:

- Medical Sciences
- Clinical Competence
- Research & Critical Analysis
- Personal & Professional Development

This committee also facilitated one of the major hurdles in the course development and approval process - the revision of the UOW course rules to incorporate substantial changes that were necessary due to the unique nature of the medical degree (particularly in relation to minimum rate of progress, competency-based assessment, exclusion and awarding degrees with distinction).

The course proposal documentation was endorsed by Academic Senate on April 26th, subject to Council’s approval of the amended Course Rules on June 23rd.

This is an excellent result for the Graduate School of Medicine, the timing of which allows us to meet our potential students at the time of their application process in July with a fully-ratified UOW program.

The course development and approval process highlighted the exceptional level of co-operation that exists on campus with the Graduate School of Medicine. Senior Executive staff and Policy Staff in the Academic Registrar’s Division, Academic Staff from other faculties, alongside Administrative staff in various UOW service divisions, worked with the MSEAC to bring this to fruition. Particular thanks are given to Tracey Morton and her team, who have met regularly with the Graduate School of Medicine for nearly a year to unpick many issues. A special acknowledgement is also made of Leonie Kirchmajer’s exceptional work on the rewriting of the Change of Rules document and the draft handbook submission. Behind the scenes, but certainly not forgotten, is the considerable work that Debbie Sartori continues to do in terms of the system set-up to cope with the new MBBS program. Debbie is working with ITS staff on what is shaping up to be a complicated process.

The GSM is appreciative to all for their professional (and creative) input.

Jan James
Executive Officer GSM & Secretary MSEAC
GRADUATION CENTRAL

CALL FOR ASSISTANCE

Graduation is a special occasion for the University and a time to celebrate the individual achievements of the students. For families and friends that have supported students during their studies it also is a special occasion.

The Academic Registrar's Division and the faculties work together so that each graduation ceremony is the best it can be. We are looking for people to help as guest ushers at the ceremonies. The role of the guest ushers is to greet guests as they enter the hall foyer, hand out the graduation booklets and direct guests and graduands to the appropriate seating area.

If you are available to help out we would really like to hear from you.

You will need to be available from 8.30am to 10.00am for morning ceremonies, and/or 1.15pm to 2.45pm for afternoon ceremonies.

Jenny Reiners
Graduation Coordinator
Policy and Governance Unit
Ph: 4221 3216 email: jreiners@uow.edu.au

CEREMONY DATES AND COMPOSITION

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<th>Ceremony 1 9.45am Wednesday 12 July</th>
<th>Commerce</th>
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<td>B. Commerce Awards surnames A-L B. Commerce (Honours) and B. Commerce (Deans Scholar) surnames A-L B. Business Administration All Graduate Diploma Commerce All Graduate Certificate Commerce Graduate Diploma in Management Master of Commerce and Master of Commerce (Honours) All Awards from the School of Management and Marketing</td>
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<td>Creative Arts</td>
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<td>Ceremony 2 2:30 pm Wednesday 12 July</td>
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<td>B. Commerce Awards surnames M-Z B. Commerce (Honours) and B. Commerce (Dean’s Scholar) surnames M-Z. All Awards from the School of Accounting and Finance All Awards from the School of Economics and Information Systems</td>
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<td>Ceremony 3 9:45 am Thursday 13 July</td>
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<td>All Awards from the School of Information Technology and Computer Science (SITACS)</td>
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<td>Ceremony 4 2:30 pm Thursday 13 July</td>
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<td>All Awards from the Graduate School of Business</td>
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<td>Ceremony 6 2:30 pm Friday 14 July</td>
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<td>All Awards from Health and Behavioural Sciences</td>
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The policies that guide teaching at UOW aim to address the learning needs of students. They define the various aspects of literacy linked intrinsically to the learning outcomes that teaching aims to foster. Key sites for translating educational policy into practice are subject proposals and outlines, which are intended to specify both the 'content' knowledge and the 'literacy' skill that students develop in the course of study.

Given adequate practice and strategic guidance in specific learning and literacy activities, students should be able to develop a high level of general competence in intellectual work. 'Tertiary literacies' are the specific types of activity that students need to master in order to be functionally 'literate' in the computerised, information-rich world of higher education. 'Graduate attributes' are general qualities, competence and attitudes that mature over time as students develop more measurable knowledge and skill through their subjects.

Literacy at tertiary level involves skill in using WebCT, searching databases, evaluating information, handling numerically expressed information, working in teams, discussing ideas, summarising and paraphrasing, acknowledging sources, presenting orally, and writing the particular types of text specific to a discipline. In most subjects, the learning of 'content' and the assessment of understanding cannot be separated from mastery of such activities.

Understanding the tertiary literacies and graduate attributes is important for educators, students and curriculum developers alike. Curriculum reviewers oversee whether, where and how the development of skills is fostered and measured. Students need to gather evidence of all aspects of their knowledge and ability, in order to demonstrate it to potential employers – for which various ‘e-portfolio’ templates are coming into wider use at UOW. Subject proposals/outlines are expected to articulate a credible relationship between needs, skills, 'content' knowledge, learning tasks, and teaching activities.

It is easy to instruct students to work in groups, learn independently, review literature, present findings, critically discuss, improve their 'grammar' or avoid plagiarism. It is a very complex pedagogical task, however, to provide specific students with adequate explicit instruction in how to do these things by which we evaluate their learning. Lecturers are encouraged to consult/collaborate with their support network in the Academic Service Division when developing subjects. ASD offers expertise in learning needs assessment, instructional design, multi-media technology, information management, learning resource development and teaching academic English. ASD support teams, represented on each Faculty Education Committee, help translate the 'literacy' aspects of educational policy into useful and accurate statements about learning and literacy outcomes in specific subjects – and help faculty lecturers create and maintain effective learning environments for students.
In January 2006, the Academic Register’s Division opened the doors of a new student service centre, Student Central. Located on the ground floor of building 17, Student Central plays a key role in the University’s student experience acting as a focal point for face-to-face student administration transactions. Comprising Client Services, Study Abroad and Accommodation Services, Student Central provides services in both English and Mandarin to over 300 students per day. To-date, the team at Student Central have successfully processed over 65,000 student enquiries via email, phone and counter services.

On 6 April 2006, Student Central held its official launch within the service centre. Various staff and stakeholders attended this important occasion officiated by the Vice Chancellor, Professor Gerard Sutton. Invited guests included stakeholders that were instrumental in the set-up of the centre and stakeholders that will provide ongoing support into the future.

Our Aim: To provide a friendly and personalised service.

The Client Service team take a professional approach to ensure a high level of customer service, whether it is at the counter, on the phone or when assisting students with their email enquiries. Most enquiries within Student Central relate to student enrolment, special considerations, fee payment, examinations and graduation queries, all of which can be dealt with by the Client Service team from a convenient and central location.

Student Central On-line: Self Management

Students wishing to save time can now pay their fees using the on-line BPAY facility as well as download forms from the Student Administration website located at http://www.uow.edu.au/student/centre/.

A significant initiative from the Business Solutions and Systems team (ARD) has been the recent development of on-line student forms which will be made available to students (via SOLS) from early June 2006. This on-line initiative aims to maximise the transparency of the administration process for students and faculty staff, and will further enable students to self-manage their administrative requirements.

Key Session Dates

As we are approaching the end of Autumn Session, UOW staff and students should also be aware of the upcoming session dates for examinations, release of results, graduation and Spring Session enrolments.

Information can be obtained on the UOW web site by going to: http://www.uow.edu.au/student/dates.html
Graduation in July!

Subject Evaluation Survey-CLOSING SOON
The subject evaluation survey closes on July 3rd, the results of which will be presented to Deans within a few weeks. If you’re interested in accessing the results of your subject, please contact you Dean.

Commonwealth University Year Book
Thanks to all the faculty staff who updated and checked their section of UOW’s submission. We are proud to report that our submission is complete, with the Year Book due to be published in the next few months.

Upcoming Committees
- Council – June 23
- Senate—June 14
- UEC—August 2

YOUR VIEWS ARE IMPORTANT
Please take this opportunity to tell us how we can better serve you and mail it to the Policy and Governance Unit, Building 36.

Name (Optional): ________________________________

Do you find our newsletter helpful?   Yes □   No □

What do you find useful about it?
_________________________________________________________________________________
_________________________________________________________________________________
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What don’t you find useful?
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Do you have any General Comments about our services?
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