

March 2006

COMMUNIQUÉ

EDUCATIONAL POLICY &
COMMITTEE NEWS

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*Policy and Governance
Unit
University of Wollongong
Wollongong, NSW 2522
Australia*

REGULAR FEATURES

The Policy and Governance Unit

In February of this year the Academic Registrar announced the renaming of the Secretariat to the Policy and Governance Unit. This occurred because the old title did not truly reflect our role within the University and often created misunderstanding about responsibilities.

Policy and Governance is a unit of the Academic Registrar's Division. The Unit works interdependently with academics, general staff and students. We aim to ensure the effective support of decision making bodies, such as UOW committees and the integrity of policies guiding many of the functions within the University.

So who is the Policy and Governance Unit?

The Unit is made up of seven full-time and three-part time staff. Our roles include:

- Committee Executive Officer
 - Research and analysis of information and data on behalf of Committees
 - Writing reports and other committee documents
 - Working with Committee Chairs to determine Agenda items
 - Administrative: Taking minutes, organising dates, times, meeting locations
- Policy Analysis
 - Contextual analysis of the University and the overall Higher Education sector to determine policy requirements
 - Creation, verification and quality assurance of policies
 - Provision of consultation services on the development and approval pathways of policies
 - Dissemination of policies, including the maintenance of a Policy Directory and training
- Management and Production of UOW Publications
 - Including the Undergraduate, Postgraduate and Calendar of Governance, Rules and Policies Handbook; the University Annual Report; Student Guide and ARD Communiqué.
- Graduation Ceremonies
 - Management of the University's Graduation Ceremonies.
- Election Procedures
 - Management and coordination of many of the elections for committees and decision making bodies in the University

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)	Graduate School of Business:	Julia Payne (x5972)
Commerce:	Julia Payne (x5972)	Graduate School of Medicine:	Tori McLaughlin (x5408)
Creative Arts:	Catriona Taylor (x3079)	Informatics:	Chris Mowbray (x5309)
Education:	Jenny Reiners (x3216)	Law:	Selina Watson (x5146)
Engineering:	Tori McLaughlin (x5408)	Science:	Leonie Kirchmajer (x4790)
Health & Behavioural Sciences:	Catriona Taylor (x3079)	Research:	Jenny Reiners (x3216)
		Other campuses:	Paola Ciccarelli (x5014)



Visit Us at:
<http://www.uow.edu.au/governance/secretariat.html>

Staff Profile: Tori McLaughlin

Background

After completing a Bachelor of Business from Southern Cross University, Tori worked as a Guest Service Agent at the Wentworth Hotel in Sydney before moving to the United Kingdom on a working visa in 2001. She spent two years working in London, as an Executive Assistant in a private accounting college and then as a Customer Services Officer in a charity housing provider, and spent as much time as she could travelling throughout Europe. Tori moved to Whistler, Canada in 2003, where she spent the winter season working as a Ski Lift Ticketing Host for Whistler-Blackcomb ski resort and learning the fine art of snowboarding. A 20,000km road trip around the USA completed her travels, before returning to Australia in 2004 and starting work at the University of Wollongong as the Course Approvals Officer within Secretariat. Tori's experiences overseas gave her valuable skills in working effectively with different people and work contexts.



Current Position

Tori is the Policy and Senate Support Officer within the Policy and Governance Unit. In this role she is Executive Officer to the Academic Senate and Senate Standing Committee, and supports policy development and review within the Unit. She manages the Course Approval process, and also supports student elections, graduation, and the administration of the Outstanding Contribution to Teaching and Learning (OCTAL) Awards and the Educational Strategies Development Fund (ESDF). Tori is aligned with the Faculty of Engineering and the Graduate School of Medicine.

WHAT'S NEW

Winter and Summer Graduation

While not really new... this is just another shameless attempt to call for more volunteers to help us with this incredibly important and resource intensive activity within the University.

The coordination of the University's 2006 graduation ceremonies has already commenced, with the Winter graduation ceremonies to be held from Wednesday 12 July to Friday 14 July and the Summer graduation ceremonies to be held from Monday 11 December to Friday 15 December. For information on graduation please check the graduation website at:

<http://www.uow.edu.au/student/graduation/>, in particular you

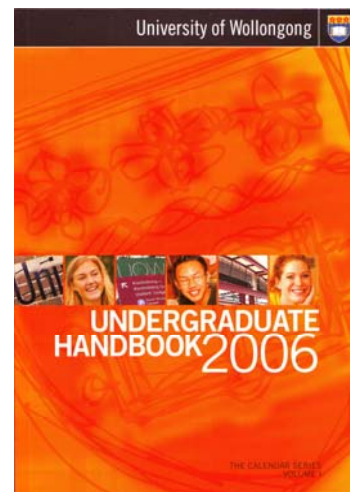
should check the Notice Board on the website for recent updates. For further enquires contact Jenny Reiners on 3216 or

jreiners@uow.edu.au.



Course Handbook New Look

This year we rolled out a new look, brighter, better and more attractive Handbook Series, copies of which are still available for purchase from the Printery. In the series is the 2006 Undergraduate Handbook, 2006 Postgraduate Handbook and 2006 Calendar of Governance, Rules and Policies. The Policy and Governance Unit would like to thank all the people throughout the faculties who assisted in the creation, design and content - it truly was a team effort. Plans are currently being finalised for production of the 2007 series. If you have any questions, suggestions or advice please contact us at: governance@uow.edu.au



PRIORITIES FOR 2006

Academic Integrity

Academic Integrity is essentially a commitment to the core values of honesty, trust, fairness, respect and responsibility as the basis for all scholarship undertaken by a higher education institution. From these values flow principles and practices that enable staff and students to translate these ideals into action. Academic Integrity can cover a broad spectrum of policy including Student Charters, Codes of Conduct for both staff and students, discipline rules, plagiarism rules, detection software and associated policies, guidelines and assessment practices.

In 2006 the Deputy Vice-Chancellor (Academic) and Academic Senate will be leading an Academic Integrity Project. This Project will review the current policies that deal with Academic Integrity issues. It will also develop a coherent and consistent Academic Integrity framework that supports academic honesty and embeds values of Academic Integrity in learning (for students), teaching (for academics), and assessment (for all members of the academic community).

Policy on the Development and Management of UOW Policies

This policy is in development and will help to standardise the policy making process in the development, approval and maintenance stages. It will be a major step towards the implementation of a more functional Policy Directory. The policy is being developed in conjunction with templates, toolkits and training material. Training on policy development will be conducted in August, but if you are considering writing policies in the near future please contact us at: governance@uow.edu.au.

Graduation Ceremonies

The Policy and Governance Unit will continue in our role as event managers, with a focus on ensuring that graduates and their families have the best experience possible. This massive undertaking cannot be completed alone and we are calling upon volunteers to assist us with the organisation. If you are interested please contact governance@uow.edu.au and we will be delighted to have the assistance. See the back page of this issue for some of the feedback received from our December graduation.

Review of Course Rules

A review of Course Rules and related policies will be conducted as a joint project between the Education Policy Review Sub-Committee (EPRS) and the Course Management Coordinator in the Policy & Governance Unit. The rules and any associated documentation will be reviewed to ensure they are consistent, and accurate. Additionally the Review will look at the key academic issues that may have arisen since they were last reviewed to ensure these rules remain relevant.

Examples of some of the areas to be covered include: course and subject transfers, advanced standing, cross-institutional study, non-degree courses, credit point values, allowable material in exams, minor studies, session dates.

Special Consideration Working Party

A review of the Special Consideration Policy is being conducted as a project from the University Education Committee (UEC). A Special Consideration Working Party has been established to investigate, review and report on the policy. The party consists of David Vance is the Chair, with representation from academic staff, ARD, Student Services, WUPA and WUSA.

The aim of the review is to provide a revised policy that is transparent, easy for students to interpret and academic staff to implement. This will be achieved by reviewing existing practices and procedures, consulting with various stakeholders by conducting focus groups with students, and researching best practice at other Universities. The intended outcomes are to implement and communicate a revised policy, provide best practice guidelines for staff and establish a framework for monitoring and reporting compliance with the policy.

A questionnaire "Special Consideration Policy – Consultation Faculty/Unit Issues & Practices" was recently sent out to subdeans to be circulated to all academic staff, for completion. Responses will be collated and analysed to assist in the review process.

Should you have any enquiries regarding this work, please contact Paola Ciccarelli (Executive Officer of the SCWP) by email paolacic@uow.edu.au or on extension 5014.

WHAT'S HAPPENING IN THE UNIVERSITY?

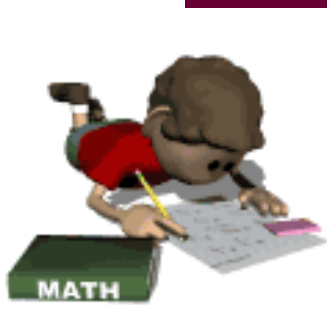
COUNCIL

In February, six ministerial appointments to the University Council were made by the NSW Minister for Education and Training. Ms Sue Browbank, The Hon David Campbell MLA, Mr George Edgar, Mr Kerry Kyriakoudes and Mr Joe Scimone were reappointed to the Council and Mr Noel Cornish, President of Australian and New Zealand Industrial Markets at BlueScope Steel, was a new appointment.

Also new to Council in 2006 are its two student members, Mr John Adams (the undergraduate student member) and Mr Zhenguo (Bernie) Huang (the postgraduate student member).

The University Council had its first meeting of the year on 10 February. At that meeting Ms Sue Chapman was elected as the University's new Deputy Chancellor, stepping into the role held for the past eight years by Mr George Edgar. Ms Chapman is the Chief Executive and Managing Director of Nata Certification Services International, the second largest management systems certification body in Australia with offices throughout Australia and internationally in India, South Korea and Chile.

Profiles of all Council members, including the new Deputy Chancellor are available on the University website at: <http://www.uow.edu.au/governance/profiles.html>



At the February Council meeting, Council approved the Capital Management Plan for 2006-2010. It also approved the following amended general staff career development policies:

- Development Program Assistance (General Staff)
- Supplementary Funding for Training and Development (General Staff)
- Study Allowance (General Staff)

Council received minutes from the Audit Management & Review Committee and reports from the University's controlled entities. If you want to find out more about the February Council meeting please refer to the Council meeting summary at:

<http://www.uow.edu.au/governance/councilsummary100206.pdf>

The next Council meeting will be held on Friday, 21 April. If you have any questions about Council or its committees please contact: nhuggett@uow.edu.au

WHAT YOU NEED TO KNOW ABOUT THE SUBJECT EVALUATION

The Subject Evaluation Survey is conducted for every subject towards the end of every session across all UOW campuses. The Survey was introduced across the University in 2005 as a quality mechanism and is also a requirement of the Federal Government's Learning and Teaching Performance Fund.

The Survey differs from the Teacher Survey as it is conducted electronically through SOLS and seeks students opinions about the subjects in which they have been enrolled, not the teacher. It is not linked to teaching performance processes.

Feedback provided through the Survey provides valuable information about the level of satisfaction students are experiencing with individual subjects. This data can assist faculties identify quality issues affecting subjects as well as those subjects experiencing outstanding success.

In order to maintain the validity and usefulness of survey data it is important that students respond to the survey. All teaching staff are urged to encourage their students to complete the survey. For Autumn Session this will become available from Week 11 until the end of the exam period. Students are able to access the survey from the link at the top of the SOLS list.

A range of material will be distributed to faculties in coming weeks to help promote the survey. Suggested ways for you to assist in promoting the survey include:

A range of material will be distributed to faculties in coming weeks to help promote the survey. Suggested ways for you to assist in promoting the survey include:

- As end of Session approaches talk about the value of the survey in your lecture
- Display the transparencies that will be sent out by Deans advertising the Survey
- In correspondence with students invite them to complete the survey
- Where possible ask them to complete the survey in class
- Emphasise the difference between the Subject Survey and the Teaching Survey

If you have any questions or require assistance please contact us at governance@uow.edu.au

COURSE APPROVALS

New Courses

- 📖 Graduate Certificate in Physical & Health Education
- 📖 Certificate in Teaching Software Design & Development
- 📖 Bachelor of Medical Science (Honours)
- 📖 Bachelor of Communication & Media Studies (Honours)
- 📖 Master of Science (Population Health)
- 📖 Graduate Certificate in HIV/AIDS
- 📖 Master of Computer Science (Advanced)
- 📖 Master of Information & Communication Technology (Advanced)
- 📖 International Bachelor of Science

Minor Amendments

- 📖 Master of Business Administration (Advanced)
- 📖 Graduate Certificate in Business
- 📖 Bachelor of Creative Arts (Visual Arts and Graphic Design)
- 📖 Bachelor of Engineering (Mechatronics)
- 📖 Graduate Diploma in Engineering
- 📖 Bachelor of Science (Physics)
- 📖 Master of Engineering Management
- 📖 Master of Engineering
- 📖 Master of Engineering Practice
- 📖 Bachelor of Engineering
- 📖 Bachelor of Computer Science
- 📖 Bachelor of Arts

Major Amendments

- 📖 Master of Science (Logistics)
- 📖 Graduate Certificate in Logistics
- 📖 Graduate Certificate in Public Health
- 📖 Master of Public Health
- 📖 Master of Science (Occupational Health & Safety)
- 📖 Graduate Certificate in Occupational Health & Safety
- 📖 Master of Computer Science



Deletions

- 📖 Graduate Diploma in Public Health
- 📖 Graduate Diploma in Science (Occupational Health & Safety)

EDUCATIONAL STRATEGIES DEVELOPMENT FUND

The application round for the 2006 Educational Strategies Development Fund (ESDF) is now closed.

Funding is awarded to projects nominated by academic and general staff that promote the strategic development of the University's learning and teaching. The ESDF funding grants provide an ideal opportunity for those who have an excellent idea to improve learning and teaching but require additional resources to implement it.

In 2006 funding will be awarded in the following categories:

- One Major project:
The priority area is Clinical / Practical Placements. Up to \$80,000 funding will be awarded.
- One Minor Project:
The priority area is Graduate Attributes. Up to \$30,000 funding will be awarded.
- Small Grants Projects:
Applicants may propose projects relating to any Learning and Teaching issue. Up to \$10,000 funding will be awarded.

The closing date for applications was Friday 24 March 2006. For further information, visit the ESDF webpage: http://cedir.uow.edu.au/CEDIR/services/fund_esdf/index.html

AWARDS FOR OUTSTANDING ACHIEVEMENT

Carrick Institute Awards

The Carrick Institute will award 210 Citations for Outstanding Contributions to Student Learning in 2006. These awards recognise and reward the diverse contributions that individuals and teams make to the quality of student learning. Citations are awarded to people who have made a significant contribution to the quality of student learning in a specific area of responsibility over a sustained period, and are open to academic staff, general staff, sessional staff or institutional associates. Individual Citations of 15-20 words describing the distinctive contribution to student learning of each award are published to acknowledge the achievement.

This year the University of Wollongong will nominate up to 10 citation applications to the Carrick Institute for these awards, providing a good opportunity for a number of our staff to be recognised and awarded for their important contributions to student learning.

Winners will be announced by the Carrick Institute in mid-June, and celebrated in July 2006.

In future years the OCTAL and Carrick Institute Awards and will be linked.

For further information, go to <http://www.carrickinstitute.edu.au/carrick/go/pid/97>.

OCTALS Update

The application round for the 2006 Awards for Outstanding Contribution to Teaching and Learning (OCTAL) has now closed.

This award scheme is intended to encourage academics to regard teaching as a scholarly activity, and to reward those who have made an outstanding contribution in the pursuit of teaching and learning excellence within the University of Wollongong.

The award winners will be selected by a panel comprising members of Excellence, Diversity and Innovation in Teaching Subcommittee and an external reviewer. The assessment panel's recommendations will be made to the Vice-Chancellor via the Deputy Vice-Chancellor (Academic).

The overall winner of the Vice-Chancellor's Teaching Award will receive \$10,000 and a certificate. There are also individual Faculty awards and an Early Career Academic award, winners of these will receive a grant of \$2,000 and a certificate.



All winners will be formally acknowledged at the Vice-Chancellors Awards Ceremony on **23 June 2006**.

COMING UP

Graduation in July!

This exciting and highly important bi-annual event will be held in July. Each year over 3000 of our students graduate and it's our job to ensure they have a day to remember. But we need your help! We are calling on volunteers to join our team during the ceremonies to help us with tasks such as seating, coordination, Gown Hire, and student assistance. People at the December Graduation told us what they enjoyed the most about the ceremony:

"The whole Ceremony was EXCELLENT!"

"The assistance with disabled parking was excellent"

"Professional and official nature and the elegance of the hall"

"Plenty of staff who approached us to offer assistance"

"Speakers, staff helpfulness and layout"

"Seeing my grand-daughter graduate"

See how rewarding it can be? If you would like to be part of this wonderful occasion, please contact us at governance@uow.edu.au and we will be more than happy to find you an exciting task.

Upcoming Committees

UEC: 19/4/06-Contact: Julia Payne julia_payne@uow.edu.au

Council: 21/4/06-Contact: Nancy Huggett nhuggett@uow.edu.au

Academic Senate: 26/4/06-Contact: Tori McLaughlin torimc@uow.edu.au

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 news letter helpful? Yes No

What do you find useful about it?

What don't you find useful?

Do you have any General Comments about our services?

8.

LINKS TO PAST EDITIONS:

<http://www.uow.edu.au/about/teaching/communique/>

CONTACT COMMUNIQUÉ:

Feedback should be forwarded to:

Officer: Chris Mowbray

Extn: #5309

Email: governance@uow.edu.au

Post: ARD, Policy and Governance, Building 36.

