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During 2006 and 2007, comprehensive reviews were undertaken of various academic policies. Following their approval by Council, and as part of the implementation and communication strategy, a policy launch was held on Thursday 1 November, 2007 in order to raise awareness and inform staff of key changes and responsibilities. The event was a success, with approximately eighty-five academic and general staff present!

The policies covered in the launch included:

- Student Conduct Rules and accompanying procedures - Effective 1 January 2008
- Code of Practice: Teaching and Assessment - Effective Autumn Session 2008
- General Course Rules - Change of Grades - Effective Autumn Session 2008
- Course Progress Policy - Effective 1 January 2008
- Code of Practice: Research - Effective immediately
- Research Misconduct Policy - Effective immediately

For full versions of the policies visit the Policy Directory at: http://www.uow.edu.au/about/policy/
Academic Staff: Assoc/Prof Michael Zanko

Background

Michael was born in the United Kingdom, and came to Australia in 1982. He particularly enjoys the open and free lifestyle that Australia offers.

Hard at Work

Michael has recently been appointed the Associate Dean of Academic Programs in the Faculty of Commerce. He is also Joint Director of the People and Organization Research Centre, one of the Faculty of Commerce strategic research directions.

Michael holds a Bachelor of Arts (Honours) from the University of Leeds, a Master of Business Administration from the University of Bradford, and in 1995 completed his PhD at the University of Wollongong.

Motivators

Michael is motivated by exploring ideas about people in and between organizations. He sees his research and teaching as a mechanism to make things better for people.

More about Michael

Michael is married and has two teenage boys. He enjoys spending time with his family and is an avid reader of Victorian novels and crime. Michael has a large collection of unique lamps. He is also a rather keen swimmer.

ARD Staff Profile: Jo Braithwaite

Background

Jo has been a resident of Wollongong for nine years, after making the switch from Sydney to the Illawarra because of the lifestyle the area offers with its ‘pristine beaches.’

Hard at Work

Jo holds a Bachelor of Arts from the University of Wollongong with a major in English, and a Master of Journalism, also undertaken at UOW.

Jo recently joined UOW as the Senior Manager, Client Service in ARD. Prior to this Jo worked at Telstra for 12 years in a variety of customer service roles. At Telstra, Jo was the Service Centre Manager and oversaw a large team of 220 committed staff.

Motivators

Jo is motivated by adding value, and ‘going the extra mile.’ She feels that in whatever we do, both personally and at work, it is important to commit yourself 110%. She also feels that it is important to take opportunities that are right for your own family and career.

More about Jo

Jo is married, and has three children Ashley, and two young twins Grace and Mackenzie. Jo enjoys spending time with her family, and tries to maintain a work and life balance. Jo is also a ‘keen ebay-er’ and enjoys reading autobiographies, and listening to U2 and Crowded House.
A Busy Quarter for ARD

The team at ARD has had a busy quarter. We launched our own ARD intranet site, coordinated late enrolment and orientation events to support student retention strategies and implemented a robust records management process.

Critical success metrics for ARD in 2008 will be focussed around customer service and satisfaction, financial performance, human resources and compliance.

We look forward to working with you.

Corporate Governance

Catriona Taylor has stepped in to oversee the Corporate Governance unit while Nancy Huggett takes a few months to spend time with her newborn son. Nancy will return in mid-March. Pete Randles is currently Corporate Governance Officer.

The Review of Student Associations was approved by Council in August and Pete is working on implementing some of the review outcomes.

Enterprise Content Management

Diane Cruise and her team have established client-focused processes and training in Records Management, with sixty staff trained in records management and imageREAL. They have also launched the Request Tracker system for records management and enterprise content management.

UOW Administration recently passed the Quality Assurance Audit for records management.

The Content Management System is on track for full migration by December and more than 200 requests have been resolved this past quarter.

In the new year, the team plan to support faculties and business units by conducting records management appraisals for both paper-based and electronic records.

Got a question about your records?

- What kind of records should I keep and how should I store them?
- When should I archive records?
- Log a job or query about our electronic records management system, imageREAL

Got a question about the web?

- Where can I get advice about writing content for pages on the staff intranet or UOW web site?
- I would like more information on the content management system

What You Need to Know
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Business Solutions

Congratulations to Donna Moffitt, who has recently been appointed Senior Manager, Business Solutions.

Over 50 nationalities were represented at the July Graduation ceremonies with 1,900 applications and nil rescissions. Work is now underway for Summer Graduation with a record number of applications.

It has been a busy period for the team as they have been coordinating the implementation of Course Progress and other National Code changes.

They are also looking to improve service standards to all stakeholders with the introduction of the Request Tracker system, the development of Graduation Module Phase 2, a review of scholarships as well as Orientation and other student lifecycle events.

Policy and Governance

We welcome Dominic Riordan to the University as Senior Manager, Policy and Governance. Dominic joins ARD with significant experience from the State Department of Local Government.

The Policy and Governance Unit successfully coordinated 6 Winter Graduation ceremonies and are busy preparing for 11 Summer Graduation ceremonies. Refer to page 6 for Graduation details.

During the last quarter, successful elections were conducted with Corporate Governance for Senate, WUSA, and Council. See page 7 for the results.

A positive response rate from students will result in useful data from the 2007 Subject Evaluation Surveys rolled out in October.

The composition of the 2007 Annual Report is also underway. Questions should be directed to Fiona Griffin-Rudder on 4221 5972 or by email at fionagr@uow.edu.au

New Course Management Intranet Site

Visit the new Course Management Intranet Site at:

On the site you will find:
☑ Information about the course approval process
☑ Forms and related documents
☑ Course Approval Bulletin – proposed and recently approved courses
☑ Course Approval mailing list – for those who want regular updates about course approvals

2008 Course Handbook Online

The 2008 Course Handbook is now available online!

Visit the 2008 Course Handbook online at:

The hardcopy handbooks are due to be distributed in December.

Academic Policy Changes

Eight significant academic policy changes have been endorsed by Academic Senate and approved by the University Council:

<table>
<thead>
<tr>
<th>Policy</th>
<th>Date Effective</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Grievance Policy (Higher Degree Research Students)</td>
<td>17 August 2007</td>
</tr>
<tr>
<td>Academic Grievance Policy (Coursework and Honours Students)</td>
<td>17 August 2007</td>
</tr>
<tr>
<td>Appeals against Higher Degree Research Thesis Examination Outcomes Policy</td>
<td>17 August 2007</td>
</tr>
<tr>
<td>Student Conduct Rules and associated Procedures</td>
<td>1 January 2008</td>
</tr>
<tr>
<td>Graduate Qualities Policy</td>
<td>1 January 2008</td>
</tr>
<tr>
<td>Course Progress Policy</td>
<td>1 January 2008</td>
</tr>
<tr>
<td>Code of Practice – Honours</td>
<td>Autumn Session 2008</td>
</tr>
<tr>
<td>International Linkages Policy</td>
<td>1 January 2008</td>
</tr>
</tbody>
</table>

For further details, please visit the Policy Directory at: http://www.uow.edu.au/about/policy/
Strategy

After considerable consultation, the 2007 Student Experience Questionnaire was re-developed and launched in October. Students should complete the survey by 27 January 2008.

UOW Staff can view the survey via the ARD Intranet homepage at: https://intranet.uow.edu.au/ard/index.html

Students can access the survey at: http://www.uow.edu.au/student/survey

Enquiries should be directed to Fran Walder, Senior Manager, Strategy at fran@uow.edu.au

The results will be communicated to all stakeholders by Quarter Two 2008.

The Strategy team also developed a comprehensive Staff Induction and Exit program. The aim of this program is to facilitate a more streamlined and efficient introduction to the division and the University workplace. This program will be tested and embedded over the next few months.

Client Service

Jo Braithwaite has joined the University as the Senior Manager, Client Service. Jo has a strong customer service focus and is looking forward to strengthening and supporting the UOW Customer Service Support Network and further developing service initiatives at Student Central.

The Client Services team will be working on an effective Communications Plan for 2008 and further development of faculty support.

Student Systems

Student Systems met the DEST Publishing deadline for Student Contribution Amounts which required system changes to Funding Clusters and Student Contribution Bands as a result of the change to disciplines of Accounting, Administration, Economics and Commerce.

These discipline changes require further system changes before 2008 Fees can be released. Changes are required to Fees Revenue, Admissions and the CSS Schemes (course of study year).

Developments are underway for process and system improvements for Change of Major and Graduation Module Phase Two.

The Student Systems Team is also currently involved in the mapping of Scholarship Requirements.

The Timetable team members have had their heads down scheduling 2008 class timetables, upgrading the web venue booking system, and implementing Timetable Central and the Syllabus Plus upgrade.
Graduation is coming up this December!

Summer 2007 Graduation will be held from Monday 17th to Friday 21st December.

Approximately 2,800 graduands are expected to attend the following eleven ceremonies:

<table>
<thead>
<tr>
<th>Ceremony</th>
<th>Date</th>
<th>Faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ceremony 1</td>
<td>9:45am, Monday 17(^{th}) December</td>
<td>Commerce</td>
</tr>
<tr>
<td>Ceremony 2</td>
<td>2:30pm, Monday 17(^{th}) December</td>
<td>Graduate School of Business Informatics</td>
</tr>
<tr>
<td>Ceremony 3</td>
<td>7:00pm, Monday 17(^{th}) December</td>
<td>Commerce Law</td>
</tr>
<tr>
<td>Ceremony 4</td>
<td>9:45am, Tuesday 18(^{th}) December</td>
<td>Arts Commerce</td>
</tr>
<tr>
<td>Ceremony 5</td>
<td>2:30pm, Tuesday 18(^{th}) December</td>
<td>Engineering Informatics</td>
</tr>
<tr>
<td>Ceremony 6</td>
<td>7:00pm, Tuesday 18(^{th}) December</td>
<td>Arts Informatics</td>
</tr>
<tr>
<td>Ceremony 7</td>
<td>9:45am, Wednesday 19(^{th}) December</td>
<td>Health &amp; Behavioural Sciences</td>
</tr>
<tr>
<td>Ceremony 8</td>
<td>2:30pm, Wednesday 19(^{th}) December</td>
<td>Health &amp; Behavioural Sciences</td>
</tr>
<tr>
<td>Ceremony 9</td>
<td>9:45am, Thursday 20(^{th}) December</td>
<td>Education</td>
</tr>
<tr>
<td>Ceremony 10</td>
<td>2:30pm, Thursday 20(^{th}) December</td>
<td>Education</td>
</tr>
<tr>
<td>Ceremony 11</td>
<td>9:45am, Friday 21(^{st}) December</td>
<td>Creative Arts Science</td>
</tr>
</tbody>
</table>

Graduation Enquiries?

Should you have any enquires please contact Tori Funnell, Graduation Coordinator on 4221 5408 or by email at: tori_funnell@uow.edu.au

You may also like to refer to the Graduation website at: www.uow.edu.au/student/graduation/

Our Graduation Frequently Asked Questions are a great resource to use for any graduation enquires that are directed towards your unit. You can view them online at: http://www.uow.edu.au/student/graduation/faqs/index.html

For any other enquires contact Student Central on 4221 3927 or via email at: askuow@uow.edu.au
University Council Elections

Online elections for one academic staff member, one undergraduate student member, and two graduate members of Council were held from 2 to 16 October 2007.

Only one nomination for the position of postgraduate student member was received, and the Returning Officer has declared that person elected in accordance with section 4(3) of Schedule 1 of the University of Wollongong By-law 2005.

In accordance with the University of Wollongong Act 2005, which requires a balance of experienced and new members, the term of office for the elected graduate member with the highest number of votes will be four years, while the term of office for the elected graduate member with the second-highest number of votes will be two years. Terms for elected members will begin on 1 January 2008.

The election results are as follows:

- **Academic Staff Member**: Ms Penney McFarlane (3 year term)
- **Postgraduate Student Member**: Mr Brad Winton (2 year term)
- **Undergraduate Student Member**: Ms Elizabeth Larbalestier (2 year term)
- **Graduate Members**:
  - Ms Kelly Knowles (4 year term)
  - Dr Stephen Andersen (2 year term)

A further election, for the non-academic staff member of Council, is being held from 22 November to 6 December 2007.

New and Revised Policies

The following new and amended UOW policies were approved at the August and October Council meetings:

**12 October 2007**

- Revised Code of Practice – Teaching & Assessment: Effective Autumn session 2008
- Revised Code of Practice - Research: Effective immediately
- Research Misconduct Policy: Effective immediately
- Student Academic Consideration Policy: Effective Autumn session 2009

The following new policy and amended rules were approved, in line with the revised National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students, effective immediately:

- Course Progress Policy
- General Course Rules (Section 8 – Assessment)

Committee Update

Academic Senate is the peak body for advising the University Council and the Vice-Chancellor on academic matters and broad issues that affect the academic excellence of the University. It consists of members from the wider University community including faculties, administration and students.

Over the course of 2007, Academic Senate addressed a variety of agenda items, including:

- Approval of revised Assessment Committee Standards.
- Approval of revised Academic Senate Standing Orders.
- Noting of the University of Wollongong Strategic Plan 2008-10.
- Approval of student awards and prizes across all Faculties.
- Endorsement of revisions to several policies in response to legislative changes in the National Code 2007.
- Endorsement of the four new policies.
- Approval of 10 new courses, major amendments to 19 courses and minor amendments to 40 courses.
- Consideration of UOW’s Core Function Plans–2006 Review.
- Reports and Quality Improvement Report on Progress against UOW Plan.
- Approval of revised Terms of Reference for the University Internationalisation Committee.
- Approval of revised Assessment Committee Standards.
- Endorsement of revisions to the Course Approval Management Process.
- Endorsement of revised Academic Senate Standing Orders.
- Approval of revised Terms of Reference for the University Internationalisation Committee.

Other activities and initiatives for Academic Senate included:

- Approval of revised Assessment Committee Standards.
- Endorsement of revisions to the Course Approval Management Process.
- Endorsement of revised Academic Senate Standing Orders.
- Noting of the University of Wollongong Strategic Plan 2008-10.
- Approval of student awards and prizes across all Faculties.
- Consideration of UOW’s Core Function Plans–2006 Review.
- Reports and Quality Improvement Report on Progress against UOW Plan.
- Approval of revised Terms of Reference for the University Internationalisation Committee.

In August, Academic Senate sponsored the Meet the Chancellor Reception, attended by over 40 staff members and students. This Reception provides a forum for the Chancellor and Deputy Chancellor to meet with staff and students, is a vehicle for raising the profile of governance at the University, and recognises staff and students’ roles in governance at all levels in the University.

Election of student members of Academic Senate

Elections were held during September and October 2007 for four undergraduate and two postgraduate student positions on Academic Senate. Justin Ayre, Clinton Mead, Christopher Monnox and Nicholas Rouen were elected as undergraduate student members for the term 1 January 2008 to 31 December 2008.

No nominations were received for the two postgraduate student member positions. According to Clause 5 of the University’s Electoral Procedures for Senate and Faculties, these positions will be filled as casual vacancies.

Future meeting dates for 2008

The following meeting dates for 2008 were approved (Res 56/07) by Senate Standing Committee at its meeting on 17 October 2007.

<table>
<thead>
<tr>
<th>2008 Meeting Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senate Standing Committee @ 9:30am</td>
</tr>
<tr>
<td>Agenda Deadline</td>
</tr>
<tr>
<td>6 February</td>
</tr>
<tr>
<td>2 April</td>
</tr>
<tr>
<td>28 May</td>
</tr>
<tr>
<td>23 July</td>
</tr>
<tr>
<td>17 September</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>2008 Meeting Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Senate @ 9:30am</td>
</tr>
<tr>
<td>Agenda Deadline</td>
</tr>
<tr>
<td>5 March</td>
</tr>
<tr>
<td>30 April</td>
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<tr>
<td>18 June</td>
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<tr>
<td>20 August</td>
</tr>
<tr>
<td>15 October</td>
</tr>
<tr>
<td>29 October</td>
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</tbody>
</table>

*This meeting will be dedicated to discussion and debate on items of business raised by members.
ARD Relocation

ARD has moved to ITS, Building 17 until mid-February while the office area in Building 36 is renovated. You can find the teams at:

**Presentation Lab—Level 2, Bld 17**
- Academic Registrar and Assistant
- Enterprise Content Management
- Strategy
- Timetabling
- Student Systems

**Sky Lab—Level 1, Bld 17**
- Policy and Governance
- Corporate Governance
- Fees and Compliance
- Student Solutions

**Student Central—Ground Floor, Bld 17**
- Senior Manager, Business Solutions
- Scholarships Officers
- Events Coordinator
- Client Service

Next Edition of Communiqué

The next edition of Communiqué is due out early 2008. This edition will include a schedule of committee meeting dates for 2008.

Links to past issues


Contact Us

Feedback for this issue and submissions for the first 2008 issue should be forwarded to:

**Officer:** Lauren Ross  
**Phone:** 4221 5309  
**Email:** governance@uow.edu.au  
**Post:** ARD, Policy and Governance, Building 17