INSIDE THIS ISSUE

First Up
1 >>> Letter from the Academic Registrar
Changes to Senate Nomination Process

Staff Profiles
2 >>> Academic Staff Profile: Dr Margaret Wallace
>>> ARD Staff: Mr Dominic Riordan

What You Need to Know
3 >>> Student Experience Questionnaire
>>> Staff Granted Exclusion Power
4 >>> University Council Meeting
5 >>> Student Academic Consideration Policy
    Student Elections
6 >>> Graduation
    >>> Committee Information

Final Words
7 >>> ARD Contacts
Letter from the Academic Registrar

The successful enrolments of over 1200 students in July marked the beginning of Spring Session 2008. As the session progresses, ARD continues to work on a number of projects and key activities.

The new Orientation program will change the process and activities for students during their Orientation to the University. The development of the program is well underway and will commence in February 2009.

The Policy Directory Refresh project is continuing, with most units already having provided the Policy and Governance unit with policy documents in the up to date format. The cooperation provided has been greatly appreciated.

Subject Evaluation Survey Reports for Autumn session have been distributed to subject coordinators, and preparation for Spring is ongoing.

The Student Experience Questionnaire for 2008 has been finalised and will be launched in early October (see page 3). I would greatly appreciate your help in encouraging students to participate.

Spring Session Census date on 31 August, and the lead up to that day, were a busy time for Student Central. August also saw the release of Online Major Maintenance for students, allowing students to select and change his or her major(s) via SOLS. In the 24 hours after the Online Major Maintenance was released to Students on SOLS, 274 Students made 402 changes to their majors. This has already significantly reduced the number of forms submitted to Student Central for processing.

Production for the 2009 Course Handbook is underway, with faculties reviewing their content. The 2009 Course Handbook is scheduled to be published online this November.

ARD is preparing for Student elections for Academic Senate, WUSA and WUPA. Nominations have opened and voting will take place online in early October (see page 5).

ARD has developed Communication work groups to focus on improving our internal and external communications. The work groups are currently defining key issues and identifying areas of improvement for ARD communications.

I would like to wish everyone well as preparation for December graduation fast approaches. I would also like to thank all ARD staff for their contributions and support during my time as Acting Academic Registrar.

Changes to Senate Nomination Process

University Council has recently passed new rules governing elections by or to Academic Senate. The new Academic Senate Electoral Rules govern the election of student and non-student members to Academic Senate, the election of Academic Senate members to committees of Academic Senate and the election of the Chair and Deputy Chair of Academic Senate. The new Rules are available on the UOW website at http://www.uow.edu.au/content/groups/public/@web/@gov/documents/doc/uow048229.pdf.

The new Rules change the process for nomination of academic staff to fill faculty vacancies to Academic Senate. There is now a 21 day nomination period during which eligible candidates may nominate themselves or be nominated by other persons eligible to vote. The nomination must be in writing and must be received by the faculty returning officer at least 7 days prior to the meeting at which the election is to take place. This means that, before the faculty meeting at which the election is scheduled, the returning officer will know whether an election is required to fill any vacancies.

It is no longer permissible for nominations to be made and accepted at the faculty meeting set down for the election. If there are insufficient candidates to fill the vacancies, the eligible candidates nominated are elected, and any vacancies are filled by the Academic Senate Standing Committee.

Faculties should also note that there is a limit of three consecutive terms on Academic Senate for non-student members of Academic Senate. After three consecutive terms, the member becomes ineligible for re-election until at least one term of office has passed.

For more information on the new Academic Senate Electoral Rules, contact Nerida Margrie (email: nerida@uow.edu.au).
**Academic Staff Profile: Dr Margaret Wallace**

**Background**
Margaret was born in Glasgow, Scotland and lived in various places in Scotland and England before coming to Australia when she was thirteen. Margaret went to Woonona High School. She has lived in Sydney and Perth, Western Australia. Margaret now lives in Fairy Meadow.

**Hard at Work**
Margaret has a Bachelor of Arts from Macquarie University, a Graduate Diploma in Education (Nursing) from the Sydney College of Advanced Education, a Postgraduate Diploma in Nursing (Midwifery), a Master of Education from the University of Wollongong. Last year Margaret received her Doctor of Philosophy from the University of Wollongong for a thesis called, ‘The game of expertise: Investigating the use of science in a professional disciplinary setting’

**Motivators**
Margaret likes solving problems and working with people who have that ‘can do’ approach to life. She considers herself very fortunate to be surrounded lots of people like this at the University of Wollongong.

Margaret can sometimes take things too seriously and values the capacity of her colleagues to make her laugh (and to remind her not to take herself too seriously).

**More about**
Margaret likes reading, movies, walking, eating (this is one of her favourite things). Margaret is a big fan of the university pool and off-sets some of the effects of her love of food by doing deep water running (OK she calls it aquajogging) three times a week.

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**ARD Staff Profile: Mr Dominic Riordan**

**Background**
Dominic is a ‘£10 Pom’, having emigrated to Australia with his family in 1969. He grew up in Western Sydney and lived and worked in Sydney until 2003, when he moved to the Shoalhaven region with his family.

**Hard at Work**
Dominic holds a Bachelor of Arts, majoring in History and a Bachelor of Law from UNSW. Dominic worked as a solicitor in private practice for 5 years before working in investigation, risk management and management roles with the NSW Ombudsman, the ICAC and the NSW Department of Local Government. He joined UOW in November 2007.

**Motivators**
Dominic is committed to working effectively with people across the University to build a strong governance framework for UOW. Coming from a risk management background, Dominic also believes in an old risk mantra that you must always try to “identify the important problems and fix them”. Dominic also insists that the occasional dose of irreverence helps to keep sometimes difficult work situations in perspective.

**More about**
Dominic is a Wests Tigers tragic, having grown up in the shadows of Sydney’s Lidcombe Oval (the former home of the Western Suburbs Magpies). He also loves cricket, closely follows Australian politics and enjoys cooking and music. He is married with 3 children and plans to move to Gerringong as soon as someone, anyone, will agree to buy his house (he says it’s very nice and very good value).
Student Experience Questionnaire Launch

The 2008 Student Experience Questionnaire (SEQ08) provides students with the chance to comment on their experiences at UOW. The questionnaire will be launched on Tuesday 7 October 2008.

The support of all campus staff, general and academic, is critical to ensuring a strong response rate leading to more accurate data. Please encourage students to complete the questionnaire at every opportunity!

Students can complete the questionnaire from October 2008 through to January 2009. Once results are collated, faculties and service providers will receive customised reports on survey feedback in early 2009. Already, the SEQ has influenced targets in the Performance Monitoring Framework, the design of a new Orientation program in 2009, and focus on International Student issues.

SEQ08 will measure student outcomes such as Graduate Qualities and the Learning-Teaching-Research Nexus as well as core questions relating to satisfaction with the social, academic and service and support experience as well as study, work and life balance.

For further information contact Fran Walder E: fran@uow.edu.au Ph: 4221 5154

Full details, promotional support materials and a copy of the questionnaire are all available from the intranet site https://intranet.uow.edu.au/projects/studentexperience/

Staff Granted New Power to Exclude Disruptive Students from Class

The University Council has recently approved amendments to the Campus Access and Order Rules to grant to certain staff in the power to require a student who is acting in a disorderly way to leave the classroom or laboratory. The rules now define disorderly conduct to include “any conduct which impairs the reasonable freedom of other persons to pursue their studies, researches, duties or lawful activities in the University or to participate in the life of the University, or that threatens the health, safety or welfare of staff, students or visitors to the University.”

The new power can be used by any staff teaching students or supervising students during a teaching activity.

Provided the staff member has first requested the student discontinue acting in a disorderly way and the student has not complied, staff may request a student who is committing disorderly conduct that is impeding the normal functioning of the teaching activity to leave the classroom or laboratory. If a student refuses to comply with the request, staff should contact Security for further assistance on 4221 4555.

Any staff who use this power must report the use of the power to the relevant Dean and to the Academic Registrar. This is to ensure that any necessary follow up action can be taken.

University Council Meeting

University Council Meeting: 8 August 2008

The University Council met on 8 August 2008. Council received a progress report on developments at the Innovation Campus and a report on the 2008 UOW Planning Retreat. The minutes of the Administrative Committee were noted by Council as was the June 2008 Occupational Health and Safety Report.

The Vice-Chancellor's Report

A copy of the University's submission for the Bradley Review was tabled for Council members to review. The submission can be viewed at: http://www.dest.gov.au/NR/rdonlyres/1EADA457-5B9E-46EF-8179-FF09F7D7C74F/23142/148UniofWollongong.pdf

UOW retained all of its five star ratings in the 2009 Good Universities Guide.

UOW is the only University to have achieved success in all ten citations submitted to the Australian Learning and Teaching Council (ALTC), the peak body for teaching in Australia. ten out of ten.

Meet the Chancellor Reception

The Chancellor reported on the success of the Meet the Chancellor Reception, held on Thursday 7 August 2008. The annual event, promoted by the Academic Senate, aims to give new staff and student representatives the opportunity to meet the Chancellor and learn more about university governance.

International Student Trends Presentation

The Deputy Vice-Chancellor (Academic & International) gave a presentation to Council on the University’s International student trends.

Student Association Update

Amendments to the WUSA constitution were approved by Council with immediate effect. For more information about student associations:

Policy Approvals

The Senate Electoral Rules were approved by Council with immediate effect. To view the Rules:

Minor amendments to the Campus Access and Order Rules were approved by Council with immediate effect. To view the Rules:

Minor amendments to the General Course Rules were approved by Council with immediate effect. To view the Rules:

The next University Council meeting is scheduled to be held on Friday, 17 October 2008.
The Student Academic Consideration Policy will take effect in Autumn Session 2009. This policy aims to be more consistent, transparent, easier for students to interpret and for staff to implement.

Guidelines and Frequently Asked Questions will be available by the end of the year. A communication and implementation strategy is currently underway to ensure staff and students are aware of the changes and of their responsibilities.

Significant policy changes you need to know:

- New title: Student Academic Consideration Policy.
- Policy emphasises that students need to be proactive in applying for academic consideration before an assessment is due.
- Promotion of consistency and transparency in the process of applying for consideration and in the handling of all applications. There is no longer a differentiation between the weighting of assessment tasks.
- Subject Coordinators given more responsibility in the decision making process.
- Differentiation between students with ongoing conditions (disability) requiring reasonable accommodation and those experiencing short-term disruptions to studies.
- Detailed responsibilities of the University, Students, Subject Coordinators, Heads of Academic Units, Sub Deans/Associate Deans and staff verifying supporting documentation.

Significant procedural changes you need to know:

- Stronger criteria defining grounds for application, supporting documentation, the granting of academic consideration, supplementary assessments and outcomes.
- Academic consideration applications are only forwarded to Subject Coordinators once supporting documentation has been verified.
- Tighter timelines for making an application, submitting supporting documentation, and academic staff response times.

Students are required to retain supporting documentation for twelve months from the date of the verification of their application.

All applications require supporting documentation. In cases where it is not possible to obtain supporting documentation, a Statutory Declaration for Academic Consideration must be used.

Closure on in-session tests and end-of-session exams to ensure that student’s results can be processed in an effective and efficient manner.

To view a copy of the Student Academic Consideration Policy please refer to:

For further information regarding the communication and implementation strategy, please contact Paola Ciccarelli, Policy Analyst, on ext. 5014 or via email to paolacic@uow.edu.au

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2008 Student Elections

On-line student elections will be held in September/October for student representatives to the Academic Senate, the Wollongong Undergraduate Students’ Association (WUSA) and the Wollongong University Postgraduate Association (WUPA).

There are 4 Undergraduate Student members and 2 Postgraduate Student members to be elected to Academic Senate. WUSA is looking to fill 13 office bearer positions along with 14 general representative positions and 5 National Union of Student delegate positions. WUPA is looking to fill 11 positions on its Executive along with 3 general representative positions.

Nominations for all elections opened on Wednesday, 10 September 2008 and closed at 5pm on Wednesday, 24 September 2008.

Voting in all elections will commence at 9am on Wednesday, 8 October 2008. Voting in the WUSA and WUPA elections will close at 5pm on Friday, 10 October 2008. Voting in the Academic Senate election will close at 5pm on Wednesday, 22 October 2008. This is an on-line election, and eligible students will receive a notice via SOLSMail with details on how to log on and vote.

For more information on the 2008 Student Elections, visit
www.uow.edu.au/governance/UOW033483.html or contact Nerida Margrie (email: Nerida@uow.edu.au).
Graduation Update

July 2008 Graduation

July 2008 Graduation, held from Wednesday 16th to Friday 18th July, was a fantastic success with over 1500 students and 4500 guests attending the six ceremonies.

In addition to the conferral of degrees, the ceremonies included the presentation of two University Medals, two Emeritus Professorships, one Honorary Doctorate degree, four University Fellowships, and one posthumous degree.

Guest Speakers included prominent businesswoman Ms Therese Rein and Mr Frank Di Giorgio, General Manager of the Executive and Parliamentary Division of the Commonwealth Treasury.

The Academic Registrar’s Division sincerely thanks all University staff who provided assistance at the July Graduation Ceremonies.

December 2008 Graduation

Key Dates
The key dates for December 2008 Graduation are Monday 15th to Friday 19th December.

Planning for December 2008 Graduation is already underway, and the closing date for students to apply to graduate is 10 October 2008. Faculties will be allocated to particular ceremonies shortly after this date.

Volunteers
A call for volunteers to help out at the ceremonies will be sent out in mid October. Once again, the Academic Registrar’s Division really appreciates staff who volunteer each year and we look forward to seeing some new faces.

Academic Procession
All Academic staff members are encouraged to share in the success of their graduates by attending graduation ceremonies as part of the Academic Procession. For further information please refer to the following website:

Graduation Enquiries
Should you have any enquiries please contact Student Central on 4221 3927 or 1300 275 869 or via email at: askuow@uow.edu.au.

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

For any other enquiries contact Tori Funnell, Graduation Coordinator on 4221 5408 or by email at: tori_funnell@uow.edu.au

Committee Information

Upcoming meetings:

- Academic Senate Standing Committee - Wednesday 8 October 2008
- Quality Assurance Sub-Committee (QAS) meeting - Wednesday 15 October 2008
- Deans’ & Senior Executive meeting - Wednesday 8 October 2008
- University Internationalisation Committee - Thursday 16 October 2008
- Faculty Education Chairs Committee - Wednesday 15 October 2008
- Council meeting - Friday 17 October 2008
- Ceremonial & Honorary Awards Committee - Friday 17 October 2008

For a full schedule of committee meetings, please follow the below link:
Staff in ARD act as liaison officers for Faculties and Units to ensure there are consistent lines of communication.

<table>
<thead>
<tr>
<th>Faculty/Division/Unit</th>
<th>Policy &amp; Governance Liaison</th>
<th>Conferrals Officers</th>
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<tr>
<td>Arts</td>
<td>Paola Ciccarelli (x5014)</td>
<td>U/G - Liz Davidson (x3925)</td>
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<td>P/G - Sandra Ragnoli (x4181)</td>
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<tr>
<td>Commerce</td>
<td>Claudia Perry-Beltrame (x5146)</td>
<td>U/G - Liz Davidson (x3925)</td>
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<td>P/G - Sandra Ragnoli (x4181)</td>
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<td>Creative Arts</td>
<td>Leonie Kirchmajer (x4790)</td>
<td>Sally Norrish (x3795)</td>
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<tr>
<td>Education</td>
<td>Fiona Griffin-Rudder (x5972)</td>
<td>Sandra Ragnoli (x3181)</td>
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<td>Engineering</td>
<td>Nerida Margrie (x5954)</td>
<td>U/G - Elaine Thompson (x3343)</td>
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<td>P/G - Nerys Webb (x4857)</td>
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<td>Health &amp; Behavioural Sciences</td>
<td>Tori Funnell (x5408)</td>
<td>Nerys Webb (x4857)</td>
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<td>Graduate School of Business</td>
<td>Claudia Perry-Beltrame (x5146)</td>
<td>Elaine Thompson (x3343)</td>
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<td>Graduate School of Medicine</td>
<td>Tori Funnell (x5408)</td>
<td>Sally Norrish (x3795)</td>
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<td>Informatics</td>
<td>Chris Perre (x5309)</td>
<td>Elaine Thompson (x3343)</td>
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<td>Law</td>
<td>Nerida Margrie (x5954)</td>
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<td>P/G - Sally Norrish (x3795)</td>
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<tr>
<td>Science</td>
<td>Leonie Kirchmajer (x4790)</td>
<td>Sally Norrish (x3795)</td>
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<tr>
<td>Research</td>
<td>Nerida Margrie (x5954)</td>
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<td>Personnel (Recruitment, OH&amp;S, PODS, Personnel &amp; Payroll)</td>
<td>Dominic Riordan (x4136)</td>
<td>-</td>
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<tr>
<td>Finance (Finance/Disaster Recovery/ Cognos)</td>
<td>Dominic Riordan (x4136)</td>
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<tr>
<td>EED/ Library/cedir/wic</td>
<td>Paola Ciccarelli (x5014)</td>
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<tr>
<td>Strategic Planning/ Audit/ UniAdvice</td>
<td>Fiona Griffin-Rudder (x5972)</td>
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<tr>
<td>ITS</td>
<td>Leonie Kirchmajer (x4790)</td>
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<td>Accommodation and Student Services</td>
<td>Tori Funnell (x5408)</td>
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<td>Buildings &amp; Grounds (Cleaning, Security, Parking)</td>
<td>Claudia Perry-Beltrame (x5146)</td>
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<td>WCA</td>
<td>Nerida Margrie (x5954)</td>
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<td>Other Campuses: Shoalhaven, Bega, Batemans Bay, Moss Vale and Loftus</td>
<td>Paola Ciccarelli (x5014)</td>
<td>-</td>
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</tbody>
</table>

Contact Policy & Governance: governance@uow.edu.au
Contact Conferrals Officers: conferrals_compliance@uow.edu.au
Contact Enrolment Management Team: enrolment_management@uow.edu.au