



Communiqué



The Academic Registrar's Newsletter on Academic Governance and Student Administration



October 2010



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Academic Staff Profile



Prof Sandra Wills
Chair of Educational
Development,
Executive Director
Learning
and Teaching

Background:

Sandra has worked at UOW for 16 years and has over 35 years experience in the field of educational technology and e-learning. She has authored over 150 publications and multimedia products, and is well-known as an innovative and motivational speaker. Sandra initially started at the University to develop a distance education TV production. There were 3 hours of TV per day broadcast on SBS.

Hard at Work:

Sandra's job is to support, assure and enhance the quality of teaching and learning overall. She gradually introduced and implemented e-learning at UOW to replace TV and to underpin UOW's South Coast developments.

Her research grants and consultancies total A\$3 million in addition to A\$9 million for a Cooperative Multimedia Centre, of which she was a board member.

She has received the Australian Computer Society (ACS) lecturer of the year award.

Sandra has been a member of the UOW Promotions Committee for many years and an invited external member and referee for other universities' promotions committees.

Recently linked projects that Sandra has initiated and successfully implemented at UOW:

- Peer Review for promotion: including both Peer Observation of Teaching and Peer Review of Educational Practice
- Mix of Evidence: criteria for academic progression based on teaching
- Learning-Teaching-Researching Nexus
- Learning Leaders leadership training.

More about Sandra...

Sandra is a mature age mother with an active 9 year old daughter, having been fortunate enough (and persistent enough) to adopt her from China in 2003. She also enjoys renovating the house and garden, walking, swimming, yoga, travel, learning Mandarin, and reading.

General Staff Profile



Samantha Domagala
Acting Senior Manager,
Client Service

Background:

Samantha was born and raised in Wollongong, attending St. Mary's College during her school years. She completed her Bachelor of Commerce (Marketing and Management) at UOW over seven years while working full-time. Sam then completed her MBA in 2009, meaning she has studied for the past 11 years with only the one year break. At the beginning of this year to celebrate the end of her studies Sam travelled around South America for two months.

Hard at Work:

Sam worked in customer service at AHM for 4 and a half years while she was completing her undergraduate degree. She then worked for Stellar Call Centres in Wollongong as a Service Manager, where she then became the Quality Manager. In 2005 she was employed by UOW as the Quality Assurance Manager where she implemented the Quality Management System across the administration. In March 2010 she was seconded to the position of Acting Senior Manager, Client Service.

Motivators:

Sam values working in UOW's relaxed environment. She enjoys being part of a team and having fun in her role. She is motivated by the need for continuous improvement and excellence in client service. Sam likes learning new skills and being involved in the development and training opportunities UOW has to offer.

More about Samantha...

Sam is the proud new owner of a 5 month old cat, 'Cheekie'. She is currently completing the URAC age fitness challenge. Her other hobbies include cooking, dancing and socialising with friends and family. She is looking forward to travelling to her grandparents birthplace, Poland, in the future.



Governance Update

Elections

Elections are currently underway for the representatives to the following bodies:

University Council

- 1 Academic Staff member
- 1 Non-academic Staff member

Academic Senate

- 2 Undergraduate student members
- 4 Postgraduate student members

WUSA (Wollongong Undergraduate Students' Association)

- 15 Executive positions
- 5 General Representatives
- 5 NUS delegates

WUPA (Wollongong University Postgraduate Association)

- 11 Executive positions
- 3 General Representatives

Information about all these elections can be found at:

www.uow.edu.au/governance/UOW085783.html

Voting in all elections will open at 9am on Tuesday, 5 October 2010. Voting in the WUSA and WUPA elections will close at 5pm on Thursday, 7 October 2010. Voting in the University Council and Academic Senate elections will close at 5pm on Monday, 18 October 2010. Outcomes will be declared in the following week.

University Council Meeting: 6 August 2010

Vice-Chancellor's Report

Ms Therese Rein, Managing Director of Ingeus and wife of former Prime Minister Kevin Rudd, opened the Mike Codd Building (the SBS/Digital Media Centre) at the Innovation Campus on Wednesday 11 August. For further information media.uow.edu.au/news/UOW085239.html

Mr Peter Garrett, Minister for Environment Protection, Heritage and the Arts, opened the Australian Centre for Cultural Environment Research on Monday 12 July.

The NSW Deputy Premier and Minister for Health, Carmel Tebbutt, opened the Illawarra Health and Medical Research Institute (IHMRI) building on Tuesday 20 July. This occasion received generous publicity.

The 2011 Good Universities Guide indicates that UOW has held on to its 5 star rating in most categories including 'Getting a Job', 'Positive Graduate Outcomes', 'Research Intensity', 'Graduate Satisfaction', 'Staff Qualifications', 'Staff Student Ratios' and 'Generic Skills'. It gained four stars for 'Graduate Starting Salary' and 'Teaching Quality'. Further information can be found at: media.uow.edu.au/news/UOW085156.html

UOW was successful in the recent round of ALTC Citations for Outstanding Contributions to Student Learning. UOW achieved seven citations out of a possible nine. This places the University in the top tier category, with only two other universities meeting this success rate.

BHP Billiton Illawarra Coal are the new tenants for the top floor of the iC Enterprise 1 building. For further information regarding the Innovation Campus www.innovationcampus.com.au/



Governance Update

University Council 2010 Elections

The Council Elections will be held in October 2010 for one academic staff member and one non-academic staff member. For further information about University Council: uow.edu.au/governance/committees/council/index.html

Presentation on Financial Benchmarking

The Deputy Vice-Principal (Finance and IT) gave a presentation to Council benchmarking UOW with NSW higher education institutions. He provided comparisons and time series analysis across operating performance, sources of revenue, operating expenditure, balance sheet and financial position, capital expenditure, cash and investments, liquidity and debt levels. He concluded that the UOW financial position remained sound as at 31 December 2009.

Report from the University Planning Conference

The Vice-Chancellor highlighted the main issues discussed at the University Planning Conference. The conference addressed the Federal Governments priority for 40% of all 25-35 year olds to hold a bachelor degree by 2025: 20% of which will be at the undergraduate level from low Socio-Economic Status (SES) backgrounds.

Occupational Health & Safety

The June 2010 Occupational Health and Safety Report was noted by Council. For further information on OH&S refer to: staff.uow.edu.au/ohs/

UOW 2010 Workforce Survey

The Director, Personnel Services together with Mr David Reynolds, Project Manager of the Workforce Survey gave a presentation on the UOW 2010 Workforce Survey results which had a response rate of 76%. The survey results are positive and show that UOW continues to be a university where staff are highly engaged. The survey enables benchmarking against a broad range of Australian organisations including 25 Australian universities.

Preparations for AUQA Audit 2011

Council noted the preparations for the AUQA Audit 2011. For more information regarding planning and quality at UOW refer to: uow.edu.au/planquality/index.html

WUSA and WUPA Elections

Council noted that WUSA and WUPA elections will be held during the months of September and October. Council approved the amendments to Schedule 2 of the WUPA Regulations Governing Elections. Further information regarding the 2010 Student Elections can be found here: uow.edu.au/student/representation/UOW064425.html

The next University Council meeting is scheduled to be held on Friday, 15 October 2010.



Course Management

2010 at a glance:

- 143 course proposals processed
- 64 curriculum reviews currently being processed
- 10 income support applications processed
- Curriculum review information session conducted for the first time
- Onshore and offshore Course approval training conducted for the first time
- Review of course management processes and policy documents
- Introduction of subject approval bulletin
- Introduction of Offshore course management intranet site

Currently:

The following resources are under development, and users will be advised when they are available.

- Curriculum Review Schedule and Bulletin
- WCA Course Management Intranet site
- Curriculum design and development process and policy document
- 2011 Handbook publication

Look for:

“The How's and Why's of Course Approval” Training and Information Session in October.

Please contact the Course Management Coordinator, Viji Venkat if you have any suggestion or feedback on Course Management on ext. 4790 or email: viji@uow.edu.au

Centre for Educational Development Innovation and Recognition (CEDIR)

Margaret Wallace is on secondment to the Centre for Educational Development Innovation and Recognition until December 2011. Her role is to support academic units in the design, management and implementation of curriculum development processes.

Margaret will be involved in curriculum review and supporting curriculum development processes by creating resources for staff, networking, providing opportunities for practice-sharing, arranging events and facilitating visits, presentations and workshops for guests invited to the University of Wollongong.

If you are thinking of talking to Margaret about curriculum review and development please contact Margaret on 02 4221 3228 or mwallace@uow.edu.au



Margaret
Wallace



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Graduation

Graduation 2010

Applications to graduate close on 15 October 2010. December Graduation is scheduled from Monday 13 December to Friday 17 December with an anticipated 12 ceremonies to be held.

Details of the composition of ceremonies will be announced to the University community by the end of October.

The Academic Registrar's Division greatly values the assistance of staff who volunteer at Graduation. If you are interested in volunteering as a Guest Usher, please contact Glen Meznaric on ext. 4401 or glen_meznaric@uow.edu.au

Australian Higher Education Graduation Statement

The Department of Education, Employment and Workplace Relations recently released guidelines for the document provided to graduates upon graduation.

The guidelines outline how the document should be presented and the essential information that needs to be included. The purpose of the guidelines is to provide greater transparency regarding a graduates qualifications through the use of a consistent template.

The guidelines will attempt to clarify Australian awards internationally and assist students in seeking employment.

For more information contact Brett Lovegrove brett_lovegrove@uow.edu.au



Policy Update

Robert Hope Memorial Prize

The Chancellor Robert Hope Memorial Prize is UOW's most prestigious student prize.

The Prize is awarded to a student with exceptional contribution to the community and consistent outstanding academic performance.

Students can be nominated by their Dean or be self-nominated.

The 2010 recipient will receive the Chancellor Robert Hope Memorial Medal and \$10,000. This will be awarded by the Chancellor at a December 2010 Graduation Ceremony



More information about the prize:

www.uow.edu.au/student/studyinfo/UOW008199.html

Annual Audit of Subject Proposals

The Policy and Governance Unit is currently undertaking the Annual Audit of Subject Proposals, which is conducted in the final quarter of each academic year to ensure compliance of new subject proposals with the Code of Practice - Teaching and Assessment and Subject Approval Guidelines.

Ten percent of new subjects are selected at random from Faculties annual listing of new subject proposals. The Audit team, headed by the Dean of Students, reviews the selected subject proposals for satisfactory response to the information requested in the proposal form, checking for compliance with relevant University Rules, Codes of Practice and Guidelines, in particular the Code of Practice – Teaching and Assessment. The Audit team presents their findings, including proposed actions to rectify any anomalies identified, to the Vice-Chancellor via the Deputy Vice-Chancellor (Academic).

In addition, a list all of all new subjects and an audit report will be presented to the final Academic Senate meeting of each year.

Questions or comments regarding the Annual Audit of Subject Proposals may be directed to Tori Funnell via email torimc@uow.edu.au or ext. 5146.



Standard on Courses

New Standard on Courses

The University has developed a Standard on Courses to assist course development and course management at the University.

The Standard:

- Establishes consistent course definitions, structures, and naming conventions for all UOW award and non-award courses to support the preparation and printing of official documentation (such as transcripts and testamurs)
- Supports course development for twinning joint degrees with other institutions, setting out UOW requirements for course structure and the use of logos for promotion and on official documentation
- Recognises the existing course approval process in University policy
- Establishes a clear process for the control of non-award study
- Establishes a process for approval of minor differences in course content at different delivery locations (including UOW in Dubai).

Along with the approval of the new standard, the existing lists of University awards in the General Course Rules have

been updated. Hereafter, the list of awards in the General Course Rules will be updated annually by the Course Management Coordinator following the September meeting of Academic Senate, which is the last meeting at which course proposals are approved in each year.

The Course Approval Management Group has also been formally recognised as a committee of the Academic Senate. This will ensure that there are stronger links between the Course Approval Management Group and the vital oversight role played by the Academic Senate. The Standard on Courses now also incorporates the provisions of the now repealed Double Degree Guidelines. Staff involved in developing course proposals should refer to the Standard on Courses, which is available on the University Policy Directory, for guidance on course structure requirements, course naming conventions and field of study naming conventions.



Review of University Examination Rules

The Education Policy Review Subcommittee has resumed the 2007 review of the University Examination Rules.

The aim of the review is to ensure relevance, equity and consistency in the application of the Rules, and to provide guidance for a review of relevant supporting policies and practices.

The review will include collation of relevant data, an assessment of good practice in the industry and broad consultation of key stakeholders via questionnaires, focus groups, academic

committees, the University website and individual stakeholder consultation sessions.

Particular attention has been paid to the section governing authorised material in examinations, including translation dictionaries and calculators.

It is expected that the review process will be finalised during 2011, and that the Rules and supporting policies and practices will be ready for phased implementation by Spring Session 2011.

Records Management

The new Records Management System (RMS) roll-out is well underway. ImageREAL users have now been transitioned across and ImageREAL has been switched to read only. This means that no new records can be filled into ImageREAL, however, it can still be used to find records that were saved into this system. The Records Management Project Team are working on the migration of records from ImageREAL to the new RMS. More information will be provided as the migration progresses.

Staff across campus that have not previously used ImageREAL will be invited to use the new records management system as part of the Stage 2 rollout, which is scheduled to take place early next year.

There have been a number of training sessions held in the last few weeks to give staff hands on experience using the system. If you're currently using RMS and have been unable to attend one of the training sessions please send your expression of interest to rm-request@uow.edu.au and we will keep you informed of upcoming sessions.

User Guides, Frequently Asked Questions and tips on the new RMS are available at: intranet.uow.edu.au/recordsmanagement/.

For more information about the RMS email Solveig Dewhurst rm-request@uow.edu.au ext. 4337 or Fred Leishman ext.5059.

RMS TIPS

Click here for RMS self help

NEED HELP?

Submit a help request ticket to:
rm-request@uow.edu.au



Feedback Month @ UOW

We are having a Feedback @UOW carnival at Student Central.

We will be promoting Feedback from both the centre and out and about on campus throughout October.

Come down to the centre. We will be adorned with balloons, posters, lollies and much, much more!

Our team will be out around the grounds promoting feedback as well as talking to the students.

FEEDBACK HELPS YOU! Help us spread the word...

Students are being encouraged to use the Feedback website to provide ANY feedback in relation to their experiences, any suggestions for improvement and any other comments they have.

What can I do for Feedback @ UOW month?

Spread the word about the student Feedback website. Please feel free to even include the Feedback logo in your webpage or correspondence.

If you don't get to interact with students regularly, please feel free to come on down to Student Central to pick up some Feedback cards and maybe even a little surprise.

Where can I read more?

The Feedback @ UOW page for students is:

www.uow.edu.au/student/feedback

The easiest path to follow is the orange Feedback@UOW logo on the Current Students page.

You can also contact the team here at Student Central, Mondays-Fridays 9-5pm on the staff hotline, 4477.



UOW Now

In August the Digital Signage project was transferred to ARD with the objective of taking this communication medium to the next level of operation. The software has been integrated into the ECM team's role to facilitate this use. The transition has been smooth and presents an exciting time for student communications on campus.

Monica Millar recently commenced in the role of facilitating the communications and developing a University wide strategic approach to content.

Throughout the year UOW has a great variety of messages for the student population, which can include academic, social and transport related – naming just a few. The digital signage network with 31 screens strategically positioned throughout the campus provides the ideal medium for information and engagement. We want you to have the best possible reach with the students.

Now, University events RSS feed through to the portrait configuration of the digital screens. Submitting your events to the UOW calendars will ensure widespread exposure of your event or activity. A dedicated web page UOW Now has been developed as a space to let students know what's happening on campus. UOW Now is also the home for UOW TV.

A campus wide initiative relies on the participation and engagement of all faculties, students and the community. We want to work with you to determine how to best develop your campaign and schedule it for broadcast through the UOW messaging centre, located on the UOW staff intranet. You can call Monica on 4221 5956 or access support through the ECM team via uownow@uow.edu.au.



Upcoming Committee Meetings

Upcoming meetings for 2010:

Council	Friday 15 October 2010
Academic Senate Standing Committee	Wednesday 20 October 2010
Administrative Committee	Tuesday 2 November 2010
Academic Senate	Wednesday 3 November 2010
University Internationalisation Committee	Thursday 25 November 2010
Academic Senate	Wednesday 1 December 2010
Council	Friday 3 December 2010
University Research Committee	Wednesday 8 December 2010

For a full schedule of committee meetings, please follow the below link:

www.uow.edu.au/governance/committees/schedule/index.html



Contact Us

Staff in ARD act as liaison officers for Faculties and Units to ensure there are consistent lines of communication.

Contact Details for Specific Faculties can be viewed [here](#).

Contact Details for Specific Divisions and Units can be viewed [here](#).

General Contact Information:

Visit Policy & Governance: www.uow.edu.au/governance/index.html

Contact Policy & Governance: governance@uow.edu.au

Contact Conferrals Officers: conferrals_compliance@uow.edu.au

Contact Enrolment Management Team: enrolment_management@uow.edu.au

Contact Client Service (Including Fees team): client_service@uow.edu.au

International Student Compliance: esos_enquiries@uow.edu.au



Contacts

Faculty	Policy & Governance Liaison	Conferrals Officers
Arts	Viji Venkat (x4790)	U/G - Liz Davidson (x3925) P/G - Sandra Ragnoli (x4181)
Commerce	Natalie Rachlewicz (x5285)	U/G - Liz Davidson (x3925) P/G - Sandra Ragnoli (x4181)
Creative Arts	Shibani Iyer (x8183)	Lauren Rush (x3795)
Education	Sean Blake (x5156)	Sandra Ragnoli (x4181)
Engineering	Nerida Margrie (x5954)	Elaine Thompson (x3343)
Health & Behavioural Sciences	Deborah Arnold (x5408)	U/G Nerys Webb (x4857) P/G Lauren Rush (x3795)
Sydney Business School	Tori Funnell (x5146)	Elaine Thompson (x3343)
Graduate School of Medicine	Catriona Taylor (x5972)	Nerys Webb (x4857)
Informatics	Catriona Taylor (x5972)	Elaine Thompson (x3343)
Law	Nerida Margrie (x5954)	U/G - Liz Davidson (x3925) P/G - Liz Davidson (x3925)
Science	Maret Oser-Tamm (x5014)	Nerys Webb (x4857)
WCA	Maret Oser-Tamm (x5014)	-
Other Campuses: Shoalhaven, Bega, Batemans Bay, Moss Vale and Loftus	Dominic Riordan (x4136)	-



Contacts

Division/Unit	Policy & Governance Liaison
Research	Deborah Arnold (x5408)
Personnel (Recruitment, OH&S, PODS, Personnel & Payroll)	Dominic Riordan (x4136)
Finance (Finance & Legal Services)	Dominic Riordan (x4136)
EED / ASD (including Library)	Maret Oser-Tamm (x5014)
Strategic Planning/ Audit/ UniAdvice	Tori Funnell (x5146)
ITS	Viji Venkat (x4790)
Accommodation and Student Services	Deborah Arnold (x5408)
Buildings & Grounds (Cleaning, Security, Parking)	Catriona Taylor (x5972)

