Communiqué

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

February 2011
Background:
David Vance, as a lad from Port Kembla, studied to become a non-ferrous metallurgist but realised early on that his real passion lay in music, literature and the arts. He has been associated with UOW for 42 years, since he began his Bachelor or Arts in English Literature and History in 1969. After completing his Honours in English at UOW, David undertook an honours degree in music from The University of Sydney. Since then his love and talent for music has taken him around the world, though he has retained his roots at UOW where he was appointed as a full time staff member in 1982.

Hard at Work:
David has been the Sub Dean for the Faculty of Creative Arts for 14 years but this year has taken on his new role as Associate Dean of Teaching and Learning. David also continues to teach students music theory and history. David has presided over music for Graduation Ceremonies for over 30 years. As part of his enthusiasm for creating the best educational experience for students, David contributes to numerous committees including Academic Senate, the University Education Committee and its various sub committees, as well as chairing the International Student Experience Committee.

Motivators:
David’s position as Sub Dean of the Faculty of Creative Arts brings him into contact with the wider campus community. He enjoys collaboration with many wonderful colleagues who share his aspiration to improve all aspects of the student experience. His commitment to quality teaching and learning informs his extensive work on committees and working parties charged with making policy that governs the student experience.

Above all David’s musical talent and great love of music inform his passion for teaching and performance, not only at UOW, but in enhancing the musical experience of the community at large.

More about David...
In David’s spare time he enjoys his hobbies of cooking, photography and travel. He continues to write as a music critic for the *Sydney Morning Herald*, a position he has held for 25 years. David is in demand as a vocal coach and an accompanist but hopes to find time for his next endeavour ... learning how to make cheese.
Background:
Viji was born and raised in India. She comes from a large family and diverse background. She loves and respects all cultures and upholds traditional values. Having completed the Bachelor of Science and the Master of Business Administration (Human Resources) from India, she continues her passion for studies at UOW and is currently undertaking the Graduate Certificate in Educational Leadership. She also has higher degree research interests and hopes to explore her passion in the research area in the near future.

Viji spent 5 years in the HR industry performing a variety of roles including Resource Officer, Recruitment, Selection, Training and Development before entering the academic administration field. She is also a trained and certified interviewer and profiler to do competency based interviewing and profiling (Saville and Holdsworth, London. Thomas International). After Viji married, she moved to Australia in 2002. Viji started her career in Sydney with an RTO developing policies and procedures for RTO standards and meeting the compliance and regulation requirements. Her brief experience with a job placement firm also enriched her knowledge in Centrelink and DEEWR practices.

Hard at Work:
Viji started at UOW in 2007. She has performed various administrative roles in the Faculty of Informatics and the Faculty of Commerce. In 2009, she was appointed Course Management Coordinator within the Policy and Governance Unit, ARD.

Motivators:
Viji is process oriented and motivated by the challenges in her role. She enjoys her role and aims to achieve an integrated, simple and effective course management process for UOW. She is driven by her stakeholders and her strong determination to solve problems.

More about Viji...
Viji’s husband, Venkat works at UOW in the Faculty of Commerce. They are proud parents of their 5 year old daughter, Rithika who started her first big step into the world of education this year.
2011 for Course Management

2011 is a big year for Course Management. There is a lot in store especially with all the curriculum related reviews that are scheduled for 2011. The Policy and Governance Unit, along with other stakeholders, are currently reviewing some of the curriculum related processes as well as seeking approval to review the concept of “Course Management”. This will involve reviewing all existing processes that form the concept of course management at UOW and supporting policy documents.

- Curriculum Review
- Curriculum design and development (NEW)
- Course Approval
- Subject Approval
- Offshore course management including curriculum review and course approvals
- All policy documents relating to the processes
- Systems requirements and data integration

Training and Information Sessions:

“The How’s and Why’s of Course Approval” Session will be conducted in April and October 2011.

“Curriculum Review “ Information Session will be conducted in 2011. An improved process with clear and transparent guidelines - Look out for the announcement!

Contact

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

For updates and to find out more about course management please subscribe to the course approval mailing list: course_approvals@mailman.uow.edu.au
2010 was a big year for developing and revising policies. In early 2011, Policy & Governance is engaging in efforts to implement and communicate a number of new policies and policy revisions:

- Academic Advice to Students Policy *(New)*
- Code of Practice - Teaching and Assessment *(Revised)*
- Academic Integrity & Plagiarism Policy *(New)*
- Student Conduct Rules and Procedures *(Revised)*
- Student Awards and Prizes Policy *(Revised)*

**Academic Advice to Students Policy**
The Academic Advice to Students Policy is a new policy to be introduced Autumn session 2011. The policy introduces a framework for the provision of academic advice to students. The policy has important implications for all general and academic staff interacting with students on academic matters or matters which might impact on a student’s course progress.

**Code of Practice - Teaching and Assessment**
Revisions to the Code of Practice – Teaching and Assessment will be effective from Autumn session 2011. The revised Code outlines new responsibilities of staff in achieving effective learning, teaching and assessment. These revisions will be important for both general and academic staff. Academic staff, including Heads of Schools, Subject Coordinators and teaching staff, should be familiar with new responsibilities under these revisions. General staff should be familiar with the revisions, including changes made to the requirements of Subject Outlines and record keeping. With the introduction of the revised Code, the Teaching and Assessment Policy has been rescinded.
Academic Integrity & Plagiarism Policy
The Academic Integrity & Plagiarism Policy replaces the Acknowledgement Practice/Plagiarism Policy, and will be effective in Autumn session 2011. The new Policy sets out the University’s commitment to the five fundamental Academic Integrity values and defines the importance of acknowledgement practice, as well as defines the roles and responsibilities of staff and students in upholding the values of Academic Integrity.

Student Conduct Rules and Procedures
The Student Conduct Rules and Procedures have been revised and will be effective in Autumn session 2011. Revisions have been made to clarify processes and define roles and responsibilities. Primary Investigation Officers and other staff involved in student misconduct should be familiar with their responsibilities under the revised Student Conduct Rules and Procedures.

Student Awards and Prizes Policy
The revised Student Awards and Prizes Policy has been effective since December 2010. Main revisions relate to eligibility for the Dean’s Merit List and the selection criteria for the Chancellor Robert Hope Memorial Prize. If you are involved in the determination of the Dean’s Merit List or the promotion of the Robert Hope Memorial Prize, you should be familiar with the revisions to this Policy.

Student Health Assessment and Leave Policy
The Student Health Assessment and Leave Policy has been revised, effective since October 2010. This Policy is important for staff members who might notice concerning student behaviour that may be a result of a serious health condition. The Policy offers a process for these students, for whom the Student Conduct Rules do not offer an appropriate means of management.

Student Academic Consideration Policy
Staff dealing with Student Academic Consideration enquiries or requests should be familiar with the revisions to this Policy. Revisions relate to the timing of applications for Academic Consideration; the grounds for extenuating circumstances; and some direction regarding students requiring the ‘reasonable adjustment’ process.

The Student Charter
The Student Charter expresses the relationship between the University and its students, to be effective from Autumn session 2011. The Student Charter is not a policy. It is a statement outlining what the University expects from its students and what students can expect from the University. Staff should be aware of the expectations expressed in the Student Charter. Staff should also be aware that, with the introduction of the Student Charter, the Code of Practice – Students has been rescinded. The Student Charter can be found at www.uow.edu.au/student/charter
Upcoming Committee Meetings

Upcoming meetings for 2011:

- Administrative Committee: Tuesday 1 March 2011
- Academic Senate: Wednesday 16 March 2011
- University Internationalisation Committee: Thursday 17 March 2011
- University Research Committee: Wednesday 23 March 2011
- Community Engagement Committee: Thursday 24 March 2011
- Academic Senate Standing Committee: Wednesday 13 April 2011
- Council: Wednesday 20 April 2011

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.

Contact Details for Specific Faculties can be viewed here.

Contact Details for Specific Divisions and Units can be viewed here.

General Contact Information:

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
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<tr>
<th>Faculty</th>
<th>Policy &amp; Governance Liaison</th>
<th>Conferrals Officers</th>
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<tbody>
<tr>
<td>Arts</td>
<td>Viji Venkat x4790</td>
<td>U/G - Liz Davidson P/G - Sandra Ragnoli x3925 x4181</td>
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<td>Commerce</td>
<td>Julia Payne x5156</td>
<td>U/G - Liz Davidson P/G - Sandra Ragnoli x3925 x4181</td>
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<td>Creative Arts</td>
<td>Shibani Iyer x8183</td>
<td>Lauren Rush x3795</td>
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<td>Education</td>
<td>Emily King x5287</td>
<td>Sandra Ragnoli x4181</td>
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<td>Engineering</td>
<td>Nerida Margrie x5954</td>
<td>Elaine Thompson x3343</td>
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<td>Health &amp; Behavioural Sciences</td>
<td>Deborah Arnold x5408</td>
<td>U/G Nerys Webb P/G Lauren Rush x4857 x3795</td>
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<td>Sydney Business School</td>
<td>Tori Funnell x5146</td>
<td>Elaine Thompson x3343</td>
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<td>Graduate School of Medicine</td>
<td>Catriona Taylor x5972</td>
<td>Nerys Webb x4857</td>
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<td>Informatics</td>
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<td>Elaine Thompson x3343</td>
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<td>Law</td>
<td>Nerida Margrie x5954</td>
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<td>Science</td>
<td>Maret Oser-Tamm x5014</td>
<td>Nerys Webb x4857</td>
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<td>WCA</td>
<td>Maret Oser-Tamm x5014</td>
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<td>Other Campuses:</td>
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<td>Shoalhaven, Bega, Batemans Bay, Moss Vale and Loftus</td>
<td>Julia Payne x5156</td>
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<td>Division/Unit</td>
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<td>Research</td>
<td>Deborah Arnold</td>
<td>x5408</td>
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<td>Human Resources (Recruitment, OH&amp;S, PODS, Staff Services &amp; Payroll)</td>
<td>Julia Payne</td>
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<td>Finance (Finance &amp; Legal Services)</td>
<td>Julia Payne</td>
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<td>EED / ASD (including Library)</td>
<td>Maret Oser-Tamm</td>
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<td>Strategic Planning/ Audit/ UniAdvice</td>
<td>Tori Funnell</td>
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<td>ITS</td>
<td>Viji Venkat</td>
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<td>Accommodation and Student Services</td>
<td>Deborah Arnold</td>
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<td>Buildings &amp; Grounds (Cleaning, Security, Parking)</td>
<td>Catriona Taylor</td>
<td>x5972</td>
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