University of Wollongong

COMMUNIQUÉ
ARD NEWSLETTER

ISSUE 11, February 2010

COMMUNIQUÉ

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Letter from the Academic Registrar

**Megan Huisman
Acting Academic
Registrar**

Welcome everyone to the first issue of Communiqué for 2010.

I would like to take this opportunity to thank all those involved in the December Graduation Ceremonies for 2009. A special thankyou for your efforts in the preparation for the week and for the success of the entire operation.

A total of 2635 students graduated over the 5 days in 11 Ceremonies. The new Chancellor noted that the ceremonies went very smoothly and that she was impressed with the calibre of the ceremonies over which she presided.

January Enrolments have rolled around again and we have started the year with some impressive figures. In this week alone we have enrolled 2940 new students, compared to 2647 for this period last year.

A big milestone has been reached within the last few months with the Online Release of Results going live. This has proved highly successful and seemed to make the declaration process much smoother.

The exams period went equally as well, with the new Sports Hub proving to be a sound investment. There were 737 exams held for Spring session and over 237 exams held for supplementaries.

The Get Started Orientation program will run again this February 23 - 25. There will be plenty of entertainment down on the Duckpond Lawn and around the campus, so be sure to check it out.

Finally, I would like to thank all of ARD for their support during my time with the Division. I enjoyed my time here immensely and look forward to working with you all in the future.

Records Management Project Update

A new records management system (Oracle Universal Records Management System, or RMS for short) is being implemented throughout the last quarter of 2009 and the start of 2010. RMS will replace the current software (imageREAL) used to manage records at the University and will be rolled out to users, starting with Financial Services, from March 2010.

Project Timeframe

September to December 2009	Solution design, installation and configuration in the development environment.
December 2009 to February 2010	Solution installation and configuration in the test and production environments. Testing in Finance.
March 2010 to June 2010	Rollout to users. Training and materials available.

What's in it for me?
The RMS is web-based, giving all University staff members access to a robust records management system. It is easy to access and user-friendly, as storing and searching functionality is much improved.

Consultation
There are currently 50 Records Management Champions across campus representing business units, divisions and faculties. Champions have been engaged by the project team to provide feedback on local requirements, solution design and customisation, as well as to disseminate project information and requirements to their teams.

Questions or Feedback?
Contact Katie Singh (Project Manager) on x4384 or ksingh@uow.edu.au or Lauren Ross (Records Management Content Officer) on x5059 or rm-request@uow.edu.au

Academic Staff Profile: Judith Marychurch

Ms Judith Marychurch

**Associate Dean
Teaching & Learning
Faculty of Law**

Background

Judith was born and grew up in Melbourne. She attended the University of Melbourne to complete her undergraduate degree. In 1996 she came to Wollongong and worked casually as a tutor.

Hard at Work

Judith joined UOW as a tutor, and has been here ever since! She has been working within the Law faculty in a full time role since 1999, teaching corporate law and evidence law. She took a major role in delivering the Law component for the new Master of Forensic Accounting course, which tied together her interests and skills nicely.

She was elected Sub Dean mid way through 2008 and became the Associate Dean, Teaching and Learning in November 2009. Judith also took a pivotal role in the SPELT seminar initiative series and was awarded the 2006 OCTAL Vice-Chancellor's award, and an ALTC citation in the same year.

Motivators

Judith is motivated to see people (staff and students alike) develop and grow as they learn new concepts and grapple with challenges. She enjoys seeing the look on her students' faces as they suddenly understand foreign concepts.

More about Judith...

Family is a main priority for Judith and she enjoys spending time with her husband and 2 girls - aged 4years and 2years old. She also relaxes with her craft where she particularly enjoys her knitting and scrapbooking.

General Staff Profile: Brett Lovegrove

Mr Brett Lovegrove

**Senior Manager
Business Solutions
Academic Registrar's
Division**

Background

Brett was born and raised in Greystanes in western Sydney and grew up in a family full of high school teachers. He studied accounting and industrial relations at Macquarie University and after spending time overseas in 2001/2002, Brett has been living in Drummoyne with his wife and now young family.

Hard at Work

Brett joined Wollongong University this year after working at Macquarie University for the past 5 years. His career started in sport and facility management at the Sydney Aquatic Centre, where he was responsible for operations during the Sydney Olympics, and then the University of Limerick Ireland.
After returning to Australia, he was responsible for the construction and opening of the Macquarie University Sport & Aquatic Centre and then management of commercial operations and various development projects and engagement strategies for Macquarie.

Motivators

Brett is motivated to make a difference to people's lives. He likes to help individuals around him become better at their unique skills and more able to develop positive relationships with others. He is passionate about physical and mental wellbeing and believes in creating a balanced experience for students.

More about Brett...

Brett has a little boy - Will (18 months) and another baby due any minute now! He values time with his family above all else, and thankfully passed the 'active' gene onto Will , who like his Dad is rarely standing still. He was an elite swimmer (backstroke) who retired in 1999 but still loves the outdoors. If there are any local soccer teams looking for an average right back to play this season please call x3214.

Review of the Course Progress Policy

Significant amendments to the Course Progress Policy were approved by the University Council on 4 December 2009 and have now come into effect.

The key changes are:

1. The intervention strategy provisions in the policy that apply to a student on course status of referral (in the case of undergraduate students) or probation (in the case of postgraduate students) have been revised to establish stronger incentives for students to comply with the intervention strategy. Students are now required to detail to the Course Exclusion Appeals Committee the extent to which they have complied with the intervention strategy when lodging an appeal against exclusion.

2. The Bachelor of Medicine/Bachelor of Surgery (MBBS) program is now included in the Policy.

3. The results achieved by UOW students undertaking cross-institutional study, Study Abroad or student exchange are now included for the purposes of determining whether a student has achieved satisfactory course progress.

4. The role and functions of the Course Exclusion Appeals Committee (CEAC) have been incorporated in the Policy.

5. Changes have been made to respond to some confusion over the operation of the course status of 'Pending'. Pending status applies where a student has undeclared results and their course status cannot be determined. This was previously described as a student being deemed "not yet competent", but this has been replaced with a more accurate description, "incomplete results".

6.. Inconsistencies between the Course Progress Policy and the General Course Rules have been resolved so that it is clear that satisfactory course progress involves a student achieving passing grades for more than 50% of credit points attempted in any course progress period.

Tertiary Education Conference 2009

In September, I was lucky enough to have been nominated to represent ARD at the 2009 Tertiary Education Conference in Darwin. The 3-day conference focused on sustainability within the tertiary education sector. Many of the speakers talked about how institutions need to be innovative to ensure student numbers remain viable.

One of my favourite briefs was from an architect who designed a specially designed learning and recreation facility for first year Informatics students at the Uni of South Australia.

The conference for me illustrated that we need to be smarter with the way we integrate our international students.

I am grateful to the ARD Senior Managers for supporting my nomination and also to PODS who graciously sponsored my visit.

I encourage staff to apply for the 2010 conference in Melbourne.

Mr Bobby Mazevski,
Operations Manager
Client Service
Academic Registrars Division

Policy - What's New in 2010?

In 2010 the University's policy framework is set for a number of important changes. Here is a snapshot of significant items on the University Policy Agenda:

New Policy

The **Standard on Courses** has been developed to assist course development and course management at the University of Wollongong. It will introduce greater consistency in course definitions, structures, and naming conventions to support the preparation and printing of official documentation and establish a clear process for the control of non-award study. The Standard on Courses is expected to be submitted to the University Council in the first half of 2010.

The **Academic Advice Policy** is being developed in response to a recent audit of academic advice at UOW. The policy will seek to define academic advice, regulate who may provide academic advice and how, and include guidelines to support faculties in providing academic advice to students.

The Education Policy Review Subcommittee is also overseeing work on a proposed **Student Charter** to replace the Code of Practice - Students. The proposed Student Charter will seek to outline the rights and responsibilities of students at UOW. A draft should be available for comment some time in the third quarter of 2010.

The **Undergraduate Scholarships Policy** is being developed to manage the process for establishing and maintaining undergraduate scholarships at UOW.

Policy Reviews

The revised **Code of Practice - Student Professional Experience** substantially overhauls the existing Code of Practice - Practical Placements and sets out a clearer set of obligations and processes to manage student professional experience programs (including clinical placements and internships). The revised Code should come into effect in Spring Session 2010.

The Policy and Governance Unit is conducting a review of the **Student Conduct Rules** to resolve issues identified since the rules first commenced in early 2008. Included in this review is a proposal to overhaul the existing **Acknowledgement Practice/Plagiarism Policy**. We will be seeking input from the University Community later in the first quarter of 2010.

The **Student Health Assessment and Leave Policy** was introduced in mid 2009. Issues identified since the new policy came into operation will be acted upon as part of a current review that should give rise to amendments later in 2010.

The **Academic Grievance Policy (Coursework and Honours)** is due to expire later in 2010. A review is scheduled for completion in the fourth quarter of 2010 so that an amended policy can take effect before the policy expiry date.

The **Code of Practice - Teaching and Assessment and Assessment Committee Standards** will be reviewed in 2010 to take action on issues raised since 2007, and to reflect changes to assessment practice and procedures.

The **University Code of Conduct - Staff** is currently under review. Focus group discussions have identified a range of suggested improvements to the format and content of the Code, and these will be the subject of further consultation through the first half of 2010.

Other Items

Academic Senate is scheduled to consider the proposed abolition of the grades of **Pass Conceded and Pass Restricted** in early 2010. Final approval will be for the University Council. Any change will not be implemented for some time due to the significant work required to change grades on the student systems.

Changes from UAI to ATAR

The HSC rank formerly known as the Universities Admission Index (UAI) is now known as the Australian Tertiary Admission Rank (ATAR). The ATAR is the common name all states (except Queensland) have agreed to use for their university selection indices.

2009's NSW and ACT Year 12 students have received an ATAR and the other states (except Queensland) will change to the name ATAR in 2010. The rules for the ATAR are exactly the same as for the UAI, although the maximum rank in NSW and the ACT is an ATAR of 99.95 (as opposed to a UAI of 100). This means NSW and ACT students are now in line with their interstate peers, where the top rank has always been 99.95.

For those students aiming for university selection, this change has no bearing on their current studies or their potential for acceptance to university. The scaling process will be the same, the rank order of students will be the same, and the same applicants will be selected for the same courses. Every year our course cut-offs can vary as a result of supply and demand and this year is no different. Any small change in an ATAR compared to a UAI results in an equivalent change in the course cut-off.

You can find more information about the change from UAI to ATAR on UAC's website at www.uac.edu.au/undergraduate/atar. A conversion table, which gives an overview of how UAIs translate to ATARs, is available at www.uac.edu.au/documents/atar/ATAR-Conversion-Table.pdf.

PIP Update: Release of Student Course Transfer Reporting

The Performance Indicators Reporting Team together with the Academic Registrar's Division, Academic Services Division, Planning Services and Faculties across Campus have developed the Student Course Transfer Reporting Project.

The Student Course Transfer project supports UOW's Student Retention Strategy by providing information about the decisions students make about their course whilst at UOW. It will allow us to map the path students take up to the point they decide to leave UOW. This will enable us to better support students who may be at risk of leaving UOW and consequently encourage them to complete their course.

The project is due for official release in early March. To find out more about the project, address reporting needs or gain more information around specific roll out dates to your faculty   please contact Amanda Carrion, on x5045 or e-mail PIP at cognossup-request@uow.edu.au.

Policy Continued…

Please feel free to contact the Policy and Governance Unit to discuss any general concerns about UOW policy or for further information on upcoming policy reviews. Major policy amendments and draft policy documents are available on the UOW Policy Directory: www.uow.edu.au/about/policy/index.html Follow the links to "Review and comment on a draft policy document".

What You Need to Know

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Council Update

The VP(A), UOW Ambassador Adam Gilchrist, the Manager, External Relations and the Director, Corporate Affairs visited India in October. The aim of the visit was to give press conferences, meet with local chambers of commerce and to strengthen UOW relationships with key Indian Companies to increase the profile of the University and to encourage Indian companies to locate to the Innovation Campus. The trip was a success, with 50% of media coverage being about the University (as opposed to cricket) and with increased interest in the Innovation Campus.

Adam Gilchrist was also the star attraction at a town versus gown charity cricket match, "The Kerryn McCann Health and Medical Research Challenge", to raise funds for research into cancer and other diseases. The Vice-Chancellor noted that the event would be an annual one and that while the inaugural match was invitation only, future matches would be open to the public. The Vice-Chancellor commented that Adam Gilchrist's ambassadorial role had been extremely positive for the University

The Wollongong Undergraduate Student Association elections took place in September-October. Mr Chris Monnox is the new President of WUSA for 2010.

The University has again achieved outstanding success in the 2010 ARC Discovery and Linkage Grants Scheme outcomes. Total ARC funding awarded to UOW researchers across these schemes was over $11.4 million, which sees UOW ranked 9th nationally for overall dollars awarded and 7th nationally (relative to size based on the most recent DEEWR staff statistics (2008)). In the National Health and Medical Research Council Project Grants UOW researchers were awarded a total of $1.56M in funding for three grants.

Professor Shirley Leitch, Dean of Commerce, has left the University to take up an executive position at Swinburne University. Professor John Glynn has been appointed as Executive Dean of the Faculty of Commerce and the Sydney Business School.

Ms Felicity McGregor, our long-standing University Librarian who has achieved outstanding success for the University of Wollongong, has retired.

Dean of Education, Professor Paul Chandler has been appointed to the National Indigenous Higher Education Council.

Dr Brian Hickman stepped down from his role as Chair of the ITC at the end of 2009. Mr Peter Robson took over as Chair at the beginning of 2010.

The Vice Chancellor advised Council of the recent deaths of three individuals who had made an outstanding contribution to the University:

- Dr Pat Mowbray was made a Fellow of the University in 1996, and also held an honorary position with the Graduate School of Public Health. She was a long time supporter and advocate for Healthy Cities Illawarra, which she chaired for many years, and a driving force behind Futureworld Eco-technology Centre, where she was Deputy Chair. Dr Mowbray had a long and distinguished medical career in the Illawarra, as Deputy Medical Superintendent of Wollongong Hospital for 16 years and then Director of Community Health. Her support of the University included serving on the University Council from 1978 to 1982.

- Emeritus Professor Jim Hagan was the Foundation Dean of the Faculty of Arts and a major contributor to the academic reputation of this University. His contribution in research terms has continued and the impact of his death has been felt personally by so many people in this University. Jim was also highly regarded by the staff of Charles Sturt University, where he served as Deputy Chancellor for a lengthy period.

- University Fellow, John Bell was Estate Manager for the University from 1973 to 1983. John Bell will be remembered as the person who had a vision for the physical growth and well-being of the University campus. The fruits of his period as Estate Manager can clearly be seen now in the buildings and landscaping of our campus. Following his retirement in 1983, John continued to be involved with the University through the Friends of the University where he served as a member of the Community Involvement Committee.

Policy Approvals
Council approved amendments to the Course Progress Policy, the Code of Practice Honours and the Attraction and Retention Policy.

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Library StartSmart replaces ILIP

Undergraduate students at UOW from 2010 will be better prepared for their assessment tasks with the implementation of StartSmart.

StartSmart – Essential Academic Information Skills will replace ILIP (the Independent Learners Introductory Program) as a compulsory unit for new students.

The new online program targets the information needs of students transitioning to university and prepares them to use the available academic resources. StartSmart is an evidence-based program resulting from research based on student surveys, focus groups and discussions with high school librarians. Subject Outlines were examined to map the common academic expectations of students completing their first assessment tasks.

StartSmart incorporates information and a range of interactive learning activities that reinforce an understanding of concepts before a student undertakes the quiz. Completing StartSmart will equip students with the confidence to begin using academic information and will provide a basic foundation for discipline-specific information skills classes conducted by faculty librarians.

Learning Development, CASR, ITS and an assessment expert, Associate Professor Janice Orrell, have advised on the redevelopment. StartSmart – Essential Academic Information Skills contains four guides: Academic Culture; Finding Books; Finding Journal Articles; and Academic Integrity. It will be launched at the beginning of 2010.

If you have any enquiries, please contact Lynda Cooper, Manager, Information & Research Services, on 4221 3544.

Election of Chair and Deputy Chair of Academic Senate

Every two years, Academic Senate elects a Chair and a Deputy Chair from among the Professors and Associate Professors of the University. The term of office for the incumbents, A/Prof Diana Kelly (Chair) and A/Prof Graham Williams (Deputy Chair), will conclude on 30 June 2010.

Elections will therefore be held at the 28 April 2010 meeting of Academic Senate. Further information about the election process, including the Call for Nominations, will be made available closer to the date of the election.

Questions about any Academic Senate elections can be addressed to Nerida Margrie, Academic Senate Executive Officer, via nerida@uow.edu.au.

Committee Information

Upcoming meetings for 2010:

Academic Senate Standing Committee	Wednesday 3 February 2010
University Council	Friday 5 February 2010
Quality Assurance Sub-Committee (QAS)	Wednesday 10 February 2010
Faculty Education Chairs Committee (FEC Chairs)	Wednesday 24 February 2010
Academic Senate	Wednesday 3 March 2010
Internationalisation in Learning and Teaching (ILTS)	Tuesday 9 March 2010
University Internationalisation Committee (UIC)	Tuesday 11 March 2010
Education Policy Review Sub-Committee (EPRS)	Wednesday 17 March 2010

For a full schedule of committee meetings, please follow the below link:
http://www.uow.edu.au/governance/committees/schedule/index.html
Committee meeting dates for 2010 are now available!

ARD Contacts

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

Faculty/Division/Unit	Policy & Governance Liaison	Conferrals Officers
Arts	Viji Venkat (x4790)	U/G - Liz Davidson (x3925) P/G - Sandra Ragnoli (x4181)
Commerce	Julia Payne (x3216)	U/G - Liz Davidson (x3925) P/G - Sandra Ragnoli (x4181)
Creative Arts	Viji Venkat (x4790)	Sally Norrish (x3795)
Education	Emma Purdy (x5309)	Sandra Ragnoli (x4181)
Engineering	Nerida Margrie (x5954)	U/G - Elaine Thompson (x3343) P/G - Nerys Webb (x4857)
Health & Behavioural Sciences	Deborah Arnold (x5408)	Nerys Webb (x4857)
Sydney Business School	Julia Payne (x3216)	Elaine Thompson (x3343)
Graduate School of Medicine	Catriona Taylor (x5972)	Sally Norrish (x3795)
Informatics	Catriona Taylor (x5972)	Elaine Thompson (x3343)
Law	Nerida Margrie (x5954)	U/G - Liz Davidson (x3925) P/G - Sally Norrish (x3795)
Science	Paola Ciccarelli (x5014)	Sally Norrish (x3795)
Research	Deborah Arnold (x5408)	-
Personnel (Recruitment, OH&S, PODS, Personnel & Payroll)	Dominic Riordan (x4136)	-
Finance (Finance/Disaster Recovery/ COGNOS)	Dominic Riordan (x4136)	-
EED/ Library/CEDIR/WIC	Paola Ciccarelli (x5014)	-
Strategic Planning/ Audit/ UniAdvice	Julia Payne (x3216)	-
ITS	Viji Venkat (x4790)	-
Accommodation and Student Services	Deborah Arnold (x5408)	-
Buildings & Grounds (Cleaning, Security, Parking)	Catriona Taylor (x5972)	-
WCA	Paola Ciccarelli (x5014)	-
Other Campuses: Shoalhaven, Bega, Batemans Bay, Moss Vale and Loftus	Paola Ciccarelli (x5014)	-

Visit Policy & Governance: www.uow.edu.au/governance/UOW000286.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