Welcome

*yourCSU* has been developed as a means of describing the complexity of the University and its structure. In short, this is the *Who, What, Where, When, Why and How* of CSU.

This booklet version is the precursor to a web-enabled version that will allow people to drill down into areas of the University to gain greater detail on stakeholders, process, structure and relationships.

This booklet is designed for you whether you are new to CSU or a long time employee. Use it to understand impacts of change on processes and areas, relationships between areas of CSU, how and where decisions are made and ultimately, find out where you fit in. The purpose of this document is to build upon the feedback from the University at large through surveys, importantly the Climate Survey and the work of the Work Process Improvement (WPI) project. This will improve communications and information about CSU to assist in the decision making and participative process of the University. It is intended for the whole University to use and will act as an induction resource and companion to project management and change management.

This first version of *yourCSU* will be distributed in printed form to all CSU staff during November 2007.

The booklet will also be launched online at www.csu.edu.au/staff/yourcsu and all incremental updates will be posted to the website version. Notifications of updates to the booklet will be posted on What’s New and staff will be able to print their own copies directly from the website.

The signs below are used throughout the booklet to provide you with additional information.
What’s inside

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This booklet tells you about:

Strategy   **why** things happen

People    **who** does them

Processes   **how** things happen

Places   **where** they happen

Events   **when** they happen

Data   **who** acts on what information

The Website

[www.csu.edu.au/staff/yourcsu](http://www.csu.edu.au/staff/yourcsu) - to print your own copies and provide all this information to use interactively and much much more!
Direction for CSU

is defined in the University Strategy. The University strategy is underpinned by the four plans:

- Course Plan
- Research Plan
- Learning and Teaching Plan
- Institutional Development Plan - which comprises:
  - Organisational Culture
  - Workforce Planning
  - Sustainability
  - Service Alignment

These are supported by the enabling plans:

- Infrastructure Plan – Capital Development
- Infrastructure Plan – Information Technology
- Finance and Budget
- Workforce

Each Faculty, Division and School also develop annual operating plans.

The operation of CSU is governed by the CSU Act and associated Commonwealth and State Legislation. Its structure is managed by Policy, Standards, Rules and Regulations.
Planning Processes

University Strategy.
Reviewed every five years

University Plans.
Reviewed every five years

Responsibility for implementation lies with

Enabling Plans

Annual Operational Plans
Developed Yearly

Annual Operational Plans
Developed Yearly

More info

www.csu.edu.au/division/plandev stratégic_planning
CSU Executive

This is one way to view people and responsibilities (more ways follow)

RESEARCH CENTRES

ARC Centres
Centre for Applied Philosophy and Public Ethics (CAPPE)
ARC Centre of Excellence in Policing and Security

Cooperative Research Centres
CRC for Irrigation Futures
CRS for Future Farm Industries
CRS for Plant Biosecurity
CRC for Spatial Information
CRS for Cotton Catchment Communities

Centres of Research Excellence
Institute for Land, Water and Society (ILWS)
EH Graham Centre for Agricultural Innovation
Research Institute for Professional Practice Learning and Education (RIPPLE)

Strategic Research Centres and Institutes
National Wine and Grape Industry Centre (NWGIC)
Centre for Research in Complex Systems (CRiCS)
IC: WATER for Food Security
Public and Contextual Theology (PACT)

Affiliated Research Centre
Centre for the Application of Molecular Biology to International Agriculture (CAMBIA)

Research Centre
Centre for Inland Health

Information Owner: Division of Human Resources
University Council

Vice-Chancellor and President

Office of the Deputy Vice-Chancellor (Administration)
- Information Technology
- Facilities Management
- Office of International Relations

Human Resources
- Marketing
- Student Services and Indigenous Support Units
- Student Administration

Service Alignment and Project Services Centre

Finance

Office of Corporate Affairs

Office of Planning and Audit

Heads of Campus
- Albury-Wodonga
- Bathurst
- Dubbo
- Orange
- Wagga Wagga

Institutes and Centres of CSU
- The Education for Practice Institute
- Institute for Innovation and Flexible Learning and Teaching
- Australia Centre for Christianity and Culture
- Centre for Investigative Studies and Crime Reduction
- Centre for Information Studies

Affiliated Institutes of CSU
- Western Research Institute

Commercial Activities
- The Winery
- The Cheese Factory
- The Farm
- Childcare Centres

Controlled Entities
- The Foundation
- Charles Sturt Services Ltd
- Olive St Service Ltd
- Mitchell Services Ltd
- R4V Services Ltd

Note: Areas noted here may have additional departments and sections within them.

LEGEND
- Direct relationship
- Indirect relationship

www.csu.edu.au/staff/yourcsu
The committees above can and have created additional committees and working parties to support their own terms of reference and achieve University outcomes.

Information Owners: Academic Secretariat, Office of Corporate Affairs
Who Descriptions of CSU’s organisational units and committees

Executive
Vice-Chancellor (VC)
President and Chief Executive Officer of the University accountable to University Council

Deputy Vice-Chancellor (DVC Academic)
Responsible to the Vice-Chancellor for the activities of the Faculties and the learning support Divisions of the University; the Division of Library Services; the Centre for Enhancing Learning and Teaching (CELT); Learning Materials Centre; the Academic Secretariat; is a member of the Senior Executive Committee of the University

Deputy Vice-Chancellor (DVC Administration)
Responsible for the delivery of an integrated and efficient University administration and assists the Vice-Chancellor generally in the administration, management and leadership of the University; is a member of the Senior Executive Committee of the University. This includes the Divisions of Information Technology, Facilities Management, Student Administration, Student Services and Marketing and the Offices of International Relations and Service Alignment

Deputy Vice-Chancellor (DVC Research)
Responsible for the administration of research and research training; is a member of the senior Executive Committee of the University; is Executive Officer of the Centre for Research and Graduate Training (CRGT)

Heads of Campus (HoC)
Responsible for representing and promoting a particular campus as well as university wide accountabilities

Faculty Deans
Responsible for the management of the academic, financial and human resource activities of the Faculty

Heads of School (HoS)
Responsible for the academic leadership and administrative management of Schools, for maintaining and enhancing learning and teaching, and for research and consulting services of the School

Divisions
Human Resources (HR)
Responsible for providing strategic leadership and advice to the University in the development of its policies and practices, to enhance the personal and professional development of its staff, and to enable managers at all levels to optimise the performance of their staff within a dynamic environment. The Executive Director is a member of the Senior Executive Committee of the University

Finance
Responsible for providing financial, legal and related services to the University. The Executive Director is a member of the Senior Executive Committee of the University

Information Technology (DIT)
Responsible for providing CSU’s computing, communications, audio visual and printing services across all CSU locations

Facilities Management (DFM)
Responsible for campus and facilities planning; construction of new buildings; building maintenance and refurbishment; grounds development and maintenance; security; cleaning and janitorial services; administration of sports facilities

Library Services (DLS)
Responsible for providing a full range of university library services to students, staff and the community

Student Administration (DSA)
Responsible for providing student lifecycle administration services across all campuses

Student Services (DSS) including Indigenous Support Units (ISUs)
Responsible for the provision of quality health, learning, personal development and support services to students

Marketing
Responsible for the media and marketing strategy that will raise and maintain both the national and international profile of CSU. Incorporates market research, development and communications, advertising, print and consultancy and media services

Offices and Centres
Office of the Vice-Chancellor (OVC)
Responsible for providing administrative, policy and strategic support to the Vice-Chancellor

Office of Corporate Affairs (OCA)
Responsible for coordinating and managing the relationships between the University and its external stakeholders as well as managing support for University Council

Office of Planning and Audit (OPA)
Responsible for the collection, analysis and interpretation of University data for internal and external parties. Additionally, the Office is responsible for internal audit and complaints, privacy and freedom of information (FOI) management

Centre for Enhancing Learning and Teaching (CELT)
Responsible for strategically enhancing learning and teaching at CSU by providing enabling leadership and support to the academic community

Learning Materials Centre (LMC)
Responsible for the timely and efficient production and dispatch of learning materials for students of CSU

Centre for Research and Graduate Training (CRGT)
Responsible for assisting and supporting academic staff and research higher degree students with the aim of enhancing CSU’s research profile and culture. Provides lifecycle administrative support for research

Centre for Indigenous Studies (CIS)
Responsible for the promotion of teaching and learning of Indigenous education at CSU and is a collaboration of Faculty staff and the Executive and has dual reporting to the Faculty of Education and the CRGT

Office of International Relations (OIR)
Oversees the University’s trans-national education programs, student mobility programs and Australian based partnerships that focus on recruitment of International students

Academic Secretariat
Responsible for coordinating the academic organisation of the University; provides executive secretariat and administrative services to senior academic committees including Academic Senate

Project Services Centre (PSC)
Responsible for providing project tools, framework and resources to support strategic initiatives across the University

Committee Terms of Reference can be found here:

Information Owners: Academic Secretariat, Human Resources, Office of Corporate Affairs
**Committees**

**University Council**
Governing body of the University with a membership of 18. Responsible, under law, for ensuring that the University manages its resources to fulfill the objectives as set out in the Act.

**Executive Committee**
Acts for and on behalf of the Council on matters relating to the control and management of CSU affairs where the matter requires urgent approval or cannot be deferred until the next meeting of Council.

**Audit and Risk Committee**
Oversees risk assessment and the internal control systems in place within CSU as well as the processes necessary to support a compliance framework; reviews reports on compliance; consults with the external auditor about the nature of statutory audit; and reviews the annual financial statements of the University.

**Resource and Investment Committee**
Monitors the financial performance of the University and approves monthly financial statements; oversees the Capital Management Plan and Information Technology Management Plan; oversees and approves University investment activities and policies, and the commercial activities of the University.

**Corporate Governance and Nominations Committee**
Considers and recommends Council nominees for honorary awards. Reviews and makes recommendations on executive remuneration plans and supporting policies.

**Academic Senate – Principal University Academic Body (‘The Senate’)**
Provides advice and policy on all academic matters relating to teaching, research and scholarship. The Senate meets five times each year and is assisted in its work by eight committees as well as a Standing Committee to act on urgent matters.

**Academic Programs Committee (APC)**
Advises the Senate on matters relating to undergraduate programs and postgraduate coursework programs and has delegated authority from the Senate to approve new and revised programs submitted to it by the Faculties.

**Board of Graduate Studies (BoGS)**
Advises the Senate on matters relating to higher degree research programs including professional doctorate programs and has delegated authority from the Senate to administer these programs.

**Research Management Committee (RMC)**
Advises the Senate on research planning, development and management.

**Learning and Teaching Committee (L&T)**
Makes recommendations to Academic Senate, monitors and, where necessary, conducts audits of the learning and teaching policy and learning and teaching planning for the University. Additionally, is responsible for the Teaching and Learning Policy, monitoring its implementation and making recommendations on amendments to the policy.

**Academic Appeals Committee (AAC)**
Decides on appeals against exclusion from accredited courses and research higher degree candidates.

**Academic Senate Audit Committee (ASAC)**
Audits the practices and operation of Senate on a 5 yearly basis and reports on audit results, including recommendations for changes to structure or function of the Senate.

**University Medals Committee (UMC)**
Decides the annual awarding of medals based on nominations from the Faculties.

**Consideration for Special Admission Committee**
Decides applications for special consideration and provides advice and recommendations on special admission policy and procedure.

**Faculty Boards**
Advise Senate on Faculty teaching and research profiles and on all delegated matters relating to teaching, scholarship and research.

**Senior Executive Committee (SEC)**
Is the University Planning and Budget committee in addition to its brief of advising the Vice-Chancellor on:
- Framework and direction for planning and management
- Performance against the CSU Strategy 2007-11
- Key strategic opportunities and initiatives
In addition, is responsible for the integration of the four University Plans.

**University Course Planning Committee (UCPC)**
Determines the course profile of the University and provides advice on the development of external partnerships in support of the course profile.

**Research Planning Committee (RPC)**
Develops and monitors the University’s Research Plan and provides advice on enhancing the University’s research performance to meet targets.

**Website Management Committee (WMC)**
Provides advice on matters relating to the CSU website.

**Institutional Development Committee (IDC)**
Monitors and oversees the implementation, refinement and maintenance of the Institutional Development Plan; advises on resource implications; coordinates business processes to support strategic objectives and the development and implementation of a change and renewal framework.

**Information and Learning Systems Committee (ILSC)**
Provides advice on academic information and learning systems that support the teaching and learning programs of CSU.

**Professional Development Planning Committee**
Develops and coordinates the delivery and review of an integrated CSU staff development plan.

**Equal Opportunity and Affirmative Action (EOO&A)**
Provides recommendations on EEO&A policy and is responsible for the development and implementation of initiatives/programs within CSU.

**Environmental and Safety Management (ESMC)**
Coordinates environmental safety and management matters across the University.

**Compliance Committees**
Required under separate legislation. Terms of reference can be found here - www.csu.edu.au/acad_sec/manuals/bcontm.htm
- Ethics in Human Research
- Animal Care and Ethics
- Radiation Safety
- Biosafety
- Chemical Safety
FACULTY STAKEHOLDER MAP

CLIENTS/CUSTOMERS

- Student
  Encompassing Undergraduate, Postgraduate, Research and International students in any mode (DE, Internal, mixed, corporate, fee paying)

- Other Divisions

- Staff

- Clients/Customers

- Other Institutes (credit package)

- Regional, National and International

- Other Faculty (eg service subjects, facility sharing, marketing)

- Research Centres

- Industry and Bodies

COMMON PARTNERS

- TAFE

- Professional Bodies

- Research Partnerships

- Scholarship and Teaching Collaborations

- International and Domestic Teaching Partners

- Other Faculty (eg double degree)

- Industry Partnerships (Accreditation, graduate employment, secondment)

UNIQUE PARTNERS

- ARTS
  St Marks
  NSW Police
  AIP
  United Theological College

- EDUCATION
  DET
  Murray Darling Education Consortium
  Schools

- BUSINESS
  WRI
  Study Group
  UASB

- SCIENCE
  Other Institutions
  Clinical Providers

SERVICE PROVIDERS

- Academic Secretariat

- Practicum Providers

- Division of Finance

- Office of International Relations

- Division of Information Technology

- Division of Facilities Management

- Centre for Enhancing Learning and Teaching (CELT)

- Division of Library Services

- Office of the Vice Chancellor

- Division of Human Resources

- Division of Student Administration

- Centre of Research and Graduate Training

Information Owner: DIT—Enterprise Architecture
This is another view of Who, showing more relationships than just reporting lines. It places the ‘who’ in question in the centre and then groups relationships according to types. While it isn’t shown here, each name in the model is linked to the ‘who’ in the centre by a relationship - they may be related by a service, process or other means.

This example is a generic faculty stakeholder view but you can have anyone in the centre (even individuals). A generic model is shown below.

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**Generic Stakeholder Map**

- **Clients/Customer**
- **Partners**
- **Governance**
- **Service Providers**

**COMMON GOVERNANCE**
- Prof. Accrediting Registration Bodies
- Senate and Associated Committees (UCPC, APC)
- SEC
- Industry and Community Groups

**OTHER GOVERNANCE**
- International Operations Group
- Committees (Ethics, Biosafety)
- DOCS (Education)

**DID YOU KNOW?**

...that a model of each Division, Centre, Office and Faculty was put together as part of Work Process Improvement (WPI) and is available on the WPI website:

http://www.csu.edu.au/staff/yourcsu

You can create one of these yourself using the template above to assist you in establishing connections and implications for change.

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**MORE INFO**

www.csu.edu.au/staff/yourcsu
How CSU Processes

Core process Stream 1: LEARNING AND TEACHING

Accredit
Accredit Courses
Accredit Subjects
Determine Academic Regulations
Determine Graduate Attributes

Prepare
Teaching Strategies
Learning Materials
Identify and Request Library, IT, Lab Resources, Staff
Attract Students
Select Students

Implement
Teaching - Deliver Practicums
Student Learning - Access Resources
Co-ordinate Courses
Determine Student Progress - Subject
Determine Student Progress - Course
Graduation - Process Transcripts

Core process Stream 2: RESEARCH AND GRADUATE STUDIES

Plan
Determine and Communicate Policies, Goals and Priorities, with regard to Research, RHD and Post Graduate programs with a research component
Identify Research and RHD concentrations for funding by RMC (DEST)
Accredit Research concentrations

Prepare
Identify, Assess, Allocate funding (DEST Operational and Industry)
Developing Culture and Capacity
Identifying and Developing Partnerships
Securing and Maintaining Human Resources - Intra CSU
Securing And Maintaining Non Human Resources And External Agencies
Attract, Select and Fund Research Higher Degree Students
Support Supervisors

Implement
Conduct and Manage Research
Supervise RHDs and Other Post Graduate Students undertaking Research
Managing and Monitoring Partnerships
Managing and Nurturing RHDs, Post Graduate Students undertaking Research and Staff

Enabling Processes
- Provide Human Resources/Atrract high quality staff
- Provide Secretariat Services
- Manage Building and Infrastructure
- Provide Accommodation and Catering Facilities
- Develop Staff
- Provide Student Administration Services
- Provide Library Services
- Provide Transport and Travel Services
- Marketing eg Manage Alumni - Manage enterprises
- Provide Business Process Support Services (IT, Projects)
- Develop Flexible Learning Solutions

Planning Processes
- Provide Transport and Travel Services
- Develop Corporate and Operational Plans
- Implement Risk Management Framework
- Develop Budgets
- Manage Change
- Source Government Research Funding (IGS, RFS, RBC)

Governance Processes
- Council
- Full Compliance Reporting Obligations
- Ensure Audit Compliance
- Ensure Legal Compliance

Information Owner: DIT–Enterprise Architecture
This model informs you of the key processes of the University. This is what we do as an organisation independent of organisational structure, strategy, time and place. You might be able to picture certain organisational units who are responsible for a process (particularly in the enabling processes), and others who are stakeholders in a process - but the model specifically tries to keep the ‘who’ separate from the ‘how’ to ensure it doesn’t date too quickly.

You can use this model as a ready reckoner for the fundamental university processes, to view what is ‘core’ to CSU and as an aid to think about various processes that may be touched on by a change or initiative.

Enabling processes can be expanded to have their own core processes. These were developed as part of the WPI project (see the website). In this initiative, a pattern emerged across CSU i.e. nearly all the enabling processes (and hence the Divisions and centres that are responsible for them) can be described by three generic core processes:

- Provide services
- Support customers of the service
- Provide strategy and advice to CSU with respect to their speciality

Details of each enabling process can be found on the yourCSU website.
Where Locations and connections that are important to CSU

National University of I

AUSTRALIA

INTERNATIONAL + CANADA

CANADA

CSU Ontario

New South Wales

SYDNEY

MELBOURNE

Information Owner: Office of International Relations
Inland Australia

LOCATIONS
- Bathurst
- Wagga Wagga
- Orange
- Albury-Wodonga
- Dubbo
- Goulburn
- Canberra
- International
  - Ontario, Canada

Specialist Centres, Institutes & Networks
- CSU Ontario (Canada)
- Practice for Education Institute (Parramatta)
- Australian Graduate School of Policing (Manly)
- CSU Robinson Centre (Broken Hill)
- St Marks National Theological College (Canberra)
- United Theological College (Parramatta)

Partners - Third Party Course Providers
(joint delivery with CSU)
- Tianjin University of Commerce
- Yangzhou University
- Yunnan University of Finance and Economics
- Changchun Taxation College
- Economics and Finance Institute (Cambodia)
- Hannam University (Korea)
- Help University College (Malaysia)
- Hong Kong University (HKU)–SPACE
- IDM Computer Studies (Sri Lanka)
- University of Applied Sciences Berne (Switzerland)
- Cornell Institute of Business and Technology (New Zealand)
- Study Group Australia (Sydney and Melbourne)
- Holmesglen Institute of TAFE (Australia)
### The Planning Lifecycle

<table>
<thead>
<tr>
<th>Month</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>Operational plans and risk registers finalised by end March</td>
</tr>
<tr>
<td>February</td>
<td>Review of institutional performance against Course Plan&lt;br&gt;Performance Management plans finalised for academic staff</td>
</tr>
<tr>
<td>March</td>
<td>Operational plans published&lt;br&gt;Performance Management plans finalised for general staff&lt;br&gt;Vice-Chancellor’s Forum</td>
</tr>
<tr>
<td>April</td>
<td>Review of institutional performance against Learning and Teaching Plan&lt;br&gt;DEST provide guidelines for Institution Assessment Framework (IAF)&lt;br&gt;Commence submissions for IAF to complete by end June&lt;br&gt;Review of physical and information infrastructure requirements for following two years</td>
</tr>
<tr>
<td>May</td>
<td>Research publications database closes&lt;br&gt;Indigenous Education Statement submitted to DEST</td>
</tr>
<tr>
<td>June</td>
<td>Vice-Chancellor’s Forum&lt;br&gt;Final approval for new and revised courses and new subjects for first half year&lt;br&gt;Review of institutional performance against the Research Plan&lt;br&gt;Guidelines for next year Faculty, School and Divisional Operational Plans and risk registers distributed&lt;br&gt;Intended process for following year budget advised to senior staff&lt;br&gt;Research and publication data submitted to DEST along with&lt;br&gt;• Strategic Planning Documentation&lt;br&gt;• Capital Asset Management Plan&lt;br&gt;• Equity Report&lt;br&gt;• Student Load Tables&lt;br&gt;DEST invite Capital Development Pool bids</td>
</tr>
<tr>
<td>July</td>
<td>Budget progress report&lt;br&gt;CRGT announce performance funding based on research and publications&lt;br&gt;Initial and preliminary top level budget allocations for following year determined by the SEC</td>
</tr>
<tr>
<td>August</td>
<td>DEST submission date for all new courses and subjects&lt;br&gt;DEST submissions for Capital Development Pool due&lt;br&gt;Reporting to DEST on HEVRR&lt;br&gt;Review of institutional performance against Institutional Development Plan</td>
</tr>
<tr>
<td>September</td>
<td>DEST IAF portfolio provided to institutions&lt;br&gt;Vice-Chancellor’s Forum&lt;br&gt;Review of development and progress against University and Enabling Plans&lt;br&gt;Review of following year budget allocations</td>
</tr>
<tr>
<td>October</td>
<td>Final draft of following year budget prepared&lt;br&gt;Following year budget provided to Faculties and Divisions&lt;br&gt;Budget printed</td>
</tr>
<tr>
<td>November</td>
<td>DEST funding agreement signoff&lt;br&gt;Planning meetings for following year operational plans and risk registers</td>
</tr>
<tr>
<td>December</td>
<td>Following year budget presented to Council&lt;br&gt;Deans notify Schools of following year budgets</td>
</tr>
</tbody>
</table>
Student Lifecycle

Teaching Lifecycle (Principal Dates)

Employee Lifecycle

DID YOU KNOW?

www.csu.edu.au/when contains the majority of CSU events for you to use in planning and working through date conflicts.
What The core ‘things’ we need to consider at CSU

A model showing the relationship between key CSU ‘things’. This example is from Academic perspective, and you could describe the whole organisation this way - however it can get very complicated very quickly!

The line between the boxes means there is a relationship between them. How these two items are related sits above the line in italics. The example above would read like this - “A Student enrols in [an] Academic Offering”. The text in red provides an example.

A student doesn’t enrol in a subject. They actually enrol in a subject offering, which is a combination of subject + location + term + mode (four other ‘things’).

CSU is a complex place and this is one simple example of that complexity. Often this knowledge is only in people’s heads and has never been documented before.

CSU has put considerable effort into creating ‘Data Models’. They are similar to the above model but describe in detail many more objects than are shown here. They also include definitions, relationship details, attributes, the systems where information is (and isn’t) stored about these things, and who is responsible for them. See the web site for more details.

Identifying, defining, documenting and disseminating CSU ‘things’ (or entities) is good knowledge management. It aims to improve communication and the information needed to do our jobs. Understanding the relationship between ‘things’ helps determine dependencies and enables us to review the impacts of change in a more considered way.

Information Owner: DIT–Enterprise Architecture
## Discipline Profile

CSU Discipline Codes marked with a * indicate a CSU Research strength

<table>
<thead>
<tr>
<th>CSU Discipline Code</th>
<th>Description</th>
<th>Faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMMUN*</td>
<td>Communication</td>
<td>Arts</td>
</tr>
<tr>
<td>DSVIS</td>
<td>Design and Visual Production</td>
<td>Arts</td>
</tr>
<tr>
<td>ENGLU</td>
<td>English</td>
<td>Arts</td>
</tr>
<tr>
<td>ETPH*</td>
<td>Ethics and Philosophy</td>
<td>Arts</td>
</tr>
<tr>
<td>HISTO</td>
<td>History / Art History</td>
<td>Arts</td>
</tr>
<tr>
<td>HUSER</td>
<td>Human Services</td>
<td>Arts</td>
</tr>
<tr>
<td>JUSTU</td>
<td>Justice Studies</td>
<td>Arts</td>
</tr>
<tr>
<td>PEART</td>
<td>Performing Arts</td>
<td>Arts</td>
</tr>
<tr>
<td>POLEM*</td>
<td>Policing Law Enforcement and Emergency Management</td>
<td>Arts</td>
</tr>
<tr>
<td>PSYCH</td>
<td>Psychology</td>
<td>Arts</td>
</tr>
<tr>
<td>SOCIO*</td>
<td>Sociology</td>
<td>Arts</td>
</tr>
<tr>
<td>THEOL*</td>
<td>Theology</td>
<td>Arts</td>
</tr>
<tr>
<td>ACCOU</td>
<td>Accounting</td>
<td>Business</td>
</tr>
<tr>
<td>COMPU*</td>
<td>Computing</td>
<td>Business</td>
</tr>
<tr>
<td>ECFIN</td>
<td>Economics and Finance</td>
<td>Business</td>
</tr>
<tr>
<td>MANAG*</td>
<td>Management</td>
<td>Business</td>
</tr>
<tr>
<td>MARKT</td>
<td>Marketing</td>
<td>Business</td>
</tr>
<tr>
<td>MASTA</td>
<td>Mathematics and Statistics</td>
<td>Business</td>
</tr>
<tr>
<td>CURIC</td>
<td>Curriculum Studies</td>
<td>Education</td>
</tr>
<tr>
<td>ECHIL*</td>
<td>Early Childhood Studies</td>
<td>Education</td>
</tr>
<tr>
<td>EDSTD*</td>
<td>Education Studies</td>
<td>Education</td>
</tr>
<tr>
<td>EXSCI</td>
<td>Exercise Studies</td>
<td>Education</td>
</tr>
<tr>
<td>INDST</td>
<td>Indigenous Studies</td>
<td>Education</td>
</tr>
<tr>
<td>UBTL*</td>
<td>Librarianship and Teacher Librarianship</td>
<td>Education</td>
</tr>
<tr>
<td>PROFIL</td>
<td>Professional Studies</td>
<td>Education</td>
</tr>
<tr>
<td>VOCHE*</td>
<td>VET and Higher Education</td>
<td>Education</td>
</tr>
<tr>
<td>AGFAR*</td>
<td>Agricultural and Farm Management</td>
<td>Science</td>
</tr>
<tr>
<td>AGHOR*</td>
<td>Agricultural and Horticultural Studies</td>
<td>Science</td>
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<tr>
<td>ALHEA*</td>
<td>Allied Health</td>
<td>Science</td>
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<td>ANVET</td>
<td>Animal and Vet</td>
<td>Science</td>
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<tr>
<td>BILSCI</td>
<td>Biological Sciences</td>
<td>Science</td>
</tr>
<tr>
<td>BIMASC</td>
<td>Biomedical Science</td>
<td>Science</td>
</tr>
<tr>
<td>CHEMI*</td>
<td>Chemistry</td>
<td>Science</td>
</tr>
<tr>
<td>ENVRL*</td>
<td>Environmental Planning and Management</td>
<td>Science</td>
</tr>
<tr>
<td>HUMDI</td>
<td>Human Dimensions of the Environment</td>
<td>Science</td>
</tr>
<tr>
<td>MEDRA</td>
<td>Medical Radiation Science</td>
<td>Science</td>
</tr>
<tr>
<td>NRMIH</td>
<td>Nursing, Midwifery and Indigenous Health</td>
<td>Science</td>
</tr>
<tr>
<td>PHARM</td>
<td>Pharmacy</td>
<td>Science</td>
</tr>
<tr>
<td>SOWAT*</td>
<td>Soil and Water</td>
<td>Science</td>
</tr>
<tr>
<td>SPASC*</td>
<td>Spatial Science</td>
<td>Science</td>
</tr>
<tr>
<td>VITWIN*</td>
<td>Viticulture / Wine Science</td>
<td>Science</td>
</tr>
<tr>
<td>DENOH</td>
<td>Dentistry and Oral Health</td>
<td>Science</td>
</tr>
</tbody>
</table>

A ‘CSU discipline’ is a field of cognate intellectual interest of particular relevance to CSU. The disciplines have been constructed by CSU for CSU purposes (workforce planning, encouragement of common activities, etc). The CSU discipline profile is an approved list of disciplines in which CSU seeks to concentrate its learning, teaching and research.

Information Owner: Office of Planning and Audit
Some of the important systems that underpin the operations of CSU

**INTERNAL SYSTEMS**

**Alesco & Web Kiosk**
A comprehensive Human Resources application including modules from complex payroll and leave to recruitment, training, OHS and self service functions via Web Kiosk. Web Kiosk functions enable individual staff to access information regarding: payslips, leave balances, pay disbursements, personal details, emergency contacts, job related details and internal training details. Managed by Human Resources and used by all staff.

**BANNER FINANCE**
(incorporating Accounts Payable/Receivable, General Ledger, Purchasing, Third Party Billing, Web)
Forms the core of the University’s financial data repository and is used in the management and processing of financial information. Managed by Finance.

**BANNER STUDENT**
(incorporating Practicum Placement, Examinations, Online Admissions (2008), Web)
Forms the core of the University’s data for student administration from enrolment through to graduation. Managed by Student Administration.

**BEIMS**
Maintenance request system used and managed by Facilities Management.

**Careers Hub**
Provides a means for students to access careers information and resources. Managed by Student Services.

**Communications Directory**
Directory listing of staff available on the Intranet and managed by Human Resources.

**Course and Subject Information Management System (CASIMS).**
A combined database and workflow system, which manages the flow and approval of course and subject documentation through the committees of the Academic Senate. Information from these documents is stored within the CASIMS database which is the official source for this information. Primary users are Faculties/Schools. Managed by Academic Secretariat.

**Course Availability List (CAL)**
Lists the courses that will have a planned intake for each session, and shows the mode of offering and the fund source of students to be admitted. Managed by Planning and Audit.

**CSU Interact**
CSU’s online collaboration environment for research and project management. Interact is built using Sakai – a community source Collaboration and Learning Environment system. From January 2008, CSU Interact will be the online learning and teaching environment tool for academic staff and students.

**DESCRIPTIVE SYSTEMS**

The following external systems have been incorporated into CSU Interact:

- **EASTS**
  An online electronic assignment submission system for DE students.

- **OASIS (Online Assessment Submission Information System)**
  A user-friendly system whereby lecturers can create online multiple choice tests/quizzes/activities to enhance their subjects and courses.

- **Subject Outline Management System (SOMS)**
  A secure central system which creates and stores a Subject Outline for all CSU subject offerings via online forms. It automatically draws data from authorised sources including CASIMS, Banner, Alesco, the Communications Directory, LMC Module, and the SOMS database which is utilised in the creation of a subject outline.

- **Forums**
  Communication tool for staff and students of CSU; supports subject forums and general forums.

- **Online Evaluations**
  Support subject evaluations for all subjects. Used by Schools and managed by CELT.

**DEST Reporting**
Data extracts defined and produced by CSU for DEST reporting purposes.

**eBox**
A web based system for electronic communication with students and used by Student Administration, Student Services, LMC & Finance. Managed by Student Administration.

**info.csu**
The University’s initial contact point for general enquiries and prospective students channelled by phone, email, fax or the internet. Managed out of the Division of Marketing.

**Meal Validation system**
Used by students and residential students to access the dining halls. Managed by Student Services.

**my.csu**
Provides students and staff with a personal and meaningful CSU web experience. It offers quick and convenient access to CSU online resources, communications and other relevant information, bringing together information from a wide variety of sources into one convenient location.

**Pharos Printing System**
Allows students to print at designated stations at specified charge rates where a credit balance must be maintained.

**Planning and Audit database (PLAN)**
Mechanism to collect, analyse, interpret and report on a wide range of data on the University’s activities. Managed by Planning and Audit.
Records Management (TRIM)
A software system to support CSU’s corporate recordkeeping requirements. Provides a common shared source of information which is accessible, within security restrictions, to everyone who needs it. Managed by Information Technology.

Res School Bookings Online
Residential school booking form used by students and managed by Student Services

Research Publications Data Collection
Used by CRGT to collect publications data in four categories. Submission to the collection is done using electronic forms at the Research Publications Data Collection website.

Student Timetable
Tracks room bookings and class equipment needs for classes of various types, residential schools and events. Managed by Student Administration

Student Web
A range of online services for students to enable them to administer their enrolment/re-enrolment online. Managed by Student Administration

Subject Availability List (SAL)
An accurate list of subjects to be offered in any particular year. Managed by Student Administration

Thin Client
Mechanism to allow remote access to a standard CSU desktop environment. Able to be used by all staff and maintained by Information Technology

Touchpaper
Tool to assist CSU in service management. Managed by Information Technology

Unicard
Card issuance system for students and staff of CSU. Managed by Student Administration

Web Payments
Mechanism to allow staff and students to make payments for CSU items online via my.csu

EXTERNAL SYSTEMS

HELP
Higher Education Loans Program (HELP). A Commonwealth loans scheme that provides assistance and support for select groups of students. It is a small system of Banner forms, reports, eBox notices and web pages managed by Student Administration & Finance

Higher Education Information Management System (HEIMS)
Provides students and higher education providers with a range of relevant information e.g. availability and usage of Commonwealth assistance by students, information on program management reporting

UAC/VTAC
NSW & Victorian tertiary admissions applications used by Student Administration to process applications

UNILINC
A cooperative library network where CSU students can borrow from participating member libraries

MS Outlook
Email system used by staff across the University. Supported by Information Technology

These are some of the systems in use across the University. You can use this information to assist in assessing likely impacts of initiatives/projects.

Information Owner: Division of Information Technology