



CHARLES STURT
UNIVERSITY

Learning skills @CSU



Learning Skills
Division of Student Services

Annual Report
2006

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Learning Skills, Annual Report 2006

Introduction

Learning Skills Advisers offer academic learning support to all students enrolled at CSU, to enable them to acquire or enhance the skills they need to succeed in university studies. Whether through participation in workshop tutorials, drop-in sessions and study centres, or through individual consultations, students are presented with strategies and techniques that will allow them to better participate in academic activities.

The work of Learning Skills staff is guided by its vision and mission statement, and a commitment to meet a service standard:



Our Vision:

Learning Skills will be central to the provision of high quality learning and teaching at Charles Sturt University.

Our Mission Statement

CSU students will be aware of and have access to a professional team that provides a quality learning skills service to empower them to achieve their learning goals in a rapidly changing university environment.

Service Standards

In working towards the achievement of its vision and mission statement, Learning Skills has publicly committed itself to providing students with a professional, supportive, client-centred service in order to empower them to achieve their learning goals.

In its dealings, the Learning Skills team undertakes to:

- Respond to queries within three working days
- Be courteous, honest and helpful and respect students as adult learners
- Identify ourselves in all communications
- Abide by our [Student Privacy Policy](#)
- Direct incorrect queries to appropriate areas within CSU
- Treat students' queries seriously and liaise with academic staff on their behalf where appropriate
- Assist students by identifying problem areas and suggesting ways of improving them
- Direct students to additional resources or assistance from other specialists within Student Services

Staff

To achieve its objectives, Learning Skills has a specialist staff of Learning Skills, Maths, and English Language Advisers, as well as those with the particular responsibility of supporting Indigenous students. A STUDY LINK coordinator also forms part of the Learning Team as well as numerous casual academic staff who undertake marking and coordination duties in the program

During 2006, the staff were as follows:

Manager, Learning:

* Liz Smith MEd *USQ*, GradDipAppSci *Deakin*, GCertInstructional Design *Deakin*, BEd *CSturt*, DipT *MCAE*

**During 2006 Liz was also acting manager of the English Language Centre in Wagga and the Acting Manager of Equity, Counselling and Disability, Student Services.*

Learning Skills Advisers

Peter Butler BA DipEd *Macq*, BD *MCD*, MTh(Hons) *SCD*, DTheol *MCD*

Helen Hall BA *Macq*, GradCertF'lineMngment, GradCert TESOL, DipTeach (Tech) *SCAE*.

Robyn Lance BSc Agr *Sydney*, Grad DipEd *CCAIE*, Grad Cert TSL *USQ*

Jan Manners BA, DipEd, GradDipManagementStudies, Registered Psychologist

Bernie McGowan DipT *Mercy Teachers' College Melbourne*, BA Adult Education *Canberra*

Stewart McKinney DipBusStud *VUT*, DipTeach *Melbourne*, GradCertEd *Tas*

Beverley McVilly GDipEd *Melb*, GDipCarEd *RMIT*, BA *CSturt*

English Language Skills Adviser

Renate Tempke DipEd *UNE*, MA English *SIU*

Maths Skills Advisers

Jennifer Scott BMathematics DipEd *Newcastle*

Helen Barton BSc DipEd *Melb*

Indigenous Learning Skills Advisers

Jennifer Jones PhD *Adelaide*, MA *Murdoch*, BA (Hons) *CSturt*, BA *Wollongong*

Sandra Fisher BA *UNSW*, RSA/UCLES DipTEFLA

Joel Russell BA DipEd *Macq*, MApp Ling (TESOL) *Macq*

Study Link Coordinator

Beverley Pigott BFinAdmin *UNE*

Several staff who worked in the Learning Skills Unit during 2006 have since resigned their positions within the Learning Skills Team:

Danielle Ranshaw - STUDY LINK Coordinator

Terry Urwin – Learning Skills Adviser

Sean Ardren – Maths Skills Adviser

Professional Development

In addition to attending various professional development activities on an individual basis, Learning Skills has developed an “in house” professional development program that utilises the skills of CSU staff to discuss issues of professional relevance. The 2006 program included the following activities:

May 23 rd	Indigenous students and cultural awareness
June 28 th	Integrating academic skills: Discussing CSU issues and considerations
July 25 th	Learning assistance for off-campus students
August 22 nd	Assisting NESB students
Sept 1 st	NSW/ACT AALL Meeting Theme: <i>Supporting students in their first year of studies</i>
Oct 24 th	Conferencing & dialogue: How <i>DO</i> we work with students?

AALL NSW/ACT regional meeting

Theme: *Supporting students in their first year of studies*

The AALL NSW/ACT regional meeting was hosted by CSU Learning Skills staff on the Bathurst campus on Friday, September 1, 2006. The Association for Academic Language and Learning (AALL), which was formed in 2005, is the organisational body for a growing community of professionals around Australia who work with university students to enhance their learning and academic English. The association URL is: <http://www.aall.org.au/>

Learning skills and academic skills staff were in attendance from The Australia National University, University of Western Sydney, University of Sydney and University of Wollongong. CSU was represented at the regional meeting by Learning Skills Advisers from all its campuses.

The day's program of six sessions, focussing on the theme *Supporting Students in their First Year of Studies*, covered a diversity of topics such as tutor training and the first year experience, piloting a community service learning framework, study preparation for international students, and transition to university programs.

Individual professional development activities are as follows:

Peter Butler

- *The Literature Review for Students and Supervisors*, - Presented by Dr Lindy Mcallister, Thurgoona Campus, CSU. May

Robyn Lance

- *Working with Indigenous Australians* – CSU Bathurst, September
- *Building Bridges between Staff and Students* - presented by with Dr Leonora Ritter, Gouburn Campus, CSU, October
- *AALL state meeting, ACU North Sydney, November*
- AALL NSW/ACT Forum, CSU Bathurst, September

Stewart McKinney

- OASIS and SOMS Internal Subjects Workshops, CSU June
- *Developing Multimedia and Pedagogical Implications for Educational Technology.*, CSU June
- information sessions *Performance Management*, CSU August
- AALL NSW/ACT Forum, CSU Bathurst, September

Beverley McVilly

- *Indigenous Students and Cultural Awareness* , CSU Albury, July
- AALL NSW/ACT Forum, CSU Bathurst, September
- *Literature Reviews*, CSU Albury, November
- *Cert 1 in IT*, CSU, December

Helen Hall

- Seconded to TAFE NSW Curriculum Centre, Ultimo in the first half of 2006, to write teaching guides and develop assessment tasks in the Administration and Legal programs area.

Sandra Fisher

- University Induction program
- Forum with Dr Chris Sara, Indigenous Education issues, NSW Department of School Education, Bathurst , November
- *Working with Indigenous Australians* – CSU Bathurst, December
- AALL NSW/ACT Forum, CSU Bathurst, September
- Academic Discussion Liaison Group, CSU, Bathurst.

Jennifer Jones

- Albury KIN Indigenous cultural awareness forum, May.
- *(Re)Contesting Indigenous Knowledge and Indigenous Studies* conference June

Joel Russell

- Ethics Seminar, Centre for Research at CSU, March
- CSU researchers' workshop,
- Academic Liaison Discussion Group, CSU
- AALL NSW/ACT Forum, CSU Bathurst, September
- Cert 1 in IT, CSU, December

Jennifer Scott

- Demonstration of Camtasia , CSU Wagga, November,
- *Working with Indigenous Australians* , CSU Bathurst, December.

Liz Smith

- Leadership Development for Women Program , CSU Bathurst and Wagga – February to November
- Academic Liaison Discussion Group , CSU Bathurst, May
- Risk Management, CSU, June
- Academic Liaison Discussion Group, CSU Bathurst, July
- Performance Management Information Session, CSU Bathurst, August
- AALL NSW/ACT Forum, CSU Bathurst, September
- Academic Liaison Discussion Group, CSU Bathurst October
- Maximising Opportunity & Managing Risk Conf, CSU Bathurst October
- Forum with Dr Chris Sara, Indigenous Education issues, NSW Department of School Education, Bathurst , November
- Working with Indigenous Australians, CSU Bathurst, December

In addition, all Learning Skills staff have completed the compulsory online ELMO OH&S training.

Special Projects and Achievements

In addition to their regular teaching in workshops and lectures, Learning Skills staff have this year been involved in the development and presentation of a number of special projects. The embedding, or integration, of learning skills into courses (rather than into particular subjects) is seen as particularly significant because it offers the possibility of extending support to all students in a cohort, and developing a common set of fundamental learning skills in those undertaking training in a particular discipline.

Significant achievements of the Learning Team in 2006 have been:

- **Online Resources** - The redevelopment of the learning skills web site was led by Stewart McKinney, in conjunction with Sandra Fisher and Beverly McVilly. Renate Tempke was also involved in the development of the first stage of the English Skills website.



The Learning Skills web site continues to averages over 6000 hits per month and is available at <http://www.csu.edu.au/division/studserv/learning/>

- **Referencing** - The development of a guide to the use of APA Referencing by Dr Peter Butler, available at <http://www.csu.edu.au/division/studserv/learning/pdfs/apa.pdf>
- **Carrick Award** - Jan Manners was the recipient of a prestigious Carrick Citation, for "excellence in the development and evaluation of an outreach model improving access and success at university for individuals suffering educational and social disadvantage". The Division of Student Services, and Learning Skills in particular, is delighted that Jan's work has been recognized in this way.
- **Research** – The Indigenous Learning Skills Advisers, lead by Jennifer Jones, commenced a research project: *Transition to Tertiary Study: The Experience of Indigenous Students at Charles Sturt University*. Jennifer gained ethics approval for the research and oversaw

three rounds of “yarning circle” interviews conducted by herself and other Indigenous Support Unit staff. The research will be ongoing in 2007.

Jennifer Scott worked with Renee McGill (School of Nursing) and Natalie Menzies (School of Public Health) on a continuing research project exploring ways of improving the mathematics skills of students in both courses.

Embedding and Integration

Jan Manners has actively promoted a course-based approach to the embedding of learning skills at the university. This process was begun with the Public Health course review, following earlier embedding in PHC100. The development of appropriate skills for learning has been embedded in core subjects in Public Health (Internal), Nursing (Internal and DE), Early Childhood (Internal), Justice Studies (Internal and DE) and IT (Internal). It is also noted that embedding work in nursing involves the Bathurst, Dubbo, and Orange campuses. During 2006 a range of materials used in the embedded programmes were updated in collaboration with academics. Jan coordinated and completed a major revision of the Study Link course *Academic Skills Development* (SSS002), and coordinated *Transition to Nursing Studies* (SSS016).

Bernie McGowan has been involved in the EML102 Written Communication embedding project. This involved development of a study skills appendix, and change of assessments to scaffold student learning and implementation of skills. For this course a CD resource was produced. An essay was annotated, and referencing in-text and reference list examples given. Similarly, Bernie was involved with Teaching and Learning Committee presentations of strategies used in MGT100.

Bernie participated in the orientation of international students, and with integrated programmes to assist this group—especially in developing academic literacies. Ongoing group sessions to assist in cultural/language/academic adjustments of ESL students have been conducted. In particular, Bernie has commenced discussions and planning for a programme to assist pharmacy ESL students develop oral counselling skills.

Peter Butler consulted with Prof. Ted Wolfe on the re-vamping of AHT101, *Professional Experience in Agriculture and Horticulture*. This resulted in the incorporation of Peter’s “Guide to Scientific Writing” into the Subject Outline, the integration of Learning Skills input into the early stages of the course and the introduction of APA referencing style to the students.

2006 saw refinement of the programme to embed Learning Skills input into the Veterinary Science course, largely through sessions conducted in VSC119, *Vet Practice 1*. The aim here is to develop skills that will underpin effective professional practice by graduates.

The embedding of learning skills into the veterinary science programme continued with the teaching of presentation skills to students in VSC120, *Veterinary Case Studies*, mentoring of small groups as they practised their presentations, and provision of feedback when case studies were presented to the School. The skills taught here were further refined in the students’ presentations in VSC112, *Animal Behaviour and Welfare*.

In 2006 planning was commenced, in discussion with Prof. Martin Sillence, for the development of an embedded/integrated programme with ASC110, *Introduction to Animal Science*. Our LS involvement in the course is in ways that are perhaps more fundamental, and less skills orientated, than has often been the case in the past. Sessions have been taught on Finding Information (“Truth and lies”), construction of a talk in the form of a “story”, and “Processing ideas: moving from information to knowledge”

Robyn Lance initiated and promotion a TAFE/ Police collaborative project involving production of a CD ROM designed to help probationary constables in the field improve their police writing skills.

Committee Membership Representation

Liz Smith

- Faculty Board (Education),
- Teaching Development Committee (Arts),
- Information Learning Systems Committee Operational Sub Committee,
- Learning Materials Design Sub Committee
- CSU Web Site Management Committee
- OLE Program Team

Robyn Lance

- Teaching and Learning Committee - School of Policing, Faculty of Arts.

Bernie McGowan

- Teaching and Learning Committee – School of Library Sciences

Jan Manners

- Teaching and Learning Committee – School of Public Health

Jennifer Jones

- Albury Koori Interagency Network

Consultancy/Outside Activities

Study Skills Sessions for Schools and TAFE

Dubbo Campus May 19, 2006. Seven regional secondary schools participated in the day's program, which involved 42 students and 9 teaching staff – Stewart McKinney.

Dubbo Campus August 3, 2006. Twenty-four students from Wellington High School participated - Stewart McKinney.

Koorungal High School Study Skills workshop – February – Peter Butler.

Coordinating Committee member and presenter at the *Return to Study Weekend* for 30 students, held in Albury, February – Beverly McVilly.

Co-presenter at a Study skills workshop at Trinity Anglican College, Thurgoona, August, for 30 middle school students – Beverly McVilly.

TAFE—a workshop on tertiary expectations and academic writing and referencing for students preparing for university studies – Jan Manners.

Study Skills for Industry

Mintrac—full-day workshop on study skills for Mintrac, a meat processing organisation. Content is in response to expressed needs of the workers – Jan Manners

Papers/Reports/Presentations

Liz Smith

- Business Case Analysis: IELTS at CSU. Prepared for the SEC
- Presentation to new academic staff – Staff induction sessions
- Presentation to academic staff – Foundations of University Learning and Teaching (FULT)

Robyn Lance

- Presentation to AALL meeting at ACU, North Sydney, in December 2006.

Jan Manners

- Carrick submission
- AALL meeting presentation on Carrick project
- Co-presented with lecturer to TTC Bathurst – literacy needs of students
- Academic liaison group—spoke to embedding and information literacy
- Co-developed and presented a poster on embedding, entitled “Different paths; same destination”. This was presented at the managing risk conference, “Improving performance through alignment, integration and collaboration”, in November 2006.

Jennifer Jones

- Upon invitation from staff in the School of Community health, Jennifer prepared a response to the National Rural health Alliance paper on Indigenous recruitment.
- *“Learning from Oodgeroo’s Indigenous Standpoint: The cultural interface created between an Indigenous educator and her non-Indigenous collaborator”*. Paper presented at *Re)Contesting Indigenous Knowledge and Indigenous Studies* conference June

Joel Russell

- Presentation with Ray Eldridge to School of Visual & Performing Arts about role of ISU/ILSA
- Presentation to School of Education meeting about ISU/ILSA role in supporting Indigenous students & staff working with that student group.
- Professional development presentation on Cultural Awareness to the Learning Skills staff
- Presentation to FULT on the role of ISU/ILSA in supporting indigenous students and academic staff at CSU.

Bridging and Enabling programs

The following Bridging and Enabling programs are coordinated by the Learning Skills Unit:

- **STUDY LINK** –STUDY LINK subjects are designed assist students with their transition to university studies and refresh or develop important skills required for success at CSU. Fourteen subjects are available in this program, offered primarily via distance education. More information regarding STUDY LINK is available at <http://www.csu.edu.au/student/studylink/>
- **ADPP Bridging program** – a bridging program for students wishing to enter the Associate Degree Policing Practice. Successful completion of this program allows students to demonstrate academic eligibility for the ADPP. The first offering for the ADPP Bridging Program was Trimester 2, 2006 (200649).

Numbers of students successfully completing this program are as follows:

200649 - 111
200679 - 70
200719 – 56

- **CSU Connect** - CSU Connect is a free “Bridging” program that upon successful completion fast-tracks students’ chances of undertaking a nominated undergraduate degree course at Charles Sturt University. Designed specifically to increase involvement by rural and regional students, this program was first offered in Trimester 1, 2006. Students are required to complete a core subject (SSS050) plus one elective subject (SSS061, SSS062 or SSS063). More information about CSU Connect is available at <http://www.csu.edu.au/student/csuconnect/>

Subjects Available

- SSS001 - Transition to Tertiary Study -
- SSS002 - Academic Skills Development -
- SSS003 - Skills for Learning Online -
- SSS008 - Mathematics for Agriculture -
- SSS009 - Mathematics for Calculus - (formerly *Stepping Into Mathematics*)
- SSS010 - Introductory Chemistry -
- SSS011 - Introductory Physics -
- SSS012 - Introductory Science for Nurses -
- SSS013 - Introductory Statistics for the Social Sciences - SSS013
- SSS014 - Stepping into Statistics - SSS014
- SSS016 - Transition to Nursing Studies - SSS016
- SSS017 - English Skills for Academic Writing - SSS017
- SSS018 - Foundation Mathematics - SSS018
- SSS020 - Transition to Tertiary Study for Indigenous Students - SSS020

Subject enrolments

STUDY LINK					
Subject	200619	200649	200679	200703	Total
SSS001	136	53	23	82	294
SSS002	214	91	33	136	474
SSS003	177	44	18	80	319
SSS008	40	6			46
SSS009	51	30	19		100
SSS010	67	20	19	26	132
SSS011	33	14	8	6	61
SSS012	64				64
SSS013	32	45			77
SSS014	90	177			267
SSS016	22	10	9	11	52
SSS017	111	56	30	67	264

CSU Connect					
Subject	200619	200649	200679	200703	Total
SSS050	14				14
SSS061		2			2
SSS062		1			1
SSS063		2			2

ADPP Bridging					
Subject	200619	200649	200679	200703	Total
SSS019		208	196		404

Not all subjects are offered in all sessions.

Curriculum developments

- SSS002 Academic Skills Development. Major subject revision, including changing the delivery method from printed material to online.
- SSS018 Foundation Mathematics. New subject developed by the Jennifer Scott and the maths team. First offering Trimester 1, 2007 (200719).
- SSS019 ADPP Bridging program developed in conjunction with School of Policing Studies. First offering was Trimester 2, 2006 (200649).

Staff

Staff involved in the bridging and enabling program in 2006 were as follows:

Study Link Program Coordinator – Danielle Ranshaw

Learning Skills Subject Coordinators

SSS001	Beverley McVilly
SSS002	Margaret Yen, Jan Manners
SSS003	Stewart McKinney
SSS008	Jennifer Scott
SSS009	Helen Barton
SSS013	Jennifer Scott
SSS014	Jennifer Scott
SSS016	Jan Manners
SSS017	Renate Tempke
SSS050	Margaret Yen, Stewart McKinney
SSS061	Helen Barton

Contract academic staff

Subject Coordinators:

Matthew Campbell	(SSS010, SSS062)
Barry Cottam	(SSS011)
Eileen Lodge	(SSS012)
Brian Noller	(SSS012)
Amanda Paul	(SSS012)
Philip Kerr	(SSS012)
Bronwyn Williams	(SSS019)
Michael Meek	(SSS063)

Markers:

Sandra Woodward	(SSS010)
Sandra Fisher	(SSS017)
Dianne Bourke	(SSS019)
Helen Lynch	(SSS019)
Geoff Peterson	(SSS019)

Subject Development:

Barry Cottam	(SSS011)
Michelle Fromholtz	(SSS063)

Workshops and Lectures

(Albury/Thurgoona) Jennifer Jones					
Month	Faculty	Course Number	Type	Topic	Attendance
April	Science and Agriculture	Indigenous DE students	Workshop	Learning Styles	3
May	Science and Agriculture Education		Lecture Lecture	Cultural resource management Cultural Education	30 20
October	Science and Agriculture	Indigenous DE students	Workshop	Referencing	1

(Albury/Thurgoona) Helen Barton					
Month	Faculty	Course Number	Type	Topic	Attendance
February	Studylink	SSS014	Workshop	Stepping into Statistics	14
		SSS009	Workshop	Stepping into Mathematics	6
July	Studylink	SSS014	Workshop	Stepping into Statistics	23
		SSS009	Workshop	Stepping into Mathematics	3

(Albury/Thurgoona) Beverley McVilly

Month	Faculty	Course Number	Type	Topic	Attendance	
February	Orientation sessions Business	1 st years	Seminars	Study skills	400	
		MGT100	Lecture	Essay writing	50	
	(Weekly @ both Albury and Thurgoona campuses)	Podiatry	POD100	Tutorial	Strategic reading	50
		Education tutorials	EML105	Tutorial	Writing academically	55
		Generic study skills		Workshops	Writing assignments	50
					Time management	5-10
					Referencing	5-10
					Essay writing	5-10
					Report writing	5-10
					Exam preparation	5-10
March	Business	MGT100	Lecture	Essay writing	50	
				Strategic reading	50	
	(Weekly @ both Albury and Thurgoona campuses)	Podiatry	POD100	Tutorial	Writing academically	55
		Education	EML105	Tutorial	Writing assignments	50
		Generic study skills		Workshops	Time management	5-10
					Referencing	5-10
					Essay writing	5-10
					Report writing	5-10
					Exam preparation	5-10
					April	Business
Strategic reading	50					

	Podiatry Education tutorials Generic study skills (Weekly @ both Albury and Thurgoona campuses)	POD100 EML105	Tutorial Tutorial Workshops	Writing academically Writing assignments Time management Referencing Essay writing Report writing Exam preparation	50 50 5-10 5-10 5-10 5-10 5-10
May	Podiatry Generic study skills (Weekly @ both Albury and Thurgoona campuses)	POD100	Tutorial Workshops	Preparing for exams Time management Referencing Essay writing Report writing Exam preparation	50 5-10 5-10 5-10 5-10 5-10
September	Generic study skills (Weekly @ both Albury and Thurgoona campuses)		Workshops	Time management Referencing Essay writing Report writing Exam preparation	5-10 5-10 5-10 5-10 5-10
October	Generic study skills (Weekly @ both Albury and Thurgoona campuses)		Workshops	Time management Referencing Essay writing Report writing Exam preparation	5-10 5-10 5-10 5-10 5-10

(Bathurst) Jan Manners						
Month	Faculty	Course Number	Type	Topic	Attendance	
February	Health	IKC100	Lecture	Needs based	100	
	Education (O'week)	IKC100	Lecture	SS and LS	300	
	MKTG & Management (O'W)	IKC100	Lecture	SS & LS	300	
	O'week generic info sessions x 2	IKC100	Lecture	SS & LS	600	
	O' week Orange x 6	NA		workshops	Time management	120
					Academic writing	120
				Lecture	Referencing	120
	Nursing	NRS116 res school		Tutorials	Studying as a distance student	100
					Academic writing	100
					Referencing	20
				Referencing	20	
March	Generic	Na	Workshops	Essay writing x 3	80	
				Referencing x 7	150	
				Critical reviews & annotated bib x 3	40	
				Report writing	10	
	Information Technology	IKC105	lecture	Academic writing expectations	40	
				Essay writing	40	
				Referencing	40	

	Communications	Lit111	Tutorials x 2	Oral presentations and PP Critical thinking Communication Understanding and Using assignment feedback	40 40 6 40
April	Health	NRS120	workshop	Referencing	15
May	Education Education Education Education	EED441 Human mvt Grad dip Eml121	Lecture Lecture Lecture Tutorials x 2	Essay writing and referencing Understanding & Using assignment f'back Referencing Essay writing	40 20 40 40
August	Health	Paramedics and other international students.	Orientation workshop	Tertiary expectations, academic writing, and referencing	20

Bathurst (Renate Tempke)					
Month	Faculty	Course Number	Type	Topic	Attendance
January	Nursing	NRS116	Workshop	Referencing	20
	Nursing	NRS116	Workshop	Referencing	20
February	Education	312	Workshop	Grammar	30
March	Education (14x)	108	Workshop	Grammar	30x14
	Generic (3x)		Workshop	Grammar	20, 15, 10
	Generic		Workshop	Essay	25

May	Education (9x)	EMS200	Workshop	Grammar	9x15
	Arts (2x)	LIT111	Workshop	Essay	2x6
June	Education (2x)	EMS200	Workshop	Grammar	2x10

Bathurst (Jennifer Scott)					
Month	Faculty	Course Number	Type	Topic	Attendance
February	Health	NRS116	lecture	Maths skills	130
	Health	NRS120	lecture	Maths skills	95
	Health	NRS240	lecture	Drug calculations	90
	Health	Generic	work shop	Maths skills	5
	Education	generic	workshop	Maths skills	7
March	Education	Generic	Workshop	Maths skills	5
	Education	Generic	Workshop	Maths skills	8
	Education	Generic	Workshop	Maths skills	3
	Education	Generic	Workshop	Maths skills	3
	Health	Generic	Workshop	Maths skills	7
	Health	Generic	Workshop	Maths skills	7
	Health	Generic	Workshop	Maths skills	4
	Health	NRS120	Lecture	Drug calculations	45
	Health	NRS240	Lecture	Drug calculations	36
April	Health	Generic	Workshop	Maths skills	4
	education	generic	workshop	Maths skills	3

May	Health	NRS240	Lecture	Drug calculations	25
	Health	NRS120	workshop	Maths skills	11
July	-	SSS014	2 day tutorial	Statistics	19
	-	SSS014	2 day tutorial	Statistics	22
	-	SSS013	1 day tutorial	statistics	13
September	Health	NRS125	workshop	Drug calculations	15
October	Science	QBM117, STA201	workshop	statistics	7

Bathurst (Sandra Fisher)					
Month	Faculty	Course Number	Type	Topic	Attendance
February	Health Studies	ESBN	Workshop	How to reference	40
March	Generic		Workshop	How to reference	20
			Workshop	How to reference	20
			Workshop	How to reference	20
			Workshop	How to reference	20
			Workshop	How to reference	20
			Workshop	How to reference	20
			Workshop	How to reference	20
			Workshop	Oral presentations	20
			Workshop	How to write a tertiary level essay	25
			Workshop	How to write a tertiary level essay	25

Dubbo (Stewart McKinney)					
Month	Faculty	Course Number	Type	Topic	Attendance
February	Faculty of Science School of Nursing & Midwifery	CHP303	Workshop Residential School for B. Health Science, Indigenous students	Writing skills: paragraphing; using sources	14
	Orientation sessions	First year students	Seminars x 5 Seminars x 6	Academic writing CSU Online	120 120
March	Faculty of Business School of Accounting and Computer Science	ECO110	Workshop	Maintaining academic integrity: referencing correctly	16
April	Faculty of Education School of Teacher Education		Workshop	Maintaining academic integrity: referencing correctly	10
	Faculty of Business School of Accounting and Computer Science	MGT100		Writing an essay plan	13
May	Faculty of Education School of Teacher Education		Workshop	Maintaining academic integrity: referencing correctly	13
	Faculty of Science		Workshop Residential School for B.	Case study writing, paragraphing	7

	School of Nursing & Midwifery		Health Science, Indigenous students		
June	Faculty of Science School of Nursing & Midwifery		Workshop Residential School for B. Health Science, Indigenous students	Writing skills: Constructing meaningful sentences	9
July	Faculty of Science School of Nursing & Midwifery	NRS 116	Workshops Off-campus students, Orange campus Residential School	Maintaining academic integrity: referencing correctly	76
August	Faculty of Education School of Teacher Education Faculty of Science School of Nursing & Midwifery Faculty of Education School of Education		Lecture Workshop Full-day workshop for mid-year intake in B VET and Grad Dip VET	Maintaining academic integrity: referencing correctly CSU databases, referencing correctly Academic writing	55 7
September	Faculty of Science School of Nursing & Midwifery		Workshop Residential School for B. Health Science, Indigenous students	Writing skills: Wring a Literature review	8
November	KAP, Dubbo Campus Nov 27 – Dec 1		Three-day seminar Koorie Admissions Program		35 participants

Goulburn (Robyn Lance, Terry Urwin, Helen Hall, Helen Lynch)

Month		Course Number	Type	Topic	Attendance
January	Arts	School of Policing Studies Associate Degree in Policing Practice (ADPP) PPP113 ADPP generic	Lecture	DE S1A O Week residential intro to uni expectations	60
			Lecture	S1 O'week intro to Uni/expectations x 2	140 + 140
			Lecture	S1 Nuts n bolts of college experience x 2	140 + 140
			Panel of speakers	S1 Support Services Unpacked	140 + 140
			Panel of speakers	S2 Time Management x 2	140 + 140
			Lecture	S 1 How to write a reading report x 2	30 +26
			Workshop	S2 Academic Writing Refresher x 2`	140 + 140
			Lecture	S1 In lecture time Library research project x 2 Joint presentation by academic, library & Learning Skills staff	140 + 140
			Lecture	S1 Essay writing Part A x 2	140 + 140
			Workshop	S1 Essay Writing Part B x 2	140 + 140
			Lecture	S2 Improving Memory x 2	17+15
			Lecture	S1 Spelling & Proofreading Intro x 2	60 + 60
			February	Arts	ADPP PPP113
Workshop	S2 Proofreading & Spelling Test 1 x 2	30 + 30			
Lecture	S1(lecture time) Essay do's & don'ts x 2	140 + 140			
Lecture	S1 Referencing Part A x 2	140 + 140			
Lecture	S1 Referencing Part B x 2	140 + 140			
Lecture	S2 Essay How to Prepare & present x 2	20 + 30			
Lecture (co-presented with	S2 Punctuation for police writing x 2	6 + 4			

		PPP122	academic staff) Workshop	S1 Exam Tips X 2 S1 Essay clinic x 2 S2 PIARF Exam prep co-presented with PPP124 academic staff	140 +140 4 + 6 60 + 40
March	Arts	ADPP	All workshops	S1 Proofreading and spelling Test 2 x 2 S1 Punctuation A x 2 S1 Punctuation B x 2 S1 Proofreading/spelling test 3 x 2 S2 Proofreading/spelling test 2 x 2 S2 Avoiding top ten grammar errors x 2 S2 Exam Techniques S2 Proofreading/spelling Test 3 x 2	30 + 30 40 +40 40 +40 60 + 60 30 + 30 5 + 5 10 +10 6 + 1
April	Arts	ADPP			
May	Arts	ADPP	Lecture/panel of guest presenters for TM Workshop Workshop workshop lecture	S2 Time Management x 2 S2 Academic Writing & refresher S2 Improving Memory S2 Study & Exam Techniques x 2 S2 Proofreading & Spelling intro	200+200 32 + 29 20 + 15 ?, Helen Hall, Helen Lynch
June	Arts	ADPP	MC & present Lecture Workshops	Support Services Unpacked S1 An intro to uni expectations x 2 S1 Referencing revisited x 2	480 + 480 480 + 480 20 + 20

				S2 Proofreading/spelling Test 1 x 2 S2 Note-taking & Police Writing x 2 S2 Proofreading/Spelling test 2 x 2 S2 PIARF Prep x 2 (co-presented with academic staff)	15 + 15 20 + 20 60 + 40
July	Arts	ADPP		S1 Essays-not a mystery Part 1 x 2 S1 Essays-not a mystery Part 2 x 2	460 + 460 460 + 460
August	Arts	ADPP		S1 Referencing revisited x 2 S1 Essay clinic x 2 S1 Proofreading and spelling Test 2 x 2 S1 Punctuation A x 2	450 + 450 50 + 50 180 + 180 200 + 200
September	Arts	ADPP		S1 Punctuation B x 2 S1 Proofreading & Spelling test 3 x 2 The two S1s overlapped in September DE OWk Uni Expectations x 1 S1 Uni expectations x 2 S1 Writing a Reading Report x 2 S1 Essays Part A x 2 S1 Essays Part B x 2 S2 Proofreading & Spelling Intro S2 Time Management	200 + 200 180 + 180 40? 85 + 80 85 + 80 85 + 80 60 S2 870
October	Arts	ADPP		S1 Referencing Part A x 2 S1 Referencing Part B x 2	80 + 80 80 + 80

				S1 Intro to Proof reading/spelling testing S1 Proofreading & Spelling test 2 x 2 S1 Essay Clinic x 2 S2 Academic Writing & referencing x 2 S2 Memory Techniques x 2 S2 Proofreading & Spelling x 2 S2 Study & Exam Techniques x 2	30 + 30 80 + 80 15 + 15 20 8 20 45
November	Arts	ADPP	Workshop Drop In Workshop Lecture (co-presented with PPP122 lecturer) Lecture (co-presented with PPP124 lecturer) Workshop	S1 Proofreading & Spelling Test 3 x 2 S1 Drop In x 2 S1 Exam Techniques x 2 S2 Police Writing x 2 S2 PIARF exam tips x 2 S2 Proofreading & Spelling Test 3	30 + 30 5 + 5 20 + 20 19 20 40

Wagga (Peter Butler)					
Month	Faculty	Course number	Type	Topic	Attendance
February	Health	BMS105	Lecture	Academic writing	150+
March	Science and Agriculture	VSC119	Workshop	Writing essays	15
	Science and Agriculture	VSC119	Workshop	Writing essays	15
	Library Workshop	n/a	Workshop	Workshop	6

	Arts	LIT107	Lecture	Writing essays	75
	Science and Agriculture	VSC119	Workshop	Writing essays	15
	Science and Agriculture	VSC119	Workshop	Writing essays	15
	Library Workshop	n/a	Workshop	Writing essays	4
	Science and Agriculture	VSC119	Workshop	Scientific reading	15
	Science and Agriculture	VSC119	Workshop	Scientific reading	15
	Library Workshop	n/a	Workshop	Academic referencing	2
	Arts	SOC101	Lecture	Tricks of the Trade	80
	Science and Agriculture	VSC119	Workshop	Scientific writing	15
April	Science and Agriculture	VSC119	Workshop	Scientific writing	15
	Health	BMS105	Lecture	Academic writing	100
	Science and Agriculture	AHT101	Lecture	Academic writing and referencing	30
	Library Workshop		Workshop	Time management	5
	Library Workshop		Workshop	Reports	3
May	Science and Agriculture	VSC119	Workshop	Learning skills	15
	Science and Agriculture	VSC119	Workshop	Learning skills	15
	Science and Agriculture	VSC119	Workshop	Learning skills	15
	Science and Agriculture	VSC119	Workshop	Learning skills	15
July	FULT		Staff training seminar	Learning Skills support at CSU	50
	Science and Agriculture		Staff seminar	Collusion and Plagiarism	20
September	Education	ATTP	Workshop	Academic Writing and Referencing	15
	Education	ATTP	Workshop	Academic Writing and Referencing	15
October	Science and Agriculture	VSC120	Lecture	Presentation skills	60
	Science and Agriculture	VSC120	Workshop	Presentation skills	30
	Science and Agriculture	VSC120	Workshop	Presentation skills	30

Wagga (Bernie McGowan)					
Month	Faculty	Course Number	Type	Topic	Attendance (Approximate)
February	Science	INF109	presentation	Study skills etc	150
	Orientation sessions		Presentation	Learning skills	150x4
	Compulsory Orientation		Lecture presentation	Study skills ; referencing; planning etc	300x2
	Science	AHT100	Workshop	Study skills ; referencing; planning etc	20x4
	Orientation–International		Orientation presentation	Learning skills & resources	45
March	Library workshops		Tutorial mode delivery	Various topics in time with tasks	Total 32
	Science	AHT100	Workshops	Study skills ; referencing; planning etc	20x4
	Science	ITC125	Workshop	Writing & referencing	32
	Science	VIT211	Workshop	Study skills ; referencing; planning etc	30
	Commerce	ACC322	Lecture	Debating procedures and skills	40
April	Science	AHT401	Workshops	Study skills ; referencing; planning etc	28
	Commerce	MGT100	Lecture\workshop	Essay outline	60
May	Library workshops		Tutorial mode delivery	Various topics in time with tasks	Total 35
	Commerce	MGT100	Lecture\workshop	Exam prep	60
	Information technology	ITC307	Lecture\workshop	Assignment & referencing	30
June	Health	Midwifery residential	Tutorial	PowerPoint assignment	25
July	Commerce	ACC222	Lecture\workshop	PowerPoint presentations	45
	Science	MIT540	workshop	Academic writing & referencing	30

August	Arts	SOC102	Lecture\workshop	Assignments & planning	30
	Science	ITC324	Lecture\workshop	Essay & referencing	25
	Commerce	MGT100	lecture	Study skills	60
September	Education	ATTP res.	Workshop	Study skills	20x2
	Commerce	MGT100	Lecture\workshop	Assignment planning & structure	60
	Health	NRS 3 rd yr	Lecture\workshop	Literature review	30
October	Commerce	MGT	Lecture	Essay	50
November	Agriculture	VSC 2 nd yr	Workshop\tutorial	Study skills & exam prep	10

Individual Consultations with Students

Individual Consultations by Faculty 2006

(num) Numbers in brackets are non-repeat entries. Other numbers totals. All services except Group

	Faculty										
	Blank	Arts		Commerce		Education		Health		Science and Agriculture	
		Internal	DE	Internal	DE	Internal	DE	Internal	DE	Internal	DE
Blank	13 (12)										
Albury	4 (2)	4 (4)	33 (19)	29 (25)	26 (24)	90 (27)	19 (10)	87 (38)	11 (5)	42 (22)	39 (28)
Bathurst	2 (2)	53 (41)	26 (24)	62 (52)	27 (24)	73 (49)	17 (15)	137 (23)	50 (38)	18 (13)	21 (16)
Dubbo		2 (2)	20 (10)	1 (1)	4 (4)	49 (14)	23 (15)	18 (9)	25 (21)	1 (1)	7 (4)
Goulburn	5 (4)	1265 (914)	141 (60)					2 (2)	8 (3)		
Orange		1									
Wagga	3 (3)	82 (34)	93 (47)	262 (209)	49 (39)	49 (19)	58 (36)	139 (80)	167 (100)	82 (74)	81 (62)

Individual Consultations with Indigenous, NESB (Domestic) and International Students 2006

All services except group. (num) Numbers in brackets are non-repeat entries. Other numbers totals.

	Faculty					
	blank	Arts	Commerce	Education	Health	Science and Agriculture
Indigenous	1 (1)	202 (163)	22 (5)	46 (13)	69 (29)	19 (12)
NESB (Domestic)		275 (177)	20 (12)	19 (7)	32 (17)	22 (11)
International		44 (11)	72 (46)	6 (3)	179 (23)	15 (6)

Consultations by Type, 2006

(num) Numbers in brackets are non-repeat entries. Other numbers totals.

	blank	Face to Face	Email	Phone	Fax/mail	Forum	Group
	12 (11)			1 (1)			2 (2)
Albury	1 (1)	245 (113)	106 (66)	21 (15)	4 (2)	7 (7)	29 (17)
Bathurst	2 (2)	346 (182)	71 (51)	60 (55)	5 (5)	2 (2)	15 (6)
Dubbo		54 (14)	89 (61)	7 (6)			14 (14)
Goulburn	5 (5)	1184 (860)	116 (44)	94 (57)	5 ()	17 (17)	130 (106)
Orange		1					
Wagga	2 (2)	552 (356)	324 (202)	154 (119)	15 (9)	18 (15)	44 (36)