MINUTES – MEETING OF 3 AUGUST 2010
UNIVERSITY CERTIFICATE IN GENERAL STUDIES

Present: Ninetta Santoro (Chair)
Heather Cavanagh
Joy Wallace
Jenny Kent
Margaret Hamilton
Jan Knox
Judy Lanagan (Secretary)
Liz Smith
Richard Taffe (Course Coordinator)
Ann-Maree Talan

Apologies:

It was agreed that agenda items requiring discussion would be starred, while those supported by adequate explanatory information simply be tabled for members’ information.

UPDATE ON COURSE, COURSE DELIVERY, PLANNING FOR 2011
DELIVERY SITES Richard Taffe, Liz Smith

Richard referred members to his document “Notes on course delivery” (Appendix 1), and advised that the course was going well, with 19-20 students likely to complete. Currently there are 10 students enrolled in elective ITC173 and 12 in EPT173, although the numbers may decline slightly.

Timetable issues
Richard drew members’ attention to his notes on issues with the timetable for 201075. Geoff Honey’s advice on this matter was that timetabling for the course be done via the casual room booking system, but ask that it be given priority over the 201060 timetable bookings. Members agreed to:

ACTION: Liz Smith to request via the Transition Steering Committee that Ross Chambers approve that the Term 1 (201075) timetable for the University Certificate in General Studies be given priority over the Session 2 (201060) timetable. A suitable room accommodating 25 people is to be reserved on each campus for students of this course, with room size to be reviewed as necessary in the light of future intakes.

Justification for this request is based on staffing considerations, i.e. multiple demands on staff who teach the course, including commitments at TAFE, and the fact that these are casual appointments of people who normally work elsewhere.

Richard indicated that timetabling for 2011 needs to involve a staff member on each campus where the course is offered, who is able to identify appropriate classrooms.
Course intake
The current cohort in the course is the result of the phoning and offering places to unsuccessful applicants for CSU’s degree courses. Potential growth in numbers of enrolments was discussed. It was noted that TAFE is unable to cope with unlimited numbers. Richard commented that the nature of the course (i.e. as a “pathways” program) meant that it could affect the way Course Coordinators manage their intake, in particular dealing with those at the bottom of the UAC/VTAC lists. It was agreed that:

**ACTION:** The course is to be promoted to Course Coordinators across all campuses via distribution of the course flyer, with queries to be directed to Richard Taffe.

In addition:

**ACTION:** Faculty representatives are to communicate with their Deans about the course, and recommend that Deans – at their fortnightly meeting - discuss their Faculty’s strategy for encouraging applications into the course as part of managing the intakes for their degree courses.

Jan Knox informed the meeting that enrolments into the 201075 subjects for the course were problematic as they all had to be done manually because online enrolment does not cater for this session. It was agreed that:

**ACTION:** Anne-Maree Talan to advise Geoff Honey and Melissa Dawe of the issue with the lack of online enrolment for 201075 subjects, and be requested to look into providing this option.

Staffing the course
Richard stated that site-based orientation is required for incoming staff members who will teach the subjects in the course, and existing CSU staff need to understand the special needs of students in the course. The procedure for staffing subjects, Liz suggested, would be for Liz and Richard to discuss with the Faculty which “owns” the subject the particular issues of teaching a pathways course in terms of having the right attitude and approach to teaching. Faculty representative are responsible for facilitating such discussion. The earlier these new staff are identified the better, as it will allow time for proper orientation to the course.

Jenny Kent is to investigate who may be able to teach MTH173 at Bathurst, Albury and Wagga in 201130.

General comments
Richard suggested that the subject profiles be re-visited with input from discipline specialists now that they have been rewritten.

Liz proposed that if this involved changes in CASIMS that the subjects be “unpaired” from their original subjects.

Also all subject profiles need to be amended to have SY/US grades, if not already done.
ADDITIONAL SUBJECTS FROM ARTS  Liz Smith

Liz stated that Ross Chambers had suggested that both LIT101 and COM173 be offered in the course. Members agreed that this was not feasible due to cohort size, but that some of the LIT101 content could perhaps be incorporated in COM173.

COURSE ADMINISTRATION  Margaret Hamilton

Richard Taffe indicated his interest in continuing in the role of Course Coordinator across all campuses, but would like a course contact on each campus. It was agreed Course Managers would be that contact.

Matters such as the CAL, SAL would be dealt with by existing arrangements on each campus.

**ACTIONS:** Richard to confirm with the Dean and Head of School that he will continue in the role of Course Coordinator.

The issue of who will develop the contracts and sign timesheets is to go to the Head of Schools meeting for consideration.

QUALITY CONTROL  Richard Taffe

Richard referred the members to his dot points on this matter (see Appendix 1).

**ACTION:** It was agreed that Liz and Richard would devise a plan to ensure quality control, taking account of these points.

BUDGET  Margaret Hamilton

Margaret stated that CGS distribution does not cover costs and that agreement had to be reached on the funding model required to make this program sustainable. She asked if there were any costs which had not yet been taken into account in the course budget.

Liz indicated that the cost of printing course brochures, which was currently coming out of the transition budget, would need to be included in the course budget in future. It was recommended that $3000 be allowed for promotional materials.

Richard advised that the existing allowance of 3.5 hours per week for course coordination was insufficient. Margaret and Richard to discuss this further.

It was recommended that the level of administrative support (course manager – Level 4) be as follows: Albury .4FTE, Bathurst .2FTE and Wagga .2FTE. Level 4. This expenditure is currently included as part of the “School levy” allocation in the budget.

Margaret informed the meeting that the approximate cost to the Faculty of delivering the four subjects face-to-face was $90,000. This included Faculty staff time, School
administrative support time, course coordination, subject coordination, plus 11 hours allocated to the development/modification of new subjects.

Liz stated that 11 hours per subject for course modification would disappear as a cost in future as all teaching staff would instead attend Wagga for a day, and the cost would instead be for professional development.

Heather Cavanagh has requested up to $1,000 for laboratory costs in relation to the science subject.

**ACTION:** Margaret and Richard to discuss how much time should be allocated to the Course Co-ordinator role.

Margaret and Toni Downes to negotiate the appropriate income distribution model with Ros Chambers.

**FUTURE MEETINGS**

It was agreed that Richard and Liz discuss and recommend a schedule of meetings for 2011, and bring this to the next meeting.

**OTHER BUSINESS**

**MGT173 Understanding Organisations & Management**

Liz Smith informed the meeting that there had been some issues with Frank Kelly, the teacher for MGT173 in Session 1, 2010, not understanding the need for a detailed subject outline which included assessment items to be loaded into MSI, etc. and that these details were still outstanding. It was agreed that:

**ACTION:** Richard and Liz are to write a summary paragraph detailing what is required in terms of subject information for MGT173, and provide this to the relevant Head of School, Grant O’Neill, who will be asked to address this matter with Frank Kelly. Jenny Kent will relay this to Grant O’Neill.

**Admission process for 2011**

It was agreed that:

**ACTION:** Jan Knox is to circulate details of the admission process that will be used for Session 1, 2011.

There being no further business, the meeting closed.
Appendix 1

Notes on course delivery 2010-75

Current situation
Four CSU staff currently teaching the subjects available this session:
- Alison Mitchell (SCI173) - casual
- Tony Marsh (ITC173) - casual
- Patricia Clout (COM173) – casual
- Liisa Uusimaki (EPT173) – MSE staff

Two staff teaching form TAFE, Wodonga:
- Brian Lannen (maths)
- Karen Petrovic (English)

Issues/ to note:
- IT support to TAFE staff (and other casuals) with teaching technology on day one, first week.
- Ensure all staff have appropriate security card for room access
- Ensure all staff have usernames
- Ensure all staff have consultation/ room space
- Set up contact procedures at a school node point (e.g., School Secretary)
- Establish printing, scanning, copying facilities and protocol
- Arrange rooms for prep and consultation

Timetable is as indicated (see attached)

Issues
- We are trying to timetable at a time that ‘does not exist’ for the timetabling system in session 2. This makes everything we did basically ‘provisional’ and reliant on setting up ‘dummy’ room usages on excel spreadsheets outside the timetabling system. In other words, it all had to be done by hand rather than being input to the computerised system with the standard 2010-60 subjects. As a consequence, things were down to human memory and inevitable clashes occurred when the computerised system showed, for instance, that rooms were empty and usable for 2010-60 subjects when we knew that they weren’t empty (because they were filled with our 2010-75 subjects). Mistakes were made.
- While we knew about our room space needs in advance, we could not do the work of confirming spaces until the 2010-60 timetable process was well underway and this led to frustrations with folk at TAFE (who appeared to have much earlier confirmation of teaching than we are used to) and also casuals, who very much needed to know what the room times would be to balance their personal work across businesses, TAFE and school employment, and CSU employment (in other subjects). Those working for CSU brought an extra dimension of complexity to the process as their
personal timetables came up against internal cross-faculty timetable demands.

Recommendations
1. That we find a way to dummy badge these subjects as 2010-60 so that they can be input with all other subjects on the 2010-60 timetable. This way we can be sure that they do not conflict with other subjects running at that time. If this creates too much trouble with SAL-driven things like MSI and Interact, I recommend we actually set them up as 2010-60 offerings (with a later start) and somehow deal with the session overrun after mid-October.
2. The experience of this year lends itself to a recommendation that we timetable for these classes first and then build the CSU standard timetabling process around them. The fact that the sort of staff who will likely teach these subjects are the ‘servants of many masters’ outside CSU (including some who also serve different Faculty ‘masters’ within CSU) means that they are by definition hard to accommodate within the timetable. Some way of prioritising them in the system would help especially when we go to a multi-campus offering next year.

Comments on 2011 planning
- Commence liaison with each delivery site. Suggest an ‘advance’ team to make essential connections between CSU and TAFE at each site. Opportunity to meet and greet, discuss expectations, set agenda for inter-campus dialogue, meetings schedule, etc.
- Need to start finding staff now. Plenty of work to do with program orientation, familiarisation with CSU systems, some training on appropriate pedagogy, assessment practices, familiarisation with teaching and learning hardware and facilities at each site, orientation to T&L software (ie, Interact, EASTS etc).
- Timetable: see above. Some systemic problems here that maybe can’t be fixed. Starting early might help most of the players at each site but probably not all.
- CASIMS: Need to check current versions of the subjects. HD/FL versus SY/US – where’s this at?
- SAL: not enough to have the subjects on the SAL. Experience shows that not having Subject Coordinator Database reflecting same information was problematic.
- Promotion – a double-sided flyer has been produced. It is not a course one seeks enrolment in but rather an opportunity when first choices aren’t realised. Need some clarity around ‘process’ with this course for general knowledge of CCs and SAO, contact centre staff. CCs need to understand which marginally eligible applicants would be made an offer for Pathways. Might impact how CCs work through marginal students on UAC/VTAC lists.
Quality Control

- Ensure development of ‘packages of learning’ for each subject.
- Guidance and support for teaching staff in appropriate pedagogy (Transition principles), assessment choice and design, subject structure, understanding of University regulations, application of CSU policy with respect to teaching and learning, knowledge of University practices, procedures, facilities, student support systems...
- Support to staff with all aspects of development of MSIs
- Schedule of review of progress during session. Monitoring assessment outcomes and gauging student growth over the session.
- Ensuring that any suggested subject modification is shepherded through appropriate committees in a timely fashion
- Careful consideration of staff selection for the teaching of the subjects.

Entry into CSU degrees

- A process has been identified for moving students to their course of choice in 2011
- A more automated process should be developed to cope with the numbers and number of sites involved in 2011.