

THE UNIVERSITY OF NEWCASTLE

ACADEMIC STAFF CONSULTATIVE COMMITTEE (ASCC)

Notes of a meeting of the **Academic Staff Consultative Committee** held at 2.00pm on Thursday 20 July 2017 in the Finance Meeting Room, The Chancellery.

PRESENT:

University – Deputy Vice-Chancellor (Academic) Professor Darrell Evans, PVC FEDUA, Professor John Germov and, Associate Director, Employee Relations and HR Partnering Mark Kelly.

NTEU – Professor Roger Markwick, Associate Professor Suzanne Ryan, Dr Ros Larkin and, Lance Dale.

APOLOGIES:

NTEU – Associate Professor Tom Griffiths

Chair – Mark Kelly

Note-taker – Ruth Hartmann

1. ASCC AGENDA AND MEETING FORMAT

To facilitate more effective meeting discussion and outcomes, Mark Kelly, Associate Director, Employee Relations and HR Partnering requested that agenda items for future ASCC meetings be submitted at least 10 days prior to each scheduled meeting date. Mr Kelly also recommended that agenda items be focused on matters arising from the Enterprise Agreement and suggested that other meetings could be arranged for the purpose of discussing operational matters.

2. ACADEMIC WORKLOAD

2.1 ALLOCATION TRENDS

NTEU representatives requested a report on academic workload allocation trends. The Associate Director, Employee Relations and HR Partnering, Mark Kelly noted that information on workload allocation had been included in the NTEU's enterprise bargaining request that the University was currently considering. Mr Kelly also flagged that an industrial dispute had been raised by the NTEU regarding this item.

2.2 FEDUA AWAM

Pro-Vice Chancellor, Faculty of Education and Arts, John Germov provided an update on the modelling and trial of the FEDUA AWAM. The original reporting that was moved into production some weeks back was distributed to HOS and EO's for review and to identify any issues with the data being presented. Following the subsequent responses and further discussions Faculty representatives continue to work with Cyon (SWP vendor) to have the report updated / amended to address the issues raised and introduce additional detail that will be valuable to the viewer. A draft of the new report for review is expected by the end of the week and will then move into production next week. FEDUA HOS & SEO's have also undertaken SWP Reporting training and will be able to run staff workload data once the new report is available in the system.

2.3 PROCESS ON CHANGE TO AWAMS

Union representatives enquired as to what extent approved AWAMs could be modified before having to be re-submitted to ASCC and the Deputy Vice-Chancellor (Academic). The Associate Director, Employee Relations and HR Partnering, Mark Kelly responded that under the Academic Workload clause of the enterprise agreement the revisions are to be substantial in nature.

3. ORGANISATIONAL CHANGE

The Associate Director, Employee Relations and HR Partnering, Mark Kelly advised that change processes are proposed for the School of Humanities and Social Science and the School of Architecture and Built Environment with consultation papers expected to be launched in mid-August 2017.

4. UON ACADEMY

HR Services staff Emma Palmer, Workforce Strategy Project Manager and Kim Bromley, Workforce Strategy Officer attended for this item and provided an update on UON Academy initiatives and activities as follows:

Recruitment and Appointment

- *Recruitment and selection guideline for the appointment of Sessional Academic Staff* approved and published on UON website in 2016.
- Since guideline was introduced, 13 Sessional Academic Expression of Interest recruitment processes have been ran resulting in a fairer and transparent process.
- New procedures for the appointment of sessional academic staff rolled out to all Schools in Jan 2017 in order to simplify the employment process for the School admin staff and sessional staff, and to provide better access to systems.

Benchmarking and Best Practice

- Change of terminology from casual academic to sessional academic in response to feedback from sessional academic staff.
- UON Academy received AHEIA Award for Excellence in People and Culture as part of the 5th annual ATEM/Campus Review awards. ATEM prize money was used to establish a Sessional Staff Excellence award for professional development in 2016.
- UON hosted the first Sessional Academic Staff Forum at UON Sydney Campus - whereby staff from HR, Teaching and Learning and Schools/Faculties from 5 Universities and Consultants from Voice Project discussed issues facing Sessional Academic Staff and shared the work each University is doing in this area. UON was seen as a sector leader in this space.
- UON has set up a Sessional Academic Staff Networking Group on Yammer, with initial participants including those that attended the Forum.

Professional Development

- The UON Academy continues to promote the Fundamentals in University Teaching Certificate each semester, and the UON Academy is introduced to sessional staff at the start of this session.
- Professional Development by UON Academy sessions hosted in March - CTL presented on UON Supported Teaching Technologies. Another session running in August on Teaching Portfolios.

Community and Engagement

- End of Year 2016 celebration.
- Sessional Academic Staff Survey results circulated to Faculty and School Leaders. Institutional results analysed and used to determine 2017/2018 focus areas - professional development, performance review and consistent management of sessional staff across UON.
- UON Academy e-news published Aug 16, Dec 16, Jun 17.

- UON Academy website refreshed in 2016 informed by 2015 analytics as well as meetings with sessional staff to gauge what content interested them.
- Linked in group and UON Academy website continues to be updated as necessary.
- EO and HOS update luncheon scheduled for next week.

5. MCMULLIN BUILDING

The Associate Director, Employee Relations and HR Partnering, Mark Kelly provided the following update from IFS on building works and relocating staff from the McMullin Building:

- Current planning does not include for the demolition of the entire McMullin Building. It is planned, subject to approval, that only the northern end of the building will be demolished to provide construction access for the new STEMM building. The southern portion of McMullin will remain in place in its current configuration until such time as we are able to relocate the staff and significant infrastructure located there to new facilities elsewhere. This is outside the scope of current plans for the STEMM business case that is proposed to be considered by UON Council this month.

6. WINTER SCHOOLS

Responding to a request for information on the compressed mode classes being delivered across the Winter break, Mark Kelly, Associate Director, Employee Relations and HR Partnering reported that the target of 80 EFTSL had been exceeded with 1600 enrolments in 80 course offerings. The courses are not yet completed with students currently in the exam period. As such a formal evaluation of the winter classes has not been completed, however, significant revenue has been recovered from students choosing these courses that may have otherwise studied elsewhere. Mr Kelly explained that the majority of the classes were taught by casuals, however, as they are recognised credit courses workload would be allocated for eligible staff for future planning. The Deputy Vice-Chancellor (Academic), Professor Darrell Evans commented that UON will continue to look at the journey we are providing our students and given the take-up of winter and summer courses they will most likely be offered again.

Committee members requested that PVC (Teaching and Learning) Liz Burd be invited to a future ASCC meeting to provide an update on the winter classes.

<p>Action 6. University – invite Professor Liz Burd to future ASCC meeting to report on winter classes.</p>
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7. TIMETABLING

The Associate Director, Employee Relations and HR Partnering, Mark Kelly provided an update on the timetable project reporting that the Semester 2 and trimester 3 timetables were produced using the constraint based approach, however, there was a level of ‘manual’ involvement which wasn’t surprising given that this was the first time timetabling had been undertaken this way. Plans are now developing for 2018. Schools have finalised their Course Availability Lists and entries in the Program and Course Management system, both being key first steps in building the 2018 timetable. Shortly there will be a process to collect information from Schools about: the resources required to teach each course; who will be involved in teaching the course; and at what times will staff be unavailable to be scheduled for teaching (as approved by the Head of School).

8. TRAVEL POLICY

Union representatives sought an update on travel arrangements particularly administration of travel diaries for extended travel. University representatives will follow up with Finance and arrange a briefing for Committee representatives on the Travel policy.

Action 8. University – arrange briefing with Finance on Travel policy prior to next ASCC meeting.

9. OTHER BUSINESS

In response to issues raised by the NTEU regarding the climate of the Hunter Building, Mark Kelly, Associate Director, Employee Relations and HR Partnering provided the following information from IFS:

- In conjunction with IFS, the Associate Director, Health and Safety has been working with HOS Education, John Fischetti to identify a number of improvements to the thermal comfort of occupants of the Hunter building. IFS has, over the past couple of months, made a number of small improvements to windows to help seal the building and better control temperature. IFS are also working towards creating a flexible work space that has heating and cooling so that, on the extreme hot and cold temperature days, staff in the building have other options to work in the building.

Following up on discussions regarding temperature issues at Ourimbah, Mr Kelly reported that IFS are planning to install further wall-mounted fans in the teaching spaces in CN1 ahead of the summer season.

Mr Kelly also flagged that the University was commencing with a new EAP provider, AusPsych from 1 August 2017. Transitional arrangements are available for staff that have commenced a program of support with the current provider Life Matters.

Meeting closed at approximately 3.30pm