

THE UNIVERSITY OF NEWCASTLE

TEACHERS CONSULTATIVE COMMITTEE (TCC)

Notes of a meeting of the **Teachers Consultative Committee** held at 1:00 PM on Wednesday 5 August 2015 in the Finance Meeting Room, The Chancellery.

PRESENT:

University –Paul Munro and Associate Professor Seamus Fagan

NTEU –Sue Hodgson and Lance Dale

APOLOGIES:

University – Sharon Champness

NTEU - Paul Chojenta

Chair – Paul Munro, University representative

Note-taker – Ruth Hartmann

Business arising from last meeting:

- **Work Health and Safety**
The Director, Centre for English Language and Foundation Studies, Seamus Fagan advised that a safety audit and action plan of the Language Centre had been completed. Associate Professor Fagan provided a copy of the report to Committee members and noted that other than the photo-copy room the items had been completed. NTEU representatives pointed out that some issues such as dangerous dangling cords in some rooms and the Computer lab were not noted in the original report, but had been reported as safety issues. Committee members undertook to follow this up with An Chi Baxter, the Work Health and Safety representative.
- **Report on Teaching Ratios**
NTEU representatives requested a review of the report on teaching ratios that was distributed to Committee members at the last meeting. The Associate Director, Employee Relations, Paul Munro explained that the figures were derived from corporate data available at the previous two census dates. Committee members undertook to compare the results from this report with the data from the next reporting period.
- **Personal Leave**
NTEU representatives requested information regarding the requirements for providing medical evidence for Personal Leave absences after 1 day. University representatives explained that the enterprise agreement provides for situations requiring evidence after 1 day where the staff member has been notified of inappropriate leave usage. However, prior to such notification, the HR leave specialist may consult with the staff member to raise awareness of the appropriate type of leave to take for different circumstances.

The following agenda items were discussed:

1. REVIEW OF POLICY AND PROCEDURES – STANDING ITEM

There were no items for discussion.

2. ORGANISATIONAL CHANGE – STANDING ITEM

There was a brief discussion regarding any impact of the International office change.

3. NEWSTEP AND OPEN FOUNDATION

NTEU representatives flagged that staff members had enquired as to the possibility of a merger between Newstep and Open Foundation. The Director, Centre for English Language and Foundation Studies, Seamus Fagan outlined differences with the type of cohort and length of teaching program between Newstep and Open Foundation. Associate Professor Fagan indicated that was not aware of plans to merge the two programs.

4. DIPLOMA PROGRAMS

NTEU representatives enquired as to whether Diploma Programs would be available to UON students. The Director, Centre for English Language and Foundation Studies, Seamus Fagan indicated that continuing to offer enabling programs would be preferred but Diploma programs need to be considered to attract domestic students with lower ATARs. Discussion followed as to the category of staff that would teach into Diploma programs with Associate Professor Fagan reporting that it would most probably be academic staff.

5. TEACHERS ENTERPRISE AGREEMENT

NTEU representatives enquired as to the likelihood of staff currently covered by the Teachers Agreement being moved the Professional Staff Agreement similar to the Learning Adviser positions. The Associate Director, Employee Relations, Paul Munro responded that there had been no discussions in this regard.

6. SYDNEY CAMPUS

Issues with the new Sydney campus were flagged by NTEU representatives. The Director, Centre for English Language and Foundation Studies, Seamus Fagan responded that issues of security and desk arrangements have been dealt with in previous discussions. He further noted that administration staff in Sydney were familiar with working in open-plan office configurations and “teething problems” had been managed.

7. ANY OTHER BUSINESS

NTEU representatives sought information regarding insurance for teachers travelling overseas for work and in particular whether UON has coverage for staff members outside work hours while they are overseas. University representatives will make enquiries with the relevant work unit.

NTEU representatives enquired as to whether campus residences were suitable for international students with mobility issues. For example, issues with a student in a wheelchair during a fire drill were flagged. While not being aware of individual student circumstances, the Associate Director, Employee Relations, Paul Munro assured Committee members that student support is available and appropriate planning requirements would have been followed.

Action 7: University: follow up on whether staff members deployed internationally for work are covered by UON insurance outside of work hours.

The meeting closed at approximately 2:00 pm