

**RECORD OF A MEETING OF THE
AUSTRALIAN CATHOLIC UNIVERSITY STAFF CONSULTATIVE COMMITTEE HELD ON
25 SEPTEMBER 2008 VIA TELECONFERENCE**

Present:

Mr John Cameron (Chair)	Professor Gabrielle McMullen
Ms Diana Chegwiddden	Professor Gail Crossley
Mr Chris Sheargold	Associate Professor Marea Nicholson
Dr Tony Stokes	Ms Glenis Davey
Ms Anne Szadura	

In Attendance:

Ms Pauline Croxon (Executive Officer)
Ms Sybilla Wells (Note taker)

Apologies:

Mr Geoff Woodward	Mr Peter May
Mr Jeremy Gauder	Professor Marie Emmitt
Ms Robin Fisher	Mr David Keegan

The meeting commenced at 3:00pm.

The Chair, Mr John Cameron welcomed committee members to the meeting and welcomed to the committee for the first time Ms Diana Chegwiddden, Acting Director Personnel Relations and Equal Opportunity. The Chair took attendance and asked that all other apologies be noted.

1. MATTERS ARISING:

1.1 NOTES OF THE PREVIOUS MEETING

The Chair asked if there were any comments regarding the notes of the previous meeting. There were no comments and the notes were received by the committee.

1.2 ACTION ITEMS FROM THE PREVIOUS MEETING

There were no action items from the previous ACUSCC meeting.

Professor Gabrielle McMullen informed the committee that the change management proposal in the School of Exercise Science that was tabled at the last ACUSCC meeting is currently in the implementation stage with advertising for the Head of School Exercise Science proceeding.

2. STANDING ITEMS

The Chair invited any comments from the committee regarding the standing items. There were no comments and the committee received the reports

2.1 EQUITY AND STAFF DIVERSITY REPORT

The committee received this report.

2.2 OCCUPATIONAL HEALTH, SAFETY AND WELLBEING REPORT

The committee received this report.

2.3 INDIGENOUS EMPLOYMENT REPORT

The committee received this report.

2.4 GENERAL STAFF LEARNING AND DEVELOPMENT

The committee received this report.

3. HUMAN RESOURCE MANAGEMENT AND RELATED POLICIES

The Chair invited Professor McMullen to discuss a substantial matter - the Interim Academic Workloads Policy.

Professor McMullen said she was very pleased with the amount of material received as feedback on the Interim Academic Workloads Policy and proposed that the feedback be given to the working party of the six Associate Deans and who will consider the feedback and move to make changes as appropriate.

The Chair asked if there were any comments on the Interim Academic Workloads policy.

Associate Professor Marea Nicholson responded that it was heartening to receive this amount of feedback and that it is clear this is a substantial issue for academic staff. There are a lot of ideas in the feedback which acknowledge that ACU needs to move on research load.

Associate Professor Marea Nicholson discussed issues emerging from the feedback. These are below:

- The concept of real and notional hours is pivotal. There are problems with number of hours and the formula used. The working party need to come up with something to reflect the feedback on this matter. It is difficult to calculate real hours for notional work.
- The right balance is needed to support staff performance.
- The 1500 hours of research needs to be carefully crafted. The different levels of appointment need to be considered for research performance - it is harder for a Level B to get an article published as opposed to a Level E.

- Large classes issues addressed. Those with smaller classes of less than 60 students will have to increase workload to make up number of points.
- Emerging terms around amount of admin – what gets counted and what does not given collegial expectations. Issues with what counts or is valued.
- Research Supervision – need to review hours for higher degree supervision different time needed for new supervisors.
- Travel becomes an emerging issue that has not been comprehensively reviewed.
- A number of staff will have a reduced teaching/admin load due to research productivity. Need to have funds to cover student load.

Associate Professor Nicholson commented that the suggestion by Professor McMullen that the feedback be given to the working party of the six Associate Deans has value and suggested a few representatives from the ACUSCC be included to expedite the document being finalised.

The Chair responded that he would consider this suggestion.

The Chair informed the committee that the consultation process was not completed due to the large amount of feedback received. The policies that received feedback, including the workloads policy would return to the next ACUSCC meeting. The Chair asked that any specific feedback members of the committee feel is important from the Academic Workloads Policy feedback document highlight in red and forwarded to him.

Dr Tony Stokes commented that we are still restricted with what we can do with the Workloads policy due to the Enterprise Agreement. 336 contact hours of teaching could impact on other issues as teaching is normally restricted to no more than four units per semester. Ms Pauline Croxon responded that comments like this were in feedback and would be considered.

The Chair asked the committee if there were any comments on the Feedback received regarding the other Human Resources Policies. He informed the committee that comments had been received on the Code of Conduct which is under consideration.

Ms Glenis Davey informed the committee that she had been discussing the Workplace Assistance and Representation of Staff Policy with Dr John Barclay before his retirement. The Chair assured Ms Davey that this policy would be held for consideration.

The Chair stated that any policies that did not receive any feedback go forward for determination by the Vice-Chancellor.

There were no further comments regarding the Human Resource Management and Related Policies.

4. OTHER ITEMS OF BUSINESS:

The Chair proposed that an additional meeting of the ACUSCC be held in October. The committee was happy to facilitate the request for an additional meeting. The Chair informed the committee that they would be contacted regarding a date for this additional meeting.

5. NEXT MEETING:

The meeting concluded at 3:30 pm.

6. ACTION ITEMS

Actions	Completed
Feedback regarding the Interim Academic Workloads policy to be sent to the six Associate Deans.	The feedback was provided to the Associate Deans.