

**RECORD OF THE 9TH MEETING OF THE
AUSTRALIAN CATHOLIC UNIVERSITY STAFF CONSULTATIVE COMMITTEE HELD ON
28 MAY 2009 VIA TELECONFERENCE**

Present:

Mr John Cameron (Chair)	Professor Gabrielle McMullen
Ms Diana Chegwidan	Professor Gail Crossley
Dr Tony Stokes	Mr Chris Sheargold
Ms Glenis Davey	Mr David Keegan
Professor Marie Emmitt	Mr John Sinclair

In Attendance:

Ms Pauline Croxon (Executive Officer)
Ms Valerie Corbett (note taker)

Apologies:

Mr Geoff Woodward (attended for the first 30 minutes)

1 WELCOME FROM THE CHAIR

The meeting commenced at 3:30pm.

The Chair, Mr John Cameron welcomed all committee members to the ACUSCC meeting, asked that those in attendance be recorded and apologies be noted.

2 ATTENDANCE

Ms Glenis Davey informed the committee that Associate Professor Marea Nicholson will no longer be the NTEU Academic nominee, due to extensive commitments in the University. Ms Davey moved and the Committee agreed that the Chair will write to Associate Professor Nicholson to thank her for her extensive contribution to the work of this and predecessor committees.

Mr John Sinclair was formally confirmed as the new NTEU representative on the committee.

Ms Croxon advised that a general staff member of the Committee had been elected: Ms Rachel Baal. Two academic staff members will be nominated by the Vice-Chancellor for the next meeting. Consequently there would be a full membership at the next meeting.

3 APOLOGIES

Mr Geoff Woodward indicated that he would be an apology after half an hour's attendance at the meeting.

4 NOTES OF THE PREVIOUS MEETING HELD ON 12 MARCH 2009

The Chair called for any comments regarding the notes of the previous ACUSCC meeting.

Ms Davey requested that Point 5, paragraph 1, line 3 of the Notes be changed from:

‘Ms Davey suggested that the system *may* need a patch’ to

‘Ms Davey suggested that the system *probably* needs a patch’

Ms Chegwidden requested that Point 3, paragraph 5, line 2 of the Notes be changes from:

‘an ATO *requirement*’ to

‘an ATO *class ruling*’

Ms Davey advised that the NTEU will be monitoring the implementation of the Workloads Policy in Semester 2. Ms Davey also raised the issue of the large proportion of casual employees hired by the University, and suggested that the University would have a better workforce and age profile if action were taken to transition the casuals and sessionals to more regular employment. She requested that this be considered in any workforce renewal action.

Professor McMullen moved that the notes as amended were an accurate record of the last meeting. The committee accepted the notes of the ACUSCC meeting held on 12 March 2009.

5 ACTION ITEMS FROM THE PREVIOUS MEETING

There were no action items from the previous meeting.

6 STANDING ITEMS

The Chair stated that there were three individual standing item reports. There were no questions or comments from the Committee regarding the reports.

6.1 EQUITY AND STAFF DIVERSITY REPORT

The committee received this report.

6.2 OCCUPATIONAL HEALTH, SAFETY AND WELLBEING REPORT

The committee received this report.

6.3 GENERAL STAFF LEARNING AND DEVELOPMENT

The committee received this report.

7 CHANGE MANAGEMENT PROPOSALS

7.1 Student Services

Ms Croxon noted that the final version of the document had previously been sent out for comment to the staff and to the unions. The final version was now tabled for the Committee’s consideration and comments. Ms Croxon advised that staff had indicated their preferences for location and that these had been accommodated as part of the restructure.

There were no questions or comments from the committee regarding the document.

It was noted that nobody from Student Services was in attendance.

7.2 Centre for Indigenous Education and Research

Professor McMullen commented that a previous change management document had been circulated in an earlier form about two years ago. Following Professor O’Gorman’s retirement, the document had been re-visited and a few changes had been made. A key change was the addition of ‘Research’ to the focus of the “Centre for Indigenous Education”, making it the ‘Centre for Indigenous Education and Research’. This change had been made in consultation with the Centre’s staff, who were happy with the approach.

The Change Management Addendum had previously been circulated to staff of the CIER and to the unions for their consideration and feedback. There were no questions or comments from the committee regarding the report.

7.3 Office of the Pro-Vice-Chancellor (Academic)

The report was tabled and there were no questions or comments from the committee.

8 HUMAN RESOURCES MANAGEMENT AND RELATED POLICIES

Ms Croxon noted that Human Resources has begun the process of updating HR and related policies. She advised that many policies only required minor changes to a title (for example from PREOD to HR) and requested the agreement of the committee to these policies being updated without needing to go through a full consultation procedure.

The committee unanimously supported this approach.

Ms Croxon noted that the policy regarding the acceptable use of IT facilities was being updated, and would be circulated for comment within the next few weeks. The revised policy would deal with changes in technology such as the creation of social networking sites and associated issues of cyber bullying, stalking etc.

9 GENERAL BUSINESS:

9.1 University Relations

Ms Chegwiddden advised that she had received feedback from the Vice-Chancellor regarding the University Relations restructure document, regarding some minor changes. It is anticipated that the document will be circulated to the committee prior to the next meeting for comment. Ms Chegwiddden noted that staff had been consulted regarding the proposed changes, and that a communication was sent to staff on 27 May 2009 regarding staff feedback.

9.2 Academic Workloads Policy

Dr Stokes commented on the new Workloads Policy. He advised that staff who had done a lot of research in 2008 will probably not be able to teach in Semester 2, 2009. As a result, there would be an additional cost for extra sessional staff. He suggested that the calculation of the research component could be spread over a longer period of time.

Professor McMullen responded that the Academic Workloads Committee was considering this issue.

In addition, Dr Stokes raised the issue of student consultation hours. He commented that some staff would only be available to students one hour per week because of the *Workloads Policy* (based on the small number of students in their classes). He suggested that this was insufficient and that there should be a minimum number of consulting hours regardless of the number of students in classes.

Ms Croxon clarified the issue by referring the committee to sub-clause 5.1 of the *Enterprise Agreement*, regarding *Principles of Availability*. This clause stipulates that academic staff should be available for scheduled meetings, and consultation with colleagues as well as students 'on a reasonable basis'. Accordingly, while one hour per week could satisfy the requirements of the *Workloads Policy*, it did not satisfy the requirements of general availability.

In further discussion of the *Workloads Policy*, Professor McMullen acknowledged the contribution of Mr Paul Campbell (Director Information Technology) in developing the ACU Workloads Policy software, which works on a very logical basis. She said that there were a few issues remaining because 'life was not always logical'. Professor McMullen advised that the Associate Deans Committee would consider the policy. She also advised that a review of the policy was planned for September 2009, to look at any ambiguities.

Professor Crossley commented that some Lecturers-in-Charge would not be doing any marking at all, consistent with the policy. She had concerns from a quality point of view particularly with regard to casual tutors.

The committee acknowledged the contributions of Associate Professor Nicholson, the departing NTEU (Academic) member, to the present committee and its many predecessors.

The meeting concluded at 3.55 pm.

10. NEXT MEETING:

The next ACUSCC Meeting will take place on Thursday 9th July 2009.

11. ACTION ITEMS

Actions	Completed
Chair of the ACUSCC to write to Associate Professor Nicholson expressing appreciation of her contribution to the work of this and predecessor Consultative Committees	Letter forwarded to Associate Professor Nicholson on 17 June 2009