

April 2008

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## **Message from the Editor**



Hello everyone,

This issue will again include updates on various areas of the Division.

This month will feature the Research Student Development Centre. It is a new area within DRSS that is based at 26 Balmain Crescent, with Dr. Trevor Vickers at the helm.

For the Staff Profile section this month I had the pleasure of interviewing Narelle Jones from SBS.

After a rather poignant comment by Kaveh Ghezel recently, for April I decided to rename the 'Quotable Quotes' section 'Kaveh's Pearls of Wisdom'.

I hope you will enjoy this edition of the newsletter.

Keep the news coming  
Anja Roberts

## Important Dates

1 April – 16 May	Drop course after Census Date without failure
17 May – 11 June	Drop course with failure
6 June (Friday)	- First Semester and Second Teaching Period ends for Coursework Students - Closing date for application to transfer program for Second Semester
9 June (Monday)	Queens Birthday



### HEALTH TIP OF THE MONTH

#### 10 Healthy tips

1. Get help for chronic pain.
2. Arrange a regular time together with friends
3. Wash your hands frequently to avoid germs that cause colds & Flu
4. Substitute sweet potatoes for regular baked potatoes or fries. You'll get more Vitamin A.
5. Eat more fibre. Add beans or a handful of nuts to your salad.
6. Take the stairs, not the lift.
7. Get a dog. Commit to walking 20 minutes in the morning and 20 minutes in the evening.
8. Buy a football. Run around the park with your kids or friends.
9. Eat fish high in Omega-3 like mackerel, salmon, sardines and herring
10. It's no good complaining about your ailments when you're obese. It may be hard but it's your choice, lose it and your blood pressure, diabetes, heart and joints can rest a little.

## Staffing updates

### DRSS

- We are really pleased to announce that Charles Mazvidza, our Business Manager, will be returning on Monday, the 5<sup>th</sup> May

### SAS

- Dave Burge has commenced in the Scholarships Team
- Faye Hwang has left Scholarships and joined International Student Services as Overseas Student Health Cover Officer
- Kate Taggart has left the Scholarships Team
- Emma Hall and Colette Carroll have joined the Admissions Team
- Louise Barclay is heading off on maternity leave soon and will be replaced by Claire Shrewsbury
- Stewart Unwin will return from a secondment to SAS Admissions on 28 April 2008 and will be working on projects over the next six months
- Violetta Bontes has joined the Enrolments team as Enrolments Administrator (Research)
- Himadhu Kottege commenced with Admissions until mid-June

### SRI

- Janet Street has joined the AusAid Team

### Counselling

- Heather McLeod has been appointed Head of the University Counselling Centre

### Disability

- Rebecca Ryan has gone on maternity leave and has been replaced by Julie Harrison

### Jabal Centre

- Samantha Faulkner and Cass Goodwin have joined the Jabal Centre

### Careers Centre

- David Rockawin is joining the Careers Centre shortly

### Research Students Development Centre

- Cheyne Morris has joined the RSDC Team

## Kaveh's Pearls of Wisdom

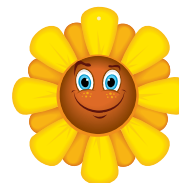


"You don't have to have anything in your mind as long as you know what you want to do".

**Kaveh Ghezel**

(when advising New Zealand students recently of their study options)

## Priscilla's Pearls of Wisdom



Just a reminder to all about the importance of life / work balance! (work hard and play hard too...)

Also, do not slack off on your personal fitness as Winter approaches - perhaps just re-think your fitness options.

Why not take advantage of our lovely campus for walking at lunchtimes (it's usually sunny in Winter) - or sign up with the ANU gym and a variety of classes etc... or take up a dance class, or something different like fencing!!

**Priscilla Wadham**

## Student Administration March Update

### Staff Movements

- Alice Sharrad from Admissions on secondment to Graduations for 6 months.
- Himadhu Kottege commenced with Admissions until mid-June.
- Dimity Phillips has joined Enrolments in the new Enrolments Officer position
- Frank Filardo has joined Enrolments in the Enrolments Coordinator (Coursework) position for six months while Rebecca Goulding is on Maternity Leave
- Violetta Bontes has joined the Enrolments team as Enrolments Administrator (Research)
- Katie Sevil has left Enrolments to take up the position of International Recruitment Officer at CIT

### Recent and Upcoming Activities & Achievements

#### All SAS

- Finalised development of the 2008 SAS Operations Plan
- Provided long term system requirements to SBS.
- Hosted a visit from representatives of the Indonesian Education Ministry.
- Hosted a visit from representatives of the University of Wollongong Admissions Office

#### Admissions, Scholarships & Prizes

- Sarah Hawkins attended the UAC Annual reviews for International, Postgraduate and Undergraduate Students in Sydney on 6 and 7 March.
- The Admissions Wash-up was held on 12 March with very positive feedback overall. Some suggestions have already been implemented and we are following up on several others.
- ANU Secondary College applications and offers- we have done two rounds of offers so far and expect one more. This program allows local Year 11 and 12 students to participate in advanced courses at ANU College.

- Global Summer Program applications have been received this week and offers will be made from all participating institutions Monday 7 April. The Admissions team has worked wonders to turn the applications into offers in the very short timeline we have for this program.
- Due to recent International Recruitment activities, we have a large number of International applications for Semester 2 to assess. *Deb, Lorri, Rick and Jelena have been training on the International Assessing and are attacking the new applications with the rest of the team. Well done everyone: Deb, Lorri, Rick and Jelena for picking it up so quickly and Lou, Justine, Claire, Miles and Su for the excellent training and ongoing assistance with this.*

#### **Prizes:**

- Continued processing of undergraduate prizes, has slowed from Jan/Feb but ongoing
- ANU Dux Awards offered and paid
- Crawford Prize administration currently being undertaken by Wendy in HDR Exams, ready for a handover to Scholarships and Prizes in April.

#### **Undergraduate Scholarships:**

- Continued offer of academic scholarships
- Award processes for CASS named scholarships
- Assisted the Dean of Students' Office with information regarding new academic scholars to aid in the facilitation of the 'Breakfast for Scholars' (27 March)
- Received the Commonwealth Scholarships updates regarding the 'check-in' of new scholars, and compliance of the existing scholars
- Prepared detailed procedure information about the ANU Prize for Excellence in Secondary School Teaching
- Gathered historic information for the Dean of Students in regard to central scholarships

#### **Research Scholarships:**

- Over 120 new scholarships processed for the month of March
- Along with Admissions, re-offered scholarships as order of merit moved due to late declines
- Enrolment deadline of 31 March met in all but a few (rare and compelling) cases
- Finalised documentation for new scholar processing

#### **Enrolments & Student Records**

- Met DEEWR reporting deadlines.
- Established guidelines for enrolling Global Summer Program students.
- Met with stakeholders to discuss implementation of new student cards and changes to validity date.
- Held team strategy meeting to discuss Enrolments/SAS goals for 2008.

#### **Exams/Graduations & Timetabling**

- Alice Sharrad has moved from Admissions to the Graduations Officer position on a six month secondment
- Another month of over 30 HDR submissions for examination. A steady number of candidates being approved to graduate.
- Updating the guidelines paper for submission of HDR theses.

#### **Student Fees**

- We have called over 700 students several times in the last two weeks.
- Autumn invoices will run for the first time on 11 April
- HECS Rec will be run this week (7 – 11 April) to defer all the CSS debt.
- Current numbers are as follows: ISF 48, HECS possibly 6 and DTF 21 1830 and 24 1820

## On the Horizon

- 2<sup>nd</sup> Round of Academic Progress to be completed in April for semester 2, 2007 breaches
- Peak of mid semester examination activity in April
- Publish draft examination timetable
- Upgrade of Student Cards – preliminary at this stage more information as it becomes available
- Review of HDR processes in line with 2007 HDR Review
- Recruitment of Scholarships Manager
- Admissions – address significant increase in volume of Applications
- Rollout of Agent Manager, on line admissions for ANU Recruitment Agents.
- Updating of Research Student Supervisor Panels
- Continued improvements to SAPG

## AusAid Update

### Developments in the AusAID Liaison Office

The past few years have seen a number of developments for the AusAID Liaison Officer. Three years ago the AusAID contract covered predominantly Australian Development Scholarship (ADS) students, with a small cohort of students funded by the Australian Centre for International Agricultural Research (ACIAR). Since then, AusAID has introduced a number of new scholarship programs, and these are all incorporated into the new contract which came into effect in 2007. We now have responsibility for not only the Australian Development Scholarship and ACIAR students, but also significant numbers of students under the Australian Leadership Awards (ALA), the Australia-Indonesia Partnership scholarships (APS), and the Australia-Pakistan Scholarship Program (APSP). Each of these scholarship programs have slightly different application procedures, award conditions, and reporting requirements.

There are separate management teams within AusAID for the ADS and ALA programs, and a number of the functions for ADS students formerly managed by the Canberra AusAID office, have now devolved to the AusAID posts or managing contractors in the individual countries. The management of the APS program is sub-contracted by AusAID to IDP Education and is outside the standard AusAID electronic student management system. The ALA program, which placed the first cohort of students in 2007, is still evolving and a number of changes were introduced in 2008. Thus there is a significant increase in the variation of procedures needed to be followed for each group of students, and a considerable increase in the number of stake-holders with which the AusAID Liaison Team must liaise and time taken to resolve issues. While the increased complexity of the AusAID program adds up to extra tasks for all involved, we are witnessing some exciting developments. In particular, the new Australian Leadership Award Scholarships include a leadership development program for awardees. "The ALA program is a regional program that aims to develop leadership and build partnerships and linkages within the Asia-Pacific. They are intended for those who are already leaders or have the potential to assume leadership roles that can influence social and economic policy reform and development outcomes, both in their own countries and in the Asia-Pacific region." The ALA program comprises both Scholarships and Fellowships. Scholarship awardees studying across Australia are brought to Canberra for a three-day workshop early in their program, and each annual cohort attends follow-up leadership development programs in regional areas, with forthcoming ones to be held in May for students who commenced in 2007, and July for students who commenced in 2008. Each student will also be given the opportunity to undertake a short internship in an organisation relevant to their employment at home or, in the case of PhD students, their field of research.

Student numbers in the AusAID programs have also increased significantly over the past several years, and, with the increased complexity of the contract management, I am particularly grateful to the members of the AusAID Liaison Team for their dedicated efforts. I would also like to thank the many SASS staff with whom we deal on numerous aspects of the recruitment, admission, enrolment and management of AusAID students. Your prompt attention to our requirements is always appreciated.

Carol Laslett

# DRSS's new Greenie

## **Matt Wilkinson has been nominated as the Green Office representative for the Pauline Griffin Building**

The ANUgreen 'Green Office' program supports staff and students to reduce their environmental impact on campus. Matt is your point of contact for environmental questions, ideas, initiatives and resources.

If you would like to join the Green office committee and help reduce the impact of our office, please contact Matt ([matt.wilkinson@anu.edu.au](mailto:matt.wilkinson@anu.edu.au))

Matt's tips for a greener office:

- Turn off your lights when leaving the room
- Turn off your monitor when not in use
- Recycle your waste
- Think twice before printing AND print double sided where you can
- Leave the car behind and take the office bike for a spin to your next meeting

For more information on the Green Office program, visit <http://www.anu.edu.au/anugreen/?pid=146>

## Feature – Research Student Development Centre (RSDC)



The RSDC Team – Cheyne Morris, Centre Administrator, Dr. Margareta Olsson, Development Officer and Dr. Trevor Vickers, Head of the Centre

The RSDC is up and running and have now got a permanent home at 26 Balmain Crescent.

RSDC's overall focus will be to meet the professional development needs of ANU research students. "There are currently a large range of existing workshops and courses aimed at developing research students' academic and professional skills," RSDC Head Dr Trevor Vickers said. "The RSDC will provide a single point of promotion for these activities and identify and address any gaps in existing training."

The Pinnacle program will be offered and will see up to eight research students each semester work closely with a practicing academic in running a course. Participants will assist in designing courses and selecting assessment as well as gaining experience in lecturing, tutoring and demonstrating. Pinnacle is part of a larger teaching training program called JANUS which will commence in second semester. It is a broad framework in which research students can gain credit for participation in different training elements. "These include existing activities, such as the Graduate Teaching Program, College-based tutor induction programs and local departmental training, complemented by new initiatives including online theory modules, workshops and the Pinnacle program," Trevor said. "We hope that students who complete JANUS will receive recognition of prior learning towards a Graduate Certificate in Higher Education."

# DR&SS Staff Profiles

Narelle Jones – Student Support Officer, Student Business Solutions



**Name:** Narelle Kaye Jones

**Background:** Narelle was born in Canberra but moved to Sydney at 2 ½ years of age, where she lived until she was 25. She completed her education in Sydney, which included an Applied Science Degree at the then Hawkesbury Agricultural College (now part of the University of Western Sydney). Following her degree Narelle worked at the College as a Research Assistant in the Water Research Laboratory. After Hawkesbury Ag College she worked for a Christian organisation in Sydney for 6 years. Her work involved a lot of travelling and she spent time in China where she studied Mandarin. Her work eventually led her to Darwin where she obtained her teaching qualifications. She taught High School Science for 12 months, and then joined the Charles Darwin University where she worked in Administration for 6 years. This eventually led to a Support Officer position, which she really enjoyed. For family reasons Narelle moved back to Canberra in 2006 and joined the University of Canberra for 12 months. When the ANU advertised the position for a Student Support Officer in early 2007, Narelle jumped at the opportunity, applied and was offered the position. She has been at the ANU since and thoroughly enjoys her work.

## **Why do you think System Support is an important field to work in?**

“If the system doesn’t work, we have a problem”! While the academic function of the university is central, good administrative support is also important.

## **What did you want to be when you were young and what is it about your current life that reflects this initial desire?**

I never had any special aspirations when I was young. My interests were too broad to easily make a decision about the future. My current position offers a lot of variety which reflects this original concept.

## **What things keep you motivated?**

My faith, a good relationship with family and friends, and music. In addition I thrive on being outdoors, which was probably cultivated in Darwin, where an outdoor life is par for course.

## **What are some memorable life experiences?**

Gosh, so many to choose from.....visiting Canada, and specifically the Rocky Mountains; living in Xian, China for 9 months (quite an experience); and hiking in Kakadu.

## **Favourite place on campus?**

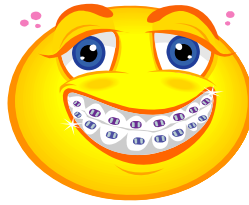
Walking along Sullivan’s Creek, or any spot where there is wildlife (in Canberra’s case ducks and birds! – no Dodos or Iguanas)

## **Favourite Book?**

That question is too difficult – too many books to read and too little time! I don’t read much fiction, but enjoy all autobiographies and travel books. In hindsight a possible favourite would be ‘Relative Strangers: A sister’s story’ by Mary Loudon.

## **Favourite Restaurant?**

‘Hanuman Restaurant’ in Darwin, which specialises in Thai food. In Canberra, nothing yet!



## Educational Joke

