

Action Notes

UCC (TAFE)

University of Ballarat
Learn to succeed



Meeting No:	UCC (TAFE) 7/13		
To:	Andrew Cleary (Chair), Julie-Anne Noble, Erich Sinkis (AEU), Carl Trotta and Deborah Walker.		
Date and Time:	Tuesday, 22 October 2013 at 3.15 pm		
Venue:	Business Development Meeting Room (A016), SMB Campus		
From:	Catherine Vinke		
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Welcome

1. The Chair welcomed all members to the meeting.

Apologies

2. Steve Matheson and Carl Trotta.

Report from previous meeting

3. Julie-Anne noted she requested an amendment to the previous minutes prior to today's meeting. The reference to the School of Human Services should be corrected to 'Health Sciences.' The previous minutes have since been amended and re-published on the University website.

All other notes from the previous meeting were accepted as circulated.

Actions Arising From Previous Report

4. **Coordinators directed to complete EDTAS1005 Assessing learning in VET**
Julie-Anne reported she has received a further communication from staff within Health Sciences concerned about the required assessment task, how it is written and the overall purpose. Julie-Anne also reported a Horsham staff member has been working 8am to 8pm over the six weeks in order to complete the assessment tasks on top of an existing heavy workload as there are no backfill resources available.

The AEU raised concerns about the author and quality assurance of the actual course outline/requirements document and suggested the document be submitted to Greg Jakob for review to ensure it meets auditing requirements.

Julie-Anne reported a number of teachers have failed the assessment tasks as they do not understand the requirements. Andrew and the AEU suggested members submit their complaints in writing for the Committee to seek further clarification and make an informed assessment as to how the matter is pursued.



Andrew agreed to provide feedback to the AEU.

Julie-Anne noted she will provide Andrew with a list of requested assessments and construct a letter addressed to John McDonald or Greg Jakob. Andrew advised he will liaise with Julie-Anne prior to contacting Greg. Julie-Anne requested Andrew seek clarification as to why a teacher has been asked to complete a task designed for only Program Coordinators.

General Business

5. **AEU Log of Claims**

Andrew noted he is aware the AEU log of claims has been received.

6. **TAFE Restructure Update**

The AEU queried if the University anticipates further course reviews and closures. Andrew noted this is heavily dependent on the final budget forecast and thinks this may occur during November/December. Andrew will follow up with Finance and update the AEU.

The AEU queried as to how many VRP's were granted. Andrew confirmed the majority of applications received were from teaching staff. Andrew confirmed that at this stage the University does not foresee further voluntary redundancies.

Other Business

7. **Call for Nominations – Replacement UCC Employee Representative**

Andrew advised that due to the recent resignation of UCC member Mr Steve Matheson and pursuant to clause 9.3 of the MBA, it is recommended that the Committee calls for nominations for an employee representative to be part of the Committee.

Meeting concluded at 3:55 pm.

Date of Next Meeting

The next meeting will be held on **Tuesday, 3 December at 4.00 pm** in the Vice-Chancellors Meeting Room (T106), Mt Helen Campus.