

Action Notes

UCC (TAFE)

University of Ballarat
Learn to succeed



Meeting No:	UCC (TAFE) 8/13		
To:	Andrew Cleary (Chair), Julie-Anne Noble, Erich Sinkis (AEU), Carl Trotta and Deborah Walker.		
Date and Time:	Tuesday, 3 December 2013 at 4.00pm		
Venue:	Vice-Chancellors Office Meeting Room (T106), Mt Helen Campus		
From:	Catherine Vinke		
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Welcome

1. The Chair welcomed all members to the meeting.

Apologies

2. Andrew noted Andy Smith was to be in attendance for action item #4 (Coordinators directed to complete EDTAS1005 Assessing Learning in VET) but now an apology.

Report from previous meeting

3. Notes from the previous meeting were accepted as circulated.

Actions Arising From Previous Report

4. **Coordinators directed to complete EDTAS1005 Assessing learning in VET**

Andrew distributed a copy of the draft email to be sent to Greg Jakob on behalf of the Committee.

Carl noted that upon receiving written clarification from PQR, any teacher still having concerns as to how the material is delivered, staff should also consider pursuing the matter through the other normal University internal processes re: direct complaints related to courses through i.e. Academic Board.

Julie-Anne noted many teachers are also concerned the course completion is being conducted via PRDP and not through student enrolment.

Andrew noted that as suggested at the previous UCC meetings, the University recommends the AEU continue to invite concerned staff to submit their concerns in writing. Carl also stated staff should continue to speak with their supervisors.

Andrew informed the Committee that during his conversation with Greg Jakob and Ruth Bartlett, Greg confirmed the unit is compliant with PQR and recommended staff pursue the matter under University student grievance procedures.



Andrew reported he met with Andy Smith to seek further clarification on the matter. Andy advised RPL funding had been withdrawn and the course was introduced as a measure to lift the University's RPL delivery standards. Andy confirmed course participation was not compulsory; however Deans were instructed to strongly encourage their Program Coordinators to complete it and to note that the completed unit would be credited towards the Associate Degree.

The AEU noted they will seek clarification from staff as to whether concerns are specifically related to the course content and delivery. If so, they will recommend staff pursue the matter through the University's normal student grievance process.

5. TAFE Restructure Update

The AEU queried if there was confirmation of a redundancy to be made within Primary Industries. Carl and Andrew noted they were not aware of a redundancy.

Andrew noted there are no further reports of program closures at present.

The AEU requested a copy of the last restructure paper to identify any proposed course closures that did not eventuate.

6. Call for Nominations – Replacement UCC Employee Representative

Andrew distributed a copy of the previous Call for Nominations notification to the Committee to assist with their call for nominations. Julie-Anne advised she will complete in the New Year. Andrew requested this item be on the agenda for the first UCC meeting in 2014.

General Business

7. 2014 Work Plans

Carl advised the Committee a reminder regarding the implementation of 2014 work plans was forwarded to all supervisors/managers/business managers in mid-November. No comments/issues relating to the implementation of 2014 work plans have been received thus far.

8. UB College Structure

Carl informed the Committee there are some proposed structural changes to UB College for 2014. Shirley Fraser has advised that a discipline area at Gippsland will be integrated into the College as well as the need to appoint two Program Managers to replace the existing Coordinator roles under the new work structure. Carl advised the Committee it is envisaged the two existing Program Coordinators (SE1) will apply for the Program Manager (SE2) roles. Carl reported the College has been consulting with the two staff concerned and position descriptions are currently being developed and the positions will be advertised internally. Carl noted he is meeting with Shirley again next week.



Other Business

9. Unsatisfactory Review Process

The AEU noted the need to continue with the establishment of an unsatisfactory performance review process through the UCC. The AEU recommended a redraft of the previous draft and Andrew confirmed the Committee will recommence discussions in 2014.

10. Excess Teaching Duty Hours within Industry Skills Centre

Carl reported the Industry Skills Centre have sought his advice to potentially offer teachers an additional 100 teaching hours. Carl advised the Centre is proposing to deduct the additional hours off the required 1748 accountable hours.

Carl explained the proposal aims to reduce the additional costs associated with engaging sessionals. It is also designed to give existing teaching staff the opportunity to receive additional money under increased hours should they want it and not intended to enforce staff to work longer hours.

Andrew advised the proposal has to be agreed upon. Julie-Anne requested ETDH not be offered to Program Coordinator staff as the administration requirements are already very demanding.

The AEU stated workload and teaching commitments have already been set out for 2014, however they will investigate any objections to the proposed offer.

11. UCC Meeting Schedule for 2014

The Committee agreed upon Tuesday, 11 February as the initial meeting date for 2014. A proposed meeting schedule will be presented at this meeting for discussion and approval.

Meeting concluded at 5.02pm.

Date of Next Meeting

The next meeting will be held on **Tuesday, 11 February 2014 at 3.15 pm** in the Business Development Meeting Room (A016), SMB Campus.