

## ASD seminar series program 2013

<b>Date</b>	<b>Topic</b>	<b>Target audience</b>	<b>Presenter</b>
Monday 18 <sup>th</sup> March, 10-11am	Student Grievance Resolution	All staff who deal with students	Maree Lee Ann Stewart, Equity Office
Monday 8 <sup>th</sup> April, 10-11am	Assessment and Examination Procedures  <i>Propose to also broadcast to other campuses from Senate Room if possible, or conduct second session at Ipswich (for Ipswich and Gatton staff)</i>	Faculty and School academic and professional staff involved in assessment matters, particularly those responsible for preparation and/or upload of exam papers; highlight changes to PPL and GARs	Helen Morahan Gerry Crowhurst
Friday 19 <sup>th</sup> April, 2-3pm	Academic Programs Approval process, including Australian Qualifications Framework (2 <sup>nd</sup> edition)	Faculty Academic Administration Managers and administrative staff involved in preparation of submissions	Karen Wheeler Rowena Bower Carole Tate
Friday 10 <sup>th</sup> May, 2-3pm	Student Integrity and Misconduct	Staff involved in student discipline and misconduct processes	Maureen Bowen Maree Lee
Monday 27 <sup>th</sup> May, 10-11am	Student Centre Overview, Student Visa and Tuition Protection Service	Faculties and Schools Student Administration Staff	Student Centre/Ken Aberdeen
Friday 16 <sup>th</sup> August, 2-3pm	Committee Support		Rowena Bower Carole Tate
Monday 9 <sup>th</sup> September, 10-11am	Student Fees 2014: Communications from the Fee Hive  Propose to broadcast to Ipswich, Gatton and Herston campuses from the St Lucia Senate Room	Staff in all areas of the University whose responsibilities include: student administration, scholarship/sponsorship administration, financial administration and new staff	Narelle Larney David Ayre Lisa Davie
Monday 16 <sup>th</sup> September, 10-11am	Admissions: Mature Age and Alternative Entry Options	Faculties and Schools Administrative staff involved in admissions	Mark Campbell Fiona Brandis-Dalton

Monday 23 <sup>rd</sup> September, 10-11am	Graduations	Targeted audience of administrators	Helen Morahan Athol Reid
Tuesday 15 <sup>th</sup> October, 11am – 1pm	Student Integrity and Misconduct	Staff involved in student discipline and misconduct processes	Maureen Bowen Maree Lee
Monday 21 <sup>st</sup> October, 10am-12pm	Student Grievance Resolution (with Equity Office) or standard Student Grievance Resolution	All staff who deal with students	Maree Lee Ann Stewart, Equity Office
DATE TBA	Welcome to Academic Services Division		Helen Morahan Karen Wheeler
DATE TBA	Timetabling at UQ 30 – 45 mins	Timetable Coordinators, Student Admin Managers	Matthew Scott Helen Gamble (& Michelle Southey?)