

**2014 ASD SEMINAR SERIES**

**SENATE ROOM, BWC, ST LUCIA**

<b>Date/Time</b>	<b>Presenting Unit</b>	<b>Topic</b>	<b>Target audience</b>	<b>Presenter(s)</b>
Thursday 13 <sup>th</sup> March 2pm – 4pm	Teaching Space Management	Best Practice Timetabling at UQ	UQ Timetable Coordinators; and also other professional staff from Faculties and Schools who wish to further their understanding of timetabling practices at UQ	Matthew Scott Kirsten Hentschel
Thursday 20 <sup>th</sup> March 9am – 11am	SCGRU	Student Grievance Resolution	All staff who deal with students	Maree Lee Marnie King
Monday 24 <sup>th</sup> March 11am – 12pm	Student Progression	Graduations	Targeted audience of administrators	Athol Reid
Friday 28 <sup>th</sup> March 11am – 12pm  <b>CANCELLED</b>	Academic Policy and Programs	Academic Programs Approval process, including Australian Qualifications Framework (2 <sup>nd</sup> edition)	Faculty Academic Administration Managers, administrative staff involved in preparation of submissions, staff involved in marketing 2015 programs	Rowena Bower Carole Tate
Friday 11 <sup>th</sup> April 10am – 11am	Examinations	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	Teresa Charlton
Tuesday 6 <sup>th</sup> May 9am – 11am	SCGRU	Student Integrity and Misconduct	Staff involved in student discipline and misconduct processes	Maree Lee

Monday 19 <sup>th</sup> May 10am – 11am	Admissions	Admissions: Mature Age and Alternative Entry Options	Faculties and Schools Administrative staff involved in admissions	Mark Campbell Fiona Brandis-Dalton
Monday 4 <sup>th</sup> August 9am – 11am	SCGRU	Student Grievance Resolution	All staff who deal with students	Maree Lee ,Marnie King or Sarah Spencer
Thursday 7 <sup>th</sup> August 9am – 11am	Teaching Space Management	Best Practice Timetabling at UQ	UQ Timetable Coordinators; and also other professional staff from Faculties and Schools who wish to further their understanding of timetabling practices at UQ	Matthew Scott Kirsten Hentschel
Monday 8 <sup>th</sup> September 10am – 11am	Student Fees	Student Fees 2015: Zen and the Art of Student Fees Maintenance  <i>Broadcast to Ipswich, Gatton and Herston campuses from the St Lucia Senate Room</i>	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
Friday 12 <sup>th</sup> September 9am – 11am  CANCELLED	SCGRU	Student Integrity and Misconduct	Staff involved in student discipline and misconduct processes	Maree Lee
Monday 22 <sup>nd</sup> September 10am – 11am	Student Centre	Student Centre Overview Update on Staffing Model ESOS update	Faculties and Schools Student Administration Staff	Student Centre/Ken Aberdeen