

To	ICC		
Meeting	ICC – Meeting 04/2011		
Date	Wednesday 29 June 2011		
Venue	SPW 139	Time	10:00 am
From	Kristen McKenzie-Chan		
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## 1. Attendance

### **Australian Education Union (AEU):**

Marylouise Chapman, Frank Lawlor and George Ulehla

### **Swinburne University of Technology (SUT):**

Kristen McKenzie-Chan and Brad Hosking

### **Chair:**

Kristen McKenzie-Chan

## 2. Apologies

Max Creta

## 3. Minutes from the previous meeting

Approved

## 4. Business arising from minutes of the previous meeting

### **4.1. Quality Assessment Framework for Nursing Staff in Lilydale**

SUT advised that a request was put to the staff within the nursing programs to table individual work plans at the ICC to discuss this matter further. This request was declined.

Action: AEU to follow up with members and advise if any further discussion is required

### **4.2. Semester Plans - Diploma in Sustainable Urban Design**

SUT was not able to update the ICC during the meeting but undertook to follow up on this item offline.

Outcome: The Manager of Horticulture and Environment from the School of Creative and Service Industries advised that the teacher's 2011 Semester Plan had not been finalised due to a communication misunderstanding. The teacher works across campuses and two Senior Educators were involved in allocating teaching loads. The 2011 Semester Plan is now finalised and the teacher is satisfied with the outcome.

### **4.3. Teacher Checklist**

SUT tabled the student mentor questions template supplied by the School of Business for information.

### **4.4. Proposed Process for Swinburne to Enable Teaching Staff to “Demonstrate Equivalency” to Cert IV TAA.**

SUT advised that a draft equivalency document had been developed which was currently being reviewed by an external provider to ensure it met with required compliance standards. SUT advised that the document would be tabled at a future ICC for consultation.

## **5. General Business**

### **5.1 TAFE General (HEW) Staff Standardisation Project**

SUT provided an update on the project following the release of the Change Proposal which had been circulated to members of the ICC previously. SUT indicated that it was still in the consultation phase of the project and that when a change plan had been developed this would be provided to the ICC.

### **5.2 Protocols for accessing Workforce Data**

The AEU tabled a pro forma document which outlined a request for information to be reported through the ICC on a quarterly basis. SUT indicated that it would consider the information request and look to provide data and information at the next ICC meeting where appropriate.

### **5.3 Conversion Applications**

The AEU tabled applications for conversion made by SUT staff which were gathered as part of a state wide campaign around sessional conversion. Applications were for both sessional and fixed term staff. SUT indicated that it would consider the applications in light of the currently conversion processes that were already established.

The AEU flagged the need to review the fixed term conversion process. It was agreed that this would be tabled as an item for discussion at the next ICC meeting.

Action: review current fixed term conversion process

## **6. Next Meeting**

Wednesday 10 August 2011 at 10:00 am in room SPW - 139

**7. Previous Meeting minutes:** <http://www.swinburne.edu.au/corporate/hr/salaries/icc-minutes/ICC%2003-11%20Minutes%2025%20May%202011%20FINAL.pdf>