



## Greetings

Welcome to our first 2013 Newsletter. With so much happening around the University I thought it would be timely to highlight some of the key areas of activity and to continue to 'introduce' members of the Academic and International Portfolio. We will profile a different person each newsletter. We hope this helps with getting to know our team.

Professor Ingrid Day  
Assistant Vice-Chancellor  
Academic and International

## OFFICE OF THE AVC ACADEMIC AND INTERNATIONAL

### JUNE 2013 NEWSLETTER

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## PROFESSIONAL DEVELOPMENT PROGRAMME – AKO AOTEAROA

The National Centre for Teaching and Learning has arranged with Ako Aotearoa that Massey staff can enrol at no cost in professional development workshops offered by Ako Aotearoa. Forthcoming workshops include:

- Teaching tips and strategies for new tertiary educators – Wellington, Palmerston North
  - The process of collecting evidence of learner benefit – Palmerston North
  - Designing research projects to improve learning and teaching – Auckland

You can gain further information about the national workshop programme, and register, through the [Ako Aotearoa](#) website.

## TEACHING AWARDS

We were pleased to be part of the Vice-Chancellor's Teaching Excellence award ceremony in April. The recipients were:

- Dr Jing Chi – College of Business
  - Dr Thom Conroy – College of Humanities and Social Sciences
  - Associate Professor John Holland – College of Sciences
  - Dr Damian Ruth – College of Business

In addition, Scott Symonds from the Centre for Teaching and Learning on the Manawatū Campus won the Teaching Support Award.

Congratulations to you all!

## SYSTEM FOR REQUESTING PRINTED STUDY RESOURCES

At the beginning of Semester One 2013 a number of (mainly distance) students expressed concerns about the process for requesting printed study resources. After reviewing the experience over Summer School and Semester One we are pleased to advise that we will have a much improved system available for Semester Two with a new automated process and easy student interface.

We are working with EXMSS in particular to ensure the new system will meet student needs. The request process, the timeliness, and the order of the print resources will be more streamlined both for students and for administration staff. It might also be of interest that in Semester One the average request rate for printed study resources for Fully and Partially Taught Online papers was 14%. The intention is to run a number of fora on each campus before the start of Semester Two to demonstrate the new system and other Stream-related developments.

If you would like to find out more about the new system being developed for requesting printed study resources, please contact [Belinda Chainey](#). A helpful presentation is also available, called Online Learning Categories and Student Print Requests, on the [Stream4Staff](#) website.

## RECRUITMENT PLAN

An important piece of work being undertaken by the University (led by A&I) is the Recruitment Plan for 2013. This work will help ensure we meet our targets for both domestic and international student enrolments. The plan includes a number of initiatives aimed at recruiting new students. Some of the initiatives are:

- Programme/discipline-based marketing and recruitment
  - Implementing additional August – November intakes for selected programmes in Engineering, Food Technology and Business ("Southern Spring" intakes)
  - Increasing Distance Learner enrolments
  - Implementing early planning for Summer School
  - Improving the online enrolment interface based on user feedback.

These initiatives are being monitored and updated weekly, via the Enrolment Monitoring Group. For further information, please contact [Ingrid Day](#).

## SUMMER INTAKE – LIBRARY HOURS

The Albany Library increased hours to a full Saturday service just after Christmas. We will review opening hours for the 2013/2014 Summer School. As usual, libraries on all three campuses opened on a Sunday for study purposes during the Summer School examination period. We would be grateful for any comments about expectations for library opening hours over the summer. This will assist our planning. Comments should be sent to **John Redmayne**.

## ENROLMENT FEEDBACK

The last enrolment round was the first one Student Administration has delivered as a new relocated shared services team. As we move into Semester Two enrolment it would be helpful to receive any ideas, suggestions or concerns that will help us deliver services more effectively. You might have feedback about processing of applications for admission, registration, personal course approvals or credit, or it may be about enrolment advice for staff and students. Please address your feedback to **Ingrid Day**.

## HOT TOPIC ROUNDTABLE SESSIONS

A reminder about the regular 'hot topics' roundtable sessions coordinated by the Distance Education and Learning Futures Alliance. The next one is booked for 28 June, 1-2pm. For full details please go to the **Hot Topic Round Tables** website.

## USE OF STREAM AND DIGITAL STUDY RESOURCES

Towards the end of last year, the Academic Board approved a new Policy Relating to Paper Information and Study Resources. The full Policy is available on the **Policy Guide** website.

Some highlights from the new policy include:

- ▶ Introduction of revised Online Learning Categories to clearly indicate the expectations for students in terms of online learning. Detailed category definitions are in the Policy and are also available from the **Stream4Staff** website.
- ▶ An expectation that the Paper Guide is made available in Stream to students at least two weeks prior to the paper start date and accompanied by advice about when staff and other resources will be available for teaching purposes.
- ▶ A requirement for Paper Coordinators to complete the Stream Completion Checklist for each paper or offering that uses Stream, before the site is made available to students.
- ▶ A statement reaffirming Massey University's commitment to supplying core study resources in a printed format to the students who request them at no additional cost.

## NEGOTIATING CONTRACTS

### FROM RESEARCH MANAGEMENT SERVICES

When negotiating contracts that involve Massey qualifications it is important for the negotiators to consider potential impacts on the **University's Qualifications Framework**. If you have any questions about the framework and how it might relate to the development or delivery of qualifications (especially when they are part of a contract negotiation process) please contact **Maggie Stewart** or **Pat Hickson**.

## QUICK REFERENCE GUIDES

A number of Quick Reference Guides on teaching-related topics have been published by the National Centre for Teaching and Learning. These guides are available in both print and digital formats and include information on topics such as:

- ▶ Writing learning outcomes
- ▶ Planning contact courses
- ▶ Teaching large classes
- ▶ Creating online engagement
- ▶ Helping students succeed in their first assignment.

Further guides are being developed and we welcome suggestions for additional topics. The Guides can be accessed from the **Centres for Teaching and Learning** website.

## STUDENT MANAGEMENT SYSTEM – REPLACEMENT

The Student Management System Replacement Programme has been re-initiated this year and is well underway. The RFP (Request for Proposal) has been approved and sent out to suppliers, the Programme Board convenes monthly and planning is underway for the evaluation and demonstration stages of the RFP. The Programme Team would like to thank everyone involved thus far for their time and expertise. If you have any questions please contact **Pat Sandbrook**.

## STUDENT ENGAGEMENT AND SUMMER SCHOOL

Progress is being made on the implementation of the Student Success Strategy including the establishment of a new Student Engagement and Success Subcommittee of the Teaching and Learning Committee. The first meeting was held on 15 April 2013 with the focus being on prioritisation of initiatives in 2013 and 2014. Research into student engagement during Summer School is almost complete and a full report will be available by the end of June. The Student Engagement Project also continues in 2013 with a focus on ongoing monitoring and supportive intervention for students throughout the semester both at a paper level and across papers for identified cohorts.

## COLLEGE OF HEALTH AND THE LIBRARY

Subject librarian responsibilities have been reallocated at each campus library to accommodate the needs of the College of Health. At Albany the contact is Jane Clark, at Wellington James Duncan, and at Manawatū Alison Wallbutton and Tracy Maniapoto.

## WELLINGTON LIBRARY

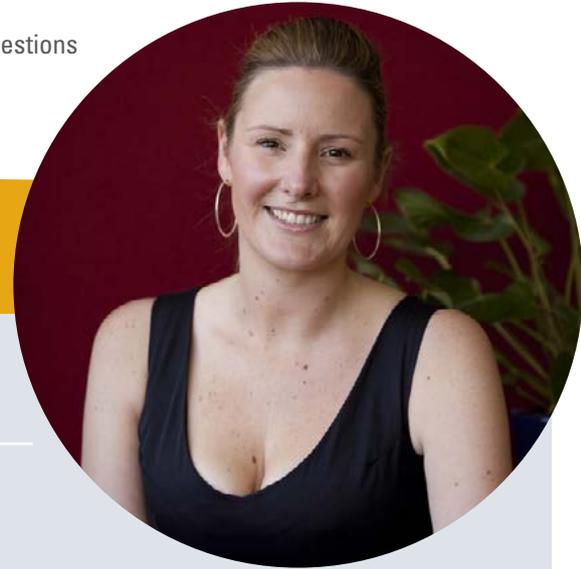
We are pleased that refurbishment and expansion of the Wellington library is underway. There are two initial stages. Stage 1 (2013) will see a new lift, a new training room and seminar space, additional group study rooms, and an expansion for collections and study space back into Block 5. Stage 2 (2014) will see a refurbishment of the ground floor, an expansion of the information commons, merger of services into one service desk, and entry to and from the Centre for Teaching and Learning within the internal space so that the area can be a one-stop shop for students.

### LIBRARY NEWS FOR OUR ALUMNI

The Library received a Vice Chancellor's Innovation Grant to make available selected databases and e-journal packages to Massey alumni, where licences allowed or where we could negotiate a separate agreement with the publisher. We are currently in a 'soft launch', although several alumni have already discovered the website, and have joined up. A formal launch, with associated publicity, will take place shortly. For further information please contact **John Redmayne**.

## PROFILE

In this section we will profile a different staff member each time. If there are any questions you would like asked of team members, please email them through to [v.mcmillan@massey.ac.nz](mailto:v.mcmillan@massey.ac.nz).



## REBECCA ARGYLE

### SENIOR ADVISER, ACADEMIC AND INTERNATIONAL

#### Q. WHAT DOES YOUR ROLE AT MASSEY ENTAIL?

This position began in June 2012 as a one day a week role alongside my existing Publications Manager role which I had undertaken since 2007. It was recently expanded and now entails an advisory position within the International Office. This role takes advantage of my background in law to ensure that matters which potentially expose the University to reputational risk and/or material damage or loss are addressed promptly and that exposure to risk, litigation and potential liability is avoided or minimised. The key responsibility of the role is to advise the AVC(AI), Professor Ingrid Day, and her Portfolio Executive Group on matters which require interpretation of agreements, policy and regulatory or legislative frameworks.

Most advice is generated in conjunction with the University Risk Manager, University Privacy Officer, University Disputes Facilitator, Contracts Team Leader and other senior staff responsible for agreements, policy and regulatory and statutory compliance. This usually involves drafting correspondence to parties involved, as well as addressing areas of weakness or deficiency in the University's policy and regulatory framework and/or communications with students and advising of required changes. With the recent expansion of the role I have been working with the Director of International Relations on the existing MoUs and agreements between Massey University and Universities across the world. This brings an exciting and challenging new direction to the role and I am looking forward to assisting staff across the University who collaborate to establish these vital relationships.

#### Q. TELL US ABOUT SOMEONE WHO HAS INFLUENCED YOUR LIFE GREATLY

This is a tricky question. I tend to live in the moment and focus on my life and what I can do to constantly improve rather than idolising others. I take snippets of influence from people across the world and close to home. One particular inspiration that came to mind aligns with my passion for both fashion and feeling confident in yourself. It is a quote from Rachel Zoe (Stylist) "Style is a way of letting people know who you are without having to speak". I believe it is important to be yourself and present what that means through all aspects of your life including your style and the way you interact with others. Being confident in yourself and making the most of what you have is the best way to ensure you live with no regrets. Never try and be someone you are not, in other words, live and love "your style".

#### Q. WHAT DO YOU DO WHEN YOU'RE NOT WORKING?

I spend time with my family and friends. Running after my two year old takes time and now that there is another one on the way I am making sure to make the most of the time we have together. I also enjoy getting out and about, either shopping or exercising.

#### Q. IF YOU COULD ANYWHERE IN THE WORLD, WHERE WOULD YOU LIVE, AND WHY?

Well, if I had more money and no children (so not for another 18 or so years and a Lotto win), I would love to live in Monaco... wine, food, shopping, water, sun, amazing boats and cars.

Any Feedback on anything you've read? Please send to Vicky at [v.mcmillan@massey.ac.nz](mailto:v.mcmillan@massey.ac.nz)