



**RCDC Students and Staff Term Delivery Meeting Notes  
Lecture Theatre, Ground Floor  
Thursday 4 September 2008**

**Commenced: 12.30pm**

1	Introductions: Professor Ron Newman (CEO), Professor A.G. (Tony) Shannon (Provost) and Ms Jane Mourao (Marketing and Operations Manager).
2	<b>Re: Term delivery message email dated Friday 29 August 2008</b>  Professor Ron Newman said: <ul style="list-style-type: none"><li>• The reaction to the email announcing a reduction of face-to-face hours was not expected;</li><li>• This reaction caused rumours that there are financial problems at Raffles – Professor Newman stated categorically and there are not any financial problems, rather the decision:<ul style="list-style-type: none"><li>*was thought to be academically sound;</li><li>*was due to the smaller number of students being enrolled after the Term 3 census date;</li><li>*was thought to not have a great effect as most delivery was thought to be done.</li></ul></li></ul> Professor Newman indicated that the decision to reduce face-to-face classes for weeks 8 and 9 of term had been reversed and that delivery will be as currently timetabled for the remainder of the term.
3	<b>Questions &amp; Answers:</b>
3.1	<b>Q: How was the decision going to benefit students?</b> A: Money not spent in one place could be spent in another; we expanded the library with new computers; it was a question of where to put resources. The decision was spoken about in a group and it wasn't realised by that group what impact it would have. Subsequently, it was proposed on Tuesday and agreed on Wednesday that the original decision should be revoked.
3.2	<b>Q: You are running a business and the decision seemed to be arbitrary, it came across as financial. This is a concern...</b> A: It was not arbitrary. We have to be responsible financial managers. We haven't put off any staff; we were just going to cut down hours as we believed we are delivering too many (hours).
3.3	<b>Q: Why couldn't there have been a meeting first?</b> A: We agree that consultation is important. It was felt that this was not likely to be controversial or impact students negatively. However, we welcome student input and would like to see more of it.  There is a Student Representative Council (SRC) where students can come along and voice their opinions but it has been difficult to get students to join (in the past). The current SRC members have now been nominated. SRC members are asked to join other committees in the College, such as Council, Academic Board, Senior Management Committee, etc. We encourage you to get involved and discuss your concerns or questions with the SRC. An SRC noticeboard with names/photos/course of each member of SRC will be put up.
3.4	<b>Q: Next time there is a change could students be consulted first?</b> A: Absolutely. We see the SRC as having a big role in assisting to get student feedback.
3.5	<b>Q: Are there going to be cuts next term?</b> A: The Term 4 timetable is currently being developed. Decisions about class length and delivery mode will be made from an academic standpoint subject by subject.
3.6	<b>Q: Many students don't check their RCDC emails. When there is a decision made during the term, could a letter be sent out?</b> A: Letters are not the most reliable method of communication, nor the fastest. All students have been issued a Raffles email address which they can easily have automatically diverted to their personal email address of choice. If you don't know how to do this, check with the IT department (L17).
4	<b>Term Delivery:</b>
4.1	Professor Newman raised term delivery as a topic and the following was discussed: <ul style="list-style-type: none"><li>• Some major projects are continuing to be run over two terms.</li><li>• Term delivery assists student mobility - there are campuses in different countries, students can do the same course in a different place.</li><li>• The 4-term intake helps students who want to join at different times through the year.</li></ul>

	<ul style="list-style-type: none"> <li>There is more flexibility as students can make decisions about their study load more often, they can accelerate or decelerate their program as suits.</li> </ul>
<b>5</b>	<b>Questions &amp; Answers/Comments &amp; Responses:</b>
5.1	<p><b>Q: Regarding changing things, could there be meetings at the end of each term?</b>  A: Yes, we should organise students meetings each term. We'll get students involved in this way.</p>
5.2	<p><b>Comment: Lecturers are able to perceive problems which have an immediate impact. Lecturers need more input because learning is impacted. There is often misinterpretation, rumours and non-communication.</b>  Response: There could be sessional staff meetings with Bob Chung (Staff representative to Raffles College Council) who can bring results to Council meetings. Also the new Heads of School (Design – Ruth McDermott   Commerce – Graham Pratt) are charged with the responsibility of initiating more staff interaction and management.</p>
5.3	<p><b>Q: Could we split students into 2 groups: 1<sup>st</sup> year students doing subjects by term and 2<sup>nd</sup> and 3<sup>rd</sup> year students doing them by semester?</b>  A: This is not practical. Not all students start with Semester 1 subjects (transfer students and students granted RPL). The reality of having 4 annual intakes means that students are able to enter into the program at whatever stage suits their circumstances.</p>
5.4	<p><b>Comment: This College is more expensive than other places.</b>  Response: No, it doesn't cost more. This is a misconception. Other providers charge more fees and have higher student to staff ratios. One example given was UNSW charging \$20,000 p.a for a 4-year degree.</p>
5.5	<p><b>Comment: Study assessments cut – not enough time.</b>  Response: Peter Cameron to pick this up in the portfolio of Director of Studies, Undergraduate.</p>
5.6	<p><b>Comment: Learning a program from scratch and then implementing that is too much work for 8 weeks.</b>  Response: Sometimes it is intensive but everything is matched to what is being learnt.</p>
5.7	<p><b>Comment: There is no Program Director for Animation and Games Design.</b>  Response: The area is a new one and hopefully more students will join in the new year. We are already looking at introducing a Program Director for that area in 2009.</p>
5.8	<p><b>Comment: There are long classes in Term Delivery.</b>  Response: This may be broken up into smaller sections.</p>
<b>6</b>	<b>Summary:</b>
	<ul style="list-style-type: none"> <li>There will be a commitment to have much better consultation with all staff and students.</li> <li>SRC will take issues to various committees.</li> <li>There will be a meeting held with all staff and students in Week 7 of each term.</li> </ul>

The meeting closed at 1.15pm.