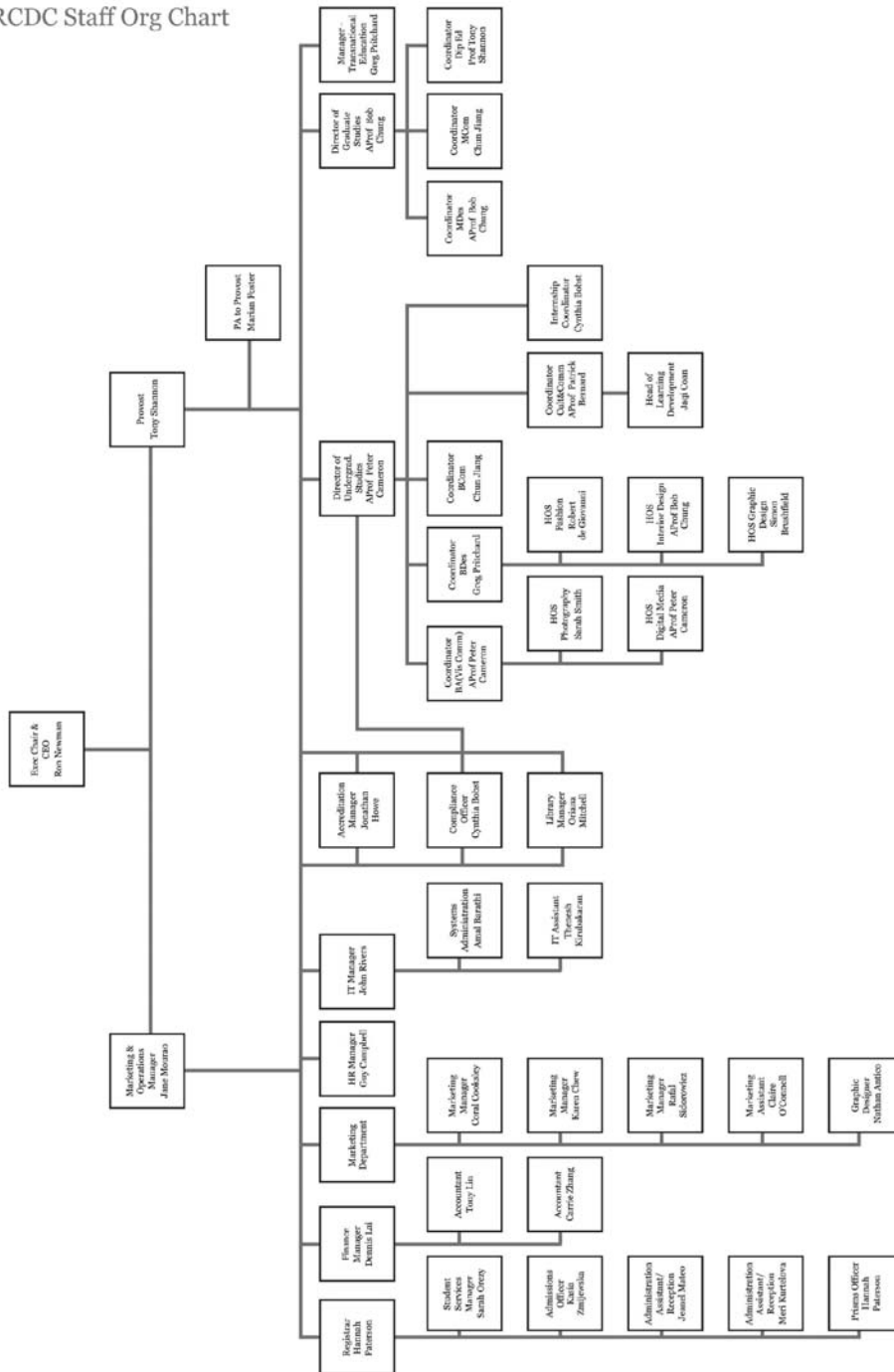


## 2.0 Raffles College of Design and Commerce Staff

RCDC Staff Org Chart



## **2.2 Boards & Committees**

### **2.2.1 Raffles College of Design and Commerce Council**

The governing body of Raffles College is the Raffles College Council, the membership of which represents a spectrum of expertise in the fields of education, design, business and finance.

The main responsibility of the Council is to set strategic directions and to establish, review and implement policies to govern and carry out the mission of Raffles College. In summary, this mission is to be a private, independent institution with a clear and uncompromising commitment to the pursuit of excellent and innovative education and training in design and allied fields.

The Council maintains responsibility for academic quality and policy matters. The Council operates independently from the ownership of the organisation in order to ensure academic integrity. The Council is advised by the Academic Board and other committees.

The Council delegates the management of academic quality control and assurance to the Raffles Academic Board. The minutes of the Academic Board and its committees are submitted to the following Council meeting. The Chair of the Academic Board is responsible for tabling reports concerning academic quality and performance.

The Council delegates the management of the Institute to the Chief Executive Officer who is advised by the Senior Management Committee. The Chief Executive Officer is responsible for developing annual budgets for approval by the Council. The Chief Executive Officer is responsible for tabling reports concerning financial and marketing performance. The Chief Executive Officer is responsible for presenting proposals for new programs and initiatives.



### **2.2.2 Senior Management Committee**

This Committee is chaired by the MOM. Its members also include the CEO, Provost, Registrar and Accreditation Manager, HR Manager, etc . The role of the SMC is to advise on management, administrative, staff and budget matters.

### **2.2.3 Academic Policy and Practice Committee**

This Committee is chaired by the Provost. Its members include the CEO, Provost, Registrar, Degree Coordinator, Head of Schools, Transnational Manager, Accreditation Manager and it reports to the Academic Board. The APPC is responsible for educational matters and decisions concerning students and teaching.

### **2.2.4 Curriculum Review Committees**

The Curriculum Review Committee meets once or twice per year. It is chaired by an appropriate external member. Members include the Head of the respective Department, the Provost, prominent members of the profession, and representatives from other tertiary institutions. The CRC is responsible for setting, approving, and monitoring the professional standards of the courses to ensure that they meet criteria for professional accreditation. It also advises on course content and structure for each course.

### **2.2.5 Academic Board**

The Academic Board meets at least four times per year. Membership of the Academic Board consists of an external Chair appointed by Council, the Provost, all Heads of School, two student representatives, course Co-ordinators, the Registrar (as non-voting Secretary), and the Accreditation Manager (as an observer). It is chaired by an External Academic and it's advisers may include experts in various visual communication fields and representatives from other educational institutions. It is responsible for setting, approving and monitoring the academic standards of the college. Consensus decisions will be forwarded to the SMC for consideration.

### **2.2.6 Assessment Review Committee**

The Assessment Review Committee meets at least two times per year prior to the commencement of each study period, allowing time for assessments from the previous study period to be finalised and also allowing sufficient time for results to be amended prior to notification to students. The ARC will implement procedures which ensure that every student's performance, in all items of assessment, in each subject of the entire range of courses is fairly, openly, and equitably scrutinised and evaluated by staff prior to results being finalised and committed to transcripts. The membership of the ARC varies depending on the course under consideration. The committee will include the Provost (Chair), Registrar, and appropriate Degree Coordinator, Course Coordinators, and/or Transnational Manager.



## **2.3 Senior Executive Officers**

### **Chief Executive Officer**

#### **Professor Ron Newman**

The CEO is responsible to Chair the Council and for the management of Raffles College. This covers legislative compliance, business operations, and direct marketing and administration activities.

### **Provost**

#### **Emeritus Professor A.G. (Tony) Shannon,**

AM KHS, BSc DipEd (Syd), MA MLitt PhD (UNE) EdD (City) DSc (UTS) CMath FACE FCP  
FAustMS FIMA

The Provost is the Chief Academic Officer of the College and is responsible for academic leadership and management. This includes providing guidance to academic staff on all academic matters. The Provost is also responsible for the professional development and scholarly activities of academic staff and the College's scholarly environment. The Provost also represents the College at public and external forums regarding academic issues and is responsible for meeting requirements of AUQA quality assurance.

### **Marketing and Operations Manager**

#### **Ms Jane Mourão**

The MOM is responsible to Chair the Senior Management Committee and the general day-to-day operations of Raffles College as well as directing the marketing team.

### **Finance Manager**

#### **Mr Dennis Lai**

The Finance Manager manages all the day-to-day financial matters of Raffles College. This includes advising the CEO on financial issues, producing financial reports and records and the production of auditable accounts.

### **Registrar**

#### **Ms Hannah Paterson**

The Registrar is the Chief Administrative Officer of the College. This includes looking after the professional development of administration staff, managing students' records, compliance of admin systems with legislative requirements, the production of academic records including transcripts and testamurs and the scheduling of classes. The Registrar is also the PRISMS officer of the College and manages course information for CRICOS.



## **Accreditation Manager**

### **Mr Jonathan Howe**

The Accreditation Manager is responsible for all course development, accreditations, approvals and College registrations. This includes managing issues regarding AQTF, ESOS, Centrelink, NEAS ,NSW HE and Commonwealth HE compliance.

## **2.4 Senior Academics**

### **2.4.1 Heads of School**

All Heads of School provide leadership in their field of expertise. They monitor student attendance and academic development and act, in the first instance, as student advisor and counsellor on academic and personal issues. It is their responsibility to maintain close links with students to encourage a positive attitude towards their studies, career selection and college environment.

The Heads of School develop program and course content, and establish the assessment strategy for each subject. It is their responsibility to work with teachers to ensure quality delivery of their program. It is also their role to check the integrity of results before submission to the Assessment Review Committee and to recommend moderation of assessment results, particularly in borderline cases.

### **Head of Fashion**

#### **Mr Robert de Giovanni**

BA (Hons) (UNSW) MA (UTS)

Level 16

[RobertdeGIOVANNI@raffles.edu.au](mailto:RobertdeGIOVANNI@raffles.edu.au)

### **Head of Graphic Design**

#### **Mr Simon Brushfield**

BA(BUV) MA(UTS) GradCert (KvB) CertIVAWT (KvB) CertEduStu (CTL)

Level 17

[SimonBRUSHFIELD@raffles.edu.au](mailto:SimonBRUSHFIELD@raffles.edu.au)



**Head of Interior Design**

**Associate Professor Bob Chung**

BSc (London) DArch (Rome) PGDipArchComp (Sydney) CertIVAWT (KvB) CArch MCoT  
Level 6

[BobCHUNG@raffles.edu.au](mailto:BobCHUNG@raffles.edu.au)

**Head of Digital Media Arts**

**Associate Professor Peter Cameron**

CertIVA and WT (KvB) BACom (Mitchell) MDes (UWS)  
Level 17

[PeterCAMERON@raffles.edu.au](mailto:PeterCAMERON@raffles.edu.au)

**Head of Photography**

**Ms Sarah Smith**

Dip (Photo) (KvB) CertIVAWT (KvB)  
Level 15

[SarahSMITH@raffles.edu.au](mailto:SarahSMITH@raffles.edu.au)

**Head of Culture and Communication**

**Associate Professor Patrick Bernard**

BA DipArt (UNSW) MFA (California) MEd (Sydney)  
Level 10

[PatrickBERNARD@raffles.edu.au](mailto:PatrickBERNARD@raffles.edu.au)

**Head of Commerce**

**Mr Chun Jiang**

MCom (USyd), MFin (UIBE), BA (TFSU), CertIVAWT (ASBT)  
Level 12

[ChunJIANG@raffles.edu.au](mailto:ChunJIANG@raffles.edu.au)



## 2.4.2 Course Coordinators

### **Course Coordinator for Bachelor of Arts (Visual Communication)**

#### **Associate Professor Peter Cameron**

CertIVA and WT (KvB) BACom (Mitchell) MDes (UWS)

Level 17

[PeterCAMERON@raffles.edu.au](mailto:PeterCAMERON@raffles.edu.au)

### **Course Coordinator for Bachelor of Design**

#### **Mr Greg Pritchard**

BA(Design) (WAIT), MEd(Curtin)DipEd (Edith Cowan)

Level 10

[GregPRITCHARD@raffles.edu.au](mailto:GregPRITCHARD@raffles.edu.au)

### **Course Coordinator for Master of Design**

#### **Associate Professor Bob Chung**

BSc (London) DArch (Rome) PGDipArchComp (Sydney) CertIVAWT (KvB) CArch MCoT

Level 6

[BobCHUNG@raffles.edu.au](mailto:BobCHUNG@raffles.edu.au)

### **Course Coordinator for Bachelor of Commerce and Master of Commerce**

#### **Mr Chun Jiang**

MCom (USyd), MFin (UIBE), BA (TFSU), CertIVAWT (ASBT)

Level 12

[ChunJIANG@raffles.edu.au](mailto:ChunJIANG@raffles.edu.au)

### **Course Coordinator for Visual Arts and Contemporary Crafts**

#### **Mr Simon Brushfield**

BA(BUV) MA(UTS) GradCert (KvB) CertIVAWT (KvB) CertEduStu (CTL)

Level 17

[SimonBRUSHFIELD@raffles.edu.au](mailto:SimonBRUSHFIELD@raffles.edu.au)

