

# CAMPUS NEWS

## Monash wins law competition hosted at Wollongong



*Robyn Handley from the Faculty of Law presented a cup to the winning team, Richard Kearin and Trudy Edmondson, from Monash University*

The inaugural Australian Client Interviewing Competition was hosted by the Faculty of Law at the University on 6 and 7 February.

Teams from Law Schools at the following universities competed: Australian National University, Bond University, Griffith University, James Cook University, Macquarie University, Monash University, University of Queensland, University of Tasmania and University of Wollongong.

The competition is designed to provide a forum for the development of interviewing skills that can be carried into legal practice.

Most law schools encourage the development of advocacy skills through mooted competitions.

Few give similar attention to interviewing skills which are probably more useful in practice.

Too often, people assume that lawyers have the listening and questioning skills needed in interviewing without any training or practice.

Regrettably, not all lawyers have these skills.

The Client Interviewing Competition is a means of focusing students' attention on these skills early in their careers.

The Australian competition was organised by Senior Lecturer in the Faculty of Law at Wollongong, Mr Robin Handley.

It was run in the following manner:

Law students, in teams of two, conducted a 30-minute interview before a panel of judges (judges, legal practitioners, Law School academic staff and counsellors).

Several days before that interview, the teams were given a short 'office memorandum' indicating the nature of the problem, which formed the basis of the interview.

These details were sketchy, although the teams knew the general area of law involved.

In rounds, each team interviewed a 'client' (acting students from the School of Creative Arts at Wollongong),

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The International Friendships Program is a new program co-ordinated by the International Office designed to promote cultural exchange between members of the community and individual overseas students.

You are invited to participate in the first trial of this scheme, involving Exchange and Study Abroad students from the USA and Europe coming here to study in Autumn Session.

The scheme is similar to host family programs common to overseas universities, particularly in the USA.

Participants are linked with a particular international student and encouraged to meet him/her two or three times during the session; perhaps to share a meal, go on a simple outing, or invite the student home for supper and a chat.

Neither fancy entertainment nor provision of board is required. The aim is to provide the student with a friendly contact in Australia and to broaden their experiences while studying abroad.

Hosts, too, will find the exchange of culture rewarding.

Participation is not restricted to any particular group: staff and students, individuals and families can become involved.

To obtain further information about the program, contact Stephen

## Brief News

Lowe in the International Office on extension 4311.

The Student Enquiries Counter opening hours have been extended as follows in order to increase the level of administrative services provided to students at this often busy time of the academic year.

Week beginning 1 March: Monday, Tuesday, Wednesday 8am-6pm; Thursday 8am-7pm; Friday 8am-5pm.

Week beginning 15 March: Monday, Tuesday, Wednesday 8.30am-5.30pm;

Thursday 8.30am-6.30pm; Friday 8.30am-5pm.

Thereafter: each day 9am-5pm.

The University Cashier also has extended hours. From 22 February to 19 March the cashier will be open from 9am-5pm Monday to Friday.

Bob Williams from the Department of Accountancy traded the Wollongong summer conditions for the heat in Oman for two weeks.

By arrangement through ITC Training and Development Division, Bob is conducting a course for the Central Bank of Oman.

The course, of some 40 hours' duration, is designed to provide foun-

dation accounting knowledge for managers who are not directly engaged in accounting work.

Bob was anticipating starting at 7am and teaching five hours each day for eight days.

Telecom Phone Cards are on sale at the University Cashier in the Administration Building.

Phone Cards are proving to be a convenient means of always having the right change to make that unexpected phone call.

Telecom advise also that the \$2 PhoneCard is to be withdrawn from sale making the \$5 card the cheapest available.

A lost Bond University Faculty Adviser involved in the Client Interviewing competition coordinated by the Faculty of Law asked directions from a person in the street in Fairy Meadow:

'Excuse me. How do I get to Wollongong University?'

The reply? 'Study hard'.

The Department of Accountancy and Department of Psychology have computer equipment for sale by tender.

Details of the equipment and tender are available from Office Services Department. Contact Melissa, ext. 3219.

## Monash wins law competition hosted at Wollongong

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who had been provided with a synopsis of the problem and relevant documents.

The teams tried to ascertain the nature of the problem, the various possible legal and non-legal implications, and began the process of structuring a solution to the client's problem.

The criteria for judging emphasised the process of interviewing, including the use of effective questioning, the ability to elicit relevant information in an efficient way, the ability to ascertain the client's goals, the structure of the interview, the ability to communicate with the client in a clear and effective fashion, and related matters.

In short, the competition criteria

focused on the team's skill in building a good working relationship.

Two teams, selected on points scored in the first two rounds of the competition, competed in the final round.

The team who won this final round has the honour of representing Australia in the international competition, competing against teams from the United States, England and Wales, Scotland and Canada.

The 1993 international competition will be held in Calgary, Alberta, Canada in April.

The teams competing in the final round were from Macquarie University and Monash University.

The Wollongong team was third.

The judging panel selected Richard Kearin and Trudy Edmondson, the

team from Monash University, to represent Australia at the International Client Interviewing Competition.

The judges agreed that the standard of competing teams was excellent and they commented on the difficult decision they faced when selecting the winning team.

The Executive Chairperson of the international competition, Mr Forrest Mosten, who visited the Australian competition, was most impressed with the Australian teams.

He said any one of the teams would be able to compete at the international level.

Congratulations must be extended to all involved for a successful inaugural Australian Client Interviewing Competition. Good luck to the Monash team in Canada.



# First Council meeting for 1993



*University of Wollongong Council meeting (from left): Back – The Hon. Mr S Mutch, Mr C J Downy, Associate Professor M J Lowrey, The Rev Canon R Heslehurst, Mr Jim Langridge (in attendance), Mr R Oxley, Ms F McGregor, Dr W Ward, Professor B Conyngham, Ms S Nixon, Mr John Panter (retired). Front – Professor K R McKinnon, Chancellor Dr R M Hope, Mr Ken Baumber and Mr B S Gillett. Absent – Mrs S Chapman, Associate Professor R W Upfold, Ms S Rowley, and Mr C Barratt*

The University Council held its first meeting for 1993 on Friday 5 February.

After opening the meeting, the Chancellor welcomed Ms Sue Rowley to her first meeting as a new academic staff member.

Council also noted with regret the resignation of Mr Grahame Parker who has left the district to take up a position at BHP Head Office; Council thanked Mr Parker for his contribution to the University.

The following decisions were taken at the meeting:

- Changes to the conditions/rules for postgraduate study, specifically to grant credit for subjects offered by the University off-campus and to amend the advanced standing rules. *Further information from the Postgraduate Office.*
- The Calendar of dates for 1995. *Now available electronically on the Admin Server (as are the 1994 dates).*
- Ms Felicity McGregor and Mr Rod Oxley were appointed to fill vacancies on Council's Administrative Committee.
- Honorary awards were approved for possible conferral at the May Graduation ceremonies. *Campus News*

will publish details when the responses of the recipients have been received.

- The General Staff Award Restructuring Agreement was endorsed subject to the approval of the general Staff unions. *Further details from Chris Grange, Manager, Personnel.*
- Approval for the advertising of the position of Pro Vice-Chancellor which will fall vacant in July after completion of the initial four-year term. Council also asked the Vice-Chancellor to consult with the Academic Senate on the possible creation of a second Pro Vice-Chancellor position.

## Role and membership of Council

For the information of members of the campus community at the beginning of the 1993 academic year, the current membership of the University Council and a note on its operations are:

## Council's role

Council is responsible for the policy decisions by which the effective administration and development of the University are determined. (The functions and powers of Council are detailed in Part 4 of the University of Wollongong Act)

## Composition of Council

The University Council was re-constituted under the 1989 University of Wollongong Act (Part 3, Section 9) to consist of 18 members in the following categories.

### Ex Officio

**The Chancellor, Mr Justice R.M. Hope, 4-year term**

## Communications Building theatres open

All work on the theatres in the Communications Building (former Pentagon) was completed in time for classes to begin on Monday 1 March.

Work on the extension to the north-western corner of the building will continue until July 1993.

This work may cause some inconvenience to users of the theatres, but every effort will be made to keep this to a minimum.

Access to the building during Autumn Session will only be from the southern (Library) end.

Any inconvenience that may be caused during this work is regretted but your understanding and co-operation during this period will be appreciated.

*Continued next page*

# Jobskills program gets a boost here

Jobskills Program is a Commonwealth Government initiative which aims to improve the employment prospects of unemployed people by providing new skills through work experience and training.

The program combines 26 weeks of work experience with off-the-job training at TAFE.

Trainees have been recruited in the following occupational areas - office, accounts, computing, laboratory, library and trades (electrical, fitting, air

conditioning, carpentry, painting, plumbing).

Forty-five trainees in the office, accounts and computing areas attended a two-day orientation program at which Ken Baumber, Vice-Principal (Administration) officially welcomed the trainees to the University.

A further 41 trainees in the laboratory, library and trades areas began employment on 22 February.

The trainees will be situated across most areas of campus and staff are encouraged to welcome the trainees into the University community.

Participation in this program is actively assisting 86 people to gain skills and an accreditation which will assist their long-term employment prospects.

## Staff News

A revised document on Academic Staff Advertising, Recruitment, Selection and Induction Procedures has been issued to Deans and to Faculty Officers.

The document is available on the Administration File Server under Staff Matters, Academic Staff, Recruitment Procedures.

Hard copy may be obtained on request or may be forwarded by e-mail.

Further information from Ross Walker.

## Beware of software piracy

In the last two years there has been rising concern about computer software piracy on Campus.

This is a very complex problem, as many staff have 'inherited' computers from others without knowing any details about the software on the computer, and whether or not it has been purchased or copied.

Also, some departments have purchased Education Packs, where only one set of disks and manuals are supplied, but the licence allows for the installation of this software on five or 10 computers.

In some cases, the number of computers using this software has exceeded the licence limit. This is a breach of copyright.

All staff who are using computers on Campus are urged to check the software on their machines to ensure that they can account for it.

If there is any doubt as to whether or not the software is legal, please investigate the matter with a superior (or other appropriate staff member), or delete the software. Penalties for breaches of copyright are severe and could bring disrepute to our University.

If you would like further information on this matter, phone K.Scott, ext. 3191.

# Council holds first meeting for 1993

From page three

### The Vice-Chancellor,

Professor K.R. McKinnon

### The Chair of the

Academic Senate

Professor B Conyngham

### Two Parliamentary Members

The Hon. Mr S. Mutch

(NSW Legislative Council)

Mr C.J. Downy

(NSW Legislative Assembly)

### Four Members appointed by the NSW Minister for Education

Mrs S. Chapman, Mr B.S. Gillett, Mr R. Oxley and one vacant

### One Member appointed by the Council

Mr R. Somervaille

### Four Members Elected by Convocation

The Rev Canon R. Heslehurst

Ms S. Nixon

Associate Professor R.W. Upfold

Dr W. Ward

### Two Members Elected by the Academic Staff

Associate Professor M.J. Lowrey

Ms S Rowley

### One Member Elected by General Staff

Ms F. McGregor

### One Member Elected by Students

For the term of the member's appointment to the office

Until replaced by the respective House of Parliament

4 year terms

4 year term

4 year terms

3 year term

3 year term

3 year term

Mr C. Barratt

2 year term

The Vice-Principal (Administration), Mr Ken Baumber, is the Secretary to Council.

### Council meeting dates 1993

#### Deadline for agenda items

16 March

1 June

20 July

21 September

23 November

#### Meeting

2 April

18 June

6 August

8 October

10 December

### Confidential items

Council meetings are open to observers from the University community (limit of 10 on "first come" basis) except during discussion of confidential items of business.

### Enquiries

Enquiries about the Council arrangements should be directed, in the first instance, to Ms Lynn Woodley in the Secretariat (ext. 3360). Enquiries about the details of decisions taken by Council at any meeting should be directed to the section responsible for implementation - eg Personnel in the case of the General Staff Award Restructuring agreement mentioned in the report of the February Council meeting.

# Jim Campbell's retirement

Dr Jim Campbell took up an appointment as a senior tutor at the then University College of Wollongong in 1965.

Before his appointment here he spent some years as a high school science teacher in Tasmania, and as a lecturer at the Wagga Agricultural College.

He was appointed initially as a member of the Chemistry Department and his duties included teaching first year classes in Biology.

A separate Department of Biology (now Department of Biological Sciences) was not established until 1975 when the University of Wollongong obtained autonomy from the University of NSW.

Dr Campbell's teaching has been principally in the whole organism areas of biology, and his research interests have been concerned with behavioural ecology in insects.

In his research he has concentrated mainly on the analysis of spatial and

temporal patterns of behaviour in populations of field crickets and has examined the relevance of these parameters to selective processes and reproductive success in this group of insects.

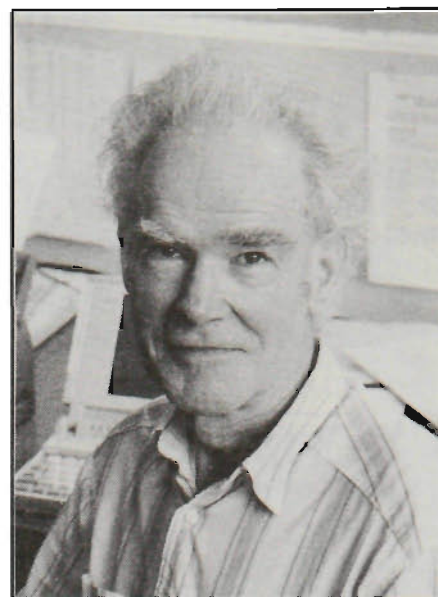
Many people around the Illawarra and Campus will remember Jim as the Department of Biology's resident insect and spider expert.

Many a funnel-web, bird mite, carpet beetle or other creature brought into the department has been identified by Jim.

Without knowing it, many people will also have heard Jim's cricket traps, placed strategically around the Campus.

One of Jim's major innovations has been the development of a computerised sound-simulator which mimics the mating call of male crickets, thereby attracting passing females.

In honour of Jim's 28 years of de-



*Dr Jim Campbell*

voted and much appreciated service, the Department will hold a farewell dinner for him on Friday 5 March at the Union Function Centre.

People wishing to attend contact Jan Fragiaco, ext. 3013 or phone 21 3013.

## \$700,000 gear-up for Engineering

Several major additions to the equipment infrastructure of the Faculty of Engineering, to a value of \$700,000, are in train as a result of initiatives by members of the Department of Materials Engineering.

This equipment will add significantly to the research capabilities of the University.

The major item is a \$300,000 high resolution scanning electron microscope with a quantitative X-ray energy dispersive analysis facility.

This purchase is being made possible by a \$150,000 ARC large equipment grant which is being matched on a dollar-for-dollar basis by University sources (the Graduate Faculty, the Faculty of Engineering and the Departments of Materials Engineering and Geology).

Professor Druce Dunne prepared the successful application to the ARC and he and Mr Nick Mackie, the manager of the Electron Microscope Unit, are co-ordinating the selection and purchase of the instrument.

The scanning electron microscope will service the research needs of both science and engineering research units within the University.

A NSW Government grant of \$200,000 to support the CRC on Materials Welding and Joining has been provided for the purchase of a rapid quench dilatometer.

This equipment is used to follow the dimensional changes in steels and other

alloys during cooling cycles which simulate those encountered in industrial welding, heat treatment and hot working processes.

Phase transformations occurring on cooling, which influence mechanical properties, can be detected and identified by means of the dilatometer.

The equipment will support projects on arc welding of steels being conducted within the CRC on Materials Welding and Joining, as well as providing a resource for industry in the State.

Professor Dunne is overseeing the purchase of this equipment.

A nano-indenter or mechanical properties microprobe – the UMIS-2000 System developed by CSIRO Applied Physics in Sydney – has been recently purchased at a total cost of \$100,000, with the support of an Infrastructure Pool 2 grant and the Faculty of Engineering.

The CSIRO heavily discounted the price of the instrument as part of an offer to establish a formal agreement with the Department of Materials Engineering for collaborative research to develop the potential of the equipment.

This acquisition is due to the efforts of Dr Masoud Samandi who saw the opportunity to obtain a unique instrument for materials characterisation and was successful both in obtaining funding and in negotiating a collaborative arrangement with CSIRO.

Finally, negotiations are in progress to buy a Hille 100 laboratory rolling mill which was purchased originally by the Aeronautical Research Laboratory in Melbourne.

The mill is fully instrumented for measurement of rolling loads and torques, and can be used for both hot and cold rolling of metals.

Industrially oriented research on steel rolling in the Departments of Mechanical Engineering and Materials Engineering will be strongly boosted by the acquisition of the rolling mill.

Professor Dunne and Associate Professor Kiet Tieu are involved in the planning of the purchase and installation of the mill.

The Faculty of Engineering is financing the purchase of the rolling mill and the Dean, Professor Tibor Rozgonyi, has strongly supported this and the other acquisitions, as they will provide part of the infrastructure necessary to realise the Faculty's vision to raise the national and international research profile of engineering at the University of Wollongong.

The impact of the new equipment on research activity within the the University will be greatest in the area of materials science and engineering, particularly advanced materials and manufacturing, which is developing as a research strength of the University.



# 'Gong uni a national leader in admitting ex-TAFE'

Sir,

Recent articles in the Illawarra Mercury (January 29-30) may have given your readers a wrong impression regarding the admission of former TAFE students to the University of Wollongong.

I have recently completed two studies for the Department of Em-

*The following was published in the Illawarra Mercury on 20 February - Letters to the Editor*

ployment, Education and Training (DEET) which clearly document that the University of Wollongong is a national leader in the admission, granting of advanced standing and monitoring of the performance of former TAFE students.

The studies, "Credit Transfers Between TAFE and Higher Education" and "Analysis of University Admissions Data: NSW 1991 and 1992", indicate that students with TAFE qualifications are more likely to apply and have a higher probability of getting an offer and advanced standing when they apply to the University of Wollongong.

In 1992, for example, students with TAFE qualifications accounted for 8.2 per cent of applications to the University of Wollongong and 12.2 per cent of the first preference offers.

The comparable statewide percentages were only 7.5 and 8.0 per cent. The University's long history of admitting students with TAFE qualifications and granting them advanced standing is justified by the performance of former TAFE students at the university.

Their performance is, on average, almost identical to that of students admitted on the basis of their HSC.

In spite of the record, the articles create an impression that former TAFE students are treated unfairly.

The headline poster "Uni Bungle Robs Students" suggests that the University was to blame for the unfortunate situation whereby the applications of a few TAFE students were not considered. Neither the Universities Admissions Centre nor the University of Wollongong were in any way responsible.

The problem was caused by a small number of teachers in the statewide TAFE system who were late in submitting their results. The article, suggesting that students who do the Tertiary Preparation Certificate (TPC) at TAFE are treated unfavourably compared to school leavers, is also inconsistent with the facts.

The University of Wollongong admits students with different types of qualifications on the basis of their

likely success at university.

Students with equal probabilities of success, regardless of their type of qualifications are treated equally.

The University initially assumed that the cohort of students doing the TPC was equal in ability and potential to school leavers sitting the HSC.

Subsequent analysis of the performance of different types of students at the University confirmed the appropriateness of this assumption.

Students with similar HSC and TPC results, after each had been appropriately scaled, perform equally well at the University of Wollongong.

One must be sympathetic with unsuccessful applicants to university.

Unfortunately, when the number of applicants far exceeds the number of places available, a large number of people will be disappointed. Increasing the number of offers to applicants with a particular type of qualification requires that fewer offers be made to students in other categories. It is the responsibility of universities to develop fair admission policies but they must operate within the number of funded places as determined by the Government.

Don Lewis,  
Professor of Economics  
Wollongong University.

## PAID ADVERTISEMENT

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## Old Maths

On January 1, 1993, the old Department of Mathematics was replaced by two vigorous off-spring: the Department of Applied Statistics headed by Mr John Rayner and the Department of Mathematics headed by Professor P Broadbridge.

The separation will enable both new departments to focus more sharply on the faculty and University plans.

Both departments have detailed visions of their separate futures. Both will co-operate closely to ensure the continuation of the high quality services that are synonymous with the original Department of Mathematics.

Mathematics has always been appreciated for its intrinsic beauty and for its supply of challenging intellectual problems.

Its 'unreasonable effectiveness' in



*Setyanto P. Santosa, President Director of PT Telekomunikasi Indonesia (second from left) pictured with Una Mansfield, ITAC; Gatot Mardianto, ITAC graduate, and Richard Joseph, ITAC.*

## Faculty of Informatics forging links with Asia

PTC'93, the Pacific Telecommunications Conference in Hawaii, presented an opportunity for the Information Technology and Communication Unit (ITAC) to strengthen its ties with Asia recently.

Faculty members Una Mansfield and Richard Joseph met with Setyanto P. Santosa, the newly appointed President Director of PT Telekomunikasi Indonesia.

The common link was provided by Gatot Mardianto, an ITAC Masters graduate, who is a staff engineer with PT INTI, the Indonesian Telecommunication Industry State Owned Enterprise.

Current Masters students who attended were Dennis

Dragatogiannis, Gray Goodwin and Michael Savannis.

The theme of PTC'93 - Harnessing converging telecommunication technologies for societal applications - fitted well with ITAC's interests as reflected in the papers given.

Mr Joseph presented Converging Telecommunications Technologies: Challenges Facing Government and Regulators in Australia; Una Mansfield and Gatot Mardianto, Monitoring Shifts in Market Share Among Information Industry Sectors.

Both the papers were based on research funded by the Telecom Australia Fund for Social and Policy Research in Telecommunications.

## celebrates two new offspring

the real world is recognised in all scientific disciplines.

Since its inception, the University of Wollongong has built up a strong reputation in Industrial Mathematics, with an emphasis on continuum mechanical modelling.

This will continue to be a major focus of the Department of Mathematics

Pure Mathematics too will remain an important constituent as it broadens fundamental knowledge and fosters a reflective rigorous approach to problem-solving.

Mathematicians at this university have a good reputation nationally and internationally.

The new department will encourage collaboration with other departments, and with other universities both in Australia and overseas.

Past BMath graduates from this

university are a source of pride, as will be future graduates who choose the mathematics specialisation.

Although the list of courses offered within the BMath degree has recently been pruned, the new department will continue to provide a quality service to client departments needing service teaching.

The Department of Applied Statistics will capitalise on the expanding role of statistics in research, business, industry, commerce, government, and society.

The statisticians see it as important to be involved in the application of statistical thinking and methods in all these areas.

The new department will try to increase its links and interactions with statistics users, both outside and inside the university.

One aspect of this is the highly successful Consulting Service provided by members of the department for postgraduate students and university staff.

Providing educational and consulting services for professional statisticians and occasional users of statistics will be the major function of the new Department of Applied Statistics.

While continuing both to provide a statistics major within the BMath degree and with its involvement in the postgraduate Total Quality Management program, the new department is developing a proposal for a distinctive Master in Applied Statistics.

An innovative statistical literacy program is likewise being developed, and is to be trialled in the Faculty of Law in 1993.

## HOPE THEATRE

Bookings phone 21 4214

Western Entrance, Northfields Avenue.

**Timetable:** 18 March: Sydney Symphony Orchestra 8pm. 9 April: BHP Youth Orchestra 8pm. 17-29 May, The Chapel Perilous, John Senczuk. 30 May: Illawarra Choral Society Performance, 5-9pm. 5-7 June: Regional Poets Co-op Conference, 9am-10.30pm, Ron Pretty.

## GENERAL

March 18: **Total Service Quality Seminar** Marketing Services Competing Through Quality. Professor Leonard Berry of Texas A&M University. Union Function Centre. 9.30am to 1.30pm. Fee \$125

# Centre for Staff Development workshops and courses

The Centre for Staff Development is co-ordinating a Research Co-ordination Workshop with Dean of the Graduate Faculty, Professor Bill Lovegrove on Research Co-ordination.

The workshop will be held on 11 March from 9am to 12.30pm in Union function room three.

The aims of the workshop are to discuss the way research programs are working and to develop models of best practice for different sections of the University.

The co-ordinator of each research program plus another representative will attend, but other staff involved in research are also welcome, and encouraged, to attend.

If you would like to attend, phone Liz Ellis, ext. 4101.

Places are also available for the following workshops which are open to all academic staff, including part-time and casual teaching staff.

**Academic Staff Selection Techniques:** Work through the process of selecting a candidate for an academic position. 14-15 April (one and a half days), 16-17 June, 11-12 November.

**Writing Subject Objectives:** 16 April, 9am-12.30pm, Union Function Room. Write appropriate learning objectives for subjects in accordance with the requirements of the Undergraduate Studies Committee.

The Centre for Staff Development welcomes enquiries on teaching and learning issues and can conduct workshops for departments or individual consultations with staff.

The following workshops are designed

## What's On

per person. Staff \$45. Full-time students \$25 (space permitting) Enquiries: Department of Management (042) 21 3642 or 21 4053.

27 March: The New Literatures Research Centre is staging its **1993 Children's Literature Conference**. Called *Australian Children's Literature: Finding a Voice*, the conference will be held in the Pentagon. The registration fee of \$60 (\$55 for students) includes a two-course lunch. Registration plus conference dinner is \$95 (\$90). Inquiries to Administrative Assistant, Maryann Pearce, tel. (042) 21 3226 or (042) 21 3677.

for general staff but are open to all interested staff:

**Business Travel:** Save time and money on travel arrangements, 19 March.

**Time Management:** Monitor your time and develop time management techniques. 22 March and 30 March, mornings only.

**Office Writing for Administrative Assistants #1:** Develop a clear style for your written communications. 2 April.

**Conflict Resolution:** Skills to manage conflict. 6 and 7 April.

**Managing Meetings (for Supervisors):** Chair meetings effectively. 22 April.

**Job Application Skills:** Resumes, letters, interview performance. 5 May

**Office Writing for Administrative Assistants #2:** Develop a clear style for your written communications. 7 May.

**Techniques for the Selection of General Staff #2:** Work through the process of selecting a candidate. 27 and 28 May.

**Advanced Writing Skill: Constructing Long Reports:** Follow-up from Workshops 4 and 8. 4 June.

**On-the-job Coaching for Supervisors:** Skills to train on-the-job. 9 June.

**University Finances:** Purchasing, salaries, budgets, accounts. 16 June.

Booking for all courses is essential.

For application forms phone Val Roberts, ext. 3618. For further information phone Liz Ellis, ext. 4101.

Meetings dates of the **Animal Experimentation Ethics Committee** have been set for 1993. Prepare your applications in advance of these dates as no other meetings will be held in 1993. Meeting dates, with agenda deadlines in brackets, are: 24 May (14 May); 9 August (30 July); 22 November (12 November).

Dates for 1993 meetings (with agenda deadlines in brackets) for **Human Experimentation Ethics Committee** are: 23 March (9 March); 27 April (13 April); 25 May (11 May); 13 July (29 June); 24 August (10 August); 5 October (21 September); 16 November (2 November); 21 December (7 December).

The Science Centre at Campus East has on display an interactive exhibition featuring the fossil history of Australia entitled '**Life of the Past**'. This high quality exhibition, suitable for all ages, is on loan from the South Australian Museum and is supplemented by local materials. It will be at the Science Centre until the end of March. Enquiries, tel. 21 3521 (am) or 83 6665 (pm).

The University of Wollongong Union is exhibiting **works by artists in residence** Jessie Carfield, Daisy Huckel and Kay Norington in the Bistro until March 23. The hours are noon to 4pm Monday to Friday. The Bistro is open for lunch 12-2pm. The paintings are for sale. Any enquiries to Bistro Counter or Union Office or phone 29 7833.

## Stop Press

The General Staff Award Restructuring Agreement was approved by the Industrial Relations Court on 24 February, effective from 12 February. Adjustments will be made for the pay of 11 March.

**Campus News** is published weekly on Wednesdays. Send material, preferably by Microsoft Mail or on disk, to Gillian Curtis (042) 21 3110 by noon on Monday of the week before that of publication