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## INTERIM NEWSLETTER

January, 1987

• This newsletter has been produced to inform staff of matters of interest during the vacation period when University News is not produced. (The next copy deadline for University News is February 16, 1987.)

### UNIVERSITIES AT WORLD EXPO-88

The three Queensland universities will mount a display in prime space at Brisbane's World Expo which will be a focus of international attention from April 30 to October 30, 1988.

World Expo authorities have offered the universities an ideal site on the ground level of the former Westpac building near the main Expo entrance and the monorail station.

The steering committee chairman is Mr Alan Coulter, the Director of the Prentice Computer Centre.

He said the universities display, entitled "Univations", would give the universities a rare promotional opportunity. However, on such a visible site, it was essential that the universities present a display consistent with their reputation for innovation.

"As the World Expo-88 theme of 'Leisure in the Age of Technology' did not seem entirely appropriate for the Queensland universities, the organisers decided that our display should centre on 'University Research - the Basis for the Age of Technology'," he said.

He invited staff members to submit ideas as a matter of urgency to take the project quickly to design stage.

Plans for the display had to be approved by the three Vice-Chancellors and sent to the Expo authorities by April 30.

Although the display would be planned as a joint, inter-university exercise, responsibility for each of the three subordinate themes had been allotted to a project manager from each institution, supported by specialist committees. The themes are:

Theme	Project Manager
Water	To be nominated by James Cook University
Earth	Dr Paul Saffigna, School of Australian Environmental Studies, Griffith University
Space and Communications	Mr Rob Cook, Director, Centre for Information Technology Research, University of Queensland

As well as Mr Coulter, University of Queensland members of the steering committee are Professor Ralph Parsons, Deputy Vice-Chancellor (Academic), and Associate Professor John Mainstone (Physics Department).

A management committee has also been established, comprising Mr Coulter, Sir Theodor Bray (former Chancellor, Griffith University), Mr Bill Humble (University of Queensland Director of Buildings and Grounds), Mr John Martin (University of Queensland Deputy Bursar) and Dr Sam Rayner (former Registrar, University of Queensland).

Other specialists developing proposals include Dr Adrian Kiernander (English Department, Queensland) who is considering artistic aspects of the display; Mr Rod Little and visiting Professor Tom Poiker (Geographical Sciences Department, Queensland) who are developing a video-disk computer graphics display; and Mr Tony Murray (Media and Information Services, Queensland) and Mr Ian Hawke (Information Office, Griffith) who will be disseminating details about the development of the project within the universities.

People able to give ideas or assistance are invited to contact members of the steering committee or other university representatives.

#### MR RITCHIE RESIGNS

Mr J.E. Ritchie has resigned due to ill health after 15 years as Deputy Vice-Chancellor (Fabric and Finance).

Mr Ritchie joined the University as its first DVC (F and F) in February, 1971 after distinguished public service in Papua New Guinea.

The Vice-Chancellor, Professor Brian Wilson, said Mr Ritchie had demonstrated an enormous capacity to cope with the University's affairs over a range of areas much broader than defined by the terms "fabric and finance". He had served the University with flair and good humour and would be missed greatly.

#### DEPARTMENTS MERGER

The Departments of Geography and Surveying merged from January 1 to become the Department of Geographical Sciences (Geography and Surveying).

#### 1987 PARKING ARRANGEMENTS

Two major changes have been made to University car-parking arrangements for 1987.

Based on the recorded demand for spaces in the Hartley Teakle car park, an additional 92 spaces have been converted from "B permit" to "general parking".

Also, all "B" areas have been deregulated from 3.30 p.m., Monday to Friday. This is aimed at allowing female students in particular to park closer to the University for classes which start in daylight but finish after dark. It resulted from representations made by the students' union and other interested groups.



The University has also issued its first bicycle-parking plan, indicating the location of the approved 423 bicycle-parking spaces at St Lucia.

Copies of the bicycle-parking plan have been distributed to all new students. They are available at "Semper" boxes for continuing students.

Cyclists are reminded that it is both dangerous and illegal to ride bicycles on University footpaths or in the Great Court cloister. It is also illegal to take bicycles into University buildings.

#### ARGS GRANT

The Australian Research Grants Scheme has advised that a program grant of \$122,935 for continuing investigation into high-density hypervelocity aerodynamics has been awarded in the names of three University of Queensland researchers, not one researcher as it previously announced (reported in "University News", November 5, 1986).

The program grant has been awarded to Professor R.J. Stalker, Associate Professor J.M. Simmons and Dr N.W. Page of the Mechanical Engineering Department.

#### NEW RESEARCH UNIT

Three members of the Economics Department have formed a research unit to investigate economic policy in Queensland.

The new body, to be known as the Queensland Economic Policy Research Unit, will be operated by Dr Tomas J.F. Riha, Mr L.A. Duhs and Mr Jon D. Stanford. All are involved in research on the Queensland economy and have combined to provide a co-ordinated approach to study in this area.

#### PARENTS' DAY 1987

Anyone interested in participating in Parents' Day as a leader of a small group of parents between 2 p.m. and 3 p.m. on Sunday, February 15 is invited to contact Counselling, Careers and Accommodation Services on extension 3839.

#### ANZAAS CONGRESS

The 56th ANZAAS Congress, based on the theme "Science in a Changing Society", will be held in Palmerston North, New Zealand from January 26 to January 30.

Copies of the proposed program are available from Media and Information Services.

#### ADVERTISEMENTS

##### For sale

One Fairlight CMI Music Synthesiser complete with MCL Music Composer Language software, purchased 1982, estimated value \$10,000 to \$12,000. Reasonable offers considered. Phone Mr A. Simpson, extensions 2994/2586.

### For rent

Bardon house, fully furnished, three bedroom, short term, available from the end of January, rent negotiable. Phone 377 2725/369 8836.

Indooroopilly house, furnished, three bedroom, older-style home in quiet street, available end of January to end of June, 1987, \$120 per week, cat care negotiable. Phone Veronica Kelly 371 1796.

Taringa house, four bedrooms plus granny flat, family preferred, available from early March, 1987, \$190 per week. Phone 253 5181 or a/h 371 7107.

### CAL UNIT MICROCOMPUTER COURSES

If you are interested in teaching, learning or updating your skills on particular software programs such as Wordstar, Microsoft Word or WordPerfect, the CAL Unit will organise instruction on a group basis. This is seen only as a stop-gap exercise to help staff cope with the variety of packages existing on campus. It is hoped that the number of packages used widely in the University will decrease.

The CAL Unit is also offering the following courses in first semester. To enrol, telephone extension 4161.

#### **1. Introduction to Microcomputers**

This course, offered in separate sessions to beginners and those with sound keyboard skills (40 w/m), will explain computer jargon and how microcomputers work. The program First Choice will be used on IBM machines to introduce wordprocessing, database and spreadsheet concepts.

As this course is a prerequisite for "Making the Most of Your Microcomputer" (see below), select dates carefully from the following:

Beginners: January 27, March 3 or May 28 (9 a.m. to 1 p.m.)  
Typists: January 22, March 5, April 2 or May 26 (9 a.m. to 1 p.m.)

#### **2. Making the Most of Your Microcomputer**

This four-session course expands on the introductory course above, using the same software to illustrate concepts but discussing other packages related to the needs of different users.

Course 1 runs from 9 a.m. to 1 p.m. on January 29, February 3, 5 and 10.  
Course 2 runs from 1 p.m. to 5 p.m. on February 4, 11, 18 and 25.  
Course 3 runs from 9 a.m. to 1 p.m. on March 10, 17, 24 and 31.  
Course 4 runs from 9 a.m. to 1 p.m. on April 9, 16, 23 and 30.  
Course 5 runs from 9 a.m. to 1 p.m. on June 9, 11, 16 and 18.



### 3. Self-paced Touch-typing Instruction

This course, designed to improve microcomputer users' efficiency and safety, will be offered in 10 weekly one-hour classes during first semester (times to be advised later in "University News"). Alternatively, people can use a self-help software package (which issues a printout of the level of speed and accuracy attained) in their own time at their own keyboards.

#### PRENTICE COMPUTER CENTRE MICROCOMPUTER COURSES

To enrol in or inquire about the following courses, telephone the Prentice Computer Centre on extension 3018.

##### 1. PC Overview

This course, offered from 9 a.m. to noon on January 21, discusses current applications, likely developments, hardware and software limitations of personal computers and opportunities for maximising their potential.

##### 2. Introduction to PCDOS/MSDOS

This three-part course, offered from 9 a.m. to noon on January 28, 29 and 30, provides a general introduction to PCs with an extended development of PC/MSDOS operating systems. It also examines the current applications and limitations of PC hardware and software.

##### 3. Introduction to dBASE III

This three-part course, offered from 9 a.m. to noon on February 11, 12 and 13, is designed for those who want to explore the potential of the dBASE III, need to begin using it fairly soon or have had difficulty trying to learn it themselves.

#### STAFF DEVELOPMENT COURSES

The following half-day courses, organised by Staff Development Officer Ms Mara Siksna, run from 9 a.m. to 1 p.m. unless otherwise stated. Most are free to University of Queensland staff. Numbers are limited by venue or topic so intending participants should apply promptly by telephoning Ms Siksna on extension 4194. They should also advise any subsequent inability to attend so that others may take their places.

Unfilled courses will be re-advertised each month in "University News".

##### 1. Communication Courses

###### 1.1 General communication skills sequence

This sequence of workshops, designed for those interested in improving their communication skills and controlling their reactions to others, is limited to 15 people. Preference will be given to those enrolling in the whole sequence.

1. Communication - March 2
2. Assertiveness - March 16
3. Conflict resolution - April 6
4. Stress management - April 27
5. Relaxation techniques - May 6

### 1.2 General Communication Skills

For those interested in specific segments of the above sequence, the following single courses are available:

1. Assertiveness - February 11
2. Stress release techniques - February 17 with 4 short practice sessions afterwards
3. Communication - May 18

### 1.3 Written Communication

These workshops are designed for secretaries, administrative officers and seniortechnical staff wishing to improve their writing style or build a repertoire of skills for writing formal reports, concise memos, minutes etc. Each workshop consists of two two-hour sessions held from 9 a.m. to 11 a.m., with some practical work in participants' own time.

1. Letters, memos, invitations - May 5 and May 12
2. Reports, speeches - May 19 and May 26
3. Minutes, agendaes - June 2 and arranged pracs

### 1.4 Public Speaking

These workshops, each involving a maximum of 10 staff in two two-hour sessions, have been designed to help in the preparation of oral presentations. The first workshop will be held on February 20 and 27, and the second on June 12 and 19.

## 2. Microcomputer Courses

(Offered by the CAL Unit and the Prentice Computer Centre - see p.p. 4-5.)

## 3. Occupational Health and Safety

### 3.1 Positive Work Practices for Keyboard Users and Supervisors Avoiding RSI

This seminar, to be held on February 10 and again on May 12, is presented by experts from the Physiotherapy and Occupational Therapy Departments, the University Health Service and the Typing Section. It gives practical advice on work practices, job design, work-station adjustment, exercises and help available on campus. Supervisors should be aware that some non-clerical staff working at computer terminals without adequate typing skills and appropriate furniture are possibly more at risk than clerk-typists.



### 3.2 Laboratory Safety

The following sequence of four workshops focuses on different hazards encountered in most laboratories and workshops:

1. Electrical/electronic safety - March 24
2. Mechanical safety - March 31
3. Chemical/radiation safety - April 7
4. Biological/pharmaceutical safety - April 14

For more information, contact Mr Barry Pratt, Director of Occupational Health and Safety (extension 4156).

### 3.3 Fire Warden Training Workshop

This workshop will be held on March 19. For more information, contact Mr Pratt as above.

### 4. Administrative Practices Information Course 1987

The latest program for this course, is outlined below to allow forward planning. Any changes or additions will be advertised in "University News". For staff members who attended most sessions relevant to their work last year, two update sessions are planned in July and December (final dates to be advised) to present any changes in practices since then.

- |   |           |
|---|-----------|
| 4.1 Senior Administration, Research, Media and Information            | - Feb 4   |
| 4.2 Health, Safety and Counselling                                    | - Mar 18  |
| 4.3 Examinations, Committees, Records                                 | - Apr 15  |
| 4.4 Calendar/Handbook, Academic Contact Hours, Statistics             | - May 20  |
| 4.5 Library, Theses, General Staff Promotions                         | - June 10 |
| 4.6 Accounts  | - July 22 |
| 4.7 QTAC, Role of PVC, Special Studies Program, A/V Services          | - Aug 19  |
| 4.8 Buildings and Grounds, Furniture and Property, Equipment Purchase | - Sept 16 |
| 4.9 Legal Officer, Personnel Services, Salaries                       | - Oct 21  |
| 4.10 Stores, Post Office, Telex, Switchboard                          | - Nov 18  |
| 4.11 Enrolments, Prentice Computer Centre                             | - Dec 9   |
| 4.12 Update Session 1 - Sections 1-6                                  | - July    |
| 4.12 Update Session 2 - Sections 7-11                                 | - Dec     |

### 5. Management and Supervision Skills

#### 5.1 Selection Interviewing Workshop

This workshop, to be held on April 8, is organised jointly with TEDI and concentrates on interviewing skills in the selection process. It is available to all staff involved in staff selection.

#### 5.2 Giving Constructive Feedback

This seminar, to be held on May 11, is designed to help managers and supervisors communicate more effectively during performance appraisal, staff counselling and other supervisory tasks.

### 5.3 The Effective Manager

This five-day course will be held tentatively on May 8 and 22, June 5 and 25 and July 7. It is designed for experienced managers who wish to review their leadership style, human relations skills, team building, negotiating and other skills. A small fee may be charged as an external consultant will be invited to participate. More details will be available later.

## 6. Miscellaneous

### 6.1 Easybeat Aerobics (formerly Lunchtime Exercises 35-plus)

These classes, organised by SPRA, are being held from 1 p.m. to 2 p.m. each Monday and Wednesday from January 12 to February 19. Regular term classes are advertised in the SPRA brochure.

### EXTERNAL COURSES

The University is a Company Member of the Australian Institute of Management (AIM) and any department or section wishing to send staff to their courses is eligible for a discount. The full program is available from Ms Siksna (telephone extension 4194) or AIM (telephone 832 0151).

Ms Siksna also has details of relevant courses offered periodically by The Australian Institute of Tertiary Educational Administrators (AITEA) and numerous other consultants and training centres.

### TEDI WORKSHOP PROGRAM

The Tertiary Education Institute (TEDI) will offer the following workshops during February. All sessions will be held in the TEDI Seminar Room, Hood Street (opposite Cromwell College) unless otherwise advised. For more information, contact the secretary (telephone extension 3158).

### Introduction to the University

A one-day orientation program including lunch will be held for new full-time teaching staff on Wednesday, February 11 beginning at 9 a.m. Speakers include the Vice-Chancellor, the Secretary and Registrar, the Chairman of the Research Committee, the Director of the Prentice Computer Centre, the University Librarian and the President of the Academic Board. Sessions include "The University as a Working Environment", a visit to the Library's audiovisual section and informal group sessions with pro-vice-chancellors.

The following sessions are open to all teaching staff:

Thurs., February 12:	9 a.m.	Overview of Teaching Methods
	11 a.m.	Assessment - an Introduction
Fri., February 13:	9 a.m.	Lecturing I (participants are advised to enrol in Lecturing II on 16/2/87 for practical work)
	11.30 a.m.	Getting Evaluation Data About Your Teaching
	2 p.m.	Audiovisual Resources and Services Display



Mon., February 16:     2 p.m.     Lecturing II (participants are expected to  
have attended Lecturing I on 13/2/87)

Tues., February 17:     9 a.m.     Helping Students to Learn  
                             2 p.m.     Computer-Assisted Learning (venue to be  
advised)

COURSES IN ASIAN AND EUROPEAN LANGUAGES

The Institute of Modern Languages (IML) is offering courses in 20 Asian, European and Middle-Eastern languages.

The regular course fee this year is \$100, and enrolments close on February 16. Enrolment forms are available from Enrolments Section in the J.D. Story Building or from IML in the Student Services Building (telephone extension 3167).

According to IML Director Dr Max Brandle, early enrolment patterns indicate a growing interest in the study of East-Asian languages; and Japanese, taught at six proficiency levels, is expected to attract the largest enrolment for the first time.

Major European languages such as French, German, Italian and Spanish remain in high demand.

IML now offers less widely taught Asian languages such as Hindi, Korean and Thai each year. Elementary courses this year will be followed by intermediate levels in 1988.

PUBLICATION OF "UNIVERSITY NEWS", 1987

The following is a list of copy deadlines and publication dates for "University News" in 1987.

Issue No.	Copy Deadline	Publication Date
	(Monday)	(Wednesday)
268	February 16	February 25
269	March 2	March 11
270	March 16	March 25
271	March 30	April 8
272	April 10 (Friday)	April 22
273	April 27	May 6
274	May 11	May 20
275	May 25	June 3

(Examination period and mid-year vacation)

276	July 13	July 22
277	July 27	August 5
278	August 10	August 19

(Mid-semester vacation)

279	August 31	September 9
280	September 14	September 23
281	September 28	October 7
282	October 12	October 21
283	October 26	November 4
284	November 9	November 18