Homestay

Homestay Accommodation Required for Short Overseas Study Tours
The Language Centre often provides Study Tours of 2-3 weeks duration to groups of overseas students who are at present mainly from Asia. The students are normally of University age (18+) and come to the Language Centre to learn English, and to learn something about Australian life. Homestay accommodation is invited to participate in some of the weekend activities.

The Language Centre often provides group accommodation for students who are placed with a group of overseas students who are at present mainly from Japan. The students are invited to participate in some of the sporting activities.

For these students who are placed with a group of overseas students who are at present mainly from Japan. The students are invited to participate in some of the sporting activities.

If you would be interested in providing homestay accommodation for students in any future Study Tours, please contact Mrs Gay Reeves, Director, The Language Centre on 5757 for more information.

NOTICES

Local Subsistence Rate

The current subsistence rate of $19.10 per day (from capital city per diem) available to provide meals and temporary accommodation for visitors to the University has been reviewed and amended as below:

- costs of up to $133.73 per day (capital city per diem) will be allowed for meals and temporary accommodation, for up to 35 days, where visitors are accommodated within the Newcastle city precinct;
- the NSW public service non-capital city per diem of $109.50 per day will continue to apply for meals and temporary accommodation, for visitors, and/or staff, accommodated outside of the city area in suburbs/Lake Macquarie/ Hunter.

If you require further information please contact Wayne Leslie on extension 524.

For Sale by Tender

Tender 03/96

The Department of English available for sale by tender:

Item 1: 1 Canon 350 Fax Machine

Please contact Diane O'Stand for further information on 5175.

The CEGB has available for sale by tender:

Item 1: 4 Computor A2s at 40mb hard disk 1MB memory, V.40 modem monitor Please contact Colleen on 5006 for further information.

The Finance Division has available for sale by tender:

Item 4: Computor, Toshiba laptop, T1200 in good condition

Item 5: Printer, Star LC1515 in working order

Tenders close on Friday 19 April at 3.30pm and should be forwarded in a sealed envelope to the Manager, Purchasing, clearly quoting item number and “Tender 03/96”. The goods are sold in “as is” condition and the University reserves the right to reject any or all tenders.

R. Richardson
Manager, Purchasing

Australian Federation of University Women

The next dinner will be held on 24 April at 6.30pm for 7.00pm at the Lambert Room of the Student Union.

The speaker will be Mr Jim Cheong.

To book telephone 66 1760 by 51 April. All welcome.

Contact Information

If you'd like to place material in the Inner Ear contact Rose Rohan on 4643. If you wish to send your information via email (prrr@cc.newcastle.edu.au) or disk (Word 6 or WordPerfect 5.1) you may please send it without any formatting. That means no continuous upper case, no tabs, no columns or fancy borders in fact no design at all just plain text with a hard copy and we'll design it to fit our layout. Thanks for your cooperation.

Recycling Notes

Since commencement of the paper recycling program in January this level of participation and cooperation across the campus has been excellent. Please think first before inadverently placing/recycling important documents on a garage or bin. Garbage bins and blue recycling bins are emptied daily, if material is placed in a garbage bin or recycling bin it is assumed that it's for disposal. All the paper for printing is physically sourced by the staff at Wickham industries. For hygiene reasons please only place items labelled on the top of the sticker in the blue recycling bin. Tissues, handtowels and food scraps should not be placed in the blue bins for paper recycling. Should you require large quantities of paper to be collected for recycling please contact David Arnes, Cleaning Supervisor on 019 320 893 before 12.30pm or leave a message on 5490. For the safety of the cleaning staff please ensure that individual bags or boxes of material left for recycling weigh no more than 10 kg and should be clearly marked RECYCLING. A suitable security “wib” bin should be used to dispose of confidential documents. To obtain a security bin or have the one emptied contact Ties Environmental Services (formerly GTC Recycling) on phone 49 7790.

Regular external reviews have been commissioned by the Vice-Chancellor as part of the University’s quality agenda. Experts in the field external to the University have been selected to conduct the reviews.

- External reviewers for the Faculty of Arts and Social Science are: Emeritus Professor Ivan Berko, Professor Jeremy Rowan, Department of Classics, ANU, and Professor Cheryl Schrader, Vice-Chancellor, University of Western Sydney. They will be assisted by Emeritus Professor Geoffrey Kellerman.

- External reviewers for the Faculty of Engineering are: Professor David Payne, Electrical Engineering and Computer Science, UCLA, Davis; Emeritus Professor Noel Murray, Department of Civil Engineering, Monash University; and Professor Rolf Prince, Chemical Engineering, University of Sydney. They will be assisted by Emeritus Professor Geoffrey Kellerman.

- External reviewers for the Faculty of Architecture are: Professor John Bainger, Professor of Architecture, University of New South Wales; Professor Judith Brine, Dean, Faculty of Environmental Design, University of Canterbury; and Professor Roger Flanagan, Professor of Construction Management, Department of Construction Management and Engineering, University of Reading, UK. They will be assisted by Emeritus Professor Geoffrey Kellerman.

External reviewers for the Faculty of Law and for CALT will be announced shortly.

Any member of staff or the student body is welcome to make a submission to any of the review panels. The terms of reference for each review can be found on the CWIS. If you want to meet with the review panel and speak to your submission, contact Paul Drinkwater on 7365 or email him at sdpd@adm.newcastle.edu.au to make an appointment.

Community Programmes

LEISURE & RECREATIONAL PROGRAM

Belltrees Rural Estate (Code 215) Sunday 14 April

Time: Leave University at 7.30am

PROFESSIONAL DEVELOPMENT SHORT COURSES

How to recruit & select the right people & effectively induct them

Dates: 6 x 3hr sessions commencing 16 April Fee: $395

Venue: University Union

Time: 4pm - 7pm

Train the trainer

Dates: 6, 17, 18 April Fee: $430

Venue: Industry Development Centre

Time: 9am - 5pm

How to work effectively with people

Date: 19 April Fee: $175

Venue: Industry Development Centre

Time: 9am - 5pm

The marketing of services

Date: 20 April Fee: $175

Venue: MCLG49 McMullin Building

Time: 9am - 5pm

Improving individual & teamwork workplace performance

Dates: 6 x 3hr sessions commencing 24 April Fee: $395

Venue: MCLG49 McMullin Building

Time: 9am - 5pm

For the full program see the CWIS.

Do You Need Publicity?

Do you have an event or function you would like publicised to the media? If so contact Carolyn Warn on fax 7420, email cwarn@telstra.com or phone her on 6856 before the event. Carolyn will then be happy to include it in the media diary which is sent out each Monday to local media.
A guide to the New Stationery

Overview
The University now has a new logo which is to be used in all advertising material, publications and stationery. The area which affects most staff is stationery and so we have put together the following information which we hope will enable you to personalise your letterhead and order your new business cards with a minimum of fuss.

The old letterhead had a number of faults. The position of the logo was wasteful of paper, and the light blue and 'silver' were not easy to photocopy effectively. We believe that the new letterhead has addressed both these issues.

In the past there were no guidelines to help staff personalise stationery with the result that correspondence leaving the University had a somewhat haphazard look. We hope this will no longer be the case. The following steps to help you set up a template for both letterhead and compliments slips are simple and straightforward. If, however, you do have a problem please contact your nearest Help Desk and they will be only too happy to help.

Business Cards
Up until now anyone who needed a business card organised it themselves. The design and layout varied from person to person and the result was a variety of images which didn't help promote the identity of the University. The process was also more of a hassle and more time consuming than it needed to be. But all that is to change!

Enclosed you will find a business card order form. Simply fill it in (please keep in mind that the printers are not familiar with academic titles or degree abbreviations so please print clearly) and send it along with a requisition to Purchasing. You will then receive a proof from the printer for your approval. After you have faxed your approval to the printer, you will receive your cards. There is no need for you to find a printer (the company has been selected by University tender) or to choose the font or point size. The printer has been informed of the University's requirements and they will be the same for everyone.

If you have a special requirement such as translation just make a note of that on the order form and the printer will contact you direct to discuss the details with you.

Complimentary Slips
To personalise comp slips simply follow the procedure for letterhead.

The font and point size should be identical.
Letterhead

The new letterhead (which will become available as stocks of the old paper run low) is now printed on laser paper only and comes in two styles.

Style A This style should only be used if you wish to place your personal contact details at the end of your correspondence.

Style B This style should only be used if you wish to place your personal contact details at the beginning of your correspondence. They can be placed in the upper right hand corner as illustrated.

When ordering your letterhead from Stores quote PS 240 007 for Style A and PS 240 006 for Style B.

Setting up a template in Microsoft Word (Macintosh and IBM compatible)

1 Go to 'file' and click on 'page setup'
2 Set margins to top 1" or 2.54cm bottom 1" or 2.54cm right .65" or 1.65cm left .65" or 1.65cm
3 Click on 'align right' from the tool bar then key in your details using font Univers 7pt or if 7pt does not come up automatically on your program just type in 7 in the dialogue box.
4 Go to 'file' and click on 'save as', then under 'save as file type' choose 'document template'.

More detailed information on setting up a template can be found on page 211 of your Microsoft Word Users Guide.

Setting up a template in Wordperfect 5.1

1 Go to format (shift F8)
2 Set margins to top 1" or 2.54cm bottom 1" or 2.54cm right .65" or 1.65cm left .65" or 1.65cm
3 Select 'align right' then key in your details using font Universe 7pt
4 Save the information as a macro

More detailed information on setting up a macro can be found on page 296 of your Wordperfect 5.1 Reference Manual.

Note If you do not have the font Universe, we recommend using another sans serif font such as Helvetica or Gill Sans.
Apple Major Account Program
The University has signed an agreement with Apple which provides special discount pricing for staff, students and approved affiliates of the University. When you buy Apple products through either the Computer Center or Computermed there are potentially discounts of up to 25%. The level of discount varies according to the product category. For purchases of laboritories Apple equipment there are special incentives such as a free printer with each laboratory purchased. Staff and students can also purchase equipment for home use under this agreement at the education discount rate plus sales tax. For more information on purchasing under this agreement please contact one of the ITD Help Desks.

Information Technology Planning and Policy Committee
The University now has an Information Technology Planning and Policy Committee with student, academic and administrative staff representation. This Committee has many planning and policy issues to address with the first name of business including the development of an Internet access policy for staff, students and others and an information technology purchasing policy. During 1996 the Committee’s primary aim will be the development of a five year information technology strategic plan to support the University’s teaching, learning, administration and community service.

PPP Access for Students
There is a growing perception that the Net (or the Web) in some way encompasses the whole future development of humanity. We are told that we must develop an information based economy, and that the success of an economy or culture will depend in the future, on how well it uses information. Information is particularly the ephemeral information that is used to make decisions, less and less resides in the printed form. Spender was quoted in the KPMG report commissioned by the Open Learning Technology Centre that: “We are the last generation to be reared within a culture in which print is the primary information medium. Because we have grown up and become skilled in a print-based community, we have developed certain ways of making sense of the world. The older generation no longer understands the extent, the extent, the extent, what print has made us. And now we have to change.”

Within this context at the Academic Senate meeting of 13 March it was agreed:

- To extend access by the students of the University to the Internet for university studies and activities related to the University; and
- To request the Director of Information Technology, advised by the Information Technology Planning and Policy Committee, to develop guidelines for and make arrangements to support the University’s teaching, learning, administration and community service.

Music Lovers Club
Music Lovers Club meets at Newcastle Conservatorium each second Tuesday of the month at 7.30pm in room 146 (4th floor) for music and discussion.

April 14
Brian Sutton: “Modern Classical Music” - a loving exploration of its history, with times, a rather warm discussion! Come and challenge me if you dare.

May 14
David Barker: "The Mighty Five" - yes, those Russians: Balakirev, Borodin, Cui, Mussorgsky and Tchaikovsky. For further information phone John Allen on 49 7421.

Music Appreciation Group
Meet the last Thursday of the month in room 416 at Newcastle Conservatorium at 10.30am.

Next Meeting - 18 April
Lance Close: “What were wrong with 20th century music?” Lance takes a close look at developments and questions how things turned out.

Conservatorium students perform
Conservatorium students will be performing at the Music Lovers Club meeting on 14 April.

For further information phone John Allen on 49 7421.

New Women's Program
A new integrated women's career development program run by CALT will begin on Thursday 11 April.

Academic Promotions Program for Women
Sessions: i and ii
Date: 11 April
Time: 2pm to 5pm
Venue: Purdure Room

Information Policies, Principles, Professor Keith Lister

i. Preparing for Promotions
II. Making a Teaching Portfolio
III. Preparing to Apply for Promotion

Preparation and Medical Knowledge Gathering
Presenting Yourself in Writing: CVs and Applications, Documents and Contributions Presenters:
Dr. Penny Watts, Director Human Resource Management
Prof. Penny Watts, Deputy Registrar
Assoc. Prof. Penny Watts, CALT

Preparing a Research and Scholarship Profile
Preparing a Creative Achievements Profile
Preparing to Apply for Promotion: View of Deans and Heads of Departments
To enrol in this program contact Helen Lloyd d/o 5092

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