Welcome to Macquarie: Information for new FoA Convenor

Name / Background

Dept

Unit

Experience at MQ

Arts L&T Team

Arts Learning and Teaching Team

The Arts Learning and Teaching team operate under the Faculty Executive. They are a dedicated team of Academic and Professional staff who support the learning and teaching needs of the 13 Faculty of Arts Schools and Departments ⧉ .

Peter KEEGAN

Associate Dean - Learning & Teaching

Peter is an Associate Professor in Roman History at Macquarie University. His research ranges from sexuality and body history to the spatial dynamics of social relations in urban and periurban contexts and the epigraphy of ephemeral graffiti and death. As Associate Dean Learning and Teaching, he aims to develop and implement approaches to Higher Education in the Faculty of Arts that support all staff in contributing to quality enhanced teaching practice, to surface initiatives which engage students as partners and change agents, to develop blended and online learning and teaching strategies for 21st century educators and a global student cohort.

Panos VLACHOPOULOS

Associate Dean - Quality & Standards

Panos' responsibilities include managing the Faculty Standards and Quality Committee, direct matters of curriculum and all accreditation standards for the Faculty. Panos is an academic educator with 15 years of international experience in the area of Higher Education Development. He has led large-scale curriculum development projects in the UK, New Zealand, Hong Kong, Greece, and Australia. He developed a learning design methodology for team-based curriculum design (DDI), a framework for reflection in professional learning, and has taught for numerous years in areas of Technology-Enhanced Learning and Teaching.
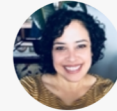
Gai RAMESH

Senior Learning Designer

Michael RAMPE

Senior Learning Designer

Sonia SADDIQUI

Senior Learning Designer

Susana CATALINA PRAT

Learning Designer

Cathy MEWES

Online Education Design, Development and Support

Jayde CAHIR

Learning & Teaching Projects

The Arts Learning and Teaching Team work on a variety of projects and initiative both in the faculty and with cross faculty links. Contact us should you wish to be involved or have an idea for a Learning and Teaching Project!

Click here to find out more about current and past projects.

We also work alongside the Faculty PACE team and Faculty PASS/PAL initiative.

Learning & Teaching Info

L&T Strategic framework

Enhancing student learning to maximise future success

University Policies

Be aware of these important policies:

- Academic Integrity Policy
- **Assessment Policy**
- Casual Employment Policy
- Staff Code of Conduct
- Health and Safety Policy
- Privacy Policy
- **Unit Guide Policy** **(under assessment policy**

Policy Central is where all University policies are found

Arts L&T Guides

Arts L&T (can be accessed via Teaching Support link in the Quicklinks in your ilearn unit)
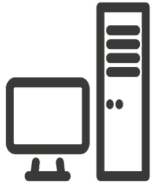
lt.arts.mq.edu.au

Arts L&T Hub

L&T Systems at Macquarie

iTeach - iteach.mq.edu.au

Create and manage Unit Guides and iLearn spaces

iTeach

https://iteach.mq.edu.au
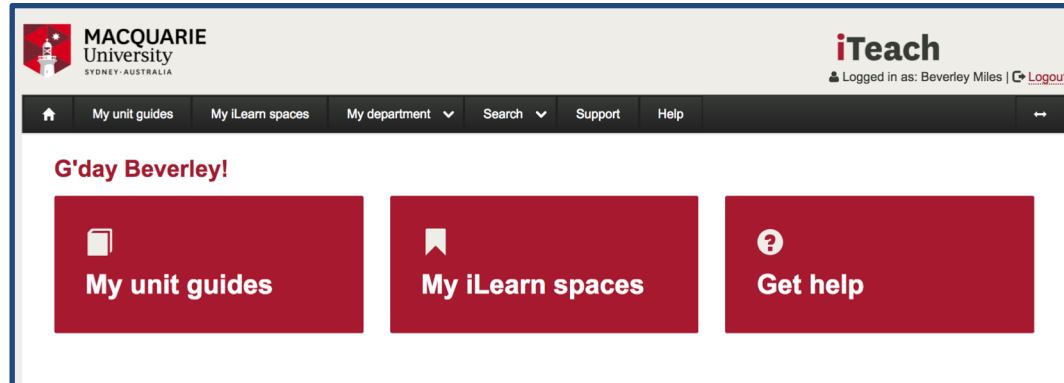
Create Unit Guide

- Add FoA late submission policy

Create iLearn Space

- *Get access to old units to clone by contacting your DA*
- *Apply iLearn FoA template to start from scratch*

L&T Systems at Macquarie

iLearn (Moodle) - ilearn.mq.edu.au
Macquarie's Learning Management System, used across all Faculties

iLearn Quick Guides for staff: Getting Started, Unit Set up, Groups, Turnitin, Gradebook, Quizzes and more..

Open iLearn
All staff have 'Observer' access to all iLearn units

Read more about iLearn via Teche

iLearn

https://ilearn.mq.edu.au

MACQUARIE
University

FoA Template
Visit https://ilearn.mq.edu.au/course/view.php?id=36988 **to see the Arts iLearn template.**

Learning and Teaching

Transformative Learning

Make interactive lectures using the Echo360 Active Learning Platform (ALP), Macquarie's lecture capture system featuring:

- Live streaming
- Lecture recording
- Create activities to check student learning
- Create interactive slides - How to Guide

Active Learning Platform

Launch Active Learning Platform

Learn to use the Echo Active Learning Platform by watching this video
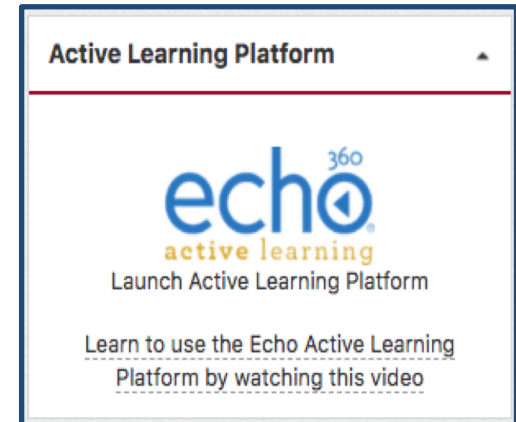
L&T Systems at Macquarie

VoiceThread

- Create group conversations around images, documents and video – [MQ Instructor Guide](#)
- Read more via [Teche](#)

Zoom

- [Macquarie.zoom.us](#)
- A web conferencing tool for communication and collaboration – MQ [Zoom Guide](#)
- Read more via [Teche](#)

Library

Library offers services to students and staff:

- Faculty specific research Librarians
- Teaching Support services
- Reserve for in demand items
- Online databases and subject guides
- Information literacy classes and iLearn content

Leganto

Grading and Feedback

Gradebook
- iLearn's grade tabulation, storage and delivery.
- Staff access and record grades
- Students view grades / track progress
- Must be set up in order to calculate and display grades properly – Faculty Learning Design team can assist (see **Help and support** information)
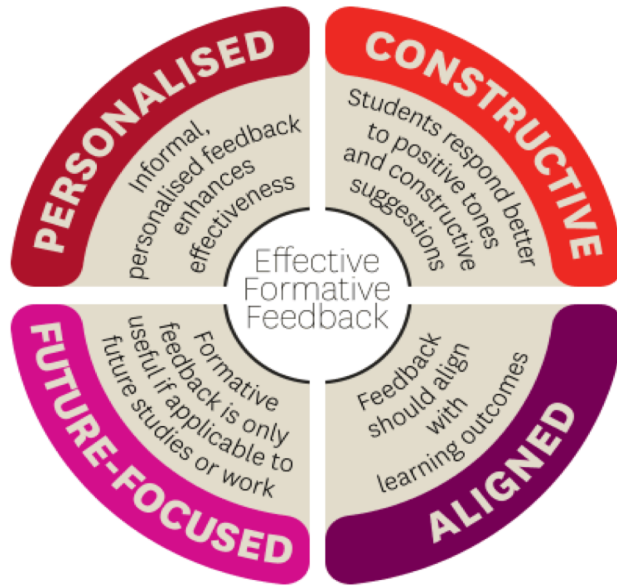
Feedback Studio / Turnitin
- Online assignment submission, feedback and return system
- Automatically linked to iLearn Gradebook

Effective Formative Feedback

Use the MQ Feedback Procedure – examples included. Read more via Teche

Teaching Evaluation and Development Services
TEDS

TEDS - **Please order your unit survey in week 4 or so.**

LEU & LET

Moderation Report

Can be accessed via Arts L&T

https://forms.mq.edu.au/checklist/Arts/

Help and support for L&T

Quick Guides	Workshops	Requests, issues	Faculty Learning Support
All systems documented [Teaching Technologies and Tools](#)	Ed Tech and Professional Development workshops [via *Teche* events](#)	All learning technologies requests and issues [ilearn.help @mq.edu.au](#)	Email your Faculty Learning Design team at [artslandt@mq.edu.au](#)

More L&T information

Teche – subscribe to the University's Learning & Teaching blog.

iLearn drop in clinics – suspended for S2. Please ticket to book a time with an Arts LD

Ticket: ilearn.help@mq.edu.au (Technical, iLearn/iTeach questions)
FoA L&T Team : artslandt@mq.edu.au

Supporting Students

Conducting Classes

Timetables - are prepared by the University, with drafts in Oct/Nov.

Request changes to the drafts via your Unit Convener or Moderator, the sooner the better and with a legitimate reason. Final version published in December/January.

Timetable contains:

- units offered
- classes, class times and rooms allocated for the class
- Staffing for the class (what to do if it is not accurate)

See https://timetables.mq.edu.au/2020/

Class times - Classes start five minutes past the hour and end at five minutes before the hour to allow people to enter and exit.

The room is yours from the hour to the next hour

Conducting Classes

Rooms - can be [booked online](#) for teaching through timetables page

Lecterns –
[AVTS provide support](#) and training for the different types of lecterns.

- For help at the lectern, dial ext 7571

Communicating with Students

- Do not give students your personal phone number, email address or contact deals

- When contacting students it should be for University business and keep the privacy policy and staff code of conduct in mind

Faculty Student Centre

To support our students and to support staff!
What does the Student Centre do?

1. Faculty student administration processing: includes Student Enquiries, Special Consideration, Special Approvals/Waivers, Grade Appeals, Change of Grades, results processing, supplementary exam coordination

2. Progression and Course advising for students (including referrals to other student support services) – over 5000 a year!
   Advising, documenting and referring students to academic staff under the University's
   Academic Progression policy.

3. Project work to continually improve student administration and the student experience

Student Centre processes

5 key processes to know about..

1. Special Consideration:
https://students.mq.edu.au/study/my-study-program/special-consideration

2. Grade Appeal:
https://students.mq.edu.au/study/my-study-program/appeals

3. Special Approvals/waivers:
https://students.mq.edu.au/study/my-study-program/special-approval

4. Academic Progression:
https://students.mq.edu.au/study/my-study-program/academic-progression

5. Exams and Results:
https://students.mq.edu.au/study/exams-and-results

Support for students

If a student is facing academic or personal risk:

- Notify your unit convener
- Recommend the student seeks assistance
- There are a range of services that may be useful to the student such as

Student Wellbeing – for personal support

Academic Skills Development– for support with assignments

Library – for academic information and research skills

Career & Employment Service – for assistance with finding work

Student Wellbeing

- Counselling Services: Private and confidential.

- Triage service: Short appointments for urgent concerns, usually same day. Walk in or phone.

- Welfare: Helps with finances, accommodation, legal concerns, relationships, adjusting to study in Australia.

- Disability: For students with health and disability problems.

- Advocacy: Appeals, complaints, discipline and misconduct matters, withdrwal, visa questions.

Contact Wellbeing

Counselling and welfare Services

Location: Ground Floor, Australian Hearing Hub,

16 university Avenue

Email: wellbeing@mq.edu.au

Phone: 9850 7497

Website: https://students.mq.edu.au/support/wellbeing

After Hours Helpline:

24 Hours, 7 days a week.

Free call 1800 227 367

Provides information and support.

Refers problems to Campus Wellbeing

Academic skills support **(for students)**

The Learning Skills Unit provides resources, workshops and consultations to help students develop key academic literacy and writing skills. Refer students directly to the links below:

- Free learning skills workshops
- Studywise – online skill building
- Academic Integrity Module for students (via iLearn)
- Numeracy Centre

Code of Conduct

Staff Code of Conduct

In the performance of their duties, each staff member is to:

- behave with courtesy and respect and provide all appropriate assistance
- comply with any relevant legislative, industrial or administrative requirements, and all University rules, policies and procedures;
- maintain adequate records to support any decisions made
- maintain the confidentiality of information

Student Code of Conduct

The Student Code of Conduct sets out the students rights and responsibilities

- It lists Student Misconduct and Discipline Rules
- Aims to maintain a safe, ethical, harmonious and tolerant University environment

Admin info

Getting Started

One ID – mq`[year of start yyyy]xxxx'

MQ email   firstname.lastname@mq.edu.au
             Office365 - portal.office.com

Campus Card
Shows your OneID. Used for building access, library borrowing, printing. Follow the First time log in process to activate account and password

Building & Lectern Access
Ask your Manager to send an email to buildingaccess@mq.edu.au requesting access. Staff OneID number and CDX code from the back of your staff card to be included in email.

Campus Card

Visit Student Connect in 18 Wally's Walk Level 2 MUSE to obtain your Campus Card. You will need to provide the following:

1. One ID number
2. Photo ID. (e.g. Driver's licence or passport)

You can have your photo taken on site and a card made while you wait.

IT Help Desk: 9850 4357

Parking

MQ operates a ticketless parking system using licence plate recognition technology. You will need to register online for pay-as-you-go parking or a virtual permit.

For the latest information about parking, please refer to the website at:
http://www.mq.edu.au/about/contacts-and-maps/getting-to-macquarie/parking

Safety at work

Below is the link to information about:

- Health & Safety Induction
- Emergencies
- First Aid
- Managing safety risk
- Reacting to an incident
- Training
- Sexual Assault and Harassment

https://staff.mq.edu.au/work/safety-at-work

Getting Paid

Fortnightly pay is paid on hours worked and claimed
Full unit delivery is paid in 10 equal instalments

Casual lecturers and tutors are paid hourly as per your appointment letter and therefore you need to complete fortnightly [timesheets](#)

For Employment and Benefits information on pay rates/dates, timesheets, payslips, payment summaries visit the [website](#).

Timesheets

Claims to be submitted each fortnight through your HR Online account – Contact your Department Administrator for submission deadlines

Approved by your Department Administrator

HR Online User Guide available online for training

HR Online

https://.hronline.mq.edu.au

- Lodge online timesheets
- View and print payslips
- Payment summaries
- Change your bank account details
- Change/update your personal details

Login: One ID (mq2014xxxx)
IT Help Desk: 9850 4357

MQ General Practice Clinic

Monday to Friday: 8:00am - 6:00pm
Saturday: 8:00am - 12:00pm

Suite 305, Level 3
2 Technology Place
Macquarie University NSW 2109

To make an appointment:

Phone: (02) 9812 3944

Or book online via
https://www.mqhealth.org.au/hospital-clinics/general-practice-clinic

Online Induction Modules

WHS induction program
All staff need to complete the Health and Safety [Induction](#) within their first 4 weeks of employment.

HDR Supervisor Orientation Program
All new HDR supervisors are required to complete a mandatory [orientation program](#).

Support for staff

- [Wellbeing](#) services are available for staff (and students)

- [Centre for Emotional Health](#): Assessment and treatment for emotional disorders e.g. Anxiety and depression

- [Mindspot](#): Free online/phone assessments for stress, anxiety, worry, low mood.

- [MQ Health](#): GP Clinic, Physio, Chiro, Men's/Women's Health etc

- [Child Services](#): Information for parents/carers including child care facilities/holiday programs for staff with kids.

- [Sport & Aquatic Centre](#): Swimming, fitness classes, fitness/nutrition consultations. Staff rates / salary sacrifice options.

- [Medibank Private](#): Discounted health insurance for ALL staff

Employee Assistance Program

Achieve and maintain wellbeing with the [Employee Assistance program](). Free for staff and their families:

- Professional face to face or phone counselling- work relationships, work-life balance, managing mental health issues, parenting or family issues.

- 6 free sessions available per person/family at no cost

- **MyCoach** – to support you/your team through workplace issues and challenges – interpersonal conflict, distressed employees, coping with change, problems with team functioning etc.

- Online resource library

- Phone: 1300 360 364

Professional Development

[Contemporary Approaches to University Teaching MOOC](#)

[MQ workshops and online resources](#)

LinkedinLearning aka Lynda.com

Emergencies

 For all emergencies:

if calling from university phone: 9999

if calling from a mobile phone: 9850 9999

 Services

After hours security escort call 9850 7112 to arrange

Getting to Macquarie Uni

For information about:

- Public transport / On-demand transport
- Parking
- Shuttle Bus
- Cycling / walking / Bike Hubs
- Carpooling
- Campus Maps

http://www.mq.edu.au/about/contacts-and-maps/getting-to-macquarie

Where to find information

Go to the staff link on the website

For information about:

WORK: Getting started, development, wellbeing, safety, travel, Governance..

TEACH: Learning & Teaching, strategic framework, learning technologies, grants/awards..

RESEARCH: Research Hub, grants & funding, ethics, commercialisation, priorities

SUPPORT: Technology, property, legal, financial, marketing, events

ON CAMPUS: Amenities, accommodation, sport and recreation, children's services

Thank you

We hope you enjoy working at Macquarie University