

# ORGANISATIONAL STRUCTURE ACADEMIC SERVICES GROUP

August 2009

**FACULTY  
MANAGER**

Resources  
Officer  
  
Janice Howells &  
Sarah Barnett

**Group  
Manager  
Academic Services**

Jacqueline Perdriau

**Acting  
Manager  
Academic  
Governance Unit**

Helen Match

**Manager  
Curriculum  
Data Services**

Colin Rich

**Manager  
Operational  
Systems**

Christine Clinton

**Manager  
Education  
Office**

Ann Turner

**Snr Exec Officer  
Academic  
Governance Unit**

Shana Chong

**Executive Officer x3  
Academic  
Governance Unit**

Katherine Mitchell  
Lorna Jeremiah  
Paula Weereratne

**Executive Officer  
Curriculum Data  
Services**

Jirakan Pollock

**Executive Officer  
Curriculum Data  
Services**

Carol Boyle

**Admin Officer  
Curriculum Data  
Services**

Jenny Lokhurst

**Admin Officer  
Operational  
Systems**

Claire Lovegrove

**Admin Officer  
Operational  
Systems**

Sush Tum Tum

**Admin Officer  
Operational  
Systems**

Min Tang

**Manager  
Student  
Development**

Catherine Barratt  
(on secondment  
21 July – 21 Dec)

**Manager  
Student  
Development**

Alison Richardson

**Manager  
Student  
Development**

Renata Bernarde

**Admin Officer  
Teaching  
Development**

Miriam Sridharan

**Admin Officer x2  
Student  
Development**

Julie Ralph &  
Catherine Gawler

**Administrative  
Officer**

Robyn Fisher

## Governance Unit Responsibilities

- Policy
- Faculty Governance committees
- Department & Course Reviews
- Student Discipline
- Operational Plan
- Elections

## Curriculum Data Team Responsibilities

- Curriculum Change Management Role
- Corporate Databases – Callista, CUPID
- Publications – Coursefinder, Handbook, VTAC Guide

## Operational Systems Responsibilities

- In2Monash
- MUSO Administration
- Allocate+ (Tutorial allocation)
- Syllabus+ (Timetable allocation)
- Timetable Management
- Examinations Timetable Management

## Education Office Responsibilities

- Student experience programs
- Orientation/Induction for students
- Teaching development
- Staff Induction Program
- Staff Professional Development
- Unit Evaluations
- Teaching Awards