In accordance with Clause 8(II) of the Order in Council of 3 March 1982, I present the Annual Report by the Council of the Chisholm Institute of Technology on the operations of the Institute during the year ended 31 December 1984, together with a financial statement in respect of that year.

For and on behalf of Council

P.D. Leary,
Director.

July 1985
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1. YEAR OF DEVELOPMENT AND INNOVATION

1984 was a year of development and innovation for Chisholm, building on the firm foundations established during 1983 when the emphasis was on consolidation and planning.

A number of significant steps were taken to ensure the Institute would maintain its place at the forefront of tertiary education in its areas of expertise and offer the best possible service to its clientele.

1.1 Faculty of Technology: The Faculty was established early in the year bringing together the Schools of Applied Science, Computing and Information Systems and Engineering under the leadership of Dr Trevor Pearcey, formerly Dean of Computing and Information Systems, as Foundation Dean.

The establishment of the Faculty was an administrative and academic response to the all-pervasive computing and communications technologies which have been increasingly blurring discipline boundaries for some years in the technologies and sciences at both academic and professional practice levels.

1.2 Engineering Courses: The first indication of academic things to come within the Faculty was the total restructuring of engineering courses to reflect both the new technologies and developing engineering practice.

This was a massive task for the School to undertake along with participation in the development of the new Faculty structure, but by the end of the year, detailed course proposals had been enthusiastically received by both educational and professional bodies.

The major changes were the development of core studies with a major injection of computing. The names of the courses were changed to include the phrase 'and computing' in the title in recognition of the new direction.

1.3 Master's Degrees by Coursework: The approval for two Master's degrees by coursework to be offered in 1985 marked an important milestone for the Institute which previously had been restricted to Master's degrees by research and thesis.

Both degrees, one in computing and the other in marketing, are outgrowths of successful graduate diploma programs and both aim to provide the knowledge and skills to enable the professional to expand his or her horizons and move to the top in the field.

1.4 Centre for Business Technology: The establishment of the Centre under the executive direction of two of the initiators of the scheme, Mr Bob Grant, School of Computing and Information Systems, and Mr Ken Greenhill, David Syme Business School, was greeted with immediate interest by the target business/technology clientele. There was an excellent response to the first offer of places in the Graduate Diploma of Business Technology in mid-year run in conjunction with the Centre.

At the end of the year, plans were well advanced for a capital funds appeal aimed primarily at the corporate sector, to finance the full development of the Centre.
1.5 Declared Status: Considerable preparatory work towards declared status as a self-accrediting institution was undertaken during the year, with the Institute effectively taking over part of the external moderation activities.

Further developments in this direction were planned for 1985, with the prospect of declared status becoming a reality in 1986/7.

1.6 Frankston: Increased enrolments, new building programs and additional courses are all indications of expansion and growth on the Frankston campus.

As a result of the work of the Task Force established to examine the future development of the campus, a detailed academic profile was being drawn up incorporating increased enrolments, course offerings and innovative teaching approaches to meet problems specific to the area.

During 1984 the position of Assistant Director (Frankston) was created to oversee the planning, development and integration of the Frankston campus. It was planned to fill this position in 1985.

1.7 Budget Planning: The Institute budgeted to spend $400,000 more than the amount received in government recurrent grants during 1984, with interest earnings resulting from effective cash management contributing $250,000 and the deficit being allowed to increase by $150,000. Good management enabled the deficit increase to be limited to $118,614, a budget variation of just 0.125 per cent.

Separate criteria were established for academic and non-academic cost centres and the user-pays system was extended. An integrated Management Information System was being developed to become operational in 1985.

1.8 Participation and Equity: In 1984 the Institute sought funds from the Commonwealth Tertiary Education Commission for action projects concerning disadvantaged groups. As a result of these applications $60,000 was obtained for preparatory work on the development of a two-tier course in technology. Work on the activity was a collaborative venture between the Institute, the Holmesglen College of TAFE, the Frankston College of TAFE, the Victorian Post-Secondary Education Commission and the Commonwealth Tertiary Education Commission.

The proposal involves each of the TAFE colleges offering a UC3 Associate Diploma course in technology and an associated UGL degree being offered on each of Chisholm's campuses. Entry to the second year of degree would be possible at the end of the first year of the Associate Diploma course. It was anticipated that this innovative program would commence at the TAFE colleges in 1986 with the first students entering the UGL program at Chisholm in 1987.

Planning was aimed at opening up career options in the technologies to those without secondary science qualifications, particularly women.

2. NOW AND THE FUTURE

2.1 Ministerial Working Party: In June, the Victorian Minister for Education asked Council to implement guidelines recommended in the report of the Ministerial Working Party to Review the Membership of Councils and Sub-committees of Councils in Colleges of Advanced Education.

Two phases of implementation were envisaged. In the first phase, vacancies in
the membership of Council would be filled in a way which was consistent with the guidelines. The second phase required amendments to the Order-in-Council constituting a Council, to be completed by 30 June 1985.

A Working Party was established by the Legislation Committee of Council to review the membership of Council and its committees.

Initial findings were that although the majority of the guidelines could be applied to Chisholm without undue difficulty, some aspects would need to be adapted to the Institute's needs and circumstances.

In particular, the report of the Ministerial Working Party did not give adequate attention to the needs of a multi-campus college.


2.2 Planning Document: A Planning Working Party under the leadership of the Director completed its deliberations during the year and its two part report, 'Directions for 1984 and Beyond' (Part 1), and 'Chisholm's Environment' (Part 2), was adopted by Council. Two interim reports had been disseminated widely to encourage comment from the Institute community.

The document included a statement of philosophy, aims and issues for further consideration. Activities given priority included:

- Obtaining declared status,
- Fostering a fully integrated institution in which prominence was given to the development of the Frankston campus, and
- Initiating an on-going planning process involving Schools, Departments and Centres.

In July, the Dean's Board began discussion on detailed strategies for future development as part of its accepted responsibilities. By the end of the year, the majority of Schools and the newly-established Faculty of Technology had made their responses to the planning document.

2.3 Equal Opportunity Working Party: The Equal Opportunity Working Party was set up in August 1983 by the Community Services Committee of Management.

The main concern of the Working Party during 1984 was the drafting of an equal opportunity policy for the Institute and working towards making recommendations to Council on the issue.

Material on equal opportunity was circulated to staff and students of the Institute through its committees, associations and internal publicity. A recommendation for the appointment of an Equal Opportunity Officer was made to the Budget Planning Committee and funds were allocated.

The final report of the Working Party incorporating a recommended Equal Opportunity Policy, and recommendations on its implementation including the establishment of a Council committee and the appointment of an Equal Opportunity Officer were expected to go to Council early in 1985.

2.4 Review of Counselling Services: The Counselling Services review commenced during 1983 was finalised in 1984. It covered the areas of careers, health and welfare services and the related functions of the Deans, the Academic
Registrar's Department, the Educational Development Unit and the Student Union Board. The Working Party, chaired by Mr Anthony Bailey, member of Chisholm Council, consisted of representatives from all areas of the Institute and an external consultant.

The final report of the Working Party highlighted the way in which the area served as a model for other educational institutions in its wide scope of services, their quality and their accessibility to the community beyond the Institute when resources allowed.

A new title of Community Services was recommended and was expected to be approved for implementation in 1985. The proposed change recognised the umbrella function covering services, funded by both the Institute and external agencies, including careers advice, chaplaincy, children's service, counselling, dental, health, optometry and legal services, and welfare support. The report underwent extensive discussions throughout the Institute.

2.5 Working Party on Prospective and New Students: The final report of the Working Party was presented in February 1984.

Recommendations, included the establishment of a Standing Committee of Council to be entitled the Committee on Prospective and New Students, and the setting up of an Office of Prospective and New Students which would subsume the Admissions Office. The suggested prime roles of the Office were the planning, conduct, monitoring, coordination and evaluation of Institute activities directed towards prospective and new students.

It was recommended also that the Office should coordinate all admissions and enrolment procedures and disseminate course information as the principal agency for the Institute. The Working Party recommended that the Institute commit itself to an Open Day annually on both campuses.

The report was awaiting approval and implementation at the end of the year.

2.6 Caulfield Campus Master Plan: Revision of the 12-year-old Master Plan for the Caulfield campus was completed in 1984 taking into account student numbers and funds availability projections to the end of the century. The reviewed Master Plan included the newly-acquired Caulfield Plaza shopping centre, assumed all properties within the campus boundaries would be acquired by the year 2000, and zoned the Railway Avenue (southern) boundary for high rise building and the northern side for open space.

Included in the Master Plan was a proposed Student Union building to bring student facilities up to standard, and a 10 storey 'Technology Tower' designed to provide accommodation for the Institute's Centre for Business Technology and other Centres, quality conference and seminar facilities, administration and secretarial functions, and fully serviced space for rental to research groups.

It was hoped work would commence on the Student Union building and the Technology Tower in 1985.

Car parking was also considered in detail and two proposals developed to improve the position.

2.7 Selection Criteria: A Working Party on Selection Policy was established by the Academic Board during the year to examine the Institute's selection policy and procedures in the light of Freedom of Information legislation,
government policy on participation, access and equity and other government initiatives.

Late in the year the Working Party commenced the task of consolidating research into a policy document for implementation in 1985.

2.8 Frankston: A Task Force established to recommend to the Director on the future development of the Frankston campus conducted a detailed examination of factors which could be expected to affect prospective students.

As a result, a detailed academic profile was drawn up which would not only increase the course offerings but also expand the range of teaching modes to improve student access to courses. The limited public transport available within the Frankston area proved to be one of the most significant factors affecting access.

Funding approval for a new building at Frankston, to be completed by 1987, resulted in the Institute being able to plan new and expanded academic activities. Among the new activities proposed was nursing education and the two-tier technology course in association with Frankston TAFE.

The position of Assistant Director (Frankston) was created (to be filled in 1985) to oversee the planning, development and integration of the campus. The position provided the necessary balance between the need for central administration of the Institute and the goal of ensuring that the Frankston campus had a distinctive character and role within the Institute as a whole.

3. FACULTY OF TECHNOLOGY

The establishment of the Faculty of Technology incorporating the formerly separate Schools of Applied Science, Computing and Information Systems, and Engineering, was an exciting and innovative step by the Institute -- a bold structural response to the burgeoning and pervasive computing and communications technologies which were rapidly blurring the traditional discipline boundaries.

Following extensive examination of the proposal by a Director's Working Party, Council resolved at its February meeting that the Faculty should be established. It formally came into being on 6 March with Dr Trevor Pearcey, formerly Dean of the School of Computing and Information Systems, as its Foundation Dean.

The three Schools continued to function separately during the year while new coordinated organisational and structural arrangements within the Faculty were worked out.

Wide-ranging discussions involving both academic and general staff resulted in a recommendation being accepted in December for the three Schools to be replaced by four new Divisions formed by the amalgamation and re-organisation of existing Departments.

The new structure to operate from 1 January 1985 was:

- Division of Information Technology
- Division of Digital Technology
- Division of Engineering and Industrial Technology
- Division of Mathematics and Environmental Sciences.

In line with the objectives underlying the formation of the Faculty, the re-organisation aimed to remove artificial barriers represented by the three
Schools, to facilitate interaction among disciplines and a new approach to technology, and to allow more flexible staff development.

After Dr Pearcey's retirement at the end of the establishment phase, Mr John White, Acting Dean of the School of Computing and Information Systems, was appointed Acting Dean of the Faculty pending a permanent appointment in 1985.

4. **THE CENTRE FOR BUSINESS TECHNOLOGY**

The Centre was established early in the year with two part-time Executive Directors, a secretary and technical support staff from the School of Computing and Information Systems. The Centre was established as a separate cost centre with its own operational budget.

The pilot study system (VAX 11/750 computer running the ALL-IN-1 office automation) was installed and operational by the end of July. Workstations were installed in the administrative sections of the Directorate, the School of Computing and Information Systems and the David Syme Business School. Student workstations were also installed.

The initial user training commenced in August and was conducted by the computer suppliers' personnel and members of the former Working Party on Business Technology. Some initial problems took considerable time to resolve because of staff shortages. Additional user education programs were conducted throughout the year.

The Executive Directors were actively involved in the development of the Graduate Diploma in Business Technology and took up the additional responsibilities as course leaders and lecturers when teaching commenced in July. The student workstations were used for students in this course and on an ad hoc basis for undergraduate courses in computing and business studies.

There was a strong demand for consulting and educational services to industry, but these could not be taken up immediately because of the lack of resources. The Centre was expected to commence consulting and educational services in 1985 when full-time staff would be employed.

A fund-raising appeal was developed towards the end of 1984 to provide the Centre with resources needed to service industry, commerce and government organisations at a high level.

5. **STUDENT BODY**

Total student enrolment at Chisholm continued to grow in 1984. The actual numbers of students on campus at 30 April 1984 were 5304 at Caulfield and 1087 at Frankston. These figures represent an increase of 1.55 percent at Caulfield and 29.7 percent at Frankston maintaining the Institute's policy of encouraging growth on the latter campus.

The Faculty of Technology and the School of Art and Design, David Syme Business School and School of Social and Behavioural Studies all operated courses on both campuses. The School of Education was based exclusively on the Frankston campus, and a number of courses in the technologies and science areas were exclusive to Caulfield.

The trend which was noticed in 1983 of a marked increase in returning students continued which, with the quota restrictions placed on the college, limited the
new student intake to 2226, an increase of only four students over the previous year.

There has been a slight shift in favour of part-time enrolments, which increased from 48.2 percent in 1983 to 48.7 percent.

The full-time and part-time mix of students in 1983 and 1984 was:

<table>
<thead>
<tr>
<th></th>
<th>1983</th>
<th>1984</th>
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<tbody>
<tr>
<td>Full Time (old)</td>
<td>30.3%</td>
<td>31.2%</td>
</tr>
<tr>
<td>Full Time (new)</td>
<td>21.5%</td>
<td>20.1%</td>
</tr>
<tr>
<td>Part Time (old)</td>
<td>30.9%</td>
<td>31.8%</td>
</tr>
<tr>
<td>Part Time (new)</td>
<td>17.3%</td>
<td>16.9%</td>
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<td></td>
<td>100.0%</td>
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The student male-female ratio on total enrolment decreased from 1.67:1 in 1983 to 1.61:1 in 1984 while the ratio for 1984 new enrolments was 1.44:1. Enrolments of women students increased by 181.

The 1984 student body included 141 overseas students, 65 students who qualified for special entry and 39 students who required special teaching arrangements.

Tertiary awards totalled 1110, a rise of 2 percent. These included nine Master's awards.

6. EDUCATIONAL PROGRAMS

1984 saw the accreditation of and first enrolments in the Graduate Diploma in Business Technology, a course which involves two of the Institute's best known areas of expertise - computing and business.

The accreditation document for the Master of Applied Science (Computing) by coursework was approved and transmitted to the Accreditation Board. This, and Chisholm's other venture into coursework at this level, the Master of Business (Marketing) by coursework, were examined in great detail by accreditation committees during 1984. Formal accreditation was anticipated in early 1985 with the first enrolments in the mid-year intake.

Responding to a Victorian Government call for courses to enhance Melbourne's reputation as a financial centre, the Institute submitted and gained approval for a Graduate Diploma in Banking and Finance.

Of great significance was the modification of the engineering degree program, in the context of the establishment of the Faculty of Technology. The four separate courses (Civil, Electrical, Industrial and Mechanical) were to make way for a unified degree with four major specialisations.

The Academic Programs Committee, on behalf of the Academic Board, processed the above submissions, along with a formidable number of course re-accreditations.

In all, 13 re-accreditation submissions were approved for forwarding to the Accreditation Board. The Institute was advised during 1984 of the
re-accreditation of four courses, the documentation for which had been submitted in 1983.

The Academic Programs Committee, as well as dealing with specific courses, continued to devote attention to Chisholm's application, under the Post-Secondary Education Act 1978, for declaration as an institution able to accredit and re-accredit its own courses. To this end, procedures came under close and constant scrutiny, and steps were taken to alert the Institute community to the responsibilities involved in being a 'declared' college.

7. SCHOOLS

7.1 School of Applied Science - Faculty of Technology: The Bachelor of Applied Science (Multi-discipline), in which all three Departments, Applied Physics, Chemistry and Biology, and Mathematics participate, was re-accredited for the maximum of five years. Considerable work was done in updating the structure and content of the chemistry strands to better emphasise and exploit the Department's expertise in water science, polymer chemistry and instrumental analysis.

In addition to teaching major and minor strands in the BAppSc(M/d), service teaching in other Schools continued to be an important activity. A wide range of service subjects was taught at undergraduate and graduate level by the Mathematics Department in the Schools of Engineering, Education, Computing and Information Systems, Social and Behavioural Studies, and the David Syme Business School.

Service teaching for the School of Computing and Information Systems was expanded with the Mathematics Department providing several new subjects in statistics and operations research in the BAppSc(Computing), and both the Applied Physics and Mathematics Departments developing and teaching new subjects in the newly-instituted BAppSc(Digital Technology).

Many of the service subjects were taught at both the Caulfield and Frankston campuses.

During the year, seven students graduated in the Graduate Diploma of Applied Numerical Analysis, six in the Graduate Diploma in Applied Polymer Science, and five with the Degree of Master of Applied Science. Three completed the Graduate Diploma in Water Science course and three others their work for the degree of Master of Applied Science, all of whom would graduate in 1985.

There was a new intake in the Graduate Diploma in Water Science in February.

The Department of Chemistry and Biology acquired an important new piece of research equipment, the Field Flow Fractionator, and became involved in its development for use in studying the distribution of pollutants in water in co-operation with the technique's inventor, Professor J. Calvin Giddings, of the University of Utah, USA.

7.2 School of Computing and Information Systems - Faculty of Technology: The School continued its growth pattern of past years with further development of its academic courses and an increase in both student and staff numbers.

The most significant course initiative was the completion of the proposal for the Master of Applied Science (Computing) by coursework and its accreditation and approval at both the state and national level. This is the first such
course in computing in Victoria and is an achievement of considerable significance to the Institute, further enhancing its position as a premier computing education centre.

The Graduate Diploma in Business Technology, developed as a joint project with the David Syme Business School, was launched with a small intake in Semester 2. The Graduate Diploma in Communication and Information Studies, run in conjunction with the School of Social and Behavioural Studies, also had its first intake.

A review of the Bachelor of Applied Science (Computing) updated and increased its content. The second year of the course was introduced at the Frankston campus.

The Graduate Diploma in Computing and Information Systems underwent full re-accreditation. Significant modifications to the Graduate Diploma in Computing (formerly Data Processing) were made to provide students with a common core of subjects followed by a choice of specialised streams. This latter course continued to be most popular, attracting more than 600 applicants.

The BAppSc(Digital Technology) had its first intake while the Graduate Diploma in Digital Communication and the Graduate Diploma in Robotics both had intakes in February and July. Demand was high for all robotics and digital technology courses and the quality of intake good.

Two new staff members in the fields of instrumentation and computer fault tolerance joined the School, Dr Bill Lindemans, formerly of the University of Adelaide and Dr Yew Wee Yak, who had recently completed his PhD at Monash University.

7.3 School of Engineering - Faculty of Technology: Following the formation of the Faculty of Technology and the identification of desirable directions for technology at Chisholm, the School undertook an extensive re-organisation of its courses, its methods of operation and its management structure.

The primary aim of all changes was to improve the quality and efficiency of education delivery to students, taking into account current and predicted directions in the practice and technology of the engineering profession.

Approval was obtained from the Victorian Post-Secondary Education Commission to integrate the four separate engineering degrees into a single, integrated Bachelor of Engineering. The subject material was extensively revised and a major stream of computer related subjects introduced.

At the end of the year, preparations were being completed to accept the first enrolments in the new course in 1985, offered with the following areas of specialisation:

- Civil Engineering and Computing
- Electrical Engineering and Computing
- Mechanical Engineering and Computing
- Industrial Engineering and Computing

The Graduate Diplomas in Computer Control Systems and Project Management were revised and submitted for re-accreditation under fundamental change regulations.

In line with the need to highlight the industrial engineering thrust within the
School, an Industrial Engineering Unit was formally established within the Department of Mechanical and Industrial Engineering. Six staff were deployed to the Unit and clear development directions defined.

Three Specialist Interest Groups were established to provide for the integration of sets of skills which were distributed across the School.

These groups were: Computational Mechanics, Computer Control, and Digital Technology.

7.4 School of Art And Design: The Bachelor of Arts (Ceramic Design) underwent minor changes to allow students to complete their elective studies in the one academic year. 'Glass Forming and Decorating' was included for the completion of glass studies, one of three methods of majoring in glass.

The Bachelor of Arts (Fine Art)(Craft) was modified to include ceramics as a major area of study. Previously, only silversmithing and jewellery and flat glass were offered as majors in the second and third year of this course.

The Bachelor of Arts (Fine Art) was re-accredited for a further period of five years.

The Graduate Diploma in Fine Art was prepared for re-accreditation with the addition of a new strand enabling students to gain the award by coursework in an academic area of the visual arts. Provisions also were made for the course to be offered on a part-time basis and extended to the Frankston campus.

The Course Committee for Fine Arts set up a sub-committee to prepare documentation for a four year degree in Fine Art.

Computer Graphics was introduced as an elective in third year of the Graphics diploma, with plans to offer it as a degree elective in 1985.

The clay workshop, established on the Frankston campus, ensured quality-controlled clay of various types was available at a reasonable price. A terrapin building was acquired and positioned nearby and was being fitted out as a ceramic production studio. This facility will provide current and graduate students with the opportunity to begin professional production on a limited scale.

The School's retail outlet, Chisholm Concepts, at the Caulfield campus continued to do good business, providing the public with the opportunity to purchase high quality ceramic works and students the opportunity to gain 'hands-on' experience in the presentation and selling of their work.

7.5 David Syme Business School: The School celebrated its 10th year of operations as a School during 1984 with a number of activities including a major dinner attended by some 400 business leaders, educators and government officials and addressed by Senator John Button, Federal Minister for Industry and Commerce, and Professor J. Timmons, Professor of Entrepreneurial Studies at Babson College, Massachusetts, USA.

During the 10 years, the School has nearly doubled its student numbers, to 2,350, and greatly extended the range of courses offered at both undergraduate and graduate levels.

In 1984, business students accounted for 37.6 percent of the Institute's total
enrolment. Fifty-seven percent of business students were part-time, reflecting the School's orientation towards providing relevant education to people in business as well as pre-employment training.

Academic developments during the year further demonstrated that orientation. They included:

- The approval of the School's first Master's degree by coursework - in marketing - to be implemented in 1985.
- The approval and accreditation of a new Graduate Diploma in Banking and Finance, developed at short notice in response to a request from the Victorian Government to meet its policy objective of extending the range of financial services offered by Melbourne-based institutions.
- The restructuring of the Graduate Diploma in Accounting and Finance, re-named the Graduate Diploma in Accounting Information Systems, to meet the requirements of two specialisations under the Australian Society of Accountants' new professional schedule.
- The accreditation of and first intake of 25 students in mid-year into the Graduate Diploma in Business Technology, being run in conjunction with the School of Computing and Information Systems.
- The preparation of accreditation documentation for a revamped Graduate Diploma in Secretarial and Administrative Studies, for implementation in 1985.
- The re-accreditation of the Associate Diploma in Secretarial Studies.
- The phasing out of the Associate Diploma in Retail Management to allow for the development of updated, industry-oriented programs.

Research was carried out on the introduction of a 'grade point average' scheme designed to monitor the progress and quality of business students from the commencement of their courses to graduation. The scheme includes provision for early recognition of students' academic difficulties, allowing timely academic intervention.

The School continued the expansion of its programs at Frankston campus and planned to appoint a senior academic in 1985 to be located there with the responsibility of formulating new tertiary and professional programs to meet the needs of students and employers in the region.

A highlight of the year was the official opening of the NEC Microcomputer Training Centre by Mr Barry Jones, the Minister for Science and Technology, on 27 June.

These developments took place despite a number of major problems, including under funding by some $300,000, the limited computer facilities and teaching space at both campuses, and the complexities of managing a two campus operation. The School has expressed its grave concern to the appropriate authorities about the adverse impact these problems could have on its academic programs.

7.6 School of Education: Demand for places in the pre-service Diploma of Teaching, Primary and Early Childhood, courses and the Bachelor of Education Fourth Year was again very high, with many prospective students having to be turned away because of quota restrictions.

Graduate Diploma courses in Outdoor Studies, Art Education and Children's Literature provided teachers and others with opportunities for specialist studies.

Two new courses, the Graduate Diploma in Education Studies and the Graduate
Diploma in Post Primary Education, were planned by the School and course approval documents presented to the Academic Programs Committee.

The Bachelor of Education Fourth Year course was re-accredited in 1984.

Five very successful camps for year five primary school children were conducted by third year Diploma of Teaching students. These camps were a development from the pilot scheme which was conducted in 1983. Altogether, 40 students and 150 children were involved. Other students were involved in conducting a one week long camp for children at Kindalyn - the Maffra Special Development School.

Overseas teaching experience was gained by nine third year students when they spent three weeks in schools in Denton, Texas, USA. Another group, 24 Community Education students, undertook a six week study tour of the USA during the Summer Session, visiting community agencies in seven mainland States and Hawaii.

A Writer's Workshop for year five and six primary school children conducted during the May School vacation again was a great success. An anthology, 'The Icing on the Cake', was produced from the work of the young authors, and distributed to participants at a special book launching.

Part 2 of the video production 'Job Interviews for Graduate Teachers' was produced in 1984. Copies of these tapes have been sold to teacher education institutions throughout Australia.

Staff and student community involvement activities included an innovative play group program for child patients at Frankston Hospital, the wood activity program for children, and the further development of Chisholm Endeavour, a recreational/educational program for traumatically head-injured young adults run in conjunction with the Yooralla Society.

7.7 School of Social and Behavioural Studies: The development of the School for the next five years will be guided very largely by the re-accreditation processes which were commenced and partially completed in 1984. Graduate Diploma courses in Applied Psychology, Community Education and Multicultural Studies, and Associate Diploma courses in Welfare Studies and Police Studies were submitted for re-accreditation. The Welfare Studies and Police Studies courses were re-accredited for the maximum period of five years. The remainder were being examined by the Accreditation Board with re-accreditation expected in 1985.

The Graduate Diploma in Multicultural Studies represents a particularly interesting development. It evolved from a similar course previously offered by the School of Education and is designed to enhance the ability of professionals such as practitioners in law, medicine, social work and community development as well as teachers in schools and colleges, to operate in Australia's multicultural society.

The demand for the principal course offered by the School, the Bachelor of Arts, strengthened after a period of uncertainty. There was increased support at the Frankston campus, with enrolments rising to 120, comprising 21 percent of all BA enrolments. In addition, the first BA graduates from Frankston completed their courses during the year.

The School's program of higher degrees and research continued to grow in
strength. Three candidates successfully completed MA programs, two of them as holders of Commonwealth Post-graduate Awards. Candidates from the School have an impressive record of success in competition for these awards with three more being won in 1984. Eleven MA candidates were enrolled with all three teaching departments actively involved in the program.

All courses offered by the School attracted applications well beyond their capacity. Growth in post-graduate diploma courses is especially restrained by current policies on quota distribution.

8. RESEARCH

Council regards the staff of the Institute as a major resource. It has given specific attention to encouraging involvement in contract research, consultancy and continuing education to help staff keep abreast of developments in their various fields, develop contacts with users, and generate external income.

Policies on intellectual property, staff involvement in continuing education, consultancy and research and on the financial management of such activities were developed to encourage involvement whilst protecting the educational activities of the Institute.

The Development Office also assisted in formulating a supporting public relations program. A brochure outlining the research and consultancy services available and a descriptive booklet, 'Research Action', were prepared for distribution to prospective clients.

Two new Centres for research and consultancy, the Centre for Business Technology and the Centre for the Development of Entrepreneurs, were formed in 1984. The National Centre for Rural Fire Research ceased operation at the end of the year as funds were exhausted and further government and other external support was uncertain.

The Council accepted a proposal for the Institute's first major capital fund raising appeal - in support of the Centre for Business Technology - and the provisional target for the launch in March 1985 was set at $750,000.

The Development Director, Dr Briggs, visited the USA and the UK in October to study contract research, consultancy and fund raising in universities and advanced education institutions.

8.1 The Pearcey Centre for Computing: In keeping with its reputation as a leader in the computing field, the Centre continued to provide quality services in education, consultancy and research to areas which would otherwise have had no such resources available.

Through short courses, company courses and microcomputer courses, the Centre educated more than 1500 persons in 80 courses during the year. Five significant consultancy projects were undertaken involving companies ranging from large international organisations to small service groups. Numerous requests for assistance were handled over the phone or by brief personal visits.

Funds in excess of $280,000 were generated allowing this self-supporting Centre to provide essential equipment and educational experience in this rapidly changing high-technology environment.

In mid-year the Centre invested in updated microcomputer facilities and began
presenting new courses in spreadsheeting, database, financial modelling and word processing.

The establishment in conjunction with the Division of Information Technology of a research laboratory in Expert Systems immediately attracted project proposals from industry and, provided sufficient resources can be made available, the area is seen as one of exciting potential.

Late in the year, the Centre began the process of formalising the many courses if offers into a Certificate of Computing to be awarded by the Faculty of Technology. Accreditation deliberations were to continue over the new year with the aim of introducing this course in Semester 2, 1985.

8.2 Centre for Business Technology: The Business Technology Working Party was disbanded in December 1983.

Mr R. Grant and Mr K. Greenhill (former members of the Working Party) were appointed part-time Executive Directors of the Business Technology Centre and undertook the development of the Centre during 1984. A full report is given under Section 4.

8.3 The Centre for Applied Mathematical Modelling: The Centre continued to develop and expand its areas of expertise and to provide its educational, consultancy and research services to the community at large. Many new contracts were started in 1984, some of which involved the combination of talents of staff from both the Centre for Applied Mathematical Modelling and the Water Studies Centre.

An exciting development was the signing of a co-operative agreement between the Centre and the Rocky Mountains Forest Service, USA. This joint project examines the prediction of wind and pollutant distributions in complex topography.

A grant from the National Energy Research, Development and Demonstration Council enabled the Centre to undertake air pollution studies in the Latrobe Valley. A request from General Motors-Holden for statistical consultancy in the area of quality control resulted in the presentation of a number of short courses to that company. The area of simulation and optimisation was particularly busy with a contract from Australia Post.

8.4 Chisholm Institute of Technology Engineering Research and Advisory Centre: CITERAC activities continued to grow with income increasing from around $70,000 in 1983 to $115,000 in 1984. The larger income earning activities contributing to this sum were short courses, $40,647; timber research and testing, $30,036; and electrical circuit breaker research, $21,750.

The income from timber testing and research was expected to rise sharply in 1985, but efforts made to expand the short courses program met with only limited success. CITERAC will need to investigate methods of increasing such activity during 1985 if expansion is to occur.

Only three research applications were made in 1984 and these stemmed from two people. Clearly there is a need for such applications to come from a wider cross-section of the CITERAC group.

8.5 Centre for the Development of Entrepreneurs: The Centre for the Development of Entrepreneurs was established in July 1984 with Mr John Bailey as Executive Director. Seeding funds of $250,000 were provided by the Federal
Department of Industry, Technology and Commerce, and $85,000 by the State Department of Industry, Commerce and Resources.

The Centre has engaged in three areas of activity: assistance to individual entrepreneurs, training and publication, research and consultancy.

In its first six months 24 entrepreneurs were assisted in assessing their potential, formulating strategies, writing business plans and securing financial and technical assistance.

Eleven workshops, seminars and courses were conducted for the general public and specific groups. These activities focussed on entrepreneurship and new venture intiation, including marketing, financial and operational skills. The Centre was also involved in a number of special events relating to the Victorian Enterprise Workshop and presented papers and lectures for other activities.

Research and consultancy activities included the supervision of post-graduate students working on entrepreneurship and venture capital projects, entrepreneurship and intrapreneurship workshops for private organisations, process facilitation projects for major Australian companies, and a consulting project with a firm under the Management Investment Companies Program to assist in entrepreneur selection.

The Centre's staff for 1984 included an Executive Director, Secretary, Industrial Liaison Officer and 12 part-time staff. The Director undertook a two week visit in December to entrepreneurial development centres in Honolulu, Washington, Boston, London, Manchester and Singapore.

8.6 Centre of Industrial Tribology: A number of consultancies were undertaken during the year with the more significant projects being: the analysis of lubrication requirements in paper mill machines, for Australian Paper Manufacturers at Maryvale and Fairfield; the evaluation of anti-wear properties of greases used in large chain drives, for Uncle Ben's Australia, Wodonga; and the analysis of hydrostatic bearing performance in a large grinding machine, for John Lysaght, Port Kembla.

A Centre member, Dr Eric Hemingway, was elected inaugural Chairman of the Australian Branch of the American Society of Lubrication Engineers, was made a member of the National Committee of Applied Mechanics of the Institution of Engineers, Australia, and was given the task of establishing a tribology panel to lie between these two learned societies.

The Associate Diploma in Tribology, to which Centre members were to contribute, received more than 30 applications for a mid-year intake in 1984, but due to quota restrictions and the restructuring of the technologies within Chisholm, it was decided to postpone its commencement.

8.7 Centre for Robotics: The Centre expanded its consultancy and information services to industry. Both the Commonwealth and Victorian governments recognised the importance of the consultancy work performed through the Centre's Robot Applications Service. In June 1984, the Commonwealth Department of Science and Technology awarded a seeding grant to support the establishment of the Service. A complementary grant from the Victorian Department of Industry, Commerce and Technology followed shortly afterwards. The total grants amounted to $161,000.

Mr Duncan Law, as a Senior Consultant at the Centre, was actively involved with
the Robot Application Service. Four industrial consultancy projects were completed during the year, with several others either started or anticipated. Two of the projects completed resulted in positive recommendations for the introduction of robotic systems. In one case, a client requested a survey of a second manufacturing plant, indicating a high level of satisfaction with the results of the first study.

The Centre gained further acceptance from industry in May when the Executive Director, Dr Y.L. Oh, was invited to speak at the AUTOMACH conference held in Sydney.

The Centre continued to provide short courses for industry, including a robot safety seminar supported by the Society of Manufacturing Engineers (SME). The seminar was held in November and attracted more than 25 engineers and managers.

At the end of November, the Centre appointed an Information Officer and Personal Assistant to the Executive Director as its second full-time member of staff.

8.8 Water Studies Centre: The Centre continued to expand during 1984 with research and consultancy contracts to a total of $240,000 being undertaken during the year. The major projects included:

<table>
<thead>
<tr>
<th>Project</th>
<th>Funding Body</th>
<th>Amount ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fate of Trace Metals in the Magela Creek system - Phase V</td>
<td>Office of Supervising Scientist</td>
<td>100,540</td>
</tr>
<tr>
<td>Characterisation and Behaviour of Suspended Material in Fluvial and Estuarine Systems</td>
<td>Aust. Research Grants Scheme</td>
<td>18,250</td>
</tr>
<tr>
<td>Report on Impact of the Timber Industry on Acquatic Values</td>
<td>Timber Industry Inquiry</td>
<td>8,500</td>
</tr>
<tr>
<td>Water Quality Investigations</td>
<td>Natural Systems Research</td>
<td>35,000</td>
</tr>
<tr>
<td>Toxicity of Heavy Metals to Australian Acquatic Invertebrates</td>
<td>Aust. Water Resources Commission</td>
<td>20,000</td>
</tr>
<tr>
<td>Report on Intercalibration Exercise</td>
<td>Dept. Home Affairs and Environment</td>
<td>9,600</td>
</tr>
</tbody>
</table>

Further discussions were held in both Australia and Thailand on the proposed Regional Training Course on Water Quality Management in Tropical Regions to be conducted in association with the Chiang Mai University and the Office of the National Environmental Board of Thailand, with funding by the Australian Development Aid Bureau (ADAB).

8.9 Polymer Research Centre: The Centre began to publicise its activities with the presentation of its first significant results at the 14th Australian Polymer Symposium, Ballarat; the RACI 8th National Organic Chemistry Conference, Perth, and the Polymer Discussion Group, Canberra.
Research activity continued in the degradation of PVC model compounds, free radical initiation mechanisms, the synthesis of peptide-containing metal complexes (in collaboration with Dr Yendall, Monash University) and the properties of polymer blends.

Consultancy projects included work on a problem concerning interaction of brake fluids with brake seals for Australian Motor Industries.

Dr David Hewitt, Centre Director, spent the latter part of the year with Professor James McGrath at the Polymer Materials and Interfaces Laboratory, Virginia Polytechnic Institute and State University, Blacksburg, USA. He was involved in projects relating to the synthesis of high performance polymeric materials.

Among visitors to the Centre were Professor T. Otsu from Osaka University, Japan, and Dr C. Bucknall from Cranfield Institute of Technology, UK.

8.10 School of Applied Science: The research activities of the Acoustics Group continued with Dr C. Don receiving $5,400 from The Australian Research Grants Scheme to support his work on acoustic pulsed propagation.

During the year the Computer Imaging Group signed its first major consultancy contract for $30,000. The group ran a six-week course on Computer Imaging attracting 20 people from across the spectrum of industrial and government instrumentalities. One day in-house courses were given at the Patent's Office Canberra, BHP Research Laboratories, Clayton, and the University of Wollongong.

Dr J. Davis, of the Materials Group, shared with Dr T. Hicks, of Monash University, an ARGs grant of $25,000 for the investigation of the distribution of magnetic movement in transition metal alloys. Co-operation with the CSIRO on an investigation into the properties of timber was commenced.

8.11 School of Art and Design: The design studio continued to accept valuable outside commissions and assisted internally with the design of the 'Research Action' and 'Centres of Excellence' brochures.

8.12 School of Computing and Information Systems: The excellent relationship with the Engineering Training Division of Telecom Australiag continued with three special programs in Computer Systems, Digital Electronics and Computer Networks being commissioned by the Telecom to bring its engineers up to date with current technology.

8.13 David Syme Business School: The School's highly successful series of short courses continued throughout 1984. Under the newly-established position of Business Program Co-ordinator, 23 courses were co-ordinated and run over 25 weeks, attracting 434 participants. Workshops in Retail Management, Financial Control for Marketing Executives, Foreign Exchange Management, Management Skills for Women, Marketing Management Principles and Practice, and Personnel and Industrial Relations received strong support. An expanded program was planned for 1985, despite the constraints of limited on-campus accommodation.

An organisational climate survey and report was completed for Woolworths Victoria by Dr J. Evans, Lecturer in Management and Dr J. Onto, Head of the Department of Management. The project involved 1,100 staff of Woolworths in the Gippsland area and took five months to complete.

Business organisations, including Elders IXL, Coopers and Lybrand and NRC,
sponsored several new fellowships totalling almost $150,000.

A business plan prepared by members of staff of the School won the State and National finals of the Enterprise Workshop held during the year.

8.14 School of Education: School of Education staff continued their close involvement with schools and kindergartens by responding to invitations for a variety of in-service training requests.

Programs included:

- School-based curriculum development and evaluation workshops
- Design for social studies programs
- Workshops on teacher stress, children's literature, music, children's writing, art education, school and community relationships, language, computer education and reporting to parents.

Staff joined with primary and secondary teachers from Boort to develop a K-12 curriculum for an integrated campus in that town; Mr Jim Ogden was seconded as a consultant in music therapy by the Association for the Blind; the South Eastern Community Education Project expanded its activities, conducting a total of 25 in-service activities for schools, Community Education Advisory Committees and Regions of the Education Department.

The Division of Continuing Education's Committee of Management and Development expanded its membership in order to obtain more information about the needs of the public for courses, seminars and workshops.

Major short course developments have been in the areas of Health Related Programs, Fitness and the Fitness Industry, Tissue Culture, Sports Medicine and the Care of the Terminally Ill.

The Division has kept up its services to community groups and in particular has been influential in the development of a local Hospice Organisation and Hospice Program.

8.15 School of Social and Behavioural Studies: The research activities of the School during the year represented its wide range of interests and expertise.

In psychology, Mr Arthur Crook conducted evaluation studies of employee participation programs introduced by Ford Australia under his guidance in 1983. Mr Colin Cameron and Mr Andrew Marty, conducted research on attentional demands and division of attention in drivers of high speed passenger trains. Mr Graeme Hyman, assisted in a research study on the refinement of the Levenson Health Locus of Control Scale.

In the field of sociology, Dr Moni Storz continued her program of research on problems of sexual harassment and Dr Naomi White carried out research on survivors of World War II.

Staff of the school carried out consultancy work for a number of clients and short courses were conducted on the subjects of Short Story Writing, Communication Management for Productivity, and Family Law, Separation and Divorce.

8.16 Educational Development Unit: The EDU accepted a consultancy from Murrumbeena High School funded under the Participation and Equity Program (PEP)
to investigate school–home communications. The project was expected to take 12 months to complete.

Short courses offered by the EDU for external clients were a two day Trainer Training Workshop in November and a Presentation Skills Short Course in December.

Video productions were commenced for the Nepean Special School and the Frankston Hospital. A joint production involving EDU, the School of Education and Counselling Services, entitled 'Job Interviews for Graduate Teachers (Part 2)' achieved good sales outside Chisholm.

9. EXHIBITIONS, CONFERENCES AND VISITORS

9.1 Exhibitions: Many Art and Design exhibitions were held in 1984.

An exhibition of clay, glass and concrete by students and staff of the Department, entitled 'Images', was staged at the ANZ Bank Headquarters, Collins Place, Melbourne.

'Exit' exhibitions by students of Ceramics and Craft were held on both Caulfield and Frankston campuses aimed at helping to launch graduates as professionals.

Mr Klaus Zimmer was responsible for sending an outstanding exhibition of both flat and hot glass to Europe. The exhibition, representing the achievements of young Australian and New Zealand glass artists, was staged with financial assistance from the Institute, the Crafts Board, industry and private individuals. The Department of Ceramic Design also helped to raise funds for the exhibition in association with singers of the Australian Opera.

Negotiations were begun with the Victorian Government to send an exhibition of work by students and staff to the Peoples Republic of China in 1986.

The staff of the Department of Fine Art held an exhibition of their work in the Gallery area of the Institute. Opened by Dr Eric Westbrook, it was a reflection of the strong commitment and professionalism of all the members of the department to the visual arts. Individual staff held solo exhibitions and were involved in group shows in a number of commercial galleries.

The Graphics 'London Exhibition' was shown at the Brisbane College of Art and at the Langwarrin Gallery, and photographs and general design work were on display at Caulfield during the year.

9.2 Conferences: Several staff in the School of Applied Science were involved in conferences during the year.

- Dr G. Hird, Tutor in Mathematics, presented a paper, 'Hyperimmune Relations on Models' at the Logic and Computation Conference in Melbourne and a further paper, 'Recursive Properties on Relations on Models' at the Second South-East Asian Logic Conference, Bangkok, and also at the National University of Singapore.

- Dr P. Wells, Senior Lecturer in Applied Physics, presented a paper on 'Correlation between Hyperfine Parameters in Fe–B Metallic Glasses' at the Fifth Conference on Rapid Quenching and Solidifaction of Metals in Wurzburg, FRG, in September.
Dr J. R. Davis, Lecturer in Applied Physics, presented a paper on 'Determination of Magnon Band Gap in 90 AT. Z -Mn-Cu', at the Symposium on Neutron Scattering in Berlin, West Germany, on 6-8 August.

Dr B. Hart, Head of the Department of Chemistry and Biology, presented papers at the Federation of Asian Chemical Societies Conference in Kuala Lumpur, the Third International Conference on Interaction between Freshwater and Sediments in Geneva, and at the Canada Centre for Inland Water in Canada.

A two day water quality management symposium on Freshwater Ecotoxicity Testing in Australia was held in November by the Water Studies Centre with Dr D. Mount from the US Environmental Protection Authority as keynote speaker. The proceedings of the symposium were being edited for publication in 1985.

A big boost for the Polymer Research Centre was the choice of Chisholm Institute as the site for Polymer 85, the first International Union of Pure and Applied Chemistry sponsored symposium ever to be held in Australia, scheduled for February 1985. Anticipated registrations were in excess of 350, including 100 international visitors.

Chisholm was host to the Annual Conference on Industrial Tribology in July with Visiting Fellow, Dr T. Eyre, from Brunel University, UK, as leading speaker.

Mr N. Di Toro and Mr L. Evans were funded by the Centre of Industrial Tribology to attend two conferences, the Leeds-Lyon Symposium on Tribology at Leeds University, and Wear in Mineral Extraction, at Nottingham University. They also visited four UK tribology centres.

9.3 Visiting Fellows: Dr R. McNider, Research Scientist, K.E. Johnson Environmental and Energy Centre, University of Alabama - Visiting Fellow, Mathematics Department/CAMM, July - August 1984. Dr McNider's highly successful fellowship covered three basic components - presentation of formal seminars for both internal and external researchers; interaction and development work; and conferences with researchers and government officials from CSIRO, Melbourne University, SBC and Environment Protection Authority of Victoria - which helped to further enhance the reputation of CAMM in the area of air quality modelling.

Professor J. Wolfe, Professor of Electrical and Computer Engineering, University of Massachusetts - Visiting Fellow, Department of Robotics and Digital Technology, July - August 1984. Professor Wolfe participated in seminars and made a significant contribution to the academic activities of the Department. His visit opened up an important field of academic activity in the Institute - Information Theory and Cryptography.

Professor O. Wiio, Chairman, Department of Communication, University of Helsinki - Visiting Fellow, Humanities Department, March - April 1984. Professor Wiio's program included public lectures to staff and students at Chisholm and at numerous Victorian and interstate CAEs. He was guest speaker at a seminar hosted by Chisholm for the Victorian membership of the Australian Communication Association and he spoke on 'The Media in Scandinavia' at a meeting of UNICEF.

Dr T. Eyre, Department of Materials Technology, Brunel University - Visiting Fellow in Tribology, July - August 1984. Dr Eyre was Principal Speaker at a three day conference at Chisholm, organised a staff seminar on Industrial Consultancy, visited government and private organisations with Chisholm staff, and contributed as a member of the Course Committee for the Graduate Diploma in Tribology and Condition Monitoring.
10. ACADEMIC SERVICES

10.1 Academic Registrar’s Department: The Institute's longstanding Academic Registrar, Dr David Muffett, resigned in March to take up a position with the Commonwealth Electoral Office in Queensland. The Assistant Registrar (Students), Mr Alan Young, acted in the position for the remainder of the year pending a permanent appointment.

Demand for services continued to grow in all sections of the Department during the year while, in a time of real reductions in recurrent funding from government, resources had to be held down to previous levels.

Despite the fact that productivity markedly increased overall, real difficulty was experienced in maintaining existing services while meeting new demands generated by such factors as the growth in student numbers; in-Institute initiatives including the formation of the Faculty of Technology, moves towards gaining self-accreditation, and the need to generate new sources of income; and external forces including Freedom of Information legislation and government initiatives on disadvantaged students.

It is anticipated that this position will be exacerbated in 1985 and beyond. The level of complexity of administration will increase in a number of areas as the Institute's policy on disadvantaged students is fully implemented. The Blackburn report on Secondary Education also is expected to produce recommendations on Year 12 result reporting which will place even greater demands on Student Administration in two or three years' time.

During the year, the Printing Services section was transferred from the Department to the Business Manager's Branch, and the Statistics Officer was taken out of Student Administration and relocated within the Planning and Information Management Unit.

10.1.1 Student Administration: Development of computing systems was expanded to include the computerisation of the Institute's Student Loan Fund and a number of processes related to the Conferences activity.

Agreement was reached between Chisholm and the TAFE Board to fund the development and operation of an effective accreditation and moderation process for the Tertiary Orientation Program (TOP) courses offered in the South Eastern region until the outcome of the Blackburn Report becomes operational. The Admissions area, which is responsible for the certification of TOP results, has been heavily involved in developing the committee structure for the accreditation process.

The Schools Liaison function continued in a limited form to ensure prospective students had access to information pertaining to courses and the Chisholm community.

The Department also assumed responsibility for the organisation of Open Day.

10.1.2 Academic Secretariat: The main focus of the Academic Secretariat in 1984 was on the Institute's application for declaration under the Post-Secondary Education Act 1978. In support of this, the Secretariat, in the second half of the year, provided executive support to a number of accreditation and re-accreditation committees. This was a vital step in Chisholm's demonstration that it could operate as a college able to accredit and re-accredit its own
curses.

The Secretariat continued to provide support to the key Institute committee in this area, the Academic Programs Committee, along with the longstanding servicing of the Academic Board and the Higher Degrees and Research Committee.

The appointment of the Institute's first Legal Officer, located within the Academic Secretariat, assisted the Institute in responding to the growing body of Commonwealth and State Legislation of relevance to tertiary institutions, especially Freedom of Information, Administrative Law and Copyright.

10.1.3 Records Administration: Additional staffing facilitated the progressive interpolation of unfiled archival documents received from administrative departments.

The publication of the first Freedom of Information Statement II, provided a comprehensive listing of categories of documents held throughout the Institute.

Recommendations were made for the microfilming of vital records.

Records Administration staff prepared the ground for and organised the purchase of a second generation electronic PABX for Frankston campus and one satellite electronic PABX for the Community Services department at Caulfield. Installation was scheduled for early 1985. The 'stored program controlled PABX' to be located at Frankston would enhance telephone services by providing the in-dial facility between campuses and other user friendly options to ensure speed and ease of communication.

10.1.4 Public Relations Office: The Office, formerly the Information Office, began the year with the new Public Relations Officer, Ms Sue Couttie, taking up their appointments.

A new direction was taken with the establishment of the four page, fortnightly 'Chisholm Gazette' which immediately excited favourable response both internally and externally. Twenty issues were produced during the year.

The Office prepared for publication in 1985 two new brochures, 'Research Action' to promote the work of the Centres for Research and Consultancy, and 'At Chisholm You'll Get More Than Just a Piece of Paper' promoting the Institute's undergraduate courses.

The Institute's public profile was markedly heightened through an active media liaison, press release and advertising campaign in the national, metropolitan, suburban and specialist media.

In addition, the Office

- Was heavily involved in the organisation and promotion of Open Day
- Played an active part in the development of promotional materials for the launching of the Centre for Business Technology Appeal
- Took an active part in and provided services for the Victorian Conference of Principals' Public Relations Advisory Committee
- Produced the '1985 Handbook' and the 'Annual Report 1983'.

A Public Relations Committee under the Chairmanship of the Associate Director was formed during the year to develop policy and planning in the PR area for the Institute.
10.2 Library: The Library operated under considerable staffing difficulties during the year, due in part to the existence of unfilled positions including that of Institute Librarian. Ms Olive Cousins, formerly Frankston Campus Librarian, acted in the position for most of the year following the resignation of the long-time Librarian, Mr Patrick Condon, and pending the arrival of the new appointee scheduled for early 1985.

Extended staff absences also contributed to the problem. The need for a system of replacement funding to cover such absences was raised with appropriate authorities.

Six positions remained vacant at the end of the year which would provide the incoming Institute Librarian with some flexibility in reviewing staffing structures and implementing changes.

Despite the staffing problems, the year was one of considerable achievement by the Library.

In response to requests from part-timers, evening and weekend opening hours were extended to 73.5 hours per week at the Caulfield campus and 66.25 hours at Frankston campus. While the door count remained comparable with the 1983 figure, all other usage figures showed an increase. At the Caulfield campus, 48,400 inquiries were dealt with at the 'Ask Me' and Inquiries desks, while loans from Frankston reflected the increased student numbers. Total loans from the library exceeded 242,000 items.

The Library's ALIS automated system became fully operational during 1984. The on-line public access catalogue had been introduced at both campuses previously, but between March and August 1984, the circulation function was also introduced at both campuses and the database increased by a large number of records for both campus libraries. Audio-visual records for Frankston remained to be input in 1985. The card catalogue at the Caulfield campus was discarded, since users had transferred to the on-line catalogue.

The newly-centralised Technical Services Section functioned well, with integration of staff and operations from the two campuses meshing smoothly.

An increased acquisitions budget permitted some flexibility for the purchase of materials needed. A systematic review of periodical subscriptions was commenced and subscription to little-used titles cancelled. Money saved was committed on monographs, the aim being to move towards a more equal division of expenditure between monographs and serials.

10.3 Educational Development Unit: The establishment of the Language Development Section (LDS) was undoubtedly the most significant initiative by the EDU in 1984. By late November there had been approximately 470 student consultations, averaging 20 per week. Several mini-courses were held on topics of Study Skills, Spoken English for the Non-Native speaker, and Essay Writing. Mini-courses were held for technology students. Consultations on report writing were provided to students and in the first semester lunchtime sessions at the section encouraged discussion and language practice.

An advisory committee met bi-monthly to advise on LDS activities and provide liaison with the Chisholm community. It consisted of nominees from the Schools, the Student Union, Counselling and the Directorate, a co-opted representative from the Library and an external nominee from Monash University.
The Media Services Section continued to produce a wide range of instructional, documentary and publicity material in graphic, photographic, video and other media. Major video productions completed in 1984 were:

- Decorative Hot Glass Workshops (Department of Ceramic Design)
- Job Interviews for Graduate Teachers - Part 2 (in conjunction with the School of Education and Counselling Services)
- Serigraphy (Department of Fine Art - Printmaking)
- Directions (Department of Ceramic Design)
- Shell 1984 Mileage Marathon (Department of Mechanical Engineering)
- Fabric Dyeing and Decoration (Armat Pty Ltd)
- American Trends in Marketing; Retailing Perspectives; Distribution Channels (Department of Marketing).

Two slide/tape programs, 'Alpha and Omega' and 'Family of Man', were produced for the School of Art and Design.

The Chisholm In-Service Education (CHISE) program was well supported and 18 workshops and seminars were held during the year. Due to the 'hands-on' nature of many courses, quotas were imposed.

The Subject Evaluation Questionnaire (SEQ) and Teaching Evaluation Questionnaire (TEQ) forms were revised. A computer processing package was developed to reduce labour in the processing of the evaluation results and to speed turnaround.

10.4 Computer Centre: The enormous demand from both students and staff for computer time was dramatically illustrated by the user statistics for Semester 2 — not only were they the highest ever recorded, but they more than doubled the figures for the same period in 1983.

Only a relatively minor increase in computing resources was available to meet this demand, so much Computer Centre effort during the year was devoted to squeezing more out of the same by maximising use of available capacity and spreading the workload over 24 hours/seven days a week.

Steps taken included:

- The introduction of MAXUSER which prevented users logging in when the system was overloaded and put a time limit on those already logged in.
- Opening another 24 hour/seven day terminals room at the Caulfield campus.
- Opening a Frankston campus terminals room to 24 hour/seven day access.
- Installing moving display screens at several sites on the Caulfield campus to keep users informed of the percentage load on each system, the progress of jobs and the output from the printers.

These moves enabled the Centre to meet demand, although at some cost to user convenience. At the end of the year, ways of increasing resources were being investigated to meet the anticipated further rise in user demand in 1985 resulting from the emphasis on technology and business education.

In March, the Data General Eclipse C/330 was replaced by the larger capacity Data General MV4000 to process the Institute's administrative work. The immediate result was improved response times and larger storage space, but the system began to slow down again by the end of the year due to the work profile and type of processing required.
10.5 **Counselling Services**: A major concern of the Counselling Services area during 1984 was the review of its activities and the recommendation of the new title of Community Services. (See Section 2.4.)

In addition, arrangements were made for the primary services to be moved to the Caulfield Plaza to facilitate access for the community.

A successful orientation program was held for parents of students studying at the Caulfield campus.

The area was also involved in the implementation of the Institute’s disabled persons and safety policies and assisted in student orientation and School Board activities.

11. **PLANNING AND INFORMATION MANAGEMENT UNIT**

During 1984, the Unit assumed full responsibility for the co-ordination of information requirements for resources and management information systems planning. In addition, from 1 October 1984, the co-ordination of all statistical returns required by external authorities became the responsibility of the Unit. These adjustments acknowledged the growing realisation of the advantages of a more integrated approach to resources planning and management information systems.

The major information systems initiative during 1984 related to the development of a computerised staff statistical data base and information system. In addition, a more effective financial reporting system to support the rapidly expanding activities of the Centres of Research, Consultancy and Continuing Education was developed.

12. **STAFFING**

During 1984, the Deputy Director, Dr Tom Kennedy, resigned to take up his appointment as Director of the Gippsland Institute of Advanced Education. Council subsequently endorsed a restructuring of the Directorate, providing for two Associate Directors and a position of Assistant Director (Frankston campus). Among the staff retirements were Mr Tom Brownlee, Dean of the School of Engineering, after 15 years service. Mr Patrick Condon, Institute Librarian, and Dr David Muffet, Academic Registrar, resigned to take up appointments in South Australia and Queensland respectively.

Chisholm's full-time and part-time staff at 30 April 1984 numbered 885, for an equivalent full-time total of 719.28. Full-time equivalent academic staff numbered 356.16 and general staff 363.12. Further details are given in Appendix Din this report.

Council approved a number of new staffing policies during 1984 which, taken together, represented a further step forward in developing a comprehensive framework of staffing policies and procedures. These included new procedures for the promotion of academic staff, in which decision-making was effectively developed to school level, and classification evaluation procedures for general staff positions, including appeal procedures. Council also authorised the establishment of a working party to consider the desirability of the Institute participating in the new national superannuation scheme for universities and colleges (SSAU). This investigation was expected to continue in 1985. A major policy statement on contract employment was approved by Council. This proved
effective in ensuring a more harmonious industrial relations climate in the Institute.

The following members of academic staff were granted leave to undertake professional experience programs within Australia or overseas:

12.1 **Applied Science:** Dr C. Don, Senior Lecturer in Applied Physics, spent six months in applied research in the UK. Dr D. Hewitt, Director, Polymer Research Centre, spent five months in applied research in the USA. Mr P. Lochert, Senior Lecturer in Mathematics, was seconded for six months on 0.5 time to Control Data's Consulting Division. Mr A. McLean, Senior Lecturer in Mathematics, was seconded for six months on 0.5 time to National Mutual's OR Section. Mr D. Williams, Lecturer in Applied Physics, spent six months in applied research with Datacraft.

12.2 **Art and Design:** Mr D. Glue, Lecturer in Graphic Design, spent four months in applied research and visiting overseas institutions. Mr L. Morroco, Senior Lecturer in Fine Art, spent four months visiting overseas institutions. Mr C. Sopov, Lecturer in Sculpture, Department of Fine Art, spent 10 months in professional practice with the Sculpture Commission. Mr J. Szirer, Demonstrator in Ceramic Design, spent four months in studio practice and developing industrial techniques. Mr J. Wingate, Senior Lecturer in Art History, undertook a survey of Educational Programs in Art and Design offered in tertiary institutions in the United Kingdom. Mr R. Giles, Head of Fine Art, visited other institutes in Sydney, Newcastle and Brisbane, to discuss programs and resources, particularly for post-graduate work. Mr J. Larkin, Head of Graphic Design, visited institutes in Sydney, Newcastle and Brisbane comparing programs and equipment and meeting staff.

12.3 **Computing and Information Systems:** Ms P. Levin, Lecturer in Information Systems, spent six months at the University of Virginia, USA, preparing student textbooks in conjunction with Professor Awad. In July, Dr K. Wong visited the Chengdu Institute of Radio Engineering, Peoples Republic of China, as a consultant in Microcomputer Operating Systems and Robotics to the United Nations Industrial Development Organisation. Mr S. Hill took leave to pursue PhD studies in the US, and Mr M. Osborne was seconded to the Centre for Industrial Microelectronics Applications at RMIT until the end of 1985 to work on microchip design.

12.4 **David Syme Business School:** Mr J. Bailey, Senior Lecturer in Management, spent six months overseas on the development and establishment of the Centre for the Development of Entrepreneurs. Mr G. Chataway, Senior Lecturer in Banking and Finance, spent six months on a qualitative study into electronic funds transfer opportunities at Australia Post. Ms A. Clarke, Senior Lecturer in Accounting, spent six months researching Australian mergers and takeovers. Mr P. Hall, Lecturer in Management, spent six months overseas initiating a student exchange program. Mr K. Nath, Lecturer in Banking and Finance, spent six months on practical experience in tax planning techniques. Mr S. O'Dwyer, Lecturer in Banking and Finance, spent six months sabbatical leave on a joint venture with the Ministry of Housing. Mr P. Reed, Lecturer in Marketing, spent six months on an update study of marketing communications in Australia. Mr H. Sikkema, Lecturer in Banking and Finance, spent six months studying company law with the National Companies and Securities Commission.

12.5 **Education:** Mr D. Mellor, Lecturer, spent six weeks holding discussions with other tertiary staff involved in the designing and teaching of primary mathematics education courses, observing primary mathematics teaching in
interstate schools, and holding discussions with staff responsible for offering in-service programs for primary teachers. Dr P. Perry, Senior Lecturer, spent seven weeks in South America where he visited art museums, sites and other institutions involved with primitive arts of the Americas. He also chaired sessions of the INSEA World Congress.

12.6 Engineering: Mr J. Hanson, Senior Lecturer in Electrical and Electronic Engineering, spent two months in Europe and the UK on industrial and educational visits. Mr Q. Le, Lecturer in Civil Engineering, spent six months on industrial research with particular reference to shear stress in pre-stressed concrete flat slabs. Dr R. Milner, Head of Civil Engineering, spent five months in New Zealand on educational visits and the development of proposals for timber research in South Australia and Victoria. Mr D. Tyler, Senior Lecturer in Mechanical Engineering, spent six months in professional practice in industry on software development and CNC machine tools. Mr P. Voumard, Lecturer in Electrical and Electronic Engineering, spent six months in industrial visits to Japan and Europe. Mr P. Wellington, Lecturer in Mechanical Engineering, spent five months on educational and industrial visits to the UK and Europe.

12.7 Social and Behavioural Studies: Mr B. McFarlane, Principal Lecturer in Humanities, spent five months overseas researching related areas of film and literature and exploring new theories and ideas at the University of East Anglia. Dr M. Ronan, Head of Applied Sociology, spent five months overseas on the preparation of a monograph and on studies of social structure and values in Japan and their relations to modernisation. Mr A. Crook, Principal Lecturer in Applied Psychology, spent four months in consultancy work with Control Data and Ford Australia to evaluate the efforts of these companies to increase employee participation in decision-making, and on the preparation of a book of readings in organisational and vocational psychology as a text for PSY 302. Mr R. Francis, Senior Lecturer in Applied Psychology, spent four months overseas developing the syllabus on professional development (PSY 303) and on researching and writing a book entitled 'Migration and Crime: An International Comparison'. Ms H. Tebbble, Lecturer in Communication Studies, spent four months overseas undertaking applied research in language development and examining recent developments in multicultural studies and communication studies. Dr N. White, Lecturer in Applied Sociology, spent four months on the preparation of a monograph 'Jewish survivors of World War II in Australia'.

13. FINANCIAL PLANNING:

In 1984 the Institute budgeted to spend $400,000 more on tertiary education than it received from government educational grants. This was to be made up by allowing the accumulated deficit to increase by $150,000 after the injection of $250,000 in interest earnings effected by efficient cash management.

The actual increase in deficit achieved was $118,614, or some $31,386 less than budget. The budget variation represented less than 0.125% of total recurrent funds used, and highlighted both the accuracy of the budgetary process and the effectiveness of ongoing management.

The new triennium which commences in 1985 will usher in a new phase in the accelerated decline in support of tertiary education in real terms. Combined with internal re-organisation, the extension of management required by a two campus operation, and more government regulations impending, this did not create an easy budget framework.

Despite the proposal to spend more than the amount received from government
grants, it is not intended to allow the total deficit to increase any further. As in previous years the interest losses incurred from carrying the past deficits will not be charged against educational grants but will be absorbed against other funds generated by the Institute.

Budget planning once again emphasised the principles of devolution of management responsibility at individual cost centre level. Separate criteria were established for academic and non-academic cost centres properly reflecting their differing roles, and where conflicting needs for funds were identified preference was given to Institute priorities and academic requirements.

Academic cost centre allocations were based on:
• a special allocation to set up the management of the Faculty of Technology
• other academic salaries based on a student load formula or historical precedent
• technical support salaries based on historical precedent
• administrative and clerical support salaries based on a formula relating to academic salaries
• goods and services based on student load formula and special needs.

The user-pays principle was extended to include the Institute's vehicle pool and printing operations. A space rental charge was drawn up for building maintenance costs. Further development was being investigated in the areas of computing and teaching aids.

The development of an integrated Management Information System (MIS) proceeded to plan with the establishment of a new accounting and general ledger system which will become operational in 1985. The development of data bases and reporting systems in other areas was progressing more slowly than was originally estimated, a situation which highlighted the complexity of management needs. It was envisaged that the MIS would be full operational by the end of the next triennium.
APPENDIX A

1. Chisholm Council

PRESIDENT
Kenneth D. Green, CB, OBE, ED, BCE(Melb), FICE, FIEAust, FASCE, FAIUS, FTS, FRIPA.

VICE PRESIDENT
Clive K. Coogan, MSc(Syd), PhD(Bristol), FAIP, FRSA.

MEMBERS
Anthony C. Bailey, MA, LLB(Cambridge), GradDipAcc. and Fin.(CIT), AASA, FAIM, FIBA, Barrister and Solicitor of the Supreme Court of Victoria.
Andrew J.E. Campbell, MBE, DipAppChem(Ballarat), ARACI, AFAIM, MIPMA.
Arthur E. Crook, BA(Hons)(Qld), MA(Melb), MAPsS.
Helen M. Davies, BA(Hons), MA(Melb), AAIM, MIPMA, MAITD.
Timothy R. Haslett, MA(Auckland), MEdAdmin(UNE), DipTch(NZ).
Patrick D. Leary, BSc(Hons), MA(London).
William L. Morton, BCom(Melb), MAPsS.
Andrew O'Brien.
Anthony O'Grady, MA, DipEd(Melb).
Donald H. Peebles.
Paul Ramler, DipBus(CIT), AAIM, ACIT.
Ronald G. Ritchie, BMechEng(Melb), DipEd(Melb), DipMechEng(CIT), MAdmin(Monash), FIEAust, MMechE, MACE.
Paul K. Rodan, BA(Hons)(WA), MA(Qld).
John Ryan, LLB(Melb).
Fedora R. Trinker, MBBS, BSc, PhD(Melb), FRACMA, AHA.
Tony D. Walker, DipT(Primary).
William G. Walker, AM, MA(Syd), PhD(Illinois), TC(NSW), FACE, FCCEA, HonFIEA(WA), HonFACEA, FAIM.
Lionel E. Ward, BA(Melb), MSc, PhD(Univ of California - Davis).

SECRETARY TO COUNCIL
Graham A. Trevaskis, BA, BEd(Melb), MA, EdD(Columbia), TPTC.
2. Committees of Chisholm Council

Buildings and Property
Dr Lionel L. E. Ward (Chairman)
Mr Arnott P. Bow
Mr Andrew J.E. Campbell
Mr Harold W. Farey
Mr Kenneth D. Green
Mr Alan W. Hamstead
Mr Patrick D. Leary
Mr Andrew O'Brien
Mr Paul Ramler
Dr Graham A. Trevaskis
Dr Fedora Trinker
Prof. William G. Walker

Finance
Mr Anthony C. Bailey (Chairman)
Mr Andrew J.E. Campbell
Mr Arthur E. Crook
Mr Kenneth D. Green
Mr Alan W. Hamstead
Mr John R. Harris
Mr Timothy R. Haslett
Mr Ross Johnston
Mr Patrick D. Leary
Mr William L. Morton
Mr Donald Peebles
Dr Kenneth A. Tucker

Legislation
Mr John Ryan (Chairman)
Mr Anthony C. Bailey
Mr Kenneth D. Green
Dr Eric W. Hemingway
Mr Patrick D. Leary
Mr Michael Lyons
Mr Ronald G. Ritchie
Mr Mark Spatz
Dr Graham A. Trevaskis
Mr Tony Walker

Staffing
Ms Helen M. Davies (Chairman)
Dr Clive K. Coogan
Mr Arthur E. Crook
Mr Kenneth D. Green
Mr Patrick D. Leary
Mr Anthony O'Grady
Mr Anthony Quirke
Mr Ronald G. Ritchie
Mr Paul K. Rodan
Mr John Ryan
Mr Richard Whyte
Miss H. Janice Williamson
3. Academic Board

Ex-officio

Director: Mr P.D. Leary
Deputy Director: Dr T. Kennedy (January to September)
               Mr G. Maynard (Acting, October to December)
Associate Director: Dr G.A. Trevaskis

Deans

Applied Science: Dr E.W. Hemingway
Art and Design: Mr H. Farey
Computing and Information Systems: Dr T. Pearcey (January to March)
               Mr G. Maynard (Acting, April to May)
               Mr J. White (Acting, June to December)
David Syme Business School: Dr K. Tucker
Education: Miss H.J. Williamson
Engineering: Dr B. Jenney (Acting)
Social and Behavioural Studies: Mr C. Cameron (Acting)

Academic Registrar

Dr D. Muffet (January to March)
Mr A.C. Young (Acting, April to December)

One person elected from each school

Applied Science: Mr R. Pugh
Art and Design: Mr J. Wingate
Computing and Information Systems: Mr G. Maynard (January to April)
               Mr J. Greig (May to December)
David Syme Business School: Mr D. Mahoney
Education: Dr R. Trembath
Engineering: Mr J. Walker
Social and Behavioural Studies: Mr T. O'Grady

Student appointed for calendar year by Student Union Board:

Mr A. Quirke

Council member appointed by Council:

Mr W.L. Morton

Secretary: Mr P.K. Rodan (January to September)
               Ms K. Crook (October to December)
APPENDIX B

Student enrolments as at 30 April 1984.

Table 1: EFTS by Schools of Study.

Equivalent Full-Time Students (EFTS) enrolled in accredited courses. One EFTS equals one full-time student or two half-time students, etc.

<table>
<thead>
<tr>
<th>School</th>
<th>1984 EFTS</th>
<th>% of Total</th>
<th>1983 EFTS</th>
<th>% of Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applied Science</td>
<td>282</td>
<td>5.92</td>
<td>292</td>
<td>6.44</td>
</tr>
<tr>
<td>Computing and Information Systems</td>
<td>719.75</td>
<td>15.11</td>
<td>637</td>
<td>14.05</td>
</tr>
<tr>
<td>Engineering</td>
<td>579.5</td>
<td>12.16</td>
<td>613.50</td>
<td>13.53</td>
</tr>
<tr>
<td>Art and Design</td>
<td>452</td>
<td>9.49</td>
<td>435</td>
<td>9.60</td>
</tr>
<tr>
<td>Business</td>
<td>1702.25</td>
<td>35.73</td>
<td>1555.25</td>
<td>34.30</td>
</tr>
<tr>
<td>Education</td>
<td>361.5</td>
<td>7.59</td>
<td>351</td>
<td>7.74</td>
</tr>
<tr>
<td>Social and Behavioural Studies</td>
<td>667</td>
<td>14.00</td>
<td>650.25</td>
<td>14.34</td>
</tr>
<tr>
<td>TOTAL for Chisholm</td>
<td>4764</td>
<td>100.00</td>
<td>4534</td>
<td>100.00</td>
</tr>
</tbody>
</table>

Table 2: Students by campus.

Total number of students enrolled including non-quota and non-credit enrolments.

<table>
<thead>
<tr>
<th>SITE</th>
<th>FULL-TIME 1984</th>
<th>PART-TIME 1984</th>
<th>TOTAL 1984</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1983</td>
<td>1983</td>
<td>1983</td>
</tr>
<tr>
<td>Caulfield</td>
<td>2545</td>
<td>2759</td>
<td>5304</td>
</tr>
<tr>
<td>Frankston</td>
<td>735</td>
<td>352</td>
<td>1087</td>
</tr>
<tr>
<td>Chisholm</td>
<td>3280</td>
<td>3111</td>
<td>6391</td>
</tr>
</tbody>
</table>
Table 3: EFTSU by Branches of Learning.

Equivalent Full-Time Student Units (EFTSU). One EFTSU equals one student whose subject enrolment in the year is equal to the number of subjects specified as constituting the normal year by year enrolment pattern for a student completing the course on a full-time basis. A full-time student undertaking an overload constitutes more than one EFTSU while a part-time student is less than one.

<table>
<thead>
<tr>
<th>Branch of Learning</th>
<th>EFTSU 1984</th>
<th>% of Total</th>
<th>EFTSU 1983</th>
<th>% of Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities</td>
<td>106</td>
<td>2.18</td>
<td>104.7</td>
<td>2.29</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>627</td>
<td>12.92</td>
<td>547.7</td>
<td>11.99</td>
</tr>
<tr>
<td>Education</td>
<td>289</td>
<td>5.96</td>
<td>264.8</td>
<td>5.80</td>
</tr>
<tr>
<td>Science</td>
<td>229</td>
<td>4.72</td>
<td>267.5</td>
<td>5.86</td>
</tr>
<tr>
<td>Mathematics and Computing</td>
<td>1070</td>
<td>22.05</td>
<td>1034.5</td>
<td>22.65</td>
</tr>
<tr>
<td>Visual and Performing Arts</td>
<td>471</td>
<td>9.71</td>
<td>461.9</td>
<td>10.11</td>
</tr>
<tr>
<td>Engineering</td>
<td>456</td>
<td>9.40</td>
<td>452.6</td>
<td>9.91</td>
</tr>
<tr>
<td>Business and Law</td>
<td>1604</td>
<td>33.06</td>
<td>1433.6</td>
<td>31.39</td>
</tr>
<tr>
<td>TOTAL for Chisholm</td>
<td>4852</td>
<td>100.00</td>
<td>4567.3</td>
<td>100.00</td>
</tr>
</tbody>
</table>
APPENDIX C

The following courses were offered in 1984:

PG2 Master's Degree
PG1 Graduate Diploma
UG1 Bachelor's Degree
UG2 Diploma
UG3 Associate Diploma

ART AND DESIGN

PG1 Ceramic Design
  Fine Art
UG1 Ceramic Design
  Fine Art
  Fine (Craft)
  Graphic Communication
UG2 Graphic Design
  Fine Art (no intake)
UG3 Ceramic Design
  Ceramic Design (P/T)

APPLIED SCIENCE

PG2 Applied Science
PG1 Applied Numerical Analysis
  Applied Polymer Science
  Water Science
  Tribology
UG1 Multidisciplinary

BUSINESS

PG2 Business
PG1 Accounting and Finance
  Marketing
  Physical Distribution Management
  Secretarial Studies
UG1 Accounting
  Administration
  Finance and Banking
  Marketing
  Office Administration
UG3 Marketing
  Private Secretarial Practice (Legal, Medical)
  Retail Management
UG1 Combined Degree (Business/Arts)
  Combined Degree (Accounting/Computing)
COMPUTING AND INFORMATION SYSTEMS

PG2  Applied Science
PG1  Business Technology
    Computing and Information Systems
    Data Processing
    Robotics
    Digital Communication
UG3  Computing
    Combined Degree (Computing/Accounting)
    Digital Technology

EDUCATION

PG1  Art Education
    Children's Literature
    Music for Therapy
    Outdoor Studies
UG1  Education
UG2  Early Childhood
    Primary

ENGINEERING

PG2  Engineering
PG1  Process Computer Systems
UG1  Civil
    Electrical
    Electrical (7 years P/T)
    Industrial
    Mechanical
UG2  Mechanical (6 years P/T)

SOCIAL AND BEHAVIOURAL STUDIES

PG2  Arts
PG1  Applied Psychology
    Communication and Information Studies
    Community Education
    Welfare Administration
UG1  Arts
    Combined (Arts/Business)
UG3  Police Studies
    Welfare Studies
APPENDIX D

Chisholm Staffing as at 30 April 1984.

Table 1: Academic (Teaching) Staff Full-Time Equivalent (FTE).

<table>
<thead>
<tr>
<th>School</th>
<th>1984 Staff FTE</th>
<th>% of</th>
<th>1983 Staff FTE</th>
<th>% of</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty of Technology</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Applied Science</td>
<td>51.77</td>
<td>14.54</td>
<td>53.02</td>
<td>15.4</td>
</tr>
<tr>
<td>Computing and Information</td>
<td>39.90</td>
<td>11.20</td>
<td>37.83</td>
<td>10.9</td>
</tr>
<tr>
<td>Systems</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Engineering</td>
<td>41.21</td>
<td>11.57</td>
<td>44.34</td>
<td>12.8</td>
</tr>
<tr>
<td>Art and Design</td>
<td>52.61</td>
<td>14.77</td>
<td>47.44</td>
<td>13.7</td>
</tr>
<tr>
<td>David Syme Business School</td>
<td>91.44</td>
<td>25.67</td>
<td>84.65</td>
<td>24.5</td>
</tr>
<tr>
<td>Education</td>
<td>26.67</td>
<td>7.49</td>
<td>29.58</td>
<td>8.6</td>
</tr>
<tr>
<td>Social and Behavioural</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Studies</td>
<td>52.56</td>
<td>14.76</td>
<td>48.83</td>
<td>14.1</td>
</tr>
<tr>
<td>TOTAL Academic Staff</td>
<td>356.16</td>
<td>100.00</td>
<td>345.69</td>
<td>100.00</td>
</tr>
<tr>
<td>TOTAL Academic Staff Head Count</td>
<td>473</td>
<td></td>
<td>444</td>
<td></td>
</tr>
</tbody>
</table>
Table 2: Non-Teaching Staff Full-Time Equivalent (FTE).

<table>
<thead>
<tr>
<th>Area</th>
<th>1984 Staff</th>
<th>1983 Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FTE</td>
<td>%</td>
</tr>
<tr>
<td></td>
<td>of Total</td>
<td>of Total</td>
</tr>
<tr>
<td>Central Administration (includes Deans)</td>
<td>105.77</td>
<td>29.13</td>
</tr>
<tr>
<td>Academic Departments</td>
<td>46.83</td>
<td>12.90</td>
</tr>
<tr>
<td>Administrative and Clerical Support</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technical Support</td>
<td>58.19</td>
<td>16.02</td>
</tr>
<tr>
<td>Library</td>
<td>50.00</td>
<td>13.77</td>
</tr>
<tr>
<td>Buildings and Grounds</td>
<td>28.50</td>
<td>7.85</td>
</tr>
<tr>
<td>Computer Centre</td>
<td>26.00</td>
<td>7.16</td>
</tr>
<tr>
<td>Business Undertakings</td>
<td>20.63</td>
<td>5.68</td>
</tr>
<tr>
<td>Educational Development Unit</td>
<td>14.2</td>
<td>3.91</td>
</tr>
<tr>
<td>Student Services</td>
<td>13.00</td>
<td>3.58</td>
</tr>
<tr>
<td>TOTAL Non-Teaching Staff</td>
<td>363.12</td>
<td>100.00</td>
</tr>
<tr>
<td>TOTAL Non-Teaching Staff Head Count</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Notes:

Buildings and Grounds - activities such as stores, maintenance, and cleaning, etc.

Computer Centre - staff who manage and operate the computing systems and provide programming support.

Business Undertakings - activities such as cafeterias, staff club, housing schemes, research companies, and student residences controlled by Chisholm.

Student services - activities such as counselling, careers, health and housing services.
APPENDIX E

Financial statements for year ended 31 December 1984 – not audited

Statement of Balances as at 31 December 1984.

<table>
<thead>
<tr>
<th>Notes</th>
<th>1984</th>
<th>1983</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>ACCUMULATED SURPLUSES/DEFICITS</td>
<td>3</td>
<td>1,807,831</td>
</tr>
<tr>
<td>Represented by CURRENT ASSETS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Debtors and Prepayments</td>
<td>4</td>
<td>1,285,061</td>
</tr>
<tr>
<td>Investments</td>
<td>5</td>
<td>10,259,644</td>
</tr>
<tr>
<td>Inventories</td>
<td>6</td>
<td>192,996</td>
</tr>
<tr>
<td>LAND, BUILDINGS AND EQUIPMENT</td>
<td>7</td>
<td>11,737,701</td>
</tr>
<tr>
<td>TOTAL ASSETS:</td>
<td></td>
<td>15,400,929</td>
</tr>
<tr>
<td>CURRENT LIABILITIES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bank Overdraft</td>
<td></td>
<td>1,679,427</td>
</tr>
<tr>
<td>Creditors and Accruals</td>
<td>8</td>
<td>6,705,406</td>
</tr>
<tr>
<td>Bank Loan</td>
<td></td>
<td>160,000</td>
</tr>
<tr>
<td>TOTAL LIABILITIES</td>
<td></td>
<td>8,544,833</td>
</tr>
<tr>
<td>PROVISION FOR EMPLOYEE LIABILITIES</td>
<td>9</td>
<td>5,048,265</td>
</tr>
<tr>
<td>NON-CURRENT LIABILITIES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bank Loan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL LIABILITIES</td>
<td></td>
<td>13,593,098</td>
</tr>
<tr>
<td>NET ASSETS</td>
<td></td>
<td>1,807,831</td>
</tr>
</tbody>
</table>

Note: This statement is to be read in conjunction with the notes included on pages 41 and 42.
Statement of income and expenditure for the year ended 31 December 1984.

<table>
<thead>
<tr>
<th>Notes</th>
<th>1984</th>
<th>1983</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td><strong>INCOME</strong></td>
<td>2(ii)</td>
<td></td>
</tr>
<tr>
<td>Tertiary Education</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assistance Grants</td>
<td>25,903,400</td>
<td>23,387,100</td>
</tr>
<tr>
<td>Research Grants</td>
<td>421,948</td>
<td></td>
</tr>
<tr>
<td>Fees for short courses, seminars etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Residence Fees</td>
<td>136,694</td>
<td></td>
</tr>
<tr>
<td>Cafeteria Receipts</td>
<td>404,620</td>
<td></td>
</tr>
<tr>
<td>Rental Income</td>
<td>279,502</td>
<td></td>
</tr>
<tr>
<td>Interest on Investments</td>
<td>1,111,466</td>
<td></td>
</tr>
<tr>
<td>Other Income</td>
<td>192,910</td>
<td>2,530,167</td>
</tr>
<tr>
<td><strong>EXPENDITURE</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries and Wages</td>
<td>19,402,233</td>
<td></td>
</tr>
<tr>
<td>Salary and Ancillary Costs</td>
<td>1,502,762</td>
<td></td>
</tr>
<tr>
<td>Practice Teaching Fees</td>
<td>137,717</td>
<td></td>
</tr>
<tr>
<td>Library Acquisitions</td>
<td>406,217</td>
<td></td>
</tr>
<tr>
<td>Light, Power and Fuel</td>
<td>542,291</td>
<td></td>
</tr>
<tr>
<td>Cleaning</td>
<td>481,544</td>
<td></td>
</tr>
<tr>
<td>Superannuation</td>
<td>1,030,439</td>
<td></td>
</tr>
<tr>
<td>Maintenance - Buildings &amp; Equipment</td>
<td>916,626</td>
<td></td>
</tr>
<tr>
<td>Equipment</td>
<td>872,345</td>
<td></td>
</tr>
<tr>
<td>Catering Purchases</td>
<td>310,091</td>
<td></td>
</tr>
<tr>
<td>Telephone &amp; Postage</td>
<td>270,776</td>
<td></td>
</tr>
<tr>
<td>College &amp; Staff Development</td>
<td>521,659</td>
<td></td>
</tr>
<tr>
<td>Other Consumables</td>
<td>2,936,047</td>
<td></td>
</tr>
<tr>
<td><strong>SURPLUS FOR CURRENT YEAR</strong></td>
<td>29,330,747</td>
<td>24,436,602</td>
</tr>
<tr>
<td><strong>ACCUMULATED SURPLUS AT 1 JANUARY</strong></td>
<td>813,990</td>
<td>1,480,665</td>
</tr>
<tr>
<td><strong>TRANSFERS FROM/(TO) PROVISIONS</strong></td>
<td>10</td>
<td>(2,148,405)</td>
</tr>
<tr>
<td><strong>ACCUMULATED SURPLUS AT 31 DECEMBER</strong></td>
<td>1,807,831</td>
<td>2,877,153</td>
</tr>
</tbody>
</table>

Note: This statement is to be read in conjunction with the notes included on pages 40 and 42.

1. Legal Status and Nature of Activities
(i) The Council of the Chisholm Institute of Technology is a body corporate constituted by an Order in Council pursuant to the Post-Secondary Education Act 1978.
(ii) The principal activities of the Institute are —
   (a) the conducting of post-secondary educational programs;
   (b) the conducting of such other educational activities deemed desirable to advance post-secondary education; and
   (c) the provision of research, testing and other facilities and expertise for the professions, business, industry, government and the community.
(iii) During 1984, the Institute purchased the Caulfield Plaza Shopping Centre for the purpose of providing for the future space requirements of the Institute. It will be operated as a going concern until such time as all pre-existing legal obligations cease to exist.

2. Accounting Policies
(i) Bases of Accounting
   With the exception of grants received pursuant to Section 38A of the States Grants (Tertiary Education Assistance) Act 1981, the financial statements have been prepared using the accrual accounting and historical cost accounting conventions, and so as to conform with Sub-Section 27(2)(d) of the Post-Secondary Education Act 1978. Unless otherwise stated, they also comply with the requirements of the Australian Accounting Standards issued jointly by the Institute of Chartered Accountants in Australia and the Australian Society of Accountants.
   Amounts received pursuant to Section 38A of the States Grants (Tertiary Education Assistance) Act 1981 are accounted for on a strict cash basis as directed by the Victorian Post-Secondary Education Commission. The effect of this direction is to understate 1984 Recurrent Grant income by some $165,000, and overstate the Recurrent Grant Accumulated Deficit carried forward by some $320,000 due to the following items.
   - 1982/83 superannuation supplementation received in 1984 $155,000
   - Estimate of 1984 superannuation supplementation to be received in 1985 $320,000
(ii) Content of Annual Accounts
   Fund transactions and balances have been eliminated. Comparative figures are disclosed exactly as they appeared in the 1983 Annual Accounts
(iii) Treatment of Fixed Assets
   (a) Land and buildings vested in the name of the Minister of Education are not included in the statement of balances. Land and buildings owned by the Institute are disclosed as one balance. Separate valuations of the land and building components have not been made, and buildings are not depreciated.
   (b) In accordance with the various provisions of the States Grants (Tertiary Education Assistance) Act 1981 purchases of fixtures, fittings and other equipment from grant monies are treated as expenses in the year of purchase.
   (c) Purchases of fixed assets from sources other than tertiary education assistance grants are capitalised only where individual amounts exceed $200. These assets are not depreciated.
(iv) Income Tax
   The Institute is exempt from Income Tax under Section 23(e) of the Income Assessment Act 1936, as amended.
(v) Liability for Victorian State Superannuation Pensions Scheme.
   No provision has been made in these accounts for the future pension costs of former employees who were members of this scheme. Such costs will be met as and when they emerge and are invoiced to the Institute by the Trustees of the Scheme.
(vi) Interest Earnings
Interest earned on all non-specified investments is credited to Enterprise Income.

(vii) Research and Development Costs
Research and Development costs are expensed in the year in which they are incurred. No capital values are attributed to Copyrights and Patents in which the Institute had proprietary rights.

3. Accumulated Surpluses/(Deficits)

<table>
<thead>
<tr>
<th></th>
<th>1984</th>
<th>1983</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recurrent Grant</td>
<td>$(516,104)</td>
<td>$(397,490)</td>
</tr>
<tr>
<td>Equipment Grant</td>
<td>14,335</td>
<td>(18,970)</td>
</tr>
<tr>
<td>Minor Works Grant</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Departmental Reserves</td>
<td>637,536</td>
<td>625,483</td>
</tr>
<tr>
<td>Research Grants</td>
<td>76,104</td>
<td>109,154</td>
</tr>
<tr>
<td>Prizes and Scholarships</td>
<td>33,311</td>
<td>32,485</td>
</tr>
<tr>
<td>Enterprises</td>
<td>1,562,648</td>
<td>2,526,491</td>
</tr>
<tr>
<td></td>
<td><strong>1,807,831</strong></td>
<td><strong>2,877,173</strong></td>
</tr>
</tbody>
</table>

4. Debtors and Prepayments.

<table>
<thead>
<tr>
<th></th>
<th>1984</th>
<th>1983</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepaid Salaries</td>
<td>664,159</td>
<td>407,485</td>
</tr>
<tr>
<td>Other Prepayments</td>
<td>894</td>
<td>555,861</td>
</tr>
<tr>
<td>Sundry Debtors</td>
<td>480,648</td>
<td>278,064</td>
</tr>
<tr>
<td>Accrued Interest</td>
<td>86,890</td>
<td>44,162</td>
</tr>
<tr>
<td>Loans to Students</td>
<td>52,470</td>
<td>60,917</td>
</tr>
<tr>
<td></td>
<td><strong>1,285,061</strong></td>
<td><strong>1,346,489</strong></td>
</tr>
</tbody>
</table>

5. Investments.

<table>
<thead>
<tr>
<th></th>
<th>1984</th>
<th>1983</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Accepted Bills of Exchange</td>
<td>-</td>
<td>1,773,371</td>
</tr>
<tr>
<td>Term Deposits</td>
<td>8,000,000</td>
<td>7,000,600</td>
</tr>
<tr>
<td>At Call Deposits</td>
<td>2,255,444</td>
<td>2,300,000</td>
</tr>
<tr>
<td>Other Authorised Investments</td>
<td>4,200</td>
<td>4,200</td>
</tr>
<tr>
<td></td>
<td><strong>10,259,644</strong></td>
<td><strong>11,078,171</strong></td>
</tr>
</tbody>
</table>

6. Inventories.
All inventories on hand are finished goods, and are valued at the lower of cost and net realisable value of individual specified items.

7. Land, Building and Equipment.

<table>
<thead>
<tr>
<th></th>
<th>1984</th>
<th>1983</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freehold Land and Buildings</td>
<td>2,761,628</td>
<td>367,887</td>
</tr>
<tr>
<td>Motor Vehicles and Equipment</td>
<td>901,600</td>
<td>769,045</td>
</tr>
<tr>
<td></td>
<td><strong>3,663,228</strong></td>
<td><strong>1,136,932</strong></td>
</tr>
</tbody>
</table>

All items are valued at cost.

<table>
<thead>
<tr>
<th></th>
<th>1984</th>
<th>1983</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepaid Tertiary Education Assistance Grants</td>
<td>$5,861,900</td>
<td>$5,330,000</td>
</tr>
<tr>
<td>Creditors</td>
<td>$99,677</td>
<td>$81,596</td>
</tr>
<tr>
<td>Refundable Deposits</td>
<td>$734,789</td>
<td>$602,072</td>
</tr>
<tr>
<td>Salary Accruals</td>
<td>$9,040</td>
<td>$8,003</td>
</tr>
<tr>
<td>Other Accruals</td>
<td></td>
<td>$14,502</td>
</tr>
<tr>
<td></td>
<td><strong>6,705,406</strong></td>
<td><strong>6,036,173</strong></td>
</tr>
</tbody>
</table>


<table>
<thead>
<tr>
<th></th>
<th>1984</th>
<th>1983</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provision for Long Service Leave</td>
<td>$4,294,760</td>
<td>$2,809,991</td>
</tr>
<tr>
<td>Provision for Holiday Pay</td>
<td>$753,505</td>
<td>$354,962</td>
</tr>
<tr>
<td></td>
<td><strong>5,048,265</strong></td>
<td><strong>3,164,953</strong></td>
</tr>
</tbody>
</table>

The provision for Long Service Leave has been calculated as follows:
(a) the full contingent and legal liability for services by full-time employees to the Institute $3,364,760
(b) an estimate of transferred service credits under the CAE Academic Staff Leave Determination No 7 of VPSERT.

The estimate of transferred service credits has been included in the accounts for the first time. It is based on service credits notified to the Institute as at 31 December 1983 adjusted for wage increases that occurred during the year. The amount will be inaccurate to the extent of unnotified service credits (if any) that may exist; such credits will be accounted for in the year of notification.

The provision for holiday pay is estimated at two weeks entitlement for all full-time employees. The increase of $398,543 includes an adjustment of $288,805 relating to prior financial years.


During the year the following amounts were transferred to enterprise provisions by way of charges against enterprise income:

<table>
<thead>
<tr>
<th></th>
<th>1984</th>
<th>1983</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provision for Long Service Leave</td>
<td>$1,484,769</td>
<td>$2,148,405</td>
</tr>
<tr>
<td>Provision for Annual Leave</td>
<td>$398,543</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td><strong>1,883,312</strong></td>
<td><strong>2,148,405</strong></td>
</tr>
</tbody>
</table>
APPENDIX F

Publications by Institute staff during 1984.

School of Applied Science - Faculty of Technology


School of Engineering - Faculty of Technology


School of Education


School of Social and Behavioural Studies


Academic Registrar's Department


Educational Development Unit


Library
