From the President:

At the end of each semester all students are invited to offer an evaluation of the course units they studied. This is done by way of a questionnaire that asks you to rank certain aspects of both the course unit and the teaching. There is also an opportunity to make open comments. The responses are collated into a single page for both the unit and the teaching and given to the lecturer. The overall results for the whole semester are also collated into a single page and are studied by the staff during our pre-semester meetings. These become a useful instrument in helping lecturers reflect on their teaching and make improvements.

The response rate for semester two was 83%. By any standards this is regarded as a good response rate and should allow us to make informed judgements. I thank everyone who took the time to complete the questionnaire for each course unit they took.

The most positive responses were the following:

- Lecturer demonstrated thorough knowledge of the subject area (252 Strongly Agree/Agree)
- The relevance of this unit to my course was clear (250 Strongly Agree/Agree)
- Lecturer selected texts and readings that were relevant and up to date (250 Strongly Agree/Agree)

The areas that received a least favourable response were the following:

- Lecturer organised learning activities that helped me to develop ability to work as a team member (11 Strongly Disagree/Disagree)
- Comments and feedback from assessment tasks helped me to learn (10 Strongly Disagree/Disagree)

Among the open comments there was appreciation of the good use of audio visual material. There were also comments noting the usefulness of handouts and course unit readings. Some noted their appreciation of the broad knowledge of the CIS lecturers and their enthusiasm and passion for their subject areas. Some students also requested more constructive feedback on assessment tasks.

This last area is important. It is clear over a number of years that students would like more timely and helpful feedback on their assessment tasks. During our recent pre-semester meetings we spent a session reflecting on how we might develop effective feedback that will assist your learning. I hope this is an area where we will continue to improve as a group of lecturers.

From the student point of view there are many approaches to assessment. Some see it as a series of hoops that they must jump through. Some see it as an indication that they have passed all the requirements for the course unit. Some see it as an opportunity to learn more about the subject matter. Some see it as a chance also to hone their skills in relation to the task, whether it be writing, organising ideas, or giving a presentation. Assessment is probably about all of these things.

CIS offers a session to help develop Study Skills early in each semester. This session is designed primarily for those who are new to CIS, or new to studies at this level, or new to studies in the theological disciplines. However, even beyond their first year of studies, some students have also found it helpful. You will see details of the next Study Skills session elsewhere in this edition of TIN.

Fr Gerard Kelly

Access to/from the Car Park

You have probably noticed that it is no longer possible to take the stairs from the car park to the foyer of the library. The fire safety authorities have advised us that the door we have been using is a fire door and should not be propped open. You can access the building by taking the lift or by walking out of the car park and following the paths. You can, however, continue to go from the foyer into the car park via the stairway. The doors will close behind you as you pass through.

EMERGENCY PROCEDURES

It is important that everyone is familiar with the procedures we need to follow in the event of an emergency. You will see diagrams on the walls around the campus indicating the emergency evacuation pathways. Please become familiar with these – when there is an emergency we need to be able to respond quickly. In the event of an emergency please follow any instructions that are given via the emergency evacuation system. The emergency assembly area is on Albert Rd, two houses along towards Homebush Rd.
From the Academic Registrar:

Congratulations on surviving week 1! I say that not as a glib one-liner, but as a genuine statement of praise for all students who have committed to study with us and who are juggling the competing demands of life, as well as the chaos of Sydney traffic and the heatwave conditions we experienced last week. I hope you enjoyed meeting your lecturers and fellow students and that you found your first week at CIS stimulating and exciting.

There are a few matters I’d like to bring to your attention now at the beginning of Week 2.

First, please keep in mind that whilst it is possible to drop a course unit up until 5:00pm on the Friday of Week 3, 11/03/16 (i.e., before census date) without either academic or financial penalty, after Week 3 dropping a unit is no longer possible. In exceptional cases a Withdrawal without Academic Penalty may be granted by the CIS Academic Board. Do note, however, that even if a Withdrawal without Academic Penalty is granted, tuition fees are forfeited. (See Section 7 of the CIS Academic Regulations. The regulations are available from the registry shelves and the CIS website).

Secondly, as the semester gets underway, each class will be asked to nominate a class representative. The lecturer will provide this name to the Registry Office so that we can keep a log of who might enjoy this responsibility. The class representative:

- Plays an organisational and communication role when the class needs to act as a whole.
- Acts on behalf of the class to bring to the attention of the lecturer, or the Academic Dean, any area of concern that the class might have concerning the conduct of the course unit.
- Ensures that all members of the class help to maintain the cleanliness of the student common areas particularly at the end of breaks within lectures and at the end of the lecture period by:
  - Gathering up any used cups/glasses left in the student common areas;
  - Loading the dishwasher/s in the student common areas; and,
  - Wiping down the benches in the student common areas.
- At the end of the semester, gathers the Student Evaluations distributed by the lecturer and presents these to the Registry Office.
- Liaises with the class and the lecturer about the possibility of a social gathering for the class at the end of the semester

The role is an important contribution to the life of the Institute and is not meant to be onerous. So thank you to those students who will take on this role in the coming semester.

Finally I would encourage all students, new and existing alike, to take advantage of the Library Literacy sessions and the Study Skills session that will be running in the next two weeks. CIS operates these special programs to enhance your learning experience, and whilst attendance at them is optional, they are an excellent way to develop new skills and knowledge, and to keep up to date with innovations in the tertiary education sector.

Best regards

Janelle Craig

NO SMOKING

Students are reminded that CIS a non smoking campus.

WEEKDAY MASS is celebrated in the chapel, Monday to Thursday at 12.40pm.
The student common room is available to all students as a place of recreation and refreshment. It can be a place of good conversation. Tea and coffee are available in the back common room area, together with biscuits and drink and snack machines. Chilled filtered water is available in the front common room. There is also a microwave for heating food and drink.

For the health and well being of everyone, please place dirty cups and other items in the trays for dishwashing; and place all rubbish in the bins provided. The dishwasher is easy to use and quick. If you notice a full tray ready for a wash, please place it in the dishwasher and push the start button. Similarly, once a wash has been completed, cups etc can be stacked on the rack. Many hands make light work!

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You are invited to the launch of

**Letters from the Marist Missionaries in Oceania (1836-1854)**

by Charles Girard SM

and

**Thinking about Political Things: An Aristotelian Approach to Pacific Life**

by Andrew Murray SM

Friday 11 March 2016, 6.30 pm at the dining room
Villa Maria,
1 Mary Street, Hunters Hill, NSW 2110
Parking is available on Mary St and in the parish carpark

RSVP: by 2 March (02) 9844 2222;
vicarprovincial@maristfathers.org.au
Learn how to access Library resources

This year, members of staff at the Veech Library are offering Library Literacy sessions for all students at CIS. These sessions will run twice daily from Monday 29th February to Friday 11th March, 2016.

Session times will be from 1.15pm—2.45pm and 4pm—5.30pm, Monday—Thursday and 10am -11.30pm & 2.30pm—4pm on Fridays.

Library Literacy sessions will include; a guided library tour with an overview of the collection and resources, followed by a look at how best to use the catalogue and databases for research and assignments. Handouts will be provided.

Bookings can be made in the Library from Monday 22nd February.

Everyone at the Veech Library is looking forward to welcoming you to the Library and helping you to get the most out of our wonderful collection and online resources.

Study Skills Morning

An opportunity for new and continuing students to learn and improve the skills required for effective study.

WHEN       Saturday 12th March 2016
            9.30am—12.30pm
WHERE      Catholic Institute of Sydney
            Lecture Room 3
WHO        Led by Fr Mark Kenney
            and Dr Rohan Curnow

Content will include how to write an essay through every step of the way, from the essay question to the finished product, analyzing the essay question, preparing a mind-map, researching the essay, planning to use the material to answer the question, proper documentation of sources and editing the essay and computer use in essay writing.

All Welcome!

A great opportunity for new students!

RSVP Thursday 10th March 2016 by completing the form below

STUDY SKILLS MORNING

☐ I will be attending the study skills morning on Saturday 12 March 2016

NAME: ...........................................................................................................................................

PHONE No: ........................................................................................................................................

Please return to Mary Cassar (Registry Office) by Thursday 10 March 2016