

School of Behavioural Science 2006 Operational Plan

We have organized our Operational Plan under different headings this year to be consistent with the Growing Esteem document, rather than the previous Melbourne Agenda but have retained some continuity with our Strategic Plan by listing Goals. So Goal Areas 1, 7, 8, 9 and 10 fit under the heading on Enablers; Quality Research (2) and Quality Teaching and Learning (3) remain separate goals and Goals 4 and 6 fall under the External Relations Committee.

GOAL AREA 1: PEOPLE

Goal Statement: To strengthen the School of Behavioural Science as a preferred destination for outstanding staff and students from Australia and around the world.

STRATEGIES	TARGETS / TIMELINES	RESPONSIBILITY
1. Providing the appropriate infrastructure to be able to attract and retain high quality academic and general staff to the School.	Identify existing School infrastructure features that attractive and are not attractive to staff, and those that are not currently present that would attract staff to the school [survey academic staff by February 2006]	Head of School (HOS), School Manager (SM)
2. Attracting and retaining high quality academic, general staff and students to the School by enhancing the research and learning environment of the School.	Identify existing School features that are attractive and are not attractive to staff, and that would attract staff [survey academic staff by February 2006]	HOS, SM
3. Encouraging the career development of academic and general staff, and students of the School.	Canvass students' opinions as to their needs for career development	HOS, SM, Head of Academic Programs Committee
	Finalise School work force profile	HOS, DH, SM
	Finalise School work force plan	HOS, DH, SM
4. Developing strategies for attracting high quality academic and general staff to the School.	Investigate methods used within and outside the discipline to attract high quality academic and general staff.	HOS, SM
	Hold focus groups within the School to ascertain the qualities and incentives that would attract high quality staff to the School	HOS, SM
5. Developing strategies for attracting students of the highest quality to undergraduate and postgraduate programs of the School.	Investigate feasibility of introducing mentoring systems for students	Head of Academic Programs, Executive
6. Working with the University and Faculty in developing career pathways for research only staff.	Nominate School research only staff member to university committee examining career pathways for research only staff.	Head of School and Head of Research Committee
7. Ensure that Research Only staff contribute in some way to the teaching program within their field of research expertise, and participate in administrative functions primarily connected with area of research and attend relevant School meetings.	All new Position Descriptions to include reference to expanded responsibilities	HOS

GOAL AREA 2: QUALITY RESEARCH

Goal Statement: To enhance the performance of the School of Behavioural Science as a leading centre for psychological research in Australia, and to strengthen its reputation for world class research and research education.

STRATEGIES	TARGETS / TIMELINES	RESPONSIBILITY
1. Contributing to the development of the national research quality framework, and monitoring research outcomes through benchmarking, and implementing methods of improvement.	Working group to identify appropriate methods for assessing and measuring quality of research output with respect to the RQF.	Head of Research Committee
2. Increasing external research funding to the School through national and international schemes, and through linkages with industry and health promotion agencies.	Establish a working group to develop a proposal for a Research Centre of Excellence within the Department [May 2006]	HOS, Research Convener
3. An increase in ARC & NHMRC funding by 20% compared with 2005	Develop support mechanisms for submissions of large and collaborative grants through the NHMRC Programs Grants and ARC, NIH and other major funding bodies. [Target: one large collaborative grant in 2006 (e.g., NHMRC program or NIH)]	Research Convener
	(i) Each member of academic staff to have their name on an application for funding for a national competitive grant.	Research Convener
	(ii) Each member of academic staff to have applied for external funding from other sources	
4. Increasing the number of high quality publications of research by staff and students by 5% compared with 2005.	Implement a policy that all academic members of staff should produce a minimum of FIVE high quality publications over 5 years (i.e. DEST Category 1 publications) [Oct 2006]	HOS
	Establish a mentoring scheme and workshops for preparing staff and student research for publication.	Research Convener and Graduate Research Convener
	Establish a mechanism for monitoring journal article submissions.	Research Convener
5. Improving the quality of research training and student supervision, and improving graduate research completion rates by 10% compared with 2005.	Develop methods for improving and monitoring research supervision. [Target: Develop an in-house monitoring procedure by June 2006]	Graduate Research Convener
	Continue to seek University support for submission of the PhD thesis as a series of published papers. [Target: Present a specific proposal to the Faculty and SGS for consideration Timeline: Ongoing]	Graduate Research Convener and HOS
	Offer combined MPsych/PhD students a "bridging" scholarship for Year 1 of their candidature. [Target: Examine its feasibility by June 2006.]	Executive
	Increase number of RHD enrolments by 10%	
	Satisfaction levels of research students in the QRS are at least 4.0	

GOAL AREA 3: QUALITY TEACHING AND LEARNING

Goal Statement: To provide an outstanding learning environment for psychology students.

STRATEGIES	TARGETS / TIMELINES	RESPONSIBILITY
1. Reviewing and updating the structure and content of the undergraduate curriculum, informed by our tradition of research-led teaching.	Complete current international benchmarking exercise [July 2006]	Head of Benchmarking Committee
	Establish working party to review other major Gof8 teaching and learning procedures	Academic Programs Convener
	Complete review, within discipline groups, and informed by current benchmarking and survey feedback: <ul style="list-style-type: none"> • overall desired content and structure of the UG curriculum • current offerings, identifying gaps and overlap in content [Feb 2006] 	Academic Programs Convener
2. Reviewing and updating the curriculum and practical training of the postgraduate professional programmes, informed by our tradition of research- and practice- led teaching.	Complete current international benchmarking exercise [July 2006]	Head of Benchmarking Committee
	Completed <ul style="list-style-type: none"> • review structure and content of professional coursework curriculum in the interests of maintaining coherence and ongoing relevance, and • review assessment procedures with respect to relevance to professional practice. [Jul 2006] 	Academic Programs Convener
	Review purpose, nature and breadth of internal placements. [Jul 2006]	Academic Programs Convener
3. Maintaining high levels of teaching practice, and encouraging and rewarding excellence in teaching.	Establish formal tutor training programme, required for all new tutors. [Feb 2006]	Academic Programs Convener
	APC (undergraduate) to set up a working party to review tutor roles and terms and conditions of appointment. [Jul 2006]	Academic Programs Convener
	Initiate research into linking QOT and CEQ ratings with specific facets of undergraduate subjects	Academic Programs Convener
	Implement mentoring system for new academic staff. [Dec 2005]	HOS, SM
	Set up a working party to explore options for Departmental teaching awards [Jul 2006]	Academic Programs Convener
4. Ensuring assessment procedures reflect students' expanding skills and knowledge base and are compatible with specific learning objectives.	Survey UG students on the extent to which they perceive they have gained specified generic skills, and whether assessment procedures have adequately tapped them. [Dec 2005]	Academic Programs Convener
	Completed review of assessment procedures subsequent to curriculum review (UG and PG). [Jul 2006]	Academic Programs Convener

	Establish working party to investigate ways of improved feedback to students	Academic Programs Convener
5. Promoting students' sense of involvement in the School and the discipline.	Promote knowledge of teaching staff by having biographies on web sites at the point where students access course material. [Feb 2006]	External Relations Convener
6. Learning about new approaches to teaching and learning.	Establish a working party to develop monitoring procedures by November 2005	Academic Programs Convener
7. Providing curricula consistent with the resources available for maintaining quality of learning opportunities.	Review graduate and undergraduate curricula to ensure adequacy of resources for teaching	Academic Programs Convener
8. Monitor and provide discipline-specific input to 'Curriculum Commission'	Ensure HOD and Head, APC maintain links with faculty and other bodies in the university and establish School working parties when appropriate	HOD, Academic Programs Convener

GOAL AREA 4: EXTERNAL RELATIONS

Goal Statement: To continue our policy of international and national collaboration in education and research and to enhance our status as one of the leading Schools of Behavioural Sciences in the world.

STRATEGIES	TARGETS / TIMELINES	RESPONSIBILITY
1. Increasing and diversifying our high quality student intake at all academic program levels.	Review the content of our webpage to ensure that it is user-friendly, of international quality, and accessible in a way that fully addresses the needs of its users and makes it attractive to full-degree and study abroad students.	External Relations Convener, External Relations Manager
	Identify and appoint appropriate academic staff to act as academic advisors to study abroad [Discuss needs with subject coordinators and implement scheme – June 2006]	Academic Programs Convener
	Develop international student support package – Dec 2006]	External Relations Convener
2. Developing collaborative programs in teaching and maintaining collaborative relationships in research with leading universities , including Universitas 21 partners.	Identify potential sources of and funding for collaboration; and provide incentives to academic staff to develop new collaborations if appropriate [Review available funds and costing of collaborations Oct 06]	HOS, SM and Executive
3. Developing professional relationships with appropriate scientific and professional groups to enhance our teaching and research.	Identify current relationships with appropriate psychology groups and identify appropriate groups with whom we should have relationships, identify and engage in activities to promote relationships. [Survey academic staff and report by end 2006]	External Relations Convener
4. Identifying, targeting and hosting appropriate high quality international visitors to facilitate new opportunities for international collaboration and exchanges.	Report to the School on the use and success (including the development of research collaborations) of the current visitor scheme [Use existing data, Dec 05; Develop an exit survey for visitors, End May 06]	External Relations Convener
5. Increasing the international experience of our students	Develop a strategy for facilitating interactions Aug 06]	SM
6. Fostering collaborative links with appropriate non-University research groups (e.g., Cancer Council, ORYGEN, and Australian Institute of Family Studies).	Identify current relationships with appropriate non-University research groups and identify non-University research groups with whom we do not have relationships, identify and engage in activities to promote relationships	External Relations Convener

GOAL AREA 5: ENRICHING WIDER COMMUNITIES

Goal Statement: To enrich the Victorian, Australian and international communities by commenting on aspects of psychology and by influencing policy development.

STRATEGIES	TARGETS / TIMELINES	RESPONSIBILITY
1. Disseminating information about the scientific, applied and educational contributions of the School to the community.	Identify current sources of disseminating information to communities about the School's contributions [Survey staff and report, [June 06]	External Relations Convener
	Establish a University of Melbourne Psychology alumni group who are regularly contacted by email about contributions of the School. [End 2006]	External Relations Convener; External Relations Manager
2. Engaging with the external profession and relevant community bodies by increasing representation on relevant committees.	Identify current memberships of external professional and relevant community bodies. [Survey staff and report to School, June 06]	External Relations Convener; External Relations Manager
	Encourage appropriate academic staff to join key external professional and relevant community bodies. [Survey staff to identify key bodies; June 06 Identify and target staff who are eligible to join]	External Relations Convener, HOS
3. Strengthening relations with the community-based health care providers and consumers through the provision of quality information.	Identify current sources of disseminating information to health care providers and consumers about the School's contributions. [Survey staff and report to School, June 06]	External Relations Convener; External Relations Manager
4. Engaging with the public through various forums such as public debates/discussion and the media as advocates for psychology.	Identify academic staff who currently engage with the public and the media as advocates for psychology [Survey staff, report June 2006]	External Relations Convener; External Relations Manager
	Undertake an audit of staff of existing knowledge transfer activities and report to the University knowledge transfer group. (May 2006)	External Relations Convener, Manager External Relations.
	Develop an annual program of knowledge transfer activities. (end 2006)	External Relations Convener; Manager, External Relations

GOAL AREA 6: QUALITY MANAGEMENT

Goal Statement: To have an efficient, inclusive governance structure which provides effective and transparent decision making.
 To improve collegiality and communication within the School
 To relate effectively to the rest of the University

STRATEGIES	TARGETS / TIMELINES	RESPONSIBILITY
1. To review governance structure with respect to effectiveness and transparency of decision making.	Review governance at special Executive Meeting and subsequent School Committee [June 2006]	HOD
2. To examine further ways of disseminating information and seeking views from within the School	Form Working Party to carry this out [September 2006]	Executive

GOAL AREA 7: QUALITY INFRASTRUCTURE

Goal Statement: To ensure that the School's buildings and equipment are appropriate for our current and future teaching and research requirements.

STRATEGIES	TARGETS / TIMELINES	RESPONSIBILITY
1. Develop a space allocation policy, including laboratory space	Develop policy, consult and disseminate	HOS, DH
2. Devising an approach to ensure our equipment is up to date and appropriate to our need	Review warranty and replacement policy and develop master schedule for equipment renewal. Dec 2005	Deputy Head; Technical Services Manager
3. Devising a resource allocation strategy for teaching research and administration	Clarify relationship between equipment renewal and new equipment acquisition. Oct 2005	HOS, SM, External Relations Convener

GOAL AREA 8: INCREASING FINANCIAL RESOURCES

Goal Statement: To provide the School with a financial resource base enabling it to be internationally competitive.

STRATEGIES	TARGETS / TIMELINES	RESPONSIBILITY
1. Increasing commercial, philanthropic and government research investment, grants, and contracts that enhance the resources of the School.	Develop data bases of resource opportunities and attempts. Identify strategically placed alumni. March 2006	Executive
2. Developing strategic partnerships with health services, governments (education, human, social) and the private sector.	Develop data bases of potential partners. Identify strategically placed alumni. March 2006.	HOS, Executive, External Relations Convener, SM
3. Exploring the opportunities for provision of professional and research educational short courses.	Monitor professional development requirements of APS and Registration Board. Monitor research methodology developments. Ongoing.	Executive, SM, Convener of AP
	Increase fee income from international students compared with 2005 income.	

GOAL AREA 9: EQUITY AND ACCESS

Goal Statement: To entrench equity and merit as fundamental principles through which the School encourages and assists staff to realise their full potential.

STRATEGIES	TARGETS / TIMELINES	RESPONSIBILITY
1. Increasing opportunities for good students from disadvantaged backgrounds, refugees and on Temporary Protection Visas (TPV) through scholarships and special administration programs.	To identify students who fall into the categories described by the strategy	HOS, SM and External Relations Convener
2. Giving priority to indigenous Australians with the opportunity to enroll in the School and with the support they need to succeed in undergraduate and post graduate study.	Liaise with the CIE to ascertain support indigenous students require to succeed in their studies	HOS, SM and External Relations Convener
3. Raise awareness of mental illness and increasing our influence at a Faculty and University level on this issue.		HOS, SM, Academic Programs Convener
4. Continuing to support the objectives of the University's Equal Opportunity for Women in the Workplace Strategy to ensure equity in recruitment and promotion processes and optimal support for the progression of high achieving academic and professional staff women in the School.		HOS, SM, Academic Programs Convener