

**The University of Melbourne
School of Behavioural Science**

MINUTES OF THE EXECUTIVE COMMITTEE MEETING

Meeting 06/06

Tuesday, 11 April 2006, 2.15pm

- 1. Present:** H. Jackson (Chair), R. Bell, J. Boldero, P. Murray,
P. Pattison, B. Rohrmann
Apologies: J. Mattingley
In attendance: A. Chua

2.1 Minutes

2.1 Minutes of the meeting of 05/06 – 28.03.06

The minutes of the meeting of 28 March were confirmed.

2.2 Matters arising from the minutes

2.2.1 Progress on Action items

Progress on action items was noted as follows, other items are as recorded in the 'action sheet' above.

28 March 2006

4.1	Staffing & Selection	Develop mechanism for covering sem2, OI teaching	Bell	Discussion underway
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14 March 2006

2.2.2	Int Enrolment Figures	Investigate India as a potential market	Bell	In progress
6.	APC – curriculum commission	Draft TOR for WP on curriculum	Bell [14.03.06]	In progress
9.2	New Server	Draft memo to ITAG from HOD	Taylor	On hold

28 February 2006

2.2.3	Student Placement issue	Meet with Saling and Anderson to resolve	Bell	Short term issue resolved.
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Members noted that the longer term issue of funding students on country placements was not resolved and it was suggested that the School investigate the possibility of psychology students using medical student accommodation.

2.2.2 Space Working Party – draft principles of space allocation (Item 3.2)

It was noted that the School Committee considered the draft principles at its meeting on 4 April and had referred them to the Research Programs Committee for refinement.

3. General

3.1 School Committee structure

It was noted that the School Committee had endorsed Executive Committee recommendations at its 4 April meeting. The School Committee requested that all committees be properly constituted with elections held where necessary. During discussion at the School Committee the issue of casual tutor membership was raised and the difficulties in fulfilling the membership along the lines specified. The School referred the matter back to the Executive for a recommended solution. Members discussed the possible alternatives and recommended that the membership be changed to

“Tutors and Senior tutors – one casual tutor nominated by the Department.”

3.2 Self-Assessment and Operational Plan

Members received a tabled copy of the final version of the School’s performance review and operational plan for 2006. Members discussed section IV of the submission (identification of areas for improvement) noting the areas in which the School needed to focus for 2006. It was noted that the report would be sent to the Faculty and would form part of the Faculty’s performance review process.

4 Staffing Matters

4.1 Appointments & Selection

The Chair welcomed Aileen Chua (External Relations Manager) to her first Executive Meeting. The Chair also reported on the progress of the Industrial/Organisational Psychology associate professor appointment.

4.2 Proposed honorary appointments

Members endorsed the proposal to appoint as an Honorary Fellow: Dr Tina-Marie Proffitt and Dr Craig Olsson.

5. Budgetary Matters

5.1 Equipment maintenance

The Chair indicated that he had placed this item on the agenda as he had had a request for School funds to be allocated for the repair of a costly piece of equipment. He asked members for their views on how equipment maintenance was budgeted. During discussion it was noted that:

- Currently equipment is repaired as required and the cost put against the School’s general operating account;
- Large expenditure is currently authorised by the Head of School;
- In previous years maintenance was factored into the equipment round but a decision had been made to include this as part of the operating budget.

It was **agreed** that the costs should be borne from the operating grant, however, there was a suggestion that the submissions for funding from the equipment round include information about its obsolescence so that there is some discrimination about which equipment is repaired. It was **agreed** that the Technical Services Manager indicate the life expectancy of equipment purchased through the equipment round as part of the

process.

Action: Modify guidelines for equipment round
Chandrakumar

6. Academic Programs Committee (APC)

6.1 Curriculum Commission update

Richard Bell reported that the University Curriculum Commission was currently on a two week break. With regard to other academic programs issues, he advised that he was about to set in train the establishment of three working parties of the Undergraduate Sub-committee on (i) curriculum integration; (ii) improving links with students; and (iii) identifying causes for poor CEQ ratings. At the postgraduate coursework level discussions about abandoning the Doctor of Psychology program were under way; more discussions were planned. In addition, there was a draft proposal to revise the I/O program so that it was much broader and incorporated public health components. With regard to this it was mentioned that the VicHealth professorial position had been filled and that there may be linkages that could be made via such a program. It was also suggested that the term 'public health' may not be the most appropriate and that a more contemporary term would be better.

7. Research Programs Committee (RPC)

There was no report under this heading.

8. External Relations Committee (ERC)

Jenny Boldero reported that she was working towards getting the School ready for the impending University Knowledge Transfer audit and was hoping to send out a survey to all staff before the Easter break.

She also reported that the Web Sub-Committee had finalised it's meeting dates for 2006 and would meet in the near future.

9. Any Other Business

9.1 Meeting regularity

Pip Pattison referred members to the minutes of the Special Executive Committee held on 26 March. She noted that the record indicated that although there was a suggestion that committees met too infrequently there was no determination about increasing frequency. Pip argued that 2006 was the most critical year for the School in the last 15 years and that it was essential that we were in a position to respond to changes quickly and contribute to the University's change in direction. There was much discussion about the benefits and need of increasing meeting frequency and the following points were made:

- the Executive was best placed to respond quickly as it meets fortnightly and it can refer matters to conveners for quick action through the appointment of working parties
- the School was represented on the Faculty's version of the curriculum commission and was able to provide quick response through this
- a number of working parties were being established as detailed under item 6.1

- above and these would ensure that the School was well placed to feed into any changes at the University level
- there were certain tradeoffs in administrative workload as part of the new governance structure and an increase in meetings would require a review of administrative capacity to support the meetings.

Members agreed that the curriculum areas were being covered but expressed concern that there was a great deal of work to be done in the research area. It determined that the Research Programs Committee be requested to establish three working parties and report as follows:

- working party to develop ways of improving recruitment of research higher degree students
- working party to develop strategies for increasing research income generated per staff member
- working party to prepare for the RQF
- The Committee requested that the Research Committee provide details about membership, proposed terms of reference and timelines for reporting and outcomes to its next meeting.

Members also felt that it was important that the School was represented on the MDHS Research Committee.