

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

**MINUTES OF THE EXECUTIVE COMMITTEE MEETING
Meeting 05/06
Tuesday, 28 March 2006, 2.15pm**

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

2.1 Minutes

2.1 Minutes of the meeting of 03/06 – 14.03.06

The minutes of the meeting of 14 March were confirmed.

2.2 Minutes of the special meeting of 04/06 – 26.03.06

The minutes of the special meeting of 26 March were amended and approved as detailed in Appendix A attached.

2.3 Matters arising from the minutes

2.3.1 Progress on Action items

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

14 March 2006				
3.2	Space working party	Draft space allocation principles	Jackson	Drafted - see agenda item 2.3.2
3.3	Self-Assess & Op Plan	(i) Record performance against plans & (ii) draft 2006 strategies	Conveners & HOD	(i) completed; (ii) in progress

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

The Chair tabled a document (attached at Appendix B) outlining some potential guiding principles for obtaining and retaining space in the School. Members generally agreed that it was appropriate to have some minimum criteria for the allocation of space and requested that the document be referred to the School Committee as a Key Issue for discussion.

Action: Key Issue for School Committee agenda
Murray/Korajkic

2.3.3 UG student numbers – comparative data (Item 2.2.2)

Members received a document circulated with the agenda, which was prepared by the External Relations Convenor, and provided preliminary data on undergraduate international student enrolments for 2006. Jenny pointed out that the School was down on its numbers overall and that this was against the University trend. It was noted, however, that these were semester 1 figures and it was expected that there would be

some increase after any Semester 2 commencers enrolled. Members also noted that the School was not picking up students from the markets that other faculties were attracting.

It was agreed that the new External Relations Manager be requested to liaise with the Faculty External Relations Manager to try to establish the cause of the downward trend.

Jenny then reported that key to increasing enrolments in psychology was

- Focussing on Indonesia;
- Protecting Singaporean market from UK providers; and
- Considering the market in China.

The Committee agreed that the External Relations Committee be requested to develop a strategy for Shanghai, Beijing and Jarkarta.

It was also agreed that Jenny Boldero should visit Singapore to meet with Clare Yeo (Woodbridge) and George Bishop (NUS).

Action: Investigate downward trend of enrolments
Chua

Action: Developed recruitment strategy
ERC & Chua

3. General

Nothing was reported under this heading.

4 Staffing Matters

4.1 Appointments & Selection

The Chair reported that the selection process for the Associate Professor Industrial/Organisational was in the final stages and it was hoped that an offer would be made shortly. It was noted that any appointment would now be too late to cover teaching required in semester 2, 2006. It was agreed that Richard Bell and Alex Wearing discuss ways in which the gap could be covered.

Action: Development mechanism for covering sem2, OI teaching
Bell

5. Budgetary Matters

Members noted that the Faculty was still working on developing a budget model through a working party of the Faculty Planning, Budgets and Research Committee. It was reported that discussion at the meeting of 24 March was quite heated and there appeared to be difficulty in developing a consensus about an appropriate budget model.

Members agreed that it was important for the Head to indicate in the 2006 department performance review and operational plan that the lack of knowledge about the budget made it very difficult for the School to develop any meaningful plans.

6. Academic Programs Committee (APC)

6.1 Curriculum Commission update

Richard Bell reported that the Faculty had established a working party, which was chaired by Professor Stephen Harrup, to provide input into the curriculum commission. Richard advised that the Dean was scheduled to meet with the Vice-Chancellor to discuss the funding implications of the proposed changes. The Faculty had concerns about projected loss of income as a result of the 'fallow' year, which was required to introduce a new structure, as well as ongoing losses to the School of Dental Science.

Richard reported that the advice he had received from Stephen Harrup was that it was premature for the School to set up a working party to deal with these issues as it was still not clear what was happening at the broader level.

6.2 Submission to T&LPF

Members received the call for applications for projects to be funded out of the University's allocation of the Learning and Teaching Performance Fund, as circulated with the agenda papers.

Richard Bell proposed that the School make a submission for funding to conduct a research project on linking CEQ evaluations to specific aspects of subjects. Richard tabled a series of graphs (attached at Appendix C) which showed UoM performance on the good teaching, generic skills, and overall satisfaction scales for 2003 and 2004 compared with psychology at other Australian universities.

Members thanked Richard for his work and it was agreed that he prepare a submission for funds to conduct this research.

Action: prepare submission to L&TPF
Bell

7. Research Programs Committee (RPC)

There was no report under this heading.

8. External Relations Committee (ERC)

There was not report under this heading.

9. Any Other Business

There was no other business.