

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

MINUTES OF THE EXECUTIVE COMMITTEE MEETING

Meeting 01/06

Thursday 9 February 2006, 8.30 am

1. Present: H Jackson (Chair), R. Bell, J. Boldero, J. Mattingley, P. Murray, P Pattison, B. Rohrmann

In attendance: M. Chandrakumar, I. Taylor

2. Minutes

2.1 Minutes of the previous meeting

The minutes of the 20 December 2005 meeting were confirmed as a true record.

2.2 Matters arising from the minutes

2.2.1 Proposed honorary appointments

The committee agreed that when appointing Professorial Fellows, the level of association with the department should be a major consideration.

3. General

3.1 Response to VC's Growing Esteem document

Pip Pattison spoke to this document. Dramatic changes are being considered for UG subjects. The VC is keen on core curriculum for the 1st year. There will be more compulsory subjects. What happens with the 4th year and PhD is yet to be determined. Pip Pattison suggested that we should take this opportunity to see what the core things we need are and what opportunities are there to do things differently. We have to monitor the changes carefully and have a set of ideas. The Department will depend on the Faculty to represent it at the Curriculum Commission. Issues not discussed in the paper will be brought to the Planning Days for discussion.

3.2 Planning Days

Henry Jackson discussed the draft agenda and said that it will be revised in light of the Lorne conference.

3.3 Printing

Members received a complaint from post graduate students in reference to the 250 pages/year limit on laser printing. Members were advised that this has been the department policy and is printed in the postgraduate handbook. But, due to network problems, this has not been enforced in the past 3 years. Students were concerned that changes had occurred without any consultation or notice. The committee agreed to monitoring the cost this year before any decision can be made.

Action: Patricia, Ian and Malini to come up with a plan

3.4 Report from Lorne

Henry Jackson reported that the VC summarised key points of the Growing Esteem paper. Some of the key issues were, international student issues, student experience both local and international, shared services, space usage and IT.

Other key points were research clusters and research focus. We need to identify which research areas we want to be in and hire people in those areas. Workforce planning will be an essential tool to achieve this. It was pointed out that administrative demands placed on academic staff affect publications and this should be taken into consideration.

Henry will circulate the paper presented by Peter Janssen on learning spaces

3.5 Student Placement issues

This item was put on hold

3.6 Space issues

The Space working party needed to be reconvened to deal with these issues.

4. Staffing Matters

4.1 Proposed honorary appointments

Members endorsed the proposal to appoint as an Honorary Fellow: Dr Anna Mandalis, Dr Annette Da Costa and Dr Leonie Simpson.

The recommendation with respect to Prof Joachim Funke was deferred. Prof Alex Wearing is to be requested to provide information on the nature of his contribution to the department.

Action:

Asmira

5. Budgetary Matters

2005 income and expenditure statement was tabled. Richard Bell pointed out that we need to take more care when budgeting as there was a large variation in the budget submitted each year and the expenditure.

5.1 Analysis of the Research and Research Training Block Funding for 2002 to 2005

The committee noted the document circulated with the agenda.

6. Academic Programs committee

No business raised under this heading.

7. Research Programs Committee

7.1 Proposed psychopathology lab

A proposal for the above lab space was received from Henry Jackson, John Gleeson, Carol Hulbert, Lisa Phillips and Eoin Killackey and was referred to the Research programs committee.

Action:

agenda for Research Programs
Chandrakumar

8. External Relations Committee

8.1 Report of Student Focus Groups - CONFIDENTIAL

The report was circulated and the committee was reminded that this was based on responses from focus groups. The committee agreed that a more general survey should be designed based on the issues highlighted. Jenny Boldero agreed to write a response to students who participated in the focus groups.

Action:

follow up
Boldero

8.2 International students' demand for psychology courses

This item was not discussed.

9. Any Other Business

9.1 Credit cards for individuals

Member received a request for individual University credit cards for staff. The committee did not support this for the following reasons:

- Two cards had previously been cancelled in the department due to non compliance
- Equipment bought using credit cards did not necessarily conform to University requirements
- Difficulty in tracking equipment bought with credit cards as it item did not get recorded in the assets register.

Distribution:

Assoc Prof Richard Bell, Deputy Head of School and Academic Programs Convenor

Assoc Prof Jenny Boldero, External Relations Convenor

Prof Henry Jackson, Head of School and Chair

Prof Jason Mattingley, Research Programs Convenor

Ms Patricia Murray, School Manager

Prof Pip Pattison, Previous Head of School

Assoc Prof Bernd Rohrmann, Elected representative

For information:

Ms Malini Chandrakumar, Resources Manager

Mr Ian Taylor, Technical Services Manager