

*The University of Melbourne  
School of Behavioural Science*

**Minutes of School Committee Meeting 02/06  
Tuesday 4 April 2006**

**Present:** *J. Anderson, R. Bell, J. Boldero, S. Bowden, D. Brett, M. Chandrakumar, P. Dudgeon, N. Haslam, H. Jackson, A. Korajkic, J. Mattingley, P. Murray, M. Nicholls, P. Pattison, G. Robins, B. Rohrmann, D. Rawlings, N. Rushford, I. Taylor, and A. Wearing*

**Minutes:** *Asmira Korajkic*

Henry Jackson welcomed everyone and read apologies.

**A.2 Matters Arising from the Minutes**

There were no matters arising from the minutes.

**A.3 Key Issues for discussion**

**A.3.1 Development of principles for allocating space.**

Staff were reminded that the departmental budget situation has changed due to a new budget model. As a result of that change we are not in position to do any renovations which would consequently provide us with some extra space. The Head of School advised that it is now most certain that we are not going to get a new space in near future so we have to facilitate what we've got. It was suggested that we need to come up with a solution as to how to utilise the space in the most effective way. The Chair referred members to the draft set of principles that was circulated with the agenda at Attachment A.3.1. Members received the draft noting that some provision should be made for more "bookable" space where individuals did not meet the minimum threshold (whatever is ultimately determined). It was emphasised that all staff should have a appropriate access to space to ensure that they can be productive.

It was recommended that the draft set of principles be referred to the Research Programs Committee for refinement and referral back to the School Committee.

**A.3.2 Research issues (including research training load)**

This item will be discussed under A.5.1c.

**A.4 Report from the Head**

**A.4.1 Curriculum Commission activities**

Henry Jackson expressed what appears to be a common concern about the state of Curriculum Commission which meets every Friday, e.e., its functioning and decision making.. Richard and Henry belong to the Faculty version of this body. Reportedly there is still dissention about which degrees will ultimately be accepted, i.e., five or six undergraduate degrees. Henry expressed his view that there is a lot of activity with not a lot of outcome.

## **A.5 Executive Committee**

### **A.5.1c Executive Committee – Special meeting**

Garry Robins pointed out that according to the set School Committee structure we haven't been properly constituted. It was noted that in terms of the School Committee membership we have not conducted elections.

It was requested from the Executive Committee to reconsider categories in the School Committee in order to achieve effective representation.

It was also requested to conduct elections for Technical and Administrative staff.

#### **2.1 Structures**

The School Committee endorsed, as recommended by the Executive Committee that the following terms of office be introduced for the School Committee and its sub committees:

- (i) That the term of office for the three convener positions be for one calendar year with the possibility of renewal;
- (ii) That the term of office for academic coordinator positions be for one calendar year with the possibility of renewal;
- (iii) That the term of office for elected members be for one year;
- (iv) That the term of office for i, ii, and iii end at 31 December in the year of office; and
- (v) That elections be held for the elected members in October of the preceding year.

The School Committee also accepted the following recommendations from the Executive Committee as follows:

That the Research Programs Committee be requested to review its membership in light of the multidisciplinary nature of research,

- (i) That a representative of the External Relations Committee (nominated by the External Relations Committee) be added to the membership of the Research Programs Committee,
- (ii) That a representative of the External Relations Committee (nominated by the External Relations Committee) be added to the membership of the Academic Programs Committee.

It was confirmed that the Postgraduate Research Sub Committee will meet as scheduled .

#### **2.2 Functioning**

The School Committee accepted the Executive Committee's recommendation that the School Committee agenda be restructured so that meetings focus on key discussion issues rather than being totally consumed by general business. The recommended structure was accepted as follows:

- (i) Welcome and Minutes
- (ii) Key issues

(iii) General business

The School Committee also accepted the recommendation that 'General business' include summary report of business from the Research Convener, External Relations Convener, and the Academic Programs Convener, consisting of up to one page and circulated with the agenda.

In regards to major issues for the Research Committee the RQF is of the highest priority/importance. Reportedly we have a decrease in PhD load and need to do something about it. Some of the ways to attract more PhD students is to tell our Honours students that the research is a great career, to talk to students when they make choices, to provide modest finance incentives or to have Show & Tell sessions.

*Garry Robins reminded the School Committee that the minutes from the various committees are still not available on the web. More diligent approach to putting information on the web was suggested and Patricia Murray agreed that it will be done.*

## **5.1 Workforce planning**

Staff were informed that the workforce planning is being discussed between Richard Bell, Henry Jackson and Sarah Edwards, HR Consultant. Henry emphasised that due to a sensitivity of the matter these issues will not be discussed at the School Committee despite some questions being raised at the meeting

## **A.5.4 Academic Programs Committee**

### **A.5.4.1 Convener's report**

Members received the written report as circulated with the agenda.

Richard Bell added to the written report pointing out that the VC's *Growing Esteem* document expects us to be at the top of GO8, which we are not anywhere near.

Richard informed staff that he had put in an application for funding from the Learning and Teaching Performance Fund. The proposal is to link CEQ evaluations to specific aspects of subjects.

Richard emphasised that the structure of coursework programs is clearly an issue for the department. We have more offerings than any other university in Australia, which should be rationalized.

## **A.5.5 External Relations Committee**

### **A.5.5.1 Convener's report**

Members received the written report as circulated with the agenda.

Jenny Boldero reported that the External Relation Committee had only one meeting and that they had co-opted additional members from the Faculty International Unit, Assoc Prof Lesleyanne Hawthorne and Fiona Abud.

Reportedly, the three major issues for the Committee are Knowledge Transfer Activities, International Student Recruitment and a possible full-time Graduate Diploma in Psychology.

Jenny pointed out that once when we know what the knowledge transfer is we will be able to assess what we are currently doing and what should we be doing.

Staff were informed that currently our “top 4” sources of international students are Singapore, Malaysia, Hong Kong and China. It is recommended by the Executive Committee that the External Relations Committee develop a strategy for international student recruitment.

Jenny reported that the department is considering offering a full-time Graduate Diploma in Psychology.

#### **A.6 Any Other Business**

With nothing further to discuss, the meeting closed at 3.40pm.