

LA TROBE UNIVERSITY
FACULTY OF SCIENCE, TECHNOLOGY AND ENGINEERING
FACULTY BOARD

Minutes of the 2/2010 meeting of the Faculty Board of the Faculty of Science, Technology and Engineering, held on
Thursday 4th March 2010

MINUTES

PROCEDURAL MATTERS		
ITEM		
Members in Attendance Faculty Board	Professor N Hoogenraad (Acting Chair), A/Professor R Brady, Professor P Broadbridge, A/Professor M Clarke, Professor J Devlin, Professor P Fisher, Dr M Foley, A/Professor W Grant, Dr M Halloran, Ms S Harris, Dr E Johnson, A/Professor S Kent, Dr R Lai, A/Professor K Legge, Dr B Ong, Professor J Petrolitio, A/Professor Pigram, Dr G Posterino, Dr I Potter, Dr Wenny Rahayu, Dr D Rogers, Professor R Staudte, Dr D Tay and A/Professor B Usher.	
Apologies	Apologies were received from the following members: Professor B McGaw, Dr M Angove, Dr S Lawler, Dr W Ng, Professor R Parish and Mr R Forrest (Student Representative).	
Others in Attendance	The following, who are not members of the Board, attended the meeting: Mr N La Rosa and Ms R Shepherd.	
Matters for Approval and Discussion	The Board agreed to discuss the following agenda items: 3.11. Items requiring the Board's approval that were not selected for discussion were deemed approved without discussion. Other items not selected for discussion were deemed to have been noted by the Board.	
Notice of Additional Agenda Items	The following item was included under "Other Business". - Working Party to review the suite of courses offered by the Faculty.	
Next Meeting	It was noted that the next meeting of the Faculty Board will be held on Wednesday 31 March, 2010 at 2:15 pm in SEMS Seminar Room, Room 221, Level 2, Physical Sciences 1.	
	ITEM	ATTACHMENT
*1.	CONFIRMATION OF MINUTES	The Board confirmed the minutes of the 118 th meeting of the Faculty Board of the Faculty of Science, Technology and Engineering held on Thursday 4 th February 2010.
2.	REPORTS	
*2.1.	Report of the Dean	The Board received the tabled report of the Dean which is contained as Appendix 1 to the Minutes.
2.2	Report of the Faculty Planning and Resources Committee	Faculty Board received the Minutes of the meeting of the Faculty Planning and Resources Committee held on 11 th February 2010.
2.3	Report of the Faculty Academic Committee	Faculty Board received the Minutes of the meeting of the Faculty Academic Committee held on the 27 th January 2010 and endorsed the recommendations contained in the Report of the Committee.
2.4	Report of the Faculty Research and Graduate Studies Committee	Faculty Board received the Minutes of the meeting of the Faculty Research and Graduate Studies Committee held on the 18 th February 2010 and endorsed the recommendations contained in the Report of the Committee.
2.5	Report of the Faculty Occupational Health and Safety Committee	There were no matters to report from the Faculty Occupational Health and Safety Committee.

2.6	Report of the Faculty Equality, Diversity and Wellbeing	There were no matters to report from the Faculty Equality, Diversity and Wellbeing Committee.
3.	MATTERS FOR DISCUSSION	
3.1	Space Audit	The Board received a verbal report from the Director, Faculty Planning and Operations. The Board were informed about the significance of the gray shaded areas on the floor plans for the R.L. Reid building. The Board were advised the Dean has met with the staff from the Department of Agricultural Science with regard to their space needs.
3.2	Load Management	The Board received the 2010 Load Management report for CSP and International enrolment as at 1 st March 2010. The Acting Chair thanked the Associate Dean, International A/Professor Brian Usher for his outstanding contribution to international student engagement over the past 18 months which is reflected in the international student enrolment numbers for 2010.
3.3	Budget	The Board received the indicative Budget report for 2010. The Director, Faculty Planning and Operations in conjunction with the Faculty Finance and Resources Manager will convene an information session for Heads of School and Departments or Faculty Board (in the future) on 'How to read the Budget'.
3.4	LIMS	The Board received a verbal report on the status of LIMS from the Acting Chair (on behalf of the Dean). The Board were informed there have been meeting between with the Faculty to discuss the actual building of LIMS. It was noted the completion of the building is set for the end of 2013.
3.5	AgriBio	The Board received a verbal report from the director of AgriBiosciences Research (LTU) , Professor Liam O'Connor.
3.6	Functional Reviews	The Board received a verbal report from the Director, Faculty Planning and Operations. The Board were informed a number of reviews have been completed or are in the process of being finalised except for the Student Services review which has commenced under the stewardship of Mr Peter Barton.
3.7	SOSI Bid	The Board received a report on the Statement of Strategic Intent bids approved by the University Planning and Resources Committee. The Associate Dean, Academic informed the Board the report highlighted a number of projects funded by SOSI bids. It was pointed out that page 3 of the report highlighted a number of key points of interest.
3.8	E-Recruitment	The Board received a report on the implementation of the E-Recruitment project.
3.9	Workplace Thermal Comfort	The Board received a report on the progress of Workplace Thermal Comfort Guidelines.
3.10	Space Planning Guidelines	The Board received a report on the proposed Space Planning Guidelines.
3.11	Composition of the Faculty Research and Graduate Studies Committee	The Board approved the request to amend the composition of the Faculty Research and Graduate Studies Committee to include in its composition the position of Chair of the Masters by Coursework Committee.
4.	HOT TOPIC	
4.1	Student Feedback - 2009	The Board received a presentation from Professor Tom Angelo, PVC (CAP) on Student Feedback for 2009. The Acting Chair, on behalf of Faculty Board thanked Professor Angelo for his presentation.
5.	MATTERS FOR INFORMATION	
5.1	CALPS	The Board received a verbal report from the Director, Faculty Planning and Operations about CALPS which is a sub-committee of Planning and Resources Committee. The Board were informed the purpose of the sub-committee is to review and consider the appropriate list of courses and subjects to be offered by the University.
5.1	CALPS	The Board received a verbal report from the Director, Faculty Planning and Operations about CALPS which is a sub-committee of Planning and Resources Committee. The Board were informed the purpose of the sub-committee is to review and consider the appropriate list of courses and subjects to be offered by the University.

5.2	International Student Engagement and Recruitment	The Board received a report on International Student Engagement and Recruitment for Science, Technology and Engineering for 2010.
6.	OTHER BUSINESS	
6.1	Working Party	The Board were invited to consider the establishment of a working party to review the suite of courses offered by the Faculty in light of recent large increases in 2009 and 2010 in the subject BIO10F.

Appendix 1

LA TROBE UNIVERSITY FACULTY OF SCIENCE, TECHNOLOGY AND ENGINEERING DEAN'S REPORT 26th February 2010

1. UNIVERSITY MATTERS

1.1 We have all been stunned by the terrible news about one of our first year students, Jarrad Waites, who died in Glenn College on Wednesday night. Jarrad was from Lakes Entrance and went to School at Gippsland Grammar. He was a first year student on our Animal and Veterinary Science course. Our thoughts are with Jarrad's family and friends.

1.2 A reminder to everyone of the importance of completing the Staff Time Survey (Sustainable Research Excellence). At least 2/3rds of academic staff must complete the survey or the University will receive nothing from the scheme. The survey covers 2 separate weeks: 22/2-28/2 and 8/3 to 14/3). Academic staff must complete both weeks. As the DRCR has stated – 'there is no simpler way for LTU to gain additional support for its research'.

1.3 Senior staff from across the Faculty were invited to a 3 day workshop entitled *Effective Leadership for Curriculum Change: Research-Based Guidelines and Practical Strategies*. The workshop was run by Tom Angelo and CTLC staff.

1.4 The Dean, HoS, Associate Deans and the Director of Planning and Operations were invited to a 2 day Strategic Planning Retreat at Healesville (18-19th Feb). We discussed the following:

- 'The Future Backwards' – a look at La Trobe's past, our current position and our visions of where we want to be. We back-tracked from where we want to be to where we are and then examined the steps we need to take.
- A Common First Year. We heard from colleagues in the Faculty of Health Sciences, Jacqui Martin (Acting Executive Director, Marketing and Engagement) and from Liz Johnson (our ADA) and Jenny Masters (Faculty of Education) about their experiences.
- The 'Distinctive Characteristics' of La Trobe University.
- Changing places: Indigenous Students and Communities. Presentations by Gary Thomas (Director, Equity and Student Support Services and Director, Indigenous Education), Mike Coombes (Co-ordinator, Indigenous Employment) and Tony Drieise (North Coast TAFE). We carried out a combined SWOT / 'Cynefin' analysis and looked at ways of achieving greater Indigenous engagement.

3. FACULTY, SCHOOL AND DEPARTMENT MATTERS

2.1 Steve Kent and the Psychology team have been working with colleagues in the Faculty of Humanities and Social Sciences to permit students to take a Psychology Major. We

anticipate that this will result in a further 15 EFTSLs in year 1 of the Psychology program.

2.2 The probable achievement of our 2010 enrolment plan (see section 6.2 of this report) will result in unexpectedly large numbers of students in some of our first year subjects. The Faculty will ensure that additional resources are allocated to the Schools where this has happened (especially SPS and SLS).

4. CAMPUS MATTERS

3.1 I visited the Bendigo Campus on 23rd February with Sue Harris. I welcomed our new students and attended meetings with staff and joined colleagues from Bendigo Bank and Telco in discussions about IT courses.

3.2 Sue Harris, Alan Lee and myself have complete 2 buildings in our survey of Faculty space at Bundoora. We will be presenting the outcome of these visits to the Schools shortly.

3.3 The Faculty is hosting the Dean's Lecture at Albury-Wodonga on 8th April when Mary White will present a lecture entitled: *My 80 year journey though life – lessons for the future of Australia's natural world*. Mary is a distinguished Palaeobotanist who has made a significant contribution to the issue of sustainability through the publication of a number of important books, including: *After the greening: the browning of Australia* (1994), *Listen – our land is crying. Australia's environment: problems and solutions* (1997), and *Running down: water in a changing land* (2000).

5. TEACHING & LEARNING MATTERS

4.1 Congratulation to 2 of our Bendigo-based Civil Engineering 2009 graduates, Clara Mulholland and Victor Lorena for winning the 2010 Railway Technical Society of Australasia Awards for outstanding final year undergraduate projects. Both students will receive a plaque, \$4000 and an invitation to present their work at the RTSA meeting in Wellington, New Zealand.

4.2 The Student Feedback on Subjects Reports for Semesters 1 and 2 2009, will be posted on our Web site this week. We have invited Tom Angelo to attend our next Faculty Board to discuss the outcomes of these surveys and the actions that will arise from them.

4.4 Soula Bennett, the President of the Science Teachers Association of Victoria (STAV) and the Director of the Victorian Centre for Physical Sciences (now called Quantum), has been allocated an office in the Faculty and will be on the Bundoora Campus every Monday. We look forward to working with Soula to raise the profile of Science in Schools.

5. RESEARCH MATTERS

5.1 We have now completed the sign off of all the ARC Discovery applications and I would like to thank all those who have submitted their proposals and the Heads of School and Paul Fisher (as ADR) for their assistance. The process has been dogged by the failure of the system to deliver adequate information to me for sign off. I have spoken to the DVCR and Peter Janssen and they have taken on board my comments about the process.

5.2 The Vice-Chancellor introduced Thomas Barlow (the author of the *Barlow Report* – an independent study into the state of research in Australian Universities) to a colloquium on 26th February. Thomas delivered a lecture on *Research at La Trobe – An Outsider's Perspective* in which he examined our performance relative to other Universities in Australia across a range of discipline fields.

6. MARKETING and RECRUITMENT MATTERS

6.1 The inaugural meeting of the Faculty Marketing and Engagement Committee took place on the 25th February.

6.2 The Faculty is now much more optimistic about achieving our 2010 enrolment plan targets. Whilst we are still over 50 students short of our international commencing target, we have now exceeded our overall CSP target load (103.2% at 22/2/10). Whilst we expect to lose some students before the 2nd audit date (the date for which are Council approved targets are set), we will also expect to pick up additional students in mid-year and from international sources. At this stage, I am quietly confident that we will reach our overall revenue targets.

6.3 Campus level data for CSP load (commencing and continuing) versus target are as follows: Bundoora 101.6%, Bendigo 111.7% and Albury-Wodonga 102.5%. My thanks to everyone for this exceptional performance.

6.4 In March (11th -23rd) I am going on the next LTI visit in March to Vietnam, Malaysia and Indonesia.

7. STAFF AND STUDENT MATTERS

7.1 Academic Board formally approved the appointment of David Vaux as the Director and Nick Hoogenraad as the Executive Director of the La Trobe Institute for Molecular Science with immediate effect.

7.2 Congratulations to Professor Kenn Raymond who has been awarded the title of Emeritus Professor by the Honorary Awards Committee.

7.3 Congratulations to John Devlin who has been appointed to the Tad Szental Chair of Electronic Engineering and Communication Sciences until 31/12/2015.

7.4 Congratulations to Fiona Bird and Peter Cartwright who have been promoted to Level C (Senior Lecturer) from 1st March 2010.

7.5 Congratulations to the following Faculty staff for receiving La Trobe Excellence in Research Awards (to be presented on 25th March): Fiona Fidler (Early Career Researchers) and John Silke and Hylton Menz (Mid Careers Researchers). Congratulations also to Alexander Maier and Tony Paolini who were highly commended.

7.6 Congratulations to the following students for their nomination for the David Myers Prize (Duc Hau Huynh), the David Kelly Medal (Thuy Doung Nhu, Suzanne Harper, Mary Castellani, Brett Stanley and Mark Edmonds) and the Alumni Prize (Luke Formosa).

7.7 Brian McGaw has been invited to join the Board of the Murray Darling Freshwater Research Centre.

Brian McGaw

28/2/2010