AB10/54
14 April 2010

LA TROBE UNIVERSITY

FACULTY OF SCIENCE, TECHNOLOGY AND ENGINEERING

SPECIAL JOINT MEETING
FACULTY BOARD AND FACULTY PLANNING & RESOURCES COMMITTEE

Minutes of the 114th meeting of the Faculty Board of the Faculty of Science, Technology and Engineering, held on Thursday 6th August 2009

MINUTES

PART A - PROCEDURAL MATTERS	
ITEM	
Members in Attendance Faculty Board	Professor D Finlay (Chair), Professor P Broadbridge, A/Professor M Clarke, Professor S Crewther, Professor P Fisher, Dr E Johnson, A/Professor S Kent, A/Professor K Legge, Dr W Ng, Professor R Parish, Professor S Paxton, A/Professor Pigram, Dr G Posterino, Dr G Prince, Dr W Rahayu, Mr G Rathbone (proxy for Prof J Devlin), Dr M Sandeman, Dr A Skabar, Dr D Tay, Professor L Tilley and Mr R Forrest (Student Rep).
Members in Attendance FPRC (not listed above)	Mr R Clarke, Dr A Evans, Mr H Fleury, Ms S Harris, Mr R Taylor and Mrs P Williamson
Apologies	Apologies were **received** from the following members: Dr M Angove, A/Professor R Brady, Professor J Devlin, Dr M Foley, Professor N Hoogenraad, Dr A Hughes, Professor J Petrolito, Dr D Rogers, A/Professor P Suter, Dr B Usher, Mr N Varadha (Student Rep) and Professor H Westerbeek.
Others in Attendance	The following, who are not members of the Board or FPRC attended the meeting: Mr C Schneider, Mr N La Rosa and Ms R Shepherd
Matters for Approval and Discussion	The Board indicated it wished to discuss the following agenda items: 1, 2, 3, 4, 5 & 6.3 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	It was **agreed** to receive a report on the BRC under "Other Business".
Next Meeting	It was **noted** that the next meeting of the Faculty Board will be held on Thursday 3rd September 2009 at 2:15 pm in SEMS Seminar Room, Room 221, Level 2, Physical Sciences 1.
PART B - MATTERS FOR APPROVAL and DISCUSSION	
ITEM	**ATTACHMENT**

1.	**AUQA**	The Board **received** a report from the Pro Vice Chancellor Quality Enhancement, Dr Julie Jackson, on preparations for the forthcoming AUQA Review, including a tabled document on the University's Continuous Quality Improvement Framework (contained as Attachment 1 to the Minutes). It was **noted** that the AUQA Review Panel will visit Bendigo on 18 September and Bundoora from 21 – 24 September and interview up to 300 people. It was further **noted** that the Dean has provided a list of staff in the Faculty who may be interviewed and that these staff will receive a copy of the University's portfolio submission and a list of typical questions that the panel might ask. It was **agreed** that the PVCQE would provide the Associate Dean Regional with this list, which might then be used as a checklist to assess the quality of the Faculty's operations.
2.	**LOAD ANALYSIS** –	The Board **received** a report from Ms Clair Moore, Market Research Manager, Marketing & Engagement, that comprised an analysis of the Faculty's student load position and identification of areas in which the Faculty is at risk. It was noted that the Faculty had a considerable number of courses with low enrolments and a low number of timely first preferences and **agreed** that the report would form a basis for both the annual review of the Faculty's programs and consideration of the Faculty's "ideal" course profile. The meeting also **received** advice from the Dean that the Faculty of Science at Monash intended to increase student load by 25% by 2013 and **noted** that if they reduced their ENTER scores to achieve this target it would have a significant detrimental effect on the Faculty.
3.	**STATEMENTS OF INTENT** –	Faculty Board **received** advice from the Registrar and Associate Dean Academic on bids for University Funding through the Statement of Intent process. It was **noted** that the Faculty could submit three bids based on major strategic initiatives, consistent with the University Strategic Plan, which would significantly improve the Faculty's competitive position. The Board further **noted** that three major initiatives were currently being considered in the areas of curriculum reform in accordance with the White Paper directions, renewal of the Faculty's suite of courses and the ways in which they are delivered, including pathways to entry and progression between programs, and a supporting enhancement of the Faculty's Marketing capacity. It was also **noted** that the Associate Dean research was also considering initiatives that would enable the Faculty to increase grants and publications and the quality of the HDR student experience.
4.	**OPEN DAY SUPPORT**	The Board **received** a report from the Manager, Marketing and Engagement, on preparations for Open Day.
***5.**	**CONFIRMATION OF MINUTES**	The Board **confirmed** the minutes of the 113th meeting of the Faculty Board of the Faculty of Science, Technology and Engineering held on Thursday 4th June 2009.LST/FB/09/4M
6	**REPORTS**	
6.1	**Report of the Dean**	The Board **received** the report of the Dean including an addendum to the report that was included in the agenda (that addendum is contained as Attachment 2 to the Minutes). The Board **endorsed** the Dean's appointment of Professor Paul Fisher as Associate Dean, Research for a period of one year and in so doing joined with the Dean in expressing appreciation for the outstanding contribution of Professor Leann Tilley in that role.
6.2	**Report of the Faculty Planning and Resources Committee**	Faculty Board **received** the Minutes of the meetings of the Faculty Planning and Resources Committee held on 25 June 2009, 9 July 2009 and 23 July 2009.

6.3	**Report of the Faculty Academic Committee**	Faculty Board **received** the Minutes of the meetings of the Faculty Academic Committee held on 11 June 2009 and 9 July 2009 and **endorsed** the recommendations contained in the two Reports of the Committee.
6.4	**Report of the Faculty Research and Graduate Studies Committee**	Faculty Board **received** the Minutes of the meetings of the Faculty Research and Graduate Studies Committee held on 21 May 2009, 23 June 2009 and 16 July 2009 and endorsed the recommendations contained in the Reports of the Committee.
7.	**OTHER BUSINESS**	The Committee **received** a brief report from the Deputy Dean on progress regarding the BRC noting that IT consultants would be visiting the campus next week.

ATTACHMENT 1

La Trobe University will promote critical inquiry, advance and share knowledge, and support the practical application of knowledge for the benefit of all.

La Trobe University's values guide our research, scholarship, teaching and organisational practices, and we commit to them:

Responsibility

social justice, equal opportunity, cultural diversity and environmental sustainability;

Relevance

education as a lifelong and interactive experience that produces responsible global citizens;

Critical enquiry

freedom of expression, rigorous enquiry, and dialogue with the society at large;

Integrity

adherence to the highest ethical standards and mutual respect;

Participation

active involvement of staff and students in decision-making processes that are transparent and effective;

Excellence

commitment to high quality, high impact teaching and research .

La Trobe University Continuous Quality Improvement Framework

1. **Principles**

In line with the University values, the principles of the CQI Framework are:

Responsibility Central leadership and encouragement, devolved responsibility - pursuing quality outcomes is the professional responsibility of all staff

Relevance Activity aligned to University purpose and values, recognising stakeholder needs

Critical Enquiry Use of internal measures and external standards to identify and respond to opportunities for continuing improvement in all activities

Integrity Honest and thorough interpretation of evidence in self evaluation

Participation Engage with staff, students and other community members in developing processes, identifying standards and enhancing outcomes

Excellence Commitment to high quality, high impact teaching and research linked to external standards and benchmarks

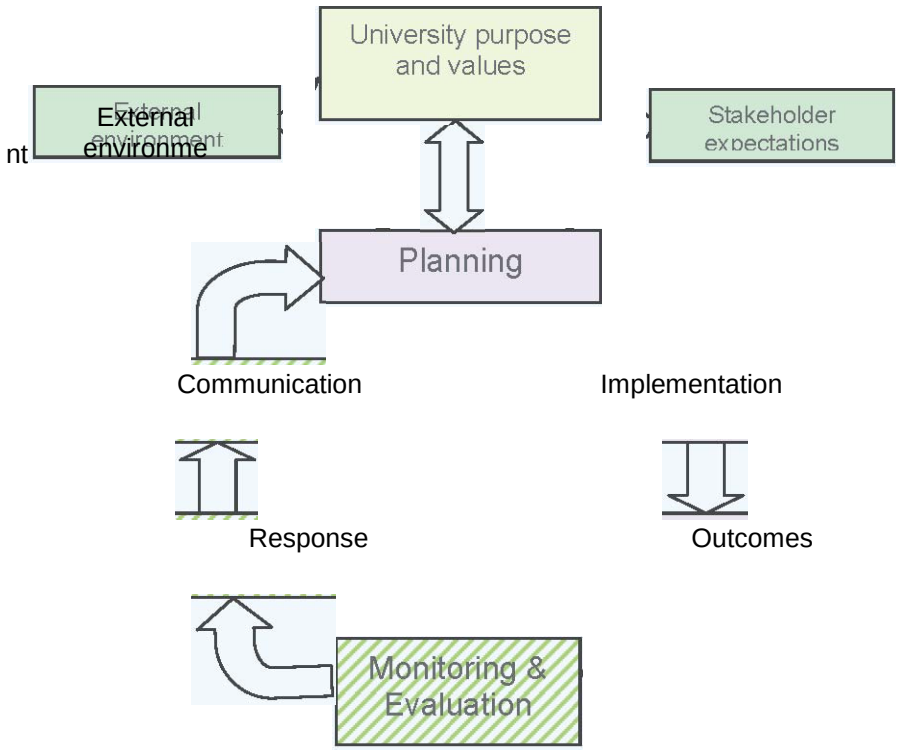
1. **Scope**

Research and research training, teaching and learning, community engagement, internationalisation and enabling activities including governance, management/organisation, staff, resources, marketing and communication, infrastructure

1. **Continuous Quality Improvement as Institutional Practice**

In 2003, the La Trobe University Council approved a quality management framework for the University intended to embed continuous quality improvement as institutional practice. The diagram below represents this framework, updated to the current context. The renewed CQI Framework is integrated into the planning and review processes of the University. Its key elements operate within the planning context, stated University purpose and values, and its governance structures.

PLANNING, REVIEW AND CONTINUOUS IMPROVEMENT



Continu provement and quality enhancement

Planni text

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3.1 Planning

A suite of aligned strategic and operational plans setting University direction, objectives, strategies and targets and, deriving from the University Strategic Plan, functional plans including Teaching and Learning, Research and Research Training, International Engagement, Equity and Diversity, Community and Regional Engagement and other relevant plans in enabling units. Faculty and administrative operational/management plans derive from the higher level plans.

3.2 Implementation

The supporting policy framework, management and decision making structures and committees including risk management considerations, to facilitate the application of human, financial and physical resources to achieve objectives

3.3 Results - Outcomes, Monitoring and Evaluation

Assessment, reflection and reporting on achievements against objectives and targets, supported by review and monitoring cycles and high quality management information, including stakeholder feedback

3.4 Improvement – Response and Communication

Responding to performance indicators, benchmarking and reviews to enhance quality; communication of results into future planning and to the University community

1. Processes/Elements of the CQI Framework

Means for maintaining and enhancing quality within institutional practice will include:

A robustly independent, well briefed and well qualified Council to effectively oversee and support the activities of the University

A planning and budget cycle, with plans providing clear strategic directions that are appropriately supported by the budget

Reviews against these plans and budgets including annual operational monitoring and five yearly strategic review of major organisational units

Data and evidence based decision making supported by high quality, accessible management information

Organisational (Academic, administrative and committee) structures with clear responsibilities and accountabilities, including those for quality assurance

Policies, procedures and processes supporting the fulfilment of the strategic plan

A robust risk management framework integrated into University planning and review processes

Well articulated governance role for Academic Board in academic quality assurance (policy approval, monitoring of academic reporting and reviews)

Rigorous approval processes, monitoring and review of units and courses, including student feedback to inform improvements

Student academic and personal support services and monitoring of student grievances, using these to inform quality improvements

Transparent and thorough staff performance management processes for all members of staff and support for professional development

Wide communication of quality improvements in response to evaluations of all kinds

A strong service culture across all levels of the institution

1. **Monitoring the CQI Framework**

The CQI Framework presents a multi-layered approach to continuous quality improvement in the University. The improvement cycle of Planning, Implementation, Results, Improvement operates at all levels of activity ranging from the teaching of individual subjects and performance management of individual staff, through development and monitoring of courses and research programs, and management of organisational units to the highest level strategic planning and direction setting. At all of these levels monitoring will be undertaken by the relevant management or governance authority, specified in University organisational structures and the policy framework, based on quantitative and qualitative evidence.

ATTACHMENT 2
Dean's Report 060809 Addendum

40. I have been meeting with each Head of School and School Executive Officer to consider the **Budget situation** at this stage of the year.

41. Roger Parish and I met with Dr Sze Flett the new Director of the Arthur Rylah Institute for Environmental Research – Department of Sustainability and the Environment.

42. Professor Simon Crowe has been nominated to the position of President-elect of the Australian Psychological Society. He assumes the position as President in one year.

43. I would like to nominate **Professor Paul Fisher to the position of Associate Dean (Research)** for a period of one year. There is a little negotiation required in finalizing the hand over date.

44. Applications for **academic promotion** are now being called
http://www.latrobe.edu.au/pc/academic-promotions/ enquiries to Julie Carr j.carr@latrobe.edu.au or Helen Panagidis h.panagidis@latrobe.edu.au
The promotions committee will meet on 1 September and monthly thereafter (except January and June). Staff may apply at any time throughout the year and applications will go to the next available meeting.
Prior to submission, applicants will provide their applications to their Heads of School, who will be required to complete a report on the application, incorporating comments from the professor of discipline/other relevant senior academic staff member. The application will then go to the Dean, who will also provide a report before returning the application and reports to the applicant. The applicant will then submit the application and reports to People and Culture. A cover sheet is provided with the application form to keep track of the progress of the application as it passes through these stages.
A designated web page has been set up for Academic Promotions http://www.latrobe.edu.au/pc/academic-promotions/ to provide general information as well as links to the policy, procedures, evidence matrix, application form, and templates for the Reports of Head of School, Professor of Discipline, and Dean.
The promotions committee has been established with the following composition:

- Chair nominated by Vice-Chancellor - Professor Belinda Probert

- One professorial member from each faculty:

Education	Professor Tanya Fitzgerald
Health Sciences	Professor Annette Street
HUSS	Professor Peter Mathews
Law & Management	Professor Gavin Jack
STE	Professor Glynda Kinsella

- Up to three nominees of the Vice-Chancellor, selected to ensure expertise in teaching and/or community service, disciplinary and/or gender balance:
  Professor Marian Pitts
  Professor Don Harding
  Professor Robert Staudte

45. LIMS – One floor of the proposed LIMS Building is planned to be for laboratory work. In preparation for briefing the Vice Chancellor and Deputy Vice Chancellor on the optimal configuration of this space I have a number of groups working to provide information.

- **Ian Robinson** has been gathering information on current laboratory use within the Faculty and has conducted some modelling on the way in which new space might be used optimally. Ian has highlighted the impact this modelling, if adopted, would have on the timetabling.
- **Liz Johnson** is coordinating a group looking at approaches to laboratory work within the curriculum with the contexts of the new space and curriculum renewal project.
- **Anne Evans** has co-ordinated a group to visit other Universities to gather information on laboratory space and usage. The group has visited Melbourne University, ANU, Monash, RMIT University of Queensland and UTS.
- I have contracted **Barbara Dinsdale** to gather information on laboratory class times at other Universities.
- My plan is to draw this information together into a submission to the Vice Chancellor. It is also information that needs to be considered by Faculty Board at some time.

46. The **SRE** appears in a number of places within this report. What follows is a description of the current situation by Bradley Smith from FASTS.

Sustainable Research Excellence (SRE) in Australia

"One of the key budget announcements was the Sustainable Research Excellence (SRE) initiative. This provided $512m over 4 years to help address the serious structural shortfalls in funding the *indirect* costs of research (The Govt remains silent on *direct* costs of research).

This program is in addition to the existing Research Infrastructure Block Grant (RIBG), which currently provides about 20 cents in the dollar for each dollar earned in National Competitive Grants Scheme. Ultimately, the aggregate of the two programs will provide on average 50 cents in the dollar by 2014.

The issues paper proposes a model to allocate funding using three components: Sustainability – 20%, Incentive 13% and Excellence 67%.

The 20% sustainability element is straightforward – it will be allocated to eligible institutions based on RIBG formula (ie relative success of institutions in competitive grants)

The 80% balance is novel and requires universities to participate in Transparent Costing (TC) and Excellence In Research For Australia (ERA)

This pot is divided into two "Thresholds".

To qualify for Threshold 1 (incentive 13%) institutions will need to participate in TC and ERA. It is proposed that funding for this tranche be allocated on the relative share of each institution for the first $2.5m or less of competitive grant income it receives.

TC will comprise two elements;
1. a set of allowable indirect costs, each of which is associated with a defined indirect cost category; and
2. a set of allowable cost drivers to attribute costs in each of these categories to different university activities (eg non-ACG research, ACG research, teaching)

- Non-academic salaries and on-costs
- Maintaining physical university infrastructure
- Depreciation
- Finance, borrowing and insurance costs
- Other costs associated with research

The real action will, of course, be Threshold 2 (Excellence 67%) where institutions will need to participate in TC and ERA and meet performance thresholds based on ERA data or proxy measures.

Allocation of this tranche is more complicated and will involve individual negotiations with institutions to test and confirm costings and performance. Each institution's share will be based on competitive research income > $2.5m, agreed indirect costs and a performance factor.

Until ERA is sorted it is proposed to use publications as a proxy for performance.

A key implication is the Government intends that institutions will receive differential funding for indirect costs based on the different costs associated with their profiles and missions. Thus while the intent is to provide an average 50 cents in the dollar some institutions may get higher if they have particularly expensive research costs and conversely some institutions may get less if they have a higher proportion of lower cost research activity (and/or they have poor performance).

Institutions can also choose not to participate in TC and ERA and just take the first 20%. This may be a cost effective strategy in the first instance for those institutions only getting a handful of ARC grants, although it is clear that any institution that wants to be a serious research player will need to develop effective internal costing systems and participate in ERA.

The Department is undergoing a consultation process with submissions due by 31 August.

The link for the SRE discussion paper is

http://www.innovation.gov.au/ScienceAndResearch/programs_funding/Pages/SustainableResearchExcellence(SRE).aspx

DIISR are also undertaking a consultation process and will be holding various meetings at nearly every university starting in Sydney on 5th and 6th of August followed by Adelaide (10th/11th) Perth (12th/13th), Canberra (14th), Brisbane (18th) and Melbourne 20th.

See this URL for schedule details.

http://www.innovation.gov.au/ScienceAndResearch/programs_funding/Documents/SRE%20Schedule%20Web%2024%20July%2009.pdf