LA TROBE UNIVERSITY

FACULTY OF SCIENCE, TECHNOLOGY AND ENGINEERING

FACULTY BOARD

Minutes of the 3/2010 meeting of the Faculty Board of the Faculty of Science, Technology and Engineering, held on Wednesday 31st 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, 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, Professor R Staudte, Dr D Tay, A/Professor B Usher and Mr Robert Forrest (Student Rep). **Two new members were co-opted to Faculty Board. Dr Peter Cartwright and Professor Liam O'Connor. Faculty Board ratified the approval of Dr Cartwright and endorsed the nomination of Professor O'Connor put to the Board at the meeting (Please note a co-opted member's term of office is for 12 months).**
Apologies		Apologies were **received** from the following members: Dr M Angove, Dr M Halloran, Dr W Ng and Dr D Rogers.
Others in Attendance		The following, who are not members of the Board, attended the meeting: Mr R Clarke, Mr N La Rosa and Ms R Shepherd.
Matters for Approval and Discussion		The Board **agreed** to discuss the following agenda items: 2.3, 2.5 and 3.2. 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". - CALPS - International Fees
Next Meeting		It was **noted** that the next meeting of the Faculty Board will be held on Thursday 6th May, 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 2/2010 meeting of the Faculty Board of the Faculty of Science, Technology and Engineering held on Thursday 4th March, 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 11th March, 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 18th March, 2010 and endorsed the recommendations contained in the Report of the Committee.
2.4	**Report of the Faculty Research and Graduate Studies Committee**	There were no matters to report from the Faculty Research and Graduate Studies Committee.

2.5	**Report of the Faculty Occupational Health and Safety Committee**	Faculty Board **received** the Minutes of the meeting of the Faculty Occupational Health and Safety Committee held on the 27th November, 2009.
2.6	**Report of the Faculty Equality, Diversity and Wellbeing**	There were no matters to report from the Faculty Equality, Diversity and Wellbeing Committee.
2.7	**Report of the Faculty Marketing and Engagement Committee**	Faculty Board **received** the Minutes of the Faculty Marketing and Engagement Committee meeting held on the 25th February, 2010.
3.	**MATTERS FOR DISCUSSION**	
3.1	**Space Audit**	It was **noted** the Dean's report covered the current developments with regard to the Space Audit.
3.2	**Load Management**	The Board **received** the 2010 Load Management report for CSP and International enrolment as at 22nd March 2010. It was noted the Faculty is performing extremely well in CSP but there are concerns that the international target for 2010 will not be met based on recent advice from LTI and MIU. Estimations suggest the Faculty may be around 30 EFTSL short of the 2010 international target.
3.3	**Budget**	The Board **received** the indicative Budget report for 2010 for the Faculty Resources Manager. The Board were advised the Faculty is on target (at this point in time) to meet 2010 Budget projections.
3.4	**LIMS**	The Board **received** a verbal report on the status of LIMS from Professor Nick Hoogenraad.. The Board were informed there have been frequent meetings between the Faculty and the architects. It was noted the project was well on track at the moment. The Dean thanked colleagues for their input and participation in User Groups. The Board were informed that lab space in the new building's plans will need to be signed off by relevant Heads of School.
3.5	**AgriBio**	The Board **received** a verbal report from Dean advising the building is on schedule. Two directors of the AgriBiosciences Research Centre. A submission has been put forward to Professor Tim Brown to appoint two level E's. The space and layout of the Centre will be presented to staff concerned and it was noted there will be significant number of current LTU staff transferring to the new building. The Board were informed there will also need to be space for post doctorates and research students.
3.6	**Faculty Action Plan**	The Board **received** the Faculty Action Plan report as part of the papers. It was noted the Dean's report mentioned this report. This particular report is a granular version of the Faculty Operational Plan. The Board were advised the research component of the report had not been finalised due to awaiting comments from the DVC – Research. The final Action Plan will be circulated electronically once comments from the DVC – Research have been received.
4.	**HOT TOPIC**	
4.1	**SISOne Implementation – May 2010**	The Board **received** a presentation from the Chair of the SISOne Reference Group Committee, Mr Bruce Carboon, Mr Robert Dawlings (LTU Business Analyst) and Ms Trish Nutting, Business Change Manager. The Board were updated on progress towards the implementation date of the 24 May, 2010. A demonstration on the look and feel of the new student information system was provided. The Board were also advised to channel comments or concerns or for further information regarding the new system via the Faculty Academic Services Manager.
5.	**MATTERS FOR INFORMATION**	
6.	**OTHER BUSINESS**	
6.1	**CALPS**	The Board **received** a verbal report from the Dean concerning the outcome of the recent CALPS with the DVC – Future Students and International. The Board received a written report on the outcome of this meeting which noted courses to be cancelled and the probability of introducing new courses at undergraduate and postgraduate level. It was noted additional resourcing for postgraduate courses is required to increase enrolments.

6.2	**International Student Fees**	The Board **received** a report from the Associate Dean, International concerning a proposal put forward by the Director, LTI to the Faculty to consider up to a 7% increase (on 2010 fees) for 2011. The Board received a recommendation from the Associate Dean, International that fees be increased by 3 to 4 % in 2011. Advice from the Associate Director (Marketing and Recruitment) in LTI is a lower increase is more advisable. The Board agreed further consultation with the Director, LTI and International Development Managers is required before agreeing to an increase for 2011 and beyond.