

**Extracts of the
Minutes of a meeting of the Board of Graduate Research
held on Friday 1 December 2006,
in the Meeting Room, Office of Research Services, Sandy Bay**

Present: Professor Carey Denholm, Dean of Graduate Research
Professor Judi Walker, Deputy Chair Academic Senate
Dr Kate Crowley, Elected Member
Dr Mark Hovenden, Elected Member
Dr Anthony Koutoulis, Elected Senate member
Dr Natalie Moltschaniwskyj, Elected Member
Mr Andrew Perry, TUPA Representative

In Attendance: Dr Frances Martin, Observer

Secretary: Ms Sara Franz, Student Centre

Apologies and welcome to new Members commencing 1 January 2007

The Dean congratulated Dr Frances Martin who, together with Dr Crowley and Assoc Prof Barrett, was recently elected to the Board for a term commencing in 2007. The Board noted apologies from Prof Allan Canty, Assoc Prof Margaret Barrett, Dr Dianne Nicol, Prof Jocelyn McPhie, Dr Elaine Stratford and Mr Chris Carstens.

Business Arising from Previous Minutes

Conjoint Policy

The Board noted that the Academic Senate had endorsed the policy and that it has referred the policy to Council for consideration at its meeting of 1 December 2006.

Proposed amendment to Rule 4 – Mandatory submission of digital thesis

The Board noted that the Academic Senate had approved the proposed amendment in-principle and that it had referred the amendment to the newly established Senate Legislation Committee.

Dean's Report

Dean's role and functions

The Dean tabled a sheet outlining the complexity of his portfolio across various areas of the university. He drew attention to the availability of Mr Phil Patman who is employed on a 0.4FTE to provide statistical support and advice to candidates. Phil can be contacted by e-mail Phillip.Patman@utas.edu.au.

Graduate Research Coordinators Day

The Dean expressed his appreciation to Dr Natalie Moltschaniwskyj and Dr Mark Hovenden for their presentations. Members who had been present at the event were very

supportive noting the success of the Coordinators Day, and particularly the 18 visitors from Step-up.

Workshops

The Dean informed the Board that he had conducted various workshops for candidates and supervisors in the Schools of Engineering, Art and Plant Science and one candidate induction session.

Load Activity Report and 2007 Targets (to be tabled)

The Secretary reported that RTS load was currently 717 EFTSU with the 2006 target being 782 and the 2007 target being 832 EFTSU.

Deputy Chair (Academic Senate) Report

Prof Walker reported that the Senate had considered a number of important issues relevant to the Board including a presentation from the Deputy Academic Registrar on the Student Lifecycle Information Management System (SLIMS) Project which will have a significant impact on the Graduate Research Unit; the Dean of Graduate Research' report; and the Commercialisation Training Scheme.

Graduate Research Unit Report

The Executive Officer provided an update on a range of issues including the Business process review, the annual review, the current major scholarship round and international scholarship round, and scholarship expenditure.

Tasmania Postgraduate Association Report

Mr Perry informed the Board that he had developed, for distribution within the School of Information Systems, a questionnaire concerning pastoral care. The questionnaire will now be distributed more broadly throughout the University next Friday 8 December 2006. The questionnaire will gather both qualitative and quantitative data on pastoral care.

Commercialisation Training Scheme (CTS) and Graduate Certificate Commercialisation (papers attached, additional paper outlining CTS implementation to be circulated as a late paper)

The Dean provided members with an outline of the Commonwealth Government's proposal to introduce commercialisation training for research candidates and advised that this would mean funding of \$140,000 for UTAS. The Australian Innovation Research Centre had responded by developing a Graduate Certificate Commercialisation to be delivered through the Faculty of Business. This had been completed in a very short time and had been positively received as an initiative within the University rather than the delivery being handed to an external university. The DEST reporting timeline to have this program in place was also a pressing need in order to access the funds.

The Standing Committee of the Academic Senate had considered the course proposal on 30 November and had approved the proposal in-principle subject to the financial

arrangements being approved and the Board of Graduate Research approving the arrangements for research candidates.

Board Members raised the following issues: (1) the need to minimise the disruption during research projects, (2) the timing of the units, (3) the capacity and timing for some on-line units, (4) the desirability for a post-thesis submission completion of the certificate.

The Board approved the proposal for implementation, subject to the Dean continuing discussions with the AIRC about the matters raised by the Board.

Supervision Awards for recognition of significant contribution to Graduate Research Supervision and Education

The Dean tabled the submissions for the awards. Following the assessment and ranking process, the Board resolved that Prof Kilpatrick, Prof Malpas and Prof Williamson would be the inaugural recipients of the award. Dr Stefan Petrow and Associate Professor Margaret Barrett would receive certificates to recognise their contribution.

Members suggested enhancements for 2007. These suggestions included: the total submission is not to exceed seven pages; two tier awards involving a recognition award; include a definition for “sustained”; and articulating the difference between volunteering to take on a role as opposed to the role being a part of the formal conditions of employment.

Examination Guidelines

The Dean outlined the five sets of information for examiners of the Master of Fine Arts in Theatre, Master of Fine Arts Degree, Master of Music, Doctor of Philosophy in Fine Arts and Doctor of Philosophy in Music. The Dean noted that the rules provide for examiners to ask questions. The Board’s procedures have been amended to allow a viva voce.

The Board endorsed the information for examiners for referral to Governance and Legal for advice in relation to compliance.

Code of Conduct in Research and Supervision

The Dean informed the Board of a Committee of the Research College Board established to review the codes to ensure they are consistent and where relevant comply with the National Statement of Conduct in Research. The Research College Board has now given jurisdiction for this code to the Board of Graduate Research.

The Dean drew Members’ attention to a new section 6 dealing with the responsibilities of candidates. He also advised that section 2.2 of the Code of conduct referred to the Board’s formal responsibility to ensure that candidates and supervisors were compliant with the requirement of section 4 of the National Code concerning ethics.

The Board endorsed the redrafted code. The Dean will refer the code to the Academic Senate after seeking advice from Governance and Legal to ensure compliance.

Deputy Dean Election

The Dean referred Members to his prior e-mail in relation to this item and noted that Dr Crowley was the sole nomination for the position of Deputy Dean for 2007. The Board confirmed her election as interim subject to ratification at the first meeting of the Board in 2007.

Meeting Date Change

The Board agreed to reschedule the meeting of 13 April 2007 to 20 April 2007.

Farewell to Members

The Dean thanked Dr Koutoulis and Dr Hovenden, whose terms on the Board expire on 31 December, for their participation and contribution to the Board.

Next Meeting

The next meeting of the Board of Graduate Research will be the annual **retreat** to be held on Friday 9 February 2007, in the Council Room, Sandy Bay Campus.