

**EXTRACT OF MINUTES
BOARD OF GRADUATE RESEARCH
MEETING 3 - 29 August 2008**

A meeting was held from 12.30pm to 2.35pm on Friday 29 August 2008, in the Council Room, Administration Building and Executive video conference room, Launceston.

Members: Dr Kate Crowley, Acting Dean of Graduate Research
Professor Johanna Laybourn-Parry, Pro Vice-Chancellor (Research)
Associate Professor Natalie Moltschaniwskyj, Elected Member
Professor Judi Walker, Deputy Dean Academic Senate
Mr Nigel Ewan, Director of Student and Academic Services
Associate Professor Diane Nicol, Elected Member
Associate Professor, Dominic Geraghty, Elected Member
Dr Frances Martin, Elected Member
Professor Frank Vanclay, Elected by Senate
Dr Anna Johnston, Elected by Senate
Mrs Tammy Werkman, Postgraduate Council Representative
Prof Neil Bose, AMC Representative
[vacant]

Secretary: Ms Shayne Davies

The meeting opened at 12.30pm.

1. Apologies:

- Associate Professor Natalie Moltschaniwskyj
- Professor Judi Walker

2. Minutes and extracts of previous meeting

2.1. Minutes of the meeting held on 23 May 2008

The Board noted a spelling error in the minutes of 23 May 2008, and approved the minutes, as corrected.

2.2. Extracts of the meeting held on 23 May 2008

The Board approved the extracts for distribution.

3. Action Items from previous meeting

3.1. Doctorates by Publication and Prior Publication

Following discussion at the last Board meeting, where there was general agreement on the need to provide greater clarity relating to the procedures for doctorates by publication, the Acting Dean proposed an amendment to the Procedures of Graduate Research. Prior to the meeting Prof Vanclay circulated a memo raising some issues relating to the amendment and the matter in general.

In raising the matter at the meeting, the Acting Dean immediately suggested a number of changes to the amendment proposed in the agenda papers in order to address the matters raised by Prof Vanclay and others. Her changes were endorsed by the Board.

There was agreement on the need to provide greater clarity in the procedures and to amend

the paragraph to indicate prior approval of the process and to emphasise discipline specific convention.

Prof Vanclay also spoke to his memorandum noting the need for a thorough review of procedural documentation. The A/g Dean advised that the incoming Dean will be fully briefed on issues raised by the members of the Board including the need for a comprehensive review of procedures and agreed to include Prof Vanclay's memo.

After discussion and further minor changes, the Board agreed to the inclusion of the following paragraph in the Procedures of Graduate Research, as amended:

A doctorate may be gained by publications produced from research undertaken during candidature. Normally such a process for achieving a PhD will be foreshadowed in the preliminary research plan and agreed to before confirmation. A proposal for Doctorate by Publication will be endorsed by the Head of School and the candidate's supervisors and submitted for approval by the Dean of Graduate Research. It will be accompanied by an outline of the grounds for the proposal and the plan that the candidature will follow. A candidate undertaking a Doctorate by Publication will be subject to all the usual requirements including discipline specific conventions and timelines as any other graduate research candidate. The candidate will be required to write their publications into the main body of the thesis text between an introduction and a conclusion. The candidate will also be required to submit with their thesis a statement concerning sole and joint authorship of publications and, in the case of joint authorship, the role played by each author and the signed approval of co-authors for the works inclusion in the thesis.

The Board of Graduate Research will not ordinarily approve doctorates by prior publication [see for example Doctorates by Prior Publication - Doctorate of Letters].

The A/g Dean advised that the incoming Dean will be fully briefed on issues raised by the Board including the need for a comprehensive review of procedures.

4. Standing Items

4.1. Executive Officer's Report

The Executive Officer reported on the activities of the Graduate Research Office noting the annual review process will shortly be underway, and the closing dates for UTAS scholarships and IPRS. The Executive Officer also advised that the Office has now relocated to Level 2 of the Administration Building and has its own inquiry counter which will shortly be staffed by an Inquiries Officer.

4.2. Dean's Report

The Dean reported on recent activities:

- Work is continuing on drafting procedures for viva voce examinations. These draft procedures will be reviewed by an expert committee, the Board, Governance and Legal, the Research College Board and Academic Senate later this year.
- Preparation for the Annual Review is well underway. Forms will be updated for 2008 to include more meaningful data collection on supervision.
- Preparation of a detailed transition document for the incoming Dean is continuing.
- Governance and Legal assistance has been sought in the development of a new clause in the Rule 5 to provide for record keeping in relation to candidate and supervisor meetings, and to discuss supervisory performance at performance management meetings. The new clause will be put to the next meeting of Academic Senate.

Profs Nicol and Geraghty commented that they had received positive feedback regarding the record keeping initiative. The PVC(R) commented that the process was important from an auditing perspective and that the supervisor was responsible for

keeping the records.

- Graduate Research forms are gradually being revised, as resources allow, to ensure accuracy and consistency. It is expected the process will be complete by 2009. This will aid in the SLIMS transition process.
- The mid year scholarship round has seen improved process including greater transparency and a revised appeal process which includes the Dean prior to the involvement of the PVC(R).
- The latest edition of the retitled publication 'USUPERVISE' has been circulated to graduate research coordinators and supervisors. There has been very positive feedback received in relation to the increased distribution.

4.3. Director of Student & Academic Services Report

The Board was updated on the progress of the SLIMS project.

The Director highlighted that there are inherent system parameters limiting functionality. This will be a point for future negotiation.

4.4. Deputy Dean (Academic Senate) Report

Prof Judith Walker was an apology for this meeting.

4.5. Pro Vice-Chancellor (Research) Report

The PVC(R) congratulated the A/g Dean on a superb job as Acting Dean of Graduate Research and acknowledged her drive and willingness to implement many changes and improvements to processes of the Graduate Research Office.

The PVC(R) stressed the need to improve the retention and completion rates of graduate research candidates.

There will be further analysis and mining of the existing data done once the new Dean commences in October. A number of initiatives have been proposed.

It is recognised that efforts are being hampered by the fact that the Graduate Research Office is understaffed, with UTAS having the highest staff to candidate ratio in Australia. Upcoming new appointments will go some way to addressing this issue.

The Board discussed the need to change the culture to promote a 3 year (fulltime) PhD completion rate, rather than 4. While there are obviously going to be exceptions to this time frame, the general aim within Schools should be for 3 years to completion.

4.6. Postgraduate Council Report

Mrs Werkman reported an excellent response from candidates to the postgraduate council conference being held 4-5 September. To date there have been 100 registered for the Workshop (only) and 150 for the Conference.

Hugh Kearns, Research Higher Degree Program Coordinator – Flinders University, is the keynote speaker.

Responses were sought from postgraduate students on statistical knowledge and resources. 115 responses were received. Further analysis will be undertaken.

4.7. Load Activity Report

The Load Activity Report was tabled.

5. New Business

5.1. Process for Examination for Doctor of Philosophy in Music

The A/g Dean explained the Procedure document has been developed to provide a transparent process for those involved in the music viva voce examinations. The document has been developed in consultation with the School of Music and Governance & Legal.

The Board expressed a number of concerns with the document and requested issues be

considered/resolved before further consideration at the next Board meeting. The Board requested:

- the A/g Dean of Graduate Research request that the School schedule no examinations before the next Board meeting
- representative from the School be invited to the next Board meeting to explain the current and proposed process

The Executive Officer was requested to arrange for relevant representatives from the School of Music to attend the next Board meeting.

5.2. AMC Policy and Procedures for the Allocation of EFTSU within a Graduate Research Supervisory Team

In the absence of A/Prof Moltschaniwskyj this item was deferred.

5.3. Candidature Management Plan

The Board noted the out of session approval of the Candidature Management Plan and approved the revised version incorporating the additional sentence explaining the 'lapsing'.

5.4. Statement of Supervisory Practice

The Board noted the out of session approval of the Statement of Supervisory Practice.

5.5. Code of Conduct in Graduate Research Supervision

The A/g Dean advised the Board that the current Code of Conduct required amendment to make reference to the Board of Graduate Research or to graduate research. Relevant updates and nomenclature changes have been made and any further updates of greater substance will be the mandate of the incoming Dean of Graduate Research.

Prof Bose suggested a University Calendar would be an appropriate method of ensuring consistency and accuracy. The A/g Dean agreed to highlight this issue to the incoming Dean.

The Board approved the revised Code of Conduct as an inclusion in the Procedures of Graduate Research, as corrected, and for forwarding to Academic Senate.

5.6. Discussions with Governance and Legal

The A/g Dean advised that she has been working with Governance and Legal to resolve issues surrounding procedures operating in Graduate Research in the absence of a rule.

5.7. Amendments to the Procedures of Graduate Research

The Board approved the following for inclusion in the Procedures of Graduate Research as amended:

Add to Procedure 5(1) the following words at the end of the paragraph:

- "(See Appendix One *Code of Conduct in Graduate Research Supervision*, and Appendix Two *Statement on the Roles of Supervisors*);

Add to Procedure 6 the following words at the end of the paragraph:

- "Where a Candidature Management Plan is required the supervisors and Head of School will refer to Appendix Three *Board of Graduate Research Candidature Management Procedure*".

Add to Procedure 8 the following words at the end of the paragraph:

- "A lapse is given effect using the Termination Rule 4.13."

Create Procedure 2.10 with the following words:

- As above (3.1).

5.8. Framework for Best Practice in Doctoral Research Education in Australia

The Board noted the Framework.

5.9. UTAS Graduate Research Output 2006

The Board noted that the information prepared by the ACYS was misleading given it did not appear to include all relevant research data provided by the Schools.

The PVC(R) advised that this would be looked into thoroughly under the development of ERA reporting. The Graduate Research Office has advised that the problem is with the input of PES data at School level.

6. Other Business

- 6.1. The A/g Dean advised she will be on recreation leave from 8 – 19 September 2008. Assoc Prof Diane Nicol will be A/g Dean during this time.
- 6.2. The A/g Dean advised that Prof Neil Bose has been appointed to the QMS Review Panel by the Board as an out of session decision.
- 6.3. Prof Vanclay requested that future supervision load reports be provided in order of load rather than alphabetically.
- 6.4. Assoc Prof Diane Nicol, on behalf of the Board, thanked Dr Kate Crowley for her tremendous work in the role of A/g Dean of Graduate Research. Dr Crowley has taken a proactive approach and undertaken all aspects of the role with enthusiasm, integrity and diligence. The Board wished Dr Crowley well on her return to regular duties.

Dr Crowley, in response, thanked the Board for their support and commitment. Dr Crowley noted that incoming Dean Peter Frappell brings with him a strong skill set to undertake the work still to be done.

7. Next Meeting

The next meeting will be held on 10 October 2008, from 12.30-3.00pm (with lunch)

The meeting closed at 2.35pm.