

**CONFIDENTIAL EXTRACT OF MINUTES  
BOARD OF GRADUATE RESEARCH  
MEETING 4 9 October 2008**

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A meeting was held from 12.30pm to 2.20pm on Thursday 9 October 2008, in the Council Room, Administration Building and Executive video conference room, Launceston.

**Members:** Professor Peter Frappell, Dean of Graduate Research  
Professor Johanna Laybourn-Parry, Pro Vice-Chancellor (Research)  
Professor Judi Walker, Deputy Chair Academic Senate  
Mr Nigel Ewan, Director of Student and Academic Services  
Associate Professor Natalie Moltschaniwskyj, Elected Member  
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  
Ms Tammy Harvest, Postgraduate Council Representative  
Professor Neil Bose  
Dr Kate Crowley  
[vacant]

**Secretary:** Ms Shayne Davies

**AGENDA**

- | <b>ITEM</b> | <b>TITLE</b>   |
|-------------|--|
| 1.          | Apologies: <ul style="list-style-type: none"><li>• Prof Neil Bose</li><li>• Assoc Prof Natalie Moltschaniwskyj</li></ul>   |
| 2.          | Minutes and extracts of previous meeting   |
| 2.1.        | <b>Minutes of the meeting held on 29 August 2008</b><br>The Board approved the minutes of 29 August 2008, noting the amendments since circulation.   |
| 2.2.        | <b>Extracts of the meeting held on 29 August 2008</b><br>The Board approved the extracts for distribution  |
| 3.          | <b>Action Items from previous meeting</b>  |
| 3.1.        | <b>Process for Examination for Doctor of Philosophy in Music</b><br>At the invitation of the Board, Dr Andrew Legg, Interim Director, Conservatorium of Music and Dr Anne-Marie Forbes, Graduate Research Coordinator, Conservatorium of Music, attended for this item.<br><br>Dr Forbes advised that the documents provided to the Board at this meeting reflected current practice.<br><br>The Board requested Dr Forbes and Dr Legg resubmit the final procedural documentation to its next meeting for consideration by the Board. |

#### **4. Standing Items**

##### **4.1. Executive Officer's Report**

The Executive Officer Reported on the activities of the Graduate Research Office noting:

- Annual Reviews are underway, with the closing date being 22 October 2008;
- Scholarship seminars for Honours students will be held in Hobart and Launceston over 13-15 October 2008;
- IPRS applications have closed and the majority have been sent to School's for review;
- Ian Potter has recently started as Graduate Research Officer
- PVC(R) has provided funding for a new position, Inquiries Officer, from 2009.
- Elections for Board positions will take place over the next two months.

##### **4.2. Dean's Report**

The Dean thanked Dr Crowley for her work in providing a comprehensive transition briefing. The Dean advised that he has had initial discussions with Governance and Legal regarding the ordinance and rules governing graduate research and the underlying procedures. As a result his first undertaking will be a thorough review of governance issues to ensure accuracy and appropriateness. The Dean advised he has also spoken with IT Resources about development of systems and process to improve processes.

The Dean reported that he has been approached by the office of the PVC (T&L) regarding progressing an initiative to seek grant funding for supervisor training.

##### **4.3. Director of Student & Academic Services Report**

The Director advised he would investigate what capacity there was for immediate system changes as touted by the Dean.

In relation to the SLIMS project, the Director reported that the fit-gap analysis is proceeding and more information would be available toward the end of the year.

##### **4.4. Deputy Dean (Academic Senate) Report**

The Deputy Dean (Academic Senate) advised that at its last meeting Academic Senate approved amendment so Rule 5.

##### **4.5. Pro Vice-Chancellor (Research) Report**

The PVC(R) reported that an agreement has been reached between Universities Australia and the Chilean Government. To promote innovation and productivity, Chile has set up a fund to underwrite its outbound scholarships. The Vice-Chancellor will travel to Chili in November to promote UTAS as a destination.

##### **4.6. Postgraduate Council Report**

Ms Harvest advised that positive feedback had been received regarding the postgraduate conference held during September, particularly in relation to the training day.

Ms Harvest queried the requirements of Schools to provide financial support to candidates to attend conferences during their candidature. The PVC(R) confirmed that a new initiative would be introduced during 2009 that would see up to 50 per cent of the required funding provided centrally where candidates are delivering a paper or defending a poster.

The PVC(R) commented that it is important for Schools to increase completions in order to improve the funding provided to UTAS under the RTS.

##### **4.7. Load Activity Report**

The load activity report was tabled.

**5. New Business**

**5.1. Draft Viva Voce Procedures**

The Dean advised that initial discussion with Governance and Legal indicate a reasonably complex rule change will be required to implement the new examination process. In line with this advice a comprehensive review of the Rules governing graduate research will be undertaken to incorporate this and other necessary items.

In the interim, prospective and commencing candidates will be advised of the introduction of the new examination process.

**6. Other Business**

Assoc Prof Geraghty reported on behalf of Assoc Prof Natalie Moltschaniwskyj on the introduction of a unit in statistical analysis to be offered in 2009, initially during orientation week and then as ongoing in semester 1 each year.

**7. Next Meeting: 21 November 2008.**