

**EXTRACT OF MINUTES
BOARD OF GRADUATE RESEARCH
MEETING I 12 February 2009**

A meeting was held from 9.00am to 10.55am on Thursday 12 February 2009, in the Small Dining Room, University Club, Sandy Bay Campus.

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
Professor Diane Nicol, Elected Member
Associate Professor, Dominic Geraghty, Elected Member
Dr Frances Martin, Elected Member
Professor Frank Vanclay, Elected by Senate
Associate Professor Sergey Shebala, Elected Member
Dr Anya Reading, Elected Member
Prof Jocelyn McPhie, Elected by Senate
Ms Sol Jacobsen, Postgraduate Council Representative

Secretary: Ms Shayne Davies

MINUTES

- | ITEM | TITLE |
|-------------|--|
| 1. | Apologies
There were no apologies. |
| 2. | Minutes of previous meeting
The minutes of the previous meeting will be circulated for approval out of session. |
| 3. | Action Items from previous meeting |
| 3.1 | Conservatorium of Music
Dr Anne-Marie Forbes attended for this item to provide the Board with comment on the revised procedures for PhD and Masters examination within the School.
Dr Forbes advised that the new head of school had provided input into the revised documents.
The Board approved the revised procedures. |

4. Standing Items

4.1. Executive Officer's Report

The Executive Officer advised that there were during 2008 there were 139 completions.

The major scholarship round in 2008 resulted in 89 scholarship offers.

Scholarships will now be available all year round, rather than at only 2 rounds per year. The process for this initiative is being developed for discussion and promulgation in March 2009.

4.2. Dean's Report

The Dean advised that as part of the business process review being undertaken by the Graduate Research Office consideration is being given to a product designed to manage candidature. Further discussions will be held with the company, ITR and Student Services to assess suitability.

A MoU between UTAS and University of Canterbury has been developed and is with the Vice-Chancellor for consideration. It is expected this association will bring about benefits in research and supervision in marine and oceanography studies. Establishment of graduate research conference will also be investigated.

A MoU with various Chilean universities is also being investigated as a way of attracting up to higher degrees students.

The Dean will be travelling to the United Kingdom and Canada during March to attend a UK Higher Education Conference – Attracting International Students – and to visit a number of institutions to discuss systems, strategy and policy issues.

Nominations have been sought for the annual Awards for Outstanding Contribution to Supervision.

The Dean's Commendation Award is to be reviewed with a view to establishing a more transparent and equitable process.

4.3. Director of Student & Academic Services Report

The Director commented that it would be imperative that any new system within GRO be aligned with the SLIMS project.

The web services project is continuing to redevelop the UTAS web image and utility in line with market demands.

4.4. Deputy Chair (Academic Senate) Report

The Deputy Chair advised that the Senate Secretariat is now located at Alexander Street.

Several Senate working party reports will be provided to the first meeting in March, including the University Charter WP.

The Senate Ctee on the VCs Building on Strength initiative has received many submissions.

The Senate elections say John Williamson and Judi Walker returned to their positions. Profs Vanclay and McPhie were elected to the Board of Graduate Research.

4.5. Pro Vice-Chancellor (Research) Report

The PVC(R) advised the draft ERA guidelines have been released. A number of concerns have been noted for inclusion in the UTAS submission.

4.6. Postgraduate Council Report

Ms Jacobsen advised that the Council was in the process of transitioning roles.

The Board was asked to provide feedback on way of improving the graduate workshops. One of the issues is trying to improve attendance at the Newnham Campus. The Dean advised that initial conversations had been held with Kevin Redd.

4.7. Load Activity Report

The Dean asked the Board to provide feedback on what load reports they would like to see provided at each meeting.

5. New Business

5.1. Developing Strategy, Support and Standards in HDR Training

This item was deferred for discussion at the Retreat.

5.2. Supervisor Registration

The Dean put forward a proposal to include Supervisor Registration as part of the annual Performance Management process. This would improve administrative workflow for the Schools as it would combine two review processes and reduce workload in GRO.

The Board discussed possible increased workload for the Head of School.

The Board gave **in-principle** support for the Dean to hold further discussions with Human Resources.

5.3. Appointment of Examiners

The Dean advised that the proposed procedural changes were designed to improve clarity of the process as the current wording is ambiguous in regard to the candidate and supervisor(s) discussing proposed examiners.

The Board **approved** the procedural change, noting that agreement from Governance and Legal would be sought before changes implemented.

5.4. Postgraduate conference funding initiative – draft guidelines

The Board **approved** the draft guidelines for circulation.

5.5. Draft MoU University of Canterbury

The Board **noted** the MoU between UTAS and the University of Canterbury.

5.6. Graduate Research Coordinators 2009

The Board **noted** the GRC listing for 2009

6. Other Business

There was no other business raised.

7. Next Meeting

The Board **noted** the next meeting date of Thursday 2 April.

The meeting closed at 10.55am.