

**EXTRACT OF MINUTES
BOARD OF GRADUATE RESEARCH
MEETING 1 2008**

A meeting was held from 2.00pm to 4.00pm Friday April 18 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)
Mr Chris Carstens, Academic Registrar
Associate Professor Margaret Barrett, Elected Member
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
Mrs Tammy Werkman, TUPA Representative

Secretary: Dr Katherine Nesbitt

1. Apologies:

- Professor Laybourn-Parry
- Professor Frank Vanclay
- Professor Judi Walker
- Mr Chris Carstens (Mr Nigel Ewan as alternate)

2. Minutes and extracts of previous meeting (November 30 2007).

The Board approved the motions that:

- the minutes of the meeting held on November 30 2007, having been previously circulated, be taken as read and confirmed subject to correction of minor typographical errors and the addition of out of session decisions.
- the extracts of the minutes be approved for distribution subject to correction of minor typographical errors and the addition of out of session decisions.

3. Action Items from previous meeting

3.1. Proposed Admission and Progress Policy for PhD (Clinical) and DPsych (Clinical) Degrees

Dr Frances Martin advised that the flow-chart had been revised. The Board requested that Katherine Nesbitt circulate this new version with an explanatory note for comment at the next Board meeting.

3.2. Consideration of AMC representation on the Board through either (deferred from previous meeting):

- a nominated observer or
- a nominated member (requiring a change to Ordinance 70)

The Board resolved that Associate Professor Moltschaniwskyj act as a nominated observer for AMC and that she bring an AMC report to the Board of Graduate Research as required.

4. Standing Items

4.1. Executive Officer's Report – a verbal report on issues of concern to the Graduate Research Office including load, completions, and candidature processing.

4.2. Dean's Report

Dr Kate Crowley thanked the Deputy Dean for her support of the Acting Dean since she commenced in February. The Acting Dean reported on the following items:

4.2.1. 2007 Board Attendance (summarised in the Board papers). This item is a new initiative of the Acting Dean's, designed to encourage Board attendance, and has been reported to Academic Senate.

4.2.2. Board outcomes from 2007 (summarised in the Board papers). This item is a new initiative of the Acting Dean's and has been reported to Academic Senate using the same format that Academic Senate reports to University Council.

4.2.3. New member induction folders - this item is a new initiative of the Acting Dean's and is based upon the procedures for inducting new members of Academic Senate.

4.2.4. Candidature procedures and processes:

4.2.4.1. Confirmation of Candidature – the Acting Dean has begun discussions with Governance and Legal to progress this item which was approved by Academic Senate in 2007 and needs to be implemented

4.2.4.2. Annual Review C ratings - the Acting Dean has begun a review of the 'C' candidate process which will likely lead to a revised Candidature Management Plan/Process to be re/approved by the Board.

4.2.4.3. Changes to Graduate Research Office forms – the Acting Dean will be reviewing forms in an attempt to streamline processes and reduce administrative burdens and to reduce unnecessary information chasing.

4.2.4.4. Other matters – the Acting Dean also reported on discussions with the University of Canterbury about a possible MOU with UTAS; the circulation of the GRC News #1 2008; Profession/Generic Skills workshops planned in restricted form for May due to limited resources; the PVCOR's support of the Acting Dean's bid to secure living allowances to accompany IPRS scholarships in future at UTAS to ensure we can begin attracting the very best candidates.

4.3. Pro Vice-Chancellor (Research) Report

The Pro Vice-Chancellor was an apology for this meeting.

4.4. Deputy Chair (Academic Senate) Report

The Deputy Chair (Academic Senate) was an apology for this meeting.

A report was taken from Mr Nigel Ewan, alternate for the Academic Registrar

4.5. Tasmania University Postgraduate Association Report

4.6. The Load Activity Reports were tabled

New Business

5. Dean's Commendation list – Ratification of Recommendations

The list of recommendation recipients included in the Board papers was approved. The awards will be made following the next Board meeting on May 23rd.

Associate Professor Natalie Moltschaniwskyj raised the possibility of having an awards ceremony on Launceston.

The Board supported the notion of future ceremonies in Launceston.

6. Proposal for adopting *viva voce* examinations at the University of Tasmania

Dr Kate Crowley summarised the proposal for adopting *viva voce* examinations as outlined in the Board papers.

The Board supported the proposal that *viva voce* examinations be adopted at the University of Tasmania.

The process from here will be to circulate a discussion paper to Heads of Schools/Institutes and to Academic Senate for feedback after which procedures will be drafted for approval.

7. Conceiving candidature milestones. (paper attached)

Discussion of this item was deferred until the next meeting of the Board.

8. Recommendations re re-registration of supervisors.

Dr Kate Crowley summarised the recommendations regarding re-registration of supervisors as detailed in the Board papers.

The Board approved the following proposals:

1. To Amend Rule 5.7.1 by the addition of "7.1.d discuss supervisory performance [and present records of meetings with candidates] at performance management meetings". This will now go to Governance and Legal for advice.
2. On the advice of Belinda Webster, Governance and Legal, to introduce administrative streamlining such that supervisors receive an email after three years of registration. This email would advise them that their registration period is being automatically extended for a further three years on the basis that they had complied with a revised Rule 5.7.1. The supervisor would not need to reply to the email unless 1) their attached details had changed; 2) they had failed to comply with the amended Rule 5.7.1. Implementation to be clarified with Governance and Legal.
3. To introduce Quality Check by the addition of 'Meeting Supervisory Responsibilities' section to Performance Management preamble, or at least via the amended Rule.
4. To introduce Accountability Check by recommending the use of Records of Meeting sheets for supervisors meetings with candidates. Ideas for recording meetings will be discussed at the Graduate Research Coordinators day in the second half of 2008. In the meantime, two Schools are trialling the idea and will report later in the year.

9. Doctorates by previous publication (paper attached) Information

Discussion of this item was deferred until the next meeting of the Board of Graduate Research

10. Complaints Panel (paper attached):

Ms Rebecca Jones informed the Board that the SPC nominees for membership of the Graduate Research Complaints Panel were Mr Kevin Redd and herself, Ms Rebecca Jones. The Board endorsed these nominations.

5. Next Meeting: Proposed time change for future meetings: 12.30pm – 3.00pm (with lunch)

The next meeting will be held from 2.00pm – 4.00pm in the in the Council Room, Administration Building and Executive video conference room, Launceston on Friday May 23rd. As the Council Room is in use until 2.00pm on that date a change to the starting time is not possible, and indeed may not be in 2008 due to scheduling.