

**EXTRACT OF MINUTES
BOARD OF GRADUATE RESEARCH
MEETING 2 2008**

A meeting was held from 2.10pm to 4.00pm Friday May 23 2008, in the Council Room, Administration Building and Executive video conference room, Launceston.

Members: Dr Kate Crowley, Acting Dean of Graduate Research
Prof Johanna Laybourn-Parry, Pro Vice-Chancellor (Research)
Prof Judi Walker, Deputy Chair Academic Senate
Mr Nigel Ewan, Director of Student and Academic Services
Assoc Prof Margaret Barrett, Elected Member
Assoc Prof Natalie Moltschaniwskyj, Elected Member
Assoc Prof Diane Nicol, Elected Member
Assoc Prof, Dominic Geraghty, Elected Member
Dr Frances Martin, Elected Member
Prof Frank Vanclay, Elected by Senate
Dr Anna Johnston, Elected by Senate
Mrs Tammy Werkman, TUPA Representative
Prof Neil Bose, Academic Senate Appointment

Secretary: Dr Katherine Nesbitt

1. Apologies:

- Prof Laybourn-Parry; Assoc Prof Margaret Barrett; Prof Judi Walker

2. Minutes and extracts of previous meeting (April 18 2008).

The minutes of the meeting held on April 18 2008, having been previously circulated, were taken as read and confirmed, and the extracts approved for distribution.

3. Action Items from previous meeting

- 3.1. Dr Frances Martin discussed the need to have clinical students enrolled in a clinical programme of study and outlined the proposed options for postgraduate training in clinical psychology. The Board discussed the options and was supportive of the proposal although agreed that the final option required further discussion in terms of duration of the degree and enrolment status of candidates at the various course stages outlined.
- 3.2. New Board members, Dr Anna Johnston, Ms Tammy Werkman and Professor Neil Bose have been provided with an induction folder.
- 3.3. Dr Crowley informed the Board that candidates who received a "C" rating in their 2007 Annual Review, their first-named supervisors, their graduate research coordinators and their Heads of School all received an email on 7 May 2008 requesting submission of a six monthly update by end of May. The Board discussed possible changes to the Annual Review form in 2008 to facilitate the implementation of a candidature management plan and changes to the Candidature Management Procedures. The Board agreed that a re-drafted version of the Candidature Management Procedures, taking into account the suggested changes, would be circulated for out of session approval.

3.4. The proposal for adopting viva voce examinations at the University of Tasmania was circulated to Deans, Heads of School and Institutes and Graduate Research Coordinators for comment with 12th May deadline for response. Over 38 pages of feedback have been received and will be summarised. Dr Crowley advised that, if the proposal is adopted, implementation will occur in 6 – 12 months.

3.5. Membership of the Graduate Research Complaints Panel.

The Board agreed to recommend to Academic Senate that Associate Professor Mark Hindell, Dr Garry Davidson, Professor Jeff Malpas, Dr Deborah Malor and Dr Anne-Marie Forbes be appointed to the Board of Graduate Research Complaints Panel.

4. Standing Items

4.1. Executive Officer's Report

Dr Katherine Nesbitt reported on the activities of the Graduate Research Office noting that there were ongoing staffing changes as a result of several secondments coming to an end. Dr Nesbitt also informed the Board of her resignation effective June 9 2008.

4.2. Dean's Report

The new Dean of Graduate Research, Professor Peter Frappell, would take up his appointment from October 1 2008. Dr Crowley reported on recent activities including:

- Dr Crowley noted that the Deans and Directors of Graduate Research group is preparing a comparison of candidature milestones at Australian universities which will provide the opportunity for UTas to benchmark its future requirements against national best practice.
- Dr Crowley discussed the staffing situation in GRO and noted the added pressures on existing staff. She indicated that GRO will no longer accept incomplete paperwork and that response to applications will take at least two weeks from submission of the application.
- Dr Crowley advised that the second edition of Ucoordinate had been sent to Graduate Research Coordinators. The Board requested that this be circulated to all university supervisors in which case it may be renamed Usupervise.
- Dr Crowley advised that there had been over 300 attendances at Professional Skills workshops which were held at all three main campuses of the University of Tasmania. Associate Professor Di Nicol noted that although twelve students registered to attend her workshop only three attended.

4.3. Director of Student & Academic Services Report

The Board was updated on the progress of the SLIMS project, noting that tenders were now being accepted and that the vendors would be evaluated in the last week of June and first week of July. Mr Ewan indicated that he would approach the Acting Dean for suggestions of suitable supervisors and Heads of School to be involved in the vendor evaluation process. The current and new student systems would be run in parallel for a period, likely to be less than 12 months.

4.4. Deputy Chair (Academic Senate) Report

Professor Judi Walker was an apology for this meeting.

4.5. Pro Vice-Chancellor (Research) Report

Professor Johanna Laybourn-Parry was an apology for this meeting.

4.6. State Postgraduate Council Report

Ms Tammy Werkman reported on the Quality in Postgraduate Research conference she recently attended in Adelaide. Topics discussed included:

- Full-time versus part-time candidature
- Supervision
- Candidature milestones
- Generic or professional skills for postgraduate research students

Ms Werkman reported that the Council of Australian Postgraduate Associations (CAPA) were developing a skills roadshow which the State Postgraduate Council is hoping to bring to Tasmania to tie in with the Postgraduate Conference in September. She advised that planning for this conference is underway and that the SPC would be approaching theme area coordinators for their assistance shortly. Ms Werkman noted that a perennial issue for graduate research candidates was assistance with the statistical analysis of their data. The Board discussed the support available to candidates noting that a specific question on statistical support requirements could be included in the preliminary research plan. Assoc Prof Moltschaniwskyj informed the Board that she is currently preparing a CD on the use and interpretation of SPSS which would be available to candidates. Ms Werkman undertook to determine the availability of statistical support and to bring back to the next Board meeting an indication of within which Schools support is most required.

4.7. The Load Activity Report and 2008 Targets were tabled.

5. New Business

5.1. AMC representation on the Board of Graduate Research.

To develop AMC and UTAS understanding and working relationships and inform the development of appropriate links and reporting arrangements between the AMC Board of Studies and its Committees and Academic Senate and its Committees, it was proposed and agreed at the Academic Senate meeting on 29 February, that the Chair of Academic Senate be empowered to co-opt AMC representatives on committees of the Academic Senate.

Professor Williamson wrote to Professor Neil Bose inviting him to be a member of the Board of Graduate Research for 2008. Professor Bose has accepted the invitation.

5.2. Conceiving candidature milestones. Deferred from previous meeting

Dr Kate Crowley discussed the need for a clear pathway to completion for Graduate Research Candidates, and outlined the proposed milestones listed in the Board paper, noting particularly that the milestones and professional skills training undertaken in each year need to be relevant to the candidature stage. If it is available, Dr Frances Martin noted that it would be useful to see the professional skills training described in terms of expected outcomes and candidate attributes developed. The Board discussed how to put in place milestones for a fourth year while still encouraging students to aim for completion within three years.

Dr Crowley discussed the possibility of structuring the website for current candidates around the candidature milestones once these are established.

5.3. Doctorates by previous publication. Deferred from previous meeting

Dr Katherine Nesbitt discussed the issues surrounding doctorates by prior publication as noted in the Board paper. The Board discussed these issues and the benefit to the University of Tasmania of offering such degrees. Dr Anna Johnston noted the difficulties degrees by prior publication would pose in her discipline, particularly in relation to creative writing. The Board agreed to continue this discussion at the next Board meeting in particular to hear the views of the PVC(R).

5.4. FOI Act and its impact on perceived confidentiality.

Dr Katherine Nesbitt circulated a paper from the Governance and Legal office describing the general implications of the FOI Act for staff. The Board noted that confidentiality cannot be guaranteed due to the FOI Act and the Acting Dean advised that candidates should be made aware of this at enrolment possibly on their enrolment form.

6. Other Business

- 7. Next Meeting:** August 29 2008, proposed 12.30- 3.00pm (with lunch)