DEAN’S ADVISORY COMMITTEE

MINUTES
of the meeting held on
Friday 12 August 2011

Present: Stephen Thurgate (Chair), Judyth Sachs, Kelsie Dadd, Trish Fanning, Barry Quinn, Bernard Mans, David Coutts, Helena Nevalainen, Karu Esselle, Lesley Hughes, Mark Lackie, Mike Poulsen, Paul Smith, Sharyn Eaton, Martina Stiemer, John ten Have and Jane Edgson

1. Apologies: - Peter Nelson, Tony Parker, Andrea Lerche,

2. Matters Arising from the Minutes:
JtH reported to item 2,
C5C – all the doors opened when checked. Property is aware of the problem. If there are any further occurrences please let JtH know.
E5A/E5B fire alarms have been tested and now work well.

3. Occupational Health and Safety
Phys – An ex-student has been sending threatening emails. This has occurred previously which resulted in his emails being blocked successfully. The ex-student has now changed his email and as a result his email has got through. It was considered enough of a threat that Campus Security will inform the police what has occurred. BQ questioned the policy in the light of this being an on-going problem.
The Dean advised that the Working Party is developing a comprehensive policy. A Security Director (ex-police) has been appointed and we are looking at the policies of other universities. The Dean and the Security Director have spoken to the recipient of the email. The Dean reminded the committee that any life threatening behaviour should be reported to the police.
PS advised that Maths staff have been receiving abusive emails which he has passed on to the Dean of Students. Unfortunately the DoS is having difficulty tracing the source.
JtH reported:-
• two incidences of RSI, a member of staff and a student. He has spoken to the staff member and will be speaking to the student today;
• a lab splash with an environmental bacteria – this was dealt with efficiently and effectively;
• a false alarm in E8A;
• with the changes in legislation, training of staff is required;
• lab inspections are starting.
Stats – BQ advised that at 7:20 that morning all the doors on his floor in E4A were unlocked. He was aware that we had new cleaners, but nothing had been cleaned nor the bins emptied. JtH to check.

4. Strategic Planning Update
The Dean had been advised that the report was too internally focussed. He is now writing an externally focussed document which will include the priorities and consequences, assisted by Steve Robertson. The current document will become the operational plan.

5. Budget 2012
- It is estimated there will be significant impact from the decline in numbers of international students over the next ~3 years. The reduction in income affects FBE mainly but this will in consequence constrain the total pool. Scott Jenkins has assured the Dean that the final figure will be available early September. It is predicted to be a tight year across the university.
- Following the VCs email announcing voluntary separation, the Dean advised the committee that he has received EOI s from both academic and professional staff. The closing date is 19 August so the final figures are not yet available. He assured the committee that any applications will be evaluated very carefully. The ultimate aim is for cost reductions and he will be assessing how processes can be changed to make savings. Any changes will have to make sense in the long term and will be discussed with relevant HoDs.
- MS tabled the monthly report for August 2011. The draft report on EFTSL numbers to be sent out shortly. Once the census date has passed (31 August) there will be a more accurate picture of the student load. MS advised she will be providing Faculty guidelines to inform department budgets.
- HDR draft budget details had been circulated to HoDs previously. She suggested that conference travel should be funded by dept budgets – previously a line-item. Needs to be regulated to ensure consistency and value and will be managed in departments by reserving an amount received for the HDRs. The draft plan suggested the PGRF be supplemented for international conference travel or for those conferences outside PGRF times. To be budgeted for at both Faculty and Departmental level. Ideally, now would be the time for students to prepare their budget for the following year but as this is unrealistic the budget should be prepared and discussed at the time of the end-of-year report. The committee discussed the draft extensively and the problems faced by HDR students who require expensive equipment to complete their research. It was agreed that TF and ST would discuss this further.
- KD advised she had circulated to HoDs the list of small units which do not comply with the workload model. Each dept that has responded has given reasons as to why the units should be retained. Some were feeders for Honours, Capstone and Majors. The Dean advised he is looking at how to deal with small units in the workload policy. Several HoDs described the problems they are experiencing with the workload model. They also require the print and read-only access to be available to academic staff. MS explained that the functionality of the model can’t be re-designed for the 2012 input. The committee discussed the problems
of the small units – cannot afford to have the best staff looking after these and a disincentive is needed, possibly by reducing the credit received for teaching small units. As a Faculty we need to aim for ~40% of teaching (currently 31 or 32%). One problem is that most funding comes from teaching but research is the Faculty’s strength. The Dean agreed to circulate his suggested solutions and would like input back from the HoDs.

6. Dean’s Report

- Academic Senate: Coursework Admissions Committee
  The Faculty has received two nominations from Christophe Doche (Computing) and Rod Yager (Mathematics). As Christophe had some reservations due to his other administrative commitments, the committee agreed to propose Rod Yager be the member for the Faculty of Science and Christophe Doche be the support member to cover any absences.

- Reading Lists Translocation Costs
  The Dean advised that he had received information from Campus Wellbeing and Engagement relating to the costs for translating materials for disabled students. As this was a considerable amount, the Dean asked HoDs to make their unit convenors aware and to ask them, as much as possible, to use materials that were available electronically for required reading.

The meeting closed at 10:30.

Date of next meeting - Friday 19 August 2011. Please note that Mr John Gorman, Chief Financial Officer, will be attending the meeting.