DEAN’S ADVISORY COMMITTEE

MINUTES
of the meeting held on
Friday 27 May 2011

Present: Stephen Thurgate (Chair), Kelsie Dadd, Peter Nelson, Trish Fanning, Bernard Mans, David Coutts, Helena Nevalainen, Jun Ma, Lesley Hughes, Mark Lackie, Mike Poulsen, Paul Smith, Sharyn Eaton, Martina Stiemer, John ten Have and Jane Edgson

1. Apologies: - Barry Quinn and Andrea Lerche


3. Brief presentation from the Planned Giving Manager re Bequests – Anne Peedom
The Dean introduced Anne to the committee. As Planned Giving Manager, Anne is part of the Advancement office and advises on the giving of bequests to the university. She advised that increasingly alumni want to make a gift to the university as the place that helped them make a success of their lives. The Dean asked the HoDs to think about how bequests can help them and how they can assist Anne. Increasingly, this is a part of our business. This is not exclusive to Alumni and DC advised that members of the Astronomy group may be interested. AP to follow up. More information and brochures are available from AP.

4. Occupational Health and Safety
CBMS had experienced a small fire in a fume cupboard. Unfortunately two extinguishers were required as the first didn’t work. This is being investigated. Further induction into safe work practices will be carried out.
JtH advised that the draft paper on 24 hour access has been released. As indicated by AL at an earlier meeting, OH&S Legislation is changing. Key swipe access will be required for all student spaces which will lead to increased costs for the Faculty. MS advised she is meeting with the other FGMs later today and will provide feedback following that meeting. New student cards will be provided next year which will incorporate a swipe card.

5. Dean’s Report
The Dean reminded the committee that the SRE numbers are due and asked the HoDs to encourage their staff to complete the survey. The HoDs were also reminded of the request from Catalyst for the names of lecturers who include a demonstration in their lecture.
The Strategic Plan is nearing completion and is due to the Senior Executive by 31 May. We are however still waiting for a response to the Review Report from the Senior Executive. The Dean advised that he had taken the draft Strategic Plan to the DVCs, Provost, Research, International & Development and the Chief Operating Officer and has received a positive response from everyone. The DVC(R) and the DVC(CFO) are interested in looking at the workload model in greater detail and meetings have been arranged. (Following an enquiry, it was confirmed the update of the workload model will be carried out by Ruth Bonser and Arun Neelakandan.) The next meeting of the Senior Management Group is on Wednesday 8 June and the FoS Strategic Plan will be presented to the Group. ST has asked Electronic Engineering to produce their Operational Plan for the next meeting of the SMG in support of the Strategic Plan.

6. Any Other Business
MS advised that she had attended the Finance Officers Group (NSW Universities Senior Finance Officers) Conference during the week and reported that with the uncapping of domestic places and the uncertainty of international markets, universities will be looking at their domestic intake strategy.

The meeting closed at 10:05.

**Date of next meeting**: Friday 3 June 2011