DEAN’S ADVISORY COMMITTEE

MINUTES
of the meeting held on
Friday 18 November 2011

Present:  Stephen Thurgate (Chair), Michael Hitchens, Kelsie Dadd, Trish Fanning, Barry Quinn, Bernard Mans, David Coutts, Helena Nevalainen, Lesley Hughes, Mark Lackie, Mike Poulsen, Paul Smith, Rein Vesilo, Sharyn Eaton, Imtiaz Bhayat, Andrea Lerche, Karl Lukezic, and Jane Edgson

1. Apologies: - Peter Nelson, Karu Esselle, Tony Parker, Martina Stiemer and John ten Have

2. Matters Arising from the Minutes: - 3. Occupational Health and Safety, point 3, DC advised that the statement “he had insisted it be tested...” was incorrect. The minutes were adjusted to read “P&A staff had insisted it be tested...”.

3. Occupational Health and Safety
P&A - Inspections are currently being carried out by Departments. DC asked whether there could be more involvement by the OH&S Coordinator.
Stats - BQ advised the committee that there is a group of youths who for most of the semester, have hung around outside E4B smoking, spitting and swearing and disrupting classes. Any request to move is ignored. BQ has spoken to Security about this. ST asked KL to speak to Security and asked BQ to forward any emails to KL.
ST alerted the committee to two fire alarms on Thursday 17 November, both of which had been attended by the fire brigade. The first had been caused by a dusty detector in E7A and the second caused by dust and smoke in E5A. In the first instance, students were evacuated during exams.

4. Unit Guide Policy - Michael Hitchens
Since 2008 the university has had a policy on Unit Guides:-
• they should be publicly available for all students, one week before the start of semester and not password protected;
• should include details of all assessments including learning outcomes.
It has come to MH’s attention that not all the FoS are adhering to the policy. Some of the unit guides do not appear to be available publicly. From second semester 2012 it will be mandatory that these are available on-line. Currently, if these are not available and a student has cause for complaint they will have a strong case. MH advised he will do a quick review and talk to the HoDs where necessary.
5. Dean’s Report

- The Dean has received a request for the Faculty to endorse a Faculty Sustainability Committee. The DAC discussed this and the majority agreed to declare two meetings of DAC per year Sustainability meetings and invite a member of the Sustainability Representative Network to attend.
- The Dean congratulated the HoDs for their departments’ recent ARC successes – in particular the Future Fellowships of which the Faculty were awarded 7. The committee discussed the lack of success the university is experiencing with Linkages and the Dean asked the committee to be thinking about the next big centre – where are the opportunities? He also advised Academics to develop links with industry.
- No update on the budget for 2012. Meetings will be held during the last 2 weeks of November.
- The budget forecast for 2011 has been updated and the balance forecasted should be achieved. Therase Tran will be sending out the figures later today. There will be variances but it will balance and ST thanked everyone for their help in achieving this.

6. Any Other Business

The new 2-year Masters by Research has been passed by Senate. TF and KD are on the implementation committee. The first year has to be U/G so will be at the 400-level and likely to be more than 25% research so exiting students will gain a qualification. The second year will be P/G and at the 800 level and the shape needs to be worked out. Honours intake for 2012 will be as usual – first and second semester, full and part-time.

The meeting closed at 10:00.

Date of next meeting: to be advised.