DEAN’S ADVISORY COMMITTEE

MINUTES
of the meeting held on
Friday 7 October 2011

Present:  Stephen Thurgate (Chair), Kelsie Dadd, Trish Fanning, Barry Quinn, Christophe Doche, Joanne Jamie, Lesley Hughes, Mark Lackie, Mike Heimlich, Mike Steel, Mike Poulsen, Paul Smith, Peter Bull, Imtiaz Bhayat, Martina Stiemer, Karl Lukezic, John ten Have and Jane Edgson

1. Apologies:  - Peter Nelson, Bernard Mans, David Coutts, Helena Nevalainen, Karu Esselle, Sharyn Eaton, Tony Parker and Andrea Lerche

2. Matters Arising from the Minutes:  No matters arising from the Minutes of 23 and 16 September 2011.

3. Occupational Health and Safety
CBMS - A student in a 1st year lab class, not wearing gloves although previously told to do so, experienced a chemical spill on their hands (not a large spill). The correct procedures were followed and forms completed.
JtH - The harmonisation of the old and new legislation is continuing; a reminder that if an accident occurs, supervisors should ask themselves whether the procedure is an essential part of training; and following a motor vehicle accident involving two students when driving home from a fieldtrip, supervisors should be aware they have a duty of care to their students and ensure a safe route is to be taken.

4. Dean’s Report
   - Budget Update
     ST advised the committee that there are problems with the figures in Datamart. He is attempting to clarify the situation. As he will be presenting the budget to the Executive on Thursday 13 October, there is some urgency for the figures to be correct and up-to-date. The Dean endorsed IB’s request for Business Plans from the HoDs, including risk and growth, and although he appreciates the problems with the data, he asked the HoDs for their understanding of “what is going on” in each dept.
     PS asked how other Faculties were coping and IB reported they are all finding it tough. With salary costs going up and income going down most Faculty’s are finding it difficult to balance the budget. LH enquired whether the VS costs are included and the Dean responded that there is currently a lack of clarity on this. BQ, PS and JJ asked for updated figures and ST asked them to speak to IB after the meeting.
The Dean advised he is very unhappy with the budget process and he will be reviewing the processes after the budget has been presented and agreed. It is essential to ensure the fact and figures are correct and that the data used is accurate.

- **Strategic Plan**
  The Dean had asked for feedback on the Strategic Plan by Thursday 6 October and he thanked those who had provided some. If anyone else would like to comment they should do so immediately as the Strategic Plan is currently being finalised.
  The University is producing a 10-year Strategic Plan and are asking for our strategic goals in the next 10-years. One of the questions being asked of the Faculty is “what do we think we could achieve on an international scale, over the next 10-years”. Seen as a strategic opportunity, the Dean asked for input from the HoDs. Suggestions made included:
  - The Australian Institute of .............
  - Wireless robotics
  - Cochlear Audio hub
  The Dean asked for feedback by Monday 24 October. LH suggested the committee revisit the EIF document and discuss at the next DAC meeting. ST advised the scale is unknown and any proposal will rely upon the expertise available.

5. **Any Other Business**
- **Timetabling**
  The Dean had heard there were some issues and asked for details. JJ advised that although comments were called for whilst the system was being set up, they had largely been ignored. With the lack of large lecture spaces many subjects have been divided into 2 or more lectures which will lead to work issues.
  ST advised that he had been involved with the project in its early stages and was aware of the problems. The major one is that the University has a policy to provide a seat for each enrolled student and as the committee would be well aware, students attend lectures at the beginning of semester and then use the I-lecture. (Students intending to use I-lecture are asked to elect this at the beginning of semester.) Many lectures have an attendance of only 30% and this reflects a fundamental change in our business. ST suggested it might be possible to switch teaching methods around – in particular for small classes.
  Although she is aware of the problems, KD reminded the committee members it is not appropriate to abuse the Faculty’s administrator.

The meeting closed at 9:55.

**Date of next meeting** - Friday 21 October 2011.