Present: Stephen Thurgate (Chair), Trish Fanning, Barry Quinn, David Coutts, Helena Nevalainen, Karu Esselle, Lesley Hughes, Mark Lackie, Mike Poulsen, Peter Busch, Rod Yager, Sharyn Eaton, Imtiaz Bhayat, Martina Stiemer, Andrea Lerche, Karl Lukezic and Nanette Bertoldo

1. Apologies: - Peter Nelson, Kelsie Dadd, Bernard Mans, Paul Smith, Tony Parker, John ten Have and Jane Edgson

2. Matters Arising from the Minutes: - no matters arising

3. Introduction to PACE – Anne-Louise Semple and Ruth McHugh

A-LS, Faculty Academic Director of Participation and RMcH, gave a powerpoint presentation “Participation and Community Engagement (PACE) in the Faculty of Science (copy attached).

- From 2012 the third ‘P’ (Participation) of the curriculum renewal will be implemented and this will be phased in over the next few years. Students will increasingly be required to take a PACE unit over the course of the staged implementation. The aim is for students to engage with the community. PACE fits well with FoS as there are already a number of units carrying out this activity, and it has been identified in the FoS Strategic Plan.

- A number of units in FoS have already been accredited as Participation units.

- Participation units are not necessarily embedded within a specific program or major. It is up to the individual student to choose a participation unit – in some instances this may be embedded in their degree program or major, in others, not. A Capstone can also be a Participation unit; however, a Participation unit cannot be a People or Planet unit at the same time.

TF – some students are doing their own projects are they able to do them as part of PACE? A-LS – students may identify their own projects and partners which will be considered and these can be incorporated into a PACE Unit (ie the Faculty Shell Unit).

Funds – $1000 grants to departments to help through processes. Grants are available to students for international travel in Participation units. Departmental Grants must be used by 31/12/11. These are funded centrally.

Further information is available at:– http://www.pace.mq.edu.au/

ST to ask KD to review situation to ensure we have enough units to absorb the load, what the opportunities are and to gain some understanding of the issues and what we have to do if the PACE units are not available.
4. **Occupational Health and Safety**

**AL** – met with Darren Peters, the Director, Campus Wellbeing and Engagement. The guidelines on the response to real or perceived threats to staff or students should be released in the next month.

**STATS** – BQ advised the stairs in E6A have not been cleaned in months. It was noted that the skips in the carpark behind E6A are to be moved. Currently a car drives into the area late in the evening and dumps rubbish. These and any other similar incidents should be reported to Facilities Management.


6. **Dean’s Report**

**Budget update**

- IB gave a slide presentation (copy attached). The amount allocated to the Faculty funding model has increased; factoring in the increases in labour costs the FoS perspective will be tight.
- The Dean advised that funding is coming back from the RO to cover research. The preliminary estimate is $1m.
- We are required to reinstate HDR travel for conferences. The process for international travel is under review.
- DC asked how the whole process will work as their students have not done a budget for 2012. He was advised that international students won’t need to budget to supplement PGRF. However, this is competitive as the pool has not been increased. Students can apply twice a year through PGRF, complimenting not supplementing. Under current rules, PGRF students can only apply once during their degree, but under exceptional circumstances they may be allowed more – applications will be looked at on their merits. We are looking for process improvement and John Gorman is supportive of a project account for PhD students running for the length of their enrolment.
- IB advised the current project accounts are in deficit. The Dean reflected that we need a process for clearing the deficit.
- The Dean suggested a single point of contact for International activity. He is looking for a person from the departments to support this activity. MP asked whether this would include fieldwork – that is still under discussion.
- IB advised the focus of the IT team is changing. As IT Services have improved centrally, we are able to use the expertise of our team more strategically.
- DC asked when the strategic plan will be available on the web. The Dean responded that when the draft is complete it will be circulated to HoDs. He also asked the HoDs to participate in the survey relating to our commitment to improve. This will be circulated shortly.

**Planning for future Session 3’s**

- Following the Provost’s email re planning for workload into session 3, the strategy is to increase the number of units in session 3 (7 weeks beginning Jan 2012). The processes that currently support summer school need to be improved. The Dean suggested a way forward may be to teach the planet units in summer, particularly for students who have changed to the new degree structure.
• BQ asked whether the students have been told that some of their placements will be covered by HECS? The HoDs should think through the impact on workload in 2013, the opportunity is to gain more load.

7. Any other business
The committee discussed whether the Faculty should financially support RIBG applications. It was agreed that the Faculty is not currently in a position to do this.

The meeting closed at 10:30.

Date of next meeting: Friday 23 September 2011 in E6A202.