DEAN’S ADVISORY COMMITTEE

MINUTES
of the meeting held on
Friday 9 September 2011

Present: Stephen Thurgate (Chair), Kelsie Dadd, Barry Quinn, David Coutts, Helena Nevalainen, Karu Esselle, Lesley Hughes, Mark Lackie, Paul Beggs, Paul Smith, Peter Busch, Imtiaz Bhayat, Martina Stiemer, Karl Lukezic, John ten Have and Jane Edgson

1. Apologies: - Peter Nelson, Trish Fanning, Bernard Mans, Mike Poulsen, Sharyn Eaton, Tony Parker and Andrea Lerche

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

3. Datamart - Awareness raising – Dianne Hillier, Research Quality & Project Manager
DH presented a powerpoint on the changes to ERA for 2012 (copy attached). She asked HoDs to ensure that publications are in IRIS and to raise awareness of the introduction of esteem and applied measures in ERA. DH to send HoDs a template relating to these new measures.
DH talked about Datamart. Further information is available at: https://wiki.mq.edu.au/display/datamart/2011/07/18/DataMart+Release+1.2
Datamart is a new business intelligence tool which uses information from Finance, Research and HR. She recommended the members of the committee apply for an account and is happy to arrange training. JE to send DH a list of the names. KL agreed to look for a computer lab for training.

4. Occupational Health and Safety
EPS – ML reported that the lights at the west end of level 0 in E5A were not working.
KL – Gas monitors have been installed on 6 cylinders in enclosed spaces in E8A and E8C.


6. University Discipline Committee - Process
The Dean advised there are changes in the process for referring disciplinary cases through to the University Discipline Committee. The student’s code of conduct relies on the Faculty for some breaches so it is important we understand the range of breaches of code and which are handled by the Faculty and which by the university’s Discipline Committee. There are also issues with marks being changed whilst still under review. If a student is under review the mark should be an “I” for Incomplete.
KD is the first point of contact. Further information is available at:-
http://www.mq.edu.au/policy/docs/academic_honesty/procedure.html

7. Dean’s Report

- The budget process is proceeding. ST asked the HoDs to look carefully at their student numbers (not to allow an over-estimate of student load) as the university now applies a correction to the budget in April. IB advised the budget should be in a format to match the business plan – projected on 2012 figures. The Review report of the FoS noted that the revenue scheme needs to match the business plan. One recommendation from the Snr Exec following the Review of Science was that we should “strategically allocate funds within the Faculty”. This means we need to end up with a zero figure. ST had met with John Gorman and it was felt that although the budget will be tight, the new budget model should help the Faculty.

- ST advised he is aware the workload model software is difficult and has errors and he is doing his best to make it workable. However, when presenting the budget he needs to be able to support his figures and he asked HoDs to be prepared to provide that support.

- ST stressed the importance of the Faculty working together and being open and transparent. Any questions should come to him. He has asked IB to prepare a survey on customer satisfaction; the feedback will help provide a quality management process.

- DC asked for a breakdown of research commitments to aid the budget process.

- The VC has advised an external firm is to review the administrative workings of the university. The Faculty will be looking closely at the processes in finance, travel and HR with a view to improving them. However, it is anticipated that it will take time for any benefits to be felt.

- Teaching Unavailability forms – The E/Deans had met and agreed that teaching staff should be available between the core hours of 9:00-5:00. Five forms do not conform and these were returned to the relevant HoDs to discuss with the particular Academics.

The meeting closed at 10:30.

**Date of next meeting:** Friday 9 September 2011 in E6A202.