Staff Meeting

Minutes of the meeting of the Clayton School of Information Technology held on Friday 4 November 2005 at 9.30 am in Building 26, Room 135, Clayton Campus.

Attendance


Apologies: Tim Fergusson, John Hurst, Leisa McGuinness, Ann Nicholson, Mahbubur Rahim

Minutes: Jeanette Niehus

1. Confirmation of minutes of the previous meeting

The minutes of the previous meeting were confirmed. Moved: Fay Maglen, Seconded: Trevor Dix

2. Action items from previous minutes

Awaiting comments for the letter for Hiew Pang Leang. Letter will be sent next week.

MEQ Surveys – all CS/BS units will be looked at in relation to the MEQ outcomes. The University has an action item on the Dean about units performing better against the questionnaires.

Research Active Staff – the list is of staff that could and should be applying for grants.

3. Head of School Report

TARDIS – The University is developing a database called TARDIS which is a time capsule of research activities in the University. It is still in Beta form. Prof Mingins has looked at the database and will be given access. She will extract the research profiles of staff and forward to them to check.

Any formulas created for extracting information will be made available to other campuses.

End of Year Function – Prof Mingins advised that the Dean has asked that there be no School end of year functions. Prof Mingins said there will be a number of farewells for people taking VSP anyway.

Engineering Cooperation – A meeting was held with representatives from Computer Science and the Faculty of Engineering to look at units that are offered by both Faculties. Discussions were held on how to achieve the best outcomes for students by both areas cooperating.

VTAC – A document outlining preference data from VTAC for 2006 was distributed to the meeting. Prof Mingins said that the Clayton numbers were not too bad but there were concerns about the other campuses. It appears that the International numbers are holding up and the general pattern for Clayton looks better for undergraduate intake than at other universities.
It was noted that Deakin had overtaken LaTrobe as the third most popular university amongst school leavers.

Research Methods Unit – Prof Mingins said that she had been made aware of an issue concerning the Research Methods unit. David Arnott emailed Graham Farr telling him that the RM unit will be run in burst mode at Clayton by Helena Scheepers. Prof Mingins said that this was the first indication that this was how it would be run and that there had been no outcomes in any of the minutes of any committee meetings. The handbook indicates that this unit would be taught for 4 hours per week. Prof Mingins asked for suggestions on how the School can respond. She noted that approximately 45 of the 55 honours students were located at Clayton doing more technical oriented units and therefore someone from Clayton should have at least a share of the teaching.

Mrs Bhattacharjee said that the CSSE meeting had agreed that it should be run throughout the semester for logistical, educational and resource reasons.

Dr Pose indicated that CS Honours students could be given the option of doing BSc(Hons).

Dr Albrecht, who is a member of the Honours Sub Committee, gave a brief background to the discussions about the RM unit. The committee thought, for logistical reasons that it should be taught in burst mode because of small numbers.

Prof Shanks was unaware of this issue but indicated that RM was important not only to honours but also to other research students.

Dr Garcia de la Banda did not think that a burst mode RM unit would work for the large number of honours students at Clayton.

Prof Mingins said that the committee needed to recognise the different research methods required by different disciplines and have at least some co-teaching.

Dr Albrecht indicated that the core unit would be taught to all honours student but there was no recognition between different disciplines.

Mrs Bhattacharjee, who is also a member of the Honours Sub Committee, said that the differences were recognised and that all lectures would be the same with separate workshops for different disciplines.

A/Prof Zukerman said that there may be timetabling issues and perhaps it could be run on Fridays over a six week period.

A/Prof Dix suggested that clarification needs to be sought about what it means. What will be presented in burst mode, how many hours it will be and how it fits around other lecturers?

Dr Albrecht said that the syllabus had not yet been decided and was to be discussed next Monday by a Sub-sub-committee of the Honours Sub-committee.

Prof Mingins said that there was not enough information available.

Prof Shanks indicated that the Research Committee also wanted input into this unit.

A motion was put to the meeting:

The Research Methods unit leadership should be shared by both professional and science oriented staff.

Moved: Dr Garcia de la Banda, Seconded: Dr McIver, Opposed: None, Abstentions: ADR.

4. ADR Report

Prof Shanks advised that the research review committee were meeting weekly. The leaders of the sub groups have prepared reports and they are now being combined into one report and should be
available in a week or so. The expert panel will convene in 3 weeks and they will produce the final report.

The small grant applications are still being processed and assessed.

ARC Linkage grants are happening and Discovery grants are due in February. The Faculty will once again have a mentoring process for grant applications.

Prof Shanks mentioned that the research services admin people are very busy at the moment as they have few staff. The review will make recommendations on how research should be supported in the Faculty.

TARDIS – The DVC (Research) and central admin have a strong interest in this project. Prof Shanks said that it is likely that a mock RQF will be carried out next year to prepare for 2007.

The Faculty Operational Plan was released yesterday. The university requires all faculties to have one. The research aspects of the plan are subject to the outcomes of the Research Review.

5. ADE Question and Answer

The ADE was unable to attend the meeting.

6. Research Profile

Prof Mingins will circulate research profiles for validation to individual academics. It was noted that TARDIS will be able to extract information from other systems and it can provide information on various organisational levels and individual information.

7. FEC Report

Dr Pose advised that a proposal for the full common core in the BCS in Malaysia was put forward to FEC. A meeting was held on Wednesday with the Dean and various other people and it was agreed that the issues in Malaysia could be dealt with by a course variation without having to approve a new version of the BCS.

It was noted that the Chair of the Honours Sub Committee wants the 4th year of the Bachelor of Software Engineering to come under the control of the Honours Sub Committee.

Prof Arnott advised the FEC meeting that high VTAC cut-off scores must be maintained. He also later said that he did not want them to go up too much.

Dr Pose reported on a meeting with a visiting delegation of academics from a university in Thailand who were visiting the Faculty of Science on 3rd November. He indicated that there was some scope for research cooperation as well as student and staff PhDs. Teaching issues were discussed. Dr Pose also said his interactions with the Science people at lunch showed a potential for liaising with them on research.

8. Undergraduate Studies Report

A/Prof Dix commented that the Undergraduate Programs Committee was not scheduled before the FEC meeting so all the units that CS/SE have been working on have not yet been approved. They will go to the Undergraduate committee then a special FEC meeting and then to the last Faculty Board of the year.

9. Equity and Diversity

Mr Huxford advised that Ms Foster was unable to attend the meeting. He indicated that in the workplace and culture questionnaire that was completed by staff, they said that they did not now about the equity and diversity committee and what they did. Mr Huxford informed the meeting that he was
the Clayton representative on the Faculty committee and that Dr Chung-Hsing is the Chair of the Committee. The information will be presented at another meeting.

10. Library

Ms Michele Sabato from Monash University ePress informed the meeting of the services provided by ePress. They publish journals and books online and in print. They used to only publish Monash academic work but are now publishing outside works as well. They are DEST registered publishers and charge a subscription to users. She encouraged staff who have work they would like to publish to contact her.

All items are refereed by 2 external referees, this is a blind process. An advisory committee then determines if the work will sell.

In response to a question about citation Ms Sabato said that ePress was part of a large citation organisation call CrossRef which submits metadata and will have direct links to ePress to increase citation rates. There are also other links with indexing and referencing organisations.

Ms Sabato also mentioned another publishing service at Monash called Arrow where by they publish items which are available free of charge to anyone.

11. Any Other Business

Mr Greif asked about space and the rumour that lab space would be lost. Prof Mingins said that she did not have an update on space, but that she would ask Dr Nicholson or Mrs McGuinness to prepare a report on space and circulate it.

Meeting closed at 10.30 am.

Next Meeting

Friday 25th November 2005, 9.30am in Building 75, Room G55.

Appointments/Departures/Resignations

GENERAL STAFF

Ms Leisa McGuinness 10 October 2005 – Commenced as School Manager

As a result of the General Staff restructuring the following staff have accepted Voluntary Separation Packages:

Mr Gerhard Fries Friday 28 October 2005
Mr Peter Nankivell Friday 28 October 2005
Mrs Diane West Friday 4 November 2005

Ms Libby Ewing Wednesday 7 December 2005
Ms Mandy Cheng 31 December 2005
Ms Lesley Eamsophana 31 December 2005

ACADEMIC STAFF

Ms Anne Parr Friday 28 October 2005 – Voluntary Separation package
Ms Lyfie Sugianto Friday 4 November 2005 – Returning from Maternity leave.