Faculty of Information Technology
Caulfield School of Information Technology

MINUTES
Meeting 06/05 held at 2.30 pm on Friday, 7th October 2005, in B5.50A, Sir John Monash Drive, Caulfield East.

Present:

Ms June Anderson  Dr Maria Indrawan
Mr Martin Atchison  Dr Graeme Johanson
Mr Barry Atkinson  Ms Michelle Ketchen
Ms Julie Austin (Minutes)  Dr Chris Ling
Mr Laurence Bull  Dr Kathy Lynch
Ms Angela Carbone  Ms Allison Mitchell
Mr Jason Ceddia  Mr See Ngieng
Mr Andy Cheng  Mr Peter O’Donnell
Mr Rowan Crosbie-Goold  Mr Robert Redpath
Ms Rosemary Demirtas  Ms Trudi Robinson
Ms Gemma Dodson  Ms Judy Sheard
Ms Sue Foster  Mr Rod Simpson
Mr David Foott  Professor Bala Srinivasan
Mrs Chris Gonsalvez  Dr David Squire (Chair)
Mr Peter Granville  Mrs Diana Sussman
Ms Dianne Hagan  Ms Kerry Tanner
Dr Doug Hamilton  Mr Paul Van Haaster
Mrs Victoria Humphreys  Dr Steve Wright

Dr David Squire welcomed those who were attending the meeting for the first time which included the technical staff.

1. Marketing Plan – Rowan Crosbie-Goold (Faculty Marketing Manager)
Mr Rowan Crosbie-Goold advised that the 2005 marketing plan will be a good start to develop a marketing plan for 2006-2010. A marketing audit will be done of the current marketing activities of the Faculty and he welcomes input from staff. Meetings will be held with all stakeholder groups.
Minutes of the Faculty marketing plan meeting to be sent to Rowan Crosbie-Goold.

Action: MK

2. Apologies
Mr Andrew Barnden, Ms Christina Branton, Assoc. Prof. Frada Burstein, Dr Peta Darke, Dr Linda Dawson, Assoc. Prof. Graham Farr, Assoc. Prof. Julie Fisher, Dr Ilona Jagielska, Dr Henry Linger, Ms Aleisha Matthews, Prof. Sue McKemmish, Dr Adi Prananto, Prof. Don Schauder, Dr Helana Scheepers

3. Minutes of Previous Meeting
Ms Michelle Ketchen advised that some amendments are to be made to the previous minutes, so the minutes will be confirmed at the next meeting.
4. Business Arising
There was no business arising.

5. Head of School Report (David Squire)
Dr David Squire advised that as Assoc. Heads are not members of the Senior Leadership Team (SLT), he can only report on things we know. (NB: Staff thought that there should be a replacement for Graham Farr on the SLT when he is away.)

New Appointments:
Ms Michelle Ketchen has been appointed as School Manager – congratulations were extended to Michelle.
Trudi Robinson has been appointed as Academic Programs Manager – congratulations were extended to Trudi.

Staff Departures:
Ms Claire Morton and Ms Terri Wall have left the School. Thanks were given to them both for their contribution over the past years to SIMS and the new School.

The Education Working Group (EWG) and the Research Working Group (RWG) have been formed. These working groups will report to School meetings.

Action: DS/JF

The RWG met for the first time this week and looked at the TOR for the SRC of SIMS and CSSE. Things to be discussed at the RWG in the future are:

- All staff to be research active by 2008;
- Emphasis on University research centres and institutes coming down from Prof. Edwina Cornish’s office - DVC(Research).

Dr David Squire will be replaced by Dr Maria Indrawan as Assoc. Head (Research) for 2006 while he is on OSP for 12 months.

There will be a graduation celebration morning tea on Thursday morning to mark the graduation of our PhD and Masters by Research students. This will be a continuing event within the School.

School Groupings:
An email went around about this and Assoc. Prof. Farr would like people to respond. Any arrangements made will necessarily be interim, pending the outcome of the research review.

The idea of the groups is to address the following:
1. Try to have one way, and one way only, of organising the School into groups;
2. Less focussed than research groups which currently exist.
3. PMR – research and teaching to address. There could be more than one PMR supervisor per group – the number will depend on the size of the group.
4. Address the aim of the University for all staff to be research active by 2008.

Discussion followed and an action item resulted:
Staff would like a list of current PMR supervisors and the groups with which they will be aligned to help with this.

Action: MK/DS

Unit Offerings for 2006:
Mrs Chris Gonsalvez reported that she met with the program leaders to try and work out what we can reduce from the unit offerings for 2006 given that we are losing 50% of our student body. Units which have enrolments of 80 or 90 may be lost if they are not essential to be taught.

Discussion followed.
An action item which arose from the discussion was a request that a spreadsheet or newsletter be circulated to give an update on the unit situation.

**Action:** CG

**Staffing Process:**
Dr David Squire and Mrs Chris Gonsalvez will email staff shortly asking them to indicate their teaching preference for 2006.

Action item for Graham Farr - How has our position been represented to the University by the SLT? In what way is the transition being supported by the University?

**Action:** DS

**Technical Services Review:**
Prof. Simon Kaplan will be visiting us next week to undertake a review of the technical services within our Faculty. Four staff will be representing us, two from former SIMS, and two from former CSSE. If staff have any thoughts on how they would like the technical services run, please let Dr David Squire know.

**Action:** All

6. **School Manager Report (Michelle Ketchen)**
Ms Michelle Ketchen gave an overview of the structure of the administration, highlighting vacancies. Position descriptions are currently being written for the Student Services section and the positions will be advertised shortly as we currently have two staff in this section.
The next position to be dealt with will be the HEW 5 position in the Finance section which is currently vacant. Following that the Research admin section will be dealt with.

7. **Verification of Fail Results (Dianne Hagan)**
Ms Diann Hagan advised that an implementation strategy was needed for verification of fail results, according to the following Faculty policy:

**Faculty Policy**
All final exam papers that do not reach pass standard will be marked again unless the student has reached an overall pass standard in the subject. Any component of assessment that is worth 25% or more of the final mark and that does not reach pass standard will be marked again unless the student has reached an overall pass standard in the subject.

It was agreed that the EWG to come up with a policy for this and bring it back to the School Meeting.

**Action:** DS

8. **Faculty of IT – Equity and Diversity (Sue Foster)**

**Faculty of IT – Equity and Diversity**
Ms Sue Foster provided an extract with the agenda from the following information:
Workplace Culture Survey Questionnaire Final Report - finding

Ms Sue Foster advised that one of the major outcomes of the Workplace Culture Survey, was that staff indicated their lack of knowledge regarding flexible work arrangements, harassment and grievance policies and procedures and disability and inclusive practices.
In relation to this finding she has been asked, as a member of the Equity and Diversity Committee, to identify ways in which communication regarding the above issues could be more easily accessed or communicated to staff within the Faculty of IT.
If staff have any thoughts on this, please email Ms Sue Foster.

**Action:** All
9. Other Business

9.1 Volunteers for Cricket Game on 21 October (June Anderson)
Ms June Anderson advised that there will be a cricket match between the Caulfield and Clayton Schools on the 21st October at the Caulfield oval near the tennis courts adjacent to T Block, followed by a BBQ. We need 13 people to make up a team and these can be drawn from HDR students or even some of our coursework students. Please email June if you are interested in volunteering to be a team player. Chris Gonsalvez, David Squire, Peter O’Donnell, Angela Carbone and Rowan Crosbie-Goold volunteered at the meeting.

10. Next Meeting
Due to the change in the scheduling of this meeting, the date of the next meeting TBA.

Meeting closed at 4pm.

Signed: __________________________
Dr David Squire (Chair)