1. Report and Questions – Prof. Ron Weber (Dean)

Prof. Ron Weber gave a report on matters of interest and importance in the Faculty and advised that he intends to schedule the School Meetings into his calendar next year so that he can attend the meetings briefly to answer questions of concern.

Report included the following items:

- In the recent round of ARC grants the Faculty of IT achieved some major successes: five ARC Discovery Grants where Monash is the administering institution. Congratulations were extended to Frada Burstein, Sue McKemmish and Julie Fisher who are involved in these; two ARC Linkage Grants where Monash is the administering institution; three ARC Linkage Infrastructure Grants, two of which have Monash as the administering institution. A number of people put in applications which were unsuccessful and the Dean thanked those for their efforts and encouraged them to work on the applications and put them in again.

- Good achievements by way of our teaching with a number of our colleagues involved with the VC’s award for teaching excellence including Jason Ceddia and Sylvia Tucker.

- Budget matters – student numbers for next year through to 2008 are not good. Currently suffering the pipeline effect and will make a loss this year, 2006 and 2007.
The Dean thanked Chris Gonsalvez and a number of others for their work in trimming back the units offered in 2006.

- Unwelcome news from VTAC but some good news internationally. VTAC is down substantially, particularly at Caulfield. On the international front it looks as though we will hold the numbers that we had last year and may even increase them.
- Ms Leanne Norris, the new Marketing and Recruitment Director for Monash University, is optimistic about doing something in marketing which will work. 17-23 year olds do not read newspapers so will be looking at other areas, e.g. radio.
- What happens to us carries through for 3 years so there is no quick fix to the current situation.
- Monitoring budget very carefully, reflecting on what is working and what is not working.

Thanked everyone and is grateful for all the help and support.

Questions to the Dean from the floor followed:
Q. How has our position been represented to the University by the SLT? (Action item from previous minutes for Graham Farr)
A. The SLT is represented by the Dean through attending meetings of the VC’s Group where he is now a member of the Quality Group. The Dean also attends one on one meetings with the VC every 4 to 6 weeks where they talk very frankly about what is happening in the Faculty. The Heads of School and Associate Deans represent their own areas in the SLT and Graham Farr stands up very well for the School’s views at these meetings.

Q. In what way is the transition being supported by the University? ((Action item from previous minutes for Graham Farr)
A. Providing that we manage ourselves properly then the University will leave us alone. Other faculties have very stringent budgets because they are having to support us.

Q. What about the substantial surplus that the Faculty gave to other Faculties a couple of year’s ago?
A. There is no record of the Faculty having big surpluses. There was a change in the accounting system a few years ago and so it is very difficult to find out about a surplus during that period. There is no record of our Faculty contributing to other faculties due to a surplus.

Q. Should we have so many campuses? If we had less campuses there would be less administrative overheads.
A. The Dean has regular meetings with the campus directors: Phil Steele (Berwick and Peninsula), Rob Willis (Caulfield and Clayton) and Brian McKenzie (Gippsland). All campuses are under constant scrutiny and numbers are important. Decisions like this happen over a period of time and would not be a quick decision.

Q. There is a rumour that the Faculty will be disbursed into other Faculties because we are the only Faculty of IT in the group of 8. Could this happen?
A. The Dean provided a long answer but a concise summary of the answer is that if the Faculty becomes an integrated faculty it will have less chance of being divided up into other faculties. When a Faculty develops a lot of independent silos then it is in danger of being disbursed into other faculties, e.g. Business and Economics. Science and Engineering, Faculty of Arts.

2. Apologies
Ms June Anderson, Prof. David Arnott, Mr Barry Atkinson, Mr Andrew Barnden, Assoc. Prof. Frada Burstein, Ms Angela Carbone, Dr Linda Dawson, Mr David Foott, Ms Sue Foster, Dr Graeme Johanson, Dr Shonali Krishnaswamy, Dr Joze Kuzic, Dr Kathy Lynch, Dr Adi Prananto, Prof. Don Schauder, Dr Helana Scheepers, Prof. Bala Srinivasan, Dr Steve Wright, Dr Campbell Wilson, Ms Emily Yossef
3. Minutes of Previous Meeting
Minutes of the previous meeting were confirmed.

4. Business Arising
Action Items from Previous Meeting:
4.1 Faculty Marketing Plan (MK)
Actioned.
4.2 List of PMR Supervisors (MK/DS)
Actioned.
4.3 Spreadsheet or Newsletter Circulation (CG)
This will be actioned but there has been no newsletter yet to circulate.
4.4 Questions to SLT (GF)
Answered by Dean in item 1.
Assoc. Prof. Graham Farr advised that there will not be an alternate from the School for the SLT meetings as these meetings were not geared for bringing alternates up to speed on matters that had been discussed at previous meetings. Christine Mingins and himself kept each other informed of matters discussed if one or the other was absent from a meeting.
4.5 Faculty Policy on Verification of Fail Results (DH)
Assoc. Prof. Julie Fisher spoke to this item, as this matter had been brought to the EWG for a decision. The EWG had suggested that we probably need to have someone else to remark a failed assessment where it was worth 25% or more of the overall mark. This person may be a sessional.
Since the EWG meeting FEC has put through a policy which says the lecturer who remarks the failed assessment must be a different lecturer so the EWG will now look at having a buddy for each lecturer responsible for a unit.

5. Head of School Report (Graham Farr)
ARC Grants:
Congratulations to Frada Burstein, Julie Fisher and Sue McKemmish for their involvement with one of the successful ARC Discovery Grants. This now makes Sue McKemmish an ARC millionaire.
Congratulations to David Abramson for his ARC Linkage Infrastructure Grant.
PhD/Masters (Research) completions:
Adnan Bader - PhD, supervisors Christine Mingins and Sita Ramakrishnan
Marselina Wiharto - MIT (Research) supervisors Maria Indrawan and Peter Stanski
Tas Osianlis - PhD - supervisor David Arnott
Margaret Whitstock – MIMS(Res) - supervisor Graeme Johanson
Staffing:
Academic departures:
Syliva Tucker left in October under a VSP;
Admin. appointments:
Jacqui Hamilton from Clayton – Senior Admin. Officer
Aleisha Matthews, - Senior Admin. Officer
Marion Quinn – Administrative Officer
Victoria Humphreys and Voula Apos both .5 Admin. Officers
Christina Branton – Assistant to Head of School from 14 November. 2005.
Level 4 Admin. Officer position currently being advertised along with the Technical Manager, level 8 position.
Staffing Matrix:
This has taken a long time. The first draft will be circulated to academics next week. If anyone wishes to discuss their allocation with Graham Farr, please make an appointment via Christina Branton. It should be noted that all unit leaders are now required to do a tutorial as part of the Faculty policy.
It was agreed that Honours supervision would be looked at the end of 1st semester to see if the loads need to be re-assessed.
School Structure:
An email will be sent around shortly regarding the School groups and listing the people in them.

6. School Manager Report (Michelle Ketchen)

Space Update:
Ms Michelle Ketchen advised that the new date for moving into H Block is the 23rd January. People will be required to pack their personal items, e.g. photos, personal valuables etc. into a box and label them. The rest of the items will be packed by the removalists. Another walk-through of H Block is being organised by Romaine Haddad.

Admin. Staff Update:
As of 28th November Student Services staff will be co-located into level C3. Trudi Robinson will be in C3 part of the time and the rest of the time in her current office in S building.

7. Report from Research Working Group (David Squire)

Dr David Squire advised that the RWG has not met since the last meeting, the reason being that there was not a lot the group could do until the result of the research review was known and what the research budget will be.

8. Report from Education Working Group (Julie Fisher)

Assoc. Prof. Julie Fisher advised that there have been two meetings of the EWG. Having the EWG was good and appreciates all the people who have been coming along. A number of things have been raised:

- Looking at alignment of policy and procedures between the two previous Schools to get one set applying across one School.
- Come up with procedures to make sure these policies are adhered to.
- On the agenda for next year to look at the feedback procedure from students and ways to implement this.
- Issue of exam moderation and remarking.

9. BITS Update (Dianne Hagan)

Ms Dianne Hagan advised that the BITS electives have almost all been approved by FEC. Two have not gone through the Undergraduate Committee yet but most are getting through FEC okay. Ms Hagan advised that there will be a need for a new BITS Core Course Leader and a BComp Co-ordinator as she will be leaving under a VSP at the end of the year.

10. Other Business

10.1 IE Projects

Mrs Chris Gonslavez advised that we will be running the IE Projects in Studio mode so if you are allocated an IE Project it will be a Studio.

11. Next Meeting

The next meeting will be held on Friday, 9th December at 2.30pm in B5.50A.

Meeting closed at 4.15pm.

Signed:
Assoc. Prof. Graham Farr (Chair)