

CONFIRMED

**THE UNIVERSITY OF MELBOURNE
COMMITTEE OF CONVOCATION**

MEETING 6/2007

A Meeting of the Committee of Convocation was held on Wednesday 15 August at 5.30pm in the Council Chambers, Old Quadrangle, University of Melbourne.

PRESENT:

Ms L Boston (Chair), Ms AM Ada, Mr ES Bellchambers, Dr CE Close, Ms H Cohn, Mr M Corrigan, Mr BFB Dance, Mr DM Dodd, Dr A Gibbs, Dr JK Harcourt, Mr P Hirst, Mr J Humphrey, Mr GLE Israel, Mr FAM Lees, Mr RA McGauran, Dr R McMillan, Mr J Meehan, Ms AM Neal-Adam, Dr JR Nelson, Mr JF Nicholas, Dr R Otzen, Dr D Parbery, Dr I Rechtman, Mr L Rowe, Ms AS Rusden, Dr S Sahhar, Dr L Simpson, Dr J Stillman, Mr GH Thomas and Ms MA Weston.

IN ATTENDANCE:

Ms J White (University Secretary), Mr J Green (Deputy University Secretary) and Ms E Koch (Minute Secretary).

BUSINESS

0. Preliminary Matters

The President welcomed the new University Secretary, Ms Janet White.

0.1 Report of Returning Officer

The Deputy University Secretary reported that the Minister for Education had not yet approved the changes to the legislation governing representation on the Committee of Convocation.

The Deputy University Secretary reported that the election process was underway. A call for nominations was published in two Melbourne newspapers on Saturday 4 August and nominations would close at noon on Monday 20 August 2007. He informed the Committee that only two nominations had been received to date and urged members to consult with their faculties to identify appropriate nominees.

1. Apologies and Leave of Absence

Apologies were received from Ms Jillian Crowe, Mr Allan Douglas, Ms Helen Fitzpatrick, Mr Peter Hirst and Mr Michael Gorton.

At previous meetings of the Committee leave of absence for the August meeting was granted to Mr Alan Abbott, Ms Jennifer Digby, Dr Barbara Fary, Mr Allan Handberg, Dr Peter Lowe and Mr Barry Southern.

At this meeting leave of absence was granted to Ms Jillian Crowe for the September meeting.

2. **Starring of Additional Items**

Item 11.6 was starred.

3. **Receipt of Unstarred Items**

The Committee received the unstarred items.

4. **Minutes of Meeting No. 5/07 (18 July 2007)**

Pending a minor correction to the date, the minutes were adopted as a true and accurate record of the meeting.

5. **Action Sheet**

ACTION 2—Committee of Convocation Representative on Landscape Sub-Committee

The President informed Committee members that the Building and Estates Committee would meet on 16 August and Mr McGauran would report on this item at the September meeting.

ACTION 3—Invite Chair of BUGS to Address Committee

Complete; Professor Skene addressed the Committee at the meeting (refer Item 12).

ACTION 5—Membership of Legislation and Trusts Committee

Mr John Meehan was declared the Committee of Convocation alternative representative on the Legislation and Trusts Committee.

ACTION 7—Visits to University Sites

The President again invited Committee members to contact the Minute Secretary with suggestions for possible pre-meeting visits to sites around the University. Dr Simpson, Mr Abbott and Dr McMillan made suggestions, which the Minute Secretary undertook to follow up.

ACTION 8—End-of-Year Function

The President reported that Miss Ann Rusden had suggested that the Committee hold its end-of-year dinner in the Committee Room of the MCG. The venue hire fee would be waived because Miss Rusden is an MCG member. Car-parking would also be free and the only cost to members would be for the dinner itself. The President reported that the catering was of excellent quality and the cost of the dinner would not exceed \$85.00 per head. Committee members noted Dr Lowe's suggestion that the dinner be held at the Australian and New Zealand College of Anaesthetists. The Committee resolved to hold the dinner at the MCG and thanked Miss Rusden for her offer. The dinner would most likely be held on Friday 23 November 2007; members would be informed of the date once the booking was confirmed.

ACTION 9—Memorial Trees

A memo outlining the recommendation that the Building and Estates Committee consider appropriate in-situ notation of memorial trees was circulated to Committee of Convocation members with the papers for the August meeting. The President informed the Committee that the Building and Estates Committee would meet on 16 August and Mr McGauran would report on this item at the September meeting.

ACTION 10—Reports of Length of Service Subcommittee

Complete; see Items 11.6, 11.7 and 11.8.

ACTION 15—University Response to Age article about funding

Complete; the Vice-Chancellor wrote to the Editor of the Age putting forward the true state of affairs regarding the University's funding. The letter was not for publication.

All other items on the Action Sheet were carried forward for a future meeting of the Committee.

6. Matters Arising

Nil.

7. Report to Council

Nil.

8. Legislation, Regulations and Standing Resolutions

Nil.

9. Issues of Concern to Members

9.1 Update on Replica Foundation Stone

The Deputy University Secretary informed Committee members that the Chancellor was currently considering the Committee's proposal to present the University with a replica of the University's foundation stone. He was expected to provide feedback to Justice Chernov on 16 August. The Deputy University Secretary undertook to inform the Committee as soon as the proposal had been accepted so that a presentation date could be set.

The Committee was informed that \$3538.00 had been contributed towards the project, a figure which exceeds the target set. The Committee resolved to utilise the excess funds to improve the quality of the accompanying brochure.

9.2 Faculty Concerns

Dr Simpson reported that the Director of the Bio21 Institute now reported to the Dean of Science, although most of the Institute's activities focussed on medical research. However, this arrangement was administrative and the Faculty of Science would not control the Institute's budget.

It was reported that the *Age* newspaper recently published a supplement about studying engineering at Victorian tertiary institutions. It was noted that much information about the Melbourne Engineering degree was omitted and much of the information published about it was incorrect. The Marketing and Communications unit had apologised to the Faculty for supplying the newspaper with incorrect and incomplete information.

9.3 Summary of Report to Arts Faculty Board Re. University Library Facilities

Mr Israel reported that the tabled paper was a summary of a report made to the Arts Faculty Board. The Committee discussed the issue of access to library materials during the construction of the Eastern Learning Hub and the potential impact on other libraries when construction began on the other planned learning hubs. Members were concerned that access to materials would still be restricted after construction was completed and

noted that space constraints had impacted on library storage, and particularly shelving, for a number of years.

Dr Cecily Close reported that the University's libraries now accommodate things not envisaged when the library was original built, such as computers to enable access to the electronic catalogue, student study areas and the University Bookshop. She informed the Committee that Arts Faculty academics and library staff had written a vision statement for the Baillieu library for 2015, focussing on the issue of space requirements.

The Deputy University Secretary provided Committee members with a synopsis of the comments made by the Vice-Chancellor Deputy Vice-Chancellor (Academic) Peter McPhee at Monday's Taking Stock briefing. He noted that high-use materials would be temporarily located in the Old Quad library, \$250,000 had been allocated to improve cataloguing of existing collections and the University had undertaken to make materials in storage available to students within 24 hours of being requested.

The Committee resolved to tour the University's library prior to the September meeting in order to view the facilities and to invite the University librarian to address the Committee during the tour. The President and University Secretary agreed to discuss the most appropriate arrangements for this occasion.

10. Matters Arising from Council Briefing 13 August 2007

10.1 Oral report on Council Briefing

The Deputy President reported that the Vice-Chancellor had presented an analysis of the University's progress over the past year and had noted that the University was finding the research environment a highly competitive one in terms of reaching its targets although its income overall had increased over the past year. The establishment of learning hubs would provide students with more study facilities and it was anticipated that by mid-2008 students would be able to access all lectures online.

11. Reports of Committee Meetings and Faculty Meetings

11.1 Strategic Plan Subcommittee Minutes – Meeting 18 July 2007

The Committee received the minutes for information.

11.2 Theatre Board Minutes – Meeting 5/07

The Committee received the minutes for information.

11.3 Building and Estates Committee Additional Report to Council (30/7/07)

The Committee received the report for information.

11.4 Protocols Review Submission

11.4.1 Protocols Review Submission Background Information

11.4.2 Final Protocols Review Submission

The Committee received the protocols review submission papers for information. The Deputy University Secretary reported that changes to the protocols were unlikely to be implemented before 2009, and were dependent on the outcome of the upcoming federal

election. Changes to the protocols were unlikely to impact on the Committee of Convocation at this stage.

11.5 Medicine, Dentistry and Health Sciences Faculty Board Meeting 25 July 2007

The Committee received the report for information.

11.6 Length of Service Subcommittee – Minutes meeting 18 July 2007

The Committee received the minutes for information.

11.7 Half Yearly Review – Length of Service Subcommittee

The Committee received the report for information. Mr Dance reported that the Length of Service Subcommittee proposed to submit to the Committee of Convocation a report of its activities every six months. He undertook to bring to the next meeting of the Committee a paper outlining a proposal for a means of capturing the Committee's corporate memory and a Committee of Convocation induction program for new members.

The Induction Subcommittee undertook to report on its activities at the September meeting of the Committee.

11.8 Significance of Departures Dec 2007 to Dec 2009

The Committee received the report for information.

12. Guest Speaker

The Chair of the Board of Undergraduate Studies, Professor Loane Skene, spoke to the Committee about the implementation of the Melbourne Model with a focus on undergraduate degrees. She advised that study of a major would provide students with in-depth knowledge of a subject, while studying a quarter of their total degree from another discipline and taking part in opportunities to engage with the outside world, such as studying overseas or undertaking a community program or internship, which would broaden their thinking. She outlined the student-centred approach to administration which would be a feature of the new learning hubs and described the new lecture theatres, which would facilitate interactive group learning. Professor Skene encouraged Committee members to visit the Dreamlarge website (www.dreamlarge.edu.au) for more information about the Melbourne Model.

13. Alumni Relations Report – August 2007

The Committee received the report for information.

14. President's Report

The President thanked Committee members for the flowers she received during her recent hospital stay. She noted how pleased she was to see so many members at the conferring ceremony on Saturday 4 August 2007 at which the outgoing University Secretary, Len Currie, was presented with a University gold medal. The President read out a letter she had received from University Council expressing its appreciation of the Committee of Convocation's gift of the replica foundation stone and thanking members of the Foundation Stone Working Group. The President noted that due to the 12-year rule, a significant number of Committee members

retire at the end of the year and proposed that the dinner following the December meeting of the Committee be used to farewell these members.

15. Any Other Business

15.1 Updated Members Directory

The Committee received the updated Members Directory. Committee members were invited to submit any amendments to the Minute Secretary.

16. Items for Future Discussion

Nil.

The next meeting of the Committee of Convocation was scheduled to be held on Wednesday 19 September from 5.30pm in the Council Chambers, University of Melbourne.

The meeting closed at 7.20pm after a 15-minute extension.