

CONFIRMED

THE UNIVERSITY OF MELBOURNE
COMMITTEE OF CONVOCATION

MEETING 8/2007

MINUTES

A Meeting of the Committee of Convocation was held on Wednesday 17 October at 5.30pm in the Council Chamber, Old Quadrangle, University of Melbourne.

PRESENT:

Ms L Boston (Chair), Mr AW Abbott, Mr ES Bellchambers, Dr CE Close, Ms JM Crowe, Mr BFB Dance, Ms JH Elton Brown, Dr B Fary, Ms HM Fitzpatrick, Dr A Gibbs, Dr JK Harcourt, Mr GLE Israel, Mr FAM Lees, Dr P Lowe, 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, Dr B-A Rodan, Mr L Rowe, Ms AS Rusden, Dr S Sahhar, Dr L Simpson, Dr J Stillman, Mr BN Southern, Dr J Stillman and Ms MA Weston.

IN ATTENDANCE:

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

SECTION I

***1. Apologies and Leave of Absence**

Apologies were received from Ms Anne Ada, Ms Helen Cohn, Mr Matthew Corrigan, Ms Jennifer Digby, Mr Allan Handberg, Mr Geoffrey Thomas and Mr Noel Whiting.

At previous meetings of the Committee leave of absence for the October meeting was granted to Mr David Dodd and Mr John Humphrey.

At this meeting leave of absence was granted to Dr Ian Rechtman for the November meeting.

***2. Report of Returning Officer**

The Deputy University Secretary reported that the Minister for Education had approved the changes to the legislation governing representation on the Committee of Convocation. The approved changes were:

- Statute 3.1 was amended to change the divisor for calculations from 40 to 46;
- the amendment included provision for a new calculation to be made for the first election called following Ministerial approval of the amendment.

In response to a question about when the new calculation would come into effect, the Deputy University Secretary informed the Committee that he was waiting on advice as to when the next elections would be held.

The Deputy University Secretary reported that correspondence had been sent to all nominees advising them of the outcome of the recent elections to the Committee of Convocation.

***3. Starring of Additional Items**

Items 6.1 and 6.2 were starred.

***4. Receipt of Unstarred Items**

The Committee received the unstarred items.

***5. Minutes of Meeting No. 7/07 (19 September 2007)**

Subject to an amendment to the minutes to indicate that Dr Stillman had tendered an apology for the September meeting, and confirmation of the accuracy of item 10.2, the minutes were received as a true and accurate record of the meeting.

6. Matters Arising

6.1 Foundation Stone Subcommittee Update

Dr Harcourt reported that engraving of the replica foundation plate was about to begin. The brochure was almost completed subject to the inclusion of one final image and a final proof check.

6.2 Proposed Contents List – Committee of Convocation Induction Manual

Mr Dance reported that the Length of Service Subcommittee had compiled the proposed list of contents for a new Committee of Convocation induction manual. He suggested that more information should be added, including an outline about the nomination and election process. Mr Abbott suggested that the induction manual should also include a schedule of all subcommittees of the Committee of Convocation and their members. Mr Meehan requested a list of Committee of Convocation representatives on University committees and working groups. Mr Dance undertook to provide the Committee with an updated contents list at the next meeting. The Deputy University Secretary agreed that the University Secretary's Office would ensure that the new manual would be distributed to new members early in 2008.

***7. Action Sheet**

ACTION 6—Induction Pack

Members received the index of the suggested contents (refer item 6.2).

ACTION 8—Library Changes

The President responded to graduates who expressed to the Committee their concern regarding the changes to the ERC and the development of the Eastern Learning Hub (refer item 10.1).

ACTION 9—Libraries Subcommittee

A call for expressions of interest in membership of the Library Subcommittee was made in the previous week. The President informed Committee of Convocation members that three expressions of interest had been received and urged members interested in joining the subcommittee to contact Mr Israel.

ACTION 10—Plaques in Council Chamber

The Potter Museum had reaffixed the plaques.

ACTION 13—Role of Committee of Deans

The Deputy University Secretary informed Committee members that he had been advised by the Provost's office that the Committee of Deans was a management body which was responsible to the Vice-Chancellor for integrating academic and administrative elements of the Growing Esteem strategy. The Committee's key role was to serve as a forum through which the University's academic programs and support services would be coordinated, and to oversee academic management aspects of implementing Growing Esteem. The Committee would prepare advice to Council, Planning and Budget Committee (PBC) and the Academic Board on academic management issues, and could make formal recommendations to these bodies in relation to academic management matters. Although the Committee may consider and discuss matters of academic policy, these matters would normally also be sent to Academic Board (usually through PBC) for approval.

The Academic Board's role involved the monitoring and development of all academic activities including the maintenance of high standards of teaching and research, whereas the Committee of Deans was a forum through which matters of academic management (particularly in the context of implementing the Melbourne Model) were discussed and recommended to the Vice-Chancellor or relevant University committees.

ACTION 14—Appendix A of Vice-Chancellor's Report

Clarification of some points raised in appendix A of the Vice-Chancellor's report to the September meeting of Council was included in the minutes of meeting 07/07 (refer item 5).

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

***8. Guest Speaker**

Dean of the Faculty of Economics and Commerce, Professor Maggie Abernethy, spoke to the Committee about the implementation of the Melbourne Model with respect to the Faculty of Economics and Commerce. She informed members that the new-generation degree was launched in April and recently launched the Melbourne Graduate School of Management. She noted that the undergraduate degree differs slightly from the other new-generation degrees in that it also functions as a professional degree.

Key highlights for the Faculty in 2007 include faculty members receiving national teaching awards, the Students in Free Enterprise team winning the national finals and reaching the international semi-finals in New York, continued improvement in the University's Quality in Teaching surveys, a 65% increase in students nominating the BCom as their first preference, and the launch of a split PhD program with seven Malaysian universities whereby students can study part of their PhD at Melbourne and part in Malaysia.

The Faculty's new building was scheduled for completion in 2009. Financially the Faculty was in a strong position although Professor Abernethy noted that the University's new budget directly affected the Faculty through increased Faculty contributions. She noted that the proportion of its contribution to the University budget hindered the Faculty in developing itself as a leading international business faculty.

***9. President's Report**

The President reported that she had responded to graduate queries (refer item 10.1). Arrangements for the foundation stone ceremony are well underway. Committee members should all have received invitations to the annual dinner at the MCG. Due to the number of members retiring at the end of 2007, the Chancellor would be invited to attend the December post-meeting dinner. The President noted that the day's edition of the *Age* included an article

about the implementation of the Melbourne Model and indicated that first-preference nomination of University Melbourne undergraduate degrees were up, with the exception of Music.

10. ERC/Eastern Learning Hub Redevelopment

10.1 Update to Graduates re. ERC/Eastern Learning Hub Redevelopment

The Committee received the correspondence for information.

10.2 Library Subcommittee

The matter was dealt with under item 7, action 9.

11. University's Climate Change Policy

11.1 Letter from Graduate re. University's Climate Change Policy

The Committee received the correspondence for information.

11.2 Response to Graduate re. University's Climate Change Policy

The Committee received the correspondence for information.

***12. Issues of Concern to Members**

Mr McGauran informed members that the University was keen to better integrate with the surrounding suburbs of Carlton and Parkville and was investigating the removal of the boom gates at University entrances. A report on this matter would be sent to the November meeting of the Building and Estates Committee. He reported that the University would still need to regulate cars on campus. Mr Meehan asked whether Grattan St, which currently intersects the campus, would be closed off. Mr McGauran informed the Committee that this had been discussed a number of times and was expected to be included in the University's master plan.

***13. Any Other Business**

Nil.

SECTION II

***14. Matters Arising from Council Meeting**

Nil.

15. Report to Council

Nil.

***16. Legislation, Regulations and Standing Resolutions**

Nil.

17. Reports of Committee Meetings and Faculty Meetings

17.1 Theatre Board Minutes – Meeting 07/07

The Committee received the minutes for information.

17.2 Length of Service Subcommittee Minutes – Meeting 19 September 2007

The Committee received the minutes for information.

17.3 Faculty of Medicine, Dentistry and Health Sciences Report – Meeting 27 September 2007

The Committee received the report for information.

17.4 School of Dental Science Faculty Advisory Committee Report – Meeting 2 October 2007

The Committee received the report for information.

18. Alumni Relations Report – September 2007

The Committee received the report for information.

The meeting was declared closed at 6.30pm.

The next meeting of the Committee of Convocation was scheduled to be held on Wednesday 21 November from 5.30pm in the Council Chamber, University of Melbourne.

President's Signature.....

Date.....