

**CONFIRMED**

**THE UNIVERSITY OF MELBOURNE  
COMMITTEE OF CONVOCATION**

**MEETING 8/08**

**MINUTES**

A Meeting of the Committee of Convocation was held on Wednesday 15 October 2008 at 5.30pm in the Council Chambers, University of Melbourne.

**Present**

Ms L Boston (Chair), Mr A Abbott, Ms A Ada, Mr E Bellchambers, Dr C Close, Ms C Cummins, Mr BFB Dance, Mr P Davies, Mr B Fitt, Ms H Fitzpatrick, Dr J Flesch, Mr D Ford, Dr A Gibbs, Dr T Gould, Dr JK Harcourt, Mr P Hirst, Mr G Israel, Ms I Jablonka, Mr F Lees, Dr R McMillan, Dr V McRae, Mr J Meehan, Dr J Nelson, Dr R Otzen, Dr D Parbery, Dr B-A Rodan, Dr L Simpson, Ms M Weston

**In Attendance**

Ms J White (University Secretary), Mr S Halliwell (Minute Secretary), Professor Warren Bebbington (Pro-Vice-Chancellor, Global Relations), Ms Jenny Ellis (Director, Scholarly Information and Acting Librarian) and Mr Adrian Green (Trusts Lawyer)

**SECTION 1**

<p>This meeting had been declared a Special Meeting for the purpose of electing a member to a casual vacancy in Law following the resignation of Mr Matthew Corrigan. The President of Convocation in the Chair declared Mr Phillip Davies elected unopposed to the position, his having been the only nomination received.</p>
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**1 Welcome, Apologies and Leave of Absence**

Ms Boston welcomed members to the meeting and thanked Dr McRae and Ms Cummins for organising the successful tour of the Commerce building that several members went on prior to the meeting. Apologies were received from Mr R McGauran, Mr M Warwick, Mr N Whiting, Dr J Stillman, Mr L Rowe and Ms L Boxtel.

Ms E Parker, Ms J Crowe and Dr I Rechtman were on leave of absence.

No further leave of absence requests were received.

**2 Returning Officer's Report**

Mr Phillip Davies resigned his position as a representative of Arts graduates in order to take up the Law position. There is therefore a casual vacancy in Arts. There remain two

vacancies in Science and there are likely to be vacancies as a result of lack of attendance of Ms Jillian Crowe (Law) and Ms Eileen Parker (Arts). Ms Malory Weston (Science) also tendered her resignation at the meeting as her work takes her increasingly away from Melbourne.

The University Secretary's department has been asked to draft amendments to Division F of Standing Orders in order to make the election to casual vacancies less cumbersome and bureaucratic, and also to draft a proposal for the filling of all known casual vacancies from the beginning of 2009. The proposals will be presented to the November meeting of the Committee.

### **3 Starring of Additional Items**

The following items were added:

Item 10.5 - Arts Faculty Redundancies

Item 10.6 - VCA and Music faculty amalgamation

The following items were starred: 9.4 and 17.2.

### **4 Receipt of Unstarred Items**

The Committee received the unstarred items.

### **5 Minutes of Meeting 7/08 (17 September 2008)**

The minutes were approved.

### **6 Matters Arising**

Ms Boston reported that there had been no response yet from the Chancellor to the Committee's recommendations on the matter of consultation and committee representation (see the Committee's report to 1 September Council). Ms White advised that the Chancellor would be reporting on the matter to the 20 October Council.

#### **6.1 Action Sheet 6/08**

##### **6.1.1 Casual Election for Law Graduate**

The action is completed.

##### **6.1.2 Further Information re Commemoration of Traditional Owners**

This matter was discussed under Item 10.3.

##### **6.1.3 Invitations to Provost and Senior Vice-Principal**

These matters are in hand by the minute secretary.

##### **6.1.4 Amendments to Statute 3.2 and Regulation 3.3.R1 (Advertising Requirements)**

Amendments have been drafted and will be presented to the November meeting of the Legislation and Trusts Committee.

### **7 Guest Speaker**

Ms Boston welcomed Ms Jenny Ellis, Director, Scholarly Information and Acting Librarian. Ms Ellis had been provided in advance with a series of questions prepared by the Library and Information Access sub-committee in response to the report of the Information Futures Commission to which the Committee had made a detailed submission.

Ms Ellis thanked the Committee for the opportunity to speak, and noted that supporters of the Library were particularly valued. She undertook to respond to each of the questions and, if further information was required, to provide that at a later date.

### **Question 1 Addressing Issues of Library Provision**

Ms Ellis said that, like all University departments, the Library is in the University's hands in terms of resourcing, and 2009 looms as a difficult year all round. There are, however, bright signs. The ten-year plan includes a new Research Library and proposed redevelopments of the ERC Library, the Brownless, the Giblin and the Baillieu itself. In respect of the Giblin Library, it was not clear whether it would remain in its current location, and Ms Ellis undertook to follow this up.

Ms Ellis also said that there were some solutions in sight to the chronic storage problems including a \$0.5m grant in 2009 and a major fund raising effort. Melbourne Law School has also received a \$0.75m grant for a research service to be provided in the library. In response to a question, Ms Ellis said that there is no increase in the staffing budget.

### **Question 2 Link between "Electronic" Precinct Libraries and Open Shelf Space**

Ms Ellis said that the IFC consultation had found varying needs and patterns of library use across the University and it was important to try to fill all needs. None of the Precinct Libraries will be wholly electronic.

In response to comments about the need to preserve the Dental School library, Ms Ellis sympathised but noted that the amount of service that could be provided at small branch libraries was minimal and the library had to try to ensure the maximum service to the maximum numbers of users.

### **Questions 3 and 4 Potential Site for the New Library**

Ms Ellis advised that several sites had been discussed but none had yet been agreed. It was hoped that the new library would also be an iconic building in itself with links to the city.

### **Question 5 Potential Increase in Space in the Baillieu Library**

The Baillieu Library is scheduled for significant refurbishment and funds have been provided for the planning to begin in 2009. If the Giblin relocates, then some collections will also relocate and free up space in the Baillieu. In response to a question, Ms Ellis said that the Bookshop might relocate although it had been noted that it brought some life to the area.

### **Question 6 Plans for the Giblin Library**

This matter was covered in response to Question 1.

### **Question 7 Potential Relocation of Bound Journals**

This is being seriously considered for those journals for which electronic access is available, although it seems that people do want to retain some physical access to the journals themselves.

### **Question 8 Potential Increase in Subject and Language Specialisation in Staff**

Ms Ellis said that there is currently a reasonable level of language capacity in the Library staff. Also, the Library now can pay external organisations for specialist language assistance with cataloguing. Subject specialisation is a key area for the University Library (and all other libraries) and there are plans to begin employing graduate trainees at the end of 2008.

Ms Boston thanked Ms Ellis for the detailed responses to the Committee's questions and thanked her particularly for being so generous with her time at what must be a particularly busy period for the Library.

*[Minute secretary's note: following the resignation of Ms Linda O'Brien, the University has decided not to replace the Vice-Principal, Information but instead to separate the Library and Information Technology functions]*

## **8 President's Report**

Ms Boston reported on the following:

- One response was received in relation to the Bradley Review and was forwarded to the relevant staff in the University.
- An acknowledgement card had been received from Justice Mr Ray Northrop for the card sent by the Committee on the death of his wife.
- The self-evaluation pro forma will be sent out within the next week or so and members are asked to complete and return them at the November meeting.
- Ms Boston, Ms Jablonka and Mr Israel attended an Alumni Tours group meeting (minutes will be emailed to members). The first tour is at 6-00pm on Wednesday 26 November to which all are invited. Members are also invited to the Alumni Tours group meeting at 5-00pm preceding the tour.

At Ms Boston's request, Dr McMillan provided details of possible venues and costs for the end-of-year dinner. The Committee discussed a range of matters and following a show of hands, it was agreed that the Lyceum would be the venue. The dinner will be for members and their partners and also for past members and former Presidents. The minute secretary undertook to circulate any information on behalf of Dr McMillan if necessary.

## **9 Reports from Sub-committees and Working Groups**

### **9.4 Melbourne Model Sub-committee**

Dr Simpson reported that at a recent meeting with the Provost, Professor Peter McPhee, the sub-committee had expressed the concern of the whole Committee at the apparent primacy of research over teaching and learning at the University,

particularly since the advent of the Melbourne Model. Dr Simpson also noted that this preponderance of research had been a feature of the strategic planning sessions for the MDHS faculty that he had attended. He proposed that the Committee continue to express its concern at these developments.

Ms Boston agreed that the Committee should continue to express its concerns. She advised that the Vice-Chancellor would be guest speaker at the November meeting and also suggested that a recommendation could be submitted to December Council. She noted that other Committee business would be kept at a minimum at the November meeting in order to give the opportunity for a detailed discussion with the Vice-Chancellor on this and other matters.

## **10 Issues of Concern to Members**

### **10.1 Support for University Giving Program**

Professor Warren Bebbington, Pro-Vice-Chancellor (Global Relations) gave a PowerPoint presentation on the University's proposed fund raising plan for the next several years. In summary, he reported:

- The University has a relatively passive history of fund raising;
- This changed in 2006, and a significant increase in expenditure on Alumni Relations saw a commensurate increase in charitable gifts to the University;
- In Australian terms, the University is relatively strong in its receipt of charitable gifts;
- In international terms, it is relatively weak, particularly when compared with the institutions such as Harvard, Oxford and so on with which it would like to compare itself;
- There needs to be a "quantum leap" in gaining charitable gifts and therefore the University has determined to undertake a major fund raising campaign from July 2008 to June 2015;
- Campaign advisory boards are being established;
- An Alumni Campaign Council is also being established with a co-ordinating role, and Professor Bebbington would welcome input from the Committee as to the appropriate membership.

In relation to the proposal described in Mr Israel's paper, Professor Bebbington welcomed it as it matched one of the priorities of the fund raising campaign. He proposed that the Committee set up a small working group to meet with him and discuss how the proposal could be progressed.

In response to a question, Professor Bebbington said that all funds donated to the University are administered by the University and that legislation allows the University to charge up to 5% as administration costs. The current administration cost is 2.5%.

Ms Boston thanked Professor Bebbington for an interesting and stimulating presentation.

The minute secretary will email members about joining a working group to formulate proposals for the Committee's consideration and will forward information

to Professor Bebbington as appropriate.

## 10.2 Response to the University's Review of Internal Legislation

The Committee discussed the circulated paper being a summary of the Committee's responses developed at meeting 7/08 and some comments from an individual member. The Committee also discussed a detailed tabled paper from Mr Peter Hirst that contained several recommendations. The minute secretary advised that since meeting 7/08, further drafts had been made of Statutes 1.7 (Governance) and 5.1 (Academic Structures) and that these were available at the meeting. Members were asked to note in particular that "(including the committee of convocation)" had now been inserted into section 5.1.2(1)(d) of draft Statute 5.1.

Mr Hirst emphasised the need for continued collegiality in the decision making and management processes of faculties and said that the draft Statute 5.1 did not appear to do this. He was also concerned that the timeline for responses did not appear to allow for the re-worked drafts to be sent to faculties for discussion and comment. He advised that he had had a meeting with Mr Chris Penman (Vice-Principal and General Counsel) following meeting 7/08 of the Committee and that Mr Penman had been in support of the recommendation for further faculty consultation in his tabled paper.

Ms White advised that the drafts would not be submitted to Council in the short term and said that the University acknowledged the need for extensive consultation including with the faculties themselves.

The Committee resolved to recommend to the Council Nominations and Governance Committee meeting of 17 November the following:

- That explicit Committee of Convocation representation on faculties and graduate schools be included in Statute 5.1
- That the following be added to section 1.7.3 of Statute 1.7- "*(h) promoting open and transparent communication with the community and submitting the University's proposals and actions to external scrutiny.*"
- That the items deleted from section 1.7.3 of the later version of Statute 1.7 be included in the Code of Conduct currently being developed
- That consideration be given to delaying the recommending of any new internal legislation to give more time for consideration and discussion
- That the proposed legislation not be supported in the form that it is because it does not meet the intention of the Act in that:
  - in the statute 5.1.2(1) establishing governance of faculties it takes away a defined/determined faculty membership
  - in the statute 5.1.2(1) the governance arrangements can be varied from faculty to faculty with no guidelines set for the faculties to vary the governance and no certainty of Council acceptance of preferred model
  - in 5.1.2(1)(b) collegial contribution is consultative only not a voting right in policy
  - in 5.1.2(1)(c) student representation is not available in decision making only consultative

- in 5.1.2(1)(d) external representatives - graduates, professional bodies, government agencies, industry partners - have only an advisory role
- That the proposed revised legislation be reviewed to reflect the intent of the Act and the collegiate model/the Melbourne Model
- That the proposed legislation be addressed to each faculty (wherein the faculty is as defined by regulation) and the draft legislation be distributed to all members at least 1 month in advance of a Board meeting to be held within 2 months of the distribution and that a special faculty meeting be called to consider the legislation if one is not already planned for. Note: it would be advantageous for the drafting team to provide all bodies considering the legislation the reasoning provided as to the change and then show how any changes better address the collegiate model/Melbourne Model.

*[Minute secretary's note: the Committee also agreed that recommendation 6 from the tabled paper be included. Recommendation 6 simply requires that the final two recommendations above be made in respect of section 5.1.3 of the draft Statute 5.1. As the final recommendations refer to "the legislation" it is clear that the whole of draft Statute 5.1 is intended to be referred to faculties and therefore the recommendations have not been repeated in respect of the establishment of graduate schools]*

### **10.3 Commemoration of Traditional Owners**

Ms Jablonka provided a summary of actions taken to date, and she will email this summary to the minute secretary for distribution to members. Given that the University Council considered and approved such a proposal in December 2002 (although it was not implemented), it was agreed that the Committee recommend to Council that it reconsider the matter in consultation with members of the Indigenous community. Meanwhile, no further action should be taken on progressing the proposal until Council has considered the matter.

*At this point, the Chair moved, and the meeting accepted, a ten-minute extension.*

### **10.4 Report to Council**

The Committee noted the report to 1 September Council as circulated.

### **10.5 Arts Faculty Redundancies**

Dr Flesch reported that there is a meeting of the Arts faculty on 29 October and that any further developments will be reported to the Committee following that meeting.

### **10.6 VCA and Music Faculty Amalgamation**

Dr McMillan reported the concerns of the two Music and VCA representatives on the Committee, herself and Dr Tony Gould, at difficulties being experienced by the committees overseeing the implementation of the amalgamation of the faculties of the VCA and Music and sought the Committee's advice. The Committee endorsed Dr McMillan and Dr Gould as its representatives to offer what assistance might be required in the process. The minute secretary will provide contact details for Dr

McMillan.

**11 Vice-Chancellor's Report to 1 September Council.**

No matters were raised

**12 University Secretary's Report**

No further matters were reported on.

**13 Legislation and Trusts Committee Report to 1 September Council**

No matters were raised.

**14 Building and Estates Committee Report to 1 September Council**

No matters were raised.

**15 Academic Board Report to 1 September Council**

No matters were raised.

**16 Senior Vice-Principal's report on Bio21**

No matters were raised.

**17 Reports of Faculty and Committee meetings**

**17.1 MDHS Faculty Meeting**

The Committee noted the report as circulated.

**17.2 MDHS Dental School Meeting**

Mr Lees sought clarification on two statements in the final paragraph of the report, concerning the faculty's not enrolling direct from VCE and the reduction in the number of overseas places. Dr Rodan explained that the first was a consequence of the Melbourne Model where medical degrees will be graduate degrees, and the second was a consequence of the increase in Commonwealth Supported Places (CSP) negotiated by the University with the Federal Government to facilitate the introduction of the Melbourne Model.

**18 Other Business**

There was none.

Meeting closed at 7-40pm.

President's Signature.....Date.....