

CONFIRMED

THE UNIVERSITY OF MELBOURNE
COMMITTEE OF CONVOCATION

MEETING 7/2007

A Meeting of the Committee of Convocation was held on Wednesday 19 September at 5.30pm in the Council Chambers, Old Quadrangle, University of Melbourne.

PRESENT:

Ms L Boston (Chair), Mr Alan Abbott, Mr Eric Bellchambers, Dr Cecily Close, Ms Helen Cohn, Mr Richard Cook, Mr Matthew Corrigan, Mr Barry Dance, Mr Alan Douglas, Mr Alan Gibbs, Mr Allan Handberg, Dr John Harcourt, Mr Peter Hirst, Mr John Humphrey, Mr Gary Israel, Dr Peter Lowe, Mr Robert McGuaran, Dr Ros McMillan, Mr John Meehan, Mrs Marguerita Neal-Adam, Dr John Nelson, Mr John Nicholas, Dr Douglas Parbery, Dr Roslyn Otzen, Ms Beverley-Anne Rodan, Mr Leslie Rowe, Miss Ann Rusden, Dr Laurence Simpson, Mr Barry Southern, Mr Geoffrey Thomas, Ms Malory Weston, Mr Noel Whiting.

IN ATTENDANCE:

Mr J Green (Acting University Secretary), Mr Steve Halliwell (Acting Minute Secretary), Ms Linda O'Brien (Vice-Principal, Information Services) and Ms Helen Page (Acting Director, Information Education Services).

BUSINESS

1 Apologies and Leave of Absence

Apologies were received from Ms Anne Ada, Ms Jennifer Digby, Ms Helen Fitzpatrick, Mr Michael Gorton, Mr Frank Lees, Dr Stan Sahhar and Dr Jenny Stillman.

Leave of Absence has been granted to Ms Jillian Crowe, Mr David Dodd, Dr Barbara Fary, Ms Eileen Parker and Dr Ian Rechtman.

2 Report of the Returning Officer

On behalf of the Returning Officer, Ms Janet White, Mr John Green reported:

- That the Minister for Education had not yet approved all the amendments to Statute 3.1
- In the 2007 election for the Committee, all candidates were elected unopposed. As the election date is 1 October, no announcement can be made until that date, and the candidates themselves must be formally notified before any formal announcement. This should happen shortly.

In response to a question, Mr Green advised that the following vacancies still exist:

Music & VCA – 1 two-year vacancy
Economics & Commerce – 2 four-year vacancies
Science – 1 four-year vacancy and 1 two-year vacancy
Education – 1 two-year vacancy

These vacancies are casual vacancies under the Melbourne University Act 1958 (Vic) and the election procedure is contained in Section F of the Committee's Standing Orders. The elections will need to take place as early as practicable in 2008.

7.6 Strategic Plan Implementation Working Group Motions

These were dealt with under Item 6.2.

7.11 Induction Sub-committee Report

Mr Alan Abbott reported that the sub-committee had developed an index of suggested contents for an induction pack. These would be circulated to members with the papers for the next meeting. It was proposed that the University Secretary's Department take responsibility for providing and up-dating the final Induction Packs. Mr John Green gave in principle support.

8 Guest Speaker

The Chair welcomed Ms Linda O'Brien (Vice-Principal, Information Services) and Ms Helen Page (Acting Director Information Education Services). Ms O'Brien spoke to a PowerPoint presentation on the vision for the Library and wider Information Services under the Melbourne Model. The vision for the Library and Information Services aligns with the strands of the Melbourne Model:

- To provide student-centric Information Technology enhanced services
- To provide first-class teaching and learning spaces
- To use ICT to underline the University's leading research position
- To maximise access to cultural collections through on-line technologies

Ms O'Brien outlined the current proposal for "learning hubs" and located them within a ten-year plan for the development of student learning hubs and precincts. [Members are referred to the following web site for information about the Eastern Learning Hub and its development: <http://www.infodiv.unimelb.edu.au/tss/hub/index.html>]

Ms Page spoke in more detail about the recent changes at the Education Resource Centre (ERC) Library. She acknowledged that plans had taken some time and that this had allowed concerns to develop. Ms O'Brien also acknowledged that analysis of borrowing statistics alone had not been sufficient to understand the full range of uses to which the resources were put as it did not factor in the invaluable role of "browsing" for academic staff and research students in particular.

In terms of current and future plans, Ms O'Brien reported that the Vice-Chancellor had allocated \$250,000 for the cataloguing of uncatalogued items. Although several hundred thousand items would be moved to the Dawson Street store (following student and staff consultation), they would be retrievable within 24 hours. Browsing possibilities were also being investigated at the Dawson Street store.

In response to a question, Ms O'Brien reported that collaboration with other universities and organisations already takes place. Moving non-English language volumes to La Trobe, for example, will allow the University access to specialist non-English cataloguing services.

Members expressed their thanks that there was now a ten-year plan for the development of Library and Information Service resources.

The Chair thanked Ms O'Brien and Ms Page for the informative presentation and for their thorough response to the various questions.

9 President's Report

The President reported on the following matters:

9.1 Faculty of Arts

Professor Belinda Probert has resigned from the position of Dean of Arts for personal reasons. Professor Mark Considine has been appointed Dean for a period of two years.

9.2 ERC Library

Following receipt of a letter from graduates raising concerns about the disruption to the ERC Library (see paper 10.1.1), the President has written to the Vice-Chancellor and corresponded with the Provost (Professor Peter McPhee, formerly DVC Academic).

9.3 Trinity College Christmas Carols

Members have been invited to the Christmas Carols at Trinity College. The President will accept and will report back to the October meeting.

9.4 End of Year Dinner

The end of year dinner at the MCC will now take place on **Thursday 8 November**.

9.5 Carbon Neutrality

It is pleasing to note that graduates are now contacting the Committee with their concerns over this matter and the ERC issues previously discussed.

9.6 The Percy Grainger Museum

Members were reminded to collect an invitation to the Museum event.

10 Library Arrangements and the ERC

10.1 Correspondence With Graduates

The Committee noted the letter from graduates re ERC access; the response to the letter from graduates; and the Vice-Chancellor's circular as circulated.

10.2 Motions Related to the ERC

Mr Israel tabled a paper being a second version of "Motions related to the issue of ERC closure and shelf space for print materials".

The Committee debated the following motion:

"That a Library Sub-committee be established to formulate plans and policy for recommendation to the Committee of Convocation as a whole and that this sub-committee have broad faculty representation."

Moved: Gary Israel Seconded: Marguerita Neal-Adam **CARRIED**

Debate on the motion raised the issue of Committee of Convocation representation on the Library Committee. The Chair advised that the current arrangements are that Dr Close can attend any meetings, but that the Committee is unlikely to get further formal representation. Mr Abbott noted that co-option of a member might be possible under the Library Committee's terms of reference and Mr Green and Mr Halliwell undertook to investigate the matter and to report back to the Committee. In the interim, the Committee agreed to continue with Dr Close's current role and involvement so as not to use the current situation to leverage further formal representation.

The Chair proposed that motions 2 and 3 on the tabled paper be looked at by the newly established sub-committee. Noting that the graduates who wrote (see paper 10.1.1) should get a response, the Chair undertook to respond to graduates in the light of the further information provided by Ms O'Brien and Ms Page, and the establishment of the sub-committee. The Committee agreed to refer motion 2 to the sub-committee but resolved to debate motion 3. Following several amendments acceptable to the mover of the motion, the Committee debated the following motion:

“That the Committee believes that an opportunity now exists through the adoption of the ten-year plan to improve book storage facilities in the University and strongly encourages the University Council to proceed with the process of consultation and planning to provide appropriate accommodation, with a strong preference for accommodation on campus, for its substantial and important print resources, including research collections. The Committee believes that planning should allow for further substantial growth into the future, given the present storage difficulties.”

Moved: Gary Israel

Seconded: Douglas Parbery

CARRIED

Mr Israel will convene the sub-committee. The secretary will call for expressions of interest and will liaise with Mr Israel.

11 Issues of Concern to Members

There were none other than those covered under other agenda items.

12 Other Business

12.1 Descriptive Plaques Under Council Chamber Portraits

It was noted that several of the plaques under the portraits in the Council Chamber seemed to be only precariously attached. Mr Green will follow this matter up.

Post-meeting Dinners at University House

The University Secretary advised Committee members that all members on the regular dinner attendees list must notify the Minute Secretary by no later than 12 noon on the Monday preceding the meeting if they are unable to attend the post-meeting dinner at University House. The charge for dinner is \$20.00 including drinks and the venue is the Karagheusian Room. Members on the regular attendees list who do not advise of their inability to attend the dinner will be charged for the full cost of the dinner, i.e. \$55.00.

Members who have been granted leave of absence or who have tendered an apology before the Monday preceding the meeting will automatically be removed from the dinner list for that meeting.

13 Matters Arising from the Council Meeting of 10 September

[At this point, the Chair moved, and the Committee accepted, a fifteen-minute extension.]

The Chair reported on the following matters:

- The Council had a remarkable presentation from Students In Free Enterprise (SIFE). Arrangements will be made for SIFE to present to the Committee
- The University is preparing a detailed and comprehensive response on the issue of carbon neutrality
- Council formally adopted the new structural arrangements, including creating the role of Provost, associated with the Melbourne Model
- Professor John Hathaway has been appointed Dean of Law for five years; as previously noted, Professor Mark Considine has been appointed Dean of Arts for two years following the resignation of Professor Belinda Probert.

- Fifteen new professorial appointments were made and it was noted that female representation among professors is now at 20%

In response to a comment that gender is not relevant to the position of professor, Mr Green advised that Council had noted the gender representation in the context of efforts in recent years by this University and others to encourage more women into senior positions in the academic and administrative divisions of their universities.

Spelling errors in the citation for Professor Bryan Lukas were noted and the secretary will follow this matter up.

In relation to the proposed new structure (see Appendix A to the Vice-Chancellor's report to Council: paper 13.1), the Committee asked for clarification of the role of the Committee of Deans, particularly in relation to the functions and powers of the Board. Mr Green undertook to clarify this matter and to report back to the Committee.

[At this point, the Chair moved, and the Committee accepted, a ten-minute extension.]

Concerns were expressed in relation to some specific recommendations in Appendix A of the Vice-Chancellor's report. These matters were raised by Dr Simpson who undertook to email the detailed concerns to Mr Green for follow-up. The detail of what follows has been taken from the email to Mr Green of 20 September.

Recommendation 3.3: *"Bio21 will become a Research Institute reporting to the Dean of Science..."*

The greater part of the foundation, function and funding of BIO21 are biomedical rather than science. Previous undertakings were that the reporting function did not represent any significant role for the faculty of Science in the governance of Bio21. This seems to be contradicted by recommendation 3.3. The Committee resolved that this matter be followed up and Mr Green undertook to do so.

Recommendation 3.5: *"...a working party...examine the departments of the School of Medicine with a view to their alignment of Teaching and Research in respect of the growing Esteem Agenda."*

There is an urgent need to upgrade the teaching facilities of the MDHS to cater for Bioscience students and those student who will be taking the 75 points in Health Sciences.

The Committee urges that this matter be given urgent attention to provide the facilities that will ensure the high standards that are to be expected under the Melbourne Model.

Recommendation 7.2: *"The role of other University committees be reviewed in the light of this proposal..."*

The Committee should not wait for an external review but should commence its own internal review to improve its position and performance.

15.1 Legislation and Trusts Committee Report to Council

In response to a question about the appropriate wording for the "Donor Instruction Guide" referred to in Appendix C of the report, Mr Halliwell explained that the guide was for University staff not for donors and had been developed in order to ensure a consistency of approach across the University in seeking and accepting donations and in formulating the trust terms under which they are governed.

The Chair noted with thanks the significant and valuable contribution made by Mr John Nicholas who has completed an extensive term as representative, along with Mr David Dodd, on the Legislation and Trusts Committee.

Meeting closed at 7-30pm.

The next meeting is scheduled for Wednesday 17 October at 5-30pm in the Council Chamber, University of Melbourne.

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