

THE UNIVERSITY OF MELBOURNE

PSYCHOLOGICAL SCIENCES

EXECUTIVE COMMITTEE

September 16th 2013

2.15pm

Room 1206 REDMOND BARRY BUILDING

Minutes

1. Attendance and Apologies

1.1 Attendance:

Prof Philip Smith, Head of School (Chair)
Prof Nick Haslam, Deputy Head of School
Prof Nick Allen, Chair Technical Services Committee
Dr Katherine Johnson, Deputy Convenor, External Relations Committee
Assoc Prof Robert Reeve, Research Programs Convenor
Assoc Prof Sarah Wilson, Academic Programs Convenor
Mr Simon Hall, School Manager

1.2 Apologies:

Assoc Prof Carol Hulbert, Deputy Chair, Professional Programs Committee
Prof Henry Jackson, External Relations Convenor
Prof Michael Saling, Chair Professional Programs Committee

2. Minutes of previous meeting and matters arising

2.1. Minutes of the meeting held on the 19th August 2013 were confirmed

2.2. Matters arising/outstanding action items from previous minutes

MA (7.2): RAMAP: The departments of Psychiatry and Paediatrics have asked us to support their RAMAP application which we have agreed to.

MA (3.5): NUS: We are attempting to finalise agreement following a meeting with Gabriel Tan during his visit to Melbourne. A change in program structure has been requested by NUS, which would facilitate one placement taking place in Melbourne. This is possible and we are in the process of clarifying the cost. Concern were expressed about the delay in formalising the legal agreement.

MA (3.2): Review of Biological Sciences: A document recently tabled by FEC strongly argued that Biological Sciences should remain remain within the faculty.

3. General

3.1. Possible staff mentoring program

Discussions took place around the possibility of rolling out a mentoring program within the School. While the potential merits of such a program were noted, it was agreed that we should not proceed immediately with the current proposal from Jan de Vries (facilitator of current MDHS Mentoring Program) but that we should first gauge from academic colleagues (particularly at the levels B and C) as to whether such a scheme might be beneficial and what content might most be useful.

4. Staffing Matters

4.1. Professional staff recruitment

The recent update from central HR regarding the recruitment of professional staff was noted. All openings of professional staff positions are to be advertised internally only in the first instance and require a business case to be considered for external advertising subsequent to failure to recruit internally.

4.2 Lecturer/Senior Lecturer Outcome

The School has successfully filled the vacant Lecturer B/C position in Cognitive Psychology/Behavioural Neuroscience and has been permitted to make two appointments rather than one. The two appointments are Dr Stefan Bode and Dr Amy Jordan. Stefan will commence in his position in 2014; Amy will remain on her Future Fellowship until 2015, but will contribute to the teaching program.

4.3 Lecturer/Senior Lecturer in Clinical Psychology

The committee endorsed the proposal to create an additional new academic teaching and research position at the B/C level in Clinical Psychology, with a view to particularly supporting critical teaching resource requirements in the professional masters program and undergraduate curriculum from the beginning of 2014.

4.4 Professor in Clinical Psychology

The committee endorsed the proposal to appoint a Professor in Clinical Psychology, with a view to providing leadership in our research, teaching and professional programs in the domain. This will be a particularly critical appointment given the retirement of Professor Henry Jackson and departure of Professor Nick Allen in 2014, as well as the retirement of Professor John Trinder in 2015. It is anticipated that the successful appointee will be designated Chair in Clinical Psychology upon the retirement of Professor Henry Jackson who is the current Chair. A memo will be drafted for submission to the next Faculty Executive Committee.

4.5 Bridging Funding Outcomes

The successful applicants to the call for 12 months of bridging funding for those on fellowships were Dr Stefan Bode, A/Prof Neil McLachlan, and Dr David Sewell.

5. Budgetary Matters

5.1 Budget 2014

A final budget figure has now been reached for 2014 which has resulted in the School being able to sustain steady state of expenditure in terms of salary, non-salary, and capital infrastructure, with the additional funding supported of new positions in clinical psychology and casual support in professional staff operations.

5.2 Equipment Round

An equipment round for 2014 has been approved and a call for applications circulated. The closing date for applications is Tuesday 1st October.

6. Academic Programs

6.1 Planning for accreditation for 2014

30th November is the deadline for lodging our application and paying the application fee. Our formal and complete application for accreditation will take place in March/April 2014. It will be necessary to appoint a professional member of staff on a 0.5 fraction for a few months to support the process of assembling material and formatting our response. A complete list of courses in which we have students enrolled will need to be secured for the exercise.

6.2 Semester 2 2013 Census and Enrolment data

The strong enrolment data for 2013 was noted, and in particular the 7% increase in overall EFTSL in 2013 compared with 2012, where a growth of 2.5% was experienced on the previous year.

7. Research and Research Training

7.1 Scholarships: our proposal to the Faculty's APA scholarships allocation working group was accepted. There remains lack of clarity as to the broader University's strategy with regards to APA scholarship allocations going forward. A meeting of the Senior Executive is expected to discuss this issue imminently.

8. External Relations

8.1. Nothing to report

9. Occupational Health, Safety and Environment

9.1. Internal Audit

The School was commended for its performance in a recent internal audit of OHSE of the Psychology Clinic operations. There were no non-conformances (NC's) or requires corrections (RC's) raised during this assessment. It was pleasing to note a conformance rate of 90%. The School is already preparing for the internal audit which will take place of the Redmond Barry Building operations in July/August 2014.

9.2 ABP Project

The committee was updated on amendments to egress, signage, and hoardings, as well as the installation of a new disabled car parking space between the Redmond Barry Building and the Baldwin Spencer Building.

10. Any other business

10.1. Workspace Computing

Philip Smith and Simon Hall recently took part in IT focus groups, compiled to generate thematic areas for an upcoming IT survey to be distributed across divisions supported by SGS-IT and BSAC-IT. Philip Smith is the Chair of the Faculty Workspace Computing Subcommittee and Simon Hall is the Executive Officer.

10.2. Gateway Project Update

A presentation was recently made on conceptual designs for a new Faculty building.

10.3 Business Improvement Program

The Committee noted the launch of the Business Improvement Program. Simon Hall is one of two professional staff from the faculty on the BIP reference group. Four academics are also representatives of the Faculty on this reference group.