

University of Melbourne
Melbourne School of Psychological Sciences

Minutes of School Committee Meeting 05/13
Tuesday, 29 October 2013

Present: *J. Anderson, J. Boldero, S. Bowden, C. Bryant, E. Calder, O. Carter M. Chandrakumar , H. Gazelle, S. Hall, N. Haslam (Chair), P. Howe, C. Hulbert, J. Humberstone, H. Jackson, K. Johnson, A. Jordan, Y. Kashima, S. Laham, S. Loughnan, L. Kiropoulos, M. McKague, P. Smith, S. Wilson and M. Yates.*

Apologies: *N. Allen, S. Cropper, P. Dudgeon, D. Little, J. Forte, C. Nicholas, R. Reeve and L. Smillie*

Minutes: *A. Korajkic*

0.0 Starring of additional items

There were no additional items starred for discussion.

A.1 Apologies

Nick Haslam welcomed everyone. Apologies were received and noted as above.

A.2 Minutes

The minutes of the School Committee meeting 04/13 held on 27 August 2013 were confirmed.

A.3 Matters Arising from the Minutes

There were no matters arising from the minutes.

A.4. Matters from the Chair

Nick Haslam thanked everyone who contributed to making the capstone event an enormous success and in particular to Dr Judi Humberstone and A/Prof Robert Reeve who made it the best ever.

A.5. Report from the Head

A.5.1 2013 Melbourne Staff Survey

Philip Smith provided some highlights from the University of Melbourne Staff Survey which all staff were encouraged to participate in. The survey was designed to assess the perception of the institution from the point of view of its employees. It looks at global University, Faculty and budget unit levels, is administered every two years and is used across the G08 so helpful for benchmarking. Philip spoke to Penny Sharples of the Central HR, whose presentation was given recently to heads of schools, and senior managers and portfolio associate deans. Philip invited the staff to read Penny's presentation. He went on to refer to two additional documents which specifically pertained to Psychological Sciences. In general the presentation and documents focus on staff engagement and the progress to meeting the University of Melbourne strategic goals, making comparisons between academic and professional staff with the ultimate aim to improve functioning of the institution as whole. It was noted that overall engagement is up and is one of the highest in the G08. Engagement is up in relation to 2011 and MDHS is higher than the University. Philip picked up some highlights from the responses from our school, such as facilities/property, leadership participation, teaching and research, and work/life balance.

The things that we rate relatively low on are change and innovation, facilities, cross-unit cooperation, and overall involvement in processes (either at the School or University level). Work load is also negative, as well as community engagement and entrepreneurship.

The most favourable items for our school are preventing/discouraging sexual harassment, belief in the mission of the university, discouragement of discrimination, belief in the University's mission, good relations with co-workers, clear role clarity, good occupational health and safety, high regard for research, liking work you do and been proud to be affiliated with the University of Melbourne. The School did relatively poorly on wellness and community engagement.

Philip emphasised that one of the issues that was raised in the presentation at the Faculty, is the tension between the University of Melbourne's overall organisational structure under RDM. In a formal organisational sense there are responsible officers who are responsible for particular areas. These responsible officers have the responsibility to set up appropriate consultative participatory processes at the school level which this committee and other committees are designed to do. He urged members of the School to reflect on whether our processes are right in terms how those consultative and participatory processes actually work.

A.5.2 School budget 2014

Philip informed the committee that there is still some uncertainty in the final version of the budget. It is expected that we will receive 9.4 million which would be sufficient to maintain the internal research supports that we customarily provide.

A.5.3 Lecturer B/C position – outcome

Philip informed the committee that the School is delighted with the outcomes of the Lecturer B/C position selection process. Two appointments have been made: one at level B to Dr Stefan Bode and the other at level C to Dr Amy Jordan. Stefan will be moving into the teaching program directly in 2014. Amy will remain in her Future Fellow position until the end of 2015 and will be taking a progressively increased role in the teaching program and other activities of the school.

A.5.4 Current recruitment processes

Philip reported that we have two vacant clinical positions which are arising as the result of two impending senior level retirements or resignations. Prof Henry Jackson's position will finish in the middle of next year and Prof Nick Allen will be going to the University of Oregon. We have a process to fill two positions. One of them is responding to immediate needs in the teaching program, so we are recruiting in accordance with our approved workforce plan which is recruiting at the Lecturer B/C level. This will be a clinical position which will have a significant role in 3rd year teaching. Given the loss of two highly productive clinical research leaders we are also finalising a process to appoint a Chair in Clinical Psychology to provide research leadership, for which we are waiting for a final ratification from the Senior Appointments Committee. This has gone through the Faculty Executive.

The B/C position has been advertised with the closing date 10 November. We hope to move quickly in order to offer the appointment by the end of this year. The recruitment process for the Chair will be more protracted as it is ultimately a University level appointment with a university and faculty level selection committee. It is not expected for anything to happen soon but this will clearly be a key strategic appointment for the school.

A.5.5 School accreditation 2014

Philip reminded the committee of the upcoming accreditation process. The process is still not clear because of series of governance issues at APAC. While those governance issues are unresolved a new set of accreditation standards has not yet been released. Once they are released it may have significant implications for the size and the shape of the training model in

psychology. However, this won't be of any immediate concern for us as we will be accredited under the 2010 standards. Philip informed the committee that Sarah Wilson has volunteered to be the lead on the accreditation process. The process will require an enormous amount of work and professional staff support to work with Sarah on preparation of documentation will be provided. The aim is to start preparations early and systematically and as soon as we have someone in the new HEW position. Philip went on to remind the committee that 2010 standards are more graduate attribute focused than the 2007 standards which we were accredited under last time. Philip invited everyone to be as responsive as possible to Sarah during the process as there will be a series of requests in that regard.

Sarah informed the committee that they will start the data collection process in November due to the end of semester activities during October. It is planned to develop a template to try to capture the information that are needed from each of the subject conveners and hoped to minimise the amount of documentation that has to be completed.

A.5.6 ECR and NH&MRC grants - outcome

Philip congratulated to Dr Isabel Krug and Dr Jeremy Ginges who were both successful in winning Early Career Researcher awards from the Faculty. Also congratulations were expressed to Dr Amy Jordan and A/Prof Stephen Bowden who were both CIs on NH&MRC project grants for funding in 2014. However, none of the five NH&MRC grants that were submitted through the school were successful. The outcome of the ARC grant processes is still unknown at the time of the meeting.

A.5.7 Equipment Round

Philip informed the committee that the School was able to provide ~\$200K towards the Equipment Round. Nick Haslam informed the committee that the school was able to support the majority of what was applied for.

A.5.8 Annual Leave Balances

Philip reminded the committee that the University is requesting that our leave balances at the end of the year be under thirty days. Philip encouraged the staff to plan their annual leave to meet the thirty day target and pointed out that there will be some financial penalties for non-compliant budget units.

A.5.9 IT Survey

Philip strongly encouraged the staff to participate in the survey on IT support provided within the Faculty. The purpose of the survey is to characterise the nature of IT support provided by the faculty IT clusters. Philip went on to say that the data from the survey will form the basis for the Faculty's engagement with the University's workspace Computing Project and it is essential to get a comprehensive picture of our staff and student IT usage and needs. The aim of Workspace Computing is to centralise most of the IT support in the University and the way in which the Faculty engages with workspace is critical to us.

Philip concluded his report by reminding the committee that his term as Head of School finishes on 31 December. Under the University's Graduate School Model, responsibility for appointing heads of graduate schools becomes the Provost's responsibility rather than the Dean's. The Dean, in consultation with the Provost, has to initiate the process. As yet the consultation to appoint Philip's successor has not yet been initiated. We are attempting to press on the Faculty that this process needs to be sorted out soon to succession arrangements can be made.

A.6 Key issues for discussion

There were no key issues for discussion.

A.7 Executive Committee

A.7.1a Minutes of meeting 07/13 held 19 August 2013

Minutes of meeting 07/13 held on 19 August 2013 were confirmed.

A.7.1b Minutes of meeting 08/13 held 16 September 2013

Minutes of meeting 08/13 held on 16 September 2013 were confirmed

A.7.2 Honorary Appointments

The following recommendations are noted:

- *Mr Steve Halperin – Honorary Clinical Tutor (prop by L. Phillips)*
- *Dr Catherine Mollica – Honorary Clinical Lecturer(prop by L. Phillips)*
- *Dr Megan Dobbie – Honorary Clinical Tutor (prop by L. Phillips)*
- *Ms Justine Diggins – Honorary Clinical Lecturer (prop by L. Phillips)*
- *Ms Raelee Chan – Honorary Clinical Tutor (prop by L. Phillips)*
- *Dr Sarah Wrigley – Honorary Clinical Tutor (prop by L. Phillips)*
- *Dr Jennifer McGrail – Honorary Clinical Tutor (prop by L. Phillips)*
- *Dr Tracy Garvin – Honorary Clinical Tutor (prop by L. Phillips)*
- *Mr Steve Malkin – Honorary Clinical Tutor (prop by L. Phillips)*
- *Dr Ann Davidson – Honorary Clinical Lecturer (prop by L. Phillips)*
- *Ms Natasha Dean – Honorary Clinical Tutor (prop by L. Phillips)*
- *Dr Jennifer McCarthy – Honorary Clinical Lecturer (prop by L. Phillips)*
- *Dr Annabel Pollard – Honorary Clinical Senior Lecturer (prop by L. Phillips)*
- *Dr Christina Cavezza – Honorary Clinical Lecturer (prop by L. Phillips)*
- *Ms Maria Laura Bettinsoli – Occupational Trainee (prop by Y. Kashima)*

A.7.3 Research and Research Training Committee

There was nothing to report.

A.7.4 Academic Programs Committee

A.7.4.1 Staff-student liaison meetings

Sarah Wilson thanked staff who came along to the staff-student liaison meetings. There were three meetings: one years 1-3, 4th Year and for Graduate Diploma students. The meetings were conducted to provide students with a forum for raising any issues relating to teaching and learning and for the staff to have the opportunity to provide students with feedback.

Sarah went on to report that we had the best attendance for the Year 1-3 meeting, which was to do with a new strategy that we took. The 2nd semester Subject Convenors were asked to nominate a student representative from each tutorial class who could attend and represent any issues raised by students in their tute group. The student feedback from each of the tutors groups was highly convergent. Highest on the list were tutorial content and consistency of marking across tutors. Some of the issues are relatively minor but nevertheless important to the students because they are feeling it has some bearing on their overall grades. It was noted that the students generally gave very positive feedback on the lectures. The fourth year meeting had a low attendance which was due to poor timing. A main issue raised that came out the Grad Dip meeting was social connectedness. Another issue raised by the Grad Dip student was a suggestion for some work on critical thinking and constructing arguments to be included earlier in the course. Jennifer Boldero is negotiating with Simon Laham for some of the content from his

Personality and Social Psychology subject's Critical Thinking tute. Sarah invited the staff to provide some input on these issues to be addressed at November's APC meeting and feedback to students over the course of summer and beginning of Semester 1.

Philip Smith raised the issue of substantial staff mobility in relation to cognitive behavioural neuroscience teaching with some staff exiting the program and new people entering it (Stefan Bode and Amy Jordan). It seems to be a good time to convene a plenary meeting of people who are involved in any aspect of cognitive/behavioural neuroscience teaching to review the teaching content for next year. Any substantial changes to curriculum would take place in 2015.

A.7.5 External Relations Committee

A.7.5.1 The May Lectures

Henry Jackson informed the committee that the May Lectures proposal was approved by the External Relations Committee and invited Katherine Johnson to speak to it. Katherine explained the May Lectures would comprise a series of four lectures in May, 2014. The purpose of the lectures is to engage the public with our research areas. Katherine went on to emphasise the importance of a fair spread of topics across the discipline, by having one speaker each from our priority areas, i.e., Mind-Brain, Social/Developmental, Mental Health and a Surprise slot. A staff member suggested for the talks to be on the topical issues in the media as it is likely to get people engaged in a discussion. The committee supported the initiative.

A.7.5.2 Upcoming events and newsletter

Henry Jackson invited the staff to submit items for the School newsletter and informed the committee about the three forthcoming events. On December, 6 the School will hold a Thank You function for Philip Smith who is finishing his second term of headship at the end of the year. The function will be held on the top floor of the Law building. The staff were reminded to RSVP for the event via the link that has been distributed with the e-mail. The Honours celebration event will be held on November 27 in the Upper East Dining Room at the University House and the School's Christmas Party will be held on Thursday, 12 December in the Redmond Barry Courtyard.

A.8 Any Other Business

Simon Hall informed the committee that we intend on to re-appoint for Joan Harkin position, which is currently carried out by Margo Nichols and Pras Rasiah. The position will be advertised internally only in the first instance and will be open to all professional staff including the casual staff, internal to the University.

Also we'll be looking for someone to support the APAC re-accreditation process on a 0.5EFT bases and to support the broader admin 0.5EFT. Wendy Chadwick's appointment will be extended in line with the School's needs of having OH&S systems up and running in the lead up to the next year's audit.

The school will also be looking to appoint a RHD student to support us with analysis of the IT needs survey. Simon invited the staff to forward the name of suitable students.

With no other business to discuss the meeting closed at 1.45pm.