



Research Induction Committee

Meeting 4/06 of the Research Induction Committee, Faculty of Education held on Wednesday 23rd of August 2006 at 11.00 a.m. in the room 423, Clayton Campus.

Mr Mayur Katariya - Executive Officer

1. Introduction to Formal Business

1.1 Present

Assoc Prof Trevor Gale (Chair), Assoc Prof Georgina Tsolidis, Dr Jane Mitchell, Mr Raqib Chowdhury, Ms Claire Charles, Dr Jenny Miller, Dr Jill Brown, Dr Helen Forgasz, Dr Margaret Gearon

1.2 Observers

1.3 Apologies
Dr Umesh Sharma

1.4 Minutes
Mr Mayur Katariya

2. Minutes

Motion:

The Minutes of meeting no. 03/2006 of the Research Induction Committee held on Wednesday 5th July 2006 were confirmed as an accurate record of the meeting.

Mover: Assoc Prof Georgina Tsolidis

Seconded: Dr Helen Forgasz

Carried: Unanimously

3. Starring of unstarred items

All items for discussion on the Agenda were starred.

4. Business Arising from Minutes

4.1 Faculty HDR Facilities and Services Audit

A report was tabled by Executive Officer Mayur Katariya. Committee agreed that the University guidelines for minimum facilities for full-time on-campus students should be met wherever possible.



5. Reports

- 5.1 MERC report: Mr Raqib Chowdhury reported that MERC will organise its meetings and activities at other two campuses too. MERC is actively seeking participants on Committees. Mr Chowdhury said that HDR students showed some interest in HDR MUSO forum.

Change in agenda order: Chair requested Honours' Co-ordinator and MEd Co-ordinator to present their reports before the Chair's report.

- 5.2 Honours Coordinator Dr Jane Mitchell presented the draft policy for Honours (prepared by Dr Mandi Barry).

After discussions Committee endorsed the following resolution.

Motion:

Committee approves the proposed policy for BEd Honours course subjected to the following amendments.

- Second line in the first paragraph, change 'two research units' with 'two research thesis units'
- Incorporate sub section 5.2 'Any difference in two examiners' recommended grades for the thesis will be resolved as per the MEd (Research) policies and procedures'

Mover: Assoc Prof Trevor Gale

Seconded: Dr Helen Forgasz

Carried: Unanimously

- 5.3 Co-ordinator Master of Education – Research Assoc Prof Georgina Tsolidis presented a report on Visiting Research Student.

Visiting Research Students

Assoc Prof Georgina Tsolidis mentioned that it may be possible to offer six-month programs that take advantage of existing offerings within the Faculty. This program could be advertised in order to attract a large enough cohort of students to ensure viability. Assoc Prof Georgina Tsolidis mentioned that visiting students could enrol in a shell unit and attend designated modules such that it may allow them to attend Winter School, research seminars and the MERC conference. Committee agreed that the research experience of visiting students could be enhanced by offering relevant and important programmes embedded in such courses. Assoc Prof Georgina Tsolidis will update Committee on further development of the programs.

Committee agreed that higher priority should be given to HDR full-time students over Visiting Research Students while allocating office space.



Supervision Allocation

Assoc Prof Georgina Tsolidis reported that the document was sent to the Research Strength leaders and their feed back on the current practices for the supervision allocation was requested. Though the feedbacks received were not adequate to draw any conclusion, there is a perception that the current system is in line with the previous system and it is decentralised to a moderate extent.

There are different practices in place with regards to updating Web site of the Research Groups, which is the main communication medium with prospective students. Some Research Strengths rely on members to update their web pages and some have appointed a member to update Research Strength web sites.

Assoc Prof Georgina Tsolidis is scheduled to discuss the supervision allocation process in the next Research Committee meeting.

MEd Research Cohorts

Assoc Prof Georgina Tsolidis tabled the document and said there are various aspects that need Faculty's attention in relation to the MEd cohorts. She also said that Curriculum Committee and Research Induction Committee should establish a working group with the Manager of Faculty Development Office Ms Sarah Newton.

Assoc Prof Georgina Tsolidis will take part as a member in this working party. Assoc Prof Trevor Gale will send an invitation letter to relevant committee chairs and memberships. Assoc Prof Trevor Gale also suggested that this working group should appoint the chair in it first meeting. Relevant recommendations from this group should be forwarded to the Faculty Executives.

Assoc Prof Georgina recommended that the discussion paper and responses to it should form the basis for addressing the issues and Faculty protocols should be developed in the area of management of staffing, supervision (including ethics) and liaison between stakeholders and administration.

Chair appreciated the initiatives of Assoc Prof Georgina Tsolidis.

- 5.4 Associate Dean (Research Degrees and Induction) Assoc Prof Trevor Gale requested Committee to note the reports on mock AUQA Audit as well as likely AUQA Audit questions.

HDR Admin and Academic Support on Three Campuses

Assoc. Prof Trevor Gale presented a document on HDR Admin and Academic Support on Three Campuses and suggested that this document be uploaded on the web site.

Committee noted the outcome of Exit Survey done by the MRGS.



Mid Year HDR Orientation

Assoc Prof Trevor Gale said that the Mid Year HDR Orientation was a successful event and around 25 new HDR students attended the session. Assoc Prof Trevor Gale congratulated Research Degrees Office for the efficient organisation of the Mid Year HDR Orientation.

Open Day HDR Session

Assoc Prof Trevor Gale informed the Committee about the HDR session that took place on the Open Day. Ten prospective HDR students attended the session and Research Degrees Office is following up with their interests in our HDR programs.

MEd (Research) examination matters

MOTION: Guidelines stipulated in MRGS Handbook for Doctorate and MPhil Degrees will be the default Faculty of Education guidelines to determine possible courses of action for MEd (Research) examination matters unless otherwise documented in Faculty of Education records.

Mover: Assoc Prof Georgina Tsolidis **Seconded:** Dr Helen Forgasz
Carried: Unanimously

Proposal for new HDR courses

Assoc Prof Trevor Gale requested Committee to read the attached proposal for the new HDR courses and send the feedback to Mr Mayur Katariya.

Prize for the best university Masters Research thesis

Assoc Prof Trevor Gale said that Committee members supported the initiative via the email resolution regarding the Prize for the best university Masters Research thesis. This decision was forwarded to MRGS.

Letter to non-accredited supervisors

Assoc Prof Trevor Gale mentioned that a letter was sent to all the non-accredited supervisors of the Faculty to notify them of the new policy regarding supervision accreditation. Assoc Prof Trevor Gale said that satisfactory follow up has taken place by the concerned staff members.

Plan for HDR Recruitment

Assoc Prof Trevor Gale informed the Committee regarding the activities planned for next three weeks. Honours information sessions will be held on each campus to recruit Honours students. Members of Research Degrees Executives will attend a HDR Recruitment workshop organised by MRGS. Following that Assoc Prof Trevor Gale and Mr Mayur Katariya will meet Peninsula and Gippsland academics



as well as administrative staff members to discuss and investigate ways to enhance the HDR recruitment on these campuses.

- 5.5 Director of Research Dr Helen Forgasz updated the Committee on matters related to the Research Degrees Sub-Committee (RDSC).

Dr Helen Forgasz mentioned the following points briefly;

- RDSC meeting minute will be presented at RIC meeting.
- RDSC meetings report on candidates' matters very meticulously, Dr Helen Forgasz acknowledged Mr Ed Irons' diligent work in preparing the documentation for RDSC meetings.
- Reminder will be sent to all students and supervisors for the overdue Annual Progress Reports.

6 Other Business

Assoc Prof Trevor Gale reported that the next year budget may not allow the Faculty to offer as many scholarships it offered last year. Assoc Prof Trevor Gale will discuss with the Dean and the Faculty Manager regarding Research Induction Committee budget and other budget items that directly affects HDR students. Assoc Prof Trevor Gale will report to the next meeting regarding the budget for next year.

Members discussed the different ways of utilising the Faculty scholarship budget item to attract highly qualified HDR students.

Meeting concluded at 12:45 PM.

6. Next Meeting

Wednesday 25 October 11:00 am Room 423 Clayton Campus

Distribution

Committee members

Associate Professor Trevor Gale– Chair
Dr Helen Forgasz
Associate Professor Georgina Tsolidis
Dr Margaret Gearon
Dr Mandi Berry/Dr Jane Mitchell
Dr Jill Brown
Dr Jenny Miller
Dr Umesh Sharma

For information

Professor Jane Kenway
Ms Trudi Brunton
Dr Even Kritikakos

Student Representatives

Ms Claire Charles
Mr Raqib Chowdhury

Executive Officer: Mr Mayur Katariya
Administrative Officer: Mr Ed Irons