



Research Induction Committee

Meeting 05/07 of the Research Induction Committee, Faculty of Education, held on the Wednesday 24th October 2007 at 09.00 a.m. in the room GO8, Building 6, Clayton Campus.

Mr Mayur Katariya - Executive Officer

1. Introduction to Formal Business

1.1 Present

Assoc Prof Ilana Snyder (chair), Assoc Prof Helen Forgasz, Dr Mandi Berry, Dr Umesh Sharma, Dr Tasos Barkatsas, Dr Jenny Miller and Ms Jill Cheeseman

1.2 Observers

Mr Michael Enticott

1.3 Apologies

Prof Margaret Somerville, Prof Peter Sullivan, Dr Jill Brown, Dr Zofia Pawlaczek and Dr Jane Southcott

1.4 Minutes

Mr Mayur Katariya

2. Minutes

Motion:

The Minutes of meeting no. 04/2007 of the Research Induction Committee were confirmed as an accurate record of the meeting.

Mover: Assoc Prof Ilana Snyder

Seconded: Dr Mandi Berry

Carried: Unanimously

3. Starring of unstarred items

All items for discussion on the Agenda were starred.

4. Business Arising from Minutes

4.1 Proposals for New HDR Combined Courses

A letter from Pro Vice-Chancellor (Planning) endorsing new HDR combined courses for Semester 1 2008 was tabled.

Chair formally thanked Trevor Gale, Janette Simmonds, John Roodenburg, Sue Plowright, Pearl Rischin, Peter Lawford, Mayur Katariya and Michael



Enticott for their work in mounting these programs. The Research Degrees Office is developing procedures for admissions in liaison with MRGS and Psychology Programs Administrator.

Chair reported that the Dean has confirmed that the Assoc Dean (Research Degrees and Induction) is responsible for Masters by Research courses.

Action: Chair will report in the next meeting about progress on the proposal for the PhD in Singapore. Chair also reported that there is a favourable market for PhD in Malaysia for the University. Chair will discuss with Assoc Prof Helen Forgasz about the possibility to apply for the International Strategic Projects Fund.

5. Reports

5.1 MERC Report

Ms Jill Cheeseman presented MERC's report. Ms Cheeseman reported that the MERC seminars during the Research Month were successful. MERC also tabled an evaluation of the MERC Conference. MERC recommended that more supervisors should attend the MERC Conference and student-supervisor lunch. The discussion panel of staff will be a part of the next year MERC conference with a different topic.

MERC representative sought feedback on the possibility of introducing 'mentoring buddy' system as a part of the induction system. The Research Degrees Office will notify MERC when a new student is allocated an office in the Education Building.

During research month, MERC organised Emerging Researchers Open Seminars (EROS). Most of the seminars are recorded and catalogued in LMR.

Action: Chair will report the findings of the review of the student resources in the next meeting.

5.2 Associate Dean (Research Degrees and Induction) reported on the following matters:

- RIC Report to Faculty Board Aug 07

Assoc Prof Ilana Snyder tabled a report that was presented in the Faculty Board meeting in August.

Action: Assoc Prof Ilana Snyder will organise a seminar for HDR supervisors before the end of the year or early next year.

- RIC Membership

Chair will request the Dean to appoint a professor as her nominee on the RIC for the next year.



Chair reported that in line with the practices in other faculties Assoc Dean (Research Degrees and Induction) should be assigned the portfolio of the Student Liaison Officer for a confidential, quick and effective resolution of the issues. Chair reported that the current Student Liaison Officer has supported this proposition. Very few HDR students contacted the Student Liaison Officer in her tenure so far and when they do, they stress the confidentiality of their comments. This means that the Liaison officer is in a difficult position. She can offer support to the student but cannot take action to resolve any of the issues. Mr Katariya added that HDR students are also encouraged to get independent advice from the Student Rights Officer, Monash Postgraduate Association.

Action: Chair will contact the Dean to propose that the Student Liaison Officer position be made redundant and that HDR students and supervisors are informed that students should approach the AD if there are supervision difficulties.

Action: A bulk email with links to MRGS Handbook and Supervision Code of Practice will be sent out to all HDR students to encourage students to contact Assoc Dean (Research Degrees and Induction) to discuss any confidential or non-confidential matter hindering their progress.

- HDR Dot Points

Assoc Dean (Research Degrees and Induction) sent a letter to all the academic staff members of the Faculty highlighting some important HDR matters in dot points and supervision code of practice.

- 2007 HDR Supervision and Facilities Survey

A sample of the survey form was tabled for members' attention. A report on the survey will be tabled when available.

- HDR Scholarships 2008

Research Degrees Office has been receiving HDR scholarship applications. Due date for submitting the application is 31 October. Chair suggested that the HDR Scholarship Selection Panel should include an academic staff member from each campus. Dr Geoff Romeo from the Peninsula Campus and Dr Zofia Pawlaczek from the Gippsland Campus have agreed to serve on the Selection Panel. Panel will meet on 12 November to finalize the H1Equivalence nominations and ranking.

- Research Month 2007

Four posters from the Peninsula HDR students for research month were submitted and presented. Seminars featuring Mollie Holman Awardee Dr Brian Wattchow and the recipient of the Vice-Chancellor's commendation for masters thesis excellence Ms Sarah Pavy were well attended. MERC seminars were also the prime feature of the Research Month. Assoc Prof Ilana Snyder and Mr Mayur Katariya attended the HDR Recruitment



Evening at the Caulfield Campus. The University is planning to organise Research Month on an annual basis.

- Endowment Scholarships

University has established facility with the aim to acquire more funding from the private sector and individual sources for its research activities and HDR scholarships. A fund-raising expert has been assigned to Education.

Action: Chair will contact the Education person to explore the possibilities to acquire scholarships for the Faculty.

- Update on Graduate Attributes

Assoc Prof Ilana Snyder is on the MRGS Graduate Attribute Working Party. A document listing the possible Graduate Attributes was tabled and discussed.

Action: Chair will report the final report on Graduate Attributes at the next meeting.

- Doctoral Coursework

The Chair, who is on the MRGS Coursework Working Group reported that it is unlikely that coursework will become mandatory in PhD programs. Current provisions make it possible for the faculties to mandate candidates to either audit the coursework units or successfully meet the requirements of enabling coursework units. MRGS is working on a plan to ensure that HDR students graduate with a portfolio of skills and attributes acquired in a combination of assessed courses and short course and seminars designed to teach particular sets of skills desirable in graduates.

- HDR WES re-enrolment

Mr Mayur Katariya reported that Student Administration and Systems successfully used WES (Web Enrolment System) for HDR re-enrolment. Except MEd (Coursework + Thesis) students enrolled in coursework units all HDR students of the Faculty received a letter and email to use WES for re-enrolment. WES also displays students' personal details, supervision arrangements, candidature time and coursework results. An information sheet on WES functionality was distributed.

- HDR High and Low Cost Course Codes

To easily identify HDR students who are enrolled in high cost research courses Student Administration and Systems created new course codes and transferred the students who were identified as high cost students from the old course codes. Faculty's high cost students are mainly involved in research related to Psychology or Human Movement.



- 5.3 Coordinator of the Honours Degree Dr Berry reported on the feedback received from MERC convenor Ms Jo Rencher. Is that the spelling?

Action: Honours Coordinator with Assoc Dean (Research Degrees and Induction) will meet Assoc Dean (Staff) to discuss the possibility of offering a different mode of the Research Units for Honours and MEd Research students.

Honours Committee has proposed to make the honours seminar attendance mandatory. The possibility of dedicated online modules was suggested.

Action: Honours Coordinator will liaise with the Research Degrees Office to develop procedures for tracking honours students' progress and the seminar attendances.

- 5.4 The Director of Research reported on the following matters.

- Matters arising from Research Degrees Subcommittee

It was agreed in the last Research Degrees Subcommittee (RDSC) meeting that in 2008 RDSC meeting matters should be included in the RIC meeting as a part of the report of the Director of Research. Most RDSC members are also on the RIC. The model resembles the Research Graduate School Committee meeting model. The Committee ratified the decision of the RDSC.

Action: Chairs of RDSC and RIC will liaise with the Faculty Manager to formalise this arrangement.

- External Supervision

A report summarising the External Supervision survey was tabled and discussed. Faculty employs an external supervisor only in circumstances where there is no alternative. Currently the Dean approves all the external supervision arrangements. It was recommended that the Dean should delegate the authority to the Assoc Dean (Research Degrees and Induction).

Action: The Director of Research will liaise with Assoc Dean (Staff) to re-assess the amount paid to the external supervisors.

- 5.5 There was no representative from the Education Committee present

6 Next Meeting

TBA



COMMITTEE MEMBERS

Associate Professor Ilana Snyder, Chair
Assoc Prof Helen Forgasz
Professor Margaret Somerville
Professor Peter Sullivan
Dr Mandi Berry
Dr Jill Brown
Dr Jenny Miller
Dr Umesh Sharma

FOR INFORMATION

Professor Jane Kenway
Dr Robyn Zink
Miss Joanne Witheridge
Dr Evan Kritikakos
Ms Sue Plowright
Dr Janette Simmonds
Dr John Roodenburg
Dr Tasos Barkatsas
Dr Zofia Pawlaczek

MERC Representatives

Mr Calvin Taylor

Executive Officer: Mr Mayur Katariya
Administrative Officer: Michael Enticott