

FACULTY REVIEW

PANEL VISIT SCHEDULE

5-8 September 2004

This schedule is dated 31 August 2004. Members are asked to note that further minor adjustments may be made prior to and during the visit. The latest version of the schedule will be distributed to panel members on arrival at the Review.

Panel members

Chair

Professor Peter Renshaw

Head, School of Education and Professional Studies
Gold Coast Campus
Griffith University

Professor Renshaw is presently Head of School at Griffith University, and previously of the Graduate School of Education at the University of Queensland. An educational psychologist, he is the immediate past president of the Australian Association for Research in Education, the premier research association in Australia.

Senior academic from other Monash faculty

Professor Margaret Clayton

Head of School of Biological Sciences
Faculty of Science

Professor Clayton is the Associate Dean (Research) in the Faculty of Science and specialises in marine biology. She is a recipient of the Shackleton Scholarship and is involved in extensive teaching, collaborative research and senior administration at Monash.

External member from profession

Dr Anne Jones

General Manager for Teaching and Learning
Box Hill TAFE

Dr Jones is a Monash doctoral graduate and has expertise in learning technologies and teaching ethics. She also has knowledge of the cohort based Masters programs the faculty provides for the TAFE teachers.

External academic

Associate Professor Alistair Jones

School of Education
The University of Waikato
Hamilton, New Zealand

Associate Professor Jones' field is Science Education, one of the Faculty's areas of strength. He is Director of the Centre for Science and Technology Education Research and has substantial engagement with non-government research organizations in Asia.

External member from employer group

Alan Lawrence

Principal
McKinnon Secondary College

Alan Lawrence is an employer of Monash graduates and each year participates as a volunteer principal in the interview preparation programs we provide for our pre-service teacher education students in their final semester.

Student

Caroline O'Loughlin

Wooranna Park Primary School
Dandenong North

Caroline O'Loughlin is a recent graduate of the Bachelor of Early Childhood Education program at the Peninsula campus.

Faculty Review

Sunday 5 September			
Time	Activity	Accommodation	Venue
Sunday afternoon	Professor Peter Renshaw (to be picked up from airport luggage claim bay by Gateway hotel service – drive approximately 50 minutes at that time on Sunday)	Accommodation arranged for Sun, Mon and Tues nights	Gateway on Monash Boutique Hotel 630 Blackburn Road Notting Hill Ph (03) 9561 4455
	Associate Professor Alistair Jones (to be picked up from airport luggage claim bay by Gateway hotel service – drive approximately 50 minutes at that time on Sunday)	Accommodation arranged for Sun, Mon and Tues nights	Gateway on Monash Boutique Hotel 630 Blackburn Road Notting Hill Ph (03) 9561 4455
	Professor Margaret Clayton (take taxi or own car to hotel)	Accommodation arranged for Sun and Mon nights	Gateway on Monash Boutique Hotel 630 Blackburn Road Notting Hill Ph (03) 9561 4455
	Mr Alan Lawrence	Accommodation arranged for Monday night only	
	Dr Anne Jones (take taxi or own car to hotel)	Accommodation arranged for Sun and Mon nights	Gateway on Monash Boutique Hotel 630 Blackburn Road Notting Hill Ph (03) 9561 4455
	Ms Caroline O'Loughlin (take taxi or own car to hotel)	Accommodation arranged for Sun and Mon nights	Gateway on Monash Boutique Hotel 630 Blackburn Road Notting Hill Ph (03) 9561 4455
7pm	Panel Members Professor Peter Renshaw (Chair) Associate Professor Alistair Jones Professor Margaret Clayton Mr Alan Lawrence Dr Anne Jones Ms Caroline O'Loughlin Hosts Professor Sue Willis (Dean) Mr Peter Lawford (Faculty Manager) Dr Lorraine Bennett (Review Coordinator)	L Bennett will meet P Renshaw, M Clayton, Anne Jones and Caroline O'Loughlin at 6:55pm at Gateway Hotel and transport to restaurant. A Lawrence to meet at restaurant. Alistair Jones will arrive at approx 7:30pm. Meet at restaurant.	Clancy's Restaurant at Bruce County – 5 minutes walk from Gateway Hotel 445 Blackburn Road Mt Waverley (Crn Monash Freeway) Ph (03) 980 35411

Monday 6 September Clayton campus				
Time	Activity		Details	Venue
8:15am	Pick up from hotel (Lorraine to co-ordinate)		Walking distance from hotel to Education Faculty Building 6 – Clayton Campus approx 15 minutes	
8:30am	Settle into Dean's Conference room-home base over next 3 days		Peter R to coordinate session – Supplementary source docs in room tea/coffee etc facilities in room	Dean's Conference Room (G08) Building 6 Clayton Campus
9:00am to 9:30am	Meet with Deputy Vice Chancellor Professor Stephen Parker (Lorraine to escort panel to 3A)		Briefing on Review parameters	Building 3A James McNeill Room (allow 5 minutes walk)
9:40am to 10:00am	Meet with Dean Professor Sue Willis		Welcome to Faculty, reaffirmation of Review process/program/report outcomes	Room G08 Building 6 - Clayton
10:00am to 11:00am	Panel to meet to discuss program, formulate questions Morning tea served		Peter Renshaw to coordinate	Room G08
10:45am	Notetaker Kate McCulloch to meet with Lorraine B in Foyer Building 6			
11:00am to 11:55am	Discussion/meeting with Associate Deans AD Research - Professor Terri Seddon AD Staff - Dr Barbara Clarke AD Environment & Resources - Professor Dick Gunstone AD Teaching p/graduate programs Assoc Prof Ilana Snyder AD Teaching u/grad/graduate programs - Dr Gaell Hildebrand AD Development – Assoc Prof Len Cairns (on leave)		Peter Renshaw to chair and decide format	Room G08
12:00noon to 2:00pm	Panel visit to McKinnon Secondary College - meet with current students on teaching rounds, and staff (recent graduates) eg. D/D student, masters student, Dip Ed student and supervising teachers		Peter Renshaw to chair Lorraine to coordinate with A Lawrence Principal Alan Lawrence (panel member) Monash Students Joy Winsome International student LOTE Korean and ESL Aaron Richard LOTE German and Business Studies Monash Graduates Caitlin Darcy (Teacher) BA/BEd graduate Peter Corkell (Teacher) Masters graduate Also Dip Ed graduate Supervising Teachers Alan Lawrence to provide names	McKinnon Secondary College (arranged sandwich lunch at school)
2:00pm	Return to Clayton campus			
2:15pm to 2:45pm (parallel sessions)	Academic staff forum Dr B Clarke to coordinate Judy Gray Allie Clemans Cynthia Joseph Umesh B Doecke Jenny Brown	General Staff forum P Lawford to coordinate	Peter Renshaw to chair	Room G23 (academic) Room 245 (general)
2:45pm to 3:15pm (parallel sessions)	Student Forum Research students Ben L 2-3 students Also Sam Swaminathan Suparto Cecilia Agudelo	Student Forum coursework students Edu Fac Student Assoc contacts Also psych/counselling students	Peter Renshaw to chair	Room G23 (research) Room 245 (course)

Monday 6 September Clayton campus continued

3:15 to 3:30	afternoon tea for panel		Room G08
3:30pm to 4:15pm	Meet with Faculty senior managers Mr Peter Lawford - Faculty Manager Dr Lorraine Bennett Manager – Academic Services Mrs Sarah Newton Manager – Development Mr Keith Lesselyoung - Manager Resources and Finance Mr Jamie MacDonald - Manager Marketing Ms Sharon Fitzgerald - Manager Technical Services (Mrs Sue Webb Manager - Admissions and Student Services – on leave meet with panel on Tuesday)	Peter R to chair PL to coordinate	Room G08
4:15pm to 4:30pm	Joanna and Rosemary V International programs		Room G08
4:30pm to 5:30pm	Meeting with cohort student and organisation representatives David Bell VISY John Potter VicPol Kerry Kirk TAFE program David Huggins- Catholic Education Office (to be confirmed) Loretta Sutherland DE&T program Refreshments served		Room G08
5:30	Panel reflective time	Peter R to coordinate	Room G08
7:30pm	Panel Dinner	P Renshaw to advise on preference also guests???	Japanese or Gateway

Tuesday 7 September Gippsland and Peninsula campuses

*Morning Program: Propose 3 panel members visit Gippsland campus and 3 visit Peninsula campus and all meet at Peninsula for the afternoon.

Gippsland program

Time	Activity	Details	Venue
7:20am	Pick up from Gateway hotel P Renshaw M Clayton A Lawrence	(P Lawford to coordinate and drive)	Clayton to Gippsland campus
9:00am	Meet with Ass Prof Tony Taylor Acting Ass Dean Gippsland		
9:15am to 9:30am	Meet with Gippsland Associate Dean and Pro Vice-Chancellor Professor Brian MacKenzie	Meeting with Pro Vice-Chancellor confirmed	Gippsland campus Room R1W303
9:30am	NotetakerJoan Ingwersen 9:30am-12:30pm	Meet Kim in edu foyer	
9:40am to 10:00am	Meet with MUGSU and Faculty students Ben Batten (off campus vice pres) Sean McLoughlin (Edu vice pres) Brendan Hilbert, Josh Graham Mervin Flanagan, Aspen Kilby *2 by telelink	Peter Renshaw to chair MUGSU has submitted written submission to review	Link Room
10:00am to 10:20am	Student forum	Peter Renshaw to chair Gippsland Associate Dean in conj with S Webster and Brian Wattchow to coordinate	Link Room
10:30 am to 11:00am	Gippsland management group Tony Taylor Zofia Pawlaczek Scott Webster Brain Wattchow	Peter Renshaw to chair morning tea served Kim Meadows to coordinate morning tea	Link Room
11:00am to 11:20am	Meet with Gippsland staff Teacher education programs (perhaps opportunity for representative from internship program)Meet with Gippsland staff	Peter Renshaw to chair S Webster to coordinate staff We need to decide who is available and number	Link Room
11:20am to 11:40 am	Meet with Gippsland staff BSOR group (perhaps opportunity for input from fieldwork agent/partner/supervisor)	Peter Renshaw to chair B Wattchow or nominee to coordinate staff We need to decide who is available and number	Link Room
11:40am to 12:00pm	Employer group Colin Boyd Principal Leongatha Sec College Darell Blewett Principal Albert St Moe PS		Link Room
12:00pm to 12:30pm	Panel light lunch with general staff *Also suggest we have, at another venue, lunch for academic staff and others who may have been involved in morning sessions and wish to stay	K Meadows to coordinate K Meadows to coordinate	Link Room Room TBA
12:30pm	Panel to drive to Peninsula campus	P Lawford to coordinate	

Tuesday 7 September Gippsland and Peninsula campuses

*Morning Program: Propose 3 panel members visit Gippsland campus and 3 visit Peninsula campus and all meet at Peninsula for the afternoon.

Peninsula program

8:00am	Pick up from Gateway hotel Alistair Jones Anne Jones Carolyn O'Loughlin	Lorraine to coordinate and drive	Clayton - Peninsula
8:45am to 9:30am	Meet with Campus Coordinator and senior staff Bob Greaves and Trevor Gale	B Greaves to coordinate Need to check if Marilyn Flear is	Peninsula campus Building A Faculty Education Meeting room
9:20	Notetaker Kate McCulloch 9:20-4:30	Meet Lorraine in Education foyer Building A	
9:30am to 10:15am	Meet with Peninsula EC staff -	P Renshaw to determine format Alistair to chair A Kennedy / B Greaves to coordinate staff	Peninsula campus Building A Faculty Education Meeting room
10:15am to 10:30am	Morning tea served	H Phillips to assist with morning tea	Peninsula campus Building A Faculty Education
10:30am to 11:15am	Student forum	Alistair Jones to chair B Greaves to coordinate students	Peninsula campus Room A350
11:15am to 12:00pm	Meet with Peninsula teacher education staff	B Greaves, G Romeo to coordinate staff	Peninsula campus Building A Faculty Education Meeting room
12:00pm to 12:30pm	Tour of facilities and campus	B Greaves to coordinate	
12:30pm to 1:00pm	Meet with general staff	Sue Webb/Lorraine to coordinate with Bob Greaves	Peninsula campus Building A Faculty Education Meeting room
1:00pm to 2:00pm	Light lunch * Panel + Sue Webb/Lorraine and Bob	B Greaves to coordinate	
2:00pm to 3:30pm	Other panel members arrive from Gippsland campus Panel reflective time	P Renshaw to decide on format	Peninsula campus Building A Faculty Education Meeting room
3:30pm to 4:30pm	Meet with employer groups Early childhood representatives Lisa Coxon Woodleigh ELC (to be confirmed) Marlene Fox DHS Children Services Primary school representatives Mr Bob Dalling Principal Boneo PS Mr Peter Daniel Principal Mornington PS Secondary college representatives Marion Heale Principal Frankston High School Ann King Deputy Principal Padua College (to be confirmed) Afternoon tea served	H Phillip to assist with catering	Peninsula campus Building A Faculty Education Meeting room
4:30	Return to Clayton campus	Lorraine to coordinate	
7:00pm	Panel free time (free to go home)	Envisage panel members will need to recover, local members	Members to advise Lorraine of preference for evening

Wednesday 8 September Clayton campus – (Chair's Day)			
Time	Activity	Details	Venue
8:30am	Pick up from hotel (PR and Alistair Jones)	(Lorraine to co-ordinate)	
8:45am to 9:40am	Time allocated for addition interviews/questions of staff or students Morning tea available	Lorraine to coordinate requests	Dean's Conference Room Room G08
9:30	Notetaker Kate McCulloch to be available		
9:40 to 10:00	Time allocated for addition interviews/questions of staff or students	Time allocated for addition interviews/questions of staff or students	Dean's Conference Room Room G08
10:00 to 10:20	Peter Marshall (Monash uni)	Divisional Director Student and Staff Services	Room G08
10:20am to 10:40am	Panel's time		Room G08
10:40am to 11:00am	Panel's time		Room G08
11am to 11:20	Jennifer Weir Quality Advisor – Academic Program	Centre for Higher Education Quality (CHEQ)	Room G08
11:20 to 11:30	Helen Fletcher-Kennedy	Monash International	Room G08
11:30 to 11:50	DVC (Academic) Professor Alan Lindsay TBC		
11:50am to 1:00pm	Chair and panel to work on key recommendations This may need to be pushed to 1:30pm	P Renshaw to coordinate	Room G08
1:00pm	Formal panel sessions completed Light lunch will be available for those who wish to stay	* Anticipate panel members free to leave at this time	Room G08
1:00pm to 2:30pm	Chair to lunch with Dean		TBA
3pm	Alistair Jones	Pick up from Gateway Hotel to go to Tullamarine	confirmed
2:30pm to 4:00pm	Additional drafting time for Chair available during afternoon	At Chair's discretion	G08
4:00pm to 5:00pm	Chair to present draft findings to Dean		TBA

It is anticipated that the Review Report will be forwarded to the Faculty no longer than 6 weeks after the panel visit.

*What about contact with offshore provider Stephen Li APMI?