



Staff Meeting No. 3/09

Faculty of Education, Gippsland Campus
9.30am. Wednesday 25 March 2009
Faculty of Education Staff Room (2S-120)

Minutes of Meeting

1. Present: J Rennie (Chair), H Ma, M Plunkett, M Green, M Osborn, D Wood, M Booth, L Mink, R Haworth, M Potts, B Waldrip, N Albon, P Davies, A Ryan, K Anderson, T Barkatsas, L Brearley, M Somerville, L Dinsdale, P de Carteret, M Dyson, K Meadows (secretary)

In attendance: Ms A Corcoran, Mr D Solly

2. Apologies: C Charles

3. Minutes of previous meeting – <http://education.monash.edu.au/staff/governance/>

4. Items for Report

- 4.1 University Student Ombudsman

Ms Anne Corcoran, University Student Ombudsman gave clear & concise presentation to meeting outlining the role of the Student Ombudsman, the reason the position was established and the steps the ombudsman will take to investigate an alleged complaint. Faculty Grievance Officer is G Schnabl. Staff can contact Student Ombudsman on ext 53104 or www.ombudsman.monash.edu.au

- 4.2 Report – ADG, A/Prof B Waldrip

- Vision (both campus & faculty) is currently being assessed
- Campus direction / reporting lines/dates being reviewed
- Education enrolments are strong in comparison to other faculties on the campus however we need to minimise attrition levels.

- 4.3 Report – Course Director Primary, Dr J Rennie

- Maffra Cluster – 2009 will see program involving more students across more courses.
- Unit writing day, Thursday at Berwick campus and will include presentation by those staff who have written previously. Encouraged staff to remain in contact with writing teams.
- OUA units must be ready for semester 2 2009. The writing process attracts workload points.
- Sessional help will be necessary in sem 2 and OCL project staff are available to assist staff.

- 4.4 Report – Deputy Course Director Secondary, Dr M Plunkett

- Secondary students preparing for placement commencing Monday however 80 students still not placed and 170 DE students still not placed. PPO have alerted staff to problem.
- The www site constructed to provide information on the new secondary placement units has been described as “inspirational” by a member of the OCL project team
- Secondary students may consider the Maffra cluster of schools for placement purposes from sem 2 2009.

- 4.5 Research Leader Role, Prof M Somerville
M Somerville invited discussion from staff seeking clarification on expectations staff had of her role now that she is able to focus solely on this position. The following points were expressed:
- A regular research seminar series to be established
 - Breakfast presentations to be considered due to workloads however important that a regular timeslot be allocated
 - New technology will allow staff/students to watch recorded research seminar sessions
 - Consider advertising across campus
 - Thursday is currently most suitable day as it works with HUMCAS research presentations
 - M Somerville's position on both Research Committee and Research Resourcing sub committee enable her to provide up to date feedback to staff regarding Faculty initiatives
 - Staff confirmed they are happy for M Somerville to represent the campus in future Faculty research discussions
 - Re: ECR – staff requested greater discussion cross campus with staff with similar interests. Staff indicated they are interested in representing the ECR cohort of staff with possible sub committee to be established. Consideration to be given of raising suggestion with Research Committee.
 - M Somerville to investigate approaching a contact ECR PhD graduate with librarianship background with a view to running various workshops to demonstrate to staff how to work the network regarding funding and completion of relevant paperwork when applying for research funds.
 - Staff suggested M Somerville work cross campus and cross disciplinary to broaden expertise.
- 4.6 Report – OHSE, Ms D Wood
- L Mink – Environmental Officer representative
 - Floor wardens and first aid officers to be identified and staff advised
 - Asked staff to check that they have an Emergency Procedures information booklet in each office.
 - Staff requested OHSE rep contact GEP and request that GEP students refrain from smoking in Education corridors.
- 4.7 Report – HDR Co ordinator, A/Prof L Brearley
Report distributed with agenda. Meeting informed of today's events with staff encouraged and welcomed to attend.
- 4.8 Open Day – A/Prof B Waldrip
Staff reminded that Open Day will be held in August and assistance will be sought from staff.
- 4.9 Security – A/Prof B Waldrip
For insurance purposes staff are asked to ensure that the door to 2S117 remains locked at all times. The equipment cupboard will not be locked.
- 4.10 Room utilization – A/Prof B Waldrip
A recent room audit highlighted the faculty's lack of use of resources. ADG requested staff consider: how we can re use room areas; can rooms be refurbished; resource room allocation (MD, MO and NA to investigate).
- 4.11 Staff Availability – A/Prof B Waldrip
Staff reminded of Monash policy which indicates full time staff should be available full time either via direct office contact, email or phone. Staff are entitled to 1 research day per week. Staff are requested to place Availability sheets on office doors to alleviate the incidence of emails & phone calls.

- 4.12 Assessment – Dr M Dyson
Encouraged staff (and students) to follow Assessment Policy guidelines to the letter.
See: <http://education.monash.edu.au/students/current/admin/policies/assesspolicy.html>
- 4.13 Presentation – Mr D Solly
D Solly stepped staff through the revamped Insite www page.

5. Other Business

A/Prof B Waldrip reported:

- Dr M Dyson recently received Gippsland Education Service Award from the Gippsland Group of the Australian College of Educators. Congratulations Michael.
- L Mink to commence collection of research papers.
- Staff asked to update staff profile via Insite.
- Thanked staff for attending Graduation

K Anderson informed meeting of updated Special consideration policy which now only recognises cases of severe and acute hardship. Staff should liaise directly with K Anderson when processing applications for clarification.

M Somerville informed meeting that today was the last day staff had the opportunity to visit the very successful Bubbles on the Surface exhibition which has been on display at Switchback Gallery since late 2008. Dr P de Carteret endorsed the invitation and the achievement of Prof M Somerville.

Meeting closed 11.00am.