



Staff Meeting No. 4/09

Faculty of Education, Gippsland Campus
9.30am Wednesday 29 April 2009
Faculty of Education Staff Room (2S-120)

Minutes of Meeting

1. **Present** - B Waldrip (chair), M Plunkett, N Albon, T Barkatsas, P Davies, L Dinsdale, K Anderson, M Booth, L Mink, R Haworth, A Ryan, C Charles, M Potts, H Ma, M Osborn, M Dyson, K Meadows (secretary)

Guests: Prof S Willis & Prof M Somerville via v/conference (Clayton campus)

2. **Apologies** – J Rennie, M Green, P de Carteret, L Brearley

3. **Items for Report**

3.1 **Report – ADG – A/Prof B Waldrip**

- Outlined various conferences / leave staff had submitted since last meeting.
- Reminder to staff – A/Prof seminar Friday 1st May, all invited to attend.
- Campus currently has a ban on permanent positions for professional staff. Dean will discuss further with H Bartlett on Friday.

3.2 **Report – Course Director Primary, Dr J Rennie**

Circulated with agenda

3.3 **Report – Deputy Course Director Secondary, Dr M Plunkett**

- N Plunkett and N Albon attended very successful meeting recently held to address placement & course offerings.
- 41 off campus and 14 on campus students still not placed.
- Forthcoming secondary retreat will address placement issue.
- Plunkett, Albon and L Tudball to work on final 2 units to ensure continuity.

3.4 **Report – Research Leader, Prof M Somerville**

- Thanked staff for support during very successful Bubbles exhibition. Video has been prepared covering the event.
- Congratulations to M Plunkett & B Waldrip on recent presentations at AERA Conference (USA)
- Gippsland node recently held very productive 1 day retreat to develop abstracts for AARE to inform national debates in national research.
- ECR Gippsland reference group will feed into faculty Research Committee.
- Have not met HDR load at Gippsland. Decision made to not enrol further Koori Cohort due to lack of resources to support the program.

- \$40,000 has been allocated for next 3 years to employ part time Koori designated admin support person to support the Koori program. Admin support from the diversity and structural adjustment fund will (remain to) extend RPL admission opportunities to other faculties. Faculty of Arts to be approached regarding RTL project.
- Supervisor SUPPORT groups have commenced for professional development of koori cohort supervisors.

3.5 Report – Honours – Dr C Charles

- 1 full-time student, David Cruickshank. 1 part-time student, Maria Haggett. Both due to complete this year.
- Dates for 2009 Honours research presentations. Would be great if our staff could attend. Winter School July 2nd, (David). Maria – maybe in September Spring School.
- Generating interest for 2010. So far I have visited the Secondary Grad Dips, to talk about the Honours pathway. A number seemed interested and asked questions. If staff are involved in units with Primary Grad Dips, or Fourth years, let me know and I can arrange to spend 10 minutes in one of your classes to talk to students about the pathway.
- Course work logistics. There is now a 6 week Honours module in the Research Methodology unit, which is currently available via video link across the three campuses. This is helpful for Gippsland students who may be working full-time and cannot easily travel to Clayton for their coursework. CC to investigate the possibility of all coursework being made available off campus or via videolink.
- Staff opportunities. All staff at Gippsland Campus, particularly ECRs, need opportunities to teach and supervise postgraduate programmes. If we can generate interest in Honours for our students here, more of us may be able to have opportunities to supervise, and potentially teach, in the Honours programme. Please direct any student interested in undertaking the Honours programme to me.
- C Charles and M Somerville to discuss honours scholarship prospect.

3.6 Report – HDR Coordinator – A/Prof L Brearley

Report circulated with agenda.

4. OHSE – D Wood

- D Wood has attended 5 modules of OHS training.
- D Wood and K Meadows to carry out safety inspections of offices and faculty areas in general mid June and late November. Staff are asked to report areas of concern so that problems may be rectified.
- Jim's Test & Tag are currently testing electrical appliances / connections on behalf of the faculty.
- Hazard Incident Forms are located in 2S117 – Staff are asked to report hazards, incidents and near misses.
- Faculty is required to fill several vacant OHS positions - K Anderson & L Dinsdale – Floor wardens, L Mink – Environmental Officer, L Dinsdale & M Booth Health and Safety Officers. D Wood will approach other staff to fill remaining vacancies.

- Staff reported that heating & cooling is considered a OHS matter and needed to be addressed.

5. Retention Rates – A/Prof B Waldrip

Staff advised to discourage students from extending time allocated to complete study. Extension to study program attracts a cost to the university.

6. Room usage – A/Prof B Waldrip

Another room has been offered to the faculty which needs to be discussed further as it is uneconomical for the faculty to own rooms on the campus.

7. Other Business

- PVC has requested up to date list of international activities staff are involved with.
- Faculty Associate Dean's have been invited to attend campus. Dates to be confirmed.
- ADG advised a demonstration on video analysis will be run at Clayton campus with an invitation extended to other campuses to view. Ednews will run information closer to date.
- Project 21 – looking at quality of assessment is currently liaising with B Waldrip.
- M Dyson advised D Moore (Miami University) will be visiting campus tomorrow to discuss international placement prospects.

Next meeting: Friday 29 May

