



## College Leadership Advisory Committee Meeting 25 August 2021 Minutes

**Attending:** Gerry Redmond, Dean (Research) (Acting chair); Judith Bannister, TPD Law; Vivienne Brand, Research Lead Law; Don DeBats, Director JBC (via MS Teams); Jessica Genauer, Honours Coordinator; Katie Hazell, P&C Business Partner; Caitlin Hughes, HDR Coordinator; Christopher Kee, Dean (Education); Andrew Goldsmith, Director, CCP&R; Charles Lees, Dean (People & Resources); Tania Leiman, Dean of Law; Ilke Onur, Research Lead Business Vipul Pare, TPD Business; Cassandra Star, Research Lead Government; Julie Strunk, College Manager (SAS); Sarah Taylor, Interim Director of College Services; Mel Pike, Executive Officer

**Apologies:** Michael Gilding, VP&ED; Noore Siddiquee, TPD Government; John Spoehr, Director AITI

| Agenda items                                    | Notes  | Action items   |
|---|--|--|
| 1. Welcome and matters arising from the Minutes | <p><i>Document: Minutes CLAC 21 July 2021</i></p> <ul style="list-style-type: none"> <li>The Dean (Research) welcomed members and advised that he would chair the meeting at the request of the VP&amp;ED who could not attend</li> <li>The minutes were accepted</li> <li>Members welcomed a suggestion that OCME present regarding the <i>Fearless</i> campaign at an upcoming Datablitz</li> <li>Regarding the Honours proposal the Hons coordinator reported <ul style="list-style-type: none"> <li>that she had received some feedback but requested further input regarding GPA being raised to 5.5</li> <li>that word-length had been amended to a 12,000 to 15,000 range, but would not be specified in the overarching rule – individual course rules would specify length</li> </ul> </li> <li>The MBA proposal had been presented to EQC and comments received and reviewed. A response would be forwarded today, with the expectation that consideration for approval would be conducted out of session</li> </ul> | <ul style="list-style-type: none"> <li>Four Teaching area reps to be invited to respond to OCME presentation regarding <i>Fearless</i></li> <li>Hons coordinator to circulate latest version of Honours proposal</li> <li>Members to provide feedback to Hons coordinator</li> </ul> |
| 2. Topic coordination                           | <p>The Dean (Education) was invited to brief CLAC on best practice and expectations for topic coordinators (TCs). The Dean advised that:</p> <ul style="list-style-type: none"> <li>TCs primary responsibility was to ensure communication with students was clear and well managed</li> <li>Topic guides should be provided, as they contained information in standardised ways which enabled clearer communication preferred by students (FLO to</li> </ul>  | <ul style="list-style-type: none"> <li>Dean (Education) to record video briefing for dissemination to teaching staff</li> </ul>  |

|                                 |  |  |
|---------------------------------|--|--|
|                                 | <p>be increasingly harmonised, but not currently sufficient)</p> <ul style="list-style-type: none"> <li>• TCs were responsible for SAMs, noting that these were evolving and would in future be partially pre-filled, and also responsible for clarifying the detail of assessments not provided in SAMs early and clearly</li> <li>• The new Assessment policy spelled out some of the duties of a TC</li> <li>• TCs should understand how their topic and topic assessment was scaffolded in the course in which the topic was taught</li> <li>• The Dean (Research) indicated that casual or sessional staff should only be TCs in exceptional circumstances</li> </ul>   |  |
| <p>3. VP&amp;ED report</p>      | <p>The Dean (Research) reported the following:<br/><i>VC's forum</i></p> <ul style="list-style-type: none"> <li>• Staff would shortly be invited to a forum with the VC on 10 September</li> <li>• VC would report on the financial position of the University and the continued impact of the pandemic on revenue</li> <li>• College would be asked to review and reduce costs</li> <li>• While the outlook for the next few years would be difficult across the sector (and in the university), the focus for the college was on significant growth preparing for the move to the city</li> <li>• College research and education strategies were being developed to make this happen</li> </ul> <p>The Dean (Education) further advised that</p> <ul style="list-style-type: none"> <li>• Load projections would be developed strategically, with investment and underlying activities targeted to areas of growth</li> <li>• Growth across both research and education was required to reverse decline, to address revenue deficiency caused by the pandemic, to address underperformance benchmarked against other Institutions, and to fund the city campus, though noting that the move was also expected to provide access to new markets in areas of demographic growth</li> <li>• It was noted that retention strategies were also key, and that a research strategy document would be presented to CLAC shortly that would increase understanding of expectations on research</li> </ul> |  |
| <p>4. Dean (P&amp;R) report</p> | <p><i>Document: Supervisory Structure proposal</i></p> <ul style="list-style-type: none"> <li>• Dean (P&amp;R) presented the proposed supervisory structure. In response to questions he advised that:</li> <li>• Supervisors would be the first point of contact for staff with regard to work matters including performance</li> </ul>   |  |

|                                  |  |  |
|----------------------------------|--|--|
|                                  | <p>management and workload, with matters escalated to the TPD and/or Dean (P&amp;R) and VP&amp;ED as necessary</p> <ul style="list-style-type: none"> <li>• Supervision is an ongoing responsibility requiring engagement between supervisor and supervisee throughout the year.</li> <li>• Structures could be changed as necessary due to promotion or concerns</li> <li>• The principle of supervision being one level higher had been maintained (with the exception of Level E) and families of role type had been managed as well as possible within practical constraints</li> </ul> <p><i>Work Health and Safety</i></p> <ul style="list-style-type: none"> <li>• There were no recent incidents to report</li> <li>• Members advised that the LWCM Level 3 kitchen required attention</li> </ul>  |  |
| 5. New Course concept proposal   | <p><i>Document: new Government Post-graduate suite of courses</i></p> <ul style="list-style-type: none"> <li>• Rodrigo Praino presented the concept for significant changes to the suite of postgraduate courses in Government</li> </ul> <p>In response to questions it was advised that:</p> <ul style="list-style-type: none"> <li>• consideration would be given to how the proposal would intersect with the fully online Master of Law and International Relations degree and other relevant topics and courses across the College.</li> <li>• 2 electives could be taken from any in the University</li> <li>• The Research literacy and research methods topics were designed to be specific to the Government students, but noted that this should be in the context of research methods topic design also being considered for Honours and the GDRM</li> </ul> |  |
| 6. Committee business for noting | <p><i>Document:</i></p> <ul style="list-style-type: none"> <li>• <i>IISWP minutes 10/8/21</i></li> <li>• Noted</li> </ul>  |  |

**Next meeting:** The next meeting will be Wednesday 22 September 2021 at 10.00am in LWCM 1.04.  
MP:GR – 26 Aug 2021