

Members

Prof Judyth Sachs (Chair), DVC (Provost)	Mr Paul Luttrell, General Counsel
Ms Deidre Anderson, DVC (Students and Registrar)	Prof Jim Piper, DVC (Research)
Ms Maxine Brodie, University Librarian	Mr Chris Searchfield, Academic Director , Macquarie City Campus
Prof Julie Fitness, Chair, Academic Senate	Prof John Simons, Exec Dean, Arts
Dr Neil Fraser, Information Director, Macquarie Analytics	Mr Tim Sprague, Director HR
Prof Mark Gabbott, Exec Dean, Business & Economics	Prof Stephen Thurgate, Exec Dean, Science
Prof Janet Greeley, Exec Dean, Human Sciences	Ms Zoe Williams, Manager Quality Assurance, M.I.
Ms Sonia Jeffares, Principal SIBT	Mr Jonathan Wylie, Director Academic Program Section

<http://www.mq.edu.au/quality/qec.htm>

In Attendance

Ms Barb McLean, Executive Officer

Apologies

Ms Deidre Anderson, DVC (Students and Registrar)
 Dr Neil Fraser, Information Director, Macquarie Analytics
 Ms Sonia Jeffares, Principal SIBT
 Mr Paul Luttrell, General Counsel
 Mr Tim Sprague, Director HR
 Ms Zoe Williams, Manager Quality Assurance, M.I.

Minutes

11.30-1.00p.m. Thursday 1 December 2011, Function Room, level 2, E11A

1. Minutes of the Meeting 20 October 2011 and Business Arising

1.1. Timetabling for enrolled student numbers

It was agreed that this was a communication issue and that academics need to communicate with Timetabling staff when unsatisfactory timetabling occurs.

2. Management and Implementation

2.1. Progress Report on Review of Dept of Environment and Geography **ST**
 Prof Thurgate circulated the Progress Report noting that it was a large and complex department formed out two former departments, a school, and two academic programs. Integration into the new Department is still a work in progress but is underway. It has been decided, in order to aid integration, that Directors of HDR and Postgraduate Coursework Programs be appointed with program directors reporting to them. Issues such as duplication in curriculum and teaching are being addressed. All postgraduate coursework is being centralised under the Graduate School of the Environment banner and staff and HDR students are being co-located.

Discussion noted that integration of staff will assist with research development.

The Progress Report was adopted.

Adopted

2.2. Progress Report on Review of Dept of Linguistics

JG

Prof Greeley spoke to the Progress Report noting her disappointment that the Review did not address key issues such as business continuity and succession planning; however she noted the recent appointment of a new Head of Dept and Deputy Head of Department, both with strong research records. Prof Greeley also noted the loss of key researchers and the danger to reputation if these are not replaced. This is occurring at a time when there is a drop in income, due to the fall in International student numbers in the Translating and Interpreting program.

Departmental staff are reluctant to appoint an Administration Manager as per Recommendation 1.2 and given the current budgetary strictures this will not be pursued at this time.

The Review suggested consolidation of research behind two research groupings. Currently the Exec Dean has not supported this recommendation until the Dept demonstrates that it is researching, applying for grants and writing together within these groupings. HDR and Honours students need also to fall under these groupings and be involved in research seminars. Research needs also to be visible to UG students to build a pathway to research degrees. The development of the new Masters by Research programs should assist this process.

Prof Greeley noted an unintended consequence of the new Entertainment Policy was the discouragement of social events, such as welcomes to new International students. This has had a negative impact on student engagement.

The Progress Report was adopted.

Adopted

2.3. Progress Report on Review of Speech Pathology Clinic

JG

Prof Greeley introduced the Progress Report noting that this is a costly area as professionals expect to be paid for clinical education. The management of the Clinic has improved significantly as have the quality and quantity of the student body in this area. An MOU has recently been signed with the Macquarie University Hospital to provide student places. Issues in Clinical Education will be positively impacted by their co-location and integration into the Hearing Hub. Prof Greeley informed the meeting that there is a planning meeting next week on running the clinics more sustainably. These developments have resulted in the Recommendations of the Review being no longer relevant.

Adopted

2.4. Benchmarking Activities

Noted

Prof Sachs informed the meeting that she and Ms McLean will bring to the next meeting a paper on Benchmarking Programs Vs Benchmarking Functions. **Adopted**

Additional 2012 benchmarking reported at the meeting included:

- Engineering
- Speech and Social Health Programs
- Research outputs – with the Universities of Wollongong, Newcastle, Deakin and Tasmania

3. Reviews

3.1. Dept of Ancient History – Report of a Review

JS

Prof Simons spoke to the Review Report noting that he is satisfied with the Review and that a response is being developed. He noted that the Dept has a capacity to be a world leader but it has not been sustainably managed. Succession planning is a major issue and there is also a need to move beyond its broad and unfocussed research and teaching programs to focus on areas of strength. In addition, the Department's publishing culture needs to take into account ERA requirements if there is to be a chance at achieving an ARC Centre of Excellence. A strategic and self-critical approach is required.

Since the Review there has been a new Head of Dept appointed and some external funding has been achieved.

The Report was adopted.

Adopted

3.2. Review of MGSM HR and Payroll Services

It was noted that the Terms of Reference were all framed as questions and needed to be reframed. It was also suggested that the Review Report not be written until after the findings of the Deloitte's Review of Support Services is known. **Adopted**

3.3. 2012 Review Schedule

Noted

Prof Sachs informed the meeting that the Reviews of both PICT and the University Library will include data provided from a testing of the Teaching Standards Framework. She thanked Prof Anderson for putting back the Review of PICT to accommodate this pilot study.

3.4. Review Panel Training

Noted

4. Any Other Business

4.1. TEQSA Regulatory Schedule for 2012

Noted

4.2. Student Information on Data Mart

MG

Prof Gabbott informed the meeting that the student feedback information in the Data Mart does not have enough granularity and any additional requests for data must be made via One Help in order to generate a special report. Macquarie Analytics has stopped updating the old Institutional Research Unit Website where staff had access to the data and the ability to create their own pivot tables. Prof Gabbott suggested that Macquarie Analytics be requested to update the old Website with the latest GDS data to enable this data to be accessible until data is available on the Data Mart.

The Chair suggested that the Exec Deans write to the DVC (Provost) and the DVC (Research) to request them to approach the CIO for a solution. **Adopted**

4.3. Master by Research Degree

JP

Prof Piper informed the meeting that since the adoption by the Academic Senate of the new Masters by Research program, a Working Party led by Prof Nick Mansfield and consisting of the Assoc Deans (Higher Degree Research), the Assoc Deans (Learning and Teaching) and the Chairs of the ASQC and the Senate Learning and Teaching Committee have been meeting to develop an Implementation Plan; a draft of which has been to the SLTC and will go to the next meeting of Academic Senate.

The final version of the financial model will go to Council at its next meeting.

4.4 Approach to Quality Enhancement

JS

Prof Sachs informed the meeting that she realised while undertaking the Review of QUT that Macquarie had a Quality Enhancement Framework but not an articulated approach to quality enhancement, especially quality enhancement in the risk environment of TEQSA. She informed the meeting that she and Ms McLean would bring to the next meeting a draft of such an approach, for discussion. **Adopted**

4.5 Meeting dates for 2012:

Noted

- 9 February 2012
- 22 March 2012
- 3 May 2012
- 14 June 2012
- 26 July 2012
- 6 September 2012
- 18 October 2012
- 29 November 2012

4.6 MQC Academic Director

Prof Sachs thanked Mr Chris Searchfield for his participation in the QEC, noting that this meeting was his last as he was retiring from the University and his position as Academic Director of the MQC. She noted that over his tenure Mr Searchfield had removed the risk issues at the MQC and embedded standards and quality.

5. **Next Meeting:** 11.00-12.30p.m. Thursday 9 February 2012 in Function Room E11A