UNIVERSITY RESEARCH COMMITTEE

MINUTES

Minutes of meeting 05/02 of the University Research Committee held on 1 October 2002 at 12.30pm in the Council Room, Administration Building 36.

PRESENT:   Professor M Sheil (Chair)
           Professor S Bell
           Professor J Bern
           Professor Rian Dippenaar
           A/Professor S Dodds
           Professor S Dou
           Professor M Gaffikin
           Professor D Griffiths
           Professor B Harper
           A/Professor P Heaven
           Professor J Hill
           Ms S Hughes (representing A Skorulis)
           Professor D Iverson
           Professor S Kaye
           Ms F McGregor
           A/Professor C Murray-Wallace
           Professor J Norrish
           Professor A Schultz
           Ms A Simms
           A/Professor J Steele
           A/Professor A Vickers
           Professor G Wallace
           A/Professor A Wells (Deputy Chair Postgraduate)
           Professor R Whelan

MINUTE
SECRETARY: Penny Potter

PART A - PRELIMINARY BUSINESS

A1 Welcome and Apologies

The Chair welcomed Committee members to the first meeting of the restructured Committee. Apologies had been received from A/Professor L Astheimer, Professor J Bremner, Professor H Brown, Mr D Coffman, Professor C Cook, Professor J Cooper, Professor J Glynn, Dr R Mohr, Professor F Safaei and A/Professor J Wright.

A2 Business from the Last Meeting

A2.1 Minutes of previous meeting (6 June 2002)

RESOLVED (11/02)
That the minutes of the University Research Committee meeting held on 6 June 2002 be
confirmed as a true record of the meeting.

A2.2 Business Arising from the Minutes

(i) Deputies
Committee members could appoint a Deputy to represent them when absent if they wished. Names of Deputies should be sent to Penny Potter.

(ii) Terms of Reference
The structure of the new Committee was intended to improve two way communication between the URC, Faculties and the wider University community.

(iii) Ethics Representative
A representative from the URC was needed for the University Ethics Committee. Interested Committee members should contact the PVC(R).

A3 Chair’s Business

A3.1 Intellectual Property Committee
The Chair reported that this Committee was active again and fulfilling its function.

A3.2 Fee Waivers
The Chair noted that the responsibility for fee waivers now rested with the PVC(R). Anyone seeking a fee waiver should first contact the Research Student Centre. Clarification about fee waiver policies and documentation was ongoing.

A3.3 Forum on Research Supervision
A forum on research supervision was held on Friday 27 September. Approximately 100 people attended. The Chair congratulated the organisers.

A3.4 Honours Forum/Workshop
The second function for honours students including two workshops was very well attended. Again the Chair thanked the organisers.

A3.5 Strategic Planning and Quality
The Research Management Plan is under review and needs to be updated in line with quality objectives. A draft plan will be considered at the first meeting in the new year.

A3.6 Higher Education Review
The implications of current progress of the Crossroads review were discussed.

A3.7 CRC for Smart Internet Technology
The Chair reported that Professor Joe Chicharo had resigned from the CRC SIT and returned to the School of Telecommunications and Information Technology. The CEO of the CRC had also resigned. Professor Darrell Williamson had been seconded to the CRC as interim CEO.

A3.8 Centre of Excellence

The University submitted one Centre of Excellence proposal involving IPRI, ISEM, Monash and the Bionic Ear Institute.

PART B – GENERAL BUSINESS

B1 Office of Research Report

B1.1 Scholarships Information Session

A Scholarships Information Session would be held on Wednesday 2 October at 12.30pm for all Faculty Research Committee members on the new scholarship ranking process.

B1.2 Annual Progress Reports

Annual Progress Reports would be sent to postgraduate research students on 14 October. There would be an information session for all involved at the Faculty level on 14 October.

B1.3 Open Forum on Research Supervision

This had been a great success. Over 100 staff and students had attended.

B1.4 URC Research Unit Progress Reports

2000 Research Unit progress reports should be submitted to the Office of Research by 1 November and would be considered by the URSC on 21 November, and the URC on 10 December.

B1.5 ARC 2003 Linkage Projects (Round 2)

The Office of Research had received 30 Notices of Intent to apply for the 2003 Linkage Projects Round 2. An information session would be held in mid October for applicants.

B2 Scholarship Process

A document was tabled which set out the process for fast tracking good scholarship applicants. The applications would still need to be ranked and it would be the Postgraduate Policy Committee’s job to ensure consistency across the faculties. Special cases for fast-tracking would be considered if a strong case was made.

B3 Contracts and Consultancies Review
An audit of the Contracts and Consultancies processes had been undertaken and the executive summary of the document circulated for information. One of the key recommendations noted that where approval for contracts had been obtained retrospectively they were not covered by the University’s insurance. Discussion centred on introducing a routine approval procedure for repeat small contracts and setting a University overhead rate.

Professor Sharon Bell noted the errors in the summary in relation to Film Illawarra.

B4 Publications

A table showing pre-audit publication numbers by Faculty for 2001 was circulated for information. The final report was due to DEST on 28 November.

B5 Business from the Postgraduate Research Policy Committee

A paper indicating that Section 14.1 of the Code of Practice Supervision needed amending to ensure it was consistent with the Intellectual Property Policy was circulated.

**RESOLVED (12/02)**
that the University Research Committee receive the proposed amendments to sections 14.1 of the Code of Practice Supervision and forward them to Senate Standing Committee for approval.

B6 General Business

Professor Iverson raised a concern that there was no policy in relation to candidature in the same academic unit in which he/she was employed. Andrew Wells agreed to refer this to the Postgraduate Research Policy Committee.

PART C – ITEMS FOR NOTING

C1 University Research Standing Committee Minutes

The minutes of the meeting of 19 September were tabled and noted.

**RESOLVED (13/02)**
that the University Research Committee receive the minutes of the University Research Standing Committee of 19 September.

C2 Thesis Committee Minutes

The minutes of 17 April, 15 May, 19 June, 17 July and 14 August were tabled.

**RESOLVED (14/02)**
that the University Research Committee receive the minutes of the University Thesis Committee of 17 April, 15 May, 19 June, 17 July and 14 August.

C3 Ethics Committee Minutes

The minutes of the meeting of 5 September were noted.

**RESOLVED (15/02)**

that the University Research Committee receive the minutes of the University Ethics Committee of 5 September..

PART D – NEXT MEETING AND OTHER BUSINESS

D1 NEXT MEETING

The date of the next meeting would be Tuesday 10 December 2002.

D2 OTHER BUSINESS

None.

Signed as a true record ...............................................................  
Chairperson  ....../.... 02