



## College Leadership Advisory Committee Meeting 19 April 2023 Minutes

**Attending:** Michael Gilding, VP&ED (chair); Judith Bannister, TPD Law; Melissa de Zwart, Director JBC (via Teams); Stephanie Eglinton-Warner, Project Manager, AACSB Accreditation (observer); Ian Goodwin-Smith, Director CSI; Mark Halsey, Research Lead Criminology; Caitlin Hughes, HDR Coordinator; Christopher Kee, Dean (Education) (via Teams); Tania Leiman, Dean of Law; Adela McMurray, Dean (Research); Phil Palmer, TPD Business; Vipul Pare, Dean (People & Resources); Julie Strunk, College Manager (SAS); Sarah Taylor, Director of College Services; Mel Pike, Executive Officer

**Apologies:** Madhan Balasubramanian, Research Lead Business; Svetlana Bogomolova, CSI Research Lead; Vivienne Brand, Research Lead Law; Andreas Cebulla, AITI Research Lead; Melissa-Ellen Dowling, JBC Research Lead; Andrew Groves, Honours Coordinator; Rob Manwaring, TPD Government; Marinella Marmo, TPD Criminology; Rodrigo Praino, Research Lead Government; John Spoehr, Director AITI;

Agenda items	Notes	Action items
1. Welcome/Apologies	<ul style="list-style-type: none"> <li>Apologies were noted</li> </ul>	
2. Minutes	<p><i>Document: Minutes CLAC 15 March 2023</i></p> <ul style="list-style-type: none"> <li>Minutes were approved</li> </ul>	
3. VP&ED report a. Industry Advisory Boards	<p>The VP&amp;ED sought feedback on a proposal to establish disciplinary advisory boards in place of the College advisory board. Members observed the following:</p> <ul style="list-style-type: none"> <li>The current board tended to focus on issues related to the business sphere</li> <li>Discipline specific boards would have more time to delve deeper into issues</li> <li>The Law Board of Advisors was initially established to assist in gaining accreditation and met online without formality - online meeting had enabled overseas advisors to participate</li> <li>Important to be clear about what we needed from disciplinary bodies as we have other avenues for discussing curriculum e.g. course advisory committees</li> <li>AACSB expect a Board to be involved in strategic direction</li> <li>Criminology discipline have commenced discussion of advisory board objectives</li> <li>Remuneration not normally offered to not-for-profit board membership, with other benefits accruing instead</li> <li>Law Board members had been insured against liability</li> <li>Indigenous Board member remuneration was encouraged</li> </ul>	<ul style="list-style-type: none"> <li>VP&amp;ED to raise query with government discipline regarding objectives for potential Government advisory body</li> </ul>
4. Director of College Services report	<p>The DoCS reported on the following:</p> <ul style="list-style-type: none"> <li>College load tracking well against targets, and international load continued to grow</li> <li>Tracking as expected with regard to salaries, noting there were still vacancies and workload issues to be resolved</li> </ul> <p>Members observed:</p>	<ul style="list-style-type: none"> <li>DoCS to investigate with Director Recruitment, whether current national load data for law available</li> </ul>

	<ul style="list-style-type: none"> <li>• International student attrition was a major issue requiring remediation</li> <li>• In the domestic sector both mature age and school leaver cohorts were declining due in part to high employment, demographics</li> </ul>	
<p>5. Dean (People &amp; Resources) report</p> <p>a. Work Health and Safety</p> <p>b. Supervision</p> <p>c. Proposed consolidation of committees to create umbrella Equity &amp; Diversity committee</p>	<p>The Dean (People &amp; Resources) (P&amp;R) briefed members on proposed changes to academic supervision, advising the current structure was being assessed, and changes would be proposed and reviewed by senior leadership, incorporating:</p> <ul style="list-style-type: none"> <li>• Learnings from the current arrangements</li> <li>• A set of principles</li> <li>• Training for supervisors</li> <li>• Objectives which included: <ul style="list-style-type: none"> <li>○ Longer sustained career growth, with supervision for longer</li> <li>○ Development of the culture of supervision to become a meaningful experience</li> <li>○ Focus on supervisee’s growth, rather than advocacy on their behalf</li> </ul> </li> <li>• Principles would be developed by July, training in the second half of the year</li> </ul> <p>Members noted:</p> <ul style="list-style-type: none"> <li>• Supervisors were no longer required to use the Workday performance review process, but could upload a record of the PRD to Workday, post discussion</li> </ul> <p>The Dean (P&amp;R) also sought feedback regarding a proposal to introduce an Equity and Diversity Committee and replace the Igniting Indigenous Success Committee.</p> <p>Following discussion, members recommended:</p> <ul style="list-style-type: none"> <li>• Equity &amp; Diversity Committee be established but there be a separate RAP committee</li> </ul> <p>Members noted there would be further work to draft ToR and responsibilities for these committees and confirmation of the committee names.</p>	<ul style="list-style-type: none"> <li>• Dean (P&amp;R) to develop and propose ToR and composition for Equity committee and RAP committee</li> </ul>
<p>6. Dean (Research) report</p>	<p><i>Documents: Draft OSP Guidelines, Draft OSP Application</i></p> <p>The Dean (Research) briefed regarding changes to the Outside Studies Program (OSP) Guidelines and Application Form for 2023 applications.</p> <p>In response to feedback it was agreed:</p> <ul style="list-style-type: none"> <li>• to require applicants to consult with Research Leads, and</li> <li>• to resolve applications before timetabling for 2024 commenced.</li> </ul>	<ul style="list-style-type: none"> <li>• Dean (Research) to amend forms to require consultation with Research Leads, and bring forward consideration date</li> </ul>
<p>7. College Risk Register</p>	<p><i>Document: 2023 Risk Assessment</i></p> <ul style="list-style-type: none"> <li>• Risk Register noted</li> </ul>	
<p>8. Remote &amp; Rural Report – Ian Goodwin-Smith</p>	<p>Prof Ian Goodwin-Smith briefed regarding the work of the Remote and Rural Working Group, advising:</p> <ul style="list-style-type: none"> <li>• The group was chaired by the VP&amp;ED of MPH</li> <li>• Subgroups were addressing specific areas, measuring and collecting current activity and identifying strategic opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• I G-S to link CBGL to PVC (CI) remote and rural project</li> </ul>

	<ul style="list-style-type: none"> <li>• Education subgroup had been active, and was consulting with local communities</li> <li>• CBGL had previously explored offering business courses in the NT with CDU, and should re-start the process, noting that some challenges would need to be overcome</li> </ul> <p>The Dean of Law advised that:</p> <ul style="list-style-type: none"> <li>• she participated in an Industry group which had the objective of placing more legal practitioners in the bush, and</li> <li>• that it would be helpful to consider how the activities of the professions in this area could be communicated and integrated more effectively</li> </ul>	
9. Review – Dean (Research) portfolio 2023 Strategic Action Plan	<p><i>Document: Dean (Research) Strategic Initiatives</i></p> <ul style="list-style-type: none"> <li>• The Dean (Research) briefed regarding the strategic initiatives developed for the portfolio</li> </ul> <p>In response to questions it was noted that:</p> <ul style="list-style-type: none"> <li>• A meeting was scheduled to develop an implementation plan</li> <li>• There was a strategy for training</li> <li>• There was a case for amending item 4 to aspire to an <i>increase</i> in the success rate of cat 2,3 and 4 grants, instead of <i>maintenance</i> of the same</li> </ul>	<ul style="list-style-type: none"> <li>• Dean (Res) – amend item 4 to ‘increase’ instead of ‘maintain’</li> </ul>
10. Levy paper	<p>The Director of College Services briefed regarding the Levy proposal advising:</p> <ul style="list-style-type: none"> <li>• It had been forwarded for feedback and there would be further opportunity for consultation and conversation</li> <li>• Although there were many interconnecting matters for consideration, these were not dependencies</li> </ul> <p>Members raised some detailed matters for further discussion. In response to comments and questions it was proposed that a working group be established to fine tune the Levy proposal further comprising but not limited to the Centre/Institute Directors, Research Leads and Dean (Research).</p>	<ul style="list-style-type: none"> <li>• DoCS – establish a working group comprising but not limited to the DoCS, Centre/Institute Directors, Research Leads and Dean (Research) to further consider the Levy proposal.</li> </ul>
11. Committee minutes - for noting only	<p><i>Document: College Education Committee – minutes 14 Feb 2023</i></p> <ul style="list-style-type: none"> <li>• Noted</li> </ul>	
12. Any other business	<ul style="list-style-type: none"> <li>• Members welcomed an offer from the Dean of Law to circulate for signature a submission regarding the Indigenous Voice to Parliament, prepared by the Law discipline</li> </ul>	<ul style="list-style-type: none"> <li>• Exec Officer – circulate submission for signature</li> </ul>

**Next meeting:** The next meeting date will be 2.30pm-4.00pm, Thursday 8 June 2023 in LWCM 112

MP:MG – 10 May 2023