

Committee of Convocation

Meeting 1 Minutes, 16 February 2011

held in the Jim Potter Room, Old Physics at 5.00 pm.

Present

Ros Otzen (Chair), David Ford (Deputy Chair), Anne Ada, Anna Burgess, Cecily Close, John Harcourt, Gary Israel, Irene Jablonka, Andrew McElhinney, Ros McMillan, Caroline Ralph, Ian Rechtman, John Scott, Laurie Simpson, Jenny Stillman, Michael Symons

Apologies

Bernice Chan, Joe Doyle, Jacky Edwards, Juliet Flesch, Brian Fitt, Claudia Kardaras, John Nelson, Melissa O'Brien, Barbara Perry, Les Rowe, Noel Whiting

Welcome

Ros welcomed all to the meeting, and updated members on events since the last meeting of the Committee.

- The funeral of esteemed member and friend John Meehan took place in January. His long-time friend Noel Whiting spoke movingly. Several members attended the funeral and a card was sent to the family on your behalf. An excellent tribute appeared the *Age* noting particularly John's unceasing work for the Commerce Faculty of the University. John was the Convocation's appointee to the Legislation and Trusts Committee of the University.
- Congratulations to Laurie Simpson on his award of the Medal of the Order of Australia (OAM) for services as a clinician and educator. He joins fellow Convocation members John Harcourt and Tony Gould in this eminence!
- The Act creating a new governance structure for the University and ending any role for Convocation in it, has been signed into law. Likewise, the Alumni Council, with Ros Otzen as its inaugural President. The Council is not begun yet. The Advancement Office is working on an election process.
- The Faculty of Engineering begins a year of celebrations for its 150th anniversary. David Ford is Chair of the Organising Committee.
- Sue Cunningham has been appointed Vice Principal (Advancement). She comes with outstanding credentials in the area, from Oxford University and elsewhere, and has just had a preliminary visit to Melbourne prior to commencing in July.
- We are grateful for the goodwill of Leanne Fisher and Steve Halliwell of the University Secretariat. Leanne has provided key materials electronically (member lists, past Minutes etc). Steve has expressed his willingness to assist us in bring our new Standing Orders into shape.

- As an alumni association, we are eligible for grants of up to \$1500 for special projects. An application will be made to Advancement shortly. Grants are not for running expenses of organisations. The most popular suggestions are that we use these funds to create a very good web site, and possibly to cover fees for becoming an Incorporated Association.
- Ros has met with Leonie Boxtel, and will continue to do so regularly. Leonie has many excellent ideas about ways Convocation can involve itself in University affairs. She is extremely grateful for the help of Convocation members in administering the 'Welcome to Melbourne' Program

Small Group Discussions

Ros introduced the discussion time by asking members to use these guidelines to frame their discussions: be mindful that the CofC is a voluntary organisation and now without much support or financial resources; thus, keep proposals simple; seek 'quick wins'.

Graduate Engagement. It was agreed that the areas of Governance and University Engagement be the focus of this meeting. The creation of a web site was the most urgent matter for Graduate Engagement, and a small group of Ros, Anna, Jocelyn Chiew and John Harcourt is seek to progress thinking about the web site prior to bringing a proposal/s to the next meeting. Further development of ideas will occur after decisions have been made for the other two areas.

Governance. This group, chaired by Ros McMillan, included Cecily Close, John Harcourt, Gary Israel, Irene Jablonka, Andrew McElhinney, Jenny Stillman and Valda McRae (absent). *See attached paper for the report of the discussion. Reference notes relating to subsequent input from Steve Halliwell have been identified at key points to assist our discussions at the March 16 meeting.*

University Engagement. This group, chaired by Anna Burgess, included Anne Ada, Caroline Ralph, Ian Rechtman, Laurie Simpson, Michael Symons. *See attached paper for the report of the discussion.*

The meeting concluded at 6.30 pm.

The next meeting is Wednesday 16 March (NOT 23 March), at Graduate House.

Attachment 1.

GOVERNANCE SUB-COMMITTEE

Key Notes from the sub-committee meeting on 16 February 2011

1. The optimum size of the Committee of Convocation

It was thought that the Committee of Convocation should consist of equal representation (3-4 members) representing the six (grand) faculties of:

- i. Faculty of Architecture, Building and Planning and the Melbourne School of Engineering
- ii. Faculty of Arts, VCA and Music
- iii. Faculty of Business and Economics and the Melbourne Business School
- iv. Faculty of Medicine, Dentistry and Health Sciences
- v. Faculty of Science, Vet. Science and the Melbourne School of Land and Environment
- vi. Melbourne Law School and the Melbourne Graduate School of Education

It was considered useful to see how these groupings would place our current membership. In February 2011 the groups would be as follows:

- i. Chiew, Ford, Gibbs, Scott (2 vacancies) – 6 representatives
- ii. Close, Flesch, Israel, Kardaras, Newland, O'Brien, Perry, Rowe, White, Gould, McMillan
(1 vacancy) - 12 reps
- iii. Cummins, Fitt, McElhinney, Ralph, Warwick, Whiting (2 vacancies) – 8 reps
- iv. Doyle, Harcourt, Rechtman, Simpson – 4 reps
- v. Adams, Bellchambers, Burgess, Chan, Edwards, Jablonka, McRae, Parbery, Stillman
(1 vacancy) – 10 reps
- vi. Ada, Jovic, Nelson, Symons (4 vacancies) – 8 reps

2. Need for new members

For this transition year it was thought that Committee members could simply nominate people who were willing to serve. In regard to our future (2012 onwards) how new members will be recruited can only be answered when Question 1 has been answered satisfactorily.

3. Standing Orders

Jenny Stillman has provided the generic standing orders from Corporate Affairs. Gary Israel has done some work on adjusting the existing orders with input from Steve Halliwell. However, Steve has made some different recommendations from the University point of view so considerable work is still needed. **Note: Further input relating to this aspect from a meeting between Steve, Ros Otzen and David Ford on March 3, will be presented at the March 16 meeting of the full Committee.**

4. Funding our needs

With the possibility of a grant of \$1500 a website could be established, a fee paid to become an Incorporated Association (see #6 below) and an annual report printed. The matter of a small annual subscription was not actually discussed but a small subscription of \$20 based on 20 members would provide more than enough for a small gift for dinner speakers and petty cash for incidentals.

Andrew McElhinney volunteered to be Interim Treasurer and Ros McMillan volunteered to maintain the still-in-existence bank account established for last year's Annual Dinner.

5. The duties of the Executive.

The 'new' Standing Orders suggest four positions – Chair, Deputy Chair, Treasurer and Secretary with details of each role.

6. Becoming an Incorporated Association

It was agreed that the Committee of Convocation should become an Incorporated Association as this is a relatively simple and inexpensive process.

Note: An alternative solution which may better suit our needs will also be presented at the March 16 meeting pursuant to the discussions with Steve Halliwell.

7. Sub-committees

Currently there are three, not including the Executive. It was thought that new sub-committees could be formed when required, e.g. a Membership sub-committee.

Committee of Convocation
Meeting 2: Minutes March 2011
held at Graduate House at 5.30 pm

1. Welcome

Present

Ros Otzen (Chair & Minutes), David Ford (Deputy Chair), Anne Ada, Anna Burgess, Cecily Close, Joseph Doyle, Jacky Edwards, Brian Fitt, Juliet Flesch, John Harcourt, Gary Israel, Irene Jablonka, Claudia Kardaras, Ros McMillan, Valda McRae, John Nelson, Barbara Perry, Ian Rechtman, John Scott, Michael Symons

Apologies

Lesley Adams, Bernice Chan, Jocelyn Chiew, Clare Cummins, Eric Bellchambers (Leave of Absence), Alan Gibbs, Tony Gould, Wayne Jovic, Andrew McElhinney, Will Newland, Melissa O'Brien, Doug Parbery, Caroline Ralph, Les Rowe, Laurie Simpson, Jenny Stillman, Martin Warwick, Alexander White, Noel Whiting

2. Confirmation of Minutes

The Minutes of meetings on 17 November 2010 and 16 February 2011 were confirmed by general agreement. Note: members agreed to adopt modern Board practice by not requiring a Mover and Seconder of a motion, where general agreement was evident.

3. President's Report

The following were noted:

- The appointment of the Chancellor as the next Governor of Victoria. Alex Chernov leaves the University in April, and will no longer be the key driver of the Alumni Council. Progress to develop the election process is continuing, but is unlikely to be ready before mid-year. The Council will not be formed until then.
- The Japanese earthquake and tsunami. Many graduates live in Japan.
- Committee of Convocation website.
 - Ros indicated that our outdated page on the University's site is still there. A little editing has occurred. The University Secretary will leave the site there until the Committee has created its new website, but expects this to happen sooner rather than later.
 - The Committee may access grants up to \$1500 from the Alumni department which could support the development of the website.
 - John Harcourt, Ros Otzen, Anna Burgess and Jocelyn Chiew to progress the development of the website.

4. Key Matters for consideration

Preamble

David spoke to his summary of our position and context, to help guide discussion.

Governance

The recommendations of the working group led by Ros McMillan from 16 February were discussed. It was agreed that:

- Conduct of Committee meetings and Dinners
 - the Committee will meet in the Jim Potter Room, Old Physics for the remainder of 2011
 - meetings will commence at 5.30 pm and will conclude at 7.30 pm. It was noted that on-street parking becomes available at this start time
 - guest speakers will be invited to meetings but not dinners
 - Deans of Faculties and Schools, being a key group we wish to build relationships with, will be invited in 2011, plus Warren Bebbington (DVC Alumni) and Sue Cunningham (VP Advancement). The Deans of Law, Medicine, Arts, Engineering and Education were suggested. Speakers to speak on what is happening in their fields.
 - Dinners to alternate between University House and Graduate House. Ros McMillan will continue to co-ordinate dinners. It was decided not to ask for a small levy from members to cover costs such as gifts for speakers, as there will be no speakers. Members are reminded that they will be expected to pay for dinners to which they have committed but not attended.
- Standing orders.

The working group had considered revising the existing SOs, or starting again, using the Associations Incorporation Act (1981) Model Rules as a template, and eventually seeking incorporation.

A third course became evident in a discussion between Steve Halliwell, Ros and David. The Committee of Convocation is named in the Alumni Council statute recently signed into law as part of the new governance legislation for the University, as 'a body of the University'. It was Steve's opinion that the simplified processes for the conduct of meetings in University Statute 1.3 can be adopted by the Committee. As a default position, University Council procedures could be used in the event of any contentious issue occurring, not covered by Statute 1.3 Meetings.

Members saw this as a good solution for the Committee, and approved it subject to a check that Steve's interpretation of the Statutes is shared by the University.
- Leadership of the Committee.
 - The positions of President and Vice President were confirmed. Organiser of Dinners (Ros McMillan) and Manager of the Membership List (John Scott) are the only other positions in operation at this time.
 - If no monies are being collected for purposes other than for member Dinners, there is no need for the position of Treasurer at the moment.
 - The principal secretarial task was Minute-taking at meetings. Since no member volunteered to undertake this task, it was agreed that it would be shared by members, in turn. Cecily Close (April) and Anne Ada (May) will begin the cycle.

- The meeting expressed a wish for transparency in the forming of any Executive Group to assist the President and Vice President.
- No further action was recommended yet on the creation of sub committees, as much depends on how the Alumni Council will develop. We will continue with the present process of calling for interested people to form ad hoc groups for specific matters.
- Membership of the Committee
 It was agreed that the old method of the Committee for calculating the number and distribution of members across faculties was no longer valid. The suggestion that the six faculty groupings, created by Michael Symons using numbers supplied by Leonie Boxtel, to meet the requirement that six members of the Alumni Council be elected, should provide the basis for our own membership groupings, was discussed. No conclusion was reached.
 There was agreement that membership of the Committee remains as is for the remainder of 2011, and that a Membership Working Party be created when our position in relation to the Alumni Council becomes clearer. Should the Committee need specific expertise not at the moment represented on the Committee, co-option for a short time was suggested.

5. Graduate Engagement

- Work on the web-site is most urgent in this area. (See above)
- Until the Alumni Council is in action, it is difficult to make decisions on how we will engage with our fellow-graduates. Nonetheless, Ros has met with Leonie Boxtel to canvass possible opportunities to engage, by adding value to events being staged for graduates by the University in 2011. Examples were to provide an additional forum or 'discussion lounge' to accompany the Festival of Ideas; to pick one or two other major events and look for ways to add value through alumni input; to host webinars such as that provided by Alan Kohler on increasing financial knowledge.

6. University Engagement

There was insufficient time to consider the recommendations of the Working Party from 16 February. Discussion deferred to the 20 April meeting.

ACTION:

- a. **A message of sympathy to the Japan alumni branch. R Otzen**
- b. **A message of congratulation to the Chancellor on his appointment as Governor. R Otzen**
- c. **Advice sought from the web master of U3A about setting up a Committee of Convocation website. J Harcourt**

- d. Requests for speakers at Meetings be made to the Deans of Law, Medicine, Arts, Engineering (150th anniversary of the faculty), and Education R Otzen**

- e. Members to notify Ros if willing to visit Deans of their faculties/schools. Ros to organise visits. Faculties immediately named were VCAM (Prof Barry Conyngham, R Otzen, R McMillan & T Gould), Education (Prof Field Rickard, R Otzen, J Nelson, ?), Arts (Prof Mark Considine, R Otzen & Arts members – please volunteer); Biomedical Sciences (awaiting Prof Glen Bowes to organise a meeting with members & faculty leaders in April)**

- f. A clarification be sought from Chris Stewardson, the University Secretary, that University Statute 1.3 Meetings applies to the Committee of Convocation, as a recognised 'body of the University'. R Otzen, M Symons**

Next meeting: Wednesday 20 April at 5.30 pm in the Jim Potter Room, Old Physics, off Cussonia Court adjacent to the Old Quad.

Committee of Convocation

Meeting 3: Minutes, 20 April 2011.

The meeting was held in the Jim Potter Room, Old Physics, commencing at 5.30 p.m.

Present: Ros Otzen (Chair), Anna Burgess, Cecily Close (minutes), Joseph Doyle, Brian Fitt, John Harcourt, Irene Jablonka, Ros McMillan, John Nelson, Barbara Perry, Caroline Ralph, Ian Rechtman, John Scott, Laurence Simpson.

1. Welcome and apologies/leave of absence.

Apologies: David Ford (Deputy Chair), Anne Ada, Eric Bellchambers (leave of absence), Jocelyn Chiew, Jacky Edwards, Juliet Flesch, Tony Gould, Gary Israel, Valda McRae, Leslie Rowe, Claudia Kardaras, Andrew McElhenney, Michael Symons.

The President read a letter of resignation due to ill-health from Dr. Lesley Adams, and her reply expressing the Committee's good wishes for recovery and appreciation of Dr. Adams' service over the past year.

2. Confirmation of Minutes.

The minutes of the meeting of 16 March 2011 were confirmed by general agreement.

Minutes will be taken by Anne Ada in May, and by Ian Rechtman in June.

3. President's Report

a. University matters.

The Alumni Council. There has been no progress to report on this matter.

The New Chancellor.

The President will send Professor Elizabeth Alexander the Committee's congratulations on her appointment as Chancellor, and invite her to be a guest speaker at a Committee meeting.

Document relating to conduct of meetings requested by Mr. Chris Stewardson.

This document, required in connection with the Committee's future affiliation with the Alumni Council, will be forwarded to Mr. Stewardson, together with copies of documents on the legal basis for the existence of the Committee which John Scott assembled and e-mailed to members.

b. Update on activity of members

Membership of University committees/ boards.

Those remaining on University Faculty Boards and Advisory Committees were reported as:

Arts: Juliet Flesch

Architecture: Jocelyn Chiew

Dental School: John Harcourt

Veterinary Science: Jenny Stillman.

Medicine: Laurence Simpson.

4. Key Matters for Consideration: reports of progress.

a. The website (J. Harcourt/J. Chiew).

Jocelyn Chiew being absent, John Harcourt reported his discussions with the Webmaster of the University of the Third Age, who has kindly agreed to give advice. Anna Burgess recommended the use of Facebook and Twitter as an aid to communication. It was agreed that the Committee should first consider to whom the website should be directed and what the content should be, and that Leonie Boxtel should be consulted. A working party comprising J. Harcourt, Jocelyn Chiew and Anna Burgess will prepare a proposal with costs, including the cost of a service provider since the University's system will not be available. Other members were invited to contribute suggestions to this group. Questions of management of the site and linking to the Alumni Council through the University's site were raised.

b. Visits to Deans (R. Otzen).

The President reported that on 9 May she, John Nelson and Anne Ada will visit the Dean of Education; and that on 18 May she, Ros McMillan and Tony Gould will visit Professor Conyngham of the Victorian College of the Arts and Music Faculty at South Bank.

Contact will also be made with the Deans of Medicine and Law.

c. Graduate Engagement: work on supporting/providing University events in 2011 (C. Ralph, R. Otzen).

Festival of Ideas (with the theme "Pursuit of Identity"). Following Leonie Boxtel's suggestion that the Committee might assist this event by providing an additional meeting place or forum for participants, the Committee discussed ways in which assistance might be given. The President drew members' attention to the Festival website, www.ideas.unimelb.edu.au. She will talk to Leonie further about this matter.

Caroline Ralph suggested holding a panel discussion where members of the Committee could talk about their post-University careers, which Leonie Boxtel thought could form part of the Melbourne Leadership Series.

d. Guest speaker at meetings (R. Otzen).

The President asked that someone be responsible for contacting Faculty committees to obtain guest speakers for meetings. Laurie Simpson agreed to invite Professor Jim Angus to speak at the May meeting; Professor Elizabeth Alexander will be invited for June.

5. Other Business.

Pre-meeting tours.

Irene Jablonka expressed willingness to continue arranging these, provided numbers between 6 and 12 attended to justify the efforts of staff in hosting the group. It was agreed that tours be held only if sufficient members had committed themselves to attend.

Post-meeting dinners.

Ros McMillan reported that from this evening the Committee would dine in the University House bistro rather than the Karagheusian

Room, obviating the need to pre-book and pursue payment from absentees. Since Graduate House is preferred by some members, both will continue to be used alternately. Many members having indicated their wish to have speakers at dinner, these will be arranged when possible for the Graduate House dinners, the University House room being unsuitable for this purpose.

The meeting closed at 6.55 p.m.

Next meeting: Wednesday, 18 May 2001 in the Jim Potter Room, Old Physics, entry off Cussonia Court adjacent to the Old Quad. The Agenda will be devoted to Graduate Engagement.

Committee of Convocation

Minutes of Meeting 4, 18 May 2011

The meeting was held in the Jim Potter Room, Old Physics, commencing at 5.30 pm

Present: Ros Otzen (Chair), David Ford (Deputy Chair), Anne Ada (Minutes), Cecily Close, Joseph Doyle, Jacky Edwards, Juliet Flesch, John Harcourt, Gary Israel, Irene Jablonka, Claudia Kardaras, Ros McMillan, Valda McRae, John Nelson, Barbara Perry, Leslie Rowe, John Scott, Laurie Simpson, Michael Symons, Martin Warwick

1. **Welcome/Apologies/Leave of Absence:** Eric Bellchambers, Anna Burgess, Brian Fitt, Tony Gould, Andrew McElhinney, Doug Parbery, Caroline Ralph, Ian Rechtman

Absences for June meeting: Brian Fitt, Laurie Simpson

Ros Otzen commended Irene Jablonka on her organisation of pre meeting tours and thanked her for planning the visit to the Botany School.

2. Confirmation of Minutes of the meeting of 20 April 2011

The minutes of the previous meeting were confirmed by general agreement with an amendment of title for Ms Lesley Adams.

Minute takers: June - Ian Rechtman, July - David Ford

3. President's Report May meeting 2011

- **Alumni Council**

There has been no further development from the University's end. The foundation document for the new Committee of Convocation as created and agreed by the Committee early in 2011, and now named "The Committee of Convocation Charter", has been sent to the University Secretary, as requested.

- **The Chancellor**

Contact has been made and a meeting with Ms Alexander is being scheduled at the moment. She is overseas, but returning next week. The President has invited her to address our August meeting.

- **Advancement Office**

A meeting with Leonie Boxtel of Advancement has been arranged for 7 June.

- **Visits to Deans**

The first visit, to Professor Field Rickards, Dean of the Graduate School of Education, was held on 9 May. The President was accompanied by Anne Ada and John Nelson. They had the pleasure of visiting the brand new Education Building in Leicester Street. It is exceptional. Professor Rickards invited us to tour it later in the year, when it is complete and in full use. (See later report on the outcomes of the visit).

A visit to the Dean of VCAM and Music, Professor Conyngham, will occur on 19 May. Ros McMillan and Tony Gould will accompany the President.

A visit to the Dean of Law, Professor Evans, will occur on 26 May. Michael Symons and Wayne Jovic will accompany the President.

4. Key Matters for Consideration: reports of progress

- a. The Chair led the Committee through the *University Engagement Working Group notes* from the February meeting.

A. Alumni Council Elections

- *Agreed that the Committee of Convocation should act as a "nominating committee", i.e. to put up 6 'preferred' candidates from the membership of Committee of Convocation and to encourage as many votes as possible for these 6 candidates.*
- *The process for determining the candidates is to call for nominations from the Committee and to have a secret ballot if necessary to determine a preferred candidate for each area.*

There was general agreement with these proposals. There would be a balance of representation from the groupings:

- Architecture, Building and Planning/Engineering
- Arts/VCA/Music
- Business and Economics/Melbourne Business School
- Medicine, Dentistry and Health Sciences
- Science/Veterinary Science/Land and Environment

- Education/Law

B. Links with Faculties & Schools

- *Document existing relationships with Faculties and Schools*

In addition to the connections listed in the April minutes:

*Science: Valda McRae and Doug Parbery have been invited to events. A letter to be written to the Dean to clarify their position

*Engineering: David Ford is in regular contact with the faculty as Chair of the 150th anniversary celebrations and anticipates being asked to continue involvement

*Physiology: Juliet Flesch is writing the 150th anniversary history

*Medicine: Laurie Simpson and Ian Rechtman are sorting materials collected for the faculty's 150th anniversary

*Commerce: Caroline Ralph has contact with the commerce alumni organisation

*Martin Warwick has been invited to continue as a member of the Audit and Risk Committee

The Committee no longer has representation on the Theatre Board, Academic Board or Library Committee. David Ford proposed that letters could be sent to the Chairs of these boards indicating that Committee members with appropriate skills and knowledge stand ready and willing to be co-opted.

- *Approach each Faculty and offer to have an 'engagement' meeting similar to the one proposed to be held in April with the Faculty of Medicine, Dentistry & Health Sciences*

As mentioned in the President's report, a meeting has been held with the Dean of Education and meetings have been scheduled with the Deans of Law and Music.

Ros Otzen and Jacky Edwards are to schedule a meeting with the Dean of the School of Land and Environment.

Ros Otzen to follow up with Professor Glen Bowes about the proposed medical sciences meeting

- *Encourage frequent contact with Deans*

There was agreement that relationship-building with Deans is important if the Committee of Convocation is to be effective.

- *Invite Ms Sue Cunningham, Vice-Principal of Advancement, to a future meeting of the Committee of Convocation (possibly April 2011)*

This will be scheduled as soon as Ms Cunningham takes up her position.

- *Ask Advancement Office what the KPIs are for Deans re graduate engagement*

Ros Otzen has a meeting with Leonie Boxel on June 7 and this will be raised.

- *Survey Faculties to discover what they are currently doing re graduate engagement*

Some events mentioned were seminars, public lectures and reunions – held in a number of faculties. Each faculty has a staff member connected with the Advancement Office. All faculty representatives are asked to search relevant websites and present information at the June meeting.

C. Alumni Council

- *Offer to provide the Alumni Council with a regular report from the Committee of Convocation (to include recommendations, where appropriate)*
- *Ask Alumni Council to provide their Minutes to Committee of Convocation*
- *Offer to organise a regular social/networking function for the Alumni Council. The first of these would be an informal "meet and greet". This could be followed by a dinner at an appropriate time which could become an annual event.*

An informal gathering where people could move around and meet many others was thought to be more appropriate than a dinner. All these proposals will be activated when the Alumni Council has been formed, and met.

D. Advancement Office

- *Maintain relationship with Leonie and invite her to Committee of Convocation meetings.*

At the meeting Ros has with Leonie on June 7 she will emphasise that Leonie has a standing invitation to Committee of Convocation meetings. John Scott will send Leonie the meeting agenda and any other relevant items that he circulates.

- *Continue dialogue with Leonie on how Committee of Convocation members can 'add value' by providing career advice panels at relevant forums and contributing to a session at the 'Festival of Ideas' in June 2011.*

It is not likely that the Committee will be involved in the Festival of Ideas this year.

E. Graduate House & University House

- *Encourage Committee of Convocation members to become members of Graduate House (approximately \$150/year)*
- *Explore whether Committee of Convocation members could join University House as ‘associate members’ (approximately \$120/year)*
- *Ask both Graduate House and University House what they might be interested in doing for the Committee of Convocation.*

It was decided not to pursue these actions at this stage. A number of the committee are members of University House or Graduate House. Refer to website for information re Graduate House.

b. Visits to Deans

Anne Ada, John Nelson and Ros Otzen gave a verbal report on the meeting held with the Dean of Education, Professor Field Rickards. Also present at the meeting was Chris Harvey who provides a link between the Education faculty and the Advancement Office. Ros briefly explained the history of the Committee of Convocation until the present and asked how the Committee could assist the faculty.

No role immediately sprang to his mind. However Anne, John and Ros have been added to distribution lists and will be invited to the Dean’s Lecture series which will be held in semester 2. Prof. Rickards is very proud of the new Master of Education, the new Education building in Leicester St. and the manner in which research and teaching can be integrated. He offered that the Committee could visit or even hold their meeting there. There has not been a strong history of Committee of Convocation involvement with the Education faculty but now, at least, contact has been made. The dialogue will continue.

c. Reports of Faculty Meetings

Reports of these meetings will be circulated via John Scott as Juliet Flesch has done with Arts faculty reports.

John Harcourt indicated that, in addition, for Dentistry he gives a report of Committee of Convocation activities.

d. Website

John Harcourt produced a sample Home Page. He can distribute this as a PDF to members for comment. General discussion ensued and it was resolved that the aim should be for the University to host the Committee’s website. A link through the University of Melbourne site would further strengthen the relationship. The problem remains as to who will manage the website. A brief needs to be prepared to give to a designer. Ros will discuss the website concerns at her meeting with Leonie Boxtel. Irene has photos that could be used.

5. Other Business

1. John Scott agreed to circulate the “Charter” document to all.

At David Ford’s suggestion John volunteered to prepare a spreadsheet to formalize achievements of the committee.

2. When Ros Otzen meets the new Chancellor to explain the current capabilities of the new Committee of Convocation and how Committee members could be of use to the University, it was agreed that Ros request an invitation to attend University Council meetings.

3. Meeting arrangements and speakers for the remainder of the year – Ros McMillan

All Committee of Convocation meetings are in the Jim Potter Conference centre, Old Physics.

Dinners will alternate between Graduate House and University House. There will not be speakers at the University House dinners as we will be dining in a shared space. On these evenings there will be a

meeting speaker from the University. Dinner speakers at Graduate House will be members of the Committee of Convocation.

- May 18 - Gary Israel – Graduate House dinner
- June 15 –Professor Stephen Dinham, Head of Teaching and Learning, Melbourne Graduate School of Education – University House dinner
- July 20 – Committee speaker – Graduate House
- August – (to be confirmed) Ms Elizabeth Alexander, Chancellor, the University of Melbourne – University House
- September 21 – Committee speaker – Graduate House
- October 19 – Professor Jim Angus, Dean, Faculty of Medicine, Dentistry and Health Sciences – University House
- November 16 – possibly Professor Sue Cunningham – University House

4. Foundation Memberships

Irene Jablonka presented a proposal for Foundation memberships of the new Committee of Convocation. A draft application form has been prepared. There is a proposed fee of \$20. The rationale is for a proven membership base. The fee would mean that the Committee would have some money in the bank. Irene also suggested that a badge be designed for Foundation members. The issue will be discussed at the next meeting.

5. Pre meeting tours

Future tours are being planned at present are Neurosciences and Education.

6. Congratulations Tony Gould!

Valda McRae requested that a letter be written to Tony congratulating him on his recent admission to the Jazz Hall of Fame.

7. Passing of Dennis Richardson

Juliet Flesch requested that appreciation for the efforts and achievements of Denis Richardson during 11 years as University Librarian be recognized by the Committee.

8. John Nelson moved a motion of condolence to Ros Otzen and her sister on the passing of their mother.

The meeting closed at 7.30 pm.

Next meeting: June 15

MINUTES OF THE COMMITTEE OF CONVOCATION WEDNESDAY JUNE 15TH 2011

Venue: Jim Potter Room – Old Physics Building

Present: Ford, acting chairman

Rechtman, (Minutes)

Harcourt, Close, Nelson, McMillan, Scott, Israel, Rowe, McRae, Perry, Flesch, Doyle, Cummings, Ada, McElhinny, Edwards, Kardaras

Apologies: Jablonka, Stillman, Otzen, Ralph, Fitt, Simpson, Burgess

2. Guest speaker Professor Stephen Dinham, Head of Teaching and Learning at The Melbourne Graduate School of Education spoke about quality of teaching in schools and national standards of teachers. He spoke about the principles that are required and integration into teacher awards.

General agreement was indicated from the members with the concepts of defining higher grades of teachers and correlated more progressive pay scales for higher performing teachers to help create a career progression more in keeping with other professions. Fixed State Budgets were seen as a potential barrier to implementation of this approach.

3. The Minutes of the meeting 18-5-2011, with added apology from Clare Cummings and addition of date of August (17th) meeting, were accepted without further amendment. (Note: There was a subsequent correction to spelling in heading 7.)

4. The President's report was tabled and read by D Ford . G Israel questioned the comment about the lack of accountability. D Ford replied that he understood this lack of accountability referred to our relationship to graduates and not to the University where we are recognised in the statutes.

Caution was expressed about Facebook sites with concerns relating to the image of Facebook and application of personal details. There was considerable discussion about Facebook sites and its usefulness to C of C. It was thought that an educational presentation about Facebook or Linked-In capabilities should be presented to C of C at a subsequent meeting, without commitment at this time. It was identified that the University itself had some Facebook sites.

The proposed time line for calling for nominations and elections to the Alumni Council were noted and agreed that this meant we should finalise any of our nominations at the next meeting.

Action: The notice for the next meeting to request members to indicate their willingness or desire to be nominated or not be nominated and that members not able to attend, to do so in advance.

It was noted that Leonie Boxtel should be generally treated for receipt of all communications as if a member of C of C, except where any items were specifically noted as being for strictly for members only.

5 a. Further discussions on Visits to Deans.

Actions: (Before or at next meeting):

- a. Meeting with Rick Roush, Dean of Land and Environment, still to be confirmed (President);
- b. Create a formal one page information sheet for each Dean.

5 b. Gary Israel spoke about **Staffing of the Library**. There is to be a retrenchment of thirteen members of the library staff with consequent loss of facilities for students. The staff members that are to be made redundant are all at the HEW3 level. The situation re return of books to shelves is dire. Gary Israel is to prepare a draft for circulation and Ros Otzen will send this to the VC (or Council?) with a c.c. to the librarian.

5 c. John Harcourt reported that he had received little feedback in respect of the **draft Web Site** from members, to date.

6 a. See agenda. Still to develop an **Action Sheet**. John Scott spoke to this item and proposed to retain the action sheet. (Further action, to define the format, at next meeting).

General Business

Two previous members of C of C received recent Australian Awards. Ros McMillan to write, on behalf of C of C, offering our congratulations.

It was agreed that a meeting would be held on the scheduled date in July (20th) and as there would be no speaker, the time could be allocated to progressing a number of the open details on Governance, Communications and Operation of the Committee.

Accordingly the following items were identified for further committee discussion at the next meeting.

1. Charter
2. Nominations for the Alumni Council
3. Finalise the Action Sheet.
4. Further progress broad Graduate Engagement.

Ian Rechtman, (Minute secretary).

David Ford, Deputy President, Chair.

Minutes of Committee of Convocation Meeting July 20, 2011

Venue: Jim Potter - Old Physics 5:30 PM

Present: Ros Otzen – Chair
David Ford – Minutes
Anne Ada; Clare Cummins; John Harcourt; Irene Jablonka; Gary Israel; Ros McMillan; John Nelson; Barbara Perry; Ian Rechtman; Laurie Simpson; John Scott; Jenny Stillman; Noel Whiting; Leonie Boxtel.

Apologies: Anna Burgess; Cecily Close; Joe Doyle; Jacqueline Edwards; Brian Fitt; Juliet Flesch; Claudia Kardaras; Les Rowe; Andrew McElhinny; Doug Parbery; Michael Symons.

Welcome: The President welcomed all members and advised that the nomination of Alumni Council Candidates for the six Faculty Groups would be the main item for this meeting. Leonie Boxtel was welcomed and it was advised that she would address the Committee regarding the status of the Alumni Council and Election Process.

Confirmation of Minutes:

The minutes of the prior meeting, held on June 15, 2011, were confirmed.

Presentation; Leonie advised that University Council had given final approval to the Alumni Council (AC) which would consist of 16 members with 6 elected by the Alumni, 8 nominated by the Vice Chancellor and 2 members of University Staff (with at least one from the Advancement Office).

The VC nominations of members will look to ensure a balance of representation and diversity on the AC. General Staff of the University cannot be members of the AC.

Leonie explained the administrative process for the elections with the recipients of the highest votes, plus the VC nominees, being presented to the University Council for formal acceptance. Voting will close on August 31 and it is likely that final announcements will not be made until sometime in October.

There was some confusion as to the exact detail of the process such that concern was expressed by a number of members that the related statute and regulations might not be followed to ensure that each of the six elected members represented one of the six Faculty Groups defined in the regulations as agreed with the former Chancellor. Leonie stated, in closing, that the elections would be properly conducted to achieve the required results. Leonie distributed copies of the nomination form.

Alumni Council Discussion;

It was agreed that contact would be made with Chris Stewardson, University Secretary, by the President and/or Deputy President to verify a proper understanding of the requirements and of the election process.

Laurie Simpson raised the concern that the path being followed by the University could potentially further dilute external representation and input by graduates. The President noted that we are where we are and thus must now move forward to obtain the best possible representation and results for graduates.

Alumni Council Nominations;

It was agreed that, as a group, we should ensure that there was at least one candidate from the Committee of Convocation for each Faculty Group and that additional candidates might also be nominated.

The following nominations by grouping were agreed:

- (a) Architecture, Building & Planning, Engineering: David Ford & John Scott
- (b) Arts & VCA & Music: Gary Israel
- (c) Business & Economics: Clare Cummins*
- (d) Medicine, Dentistry & Health Sciences: Joseph Doyle*
- (e) Science, Veterinary Science, Land & Environment: Jenny Stillman
- (f) Law & Education: Michael Symons

* As Joe Doyle was not present it was agreed that members of the Medicine/Dentistry/Health Sciences would contact him to verify his willingness and that Clare Cummins would try to contact Caroline Ralph to verify that she does not wish to stand.

President's Report:

The President reported on her attendance at the 100th Anniversary of the Graduate Union and also that she had received contact from David Dodds, a former member of the C of C, who expressed interest in what was presently happening as to the C of C and University.

Website:

John Harcourt reported on the present status and indicated that it would be desirable to get some feedback from Leonie on the website. Chris Stewardson had indicated it was acceptable to have our website linked to the University (probably via the Advancement Office/Alumni page) but it could not be on the University server. Irene Jablonka advised as to the results of her review of some alternatives for our own website set up and referred to the Graduate Union website. Costs of approximately \$ 300 for set up and \$12 per month were indicated. John Harcourt will pursue this and contact Leonie to identify a technical contact for possible assistance.

Action Sheet/Status Report:

A number of items were reviewed and updated and some were closed out (see updated version issued with these minutes).

During discussion it was clarified that University Statute 5.1 covers the structure and governance of the faculties, including advisory input by external representatives including graduates.

General Business:

Due to the Tutankhamun exhibition offer, it was agreed that no meeting of the Committee would be held in August 2011.

A number of key items were identified as open and it was agreed that a working meeting may be needed in September to enable closure.

The meeting closed at 7:35 PM and dinner was held afterwards, at Graduate House, with an interesting address by Clare Cummins on the BRW "Rich List".

Confirmed: _____

Date: _____

COMMITTEE OF CONVOCATION - ACTIONS

Ref. No.	Date	Description	Responsibility
1	2011-05-18	Report on current graduate engagement activities of faculties	All
2	2011-05-18	Document existing C of C relationships with faculties and schools	All
3	2011-05-18	Approach each faculty to offer an "engagement meeting"	President
4	2011-05-18	Arrange frequent contact with Deans	All
5	2011-05-18	Review current graduate engagement activities of faculties	All
6	2011-05-18	Provide regular reports on C of C activities to Alumni Council	President
7	2011-05-18	Request provision of Alumni Council minutes to C of C	President
8	2011-05-18	Arrange "meet and greet" functions with Alumni Council members	All
9	2011-05-18	Explore with the Advancement Office specific opportunities to "add value"	President
10	2011-05-18	Pursue the development and launch of a C of C website	J Harcourt
11	2011-05-18	Formalise avenues to membership of the C of C	All
12	2011-05-18	Draft standing orders for the C of C	All
13	2011-05-18	Consider C of C requirement for funding, prepare a budget and identify sources of funding	All
14	2011-06-15	Confirm meeting with Dean of Land and Environment	President
15	2011-06-15	Create a formal one page information sheet for each Dean	All
16	2011-07-20	Contact University Secretary to verify Alumni Council election process	President
17	2011-07-20	Arrange for the nomination for the Alumni Council elections of at least one C of C member in respect of each Faculty Group	All

MINUTES OF COMMITTEE OF CONVOCATION

WEDNESDAY 21ST SEPTEMBER 2011

In the Jim Potter Room, Old Physics

1. Attendance:

Ros Otzen (Chair), Ian Rechtman (Minutes), John Nelson, Laurence Simpson, John Harcourt, Barbara Perry, Juliet Flesch, Ros McMillan, Brian Fitt, John Scott, Michael Symons, Joseph Doyle, Irene Jablonka, Cecily Close, Clare Cummins, Anna Burgess, Andrew McElhinney, Anne Ada, Noel Whiting.

2. Apologies:

Les Rowe, Melissa O'Brien, Claudia Kardaras, David Ford, Valda McRae, Gary Israel, Martin Warwick, Jenny Stillman, Caroline Ralph.

3. Minutes of the meeting 20 July 2011 – these were confirmed.

Matters arising:

- Laurie Simpson met with the Dean of the Faculty of Medicine. He noted that the overall Faculty Board had been abandoned and that graduate representatives were on the relevant Advisory Boards of Dentistry, Medicine etc. Also noted was that 2012 will be the 150th anniversary of the Faculty of Medicine.
- Juliet Flesch queried whether she should be on the Arts Faculty Board as Professor David Hill had been elected to the Alumni Council. It was agreed that the two were separate bodies, and that she represents C of C.
- Graduate engagement - variable between faculties, with some having excellent programs for graduates and others offering little. It was noted that faculties directly related to professions (e.g. Medicine, Education) have much better engagement with graduates than faculties such as Arts and Science.
- Ros Otzen has not yet had her meeting with Sue Cunningham and Leonie Boxel. Coming up next week.

ACTION: Ros Otzen to invite Sue Cunningham to address the November meeting.

4. President's Report

Election for AC - This was conducted in an appropriate manner. While four of our Convocation colleagues were elected, some were not. The Committee expressed its regret to David Ford, John Scott, Irene Jablonka and Gary Israel (C of C candidates not elected).

The elected members of the AC are:

- | | |
|------------------------------------|--------------------------------|
| 1. Architecture & Engineering | Mr James Brooks (BE 2005) |
| 2. Arts & VCA & Music | Prof David Hill (BArts 1964) |
| 3. Business & Economics | Clare Cummins (BCom 1985) |
| 4. Medicine, Dentistry, Health | Joseph Doyle (MBBS 2002) |
| 5. Vet Science, Land & Environment | Jennifer Stillman (BVSc 1982) |
| 6. Law & Education | Michael Symons (BCom LLB 2006) |

The university appointees will be confirmed by the October Council meeting. It was noted that the electorate was 200,000+ persons of whom 900 people voted, not necessarily in all faculties. Approximately 480 votes were cast in the Science Faculty.

5. Web site for C of C

The site was displayed and explained by John Harcourt who was congratulated by acclamation. The query was how to proceed from here. Funding for the web site could come from the Office of Advancement (Leonie Boxtel). We need to pay for the domain name and hosting. These costs are modest. The meeting requested John to proceed, at once, with setting up the site.

ACTION: Ros Otzen to discuss possible funding with Leonie Boxtel.
John to proceed with securing a domain name and a host.
Suggestions re web site changes to be sent by members to John Harcourt.

6. The Purpose of the Committee of Convocation

A further discussion occurred as to what the Committee of Convocation now is, and to whom it is accountable. We have a Committee derived from an entity called "Convocation" which encompassed all graduates of the University. We have been disconnected from this constituency with the loss of our role in the University's governance. Thus we need to redefine ourselves and our connection with graduates.

In discussion:

- Ros Otzen – we no longer have a mechanism for electing members of the Committee. We can advertise our presence to graduates through our website linked to the University, the Advancement office and the Alumni Council. We could seek new members through our own personal networks; we could ask, at our website, for people interested in joining us to make contact.
- Michael Symons - we need to determine what we are going to do so that we can get graduates to become members of C of C.
- Juliet Flesch - described the difficulty with an amorphous group of the Arts Faculty. She finds it difficult to see what the C of C is going to do separately from the AC.
- Michael Symons - the AC may be the route for all Alumni, including ourselves, to influence and assist the University.
- Joe Doyle - this committee may become more political and be the link to the faculties.
- Clare Cummings - many of our decisions thus far have been with a focus on the student population. Our interest should be predominately on the University and its graduates.
- Brian Fitt - we have thus far given only lip service to graduates as their representatives in respect of the University of Melbourne.
- Irene Jablonka - pleased that we have the full co-operation of the Advancement Office. Also reminded members that she had previously submitted for their consideration a sample Application Form for potential C of C members.
- Andrew McElhinney - the current freeze on membership changes should remain with the prospect of an election in two years.
- Noel Whiting - our general aim should be to maintain the standards and reputation of the University of Melbourne.

- Juliet Flesch - invitations to join our group should be broadly based, and maintain representation of all the faculties.

A summary of ideas put forward for C of C purpose:

- C of C should work to implement AC programs;
- We should contact graduates through University channels – web site links, ‘Voice’ etc.;
- Develop an advocacy role for graduates with the Alumni Council;
- Membership by invitation / advertisement and expression of interest;
- Creation of occasional working papers;
- Work for graduates of faculties / degrees which no longer exist.

ACTION: All members are to come to the next meeting with 1 to 3 activities / issues they think C of C could be involved in - to be discussed at that meeting.

7. C of C Executive Group

The President called for nominations for the Executive Group. The nominated and appointed are:

- Ros Otzen (Chair);
- David Ford;
- Gary Israel;
- Irene Jablonka;
- John Scott;
- Michael Symons.

It was agreed that the Executive Group will meet to prepare a paper on the membership of C of C and the recruitment of new members, in the light of the discussion just held.

ACTION: Ros to call a meeting of the Executive Group to prepare recommendations on C of C membership.

8. Information Sheets for Deans of Faculties

In line with the decision in an earlier meeting, it was decided to prepare an information sheet for the Dean of each faculty, introducing the C of C and its members connected with the faculty.

ACTION: Each member, prior to the October meeting, to create a 100 word Biography to be sent to Brian Fitt. The bio should be relevant to the faculty and give some idea of the members’ enthusiasm for, and areas where they can be of assistance to the faculty.

When these bios have been collected, a small group will prepare the sheets for sending to the Deans.

9. Meeting Close: The meeting closed at 7.20pm.

10. Next meeting: The next meeting is scheduled for Wednesday 19 October 2011 at 5.30pm.

COMMITTEE of CONVOCATION

Minutes of the Meeting - 19 October 2011

Held in the Jim Potter Room, Old Physics at 5.30 pm

1. Attendance

Ros Otzen (Chair & Minutes), David Ford, Cecily Close, Joseph Doyle, Brian Fitt, Juliet Flesch, John Harcourt, Irene Jablonka, Claudia Kardaras, Barbara Perry, Ros McMillan, Ian Rechtman, John Scott, Michael Symons, Laurie Simpson, Martin Warwick.

2. Apologies

Anna Burgess, Clare Cummings, Gary Israel, John Nelson, Caroline Ralph, Jenny Stillman.

It was agreed that only those offering a formal apology will be registered as having leave of absence.

The President reported the resignation of Doug Parbery from the Committee owing to his very great time commitments to Puffing Billy. She expressed the gratitude of the Committee for Doug's contribution to its work.

3. Guest Speaker, Professor Jim Angus, Dean of the MDHS

Prof Angus expressed his concern at the devaluation of the Committee: its work, its loyalty and its knowledge. He acknowledged that faculties need close relationships with their alumni and he expressed his wish that the Committee should provide board members for each of the four major areas, Population Health, Medicine, Dentistry, Health Sciences and attend the annual faculty Planning Day.

The drain to Monash has ceased, and he reported a 20% increase in numbers, as the Melbourne Model is now understood. The faculty has been 'overwhelmed' with those seeking entry to graduate courses, and entry scores for the two undergraduate 'feeder' degrees have risen.

He reported on developments in relation to hospital partners – the opening of the new Royal Children's Hospital, and the creation of a neural research centre on the site of the old Royal Women's Hospital.

There is a real concern to develop graduates who are strongly committed to 'giving back', and the new curriculum spells out appropriate professional behaviours.

2012 is the faculty's 150th anniversary, when seven honorary doctorates will be awarded. There will be a major dinner at the Exhibition Building, and an effort will be made to make contact with alumni around the world.

The faculty of Dentistry is creating the first University-run clinic at the Dental Hospital, with 50 chairs for simulation and 50 chairs for treatment.

During questions, Juliet Flesch indicated that the faculty history she has in preparation will be ready by 1 December 2012.

Prof Angus warmly thanked those Committee members who had given so greatly over the years.

4. Minutes of the meeting 21 September 2011

These were confirmed.

Cecily Close volunteered to take the minutes at the November meeting.

5. President's Report

Alumni Council

The University Council has accepted the elected representatives and the list of nominees provided to it. However, more work is needed to finalise the latter: some on the list cannot accept, others have not been contacted and confirmed. It seems likely that the first meeting will not be before December 2011. The meeting agreed that the President and elected members should take a strong lead in developing the Agenda of the AC, while maintaining and developing the relationship with the Advancement Office.

Vice Principal, Advancement

Ros Otzen met Sue Cunningham and found her impressive: warm of manner, a careful and attentive listener, and clearly very capable. She was pleased to be invited to speak to the Committee and accepted for the November meeting.

6. Key Matters

Website Homepage Text

The Committee refined the wording of a Homepage for the website, introducing the Committee of Convocation. There was considerable discussion as to the prominence of the monthly dinner as an activity, with general agreement to reduce emphasis on this. The wording was agreed, with the possibility still open for minor changes (see Attachment).

It was agreed that John Harcourt will continue to seek contact with Steve Halliwell with a view to maintaining the Committee's links with the University website.

Ros Otzen will discuss the possibility of funding the development of the site with Leonie Boxel. The sums would be small.

Membership of the Committee of Convocation

The document on membership rules, developed by the Executive Group, was discussed by the members and was generally accepted.

There was further tightening of terms: the elected term for the president was set at two years; members must attend 50% of meetings a year to retain their membership; University staff working the equivalent of one day a week or less may join the Committee.

Brian Fitt recommended that there be a clause relating to a future time when members might once again be elected. The meeting was of the opinion that the alteration of the membership rules was the prerogative of the Committee at any time, and that such a clause was not necessary at this point.

The amendments as discussed were agreed to, and the document accepted for immediate implementation (see Attachment).

7. Other Business

Future Functions

Christmas Dinner

Irene Jablonka raised the issue of the annual Christmas Dinner. Ros McMillan indicated that she would not recommend continuing with this custom and does not have the time to arrange it. It was the custom to invite former Presidents and notable members, but the dinners were not well-attended in recent years and they require enormous organisation, which would now be without secretarial or financial support. There was general agreement from the members that the dinner should not be held. However, it was agreed that current members of the Committee be urged to make a particular effort to attend the dinner at University House following the last meeting of the year, on 16 November 2011.

Dates & Location of Meetings in 2012

Irene will again place bookings for the Jim Potter Room on the usual third Wednesday of the month, for 2012. These dates are:

15 February 2012, 21 March 2012, 18 April 2012, 16 May 2012, 20 June 2012, [18 July 2012], 15 August 2012, 19 September 2012, 17 October 2012, 21 November 2012.

The possibility of having a break in July will be voted on at the next meeting. (The University Council normally has a break in its meetings at this time.)

8. Next meeting and Annual Dinner

The next meeting is to be held on Wednesday 16 November 2011.

9. Close

As time had run out, further matters on the Agenda were deferred. The meeting closed at 7.30 pm.

Attachments

- Actions to 2011-10-19
- Initiatives to 2011-09-21
- Website Homepage (Rev 4)
- Membership of the Committee of Convocation (Rev 9)

COMMITTEE OF CONVOCATION - ACTIONS

Ref. No.	Date	Description	Responsibility	Status	Ref. No.
1	2011-05-18	Report on current graduate engagement activities of faculties	All	Ongoing	1
2	2011-05-18	Document existing C of C relationships with faculties and schools	All	Ongoing	2
3	2011-05-18	Approach each faculty to offer an "engagement meeting"	President	Ongoing	3
4	2011-05-18	Arrange frequent contact with Deans	All	Ongoing	4
5	2011-05-18	Review current graduate engagement activities of faculties	All	Ongoing	5
6	2011-05-18	Provide regular reports on C of C activities to Alumni Council	President	Future	6
7	2011-05-18	Request provision of Alumni Council minutes to C of C	President	Future	7
8	2011-05-18	Arrange "meet and greet" functions with Alumni Council members	All	Future	8
9	2011-05-18	Explore with the Advancement Office specific opportunities to "add value"	President		9
10	2011-05-18	Pursue the development and launch of a C of C website	J Harcourt	Ongoing	10
11	2011-05-18	Formalise avenues to membership of the C of C	All	Complete	11
12	2011-05-18	Draft standing orders for the C of C	All		12
13	2011-05-18	Consider C of C requirement for funding, prepare a budget and identify sources of funding	All		13
14	2011-06-15	Confirm meeting with Dean of Land and Environment	President		14
15	2011-06-15	Create a formal one page information sheet for each Dean	All	Ongoing	15
16	2011-07-20	Review Website Homepage draft	President	Complete	16
17	2011-07-20	Arrange for the nomination for the Alumni Council elections of at least one C of C member in respect of each Faculty Group	All	Complete	17
18	2011-09-21	Invite Sue Cunningham to address November meeting	President	Complete	18
19	2011-09-21	Discuss possible Website funding with Leonie Boxel	President		19
20	2011-09-21	John Harcourt to proceed with securing a domain name and hosting	President		20
21	2011-09-21	Review Website Homepage draft	All	Complete	21
22	2011-09-21	Generate activities and issues of advocacy for the C of C	All		22
23	2011-09-21	Create biographies for submission to faculties	All	Ongoing	23
24	2011-10-19	Arrange C of C meeting dates and Jim Potter Room bookings for 2012	I Jablonka		24
25					25
26					26
27					27
28					28
29					29
30					30

COMMITTEE OF CONVOCATION - INITIATIVES

UNIVERSITY ENGAGEMENT

Ref. No.	Initiative			Architecture, Building and Planning	Engineering	Arts	VCA	Music	Business and Economics	Melbourne Business School	Medicine, Dentistry and Health Sciences	Science	Veterinary Science	Land and Environment	Education	Law	Boards and Committees	Advancement Office
1	Document the current graduate engagement activities of each faculty, school or faculty grouping				█								█					
2	Document existing C of C relationships with faculties, schools, boards and committees		█						█	█					█			
3	Undertake an "engagement meeting" with each faculty and school			█	█								█	█				
4	Arrange regular contact with Deans																	

COMMITTEE OF CONVOCATION - INITIATIVES

GRADUATE ENGAGEMENT

Ref. No.	Initiative	Status
1	Report on current graduate engagement activities of faculties	In progress
2	Pursue the development and launch of a C of C website	In progress
3	Provide regular reports on C of C activities to Alumni Council	
4	Review Alumni Council minutes if made available to C of C	
5	Organise social interaction with the members of the Alumni Council	

GOVERNANCE

Ref. No.	Initiative	Status
1	Develop the C of C Charter as a live document	In place
2	Formalise avenues to membership of the C of C	Statute 3.1
3	Draft standing orders for the C of C	In progress
4	Consider C of C requirement for funding, prepare a budget and identify sources of funding	
5	Prepare position descriptions for the members of a C of C Executive	

C of C Website Homepage

The Committee of Convocation is an independent entity consisting of graduates from the various faculties and schools of the University of Melbourne. The Committee had its genesis in the University Senate, formed in 1867. After undergoing many changes it has again been reformed and continues as a recognised “alumni body” of the University. The term “Convocation” signifies the whole body of all graduates of the University. The legislation of the Government of Victoria that establishes the University of Melbourne continues to specify that its graduates form a constituent part of the University.

The prime objects of the Committee of Convocation are to provide avenues for graduates to retain their links with the University and its faculties and schools, to provide feedback to the University on matters of concern to graduates and to foster the advancement and recognition of the University. The Committee of Convocation meets regularly on the University campus to consider relevant issues and, where appropriate, to formulate suggestions or advice. From time to time Deans of faculties or other senior members of staff are invited to address meetings of the Committee about the work of the University and about new developments, areas of change and possible improvements that may be in view. Graduates who are not members of the Committee may be invited to address it.

Linkage between the Committee of Convocation and the newly formed Alumni Council will provide an important route for graduate input to the advancement of the University. The Committee of Convocation can bring suggestions from graduates to the attention of the Council of the University, either directly or through the Alumni Council.

The Committee works closely with the Advancement Office of the University and with the Advancement Managers of the faculties and schools. Several members of the Committee of Convocation are members of faculty boards and groups. This facilitates links for graduates with faculties and schools. It also provides an additional avenue for direct graduate input.

If you are a graduate who has a relevant matter that you would like addressed you are invited to attend a meeting of the Committee of Convocation and make it known. The programme of future meetings of the Committee of Convocation and contact details are included elsewhere on this website.

Membership of the Committee of Convocation

- 1. Convocation is the whole body of all graduates of the University of Melbourne.**
- 2. Every member of the Committee of Convocation shall first be a member of Convocation.**
- 3. The Committee of Convocation shall consist of a maximum of 42 members.**
- 4. The Committee of Convocation shall elect a President from amongst its members for a term of two years.**
- 5. A retiring President may continue as a member of the Committee of Convocation.**
- 6. A graduate employed by the University shall not be eligible for membership of the Committee of Convocation if engaged in that employment for more than the equivalent of one day per week.**
- 7. The Committee of Convocation shall aim to reflect the spread of faculties and schools of the University by arranging as far as is practicable that:**
 - a. there shall be representation by up to seven members of the Committee of each of the six faculty groups that have been established for the purpose of the election of members of the Alumni Council; and**
 - b. there shall be representation by at least one member of the Committee of Convocation of each of the faculties and schools of the University.**
- 8. Nomination for membership of the Committee of Convocation shall be by invitation of the Committee:**
 - a. upon the recommendation of an existing member; or**
 - b. in consequence of an expression of interest on the part of the prospective member to the President of the Committee.**
- 9. Before inviting any person to nominate for membership the Committee of Convocation shall first ensure that:**
 - a. the person is a graduate of the University; and**
 - b. there is a vacancy for the representation of the relevant faculty group; and**
 - c. the person has expressed willingness to meet the objects and purposes of the Committee.**
- 10. The acceptance of each nominee for membership shall be by a majority of those members present at a properly convened meeting of the Committee of Convocation and the prospective member may first address the Committee if so desired.**
- 11. Any member who fails to attend at least half of the properly convened meetings of the Committee of Convocation held in any calendar year without leave of absence shall be deemed to be no longer a member.**
- 12. The maximum continuous individual term of membership of the Committee of Convocation shall be twelve years.**
- 13. Any interested graduate of the University may attend any meeting of the Committee of Convocation but without voting rights if not a member of the Committee.**

Committee of Convocation

Minutes of general meeting held on Wednesday, 16 November 2011, in the Jim Potter Room, Old Physics, University of Melbourne, commencing at 5.35 p.m.

1. Welcome and apologies/leave of absence.

Present:

Ros Otzen (Chair), David Ford (Deputy Chair), Anne Ada, Cecily Close (minute-taker), Jacky Edwards, Brian Fitt, Juliet Flesch, John Harcourt, Gary Israel, Irene Jablonka, Claudia Kardaras, Ros McMillan, John Nelson, Barbara Perry, Ian Rechtman, Leslie Rowe, John Scott, Laurence Simpson, Michael Symons, Noel Whiting.

Apologies:

Eric Bellchambers (leave of absence), Anna Burgess, Jocelyn Chiew, Clare Cummins, Valda McRae, Caroline Ralph and Jenny Stillman. The Committee expressed sympathy with Jocelyn Chiew on her accident.

In attendance:

Past-members who had accepted the Committee's invitation to the meeting, with dinner to follow, at University House. Alan Abbott, Ann Rusden and Frank Lees were present at both; Peter Hirst, Robert McGauran, Barry Southern attended the dinner only. Apologies were received from Lesley Boston, Barry Dance, Helen Fitzpatrick, Chris Middleton, Doug Parbery, Geoff Thomas, and former Secretary, Steve Halliwell. The President welcomed members and guests, and thanked Ros McMillan for her work in issuing the invitations and arranging the dinner.

2. Guest speaker.

Sue Cunningham, Vice-Principal of Advancement, was to have attended to address the meeting but an explanation and apology were subsequently received, with an offer to address a meeting early in 2012. The President has tentatively flagged the 15 February 2012 for this event, pending arrangements.

3. Minutes of Meeting, 19 Oct. 2011.

These were confirmed, subject to corrections: Leslie Rowe to be added to the list of apologies; and, in reference to Juliet Flesch's history project, the words "faculty history" to be changed to "a history of the Department of Physiology".

John Nelson will take the minutes of the meeting on 15 February 2012.

4. President's report.

The President reported on her meeting with Leonie Boxel to discuss the agenda for the first meeting of the Alumni Council, on 12 December 2011. This will consider the means of communication among members of the Alumni Council, with the Advancement Office, and

with Alumni generally, and other procedural matters. Five meetings will be held in the first year. The President read out the names and CVs of elected members of the inaugural Council; appointed members have still to be named. Committee members agreed that the Alumni Council should settle on a programme as soon as possible. The President explained that its activities would be governed by the needs of the Advancement Office. It is understood that reports of Alumni Council meetings will be available through the University website Home Page.

At Laurie Simpson's suggestion it was resolved that a note be sent to the Alumni Council wishing it success. David Ford agreed to write accordingly, the President not being in a position to do so.

5. Key matters for consideration:

a. Website.

John Harcourt reported that he is waiting to hear from Steve Halliwell about possible arrangements for hosting the website. He has incorporated the Committee's suggestions in this revision (No.4), but further revision can be made at any time, if desired.

b. Membership Rules.

It was agreed that members who have rarely attended or apologized for absence be asked if they wish to continue their membership.

Leslie Rowe moved, Juliet Flesch seconded, and it was unanimously agreed, that Rule 8(a) be omitted. John Scott agreed to distribute the amended version to members.

c. Action Update.

Website (see also 5a, above): Michael Symons suggested that the Committee consider its needs, for example, web space, so that these can be put before the Alumni Council.

Need for funding: It was agreed to hold this over until a need for funding arose.

Initiatives up-date: Members were asked to submit suggestions for activities at the February meeting.

Rooms for meetings: Irene Jablonka reported that the Potter Room is expected to be much more heavily booked than at present and explained the new booking arrangements. After discussion it was decided to apply for the Jim Potter Room on the 3rd Tuesday of the month, or as a second preference, the 2nd Wednesday.

It was agreed to drop other items from the Action Sheet.

6. Other Business.

a. Information sheets for Faculty Deans - Biographies.

Brian Fitt reported that two-thirds of the group had submitted their 100-word biographies for attachment to the information sheets to be forwarded to the Deans and

added to the website. He and John Scott agreed to pursue those who had not yet sent them.

b. Executive Group - R. Otzen.

This item was held over.

c. Future functions - Ros McMillan.

Dr. McMillan outlined the arrangements for the post-meeting dinner at University House, to be attended by 22 members and past-members. It was agreed that Graduate House and University House should continue to alternate as venues for future post-meeting dinners.

d. Library Plans.

Gary Israel reported on the Library's plans to move more of its holdings to storage off-site. Members of the academic community have been invited to identify items required to be kept on campus. Included among the materials to leave are some of those now stored in the old Law Library. The space released by removing periodicals from the Baillieu Library will accommodate the B collection now held in the E.R.C., where library materials relating to the sciences will then be consolidated. The University's charge to faculties for space in the Library is a factor in the need to move some materials off-site.

e. Engineering 150.

David Ford reported on the success of the Engineering School's recent 150th Commemoration Dinner in the Great Hall of the National Gallery.

The meeting closed at 7.20 p.m. The next meeting will be held at 5.30 p.m. on 15 February 2012, subject to the availability of the Jim Potter Room.

Attachments

- Actions to 2011-11-16

COMMITTEE OF CONVOCATION - ACTIONS

Ref. No.	Date	Description	Responsibility	Status	Ref. No.
1	2011-05-18	Report on current graduate engagement activities of faculties	All	Ongoing	1
2	2011-05-18	Document existing C of C relationships with faculties and schools	All	Ongoing	2
3	2011-05-18	Approach each faculty and school to offer an "engagement meeting"	President	Ongoing	3
4	2011-05-18	Arrange frequent contact with Deans	All	Ongoing	4
5	2011-05-18	Review current graduate engagement activities on the part of faculties	All	Ongoing	5
6	2011-05-18	Provide regular reports on C of C activities to the Alumni Council	President	Future	6
8	2011-05-18	Arrange "meet and greet" functions with Alumni Council members	All	Future	8
9	2011-05-18	Explore with the Advancement Office specific opportunities to "add value"	President	Future	9
10	2011-05-18	Pursue the development and launch of a C of C website	J Harcourt	Ongoing	10
13	2011-05-18	Consider C of C requirement for funding, prepare a budget and identify sources of funding	All	Future	13
15	2011-06-15	Create a formal one page information sheet with biographies for each Dean	All	Ongoing	15
22	2011-09-21	Generate activities and issues of advocacy for the C of C	All	Ongoing	22
24	2011-10-19	Arrange C of C meeting dates and Jim Potter Room bookings for 2012	I Jablonka	Ongoing	24
25	2011-11-16	Circulate to each member a request for confirmation of an intention to remain an active member	President	Ongoing	25
26	2011-11-16	Request publication of the minutes from meetings of the Alumni Council	President	Future	26
28	2011-11-16	Suggest to the Alumni Council the possibility of it providing website facilities to alumni bodies	President	Future	28