

Committee of Convocation

Minutes of General Meeting

held on Wednesday, 15 February 2012, in the Jim Potter Conference 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), Cecily Close, Clare Cummins, Brian Fitt, Juliet Flesch, John Harcourt, Gary Israel, Irene Jablonka, Claudia Kardaras, Ros McMillan, John Nelson (minute taker), Barbara Perry, Ian Rechtman, Laurence Simpson, Jenny Stillman, Michael Symons.

Apologies:

Caroline Ralph, John Scott

Resignations: Jacky Edwards, Joseph Doyle, Valda McRae, Les Rowe.

It was announced that all members would be contacted about their intentions in respect of continuing membership for 2012.

2. Guest Speaker.

There was no guest speaker scheduled for this meeting.

The President indicated that Sue Cunningham, Vice-Principal of Advancement, was away at present and is likely to be available for a future meeting. Irene Jablonka agreed to be the liaison member for contacting speakers in future.

3. Minutes of Meeting, 16 November 2011.

These, as distributed, were confirmed on the consensus of those present.

Ros Otzen will take the minutes of the meeting on 21 March 2012 (see section 4).

4. Report of the President

4.1 Alumni Council. The President informed the meeting that there had been two meetings of the Alumni Council and to this stage it was concerned with setting loose goals. The meetings involved tele-conferencing with links between Melbourne, Los Angeles, Perth, and Singapore.

The discussion was around ways to communicate with alumni and the university, and secondly to forming a presence within the university community. The Alumni Council would want to make contact with significant people (movers and shakers) who have dealings with alumni in order to garner ideas as to where the Alumni Council can be useful.

The President emphasized the point that the Alumni Council has a conduit role with few advisory expectations, in contrast with the old Committee of Convocation. The Alumni Council will make an annual report to the University Council.

At this stage in the President's Report Ian Rechtman's draft letter was brought to the attention of members for discussion. Ian Rechtman moved and seconded by Clare Cummins that the letter go to the Chancellor. Immediately a suggestion, rather than an amendment, was made by David Ford that a letter go to the Chancellor asking for support based on what the Committee of Convocation can contribute at this stage.

Some members then expressed comments about the draft letter, and Laurie Simpson suggested that Ian Rechtman, David Ford and Clare Cummins (a member of the Alumni Council) draft a letter taking into account Ian's draft letter, and David's suggestion expressing the view that the Committee of Convocation now is able to take a role that will not be filled by the Alumni Council. In the discussion that followed the following points were made:

- the Committee of Convocation needs to be sanctioned by the University Council;
- there is a strong argument for linking with alumni;
- there are difficulties in articulating what we can or cannot do;
- Faculties is one area of expertise and practice;
- The Committee of Convocation can engage in cross faculty fertilization.

Ian Rechtman indicated that he was willing to withdraw his motion until we have decided what the Committee of Convocation is to be and do.

4.2 Term of Office of President. The President indicated that she was coming to the end of her term as president, and as from the next meeting a new president would need to be in office. It was pointed out that both the president and deputy president held office for two years and change-overs were not to be concurrent.

Motion: The Committee of Convocation shall elect:

- (a) a President from among its members for a term of two years;
- (b) a Deputy President from among its members for a term of two years.

The dates for terms of office of the two positions may be independent of each other.
(moved by David Ford and agreed to by all present))

Details of electing a new president were then given, and all members will be circulated on the evening of this meeting, with the particulars.

The arrangements are to be:

1. Any member may nominate, and another second, a fellow-member of C of C, with the consent of the nominated person AND any member may self-nominate;
2. Cecily Close has agreed to act as Returning Officer;
3. All nominations must reach Cecily by midnight on Wednesday 29 February 2012. Cecily will then circulate all members with the names of those nominated. (The names of nominators and seconders will not be included.);

4. Members are asked to vote for one name. The result will be the first past the post. Votes should be emailed to Cecily by midnight on Wednesday 7 March 2012;
5. Cecily will then advise us who has been elected.

5. Key Matters for Consideration

- 5.1. Website:** John Harcourt to continue with the development and to keep Leonie Bostel in the loop.
- 5.2 Actions update:** no action this meeting
- 5.3 An Arts Faculty representative** is needed to replace Juliet Flesch who has resigned.

6. Planning for 2012

Further discussion relating to the role of the Committee of Convocation occurred.

Gary Israel indicated that a primary function of the committee was its relation with the faculties, and that it represents the interests of the graduates across the university. The use of web-site was reinforced again at this time in the discussion.

Michael Symons detailed three points relating to the strengths of the committee. They were:

1. The committee can hold the university to account;
2. The committee can represent the ideas of the graduates to the University Council – to improve the graduate experience;
3. The committee is well placed to agitate in the interests of graduates.

Overall, the committee is a group able to come up with ideas, and to raise them with the University, e.g. through letter writing.

John Nelson argued that if we know what the Alumni Council can't do then we can decide what the Committee of Convocation can do. He also argued that the small group (see 4.1) be set up to reframe a letter to the Chancellor indicating ideas along those mention above.

Irene Jablonka saw us in an ambassadorial role, and advocated the setting up of the web-site – we need to be in cyber space.

David Ford encouraged the concept of collegiality in our documents.

7. Other Business

- 7.1 Information sheets** for Deans of Faculties was suspended to a later meeting when the role of the committee has been determined.
- 7.2 The executive group** as it stands at the present comprises Ros Otzen, John Scott, Gary Israel, Irene Jablonka, Michael Symons, Ros McMillan and David Ford. John Scott's position as Secretary of the Committee was formalized.
- 7.3 Future Functions:** Ros McMillian to continue in her role as dinner organizer
- 7.4 Pre-meeting tours** will continue to be organised by Irene Jablonka.

Minute of Appreciation: Cecily Close proposed a Minute of Appreciation for Ros Otzen's leadership as President. We have been extremely well looked after and led though the past two

years during which the role of the Committee of Convocation had been subject to radical alteration. The Committee wishes Ros Otzen well in her role as president of the Alumni Council. These sentiments were supported whole heartedly by all present.

8. Next Meeting

Wednesday, 21 March 2012 at 5.30 pm.

9. Close

The meeting closed at 7.28 pm.

Papers circulated

1. Draft 2 of letter from Ian Rechtman;
2. Library report (15 February 2012) from Cecily Close.

Attachments

Nil

Committee of Convocation
Minutes of General Meeting

held on Wednesday, 21 March 2012, in the Jim Potter Conference Room,
Old Physics, University of Melbourne, commencing at 5.30 p.m.

1. Welcome

The President.

2. Attendance

Present:

Gary Israel (President), David Ford (Deputy President), John Scott (Secretary), Anne Ada, Jocelyn Chiew (Minute-taker), Cecily Close, John Harcourt, Irene Jablonka, Claudia Kardaras, Ros McMillan, John Nelson, Barbara Perry, Laurence Simpson, Noel Whiting.

The President chaired the meeting.

Apologies: Clare Cummins, Ros Otzen, Jenny Stillman, Michael Symons, Caroline Ralph, Ian Rechtman.

An Alumni Council meeting, this evening, took some members away from this meeting.

Resignations: Brian Fitt, Juliet Flesch, Anna Burgess, Bernice Chan, Martin Warwick, Alan Gibbs.

Jocelyn Chiew was appointed Minute-taker for this meeting.

3. Guest Speaker

Mr Chris Harvey, Development Officer, Melbourne Graduate School of Education.

Members thanked Mr Harvey for his tour of the new MGSE building. The work of the MGSE was covered, including a description of the Master of Teaching degree program. The rate of conversions from offer to enrolment is increasing. The MGSE would be receptive to C of C suggestions as to how it might assist MGSE to reach its goals. Mr Harvey took questions and provided opinions on teaching methods and related concerns, present and past.

4. Confirmation of Minutes

The Minutes of the last meeting, held on 15 February 2012, were accepted.

David Ford was appointed to be Minute-taker at the next meeting.

5. Report of the President

The President acknowledged that we probably have our last chance to revive and re-establish the C of C.

The President reminded members of the productive work that the C of C has carried out and discussed the role of Convocation, despite present difficulties and changed circumstances.

The President thanked Immediate Past President Ros Otzen for her work over the last two years – the members acknowledged this by acclamation. Through the leadership of Ros Otzen we have been able to play a leading role in the formulation of the new Alumni Council and to contribute to a smooth transition. Relationships have been generally preserved during what has been a difficult time.

The President reminded members that we are incorporated by inclusion in the University Statutes and that we remain officially recognized, if not supported. Although the C of C is now more independent it is still relevant. We need to re-build our membership base and to embrace a range of age groups and backgrounds to ensure continuing relevance.

6. Key Matters for Consideration

a) Website

John Harcourt advised that establishment of the C of C website was imminent and distributed a draft website homepage print. [See [here](#)]. AussieHQ was mentioned as a potential website host and builder.

The use of the University banner and logo at the C of C website is pending approval from the office of the University Secretary.

b) Actions update

The President asked that the names of suitable persons, able and willing to fill gaps in the membership, be submitted to the C of C for consideration.

The possibility of a link with the Graduate Union was discussed.

c) Arts Faculty Representation

The President thanked Cecily Close and other members for their involvement on various Faculty Boards.

It is intended that Cecily Close should be appointed to the Arts Faculty Board: the President is to write to the Arts Faculty, accordingly, to introduce Cecily Close.

A question was raised as to which faculties have a Faculty Board.

7. Planning

a) Resignations

Following recent resignations the membership of the C of C stands at 27.

b) Membership Survey

Ros Otzen has carried out a survey by e-mail to determine which members wish to remain active. Responses are missing from some members. The suggestion was made that members who submit no response within a given timeframe (or who have had prolonged absence) should be discontinued. It was agreed, however, that before implementation, a final contact would be made with the members affected to verify their intentions.

c) Membership Directory

The Secretary is to assemble an updated Membership Directory as soon as member intentions have been established. This will allow the Committee to assess areas of University representation that may be lacking in strength of numbers and to address any apparent deficiencies.

8. Other Business

a) Information sheets with biographies for Faculty Deans

Brian Fitt had been working on member biographies but he has now resigned. John Nelson offered to take up this task. The secretary is to provide John Nelson with the material developed, so far, by Brian Fitt.

Members who have yet to submit their brief biographies (200 words) and photographs are requested to do so, sending their material to John Nelson.

The ultimate intention is to approach each faculty and school to arrange an engagement meeting. Further approaches to Deans are also planned.

b) Executive Group

The appointment of John Harcourt to the Executive Group was approved.

c) Website and promotion

Website costs to date are approx \$84. This covers registration of the name for two years (the ongoing cost is expected to be approximately \$250 per year). John Harcourt has employed Dreamweaver to create the site but is having some difficulties as it is 'unintuitive'. It is possible that there will also be web builder and other costs.

A membership contribution has been suggested. An amount of \$20 was suggested, as an annual individual fee, to cover website and other anticipated costs, such as token gifts (badges, pens, etc.) for speakers. This met with general approval and implementation is to occur (Ros McMillan to organise on behalf of the Committee).

Committee badges have been previously investigated by Irene Jablonka and they then cost approximately \$5 each. Irene is to follow up supplier details of the Baillieu Library name badges. It is envisaged that such a badge would bear the inscription "Committee of Convocation".

Considering speaker gifts, it was agreed that they should be unique to the C of C. There was sentiment that we should let time pass before committing to any such expense, at least until the end of this year. Inscribed pens and letter openers were also suggested. It was advised that the Probus Club of Melbourne procure pens for approximately \$7 each.

The outcome of the discussion was the suggestion that there might be badges for members and pens for speakers. This would be further considered in the future.

Getting people to the website was recognised as a priority.

It was considered that there should be negotiation with the University for as many links as possible from the University site and the alumni portal in order to maximise traffic, e.g. from the Japanese Alumni, the Office of Advancement and from the University homepage.

There had been mention of a grant for which we might apply. There was uncertainty, however, as to whether we would be eligible.

d) Future functions

Ros McMillan has the organisation of post-meeting dinners in hand and was appointed Treasurer / Account Keeper for the Committee.

e) Pre-meeting tours

Irene Jablonka continues to organise pre-meeting tours on behalf of the Committee. She also liaises with speakers.

f) Actions

The Actions list was considered and updated (refer to the appended list).

g) Future speakers

Sue Cunningham, Vice-Principal of Advancement, advisor to the University on matters of funding, is to be next the speaker at the next meeting, on 18 April 2012 (confirmed by Irene Jablonka).

Potential future speakers were considered. Included were: the Dean of VCA and Music, Barry Conyngham, the Head of the School of History, Trevor Burnard and a representative of the Faculty of Medicine, Dentistry and Health Sciences.

The President invited members to provide suggestions for speakers. It was noted that linking pre-meeting tours with speakers has proven to be advantageous.

h) 20 words (nominal target)

The intention is to derive a statement of what we do to represent the interests of the graduates and to support the university.

Questions posed during discussion included: What are these interests? How do we provide feedback to the University? Are we primarily conduits? Do we need a statement? What statement might we want to adopt? Can we both represent graduates and support the University?

There is to be further discussion and agreement at next meeting to derive an abbreviated statement and associated actions when members occupied by the Alumni Council can be present. The emphasis would be on ways and means.

i) Next meeting

Move through general business more quickly to leave enough time.

Irene Jablonka offered to contact Leonie Boxel in respect of potential funding for the C of C website but the President is first to seek advice from Ros Otzen and advise. An alternative approach may be to raise this question with Sue Cunningham at the next meeting.

j) Dinner

Ros McMillan has arrangements in place for all dates, this year. The post-meeting dinners will alternate between University House and Graduate House.

k) University liaison and representation

A brief review of current and potential University representation was conducted amongst the members present:

Architecture - Jocelyn Chiew

Engineering - David Ford no longer a member of a board but there is the possibility of a C of C liaison function in which John Scott might also be involved.

Arts – Cecily Close pending acceptance.

Music – Ros McMillan to approach the Dean about the possibility that she might fulfil a liaison function.

Business and Economics - Caroline Ralph is involved in the Commerce alumni organization: a more formal C of C liaison role might be sought.

Melbourne Business School: vacant.

Health Sciences – Ian Rechtman.

Faculty Board of Medicine – Laurie Simpson.

Melbourne Dental School Advisory Board – John Harcourt.

Science - vacant

Veterinary Science - Jenny Stillman.

Land and Environment – vacant.

Law - consult Michael Symons.

Education - Anne Ada and John Nelson- liaison roles.

Melbourne School of Graduate Research - . vacant.

Audit and Risk Committee member - Martin Warwick (resigned from Committee).

Library forums – Gary Israel.

Academic Board – we have never had formal representation.

9. Next Meeting

Wednesday, 18 April 2012 at 5.30 pm.

10. Close

The meeting closed at 7.30 pm.

Papers Circulated:

Actions to 2011-11-16

Attachments:

Actions to 2012-03-26, University Representation and Liaison listing

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
8	2011-05-18	Arrange "meet and greet" functions with Alumni Council members	All	Future	8
10	2011-05-18	Pursue the development and launch of a C of C website	J Harcourt	Ongoing	10
15	2011-06-15	Create a formal one page information sheet with biographies for each Dean	All (J Nelson)	Ongoing	15
22	2011-09-21	Generate activities and issues of advocacy for the C of C	All	Ongoing	22
26	2011-11-16	Request publication of the minutes from meetings of the Alumni Council	Ros Otzen	Future	26
29	2012-03-21	Maintain links with Advancement Office	President	Ongoing	29
30	2012-03-21	Advise as to possible new members able to enhance breadth of representation	All	Ongoing	30
31	2012-03-21	Write to faculty of Arts to introduce Cecily Close as a member of the Faculty Board	President	Ongoing	31
32	2012-03-21	Finalise updated Membership Directory	Secretary	Ongoing	32
33	2012-03-21	Suggest future speakers of relevance	All	Ongoing	33
34	2012-03-21	Consider means for the representation of graduates and for the support of the University	All	Ongoing	34

Committee of Convocation University Representation and Liaison

Entity	Grouping	C of C Representative(s)	Involvement
Faculty of Architecture, Building and Planning	a	Jocelyn Chiew	
Melbourne School of Engineering	a	David Ford	Liaison
Faculty of Arts	b	Cecily Close	Faculty Board
Faculty of VCA and Music	b	Ros McMillan	to explore
Faculty of Business and Economics	c	Caroline Ralph	Commerce Alumni Organisation
Melbourne Business School	c		
Faculty of Medicine, Dentistry and Health Sciences	d	John Harcourt Ian Rechtman Laurence Simpson	Melbourne Dental School Advisory Board 150th Anniversary C'tee Faculty Board of Medicine
do.	d	Laurence Simpson	151st Anniversary
do.	d	John Harcourt	Melbourne Dental School Advisory Committee
Faculty of Science	e		
do.	e		
Faculty of Veterinary Science	e	Jenny Stillman	Faculty Board
Melbourne School of Land and Environment	e		
Melbourne Law School	f		
Melbourne Graduate School of Education	f	Anne Ada, John Nelson	Liaison
Melbourne School of Graduate Research	-		
Boards and Committees	-		Theatre Board
	-		Academic Board
	-	Gary Israel	Library Forums
Advancement Office	-	Gary Israel (President)	Liaison

Committee of Convocation

Minutes of Meeting

held on Wednesday, 18 April 2012, in the Jim Potter Conference Room,
Old Physics, University of Melbourne, commencing at 5.30 p.m.

1. Welcome

The President took the chair and welcomed all members.

2. Attendance

Present:

Gary Israel (President), David Ford (Deputy President, Minute-taker), John Scott (Secretary), Cecily Close, Clare Cummins, John Harcourt, Irene Jablonka, Ros McMillan, John Nelson, Barbara Perry, Ian Rechtman, Laurence Simpson, Jenny Stillman, Noel Whiting.

Apologies:

Anne Ada, Jocelyn Chiew, Claudia Kardaras, Andrew McElhinney, Ros Otzen (leave of absence granted until July), Caroline Ralph, Michael Symons.

3. Guest Speaker

Sue Cunningham, Vice Principal of Advancement.

Sue had significant prior experience, including cultural and arts organisation involvements, Christ Church Oxford and, most recently, 10 years in an Advancement and Alumni relations role at Oxford University. This position involved her in dealing with a large number of alumni.

Sue noted that interaction with alumni is often perceived as solely in relation to fund raising. There is, however, a raft of ways of involving alumni. Prior to taking up her appointment full time, last July, she took three familiarisation trips to Melbourne.

Present planning in Alumni Relations is focussing on the aims of a campaign considering where we want the University to be in the future. Further work is needed to develop what the University will be doing with the Alumni Council and the Alumni. Funds allocation for initiatives will be based on needs and may be general or focussed.

There is closer similarity between the UK and Australia than between Australia and the USA *vis-à-vis* benefactor support of universities by alumni. In the USA some 60% of alumni are involved in donations and other support.

Universities continue to see a decline in Federal Government funding. Research funding from all sources is also quite dependent upon Federal Government attitudes and actions.

Sue then responded to questions from members, including:

Is it the purpose to build connections amongst the graduates and back to their particular faculty or to the University overall? - "We need to keep it very broad".

What about Corporate Sponsorship and Naming Rights? - "The need is to make sure naming is appropriate but it can then be pursued in a variety of fashions to encourage endowment."

Noel Whiting then raised the point that some University actions and issues may create barriers to a successful connection. Sue offered to communicate further with Noel the better to understand the issues.

4. Confirmation of Minutes

The Minutes of the last meeting, held on March 21, 2012 were accepted.

Clare Cummins was appointed to be Minute-taker at the next meeting.

5. Report of the President

The President firstly thanked Irene Jablonka for arranging the interesting tour of Trinity College prior to the meeting.

On the basis of advice from Ros Otzen, President of the Alumni Council, the President of the Committee of Convocation was able to advise that the AC was looking at three projects for the coming period:

- International Students (specifics undefined);
- Documenting and Running of Co-Curricular programs;
- 2013 as the 160th anniversary of the University and the ability of alumni to contribute to that.

Clare Cummins and Jenny Stillman (members of the AC, also) then added further commentaries on the AC. Items under consideration include:

- A law professor is looking at streamlining MU relationships with various international universities, extending that to other international areas and then to the international students who are alumni;
- There are the three areas of focus but the AC needs to find its feet by becoming task-focussed. It is a diverse group and it will take time for members to understand their roles and tasks. Will operate via regular meetings and Special Focus meetings;
- How can they use the University database to identify how alumni/students have been involved beyond their formal studies? How to document and understand this and then recognise it in some way to help show the rounded experience that is of interest to employers;
- How do you tap into the alumni network to garner their experience;
- The AC remains constrained whilst trying to establish what it is to do.

The President noted that collating, reporting and validating *extra curricula* activity could be a massive task.

It was reported that Leonie Boxtell could not perceive a need for a link between the C of C website and faculty/school websites. She advised that a check with two schools had indicated no interest.

Leonie had also expressed concern that some content of our website created an apparent overlap with the AC. The President will follow this up to determine the specifics of her concern as members could not identify any obvious item. It was noted that some of these issues were potentially going to occur as the AC determines what it is to do and that they are a result of setting up an organisation before adequately defining the processes for it and the activities that it is to undertake.

A suggestion was raised (but not further discussed) as to a role for us to link to undergraduates via the faculties.

The President advised that Bev Rodan would rejoin us as Arts Faculty representative. It was noted that we need more members in a number of areas. It was mentioned that Anne Ada could represent Land & Environment or we could approach the faculty for a name and we could then invite that person to join us.

A discussion was held with Steve Halliwell to better understand our situation in regard to insurance coverage and legal liability considering the C of C and our related events, given the mention of us in University Statute 3.1. Steve Halliwell has referred the matter to the University Legal Department for clarification.

6. Membership

The Secretary clarified the process we had established for introducing and accepting new members. John Harcourt and Cecily Close moved and seconded that Bev Rodan become a member for Arts and the subsequent vote was carried unanimously. The President is to advise Bev's email address to the Secretary. Bev has degrees in Arts and Dentistry.

David Ford agreed to contact Eric Bellchambers regarding his intentions in respect of continuing membership.

(Note: This has been done and Eric remains interested, reads all of our communications but is still too busy to participate fully. He hopes to be able to rejoin us when he is able to divest himself of the Presidency of a vigneron's association – hopefully in about nine months' time.)

Ros McMillan advised of a Music representative and is pursuing that matter.

Ros McMillan passed on greetings and best wishes from Tony Gould who is now at Monash University. Tony is not continuing his membership of the Committee

7. Key Matters for Consideration

a) Review of Action List

The action list was reviewed and an updated copy is to be circulated with the minutes.

b) Faculty Representation

Contact with Faculty Boards and Deans was discussed. It was suggested that Deans might be contacted for C of C representation on their committees and boards. It was noted that many faculties no longer had Boards or specific replacement oversight committees. Laurie Simpson

suggested that we should, rather, seek input from Deans. Explain to them what we now are and, with faculty specific members, how can these representatives, or the C of C in total as a pan-faculty and industry representative group, assist them. This was agreed as a preferred approach but we needed to clarify the statement of what we now are, before we could make an approach.

Irene Jablonka suggested we could ask if there were any projects the faculties had in hand or planning that we could assist with.

c) Website

John Harcourt advised that the old C of C website was now deleted. Manju Lumb of the University IT services had advised that Leonie Boxtel of the Advancement Office can arrange a link from the Alumni website to our new website. It was agreed that we need to firstly define our relative roles and then meet with Leonie to discuss the website link and issues of expressed concern. The latter include our website content and some overlap of functions in respect of the Alumni Council.

8. Other Business

a) Grants

The President noted that we could make a submission for an Alumni Association Grant in September and we could at least seek to cover the web site costs in that submission.

b) Tours

Irene advised that the next tour would be of the Richard Berry Building.

c) Letterhead

Clare suggested that it should show the university-based email addresses. It was suggested that perhaps we could have a PO Box rather than private addresses on the letterhead. This item was deferred for future consideration.

d) Speakers

Irene is to notify the Secretary of future speakers.

e) Petty Cash

It was agreed that we should immediately implement the payment of an initial amount by members to Ros McMillan for banking.

9. Planning

This item was not proceeded with as intended, according to the meeting Agenda, due to inadequate time being available. It was agreed that this should be a key item for our next meeting and that a majority of the time available then should assigned to this item.

We must focus on what we are going to do and John Scott encouraged all members to think about this in advance of the meeting. Key areas we will consider are how we REPRESENT the graduates; how we REVIEW the activities of the University; how we SUPPORT the activities of the University (possibly requiring some overlay with the AC but with our broader representation).

10. Next Meeting

Wednesday 16 May 2012 at 5.30 pm.

11. Close

The meeting closed at 7.40 pm.

Papers Circulated:

Actions to 2012-03-26

Convocation Membership Directory 2012-04-23

Attachments:

Actions to 2012-04-18

University Representation (Rev 5)

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2. Attendance

Present:

Gary Israel (President), David Ford (Deputy President), John Scott (Secretary), Anne Ada, Cecily Close, John Harcourt, Irene Jablonka, Ros McMillan, Barbara Perry (Minutes-taker), Beverley Rodan, Laurence Simpson, Jenny Stillman.

Proposed new member Peter Ross was also present.

Apologies:

Clare Cummins, Claudia Kardaras, John Nelson, Ros Otzen, Caroline Ralph, Ian Rechtman, Michael Symons.

The President then asked John Harcourt and Ros McMillan to introduce the people they had nominated to join the membership of the Committee of Convocation.

John Harcourt introduced Beverley Rodan, who has degrees in Dental Science and in Arts. She will represent the Arts Faculty on the Committee.

Ros McMillan introduced Peter Ross, who is a Music graduate. He will represent the Faculty of VCA and Music.

The Committee unanimously agreed to accept Peter Ross as a new member, Beverley Rodan having been accepted (in her absence) at the previous meeting, held on 18th April 2012.

3. Guest Speaker

On this occasion there was no guest speaker.

Ros McMillan announced that the guest speaker at the September meeting will be Professor Barry Conyngham of the Faculty of the VCA and Music.

Suggestions for other speakers should be forwarded to Irene Jablonka.

One suggestion was for a speaker from the Zoology Department.

4. Confirmation of Minutes

The Minutes of the previous meeting, held on 18th April 2012, were accepted.

5. Report of the President

The President reported that his planned meeting with Leonie Boxtel, to clarify the different but complementary roles of the Committee of Convocation and the Alumni Council, had been postponed. Accordingly, at this stage, he had nothing to report on this matter.

At a recent Executive Meeting the promotion of the Committee of Convocation website was discussed. Suggestions included:

Google;

Backlinks;

An advertisement in "Voice";

An advertisement in "The Age" newspaper.

6. Membership

The Committee agreed that representation should be strengthened in the areas of Science, Land and Environment, Law, and the School of Information Technology.

Ros McMillan is pursuing the possibility of a representative of the Melbourne School of Graduate Research joining the Committee. All Melbourne University PhD graduates come out of this School, but many have completed their undergraduate degrees elsewhere.

The comment was made that "If anyone needs support it is the PhD students."

David Ford suggested, and the meeting agreed, that we should defer a decision on this matter, giving time to think about it further.

Ros McMillan reported that the bank account of the Committee is now operational, members having contributed at the rate of \$20, each, to establish it.

The details of the account are:

MELB UNIV COMMITTEE OF CONVOCATION

Bank: Bendigo Bank

Branch: 661A High Street, East Kew, 3102

BSB number: 663-000

Account number: 141509497

7. Key Matters for Consideration

a) Website

John Harcourt reported on some minor changes to the Website.

b) Actions update

The Committee undertook a general review of the Actions listing dated 2012-04-18 and as distributed with the minutes of the meeting held on that date.

It was noted that the Alumni Council is starting to focus on fund-raising, and this activity will take up much of the time of both Leonie Boxtel and Sue Cunningham.

Other actions are on hold until a meeting is held with Leonie Boxtel, and our separate roles are determined.

c) Faculty representation.

David Ford reported that he had attended a presentation by the Young Australian of the Year, Marita Cheng. She is the founder (in 2008) of Robogals, originally a student club at Melbourne University with the purpose of encouraging girls to study engineering. The idea spread to other Australian universities, which also set up Robogals chapters. Universities in other parts of the world, including New Zealand, the United Kingdom and the United States have now joined in.

It was suggested that Ms Cheng would be a suitable speaker for a future meeting of the Committee of Convocation.

Laurence Simpson reported that preparations are well under way for the \$250 per head Sesquicentenary Dinner of the Medical Faculty, to be held in September.

Cecily Close reported on the Arts Faculty.

8. Planning

The members of the committee divided into two groups to discuss the subject of planning under three main headings: Represent, Review, Support.

Each group will provide a summary of their ideas to the Secretary. He will then circulate the summary to all members of the Committee for discussion at the next meeting.

9. Other Business

a) Information sheets.

As John Nelson was not present at this meeting, this matter has been deferred until the June meeting.

b) Pre-meeting tours.

The President thanked Irene Jablonka for arranging the interesting tour of the Richard Berry Building, held prior to the meeting. This building was once part of the Medical Faculty, and it is now used as the Mathematics Department of the Faculty of Science. Our hostess was Dr Christine Mangelhof, a lecturer in the Department.

10. Next Meeting

Wednesday 20 June 2012 at 5.30 pm.

11. Close

The meeting closed at 7.25 pm.

Papers Circulated:

C of C Membership Directory 2012-05-16
Growing Esteem 2005
Draft Brainstorming Notes – 2012-05-16

Attachments:

Actions to 2012-04-18 (repeat issue, unaltered)

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	On hold	3
4	2011-05-18	Arrange frequent contact with Deans	All	On hold	4
5	2011-05-18	Review current graduate engagement activities on the part of faculties	All	Ongoing	5
8	2011-05-18	Arrange "meet and greet" functions with Alumni Council members	All	Future	8
15	2011-06-15	Create a formal one page information sheet with biographies for each Dean	All (J Nelson)	Ongoing	15
22	2011-09-21	Generate activities and issues of advocacy for the C of C	All	Ongoing	22
26	2011-11-16	Request publication of the minutes from meetings of the Alumni Council	Ros Otzen	Future	26
29	2012-03-21	Maintain links with Advancement Office	President	Ongoing	29
30	2012-03-21	Advise as to possible new members able to enhance breadth of representation	All	Ongoing	30
33	2012-03-21	Suggest future speakers of relevance	All	Ongoing	33
34	2012-03-21	Consider means for the representation of graduates and for the support of the University	All	Ongoing	34

Committee of Convocation

Minutes of Meeting

held on Wednesday, 20 June 2012, in the Jim Potter Conference Room,
Old Physics, University of Melbourne, commencing at 5.30 p.m.

1. Welcome

The President.

2. Attendance

Present:

Gary Israel (President), David Ford (Deputy President), John Scott (Secretary), Anne Ada, Cecily Close, Clare Cummins (Minute-taker), John Harcourt, Irene Jablonka, Ros McMillan, John Nelson, Beverley Rodan, Peter Ross, Laurence Simpson, Michael Symons, Noel Whiting.

Apologies:

Claudia Kardaras, Ros Otzen, Barbara Perry, Caroline Ralph, Ian Rechtman, Jenny Stillman.

The President chaired the meeting.

Clare Cummins was appointed as the Minute-taker for the meeting.

3. Guest Speaker

Professor David Young, Director Tiegs Museum, Department of Zoology, University of Melbourne.

Professor Young has been at the University for 35 years and his interest in Zoology was triggered by his interest in earthworms in his youth. There are only two stand alone Zoology departments left in the world (including the University of Melbourne) as most faculties have been rolled into the Schools of Life Sciences. Zoology departments, therefore, could be deemed to be a “threatened species”. There is a healthy enrolment of graduates and undergraduates in Zoology at the University of Melbourne. Zoology courses are subject matter based courses and taken for interest, rather than for specific career purposes.

Professor Young provided examples of successful Zoology graduates ranging from the Head of the Insect Collection at the Museum of Australia through to a senior bureaucrat managing the water supply of Victoria and an executive who manages computer systems at one of our major banks.

High profile issues, such as the recent announcement of the new reserve for marine ecosystems in Queensland, highlight the relevance of studying Zoology in today’s world.

Professor Young advised that the Tiegs Museum was established by Baldwin Spencer in 1890 to collect animals for research and training. It received donations from all over the world including 30 specimens from Oxford University. Today, it hosts a world wide collection.

The President and Members thanked Professor Young for his interesting presentation and for the earlier guided tour of the Tiegs Museum.

4. Confirmation of Minutes

The Minutes of the last meeting, held on 16 May 2012, were accepted subject to an amendment which was the removal of the last sentence under 7b) - Actions update.

5. Report of the President

The President provided an update on the following:

i) *Meeting of the President, Secretary and John Harcourt with Leonie Boxtel of the Advancement Office, on 18 May 2012*

- No major issues of concern were voiced, nor clear articulation of the overlap of the roles of the Alumni Council and the Committee of Convocation. The Advancement Office is keen to have the Committee of Convocation provide assistance with some University projects.
- The Alumni council is still finding its feet, having been formed less than a year ago.
- The Committee of Convocation could assist the Alumni Council with the “**Leaders in Communities Award**” program, the purpose of which is to recognise the non curricular work undertaken by the University’s students. The Committee of Convocation could assist by identifying potential business and community partners and facilitating their participation, where appropriate.
- The Committee needs to cover its own legal responsibility as we are an independent body. The President advised that he was still waiting upon a response from Steve Halliwell on this matter but Leonie Boxtel advised that we need our own coverage for statements, actions or written documents from Committee members.

ii) *Our Logo*

- The University Secretary does not have the authority to authorise a logo. Approval is needed from the logo department. John Harcourt has done some work for us on this.

iii) *Faculty Representation*

- Ms Boxtel suggested we avoid approaching faculties directly and that the Committee of Convocation should utilise Facebook, LinkedIn, etc.

6. Membership

No discussion occurred in relation to additions or withdrawals.

7. Key Matters for Consideration

i) *Interaction with the Alumni Council*

- After discussion, it was recommended to the President that he write to the Alumni Council President inviting the Alumni Council to attend a Committee of Convocation meeting.

- As the President of the Alumni Council (Ros Ozten) is presently overseas, it was recommended to our President that he write to the Alumni Council Acting President, Mr. David Laidlaw of Maddocks, providing a copy of the correspondence to Dr Otzen.
- Ms Cummins agreed to provide to the President Mr. Laidlaw's contact details and Mr. Symons volunteered to help draft the letter.

ii) *Leaders in Communities Award*

- Dr Cecily Close agreed to work on this Project and to Chair the Sub-committee.
- It was suggested that the Committee of Convocation should review its own connections. The example was given of former Committee member, Dr. Barbara Fary, being a Member of the Anglicare board.
- It was recommended to the President that he obtain from the Advancement Office a list of the existing community partners of the University.
- Dr Laurie Simpson suggested that the faculties should look more closely at some of the activities that their alumni were currently undertaking for the benefit of the faculties and that these activities could provide linkages for us. Dr. Simpson advised that he had recently been documenting the history of orthopaedic surgery for the Medical faculty.

iii) *Future Directions Paper – Prepared by the Executive Group – June 2012.*

- Discussion centred on the need for the Committee of Convocation to strengthen its links with other alumni groups and to initiate “meet and greet” sessions.
- It was suggested that the Committee of Convocation should have its own Annual Report.
- There was discussion that the paper needed further focus on the Working Group items identified in the paper.
- Mr. D. Ford volunteered to apply a Policy Deployment Framework to the topics identified and to revert to the Committee with more specific action-orientated items which could then be prioritised.
- Mr Symons advised that the Alumni Council had, at this stage, chosen three priorities to work on and that perhaps the Committee of Convocation should consider focusing on all or some of them. They are:
 - Internationalisation of the Student Experience;
 - The 160th Year of the University of Melbourne;
 - Student extracurricular activities and the recognition of these in student academic records.
- A new University Fundraising *pro forma* with reference to the Committee of Convocation was discussed and the President suggested that members might use the form for any donations they are making this year. (It may need further amendment.)

iv) *Website*

- Mr. John Harcourt has not received any feedback from the University, so he will now directly consult with Ms Leone Boxtel.

v) Actions Update

- List previously circulated.

vi) Faculty Representation

- The need to engage more closely with the faculties and schools was briefly discussed.

8. Planning

The discussion which occurred has been covered in “Key Matters for Discussion”, above.

9. Other Business

i) Information Sheets with Biographies for Faculty Deans

Dr John Nelson is to provide a list of Members who have yet to submit their brief biographies (200 words) and photographs.

ii) Future Speakers and Pre-meeting Tours

Ms Irene Jablonka advised that for most future meetings this year speakers have been either confirmed or tentatively arranged. Ms Jablonka is to provide an updated list.

iii) Arts Faculty

The Presided provided an update of a recent function he attended as guest of the Arts Faculty at the Johnston Collection, East Melbourne.

10. Next Meeting

Wednesday, 18 July 2012 at 5.30 pm.

11. Close

The meeting closed at 7.30 pm.

Papers Circulated:

Nil

Attachments:

Actions to 2012-06-20

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	On hold	3
4	2011-05-18	Arrange frequent contact with Deans	All	On hold	4
5	2011-05-18	Review current graduate engagement activities on the part of faculties	All	Ongoing	5
8	2011-05-18	Arrange "meet and greet" functions with Alumni Council members	All	Future	8
15	2011-06-15	Create a formal one page information sheet with biographies for each Dean	All (J Nelson)	Ongoing	15
22	2011-09-21	Generate activities and issues of advocacy for the C of C	All	Ongoing	22
26	2011-11-16	Request publication of the minutes from meetings of the Alumni Council	Ros Otzen	Future	26
29	2012-03-21	Maintain links with Advancement Office	President	Ongoing	29
30	2012-03-21	Advise as to possible new members able to enhance breadth of representation	All	Ongoing	30
33	2012-03-21	Suggest future speakers of relevance	All	Ongoing	33
34	2012-03-21	Consider means for the representation of graduates and for the support of the University	All	Ongoing	34
35	2012-06-20	Write to Alumni Council to invite its members to a joint meeting on 2012-08-15	Pres, M Symons		35
36	2012-06-20	Plan the joint meeting with Alumni Council to be held on 2012-08-15	Exec. Group		36
37	2012-06-20	Request list of current University partner organisations from the Office of Advancement in respect of the Leaders in Communities Award program	President		37
38	2012-06-20	Coordinate the identification and facilitation by the C of C of potential University partnerships	C Close		38
39	2012-06-20	Provide list of respondents to request for C of C member biographies and photographs	J Nelson		39
40	2012-06-20	Apply Policy Development Framework to the topics identified in the Policy Directions paper	D Ford		40
41	2012-06-20	Resolve C of C legal liability issues	Exec. Group		41

Committee of Convocation

Minutes of Meeting

held on Wednesday, 18 July 2012, in the Jim Potter Conference Room,
Old Physics, University of Melbourne, commencing at 5.30 p.m.

1. Welcome

The President.

2. Attendance

Present:

Gary Israel (President), John Scott (Secretary), Anne Ada, Cecily Close, John Harcourt, Irene Jablonka, John Nelson, Ros Otzen, Ian Rechtman, Beverley-Anne Rodan, Laurence Simpson (Minute-taker), Jenny Stillman.

Apologies:

David Ford (Deputy President), Clare Cummins, Claudia Kardaras, Ros McMillan, Barbara Perry, Caroline Ralph, Peter Ross.

The President chaired the meeting.

Laurence Simpson was appointed Minute-taker for the meeting.

3. Guest Speaker

Professor Dick Strugnell, Pro Vice-Chancellor, Graduate Research, University of Melbourne.

Professor Strugnell was first appointed in 2007 and elevated to Pro Vice-Chancellor in 2011. He was initially a microbiologist, and still is involved in research in that area.

His major task is to oversee the progress of Ph.D. candidates. This involves active candidature supervision to avoid students progressing too far along in their Ph.D. activity without correction, should that be needed. It is very hard when a Ph.D. student progresses well along the course prescribed, and then it is found that the candidate is not suitable or incapable of proceeding to finality. For this reason, efforts are made throughout the candidate's studies to correct any deficiency at the earliest stage possible.

The candidates come from various disciplines: there has been a recent increase in the number of engineering students applying for a Ph.D. The age of candidates ranges from 24 or 25 all the way to a candidate being 85 on completion of his Ph.D. More than 80% of the candidates have been Australian nationals but, at present, only 72% are local people. In part, this is related to the development of the Melbourne Model in which many more students are progressing to a postgraduate degree.

Research is playing an increasingly significant role in the University with the development and significance of rankings, in which there is a heavy loading towards research, rather than to teaching and learning. In response to questions regarding research and education, Professor Strugnell pointed

out that there are 47,000 students at Melbourne University but only 4,700 of these are pursuing research degrees.

The emphasis now is also to encourage transferable skills in research students, with a special part of the program involved in the development of commercialisation processes.

The president, Gary Israel, thanked Professor Strugnell sincerely for his most interesting presentation, and also for the opportunity he gave to members of the Committee of Convocation to visit his department prior to the meeting.

4. Minutes

The minutes of the previous meeting, held on 20 June 2012, had been circulated and they were approved without amendment.

5. Report of the President

The Executive Group had met and discussed the following.

a. Expansion of Membership

Possible ways in which additions can be added to the membership were discussed. The possibility of an advertisement on the website was considered but it was felt that it was better that membership should increase by word of mouth and submission of a CV with recommendation.

b. Incorporation

No response had been received from Steve Halliwell and the question was raised as to whether we need incorporation. There are both benefits and concerns if we were to proceed to incorporation. A question was raised as to the benefits and protections associated with incorporation. The President agreed to contact Consumer Affairs to determine further details regarding incorporation. The question was raised as to whether indemnity insurance would become necessary if we proceeded to incorporation.

Caroline Ralph is thanked for contacting the Commerce Graduates Alumni Council and establishing that it is not incorporated.

c. Growing Esteem

A summary of the Growing Esteem 2010 report was circulated and the report discussed. It was considered that a response was most desirable as this critique and consideration of the report is, in reality, our core business. There was discussion of the section on enablement; it was considered that information might be sought on the position today. There might be investigation of the progress towards fulfilment of the goals of enablement as expressed in the Growing Esteem report.

Irene Jablonka offered to co-ordinate the collection of relevant data with a view to the initiation of a group approach to this.

d. Webpage – Listing Qualifications

John Harcourt advised that now our webpage has the University logo with a subtitle of 'Committee of Convocation'. There were several favourable comments regarding the website.

A question had been raised as to whether the titles and degrees of the members of the Committee of Convocation should be included on the website. This was considered to be desirable as a means of emphasising the calibre of the Committee of Convocation. The President undertook to coordinate the gathering of qualification details for listing.

e. Open Day

The cultural treasures festival was discussed and both Cecily Close and John Harcourt expressed their availability and willingness to help.

In respect of Open Day, on 19 August 2012, members were encouraged to assist in this, in whatever way that may be requested by Leonie Boxtel of the Advancement Office. It was considered that our services should be offered without preconditions and the President undertook to make this known.

f. Brainstorming

This was to have been considered as a part of the agenda but in view of the absence of David Ford it was postponed until his presentation becomes available.

g. Assisting the University

i. Welcome to Melbourne program

John Harcourt and Anne Ada are to be involved.

ii. Cultural Treasures Festival

Arrangements are to be made for members of the Committee who are members of University House to be available to sign in visitors for meals.

iii. Student Volunteers Program

The nature of this program was outlined but no decision or recommendation was made. Cecily Close has the list of the University's chosen partnership organizations. She will email it to members with a request for suggested additions.

iv. Grants for funding

An application for funding was considered as a means of financing the development of our website, but considered possibly not necessary as the costs are minimal and adequate funds are already in hand. However, an application for funding for our website is to be considered at the next Executive Group meeting.

v. Letter to Alumni Council

A letter had been sent to the Acting President of the Alumni Council, David Laidlaw, suggesting a joint meeting but as yet no response has been received. In

view of the proximity of the August date suggested in the invitation, the timing of the next meeting of the Alumni Council and the need to plan such a joint meeting, it was decided to invite members of the Alumni Council to a later meeting. It was also considered that the invitation, the agenda and all the arrangements be discussed and finalised by the Executive Group.

Thanks go to Michael Symons for his work in drafting the letter of approach to the Alumni Council.

6. Other Business

The Alumni Council

The functions of the Alumni Council were discussed, and it was considered that its function of analysis and critique of University activities was limited at this particularly early stage. In reviewing our own charter it was felt that this could continue to be a function of the Committee of Convocation, at least until the functions and status of the Alumni Council are fully clarified.

7. Tours and Speakers

Irene Jablonka reported on the speakers for the next three months, and outlined what has been already been arranged. It was recommended that these details be included in the minutes of each meeting.

8. Member Information Sheets

John Nelson reported on progress towards the production of information sheets and biographies for distribution to the faculties and schools. This has been limited as there has been response from only half of the membership of the Committee, so far. Members still needing to do so were requested to submit their details as soon as possible.

9. Graduate Students' Association

The Committee requested the President to email the President of the Graduate Students' Association to convey greetings from the Committee of Convocation and to seek nominations for our vacancies.

10. Membership

No discussion occurred in relation to additions or withdrawals.

11. Next Meeting

Wednesday, 15 August 2012 at 5.30 pm.

12. Close

The meeting closed at 7.30 pm.

Future Speakers

15 August 2012 - Luan Ismahil, Fellow Electrical and Electronic Engineering (NICTA)

19 September 2012 - Professor Barry Conyngham, Dean of VCA and Music

17 October 2012 - Diane Squires, Media and Public Relations Director

21 November 2012 - Professor Eric Reynolds AO, Head of Melbourne Dental School

Papers Circulated:

Contacts (Rev 3)

Attachments:

Actions (to date)

COMMITTEE OF CONVOCATION - ACTIONS

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30	2012-03-21	Advise as to possible new members able to enhance breadth of representation	All	Ongoing	30
34	2012-03-21	Consider means for the representation of graduates and for the support of the University	All	Ongoing	34
36	2012-06-20	Plan the joint meeting with Alumni Council to be held on 2012-08-15 or thereafter	Exec. Group		36
38	2012-06-20	Coordinate the identification and facilitation by the C of C of potential University partnerships	C Close		38
39	2012-06-20	Provide list of respondents to request for C of C member biographies and photographs	J Nelson		39
40	2012-06-20	Apply Policy Development Framework to the topics identified in the Policy Directions paper	D Ford		40
41	2012-06-20	Resolve C of C legal liability issues	Exec. Group		41
42	2012-07-18	Approach Graduate Students' Association about possible links with the Committee	President		42
43	2012-07-18	Consider the inclusion of a disclaimer on the Committee website	J Harcourt		43
44	2012-07-18	Approach Consumer Affairs victoria for advice on incorporation	President		44
45	2012-07-18	Coordinate search for information in respect of Growing Esteem progress	I Jablonka		45
46	2012-07-18	Distribute list of University partners	C Close		46
47	2012-07-18	Approach President of Alumni Council in respect of possible receipt of its meeting minutes	Secretary		47

Committee of Convocation

Minutes of Meeting

held on Wednesday, 15 August 2012, in the Jim Potter Conference Room,
Old Physics, University of Melbourne, commencing at 5.30 p.m.

1. Welcome

The President opened the meeting at 5.45 p.m.

2. Attendance

Present:

Gary Israel (President), David Ford (Deputy President), John Scott (Secretary), Anne Ada, Cecily Close (Minute-taker), John Harcourt, Irene Jablonka, John Nelson, Ros Otzen, Barbara Perry, Ian Rechtman, Beverley-Anne Rodan, Laurence Simpson, Jenny Stillman.

Apologies:

Clare Cummins, Claudia Kardaras, Ros McMillan, Peter Ross, Noel Whiting.

3. Guest Speaker

The President welcomed Dr Luan Ismahil, External Relations Manager of NICTA, who described the work of this laboratory. It was established by the Australian Government in 2002 to undertake world-class research, bringing together experts to tackle national problems – applied in focus and aiming to attract commercial interest, if possible. Combining Electronic Engineering and what was formerly Computer Science, the laboratory is funded chiefly by the Australian and Victorian Governments and draws on the expertise of other University of Melbourne departments and of other Universities and institutions. It has an extensive PhD programme with candidates from Australia and overseas, many of whom remain to work in academia or industry after graduation.

Because Melbourne has a great neighbouring medical research precinct, half of the NICTA laboratory is committed to using its software expertise to assist in the interpretation of a large volume of life science data (from the Peter MacCallum Institute, in particular). Advanced research into the bionic eye is proceeding at the laboratory, and at the University of N.S.W., assisted by wireless expertise in the laboratory and the further development of microchips. The purpose is to restore vision in cases of macular degeneration, etc. Government support is very important in promoting the work of the laboratory.

To reduce road accidents, the laboratory is researching radar capable of being used in the average car. Other projects include better management of water resources, especially for farming.

After answering questions, Dr Ismahil agreed to send to Irene Jablonka, who organized both his tour and this talk, electronic copies of material prepared for public distribution and relating to NICTA to forward to members. The President thanked Dr Ismahil for his most interesting tour and talk.

4. Minutes

The minutes of the previous meeting, held on 18 July 2012, had been circulated and they were approved without amendment.

5. Report of the President

On the matter of incorporation and legal liability, the President reported receipt of a document on the advantages of incorporation from the relevant body, mentioning cover for the group if certain problems arose, or in seeking grants etc., but not providing any new information. He proposed that we avoid incorporation while being careful to avoid any difficulties arising by ensuring that any communications from the Committee should pass through the Executive.

David Ford moved a motion that there should be a review of protocols for the conduct of the affairs of the Committee, seconded by Cecily Close. The motion was passed by the members present.

It was resolved that the letter from Mr. Boucher, University Insurance Manager, be acknowledged by e-mail with the clarification that the primary purposes of the Committee are not socialising and networking.

The President reported having submitted an article for inclusion in the Newsletter of the Graduate Students' Association. The article covered the role and current vacancies in the Committee of Convocation and invited participation. So far, there has been no response.

6. Report on the Alumni Council Activities

Ros Otzen, President of the Alumni Council, reported on that Council's response to our Committee's invitation, sent to the Acting President in her absence, for Alumni Council members to meet the Committee. The invitation could not be accepted because of the Council's inability to find a date within the next three months to suit sufficient members, and also because of a perceived need to deal equally with the alumni bodies under its umbrella. However, the Council suggested that some of its members might meet with the Committee's Executive.

The Alumni Council has met monthly since the start of the year, establishing a pattern of working despite its members being difficult to assemble because of residency or frequent absences overseas or interstate. It has been found necessary to use Skype communications. The Council has spent considerable time in establishing its mission and goals. In the short term, the goals have been aligned with those of the current University Strategic plan, and those of the Advancement Office.

The gathering of information has been a priority and the Alumni Council has engaged in a steep learning curve to inform itself about:

- the alumni of the University (how many? where? what organisations? what connections?);
- the University, its activities and its plans; and
- the Advancement Office, its aims, plans and activities.

This has been achieved through:

- extensive reading (Growing Esteem, University Plan, etc.);
- visits by key University staff, (Council Members, Advancement Office staff, Professorial staff);
- a recent day workshop with faculty staff who are working with their alumni; and
- commissioning the Advancement Office to survey all alumni, a survey still in progress.

The Council has considered how, what and when it will communicate with alumni associations, with all alumni and with the University. Communication has so far been limited to introducing the presence of the Alumni Council to the alumni via MUM etc. Individual members of the Alumni Council have each been introduced, and have offered statements about their interests and concerns, and their commitment to the University and to its alumni. Through this process, the Alumni Council is moving more firmly to determine its focus.

The Alumni Council development of policies in relation to alumni and the University remains in a formative stage. The recent facilitated workshop has enabled focus to be achieved. The Council's central task is advocacy, which it is hoped will be fleshed out by the end of the year.

The Council has formed three working groups to look at specific areas for immediate action:

- enhancing student experience – entrepreneurship and innovation;
- enhancing student experience - building cross-cultural understanding and global citizenship; and
- the alumni contribution to the University's 160th Anniversary in 2014.

The Advancement Office provides the Secretarial function for the Alumni Council. Minutes in a form suitable for general publication have yet to be developed.

7. Further Agenda Items

Discussion arising in particular from Items 5 and 6 led to general consideration of the functions and future directions of the Committee. The discussion included David Ford's introduction of his paper, "Objectives and Deployment", and Jenny Stillman's suggestion of a meeting with a facilitator to discuss the future of the Committee. Time did not permit bringing these matters to conclusion. There also remained further agenda items that were held over until the next meeting.

8. Membership

Members were sorry to learn that Claudia Kardaras had found it necessary to resign from her membership of the Committee.

9. Next Meeting

Wednesday, 19 September 2012 at 5.30 pm.

10. Close

The meeting closed at 7.40 pm.

Attachments:

Actions (to date)

Papers Circulated:

Melbourne Dental School Student Volunteering

Alumni Association Agreement

Pre-meeting Tour Report:

The meeting was preceded by a tour of NICTA, a Centre of Excellence in Information and Communications Technology in the Electrical and Electronic Engineering Building, commencing at 4.30, arranged by Irene Jablonka and guided by Dr. Luan Ismahil. Those able to attend felt privileged to hear and see a little of the work being done in these laboratories, particularly memorable perhaps being the images now obtainable in preparation for development of the bionic eye. The tour ran over time, delaying the start of the meeting, scheduled for 5.30.

Future Speakers:

19 September 2012 - Professor Barry Conyngham, Dean of VCA and Music

17 October 2012 - Diane Squires, Media and Public Relations Director

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
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
15	2011-06-15	Create a formal one page information sheet with biographies for each Dean	All (J Nelson)	Ongoing	15
22	2011-09-21	Generate activities and issues of advocacy for the C of C	All	Ongoing	22
30	2012-03-21	Advise as to possible new members able to enhance breadth of representation	All	Ongoing	30
34	2012-03-21	Consider means for the representation of graduates and for the support of the University	All	Ongoing	34
40	2012-06-20	Apply Policy Development Framework to the topics identified in the Policy Directions paper	D Ford	Ongoing	40
41	2012-06-20	Resolve C of C legal liability issues	Exec. Group	Ongoing	41
43	2012-07-18	Consider the inclusion of a disclaimer on the Committee website	J Harcourt	Ongoing	43
44	2012-07-18	Approach Consumer Affairs victoria for advice on incorporation	President	Ongoing	44
45	2012-07-18	Coordinate search for information in respect of Growing Esteem progress	I Jablonka	Ongoing	45
48	2012-08-15	Contact Univeristy Insurance Manager to clarify with him the role of the Committee of Convocation	President	Ongoing	48

Committee of Convocation

Minutes of the meeting of 19 September 2012 in the Jim Potter Room, Old Physics at 5.30 pm

1. **Present** Gary Israel, Chair, David Ford, John Harcourt, Irene Jablonka, Barbara Perry, Ros McMillan, Ian Rechtman, Beverley Rodan, John Scott, Laurie Simpson, Jenny Stillman, Noel Whiting, Ros Otzen (Minutes)
Guest: Dr David Bellair
2. **Apologies** Anne Ada, Cecily Close, Clare Cummins, John Nelson, Caroline Ralph, Peter Ross, Michael Symons
3. **Confirmation of Minutes** of the meeting of 15 August 2012. Minutes were confirmed. Discussion about whether Guest Speakers should have the opportunity to view, and amend, draft Minutes, resulted in the decision that Minutes would only record the broad outline of the Guest Speakers' presentation, and thus Speakers would not be required to view the Draft.
4. **President's Report**
 - a. Application for funding support has been made to Advancement. This required the completion of an Alumni Association contract, which has been done. \$250 has been requested to support the development of the web site, with the Committee committing an equal amount.
 - b. The list of members' names and qualifications is now on the website.
 - c. The Executive, led by David Ford, is reviewing Committee of Convocation Protocols and Charter to answer questions such as What constitutes a quorum? Confidentiality? Who authorises communications? What are meeting protocols?
 - d. Facilitation Meeting to determine the Committee's purposes will be held in the 21 November meeting timeslot, with an earlier start of 5.00 pm. Chris Kotur has offered her services as the facilitator pro bono. Gary Israel indicated a substantial honorarium will be offered Chris. David, Gary and Jenny will meet with Chris prior to the meeting for a full briefing.
 - e. Nomination of new members. Procedures are spelt out in Rules signed off in 2011.
See Appendix A.
 - f. Alumni Council. The proposed dinner, envisaged as a social event, is not possible as co-ordinating attendance of members of both organisations is full of difficulties. A meeting of the Chairs and Deputies of both organisations may be arranged early in 2013.
 - g. Cecily Close was commended for her work to assist Advancement with the Student Volunteer Program. Leonie Boxel has expressed her warm thanks for this contribution.

**ACTION: Gifts to augment money already held should be forwarded to Ros McMillan to provide an honorarium for Chris Kotur
A report on which people comprise our current membership**

5. Alumni Council Report

Ros reported that the Council is finalising a policy document and in the early stages of developing a Work Plan for 2013 and the following two years. The Council will report to the University Council in November.

Ros has attended her first University Council meeting. Meetings have been radically re-organised, now held only every two months, and in rotating venues in the University. Papers are not now issued to observers such as the President of the Alumni Council. The Minutes of the meeting are available for members to peruse, on the University's website.

In discussion about the limited access the Council, Laurie Simpson gave an impassioned report on the standards of education and learning in medical graduates, and lamented that avenues for providing feedback and advice to the Faculty were few, now there is no effective power to advise the University Council on such matters. While sympathising with Laurie's concerns, Gary indicated that this could not be part of the role of the Committee of Convocation now. The various professional Colleges of medicos were the most likely avenue for influencing the Faculty.

6. Guest Speaker Professor Barry Conyngham, Dean of the Faculty of VCA & the Melbourne Conservatorium of Music

Professor Conyngham gave an impressive address on the Faculty. He has been Dean for 18 months, coming from various significant positions in other Universities, including the inaugural Vice Chancellorship of the Southern Cross University.

He came to the task at a difficult time, but much of the causes of concern have been, and are being addressed. These include the more intensive staff-student ratio that studies comprising high levels of practice, making and craft require, at a higher level of cost to more theoretical studies; the acceptance of breadth studies by VCA & Con students, and the benefit in income to the faculty of offering breadth studies to University students from other faculties under the Melbourne Model; the successful establishment of the basic Bachelor of Fine Arts degree at VCA and the re-design of all VCA curriculum; the work to find bridging funding until a sustainable balance is reached by the faculty; creation of successful Masters degrees with fruitful partnerships eg with the Victorian State Opera which provides internships for Master of Music - Opera students.

He noted that although students were accepted through folios, auditions and interviews, their VCE scores were high, and that applications to courses greatly exceed the number of places available.

In response to questions, Prof Conyngham indicated he still hoped to bring the two arms of the faculty together on the Southbank campus, though without discarding Melba. 40% of Conservatorium activity is already at Southbank. There is a site for a new building there. VCA students are urged to take subjects for breadth, although they are not fully under the Melbourne Model. Singers take Languages, for example.

The President thanked Professor Conyngham for his excellent address.

7. Membership

See above in President's Report

8. Key Matters for Consideration

- a) *Growing Esteem*: Lesley Boston submitted an extensive paper when in the Chair. Gary has made a summary of the current modified plan. A short current paper was suggested, but it was agreed to wait until the Facilitated Meeting in November is held before deciding to go ahead.
- b) *Website*. Nothing to report, except the application for a grant, see above.

- c) *Actions Update*. Matters 4, 5, 34 & 45 are on hold until the Facilitation meeting is held. Matter 15 on hold as John Nelson is away. Matter 44 – done.

ACTION: Matter 43 – disclaimer on website: Gary Israel to assist John Harcourt with wording.

- d) Faculty representation – ongoing. Nothing to report.
e) Need for incorporation. Since it has been decided this will not be undertaken, the item is removed from the Action list.

9. Planning

- a) Outcomes of brainstorming – on hold until the Facilitation meeting.
b) Facilitation meeting

ACTION: Secretary to urge members to attend the November meeting, & to ask members if they will be attending. Secretary to prepare the email & pass it by the Executive before distributing.

10. Other Business

- a) John Nelson is away; biographies on hold.
b) Irene reported that Diane Squires, Director of Media for the University, is our speaker at the October meeting. A tour of the campus TV Studio will precede the meeting.

11. Next meeting is Wednesday 17 October 2012

The meeting closed at 7.15 pm.

APPENDIX A

Membership of the Committee of Convocation

The members of the Committee of Convocation are graduates of the University of Melbourne.

The Committee has no more than 42 voting members.

Any interested graduate may attend any meeting of the Committee of Convocation, but without voting rights

Membership reflects the spread of faculties and schools of the University, by aiming to have seven members from each of the six groupings as developed for the Alumni Council election process.

New members will be gathered by invitation of the Committee of Convocation:

- on nomination by an existing member
- by expression of interest to the President

The Committee of Convocation will vote on all new memberships. A prospective member may be invited or ask to speak to the Committee prior to any vote.

In inviting graduates to join the Committee, the Committee will ensure that

- The persons are graduates of the University
- There is a vacancy in the relevant faculty group
- There is a demonstrated willingness to meet the objects and purposes of the Committee

Members are required to attend a majority of the year's meetings

Membership will usually cease no later than twelve years after joining

Ros Otzen

13/10/11

Committee of Convocation

Minutes of Meeting

held on Wednesday, 17 October 2012, in the Jim Potter Conference Room,
Old Physics, University of Melbourne, commencing at 5.30 p.m.

1. Welcome

The President took the Chair and opened the meeting on time.

2. Guest Speaker

The guest speaker was Diane Squires, Media and Public Relations Director, The University of Melbourne. She spoke of the work of this department and answered many questions.

Attention was drawn to The Melbourne Newsroom at: <http://newsroom.melbourne.edu/>

The President thanked Diane Squires for her excellent address.

3. Attendance

Members Present

Gary Israel (President), David Ford (Deputy President), John Scott (Secretary), David Bellair, Cecily Close, John Harcourt, Irene Jablonka, Ros McMillan, Caroline Ralph, Ian Rechtman (Minute-taker), Beverley-Anne Rodan.

Apologies

John Nelson, Ros Otzen, Barbara Perry, Peter Ross, Laurence Simpson, Jenny Stillman, Michael Symons.

4. Membership

The President proposed that David Bellair be elected to membership, seconded by Ros Mc Millan – Passed.

5. Minutes

The minutes of the previous meeting, held on 19 September 2012, were confirmed.

6. Report of the President

- a. No response has been received from the Advancement Office following the request of the Committee for funding.
- b. Laurence Simpson is preparing report in respect of medical student teaching. There was discussion as to where this might sit in relation to the Alumni Council.
- c. It was noted that the Dean of the Faculty of Medicine, Dentistry and Health Sciences, Professor James Angus, has announced that he will not be seeking extension of his appointment beyond the current term.

- d. The Executive Group has worked on revision of the Charter of the Committee of Convocation to include protocols for the conduct of meetings and a draft version (draft 2) of the revised Charter has been distributed to all members.
- e. The end of year function will be at University House following the November meeting. There will be no separate Christmas function. The President is to invite past members to the subscription dinner.

7. Report on the Alumni Council Activities

No report was available.

8. Key Matters for Consideration

a. Revision of Charter

David Ford reported on the revision of the C of C Charter, speaking to draft 2, as tabled.

There was a discussion on the size of the quorum at meetings. The draft has this at 7 members. For the Executive Group the quorum is to be half of its membership. It was moved by David Ford that the revised Charter be accepted but the members present determined that it should be allowed to lie on the table. Following discussion of the Charter concern was expressed that there are members who would have an opinion but who were not able to attend.

It was suggested that an email discussion might be useful. It was suggested that provision should be made for discussion and ballots by email.

Irene Jablonka expressed the opinion that the Committee of Convocation should become incorporated in law.

The Secretary undertook to take up the outcomes of the discussion, to revise the document accordingly and to issue a further draft (draft 3) as an attachment to the minutes of the meeting.

b. Growing Esteem

Irene Jablonka intends to gather a working party over the coming Christmas period with a view to gathering information on the status of growing esteem. The suggestion was made that an invitation to speak on the subject to the Committee might be issued to the University Provost, next year.

c. Website

It was noted that the qualifications of members have been added to the information provided at the website of the Committee. The two listing of members now appearing on the website are to be amalgamated.

d. Actions Update

The Actions listing was reviewed and remained unaltered (refer to the attachment, hereto).

- e. Faculty Representation

No action.

9. Planning

- a. Facilitated Meeting

It has been requested that all members attend the Facilitated meeting to be held on 21 November 2012. So far, responses have been received from 15 members, including 1 apology. There has also been a request for donations and these would be appreciated if not already received.

Preparatory discussions with the professional facilitator have, still, to occur.

10. Other Business

- a. Tours

Irene Jablonka thanked those people who attended the tours.

- b. Meeting Room

The Chair thanked Irene Jablonka for organising the use of the Potter Room. Irene Jablonka is about to negotiate meeting room arrangements for 2013.

11. Next Meeting

Wednesday, 21 November 2012 at 5.00 pm – NOTE EARLY STARTING TIME.

12. Close

The meeting closed at 7.15 pm.

Attachments:

Actions (to 19 September 2012) – no change to date

Proposed revised Charter – Draft 3

Papers Circulated:

Nil

Future Speakers:

Nil – this year

COMMITTEE OF CONVOCATION - ACTIONS

Ref. No.	Date	Description	Responsibility	Status	Ref. No.
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43	2012-07-18	Consider the inclusion of a disclaimer on the Committee website	President, J Harcourt	Ongoing	43
45	2012-07-18	Coordinate search for information in respect of Growing Esteem progress	I Jablonka	Ongoing	45

The Committee of Convocation of the University of Melbourne

Preamble

Since 1923 the Committee of Convocation (C of C) has provided the graduates of The University of Melbourne with advice, assistance and representation in respect of the affairs of the University. In these functions the C of C succeeded the Senate which was established in 1867, only a dozen years after the establishment of the University itself. It was recognised, from the beginning, that the graduates form an important constituent part of the University. The membership of the C of C is representative of the Schools and Faculties. Inescapably, the influence of the C of C has waned as a more corporate style of management has been developed within the University over recent decades.

The legal definition of the role of the C of C has also changed over the years. Although the University of Melbourne Act 2009 lacks any direct reference to convocation and its committee, the graduates are specifically recognised by the Act as part of the University so they retain their interest in the University and in its future. On the other hand, the University Council has created an Alumni Council but the university statutes continue to recognise the Committee of Convocation, as an alumni body.

It can be expected that the University of Melbourne Alumni Council will embrace many of the former activities of the Committee of Convocation. The Alumni Council will encourage strong active partnerships for graduates with Faculties and Schools of the University and with its Office of Advancement. Even so, the members of the C of C will continue to represent a powerful resource of expertise and commitment, able to provide independent and informed advice.

The C of C will, therefore, continue to provide informational links that will be of value to the Faculties and Schools of the University, to the central administration of the University and to the graduates. The C of C will supplement and support the Alumni Council. The C of C will be an informed body for raising, with the Council of the University, matters that are of interest to graduates. This will be done through the Chair of the Alumni Council. The C of C will continue to be a definite link between the graduates and their Faculties and Schools, a link with connections beyond the University that will arch across all professional disciplines.

Goals

The Committee of Convocation will work to bring a graduate perspective to the policy and operations of the University of Melbourne. In particular, it will:

- Participate, as a recognised alumni body, through the Alumni Council, in enhancing the reputation and status of the University of Melbourne;
- Maintain a broad and current understanding of the policies and operations of the University;
- Provide advice and support to the University Council through the Alumni Council;
- Provide a forum for open discussion amongst graduates on matters affecting the University and its graduates;
- Establish links between the graduates of the University and their Faculties and Schools, and with the University as a whole;
- Provide a source of experienced graduates willing to serve on advisory committees of Faculties, Schools and other groups seeking wider input;
- Promote collegiality amongst graduates and students and within the University;
- Develop an active partnership with the Advancement Office of the University;
- Promote the reputation of the University amongst the graduates, to professional bodies and throughout the wider community.

Function & Actions

Planned functions and actions for the C of C, to implement the Goals, are listed below.

A. Relationships

- Develop a strong connection with the Alumni Council to assist it in connecting with graduates to the advantage of the University.
- Develop relationships between members and the Faculties and Schools, providing a pool of experienced people available to serve on their advisory committees, and any other professional groups where assistance or external advice may be requested.
- Constitute an experienced and cross-disciplinary resource for the Advancement Office from within the graduate community.
- Act in the role of a broad-based and informed customer, on a confidential basis, to review any plans or strategies on which Council or the Alumni Council may desire comment in advance of public announcement.
- As representatives of the graduate body, have substantial involvement in University functions and special events, such as the conferring of degrees, the Menzies Oration, openings and launches.
- Canvass and consider graduate views across all disciplines, communicating electronically via the internet.
- Maintain strong links to a wide range of external professional bodies.
- Collate information and comment of potential value to the University and provide feedback via the Advancement Office, the President of the Alumni Council and advisory committees of Faculties and Schools.

B. Organisation

- Meet regularly on the Parkville campus to reinforce the strong linkage with the University.
- Conduct elections as necessary to maintain the membership, with representation of major Faculties and Schools.
- Create protocols for the conduct of C of C affairs.
- Actively seek new avenues by which to gain information about University policies and operations - including regular pre-meeting visits to various parts of the campus.
- Create, as required, sub-committees to support areas of need.
- To streamline the work of the C of C, create a steering committee, to be called the Executive Group, consisting of the President, the Deputy President, the Secretary, and will also usually include the Chairpersons of Sub-committees.
- Invite a speaker from the staff of the University for each C of C meeting to inform the members about the current affairs and future plans of the University.
- Organise post-meeting dinners for members of the C of C in order to reinforce collegiality.
- Arrange occasional for speakers at post-meeting dinners to reflect interesting research, publications and other activities in order to provide a wide perspective on the life and work of the University and of its graduates.
- Hold a forum each year to which all graduates will be invited and for which a key speaker will be arranged and an opportunity provided for communication and promotion and for social interaction.
- Develop a web site linked with the Advancement Office and the University website.
- Issue an annual report to be made available, by electronic means, to all graduates and interested bodies, such as internal University departments.

◆ Governance

- The name of the organisation shall continue to be “The Committee of Convocation”.
- Ultimately, membership of the C of C will be by election for three year terms from the total graduate base with representation across all Faculties and Schools with a minimum representation of two members from each faculty. There will be a maximum membership established.
- All existing members of the C of C, from 2010, will continue as members unless they wish to retire. A new appointee will be sought only if a faculty group should become underrepresented due to retirements and resignations. Initially such replacements will be made by nomination. Attachment 1 details the Membership Rules and the process of the election of new members.
- A quorum at a meeting of the C of C shall be not less than 25% of the total number of members.
- A President, a Deputy President and a Secretary shall be elected from amongst the members and each shall hold office for a two year term.
- Meetings shall be held regularly from March to November in each year.
- As a recognised alumni body of the University, procedure at meetings shall be governed by University Statute 1.3 – Meetings.
- Open debate shall be encouraged with open voting on resolutions, as required, but the emphasis will be on consensus. Standing Orders of the University Council shall be followed should there arise a contentious issue not covered by Statute 1.3. Additional Standing Orders will be created as may be needed.
- A Code of Conduct for members will be established to govern the general conduct of members of the C of C, to provide protocols for interaction with other University bodies or external bodies and to specify authorisation to represent the C of C. Attachment 2 details Protocols.
- The annual report of the C of C shall record all significant activities for the year and it shall include a summary of any income and expenditure.
- Minutes shall be taken at each meeting and these shall be published.
- A program will be established to assist the induction of new members.

Administrative functions of the C of C include:

- Secretarial - the taking of minutes, the issue of notifications, adoption of a letterhead and external communications;
- Financial - petty cash for meetings and gifts for speakers and other administrative costs and an annual budget;
- Links to University Web sites - Advancement Office, the University Home Site, administrations of Schools and Faculties, other universities and other graduate bodies.

Attachment 1

Membership Rules

- Convocation is the whole body of all graduates of the University of Melbourne.
- Every member of the Committee of Convocation shall first be a member of Convocation.
- The Committee of Convocation shall consist of a maximum of 42 members.
- The Committee of Convocation shall elect a President from amongst its members for a term of two years.
- A retiring President may continue as a member of the Committee of Convocation.
- 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.
- 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:
 - 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
 - there shall be representation by at least one member of the Committee of Convocation of each of the faculties and schools of the University.
- Nomination for membership of the Committee of Convocation shall be by invitation of the Committee in consequence of an expression of interest on the part of the prospective member addressed to the President of the Committee.
- Before inviting any person to nominate for membership the Committee of Convocation shall first ensure that:
 - the person is a graduate of the University; and
 - there is a vacancy for the representation of the relevant faculty group; and
 - the person has expressed willingness to meet the objects and purposes of the Committee.
- 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.
- 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, or accepted reason, shall be deemed to be no longer a member.
- Any interested graduate of the University, while not a member of the Committee, may attend any meeting of the Committee of Convocation but without voting rights subject to possible exclusion by the Chairperson from any confidential discussions that may be held during a meeting.

Attachment 2

Protocols

Meetings of the Committee of Convocation shall be conducted in accordance with the general accepted rules of business meetings and specifically the Melbourne University Statute 1.3 – Meetings and where more specific control or determination may be required, the Standing Resolution 1.2 - General Procedure at Meetings, of the Melbourne University Council, shall be followed by the Chairperson of any meeting of the Executive Group (the Executive) or of the full Committee of Convocation.

A. Executive Group

- A quorum for any meeting of the Executive Group (the Executive) shall be not less than 50% of the total number of its members.
- All matters discussed at a meeting of the Executive are *prima facie* confidential and may only be disclosed to persons external to the Executive with prior approval of the Executive or of the President.
- If the President is absent or unavailable the Deputy President may act with the powers of the President.
- As a general rule, Executive matters will remain confidential to the Executive until a resolution, a decision or a recommendation has been reached.
- Matters relating to any particular person shall remain confidential unless the affected person indicates that confidentiality is not sought.
- The President, the Deputy President and the Secretary shall be permanent members of the Executive. The other members of the Executive (usually members of the C of C who are Chairpersons of sub-committees or who fill other designated roles) shall be nominated by the President and reaffirmed annually by the C of C.

B. Full Committee

- A quorum for any meeting that discusses or votes on any matter shall be 7 members.
- At meetings of the C of C, the President will identify any matter that should be treated as confidential and not for discussion or disclosure to any person external to the C of C. Members may identify matters which they feel should be treated as confidential. The minutes shall record the fact if any item is designated as confidential.
- In certain circumstances the President may release a matter from confidentiality prior to a subsequent meeting of the C of C if, in his or her assessment, confidentiality is no longer required and there may be advantage to the C of C in such release.
- Any communication issued in the name of the C of C must be authorised via a general meeting, or by the Executive or, when speed is essential, by the President.
- If the President is absent or unavailable, the Deputy President may act with the powers of the President.
- The published Agenda for each meeting of the C of C shall be adhered to. The Chairperson of the meeting may, however, revise the order of items to be discussed to assist to expedite matters of high priority when time pressure so necessitates.
- Discussion and the order of speaking by members shall be through the Chair and members shall show courtesy to other members in respect of both listening and speaking.
- A member of the C of C may be suspended or removed from the Committee if judged to be acting against the interests of the C of C as a whole if such suspension or removal is approved by a majority of 75% of members voting at a properly convened meeting of the C of C and at which a quorum is present.
- Input by electronic means from members who are unable to be present at a face-to-face meeting shall be admissible and shall be transmitted to members present at that meeting.
- Meeting notifications transmitted by e-mail shall be sufficient.

Changes from 2012-10-17

- “Will” has been amended to “shall”, as appropriate, in Governance
 - A quorum at a meeting of the C of C has been altered to “not less than 25% of the total number of members”
 - A quorum at a meeting of the Executive Group has been altered to “not less than 50% of the total number of its members”
 - The admissibility of input by electronic means from members has been added to the Protocols
 - The sufficiency of meeting notifications transmitted by e-mail has been added to the Protocols
 - The limitation on the term of membership has been removed from the Membership Rules
-

Committee of Convocation

Minutes of Meeting

held on Wednesday, 21 November 2012, in the Jim Potter Conference Room,
Old Physics, University of Melbourne, commencing at 5.00 p.m.

1. Welcome

The President took the Chair and opened the meeting at the appointed time.

2. Attendance

Members Present

Gary Israel (President), David Ford (Deputy President), John Scott (Secretary), Anne Ada, David Bellair, Jocelyn Chiew, Cecily Close, Clare Cummins, John Harcourt, Irene Jablonka, Ros McMillan, John Nelson, Ros Otzen, Barbara Perry, Ian Rechtman, Laurence Simpson, Jenny Stillman, Noel Whiting.

Apologies

Caroline Ralph, Beverley-Anne Rodan, Peter Ross, Michael Symons.

Attendees

Chris Kotur (Facilitator), Ann Rusden (Minute-taker) – former member.

3. Facilitated Deliberation

The President introduced the Facilitator, Chris Kotur, providing details of her *curriculum vitae* for the information of those present. He then withdrew from the Chair and sat with the members, handing the meeting to the Facilitator. As arranged, Chris Kotur then proceeded to conduct a facilitated process of deliberation on the purposes and future of the Committee of Convocation.

Chris Kotur explained the purpose of the meeting as following two principles:

- Abide by the Chatham House Rules – what is said by individuals “in house” stays “in house” – in order to provide a confidential environment;
- Everyone should express their opinion even if it differs from that of others.

Chris explained that it was permissible to discuss outside the meeting what had been said but not to report by whom statements had been made. Further, Chris indicated that she might be provocative at times in order to stimulate discussion. She emphasised that she had no preconceived ideas nor any conflict of interest.

Members were asked to consider the future of the Committee, both for the immediate period and in the long term.

It was pointed out that good practice required three aspects: attention, trust/respect and support. Support needs to be gained from students, graduates, the wider community and the University, itself. Chris spoke about the need and relevance of modern methods for communication with graduates and alumni.

Options for Gaining Attention

- Do something stupid;
- Continue the drumbeat - persist with what Committee has always done;
- Do something fresh and creative and make it something so valuable by choosing something that no-one else can do, e.g. provide answers to problems not yet recognized.

Trust

A necessary prerequisite for support, hard to obtain and it must go both ways. Examples would be Trust in the C of C by the U of M, Trust in U of M by C of C.

Support

A question for all present - what is it that the C of C knows and can do and that no other body can provide?

The Facilitator drew the attention of members to the fact that the issue of representation and the manner of governance for universities was of current concern worldwide and that the issue of “ownership” of universities had yet to be answered or determined.

More specific questions were then posed:

- What would stop, slow down or go backwards for graduates if the C of C closed down?
- What can the C of C do for graduates that no other group can do?
- What can the C of C do to add power to the University so that it would need the C of C?

The members present responded with various suggestions ranging from “nothing” to enhancing the education provided through experience, providing mentoring support (for select groups, including the under-privileged), providing advice and an independent, non self interested viewpoint, providing continuity, be a powerful voice, meeting regularly with key University personnel, enjoying contact with each other socially and learning about the University, acting as think tank for desirable outcomes, advocacy without prejudice and developing a new university ranking system.

The Facilitator summed up by concluding that the Committee had four choices;

- Do nothing - members will eventually stop coming;
- Reinvent the C of C with a clear and compelling vision to put to the University;
- Close down;
- Continue to meet in an informal capacity over dinner, etc.

It was further put forward, in relation to reinvention (see above), that if the vision is not clear then members would fall into one of three categories:

- Those who drift away;
- The few who may be energized;
- Those who might “wait and see”.

Conclusion

The President, on behalf of members, thanked Chris Kotur for her time, thoughtfulness and energy in conducting the session and for helping the C of C to find ways forward. A floral presentation was made by Jenny Stillman on behalf of members. The President wished a happy festive season for those not coming to dinner and thanked all present for their input and support during 2012.

4. Other Business

Deferred.

5. Next meeting

Wednesday, 20 February 2013, commencing at 5.30 pm.

6. Close

The meeting closed at 7.15 pm.

Attachments:

Nil

Papers Circulated:

Nil

Future Speakers:

Nil – this year