

Committee of Convocation

Minutes of Meeting

held on Wednesday, 20 February 2013, 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 Professor Eric Reynolds AO, Head of Melbourne Dental School. Mrs Reynolds was also present.

The meeting had been preceded by a group tour of the newly established Melbourne Dental Clinic and its state of the art pre-clinical and clinical facilities.

The President congratulated Professor Reynolds on his work to improve Dental teaching and on the initiatives developed in the superb, new Melbourne Dental Clinic. The President thanked the Professor for making his time available for the tour, for his excellent address and for his responses to the numerous questions arising from his most interesting presentation.

3. Attendance

Members Present

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

Apologies

Nil

4. Membership

No additions or withdrawals.

5. Minutes

The previously distributed minutes of the preceding meeting, held on 21 November 2012, were confirmed.

6. Report of the President

The President co-ordinated the progression of the following matters.

- a. It was announced that David Ford had tendered his resignation as Deputy President and from membership of the Executive – but that he would retain his membership of the Committee of Convocation.

- b. Ros McMillan was elected unopposed to the position of Deputy President to fill the vacancy created by the resignation of David Ford.

A Financial Statement was tabled by the Treasurer, Ros McMillan (copy attached to these minutes). These accounts met with the acceptance of the members present. The Treasurer pointed out that there were additional recent expenses, amounting to approximately \$40, that were not included in the summary of income and expenditure.

7. Consideration of the Discussion Paper on the Future of the Committee followed by a Secret Ballot

The President briefly reviewed the paper that had been prepared by David Ford and distributed, in advance of the meeting, to all members. The paper provided six choices for the future of the Committee.

Then followed general discussion of the options, at the conclusion of which a secret ballot was conducted to ascertain the favoured choice.

The result of the ballot was that Option 3 was clearly favoured, by a significant margin. Option 3 had been presented, as follows.

“Choice 3 - Continue as an interest group maintaining links with various areas of the University

Under this choice, we would set our own agenda and activities independently of the University activities. Relying mainly on good will and being perceived as of some potential benefit or assistance to the areas we are in contact with (for PR; occasional resources support) this would be an expansion of the speaker / visit / dinner portion of our prior activities for it to become dominant.

In this role, there should not be any issue of potentially getting off-side with the University administration or central Advancement Office. In fact ad-hoc support could still be provided”

Following the vote, observations were also made that this Choice gave flexibility to still pursue some of the specific faculty links and support of university bodies identified in the other choices and that, with an established choice, we can now move forward with greater assurance to develop more specific activities in line with this selection. Increasing the size of our membership is highly desirable.

8. Report on the Alumni Council Activities

The President of the Alumni Council, Ros Otzen, provided a report on the status of that body, as follows.

The first annual report to the University has been presented.

Working Groups within the Alumni Council are:

- Advocacy Group – identification of issues, facilitation of solutions;
- Mentoring Group - working closely with the University, development of faculty and school contacts, facilitation of mentoring, pooling of information;

- Communications Group – development of the role of the Alumni Council, forging of links of communication, promotion of alumni relations.

The purposes of the Alumni Council include facilitation, as a conduit, but not direct action. The latter is within the province of the Advancement Office and those of the faculties and schools.

9. Key Matters for Consideration

a. Revision of Charter

Draft revision 3b of the Charter of the Committee of Convocation was tabled. There was general discussion which centred on the size of a quorum. A division of opinion exists but it was agreed that later amendment could alter the proposed quorum of 25% if that were to be found to be unworkable.

The members voted (13 in favour) to accept the Charter as drafted. The Secretary undertook to issue the revised Charter in conjunction with the minutes of the meeting.

b. Growing Esteem

Not discussed.

c. Website

Not discussed.

d. Actions Update

Not discussed.

e. Faculty Representation

Not discussed.

10. Other Business

a. Tours

Irene Jablonka advised that she has several tours in the course of planning.

b. Meeting Room

Irene Jablonka advised that we are able to use the Jim Potter Conference Room for this year, at least.

It was suggested that the arrangements for meetings should come under review. This is to be discussed by the Executive and the outcome taken back to the next full meeting of the Committee for its consideration.

11. Next Meeting

Wednesday, 20 March 2013 at 5.30 pm.

12. Close

The meeting closed at 7.30 pm.

Attachments:

Accounts as at 2013-02-20

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

Papers Circulated:

The Future of the Committee of Convocation – paper by David Ford

Future Speakers:

To be advised.

**THE UNIVERSITY OF MELBOURNE
COMMITTEE OF CONVOCATION
Financial statement
20 February 2013**

INWARDS

Opening balance:	\$ 10.00
Subscriptions @ \$20 per person x 17	\$ 340.00
Donations to Facilitator fund	\$ 555.00
University of Melbourne grant	<u>\$ 250.00</u>

Total In **\$1155.00**

OUTGOINGS

Establishment of website	\$ 88.00
Payment to facilitator – November meeting	\$ 555.00

Total Out **\$ 643.00**

CURRENT BALANCE: **\$ 512.00**

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
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

Committee of Convocation

Minutes of Meeting

held on Wednesday, 20 March 2013, 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 Professor Gary McPherson, Ormond Chair of Music and Director of the Melbourne Conservatorium of Music.

Professor McPherson spoke on developments in Music courses and rising standards now achieved following some difficult years for the Music Faculty. The Melbourne Model, with its requirements for study in "breadth" subjects, has favoured Music. The greatest impediment to further progress has been the need for better facilities. It is planned to consolidate the Conservatorium, currently divided between the campuses in Parkville and South Bank, in a new building situated behind the Melbourne Recital Centre. After answering questions, Professor McPherson was thanked by the President for his most interesting address.

3. Attendance

Members Present

Gary Israel (President), Ros McMillan (Deputy President), John Scott (Secretary),
David Bellair, Cecily Close (Minute-taker), Irene Jablonka, John Nelson, Ros Otzen, Barbara Perry,
Ian Rechtman, Beverley-Anne Rodan, Peter Ross, Laurence Simpson, Jenny Stillman, Noel Whiting.

Apologies

Anne Ada, Clare Cummings, David Ford, John Harcourt.

4. Membership

The President reported that, following a decision by the Executive, he had written to members who have not attended meetings for some time in order to ask them if they were likely to continue. The only respondent was Caroline Ralph, who forwarded her resignation.

5. Minutes

The previously distributed Minutes of the preceding meeting, held on 20 February 2013, were accepted by the members present.

6. Report of the President

- a. The meeting was asked to ratify changes to the composition of the Executive. Ros Otzen and David Ford had resigned, and Cecily Close, John Nelson and Ian Rechtman had been appointed subject to the approval of the members. Also, Michael Symons, who had been

long absent from meetings both of Executive and Committee, had asked for further leave. The meeting gave its agreement to the changes.

- b. The President canvassed possibilities for future speakers at meetings.
- c. The President then spoke to his circulated paper Options for Meetings/Dinners of Committee of Convocation in 2013. It was agreed that the present arrangement of meeting monthly in February to June and August to November at the Potter Centre with dinner afterwards, alternating between Graduate House and University House, should continue (Option 1).
- d. The President reported that his request to attend a recent major graduation had been cordially agreed to, and that he had been included in the procession. He had met Professor Richard James, recently appointed Pro-Vice-Chancellor (Equity and Student Engagement). Professor James has responsibility for student equity, staff equity, staff development in relation to teaching and learning, Indigenous programs and student engagement and he expressed willingness to address us.
- e. The President drew attention to a reference to Convocation in the booklet distributed at the graduation ceremony. It was stated that, for the first 112 years of the University's history, graduating had "marked the acceptance into membership of the University by conferring membership of convocation upon the graduands. While the ceremony still has special significance, since 1968 matriculated students of the University are, by statute, automatically members of Convocation". That not being the understanding of the members, Cecily Close was asked to check the accuracy of the statement.

7. Report on the Alumni Council Activities

The President of the Alumni Council, Ros Otzen, provided a report on the status of that body, as follows.

The Council has not met recently but sub-groups are working on various matters. A good rapport is being developed with Pro-Vice-Chancellor Professor Richard James. He is keeping the Alumni Council informed of his move to ensure students' co-curricular activities (in community services, for example) are recognized in their results transcripts. Professor James, and the A.C., believes that this will bring added value to students' academic results.

8. Financial Report

Ros McMillan reported that the Website had cost \$134 for six months. This can be borne for the time being as the bank balance is \$337, but John Harcourt is researching a less expensive alternative.

9. Faculties and Schools Reports

The Executive having adopted Barbara Perry's suggestion that members should report on University events they had attended, three members made verbal reports.

Cecily Close spoke about the University Archives exhibition Protest!, at the Baillieu Library, which was the subject of a talk by the Archivist at the Friends of the Baillieu Library's A.G.M. held on 12 March 2013.

Barbara Perry described an illustrated lecture, given on 19 March by Royal Librarian Emeritus Oliver Everett, on the history, use and contents of the Royal Library.

Irene Jablonka reported on a talk, "Betrayal in Journalism – Who Owns the Story?" by Michael Gawenda, until recently head of the University's Centre for Advanced Journalism, drawing on his experiences as an investigative reporter.

10. Key Matters for Consideration

a. Refinement of Aims and Objectives.

The President referred to his circulated summary under this heading. In discussion, mention was made of the possibility of Voice publishing our report; and the use of Twitter to gain new members. Ian Rechtman sought and received permission to bring a friend as guest to the next meeting. It was reported that John Harcourt would like to see the Committee have some involvement in the Festival of Ideas.

The President is to issue an updated summary paper (attached, hereto) that includes ways and means.

b. Proposed Options for Alternative Meeting Formats and Activities

Refer to Item 6 (c), above.

c. Specific Actions from Facilitated Meeting Held on 21 November 2012

The outcomes are embodied in the renewed general approach of the Committee of Convocation to the range of its activities. [Refer to the attachment: Refined Aims and Objectives of the Committee of Convocation (Rev 2).]

d. Website

In the absence of John Harcourt there was no specific report on this subject.

e. Actions Update

The Actions listing was updated for re-issue with these Minutes.

f. Faculty Representation

No developments reported.

11. Other Business

a. Information Sheets with Biographies for Deans

It was agreed that action on this initiative should be discontinued. The tours and speakers program was considered to fulfil the function of maintaining good contact with Faculties and Schools.

b. Pre-meeting Tours

Refer, below, for current details.

c. Future Speakers

Irene Jablonka reported that the tour-host and speaker for April will be Dr James Waghorne.

Dr Jason Coonan will speak in June, and the Provost in September.

Further possibilities were mentioned.

d. Representation Initiative

Laurence Simpson, Noel Whiting and John Scott undertook to confer to develop a paper relevant to particular issues faced by Universities, today, with particular emphasis on the impact upon the teaching of students. This arose from some work already prepared and reported by Laurence Simpson.

12. Next Meeting

Wednesday, 17 April 2013 at 5.30 pm.

13. Close

The meeting closed at 7.30 pm.

Attachments:

Financial Statement as at 2013-03-20

Updated Actions

Refined Aims and Objectives of the Committee of Convocation (Rev 2)

Minute-takers for 2013 Meetings

Papers Circulated:

Refined Aims and Objectives of the Committee of Convocation (Rev 1)

Options for Meetings / Dinners Committee of Convocation in 2013

Future Speakers:

The tour-host and speaker for April will be Dr James Waghorne, a Fellow in the School of Historical Studies at the University of Melbourne. He is currently working on a history of the Australian Institute of Judicial Administration. Meet outside the Robing Room in the Old Law Quadrangle at 4.30PM for a step back in history of the University of Melbourne. The contact number for Irene Jablonka, Tour Organiser, is 0422 464 464.

Dr Jason Coonan will speak in June, and the Provost in September.

**THE UNIVERSITY OF MELBOURNE
COMMITTEE OF CONVOCATION
Financial statement
20 March 2013**

CARRIED FORWARD

From 20 February 2013	\$ 512.00
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WITHDRAWALS

Maintenance of website (Oct '12 – March '13):	\$134.80
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<u>BALANCE:</u>	<u>\$377.20</u>
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COMMITTEE OF CONVOCATION - ACTIONS

Ref. No.	Date	Description	Responsibility	Status	Ref. No.
51	2013-03-20	Provide updated Refined Aims listing for distribution to members	President		51
52	2013-03-20	Research the definition of Convocation since 1968	C Close		52
53	2013-03-20	Prepare paper on University purposes	LS, JBS, NW		53
54	2013-03-20	Provide details of speaker program for distribution to members	IJ		54

Refined Aims and Objectives of the Committee of Convocation

Following the Committee of Convocation meeting of 20 March 2013 the following have been proposed and agreed.

Role of the Committee of Convocation

1. Seek to inform members about the policies, practices, facilities and equipment of the University through speakers, tours, reports back from members and direct involvement in faculties and schools where possible.
2. Maintain a presence and continuity for potential Graduate input to University affairs.
3. Be prepared to express a Graduate viewpoint after careful consideration by members - recognising that, given the independence of C of C, this can be pursued vigorously, if necessary.
4. Provide a forum for social interaction and exchange of views between Graduates of differing faculties.
5. Stand ready to support the University, Alumni Relations Section and the Alumni Council where possible.
6. Explore links to Alumni via *Voice*, Staff news bulletins and twitter.
7. Build the membership of the Committee achieving a greater diversity of members and allow electronic communication for those members who would prefer such contact.
8. Seek to have the Vice Chancellor interact with the Committee via an invitation to address the Committee.

Ways and Means

1. Asking questions of targeted speakers at Committee meetings.
2. Writing letters and presenting the Committee's view and / or developing written questions.
3. Sending delegations to present viewpoints.
4. Supporting the University through donations and participation in activities of the University.
5. Widening contacts and extending membership by recommending potential new members, seeking an article in *Voice* and exploring additional avenues.

COMMITTEE OF CONVOCATION
Minute-takers for 2013 Meetings

Following the practice established in 2012, members of the Committee of Convocation who are not office holders are asked to take on the role of Minute-taker once a year. This is the list for 2013.

March 20

John Nelson

Reserve: Cecily Close

April 17

Cecily Close

Reserve: Barbara Perry

May 15

Barbara Perry

Reserve: Clare Cummins

June 19

Clare Cummins

Reserve: Laurie Simpson

August 21

Laurie Simpson

Reserve: Noel Whiting

September 18

Noel Whiting

Reserve: Ros Otzen

October 16

Ros Otzen

Reserve: Ian Rechtman

November 20

Ian Rechtman

Reserve: David Ford

Committee of Convocation

Minutes of Meeting

held on Wednesday, 17 April 2013,
in the Jim Potter Conference Room, Old Physics, University of Melbourne

1. Welcome

The President took the Chair and opened the meeting at 5.30 pm.

2. Guest Speaker

The guest speaker was Dr James Waghorne, a Fellow in the School of Historical Studies at the University of Melbourne.

Dr Waghorne, a research officer in the History of the University Unit, described his research into the history of philanthropy in the University. He spoke of philanthropy playing an important role in the life of the University, in three phases.

Dr Waghorne designated the first phase as civilising the colony, from 1853 until the University reached 1000 students, in 1901. The second phase was building and extending the work of the university, from the end of the nineteenth century into the 1930s. The third phase was building a nation, through the 1930s accelerating after WW2 to the present day.

In considering these three phases, Dr Waghorne identified major acts of philanthropy and bequests that have supported the University and its students. He also identified major appeals conducted in 1904, 1920 and 1955 when the University prepared documents relating to its functions, including its role as a civilising force within the community. There is to be an Appeal in 2013 for which the outcomes of the research of Dr Waghorne will assist the Advancement Office to provide a focus for gifting.

Since the 1960s Universities have changed and there is a need to redefine their role in terms of modern realities. A belief that Universities can improve the world must manifest itself in altered form, today.

After answering questions, Dr Waghorne was thanked by the President for his most interesting and informative address and earlier informative tour of historic parts of the campus.

3. Attendance

Members Present

Gary Israel (President), Ros McMillan (Deputy President), John Scott (Secretary), Anne Ada, Clare Cummins, John Harcourt, Irene Jablonka, John Nelson (Minute-taker), Barbara Perry, Ian Rechtman, Beverley-Anne Rodan, Peter Ross, Laurence Simpson, Jenny Stillman, Noel Whiting.

Apologies

David Bellair, Cecily Close, David Ford, Ros Otzen.

4. Membership

The President reported that he had had no further responses from members to whom he had written about their continued membership. He indicated that he would follow up this matter with the members concerned. Further discussion as to membership status will be deferred until the end of 2013.

5. Minutes

The previously distributed Minutes of the preceding meeting, held on 20 March 2013, as amended, were accepted by the members present.

6. Report of the President

- a. The President reminded the members that the Committee of Convocation was a democratic group that worked through the Executive to the full body. Activities on behalf of Committee of Convocation must be subject to consultation with and the agreement of the members.
- b. Convocation needs to be involved with what comes out of the Committee. The Committee of Convocation is a committee of the graduate body and, as such, has a need to communicate with the graduate body. Means such as by the use of Voice, the Website and even Social Media might be considered. The President indicated that there would be a need for assistance from someone having appropriate expertise.
- c. As there is insufficient information about the possible loss of Government funding to the University, at the present time, the Committee of Convocation will consider a response in due course.

7. Report on the Alumni Council Activities

Two members of the Alumni Council, Clare Cummins and Jenny Stillman, provided a report on some of the activities of that body. They indicated that the Alumni Council meets bi-monthly, having recently met on 15 March 2013.

Professor Richard James, Pro Vice-Chancellor (Participation and Engagement), had spoken on University resourcing of co-curricular activities. The aim is to achieve formal integration into the curriculum, there being a link between such programs and career success.

The Committee was informed that the new electoral cycle for the Alumni Council was about to begin. Half of the elected members (those on 2 year appointments) are to change.

8. Financial Report

Ros McMillan reported that the Website had previously cost \$134 for six months, but John Harcourt has been able to source an option costing \$14.95 per month, or \$89.70 to the middle of October 2013 (payment has been made via John Harcourt). She reported that the bank balance on 20 March 2013 had been \$377.20 whilst the current bank balance stood at \$287.50.

9. Faculties and Schools Reports

There were three verbal reports.

- a. Jenny Stillman spoke on the accreditation process for Veterinary Science for which there had been a recent audit. She also commented on the notion of new premises for the pre-clinical years of the Veterinary Science course, given that student numbers have outgrown the present building.
- b. Laurie Simpson spoke about the development of an orthopaedic program for the Anatomy Museum. A PowerPoint presentation had been given to staff and some students, in particular a simulation of an arthroscopy procedure on a knee.

NOTE: It was suggested that this is the type of information from the Committee of Convocation that could be posted on the website.

- c. Ros McMillan spoke about the celebrations commemorating the 75th anniversary of the opening of the Percy Grainger Museum. She issued an invitation for all to visit the Museum which opens Tuesday to Friday and Sunday from 1pm to 4:30 pm.

10. Key Matters for Consideration

- a. Website

John Harcourt reported that the website had received 204 hits. He commented that he has experienced difficulty in maintaining communication with the Advancement Office.

- b. Actions Update

The Actions listing was updated for re-issue with these Minutes.

It was agreed that Actions 51 and 54 have been completed, whilst Actions 52 and 53 are ongoing. For Action 53 there was an appeal for others to contribute to the preparation of the paper on University purposes, with particular emphases on performance and quality of teaching. A further Action was added to the list: Action 55 - Prepare an article for VOICE, with the President and C Close to take responsibility.

- c. Faculty Representation

Irene Jablonka referred to the "2013 Graeme Clark Oration" to be held on Monday 29 April 2013 and sponsored by the ICT for Life Sciences Forum. There is still the opportunity for one more member of the Committee to attend the Dinner that will follow the Oration.

11. Other Business

- a. Future Speakers

Irene Jablonka reported on future speakers and tours:

- Amy Jean Little, Marketing Manager, Law School, will speak in May;
- Dr Jason Coonan, General Manager of the Contracts and Asset Management division of University of Melbourne Commercial Ltd. will speak in June;

- Mr Luan Ismahil of NICTA has agreed to be our guest speaker for our August meeting; and
- the Provost will speak in September.

Further possibilities were mentioned.

12. Next Meeting

Wednesday, 15 May 2013 at 5.30 pm.

13. Close

The meeting closed at 7.20 pm.

Attachments:

Updated Actions

Papers Circulated:

Nil

Future Speakers:

Amy Jean Little, Marketing Manager, Law School, will speak on 15 May 2013.

COMMITTEE OF CONVOCATION - ACTIONS

Ref. No.	Date	Description	Responsibility	Status	Ref. No.
52	2013-03-20	Research the definition of Convocation since 1968	C Close	Ongoing	52
53	2013-03-20	Prepare paper on University purposes	LS, JBS, NW	Ongoing	53
55	2013-04-17	Prepare an article for VOICE	C Close, G Israel	New	55

Committee of Convocation

Minutes of Meeting

held on Wednesday, 15 May 2013,
in the Jim Potter Conference Room, Old Physics, University of Melbourne

1. Welcome

The President took the Chair and opened the meeting at 5.30 pm.

2. Guest Speaker

The Guest Speaker was Ms Amy Jean Little, the Marketing Manager at the Melbourne University Law School. Just prior to the meeting Ms Little had hosted a tour for members of the Committee of Convocation of the Law School areas used for the teaching of Graduate programmes.

Ms Little outlined the three programs of the Law School:

- The JD program (Juris Doctor) which is for students who wish to practise law, and for which students need to be graduates in some other field - most of the students, at present, are graduates in Commerce or Arts;
- The Research Higher Degrees program - for professional development;
- The Masters Program (with which Ms Little is most closely associated).

The LLB has been phased out. The JD program is now well established and it has resulted in some good employment outcomes. The program accepts 350 students per year.

The Masters program is very extensive and, at present, 168 subjects are covered. This program attracts students from around the world as well as from all parts of Australia. Teachers and lecturers also come from all parts of the world, so it is a very vibrant area. Recent public lecturers have included the Chief Justice of the United States. There are two intakes of students per year. There are approximately 1200 to 1300 students per year taking this course, many of whom are part-time.

In response to questions, Ms Little stated that JD graduates from Melbourne can practise anywhere in Australia and in many countries overseas, e.g. Canada, United States and Malaysia. However, they cannot practise in France or the United Kingdom.

The Law School has an extensive Alumni base, and many people who have retired from practising law are still active in helping students. For example, several retired judges act as mentors to students.

Ms Little was thanked by the President for her most interesting talk and also for the earlier tour of the Law School.

3. Attendance

Members Present

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

Apologies

Anne Ada, Ros Otzen, Ian Rechtman, Beverley-Anne Rodan, Peter Ross, Jenny Stillman, Noel Whiting.

4. Membership

It was noted that 19 out of the 23 members of the Committee had either attended the meeting or apologized.

5. Minutes

The minutes (Revision 1) of the meeting held on 17th April 2013 were confirmed.

David Bellair volunteered to assist with Item 6b of the April minutes, i.e. the development of means for communication with the graduate body, and will report to the Committee in due course.

6. Report of the President

The President referred to a draft article he had prepared, with assistance from Cecily Close, on the history of the Committee of Convocation. This had been circulated to all members of the Committee and a discussion of it took place. Various suggestions were made, and the Secretary offered to re-draft the article, taking the suggestions into account, and then to re-distribute it. It was also agreed that a photograph would be a good addition to the article – perhaps of the unveiling of the plaque in the cloisters which replaces the lost foundation stone, or of former member of the Committee of Convocation Anne Rusden being presented with a silver medal for services to the University.

7. Report on the Alumni Council Activities

Nothing to report.

8. Financial Report

Ros McMillan reported that the current bank balance of \$287.50 was unchanged since the previous report.

9. Faculties and Schools Reports

There were three verbal reports.

- a. Irene Jablonka drew the attention of the meeting to two events that the Faculty of Science has planned for members of the public. These are a little different from the public lecture programmes normally held. The forthcoming events are:
 - i. Tour of the Herbarium;
 - ii. Authentication of artworks using chemical methods.

The authentication of artworks is for adults and for children aged 16 years, or more, as the event will involve working with chemicals. A small charge will apply.

- b. Laurie Simpson recommended the Public Lecture Program to members of the Committee. Information about these lectures is available in alumni association e-mails and in "Voice".
- c. David Ford reported that the Engineering special luncheon, which is held annually for the graduates reaching 50 years since their final year, is being combined this year with a Pan University luncheon for 50 years and over graduates to celebrate the University's 160 years. The date is Thursday 3 October 2013 but further details have yet to be circulated.

There was discussion about the large proportion of students who work part-time, thus resulting in less campus life and less personalised teaching. It is planned that the Provost will speak at a future meeting, and he can then be asked about these matters.

10. Key Matters for Consideration

- a. Website

John Harcourt reported that photos taken on the visit to the Dental School are now on the Website.

- b. Actions update

Actions 53 and 55 had been dealt with during general discussion and they are on-going.

Cecily Close is still researching Action 55. This concerns the correct definition of the term "Alumni" as it applies to the University of Melbourne.

- c. Faculty representation

Nothing to report.

11. Other Business

Irene Jablonka reported on pre-meeting tours and future speakers, advising that arrangements for November and December have yet to be settled.

David Ford suggested that the custom of inviting members of the Committee of Convocation to speak at some of the dinners after the meetings should be re-instated, as these proved to be so good and so popular. Ros McMillan will investigate.

12. Next Meeting

Wednesday, 19 June 2013 at 5.30 pm.

13. Close

The meeting closed at 7.07 pm.

Attachments:

Updated Actions

Papers Circulated:

C of C Membership Directory updated to 2013-05-16

Draft article prepared by the President, with assistance from Cecily Close, on the history of the Committee of Convocation

Future Speakers:

Dr Jason Coonan, General Manager of the Contracts and Asset Management division of University of Melbourne Commercial Ltd will speak on 19 June 2013.

COMMITTEE OF CONVOCATION - ACTIONS

Ref. No.	Date	Description	Responsibility	Status	Ref. No.
52	2013-03-20	Research the definition of Convocation since 1968	C Close	Ongoing	52
53	2013-03-20	Prepare paper on University purposes	LS, JBS, NW	Ongoing	53
55	2013-04-17	Prepare an article for VOICE	C Close, G Israel	Ongoing	55
56	2013-05-15	Report on options for communication with the graduate body	D Bellair	Ongoing	56

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 Boxel.

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, 21 August 2013,
in the Jim Potter Conference Room, Old Physics, University of Melbourne

1. Welcome

The Deputy President took the Chair, opened the meeting at 5.30 pm and conducted proceedings (at the request of the President who had newly returned from an absence on leave).

2. Guest Speaker

The guest speaker was Mr Luan Ismahil of NICTA, Australia's Information Communications Technology (ICT) Research Centre of Excellence and the nation's largest organisation dedicated to ICT research.

3. Attendance

Members Present

Gary Israel (President), Ros McMillan (Deputy President and Treasurer), John Scott (Secretary), Anne Ada, David Bellair, Lesley Boston, Cecily Close, Clare Cummins, David Ford, John Harcourt, Irene Jablonka, John Nelson, Barbara Perry, Ian Rechtman (Minute-taker), Beverley-Anne Rodan, Laurence Simpson.

Apologies

Peter Ross, Jenny Stillman, Noel Whiting.

4. Membership

Lesley Boston was nominated for membership by Gary Israel and this was seconded by Ian Rechtman. Lesley had been a member of the Committee of Convocation from 1992-2008 and had been its President. She had also served on the Monash University Council from 2004-2009. Well qualified as an educator, Lesley Boston spent 28 years as a teacher and served as Principal of Mentone Girls' High School and of Mac Robertson Girls' High School. The motion to accept Lesley Boston as a member of the Committee of Convocation was carried, unopposed.

5. Minutes

The minutes of the meeting held on 19 June 2013 were accepted as previously circulated and without alteration.

6. Report of the President

- a. The executive met on 07 August 2013 to prepare for this meeting of the full Committee.
- b. The Committee of Convocation received an alumni body grant of \$250 from the University of Melbourne. It will be necessary to report back to the University on the use made of those

funds. A discussion ensued on possible uses other than for the website hosting fees. Gary Israel and John Harcourt to prepare the report and to request funds for the coming year.

- c. The Treasurer requested contribution of \$20 from members. Moved by Ian Rechtman-David Ford and passed. [Members may make contributions on line by the direct deposit of funds into the Committee of Convocation bank account: BSB No. 633-000, Account No. 141509497, giving their name in the receiver's account description.]
- d. The draft letter to The Secretary of The University, as to wording in the graduation booklet, was discussed in detail. The latest draft was that dated 16 August 2013. Agreement on the preferred wording having been reached, the Secretary of the Committee was requested to prepare the final version for signing by the President.

7. Report on the Alumni Council Activities

There was no formal report but it was noted that the voting is still open until the 9 September 2013 for the Alumni Council elections.

8. Financial Report

The Treasurer advised that the bank balance stood at \$287.50.

9. Faculties and Schools Reports

Laurie Simpson observed that the current medical course syllabus provided for 6 to 9 months' student training in Psychiatry and just 5 weeks in surgery.

10. Key Matters for Consideration

a. Website

Irene Jablonka suggested that the website should become future-based rather than retrospective, as is currently so. She suggested that agendas for future meetings, details of future speakers and notifications of tours might be uploaded on a page called Future Activities, Forthcoming Events, or similar, as soon as confirmed.

b. Actions Update

There was discussion on the possible use by the Committee of Social Media following circulation of the paper that had been prepared by David Bellair. David recommended a step by step process. He will be asked to join the next meeting of the Executive, to be held on 04 September 2013, to take detailed discussion further. There was a vote of thanks to David Bellair for the contribution he had made in the preparation of his report.

It was suggested that the President should consult with Jocelyn Chiew with a view to finding an additional representative from Architecture.

The President agreed to writes to the Faculty of Arts seeking to confirm representation of the committee by Cecily Close.

It was noted that no response had been received to the "desperately seeking" entry in Herald-Sun.

c. Faculty Representation

There was nothing specific to report.

11. Other Business

Attention was drawn to the forthcoming Festival of Ideas. Event bookings open on 02 September 2013.

12. Next Meeting

Wednesday, 18 September 2013 commencing at 5.30 pm.

13. Close

The meeting closed at 7.15 pm.

Attachments:

Updated Actions

Papers Circulated:

Report, prepared by David Bellair, on the proposed use by the Committee of Convocation of Social Media.

Draft letter to The Secretary of The University concerning wording in the Graduation booklet.

Future Speakers:

Irene Jablonka has advised that the guest speakers are to be as follows:

Prof Margaret Sheil, the Provost, in September;

Prof Jeff Borland, of the Commerce and Economics Faculty, in October.

COMMITTEE OF CONVOCATION - ACTIONS

Ref. No.	Date	Description	Responsibility	Status	Ref. No.
53	2013-03-20	Prepare paper on University purposes	LS, JBS, NW	Ongoing	53
59	2013-06-19	Arrange for Dean of MDHS Faculty to speak to C of C	LS, IJ	Ongoing	59
60	2013-08-21	Apply for University grant to maintain website	President, JKH		60
61	2013-08-21	Progress the investigation of the use of Social Media	Executive		61

Committee of Convocation

Minutes of Meeting

held on Wednesday, 18 September 2013,
in the Jim Potter Conference Room, Old Physics, University of Melbourne

1. Welcome

The president took the chair at 5.30 pm, opened the meeting and conducted the proceedings throughout.

2. Guest Speaker

The guest speaker was the Provost of the University of Melbourne, Professor Margaret Sheil.

The subject of the address was promoting the presence of the University of Melbourne, and the need to have coverage in the Media. Professor Sheil advised that the “brand” was strong in New South Wales and Victoria, especially in respect of the top four or five faculties including Law, Medicine, Education and Music. There is much effort going into getting the message across, not only in Asia and other parts, overseas, but through contact with those who are mentoring students to help them advise potential students of the advantage of our high world ranking. This ranking gives us advantage, given the prevalence of shorter and cheaper courses at lower ranked universities. There was discussion on the efforts being made by various Faculties - such as the free Public Lectures, the “Festival of Ideas” - and as to their success, and whether they will continue.

The Provost explained the scope and status of the initiative of the University to become involved in MOOCs (Massive Open On-line Courses). Five or six additional courses are ready to be added to the current University of Melbourne on-line offering.

The Provost answered questions with much candour and goodwill, but mentioned that she had been in the position for just 16 months.

3. Attendance

Members Present

Gary Israel (President), Ros McMillan (Deputy President and Treasurer), John Scott (Secretary), Anne Ada, Cecily Close, John Harcourt, Irene Jablonka, John Nelson, Barbara Perry, Ian Rechtman, Laurence Simpson, Noel Whiting (Minute-taker).

Apologies

David Bellair, Lesley Boston, Clare Cummins, David Ford, Beverley-Anne Rodan, Peter Ross, Jenny Stillman.

4. Membership

No change to be reported.

5. Confirmation of the Minutes

The minutes of the previous meeting, which was held on 21 August 2013, were accepted without alteration and as previously circulated.

6. Report of the President

- a. The executive had met after the last meeting to prepare for this meeting of the full Committee
- b. Following from the Actions update at the last meeting, suggesting the use of Social Media, the executive worked on preparing a trial of Facebook as a means for the promotion of the Committee of Convocation. The President expressed his thanks to David Bellair for his work and suggested that an initial group be formed, its membership to consist of interested members of the Executive and of any other members who may like to express their interest in being involved.
- c. The use of Facebook would be an experiment aimed to inform people of the continuing existence of the Committee of Convocation, of its aims and activities, and to refer them to our website. Hopefully, Facebook might provide a means to promote an interest, on the part of other graduates, in applying to join the Committee.

7. Report on the Alumni Council Activities

No formal report was available. The result of the Alumni Council elections had not been published, pending the completion of the election process.

8. Financial Report

The Treasurer advised that the bank balance stood at \$327.50 and reminded Members of the request for each to provide \$20.

9. Faculties and Schools Reports

Laurie Simpson reported that the new Dean of Medicine was still settling in with a large workload and that he could not be engaged as a Guest Speaker until 2014.

10. Key Matters for Consideration

- a. Website

The website has been updated.

- b. Actions Update

The President had not been able to contact Jocelyn Chiew in respect of finding another representative from Architecture. He has, however, contacted the Australian Institute of Architects. It was felt that the excellent article by Rob McGauran in the Age should be applauded.

- c. Faculty Representation

The President has written to the Faculty of Arts, seeking to confirm Cecily Close as a Faculty Representative.

11. Other Business

Attention was again drawn to the “Festival of Ideas”, to be held at The University of Melbourne.

12. Next Meeting

Wednesday, 16 October 2013, commencing at 5.30 pm.

13. Close

The meeting closed at 7.15 pm.

Attachments:

Updated Actions.

Papers Circulated:

Nil.

Future Speakers:

Irene Jablonka has advised that a guest speaker has been arranged, as follows:

Professor Jeff Borland, of the Faculty of Business and Economics, in October.

ANNUAL END OF YEAR DINNER AT GRADUATE HOUSE

FOLLOWING THE MEETING ON 20th NOVEMBER 2013

WE WILL INVITE PAST COMMITTEE MEMBERS

AND MEMBERS ARE ENCOURAGED TO BRING PARTNERS

COMMITTEE OF CONVOCATION - ACTIONS

Ref. No.	Date	Description	Responsibility	Status	Ref. No.
53	2013-03-20	Prepare paper on University purposes	LS, JBS, NW	Ongoing	53
59	2013-06-19	Arrange for Dean of MDHS Faculty to speak to C of C	LS, IJ	Ongoing	59
61	2013-08-21	Progress the investigation of the use of Social Media	Executive	Ongoing	61

Committee of Convocation

Minutes of Meeting

held on Wednesday, 16 October 2013, in the Jim Potter Conference Room,
Old Physics, University of Melbourne, commencing at 5.30 p.m.

1. Welcome

The President took the chair at 5.30 p.m., opened the meeting and conducted the proceedings throughout.

2. Guest Speaker - Professor Jeff Borland, Professor of Economics at the University of Melbourne

Professor Borland has been with the faculty for 25 years and teaches / has taught Microeconomics, Australian and World Economic History and, more recently, Sports Accounting.

Professor Borland provided an update of the Faculty of Economics and Commerce (FBE), which included discussion and opinion relating to the following.

- Transition of the faculty off campus to “The Spot” over the past 5 years.
- The evolution of the FBE curriculum over recent years.
- The Melbourne Model, which really has not affected the faculty, as commerce students have always been able to undertake a 1/3 of “breadth” subjects outside of the faculty.
- The recent cooperation between the Melbourne Business School (MBS) and FBE which has resulted in the FBE providing all undergraduate and honours teaching and the MBS providing all graduate education across the University.
- The Honours Programme continues and is thriving. There are about 50 accounting students.
- At the graduate level, the courses offered are:
 - Master of Management – students most likely to be from Arts or Science, from this or other universities;
 - MBA – Post Grad students who most likely have 5+ years working experience;
 - PhD – across all areas.
- One of the biggest changes evident in the faculty has been the growth in the numbers and depth of Student Clubs and Societies. Some examples cited were:
 - Melbourne Micro-finance initiative which has 250 members assisting communities here and overseas;
 - The Keynes society which publishes a newsletter every couple of weeks covering various topics; and
 - Multiple clubs, such as the Actuarial society which participate in regular case study competitions moderated by various Professors and staff.

The President thanked Professor Borland, on behalf of the members, for his presentation.

3. Attendance

Members Present:

Gary Israel (President), John Scott (Secretary), Anne Ada, David Bellair, Cecily Close, Clare Cummins (Minute-taker), David Ford, John Harcourt, Irene Jablonka, Barbara Perry, Ian Rechtman, Noel Whiting.

Apologies:

Leslie Boston, Ros McMillan, John Nelson, Beverley-Anne Rodan, Peter Ross, Laurence Simpson, Jenny Stillman.

4. Membership

Discussion was held in relation to the status of members who had not been to any meetings in recent months, though had not resigned from the Committee (i.e. Eric Bell-Chambers, Jocelyn Chiew, Andrew McElhinney and Michael Symons). It was decided that a decision needs to be made at the end of the year in relation to their membership status. Additionally, discussion took place in relation to the need for alumni to provide representation across faculties and to ensure that the Committee remains of sufficient size as to continue to attract the high calibre of guest speakers.

5. Confirmation of Minutes

The Minutes of the preceding meeting, held on 18 September 2013, previously circulated were accepted without amendment.

6. Report of the President

- a) The President received a letter from Dr. Lowe, a former Committee member, thanking the President for the condolence letter sent to Dr Lowe on the passing of his wife.
- b) The annual dinner will take place on Nov 20th at 7pm at Graduate House. All Committee Members from 2009 are to be invited to the dinner.

7. Alumni Council Activities

Clare Cummins advised that the Alumni Council was organising a mentoring workshop to bring together the various faculties across the University to share best practice as some departments do not run mentoring programs whereas others have run highly effective mentoring programs over many years.

8. Financial Report

The bank balance is \$487.50.

The Committee passed a resolution providing the Treasurer with the Authority to pay expenses of a recurring nature (e.g. website hosting fees) and those relating to the annual dinner.

9. Faculties and School Reports

a) Library – Friends of the Baillieu

Cecily Close attended a recent function in which the Vice Chancellor, Glyn Davies, spoke about the history of the older Australian Universities (which were not of the Oxford/Cambridge model, being more vocational) and their present day funding challenges.

The University's current fundraising appeal has raised \$270m. The goal is \$500m.

b) Combined Faculties Over 50 years Alumni Function

David Ford attended the luncheon which was also attended by Barbara Perry, Frank Lees and Alan Abbott (former Committee members).

c) Engineering Update

David Ford advised that Peter Scales, Acting Dean, advised at the Over 50 years Alumni function that the:

- Melbourne Model had been of advantage to the Engineering faculty. First year student enrolments have increased from 400 to 500 students with growth to 900 planned.
- Most of the various engineering departments will eventually be consolidated in one building by the Engineering School's planned future move to occupy the former Royal Women's Hospital site.

d) Festival of Ideas

Irene Jablonka reported that she had attended various functions throughout the Festival of Ideas.

10. Key Matters for Consideration

a) Website

John Harcourt advised that he was still waiting upon a response from the Advancement Office about the website and that he would follow up, again, with the Advancement Office.

b) Actions Update

There were no updates to the Actions Listing.

c) Faculty Representation

There was nothing specific to report.

d) Social Media

A sub committee comprising David Bellair, John Harcourt, Gary Israel and John Scott was formed to progress this matter further.

e) Three Papers Pertaining to University Teaching

The three papers prepared by Laurie Simpson, Noel Whiting and John Scott which provided commentary on aspects of change at the University, including the approach to teaching, were discussed. Many additional views were expressed and it was, therefore, decided to carry forward this discussion to the next meeting. Other views could then be considered, with the three authors present, so that the next steps could be determined.

11. Other Business Key Matters for Consideration

a) Pre Meeting Tours and Speakers

Irene Jablonka agreed to make enquiries as to the availability of a venue on campus for the 2014 Committee of Convocation meetings.

12. Next Meeting

Wednesday, 20 November 2013 at 5.30 pm.

13. Close

The meeting closed at 7.30 pm.

Attachments:

Updated Actions (no change)

Papers Circulated:

Finance Report to 2013-10-16

Future Speakers:

None in November

Committee of Convocation

Minutes of Meeting

held on Wednesday, 20 November 2013,
in the Jim Potter Conference Room, Old Physics, University of Melbourne

1. Welcome

The meeting opened at 5.35pm with the President taking the chair.

A special welcome was given to Miss Ann Rusden, a guest and former member.

The President indicated he would like to see the meeting end at 6.50pm to allow time for members to catch up with dinner guests, at 7.00pm.

2. Guest Speaker

There was no guest speaker for this meeting.

3. Attendance

Members Present

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

Apologies

Lesley Boston, Ian Rechtman, Jenny Stillman.

4. Membership

No discussion.

5. Confirmation of the Minutes

The minutes of the previous meeting, held on 16 October 2013, were accepted, as previously circulated, with one amendment: Barbara Perry indicated that she also attended the recent dinner in Wilson Hall for graduates of 50 years, or more, and she asked that her name be added to the record.

6. Report of the President

- a. The President reported on the gracious letter received from the Provost, written in response to Committee of Convocation comment on statements in relation to Convocation that were contained in the Graduation booklet. The letter was read to the meeting and passed to the Secretary for filing.
- b. John Harcourt was commended for his successful efforts to have a link for the Committee of Convocation posted at the University web site.

- c. The President indicated that his two-year term was finishing and that Deputy President Ros McMillan was willing to accept the position of President, if the members agreed. The chairing of the first meeting for 2014 and the process of election were discussed and agreed. Cecily Close accepted the rôle of returning officer, in case a ballot comes to be needed.

The Office bearer positions to be filled are: President, Deputy President, Secretary and Treasurer. Additional recognised positions are Dinners Organiser, Speakers Organiser and Tours Organiser.

- d. The President asked Irene Jablonka for information about booking the Jim Potter Conference Room for Committee of Convocation meetings during 2014 and she advised that she was already taking the matter in hand. It was agreed that the 2014 monthly meeting schedule would commence in February and finish with the November meeting, but with a break in July.
- e. The President indicated that he had telephoned the Alumni Office to enquire as to the progress of the Committee of Convocation application for a grant. He was awaiting a response.
- f. The President then thanked all members for their contributions during the year.

7. Report on the Alumni Council Activities

There was no official report of the activities of the Alumni Council.

It was noted that no response had been received from the Advancement Office in respect of the advice that had been given to it that there was an apparent anomaly in the AC election results, as published, concerning which elected person would cover which faculty groups.

AC member Clare Cummins advised that the AC had organised a most successful workshop on mentoring, with representation from 8 University Faculties / Schools and 28 representatives. The purpose was to share knowledge and experiences about mentoring across the faculties. The workshop should improve cross pollination of ideas and it has also created an internal network of relevant stakeholders.

A question was raised as to whether the AC received reports and information from the University Council comparable with that circulated, previously, to the Committee of Convocation. Clare Cummins advised that this was not the case, although other information was received from the University, from time to time, for review by the Alumni Council.

A further question was raised as to whether the President of the AC attended University Council meetings. Clare Cummins advised that she was unable to confirm this. It was then suggested by a Committee member that the University Council might operate in accordance with University Statute 3.1, which provides for the President of the AC to have observer status at some parts of some meetings of Council, at least.

8. Financial Report

The Treasurer advised that funds had moved from \$287.50 in August, with added funds from members and after allowing for income/expenditure related to the November post-meeting dinner, and that the balance of the account was \$397.80.

9. Faculties and Schools Reports

- a. John Harcourt had circulated an interesting and comprehensive report on the Dental School prior to the meeting.
- b. Ros McMillan advised that the School of Music had a studio, at VCAM, which had been recently upgraded, at a cost of approximately \$1 million, and that there is approval for it to be named "The Brian Brown Studio". This news was greeted with acclaim by the members of the Committee of Convocation.
- c. Laurie Simpson advised that he had recently had the opportunity to chat with the new MDHS Dean who had expressed interest in Laurie's opinions. They have arranged to meet, again, to discuss further.
- d. Gary Israel advised that he had recently attended the Librarian's Annual Lecture, presented by Phillip Kent, University Librarian. It was pleasing to note that the Librarian had recently visited overseas university research libraries, which enjoy strong university support (including libraries at British Columbia; Manchester and Oxford).

[See: <http://www.youtube.com/watch?v=uUY2SswDens>]

- e. Irene Jablonka summarised some recent and forthcoming events of interest in the Public Lecture series and recommended them to all members.

10. Key Matters for Consideration

- a. Papers on University Purposes

The three papers circulated, previously, on this item were referred to and the President handed out an interesting summary of research observations on the modern Australian University by Richard Hil and entitled: *Whackademia: An Insider's Account of the Troubled University*. Some key observations by Richard Hil were discussed in the context of the other issues that we had previously raised. It was noted that the observation listed as No 14 (relating to the requirements of industry) may not really have changed over the decades and that some of the observations may be somewhat self-serving when made by an academic.

General discussion ensued and it was noted that many changes had to occur, much driven by changes to university funding as well as societal changes. A far higher percentage of the population now attends university in Australia *vis a vis* the time at which most of the members graduated.

It was agreed that further immediate action would not be taken, in relation to the papers, but that we would await a further report from Laurie Simpson following his forthcoming meeting with the new MDHS Dean.

- b. Report on Melbourne Dental School Advisory Committee

Noted prior.

- c. Website

The link to the University website was the most significant item in respect of the website.

d. Actions Update

No significant discussion.

e. Faculty Representation

It was agreed that a letter would be drafted, to go to all Faculty heads, identifying their relevant representative(s) on the C of C, along with an explanatory letter about the continuing Committee and its activities and potential. This would be handled in the New Year and would require further discussion as to content and format.

11. Other Business

It was requested that members signify interest in taking on office bearer positions from 2014 by submitting nominations to the Secretary.

Meetings in 2014 would continue to be held on the 3rd Wednesday of each month, except for the months January, July and December.

The President's summary paper on Growing Esteem was discussed and it was decided that no further action would be taken in relation to that matter.

12. Next Meeting

Wednesday, 19 February 2014, commencing at 5.30 pm.

13. Close

The President closed the meeting at 6.50 pm and wished all members the compliments of the coming festive season.

Attachments:

Updated Actions.

Papers Circulated:

Notes prepared by the President on Richard Hil's *Whackademia: An Insider's Account of the Troubled University*, recently published by the University of NSW Press.

Future Speakers:

To be advised.

Future Tours:

To be advised.

COMMITTEE OF CONVOCATION - ACTIONS

Ref. No.	Date	Description	Responsibility	Status	Ref. No.
53	2013-03-20	Prepare paper on University purposes	LS, JBS, NW	Ongoing	53
59	2013-06-19	Arrange for Dean of MDHS Faculty to speak to C of C	LS, IJ	Ongoing	59
61	2013-08-21	Progress the investigation of the use of Social Media	Executive	Ongoing	61
62	2013-11-20	Draft a circular to Deans identifying C of C member affiliations	Executive		62