A meeting of the Research and Research Higher Degrees Committee was held on Friday 24 February 2006 at 2.30pm in Room 3.18, Law and Commerce Building.

Present: Professor Graham Tulloch (Chair), Professor Mark Israel, Dr Paul Jewell, Ms Rebecca La Forgia, Dr Robert Phiddian, Dr Ian Ravenscroft, Associate Professor Kay Whitehead

In Attendance: Ms Kate Lowry

APOLOGIES

Dr Vicky Balabanski, Associate Professor Jeri Kroll, Ms Lyn Leader-Elliott and Ms Suzanne Roux

1. ADDITIONS TO THE AGENDA

2. STARRING OF ITEMS FOR DISCUSSION

   Items 3, 4.1, 5.1, 5.3 and 5.4 were starred in the agenda papers and no other items were starred at the meeting.

*3. MINUTES

   The minutes of the Research and Research Higher Degrees Meeting 04/05 held on 25 November 2005 would be circulated prior to the next meeting.

4. BUSINESS ARISING FROM THE MINUTES/BUSINESS IN CIRCULATION

   *4.1 Progress of ASRIs across the Faculty

      Education – Professor Mike Lawson has been appointed as Director of the new ASRI in the School of Education, the Centre for the Analysis of Educational Futures (CAEF).

      Humanities – will be holding the official launch of the Flinders Academic Commons which is a permanent digital repository of research and research materials, providing long-term reliable access to the academic achievements of
Flinders' scholars, past and future, and an expansive research resource to scholars anywhere in the world. It is a collaboration between the Flinders Humanities Research Centre and the Flinders University Library. The launch will be held in the Noel Stockdale Room, Central Library, Monday 27 February, from 12.30 - 1.30 p.m.
The Language and Intercultural Communication Symposium was held 8-9 February 2006.
Progress is being made to have the organisation and decision making structures firmly in place.

Law – Staff are now starting to join the various ASRIs across the university, although the capitation fees being requested by certain ASRIs is still causing problems.

5. RESEARCH FUNDING

*5.1 URB – New Category – Faculty Research Maintenance (FRM)

For the first time in 2006 there was a new category of URB funding that staff could apply for – Faculty Research Maintenance (FRM). FRM is a new scheme which would allow staff to apply for $1,000 for immediate costs associated with their research including salaries for research assistance, travel costs, equipment, time release (for short periods), photocopying, printing and stationery.

The Chair proposed and members agreed, that the approval for FRM be treated in the same manner as the RSM applications, that is, that the applications be approved executively by the Chair or nominee. Members also agreed that this funding could not be doubled-up with funding from other grants for the same project (excluding time release), carry forwards would not be approved and that the results of this funding category would be audited after the first year. A report of applications will be available at the next meeting.

5.2 Research Grant Applications

Members noted that where applicable the statement below had been added to internal grant applications, including: URB; FRB; and Travel. This was as a result of discussions at the Faculty Retreat in December 2005.

*Expected Outcomes*

Explain what publication(s) you expect to arise from this research. If possible, provide an indication of any reasons why the publication(s) is/are likely to be recognised as high quality and/or as having high impact (e.g. plans for publication in a particular journal with high academic standing). If possible, name the journals/publishers you could submit your work to.

Where applicable grant applicants are now asked to provide publication details for the last five years rather than three years.
5.3 Travel – Overseas & National Conference Leave and Outside Studies Leave

Due to funding constraints in 2006, the Chair proposed and members agreed that staff would be allowed to have either one OSP or OCL and one NCL per calendar year. (However, in exceptional cases staff may be allowed to have 1 OSP and 1 OCL within the one year). This differs from 2005, where staff were allowed to have one NCL and one OCL, or two NCLs, or one OSP and one NCL. Members also agreed that we should explore teleconference costs as this may work out to be a cheaper alternative to travelling.

In view of the tightness of funds for this year the Chair also recommended and members agreed that the maximum amount of funding for NCL remain at $500 rather than raising it to $1000 as had been planned. If there is any available funding at the end of the year it may be passed onto staff as a top-up for their NCL funding previously approved.

The Committee also reviewed and approved the revised 2006 Guidelines and Form for Conference Leave.

5.4 Funding Allocations within Faculty Research Budget

The Committee noted the allocations for the various categories of FRB funding for 2006.

6. RESEARCH HIGHER DEGREE STUDENT MATTERS

6.1 Postgraduate Research Scholarships – APA/FURS

The Committee noted the outcome of the 2006 Postgraduate Research Scholarships round. The Faculty received a total of 39 applications, 24 offers were made and we received 20 acceptances. The Committee also noted that someone would be nominated to replace A/Prof Jeri Kroll as the Faculty’s representative on the University’s Scholarships Committee. Prof Graham Tulloch and A/Prof Kay Whitehead would discuss and nominate a member of staff from the School of Education.

6.2 Admissions

The Committee noted the 2006 Admissions – there had been 15 enrolments in total as of 17 February 2006.

6.3 Variations

The Committee noted the variations to candidature which had been executively approved between 25 November 2005 and 15 February 2006.
6.4 Award of Degree

The Committee noted the award of degrees which had been executively approved between 25 November 2005 and 15 February 2006.

7. ANY OTHER BUSINESS

7.1 Research Assistants

The School of Education have established a register of research assistants as they were having difficulty locating experience research assistants through Human Resources. The Committee was asked if it would be viable to have a Faculty-wide register located in one area. Members felt that it would be better for each school to have their own register as the experience required would be different for each school, but that the registers should be available to everyone in the Faculty/University. It was suggested that the ASRIs could be responsible for the registers. It was also suggested that the Faculty could investigate the possibility of funding research postgraduates who are unsuccessful in gaining a scholarship as research assistants (similar to the Level A’s within the School of Psychology).

7.2 Research Proposals

The Chair advised that it’s not clear at present who is responsible for ensuring that research proposals are up-to-date and presented within each school. Supervisors are responsible for ensuring that a research proposal is produced but the presentation process gets missed. Postgraduate Co-ordinators would be provided with individual lists of outstanding research proposals from their respective schools and were asked to advise Kate Lawry of any presentations that have been processed but not recorded. This item will be raised at the next meeting to determine guidelines for the processing of research proposals.

7.3 Sub-Committees

The 2006 research Sub-Committees would stay with the same membership as 2005:

**URB applications will be assessed by:**
Professor Graham Tulloch (Chair)
Ms Lyn Leader-Elliott, Humanities (*Prof Mark Israel will replace Lyn during her leave in 2006*)
Ms Rebecca La Forgia, Law

**FRB applications will be assessed by:**
Professor Graham Tulloch (Chair)
Dr Paul Jewell, Education
Dr Ian Ravenscroft, Humanities
8. NEXT MEETING

The next meeting would be held on Friday 24 March 2006 at 2.30pm in room 3.18, Law and Commerce Building.

Distribution:
Professor Graham Tulloch (Humanities/English) (Chair)
Associate Professor Jeri Kroll, Scholarships Representative
Dr Ian Ravenscroft (Humanities/Philosophy)
Dr Robert Phiddian (Humanities/English)
Ms Lyn Leader-Elliott (Humanities/Cultural Tourism)
Professor Mike Lawson (Education)
Dr Paul Jewell (Education)
Dr Kay Whitehead (Education)
Professor Mark Israel (Law)
Ms Rebecca LaForgia (Law)
Dr Vicky Balabanski (Theology)
Ms Suzanne Roux (Student Representative)
Mr Cameron Freeman
Ms Colleen Bregantic (Ex Officio)
Faculty Registrar
Ms Kate Lowry (Secretary)

CONFIRMED

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CHAIR

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DATE