THE FACULTY OF NATURAL & AGRICULTURAL SCIENCES
MEMBERS OF THE FACULTY MANAGEMENT COMMITTEE

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>Winthrop Professor Tony O'Donnell</td>
<td>Dean (Chair)</td>
</tr>
<tr>
<td>Winthrop Professor Dale Roberts</td>
<td>Deputy Dean (on study leave)</td>
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<tr>
<td>Associate Professor Brenton Knott</td>
<td>Associate Dean (Teaching and Learning)</td>
</tr>
<tr>
<td>Winthrop Professor Mark Barley</td>
<td>Associate Dean (Research)</td>
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<tr>
<td>Winthrop Professor Kadambot Siddique</td>
<td>Director, Institute of Agriculture &amp; Associate Dean Research</td>
</tr>
<tr>
<td>Winthrop Professor Graeme Martin</td>
<td>Head of School, Animal Biology</td>
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<tr>
<td>Professor Ben White</td>
<td>Head of School, Agricultural &amp; Resource Economics</td>
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<tr>
<td>Professor Mathew Tonts</td>
<td>Head of School, Earth and Environment</td>
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<tr>
<td>Winthrop Professor Hans Lambers</td>
<td>Head of School, Plant Biology</td>
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<tr>
<td>Ms Christine Shervington</td>
<td>General Manager, UWA Oceans Institute</td>
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<tr>
<td>Research Assistant Professor Julian Clifton</td>
<td>2009 representative from the research staff</td>
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<tr>
<td>Mr Rick Roberts</td>
<td>2009 representative from the technical staff</td>
</tr>
<tr>
<td>Mrs Christine Richardson</td>
<td>Faculty Manager and Executive Officer</td>
</tr>
<tr>
<td>Ms Vickie Falcetta</td>
<td>Acting Manager Student Office</td>
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<tr>
<td>Mr Alan Luks</td>
<td>Plant Biology</td>
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<tr>
<td>Mr Ray Ryken-Rapp</td>
<td>Earth &amp; Environment</td>
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<tr>
<td>Mr David Faithfull</td>
<td>Animal Biology</td>
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<tr>
<td>Ms Jan Taylor</td>
<td>Agricultural &amp; Resource Economics</td>
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BY INVITATION

<table>
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<tr>
<th>Name</th>
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<tr>
<td>Winthrop Professor Lyn Abbott</td>
<td>Vice Dean elect</td>
</tr>
<tr>
<td>Mr Alan Mullett</td>
<td>Information Technology Manager (for Item 12)</td>
</tr>
<tr>
<td>Ms Marjan Heibloem</td>
<td>Project Manager, Future Framework Implementation</td>
</tr>
<tr>
<td>Mr Keyur Shah</td>
<td>Faculty Accountant</td>
</tr>
<tr>
<td>Ms Vickie Falcetta</td>
<td>Faculty Administrative Officer (Postgraduate)</td>
</tr>
<tr>
<td>Ms Alison Hall</td>
<td>Executive Officer Faculty Teaching &amp; Learning Committee</td>
</tr>
<tr>
<td>Dr Liz Barbour</td>
<td>Executive Officer, Faculty Research Committee</td>
</tr>
</tbody>
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FOR INFORMATION
Ms Valerie Perks, Executive Assistant to Dean
Ms Kate Bath, Administrative Assistant

FACULTY MANAGEMENT COMMITTEE OF THE FACULTY OF NATURAL AND AGRICULTURAL SCIENCES

The next meeting of the Faculty Management Committee of the Faculty of Natural and Agricultural Sciences will be held on **Tuesday June 22nd commencing at 3.30 pm in the Paterson Room, Agriculture Building**.

*Members are reminded that only those apologies received before or at the meeting will be recorded as such.*

Christine Richardson
Faculty Manager and Executive Officer

AGENDA

1. WELCOME
2. APOLOGIES
   Only those apologies received before or at the meeting will be recorded as such.
3. DECLARATIONS OF POTENTIAL OR PERCEIVED CONFLICTS OF INTEREST - REF: F25623
   Members are asked to indicate any potential or perceived conflicts of interest.
4. **MINUTES – REF: F25623**

Members are asked to confirm the Minutes of the Meeting of the Faculty Management Committee of May 18th 2010 as a true and correct record of that meeting. The minutes are attached (Attachment A), and are available from the Faculty’s intranet at: (http://intranet.uwa.edu.au/fnas/committees/faculty_management)

5. **ACTIONS IN PROGRESS**

<table>
<thead>
<tr>
<th>ITEM</th>
<th>ACTION</th>
<th>RESPONSIBLE</th>
<th>STATUS</th>
</tr>
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<tbody>
<tr>
<td>School Operational Priorities Plans</td>
<td>Schools to develop final version of OPP</td>
<td>School</td>
<td>Due no later than August 15th</td>
</tr>
<tr>
<td>Hydrogeology appointment</td>
<td>Recruitment</td>
<td>School</td>
<td>Head of School to report</td>
</tr>
<tr>
<td>Budget – monthly reporting; next full report in July</td>
<td>Monthly reporting A-Consolidated to Dean</td>
<td>Faculty Accountant Faculty Manager</td>
<td>May report discussed with Dean June 18th</td>
</tr>
<tr>
<td>Faculty policy on leave plans</td>
<td>Upload to web implement</td>
<td>Faculty office All managers</td>
<td>Web address: <a href="http://intranet.uwa.edu.au/fnas/index">http://intranet.uwa.edu.au/fnas/index</a> or directly to <a href="http://intranet.uwa.edu.au/fnas/__data/page/35754/Leave_Plan_Doc.pdf">http://intranet.uwa.edu.au/fnas/__data/page/35754/Leave_Plan_Doc.pdf</a></td>
</tr>
<tr>
<td>Faculty Development Officer</td>
<td>Being advertised by Office of Development</td>
<td>General manager, OoD</td>
<td>With Office of Development; awaiting VCDF support</td>
</tr>
<tr>
<td>Storm damage</td>
<td>Finalising insurance claims</td>
<td>Managers</td>
<td>Update progress and outstanding issues at July meeting</td>
</tr>
</tbody>
</table>

**ITEMS FOR THE ATTENTION OF THE ACADEMIC SECRETARIAT: 6, 7, 8**

**PART I: ITEMS FOR COMMUNICATION TO BE DEALT WITH EN BLOC**

**PART II: ITEMS FOR DECISION TO BE DEALT WITH EN BLOC**

6. **FROM THE BOARD OF STUDIES IN SCIENCE**

The Board of Studies in Science conducted its May meeting by circulation. The Board of Studies of science has recommended to the FNAS Faculty Management Committee that changes relating to mathematics units be approved. The Minutes of that meeting are provided at Attachment B.

The Dean recommends that the following be endorsed with effect from 2011:

- Introduction of new units – MATH1035 Calculus and Matrices; and MATH1045 Intermediate Calculus;
- Deletion of MATH1040 Calculus B; and
- Renaming of MATH1050 Calculus C to MATH1050 Introductory Calculus; MATH1025 Calculus and Matrix Methods to MATH1025 Multivariable Calculus and Matrix Methods; and MATH2030 Calculus and Matrix Methods to MATH2030 Multivariable Calculus and Matrix Methods.
7. FROM FACULTY TEACHING & LEARNING COMMITTEE

The Faculty Teaching & Learning Committee met on June 11th and the Minutes of that meeting and relevant attachments to the agenda are provided. (Attachment C)

The following item has been referred to this Committee for approval:

LEVEL 1 CHEMISTRY UNITS

Following an internal review in the School of Biomedical, Biomolecular and Chemical Sciences in anticipation of the New Courses 2012 it has been proposed to offer two new CHEM units both of which will be an amalgamation of two existing CHEM units each.

- CHEM1001 Chemistry – Properties and Energetics will be an amalgamation of CHEM1101 Inorganic and Physical Chemistry and CHEM1104 Biological Inorganic and Physical Chemistry; and
- CHEM1002 Chemistry – Structure and Reactivity will be an amalgamation of CHEM1102 Organic Chemistry and CHEM1103 Biological Organic Chemistry.

The new units will offer much the same content but with broader examples.

The Faculty Teaching and Learning Committee has recommended (by Resolution 25/10) that Faculty Management Committee accept the introduction of the two new CHEM units and the rescinding of CHEM1101, CHEM1102, CHEM1103 and CHEM1104.

The Dean recommends that this be approved.

8. RECISSION OF BAKER HUGHES INTEQ1 SCHOLARSHIPS

Three scholarships were established with the intended support from Baker Hughes INTEQ as follows:

Baker Hughes INTEQ Scholarship in Engineering (One Year) [F18082]
Baker Hughes INTEQ Scholarship in Engineering or Geology (Two Years) [F18170]
Baker Hughes INTEQ Scholarship in Geology (One Year) [F18690]

The Scholarships have not been awarded since they were established in 2006 and that difficulties of awarding the scholarships could be attributed to the difficult scholarship conditions and staff changes within Baker Hughes. Office of Development advise that no record of funds have been receipted for this scholarship program.

The Faculty Board of the Faculty of Engineering, Computing and Mathematics have rescinded the Baker Hughes INTEQ Scholarship in Engineering [F18082] and request confirmation to the immediate rescission of the Baker Hughes INTEQ Scholarship in Engineering or Geology (Two years)[F18170] as this scholarship is intended to be shared across both faculties.

It is noted that the Faculty of Natural & Agricultural Sciences has responsibility for awarding the Baker Hughes INTEQ Scholarship for Geology (One Year) [F18690]. Similarly, FNAS has not awarded this scholarship and recommend the immediate rescission of this third scholarship.

The Dean recommends that the Faculty Management Committee approve

- The immediate rescission of the Baker Hughes INTEQ Scholarship in Engineering or Geology (Two years) [F18170].
- The immediate rescission of the Baker Hughes INTEQ Scholarship for Geology (One Year) [F18690]

1 Baker Hughes Incorporated is an oilfield drilling and evaluation service company.
PART III: ITEMS FOR DISCUSSION AND DECISION

9. FROM FNAS CURRICULUM COMMITTEE

FUTURE FRAMEWORK – NEW COURSES 2012

The Curriculum Committee has been considering the following matters:

- Coordinators for majors
- Units and courses Cycle 2 degrees
- Transition arrangements at the individual unit level.

Draft documents that have been reviewed at the Curriculum Committee meeting on June 17\textsuperscript{th} will be tabled for further comment.

The Dean will introduce this item.

10. FROM FACULTY TEACHING & LEARNING COMMITTEE – COMMITTEE STRUCTURE

Members are referred to Attachment A (Minutes from FMC meeting of May 18\textsuperscript{th} 2010) for the previous discussion by this Committee regarding the terms of reference and membership of the Faculty’s Teaching & Learning Committee.

Members are also advised that the Faculty Teaching & Learning Committee (FTLC) considered this discussion at its meeting on June 11\textsuperscript{th} (refer to Attachment C) and have proposed that:

- \textit{Strategy related issues be addressed by a small sub-group of the FTLC made up of the Chairs of the Schools’ Teaching and Learning Committees, Project Office for New Courses 2012 and chaired by the Associate Dean of the Teaching and Learning Committee. The strategy group would report to both the FTLC and the FMC.}
- \textit{The current Terms of Reference and membership of the current FTLC membership be retained as an implementation group with Course Coordinators responsible for implementation of recommendations from the strategy group.}

The current terms of reference and membership of FTLC are attached. \textit{(Attachment D)}

The Dean will introduce this item.

11. FROM FACULTY RESEARCH COMMITTEE

Members have available the Minutes from the Faculty Research Committee meeting held on May 17\textsuperscript{th}, 2010. No items from that meeting have been referred to the Faculty Management Committee for approval. \textit{(Attachment E)}

The Faculty Research Committee met on June 15\textsuperscript{th} and the Agenda from that meeting is attached. \textit{(Attachment F)}. The Minutes will be circulated separately when available. The Associate Deans Research will report on the matters discussed at the June meeting.

The Associate Dean Research will lead discussion.

12. FNAS INFORMATION TECHNOLOGY PROJECTS AND RELATED MATTERS

Members have available a report prepared by the FNAS Information Technology Manager (Mr Alan Mullett) outlining major IT projects in progress and the impact of those projects on the IT environment for the Faculty. \textit{Attachment G}.

The key projects in development with FNAS IT are:

- Storage / backup
- ECS migration (all cyllene users)
- Server replacement
- Authentication and mobile Apple computers
- SOE Images (Windows 7)
- Network upgrades
The IT Manager is seeking advice from Faculty Management Committee about the relative priorities of these projects so that staffing resources can be allocated appropriately.

This request for advice on priorities in IT is also within the context of concerns raised with the Faculty Manager about the Faculty’s capacity to deliver a seamless IT environment for all users. A group of staff have identified problems for users of Macintosh computers, for visitors and for staff or students wishing to use their own computers on the UWA network. A faculty response to these concerns is provided at Attachment H.

The IT Manager will attend the meeting to provide additional information.

The Dean will lead discussion

13. FROM FNAS SCHOOL MANAGERS MEETING
The School Managers Group (School Managers, Faculty Manager and Faculty Accountant) met on June 3\textsuperscript{rd} to discuss a range of operational matters including:

- Implementing recommendations from the ‘On Track’ report that relate to staff induction (in particular including identifying a mentor in the induction check lists)
- Postgraduate budgets and a faculty-wide policy on providing funding towards the purchase of a laptop.
- Template for monthly reporting of A-consolidated results

There was universal support from School Managers for a Faculty-wide policy that part of the budget allocated to higher degree by research students includes a contribution towards a laptop. It was noted that this was already general practice in at least 2 schools. It was further noted that, at the end of their enrolment, students were able to purchase the laptop, subject to FNAS IT removing the UWA licensed software.

The Faculty Manager recommends that the budget allocated by Schools to higher degree by research students include a contribution towards a laptop.

The Dean will lead discussion

14. SCHOOL OF ANIMAL BIOLOGY BUSINESS PLAN AND OPERATIONAL PRIORITIES PLAN
The School of Animal Biology have developed a business plan and an Operational Priorities Plan around growth in key areas of strength and opportunity. There has been extensive consultation within the School during the past 12 months. They have also drawn on the services of the University’s Workforce Planning Consultant to assist them in this work. The documents are attached (Attachment\textsuperscript{S I}, J).

The Head of School will be invited to speak to the plan.

The Dean will lead discussion.

15. FIRST YEAR BIOLOGY COORDINATOR
The Dean proposes that a fixed term appointment as Assistant Professor be made to progress the development of the biology units for the majors within the new Bachelor of Science degree with the aim to deliver an inspiring teaching and learning environment for students enrolled in these units. The appointee would develop new methods for presenting class material consistent with degree outcomes, the University’s educational principles and the Faculty’s strengths in research.

The objectives for the position are similar to that of the very successful First Year Geoscience Coordinator position advertised in 2005.

The costs of the position will be shared between the Faculty’s strategic budget and the Schools of Animal Biology and Plant Biology.

The draft advertisement and position description are attached. (Attachment K, L)

The Dean will lead discussion.
16. DEAN'S REPORT - REF: F1159
The Dean will present a brief report to the Faculty Management Committee, including updates on:
- Discussions at the UWA Planning & Budget Workshop (Attachments M, N)
- Planning around the development of a Sciences Faculty Office

17. ANY OTHER BUSINESS

18. NEXT MEETING
The next meeting of this committee is scheduled for Tuesday July 20th 2010 at 3.30 pm in the Paterson Room, Agriculture Building.