Minutes of the School Meeting of the Academic Staff
held at 12 noon on Monday 8 March 2010 in the Slade Lecture Theatre

1. Background

Professor Clive Baldock, Head of School, thanked everyone for attending the meeting. The purpose of the monthly School Meeting of Academic Staff is to enable the Head of School to convey information to academic staff and provide a forum to discuss issues and ask questions. There may be guest speakers invited from time to time to address the academic staff.

The Head of School would also be disseminating information to all School staff via a monthly newsletter, with the first circulated on 22nd February 2010.

2. Governance

**Board Meetings.** These will continue to be held twice yearly as required by University Governance with all staff & postgraduate students invited.

**Management Committee.** This will meet regularly, though has not yet in 2010 with the membership to be finalised.

**Teaching and Learning Committee.** Formerly called the Academic Program Committee with all staff with teaching responsibilities as members, this committee, chaired by A/Prof John O'Byrne will include teaching year directors and laboratory coordinators with each year (1-4 and Postgraduate Coursework) to have its own T&L committee which meets at least twice per semester.

**Research Committee.** Professor Don Melrose will continue to chair this committee which will function similar to previous years.

**Occupational Health & Safety Policy Committee.** Professor Marcela Bilek will chair a newly formed committee which met for the first time today.

**Information Technology Committee.** Professor Iver Cairns. Former Chairperson will chair this committee. A/Prof Michael Wheatland was thanked for undertaking the role of previous chair.

**Space Committee.** This new committee will be chaired by Professor Simon Fleming. Terms of reference are still to be drafted.

**Community Engagement Committee.** This new committee has replaced the previous External relations Committee and will be chaired by Head of School. Ms. Alison Muir's title has been changed to Alumni Relations Manager.
Professorial Advisory Committee. The Professorial Advisory Committee or PAC will meet less frequently than before. At this stage it is envisaged that it will meet twice per semester compared to monthly as previously.

Technical Services Advisory Committee. This is a new School committee and will meet a minimum of twice yearly with the Head of School.

Administration Advisory Committee. This is a new School committee and will meet a minimum of twice yearly with the Head of School.

3. Deputy Head of School

Professor Martijn de Sterke, as Deputy Head of School, will be Acting Head of School in Professor Baldock's absence.

4. New Academic Staff

The Head of School welcomed three new academic staff present at the meeting:

- Dr Michael Biercuk (experimental quantum physics) is a new teaching and research continuing member of the academic staff appointed under the University's New Appointment Scheme.
- A/Prof Andrew Doherty (theoretical quantum physics) is a new ARC Future Fellow.
- Dr Svetlana Postnova (complex systems) is a new Postdoctoral Fellow.

5. New Building

The School is waiting for the decision by the Federal Government as to whether we will be successful in our funding application for a new building to replace the School of Physics Annex, Building A29 through the Education Investment Fund scheme. A new building is essential in order for us to continue to grow and give us additional research laboratories and teaching facilities and to maintain our position as one of the leading Schools of Physics in the nation. There are architectural plans, prepared from a functional brief, but no detailed drawings. At this time staff in either A28 or A29 may be located in either A28 or A29. Staff currently located in A29 will not necessarily be relocated in the new building.

6. ERA

The University is collecting information on research output and productivity of staff. The School is aiming for more than 67% survey compliance from research-active staff (and ideally 100%). Whilst individual records are confidential, data will be used at the School and University level. Statistical data is required (over 2 x 7 day time blocks) of hours/week spent on research.

Under ERA, individuals have a choice in assigning Field of Research codes to papers compared with having no choice in the trial. Professor Trevor Hambley plans to visit the School about this. Professor Ben Eggleton is the contact person in the School for ERA queries.
7. **Green Paper**

The Vice-Chancellor released published the Green Paper on the future structure of the University of Sydney. This has potential implications for the School. The Green Paper is the next stage in the strategic planning exercise that began in the University in 2009, and follows surveys, questionnaires and discussions with staff and students, alumni, donors and interested members of the wider community. It outlines preliminary thinking about the strategic opportunities ahead, and the key decisions the University might take over the next five years to sustain and enhance its standing, and contribution to the public good. The consultation process on the Green Paper is expected to be completed by mid-April 2010 with the subsequent publication of a White Paper in July and then publication of a new University of Sydney Strategic Plan. The Green Paper covers a number of aspects relating to the School of Physics. Staff are encouraged to read and provide feedback, both as individuals and as a School. The Head of School will be preparing a School response after consultation with staff.

8. **Reviews**

*Technical Services Review.* This will include Workshop, IT, research support and laboratory teaching. The School currently has no intention of considering a University shared service services model for IT delivery. The aim is to commence the Technical Services Review as soon as possible and chaired by an individual external to the University.

*Space Audit.* A robust space audit will be undertaken of all space in the School. This is required for the purposes of operational and strategic planning. Professor Simon Fleming will coordinate this with Mr Paul Harbon as an activity of the new School Space Committee.

*Discretionary Funds.* An external review of the spending of discretionary funds in the School including maintenance funds and those made available from the Science Foundation for Physics.

*Undergraduate Curriculum.* A formal review of the undergraduate curriculum will be chaired by A/Prof. Manju Sharma. This will commence as soon as possible with the aim to be completed before the end of 2011 and be implemented in 2012. Aspects of the review will include general teaching philosophy, pedagogy and quality standards as they affect the student experience as there is a need to ensure our teaching standards remain very high. In 2010 first year enrolments have increased from 1000 to 1400 including from first year Medical Radiation Science students from the Faculty of Health Sciences at Cumberland Campus. Higher year enrolments have shown some increase.

Chindy Praseuthsouk
March 2010
Introduction and Background
- School Governance
  - Newsletter
- School Committees
  - School Meeting
  - School Board Meeting
  - Management Committee
    - Teaching & Learning Committee
    - Research Committee
    - OH&S Policy Committee
    - IT Committee
    - Space / Infrastructure Committee
    - Community Engagement Committee
    - Professional Advisory Committee
    - Administration Advisory Committee
    - Technical Services Advisory Committee
- Management Committee
- Deputy Head
- New Academic Staff
- New Building
- ERA
- Green Paper
- Reviews
  - Technical Services
    - Workshop
    - IT Support
    - Research Support
    - Laboratory / Teaching
    - Space Audit
    - Discretionary Funds
  - Maintenance
  - Science Foundation for Physics