1.0. ATTENDANCE

Present:
Assoc. Prof Lesley Duxbury, (chair), Dr Linda Williams, Geoff Hogg, Assoc Prof. Robert Baines, Dr Keely Macarow, Assoc. Prof Peter Ellis, Andrew Tetzlaff (Guest) and Kathryn Wardill (secretary).

Apologies:
Linda Erceg, Dr Philip Samartizis, Godwin Bradbeer, Dr Louiseann Zahra-King, Dr Irene Barberis and Prof. Elizabeth Grierson.

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<tr>
<th>ITEM</th>
<th>ACTION</th>
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<tr>
<td>2.0 Minutes and Matters Arising.</td>
<td>Amend and make available on School website.</td>
<td>Kathryn Wardill</td>
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<tr>
<td>3.0 Website – Research committee information</td>
<td>Changes Recommended by the committee to be implemented.</td>
<td>Andrew Tetzlaff</td>
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Cluster leaders have been sent an email requesting updated information on their cluster and to respond with all the information formatted using the ‘Art and object’ as a template. At this stage Andrew has had responses from Assoc Prof David Thomas and Dr Keely Macarow.

All the Individual Research Profiles that have been returned are now up on the website, however the images are yet to be loaded.

Dr Linda Williams questioned the use/amateurish heading “High Level Esteem Factors”. Dr Williams also commented that we are not just researchers in a school we are part of a university research community. Dr Williams also thinks there needs to be provision to list the most current research activities, those occurring now in 2007.

While viewing the School Research web pages the committee discussed improvements.

**Changes Recommended by the committee:**

Metasenta information should be moved to the International section of the website.

On the school home page, Research Cluster link should be removed, just Research should be listed. When clicked a school research page should appear.
Research home page is created and lists all the schools research elements and has a link for each:
Research Clusters
Staff Research Profiles
Information for Research Candidates
Past projects
AIRP
Forum

When you click on Research clusters a list of each of the clusters appears, from here you can click on each one and it opens with a page of buttons. Each of the buttons are the current headings used in the Art and Object cluster (template) the heading “High Level Esteem Factors” it was agreed by the committee that this would be omitted.

In addition to these headings it was also suggested that other buttons/sections should be added.
- coming events
- past projects
- links

When the key people button is clicked, the list of researchers are “live links” to each of their individual research profile information.

Addition of staff contact information to the individual research profile information, these should have clickable links to email the researcher.

The information that should be included when clicking the button “Information for Research Candidates”:
List of School research programs
Link to list of Supervisors (list in sections according to program, PhD, DFA and MA)
Link to staff Research profiles
Contact information for Research Coordinator and also Contact information for the Research Admin Officer.

All lists of dates on the website should list the most current date first.

Nick Mourtzakis should be removed from the School site.

Geoff Hogg’s Cluster needs to include dates for projects.

It was suggested that all staff could be emailed and asked to check their own information on the website and also if they are a program coordinator to also check their program information and to email
### 3.3 RQF Update

Assoc Prof Robert Baines and Assoc Prof Lesley Duxbury attended a workshop in the Portfolio on Friday 17th August and now update this committee on developments.

Now staff who are at a level A will be included if they have strong outputs.

All school staff who have research in their workplan must submit the information, however the school will be forming a school committee (know as the school RQF editor). This committee will review all school staff submissions and submit the highest ranking 4 staff to the portfolio and RQF. At this stage the school committee will consist of Prof. Elizabeth Grierson, Assoc Prof Robert Baines, Assoc Prof Lesley Duxbury, Dr Keely Macarow, and Andrew Tetzlaff.

Email to be sent to all School Research active staff requesting their revision of their RMIT RQF “Best 6” and 100 word justifications to be emailed to HOS by 3rd of September 2007. Staff should be aware that they should start collecting the evidence of their “Best 6” (Invitation cards, catalogues, Reviews, Gallery Programs, Website information) as this evidence will need to be scanned and saved in “.PDF” format. Andrew Tetzlaff will be assisted with this scanning.

Conference Publications are not going to be included in RQF or the “Best 6”.

Staff will soon be told how to upload their “Best 6” via the website “MyRQF” this website should go live this week and be open for 4 to 6 weeks.

In September 2007 an RQF quality ranking of Galleries will be circulated.

Email to be sent by acting HOS Robert Baines to all School Research active staff requesting their revision of their RMIT RQF “Best 6” and 100 word justifications to be emailed to HOS by 3rd of September 2007.

All committee members

**All committee members**

Andrew Tetzlaff & assistance.

### 3.4 Other Business

Agenda item held over for September meeting:

**School Workplan**

Ways to increase and improve communication between offshore programs and Research and between school committees particularly the International committee.

September Chair & Secretary

Dr Linda Williams & Secretary