1. Welcome, Introductions, Attendances and Apologies
   Attendance: Robyn Eversole (Co-chair), Maree Gleeson (Co-chair) Julie Strickland, Cathy Hartigan, Mike Davis, Sharon Pittaway, Colin Birch, Kay Reardon (Minutes) Amina Casey (9:50)
   Apology: Janelle Allison (Standing Apology) Tom O’Malley, Frank Hay
   Robyn Eversole welcomes everyone to the first Research and Post Graduate Studies Committee Meeting for 2010.

2. Cross Boundary Research Fund
   - The first round was opened in 2009 with 6 applications, after all applicants were reviewed, all applicants received letters with constructive feedback and applicants were invited to re-apply in the 2010 round.
   - One applicant has been successful with funding released and the project has commenced.
   - Robyn asked the committee how we should proceed and suggested some preparatory workshops for 2010 applicants.
   - Maree Gleeson advises that there is a Primary Health Research and Evaluation Committee that runs research workshops suggesting more cross over and collaboration between the Clinical School and the Campus.
   - Cathy Hartigan spoke to the committee about the research seminars that used to be held on this campus; Robyn Eversole advised attendance was down in 2009 compared to previous years.
   - Sharon Pittaway would like the committee and the campus to showcase the research that is happening here.
   - Colin Birch suggests that the committee contact Jason Scott who organises the TIAR research seminars to explore the idea of combining TIAR and campus seminars.
   - The committee discussed the idea of having a more informal gathering of researchers called “Researchers Coffee” or “3rd Space”.
   - Sharon Pittaway suggested that the campus approach the Polytechnic and Colleges’ Science teachers to encourage students to attend the Research Seminars, some of which could be on the College or Polytechnic campuses and start to build links between them and UTAS.
   - Cathy Hartigan commented on the need to find an appropriate time to hold the seminars. Maree Gleeson referred that people are very busy and Colin Birch noted that low numbers are common in seminars.
• Julie Strickland advised the committee that there are Post Graduate recruiting nights being held on the 1st June and the 4th October and it could be possible for the committee to organise something.
• Maree Gleeson spoke to the committee about the Health Research Muster survey that was conducted that received 52 responses and some of the responses indicated that they wanted mentoring on how to research.
• Amina Casey suggested surveying the Post Graduate students on where to target the seminars and possible workshops.
• The committee queried, how to measure the research output and what does the research culture look like for the campus.
• The committee agreed that there should be a postgraduate section added to the Cradle Coast campus newsletter and the post grad students be added to the circulation list.

3. Strategic Priorities for 2010 – possible statements about outcomes and how we can report these
• Make research in the North West more visible through marketing and branding: We Teach, We Learn, and We Research. The committee agrees to use the Post Graduate conference banner design as the committee logo. Maree Gleeson to send the banner design to Kay Reardon
• Colin Birch moved that the name of the committee be changed from Research and Postgraduate Committee to Research and Higher Degrees Committee, seconded by Robyn Eversole CARRIED
• Research Seminars for 2010 to be more informal.
• The location of the seminars was discussed Amina Casey suggests that they be held in the café when most Post Graduate students are on campus. Colin Birch recognises that distance could be a problem;
• Sharon Pittaway noted that people like to attend seminars when they know someone who will be there.
• Robyn indicated that it may be possible to get funding for the research seminar catering from the Cross Boundary fund budget.

4. Review Terms of Reference
• Sharon Pittaway provided a copy of the most up to date terms of reference for the committee to review; Robyn Eversole went through the terms of reference and asked if the committee was still in agreement with the terms of reference previously agreed upon. No changes were indicated.
• Julie Strickland suggested that an academic member from our committee be on the University wide research committee. It was queried if such a committee exists. It was recognised by the committee that staff members from this campus do not get elected to university wide committees because the Cradle Coast campus has smaller staffing numbers. It was suggested that the representation of Cradle Coast Campus on University wide committee’s be bought to David Riches attention.

5. Membership
• Steve Allen to be approached to join the committee to represent Business
• Sarah Hiller to be approached to join the committee to represent Law
• Mike Davis commented that hand picking a representative is always difficult.
• It was queried if Clynton Jaffray should be on the committee also.
• Mike Davis to draft a letter inviting the said persons to join the committee, this draft is to be sent around the committee members.
• All current members are happy to stay on the committee, and membership is to
return to the agenda for the next meeting.

6. **Dates for 2010 research committee meetings**
   - The meeting dates for 2010 were reviewed and agreed with by the committee and they are to be added to each member’s diaries. Meeting dates are as follows:
     - April 16\textsuperscript{th}, 9.30 - 11.30
     - July 23\textsuperscript{rd}, 9.30 - 11.30
     - October 15\textsuperscript{th}, 9.30 – 11.30
     - December 3\textsuperscript{rd}, 9.30 - 11.30

7. **Other Business**
   - Robyn provided to the committee an update on the Graduate Certificate in Research. The outline of the curriculum is complete and the Graduate Certificate has recently been approved by Academic Senate. The plan has been to offer the two core units of the Graduate Certificate in intensive mode in either Hobart or Launceston. Robyn raised the issue of the elective offerings not yet being clear but may be of concern for students based in the North West.
   - Concerns were raised about the expectation that Cradle Coast students travel to other campus to do the two core units. The committee felt it would be easier for a lecturer travel to the Cradle Coast Campus rather than the group of Cradle Coast students to travel. Colin Birch feels there are people qualified on this campus to teach this unit. Given our desire to grow the research culture on the Cradle Coast, it was felt to be inappropriate not to offer core research units to our post graduates.

Meeting closes at 11:30

**ACTIONS**

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<th>ITEM</th>
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<tr>
<td>1</td>
<td>postgraduate section added to the Cradle Coast campus newsletter and the post grad students be added to the circulation list</td>
<td>Kay to speak with Merion Ellis</td>
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<td>2</td>
<td>Invitation for membership Letter drafted and sent to committee members</td>
<td>Mike Davis</td>
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