

Department of Biological Sciences

Dept meeting 3rd March 2020



Agenda

- HoD update
- Department in 2020
- Budget
- Department Strategic planning
- WHS
- L&T
- HDR
- Research
- PACE
- Sustainability

We acknowledge and pay respect to the Traditional Custodians and Elders of the lands on which our university is located

HoD update

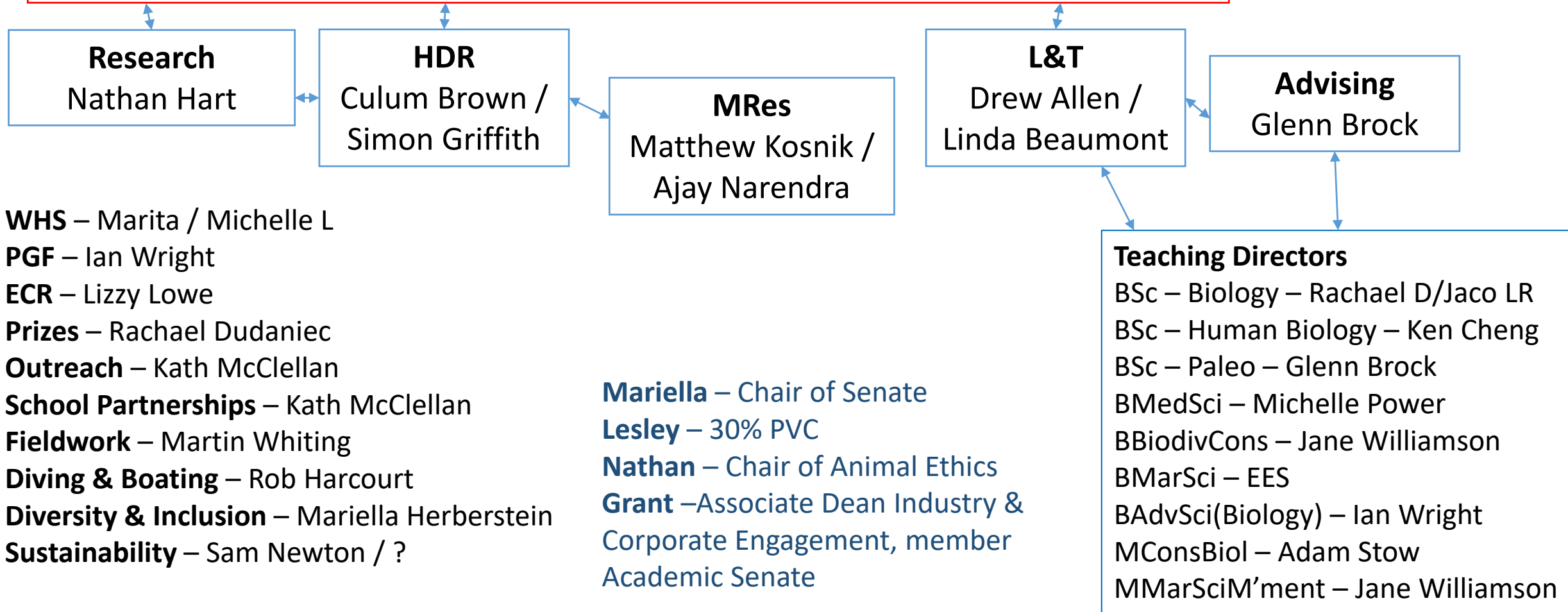
- New year, new Dean, new HoD
- Dept of Applied Biosciences since 21 Feb
- MQ's operational plan 2020-2024 (<https://crowdicity.mq.edu.au>)
- Coronavirus update



Fogg Dam Research Station – our outpost in the NT

Biological Sciences in 2020 – academic staff

Exec Team: Michelle Leishman (HoD), Nathan Hart, Grant Hose & Andrew Barron (Deputy HoDs), Mariella Herberstein, Sharyon O'Donnell



Professional staff

ADMIN

Rachelle Carritt / Sharyon O'Donnell – Dept Manager (Sharyon returns April)

Veronica, Harriet & Lu – finances

Caitlin, Kate, Emma – academic admin

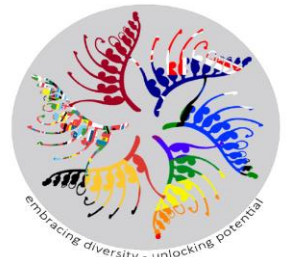
Calli – front desk, outreach, events, school partnership program, social media and website, newsletter

TECHNICAL

Subject to change proposal

- Department technical manager, leading 2 technical teams, reporting to Faculty Tech Operations Manager
- Faculty position (Rekha's role) dis-established
- Loss of Ray Duell's position
- Loss of Monika King to MolSci (50%)
- New position L4
- New position Applied Biosciences L6
- Loss of Arboretum Officer (Sam Newton)
- Also METS, APAF affected

Biological Sciences in 2020



Department seminars – Chris Reid, Lizzy Lowe & Jonas Wolff

Thursdays & Fridays – no admin meeting days

Department weekly morning tea – Wednesdays, alternate between E8A and 205B

Monthly Department meeting – 1st Tuesday in the month

Department social on Thursday afternoons (fortnightly)

Board games on Friday afternoons (fortnightly)

PhD completion seminars

Welcome BBQ and advising for students each teaching session

Social media and the website – Instagram, Twitter, Facebook

Workload summary (so far) – teaching & research staff

	Level A	Level B	Level C	Level D	Level E	total
female		1	2	4	3	10
male		2	3	7	10	22

	research		teaching		service	
	mean	range	mean	range	mean	range
Level A						
Level B	49	49	39	39	20	20
Level C	64	28-110	42	37-51	30	23-37
Level D	63	30-94	39	34-42	29	18-43
Level E	73	45-91	42	34-52	30	20-39
AVERAGE	66		39		32	

2020 Budget Update

Faculty budget 2019 ~\$88m, 2020 ~\$82m (-6.7%)

THIS IS NOT A SHORT-TERM PROBLEM BUT REQUIRES CHANGE IN HOW WE DO THINGS

What does this mean for Biology?

- **Professional continuing** - in Faculty's hands
- **Academic continuing** – some savings thanks to Mel, Lesley, Jemma, Oliver. Other options: transfers to L&T leadership positions, LSL and retirement planning
- **Professional casuals** – reduced by ~40%
- **Academic casuals** – changes to teaching delivery via reduced prac hours, better class management, efficient marking. \$1 savings so far = ~\$66,000
- **Non-employee costs** – budgets have gone to committee chairs & managers. ~30% reduction compared to 2019. HDR budgets 22% cut but fewer students enabling \$1500 pa and grant matching up to \$1500

Unit code	Unit name	2019 Total casual teaching hours	2020 Total casual teaching hours	Teaching hours saved	Amount saved	Comments
BIOL1310	Genes to Organisms	358	392.00	-34	-\$1,687	*pracs one hour shorter each week *enrolment increased by ~140 students
BIOL1610	Biology in Practice	1085	516.00	569	\$28,228	*tutes reduced by 30 mins each week *enrolment decreased by ~200 students
BIOL2110/6110	Genetics	136.5	82	54.5	\$2,704	* Normally we hire three tutors. In 2020 the unit convenor and co-convenor (J Le Roux) will give all internal practical classes, saving 33hrs of tutor hours. * Report length reduced by 700-1000 words to reduce marking hours. * In-semester test reduced in length to reduce marking hours. * Exam reduced in length from 3hrs to 2 hrs.
BIOL2230	Neurophysiology	798	448	350	\$17,364	* Convenor taking on more teaching hours. * Internal lab classes/pracs reduced from 3 hours to 2 hours each. * Lab-based reports that require marking by tutors will be reduced in scope to reduce marking time from 15 mins to 10 mins per report per student.
BIOL2310/6310	Diversity of Life	135	112.5	22.5	\$1,116	* Pracs reduced from 3 hours to 2.5 hours * Final reduced from 3 hours to 2 hours, which allows me to mark the entire final myself instead of having tutors help
BIOL2510/6510	Evolution	108	100	8	\$397	* Pracs reduced from 3 hours to 2.5 hours * Removed one practical * I will also take on more marking myself to reduce number of hours for casual marking
BIOL2610/6610	Experimental Design and Data Analysis for Biology	52	0	52	\$2,580	TBC
BIOL3120	Human Genetics and Evolutionary Medicine	118		118	\$5,854	Schedule TBC
BIOL3210	Advanced Human Physiology	384	259.7	124.3	\$6,167	* Unit being convened by casual academic this year. * Pracs reduced from 3 hours to 2.3 hours (average).
BIOL3320	Animal Behaviour	54	48	6	\$298	* I have dropped 1 prac and significantly changed a second so that it requires no support. This will save 8 h for tutors (includes 1 h prep time) and significant tech time (includes 2 less pracs for externals). * I have reduced first assignment significantly. I will keep 4 online quizzes and MCQ mid-semester and major assignment.
BIOL3440	Aquatic Ecosystems	52	42	10	\$496	* Dropped 2 pracs.
BIOL3450	Reef Evolution and Dynamics	85	42	43	\$2,133	* Dropped Flume practical at SIMS (technically a field day).
BIOL3510	Vertebrate Evolution	30	48	-18	\$298	* I have rmoved our trip to Taronga Zoo, even though the students pay for it themselves. But it takes up 2 entire days of my time and a heap more organising it. * Ive also dropped 2 pracs.
					\$65,947	

HDR students

- 2019 \$230k, 2020 \$180k. Enrolments 113 (2019), ~100 (2020)
- HDR average spend in 2019 was \$1735

2020 Guidelines

- \$1500 pa maximum for all students (**nb** 2018, 2019 were all \$1500 pa, so those students' budget cap for candidature would be \$4500)
- no ability to 'frontload' budgets this year
- if project funds are available, they should be used as first priority
- the department will match funds on successful external grants up to \$1500

REMEMBER Faculty Funding also available for:

- Travel Scheme ECR, Academic, Visitors, collaborations
- PGRF
- Equipment Scheme – RIS small & large, Major and Minor equipment capital expenses

What next?

Immediate options

- Long service leave plans
- Fractional appointments eg shared with industry, or part-time
- Teaching roles for postdocs & research fellows (especially those on operating budget) **not** in exchange for academic staff time
- Shifting people from operating to project budgets

But this is not a short-term patch-job

- teaching sustainability – one day retreat led by Linda/Drew
- Department priorities – research, teaching, outreach
- Balance of student load to academic staff
- Balance of teaching capacity across disciplines

Strategic Planning 2020-2024

Reflections on 2019

One day retreat of leadership team

- What is our identity?
- What do we want the department to be by 2024?
- How will we get there?

3 monthly check-in

Delivered via committees

Reflections on 2019

RESEARCH

- Scope likely external Centre and Laureate opportunities and provide strategic support
- Grant reading groups

HDR

- Identify and facilitate cotutelle opportunities
- Research Enrichment program
- HDR reps on committees

L&T

- Make key appointments to provide leadership and sustain teaching capacity in the Medical Sciences / Human Biology programs
- Develop new units for MedSci, Advanced Science (Biology) and PACE
- Promote sustainable teaching through some re-organisation of units and staffing
- Extend student rep program across all units
- Regular seminar/workshops on teaching innovation, plus dept funding

Reflections on 2019

Dept culture

- Roll out Diversity & Inclusion strategy for the Department, including anonymised recruitment
- Develop statement of culture
- Respect Now Always workshop

Systems & processes

- Undertake analysis of support services and develop strategy for improvement
- Work with Property to upgrade buildings and labs (Aquatic Facility, W19F backfill, Plant Growth Facility, E8C research labs and admin space)

Strategic Planning 2020-2024

Our identity:

We are an integrated Department of Biological Sciences that achieves excellence in research, teaching and service to the scientific and broader community. We focus on biological systems from cells to ecosystems and how they communicate, integrate and change.

We want to:

Develop critical thinkers and problem solvers for the world's current and future global problems

Create a culture where every academic makes impact

Enhance research outputs by strengthening a culture of collaboration

Create a culture of research best practice

Provide leadership in a positive research culture for enhanced HDR outcomes

Embed the principles of sustainability into everything we do – applied to our human resources, our activities and our facilities

Provide leadership in a departmental culture of collegiality, equity and respect

Safety Update

Department Meeting

3.3.20

WHS

- Interim Chair Marita Holley, then Michelle L from mid-year
- Focus on Department After Hours and working alone policy
- Plans for Dept web page to make all WHS forms accessible in one place
- Reminder re Lab Essentials and other online modules
- Lab inspections scheduled

Lab WHS Inspections

- Conducted in March and April 2020
- Invites have been sent out to all Lab Supervisors
- Hot tip! Check your lab *before* the inspection

Lab Coat Laundering

- New System – Coats are hired, **DON'T** mark them !
- Lab Coats are for Staff and HDR students only
- Colour coded:
 - General labs - White
 - PC2 labs – White with Blue Stripe
 - PC2 Insectary – White with Red Stripe
 - Quarantine Lab – Blue gown

Pick up and drop off points

White Coats:

- E8A Loading dock
- 205B Opposite the delivery room

PC2 Coats -White with Blue stripe:

- E8A Level Two PC2 Facility - E8A227
- 205B PC2 Facility - 205B G51

What you need to do

- Change lab coat weekly
- Dirty lab coat in wash by COB every Thursday
- Take old Lab coat to Science store
- Old coats left in labs will be removed from lab on **17th March 2020**

Learning & Teaching

Enrolments

	BIOL108	BIOL114	BIOL116 +MedSci	TOT	% change
2019	846	241	461	1548	11%
2020	750	326	635	1711	
200-level					
2019	757	41%			
2020	1065				
300-level					
2019	509	-5%			
2020	482				
600-level					
2019	78	19%			
2020	93				
800-level					
2019	169	12%			
2020	190				

Big drop
in
BIOL3210
AdvPhys

Subject	Subject Title	SP1/Sess1/Sem1
BIOX1210	Human Biology	33
BIOX1310	Organisms to Ecosystems	46
BIOX1610	Biology in Practice	40
Sum		119

HDR

News from Faculty –

Budgets are still tight and scholarships are going to be targeted into 4 or 5 key areas (engineering etc)

Existing partners will provide best opportunities for co-tutelles/ joint PhDs. Some potential for new ones strategically but particularly those in US

News from Dept -

Budgets

Grants

Certificate of HDR Learning – encourage students and offer input

Certificate of HDR Learning

Project management

Report Writing

Fieldwork Skills

Surveying skills

Molecular or biochemical skills

Analytical and statistical skills

Data management and administrative skills

Grant writing

Presentation and communication skills

Team work and management skills

Research Enrichment Program (run by Dept)

Need someone to run workshop on posters, media skills, project management, time management

<https://myrdc.mq.edu.au/>

RESEARCH

Faculty Travel Scheme

- Teaching innovation \$4K (1.5K)
- International collaboration \$7K
- Strategic initiative \$5K (2k)
- Early Career/New Staff (Level B-C) \$4K (1.5K)

- Deadlines Jan, **May (29th)**, Oct
- Details/forms (SmartSheet) via staff/FSE intranet

<https://staff.mq.edu.au/intranet/science-and-engineering/faculty-awards,-schemes-and-procedures>

RESEARCH

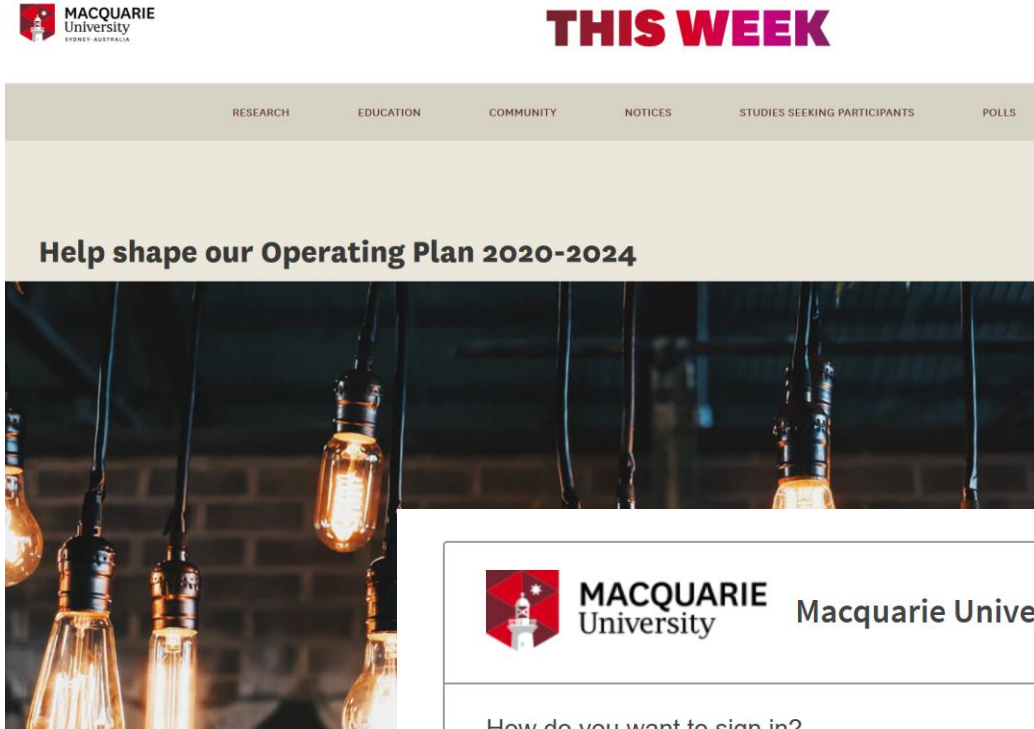
Faculty Travel Scheme

- Visiting Fellowship \$5K (2k)
 - Deadline **end-May**, Oct
- Application through *PURE*

Research Impact

- Impact (and Engagement) assessment is a companion to ERA
- Research impact is “the contribution that research makes to the economy, society and environment, beyond the contribution to academic research”
- Need to identify potential impact case studies (for 2024)
 - Reference period for the impact study is 2017-2022 (six years)
 - Reference period for the associated research is 2007-2022 (15 years)
- Beyond I+E, need to understand and track Impact
- Half-day workshop (Biology) in mid-semester break

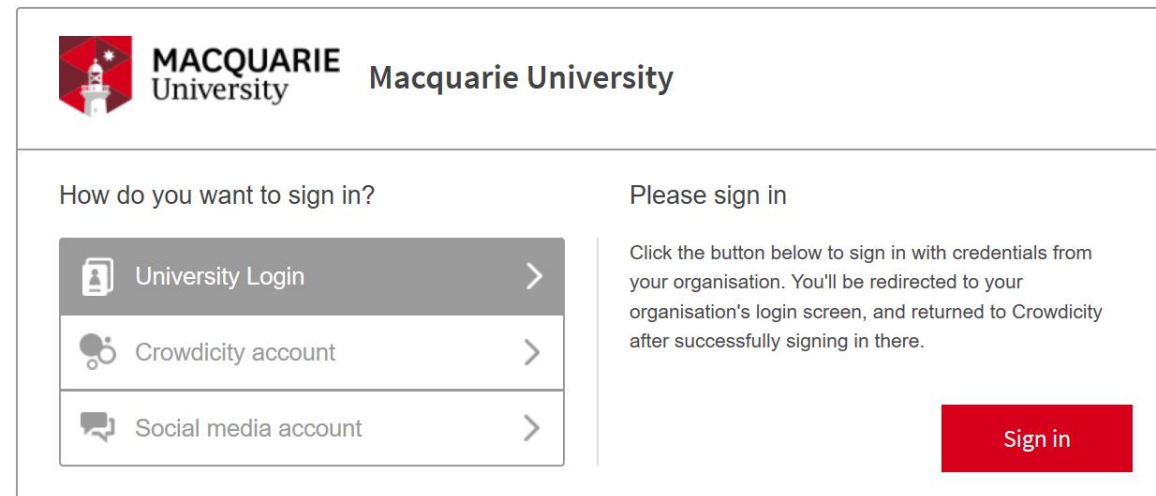
Have your say!



The screenshot shows the Macquarie University website header with the logo and navigation menu (RESEARCH, EDUCATION, COMMUNITY, NOTICES, STUDIES SEEKING PARTICIPANTS, POLLS). Below the header is a large banner with the text "Help shape our Operating Plan 2020-2024" and a background image of hanging light bulbs.

THIS WEEK

- [Students first](#)
- [Coursework suite and delivery](#)
- [Focused investment in research](#)
- [Our people](#)
- [Ways of working](#)



The screenshot shows the Macquarie University login page. It features the university logo and name at the top. Below the logo, there is a section titled "How do you want to sign in?" with three options: "University Login", "Crowdicity account", and "Social media account". To the right of these options is a "Please sign in" section with a paragraph of text: "Click the button below to sign in with credentials from your organisation. You'll be redirected to your organisation's login screen, and returned to Crowdicity after successfully signing in there." At the bottom right of the login section is a red "Sign in" button.



- major changes coming to support offered

BIOL3640: PACE experience in Biological Sciences

- Currently- students secure PACE their own 70 hr activities
 - Lots of legal paperwork (RA, org agreements, etc)
 - Huge amount of admin support (FSE PACE losing 2 people by June)
- Need a new model
 - Group projects
 - with external stakeholders (DPE, Botanic Gardens, Australian Museum, etc)
 - **Need everyone to think about their industry partners & how we can collaborate** (e.g. MOUs)
 - Group/Individual projects
 - Research groups in department
 - **Need everyone to think about their research projects and commit to taking on 1-2 students per year**
- When you have a project idea please contact me (katherine.mcclellan@mq.edu.au)

Staff Wellbeing Program : “A Better U at MQ”

WHAT'S ON THIS MONTH?

WHERE TO FIND OUT MORE?

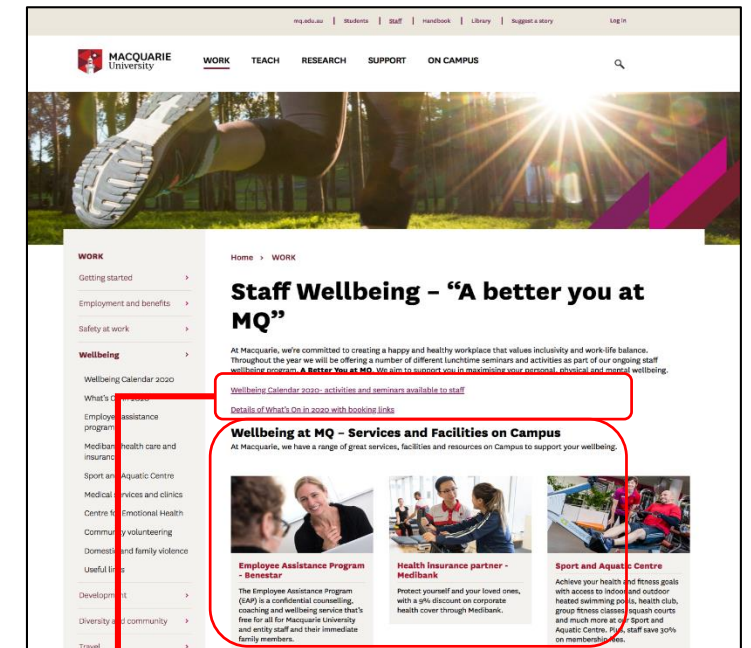
<https://staff.mq.edu.au/work/wellbeing>

MARCH 2020

- **Free staff massages:** 4 March (these bookings fill up really fast but staff welcome to put their name on the waiting list)
- **Staff campus walks:** Every Thursday (our first one kicks off this week - 5 March)
- **Medibank consultant onsite:** 3-5 March
- **Bush Regeneration:** 10 March
- **Art Class - Painting workshop:** 26 March
- **Free Yoga:** Mondays and Tuesday
- **Free swim:** Tuesdays
- **Pop-Up Exercise classes:** Every Wednesday (this month it is Zumba classes)

For bookings links and more information click here:

<https://staff.mq.edu.au/work/wellbeing/whats-on-in-2020>



Month-by-month wellbeing activities calendar and booking links

Wellbeing services and facilities on campus