Department of Biological Sciences
Dept meeting 6th February 2018

Agenda
• Welcome to new staff
• Tech staff review update – Emma Bowen
• Biological Sciences in 2018 – this & that
• Strategic planning
• Social Media
• Budget
• HDR
• MRes
• L&T
• Outreach
• Seminars

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

**Madins** – left for University of Hawaii but still here at 0.2FTE until 2021

**Jennifer Hallinan**
Last day 31 March

**Veronica Peralta** – Administrator
Finance & Staffing

**Michael Stat** – marine biology
BIOL368 S1 2018

**Simon Clulow** – MQRF in Martin Whiting’s lab

**Bruno Buzatto** – evolutionary biologist, invertebrates.
BIOL114 2018-2019

**Jaco Le Roux** – plant genetics, plant-soil interactions
Arriving July 2018
Review of Technical Services

Faculty of Science and Engineering
Summary of the 2013 Report into Technical Services

**Operating challenges & risks:**
- Difficulty planning for growth of Departments (planned and unplanned):
  - Student numbers (and inability to cap these).
  - Last minute identification of consequent support requirements.
  - Ongoing operating & support costs for equipment funded by grants.
- Building Code of Australia limits on laboratory capacity.
- Reactive planning for resources due to the dynamic nature of laboratory practicals. Some roles are advised of new experiments only 1 week in advance.
- Potential for stress/wellbeing issues given the:
  - high urgency/high importance nature of the work
  - need for physical presence in the laboratory
  - and lack of timetabling for work breaks.
- Risk to effective service delivery due to inconsistency between reporting lines and position funding as well as lack of role clarity including responsibility for WHS and student related administration. Whilst line reporting may have changed, some teams and roles are still operating in a silo culture. Also, there is inconsistent identification of core priority between roles. Some roles see student experience as being the key priority, others focus on academic partnership; research/experiment effectiveness; laboratory efficiency; or teaching units.
- Management roles typically have a large technical component.
- Labour-intensive administration and reporting processes.
- Risks associated with single points of accreditation.

Note: Recent focus of improvements has been on both risk (whs and Darwin shared drive) & financial management (micro experiments). Whilst necessary, these have added to role workload without corresponding gains in efficiency.

**Recommendations:**

<table>
<thead>
<tr>
<th>Purpose &amp; parameters</th>
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<tbody>
<tr>
<td><strong>2. Leadership</strong></td>
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<tr>
<td>Identify and further develop leadership capability to support the purpose. Clarify expectations of managers to ensure focus and consistency. Position and rebrand services of laboratory support staff.</td>
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<tr>
<td><strong>3. Structure</strong></td>
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</tbody>
</table>
| Align structure to purpose.  
Provide role clarity and consistency of reporting. This will focus allegiances, support a culture of service across the faculty, consolidate whs and student administration responsibilities, increase collaboration amongst team members and resource/knowledge sharing.  
Review staffing ratios (lab support staff and demonstrator) and funding models related student numbers for lab logistics and staff wellbeing.  
Provide increased opportunity for cross skillling and backfilling staff with sole accreditation. |
| **4. System/Process improvement** |
| Establish a process or system in conjunction with Property Building Services to meet the need for staff to track response to requests, their progress and completion.  
Increase utilisation of equipment/technology to increase efficiency in laboratory set up e.g. dispensing liquids, use of multi-pipette and creation of chemical labels from supplier’s information.  
Ensure planning space allocation for equipment and staff is based on workflow and multiple usage (for maximum efficiency). This includes office and laboratory fitouts, shared equipment/space and storage as well as location of resources such as photocopier, stationery, waste disposal and laboratory staff workbenches.  
Increase knowledge management systems including shared templates, systems and processes.  
Increased efficiency in laboratory management could also be achieved through timetabling taking into account: laboratory set up time; specialist accreditations and; by grouping duplicate sessions sequentially. Timetabling for staff lunch breaks between laboratory sessions is a whs issue.  
Investigate Faculty purchasing volumes and practices to gauge potential gains from increased use of technology for ordering, costing and logistics and/or supply chain systems.  
Review administrative workload and associated technology including records management, reporting, laboratory-related student administration and travel arrangements/administration for fieldwork. |
Take Home Messages from Review of 2017

1. Many of the conclusions and recommendations from the review of 2013 still apply

2. Space for teaching, research and storage is limited and often not fit for purpose

3. Resourcing of technical services across the Faculty is uneven

4. Organisational structures are confused and confusing

5. Strong preference across all Departments for technical staff to report to the Head of Department through a technical manager

6. Coordination of technical services needs to be at Faculty level to manage shared facilities and coordinate use of laboratories
Research Technical Services

- Most research technical support is funded from ‘soft money’ and this is unlikely to change to a great extent because of the limited funding available for all activities

- Expertise and skills are lost regularly as a result of turnover of RHD students, Posdocs and staff on grant funded contracts

- Technical staff are highly skilled and qualified to support research but workloads and the focus on teaching limits their involvement

- The Faculty funds some research equipment/support (Microscopes, METS, Faculty IT) and is planning to increase that support through a purpose built Analytical Centre

- Some Departments also fund support for critical equipment (Observatory, MGA)
Teaching Technical Services
Departmental Technical Team Models

• Not all Departments have Technical staff requirements - Computing, Maths and Statistics - however they rely heavily on the support of IT services both faculty and central

• Some Departmental Technical staff report through a Technical Team Manager to the Head of Department – Physics, Engineering, Environmental Science, Earth and Planetary Science

• Biology, CBMS and Chiropractic have a shared model with Technical staff activities coordinated by a Faculty funded technical manager who reports to the Faculty Technical Manager

• The model favoured by both academics and technical staff is to report through a Manager to the Head of Department

• The majority of technical staff would like to be more involved in research
Sharing Facilities and Resources

The current configuration facilitates sharing of laboratories and personnel between Biology, CBMS and Chiropractic but all three Departments wish to change the management model.

There is very strong case for more sharing of resources across all Departments given the need to ensure that funds are deployed to everyone’s advantage.

Reinforcing the Departmental Management model requires a change in the way Technical Services and managed across the faculty to facilitate sharing.

Long term strategic planning reinforces the need for cooperation between individuals and groups across the faculty which includes sharing resources.

Recommendation:

• The establishment of a Faculty Technical Management Committee chaired by a senior Academic
• A transparent funding model
• The inclusion of the Fieldwork Team in the Faculty managed Technical services
Recommended Further Investigation

Consider where shared service opportunities exist and review:

- Setup of analytical centre
- METS
- Microscopes and other shared opportunities
- Stores
- Fieldwork Team
- Building Services

Rationale:

- All of these services have roles beyond that of a single Department
- The equipment involved is expensive to buy and maintain
- The staff members are highly skilled and accredited in ways that are difficult and costly to duplicate
- Each makes an important contribution to research
Biological Sciences in 2018

Exec Team: Michelle Leishman (HoD), Grant Hose, Andy Barron & Mel Bishop (Deputy HoDs), Mariella Herberstein (lots of stuff), Sharyon O’Donnell

Research
Andy Barron

L&T
Drew Allen

HDR
Culum Brown

MRes
Grant Hose
Michelle Power

Advising
Glenn Brock

Mariella – Chair of Senate
Lesley – 50% PVC
Nathan – Chair of Animal Ethics
Ian – Deputy Associate Dean Research

WHS – Simon Griffith
PGF – Ian Wright
ECR – Rachael Dudaniec / Ajay Narendra
Prizes – Linda Beaumont
Outreach – Matt Bulbert
School Partnerships – Kath McClellan
Fieldwork – Martin Whiting
Diving & Boating – Matt Kosnik / Rob Harcourt
Diversity & Inclusion – Mariella Herberstein
Sustainability – Sam Newton
Biological Sciences in 2018

Admin support
• Here to help you!
• All positions filled and going well
• Process improvement will continue

Tech support
• Replacement Fieldwork Officer to be advertised

Budget
• OK for 2018 but not fabulous. Future outlook?
• HDR support - $1500 for MRes, $3000 for PhD if justified, matching funding to $3k for successful external grants
• Research support scheme for academic staff
• Academic staff - $3000 (computers, research costs, travel)
Biological Sciences in 2018

**Department seminars** – Alex Carthey & Rachael Gallagher

**Thursdays & Fridays** – no admin meeting days

**Department weekly morning tea** – alternate between E8A and W19F

**Monthly Department meeting** – 1st Tuesday in the month, lunch beforehand

**Department social on Thursdays (at least monthly, sometimes more!)** – pizza and drinks

**PhD completion seminars**

**Social media** – Instagram, Twitter, Facebook
Biological Sciences in 2018

**Exec Team**
- PDRs and workloads in progress for academic staff
- New appointments in 2018 – 4 for continuing academics plus 20% plant guru, plus backfills – Kemp, Gallagher
- Strategic planning for 2018-2020 underway
Strategic Planning 2018-2021

The Department is host to a major external centre inclusive to our identity

- Department visibility
- Critical mass for research productivity
- Scope out options
- Consider appointments
Strategic Planning 2018-2021

*Increased completion of world class HDR graduates*

- Student quality
- Declining numbers
- Pipeline from Advanced Biology – MRes – PhD
- Cotutelles
- Student experience
Strategic Planning 2018-2021

*Industry/employability axis embedded to vertical teaching program*

- Vertical program Conservation Biology
- Industry participation
- Student employability
Strategic Planning 2018-2021

*Enhanced student engagement, participation and championship of the Department*

- Student-focussed approach to L&T
- Student representation
- Connection to student society
Strategic Planning 2018-2021

Program of support and development including equity, transparency and respect

• Formal mentoring program
• Leadership development
• Gender and ethnic diversity
• Behavioural code of conduct
Strategic Planning 2018-2021

Support services optimisation

• Professional time allocation to support researchers
• Reduced admin load
• Increased efficiency of services
Strategic Planning 2018-2021

Measures developed

Milestones developed

Led by leadership team and dept committees
Department Social Media

• We have reached over 600 followers on Twitter

• If you have a twitter account please include our tag @MQBiology in your post

• Things to post about include new papers and research, media mentions, while on field trips and anything else that may be of interest to the public

• Animal of the week? Any volunteers?

• We have a new Instagram account – mqbiol
  Please send Jenny Ghabache any interesting images including caption information
Follow us on Social Media

@MQBiology

@mqbiol

@MQBiology
2018 Budget Update

• Where do we need to be before the 1st half

• What does it mean for
  • Staff
  • Students (HDR/MRes)
  • Committees
HDR

- HDR supervisors register – must have HDR30 in your HR Online Training History
  http://www.hdrsupervision.website/2018

- MRes to PhD enrolments over Christmas-new year period; most should have offers by now

- Remember to submit PhD theses through the student portal. Includes responses to examiners and corrections.
State of play

• Enrolments 2018: 5 PHD, 21 MRes

• Current HDR numbers: 99 PhD, 41 MRes

• Last domestic scholarship round: 0 applicants
  • rely on MRes rollover and Internationals
  • low numbers are not unique to Biol or MQ
recruitment

HDR Completions

<table>
<thead>
<tr>
<th>Year</th>
<th>Actual PhD</th>
<th>Actual MPhil</th>
<th>Actual MRes</th>
<th>Target PhD + MPhil</th>
<th>Target MRes</th>
<th>Target total</th>
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<tr>
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<tr>
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<tr>
<td>2024</td>
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<td>82</td>
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### Discipline expectations

#### HDR Supervision & Completion

<table>
<thead>
<tr>
<th>Rank</th>
<th>Minimum Performance</th>
<th>Productivity Target</th>
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</thead>
<tbody>
<tr>
<td>A/lecturer</td>
<td>HDR Training</td>
<td>Co-supervision</td>
</tr>
<tr>
<td>Lecturer</td>
<td>co-supervisor of 1 MRes or 1 PhD candidate</td>
<td>Primary supervisor of 1 MRes candidate or co-supervisor of 1 PhD candidate</td>
</tr>
<tr>
<td>Senior Lecturer</td>
<td>Primary HDR supervisor of 1 HDR candidate</td>
<td>Primary HDR supervisor of 2 HDR candidates</td>
</tr>
<tr>
<td>A/Professor</td>
<td>Primary supervision of 2 HDR candidates</td>
<td>Primary supervision of 3 HDR candidates</td>
</tr>
<tr>
<td>Professor</td>
<td>Primary supervision of 3 HDR candidates</td>
<td>Primary supervision of 4 HDR candidates</td>
</tr>
</tbody>
</table>

#### Number of supervisors

![Bar chart showing the number of supervisors for different numbers of HDRs supervised](chart.png)
recruitment

• Try to have most staff with >2 PhD students to meet our completions targets.
• Supervisors with low HDR numbers to co-supervise
• Need to supervise outside our comfort zone
• Use your contacts around the world to attract students
• Be pro-active (cotutelle, shared degrees – chase partnerships)
• Talk up MRes when you can (Adv Biol?)
• Use social media to advertise PhD positions (Martin)
• Be proactive about keeping good students around ($$)
Calendar

• HDR Welcome 19th Feb 1230
• HDR Admin inductions every month
• PGRF Workshop Feb 14th
• Student budget 24th Feb
• Central commencement program 1st March
• Faculty commencement program 2nd March
• PGRF round 2 closing 2nd March
• Mid year scholarships open May-ish
• HDR conference 12th June
• Completion seminars
• Supervisor training – topics???
MRes 2018

• Year 1 – 21 new students (3 continuing from 2017)
• Year 2 – 22 new students (7 continuing from 2017)

• Budget for 2018 = $1500
MRES Examination considerations

• *Maintain the present system of two external examinations*

• *Allow one external examiner for MRes theses (either mandated or optional)*

• *Should we require the internal examiner to be outside the department of enrolment?*

• *Should each department have a moderating examiner (internal or external?) who reads all theses?*
L&T Projects For 2018

• Framework for student engagement
• Framework for student representation
• Student employability
  • Industry engagement, including PACE
  • Student portfolios of knowledge and skills
  • Vertical double degrees
• Program reviews for Biology, Paleobiology, and Biodiversity and Conservation
L&T Other Stuff

• Attendance in 100-level practicals/tutorials is now compulsory

• Michael Hitchens will be meeting with all 100-level unit convenors to discuss the policy

• If you have not done so already, please send me the name of the outside moderator for your unit. [If I don’t hear from you by Friday, somebody will be assigned to you.]

• Please send me the names of the two people who will be providing peer review to you, the item and unit to be assessed (e.g. lecture, quiz, rubric), and the semester the assessment will be undertaken on. [If I don’t hear from you by Friday, somebody will be assigned to you.]
Research Enrichment Program

Launch Meeting 2018

• 10 – 11am, 22nd Feb, E8A level 8

• Come along and find out what the Research Enrichment Program is about and what’s on offer for 2018. There will be coffee!

• Website: https://staff.mq.edu.au/research/resources-and-support/research-enrichment-program

• e-mail: fse.rep-admin@mq.edu.au
Outreach/Recruitment 2018

Faculty
National Youth Science Forum 18 and 25th Jan
Macquarie in a day 17/18 April
Year 9 and 10 future ready day 9-May
STEM camp 10-12 July
Open Day 18-Aug
Australian Museum expo 10 Aug – 20 Aug
Pioneering Women in Stem 29-Aug-14 Nov
Year 7 & 8 Experience Macquarie day 27-Nov
HSC Study Lab Sept
Info Day 15-Dec
Speakers in schools Each month

Department driven
Professional development: Genetic Technologies:
solving global challenges Feb 13th trial run and a full run April
Work experience 2-3 times – dates to be released soon
Minibeasts March/April
STANSW conference 18th March
STANSW curriculum meetings March/May
Volunteers luncheon Nov
Scientists in schools Ongoing
SEMINARS ARE BACK – March 7th!

<table>
<thead>
<tr>
<th>Date</th>
<th>Speaker</th>
<th>Institution</th>
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<tbody>
<tr>
<td>7-Mar-18</td>
<td>Angela Moles</td>
<td>UNSW</td>
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<tr>
<td>14-Mar-18</td>
<td>Andrew Skidmore</td>
<td>Macquarie</td>
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<td>21-Mar-18</td>
<td>Geoff Hill</td>
<td>Auburn University</td>
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<tr>
<td>28-Mar-18</td>
<td>Saul Cunningham</td>
<td>ANU</td>
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<td>4-Apr-18</td>
<td>April Reside</td>
<td>UQ</td>
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<tr>
<td>11-Apr-18</td>
<td>Kira Westaway</td>
<td>Macquarie</td>
</tr>
</tbody>
</table>

WHERE YOU SIT IN CLASS/SEMINARS
And what it says about you:

- **Mid-Center:** "Bring it on."
- **Front Row:** Teacher's pet wannabes
- **Second-row sleepers:** Good intentions, bad narcolepsy
- **Nearest Exit:** Uncommitted
- **Back Row:** "Too cool for school"
- **Against the wall:** "I'm sensitive. Please ignore me."

Proximity to Lecturer:

\[ X = \frac{\text{How much you care}}{\text{How sleepy you are}} \]