MINUTES

MEETING RSHA Executive
MEET No. 1, 2014
DATE/TIME Friday 14 February 2014, 2pm
VENUE Lady Wilson Seminar Room, Sir Roland Wilson Building (120)

Part 1. Formal items

ITEM 1. Attendance
Professor Pickering (Chair), Dr Ferris, Ms Knight, Associate Professor Message, Professor Travis, Professor Tregear, Ms Veness (for agenda item 8.1), and Mrs Shepherd (Minute Secretary).

ITEM 2. Minutes of Previous Meeting
The minutes were accepted from the previous meeting.

ITEM 3. Matters Arising and Action Items
Professor Pickering reported that he had forwarded the letter from the Vice-Chancellor approving the RSHA restructure to Heads of School.

ITEM 4. Confidential Items
There were no items discussed.

Part 2. Reports

ITEM 5. Director’s Report
Professor Pickering thanked all Committee members for their assistance with the budget meetings. There are still some strategic funds available for later this year. There will be further cuts in RTS funding next year which will mean that everyone will have to think about how to run programs better in the future. There are fifty exemptions for staffing on the CASS HR desks at the moment.

5.1 Vice-Chancellor’s response to KPI’s
Professor Pickering reported that Professor Makkai is meeting with the Vice-Chancellor about this today.

5.2 Benchmark for annual teaching load
Professor Pickering reported that the College is developing a benchmark for the annual teaching load. This initiative came out of the Education forum held last year.

It was noted that:
- Convenors and HDR roles need to be recognised in Statements of Expectations;
- All staff should have a fair share of work;
- It is important to factor in differences of the various disciplines;
- Some staff who have a lighter teaching load may be doing more research, outreach or student recruitment which results in a balance across the School.
5.3 Academic staff – new appointments

Professor Pickering reported the good news that there were fourteen new academic appointments across the College. It was suggested that a morning tea could be held at the School of Art café for all new staff across the Research School. A date is yet to be determined.

5.4 Indiana University staff exchange

Professor Pickering reported that there will be an opportunity for early career researchers to apply for an exchange to Indiana University to coincide with the teaching break for 4-6 weeks. A call for applications will come out for written applications. There will be one exchange of a RSHA staff member and one for a RSSS staff member.

Part 3. University matters

ITEM 6. Philanthropic trusts

Professor Pickering reported that Ms Hing Fay, the Associate Director, Institutional Philanthropy, met with him asking for any projects that could be supported by philanthropic trusts. She had sent him a list of trusts which Professor Pickering will send to the Schools.

Some initial suggestions of things that it would be good to get trust support for are listed below.

- Coombs Fellowship
- Environment Studio at the School of Art
- Large flexible screen at the School of Music in Llewellyn Hall
- Laboratory space at the School of Archaeology and Anthropology
- A museum within the School of Archaeology and Anthropology
- Classics museum within the School of Literature, Languages and Linguistics

Action: Professor Pickering to circulate the list of trusts to Schools.

Part 4. RSHA matters

ITEM 7. Interdisciplinary Humanities Group Student Profile system roll out

Professor Pickering reported that the Interdisciplinary Cross Cultural Research program that used to be housed within the Interdisciplinary Humanities Group used to have a profile for all students on the web which included a photo, their name, thesis topic and 200 words. He thought it would be good to roll this out across the Research School.

Professor Tregear suggested an alternative which is for all students to upload their profiles into academia.edu which could then be linked to the relevant School web site. It was agreed to go ahead with this alternative suggestion not only for students but also for staff. An instruction sheet will need to be developed for staff and students on how to do this.

ITEM 8. Education matters

8.1 New Colombo Plan

Ms Veness briefed Committee members on the new Colombo Plan. There are two types of categories within the plan. There is an institution to institution category and there is another category for individual undergraduate students to apply for scholarships. Ms Veness spoke about
each of these programs. The countries involved are Japan, Hong Kong, Singapore and Indonesia. The deadline for applications is 3 March.

Ms Veness tabled a document titled “CASS Student & Education Office – roles and responsibilities” for information.

8.2 Course reductions

Professor Pickering reported that course reductions are ongoing. Any courses which have not been taught in the last 6 years have been taken off the books. Those courses which have not been taught in the last 3 to 6 years will also be taken off the books. The notification for taking courses off the books is done through the CASS Education Committee.

8.3 Nanyang Technological University Summer School

Professor Pickering reported that the Nanyang Technological University Summer School will be advertised for students to attend in China. Two students will be chosen to go to the summer school.

Action: Professor Pickering to circulate a brochure about the Summer School to all Schools.

ITEM 9. Research matters

Professor Pickering noted that all DECRA and Discovery Project applications will need to be looked at closely. Only very strong applications will be put up. ERA discussions will start in March.

ITEM 10. Workplace Health and Safety

Dr Ferris reported that a Workplace Health and Safety presentation was given to the School of Art staff.

It was noted that there is freeware available to make sure staff stretch after a certain amount of time.

Part 5. Other business

ITEM 11. Any other business

It was reported that the Centre for Art History and Art Theory is going well and that there is a good buzz in the new School of Literature, Languages and Linguistics.

Associate Professor Message reported that Schools cannot necessarily replace staff who are on DECRA’s or Future Fellowships.

ITEM 12. Next meeting

The date for the next meeting is Friday 24 February 2014.

Meeting closed at 3.10pm.