

MINUTES

MEETING **RSHA Executive**
MEET No. **6, 2013**
DATE/TIME Friday 17 May 2013, 2pm
VENUE Lady Wilson Seminar Room, Sir Roland Wilson Building (120)

Open Session: RSHA Executive and Senior School Administrators

ITEM 1. Question and answer session with Dr Gustavson

Dr Gustavson updated everyone on: vertical degrees, the Graduate Coursework Reform Working Party and the Bachelor of Arts review. A summary of these is below.

Vertical degrees

A call has gone out to Heads of Schools and the university deadline is 6 June. Dr Gustavson needs any proposals from Schools within the week. About 10 for CASS will be put forward. Any proposals put forward will need to include a case for strategic significance to the area. Some will be cross College collaborations. Vertical degrees are already TEQSA compliant.

Graduate Coursework Reform Working Party

The university working party will be presenting a report soon and Dr Gustavson has been a member of it. Colleges can set their entry level for Masters degrees. It is proposed that Graduate Certificates will be combined into a Masters. Students would be able to enrol for a Masters but then exit at the Graduate Certificate point if they wished. However they cannot enter a Graduate Certificate directly. Credits will depend on whether the previous degree was cognate or non-cognate discipline area. The proposed changes are relatively minor.

Bachelor of Arts Review

The Bachelor of Arts Review Committee has been meeting regularly and the last meeting for phase 1 will be held in two weeks' time. A paper about this will go to the CASS Education Committee on 3rd June.

Professor Morphy thanked Dr Gustavson for attending.

ITEM 2. Attendance

Professor Morphy (Chair), Ms Addison, Dr Bisshop-Witting, Mr Bull, Dr Ferris (until agenda item 7), Dr Gustavson (for agenda item 1), Ms Knight, Ms Komidar, Ms Lopera, Ms McConchie, Professor Minchin, Associate Professor Message, Professor Pickering, Professor Simpson (later in the meeting), Professor Travis (at beginning of meeting), Professor Tregear and Mrs Shepherd (minutes secretary) were in attendance. Ms Noronha-Barrett was an apology.

Professor Morphy welcomed Ms Addison and Dr Ferris to the meeting and mentioned that it was Mr Bull's last day as Head of School. Professor Morphy noted that Executive members are invited to attend Mr Bull's farewell as Head of School on Friday 31 May at 4.30pm in the School of Art.

ITEM 3. Minutes of previous meeting

The minutes were accepted.

ITEM 4. Matters arising and Action Items

4.1 Staff Survey – Nominations for the three groups

It was noted that nominations had been received from the School of Archaeology and Anthropology and from the Interdisciplinary Humanities Group. Professor Morphy encouraged all Schools to put forward their nominations for the groups. Professor Morphy wondered if it might be possible to have combined groups with RSSS.

4.2 Draft Research Themes paper from CASS Research Committee agenda

Professor Pickering noted that this had been discussed at the CASS Research Committee meeting. Professor Gray was quite positive about the themes while Professor Simpson had some concerns about them. The draft themes do not cover all the disciplines across the Research School however it was noted that the Committee will not accept a list of everything we do. Committee members were asked to send any comments on this to Mrs Shepherd.

Action: Committee members to forward comments to Mrs Shepherd.

ITEM 5. Director's Report

Professor Morphy mentioned the Vice-Chancellor's email about the federal budget and noted that the budget cuts put the ANU in a difficult situation. In the future new appointments will be approved slowly and there is currently a freeze on all administrative appointments. The Vice-Chancellor has approved the start of discussion for the change management proposal for the proposed RSHA restructure. Professor Morphy outlined the process that will be followed. A working party will be set up with Schools represented on it to lead the consultation. Many meetings will be held which will not only include staff but also students.

ITEM 6. School of Cultural Inquiry and School of Language Studies administration

Ms Addison reported that Ms Lopera has been employed as a project officer to look at the administrative arrangements in the two Schools. She will be looking at what would be the best administrative arrangements for the new School with the assistance of the two Heads of School and the administrative staff in both Schools. Ms Lopera has met with the administrators in both Schools and discovered that some of the administrative duties and administrative arrangements are quite different from each other. She is working towards a deadline of the end of June for this project. A working document has been drafted and will be circulated fairly soon.

ITEM 7. Education matters

7.1 CASS recruitment and engagement events

Ms McConchie reported that the School of Art has had two School tours and four work experience students during Semester 1. Two documents were tabled in relation to student data for members to take away and look at. One was from the College Dean titled "Overview of 2013 student enrolments" and the other from the RSHA Executive Officer titled "First preferences (only) in

CASS programs 2010-2013 (main round preferences through UAC) and “RSHA load by subject in comparative periods 2011-2013, and variation % from 2012-2013”. Members were asked to send any feedback on either of these documents to Mrs Shepherd.

Action: Feedback on student data to be sent to Mrs Shepherd.

Professor Morphy reported that he met with Dr Gustavson in the morning to discuss digital humanities. In many ways the digital humanities hub is a leader in Australia and Chancelry is keen to highlight this fact. Dr Gustavson and the Deputy Vice-Chancellor (Academic) are looking at strategic initiatives to fund in 2015. At this stage it is proposed that two courses be developed in digital humanities across the disciplines for 2015. Heads of School will need to meet to discuss what these courses might look like and to make sure that they would be attractive for students from across the University. They could be part of the Vice-Chancellor’s courses and need to be exciting, attractive and interdisciplinary in nature. Dr Gustavson will put some initial ideas together.

ITEM 8. Research matters

8.1 Successful projects/publications – measurable public impact

Professor Pickering stated that it is important to forward any positive research output and related media impact to Professor Gray. These stories can then feed into a collection of CASS stories which can be used as briefs for the Vice-Chancellor. Some examples of positive impact include the Canning Stock Route project, the Australian Dictionary of Biography web site, Professor Simpson’s dictionary and the classics event held earlier in the year. Ms Knight reported that she has collated a list of positive research impact outcomes and forwarded them to Ms Parsons in the CASS Research Office. These stories are important as the Government wants evidence of public impact.

8.2 Minimum standards for research publications/outputs by staff

Professor Pickering reported that there was extensive discussion on this topic at the University Research Committee. It was decided that each College will set the minimum standards. This may result in an equity issue as CASS has set very high minimum standards which may not be the case in other Colleges.

8.3 Research hub funding

Professor Morphy reported that the CASS Research Office has advised him that the research hub funding will be in five areas. The five areas are: organising conferences, workshops, short-term visits for researchers from Australia and New Zealand, grant writing workshops and contained research projects.

Professor Simpson reported that she had invited the Deputy Vice-Chancellor (Research) to a staff meeting in her School which proved to be very useful. The School spent about 10 to 15 minutes briefing her on the various research projects and then she gave them feedback.

ITEM 9. ANU Publication Subsidy Fund

This item was noted.

ITEM 10. Replacement of computers

It was noted that it was decided for 2013 RIBG funding would go directly to the Schools which then helps cover the costs of new computers. Unfortunately the School of Art does not get RIBG

funding. There was some discussion whether this was the best way of funding new computers. The timeline for the replacement of computers is up to Schools and it was noted that Mr Lovrinčević has a list of which computers need replacing. There is some discussion at the University level whether or not computers should be bought outright or leased in the future. Professor Morphy stated that clearly computers are essential for everyone and that the funding of computers should be discussed in the budget discussions for next year.

ITEM 11. Streamlining process for approval of casual teachers

It was acknowledged that the approval of casual teachers takes too long, especially when replacing someone who is sick, in part because of the seven layers of delegation. The College is looking at how to expedite these and it was noted that it is important to put on a possible replacement into the HR system as quickly as possible as POI's.

ITEM 12. Nominations for the NFSA Heath Ledger Oral History Project

Ms Knight reported that she had received nominations and therefore this item has been resolved.

ITEM 13. Workplace Health and Safety

13.1 Revised Footwear and Feet Safety Procedure for comment

Mr Bull noted that this is a real issue for the School of Art.

13.2 Revised draft electrical safety procedure for comment

This item was noted.

Professor Morphy circulated a print out of chairs that have been found to be faulty across campus. It was reported that these chairs are in the School of Art lecture theatre and that they will need to be checked to see if they are faulty or not.

ITEM 14. Any Other Business

Professor Morphy thanked Mr Bull for everything he had done while he was Head at the School of Art and reminded members about his farewell. Mr Bull welcomes the appointment of Dr Ferris as the new Head of School.

ITEM 15. Next RSHA Executive Committee meeting: Friday 31 May 2013, 2pm

This item was noted.

Closed Session: RSHA Executive

ITEM 16. Confidential items

There were no confidential items discussed.

Professor Morphy thanked everyone for attending the meeting.

The meeting closed at 3.30pm.