

MINUTES

MEETING **RSHA Executive**
MEET No. **3, 2013**
DATE/TIME Friday 22 March 2013, 2pm
VENUE Lady Wilson Seminar Room, Sir Roland Wilson Building (120)

Part 1. Formal items

ITEM 1. The Pro Vice-Chancellor (International & Outreach) will address the Committee

Dr Lithander was welcomed to the meeting. Dr Lithander stated he would outline the areas of activity undertaken in the office of the Pro Vice-Chancellor (International & Outreach). He would like to know how these intersect with RSHA and where things can be done better. The five parts of his portfolio are:

- Marketing – Director, Tracy Chalk
- Strategic Communications and Public Affairs - Director, Jane O'Dwyer
- North American Liaison Office – Director, John Wellard
- Division of student recruitment
- Domestic alliances – there is no current office nor infrastructure for this. Currently there is an agreement with University of Newcastle, Charles Darwin University and the University of Wollongong amongst others.

Dr Lithander's further comments about some of the portfolios are listed below.

Marketing

- There are 12,000 ANU web sites, 30% of which are overseen by the Marketing Office and 70% are overseen by other areas
- Lots of work needs to be done on branding over time

Strategic Communications and Public Affairs

- Look after publications, government liaison, run programs such as the Tuckwell Scholarships
- Roaming journalists are being planned
- They manage Twitter and Facebook accounts for the ANU

North American Liaison Office

- This office:
 - is raising ANU's profile in the USA
 - liaises with possible donors and major funding bodies

Dr Lithander stated that it is important to co-ordinate the marketing office, student recruitment and so on between central, the College and School levels. There has been a lack of clear objectives which has made the distribution of labour unclear. We need to be careful with the international

student distribution and make it more diverse; for example the drop in the Chinese market makes ANU vulnerable.

ANU messages up to now has focussed on research outputs but in the future ANU needs to explain its education strengths and the campus/student experience. ANU Marketing is busy working on addressing this. Mr Tuckwell stated that he donated his funds to the ANU because of his campus life experience. A summary of Heads of School comments are listed below.

- ANU does not offer the same level of education now as Mr Tuckwell received so it makes education harder to promote
- However the education message does need to be put out there to increase philanthropy and compete with other Universities
- Spanish won a teaching award last year but this was predicated on teaching hours we can no longer offer. Budgets are tight.
- Teaching has up to now been a poor cousin so it is good that marketing is going to balance this in the future
- Online courses are currently not visible on the ANU website which is a concern when the ANU is trying to position itself with online teaching. It is impossible to find them, eg. Russian, and no list of completely online courses can be found.

Dr Lithander stated that we have to talk things up and believe our own messages. We do have high retention rates and the average ANU student ATAR is 94. As this is an election year the ANU needs to be assertive about what the block grant has delivered and the high value in what we have been able to deliver to the community.

IARU still exists however its characteristics may change over time. There is no budget for staff to do anything with IARU and there is no value in the group if there is no money to participate.

Dr Lithander reported that a software database will be set up for Memorandums of Understanding so that there is a central repository for them all. Colleges will be given access to the database and will be able to search the database. At the moment MOU's are signed at the College level and it is important that everyone knows about them. The School of Art has long standing MOU's which pre-date the College and managing these at the School level is difficult. Any assistance at the ANU level would be very welcome. Dr Lithander stated that it is important that there are pre-agreed templates for MOU's that cover 3 categories; polite agreements, those that cover research collaboration and those for student exchange. Dr Lithander reported that there is a new special Archives and Collections interest group MOU which neither Dr Message nor Professor Pickering had heard about. Dr Lithander will find out more about it and Professor Pickering stated that he could provide readymade partners.

Dr Lithander stated that there is work being done on conceptualising research fields and how to market these across colleges. Dr Message noted that the graduate studies files for HDR students were disestablished last year even though they talked across Colleges. These were flawed but served a useful purpose, especially for areas such as History and Archaeology. Professor Simpson pointed out that fields of research are often lost between CAP and CASS.

Dr Message noted that in the past work was done in matching researchers and projects with US funders and ANU targeted the sciences but this was not available for humanities staff even though we have projects in the USA. It would be good to know what opportunities are available for humanities and arts staff and students. Dr Lithander stated that the US office should put a newsletter together with opportunities for everyone. Professor Pickering noted that he and the Dean are going to CHCI and Washington and it important to make the most of each US trip. Professor Simpson wondered why there was a US office and not an office in say China to assist with student recruitment. The rest of ANU may not require help with Chinese recruitment but

CASS does. Dr Lithander stated that ANU will be going for niche disciplines to encourage serious elite scholars to Canberra, where Canberra is placed as a high end study destination.

ITEM 2. Attendance

Professor Pickering (Chair), Mr Bull, Dr Lithander (left after agenda item 1 at 2.45pm), Professor Matthews, Dr Message, Professor Simpson, Professor Tregear and Ms Knight (Minute Secretary). Professor Morphy was an apology

ITEM 3. Minutes of Previous Meeting

The minutes of the previous meeting were accepted.

ITEM 4. Matters Arising and Action Items

4.1 RSHA Staff Survey Forum update

Ms Knight reported that AOU's will not need to produce individual action plans but that three groups will be formed to come up with action plans at the RSHA level. The minutes for the forum will be put on the RSHA intranet. The staff survey forum figures represent the view of people within RSHA about the ANU but some of the questions were vague such as who the senior managers are. The action plan will come from us but some of the issues should be solved at a higher level, however, it is important we have input into how the solutions are developed. Members of the RSHA Executive noted that the ANU Executive needs to be more aware of the CASS and AOU timetables and that it is impossible for staff to respond to things from orientation week to the middle of Semester 1.

ITEM 5. Confidential Items

There were no items discussed.

Part 2. Reports

ITEM 6. Acting Director's Report

Professor Pickering reported that the CASS Executive Committee meeting was postponed and therefore the proposed restructure document is still with the Dean. The informal consultation has happened and if the Vice-Chancellor approves the proposal that is the time when the paper will go to a formal consultation stage. A change management template covers the formal consultation proceedings. Some Heads of School were concerned with timing and various staffing issues. The School of Cultural Inquiry is concerned that there is little difference in the original concept paper from last year and the proposal as it stands. It was agreed that Ms Knight would circulate the change management document to Heads of School.

Action: Ms Knight to circulate the change management documents to Heads of School.

Part 3. University Matters

ITEM 7. Information Systems Planning Advisory Committee (ISPAC) minutes and related papers

Professor Pickering noted that the Vice-Chancellor has introduced a change program and he discussed this at his forums across campus. It was noted that there had been problems with electronic signatures in many areas and it has been very time consuming. School managers have also reported problems with the CMRS system where Statement of Expectations completions and comments that they have updated have then disappeared at the next log in. This problem needs to be reported to the Office of the Dean as in many cases the SoE incompleteness data is not correct

and this in turn can have a serious impact on approvals for recruitment. Ms Archer in CASS HR has been notified.

Part 4. CASS Matters

ITEM 8. Head of School presentation at College Forum

Dr Message will be the Head of School giving a presentation at the College Forum.

Part 5. RSHA Matters

ITEM 9. Education matters

Ms Knight raised the issue of possible vertical degrees and encouraged Heads to come up with new ideas. Professor Simpson reported that there is a problem with Study@ and prerequisites which Professor Pickering thought should be raised with Dr Gustavson. It was noted that multiple steps are required with the new online HDR milestone reporting and that as a result emails are flying around. One solution is for staff to share a computer during a student/supervisor meeting to resolve this issue.

ITEM 10. Research matters

10.1 ARC Grant applicants

This item was noted.

ITEM 11. Workplace Health and Safety

Mr Bull reported that the School of Art had had an issue with lice and Professor Tregear reported that the School of Music has had an official toilet audit. Mr Bull also reported that he had received a confidential incident report.

Part 6. Other business

ITEM 12. Any other business

There was no other business.

ITEM 13. Next meeting: Friday 5 April 2013

The next meeting will be held on Friday 5 April at 2pm.