

# MINUTES

MEETING **RSHA Executive**  
MEET No. **10, 2013**  
DATE/TIME Friday 26 July 2013, 2pm  
VENUE Lady Wilson Seminar Room, Sir Roland Wilson Building (120)

## Part 1. Formal items

### ITEM 1. Attendance

Professor Morphy (Chair), Dr Message, Dr Ferris, Ms Knight, Professor Pickering, Dr Kennedy, Professor Tregear (agenda item 9 onwards), Dr Windle (for Professor Simpson) and Mrs Shepherd (Minute Secretary). Professor Simpson was an apology.

### ITEM 2. Minutes of Previous Meeting

The minutes were accepted from the previous meeting.

### ITEM 3. Matters Arising and Action Items

There were no items discussed.

### ITEM 4. Confidential Items

There were no items discussed.

## Part 2. Reports

### ITEM 5. Director's Report

#### 5.1 RSHA Change Management

Professor Morphy reported that there had been two meetings held with staff. There had been apologies for the staff meetings. A very positive meeting was held with students. No submissions have been received so far.

#### CASS Executive items

#### 5.2 Workloads

Professor Morphy reported that there was an interesting discussion at the CASS Executive Committee regarding workloads. The RSHA Executive Committee discussed what a normal teaching workload might look like. It could be say three courses a year or an equivalent made up of courses and PhD supervision but it depends on the Statement of Expectations weightings for each staff member. At the moment there are no standard weightings across RSHA. Committee members thought it would be useful to have some guidelines of typical weightings for Statements of Expectation at each level. All factors for each staff member must be considered when balancing the weightings. The weightings may vary from discipline to discipline. During promotions the weightings for Statements of Expectation are taken very seriously. If these weightings are incorrect it can disadvantage a promotions candidate. It was noted that Statements of Expectations can be redone at any time if required.

### 5.3 Open Day

Professor Morphy asked Heads of School to encourage their staff to participate in Open Day on 31 August.

**Action:** Heads of School to encourage staff to participate in Open Day.

### 5.4 CASS and CAP

Professor Morphy reported that the Vice-Chancellor has stated that there will be no merger between CASS and CAP.

### 5.5 Teaching relief

Professor Morphy reported that from now on the Dean will be considering applications for teaching relief. Cases will need to be very strong and will go to the Director, RSHA and the Dean. Heads of School will have to put in very strong justifications.

**Action:** All applications for teaching relief must come to the Director, RSHA and then be considered by the Dean from now on.

### 5.6 CASS HDR Merit Scholarships

Professor Morphy reported that the College is considering introducing HDR merit scholarships. When the student finishes the ANU will receive the completion money as is the case with domestic students. Mr Matthew Talbot is doing the modelling for this and Dr Ann Evans is working on the framework.

### 5.7 Honorary Degrees

Professor Morphy reported that two strong proposals are being worked on for this year. He asked Heads of School to start thinking about nominations for next year as the process requires a lot of work. Distinguished people are put forward for honorary degrees that usually have links with ANU.

**Action:** Heads of School to starting thinking about nominations for next year.

## Part 3. ANU Matters

### ITEM 6. Gender Institute Grants

This item was noted.

### ITEM 7. ANU eTEXT Grant Scheme

This item was noted.

### ITEM 8. Strategic Communications and Public Affairs Division announcement

This item was noted.

## **Part 4. RSHA Matters**

### **ITEM 9. Education matters**

Professor Morphy noted that a CASS Education Committee meeting is being held on Monday to discuss the BA Review. There was some discussion about interdisciplinary majors which do not have a disciplinary home. These majors can be difficult to administer and it is vital to have a strong convenor that can co-ordinate across the disciplines. There is a need for a working party to look at interdisciplinary majors.

### **ITEM 10. Research matters**

No items were discussed.

### **ITEM 11. Workplace Health and Safety**

No items were discussed.

## **Part 5. Other business**

### **ITEM 12. Any other business**

Professor Morphy congratulated Professor Tregear on his three year appointment and on the publishing of his book.

### **ITEM 13. Next meeting: Friday 9 August 2013**

Professor Pickering will be chairing this meeting.

The meeting closed at 2.45pm.