

MINUTES

MEETING **RSHA Executive**

MEET No. **13, 2013**

DATE/TIME Friday 27 September 2013, 2pm

VENUE Lady Wilson Seminar Room, Sir Roland Wilson Building (120)

ITEM 1. OHS – Early prevention of issues

Charles Fletcher, Manager, Injury Management Branch, gave a short presentation to the Executive pointing out the benefits of helping people who are not injured yet, these include

1. Professional staff who do intensive keyboard work.
2. Senior students who may need assistance with ergonomic tools.
3. Senior academics, who find it difficult to manage their time and work long hours.

Some recommendations include

- Putting together a pool of ergonomic tools that can be used by staff/students
- Provide shorter keyboards, especially for women
- Provide a computer mouse that allows the hand to be in a neutral position.
- Demonstrate the correct way to use laptops to students/staff that use them
- Provide standing desks, these are being rolled out across campus as standard in new buildings. In principal if there is a turnover of furniture a standing desk should be provided, however this is at a cost to the local area of around \$1,500.00 per desk.
- Check leave balances and absences, for patterns or problems

Mr Fletcher said that he would be happy to come out and talk to schools about minimising the risk in the work environment.

Professor Morphy thanked Mr Fletcher for attending the meeting.

Action Item: The recommendation should be taken up by the RSHA Change Proposal Space Management Working Party for consideration

ITEM 2. Attendance

Professor Morphy (Chair), Professor Pickering, Mr Fletcher (for agenda item 1), Dr Message, Dr Kennedy, Professor Simpson, Ms Knight, Ms McConchie (for Dr Ferris), Dr Bisshop-Witting (for Professor Tregear), Dr Samantha Bennett (for Professor Tregear) and Ms Komidar (Minute Secretary).

ITEM 3. Minutes of Previous Meeting

The minutes were accepted from the previous meeting.

ITEM 4. Matters Arising and Action Items

4.1 Online assessment and medical certificates

This issue has caused a lot of concern in the School of Language studies, staff met with Dr Royston Gustavson, and the NTEU have also been involved. Some staff from the SLS would like the students to submit both digital and hard copy, as they are concerned with the possibility of developing RSI from on-line marking. The majority of students would prefer to submit digitally. This also allows material to be submitted to *Turnitin* to check for plagiarism. Plus in the future

professional staff will no longer be collecting and distributing hard copies of assignments. There are potential problems involved with submitting both hard copy and digital as the copies could differ, and would therefore have to be checked prior to marking.

There will be ongoing discussion of the issue as the implementation date draws closer.

4.2 Research Themes

Professor Pickering has circulated the concerns/changes raised by RSHA Executive to the members prior to sending it to Professor Matthew Gray, Director of Research. Professor Gray acknowledged the email.

ITEM 5. Confidential Items

There were no items discussed

ITEM 6. Director's (Final) Report

Professor Morphy noted at the recent staff forum most discussion seems to be around the new Centre for Art History and Theory. The students who attended the student forum were positive regarding the establishment of the two new centres, but are still concerned about Gender studies. Professor Morphy announced that Professor Pickering will be taking over as Director from Tuesday 1st October.

ITEM 7. Electronic Records Management System

This will be rolled out next year. A forum was held recently with Roxanne Missingham the University Librarian.

ITEM 8. CASS Implementation of Graduate Coursework Working Party Recommendation

This item was noted.

ITEM 9. RSHA Level A to B Promotions Committee

There is one applicant from RSHA; the committee will meet on Friday 4th October. All current level A staff that have their PhD are encouraged to put themselves forward to become a level B.

ITEM 10. Education matters

There were no items discussed.

ITEM 11. Research Matters

This item was noted.

ITEM 12. Workplace Health and Safety

It is important that all incidents are reported in the system, that way trends can be noticed before they may become bigger issues.

ITEM 13. Other Business

Ms Knight noted that 2014 was the 50th Anniversary of the HC Coombs Creative Arts Fellowship, the theme for 2014 is Writing (including literature, prose, poetry, script writing).

On behalf of the committee Professor Pickering thanked Professor Morphy for all his wonderful work as the Director.

ITEM 14. Next meeting

The date for the next meeting is Friday 18th October 2013.

Meeting closed at 3.30pm