MINUTES

MEETING    RSHA Executive
MEET No.   9, 2013
DATE/TIME Friday 28 June 2013, 2pm
VENUE      Lady Wilson Seminar Room, Sir Roland Wilson Building (120)

Part 1. Formal items

ITEM 1. Attendance
Dr Message (Chair), Dr Ferris, Ms Knight, Dr Peoples (for Professor Pickering), Professor Russell (for Dr Kennedy), Professor Simpson, Professor Treear and Mrs Shepherd (Minute Secretary). Dr Kennedy, Professor Morphy and Professor Pickering were apologies.

ITEM 2. Minutes of Previous Meeting
The minutes were accepted from the previous meeting with one minor amendment. Under item 12 “Education matters” should say “Research matters”.

ITEM 3. Matters Arising and Action Items
3.1 Internal communication project team - Chair

Ms Knight reported that Ms Tempe Archer and Ms Vaneesa Bellew will be co-chairing/managing the Internal communications group.

3.2 Nominations for ANU Staff Awards

Dr Message encouraged Heads of School to nominate staff for these awards. Nominations should be sent to Ms Knight for collation.

Action: Heads of School to send nominations to Ms Knight for collation.

ITEM 4. Confidential Items
There were no items discussed.

Part 2. Reports

ITEM 5. Acting Director’s Report

Promotions

Dr Message noted that the promotions round is now open. She encouraged committee members to talk to staff as early as they can about their applications. This year Professor Makkai will be chairing the Committee and the names of the Committee members are now available online. There has been a lot of discussion across the two Research Schools about the promotions round last time. The RSSS Executive submission to the CASS Executive committee was discussed. Dr Message reported that the LPC considers the activity weightings in Statements of Expectations breakdown when assessing applications. The promotion guidelines and procedure is available online and CASS HR is running a session to support supervisors of academics applying for promotion.
Professor Russell was on the central Level E Promotions Committee last time which was chaired by Professor Mandy Thomas. She offered to give advice to any applicants applying for a Professorship this year as she has gained an insight into the process.

**Associate Dean (Student Progress)**

Dr Alistair Noble is finishing in this role and Dr Elisabeth Findlay from Art History has been appointed Associate Dean (Students) in this role for 3 years commencing on 1 July 2013. Her portfolio will also include oversight of the PhB program in CASS.

**Executive Director (Administration & Planning)**

Dr Message reported that Mr Chris Grange, Executive Director (Administration & Planning), attended the last CASS Executive meeting and talked about the process around the budget solutions. A paper will be going to Council on 1 July and the Vice-Chancellor will then probably hold a meeting with all staff and students on 2 July at 12pm in Llewellyn Hall announcing what has been decided by Council. Mr Grange has put a commentary on the web regarding the budget solutions suggestions and he has summarised them in four categories. These are: revenue, non-staff expenses, staffing, administration and systems. Dr Message encouraged Committee members to attend the meeting on 2 July.

Ms Knight reported that an administration services survey has been sent out from Mr Grange’s office to senior administrators across the University. It was noted that some Heads of School had also received the survey.

**Part 3. ANU Matters**

**ITEM 6. Announcement of the Strategic Research Priorities & Consultation on Research Impact**

Dr Message encouraged members to discuss this paper within Schools and advised that feedback is due by 7 August. Mrs Shepherd will find out what the feedback process will be and whether it will be shepherded through the CASS Research Committee.

**Action:** Mrs Shepherd to clarify with the CASS Research Office what the feedback process will be.

**Part 4. CASS Matters**

**ITEM 7. 3 minute thesis update**

Dr Message noted that the 3 minute thesis competition for RSHA will be held on Friday 16 August at 2pm. She asked members to encourage students to enter the competition.

**ITEM 8. Teaching and Learning space audit**

Dr Message reported that she had forwarded the audit spreadsheet to staff in her School who had looked at it and come back with a number of useful comments. Ms Knight reported that Ms Addison has requested that she review the spreadsheets in consultation with the Schools and give feedback by Friday 22 July. Ms Knight asked everyone to have a look at the spreadsheet and she will meet with each Head of School to discuss feedback.

**Action:** Ms Knight to discuss the spreadsheet with each School who will then collate a RSHA response for Mr Heath by Friday 22 July.
ITEM 9. BA Review – Draft list of courses
It was noted that this is a draft list of courses to be included under the sub-headings of “Quantitative skills or formal logic”, “Technologies for digital investigation in the humanities and social sciences”, “Australian Indigenous studies” and “Languages other than English and studies of Asia and the Pacific”. The document records that no responses had been received from a number of RSHA Schools, however the School of Music provided feedback at the CASS Education Committee. It is important that Schools make sure all their courses are listed under the relevant headings if appropriate.

ITEM 10. Review of Dean of Students position
Dr Message drew the Committee’s attention to the current review of the Dean of Students role and encouraged members to consider making a submission. Dr Message stated her view that the Dean of Students role is valuable for providing independent advice in difficult situations pertaining to students. She reported that she had written a submission which she will forward to all Committee members.

Action: Dr Message to forward her submission to Committee members.
Action: Heads of School to consider writing submissions.

Part 5. RSHA Matters

ITEM 11. Education matters
Dr Message noted that an email from the College had just been sent out asking for feedback on assessment hurdles in CASS that required action by Schools.

ITEM 12. Research matters
Dr Message congratulated Dr Louise Hamby from IHuG for being awarded an ARC Linkage grant. It was noted that three others were successful in RSSS. Professor Simpson was congratulated on getting through to the expression of interest stage for a Centre of Excellence grant.

ITEM 13. Workplace Health and Safety
Professor Tregear reported on some ongoing issues occurring in the School of Music and noted that a cardex system is being introduced into the building. There was discussion about the Student Code of Conduct and discipline rules and it was noted that staff welfare and work stress is a potential workplace health and safety issue. It was noted that there is a procedure for the prevention of discrimination, harassment and bullying (https://policies.anu.edu.au/ppl/document/ANUP_000623).

Action: Dr Message to raise the issue of difficulties around managing social media misbehaviour at the CASS Executive.

Part 6. Other business

ITEM 14. Any other business
Dr Ferris reported that the exemption process for hiring professional staff appears to have become increasingly complicated.

Committee members noted that they receive regular requests for feedback from various committees, often with very tight deadlines that are difficult to meet; particularly given that some Schools are short staffed due to the professional staff freeze.
ITEM 15.  Next meeting:  Friday 12 July 2013
Mrs Shepherd reported that Professor Morphy will Chair this meeting if it is required.

The meeting closed at 3.15pm.