

MINUTES

MEETING **RSHA Executive**
MEET No. **16, 2013**
DATE/TIME Friday 29 November 2013, 2pm
VENUE Lady Wilson Seminar Room, Sir Roland Wilson Building (120)

Part 1. Formal items

ITEM 1. RSHA Restructure – administrative implications and implementation

Ms Addison spoke to this item and tabled a spreadsheet in relation to professional staff across the Research School. It was noted that a 10% reduction of professional staff is required across the ANU and that the Research School will need to reach this target as will the College and RSSS. Within the Research School it was noted that some staff are taking retirement packages. The pool of professional staff across the Research School will need to be balanced across the Schools with consideration given to what functions need to be done within each School. Professor Pickering noted that the Research School is under-administered already and that everyone will need to come up with creative solutions.

Professor Pickering asked each School to let Ms Hodgett know of any errors in the spreadsheet and to send her a list of functions. It was noted that the roles and responsibilities have already been mapped for the new School of Literature, Languages and Linguistics.

Action Item: Schools to send any amendments on the spreadsheet to Ms Hodgett and send her a list of functions done in each School.

ITEM 2. Attendance

Professor Pickering (Chair), Ms Addison (for agenda item 1), Dr Ferris, Dr Ganguly (left at 3.45pm), Ms Hodgett, Dr Message, Dr Kennedy, Professor Simpson, Professor Tregear and Mrs Shepherd (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 School meeting arrangements

A summary spreadsheet has been sent to the Dean's Office.

4.2 University Engagement and Outreach Committee

It was agreed that Professor Pickering would approach Dr Dougald O'Reilly to see if he would be interested in being nominated for this Committee.

ITEM 5. Confidential Items

There were no items discussed.

Part 2. Reports

ITEM 6. Director's Report

6.1 RSHA Restructure

Professor Pickering reported that the information session on the implementation of the restructure will be held on Tuesday 3 December. The following has been agreed to in the new structure and has been approved by the Vice-Chancellor.

There will be a:

- School of Literature, Languages and Linguistics;
- Centre for Art History and Art Theory;
- Centre for Classical Studies;
- Centre for Heritage and Museum Studies

Art history will move to the School of Art and the ICCR Program and the Masters of Liberal Arts will be moving to the School of Archaeology and Anthropology. The HRC will be moving into the new School of Literature, Languages and Linguistics. The new Centre for Digital Humanities Research (formerly known as the Digital Humanities Hub) will be administered by the School of Archaeology and Anthropology but overseen by the CASS Research Committee.

The Space Steering Committee is still meeting to work on possible relocations.

Action: Professor Pickering to forward the letter with the Vice-Chancellor's approval to Heads of School.

6.2 Budget

Professor Pickering reported that the budgets had been sent out to Schools today and requested that they check the figures. Budget meetings will be held next week for each School with both the Head of School and Senior School Administrators present. The things that are affecting the RSHA budget include a drop in HECS CGS and RTS funding and the efficiency dividend. It will be difficult to balance the budget for 2014 and some Schools will have a deficit. Q funds may need to be used and one of the highest priorities for CASS next year is endowments.

Part 3. ANU matters

ITEM 7. Web project

Next year the ANU web sites will be transitioning to Drupal 7. It is not a rebranding exercise.

ITEM 8. Major Equipment (MEC) grant applications

The School of Art and the School of Music will be putting in grant applications.

Part 4. RSHA items

ITEM 9. Education matters

9.1 Student Load

This item was discussed during the Director's report.

9.2 Creation of the CASS Student and Education office

Concerns were expressed in relation to this. Professor Pickering undertook to raise them with Ms. Addison

9.3 Education Forum

9.3.1 Three year teaching plans

This item was noted.

9.3.2 Guideline for average EFTSL load

This item was noted.

ITEM 10. Research matters

10.1 ARC outcomes

This item was noted.

10.2 Research Forum

10.2.1 Three year research plans (strategic planning for ERA and HERDC)

Dr Kennedy reported that it looks as though the census date for ERA is 31 March 2014. A general discussion of the importance of planning for ERA followed including the need to clarify the role of retired, adjunct and fractional staff. It is important to ensure that the HERDC returns are comprehensive ensuring that publications by Adjuncts or visitors include an ANU byline. Professor Pickering stressed the importance of being prepared to develop arguments for impact.

10.2.2 ARIES

This item was not discussed.

10.2.3 Merit scholarships for Higher Degree Research students

This item was noted.

ITEM 11. Workplace Health and Safety

No issues or incidents were raised.

Part 5. Other business

ITEM 12. Any other business

There were no items discussed.

ITEM 13. Next meeting

The date for the next meeting is Friday 13 December 2013.

Meeting closed at 4.05pm.