

MINUTES

MEETING **RSHA Executive**
MEET No. **4, 2013**
DATE/TIME Friday 5 April 2013, 2pm
VENUE Lady Wilson Seminar Room, Sir Roland Wilson Building (120)

Part 1. Formal items

ITEM 1. Casual employment

Professor Morphy welcomed Ms Ford to the meeting who then briefed the Committee on casual employment issues. The key outtake is that it is important to effectively manage casual staff from a HR and budget perspective.

There are a few things that are critical in this area one of which is to ensure that casual contracts have end dates and that the details of inactive casuals are deleted from HR records. HR will be undertaking a clean-up exercise re the latter in consultation with the schools.

Professor Morphy thanked Ms Ford for addressing the Committee.

ITEM 2. Attendance

Professor Morphy (Chair), Mr Bull, Ms Ford (for agenda item 1), Ms Knight, Professor Matthews, Dr Message, Professor Pickering, Professor Travis (for Professor Simpson), Professor Tregear and Mrs Shepherd (Minute Secretary). Professor Simpson was an apology.

Professor Morphy noted that this was Professor Matthews last meeting and thanked her for all her work as Head of School.

ITEM 3. Minutes of Previous Meeting

The minutes of the previous meeting were accepted with one minor amendment. On page 2, second last paragraph, second line the word "files" should be "fields".

ITEM 4. Matters Arising and Action Items

4.1 Staff Survey

It was reported that the staff survey forum minutes had been put up on the RSHA intranet. Three groups will be set up to discuss the main topics and five-six volunteers will be sought for each group. Ms Knight will email everyone about this. It was agreed that the three groups meet together prior to the final reports being written.

Action: Ms Knight to email everyone about the staff survey groups.

ITEM 5. Confidential Items

There were no items discussed.

Part 2. Reports

ITEM 6. Director's Report

6.1 RSHA Restructure

Professor Morphy reported that the CASS Executive has met to discuss the restructure proposal which they approved to go to the Vice-Chancellor for consideration. If the Vice-Chancellor approves it then a formal change management process will proceed.

6.2 artsACT proposal

Professor Pickering reported that he is working on the artsACT proposal with Professor Tregear, Mr Bull and Professor Hughes-Warrington.

Part 3. RSHA Matters

ITEM 7. Education matters

7.1 2013 ANU Education Grants

Professor Morphy noted that grants are available and encouraged Heads of School to make sure that staff are aware of these.

7.2 Student enrolments

Professor Morphy stated not to panic about the student enrolment figures as the data is not comparable as at 25 March and instead comes from November 2012. A summary of Committee member's comments is below.

- According to the weekly monitoring data the School of Cultural Inquiry (SCI) is down 350 students at the undergraduate level. The School has reduced the numbers of courses offered and as a result the student numbers have dropped. Of those courses offered the numbers have not dropped but as fewer courses are offered the student numbers have dropped over all for the School. Tightening and reducing the numbers of courses has not worked.
- The dropping in student numbers is linked to the major/minor model which has not been thought through. There are general courses but they are not core courses.
- The School of Language Studies (SLS) is in the same situation as the SCI where the student numbers have dropped as a result of less courses being offered and they are very concerned about this. A number of courses were cancelled at the last minute.
- In the SLS the changes in piggy back courses has led to a drop in linguistics student numbers
- The SLS has gone down but not as much as other Schools
- The number of bodies in the School of Music seems to have increased however load data is significantly down
- The School of Archaeology and Anthropology figures are worse than expected
- RSHA student numbers have dropped overall but this may be partly due to a lot of paperwork not having been processed yet and/or losing load to the University of Canberra.
- The School of Art student numbers are holding and in fact may grow somewhere between 10 to 20 EFTSL this year. The demand is strong and the electives are strong. Unfortunately there is a demand for classes that cannot be run because of limitations on

workshop space and the tight budgetary situation doesn't allow the employment of further casuals.

- It is important to have reliable, comparative data. The current figures are not necessarily accurate as they don't compare the same time of year, so it was agreed that the student numbers attached to the agenda should not be circulated.

Ms Knight stated that she would put some comparative data together for March 2012 and 2013 by program and course load and circulate it to Heads of School.

Action: Ms Knight to circulate comparative student data to Heads of School.

ITEM 8. Research matters

The ARC grant applications are in.

ITEM 9. Workplace Health and Safety

Professor Tregear reported that the School of Music will be closed this weekend for vermin fumigation.

Part 4. Other business

ITEM 10. Any other business

There was no other business.

ITEM 11. Next meeting: Friday 19 April 2013

The meeting closed at 3pm.