

MINUTES

MEETING **RSHA Executive**

MEET No. **1, 2013**

DATE/TIME Friday 8 February 2013, 2pm

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

Part 1. Formal items

ITEM 1. College General Manager's Report

Professor Morphy welcomed Ms Addison and Mr Heath to the meeting and invited Ms Addison to give her report. Ms Addison thanked the Committee for having her to the meeting. A summary of what was reported is below.

1. She has briefed Senior School Administrators and CASS Administrators on what to keep an eye on this year.
2. She noted that it will be interesting to see what happens with the "Base funding review" if the coalition gets in at the election.
3. The Tuckwell scholarship announcement for the ANU was fabulous. Hopefully the University as a whole will look at improving scholarship management. Mr Bull noted that the School of Art has some small scholarships and Professor Matthews noted that the Endowment Office offers scholarships as well which could be better managed.
4. A review has started on Higher Degree Research students which is being led by Professor Jennifer Corbett and Professor Margaret Harding. Dr Message stated that it would be good if the management of cross College scholarships is looked at. Professor Morphy noted that HDR matters are handled pretty well in RSHA and years ago there was a central process for HDR students.
5. A Strategic Implementation Group (SIG) has been set up at the University level and will be headed by Ms Karen Hill. The Governance structure needs to be established. This group has come out of the Deloitte's review and will be looking at services. The Vice-Chancellor will be releasing the review report at the next Dean's and Director's meeting. ANU has the slowest admissions and is slow at offering HDR scholarships. These types of things will be looked at by this group as well as looking at a service model and better integration of administration. It is critical to look at pathways between centres, Schools and College.
6. Within the College Ms Addison has started talking with RSHA about change.
7. The Vice-Chancellor is giving a presentation to General Manager's on Uniforum.
8. The CASS Administrative review has been released and it is clear that administration needs to improve. The alignment of roles and responsibilities needs to be clearer between the College and Schools. Professor Matthews noted that one size does not fit every School.
9. A communication plan for the University is being developed.
10. RSSS is doing a work value/work load assessment. RSHA can look at the lessons that come out of this.
11. CASS has half of all the undergraduates at ANU. A huge amount of manual processing is done for these students. There was a hotline for undergraduate students over the Christmas break which seems to have resulted in lower numbers at the Pre Enrolment Advice Day. The administration for students will need to change and shift accordingly.

12. Electronic forms – the travel form has now been made electronic and the honorary status nomination form is being worked on. There are over 500 forms used at ANU. Ms Addison asked Committee members to send requests for which forms should be done next to Mr Heath. These will be gradually worked on. Professor Simpson requested that the delegations form should be done and others requested that the HR forms be done.

Action: Heads of School to send suggestions to Mr Heath of which forms should be made electronic next.

ITEM 2. Attendance

Professor Morphy (Chair), Ms Addison, Mr Bull, Mr Heath, Ms Knight, Professor Matthews, Dr Message, Professor Simpson and Mrs Shepherd (Minute Secretary). Professor Pickering and Professor Tregear were apologies.

ITEM 3. Minutes of Previous Meeting

The minutes of the previous meeting were accepted. Professor Morphy reported that there were no NIF funds this year, however, he has received strategic funds some of which has gone to the Schools and at this stage a third has been retained for the restructuring process. Once it becomes clearer how much is required some funds may be left over for other purposes.

Last year RSHA used the NIF funds for four three month post-doctoral fellowships. Ms Knight reported that of the \$150,000 we received last year for external visitors funds about \$30,000 is left for distribution this year. Ms Knight was asked to find out if there would be any funds available through the CASS Research Office and CASS Research Committee this year for such things as the development of ARC grants and the running of conferences. Professor Morphy noted that it is unlikely we would receive any further funding for external visitors but that this would be clarified.

It was noted that if the student numbers drop this year the money for the shortfall will be recouped by the College next year.

Action: Ms Knight to clarify if there will be any funding available from the CASS Research Office and CASS Research Committee this year and if so for what.

Action: Ms Knight to clarify if there will be any further funds available for external visitors.

ITEM 4. Matters Arising and Action Items

4.1 RSHA Staff Survey Forum

Ms Knight reported that an action plan will need to be developed to address the lower rated items in the survey. Professor Morphy distributed hard copies of the School results to the relevant Head of School. Heads of School can discuss the results confidentially with their staff prior to the forum on 22nd February.

4.2 CASS Marketing Reports

Ms Knight stated that the reports had been attached to the agenda as the Heads had requested reports for each marketing campaign. Ms Addison noted that parents often dictate where students study, especially international students, and reported that Ms Rolfe will be doing market research under Dr Gustavson's guidance this year. It was agreed that we need to utilise the language skills we have across the College much more affectively in the future in any marketing initiatives. Professor Matthews reported that the Chinese Government is supportive of their students doing classical languages. This is a niche market which needs to be targeted. CASS needs to co-ordinate marketing with CAP.

4.2.1 HDR campaign report

There are obvious gaps in this campaign and the question was raised as to how affective the University agents are for CASS. China is building over a 1,000 museums and therefore could be a potential source of students for RSHA.

4.2.2 Mid-year UG and PGC campaign report

This item was noted.

4.2.3 International marketing and recruitment campaign report

This item was noted.

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 RSHA restructure will come out of the three working party reports he has received. Professor Morphy is meeting with each Head of School individually to discuss the restructure. Work will be done on the recommendations and then this will be discussed at the CASS Executive level. After that a formal change management process will begin.

6.2 Office of the Vice-Chancellor – Funding Request Principles

Professor Morphy noted that bids to the Vice-Chancellor have become more formalised than they were in the past and that more funds are available at the Deputy Vice-Chancellor level. It is important for CASS to put formal applications together.

ITEM 7. Post-Doctoral Fellowship Reports

7.1 Ida Nursoo

This report was noted.

7.2 Zazie Bowen

This report was noted.

7.3 Ian Gilligan

This report was noted.

7.4 Moira Scollay

This report was noted.

Part 3. University Matters

ITEM 8. Deputy Vice-Chancellor (Research) – Strategic Research Funds paper

Professor Morphy noted that this funding heavily supports the sciences and not the humanities. It needs to be pointed out that ANU cannot continue to be the top University in Australia in the humanities if the humanities do not receive more funding.

ITEM 9. University Education Committee meeting – 1 February 2013

The Committee discussed this item in relation to the levy from 2014 on courses with low EFTSL. Professor Matthews noted that most courses with low enrolments have been reviewed already. Professor Simpson noted that if one course is piggy backed with another course they should not be part of this.

Action: Ms Knight to clarify where this is up to with Dr Gustavson.

Part 4. RSHA Matters

ITEM 10. Education matters

Professor Morphy asked Heads of School to think imaginatively about possible new coherent masters courses with attractive titles. RSHA has strengths in eg. art, music and film which have not been fully exploited yet. He encouraged Heads to think about this and for them to encourage staff to think about this. Mr Bull noted that there were many possibilities and potential but time is required for staff to do this.

ITEM 11. Research matters

11.1 RSHA ARC applicants – March round

Professor Morphy noted that a significant number of people are applying for grants this round but there could be more. Some Schools have more staff applying for grants than others. He encouraged Heads of School to encourage staff to apply for grants. The Indigenous Discovery round has not been advertised yet. The RSHA is involved in a number of applications for special research centres.

ITEM 12. Workplace Health and Safety

Mr Bull reported that the School of Art is constantly doing things to do with workplace health and safety. Last year a noise audit was held to reduce noise. The School is now working on the flow of people around the School and work is being done on the disabled ramp which is too steep. Booths are being built around any equipment that generates sparks.

Professor Matthews reported that there have been heat issues in the AD Hope building. It was discovered that the evaporative cooling system has not been serviced for a number of years and that parts of the system had broken. Mr Lomax helped organise the replacement of the parts and the cooling is slightly better as a result. Staff within the School of Cultural Inquiry have been sent home when it was over 30 degrees in their office.

Part 5. Other business

ITEM 13. Any other business

There was no other business.

ITEM 14. Next meeting: Friday 22 February 2013

The meeting closed at 3:25pm.