

MINUTES

MEETING **RSHA Executive**

MEET No. **7, 2017**

DATE/TIME Friday 5 May 2017, 2pm

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

ITEM 1. Attendance

Professor Christie (Chair), Ms Knight, Dr McMahon (for Professor Lampl), Dr Mitchell and Professor Ferris. Professor Lampl, Mrs Shepherd and Professor Smith were apologies.

ITEM 2. Minutes of Previous Meeting

The minutes for the previous meeting were confirmed.

ITEM 3. Matters Arising and Action Items

Academic Promotions

Professor Pickering will ask to be on the CASS Promotions Committee as RSHA is under-represented on the Committee at the moment, the only RSHA staff member on the Committee being Richard Whiteley from the School of Art and Design resulting in an imbalance of representation.

Professor Christie agreed to be on the mock interview panel, but he is happy for someone else to do it if there is a better person available. He will leave it to the Head of School to decide if they want him to be the external person. (The idea is to have two people on the mock panel, one external and one internal. The internal person will be the Head of School's responsibility.)

AD Hope building bid

Professor Christie reported that everything has been done at the RSHA level in relation to the AD Hope building bid. The College is working on the bid further and the completed document will be sent to Senior Managers Group.

RSHA WHS Committee update

Dr Carruthers from the School of Archaeology and Anthropology has agreed to be a member of the Committee. Ms Knight sent out a call for agenda items for the RSHA WHS Committee meeting held on 28 April 2017.

International Partnerships

Professor Christie has not heard back from Professor Smith or Ms Dunn on whether or not the list is up to date for the School of Archaeology and Anthropology. Professor Ferris indicated that she is happy that the School of Art and Design is well represented on the list.

ACTION: Mrs Shepherd to check with Professor Smith and Ms Dunn whether or not the list is

up to date for the School of Archaeology and Anthropology.

Budget carry forwards

The College policy is that carry forwards (other than in exceptional circumstances) are not allowed, due to the high administrative work involved in carrying forward small amounts. It is good practice to keep spending year to year as it is good for record keeping and budget management. For ongoing activities it is easier to lose a small carry forward at the end of one year and then have a small underspend at the end of the following year.

ITEM 4. Confidential Items

One confidential item was raised.

ITEM 5. Interim Director's Report

Union Court Redevelopment

5.1 Professor Christie reported that the pop up village is on time and will be finished by the end of June. Fences will go around Union Court on 28 May 2017.

Professor Ferris noted that the café based in the School of Art and Design building had its lease renewed but the School was not consulted. Now a commercial catering kitchen is being run there and the café serving the School is very small, with a big blackboard wall dividing the two spaces and block access to the courtyard. The large space behind the wall is for private use only and the SOAD does not benefit from this in any way. The School was not consulted about this change in business or the construction of this wall. The café never opens for ANU Open Day and the business is not aligned with University business. Professor Christie was asked to follow this up.

ACTION: Professor Christie to ask about the School of Art and Design Chats café and if it has permission to carry on a commercial business and the appropriateness of this use of space within the SOAD.

5.2 Some School of Art and Design courses will be moving to Barry Drive, which Professor Ferris was not aware of and she will look into this.

5.3 Delegations for some staff have been reclassified.

5.4 It was reported that the CV's for some CASS appointments had not checked out properly, containing false information, with some applicants claiming degrees they did not have. As a result, it is important carefully to check all credentials when hiring new staff.

ITEM 6. Update on ANU Futures Scheme

It was noted that three male staff had already been appointed under this scheme. Further documentation for the scheme has now been provided, including guidelines. It was agreed that RSHA would email the guidelines and all relevant documentation to all eligible staff and ask them to discuss it with their Heads of School prior to deciding if they should apply or not. Professor Ferris and Dr Mitchell again noted that they have staff members who are ineligible for the scheme because they are on fixed contracts, but would be fabulous. They would like to discuss these cases with the new Dean.

ACTION: Ms Knight to email guidelines to all eligible Futures Scheme staff in RSHA.

ITEM 7. Academic Promotions

This item was discussed under agenda item 3.

ITEM 8. Policy, procedures and other student matters

Professor Christie reported that he had attended one of the sessions run by Dr Rendle-Short on policy, procedures and other student matters and encouraged those staff who did not attend the first session to attend the second session. Professor Ferris noted that if CASS are going to send out invitations to any information sessions, it is important they send them out early so they can fit into people's busy schedules.

ITEM 9. Clinton Global Initiative University student nominations

This item was noted.

ITEM 10. Draft RSHA Interdisciplinary/Cross-College Collaborative Research Scheme Guidelines

Professor Christie explained that the collaboration was not exclusively with STEM, and he wanted staff to think about collaborating with other centres and colleges, as well as with STEM centres and colleges. It is designed to stimulate staff to think of their research as part of a larger research project and to provide seed funding. Professor Ferris thought this was a wonderful initiative which would help keep staff enthusiastic. Everyone agreed this was a great initiative and that it was good to keep the guidelines short.

It was agreed that amendments should be made to the Funding section to include software and accommodation. In the last sentence "honoraria" should be removed as the ANU does not offer honorariums.

It was agreed that something should be added to the guidelines on who will be assessing the applications. It was decided that the applications will be assessed by the RSHA Executive committee.

ACTION: Ms Knight to update the draft guidelines including all the suggested amendments listed above and circulate it to academic staff across the RSHA.

ITEM 11. RSHA Creative Sub-Committee

Everyone agreed that the idea of a RSHA Creative Sub-Committee was a good one. Putting on readings, recitals etc. for the entire Research School would be marvellous. Professor Christie will send out an email inviting staff from across the Research School to be on the Sub-Committee and we will see who puts their hands up to be involved.

ACTION: Professor Christie to invite staff from across the Research School to be on the RSHA Creative Sub-Committee.

ITEM 12. 2017 CHASS Australia Prizes

Professor Christie asked Committee members to mention these prizes in their Schools and encourage worthy colleagues to be nominated.

ITEM 13. Research matters

13.1 Entrepreneurial Professors

One person was suggested as a possible Entrepreneurial Professor.

Professor Christie asked Committee members to continue to think about possible people to

nominate as an Entrepreneurial Professor.

ACTION: Committee members to continue to think about possible people to put forward as Entrepreneurial Professors.

13.2 Global Research Challenges

Professor Christie reported that he will be attending the next Global Research Challenges meeting next week. No themes have been confirmed as yet and no general call has been sent out for expressions of interest across the ANU as to who would like to contribute to any particular theme.

The School of Art and Design has just started a mini School research hub on culture and nature and they are also looking at starting another one on materiality and data. Professor Christie thought they should look at the RSHA Interdisciplinary/Cross-College Collaborative Scheme to kick start a broader ANU involvement.

ITEM 14. Education matters

No matters were discussed.

ITEM 15. Workplace Health and Safety

There are no new issues to deal with other than the issues we are dealing with at the RSHA WHS Committee level. The Australian National Dictionary Centre WHS issues are being monitored and followed through in the RSHA WHS Committee. The value of the dictionaries needs to be followed up in writing as WHS only covers people's health.

ACTION: The value of the dictionaries housed in the ANDC needs to be followed up in writing. Professor Christie to raise this concern with the CASS Executive committee

ITEM 16. Any other business

Dr Mitchell noted that the HRC no longer sits in the School of Literature, Languages and Linguistics, and that therefore the administrative arrangements for HRC higher degree research students need to be sorted out. At the moment their travel approvals and so on need to go to the Head of School for approval before they progress in the system. She was not sure if an adjunct could be a Chair of a panel or if they need to be Emeritus. (Professor Bill Gammage (HRC) has a new student, but SLLL will not accept them as the PhD is history related.)

ACTION: Ms Knight to check on the eligibility for Honorary Staff/Emeritus members to be both Chair and/or supervisor on a PhD panel

Contracts

Professor Ferris noted that the standard contracts for staff in CASS say that staff teach three courses a year. This is a problem as some of our staff teach much more than three courses a year. CASS has agreed to look at this. Professor Ferris would like this to be on the CASS Executive agenda for discussion.

ACTION: Professor Christie to raise the issue of teaching load in contracts at the CASS Executive.

Publications

It is important for all academic staff to check that ARIES and their Statement of Academic Activity are correct and up to date. Dr McMahon reported that he had registered his publications but that they were not showing up on his researcher's profile page. For publications to show up on the researcher's profile, a box needs to be ticked. RSHA needs to send an email out to all academic staff giving instructions on what to do so that all publications appear on their researchers profile page.

ACTION: Professor Christie to email academic staff across the Research School with instructions on how to make sure all publications entered in ARIES appear on their researchers profile page.

The meeting closed at 3.50pm.