

MINUTES

MEETING **RSHA Executive**

MEET No. **4, 2016**

DATE/TIME Friday 6 May 2016, 2pm

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

ITEM 1. CASS Advancement Officer

The committee welcomed Ms Kristina Klugar, the new Advancement Manager for CASS. Ms Klugar aims to:

- Build relationships and develop strategies to expand financial resources for CASS
- Understand the College's most pressing needs and develop a compelling case for support
- Identify internal and external resources that have or could have an interest in promoting CASS' work
- Assist in stewarding donor relationships and, in the long term, focus on institutional based funding and foundations.

She is meeting with staff across the College to learn about:

- our work, priorities and challenges
- relationships with current prospective donors or individuals who may have access to them
- individuals who may be willing to serve as "ambassadors" for CASS
- how to connect with current/former students in order to gain their perspective

The committee discussed RSHA priority areas, including the School of Archaeology and Anthropology laboratories, strategic professorial and postdoctoral positions, and raising endowment funds for libraries across campus.

ITEM 2. Attendance

Associate Professor Message (Chair), Professor Christie, Associate Professor Ferris, Dr Gustavson (left at 2.35pm), Ms Klugar (item 1), Ms Knight, Dr Neave (for Professor Travis), Professor Smith, and Mrs Shepherd (minute officer). Ms Ho, Mr Jenkins, Mr Lord and Mr Walker were in attendance for agenda item 8. Professor Travis was an apology.

ITEM 3. Minutes of Previous Meeting

The minutes for the previous meeting were confirmed.

ITEM 4. Matters Arising and Action Items

4.1 Excavation Simulation Trench Proposal – School of Archaeology and Anthropology

Site identified. Update noted.

4.2 School of Art WHS response

Noted.

4.3 Mentoring discussion

Action: Dr Ann Evans, Associate Dean (Research) will be invited to an RSHA meeting to discuss mentoring.

4.4 Singapore/Malaysia strategy update

The first meeting to discuss the camp for students from the School of the Arts, Singapore was held with representatives from the School of Art and the School of Music. The CASS Student Office advised Associate Professor Ferris that ANU cannot provide credit to SOTA students as it is not a higher degree institution.

Action: Associate Professor Ferris and Professor Smith to meet to discuss professional development opportunities with the Singapore Heritage Board.

4.5 Update on international outreach and partnerships

Associate Professor Message and Ms Knight met with Professor Jacquie Lo and Mrs Christina Rose to discuss international outreach and partnerships, particularly in relation to eloping MOUs

Action: Invite Associate Dean (International), Professor Lo to attend RSHA Executive Committee on Friday 3 June.

Action: Committee members to note information about ANU ISR Network on Alliance, which archives reports on international recruitment activities. Country trip reports can be uploaded and viewed by other areas of the University. Trip reports uploaded from 2016 include China, Hong Kong, Malaysia, Singapore, Indonesia and India.

ITEM 5. Confidential items

No confidential items were discussed.

ITEM 6. Interim Director's Report

Associate Professor Message reported on the following matters:

- CASS Executive has been updated on continuing problems with PDRs and POI forms.
- Reminder that HRC internal fellowship applications are due 16 May.
- The School of Music discussion paper has been released.
- ANU Press is being reviewed. Submissions close 20 June 2016.

Action: Invite Director, Human Resources to RSHA Executive meeting to discuss the PDR process.

Action: Nominees requested from Schools to represent RSHA on the ANU Press Review panel.

ITEM 7. ANU Vision and Strategic Plan

The VC has started a series of Strategic Planning fora and has released a draft vision document. Updates from the forums will be posted to the VC's Blog:
<http://www.anu.edu.au/about/strategic-priorities>

ITEM 8. Marketing and Communications

The committee welcomed Mr Simon Jenkins, Mr Aaron Walker (SCAPA), Ms Evana Ho, and Mr Paris Lord (CASS Marketing and Communications). These teams are seeking greater engagement between their staff and academics within Schools in order to better communicate research and activities to the public through media. They reported on positive examples and outcomes for academics arising from the media attention including the Triabunna Barracks dig in Tasmania (School of Archaeology and Anthropology) and the Bundian Way project (School of Art). Other examples included:

- David Bissell's transport research in Sociology which led to positive outcomes for him individually.
- Andrew Fariss's activities for the HC Coombs Creative Arts Fellowship, which generated positive reputational outcomes for the School of Music.
- A new marketing plan for the Research School of Psychology, which reportedly led to a 30% increase in student numbers.

Media training is available for all staff. Facilities available also include:

- Use of the ANU studio in Chancelry
- ANU Media can facilitate television and radio interviews featuring ANU staff on campus for outlets such as the ABC, Skye, BBC, CNN
- Training by ANU photographer Stuart Hay on fieldwork photography and by Jamie Kidston on video camera use.

Action: Schools encouraged to invite SCAPA and CASS marketing and communications teams to School meetings.

ITEM 9. CASS Endowments report

There has been a lack of corporate knowledge around endowments, which has contributed to difficulties in managing the funding, and the large amount of unspent funds currently held. Problems also exist around some Conditions of Award which might be eccentric or impossible to find. Administration of diverse small grants (often with different terms of award) has also been challenging, including for the School of Art which has 70 discrete prizes.

It was suggested that in the future a RSHA awards and prizes event could be held with donors. Ms Knight will ask each School how they currently celebrate awards and prizes in their Schools. The information will be collated for the next meeting.

Action: Ms Knight to contact Schools about current awards and prizes events in their School.

Action: CASS Endowment report to be considered by Schools. Feedback to be forwarded to Ms Knight or Ms Addison.

ITEM 10. RSHA Workload Models

Noted.

ITEM 11. RSHA Staff Conference, Symposia and Workshop Funding Guidelines

The draft revised guidelines are attached and will be discussed at a subsequent meeting.

ITEM 12. 2016 CHASS Australia Prizes – Nominations open

Noted.

ITEM 13. Research matters

13.1 Research impact case studies

Associate Professor Message and Dr Evans selected two case studies from those collated by Ms Knight to be included in the ANU's trial for writing impact narratives (which will be extended in 2018 to all the case studies submitted). 'Editions of the Writings of Jonathan Swift' and 'History in Their Bones' were selected for the challenges they pose in terms of developing any method for measuring impact. It is important that the DVCR has some understanding of the type of impact that is common in RSHA but not other colleges.

13.2 Strategic research funds

The Research Development Fund and the Major Equipment and Infrastructure Reserves are administered by the Deputy Vice-Chancellor (Research):

- The *Research Development Fund* supports large scale research activity, outside the normal budgeting capability of the ANU Colleges, as well as strategic initiatives to enable growth and development of research. It doesn't fund staff.
- The *Major Equipment and Infrastructure Reserves* provide cash contributions for ARC LIEF bids, the funding pool for the internal Major Equipment Grants Scheme, and is used for leveraging of major, priority research infrastructure investments including NCRIS.

The criteria for allocation of these funds in 2016 have been significantly modified to explicitly incentivise engagement with industry, business and NGOs, and increase the university's research performance in securing income from non-traditional sources (HERDC Category 2, 3 and 4) as well as Category 1 schemes where ANU has not performed strongly.

Various ideas were discussed in relation to potential applications from the School of Art and the School of Archaeology and Anthropology. Applications need to be submitted through the RSHA Director and should be discussed in advance with the Associate Dean (Research). There is no closing date for the scheme.

Action: Ms Knight to find out more details about the funds.

ITEM 14. Education matters

14.1 ACICIS New Colombo Plan Mobility Program

Noted.

ITEM 15. Workplace Health and Safety

No items were reported.

ITEM 16. Any other business

The RSHA External Visitor Sub-Committee will reconvene on Friday 20 May from 12pm to 2pm to discuss the 2017 visitor applications, immediately prior to the RSHA Executive Committee and School Managers meeting from 2pm to 4pm.

The meeting closed at 3.30pm.