

# MINUTES

MEETING      **RSHA Executive**

MEET No.      **1, 2016**

DATE/TIME     Friday 12 February 2016, 2pm

VENUE         Seminar Room 1, Room 3.02, Sir Roland Wilson Building (120)

## **ITEM 1.            Students on International Student Visas and the implications of the ESOS ACT**

Ms Veness explained that students on international visas are allowed up to 25% of their educational offerings online. Postgraduate courses defined as “Online or In Person” are those which most students take face-to-face but some students can take online. The online version should have no significant changes, and the learning outcomes should be identical. The only difference is that the course will only have two topics: in-person and online. Administrators in each School will need to give the permission codes out to the students who choose to do the course online and organise class scheduling. Mr Prasad will meet with administrators about course scheduling. Ms Veness offered to come to School meetings to discuss this.

## **ITEM 2.            Attendance**

Associate Professor Message (Chair), Professor Christie, Dr Denham (second half of the meeting), Dr Gustavson, Ms Knight, Professor Smith, Professor Travis, Ms Veness (at beginning of meeting), Mr Whiteley (for Associate Professor Ferris) and Mrs Shepherd (minute officer). Associate Professor Ferris was an apology.

## **ITEM 3.            Minutes of Previous Meeting**

The minutes for the meetings held on Friday 20 November 2015 and Friday 4 December 2015 were confirmed.

## **ITEM 4.            Matters Arising and Action Items**

### **4.1      CAP-CASS Working Group on Governance Report**

Associate Professor Message noted that the report has now been distributed and that discussions within the College have commenced. There are three main recommendations in the report.

Each School was asked to discuss the following.

1. How to adopt the recommendations
2. What might be the aims or implications of reviving Boards of Studies in terms of
  - a. Remit
  - b. Goals
  - c. Membership
  - d. Risks
  - e. HDR supervision
3. Future hiring strategies
4. Resources required eg. laboratories

The report recommends deregulating courses across the Colleges and puts temporary mechanisms in place to protect from loss of income as a result of this deregulation. The committee discussed the potential role of the advisory boards, particularly in context of HDR students and ERA codings. The Institute of Languages was discussed as one possible model for advisory boards.

**Action:** Each School to discuss the above and report back at the next RSHA Executive Committee meeting.

**Action:** Professor Travis to circulate information about the proposed Institute of Languages to Committee members.

#### 4.2 School of Archaeology and Anthropology collection list

Sent to Professor Hughes-Warrington as requested.

### ITEM 5. Confidential Items

Two items were noted.

### ITEM 6. Interim Director's Report

#### 6.1 Higher Degree Research award changes

Dr Denham reported that all changes are effective from now with the exception of the maximum enrolment time (this will become a uniform rule for all students regardless of start date from 1 January 2019). Students have 5 years with a maximum extension of 2 years which results in a cap of 7 years. Professor Corbett has sent out the new rules to students. Dr Denham is happy to come to Schools to discuss the changes.

#### 6.2 Review of Research Policy and Funding arrangements

Associate Professor Message reported that Professor Harding had sent an email which included a link to a summary of recommendations in response to the Watt Review. Professor Harding will come and talk to CASS about the HASS implications of the Watt Review. The recommendations will need to be implemented.

Changes include:

- changes in block grant funding;
- an impact and engagement exercise using metrics;
- changes in the linkage scheme. Instead of having one round per year there will be a continuous application process. There are changes in the regulations around which institutions are required to provide cash contributions.

ERA will gradually take over from HERDC. The emphasis in the future will be on the quality of publishing rather than quantity. All Schools are encouraged to have case studies that demonstrate public impact and show the strategic ways they use the block grant.

**Action:** Mrs Shepherd to circulate the email from Professor Harding to Committee members as well as the "Summary of Recommendations".

**Action:** Schools asked to prepare case studies in relation to the block grant.

#### 6.3 Vice-Chancellor's CASS Visit – 23 February 2016

Associate Professor Message asked for nominations for an ECR to welcome the Vice-

Chancellor to the ECR session. Dress rehearsals for the visit are being held.

#### 6.4 Women in STEM

Associate Professor Message tabled a "Women in STEM" group project document which has been discussed at the University level in particular at the Student Experience Committee. Women are under-represented in STEM disciplines. Dr Rendle-Short has tabled it at the CASS Executive and it will be discussed at a future CASS Executive meeting. This document will also be discussed at the next RSHA Executive Committee meeting.

**Action:** Mrs Shepherd to include the paper on the next RSHA Executive agenda.

#### 6.5 Top five media stories in January

Associate Professor Message congratulated Ash Lenton, Duncan Wright and Catherine Frieman on being third in the media stories for January for their story titled "Dig to unearth Tasmania's military and convict past".

#### 6.6 School of Music consultation

Professor Brian Schmidt has announced that there will be community consultation in relation to the School of Music. The consultation will be led by Professor Podger. Further details are available at <http://www.anu.edu.au/news/all-news/school-of-music-community-consultation>

### ITEM 7. ANU Collections Survey, 2015: State of ANU Collections

Dr Denham noted that there are collections in different disciplines across the research school. Some are objects, some are digital and some are musical (eg. the keyboard collection at the School of Music). An audit of ANU collections has been done but there are no details about the collections in the paper. A consultant is looking at higher level issues to do with the collections but we need to be proactive and decide within the Research School what best practice is for our collections.

Heads of School were asked to consider the following:

1. Make sure all collections in the Schools are on the list.
2. Prioritise which collections need to be systematically archived that have not been done already
3. Consider conservation issues and curation. What needs to be done for the collection to be properly managed? What are the materials involved?

Other considerations for discussion included space for the collections and appropriate care of these assets. The Research School will look at funding options for audits and inventories into priority collections.

**Action:** Committee members to send responses to Associate Professor Message.

**ITEM 8. Improving Administrative Processes for the Management of Externally-Funded Student Scholarships and Agreements – Draft Report**

Committee members expressed concerns about the draft report as the structure of our College is different from that of the two Science Colleges so the recommendations in the report may not be easily transferrable to our College.

**ITEM 9. Alumni Relations and Philanthropy – Formal Change Management Proposal**

Noted.

Associate Professor Message reported that CASS has just hired an Advancement Officer who will start in April. The new staff member will be invited to an RSHA Executive Committee meeting after they have started.

Ms Knight and Associate Professor Message met with Mr Heskins regarding endowments across the Research School.

**ITEM 10. Proposed Changes to WHS Governance and Committee Structure - Consultation**

Schools with OHS issues were asked to send any feedback to Melissa Deaner who is the Project Manager.

**Action:** Schools to send any feedback to Melissa Deaner.

**ITEM 11. New Colombo Plan Mobility Program 2017 – call for applications**

The new Colombo Plan is funded through DFAT and offers travel grants for individual undergraduate or honours students (18 to 25 years in age) to mostly Asian countries. The proposed travel must count to the degree the student is enrolled in. The students can use electives for the travel or academics can pre-approve the proposed travel. Ms Veness collates the applications and Global Engagement then assesses them. Those students involved in field schools should put in individual applications. There are small amounts of funds available to assist students who do not get funded through the new Colombo Plan including the Vice-Chancellor's travel grant which is for up to \$5,000, students. Students can only apply for these funds once and the School needs to co-fund the travel. OS help is also an alternative.

**ITEM 12. Leave Management Arrangements – Pilot in 2016**

It was noted that leave arrangements for academics has now changed. Academics are no longer automatically rostered off in January but will now need to apply for leave through HORUS.

**ITEM 13. Research matters**

13.1 HRC Internal Fellowships – Draft Guidelines

The proposed fellowships are designed for staff with teaching obligations and will be funded through RSHA and HRC. A few amendments were suggested to the draft guidelines which are listed below.

- Staff with non-traditional research outcomes are encouraged to apply
- Under "Specific criteria" another dot point should be added around the extent of their

teaching load

- A statement of how the fellowship would benefit the staff member should be included in the application

Professor Christie agreed to make the above amendments. The Fellowships will be advertised in the next three or four weeks for second semester, 2016 fellowships.

**Action:** Professor Christie to update the draft guidelines.

### 13.2 ARC applications 2016

Associate Professor Message reported that at this stage there are about ten Discovery grants and ten DECRA grant applications being drafted across the Research School.

## **ITEM 14. Education matters**

### 14.1 Enrolments and preferences.

Draft enrolment reports were tabled for information.

### 14.2 NSW Ombudsman Discussion Paper PG Student Complaints

Dr Denham noted that this report about HDR/supervisor relationships and complaints to the NSW ombudsman is available online for NSW Universities. It is useful for us to consider the report to see what we can learn from it. It is important for supervisors to be aware of early warning signs when they are supervising students and know how to manage the relationship. The new HDR/supervisor guidelines for ANU will encapsulate this. CASS has the second highest number of HDR students at the ANU and has a high complaint rate.

## **ITEM 15. Workplace Health and Safety**

This item was not discussed.

## **ITEM 16. Any other business**

### 16.1 Yale \$50 million gift to help fund humanities hub

This item was not discussed.

### 16.2 Orientation Day

Ms Veness reported that the day went very well.

### 16.3 Coursework Student Guide

Ms Veness circulated copies of the new guide which has been given to new students and staff. The guide explains the rules for the various degrees offered. It has been developed in collaboration with Dr Gustavson.

### 16.4 ANU Library

Mr Whiteley reported that the staff from the Centre for Art History and Art Theory are concerned about the freeze on purchasing books. This means that students cannot undertake research in their fields and the academics cannot keep abreast of recent developments. Most publications in the field are not available online. It is important that staff and students have access to the latest books for teaching and research purposes.

The second concern is that fines have now been increased to \$30 a day for overdue books which is prohibitive.

The meeting closed at 4.20pm.