



MINUTES

MEETING **RSHA Executive and School Managers**

MEET No. **2, 2015**

DATE/TIME Friday 13 March 2015, 2pm

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

Open Session: RSHA Executive and School Managers

ITEM 1. Attendance

Associate Professor Message (Chair), Dr Bennett, Dr Bisshop-Witting, Mr Buzby, Associate Professor Ferris, Ms Knight, Ms Komidar, Ms McConchie, Professor Travis, and Mrs Shepherd (Minute Secretary). Professor Pickering was an apology.

ITEM 2. Minutes of Previous Meeting

The minutes were approved with the following amendments under agenda item 10.1.

1. The first sentence should be replaced with "Professor Pickering noted that the draft prepared by the School of Literature, Languages and Linguistics on fieldwork funding was very helpful."
2. Under the heading PhD student travel process the second sentence should be replaced with "Professor Travis will forward information on SLLL's travel approval process to all Committee members."
3. The action item should be replaced with "Professor Travis to send information on the SLLL travel approval process to all Committee members".

ITEM 3. Matters Arising and Action Items

3.1 RSHA fieldwork funding principles for HDR students

Ms Knight reported that the School of Music had requested some minor amendments to the fieldwork funding principles which Dr Bennett supported. All Committee members agreed with the amendments. Ms Knight will circulate the final version to all Committee members and organise that they be put up on the web.

Action: Ms Knight to circulate the final version to all members and organise that they be put on the web.

3.2 HC Coombs Creative Arts Fellowship 50th anniversary

Ms Knight reported that all the arrangements are moving ahead for the launch on Friday 8th May. George Dreyfus will give a presentation at 5.30pm in the School of Music followed by the official launch at 6.30pm in the School of Art. A School of Art HDR student is designing the honour roll for a flat screen and a space in the School of Art has been confirmed for the screen. The launch will be held in the School of Art foyer gallery. Professor Jenny Corbett will say a few words and introduce the VIPs. Andrew Leigh from the Federal Government has agreed to give the VIP speech followed by speeches by Andrew Farris (current Coombs Fellow) and William Yang (former Coombs Fellow). All former Coombs Fellows, who are alive, will be invited to the launch. Invitations will be sent out for the launch but everyone is welcome to attend the launch. Later in the year David Williams will give a walk and talk looking at art works across campus that have

been produced by former Coombs Fellows. Maggie Shapley has agreed to supervise an intern to help identify the major art works on campus and their location for the walk and talk.

3.3 National Institute Funding

It was noted that Professor Pickering has sent up the report on National Institute Funding for the Research School.

3.4 Release from Teaching

A clarification was made that the College's "Release from Teaching" scheme is designed to provide academic staff with a 'significant period' of release from teaching responsibilities. It was also clarified that RFT is different from OSP because academic staff are not expected to travel outside Canberra.

There was some discussion about how to manage staff who make frequent requests for release from teaching for short periods for the purposes of research-related travel. The committee agreed that while benefits are usually associated with such requests, for both the staff member and the university, it can lead to equity issues in terms of teaching workloads for other staff members. It was agreed that frequent short research-related absences should be discussed in context of career development and SOE conversations, and be tied to research outcomes where appropriate.

3.5 Report on Action Items

Committee members went through all the action items minuted. All had been completed apart from those listed below. The committee congratulated Lucy Neave, whose novel was nominated for 2014 ACT book of the Year.

Graduation speakers

Action: Schools to nominate students who could be approached to give the address at graduations and forward the list to Mrs Shepherd for collation at the Research School level.

Honours load

Action: Associate Professor Ferris to forward relevant information about the honours load to Ms Knight to follow up.

PhD student travel process

Action: Professor Travis will forward information on SLLL's travel approval process to all Committee members.

Phone access

It was noted that two Schools have advised Ms Knight which phone extensions are for PhD students. The other Schools will also send this information to her. As agreed at the previous meeting PhD students will only have internal phone access in the future.

Action: The School of Art and the School of Music to advise Ms Knight which phone extensions are for PhD students.

ITEM 4. Acting Director's Report

4.1 ANU Strategic Planning

As per the email correspondence from the OVC, the ANU will be doing some work around strategic planning this year.

4.2 Progressing discussion from RSHA Strategic meeting

Associate Professor Message asked members how they would like to progress or action some of the ideas that emerged from the RSHA Strategic discussion meeting held a couple of weeks ago. The committee identified three key ideas:

Branding

It was agreed that we need to develop a broad strategic statement around the humanities and the arts. Being able to clearly articulate the central role of our disciplines is critical in context of the recent 'refresh' of the ANU strategic plan, noted above.

Minutes from the RSHA Strategic Forum will be used by Professor Pickering or Associate Professor Message to draft a short statement, which will be circulated amongst committee members for input, and then tabled for discussion at a subsequent meeting. It was agreed that once the draft statement was developed, the incoming Head of the HR, Professor Christie, would be invited to an Executive meeting to further workshop and finesse the statement.

Action: Mrs Shepherd to circulate the minutes from the meeting to Committee members once the draft is finalised.

Action: Professor Pickering or Associate Professor Message to use the minutes to draft a strategic broad statement around the humanities and the arts.

Action: Draft statement to be discussed with Professor Christie at an Executive meeting.

Career development and staff support

Professor Travis had discussed the idea of cycles in academia at a recent SLLL Executive meeting. This idea came out of the RSHA Strategic Forum and related to balancing periods of teaching and research intensity across a whole career. The SLLL executive asked what the university does to support this cycle, for example, what support was available for research opportunities for early career academics, or those on short fixed term positions. The committee agreed that career development discussions that extend beyond the term of the contract should still be important for staff members on short term contracts, and that these should include discussion of research opportunities such as DECRA applications. A culture of being alive to opportunities needs to be encouraged as well as positive cohort building in junior staff. It was noted that early career academics are chairing the School of Archaeology and Anthropology Education Committee and out of that they are starting a mentoring program.

Visas

Following the Forum's discussion about problems with visas, Ms Komidar reported another recent issue faced by SLLL (which has been resolved). It was agreed that it would be good to have an Immigration Officer on campus to assist with visas, and that this would also feed into the ANU's internationalisation strategy.

Action: Recommendation to be made to CASS Executive that the University have an Immigration Officer to assist with visas.

4.3 Travel approval process and forms

Associate Professor Message reported on problems in SAA with the new travel approval forms, where forms had been submitted with missing information such as the budget code or with incorrect addition of budget items. Ms McConchie noted that in the future travellers will not be able to submit the travel approval form until the appropriate budget code is inserted in the form. Recognising the need for users to have training on filling in the form, the ANU's travel team has been invited to attend the next School meeting.

ITEM 5. IPPHA Review

Ms Knight reported that the terms of reference for the IPPHA review have been set, the panel has been confirmed and the date has been set. The call for submissions went out to the College yesterday. People can write submissions to the panel and meet with the panel if they wish.

ITEM 6. Nominations for 2015 CHASS Australia Prizes

This item was noted.

ITEM 7. Education matters

7.1 New RSHA representative on CASS Education Committee

Professor Minchin has retired and therefore stepped down as RSHA representative on the CASS Education Committee. The committee discussed the purpose and responsibilities of this role, as well as the benefit it can offer to early career academics in terms of providing service experience beyond their Schools. It was agreed that each School would nominate one or two possible replacements for consideration by the Director of RSHA.

Action: Each School to send a list of nominees to Mrs Shepherd for collation.

7.2 Crawford Prize

Associate Professor Message noted that nominations are now due for the Crawford prize.

Action: Each School to nominate up to two students for the Crawford prize.

7.3 Technology in teaching

Professor Travis reported that a number of technology issues have badly affected teaching this semester – a view supported by other Heads. It was agreed that each School would send a list of what the problems are and the numbers of instances the problem has occurred to Associate Professor Message for discussion with the CASS Student and Education Office.

Action: Each School to send a list of problems to Mrs Shepherd for collation.

ITEM 8. Research matters

12.1 DECRA applications

Associate Professor Message noted that DECRA applications are now due and that applicants, Heads of Schools, and peer reviewers have all been working hard on them. She also acknowledged the level of support provided by the CASS Research Office, which has been excellent. 11 applications are being supported through the RSHA. The issue of School top-ups was briefly discussed in relation to making a strong argument to the ARC about research environment.

12.2 Graduate training

Associate Professor Ferris asked if other Schools use graduate students for teaching and if so in what type of situations. Some Schools have graduate students teaching as part of the casual sessional work force. Associate Professor Ferris would like to give graduate students the opportunity to teach without the sessional budget going up. In the past RSSH had a Graduate Teaching Fellowship for graduate students so that they could get some teaching experience but the program was discontinued.

All members agreed that HDR students need training in teaching and practical teaching experience but the question is what the best way of doing this is with a finite budget. CHELT does offer some training. It was noted that, at the last SLLL Executive meeting, the suggestion had been made to put this forward as a hot top to Academic Board, and Kate Mitchell had agreed to coordinate this submission. It was agreed that this issue would be a brilliant hot topic to be considered at the College and ANU level. Associate Professor Message agreed to contact Dr Ann Evans about this and Professor Travis agreed to contact Dr Kate Mitchell about this to develop the idea as a hot topic. Associate Professor Ferris asked that the proposal be sent to her so she can then discuss it at the Steering Committee for Academic Board and hopefully get it on the agenda for Academic Board to discuss. Associate Professor Ferris agreed to let Committee members know when the next Steering Committee meeting will be held.

Action: Associate Professor Message to contact Dr Ann Evans about the idea of a graduate training hot topic.

Action: Professor Travis to contact Dr Kate Mitchell to develop the idea as a hot topic.

Action: Once the hot topic is developed it needs to be forwarded to CASS for discussion and to Associate Professor Ferris for possible inclusion in the Academic Board agenda.

ITEM 9. Workplace Health and Safety

Ms McConchie reported that she had attended a Workplace Health and Safety meeting on Wednesday. She noted that the University is now a smoke free campus and that students have been given anti-smoking information. Ms McConchie also reported that the University is currently insured by Comcare but that it is considering the possibility of self-insurance. She also reported from the meeting that all areas will have to do fire drills and more Occupational Strains Liaison Officers (OSLO) are needed across campus.

The committee discussed the forthcoming mental health training units, which anyone can do. Ms Knight has registered for the course and undergraduate and graduate convenors should be encouraged to go.

Action: All Schools to encourage undergraduate and graduate convenors to attend the mental health training offered at the University.

Dr Bennett reported on the course she attended "Managing Very Difficult Workplace Behaviour". She said that the course was excellent and provided practical advice. The Committee members thanked Dr Bennett for attending as the RSHA representative. Dr Bennett will forward the materials she received at the training session to Committee members.

Action: Dr Bennett to forward materials to Committee members.

Associate Professor Ferris reported that she had been asked by Chris Grange to go on the new WHS Committee but she has not got the time to do this. He would like to have a Head of School on the Committee and she wondered if anyone else was available to go on it. The meeting is to

be held on 25 March at 4pm. Professor Travis thought that her Deputy Head of School might be a possibility. It was agreed that Associate Professor Ferris would forward the email about the WHS Committee to everyone.

Action: Associate Professor Ferris to forward email about the WHS Committee to Committee members.

ITEM 10. Any other business

There were no items discussed.

ITEM 11. Next meeting

The next meeting will be held on Friday 27 March at 2pm.

Closed Session: RSHA Executive

ITEM 12. Confidential items

No items were discussed.

Meeting closed at 3.40pm.