

# MINUTES

MEETING **RSHA Executive and School Managers**  
MEET No. **10, 2017**  
DATE/TIME Friday 16 June 2017, 2pm  
VENUE Lady Wilson Seminar Room, Sir Roland Wilson Building (120)

## Open Session: RSHA Executive and School Managers

### ITEM 1. CASS Research Office and support for grant applications

Professor Pickering welcomed Associate Professor Ann Evans and Dr Sian Hicks to the meeting. Associate Professor Evans introduced Dr Hicks to the Committee members. Associate Professor Evans announced the very good news that the Centre for Communication in Healthcare, initiated by Professor Di Slade, has been approved.

Dr Hicks came from Science where she was the Manager of the Research Office. Two Level 6/7 positions will be advertised in the CASS Research Office and these two positions will help with grant applications.

A summary of the support and information Committee members would like to see from the CASS Research Office is listed below.

- Have a clear workflow as to who is responsible for looking after the advertisement of PhD stipends associated with a grant
- A comprehensive list of category 2 and 3 opportunities and staff in the CASS Research Office who are knowledgeable about these types of grants
- Relevant information should be sent to not only heads of disciplines and academics but also to School Managers and other relevant professional staff.
- It is important that staff in the CASS Research Office are across Non Traditional Research Outputs. This is specialised information and important for RSHA and CASS.
- A list of which CASS Research Office staff member supports which Schools

Associate Professor Evans reported that Dr John Shellard from ANU Enterprise is sending through useful information which she is sending on to heads of disciplines. Dr Hicks noted that ANU Enterprise is very active and making connections with Research Offices across the campus and academics. The local members on the CASS Research Committee need to regularly report back to their Schools so that there is a good flow of information.

Associate Professor Evans is trying to get wider support for grant applications. A peer review process will be run and workshops will be run mid-year ready for next year's round. It is important for staff to think about their applications much earlier and not to leave them to the break due to teaching commitments. Schools need to have a strong mentoring system (including interdisciplinary mentoring) in place.

Committee members were asked to email any comments to Dr Hicks.

### ITEM 2. Attendance

Professor Pickering (Chair), Professor Christie, Ms Kirk (for Professor Ferris), Ms Knight, Ms Komidar, Ms McConchie, Dr Mitchell, Dr Piper (for Professor Smith), Ms Wang (for Ms Dunn) and

Mrs Shepherd (Minute Secretary). Dr Bisshop-Witting, Ms Dunn, Professor Ferris, Professor Lampl and Professor Smith were apologies.

### **ITEM 3. Minutes of previous meeting**

The minutes were approved.

### **ITEM 4. Matters arising and action items**

Professor Christie confirmed that he had contacted Mr Chris Grange about the problems with the AD Hope building. Mrs Shepherd confirmed she had circulated the Capstone Editing grants email to Heads of School.

### **ITEM 5. Director's Report**

Professor Pickering thanked Associate Professor Message and Professor Christie for all the work they did while they were acting Director.

#### **CAP CASS Report**

The next CAP CASS report is due to Council on 28 June. A lot of content in the report will be in relation to administration. Considerable progress has been made in the marketing and student areas and in the disciplinary advisory groups. There have been some delays due to management changes in both CAP and CASS. Council is monitoring progress very carefully.

#### **Building bids**

The two building bids of CASS have gone in and are being considered by the Senior Executive. We should hear the results soon. One is for the replacement of the AD Hope building and one is for the refurbishment of the School of Art and Design and a new technical building. The ANU now has permission to demolish the Pauline Griffin building.

### **ITEM 6. ANU matters**

#### **6.1 New Concur Expense system for purchase cards**

Professor Pickering asked for feedback on the new Concur expense system for purchase cards. A summary of the feedback is below.

- Some Heads of School have resisted the system when it was first flagged
- It is much more complicated than first thought. More details need to be entered than originally expected.
- Not everyone has Wi-Fi in their rooms and many academics do not have smart phones to copy their receipts with
- The new system is difficult for those people who are on fieldwork in remote regions for two to three months as Wi-Fi is not necessarily available
- Senior Managers in the Schools have now been made delegates for reports so that they can see them and check that they are correct but will not be able to change anything. The academics will need to put in the budget codes. The reports will have to be sent back to the purchase card holder for amendment.
- We were told that we would not need to keep receipts for anything less than \$82.50 when in fact we do so we know what the expenses were for and can properly do the acquittal. The NAB bank statement does not necessarily reflect the vendor details on the receipt.

- An increasing amount of administration is being pushed onto the Heads of School and academics who can make mistakes. In the past the administrators had oversight of purchase card reports.
- In the past if funds for a purchase card report were being used from two different Colleges it was easy to get the report signed by the two Colleges. Now you can just put in the details and submit it without necessarily having the delegations for funds that sit in the other College.
- In some Schools the Heads of School have pulled all academic supervision back to them for everything so they can delegate things like purchase card reports to the School Managers.
- Communication about the new system has been poor

At the last meeting it was agreed to try the new system for 55 days. During that time we will accumulate the positive and negative things about the new system.

#### **ITEM 7. School Manager Reports**

Ms Barbara McConchie, School of Art and Design report

Ms McConchie reported that the School put in a building bid for about \$98 million. In the bid they asked for refurbishment of the current building and for a new technical building on the eastern side. She also reported that both the School of Art and Design and the School of Music are finalizing their ArtsACT bids. The School is also working towards the review later in the year.

Ms Wang, School of Archaeology and Anthropology report

Ms Wang reported that there had been increased numbers of medical certificates for extensions to final assessments. In some courses up to 50% of the students have requested extensions. Professor Pickering noted that the number of students applying for extensions under Education Access Plans (EAPs) has increased substantially across the campus and the College. Dr Rendle-Short is giving consistent advice for course convenors on this matter.

Dr Piper reported that there are increasing numbers of access and inclusion students who have an EAP in place in his School. Academics are not sure where they stand with students on these plans and who is responsible if the student has a medical emergency. Ms McConchie reported that Dr Rendle-Short came to talk to staff about students on an EAP in the School of Art and Design which proved to be very useful. Inviting both Dr Rendle-Short and the access and inclusion staff to the same meeting in each School would be very useful.

With large numbers of students on an EAP there are workload implications for both academics and administrators. Administrators have to add all the details for each student into the system and academics have to organise pre-exams, the actual exam and extra exams.

Ms Komidar, School of Literature, Languages and Linguistics

Ms Komidar reported she attended the first CASS Marketing Open Day planning meeting and is a little concerned about the lack of space available for CASS, the lack of time each student will have with a staff member and the fact that only fifteen CASS staff will be working all day to cover all the disciplines. Last year there were many more staff working on the day. Perhaps one solution to address the lack of space would be to have a marquee close to the venue.

Ms Komidar reported that the new covered walkway next to the AD Hope building, linking it to the Chifley Library, is no longer going ahead. This will result in thoroughfare issues for the AD Hope building and access issues for disabled students.

## **ITEM 8. Workplace Health and Safety**

Ms McConchie encouraged all staff to attend training for the new incident reporting system "Figtree".

## **ITEM 9. International Partnerships**

### 9.1 Faculty exchange opportunity at Ca' Foscari University in Venice

This faculty exchange is a good opportunity for ANU staff and students. Dr Mitchell noted that a person from Italy was interested in coming here.

## **ITEM 10. Education matters**

No further items were discussed.

## **ITEM 11. Research matters**

### 11.1 Applying for Non-ARC Grants

This item was noted.

### 11.2 ANU Entrepreneurial Academic Scheme

Professor Christie explained that while he was acting Director he had requested that "Entrepreneurial Professors" be on the agenda as a standing item. This was prior to any formal guidelines being released. Professor Pickering said that any possible nominees will need to be discussed with CAP. Names of people who have been suggested as "Entrepreneurial Professors" at previous meetings will need to be collated.

**ACTION:** Mrs Shepherd to collate the list of suggested "Entrepreneurial Professors".

### 11.3 Grand Challenges

Professor Christie reported that applicants will need to do a four minute video and he has asked that they also put something in writing. Applicants will be asked to do an expression of interest at first and if they are any good will be asked to do a fuller application. The challenges will involve all disciplines and will be launched in the middle of the year. The submission deadline will be August/September.

CASS has put forward migration and mobility as a grand challenge. Cybersecurity and privacy are other possibilities.

## **ITEM 12. Any other business**

Dr Mitchell noted that many staff are not continuing and therefore ineligible for the ANU Futures Scheme. It was agreed this is an issue for the entire Research School.

**ACTION:** Director to raise with CASS Executive.

## **ITEM 13. Next meeting**

The next meeting will be held on Friday 30 June 2017 at 2pm.

## **Closed Session: RSHA Executive**

### **ITEM 14. Confidential items**

No items were discussed.

Meeting closed at 3.45pm.