

MINUTES

MEETING **RSHA Executive**
MEET No. **6, 2015**
DATE/TIME Friday 17 July 2015, 2pm
VENUE Lady Wilson Seminar Room, Sir Roland Wilson Building (120)

Part 1. Formal items

ITEM 1. Amendments to Higher Degree Research Rules

CASS Associate Dean (HDR), Dr Evans, briefed the committee on incoming changes to the Higher Degree Research Rules. Main changes will affect the:

- maximum length of time a student has to complete their PhD (likely to be up to 6 years, including periods of leave, to complete their PhD or a maximum of 12 years if they are part time)
- number of students a primary supervisor can have at any one time (likely to be 6).

Dr Evans noted that the Associate Dean (HDR) will have delegation to approve extensions or changes to these maximums. Head of Schools will need to keep track of which staff members may be exceeding supervision maximums.

The committee discussed the implications of the time limit for PhD students, particularly for fieldwork disciplines. It was suggested that if a student is not working at capacity they might be well advised to change to part time status. It was noted APA scholarships are tax free if the student is full time but these scholarships are taxed if they are part time.

Other changes:

- The 'adviser' title will be discontinued (replaced by 'supervisor'). It will be increasingly the case in CASS that primary supervisors will also be Chairs of the panel.
- Domestic scholarships will be increasingly allocated by the university according to a formula that includes completions.
- Improvement and revision of HDR forms and processes around examination.

Dr Evans reminded the committee that examiners must remain confidential unless the thesis is in a practice based discipline. Students can discuss with their supervisors who they would like to examine their thesis but the final decision must remain confidential. If two examiners have been nominated the ANU has to wait for the two reports to come back and if three examiners have been nominated the ANU has to wait for the three reports to come back. The College has a template for Heads of Schools to use when making a recommendation following the examination of a thesis and it would be good for all Schools to use this. The Head of School makes the final decision about whether the student needs to make minor corrections, corrections or fails. When submitting a revised thesis students must address all the examiners comments.

Once the new HDR rules are confirmed Dr Evans can come to each School to brief staff in their Schools.

Action: Dr Evans to forward the College template in which students address all the examiners comments to Mrs Shepherd who will then circulate to the Committee.

ITEM 2. Academic Integrity rules

CASS Associate Dean (Student Progress), Dr Rendle-Short, briefed the committee on the ANU's new processes for determining and recording breaches of academic integrity. She tabled two documents:

- “Academic Integrity Review – Course Convener (Review Officer)” which is a flow chart of the process for academic misconduct; and
- “Academic Integrity Checklist – Course Convener”.

The changed policies and procedures are being worked through by Dr Rendle-Short and Schools as they emerge, and ASQO is being advised about amendments and improvements based on our experience. There are still some grey areas that require clarification in terms of implications and possible applications for CASS Schools, and the committee discussed some of these. For example, in determining whether a breach constitutes academic misconduct, whether a distinction should be made between first year Semester 1 students and first year Semester 2 students. The committee also discussed the benefits of having a uniform penalty system for poor academic practice across the College.

The committee suggested that in the case of Masters theses supervisors could be required to check a draft submitted by students through turnitin and then sign a form similar to the HDR submission form that would state that the thesis is

- ready for submission;
- compliant in terms of word length; and
- has gone through turnitin and been checked by supervisor

This would help expedite the process because there is a short turn around for examination of only 4 weeks between submission and graduation for Masters students.

Dr Rendle-Short offered to come to School meetings to discuss the new procedures.

ITEM 3. CASS building bid

CASS Research Office Deputy Manager, Mr Fletcher, was invited to provide background information and strategic advice about a potential RSHA building bid in the context of the RSSS building and the Union Court redevelopment proposal. Various ideas and options were discussed, such as:

- What do we want RSHA to look like in the future?
- Should we focus on a new building, or focus instead on current needs, spaces, collections, and aspirations rather than a building? What would an RSHA precinct look like?
- How do we pitch this? Do we work according to a blue sky thinking approach (a new university museum with open collections and working spaces that would invite links between disciplinary areas like archaeology and anthropology and creative arts), or do we do a basic needs analysis?
- Do we want an iconic building?
- We need to summarise in a couple of sentences what the point of a new RSHA building or precinct would be. A statement of the value of the humanities and the arts could be part of that.

ITEM 4. Attendance

Associate Professor Message (Chair), Ms Alder (for Associate Professor Ferris), Dr Evans (agenda item 1), Mr Fletcher (agenda item 3 and 14), Dr Hunter (for Professor Tregear), Ms Knight, Dr Rendle-Short (agenda item 2), Professor Travis, and Mrs Shepherd (Minute Secretary). Professor Christie, Associate Professor Ferris and Professor Tregear were apologies.

ITEM 5. Minutes of Previous Meeting

The minutes were approved with the following amendments:

1. Under agenda item 1 in the second paragraph the beginning of the third sentence is to be updated to “The Student Office monitors student completions according to the rules”
2. Under agenda item 1 the first sentence in the last paragraph needs to be changed to “Professor Travis stated that she has been told that ANU’s priority for putting courses online is in Masters and languages”.
3. Under agenda item 1 the second sentence in the last paragraph needs to be deleted.

ITEM 6. Matters Arising and Action Items

Academic Titles Conferral Policy and Procedure

Ms Knight has collated the feedback received from the Schools on the new policy and Associate Professor Message will forward it to the CASS Executive for consideration.

Action: RSHA feedback to be forwarded to the CASS Executive for consideration.

ITEM 7. Confidential items

No items were raised.

Part 2. University matters

ITEM 8. New statement of Academic Activity

All academic staff have been sent a copy of their statement of academic activity (SAA) and advised that any changes should be made by 29 July. Academics applying for promotion should be encouraged to make sure their SAAs are correct. SAA information sessions will be held next week. The committee discussed potential ways in which the SAAs might be used by staff and the university.

Action: Committee members to encourage staff to attend an information session.

Action: Ms Knight to contact all Schools asking for their comments and feedback on the statement.

Action: Schools to send their feedback to Ms Knight for collation by 24 July.

Action: The collated RSHA response to be sent to the CASS Executive.

ITEM 9. Honorary degrees

Dr Hunter advised that Robyn Holmes has already been nominated for an honorary degree by the School of Music. The committee requested further information about criteria before making a nomination for the round closing on 12 November.

Action: Selection criteria to be considered by the Committee for the next meeting in relation to the two possible nominees.

ITEM 10. Delegation reports for Managers

A new self-service delegations reporting system for Managers has been rolled out so they can see what delegations staff reporting to them have via HORUS. Individuals can now see their own delegations in HORUS.

Part 3. RSHA matters

ITEM 11. Open Day – High profile HASS alumni

Schools were asked to provide names and contact details for high profile alumni they would like to feature in the posters for Open Day. This is now urgent and the committee suggested using School meetings to brainstorm names of alumni.

Action: Schools to send their suggestions to Ms Knight by 4 August.

ITEM 12. Academic Promotions

This item was noted. The interim Director will be writing a letter of recommendation for each applicant so it would be helpful for each School to advise the interim Director who will be applying for promotion prior to the closing date.

ITEM 13. Education matters

The School of Art reported that they do not have a list of their honours EFTSL load. The College has agreed to pass this information on to them. It would be good for all Schools to receive this information.

Action: Ms Knight to request that all Schools receive a report on their honours EFTSL load.

ITEM 14. Research matters

Associate Professor Message congratulated Professor Morphy on his successful Linkage grant.

Mr Fletcher noted that there are six Future Fellowship applications likely to be submitted in CASS. The ARC will now fund up to one PhD student per FT application. Schools need to discuss with the applicant how they are going to support the application but one idea is to provide funding for an additional PhD stipend. If requesting funding for PhD students, applicants must clearly delineate the parameters for the proposed PhD projects.

Mr Fletcher reminded the committee that it is important to get HERDC publications into ARIES as quickly as possible.

Action: Schools to put HERDC publications onto their School meeting agendas.

ITEM 15. Workplace Health and Safety

The ANU will be smoke free from 20 July.

Part 4. Other business

ITEM 16. Any other business

There was no other business.

ITEM 17. Next meeting

The next meeting is scheduled for Friday 31 July 2015.

Meeting closed at 4.10pm.