

# MINUTES

MEETING      **RSHA Executive**

MEET No.      **14, 2016**

DATE/TIME     Friday 18 November 2016, 10am

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

## ITEM 1.          **Attendance**

Professor Christie (Chair), Associate Professor Ferris, Professor Travis, Associate Professor Piper, Suzanne Knight, Kate Bisshop-Witting, Sharon Komidar, Barbara McConchie, Ivan Muench (Minute taking).

Associate Professor Ferris has introduced Amy Kerr-Menz.

Julia Dunn, Professor Malcolm Gillies, Professor Ennis and Professor Smith were apologies.

## ITEM 2.

Professor Travis anticipated the arrival of Kerrie Wilde by mentioning the difficulty SLLL had had in getting a course on Academic English approved by the College Education Committee. SLLL had recruited staff in anticipation of this course running and were unaware of ANU College plans in this area or that they would require ANU College and DVC-A approval. This issue was only raised once it reached the CEC meeting. There does not seem to be any communication or procedure in place to anticipate this happening in the future. Eventually ANU College did not object as the course only applies to Linguistics teaching in SLLL. However the expectations of ANU College in these situations should be explored with Ms Wilde.

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

The minutes for the previous meeting were confirmed with no objections.

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

4.1 Update on DVC-A meeting with AD Hope staff, 1.30pm, Friday 2 December

Noted.

4.2 RSHA Cross-College Grant Scheme 2017

The RSSH Cross-College Grant Scheme was discussed. The committee agreed that the RSHA should run a similar scheme in 2017 if the availability of Directors Strategic funds permit.

**ACTION:** Professor Christie to draft a scheme for discussion in the New Year.

4.3 Nominations for Alumni of the Year – request for nominee information  
Approximately 20 nominations have been put forward, results are not yet known.

#### 4.4 ANU IP Policy and Procedures

A Summary of key changes was circulated with clarification for honorary and new staff members. No further changes have been suggested.

### **ITEM 5. Confidential items**

No confidential items were discussed.

### **ITEM 6. Acting Director's Report**

Discussion of the School of Archaeology and Anthropology review has been postponed until the return of Professor Laurajane Smith. It make a powerful case for alternate accommodation for the School.

The Freilich Foundation has moved back into the HRC and the HRC has moved back into the RSHA Directorate.

Professor Christie mentioned the elaborate moves required to accommodate the HRC into the Sir Roland Wilson Building.

PDR's – Professor Christie mentioned the need to conduct & complete all outstanding PDR's.

Travel Approval Forms – Professor Christie has asked all Heads to provide documentary evidence for staff when making requests for travel especially when ANU funding is involved – e.g. permissions, itinerary, tax invoices or quotations etc.

The College has now endorsed the name change for the School of Art to become the School of Art & Design with the formal announcement to be made soon.

HRC Internal Fellowships are to be advertised in Semester 1, 2017. There will be an RSSS and an RSHA Fellow each year, taking up their Fellowship in Semester 2, 2017.

### **ANU Matters**

#### **ITEM 7. Public Policy**

A working group has now been established to coordinate information on which ANU areas are developing public policy. This is a good opportunity for anyone in the area of public policy to make themselves visible. It was noted that CAP have responded with information on the centres and institutions involved in developing public policy and that CASS could use the framework established by CAP as an example. RSHA's representation in developing public policy is not acknowledged and perhaps we could be better represented by our RSSS colleagues who are on the public policy working group.

#### **Ms Kerrie Wilde, Head, ANU College will attend RSHA Exec**

Ms Kerrie Wilde introduced herself and talked about the relationship between the ANU and the ANU College and how she sees the interaction with schools. A brief summary of what

was discussed is below:

5 campuses have arrangements with the ANU College including ANU, UWA, University of Sydney and Flinders University as part of a university preparation program.

There are 3 main university preparatory programs:

- Beginning in February, students sent by ANU will do 10 weeks or more intensive language acquisition.
- Foundation Studies Program – International students study in English the subjects that they would like to study at the ANU. Students cannot fail a course. 30 weeks is needed to meet entry requirements – The students come with a pathway program package into an ANU enrolment at the end of the program.
- Rapid Students - 1.5 years Foundation extended program, ANU has the highest entry level, if you get at least 180 you can enrol in the ANU, or 170 you could apply to another institution. Lower than 170 fails the course.

The ANU College teaching staff aren't paid as casuals rather they are paid pro-rata (e.g. 2.5 days rather than 17.5 hours)

ANU College students fees are managed by Study Group and program compliance is managed by ANU, TESQA

Associate Degrees will be phased out at ANU at which only ANU College will offer support courses. Now, ANU College will take up a diploma program to articulate into ANU where they will have a greater role in supporting students. SO diplomas will be a greater pathway to the ANU for both domestic and international (including Tjabal) students.

People who won't have a degree, low ATAR, mature age, from 2018 they will do a diploma with the ANU College.

The School of Music have a diploma starting next year however this will be a direct pathway to a degree, 2 x 18 weeks diploma then they will go into 2<sup>nd</sup> year music. The SoM will decide who gets in but the ANU College will deliver the courses in the first year, this is mainly for international students.

- Performance
- Composition
- Technology

It was noted by the SOM School Manager that the SoM staff aren't aware of this, CASS representatives on the ANU College Board are not passing information to local staff.

ANU College has 18 week semesters, while the SoM has 12 week semesters. It is unclear how the ANU College performance students will then fit into the SoM 2 year program.

ANU College would like their courses Performance 1 & 2 to be taught by SOM staff however Ms Wilde was unable to provide confidential information regarding the PDA and the percentage deal the ANU College would receive for these students.

In summary the four programs offered by ANU College are as follows:

1. Language
2. Foundation
3. Diploma – ANU Delivery
4. Access Scheme (begins in 2018)

Diplomas are also useful for a student so they can graduate with something in case they don't progress into the ANU proper. Diplomas are also useful for transitioning in students with

special needs into the ANU, and ANU College works closely with access & inclusion etc.

The committee thanked Kerrie for her attendance at the meeting.

Further committee discussion noted that there are workload issues for staff, it is expensive for students, and there is no real financial benefit to the Schools.

**ACTION:** Professor Christie to invite Royston Gustavson to the next executive meeting to discuss the matter further.

#### **ITEM 8. Workers Compensation Self Insurance Project - Consultation**

The Workers Compensation Self Insurance Project was discussed by the committee, it was noted that the new system will be completely different than the old system and a lot more information will be required. Responsibility will be devolved to supervisors.

#### **ITEM 9. Central Marketing and CASS representation**

There is a new Head of SCAPA. Central Marketing are now talking to CASS about the underrepresentation of CASS. Professor Christie has advised he has been in contact with the new head of Central Marketing and noted CASS achievements are not promoted, as well as a general sense that CASS is not well represented.

The new Head of SCAPA has promised to address this.

### **RSHA matters**

#### **ITEM 10. Providing opportunities in leadership for staff as they progress through their career**

The committee has agreed to hold this over until the next meeting.

**ACTION:** Professor Christie to meet with Professor Travis to map out possible opportunities prior to the next RSHA Executive meeting.

#### **ITEM 11. Workplace Health & Safety – Proposed WHS Committee Structure**

##### **11.1 Local Committee membership and chair**

The Proposed RSHA Combined WHS Advisory Board and the new governance plan for the ANU was discussed and it was agreed that the new Advisory Board should be set up in such a way that it represents all Schools (SOAD, SAA, SOM). Schools will continue to have their own local committees but will report quarterly to the RSHA Combined Advisory Board.

The new Advisory Board membership to be chaired by the RSHA Director, who at the moment is Professor Christie.

Associate Professor Ferris has confirmed she will not be returning to the University WHS committee next year.

**ACTION:** Professor Christie to initially establish and Chair quarterly meetings of the RSHA Combined WHS Advisory Board

## 11.2 Fieldwork representative

A fieldwork representative will need to be appointed to the ANU Fieldwork Advisory Group, and the committee has agreed that someone from the School of Archaeology and Anthropology will be best suited for this as they have more fieldwork than other schools.

**ACTION:** Selection and appointment of a SAA fieldwork representative is required. Dr Piper will follow this up.

## ITEM 12. Education matters

### 12.1 CASS First preferences

The committee has reviewed CASS first preferences, this item has been noted.

### 12.2 New Colombo Plan

The committee briefly discussed this and has identified the need to circulate information regarding the New Colombo Plan.

All committee members are encouraged to circulate this information.

### 12.3 CASS New academic staff induction 2017

Please contact Joanna Rendle-Short with any suggestions/feedback regarding the CASS induction by 23 December.

The committee has agreed that we have good School inductions in place in RSHA for staff and any CASS plans to induct teaching staff should include sessional staff as students ask staff the same questions, whether they are continuing or sessional.

## ITEM 13. Research Matters

### 13.1 ARC Results – November 2016

The committee reviewed the ARC results.

### 13.2 CASS Internal grant outcomes

The committee reviewed the CASS internal grant outcomes.

### 13.3 HRC Internal fellowship guidelines

The committee has discussed the HRC internal fellowship guidelines. Committee members are encouraged to take a look and advise if any changes are required.

## ITEM 14. School Managers Reports

SLLL - Head of School Professor Catherine Travis expressed concern over the loss of the HRC. Ms Komidar now has all SLLL administrative staff located in the AD Hope building.

SOAD - Concerned at the delay in timetabling which won't be released to students till late December. Students can enroll however administrative staff will then be required to waste a lot of time dealing with timetable clashes once students realise that courses are timetabled at the same time. This is compounded by the 12 week semester change and a shorter time period to resolve clashes for students. The delays in timetabling and a shorter semester also impact the time administrative staff have to process sessional contracts.

The SOAD now have the kiln operational. It took the SOA WHS committee 5 years to achieve this.

School of Music – Intensive staff development is currently taking place. Dr Stephen Loy will be the new CASS Associate Dean for HDR students.

#### **ITEM 15. Any Other Business**

##### 15.1 CASS Conference Grants - Call for applications ends 19 November

CASS Conference Grants – Call for applications is now closed.

The Graduating Exhibition 2016 ANU School of Art is now underway with exhibition open until 4<sup>th</sup> of December. This exhibition was advertised a bit larger this year with MLA Michael Peterson attending the grand opening on 25<sup>th</sup> of November. Please see the link below for further information regarding this event:

<http://soa.anu.edu.au/event/graduating-exhibition-2016>

**Congratulations to Barbara McConchie** for winning the WHS (Andrew Hopkins) award. This is a well-deserved acknowledgement for the huge contribution Barbara has made in regards to keeping the School of Art compliant with WHS requirements, policies and procedures.

The meeting closed at 11:58am.