

MINUTES

MEETING **RSHA Executive**
MEET No. **8, 2017**
DATE/TIME Friday 19 May 2017, 2pm
VENUE Lady Wilson Seminar Room, Sir Roland Wilson Building (120)

ITEM 1. Attendance

Professor Christie (Chair), Ms Knight, Dr Mitchell, Professor Ferris, Professor Smith and Mrs Shepherd. Professor Lampl was an apology.

ITEM 2. Minutes of Previous Meeting

The minutes for the previous meeting were confirmed.

ITEM 3. Matters Arising and Action Items

International Partnerships

It was reported that the international partnership list is not up to date for the School of Archaeology and Anthropology and that Ms Dunn will update it.

Chats café

Professor Christie will raise the subject about the café in the School of Art and Design with Mr Talbot.

ANU Futures Scheme

Ms Knight reported that she had emailed the guidelines for the scheme to all eligible Futures Scheme staff in RSHA.

RSHA Interdisciplinary/Cross-College Collaborative Research Scheme

Ms Knight reported that she had updated the scheme guidelines and sent out a call for applications with a closing date of 30 June 2017 to all academics.

RSHA Creative Sub-Committee

Professor Christie reported that staff across RSHA had received an email inviting them to be members of a newly created RSHA Creative Sub-Committee. A number of staff have enthusiastically indicated that they would like to be part of this Sub-Committee.

ANDC Dictionaries

Professor Christie will raise the issue of the value of the dictionaries housed in the ANDC at the next CASS Executive meeting.

Teaching Load in Contracts

Professor Christie will raise the issue of teaching load in contracts at the next CASS Executive meeting.

Publications

Professor Christie has drafted an email for Ms Knight to circulate to all academic staff across the Research School with instructions on how to make sure all publications entered in ARIES appear on their researchers profile page.

ITEM 4. Confidential Items

No confidential items were raised.

ITEM 5. Interim Director's Report

RSHA WHS Committee

Professor Christie reported that the RSHA WHS Committee is undergoing scrutiny as it is no longer the RSHA Combined WHS Advisory Group which comprised the School of Archaeology and Anthropology, School of Art and Design and the School of Music. The RSHA WHS Committee, which was approved by the University WHS Committee, incorporated the School of Literature, Languages and Linguistics into it. This has raised concerns at the CAP and CASS level as archaeology, anthropology, languages and linguistics are taught and researched in both Colleges.

Union Court redevelopment

It was noted that the Pop Up village is going up and that water has been pumped out from the area which smells.

Pauline Griffin building

Professor Christie reported that the Pauline Griffin building will be demolished during the break.

Barry Drive building for teaching

Professor Christie reported that people are worried about the safety for students crossing the road to get to the Barry Drive building. A lollypop man will be there to help get students across the road and the "walk man" on the traffic lights will be extended. Dr Mitchell is worried that the focus is still on super conveners and not on classes that have 100 to 200 students in them.

ITEM 6. Update on University Executive Structures

Professor Christie noted that the University of Sydney has a Provost and that the role of the Provost is to provide operational leadership to the University. Having a Provost at the ANU would free up some of the Vice-Chancellor's time so he can engage more with people inside and outside the University. The other new position will be Pro Vice-Chancellor (Education) who will work with the Deputy Vice-Chancellor (Academic).

ITEM 7. 2018 Endeavour Mobility Grants

This item was noted.

ITEM 8. Publication Collection for ERA 2018 Submission

It was noted how important it is to continue to enter all publications into ARIES for the ERA 2018 submission and to feed into the Statement of Academic Activity. Ms Knight tabled an access report which showed that a number of staff across RSHA have not accessed their Statement of Academic Activity. It is important for all academic staff to look at their Statement of Academic Activity report as the publication information is drawn from ARIES. Academics can then identify any publications that are missing and get those entered into ARIES. All new staff need to have their publications entered into ARIES.

There was some discussion whether or not visitor publications could be claimed or not. Ms Knight will follow up what it says on the guidelines from the past ERA. Dr Mitchell reported that staff are unable to access their Statements of Academic Activity from overseas. Ms Knight will investigate whether it is possible to access the statements while overseas.

ACTION: Ms Knight to circulate the Statement of Academic Activity access report electronically to Heads of School.

ACTION: Ms Knight to check in the ERA guidelines whether visitor publications can be claimed or not.

ACTION: Ms Knight to investigate whether it is possible to access Statements of Academic Activity while academics are travelling overseas.

ITEM 9. Results processing

This item was noted. Committee members were concerned that students can pass a course even though they have not passed all assessment items. At the moment hurdle requirements cannot be set. All students should be required to complete all assessments and attend tutorials. Dr Mitchell, with the support of the Committee, will raise this at the next CASS Education Committee meeting.

ITEM 10. International Partnerships

Professor Ferris reported that she will be going to Basel and will talk about building up a cost neutral international partnership with her counterpart there. She has advised Professor Lo of her visit and asked her for advice.

ITEM 11. RSHA Voice Staff Survey Results – Action Planning

Professor Christie reported that central HR has now presented the School level voice survey results to both the School of Music and the School of Literature, Languages and Linguistics. Dr Mitchell stated that there was a lot of interest in a focus group in her School.

After some discussion it was agreed that it would be good to have a focus group in each School. The focus groups would not include the Director nor the Head of School and would hopefully be run by an external facilitator that central HR has offered to organise. The principle would be that the external facilitator would speak with the Head of School prior to the first focus group meeting. Dr Mitchell will liaise with Lisa Buckley from central HR about organising a focus group in her School.

A collated action plan addressing the voice staff survey results will be done at the RSHA level and not at the School level. Central HR will present the School level results to the School of Archaeology and Anthropology on Monday 29 May at 10am and to the School of Art and

Design on Wednesday 31 May at 4pm.

ACTION: Dr Mitchell to contact Lisa Buckley about organising a focus group in her School.

ITEM 12. Research matters

12.1 Entrepreneurial Professors

Committee members suggested a number of people as possible Entrepreneurial Professors.

12.2 Global Research Challenges

Professor Christie reported on the last meeting he attended. The planning group is working on assessment criteria and timelines. The call for expressions of interest will be mid-year. A video presentation will be required and Professor Christie suggested that a written component should also be part of the application. One of the challenges could be migration and there are lots of other possibilities including privacy.

12.3 ANU Futures Scheme

Ms Knight reported that she had circulated the guidelines for the scheme to the seven eligible staff across RSHA. Six are early career researchers and one is a mid-career researcher. A number of staff are interested in applying. The funding is at least \$100,000 over three years and Professor Christie thought that people should aim for the stars and not be shy when applying for funds.

12.4 Higher Degree Research Supervisory Panels

Ms Knight noted that a Head of School can make a case for a POI to be a chair, supervisor or advisory member of a panel.

ITEM 13. Education matters

13.1 Weekly Enrolment Monitoring

It was noted that the student load is up which is good news. In a few months' time we should be able to get more information and further breakdowns of this data.

13.2 2017 HASS Showcase Report

Committee members thought this was a really interesting report as it includes feedback from staff and students, the number of people who attended each session and so on. Ms Knight noted that the College is looking into implementing a student enquiry system so that important student data can be collated.

Market research is important and it was noted that doing it can be expensive and can cost up to \$20,000. The School of Art and Design had market research done at the Masters level for the new Design degree and that was funded through Chancelry.

ITEM 14. Workplace Health and Safety

Professor Ferris reported that she had attended a self-insurance meeting recently and noted that undergraduates could not report WHS issues at this stage. Professor Christie attended the University WHS Committee at which Committee members voted that all students should be put on the system so that they can directly report any WHS issues.

ITEM 15. Any other business

New Purchase Card System

All purchase card reports in each School will need to be approved by Heads of School.

Committee members agreed that Heads of School should not do this as they are not familiar with all the budget codes each staff member has access to nor what can be spent against the budget codes particularly in relation to grants. Committee members agreed that the checking and approval of purchase card reports should be done by the School Managers

Professional Development Reviews

At the moment Heads of School have many staff members reporting to them and find it difficult to do all the reviews with their staff. For instance one Head of School has thirty nine people directly reporting to her which results in a huge workload. This issue needs to be revisited. Professor Ferris is going to ask her three Associate Professors to help with the supervision load in her School.

The meeting closed at 3.40pm.