

MINUTES

MEETING **RSHA Executive**
MEET No. **5, 2015**
DATE/TIME Friday 19 June 2015, 1pm
VENUE Lady Wilson Seminar Room, Sir Roland Wilson Building (120)

Part 1. Formal items

ITEM 1. Student & Education Office: Operational Plan 2015-2017

Professor Pickering welcomed Ms Veness to the meeting. Ms Veness gave an overview of the Student and Education Office which sits between the Schools and the central service divisions. She noted that in the last four or five months the central service divisions have been forwarding more work to the Student and Education Office.

The Student and Education Office is made up of three operational units: the Education Committees team, the Student Office and the Educational Development Studio. The Education Committees team works on curriculum documentation, supports the various education related Committees and works closely with Dr Gustavson. The Student Office monitors student completions according to the rules, explains the rules to students, gives students advice but not academic advice, checks transcripts and helps manage student's access plans for the 10% within the College who have them. The Education Development Studio assists staff with the use of technologies in the classroom and gives specialist assistance for academics.

There was a brief discussion about the courses run by the Student and Education Office and those offered by the Centre for Higher Education, Learning & Teaching (CHELT). There is a perception that they overlap, however, Dr Veness thought that the CHELT courses were more hands on than the ones offered within the College. She meets regularly with CHELT to make sure the courses offered do not overlap. The priority from the Research School perspective is for the Education Development Studio to focus on supporting academics with specialist technology assistance and less focus on teaching academics how to teach.

Ms Veness reported that the new "CASS Innovation Initiatives 2016" grants are designed for staff wishing to push the boundaries further for teaching. The office has a small capacity in this area. At the moment the office has a specialist who has good programming knowledge and another staff member who is skilled in multi-media projects. She advised the Committee that there will be a Teaching and Learning day held in early September. CASS presentations will be held on the morning of the first day.

Professor Travis stated that she had been told that ANU's priority for putting courses online is in Masters and languages. The launch of the Arabic and Persian online modules will be held towards the end of this year. Two staff members are currently working on these modules and these positions are funded until the middle of next year.

ITEM 2. Attendance

Professor Pickering (Chair), Professor Christie, Dr Irving (agenda items 6 to 12 inclusive for Professor Tregear), Ms Knight, Associate Professor Message, Ms Teakel (for Associate Professor Ferris), Professor Travis, Ms Veness (agenda item 1) and Mrs Shepherd (Minute Secretary). Associate Professor Ferris and Professor Tregear were apologies.

Professor Pickering welcomed Professor Christie who is a new member on the Committee as a representative of the Centres.

ITEM 3. Minutes of Previous Meeting

The minutes were approved with the following amendments:

1. Under agenda item 4.6 the last sentence should be deleted
2. Under agenda item 9 the end of the last sentence should read as “the College is running in the Global Corporate Challenge again this year”

ITEM 4. Matters Arising and Action Items

Professor Pickering reported that he had contacted Taylor and Francis confirming acceptance of their offer in relation to the Humanities Research journal. The next thing to consider is branding. The editorial board will need to be reconstituted and Professor Christie and Professor Pickering have had some ideas to make the first editions really good quality. Ideas about themes and building these around conferences need to be worked through. The first couple of editions could be on the humanities and science and China and the west.

Professor Pickering noted that he has received a detailed confidential report back on all the teaching technology issues raised by the School of Art and the School of Literature, Languages and Linguistics. He will share this confidential report with the relevant Heads of School

Action: Professor Pickering to give copies of the confidential report to the two relevant Heads of School.

Professor Pickering has raised the issue of the computer rollout and that not all academics received like for like computers at the CASS Executive and will report further.

ITEM 5. Confidential items

No items were raised.

Part 2. Reports

ITEM 6. Director's Report

6.1 Amendments to HDR rules

Professor Pickering reported that there are significant changes to the HDR rules and suggested that Dr Ann Evans should be invited to the next Executive meeting to brief members on these changes.

Action: Mrs Shepherd to invite Dr Evans to the next Executive meeting.

DECRA and Discovery Projects

Professor Pickering noted that the ARC assessments are in for DECRA and Discovery grants. It is really important for senior academics to help with the rejoinders and the academic input. Professor Christie and Associate Professor Message noted that rejoinders are extremely important.

HERDC

Professor Pickering reported that the HERDC return was improved and asked that thanks be passed on to professional staff for their efforts. He asked committee members to encourage colleagues to put outputs into ARIES throughout the year. This process will be important for statements of academic activity.

Part 3. University matters

ITEM 7. CASS building bid

Professor Pickering noted that the RSSS building is progressing quite rapidly. The only hold up is the actual site for the building. RSHA needs to put up a really good building bid this year. There was some preliminary discussion about this. Once the new RSSS building is up all the RSSS people based in Coombs will move into the new building which will have a flow on affect. CAP people currently based in the Baldessin building will move into the Coombs building freeing up space for RSHA in the Baldessin building. One question is whether the AD Hope building will be caught up in the redevelopment of Union Court or not and if so if it would be demolished or not. It is important that RSHA sees the Union Court development plans prior to developing an RSHA building bid.

Options for an RSHA building bid could include:

- refurbishing the AD Hope building;
- refurbishing the Baldessin building;
- moving staff from the AD Hope building into the Baldessin building;
- moving School of Art people currently housed in demountables into the Baldessin building;
- an area for the School of Archaeology and Anthropology for laboratories and storage;
- an area for the Classics Museum and the Humanities Research Centre.

Action: Ms Knight to follow up what is happening with the Union Court redevelopment.

ITEM 8. University Medals for 2015

This item was noted.

ITEM 9. Honorary degrees

Professor Pickering stated that RSHA needs to think about whom to put up for honorary degrees. Three people were suggested: Robyn Holmes, Ian Donaldson and Andrew Sayers. They all have links to the ANU.

ITEM 10. ANU Workers Compensation Self Insurance Project

Professor Pickering noted that ANU is considering moving to a new form of insurance for workers compensation.

ITEM 11. 2015 ANU Education Grants Schemes

It was noted that the deadline for these is Friday 24 July. Professor Travis reported that staff in the School of Literature, Languages and Linguistics were finding it difficult to get their applications up. It was agreed that it would be good to share successful applications across the Research School if possible.

ITEM 12. Academic Titles Conferral Policy and Procedure

The Committee discussed this. It was noted that there will be a full cost recovery policy for visitors and that Visiting Fellows will have a term of up to one year and can only be renewed twice. There was some discussion about how the policy will make it difficult at the School level. The Humanities Research Centre has lots of people who will not fit clearly under any of the four new categories. It was noted that the policy could complicate external relationships.

It was agreed that Committee members would send Ms Knight feedback on the policy which she would then collate. Professor Pickering will then forward the response to Chancery for consideration.

Action: Ms Knight to collate the feedback from the Schools.

Action: Professor Pickering to forward the response to Chancery for consideration.

Part 4. RSHA matters

ITEM 13. Education matters

13.1 Technology issues for teaching

Professor Pickering advised Committee members that Dr Gustavson had investigated every incident. Professor Pickering will share the confidential report with the Heads of the School of Literature, Languages and Linguistics (SLLL) and the School of Art (SOA).

Action: Professor Pickering to give the Heads of SLLL and the SOA a hard copy of the confidential report.

13.2 Poor academic practice

It was agreed that Dr Johanna Rendle-Short would be invited to the next meeting to address this issue.

Action: Mrs Shepherd to invite Dr Rendle-Short to the next meeting.

13.3 Student Experience Grant 2015

This item was noted.

13.4 2016 Endeavour Mobility Grants

This item was noted.

Part 5. Other business

ITEM 14. Any other business

Alumni posters

Ms Knight suggested that alumni posters be organised for all Schools across RSHA of high profile alumni in the HASS disciplines. She asked Schools to send any ideas to her and she will also send out an email about this.

Action: Ms Knight to email Schools about ideas of high profile alumni for the posters.

Change Management processes

Ms Knight noted that Facilities and Services and central Human Resources are going through a change management process at the moment.

External Visitor Program and Staff travel funds

The Executive indicated ongoing support for the External Visitors Program. A number of members felt that there should be comparable funding for staff travel.

New computer rollout

It was noted that visitors and students had been given very late notice for the new computer rollout and change over to UDS.

ITEM 15. Next meeting

The next meeting is scheduled for Friday 3 July 2015.

Meeting closed at 2.40pm.