

MINUTES

MEETING **RSHA Executive**

MEET No. **11, 2016**

DATE/TIME Friday 23 September 2016, 2pm

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

ITEM 1. **Attendance**

Professor Christie (Chair), Ms Knight (Minute taking), Professor Smith, Associate Professor Ferris, and Professor Travis. No apologies received.

ITEM 2. **Minutes of Previous Meeting**

The minutes for the previous meeting were confirmed with one minor change at item 10.

ITEM 3. **Matters Arising and Action Items**

3.1 RSHA strategic direction statement – feedback

The recent College forum outlined the soon-to-be-released ANU strategic plan and from it a College and Research School strategic plan will be developed. RSHA is quite advanced in developing a strategic plan as it has already articulated a strategic statement. This strategic statement is specific for the next 12 months, however, and too prescriptive as a strategic document, but it will be useful as a broad mission statement on which to develop our future strategic goals and timeframes.

There was discussion about the status of the draft RSHA strategic statement as it currently stands. The Heads would like one more opportunity to consider it and bring final suggestions to the next meeting where we will discuss how and where to distribute it.

ACTION: Heads to review the RSHA Strategic statement for one final consideration and suggested changes before the next RSHA Executive meeting, where we will discuss how and where to distribute it as a guiding RSHA document.

3.2 Changes to cleaning contract

Feedback was due on Thursday 22 September and has been sent to the Dean's office. All RSHA Schools responded.

3.3 RSHA Accommodation priorities

See Item 8.

3.4 Invitation to Ms Roxanne Missingham to attend RSHA Executive - update

Ms Missingham will attend the next RSHA Executive meeting. HOS's should ask their staff if they would like us to raise any issues with her on their behalf. There was concern from the SOA over the larger Union Court library plan however this does not seem to be on the table presently as recently outlined in the first phase of the Union Court redevelopment plans.

Staff will be interested in database vs book acquisition and the ANU library's current buying policies. Heads discussed the issue of how to balance our need to acquire books with maintaining online journal access where there are questions over the current policies for journal online purchasing. In the long term will we regret not purchasing books and having complete collections?

ITEM 4. Confidential items

Confidential items were discussed.

ITEM 5. Acting Director's Report

Covered in confidential matters.

ANU Matters

ITEM 6. Union Court culture and events space proposal

The RSHA Executive members considered this proposal and agreed that the RSHA collections should be showcased in such a venue. They felt that there were problems with the proposed design working group where the RSHA and CASS are under-represented, where (for example) they do not have members who are able to advise on the design of drama and teaching spaces. In addition, CPAS has a science communications representative on the committee, but there is no one who can represent the public benefits of the humanities. The working group also needs someone who understands the importance of acoustics in a performance spaces. The group does not seem to be representing an arts precinct, nor is it focused on obtaining expertise in design concepts around this new space. The digital screen in the foyer only seems to be promoting ANU marketing initiatives but could also be used to showcase digital student art works, and there could also be display cases for visual art and collections. The RSHA Exec committee agreed that the concept has the potential to be great with the right architects and if appropriate expertise is sought.

ACTION: Heads should send any further ideas or comments to Professor Christie and Mrs Shepherd by COB Tuesday 27 September.

ITEM 7. Changes to cleaning contract

Discussed at Item 3.2

RSHA Matters

ITEM 8. RSHA Accommodation priorities – development of capital bid narrative

Professor Christie has spoken to Professor Hughes-Warrington about RSHA staff anxiety around the Union Court redevelopment works and AD Hope building. She has agreed to come to the AD Hope and speak to staff in the AD Hope. She is very aware of all the

problems there, including the proximity to construction and the problems of space and an ageing building. Professor Hughes-Warrington has promised a schedule of building works will be sent to us as soon as it is available. She did not pretend that we won't be affected and that some relocation will be needed.

Some of the AD Hope staff are happy in their offices and don't want to move as they like the location. However all agree that the teaching spaces are terrible. Nothing will happen to AD Hope until 2021 and no one will be willing to invest any funding into the building until then. The RSHA Executive committee welcomes Professor Hughes-Warrington offer to talk to the AD Hope staff and are keen to find out what Professor Hughes-Warrington's ideas are for the future of the building. It is also important that Professor Hughes-Warrington is made aware of what the staff working in the building are directly dealing with. Professor Hughes-Warrington also needs to understand what parts of the AD Hope building do work so that these can be replicated later, for example the light well above the classics museum which is lovely.

The HRC will move to the SRWB over the summer. Associate Professor Ferris noted that CAHAT are very happy in the SRWB but it is hard for the other staff of SOA as they miss running into colleagues in the corridors. Professor Christie is very aware of this.

The development of an RSHA position for a capital building bid was discussed. After reviewing our current narrative, the Heads decided that it still expresses our desire for an arts precinct and as we are unlikely to be asked for a more comprehensive document at this stage they were happy to keep this document as it stands for now. If our main ideas change we will start to develop a new document.

ACTION: Mrs Shepherd to ask Professor Hughes-Warrington to attend a meeting in the AD Hope building to talk to those staff.

ITEM 9. Education matters

SOA are listing some of their new Design degree with ANU College as a diploma pathway to study at the School of Art, but so far it has been unclear how the SOA will benefit in terms of any fee transfer and how the ANU College will source staff to teach the units.

ACTION: Professor Travis will follow up with Ms Komidar to see how enrolment in ANU College works on behalf of the SLLL with their English course taught by the ANU College, as she thinks these students appear on the SLLL student lists.

The Heads feel that the ANU College arrangements are unclear in terms of the benefits for the Schools where it appears that the benefits are not mutual.

ITEM 10. Research matters

Heads need to encourage staff to go into their online SAA reports and update. Only 50% of CASS staff have done this. The promotions committee are using the SAA reports as part of the promotions process this year and applicants have been told this.

School of Archaeology and Anthropology staff say they have been updating their SAA reports with new research outputs but the reports still appear as "pending" and staff are very frustrated by this. Any affected staff are encouraged to let CASS HR know that they are going for promotion and they need their SAA to be up to date. The Insight group have reported that Mac users do have problems if using Safari and should use Firefox web browser instead. Heads will let their staff know this.

ACTION: HOS's to remind all academic staff to check and update their SAA information and to inform Mac users that they should use Firefox web browser when accessing Insight.

ITEM 11. Workplace Health and Safety

Chris Grange has sent out an email regarding the WHS new Governance structure. Associate Professor Ferris, Professor Smith and Professor Christie have been identified as possible members of a new WHS SOA/SAA/SOM working group. The responsibility for this working group is presumed to sit at the School level, but the group feels that responsibility should sit at the College level. The College WHS committee does not seem to be taken into account.

This group must commence by the 15 November with a committee of representatives and volunteers and one must decide who will Chair the committee. The Heads feel that the College should be asked to coordinate and chair this committee.

ACTION: Professor Smith to send this email to Ms Knight.

ACTION: Professor Christie will take these concerns to the CASS Executive requesting that the College take responsibility for this committee and provide support to the Schools.

ITEM 12. Next meeting Friday 7 October, 2pm

ITEM 13. Any other business

ANU Car share

HOS to read and familiarise themselves with the insurance and booking approval process for this new scheme, and understand their Schools potential financial liability, both in terms of insurance claims and hire charges. There doesn't seem to be local area authority or evidence required when staff and students make a "business" booking. Ms Knight has written to the Car share group to seek clarification around the impact on local areas and is waiting to hear back.

Alumni of the Year

Ms Knight distributed the draft list from Ms Klugar who is asking HOS's to consider further candidates. Ms Klugar would also like Heads to add any information to the candidates listed so far as this will assist her to write up the nominations.

ACTION: Heads to look at the Alumni of the Year 2016 nominee list and to add any further relevant information on the persons listed that can be used in the write ups. This information should be sent to Ms Klugar before the 30 September.

Committee members agreed that another alumni member could be added to this list and could also be an RSHA nomination for an honorary degree.

The meeting closed at 3.45pm.