

# MINUTES

MEETING **RSHA Executive**  
MEET No. **3, 2015**  
DATE/TIME Friday 24 April 2015, 2pm  
VENUE Lady Wilson Seminar Room, Sir Roland Wilson Building (120)

## Part 1. Formal items

### ITEM 1. Socialisation of Costing and Pricing Tool

Ms Davern gave an overview of the new costing and pricing tool being rolled out by the central Research Office. She noted that exemptions need to be justified and sent to the Dean and that Dr Douglas Robertson can advise on policy matters.

Ms Poole then gave a demonstration of the new tool which is a web application and you can log on using your University ID and HORUS password. Different areas across campus such as the College Research Office and College Finance Office have their own roles and delegates have specific roles in this new process. The authority to apply form and the authority to accept form are no longer required. Once you are logged in you can see a list of projects and there are three different templates to fill in depending on the type of grant application. Ms Poole showed everyone the various fields that need to be completed. For category 2 and 3 grants everything needs to be added. The tool has been designed so it is easy to use and data can be exported to excel or pdf and any page can be printed. Delegates can push back forms and add comments. For category 1 grants this workflow can be used and an excel spreadsheet can be attached. There is a play version of the system and the production version is available at [costing.anu.edu.au](http://costing.anu.edu.au)

### ITEM 2. Attendance

Professor Pickering (Chair), Associate Professor Message Ms Hodgett (for Ms Knight), Dr Nicol (for Associate Professor Ferris), Professor Travis, and Mrs Shepherd (Minute Secretary). Dr Bennett and Associate Professor Ferris were apologies.

### ITEM 3. Minutes of Previous Meeting

The minutes were approved with the following amendments:

1. Under agenda item 3.4 the last sentence should be deleted
2. Under agenda item 7.1 the beginning of the sentence should read "Professor Minchin has retired and therefore stepped down"...
3. Under agenda item 9 the title of the course Dr Bennett attended should be updated to "Managing Very Difficult Workplace Behaviour"

### ITEM 4. Matters Arising and Action Items

All the action items in the minutes were discussed.

It was agreed to amend the standardised phone access for HDR students to internal ANU access and local calls.

After some discussion it was agreed that Associate Professor Message would contact Sverre Molland to see if he would be willing to be the representative on the CASS Education Committee.

**Action:** Associate Professor Message to contact Sverre Molland.

Two Schools have sent through a list of problems with technology which have impacted on teaching. It was agreed that these lists would be collated and that Professor Pickering would raise this at the CASS Executive.

**Action:** Mrs Shepherd to collate the list of issues and Professor Pickering to raise this at the CASS Executive.

Professor Travis reported that 22 laptops had been stolen from the Ethel Tory Centre which had severely impacted teaching as they have not been replaced yet and will not be replaced until mid-May. Professor Travis will send an email to Professor Pickering about this. Professor Pickering will also raise this at the CASS Executive.

**Action:** Professor Pickering to raise the Ethel Tory Centre with the CASS Executive.

The idea of graduate training was briefly discussed. Dr Mitchell is developing this as a hot topic. Some Schools do not need teachers so this needs to be factored into the discussions. As a result the opportunity for graduate teaching experience should not be guaranteed or mandated.

## **ITEM 5. Confidential items**

One item was raised.

## **Part 2. Reports**

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

IPPHA Review

Professor Pickering reported that the IPPHA Review was held yesterday. The recommendations will be drafted and then sent to the Dean.

RSHA External Visitor applications

Professor Pickering reminded members that the RSHA External Visitor applications close on Friday 1 May. It was agreed that the Heads of School would send a reminder about this to their staff. It was agreed that the generic email about this would be forwarded to Heads of School by Mrs Shepherd.

**Action:** Heads of School to remind staff on the deadline for RSHA External Visitor applications.

**Action:** Mrs Shepherd to forward the generic email to Heads of Schools.

NIF Funding

NIF funding (for research) is a long term issue which is getting more important and significant. Supervision of PhD students is counted as research. The ANU needs to justify NIF funding to the Government.

### **Part 3. University matters**

#### **ITEM 7. CAP Review of the School of Culture, History & Language**

Professor Pickering noted that this review is taking place. Heads of School have been invited to meet with the Dean of the College of Asia and the Pacific, Professor Taylor. It will be important to see what recommendations come out of the review.

### **Part 4. RSHA matters**

#### **ITEM 8. Education matters**

There were no items discussed.

#### **ITEM 9. Research matters**

There were no items discussed.

#### **ITEM 10. Workplace Health and Safety**

There were no items discussed.

### **Part 5. Other business**

#### **ITEM 11. Any other business**

RSHA Executive Committee membership

After some discussion it was agreed to invite Professor William Christie to be a member of the Executive.

**Action:** Professor Pickering to invite Professor Christie to join the Executive.

Workload models

Associate Professor Message reported that she had been looking at different workload models as some staff would like a workload allocation policy. This is an ongoing discussion with staff and not an easy project. Professor Pickering reported that Professor Beaumont had tried to put in place a workload model for the Faculty of Arts but it was difficult to do across the disciplines and not proceeded with.

Professor Travis reported that the School of Literature, Languages and Linguistics staff are also interested in a workload model for transparency reasons. It has been discussed within the School and they are just looking at teaching.

A variety of models are available but they are all problematic. The first thing that could be done is to standardise Statements of Expectations within disciplines.

#### **ITEM 12. Next meeting**

The next meeting is scheduled for Friday 8 May 2015.

Meeting closed at 3.25pm.