

# MINUTES

MEETING      **RSHA Executive**

MEET No.      **9, 2016**

DATE/TIME     Friday 26 August 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 small amendment at 3.2.

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

### 3.1         Draft RSHA strategic direction statement

Professor Christie is working on the RSHA strategic direction statement with the view to condensing it and preparing it for wider dissemination. He will return it to Heads of Schools to determine if and how it should be communicated to staff.

**Action:** Professor Christie to complete editing of RSHA strategic directions statement and forward to Heads for advice on dissemination.

### 3.2         RSHA prizes and awards event

After discussion it was decided that the Schools are currently content to manage their own prizes and awards events. Schools have internal student achievement events, with some events involving donors and others specifically for the students and their parents. While Schools were interested in a larger RSHA event to include all donors, it was decided that such an event would be too large to successfully manage.

### 3.3         Union Court redevelopment and flow on affects for AD Hope building

It was noted that the AD Hope building will be adjacent to building sites for the next few years. Previously the DVC-A visited the RSHA Executive on 20 November 2015 and promised to minimize disruption to the AD Hope building and to keep in regular contact with the RSHA Executive about developments in Union Court and how to manage disruptions to teaching and research. It was noted that the DVC-A has not been in further contact with the RSHA Executive since the end of 2015. Professor Smith explained that many people are concerned about aspects of health and safety in the AD Hope building, now and into the future.

**Action:** Ms Knight to find the previous Minutes from 20 November 2015 where the DVC-A

was in attendance.

**Action:** Professor Smith to send Ms Knight a summary of the problems in the AD Hope building following the flooding, to be checked and reported on by the CASS Buildings team.

**Action:** Professor Christie will make an appointment with the DVC-A to discuss RSHA concerns around teaching, research and health and safety in the AD Hope building, especially with regard to the adjacent building works.

#### 3.4 WHS priorities and training needs matrix response

Feedback on this training matrix has been sent to Central HR and the School responses were noted.

#### 3.5 Update on WHS issues in AD Hope building

This item was discussed in 3.3

#### 3.6 Social gathering for Professor Malcolm Gilles

Professor Christie will invite the whole School of Music staff to a small reception for Professor Gilles and other RSHA staff will also be invited to attend.

**Action:** Professor Christie to invite Professor Gilles to a reception in the SOM and circulate an invitation to other RSHA staff.

### **ITEM 4. Confidential items**

No confidential items were discussed.

### **ITEM 5. Acting Director's Report**

Professor Christie stated that he has been very busy getting up to speed with his new Acting duties and meeting people across the University.

Professor Christie reported that the DVC-R presented at the CASS Executive on research data management in the humanities. He also reported that he had attended an NCRIS consultation session. Other members of the Executive noted that they did not receive an invitation to the seminar and it was not widely circulated by the DVC-R. If they had been informed of the seminar they would also have attended.

#### **ANU Matters**

Heads reported that ANU Open Day planning for 27 August is going well, however the School of Art noted that the Chats Café will again be closed for Open Day this year.

#### **RSHA Matters**

Professor Travis reported that the launch of the second edition Australian National Dictionary was very successful with a large media profile and many resulting news items. The success of this event should be communicated to the CASS Executive committee.

## **ITEM 6. RSHA accommodation priorities**

### 6.1 Current maintenance issues feedback

Professor Christie thanked Schools for their feedback

### 6.2 RSHA accommodation and capital bid development

The Executive noted the current maintenance issues for many buildings across RSHA and the current feelings of limbo regarding the future accommodation for the RSHA, especially with regard to aging infrastructure and a lack of commitment to building upgrades in the foreseeable future. Professor Christie would like to use the next RSHA Executive meeting to table a list of urgent priorities for RSHA Schools and to discuss and develop a concise document which outlines an RSHA vision for accommodation into the future. This document will be tabled at the CASS Executive.

**Action:** Ms Knight to collate maintenance priorities for RSHA buildings feedback received so far for discussion at the next RSHA Executive meeting.

## **ITEM 7. Education matters**

### 7.1 School teaching and administration workloads

RSHA coursework teaching workloads were discussed. Schools are very diverse and implement a variety of teaching workload models. Within Schools it is important to consider comparable loads for teaching across disciplines and this is circulated via the 3-year teaching plan so that colleagues can see how teaching loads might vary across the different discipline areas depending on, for example, size of teaching groups, contact hours and Honours load.

It is not as easy to apply research activity when considering individual teaching loads, as non-research active staff will end up doing a greater load for teaching and hence will find it difficult to improve their research output.

The Executive is interested in discussing the management of activity percentages in PDR's across disciplines and how we ensure equity, as currently there appears to be disparity across Schools and disciplines when supervisors are assigning these percentages.

**Action:** Percentages values for PDR activities will be discussed at the next RSHA Executive meeting.

## **ITEM 8. Research Matters**

No further research matters were discussed.

## **ITEM 9. Workplace Health and Safety**

### 9.1 WHS first aid training and fieldwork

Ms Knight outlined recent discussions taking place around the ANU self-insurance project and the potential increased need to train staff and HDR students for remote fieldwork first aid. Schools may need to fund staff and students \$400-\$500 each to undertake training, and with

a minimum of 10 staff required per training course the cost could be substantial for School budgets.

The RSHA Executive also discussed the CASS Executive suggestion that all staff undertake mental health first aid training. Heads felt that this was not necessary, that only particular staff are suited to undertake and benefit from this training and that the 2- day course is prohibitive to normal School business. Heads should be able to recommend staff who are best suitable to attend.

## 9.2 Chemical Management System

The release and implementation of the operations plan on 1 September 2016 was noted.

### **ITEM 10. Next meeting**

The next meeting will be held on Friday 9 September at 2pm.

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

Professor Smith tabled 2 items under Other Business.

11.1 Staff in the School of Archaeology and Anthropology request that the RSHA Executive cover the staff expenses for field schools. They believe that the levy on student fees to cover staff expenses makes the course prohibitive for some students to attend, whereas if RSHA covered these expenses the student would only have to pay for themselves.

The RSHA Executive noted that enrolments in the SAA field schools was high and these are not core or required courses where students do not have a choice to attend. Small loans and scholarships are available to students in need. The RSHA must consider equity for all field schools across the RSHA and there would be students in many other field schools who may also be able to justify a need for support.

The School could consider allowing a full fee paying model where non-student participants could attend and offset costs for student participation.

11.2 Associate Professor Simone Dennis in the SAA requests RSHA Directorate support to develop a Year 11-12 summer school intensive course across 5 days. Professor Christie suggested that she write a proposal and send it to him so he may develop this idea with her further. A small orientation fund would employ a PhD student as an organizing assistant, who would benefit in obtaining professional work experience. Students would be full fee paying and would be cost neutral.

The Executive agreed that this was an excellent recruitment model and that other areas might consider developing ideas for a larger ANU Humanities Summer School. Science run a similar summer school and humanities should consider running a similar program.

**Action:** Professor Smith to ask Associate Professor Dennis to send a written proposal to Professor Christie and meet to discuss.

The meeting closed at 4.00pm.